

**Checklist for Contractors
On Municipal Public Works Contracts
Effective October 1st, 2015**

- Attend pre-bid meeting (if applicable)
- Discuss any parts of the contract that require special materials, equipment or installation that cannot be subcontracted (e.g. specialized medical equipment that can be installed by specific companies only)
- Complete [non-discrimination affidavit form](#) and submit to CHRO (email Spencer.Hill@ct.gov) (This only needs to be done once every twelve months- [check contractor affidavit list](#))
- Submit bid documents (be sure to read CHRO language and set-aside requirements) (complete the [Notification to Bidders/Contract Compliance Monitoring Report](#) - which is included in the bid information - and return with your bid)

Selected Contractor

For projects greater than \$50,000 but less than \$500,000 in state funds

- Review award notice from municipality and follow instructions
 - If contractor has less than 50 employees submit a [Set-Aside Plan](#) to CHRO within 30 days of execution of contract
 - Contractors with 50 or more employees shall file an [Affirmative Action Plan](#) within 30 days of the execution of contract

For projects equal to or greater than \$500,000 in state funds

- Review the intent to award notice from municipality and follow instructions
 - Submit an Affirmative Action Plan to CHRO prior to award of contract
 - Receive approval of Affirmative Action Plan prior to award of contract

Other filing requirements

- Send a copy of a letter of transmittal to the municipality to confirm an Affirmative Action Plan or Set-Aside Plan was filed with CHRO
- [File monthly reports as required](#)
 - [Monthly Employment Utilization Report](#) (257/257a)
 - [Monthly SBE/MBE Status Report](#) (258/258a)
 - [Monthly Materials Consumption Report](#) (259)
 - [Cumulative Employment Utilization Report for end of project](#) (257b)
- Respond to request for closeout documents from CHRO, including, but not limited to:
 - [Final SBE/MBE Status Report](#) (258/258a)
 - Lien Waivers
 - Letter of Substantial Completion (when applicable)



STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION – Affidavit
By Entity
For Contracts Valued at \$50,000 or More

Documentation in the form of an affidavit signed under penalty of false statement by a chief executive officer, president, chairperson, member, or other corporate officer duly authorized to adopt corporate, company, or partnership policy that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60 and 4a-60a, as amended

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at \$50,000 or more for any year of the contract. Complete all sections of the form. Sign form in the presence of a Commissioner of Superior Court or Notary Public. Submit to the awarding State agency prior to contract execution.

AFFIDAVIT:

I, the undersigned, am over the age of eighteen (18) and understand and appreciate the obligations of

an oath. I am Member / Owner of Commissioners Firm & Ornamental Care LLC, an entity
Signatory's Title Name of Entity

duly formed and existing under the laws of Connecticut.
Name of State or Commonwealth

I certify that I am authorized to execute and deliver this affidavit on behalf of

Commissioners Firm & Ornamental Care LLC and that Commissioners Firm & Ornamental Care LLC
Name of Entity Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60 and 4a-60a, as amended.

[Signature]
Authorized Signatory

JOHN UUVINO member/owner
Printed Name

Sworn and subscribed to before me on this 26 day of April, 2018

[Signature]
Commissioner of the Superior Court/ Notary Public

31
1-31-2022
Commission Expiration Date



SCOTT C DEMAY
NOTARY PUBLIC
STATE OF CONNECTICUT
MY COMM. EXP. 01-31-22