



CITY OF HARTFORD

ROUTING TABLE #1

Updated 2/22/21

PROFESSIONAL SERVICES (AGREEMENT) **(AMENDMENT)**
CONSTRUCTION SERVICES (AGREEMENT) **(AMENDMENT)**
MISCELLANEOUS GOODS & SERVICES (INSTALL) **(NO INSTALL)**
LESS THAN 25K AGREEMENT

Date:	October 27, 2021
Initiating Department:	Procurement Services for DPW
Contact Person & Telephone #:	Tara Cummins- tara.cummins@hartford.gov
Project Title:	Learning Corridor Property Management Services
Project #:	6039 Extension #
Term of Contract (start & end date):	October 1, 2021 through September 30, 2022
Total Cost of Project:	\$varies
General Fund \$ / MUNIS Account Coding:	\$ 822005/543000
Grant Fund \$ / MUNIS Account Coding:	\$
Vendor Name / Vendor #:	Capital Region Education Council (CREC)
Council Resolution Date:	

	TITLE	SIGNATURE	DATE
5 & P 1. Initiating Department	Department Head	<i>Michael T. Torrey</i>	10/28/21
2. Procurement Services Unit (Communications & Revisions)	Procurement Specialist	<i>[Signature]</i>	11/17/21
3. Procurement Services Unit	Procurement Manager	<i>[Signature]</i>	11/18/2021
11.18.21 4. Management & Budget	Director of M&B		
MARB Approval Required <input type="checkbox"/> Initials: _____	MARB Approval Rec'd Yes <input type="checkbox"/> No <input type="checkbox"/>		
5. Corporation Counsel (Form & Legality)	Corporation Counsel		
6. Mayor's Office	Chief Operating Officer		

Executed Contracts are released to Procurement for distribution. Initials / Date: _____

MAH

CONTRACT FOR PROFESSIONAL SERVICES

by and between

CITY OF HARTFORD

and

Capital Region Education Council

for

Learning Corridor Property Management Services

This Agreement is by and between the **City of Hartford**, a Connecticut municipal Corporation having its territorial limits within the County of Hartford and State of Connecticut, acting herein by **Luke A. Bronin, its Mayor**, duly authorized hereinafter referred to as the **City**, and **Capital Region Education Council (CREC)**, whose address is **111 Charter Oak Avenue, Hartford, CT 06106** acting herein by **Greg Florio, Its Executive Director**, duly authorized, hereinafter referred to as the **Provider**.

1. SCOPE OF SERVICES

The City of Hartford hereby engages Provider to provide Learning Corridor Property Management Services on an as-needed basis as set forth on **Exhibit A** attached hereto ("Services"), subject to the terms and conditions in this Agreement.

2. TERM

The term of this Agreement will be for one year starting project October 1, 2021 through September 30, 2022. The City has the option to extend this contract for (3) additional (1) year terms in the City's sole and absolute discretion.

3. COMPENSATION

For services rendered by Provider as detailed in Exhibit A of this Contract, Provider shall be paid according to the rates set forth in Exhibit B.

City's obligation to make any payments for any Services rendered hereunder is expressly contingent upon Provider having satisfactorily performed the same. In the event that City reasonably determines that Provider's work is not satisfactory, or if City reasonably believes Provider otherwise has breached any of its obligations under this Agreement, City may take corrective action, including, but not limited to, the following:

- (i) Delay of payment;
- (ii) Adjustment of payment; and/or
- (iii) Suspension or termination of this Agreement.

Payment will be made by City for any Services provided hereunder within thirty (30) days of its receipt of Provider's invoice therefor in accordance with this Section.

4. MANAGEMENT

The Director of the Department of Public Works or his/her designee will manage this contract for the City. The City will co-manage all center operations and shall also work closely with the Provider in all aspects of the programs and services and each shall follow reasonable suggestions of the other to improve same.

5. RELATIONSHIP BETWEEN THE PARTIES

It is mutually agreed that the Provider including its employee(s) is an independent contractor and not an officer, employee or agent of the City, and that this Agreement is a contract for services and not a contract of employment, and that, as such, the Provider and its employee(s) shall not be entitled to any employment benefits of the City such as, but not limited to: vacation, sick leave, insurance, workers' compensation, pension and retirement benefits. All personnel matters affecting staff will be the responsibility of the Provider.

6. HOLD HARMLESS AGREEMENT

The Provider, its agents and assigns shall indemnify and hold harmless the City of Hartford, including but not limited to, its elected officials, officers, and agents, ("collectively, "the City Indemnities") from any and all claims made against the City Indemnities, including but not limited to, damages, awards, costs and reasonable attorneys' fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by or on behalf of the Provider here under or under any other agreements of the Provider entered into by reason thereof. The City agrees to give the Provider prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof. The foregoing indemnity shall survive the termination or expiration of this agreement.

7. INSURANCE REQUIREMENTS

A certificate of insurance must be presented to the City in order for this Contract to take effect. The certificate must name the City as an additional insured on the face of the document and must bear the original signature of an authorized agent for the issuing entity. Except as otherwise set forth herein, policies maintaining such insurance throughout the duration of the project. Insurance requirements are detailed in document **#1009 Professional Services Insurance Requirements** attached as Exhibit C.

8. CONFLICT OF INTEREST

Provider hereby represents and warrants to City as follows:

- (i) Provider has not employed or retained any company or person, other than a bona fide employee working solely for Provider, to solicit or secure this Agreement, and Provider has not paid or agreed to pay any company or person, other than bona fide employees working solely for Provider, any fee, gift or any other consideration contingent upon or resulting from the awarding or making of this Agreement;
- (ii) no member of the governing body of City, or its designees, employees or agents, and no other public official, either paid or unpaid, who exercises any functions or responsibilities with respect to this Agreement shall, during the individual's tenure or thereafter, have any personal or financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work and/or services to be performed in connection with this Agreement. Provider shall cause to be incorporated, in all subcontracts a provision prohibiting such interest pursuant to the provisions of this paragraph.

In the event any of the foregoing representations are untrue, or if any fact or circumstance occurs during the term hereof that cause any of the same to be untrue, then City, in addition to such other rights or remedies which may then be available to it, all of which are expressly reserved hereby, shall have the option of terminating this Agreement in accordance with Subsection 12.1.

9. PERFORMANCE OF SERVICES

All Services will be performed by Provider in a timely manner with skill and competence in accordance with generally accepted practices of, and pursuant to a standard of care exercised by, companies providing similar services under like circumstances.

10. CONFIDENTIALITY

Provider shall not, at any time during, or after the expiration of, the term of this Agreement, divulge to any person, or use for its or any other person's benefit, any information or fact relating to the conduct, management, or business of City, which shall have come to the knowledge of Provider in the course of providing the Services hereunder. Provider further agrees to treat as confidential, and to use only for the advancement of the interest of City, all data and other information submitted to or obtained by it in connection with the Project during the term of this Agreement. Except as may otherwise be agreed by City, all originals and copies of any such materials shall be returned to City upon completion of the Project or at such earlier time as is requested thereby.

11. EVENTS OF DEFAULT AND REMEDIES

11.1 Events of Default

Any of the following occurrences or acts shall constitute an Event of Default under this Agreement:

- (i) Whenever Provider shall do, or permit anything to be done, whether by action or inaction, contrary to any of the covenants, agreements, terms or provisions contained in this Agreement which on the part or behalf of

Provider are to be kept or performed, and Provider fails to correct any such breach within ten (10) days after Provider's receipt of written notice of such breach from City; or

- (ii) If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that Provider's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to Provider's performance of this Agreement; or
- (iii) whenever an involuntary petition shall be filed against Provider under any bankruptcy or insolvency law or under the reorganization provisions of any law of like import, or a receiver of Provider or of or for the property of Provider shall be appointed without the acquiescence of Provider, or whenever this Agreement or the unexpired balance of the term would, by operation of law or otherwise, except for this provision, devolve upon or pass to any person, firm or corporation other than Provider or a corporation in which Provider may be duly merged, converted or consolidated under statutory procedure, and such circumstance under this subparagraph shall continue and shall remain undischarged or unstayed for an aggregate period of sixty (60) days (whether or not consecutive) or shall not be remedied by Provider within sixty (60) days; or
- (iv) whenever Provider shall make an assignment of the property of Provider for the benefit of creditors or shall file a voluntary petition under any bankruptcy or insolvency law, or whenever any court of competent jurisdiction shall approve a petition filed by Provider under the reorganization provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever a petition shall be filed by Provider under the arrangement provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever Provider shall desert or abandon the Project; or
- (v) If any competent authority shall have determined that Provider is in default of any federal, state or local tax obligation; or
- (vi) Pursuant to Resolutions passed by the Court of Common Council on March 4, 1996 and January 13, 1997, if Provider or any of its principals are in default of any tax or other financial obligations which are owed to City. Default shall be considered to have occurred under this subsection when any payment required to be made to City is more than thirty (30) days past due.

11.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, City may elect to pursue any one or more of the following remedies, in any combination or sequence:

- (i) Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;
- (ii) Suspend Project operation;
- (iii) Require Provider to correct or cure such default to the satisfaction of City; and/or
- (iv) Terminate this Agreement for cause in accordance with Section 12 hereof.
- (v) Deduct from the cash bond/escrow account any penalties, claims, charges or damages assessed against the Operator by the City in the City's reasonable discretion.

The selection of any remedy shall not prevent or stop City from pursuing any other remedy and shall not constitute a waiver by City of any other right or remedy.

12. TERMINATION OF AGREEMENT

12.1 Termination for Cause

Upon the occurrence of any Event of Default, as set forth in Section 11.1 hereof, City may terminate this Agreement by giving five (5) days' written notice thereof to Provider.

12.2 Termination for Non-availability of Funds

In the event City shall not have funds available for the Project, City may terminate this Agreement following written notice thereof to Provider.

12.3 Termination at Will

City or Provider may terminate this Agreement at any time by giving thirty (30) days' prior written notice thereof to the other party.

12.4 Payment upon Termination

In the event this Agreement is terminated pursuant to any of Sections 12.2 through 12.3 above, City shall make full payment to Provider for all Services performed in accordance with this Agreement up to and including the date of termination within sixty (60) days of such date of termination and presentation of Provider's reports therefor in accordance with Section 3 above.

13. ESTABLISHMENT AND MAINTENANCE OF RECORDS; AUDITS

13.1 Provider agrees to establish and maintain fiscal control and accounting procedures that assure proper accounting for all funds paid by City to Provider under this Agreement. Without limiting the generality of the foregoing, Provider agrees that it will maintain accurate and complete records of (i) all charges and any other claims or demands for compensation from City, or any other person or entity, in connection with the Project (including, without limitation, any claims for or arising out of any alleged breach of this Agreement), (ii) the basis (including but not limited to, supporting documentation) therefor, and (iii) the amount and source of any and all payments or other consideration ultimately recovered in respect thereof.

13.2 Any and all records shall be generated by Provider in a manner which is consistent with City's requirements and shall be maintained for a period of not less than six (6) years from the date of termination of this Agreement pursuant to Section 12. Provider further shall permit (and require its Providers to permit) City and/or its duly authorized representatives to examine, review, and audit any records, books, or other documents of Provider or any and all of Provider's Providers relative to the above, and furnish copies thereof, when requested.

14. SUBCONTRACTORS

Portions of the Services may be subcontracted, provided that:

- (i) City shall have given prior approval to such subcontract in writing, which approval may be withheld in its sole and absolute discretion;
- (ii) All of the terms, covenants, conditions and provisions of this Agreement shall have been incorporated in such subcontract(s) and the subcontractor(s) shall have agreed in writing to assume, perform and be bound by this Agreement and all the terms, covenants, conditions and provisions hereof and shall have further acknowledged and agreed that City is and will be a third party beneficiary of said undertakings; and
- (iii) City shall not be liable for payment of any wages, materials, or other expenses of any subcontractors.

15. COMPLIANCE WITH LAWS

Provider shall perform all Services hereunder in accordance with and subject to all applicable federal, state and local laws, statutes, regulations, ordinances, orders and permits, including regulations promulgated by the Department of Motor Vehicles.

16. ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION

Provider agrees to abide by the provisions of Section 2-679 *et seq.* of the City of Hartford Municipal Code (as applicable), Executive Orders Numbers 3 and 17 of the State of Connecticut; and Presidential Executive Orders Numbers 11246, 11375 and 11063. In carrying out the Project, Provider shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference.

Provider shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment without regard to their race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training; including apprenticeship. Provider shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the federal government, setting forth the provisions of the non-discrimination clause.

Provider shall state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. Provider shall incorporate, or cause to be incorporated, this provision in any and all subcontracts entered into pursuant to this Agreement. Provider agrees to abide by the terms and conditions contained in the City of Hartford's *Contractor's EEO Report*.

17. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990

Provider agrees to abide by the provisions of the Americans with Disabilities Act (the "Act") of 1990; Public Law 101-336, as applicable.

In compliance with this law, Provider shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of Provider, or be subjected to discrimination by Provider. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations provided by Provider.

Any television public service announcement that is produced or funded in whole or in part under this Agreement shall include closed captioning of the verbal content of such announcement. Provider shall not discriminate against any individual because such individual has opposed any act or practice made unlawful by the Act or because such individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the Act.

Provider shall not permit coercion, intimidation or threatening of, or interference with, any individual in the exercise or enjoyment of, or on account of his or her having exercised

or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right granted or protected by the Act.

18. DELINQUENCY IN OBLIGATIONS

Provider hereby agrees that throughout the period of this Agreement, all taxes, contractual obligations and audit responsibilities owed to City shall be and remain current.

19. NON-WAIVER

Any failure by City or Provider to insist upon the strict performance by the other of any of the terms and provisions hereof shall not constitute a waiver of that or any other of said other party's obligations hereunder, and each party hereto, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the other, of any and all of the terms and provisions of this Agreement.

20. AMENDMENTS

This Agreement may be amended by written instrument executed by the parties hereto, acting therein by their duly authorized representatives.

21. DISCLAIMER OF AGENCY OR THIRD PARTY BENEFICIARY RIGHTS

City and Provider are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to third persons.

22. NON-ASSIGNABILITY BY PROVIDER

This Agreement shall not be transferable or assignable by Provider, by operation of law or otherwise, without prior written consent of City, which consent may be withheld in its sole and absolute discretion.

23. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

24. CUMULATIVE REMEDIES

All rights and remedies exercisable by City hereunder shall be cumulative and the exercise or beginning of the exercise by City of any of its rights or remedies hereunder shall not preclude City from exercising any other right or remedy granted hereunder or permitted by law.

