<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>II</td>
<td>Affidavit and Nondiscrimination (Required Company Documents) Forms Uploads</td>
<td>3</td>
</tr>
<tr>
<td>III</td>
<td>Online Solicitation Responses and Submittals</td>
<td>11</td>
</tr>
<tr>
<td>IV</td>
<td>To View the Opened Bids – Public Bid Opening</td>
<td>26</td>
</tr>
<tr>
<td>Appendix A</td>
<td>High Level Overview for Required Company Documents Flowchart</td>
<td></td>
</tr>
<tr>
<td>Appendix B</td>
<td>High Level Overview for Solicitation Response Flowchart</td>
<td></td>
</tr>
</tbody>
</table>
I. Introduction

The Department of Administrative Services (DAS), Construction Services (CS) requires that all contractors create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet System.

Affidavit and Nondiscrimination “Required Company Documents” Forms are part of the contractors’ company information. Contractors are responsible for maintaining and updating company information in their BizNet Accounts as changes occur.

Bidders are required to upload and submit their bids or solicitation responses and submittals online through BizNet.

Contractors with Existing BizNet Accounts:

Contractors that have been certified through the Supplier Diversity or the Pre-Qualification Program have already created a BizNet account.

New Companies:

Create an account by clicking the BizNet login link below and then the button on the right labeled “Create New Account.” Login and select Doing Business with the State and Company Information. Please complete the information in all tabs (Company Information, Accounts, Address, etc....). Once that account is created, BizNet sends an email with an activation link, remember to click on this activation link.

The BizNet login is: https://www.biznet.ct.gov/AccountMaint/Login.aspx

Contractors Needing to Update Their Information:

Login to BizNet and follow instructions on uploaded Affidavit and Nondiscrimination (Required Company Documents) Forms – see below.

Other Supplementary Information to Instructions:

Appendix A: High Level Overview for Required Company Documents Flowchart
Appendix B: High Level Overview for Solicitation Response Flowchart
II. **Affidavit** and **Nondiscrimination** (Required Company Documents) Forms Uploads

To reach the **BizNet Login**, *either* click on https://www.biznet.ct.gov/AccountMaint/Login.aspx - you can skip down to the DAS Network - or *otherwise* type http://portal.ct.gov/das in

*Click on State Contracting Portal*
At the upper right click on Log In/Out.
BizNet (DAS Business Network)

Welcome to the DAS Business Network

The page you requested requires a log-in ID to access the on-line services offered by the Department of Administrative Services.

If you do not have a log-in ID, you will need to create one. Please use the button to the right labeled “Create New Account” to proceed.

To Login BizNet

Type in your Email Address (User Id).

Type in your Password.

Click on the button.
Doing Business With The State

Tools for those who are doing business with the State or looking to do business with the State.

State Regulations and Services

Resources to support State regulations and services.

Emergency Services

Resources to assist in times of emergency.

Search Engines

Biznet search engines and other search utilities.

Biznet Toolbox

Data maintenance tools for Biznet Applications.

Doing Business With The State

CHFA-DOH Consolidated Application

State Contracting Portal

Enter and maintain Bids and Results for Connecticut State Procurement

Company Information

Vendors and Contractors use this page to update your company information, maintain company contacts, and Goods and Services List.

You can also use this site to upload Company Affidavits and Nondiscrimination forms.

Contractor Prequalification Application

The DAS Contractor Prequalification Program (C.G.S §4a-100) requires all contractors to prequalify “before they can bid on any construction, alteration, remodeling, repair or demolition of any public building, for work by the state or a municipality, estimated to cost more than $500,000 and which is funded in whole or in part with state funds. For more information click here.”
Click Company Information

Welcome to the Company Information Center!

