

**STATE OF CONNECTICUT  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT**

**BIDDING PROCEDURE FOR  
STATE PROGRAMS**

**Revision: September 2008**

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**BIDDING AND CONTRACTING REQUIREMENTS****1. CATEGORIES OF WORK**

- a) Emergency Work: Public Health and Safety remedial construction
- b) Minor Construction/Renovation: Single trade tasks and/or non-complex construction with a total value of \$100,000 or less.
- c) Major Construction/Renovation: multiple-interrelated trade tasks and/or complex construction with a total value of over \$100,000.

**2. CONFLICT OF INTEREST NOTICE**

Members and relations of the governing body and/or staff of the grantee shall be prohibited from receiving contracts for material or services related to the Construction/Renovation.

**3. THE BID PACKAGE (Instructions to Bidders)**

- a) All construction plans and specifications are to be prepared by a licensed Professional engineer or architect.
- b) A draft Bid Package, including plans & specifications must be submitted to the Department of Economic and Community Development (DECD) for review not less than two weeks prior to advertisement. The project design professional should submit a completed bid sheet with the project cost estimate as part of this package.
- c) Where applicable, CONNDOT Form 814A, 815 or 816 are suitable substitutes for construction and material specifications.
- d) The Bid Package must include the attached documents beginning with the "Notification to Bidders" form.
- e) All bidders must return the "Notification to Bidders" form and the EEO-1 form. Minority/Women contractor information must be complete on these forms.
- f) The Bid Package should clearly state the terms and conditions for bidding the project including the submission of the "Notification to Bidders" and other forms. Bids not including these forms should be considered incomplete and rejected.
- g) DECD must approve any exemption from the bidding process for Emergency Work.

**4. ADVERTISING YOUR PROJECT**

- a) Notify DECD of the Bid Opening date, time, and location as soon as it is determined.
- b) DECD grantee must run a notice in the Public Notices section of a newspaper with statewide circulation and a local newspaper. A publisher's affidavit should be provided to DECD. The ad must end with the following statement:

"An Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply."

- c) In addition to the local newspaper, trade media should also be used for placing project notices. These media are not intended as substitutes for the newspaper notices.
  - 1) F.W. Dodge Reports (1-800-393-6343); or [www.dodge.construction.com](http://www.dodge.construction.com)
  - 2) New England Construction News/CDC News (888-281-5593), or [www.cdcnews.com](http://www.cdcnews.com)
  - 3) The Blue Book [www.thebluebook.com](http://www.thebluebook.com)
- d) The notice must run for at least two (2) days.
- e) In cases where the total project cost is below \$100,000, bids may also be solicited by letter, fax or email. However, the DECD grantee must solicit at least three quotations for such project.

## **5. MATERIAL AND SERVICES**

Material only purchases may be procured with the following resources:

- a. Many State Department of Administrative Services (DAS) service contracts are available to municipalities for use,
- b. In cases where the total estimated material cost is below \$25,000, fax, email or letter solicitation for prices is acceptable. However, the DECD grantee must solicit at least three quotations for material.

## **6. CHRO REQUIREMENTS**

- a. The grantees and their contractors will need to comply with 4a-60 and 4a-60a of the Connecticut General Statutes (CGS) and Sections 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies. The above statutes and regulations require the grantee to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." on projects. Consult your Architect or call the Project Manager for assistance.

- b. Federal Financing (EDA, UD, CDBG, etc.)

Federal funding carries its own Minority/Women's contracting requirements. The DECD grantee must comply. The granting sources will provide instructions.

**7. BID BONDS/CERTIFIED CHECKS**

a. Municipalities

Municipalities must require bid bonds for contracts exceeding \$50,000 or subcontracts exceeding \$50,000 (CGS 49-41).

b. Private Non-Profit Projects

- 1) Where the general contract exceeds \$100,000, the grantee shall require bid bonds or certified checks from the general contractor.
- 2) Contracts less than \$100,000.
  - The grantee shall negotiate a payment schedule with the contractor. The payment schedule shall ensure that the contractor has provided the grantee with sufficient guarantees to ensure project completion.
  - The grantee shall secure lien waivers if Subcontractors are employed. Consult your architect.
  - The grantee shall provide written notification to the DECD.