25. GOVERNING LAW

This Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Connecticut and the ordinances of the City of Hartford without regard or resort to conflict of laws principles.

26. GENDER/NUMBER/TITLE

Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular shall be held and construed to include the plural, unless the Agreement requires otherwise. In the event of any discrepancy or conflict between the name and title of any person referred to in this Agreement, the title shall prevail.

27. NOTICES

All notices, approvals, demands, requests, or other documents required or permitted under this Agreement, other than routine communications necessary for the day-to-day operation of this Agreement, shall be deemed properly given if hand delivered or sent by express courier mail service or United States registered or certified mail, return receipt requested, postage prepaid, to the following addresses:

As to the City:

City of Hartford
550 Main Street
Hartford, CT 06103
Attn: Luke A. Bronin, Its Mayor

As to Provider:

Capital Regional Education Council
111 Charter Oak Avenue
Hartford, CT 06106
Attn: Greg Florio, Its Executive Director

With a Copy to:

Corporation Counsel
City of Hartford
550 Main Street
Hartford, CT 06103

Notices provided in accordance with the foregoing shall be deemed received as of the earlier of the date of delivery or the second business day following the date of their being posted with U.S. Postal Service.

30. SUCCESSORS AND ASSIGNS

Subject to the other provisions of this Agreement, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

31. MERGER/ENTIRE AGREEMENT

This Agreement and its exhibits referenced herein and attached hereto, contain the entire understanding between the parties hereto and supersede any and all prior understandings, negotiations, and agreements whether written or oral, between them respecting the written subject matter hereof.

IN WITNESS THEREOF, the CITY OF HARTFORD and the PROVIDER have executed this Contract as of this 28th day of September, 2021.

PROVIDER

DocuSigned by:
By: Sil Cruz-Serrano
7830E1930033476
Sandra Cruz-Serrano
Its Deputy Executive
Director

CITY OF HARTFORD

By: _____
Luke A. Bronin
its Mayor

APPROVALS:

As to Form and Legality:

By: _____ / /
Howard G. Rifkin Date
Its Corporation Counsel

EXHIBIT A – Detailed Scope of Services



CONSTRUCTION AND FACILITIES

**CREC'S RESPONSE TO THE
CITY OF HARTFORD'S REQUEST
FOR RESPONSE
RFR #6039
LEARNING CORRIDOR PROPERTY
MANAGER**

DEADLINE 7/30/2021 AT 2:00 PM



CONSTRUCTION AND FACILITIES

RESPONSE TO REQUEST FOR PROPOSALS
THE LEARNING CORRIDOR PROPERTY MANAGER
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CONSTRUCTION AND FACILITIES

1. INTRODUCTION LETTER



Mason Thrall
Director of Operations
Construction • Facilities • Food Services
Security • Technology • Transportation

July 30, 2021

City of Hartford
Purchasing Department
550 Main Street
Hartford, CT 06103

Re: Request for Responses for Learning Corridor Property Manager

To whom it may concern:

Please accept this response to the City of Hartford's Request for Response for The Learning Corridor Property Manager. We hope to once again have the opportunity to manage the common areas of the campus, where we currently manage three of its four schools. CREC has served as the City's property manager for The Learning Corridor since 2013.

Our sole motivation is the preservation of the campus for the use of students, families, neighborhood residents and the City.

CREC collaborates with Owens Realty Services and PMI to provide property management and maintenance. All employees who work in our schools and offices are well trained and undergo extensive background checks, including criminal records and drug testing. CREC's experienced Facilities Manager, Tyra Johnson-Smith, is assigned to oversee The Learning Corridor and regularly inspects to ensure the facilities meet our high quality standards.

In order for this campus to be the flagship for regional public education, high standards for a safe and healthy learning environment must be set and met. As a highly reputable entity that operates numerous schools, and manages their facilities, we know what needs to be done. We are proactive in our approach to maintaining properties. We understand that the aesthetic appeal and the efficient operation of The Learning Corridor directly relates to the success of its schools, their ability to attract new students, and the vibrancy of its surrounding neighborhood.

Since 1966, CREC has developed an array of high quality programs and services to meet the educational needs of children and adults in the region. This Response is closely aligned with CREC's mission to serve member districts and their communities, in order to improve the quality of education for all learners.

Our Responses includes information regarding CREC and its primary partners. We are confident that this Response provides Hartford with the most cost-effective, experienced, and knowledgeable school property manager for The Learning Corridor.

CREC has a unique stake in the success of The Learning Corridor. We hope to have the opportunity to once again work side-by-side with the City of Hartford and the Hartford Public Schools for the benefit of this very important sign of the City's vitality.

Costs included in this proposal are estimated based on actual costs experienced over the past five years. CREC is proposing to continue to invoice the City for actual costs of vendors. CREC will continue to gain prior approval from the City for any expense over \$5,000. The only fixed charge directly from CREC is a \$20,000 management fee. In addition, CREC will continue to charge a \$20,000 financial management fee if the City continues to require that service.

We are ready to provide any additional information you may wish to have, and to discuss our Response at your convenience.

Sincerely,



Mason Thrall
Director of Operations



CONSTRUCTION AND FACILITIES

2. ABOUT CAPITOL REGION EDUCATION COUNCIL



CONSTRUCTION AND FACILITIES

About CREC

Connecting People and Resources for Quality Education

Since 1966, the Capitol Region Education Council (CREC), working with and for its member districts, has developed a wide array of cost-effective and high-quality programs and services to meet the educational needs of children and adults in Greater Hartford.

CREC Provides:

- Ongoing professional development workshops for educators
- High-quality educational programs for grades PreK-12 through 16 interdistrict magnet schools
- School construction, operations and facilities services
- Customized educational programming in the public school districts it serves
- Cooperative purchasing and other business services
- Specialized educational programs and facilities for students with hearing impairments, special needs and a variety of other physical and behavioral challenges
- Preschool and care programs for infants and their families
- Innovative partnership programs that help adults develop real, job-ready skills now

CREC Accomplishments

- Regularly serves 35 member districts (36 towns) in Greater Hartford
- Reaches additional towns/districts through a number of statewide services and programs
- Assists approximately 12,000 students each year
- Offers more than 120 educational programs annually to students and educators in Connecticut
- Manages more than 40 facilities in nearly a dozen towns, including 16 interdistrict magnet schools

Background

CREC began as a grassroots organization of local school districts working together to solve common problems. It is one of six Regional Educational Service Centers (RESCs) established under Connecticut General Statute 10-66 a-n, which permits local boards of education to establish a RESC as a "public educational authority" for the purpose of "cooperative action to furnish programs and services."

Such intermediate units – that are smaller than state departments of education, yet larger than local school districts – are used to deliver services in about 40 states.

Funding

CREC is supported by local, state, federal and private funds. Local school districts become members of CREC with an annual fee of 20 cents per pupil. Each CREC program is discretely funded with a

budget that completely supports its operation and contributes a proportionate share to CREC's overall management and development.

Leadership

The governing Council of CREC is comprised of one representative from each of the 35 school districts in the Capitol Region. The representatives come from each district's publicly elected board of education to form the CREC Council and to make policy decisions.

The Council elects a 10-person Board of Directors representing small, medium and large districts. The Board meets monthly as part of the Council, with an announced agenda that includes policy, programmatic, personnel and fiscal items. The control of the Capitol Region Education Council rests squarely at the local level.

Greg J. Florio became Executive Director at CREC in 2016, following a lengthy career at Cheshire Public Schools that included 12 years as Superintendent of Schools and 12 years as Assistant Superintendent. Since joining CREC, Dr. Florio has led many major initiatives including a complete assessment of the organization using a "Think Tank" model. This process has led to a redesign of the organization's strategic planning model and process. Concurrent to the Think Tank work, CREC has also redefined its Mission, Vision and Core Values. Using extensive stakeholder input, CREC has developed a path for successfully serving the region with excellent educational programs and services.

CREC Member Districts

- | | | |
|-----------------|----------------|------------------|
| · Avon* | · Enfield* | · Portland* |
| · Berlin* | · Farmington* | · Rocky Hill* |
| · Bloomfield | · Glastonbury* | · Simsbury* |
| · Bolton* | · Granby* | · Somers* |
| · Bristol | · Hartford* | · Southington* |
| · Burlington | · Hartland | · South Windsor* |
| · Canton* | · Harwinton | · Suffield* |
| · Cromwell* | · Manchester | · Vernon* |
| · East Granby* | · New Britain | · West Hartford* |
| · East Hartford | · New Hartford | · Wethersfield* |
| · East Windsor* | · Newington* | · Windsor |
| · Ellington* | · Plainville* | · Windsor Locks* |

* Hartford Region Open Choice Program Partnering Districts

Elementary Schools

- [CREC Academy of Aerospace & Engineering Elementary School \(Pre K - 5\)](#)
- [CREC Discovery Academy \(Pre K - 5\)](#)
- [Glastonbury-East Hartford Elementary Magnet School \(Pre K - 5\)](#)
- [CREC International Magnet School for Global Citizenship \(Pre K - 5\)](#)
- [CREC Montessori Magnet School \(Pre K - 6\)](#)
- [CREC Museum Academy \(Pre K - 5\)](#)
- [CREC Reggio Magnet School of the Arts \(Pre K - 5\)](#)
- [CREC Ana Grace Academy of the Arts Elementary Magnet School \(Pre K - 5\)](#)
- [CREC University of Hartford Magnet School \(Pre K - 5\)](#)

Magnet Middle and High Schools

- CREC Academy of Aerospace & Engineering (6 - 12)
- CREC Greater Hartford Academy of the Arts Magnet Middle School (6 - 8)
- CREC Greater Hartford Academy of the Arts (9 - 12)
- CREC Academy of Science and Innovation (6 - 12)
- CREC Metropolitan Learning Center for Global & International Studies (6 - 12)
- CREC Civic Leadership High School (9 - 12)
- CREC Two Rivers Magnet Middle School (6 - 8)

Student Services Schools

- CREC Farmington Valley Diagnostic Center
- CREC John J. Allison Polaris Center
- CREC River Street Autism Program at Coltsville
- CREC River Street Preschool/Early Learning Center
- CREC River Street School
- CREC Soundbridge
- CREC STRIVE (Southern Transition Real-World and Independent Vocational Education)



CONSTRUCTION AND FACILITIES

3. REQUEST FOR RESPONSE AFFIDAVIT



**Request for Response (RFR)
AFFIDAVIT**

STATE OF CONNECTICUT)
) ss. July 21, 2021
COUNTY OF Hartford)

I, Sandra Cruz-Serrano, being duly sworn, depose and say:
(insert name of authorized agent) Capitol Region Education Council

1. I am the Deputy Executive Director of (CREC) (the
(insert title) (insert name of company)
"Respondent") and am authorized on behalf of the Proposer to make this Affidavit.
2. I am over 18 years of age and understand the obligations of an oath.
3. There are no delinquent real and personal property taxes due the City of Hartford from the Respondent.
4. The Respondent is current on all monetary obligations due the City of Hartford.
5. The Respondent is currently in compliance with all applicable laws, regulations and ordinances of the United States, State of Connecticut and the City of Hartford.

The Capitol Region Education Council (CREC)
(insert name of company)

By: [Signature]
Name: Sandra Cruz-Serrano
Title: Deputy Executive Director

Subscribed and sworn to before me, Gladys Rivera, the undersigned officer this
21 day of July, 2021.

[Signature]
Notary Public
My Commission Expires: 1/31/2026



CONSTRUCTION AND FACILITIES

4. REQUEST FOR RESPONSE

**REQUEST FOR RESPONSE
RFR # 6039
THE LEARNING CORRIDOR PROPERTY MANAGER**



**City of Hartford
Procurement Services Unit
550 Main Street
Hartford, CT 06103**

DEADLINE: 2:00 PM, MONDAY, July 30, 2021

**Tara Cummins
Procurement Specialist
860-757-9604
tara.cummins@hartford.gov**

1.1 RESPONSE INFORMATION & SIGNATURE FORM

Vendor Name -					
Trade Name -					
Address -					
Phone # -		Fax # -		Email Address -	
Contact Person -			Tax ID# -		
Delivery / Service Start Date:			# Calendar days after receipt of executed contract:		
Bid Surety - 10%	For electronic bonds enter bond number, otherwise check the appropriate box		Electronic Bond #	<input type="checkbox"/> Bond (hard copy)	<input type="checkbox"/> Cashiers / Certified Check
Cost of Performance Bond included in base bid (if applicable)			\$	Per thousand	
EEO Certification Status (check one) See General Information for Preparing a Response paragraph 3.6.3			<input type="checkbox"/> Current & on file	<input type="checkbox"/> EEO form attached	
DAS Prequalified Contractor? (non highway construction projects >\$500,000) http://das.ct.gov/cr1.aspx?page=10			<input type="checkbox"/> Certificate attached	<input type="checkbox"/> Update Statement attached	
Insurance Agent Name				Phone #	
Insurance Agent Address					

Vendor acknowledges receipt of all addenda issued during the bidding period (if applicable) and understands that they are a part of the bidding documents.

The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived. The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

The undersigned hereby declares that no reason or persons other than those named herein are interested in this proposal, which is made without any connection with any other person or persons making any proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Hartford is directly or indirectly interested therein, or in the supplies or works to which it relates, or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interest of said City of Hartford.

The undersigned additionally declares that they are not debarred or suspended, or otherwise excluded from, or ineligible for, participation in City of Hartford, State of Connecticut or federally funded projects (Executive Order 12549).

The undersigned certifies under penalty of false statement that the information provided in this response is true.