To enter a new company, click Add. To update information of an existing company, click on the binocular icon next to the company name. To update a company's user account, click on the binocular icon next to the company name.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Taxpayer ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diverse Electrical Contractors LLC</td>
<td>35248596</td>
</tr>
<tr>
<td>Executive Carpet &amp; Beyond, Inc.</td>
<td>061228506</td>
</tr>
<tr>
<td>Haas Contracting Co., Inc.</td>
<td>06102560</td>
</tr>
<tr>
<td>M. Brett Painting Company Inc.</td>
<td>061310591</td>
</tr>
<tr>
<td>MILTON C. BERBE &amp; SONS, INC.</td>
<td>060887378</td>
</tr>
<tr>
<td>Montagno Construction, Inc.</td>
<td>061126068</td>
</tr>
<tr>
<td>Network Interiors, Inc.</td>
<td>061229632</td>
</tr>
<tr>
<td>The Lynn Company</td>
<td>061235667</td>
</tr>
<tr>
<td>The Lynn Company</td>
<td>737636776</td>
</tr>
<tr>
<td>The Veloz Corporation</td>
<td>098787777</td>
</tr>
<tr>
<td>Veloz Enterprises</td>
<td>690523422</td>
</tr>
</tbody>
</table>

Add Another Company

The Department of Administrative Services - Business Network. Review our Privacy Policy.

Need to contact us? Send e-mail to DAS Web Design. All State disclaimers and permissions apply.

Click on the bidder’s company binocular

Enter your Company Information

Company Information

Company List

Company Information

Company Accounts

Company Address

Company Contacts

Industry

Insurance

Active Companies

Click Here To Upload Documents

Taxpayer ID Type

Taxpayer ID

Business Structure

Limited Liability Company

Registered with Secretary of the State

Secretary Of The State

Incorporating State

Web Address

Are you currently licensed or applying for license with any of these agencies?

Yes □ No *

Department of Children and Families

Department of Public Health

Department of Developmental Services

Save and Continue

The Department of Administrative Services - Business Network. Review our Privacy Policy.

Need to contact us? Send e-mail to DAS Web Design. All State disclaimers and permissions apply.
On the left of the screen, and in the navigation section, click on **Upload Forms and Documents** page displays – see below.

**Upload Forms and Documents** page

Click on **Required Company Documents** button.

**Required Company Documents** page displays – see next page.
In the Description Column, find or locate your document files, download, complete, sign if required then scan, and upload the documents—see below.

Click on Get Document link.

Complete, save, scan & upload each document separately:

A. Complete the Fillable Fields of the PDF document.

B. If a signature is required, then print the document. Otherwise, save the document to your computer.

C. Sign and notarize if necessary.

D. Scan the document to your computer, name and save it so that it may be easily located for upload.

E. Repeat this process for each document.

Click Upload Link

Click on Browse and locate the File (document) to be uploaded—see below.
Click on the FILE or Filename.

Click Open button.

Click Upload File button.

NOTE: There are two (2) “Open Forms” (these are web base fillable forms) that will be completed and saved in BizNet. These Open Forms are the CHRO Workplace Analysis Affirmative Action Employment Information Report Form (DAS-45), and the Connecticut Economic Impact Form.

For the CHRO DAS-45, when you click on the Save button the screen seems to stay that same except for the message, “Your information has been saved. You can close this page.”

To close, click on the X in the CHRO Tab

Economic Impact

There is no indication that this Economic Impact form is complete.

When you have completed and submitted all of the forms, the Message “Your file was uploaded successfully” appears at the top of the page.
III. Online Solicitation Responses and Submittals

Options to reach the BizNet Login are either:

From Email Notification (this is the quickest way)

Or

From the Solicitation on the Portal.

NOTE: If you choose to use the email Submit On-line Bid link then this will take you directly to the log in, and once logged to the specific solicitation.

However, if you choose to reach the login from Portal Solicitation on the Portal then the solicitation number must be either typed in the “Project/Solicitation” textbox of the Search Solicitation or the Submit On-line Bid link of the specific solicitation must be clicked – see further below.