**8. INSURANCE**

- a) Contractor's Certificate of Insurance shall be required. The grantee is responsible for insuring that the levels are adequate.
- b) State of Connecticut shall be listed as an additional insured.
- c) Builder's Risk Insurance should be obtained either through the general contractor or grantee's agent. A copy of the Builder's Risk Certificate should be provided to DECD with the State of Connecticut listed as A.T.I.M.A.
- d) The DECD grantee Liability Insurance should be checked, especially if clients will be receiving services at the facility while construction is taking place. The grantee should ensure the existing coverage is adequate. If not, secure a rider.
- e) The "Hold Harmless" endorsement of the insurance shall include the interest of the municipality and the State of Connecticut. The Contractor and Subcontractors and other interests shall be so named. This policy shall insure against all risks of physical damaged except as modified by the Contract Documents and subject to the normal all risk exclusions.

**9. WAGE RATES**

- a. Municipal grantees shall pay the prevailing wage rates on projects: (a) where the total cost of all work to be performed by all contractors and subcontractors in connection with new construction is \$400,000 or more; and (b) where the total cost of all contractors and subcontractors for remodeling, refurbishing, rehabilitation or repair is \$100,000 or more (C.G.S. 31-53g). The State Department of Labor's Wage and Workplace Standards Division (860-263-6549) will assist the DECD grantee in determining the prevailing wage rate.
- b. Where federal funds are involved, Davis-Bacon Act rates may apply. Consult funding source.

**10. PREQUALIFYING BIDDERS**

- a. Municipal contracts for the construction or renovation of a public building, where the estimated value is \$500,000, or greater, may need to comply with Public Act 04-141. In such cases the contractors must be pre-qualified by the State of Connecticut Department of Administrative Services (DAS).
- b. It is permissible to use AIA form A305, Contractor's Qualification Statement, as a prerequisite to bidding, PROVIDED prequalification does not prevent minority/women owned firms from bidding. Consult your architect.

**11. CONSTRUCTION MANAGERS IN PLACE OF GENERAL CONTRACTORS**

The DECD grantee may employ a construction manager, but, if this management method is used, each subcontract must be bid employing the same procedures outlined above with a minimum of three bids for each subcontractor, advertising for each and compliance with minority regulations.

**12. THE FOLLOWING DOCUMENTS MUST BE FORWARDED TO DECD AT COMPLETION OF BIDDING:**

- a) A completed bid tabulation and a complete copy of the three lowest responsive bids.
- b) Signed copies of the "Notification to Bidders" and other minority forms for the lowest three bids.
- c) Copies of the bid bonds/certified checks from the three lowest bidders.

- d) A copy of advertisements soliciting bids or certificates from newspapers.
- e) A copy of the Instructions to Bidders, Not the Plans and Specifications.
- f) Project Design Professional's recommendation (certified resolution, or other acceptable documentation) of acceptance of the lowest responsible bidder.

**13. SELECTING THE GENERAL CONTRACTOR**

- a) Lowest Responsible and Qualified Bidder
- b) Competitive Bidding - Contracts greater than \$100,000 for DECD – sponsored projects:

The grantee will give full opportunity for free, open and competitive bidding for each contract to be let by it calling for installation, construction, reconstruction, demolition, removal, site improvement work, or other similar work, as a part of the program, or for use on the program; will give such publicity to its advertisements or calls for bids for each such contract and will provide adequate competition; and the award of such contract, when made, will be made by it as soon as practicable to the lowest responsible and qualified bidder. As used in this section, "lowest responsible and qualified bidder" means the bidder whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary to faithful performance of the work. Should the grantee reject the lowest bidder as not responsible and/or not qualified, the grantee shall immediately notify DECD of the reasons for the rejection and request DECD concurrence. The Commissioner of DECD shall at his/her discretion either approve or deny the grantee's rejection. The Grantee agrees to hold DECD harmless from any and all claims by rejected bidders. (Funding Restrictions for State Bond Fund Contracts for Capital Development of Facilities, attached).