Submitted by (<i>Signature</i>)			
Printed name and title		Date	

(Authorized Agent of Company)



INVITATION TO RESPOND

Dear Sir/Madam:

The City of Hartford (the City) invites responses for:

RFR #: 6039	SOLICITATION DATE: June 30, 2021
SOLICITATION TITLE: SOLICITATION TITLE: LEARNING CORRIDOR PROPERTY MANAGER	
SOLICITATION DESCRIPTION: The City of Hartford is seeking proposals from qualified firms to provide property management services for the shared spaces at the Learning Corridor. The selected vendor will be responsible for the everyday operations of the designated facility areas.	
SITE LOCATION (if applicable) 15 Vernon Street, Hartford, CT	
RESPONSE DATE July 30, 2021	RESPONSE TIME: 2:00 p.m.
DEPT. ASSIGNED CONTRACT #:	EST. COST OF CONSTRUCTION:

A PRE-BID / RESPONSE CONFERENCE HAS BEEN SCHEDULED FOR: _____

This pre-bid conference is: Not Applicable
 Mandatory (All prospective bidders are REQUIRED to attend to discuss specifications)
 Non-mandatory (All prospective bidders are encouraged to attend to discuss specifications)

This solicitation contains the following sections:

Section 0 – General Information

- 0.1 Invitation to Respond
- 0.2 Standard Instructions
- 0.3 Professional Insurance Requirements
- 0.4 Site Location Map

Section 1 – Response Forms

1.1 Response Information & Signature Form

Contract Compliance

- Affirmative Action / Equal Employment Opportunity Requirements – See Section 3.6
- Surety Bond Requirements Bid Bond Performance & Payment Bonds
- Insurance Requirements – See General Information (Section 0)
- Set Aside – Ord. Section 2-660 MWBE Small Contractor
- City-Based Small Business Bid Preference – Ord. Section 2-661
- 15% Minority Utilization (City of Hartford Certified MWBE) – Ord. Section 2-682
- State of Connecticut DAS Prequalification (Public Construction Project > \$500,000)
- OSHA Compliance (Public Works Project > \$100,000)
- Wage Requirements – Complete & attach Wage Certification Form
- Contractor Pre-Qualifications – Complete & attach Contractor Pre-Qualifications Form

- 1.2 Response Pricing
- 1.3 Statement of Qualifications
- 1.4 Subcontractor Information
- 1.5 Bidders EEO Status & Report
- 1.6 RFR Affidavit

Section 2 – The Contract

2.1 Scope of Services

- Special Instructions / Conditions included

Section 3 – General Information for Preparation and Delivery of a Response

Section 4 – Terms and Conditions for Professional and Consulting Services

- Exhibits:**
- | | |
|--|---|
| a. Learning Corridor Commons 1 st and 2 nd Floor | e. Learning Corridor Garage 4 th Floor |
| b. Area Analysis Learning Corridor Commons Building | f. Learning Corridor Garage Roof Level |
| c. Learning Corridor Garage 1 st Floor | g. Area Analysis Learning Corridor Parking Garage |
| d. Learning Corridor Garage 2 nd Floor | h. Wage Requirements |
| e. Learning Corridor Garage 3 rd Floor | i. Pricing Sheet |

Tara Cummins
 Procurement Specialist
 860-757-9604
tara.cummins@hartford.gov

STANDARD INSTRUCTIONS:

- **Questions & Addenda**

Questions related to this project must be submitted electronically via www.hartfordct.gov/departments/finance/procurement/purchasing (click on current solicitations and then bid opportunities) within seventy-two (72) hours in advance of the response submittal deadline. Responses to such questions will be posted electronically within twenty-four (24) hours of the response submittal deadline. Respondents are responsible for obtaining all addenda related to this RFR and thus advised to check for any addenda a minimum of twenty-four (24) hours in advance of the response deadline.

- **Taxpayer's Identification Number**

- Respondents must provide their Taxpayer Identification number on the response form (Tax ID#). Award recipients, whether an individual, proprietor, partnership or a non-profit corporation or organization must file the Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification with the City.

- **Responsible Candidate**

- Respondent must not have any delinquent taxes or financial obligations due
- Respondent must execute an affidavit to comply with all federal and state requirements
- Respondent must be certified as an Equal Opportunity Employer

- **Calendar days allowed for contract work / Substantial completion date:**

n/a

- **Liquidated damages for late completion:**

n/a

- **Bid Bond / Performance & Payment bonds (*required if checked on invitation to respond*)**

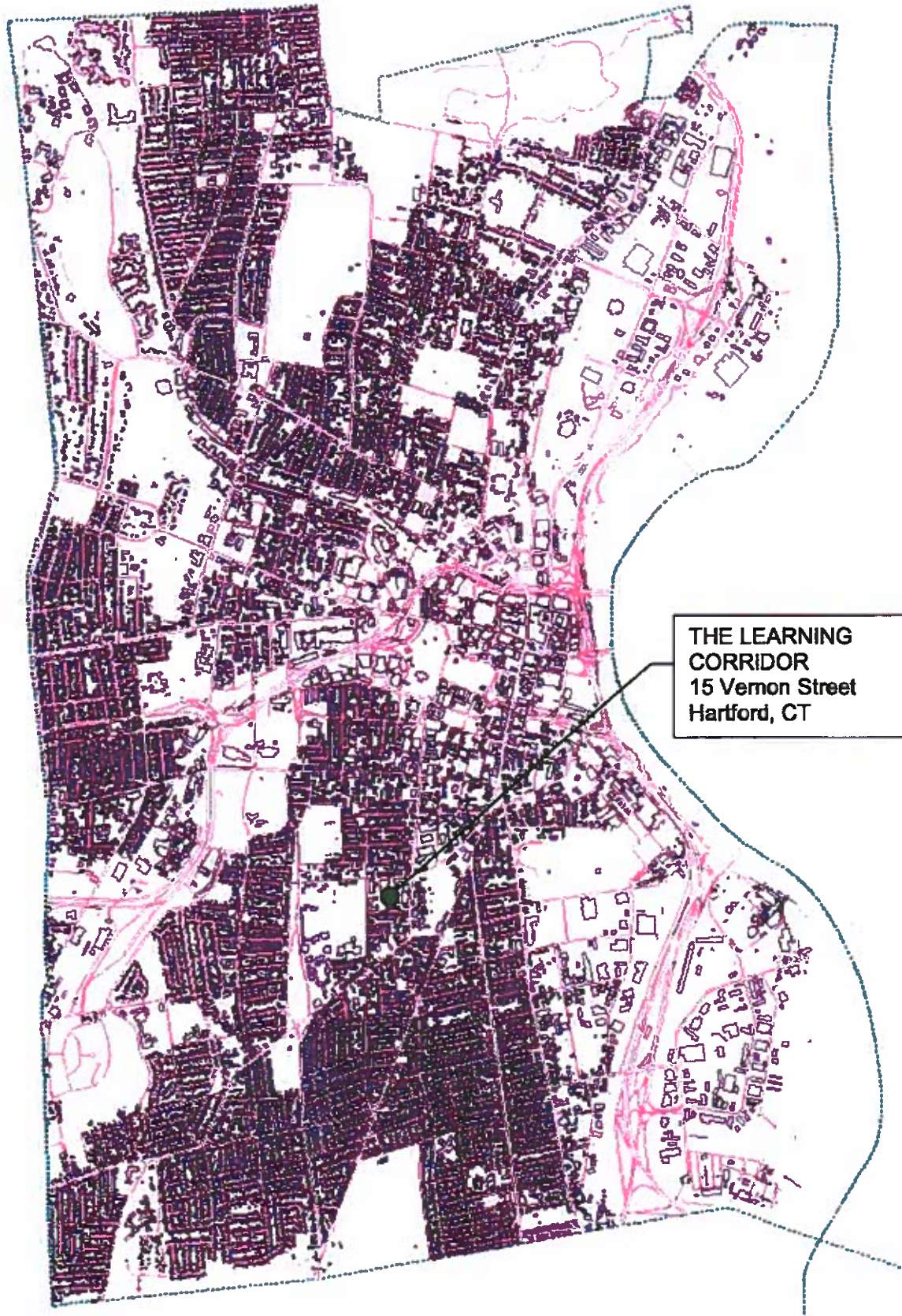
- 10% bid bond, cashiers or certified check with your response. The City of Hartford provides contractors with the option of submitting an electronic Bid Bond through the Surety2000 website. Surety 2000 is an Internet-based surety processing, verification and security system, developed in cooperation with the surety industry. You may contact Surety 2000 at 1-800-660-3263 or www.surety2000.com, for more information.
- Performance and payment bonds for 100% of the project upon award if the contract value exceeds \$50,000.00.

- **DAS prequalification program (*construction / infrastructure projects only*)**

- The DAS Contractor Prequalification Program, Connecticut General Statutes Section 4a-100, requires all contractors to prequalify "before they can bid on any construction, alteration, remodeling, repair or demolition of any public building (does not apply to road construction), 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. "

- **This is an Electronic Response**

- Please submit responses through Planet Bids



**THE LEARNING
CORRIDOR**
15 Vernon Street
Hartford, CT

TABLE OF CONTENTS

RFR NUMBER:	BID NO: 6039
CONTRACT NUMBER	DPW #
BID TITLE :	LEARNING CORRIDOR 15 Vernon Street, Hartford, CT

GENERAL INFORMATION

	Title	No. of Pages
0.1	Title Page (Front Cover)	1
0.2	Invitation to Respond	1
0.3	Standard Instructions	1
0.4	Professional Insurance Requirements	2
0.5	Site Location Map	1
0.6	Table of Contents (this document)	2

THE BID**Section 1: Response forms**

	Title	No. of Pages
1.0	Section 1 - Response Forms	14

THE CONTRACT**Section 2:**

	Title	No. of Pages
	Campus Map	1
	Scope of Services	20
	Harford System of Schools Maintenance & Custodial Procedure Manual	19

GENERAL INFORMATION**Section 3**

	Title	No. Pages
3.0	General Information for Preparation and Delivery of a Response	9
	3.01 How to Respond	
	3.02 3 Questions & Addenda	
	3.03 Qualifications of Candidates Offering a Response	
	3.04 Obligations of the Candidate	
	3.05 Non-Discrimination	
	3.06 Affirmative Action Requirements	
	3.07 Response Development	
	3.08 Time Provisions	
	3.09 Correction or Withdrawal of Responses, Cancellation of Awards	
	3.10 Quantities and/or Usages	
	3.11 Acceptable Brands	
	3.12 Samples	
	3.13 Site Inspection	
	3.14 Contracting	
	3.15 Contract Documents	

3.16	Retainage (Construction/Infrastructure projects only)	
3.17	Insurance	
3.18	Bid Bonds	
3.19	Performance and Payment Bonds	
3.20	Prevailing Wages (Construction/Infrastructure projects only)	
3.21	Subcontractors	
3.22	Minority Business Utilization Commitment (Construction/Infrastructure projects only)	
3.23	Set-Aside Program	
3.24	City-Based Small Contractor Preference	
3.25	Criteria for Award	
3.26	Notice of Award	
3.27	Performance Evaluation	

TERMS & CONDITIONS

Section 4

	Title	No. Pages
4.0	Terms and Conditions of Professional Consulting Services	9

EXHIBITS

Section 4

	Title	No. Pages
	Exhibits	16
	Learning Corridor Commons 1 st and 2 nd Floor	
	Area Analysis Learning Corridor Commons Building	
	Learning Corridor Garage 1 st Floor	
	Learning Corridor Garage 2 nd Floor	
	Learning Corridor Garage 3 rd Floor	
	Learning Corridor Garage 4 th Floor	
	Learning Corridor Garage Roof Level	
	Area Analysis Learning Corridor Parking Garage	
	Wage Requirements	
	Pricing Sheet	

1.2 RESPONSE PRICING

See attached excel spreadsheet

1.3 STATEMENT OF QUALIFICATIONS

Please complete the following information. Failure to respond to all items may result in the rejection of your response.

1. Number of years in business - D-U-N-S Number:

2. Number of personnel employed Part time - , Full time - ,

3. List up to six past contracts of this type/size your firm has completed within the last three (3) years:

Project	Date	Contact Person	Phone No.

4. DAS CONTRACTOR PREQUALIFICATION <i>(required for construction / infrastructure projects only)</i> DAS prequalified? <input type="checkbox"/> Yes <input type="checkbox"/> No	You certify that there has been no substantial change in your financial position or corporate structure since your most recent prequalification certificate was issued or renewed, other than those changes noted in the update statement (attached).	YES <input type="checkbox"/>	NO <input type="checkbox"/>

5. ORGANIZATIONAL STRUCTURE OF BUSINESS ENTITY (select one)	<input type="checkbox"/> General partnership (GP)
	<input type="checkbox"/> Limited partnership (LP)
	<input type="checkbox"/> Limited liability corporation (LLC)
	<input type="checkbox"/> Limited liability partnership (LLP)
	<input type="checkbox"/> Corporation
	<input type="checkbox"/> Individual doing business under a trade name (sole proprietor)
	<input type="checkbox"/> other (specify)

6. CITY OF HARTFORD TAX STATUS / OTHER FINANCIAL OBLIGATIONS	Hartford Businesses – All City of Hartford taxes & financial obligations (real, motor & personal property) are current and paid in full or subject to a current and approved payment plan. Please attach RFR Affidavit.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Non-Hartford Businesses - All City of Hartford financial obligations are current and paid in full or subject to a current and approved payment plan. Please attach RFR Affidavit.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE	Connecticut businesses - Are all required filings current with the Secretary of State and will the Secretary of State be able to issue a Certificate of Legal Existence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Out-of-State (foreign) businesses – Have you filed a Certificate of Authority / Application of Registration with the Connecticut Secretary of State? If so, submit a copy of your filing with your response. If not, submit a copy of your Certificate of Good Standing from your state of incorporation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8. Is your local organization an affiliate of a Parent company? If so, Indicate the principal place of business of the parent company and the name of agent for service.				
Business Name	.			
Address	.			
City	.	State	.	Zip
Name of Agent	.			

9. List all Affiliated Businesses (attach additional sheets as necessary):

Business Name	Address	Ownership Interest %
.	.	.
.	.	.
.	.	.
.	.	.

10. Based on the organizational structure of your business, provide a current listing of all corporate officers, principals, general or managing partners, limited partners, managers and members. If sole proprietorship or general partnership, attach trade name certificate filed with the town clerk's office.

11. Submit copies of all required business (trade & occupational) licenses with your response.

12. Your company may be asked to submit information relative to your company's financial statements and/or a Dun & Bradstreet report may be obtained prior to receiving an award. This information will be protected to the fullest extent required by law.

13. Additional information/documentation may be requested subsequent to your responding to this solicitation.

1.4 SUBCONTRACTOR UTILIZATION

Forms labeled Section 1.4 are provided below to accommodate the Base Bid (or Lump Sum) and alternates (if called for) in this Request for Response (RFR).

The information provided below applies to: (Check one box as appropriate)

Base Bid
<input checked="" type="checkbox"/>

1.4 SUBCONTRACTOR UTILIZATION

If subcontractors are to be used, indicate the firm name, address, portion or section of work the subcontractor will be performing, the subcontract value, percentage of base bid and if the subcontractor is a City certified (MWBE).

Respondent agrees to subcontract the portion of the work stipulated below to (MWBE) businesses. A copy of the contract between the respondent and the subcontractor will be required prior to execution of contract.

Note: Connecticut General Statutes Section 4a-100, Prequalification now applies to subcontractors also.