To reach the BizNet login from Email Notification click on the Submit On-Line Bid link
Welcome to the DAS Business Network

The page you requested requires a log-in ID to access the on-line services offered by the Department of Administrative Services.

If you do not have a log-in ID, you will need to create one. Please use the button to the right labeled “Create New Account” to proceed.

E-Mail Address
Password

Login
Create New Account
Forgot Password
Update Account
Resend Activation Link

BizNet (DAS Business Network) displays – from here you can skip to To Login BizNet.

To reach the BizNet login from the Solicitation on the Portal – see below on the next page
To reach the BizNet Login from the Solicitation on the Portal

Click on State Contracting Portal
Portal Solicitation Search

Click on > Search Solicitations

Either type in the solicitation number in the “Project/Solicitation” Textbox and click on, which pulls up the solicitation – see below –

or you can click on the Organization down-arrow – see below.
Scroll down to “Administrative Service, Construction Services” and click on it.

Click on Search Solicitations.
Portal Solicitation

Click on the Submit On-Line Bid link.

BizNet (DAS Business Network) displays.
**Welcome to the DAS Business Network**

The page you requested requires a log-in ID to access the on-line services offered by the Department of Administrative Services.

If you do not have a log-in ID, you will need to create one. Please use the button to the right labeled “Create New Account” to proceed.

---

**BizNet (DAS Business Network)**

**To Login BizNet**

*Type in your Email Address (User Id).* ←

*Type in your Password.* ←

*Click on the Login button.*

**Solicitation Documents Page displays** – see next page.
Scroll down to the Solicitation Documents Section
NOTE:

**Solicitation Documents Section Documents**

In the "Solicitation Documents" Section, some documents have "Get Document" links to download * documents that will be upload depending on the estimated value of the project while other solicitation documents will not have the "Get Document" links. These documents are listed in the project manual and also in the "Reference Listing of Solicitation Documents to Be Submitted" Table below. The table is indented as just a visual aid to the list of documents to submit with the bid proposal.

*For detail instructions see below.*

**Other Solicitation Documents**

The Other Solicitation Documents link is available to use for any other documents the bidder wishes to also submit as support for its bid. One of the documents that can be submitted in this category is a bid withdraw. The Other Solicitation Documents may be uploaded in the "Other Solicitation Documents – Upload individually" row of the Solicitation Documents Section.

The "Upload" link of "Other Solicitation Documents – Upload Individually" row can be used multiple times when there are more than one document to upload, however, upload them individually/separately.

Please limit the use of the Other Solicitation Documents link!

*For detail instructions see below.*
### Reference Listing of the Solicitation Documents To Be Submitted

<table>
<thead>
<tr>
<th>Category</th>
<th>Documents Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For All Bids</strong></td>
<td>Bid Proposal, General Bidders’ Qualification Statement, Certificate of Authority</td>
</tr>
<tr>
<td><strong>For Bids OVER $50,000</strong></td>
<td>Bid Bond</td>
</tr>
<tr>
<td><strong>For Set-aside Projects Estimated $500,000 or less</strong></td>
<td>DAS Small Business Set-aside Certificate</td>
</tr>
<tr>
<td></td>
<td>*Use your certificate from DAS Supplier Diversity; therefore, do NOT download the one in the Solicitation Document Section</td>
</tr>
<tr>
<td><strong>For Projects Estimated OVER $500,000</strong></td>
<td>DAS Prequalification Certificate, DAS Prequalification Update Statement</td>
</tr>
<tr>
<td></td>
<td>*Use your certificate and update statement from the DAS Prequalification System; therefore, do NOT download the one in the Solicitation Document Section</td>
</tr>
</tbody>
</table>
Under the **Solicitation Documents** Section, and in the **Description Column** do the following:

*Click on the **Get Document** link for a document, download, complete, save, scan and upload each document – see below:*

A. **Complete** the **Fillable Fields** of the PDF document.

B. **If a signature is required**, print the document. Otherwise, save the document to your computer.

C. **Sign and notarize** if necessary.

D. **Scan** the document to your computer, name and save it so that it may be easily located for upload.

E. **Repeat** this process for each document – see below.

In the **Upload Column**, do the following:

*Click on the **Upload** link*
The Upload Solicitation Document page displays.