- c) In the event that the grantee does not believe the lowest bidder, as defined in "a" above, to be responsible and qualified, the grantee will notify DECD requesting their concurrence in its choice before executing the general contract. In the event that there are less than three bidders, the grantee shall inform the Department and request instructions.
- d) Individual Physical development contracts under \$10,000 in value shall not be subject to competitive bid requirements.
- e) The applicant must notify DECD before the contract is executed.

f) Performance, Labor and Material Payment Bonds

Municipal Projects where the general contract exceeds \$25,000 or a subcontract exceeds \$50,000 must require bonds (CGS 49-41).

**14. DOCUMENTS TO BE FORWARDED TO DECD ONCE THE GENERAL CONTRACT HAS BEEN EXECUTED**

- a) One copy of executed contract and grantee's authority to execute (Board Resolution, etc.);
- b) Copy of Performance, Labor and Material Payment Bond and Power of Attorney for Surety (unless under \$100,000);
- c) If a construction manager is employed, each subcontract exceeding \$100,000 shall be bonded or a certified check required.
- d) Certificate of Insurance from general contractor covering liability and workman's compensation and builder's risk.

**15. GRANTEE RESPONSIBILITY**

- a) The Department shall review Project documents to ensure consistency with project goals, Department standards and technical correctness. However, it is the responsibility of the grantee, its architect and its Attorney to ensure that the documents are technically correct and complete and where necessary protect the grantee and the State of Connecticut from any and all claims.
- b) SAFEGUARDS: The grantee will comply with all relevant Local, State and Federal regulations, and comply with all standard contracting practices to safeguard the interests of the grantee and the State including, but not limited to, contractor performance, security, insurance, permits, and inspections and the provisions of the Funding Restrictions to this contract.
- c) The grantee shall erect a suitable sign attributing funding to State of Connecticut, Governor; Department of Economic and Community Development, Commissioner. (sample attached)

**16. MISCELLANEOUS**

- a) Change Orders: The Department does not approve or disapprove change orders. The Department reserves the right to review each change order, and advise the Grantee as to its appropriateness. If the change order is within the scope of the work approved by the Bond Commission, and funding is available (DECD will not request additional funds) the grantee may approve change orders. DECD reserves the right to determine the state funding eligibility of each change order.

- b) Vendor Payments: The Department does not approve or disapprove payments to Contractors. Copies of each approved Payment Application shall be sent to this department.

**17. MODIFICATIONS OF THE SELECTION PROCESS**

DECD approval is required for any modification or change to the bidding or selection process.

**18. ATTACHMENTS**

Documents to be included in bid package:

- a. Notification to Bidders
- b. EEO-1 form
- c. Contractors Minority Business Enterprises form
- d. Affidavit

One (1) copy of each document requested should be sent to:

Department of Economic and Community Development  
Office of Responsible Development, 4<sup>th</sup> Floor  
505 Hudson Street  
Hartford, Connecticut 06106-7106

**Attn:** \_\_\_\_\_, **Project Manager**

**Phone:** \_\_\_\_\_

**Fax:** (860) 270-8157

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**  
**CONTRACT COMPLIANCE REGULATIONS**  
**NOTIFICATION TO BIDDERS**  
(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
  - (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
  - (c) the bidder’s promise to develop and implement a successful affirmative action plan;
  - (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
  - (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.
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## **INSTRUCTIONS AND OTHER INFORMATION**

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder's \_\_good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

### **1) Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

### **2) Description of Job Categories (as used in Part IV Bidder Employment Information)**

**MANAGEMENT:** Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

**BUSINESS AND FINANCIAL OPERATIONS:** These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

**MARKETING AND SALES:** Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

**LEGAL OCCUPATIONS:** In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

**COMPUTER SPECIALISTS:** Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

**ARCHITECTURE AND ENGINEERING:** Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

**OFFICE AND ADMINISTRATIVE SUPPORT:** All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

**BUILDING AND GROUNDS CLEANING AND MAINTENANCE:** This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

**CONSTRUCTION AND EXTRACTION:** This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.

**INSTALLATION, MAINTENANCE AND REPAIR:** Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

**MATERIAL MOVING WORKERS:** The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine

feeders and off bearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

**PRODUCTION WORKERS:** The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

**Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)**

White (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. Black(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa. Hispanic- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Asian or Pacific Islander- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa. American Indian or Alaskan Native- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**BIDDER CONTRACT COMPLIANCE MONITORING REPORT**