Trade or Nature of Work	BUSINESS NAME AND ADDRESS	CITY OF HARTFORD CERTIFIED MWBE	% of Base Bid	Subcontract \$ Value
		<input type="checkbox"/>		
		<input type="checkbox"/>		

		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
TOTAL SUBCONTRACT VALUE				
TOTAL (MWBE) SUBCONTRACT VALUE				

Subcontract % to total project %

MWBE Subcontract % to total project

Additional information may be requested subsequent to your responding to this bid request.

1.5. Bidder's EEO Status and Report

As a condition of doing business with the City the selected respondent must be certified by the City as an Equal Employment Opportunity Employer. Certifications must be renewed annually. If your firm is not currently certified you may obtain the required forms on-line at: www.hartford.gov/departments/finance/procurement/purchasing and submit completed forms with your response. To check the current status of your EEO certification contact Procurement Services, 860.757.9613, fax 860.722.6607.

Section 1.6

BIDDERS EEO REPORT

--	--

Part I - IDENTIFICATION OF VENDOR

1. NAME & ADDRESS (As shown on BID)	
--	--

2. CHIEF EXECUTIVE OFFICER FOR ABOVE BIDDER (NAME)

--

4. ADDITIONAL LOCATIONS IN CONNECTICUT	ADDRESS	TELEPHONE #

Part II: NONDISCRIMINATION POLICIES AND PRACTICES

1a. Have you put into effect a company wide equal opportunity program to promote nondiscrimination? Yes No <input type="checkbox"/> <input type="checkbox"/>	3c. Do all your employee recruitment advertisements state a nondiscrimination policy? Yes No <input type="checkbox"/> <input type="checkbox"/>
1b. If "Yes" have all your employees been informed of this in writing? Yes No <input type="checkbox"/> <input type="checkbox"/>	4a. Do you have a collective bargaining agreement or other contract or understanding with a labor union representing the employee employed by you? Yes No <input type="checkbox"/> <input type="checkbox"/>
2a. Do you sponsor or promote any educational or training programs for your employees or prospective employees? Yes No <input type="checkbox"/> <input type="checkbox"/>	4b. If "Yes" does each such agreement assure full compliance nondiscrimination requirements? Yes No <input type="checkbox"/> <input type="checkbox"/>
2b. If "Yes" are all such persons given the opportunity to participate in accordance with your nondiscrimination statement? Yes No <input type="checkbox"/> <input type="checkbox"/>	4c. If "No" check here, and explain on a separate attached sheet. Yes No <input type="checkbox"/> <input type="checkbox"/>
3a. Have all your recruitment sources been notified that all qualified applicants will be considered without discrimination? Yes No <input type="checkbox"/> <input type="checkbox"/>	5a. Is there a person in your employ who is responsible for assuring equal employment opportunities? Yes No <input type="checkbox"/> <input type="checkbox"/>
3b. Has this been done in writing? Yes No <input type="checkbox"/> <input type="checkbox"/>	5b. If "Yes" give Name and Title Yes No <input type="checkbox"/> <input type="checkbox"/>

Part III-HIRING AND RECRUITMENT

1. Which of the following recruitment sources are used by you? (Check "Yes" of "No" Estimate % if not known)	2. Check any of the following that you use as hiring qualifications.	3a. Describe any other practice which show that you hire, train and promote employees without discrimination.																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th style="width: 55%;">% of all applicants provided by this source.</th> </tr> </thead> <tbody> <tr> <td style="font-weight: bold;">SOURCE</td> <td></td> <td></td> <td></td> </tr> <tr> <td>State Employment Service</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Private Employment Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Yes	No	% of all applicants provided by this source.	SOURCE				State Employment Service	<input type="checkbox"/>	<input type="checkbox"/>	[]	Private Employment Agencies	<input type="checkbox"/>	<input type="checkbox"/>	[]	(x) <input type="checkbox"/> Work Experience <input type="checkbox"/> Ability to speak or write English c <input type="checkbox"/> Written Tests	
	Yes	No	% of all applicants provided by this source.															
SOURCE																		
State Employment Service	<input type="checkbox"/>	<input type="checkbox"/>	[]															
Private Employment Agencies	<input type="checkbox"/>	<input type="checkbox"/>	[]															

Schools and Colleges	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> High School Diploma
Newspaper Advertisements	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> College Degree
Walk-ins	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Union Membership
Present Employees	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Personal Recommendation
Labor Organizations	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Car Ownership
Minority/Community Organizations	<input type="checkbox"/>	<input type="checkbox"/>		
Employment Resource Development Agency	<input type="checkbox"/>	<input type="checkbox"/>		
OTHER (Specify)	<input type="checkbox"/>	<input type="checkbox"/>		

PART IV – STATISTICS – Employment at bidder's location (as shown on bid submittal). In lieu of completing this section, bidder may submit copy of its most recent Federal EEO-1 report for the reporting location or a copy of its consolidated report for the total organization, if filed within the last year.

EMPLOYMENT FIGURES WERE OBTAINED FROM								CLOSING DATE OF REPORT PERIOD			
<input type="checkbox"/> Visual Check <input type="checkbox"/> Employment Record <input type="checkbox"/> Other											
JOB CATEGORIES	OVERALL TOTALS (Sum of all columns A-E Male & Female)	A WHITE (Not of Hispanic Origin)		B BLACK (Not of Hispanic Origin)		C HISPANIC		D ASIAN or Pacific Islander		E AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Female	Male
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craft Workers (Semi-Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Service Workers											
TOTALS ABOVE											
TOTALS ONE YEAR AGO											
ON THE JOB TRAINEES (Enter figures for the same categories as shown above)											
Apprentices											
Trainees											

PART V- DOCUMENTATION AND COMMITMENT REQUIRED

1. Please submit as part of this EEO report, a copy of your Company Policy Statement of Equal Employment Opportunity.

2. For companies employing more than 10 persons, please submit as part of this EEO report a written commitment to hire minority and female workers if your work force statistics are not representative of the minority and female work force availability in your labor market area.

3. If your company is not located in Connecticut, please submit a copy of your local labor market area statistics.

AFFIDAVIT

The Bidder understands and agrees that its failure to meet the equal opportunity requirements established by section 2-573 of the Code will preclude such bid from being considered. The bidder agrees to the procedures set forth in section 2-573 of the Code in regard to the determination of whether such bidder is an equal opportunity employer. The Bidder also understands and agrees that the equal opportunity documents will become a part of the contract, and that a breach of the provision of the equal opportunity documents will constitute a breach of the contract subject to such remedies as provided by law.

NAME OF PERSON SUBMITTING BID	TITLE	DATE SIGNED	TELEPHONE NO. (Include Area Code)
x			

**Hartford Affirmative Action Plan (HAAP) /
Equal Employment Opportunity
Agreement & Affidavit**
Project # & Title: The Learning Corridor Property Manager

Each contractor, subcontractor and supplier subject to the provisions of Article XII, Section 2-680, et seq. of the Hartford Municipal Code, must execute this Agreement & Affidavit, prior to the execution of any binding agreements with the City of Hartford. This agreement shall form a part of and be deemed attached to all contracts or purchase orders between the City of Hartford (the City) or it's Agent and the undersigned.

During the performance of this contract, the Contractor agrees to comply with the following:

1. Each Contractor will comply with all provisions of Executive Order No. 11246, Executive Order No. 11375 and Executive Order No. 11063, Connecticut Fair Employment Act, the Vocational Rehabilitation Act of 1973, including all standards and regulations which are promulgated by the government authorities which established such acts in said requirements, and all standards, and regulations incorporated herein by reference.
2. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, age, sex or national origin or physical or mental handicap, religion and sexual orientation. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated, during employment, without regard to their race, creed, color, age, sex, national origin or physical or mental handicap, religion and sexual orientation. Such actions shall include, but not be limited to, the following Employment, Upgrading, Promotion, Demotion, or Transfer, Recruitment or Recruitment Advertising, Layoff, or Termination; Rates of Pay or other forms of compensation; and Selection for Training, including Apprenticeship.
3. The Contractor will designate a person to handle affirmative action matters for the company who will have the responsibility for assuring compliance.
4. The Contractor will submit their company's written Affirmative Action / EEO policy statement to the City of Hartford as part of the EEO Certification.
5. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, age, sex, national origin or physical or mental handicap, religion and sexual orientation.
6. Contractor certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control, where segregated facilities are maintained. As used in this Agreement, the terms "segregated facilities" means any waiting rooms, work areas, restrooms, and wash rooms, restaurants, and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, creed, color, age, national origin or physical or mental handicap, religion and sexual orientation because of habit, local custom otherwise.
7. The contractor shall comply with the City of Hartford's "Ban the Box" Ordinance sections 2-785 to 2-793, which prohibits discrimination in hiring policies against persons previously convicted and provides a mechanism to ensure that persons and businesses supplying goods and/or services to the City of Hartford have adopted and employ fair hiring policies and practices that are consistent with the City's goal of removing obstacles to the employment of persons with prior convictions. Furthermore, job applications shall not contain a "checkbox" or inquiry regarding a job applicant's prior convictions and applicant's criminal record shall not be revealed to the individuals who are making the hiring decision until a conditional offer of employment has been made. Rejection of an applicant shall only be considered lawful if the contents of the criminal record have a direct bearing on the nature of employment or the offer of employment would violate state or federal law.
8. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the contractor's commitments.

HAAP

Page 1 of 3

Revised 4/25/2013

9. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the compliance officer setting forth the provisions of this nondiscrimination clause.
10. The Contractor will furnish and submit all documents, information and reports required by the City of Hartford, Executive Order No. 11246, as amended, the Vocational Rehabilitation Act of 1973, and by the rules, regulations and orders of the Secretary of Labor, pursuant thereto, and will permit access to their books, records and accounts by the Contracting Agency, the City and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders. Contractor further agrees to submit periodic reports of employment and subcontracting practices in such a form, in such a manner and at such time as required by the City of Hartford. All records must be retained for a period of 3 years following the completion of work and shall be available at reasonable times and places for inspection by authorized representative of the City. The contractor will also permit its employees to participate in on-site interviews conducted by City staff for the purpose of assuring wage compliance.
11. The Contractor will include the provisions of paragraphs (1) through (10) in every subcontract or purchase order and it is the responsibility of the contractor to assure subcontractor compliance with all of the above terms. These provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Owner may direct as a means of enforcing such provisions.
12. The Contractor shall set aside 15% of the total project costs for certified Minority & Women Business Enterprises.
13. Prior to awards of subcontractors or purchase orders for this work, the Contractor will conduct informal meetings with interested MBE/WBE suppliers and contractors for the scope of the work to be awarded. Contractor will inform associations and consortia of minority and female contractors of bid specifications well in advance of the closing date for bid submission. Contractors and subcontractors must document and maintain records of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations. Copies of MBE/WBE contracts must be provided to the City prior to the execution of contract with the City.
14. The Contractor assures that no less than 15% of the total project work hours, by trade, will be worked by minority trades-workers.
15. The Contractor assures that no less than 30% of the total project work hours will be worked by Hartford Residents.
16. The Contractor will contact the business agent for the labor unions with whom he has an agreement and request minority persons and Hartford residents be referred for work on this project.
17. The Contractor and its subcontractors shall notify the City of Hartford of all job openings located within the Hartford Labor Market Area and shall require their subcontractors or vendors to advise the Contract Compliance Officer as to the opportunities for employment within the vendor's or subcontractor's organization, for the duration of this project. Notification of job openings shall include criteria and minimum qualifications, rates of pay, hours of work, duration of employment, work to be performed, job skills and type of training required for each position.
18. The Contractor shall make all good faith efforts to comply with the Affirmative Action goals of the City by consulting with the City of Hartford's Contract Compliance Manager, regarding specific affirmative steps to undertake and by maintaining documentation of all communication, advertising, recruiting and training efforts. The contractor shall notify the City of Hartford immediately shall any problems arise in meeting any of these requirements.
19. In the event of the Contractor's noncompliance with the nondiscrimination and equal employment clauses of this contract, this contract may be canceled, terminated or suspended, in whole or in part, without penalty to the City or its Agent.

My organization hereby agrees to comply with all the terms noted above in the Hartford Affirmative Action Plan / Equal Employment Opportunity Agreement.

(Signature of authorized agent)

(Date)

Project # & Title: The Learning Corridor Property Manager

AFFIDAVIT FOR BECOMING SIGNATORY TO THE "HARTFORD AFFIRMATIVE ACTION PLAN"

I, _____, being duly sworn do depose and say:
(Insert name and title of authorized agent)

1. I am an official of the following organization and I am authorized to submit this affidavit for and on behalf of my organization, thereby binding it to the terms and statements contained herein.
2. My organization hereby acknowledges its agreement with the intent; purpose and scope of the Hartford Affirmative Action Plan adopted pursuant to Section 2-680 et seq. of the Municipal Code of the City of Hartford, and will make all good faith efforts to comply with its provisions.
3. My organization hereby agrees and certifies as a condition of participating on construction projects of the City of Hartford that it will not practice discrimination in regard to minority group individuals and women and will eliminate any continuing effects, if any, of past discrimination.
4. My organization does not discriminate against persons previously convicted and has adopted policies that employ fair hiring policies and practices that are consistent with the City of Hartford's goal of removing obstacles to the employment of persons with prior convictions.
5. My organization hereby agrees to comply with the contractual responsibilities regarding Minority Business Utilization, Minority & Female trades-worker participation and Hartford Residency requirements of City of Hartford.

(Insert name of company)

(Signature of authorized agent)

Subscribed to and sworn to before me this _____ day of _____, 20_____

(Check appropriate box)

 Commissioner of Superior Court

Notary Public, my commission expires:

**CITY OF HARTFORD
WAGE CERTIFICATION FORM**

I, _____ of _____
Officer, Owner, Authorized Rep. **Company Name**

do hereby certify that the _____
Company Name

Street

City

and all of its subcontractors will pay all workers on the

Project Name and Number

Street and City

the following wages as required for such project (a copy of the rates which is attached hereto):

- State of Connecticut Prevailing wage rates
- Federal Prevailing wage rates
- City of Hartford Living wage rates

Signature

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public



Request for Response (RFR) AFFIDAVIT

STATE OF CONNECTICUT)
) ss. _____, 20__
COUNTY OF _____)

I, _____, being duly sworn, depose and say:
(insert name of authorized agent)

1. I am the _____ of _____ (the
(insert title) (insert name of company)
"Respondent") and am authorized on behalf of the Proposer to make this Affidavit.
2. I am over 18 years of age and understand the obligations of an oath.
3. There are no delinquent real and personal property taxes due the City of Hartford from the Respondent.
4. The Respondent is current on all monetary obligations due the City of Hartford.
5. The Respondent is currently in compliance with all applicable laws, regulations and ordinances of the United States, State of Connecticut and the City of Hartford.