Locate the File (your document) via Browse ... by clicking on Browse

Click on the FILE or Filename.

Click Open button.

Click Upload File button.

After all documents have been uploaded then click on Open Form SP-26.

The Contractor Information Page displays.

Type in the name of the “Person Authorized to Sign Solicitation on behalf of this Company” text box.

Type in the title the authorized person in the “Title of Authorized Person” text box.

Type in the email address of authorized signatory in the “Email address of Person Authorized to Sign Solicitation on behalf of this Company” text box.

NOTE: Make sure that the email address is typed correctly because if it is not then BizNet will not accept it.

Click on Continue button.

Click on Yes

The Electronic Signature Page displays.
Electronic Signature

IMPORTANT: The individual submitting this form must be authorized to sign contracts on behalf of the company, and must be listed as such in the company’s corporate resolution/vendor authorization documents. Please keep in mind that the person listed as "authorized" must be the same person submitting their electronic signature when completing their company’s submittal.

ELECTRONIC SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS ON BEHALF OF THE BIDDER:

I.J. Carlos Veliz, President of The Yeliz Corporation, am duly authorized to sign documents on behalf of The Yeliz Corporation. By clicking on the “electronic signature” box below, I confirm and understand that an electronic signature is taking place and I intend to be bound by and authenticate this electronic record, and attest to the statements contained within. I hereby certify that all information supplied is true to the best of my knowledge and belief, subject to the penalties of false statement.

In addition, the above named bidder fully acknowledges and agrees with all of the terms and conditions contained in the Bid/Contract #15-100. Further, if the above named bidder is awarded a contract for the goods and/or services called for in the invitation to bid, the bidder’s electronic signature shall mean that the bidder shall be bound by and perform fully in accordance with all of the terms and conditions set forth in the invitation to Bid and Contract #15-100.

The bidder/proposer hereby certifies under penalty of false statement that all the information supplied is complete and true.

Check the [ ] I Agree

Click the Submit Electronic Signature button.

NOTE: If you try to submit before uploading all of your documents, then you will receive a message to “Please Upload All Solicitation Documents.”

Click in the [ ] I Agree checkbox.

Click the Submit Electronic Signature button.

NOTE: When you have uploaded all of the solicitation documents and completed the Signature “Open Form” the message “Your File was uploaded successfully” appears at the top of the page.
Click on the **Solicitation Complete** button.

The **Successful Completion** Page displays – see next page.

---

**You have successfully completed the solicitation process. You will receive an E-Mail confirmation message of this.**

Click on the **Close** button.
BizNet will send you a Confirmation Email – see email below.

You can close out of BizNet.

You may update your solicitation response until the day and time of the solicitation closing, after which all fields will be locked.
IV. To View the Opened Bids – Public Bid Opening

To reach the State of Connecticut Portal go to http://portal.ct.gov/das

*Click on State Contracting Portal*
Under the Solicitation Search, click on the radio button.

You can then either

Type in the Solicitation Number in Project/Solicitation # in the “Project/Solicitation” Textbox, and click on Search Solicitations this will pull up the solicitation

The State Contracting Portal Solicitation Results Page displays with the solicitation – see below

Or

Click on the down arrow for “Organization” and select “Administrative Services, Construction Services” - see below.
Click on The State Contracting Portal Solicitation Results page displays with the solicitation or various solicitation numbers – see below. If you typed in a solicitation number then only that specific solicitation will display, however, if instead you selected “Administrative Services, Construction Services” then more than one solicitation may display – see below.
### State Contracting Portal Solicitation Search Results