PART I - Bidder Information

Company Name

Street Address

City & State

Chief Executive

Bidder Federal Employer Identification Number\_\_\_\_\_

Or Social Security Number\_\_\_\_\_

Major Business Activity

(Brief description)

Bidder Identification (response optional/definitions on page 1)

-Bidder is a small contractor. Yes\_\_ No\_\_

-Bidder is a minority business enterprise Yes\_\_ No\_\_

(If yes, check ownership category)

Black\_\_ Hispanic\_\_ Asian American\_\_ American Indian/Alaskan

Native\_\_ Iberian Peninsula\_\_ Individual(s) with a Physical Disability\_\_

Female\_\_

Bidder Parent Company

(If any)

- Bidder is certified as above by State of CT Yes\_\_ No\_\_

Other Locations in Ct.

(If any) - DAS Certification Number \_\_\_\_\_

## **PART II - Bidder Nondiscrimination Policies and Procedures**

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards?

Yes\_\_ No\_\_

2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards?

Yes\_\_ No\_\_

3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy?

Yes\_\_ No\_\_

4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes\_\_ No\_\_

5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes\_\_ No\_\_

6. Does your company have a collective bargaining agreement with workers?

Yes\_\_ No\_\_

6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes\_\_ No\_\_

6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct?

Yes\_\_ No\_\_

7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.?

Yes\_\_ No\_\_

8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability?

Yes\_\_ No\_\_

9. Does your company have a mandatory retirement age for all employees?

Yes\_\_ No\_\_

10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors?

Yes\_\_ No\_\_ NA\_\_

11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes\_\_ No\_\_ NA\_\_

12. Does your company have a written affirmative action Plan? Yes\_\_ No\_\_  
If no, please explain.

13. Is there a person in your company who is responsible for equal employment opportunity? Yes\_\_ No\_\_  
If yes, give name and phone number.

**Part III - Bidder Subcontracting Practices**

1. Will the work of this contract include subcontractors or suppliers? Yes\_\_ No\_\_

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes\_\_ No\_\_

**PART IV - Bidder Employment Information**

**Date:**

JOB Categories	OVERALL	WHITE	BLACK	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
	Totals Male/Female	(Non- Hispanic) Male/Female	(Non- Hispanic) Male/Female	Male/Female	Male/Female	Male/Female
Management						
Business & Financial Ops						
Marketing & Sales						
Legal Occupations						
Computer Specialist						
Architecture/ Engineering						
Office & Admin Support						
Bldg/Grounds/ Cleaning/Maintenance						
Material Moving Workers						
Production Occupations						

JOB Categories	OVERALL Totals	WHITE (Non- Hispanic)	BLACK (Non- Hispanic)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
TOTALS ABOVE						
TOTALS ONE YEAR AGO						
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORY AS ARE SHOWN ABOVE)						
APPRENTICES						
TRAINEES						

\*NOTE: JOB CATERGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

### PART V - Bidder Hiring and Recruitment Practices

- Which of the following recruitment sources are used by you?  
(Check yes or no, and report percent used)
- Check (X) any of the below listed requirements that you use as a hiring qualification  
(X)
- Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination

SOURCE	YES	NO	% of applicants provided by source
State Employment Service			Work Experience
Private Employment Agencies			Ability to Speak or Write English
Schools and Colleges			Written Tests
Newspaper Advertisement			High School Diploma
Walk Ins			College Degree
Present Employees			Union Membership
Labor Organizations			Personal Recommendation
Minority/Community			

Organizations

Height or Weight

Others (please identify)

Car Ownership

Arrest Record

Wage Garnishments

Certifications (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)

(Title)

(Date Signed)

(Telephone)