(insert name of company)

By: _____
Name:
Title:

Subscribed and sworn to before me, _____, the undersigned officer this
_____ day of _____, 20__.

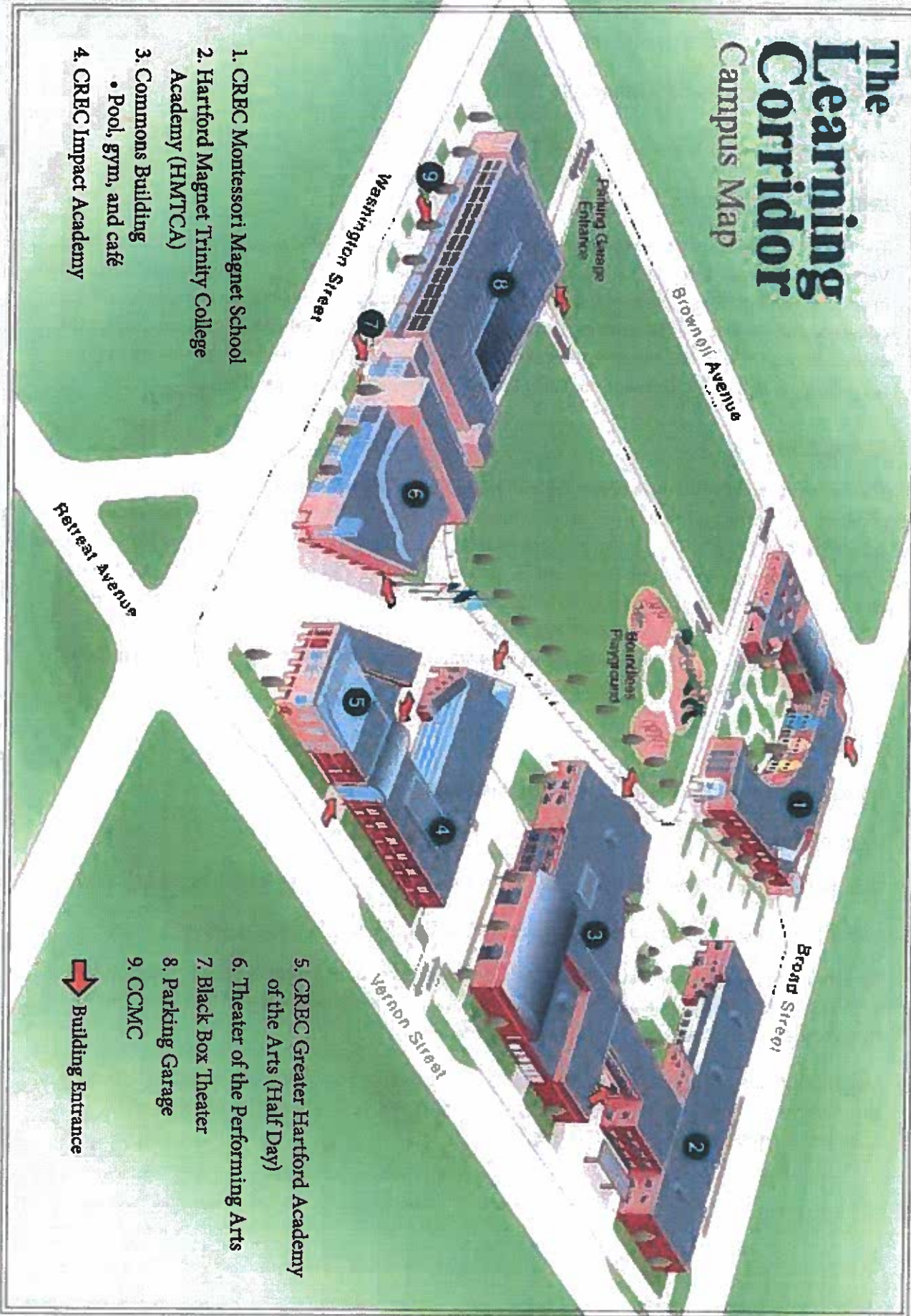
Notary Public
My Commission Expires:

The Learning Corridor

Campus Map

1. CRRC Montessori Magnet School
2. Hartford Magnet Trinity College Academy (HMTCA)
 - Pool, gym, and café
3. Commons Building
4. CRRC Impact Academy

5. CRRC Greater Hartford Academy of the Arts (Half Day)
6. Theater of the Performing Arts
7. Black Box Theater
8. Parking Garage
9. CCMC



Section 2 Scope of Services

2.1 Background Information

Learning Corridor Campus

The Learning Corridor campus consists of approximately 16 acres located on the 4 surrounding streets Vernon Street, Washington Street, Broad Street and Brownell Street. The campus property is described in detail in Exhibit A Description of Demised Land. The selected vendor will be responsible for the daily operations of the following locations: Commons Building, the Parking Garage, and all grounds for the entire campus. In addition, the selected vendor will be responsible to provide the necessary staff for special events held at the commons building typically in the cafeteria, gym and pool.

Commons Building

The commons building consists of approximately 70,000 square feet on two levels. It includes on the first floor an indoor pool and a gymnasium with common boys and girls locker rooms, bathrooms showers and laundry facility. It also includes on the first floor a full service kitchen, cafeteria and various offices, conference, storage and other spaces. In total the first floor consists of about 45,000 square feet of space. The second floor includes a Library/Media center, TV studio, offices, a multi-purpose room and a general storage area consisting of about 25,000 square feet of space. I have attached detailed drawings of these spaces including approximate square footage. In addition, I have attached a detailed list of the rooms and related square footages.

Garage

The garage is a multi-story building with 429 parking spaces.

Hours of Operations

The standard hours of operation of the facility are Monday through Friday from 6:00 AM to 5:30 PM

Additionally there must also be staff in hand for all special events held throughout the year.

For estimating purposes the last FY2011-12 the Learning Corridor had roughly 20 events scheduled, mainly consisting of one time usage and a few groups used it anywhere between 3 to 5 months. The YMCA is the only one that uses the facility year round.

Areas in Commons Building are mostly used such as the cafeteria (various times throughout the year for birthday, baby showers events or dinners, etc.), gym (November thru March for mainly athletic activities) and the pool (year round by the YMCA).

2.2 Intent

The City of Hartford is seeking proposals from qualified firms to provide property management services for the Learning Corridor. The selected vendor will be responsible for the everyday operations of the facility. All maintenance and necessary repairs are to be performed in a timely manner. The services to be provided include but may be limited to the following;

- **Maintenance & Custodial Services**
- **Catch Basin Cleaning Service**
- **Drain Cleaning Services**
- **Mason Installation and Repair**
- **Electrician's Service**
- **Extinguishers' Inspections Maintenance**
- **Ground Maintenance**
- **Graffiti Removal**
- **Irrigation Systems**
- **Painting Services**
- **Plumbing Services**
- **Flagpole Inspection and Repair**
- **Pest Control Services**
- **Provide Janitorial Supplies**
- **Overhead Door Repair**
- **Snow Removal**
- **Fire Suppression Systems**
- **Fire Alarm Systems**
- **Elevator Maintenance & Repair**
- **Security Alarm Monitoring & Maintenance**
- **Security**

- Management

Maintenance & Custodial Services

The following are the standards by which custodial work performed within the district will be evaluated. These standards are to be reached each and every time a task is performed and surpassed when possible. Each custodian should use them as a guide in performing his/her daily assignments. Since each school has different needs, slight variations may be acceptable if these variations are approved by the Supervisor.

CLASSROOM CARE

DOORS Unlock door and enter classroom. Note any malfunction or excessive looseness in knob, latch or hinges and report these deficiencies to supervisor. Report any doors that are not secured to the supervisor. Lock door as you leave classroom.

DOORS/GLASS/FRAME All door glass and doorframes are to be free of smudges, fingerprints, dust, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any loose or cracked door glass or missing room numbers to the supervisor.

CEILING SURFACE Note and report any evidence of roof leaks or other damage to the ceiling surface. Replace damaged ceiling tiles with fresh units supplied by the supervisor. If tile is around sprinkler or smoke detector, let supervisor know so work order can be placed. Do not change.

EXTERIOR GLASS The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc., by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the supervisor.

EXTERIOR WINDOWS Close and latch all windows prior to leaving the room. Note any damage and report it to the supervisor.

SHADES / BLINDS Adjust to a uniform setting prior to leaving the room. Inspect for minor damage and needed repairs. Missing or severely damaged units are to be noted and reported to the supervisor.

PENCIL SHARPENERS Empty shavings into trash can. Inspect for damage, missing parts and needed repairs. Replace missing parts and tighten loose hardware as needed. Severely damaged or missing units are to be noted and reported to your supervisor.

TRASH RECEPTACLES Empty waste paper baskets daily. Replace protective liners when soiled or damaged. By keeping additional liners in the bottom of the can, you will have replacement readily available when needed.

FIRE EXTINGUISHERS Fire extinguishers and their cabinets are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard. While cleaning,

visually check the gauge reading on the units, low gauge readings and other deficiencies are to be reported to the supervisor.

VERTICAL SURFACES Walls, doors and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard. Report any graffiti that cannot be removed with standard chemicals to the supervisor.

HORIZONTAL SURFACES Window ledges, bookshelves, file cabinet tops and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.

UNIT VENTILATORS Air grills are to be free of dust and soil build-up by the end of your shift. There should be nothing stored on the ventilator that could reduce air circulation. Verify that unit is operating based on the general temperature of the room compared to the rest of the area. If the unit is not operating or is making an abnormal noise, report the condition to the supervisor.

STUDENT DESKS Desk tops, seats and seat backs are to be wet wiped and free of writing, gum and other soiling by the end of you shift. Note and report any unsafe or damaged furniture to the supervisor. Straighten all furniture prior to leaving classroom.

INSTRUCTOR'S DESKS Teacher's desk, chair, file cabinets, etc., are to be wet wiped and free of writing, gum and other soiling by the end of your shift. Note and report any unsafe or damaged furniture to the supervisor.

HARD FLOORING All tile and wood flooring is to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt buildup using a neutral cleaner applied with a general-purpose mop, wringer and bucket. Dust mop floor using an 18" treated dust mop supplied by the supervisor. Dust mop head is to be changed daily in order to provide effective dust pickup.

CARPETING Carpeted areas are to be vacuumed daily in order to remove soil and to prevent long-term buildup of dirt in the pile. Spots and spills are to be addressed each day with various spot removers in order to retain a clean appearance. Vacuum cleaner bags will be emptied after each shift. Filters and brushes are to be properly maintained in order to provide effective vacuuming.

HALLWAY CARE

LIGHTS Turn on all hallway lights in the area. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the supervisor. If the new bulb does not light, put back the original bulb and report the condition to the supervisor. Damaged switches, cracked lenses and other deficiencies are to be reported to the supervisor. Turn off lights when leaving an area if it is not in use.

EXIT LIGHTS Exit lights are to be on at all times. Note any bulbs that are out or any other deficiencies in these units. Replace bulbs with fresh units supplied by the supervisor. If the new bulb does not light, put back the original bulb and report the condition to the supervisor.

CEILING SURFACE Note and report any evidence of roof leaks or other damage to the ceiling surface. Replace damaged ceiling tiles with fresh units supplied by the supervisor. If tile is around sprinkler or smoke detector, let supervisor know so work order can be placed. Do not change.

EXTERIOR GLASS The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc. by the end of you shift. Clean as necessary to meet this standard. Note and report any cracked glass to the supervisor.

EXTERIOR WINDOWS Close and latch all windows prior to leaving the area. Note any damage and report it to the supervisor.

SHADES / BLINDS Adjust to a uniform setting prior to leaving the area. Inspect for minor damage and needed repairs. Missing or severely damaged units are to be Noted and reported to the supervisor. Install replacement units supplied by the supervisor.

TRASH RECEPTACLES Empty trash cans daily. Replace protective liners when soiled or damaged.

VERTICAL SURFACES Walls, doors and lockers and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard. Report any graffiti that cannot be removed with standard chemicals to the supervisor.

HORIZONTAL SURFACES Window ledges, locker tops and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.

HARD FLOORING All tile and terrazzo flooring is to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt build-up using a neutral cleaner applied with a general-purpose mop, wringer, and bucket. Dust mop floor using a treated dust mop supplied by your supervisor. Dust mop head is to be changed daily in order to provide effective dust pickup. Buff or burnish 2 to 3 times weekly.

CARPETING Carpeted areas are to be vacuumed daily in order to remove soil and to prevent long-term build-up of dirt in the pile. Spots and spills are to be addressed each day with various spot removers in order to retain a clean appearance. Vacuum cleaner bags, filters and brushes are to be properly maintained in order to provide effective vacuuming.

WALK OFF MATS Walk off mats are located at doorways to reduce the amount of dirt that enters the building as well as to provide safety in inclement weather. Dirt must be removed

from these units and the units properly placed at the doorway by the end of your shift. Missing or damaged units are to be reported to the supervisor.

WATER FOUNTAINS Apply detergent/disinfectant to the entire surface of the fountains. Wipe down the fixtures using a sponge or rag. Rinse frequently to avoid re-soiling. The underside of the fountain must also be kept clean at all times. Proper daily cleaning will prevent rust stains and other soil from building up on the fixtures. If a problem develops, use cleanser or heavy-duty cleaner to restore the fixture. Polish the chrome fittings. Leaking pipes, loose fixtures, damaged fittings, and other deficiencies are to be reported to the supervisor.

DRAIN CARE Water fountain drains must be kept clear of obstructions and clogs to allow for proper water flow. Cleaning of strainers and regular use of a packaged drain treatment will keep drains from backing up. Caustic drain openers can be used with proper safety equipment when a clog occurs. Persistent clogs should be reported to the supervisor.

FIRE EXTINGUISHERS Fire extinguishers and their cabinets are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard. While cleaning, visually check the gauge reading on the units to be sure that they are fully charged. Missing units, low gauge readings, and other deficiencies are to be reported to the supervisor.

OFFICE CARE

DOORS Unlock door and enter office. Note any malfunction or excessive looseness in knob, latch or hinges and report these deficiencies to the supervisor. Report any doors that are not secured to the supervisor. Lock door as you leave the office.

DOORS GLASS/FRAME All door glass and door frames are to be free of smudges, fingerprints, dust, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any loose or cracked door glass or missing room numbers to the supervisor.