#### Search Criteria: Solicitations Under Evaluation and Project/Solicitation # includes '1608BIZZZ008'

**Results Found:** 1

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 11, 2016</td>
<td>Organization: ZZZ TEST Construction Services</td>
</tr>
<tr>
<td></td>
<td>Project Number: BI-ZZZ-008</td>
</tr>
<tr>
<td></td>
<td>Solicitation Number: 1608BIZZZ008</td>
</tr>
<tr>
<td></td>
<td>TEST</td>
</tr>
</tbody>
</table>

**Public Opening**

---

### State Contracting Portal Solicitation Search Results

#### Search Criteria: Solicitations Under Evaluation and Organization = 'ZZZ TEST Construction Services'

**Results Found:** 7

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 11, 2016</td>
<td>Organization: ZZZ TEST Construction Services</td>
</tr>
<tr>
<td></td>
<td>Project Number: BI-ZZZ-008</td>
</tr>
<tr>
<td></td>
<td>Solicitation Number: 1608BIZZZ008</td>
</tr>
<tr>
<td></td>
<td>TEST</td>
</tr>
</tbody>
</table>

**Public Opening**

---

Mar 31, 2016

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Organization: ZZZ TEST Construction Services</td>
</tr>
<tr>
<td></td>
<td>Project Number: BI-ZZZ-007</td>
</tr>
<tr>
<td></td>
<td>Solicitation Number: 1607BIZZZ007</td>
</tr>
<tr>
<td></td>
<td><strong>SBE/MBE/DBE requirement included in this Solicitation</strong></td>
</tr>
<tr>
<td></td>
<td>ZZZ Construction Services Test 7</td>
</tr>
<tr>
<td></td>
<td>Location: test</td>
</tr>
</tbody>
</table>

---

Feb 10, 2016

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Organization: ZZZ TEST Construction Services</td>
</tr>
<tr>
<td></td>
<td>Project Number: BI-ZZZ-005</td>
</tr>
<tr>
<td></td>
<td>Solicitation Number: 1605BIZZZ005</td>
</tr>
<tr>
<td></td>
<td>Test 5</td>
</tr>
</tbody>
</table>

---

Click on **Public Opening**
Click on a company name of a particular contractor, for example, The Velez Corporation.

Wait for the list of “Required Company Documents” and “Solicitation Documents” to display.
Look at the “Uploaded Info” column and click on a document link.
Click on [Open] button.

After reviewing the documents click on the close X in the upper right corner of the screen.

Click on the next document link to review.

NOTE: These instructions may change. For example, changes to the portal and website may cause the navigation to change.
APPENDIX A

High Level Overview for Required Company Documents

Flowchart
State of Connecticut
Department of Administrative Services
Construction On-line Bidding
High Level Overview

Required Company Documents

Start

This assumes you have a BizNet Account

Login to BizNet

Search for and select your company

Download all required Affidavits and Non-Discrimination documents and complete them.

Save and/or scan all required Affidavits and Non-Discrimination documents, including any other documents to your computer.

This is done annually, or upon change (no later than 30 days)

Upload all required Affidavits and Non-Discrimination, including any other documents

End

Revised 03/09/17
APPENDIX B

High Level Overview for Solicitation Response Flowchart
State of Connecticut
Department of Administrative Services

Construction On-line Bidding

High Level Overview

Solicitation Bid Submittal

Start

Search for the Bid Solicitation from State Contracting Portal

Click on the Submit On-line Bid link

Login to BizNet

Search for and select Bidder's company

Download required solicitation documents and complete them.

Save and/or Scan all solicitation response documents, including any other documents to your computer.

Upload all solicitation response documents, including any other documents

You will receive a Confirmation Email.

Complete the SP-26 and click on Submit Electronic Signature button

Click on Open Form For SP-26 Electronic Signature

End

This assumes bidders have a BizNet Account

Some forms are fill-in within BizNet. They appear in the "Upload" column as "Open Form". For example, Electronic Signature Form SP-26

* This assumes that bidders have already uploaded their "Required Company Documents" before attempting to submit their "Solicitation Documents"

Revised 10/12/17