LIGHTS Turn on all office lights when entering room. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the supervisor. If the new bulb does not light, put back the original bulb and report the condition to the supervisor. Damaged switches, cracked lenses and other deficiencies are to be reported to the supervisor. Turn off lights when exiting the office.

CEILING SURFACE Note and report any evidence of roof leaks or other damage to the ceiling surface. Replace damaged ceiling tiles with fresh units supplied by the supervisor.

EXTERIOR GLASS The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the supervisor.

EXTERIOR WINDOWS Close and latch all windows prior to leaving the room. Note any damage and report it to the supervisor

SHADES / BLINDS Adjust to a uniform setting prior to leaving the room. Inspect for minor damage and needed repairs. Missing or severely damaged units are to be noted and reported to the supervisor. Install replacement units supplied by the supervisor.

TRASH RECEPTACLES Empty waste paper baskets daily. Replace protective liners when soiled or damaged. By keeping additional liners in the bottom of the can, you will have replacements readily available when needed.

VERTICAL SURFACES Walls, doors and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard. Report any graffiti that cannot be removed with standard chemicals to the supervisor.

HORIZONTAL SURFACES Window ledges, bookshelves, file cabinet tops and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.

UNIT VENTILATORS Air grilles are to be free of dust and soil build-up by the end of your shift. There should be nothing stored on the ventilator that could reduce air circulation. Verify that unit is operating based on the general temperature of the room compared to the rest of the area. If the unit is not operating or is making an abnormal noise, report the condition to the supervisor.

DESKS All desks, chairs, file cabinets, etc., are to be wet wiped and free of writing, gum and other soiling by the end of your shift. Note and report any unsafe or damaged furniture to the supervisor. Straighten furniture prior to leaving classroom.

HARD FLOORING All tile and wood flooring is to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt buildup using a neutral cleaner applied with a general-purpose mop, wringer and bucket. Dust mop floor using an 18" treated dust mop supplied by the supervisor. Dust mop head is to be changed daily in order to provide effective dust pickup. Buff or burnish as needed.

CARPETING Carpeted areas are to be vacuumed daily in order to remove soil and to prevent long-term buildup of dirt in the pile. Spots and spills are to be addressed each day with various spot removers in order to retain a clean appearance. Vacuum cleaner bags will be emptied after each shift. Filters and brushes are to be properly maintained in order to provide effective vacuuming.

STAIRWELL CLEANING

LIGHTS Turn on all hallway lights in area. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the supervisor. If the new bulb does not light, put

back the original bulb and report the condition to the supervisor. Damaged switches, cracked lenses and other deficiencies are to be reported to the supervisor. Turn off lights when leaving area if not in use.

EXIT LIGHTS Exit lights are to be on at all times. Note any bulbs that are out or any other deficiencies in these units. Replace bulbs with fresh units supplied by the supervisor. If the new bulb does not light, put back the original bulb and report the condition to the supervisor.

CEILING SURFACE Note and report any evidence of roof leaks or other damage to the ceiling surface. Replace damaged ceiling tiles with fresh units supplied by the supervisor. If tile is around sprinkler or smoke detector, let supervisor know so work order can be placed. Do not change.

EXTERIOR GLASS The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc., by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the supervisor.

EXTERIOR WINDOWS Close and latch all windows prior to leaving the area. Note any damage and report it to the supervisor.

VERTICAL SURFACE Walls, door and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard. Report any graffiti that cannot be removed with standard chemicals to the supervisor.

HORIZONTAL SURFACE Window ledges, handrails, and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.

STAIR TREADS All stair treads and landing areas are to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt build-up using a neutral cleanser applied with a general-purpose mop, wringer and bucket. Sweep steps from top to bottom with a foxtail brush and dust pan or use a backpack vacuum. Dust mop landings using a treated dust mop. Dust mop head is to be changed daily in order to provide effective dust pick-up

CARPETING Carpeted areas are to be vacuumed daily in order to remove soils and to prevent long-term build-up of dirt in the pile. Spots and spills are to be addressed each day with various spot removers in order to retain a clean appearance. Vacuum cleaner bags, filters, and brushes are to be properly maintained in order to provide effective vacuuming.

WALK OFF MATS Walk off mats are located at doorways to reduce the amount of dirt that enters the building as well as to provide safety in inclement weather. Dirt must be removed from these units and the units properly placed at the doorway by the end of your shift. Missing or damaged units are to be reported to the supervisor.

LOCKER ROOM / SHOWER CARE

DOORS If secured unlock door and enter locker room / shower areas. Note any malfunction or excessive looseness in latches or hinges and report these deficiencies to the supervisor. If previously secured, lock door as you leave the area.

LIGHTS Turn on all lights when entering each area. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the supervisor. If the new bulb does not light, put back the original bulb and report the condition to the supervisor. Damaged switches, cracked lenses and other deficiencies are to be reported to the supervisor. Turn off lights if area is not in use.

CEILING SURFACE Note and report any evidence of roof leaks or other damage to the ceiling surface. Replace damaged ceiling tiles with fresh units supplied by the supervisor. If tile is around sprinkler or smoke detector, let supervisor know so work order can be placed. Do not change.

EXTERIOR GLASS The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the supervisor.

EXTERIOR WINDOWS Close and latch all windows prior to leaving the room. Note any damage and report it to the supervisor.

TRASH RECEPTACLES Empty trash can daily. Replace protective liners when soiled or damaged. Cans are to be cleaned and disinfected daily in order to eliminate soil build-up and odors.

VERTICAL SURFACE Walls, doors, lockers and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard. Report any graffiti that cannot be removed with standard chemicals to the supervisor.

HORIZONTAL SURFACE Window ledges, tops of lockers and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.

VENTILATORS Turn on room vent fans. Air grille is to be free of dust and soil build-up by the end of your shift. Verify that the fan is operating by using your feather duster or a piece of tissue to check for air movement. If the fan is not operating, report the condition to the supervisor. Damaged switches, grilles, and other deficiencies are to be reported to the supervisor. Ventilators are to remain on whenever area is in use.

SHOWER ROOMS Turn off all showers. Pick up and remove any litter found in the shower areas. Scrub down the walls and floor using a long-handled brush. Remove heavy dirt build-up using a heavy-duty cleaner or acid-based shower cleaner. Polish the chrome showerheads and valves to remove any build-up. Thoroughly rinse the area with water and follow up with a spray sanitizer. Allow sanitizer to air dry without rinsing.

DRAIN CARE Floor drains must be kept clear of obstructions and clogs to allow for proper water flow. Cleaning of strainers and regular use of a packeted drain treatment will keep drains from backing up. Caustic drain openers can be used with proper safety equipment when a clog occurs. Persistent clogs should be reported to the supervisor.

FLOORING Broom clean floor area to remove litter and dust. Flood floor area with a detergent/disinfectant using a general-purpose mop. Let the liquid stand for 5 minutes to allow the disinfectant to work. Pick up the liquid with a rung out mop. Rinse out the mop often to prevent re-soiling of floor. Remove heavy dirt build-up using a heavy duty cleaner and long-handled scrub brush. Pay particular attention to corners, around floor-mounted fixtures and under radiators. Allow floor to air dry before being walked on. Mop water must be changed frequently to prevent re-soiling of floors.

AIR FRESHENING A properly cleaned and disinfected locker room / shower area will not have any objectionable odors present. Properly sized and operating ventilators should provide adequate air exchange needed to exhaust normal smells present when the area is in use. Any lingering smells should be traced to the source and eliminated by proper sanitizing. Items left in lockers can obviously contribute to odors. Consult the supervisor when the source of an odor is not readily apparent or if it is traced to locked areas. When short term air freshening is required, a small amount is all that should be used.

LAVATORY CARE

DOORS If secured; unlock door and enter lavatory. Note any malfunction or excessive looseness in knob, latch or hinges and report these to the supervisor. If previously secured, lock door as you leave the lavatory.

LIGHTS Turn on all lavatory lights when entering room. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the supervisor. If the new bulb does not light, put back the original bulb and report the condition to the supervisor. Damaged switches, cracked lenses, and other deficiencies are to be reported to the supervisor. Turn off lights if room is not in use.

CEILING SURFACE Note and report any evidence of roof leaks or other damage to the ceiling surface.

EXTERIOR GLASS The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the supervisor.

EXTERIOR WINDOWS Close and latch all windows prior to leaving the room. Note any damage and report it to the supervisor.

TRASH RECEPTACLES Empty trash can daily. Replace protective liners when soiled or damaged. Cans are to be cleaned and disinfected daily in order to eliminate soil build-up and odors.

VERTICAL SURFACES Walls, doors, partitions and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard. Report any graffiti that cannot be removed with standard chemicals to the supervisor.

HORIZONTAL SURFACE Window ledges, tops of partitions and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.

VENTILATORS Turn on room vent fans. Air grille is to be free of dust and soil build-up by the end of your shift. Verify that the fan is operating by using your feather duster or a piece of tissue to check for air movement. If the fan is not operating, report the condition to the supervisor. Damaged switches, grilles, and other deficiencies are to be reported to the supervisor. Ventilators are to remain on whenever area is in use.

TOILETS/URINALS Apply detergent/disinfectant to the entire exterior surface of the fixtures and the toilet seat. Let the liquid stand for 5 minutes to allow the disinfectant to work. Wipe down the exterior surfaces using a sponge or rag. Rinse frequently to avoid re-soiling. Leave seat in the upright position. Remove standing water from inside bowl using toilet brush or plunger. Clean inside surfaces of the fixtures using a non-acid bowl cleaner and a bowl brush. Pay particular attention to areas under the rim. Proper daily cleaning will prevent rust stains, salt deposits, and other soil from building up on the fixtures. If a problem develops, use cleanser or heavy-duty cleaner on exterior surfaces and acid bowl cleaner with proper safety equipment on interior surfaces to restore the fixture. Finish by polishing the chrome fittings. Leaking pipes, loose fixtures, or seats and other deficiencies are to be reported to the supervisor.

SINKS/MIRRORS Apply detergent/disinfectant to the entire exterior surface of the sinks and mirror assemblies. Let the liquid stand for 5 minutes to allow the disinfectant to work. Wipe down the fixtures using a sponge or rag. Rinse frequently to avoid re-soiling. The underside of the sinks also must be kept clean at all times. Proper daily cleaning will prevent rust stains and other soil from building up on the fixtures. If a problem develops, use cleanser or heavy-duty cleaner to restore the fixture. Polish the chrome faucets, traps and mirror frame. Clean the mirror with glass cleaner. Leaking pipes, loose fixtures, damaged faucets, cracked mirrors and other deficiencies are to be reported to the supervisor.

CAFETERIA CARE

DOORS Unlock door and enter auditorium. Note any malfunction or excessive looseness in knob, latch or hinges and report these deficiencies to the supervisor. Lock door as you leave area.

DOOR GLASS/FRAME All door glass and doorframes are to be free of smudges, fingerprints, dust, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any loose or cracked door glass or missing room numbers to the supervisor.

LIGHTS Turn on all auditorium lights when entering area. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the supervisor. If the new bulb does not light, put back the original bulb and report the condition to the supervisor. Damaged switches, cracked lenses, and other deficiencies are to be reported to the supervisor. Turn off lights if room is not in use.

CEILING SURFACE Note and report any evidence of roof leaks or other damage to the ceiling surface.

EXTERIOR GLASS The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the supervisor.

EXTERIOR WINDOWS Close and latch all windows prior to leaving the area. Note any damage and report it to the supervisor.

TRASH RECEPTACLES Empty trash can daily. Replace protective liners when soiled or damaged.

FIRE EXTINGUISHERS Fire extinguishers and their cabinets are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard. While cleaning, visually check the gauge reading on the units to be sure that they are fully charged. Missing units, low gauge readings, and other deficiencies are to be reported to the supervisor.

VERTICAL SURFACES Walls, doors, partitions and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard. Report any graffiti that cannot be removed with standard chemicals to the supervisor.

HORIZONTAL SURFACE Window ledges and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.

SEATING The seating areas are to be clear of trash and free of dust build-up or other soiling. The seating must be wet-wiped and free of dust build-up or other soiling. Clean as necessary to meet this standard.

HARD FLOORING Tile flooring is to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt build-up using a neutral cleaner applied with a general-purpose mop, wringer and bucket. Dust mop floor using a treated dust mop supplied by the supervisor. Dust mop head is to be changed daily in order to provide effective dust pickup. Buff or burnish as needed.

CARPETING Carpet areas are to be vacuumed daily in order to remove soil and to prevent long-term buildup of dirt in the pile. Spots and spills are to be addressed each day with various spot removers in order to retain a clean appearance. Vacuum cleaner bags, filters and brushes are to be properly maintained in order to provide effective vacuuming.

EXIT LIGHTS Exit lights are to be on at all times. Note any bulbs that are out or any other deficiencies in these units. Replace bulbs with fresh units supplied by the supervisor. If the new bulb does not light, put back the original bulb and report the condition to the supervisor.

CAFETERIA

Periodic: Buffing and complete damp mopping should be performed in a project basis, as time allows. Waste and litter should be removed daily, and any soil on the floor or walls should be removed daily. Floors should be dust mopped twice weekly. Seats should be dusted only as needed or before special events, and other horizontal surfaces should be dusted daily as needed. Carpeting and fabric upholstery should be vacuum cleaned at least every two weeks.

GYMNASIUM CARE

DOORS Unlock door and enter gymnasium. Note any malfunction or excessive looseness in knob, latch or hinges and report these deficiencies to the supervisor. Report any doors that are not secured to the supervisor. Lock door as you leave area.

DOOR GLASS/FRAME All door glass and doorframes are to be free of smudges, fingerprints, dust, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any loose or cracked door glass or missing room numbers to the supervisor.

LIGHTS Turn on all gymnasium lights when entering area. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the supervisor. If the new bulb does not light, put back the original bulb and report the condition to the supervisor. Damaged switches, cracked lenses, and other deficiencies are to be reported to the supervisor. Turn off lights if room is not in use.

CEILING SURFACE Note and report any evidence of roof leaks or other damage to the ceiling surface.

EXTERIOR GLASS The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the supervisor.

EXTERIOR WINDOWS Close and latch all windows prior to leaving the area. Note any damage and report it to the supervisor.

SHADES / BLINDS Adjust to a uniform setting prior to leaving the room. Inspect for minor damage and needed repairs. Missing or severely damaged units are to be noted and reported to the supervisor. Install replacement units supplied by the supervisor.

TRASH RECEPTACLES Empty trash can daily. Replace protective liners when soiled or damaged.

EXIT LIGHTS Exit lights are to be on at all times. Note any bulbs that are out or any other deficiencies in these units. Replace bulbs with fresh units supplied by the supervisor. If the new bulb does not light, put back the original bulb and report the condition to the supervisor.

FIRE EXTINGUISHERS Fire extinguishers and their cabinets are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard. While cleaning, visually check the gauge reading on the units to be sure that they are fully charged. Missing units, low gauge readings, and other deficiencies are to be reported to the supervisor.

VERTICAL SURFACES Walls, doors and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard.

HORIZONTAL SURFACE Window ledges and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.

BLEACHERS Area under the bleachers is to be clear of trash and free of dust build-up or other soiling. The seating and standing areas must be wet-wiped and free of dust build-up or other soiling. Clean as necessary to meet this standard.

WOOD GYM FLOOR Flooring is to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt build-up using a neutral cleaner or wood cleaner applied with a general-purpose mop, wringer and bucket. Never use heavy solutions. Dust mop floor using a treated dust mop supplied by the supervisor. Dust mop head is to be changed daily in order to provide effective dust pickup.

HARD FLOORING Auxiliary gyms and other associated areas are to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt build-up using a neutral cleaner applied with a general-purpose mop, wringer and bucket. Dust mop floor using a treated dust mop supplied by the supervisor. Dust mop head is to be changed daily in order to provide effective dust pickup.

WALK OFF MATS Walk off mats are located at doorways to reduce the amount of dirt that enters the building as well as to provide safety in inclement weather. Dirt must be removed from these units and the units properly placed at the doorway by the end of your shift. Missing or damaged units are to be reported to the supervisor.

Catch Basin Cleaning Service

Provide cleaning catch basin services, contractor shall be responsible for the proper disposition of all materials collected during the cleaning process. The City of Hartford prefers the vacuum method of cleaning, as opposed to tile scoop method. The awarded contractor shall be responsible for the proper disposition of all materials collected during the cleaning process.

Drain Cleaning Services

Provide general maintenance service along with sewer and drain cleaning service to plumbing systems on an as needed basis. Plumbing systems must be kept fully operational.

Masonry Installation and Repair

Provide all masonry repairs as required. Contractor will supply all equipment, labor, supervision and any required licenses to perform the work required.

Contractor shall furnish all materials, labor, scaffolding and staging required to satisfactory complete plastering work to be executed. All cutting and patching as required to cover and finish the works.

Electrician's Services

Provide electrical repair as needed including but not limited to installation, routing maintenance, alters or repairs of any wire, cable, conduit, busway, and raceway. All work shall be performed by licensed electricians as required by State Law.

Extinguisher Inspections and Maintenance

Provide regular and emergency service to inspect, test and recharge fire extinguishers as necessary.

Ground Maintenance

The Contractor shall be responsible for all grounds within the 4 surrounding streets (Vernon Street, Washington Street, Broad Street and Brownell Street) work shall include but not limited to edging, flowerbed and planter upkeep, shrub and tree pruning, mulching, mowing, snow removal, trash pickup and leaf removal.

NOTE: The use of any and all pesticides, herbicides and fertilizers is strictly prohibited.

Anti-Graffiti

Graffiti shall be removed within 24 hours.

Irrigation System

Spring start-up of irrigation system:

1. Install backflow preventer (if it had been removed for winterizing.) Close all backflow preventer drain valves and test cocks.
2. Close main drain valve in control room and close emergency solenoid and manual drain valves under platform.
3. Open water supply valve in water meter pit. Turn on power to controller; replace batteries as necessary, set clock to proper date, day and time.

4. Operate controller to turn on each zone for 10 minutes while inspecting its operation including: inspecting the patterns and throw of each head and checking the zone valve and heads for leaks. Adjust spray patterns of all sprinkler heads as required to provide complete and adequate coverage of areas to be watered. Straighten any and all leaning heads. Mark any faulty equipment with installation flags.

5. Turn off the system following fall inspection and make all necessary repairs or adjustments. Itemize and identify all items to be replaced. All new items shall be same make and model as those being replaced.

6. Operate controller to turn on each zone that has been repaired and inspect the repaired area.

Fall shut down of irrigation system:

1. Shut down of the irrigation system shall include draining all water from all main lines, zone lines and all irrigation lines, blowing out entire system, and shutting down the controller.

2. Close water supply valve in water meter pit.

3. Open main drain valve in control room and open emergency solenoid and manual drain valves under platform.

4. Connect a low pressure (not over 100 psi), air compressor to a quick coupler downstream from backflow preventer. Pressure should be increased slowly not to exceed 80 psi with a valve always opened. Blow out only valve at a time starting with the valve furthest from the controller.

Painting Services

The contractor shall furnish all labor, supervision, materials, equipment and tools to provide interior and exterior painting services on an as needed basis.

1. The contractor shall take proper safety and health precautions to protect, at a minimum, all work, the contractors employees, the public and City property.

2. The work site shall be kept in such an orderly fashion as to not unduly interfere with the progress of the work or the work of any other contractor. Trash/debris shall be collected daily and removed by the contractor.

3. The contractor shall not operate or disturb the setting of any valves, switches or electrical equipment on the service lines to any City building, except by proper previous arrangement with and in the presence of an authorized representative of the City. The contractor shall give ample advance notice of the need for cutoffs or adjustments, which will be scheduled at the convenience of the City.

Plumbing Services

The Contractor will be responsible for all repairs necessary to restore the equipment to its normal operation condition.

Flagpole Inspection

Contract will be responsible for the inspection of pulleys; ropes, tie downs, claps, cranks, cables, and all other moving parts. Inspection of exterior and interior condition of poles.

REPAIRS

- Repair shall be made to pulleys, tie downs, claps and cranks
- Repair shall be made to exterior and interior mechanical systems
- Ropes and cables shall be replaced as required. Ropes must be made of reinforced nylon

Replace

- The selected managing company will be responsible for replacing flag's as needed. The replaced flag must be properly disposed.

Pest Control

The contractor must maintain an integrated pest management plan; shall adequately suppress indoor populations of rats, mice, cockroaches, ants including carpenter ants as occasional invader, winged termite swarmer's emerging indoors, incidental/occasional invaders entering from out-of-doors, and flies and other arthropod pests not specifically excluded from the contract. Populations of these pests that are located immediately outside of the specified buildings and pose a possible infestation problem to the specified buildings are included.

Populations of the following pests will be considered special services, separate from the specifications of this contract:

Birds, bats, snakes and all other vertebrates other than communal rodents;

Termites, carpenter ants nesting within structures and other wood-destroying organisms;

Mosquitoes and other free flying insects originating out-of-doors;

Pests that primarily feed on outdoor vegetation; and

Fleas and ticks

All work shall be performed in a safe manner in accordance with the latest and best materials and procedures and shall not interfere with normal operations of the building services or its personnel.

National Pest Management Association

CT DEP Certification requirement

Janitorial Supply

All cleaning chemicals must comply with Ct. Public Act 09-81- Green Cleaning Products in Schools. Products covered are general purpose cleaners, bathroom cleaners, glass cleaners; floor finishes (wax), floor (wax), floor strippers, hand cleaners, and soaps. All of these cleaners must be certified by one of two independent third party organizations, Green Seal, or Eco Logo.

M.S.D.S sheets required with delivery of all products

Overhead Door:

Install, services and repairs opening and closing mechanisms of automatic doors. Bores and cuts holes in flooring, using hand tools and power tools. Sets in and secures floor treadle for activating mechanism and connects hydraulic power pack and electrical panel board to treadle. Tests system; Repairs non-operating systems, using hand tools, blueprints and schematic diagrams. May install systems actuated by electronic-eye mechanisms.

Snow Removal:

Clear snow from sidewalks, walkways, driveways and parking lot around the Learning Corridor Campus, apply ice control pellets (sand on street side sidewalks) to sidewalk areas in icy conditions. The work will generally be carried out and completed prior to the start of work each business day, but will also be done as conditions demand during business days.

2.3 Evaluation Criteria

The following evaluation criteria will be used to determine the awardee. The final weight attributed to each criterion will be determined prior to the evaluation of responses. In accordance with Federal E-Rate program requirements, price will be the single heaviest weighted factor.

- A. Price
- B. Compliance with listed vendor requirements
- C. Certifications and Manufacturer relationships
- D. Experience in the marketplace
- E. Rating of previous performance, if vendor has been a prior service provider; or, based on interviews with references for those vendors who have not had prior experience as a provider of service to the City
- F. Breadth of organization and available technical resources. We are seeking to develop a relationship with a vendor capable of understanding evolving technologies, possessing a thorough

knowledge of all available technologies, and with the financial strength and organizational flexibility to partner with the City on a long-term basis.

G. Proximity of sales and service offices/depots

2.4 Term of Contract

The City anticipates the term of this contract will be for one year with up to three (1) year extensions pending availability of funds, satisfactory performance.

2.5 FORM OF RESPONSE:

All submittals must include the following:

A. A resume of company accomplishments and abilities in the various fields involved in this project.

B. An outline of services to be rendered including delegation of responsibilities of key personnel.

C. Names of key personnel assigned for term of contract; a description (resume) of applicable background of these personnel.

D. A Commitment to give notice to the City any changes in key personnel as outlined in item C above, and City's option to reject such candidate.

E. Attach a list of comparable projects you have completed within the past four years giving the following information for each.

- Name of Company/Municipality
- Name and telephone number of contact person.
- Project Scope
- Budgeted Project Cost and Final Project Cost (state reasons for any substantial difference)
- You may include any additional information that demonstrates your qualification for this work.

EXHIBIT A DESCRIPTION OF DEMISED LAND
LEARNING CORRIDOR CAMPUS PROPERTY DESCRIPTION
- FROM GROUND LEASE

All that certain piece or parcel of land, together with improvements thereon and the appurtenances thereto, situated in the City of Hartford, County of Hartford and State of Connecticut, on the south side of Vernon Street, west side of Washington Street, north side of Brownell Avenue and east side of Broad Street and being shown and designated as Lots Nos. 1 through 38, inclusive, on a certain map or plan entitled "Property Survey...The Learning Corridor Hartford Connecticut Site Engineering...VHB Vanasse Hangen Brustlin, Inc. Transportation Land Development Environmental Services 54 Tuttle Place Middletown, CT 06457 Issue 9/1/98, Revisions: 1) Misc. Revisions 10/9/98 Scale 1"=40'", which map or plan will be on file in the Town Clerk's Office in the City of Hartford, reference to which is hereby made and being more particularly bounded and described as follows:

Beginning at a point which marks the intersection of the south line of Vernon Street with the east line of Broad Street and the northwest corner of the premises herein described and thence running S 85°24'09" E 1038.25 feet along the said south line of Vernon Street to a point which marks the intersection of the said south line of Vernon Street with the west line of Washington Street and the northeast corner of the premises herein described; thence running S 13°04'35" W 507.31 feet to a point; thence running S 10°00'00" W 178.39 feet to a point marking the southeast corner of the premises herein described; the last two (2) courses being along the said west line of Washington Street; thence running N 85°33'31" W 150.00 feet to a point; thence running S 10°07'51" W 108.00 feet to a point on the north line of Brownell Avenue, the last two (2) courses being along land N/F Michael Lawton, as shown on said map; thence running N 84°28'52" W 50.00 feet along the said north line of Brownell Avenue to a point; thence running N 05°31'02" E 165.74 feet along land N/F Johathan & Winifred O. Nunes, as shown on said map, to a point; thence running N 85°37'53" W along land N/F Johathan & Winifred O. Nunes, N/F Jeannine P. Rannou, Ronald A. Phenix & Norman P. Phenix, N/F Ferdie A. & Inell V. Maddix, N/F Hilda M. Gibbs, N/F Ivette N. & Elroy A. Streete, N/F Daniel E. Hariprasad, N/F Elsa Fazzini, N/F Hector L. & Luz N. Serrano, N/F Rosa L. Rivera and N/F Margaret A. T. Etuka, as shown on said map, in part by each, in all, 500.57 feet to a point; thence running S 05°31'08" W 155.69 feet along land N/F Margaret A. T. Etuka, as shown on said map, to a point in the said north line of Brownell Avenue; thence running N 84°28'52" W 288.46 feet along the said north line of Brownell Avenue with the said east line of Broad Street and the southwest corner of the premises herein described; thence running N 08°27'48" E 764.63 feet along the said east line of Broad Street to a point which marks the intersection of the said east line of Broad Street with the south line of Vernon Street, the northwest corner of the premises herein described and the point and place of beginning.

≈ 16 near Campus

HARTFORD SYSTEM OF SCHOOLS
MAINTENANCE & CUSTODIAL PROCEDURE MANUAL
CUSTODIAL CLEANING STANDARDS



The following are the standards by which custodial work performed within the district will be evaluated.

These standards are to be reached each and every time a task is performed and surpassed when possible.

Each custodian should use them as a guide in performing his/her daily assignments. Since each school has different needs, slight variations may be acceptable if these variations are approved by the Head Custodian.

HARTFORD SYSTEM OF SCHOOLS
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CLASSROOM CARE

- | | |
|--------------------------|--|
| DOORS | Unlock door and enter classroom. Note any malfunction or excessive looseness in knob, latch or hinges and report these deficiencies to head custodian. Report any doors that are not secured to the head custodian. Lock door as you leave classroom. |
| DOORS/GLASS/FRAME | All door glass and doorframes are to be free of smudges, fingerprints, dust, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any loose or cracked door glass or missing room numbers to the head custodian. |
| CEILING SURFACE | Note and report any evidence of roof leaks or other damage to the ceiling surface. Replace damaged ceiling tiles with fresh units supplied by the head custodian. If tile is around sprinkler or smoke detector, let head custodian know so work order can be placed. Do not change. |
| EXTERIOR GLASS | The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc., by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the head custodian. |
| EXTERIOR WINDOWS | Close and latch all windows prior to leaving the room. Note any damage and report it to the head custodian. |
| SHADES / BLINDS | Adjust to a uniform setting prior to leaving the room. Inspect for minor damage and needed repairs. Missing or severely damaged units are to be noted and reported to the head custodian. |
| PENCIL SHARPENERS | Empty shavings into trash can. Inspect for damage, missing parts and needed repairs. Replace missing parts and tighten loose hardware as needed. Severely damaged or missing units are to be noted and reported to your supervisor. |
| TRASH RECEPTACLES | Empty waste paper baskets daily. Replace protective liners when soiled or damaged. By keeping additional liners in the bottom of the can, you will have replacement readily available when needed. |

HARTFORD SYSTEM OF SCHOOLS
MAINTENANCE & CUSTODIAL PROCEDURE MANUAL
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CLASSROOM CARE (continued)

HARD FLOORING

All tile and wood flooring is to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt buildup using a neutral cleaner applied with a general-purpose mop, wringer and bucket. Dust mop floor using an 18" treated dust mop supplied by the head custodian. Dust mop head is to be changed daily in order to provide effective dust pickup.

CARPETING

Carpeted areas are to be vacuumed daily in order to remove soil and to prevent long-term buildup of dirt in the pile. Spots and spills are to be addressed each day with various spot removers in order to retain a clean appearance. Vacuum cleaner bags will be emptied after each shift. Filters and brushes are to be properly maintained in order to provide effective vacuuming.

HARTFORD SYSTEM OF SCHOOLS
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HALLWAY CARE

- | | |
|--------------------------|---|
| LIGHTS | Turn on all hallway lights in the area. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the head custodian. If the new bulb does not light, put back the original bulb and report the condition to the head custodian. Damaged switches, cracked lenses and other deficiencies are to be reported to the head custodian. Turn off lights when leaving an area if it is not in use. |
| EXIT LIGHTS | Exit lights are to be on at all times. Note any bulbs that are out or any other deficiencies in these units. Replace bulbs with fresh units supplied by the head custodian. If the new bulb does not light, put back the original bulb and report the condition to the head custodian. |
| CEILING SURFACE | Note and report any evidence of roof leaks or other damage to the ceiling surface. Replace damaged ceiling tiles with fresh units supplied by the head custodian. If tile is around sprinkler or smoke detector, let head custodian know so work order can be placed. Do not change. |
| EXTERIOR GLASS | The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc. by the end of you shift. Clean as necessary to meet this standard. Note and report any cracked glass to the head custodian. |
| EXTERIOR WINDOWS | Close and latch all windows prior to leaving the area. Note any damage and report it to the head custodian. |
| SHADES / BLINDS | Adjust to a uniform setting prior to leaving the area. Inspect for minor damage and needed repairs. Missing or severely damaged units are to be Noted and reported to the head custodian. Install replacement units supplied by the head custodian. |
| TRASH RECEPTACLES | Empty trash cans daily. Replace protective liners when soiled or damaged. |
| VERTICAL SURFACES | Walls, doors and lockers and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard. Report any graffiti that cannot be removed with standard chemicals to the head custodian. |

**HARTFORD SYSTEM OF SCHOOLS
MAINTENANCE & CUSTODIAL PROCEDURE MANUAL
CUSTODIAL CLEANING STANDARDS**



HALLWAY CARE (continued)

HORIZONTAL SURFACES

Window ledges, locker tops and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.

HARD FLOORING

All tile and terrazzo flooring is to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt build-up using a neutral cleaner applied with a general-purpose mop, wringer, and bucket. Dust mop floor using a treated dust mop supplied by your supervisor. Dust mop head is to be changed daily in order to provide effective dust pickup. Buff or burnish 2 to 3 times weekly.

CARPETING

Carpeted areas are to be vacuumed daily in order to remove soil and to prevent long-term build-up of dirt in the pile. Spots and spills are to be addressed each day with various spot removers in order to retain a clean appearance. Vacuum cleaner bags, filters and brushes are to be properly maintained in order to provide effective vacuuming.

WALK OFF MATS

Walk off mats are located at doorways to reduce the amount of dirt that enters the building as well as to provide safety in inclement weather. Dirt must be removed from these units and the units properly placed at the doorway by the end of your shift. Missing or damaged units are to be reported to the head custodian.

WATER FOUNTAINS

Apply detergent/disinfectant to the entire surface of the fountains. Wipe down the fixtures using a sponge or rag. Rinse frequently to avoid re-soiling. The underside of the fountain must also be kept clean at all times. Proper daily cleaning will prevent rust stains and other soil from building up on the fixtures. If a problem develops, use cleanser or heavy-duty cleaner to restore the fixture. Polish the chrome fittings. Leaking pipes, loose fixtures, damaged fittings, and other deficiencies are to be reported to the head custodian.

DRAIN CARE

Water fountain drains must be kept clear of obstructions and clogs to allow for proper water flow. Cleaning of strainers and regular use of a packaged drain treatment will keep drains from backing up. Caustic drain openers can be used with proper safety equipment when a clog occurs. Persistent clogs should be reported to the head custodian.

FIRE EXTINGUISHERS

Fire extinguishers and their cabinets are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard. While cleaning, visually check the gauge reading on the units to be sure that they are fully charged. Missing units, low gauge readings, and other deficiencies are to be reported to the head custodian.

HARTFORD SYSTEM OF SCHOOLS

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OFFICE CARE

- DOORS** Unlock door and enter office. Note any malfunction or excessive looseness in knob, latch or hinges and report these deficiencies to the head custodian. Report any doors that are not secured to the head custodian. Lock door as you leave the office.
- DOORS GLASS/FRAME** All door glass and door frames are to be free of smudges, fingerprints, dust, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any loose or cracked door glass or missing room numbers to the head custodian.
- LIGHTS** Turn on all office lights when entering room. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the head custodian. If the new bulb does not light, put back the original bulb and report the condition to the head custodian. Damaged switches, cracked lenses and other deficiencies are to be reported to the head custodian. Turn off lights when exiting the office.
- CEILING SURFACE** Note and report any evidence of roof leaks or other damage to the ceiling surface. Replace damaged ceiling tiles with fresh units supplied by the head custodian.
- EXTERIOR GLASS** The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the head custodian.
- EXTERIOR WINDOWS** Close and latch all windows prior to leaving the room. Note any damage and report it to the head custodian
- SHADES / BLINDS** Adjust to a uniform setting prior to leaving the room. Inspect for minor damage and needed repairs. Missing or severely damaged units are to be noted and reported to the head custodian. Install replacement units supplied by the head custodian.
- TRASH RECEPTACLES** Empty waste paper baskets daily. Replace protective liners when soiled or damaged. By keeping additional liners in the bottom of the can, you will have replacements readily available when needed.

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OFFICE CARE (continued)

VERTICAL SURFACES

Walls, doors and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard. Report any graffiti that cannot be removed with standard chemicals to the head custodian.

HORIZONTAL SURFACES

Window ledges, bookshelves, file cabinet tops and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.

UNIT VENTILATORS

Air grilles are to be free of dust and soil build-up by the end of your shift. There should be nothing stored on the ventilator that could reduce air circulation. Verify that unit is operating based on the general temperature of the room compared to the rest of the area. If the unit is not operating or is making an abnormal noise, report the condition to the head custodian.

DESKS

Desks, chairs, file cabinets, etc., are to be wet wiped and free of writing, gum and other soiling by the end of your shift. Note and report any unsafe or damaged furniture to the head custodian. Straighten furniture prior to leaving classroom.

HARD FLOORING

All tile and wood flooring is to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt buildup using a neutral cleaner applied with a general-purpose mop, wringer and bucket. Dust mop floor using an 18" treated dust mop supplied by the head custodian. Dust mop head is to be changed daily in order to provide effective dust pickup. Buff or burnish as needed.

CARPETING

Carpeted areas are to be vacuumed daily in order to remove soil and to prevent long-term buildup of dirt in the pile. Spots and spills are to be addressed each day with various spot removers in order to retain a clean appearance. Vacuum cleaner bags will be emptied after each shift. Filters and brushes are to be properly maintained in order to provide effective vacuuming.

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CUSTODIAL CLEANING STANDARDS



STAIRWELL CLEANING

- LIGHTS** Turn on all hallway lights in area. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the head custodian. If the new bulb does not light, put back the original bulb and report the condition to the head custodian. Damaged switches, cracked lenses and other deficiencies are to be reported to the head custodian. Turn off lights when leaving area if not in use.
- EXIT LIGHTS** Exit lights are to be on at all times. Note any bulbs that are out or any other deficiencies in these units. Replace bulbs with fresh units supplied by the head custodian. If the new bulb does not light, put back the original bulb and report the condition to the head custodian.
- CEILING SURFACE** Note and report any evidence of roof leaks or other damage to the ceiling surface. Replace damaged ceiling tiles with fresh units supplied by the head custodian. If tile is around sprinkler or smoke detector, let head custodian know so work order can be placed. Do not change.
- EXTERIOR GLASS** The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc., by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the head custodian.
- EXTERIOR WINDOWS** Close and latch all windows prior to leaving the area. Note any damage and report it to the head custodian.
- VERTICAL SURFACE** Walls, door and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard. Report any graffiti that cannot be removed with standard chemicals to the head custodian.
- HORIZONTAL SURFACE** Window ledges, handrails, and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.
- STAIR TREADS** All stair treads and landing areas are to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt build-up using a neutral cleanser applied with a general-purpose mop, wringer and bucket. Sweep steps from top to bottom with a foxtail brush and dust pan or use a backpack vacuum. Dust mop landings using a treated dust mop. Dust mop head is to be changed daily in order to provide effective dust pick-up

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STAIRWELL CLEANING (continued)

CARPETING

Carpeted areas are to be vacuumed daily in order to remove soils and to prevent long-term build-up of dirt in the pile. Spots and spills are to be addressed each day with various spot removers in order to retain a clean appearance. Vacuum cleaner bags, filters, and brushes are to be properly maintained in order to provide effective vacuuming.

WALK OFF MATS

Walk off mats are located at doorways to reduce the amount of dirt that enters the building as well as to provide safety in inclement weather. Dirt must be removed from these units and the units properly placed at the doorway by the end of your shift. Missing or damaged units are to be reported to the head custodian.

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LOCKER ROOM / SHOWER CARE

- DOORS** If secured, unlock door and enter locker room / shower areas. Note any malfunction or excessive looseness in latches or hinges and report these deficiencies to the head custodian. If previously secured, lock door as you leave the area.
- LIGHTS** Turn on all lights when entering each area. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the head custodian. If the new bulb does not light, put back the original bulb and report the condition to the head custodian. Damaged switches, cracked lenses and other deficiencies are to be reported to the head custodian. Turn off lights if area is not in use.
- CEILING SURFACE** Note and report any evidence of roof leaks or other damage to the ceiling surface. Replace damaged ceiling tiles with fresh units supplied by the head custodian. If tile is around sprinkler or smoke detector, let head custodian know so work order can be placed. Do not change.
- EXTERIOR GLASS** The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the head custodian.
- EXTERIOR WINDOWS** Close and latch all windows prior to leaving the room. Note any damage and report it to the head custodian.
- TRASH RECEPTACLES** Empty trash can daily. Replace protective liners when soiled or damaged. Cans are to be cleaned and disinfected daily in order to eliminate soil build-up and odors.
- VERTICAL SURFACE** Walls, doors, lockers and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard. Report any graffiti that cannot be removed with standard chemicals to the head custodian.
- HORIZONTAL SURFACE** Window ledges, tops of lockers and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.

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CUSTODIAL CLEANING STANDARDS



LOCKER ROOM / SHOWER CARE (continued)

VENTILATORS

Turn on room vent fans. Air grille is to be free of dust and soil build-up by the end of your shift. Verify that the fan is operating by using your feather duster or a piece of tissue to check for air movement. If the fan is not operating, report the condition to the head custodian. Damaged switches, grilles, and other deficiencies are to be reported to the head custodian. Ventilators are to remain on whenever area is in use.

SHOWER ROOMS

Turn off all showers. Pick up and remove any litter found in the shower areas. Scrub down the walls and floor using a long-handled brush. Remove heavy dirt build-up using a heavy-duty cleaner or acid-based shower cleaner. Polish the chrome showerheads and valves to remove any build-up. Thoroughly rinse the area with water and follow up with a spray sanitizer. Allow sanitizer to air dry without rinsing.

DRAIN CARE

Floor drains must be kept clear of obstructions and clogs to allow for proper water flow. Cleaning of strainers and regular use of a packeted drain treatment will keep drains from backing up. Caustic drain openers can be used with proper safety equipment when a clog occurs. Persistent clogs should be reported to the head custodian.

FLOORING

Broom clean floor area to remove litter and dust. Flood floor area with a detergent / disinfectant using a general-purpose mop. Let the liquid stand for 5 minutes to allow the disinfectant to work. Pick up the liquid with a rung out mop. Rinse out the mop often to prevent re-soiling of floor. Remove heavy dirt build-up using a heavy duty cleaner and long-handled scrub brush. Pay particular attention to corners, around floor-mounted fixtures and under radiators. Allow floor to air dry before being walked on. Mop water must be changed frequently to prevent re-soiling of floors.

AIR FRESHENING

A properly cleaned and disinfected locker room / shower area will not have any objectionable odors present. Properly sized and operating ventilators should provide adequate air exchange needed to exhaust normal smells present when the area is in use. Any lingering smells should be traced to the source and eliminated by proper sanitizing. Items left in lockers can obviously contribute to odors. Consult the head custodian when the source of an odor is not readily apparent or if it is traced to locked areas. When short term air freshening is required, a small amount is all that should be used.

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LAVATORY CARE

- DOORS** If secured, unlock door and enter lavatory. Note any malfunction or excessive looseness in knob, latch or hinges and report these to the head custodian. If previously secured, lock door as you leave the lavatory.
- LIGHTS** Turn on all lavatory lights when entering room. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the head custodian. If the new bulb does not light, put back the original bulb and report the condition to the head custodian. Damaged switches, cracked lenses, and other deficiencies are to be reported to the head custodian. Turn off lights if room is not in use.
- CEILING SURFACE** Note and report any evidence of roof leaks or other damage to the ceiling surface.
- EXTERIOR GLASS** The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the head custodian.
- EXTERIOR WINDOWS** Close and latch all windows prior to leaving the room. Note any damage and report it to the head custodian.
- TRASH RECEPTACLES** Empty trash can daily. Replace protective liners when soiled or damaged. Cans are to be cleaned and disinfected daily in order to eliminate soil build-up and odors.
- VERTICAL SURFACES** Walls, doors, partitions and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard. Report any graffiti that cannot be removed with standard chemicals to the head custodian.
- HORIZONTAL SURFACE** Window ledges, tops of partitions and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.

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LAVATORY CARE (continued)

VENTILATORS

Turn on room vent fans. Air grille is to be free of dust and soil build-up by the end of your shift. Verify that the fan is operating by using your feather duster or a piece of tissue to check for air movement. If the fan is not operating, report the condition to the head custodian. Damaged switches, grilles, and other deficiencies are to be reported to the head custodian. Ventilators are to remain on whenever area is in use.

TOILETS/URINALS

Apply detergent/disinfectant to the entire exterior surface of the fixtures and the toilet seat. Let the liquid stand for 5 minutes to allow the disinfectant to work. Wipe down the exterior surfaces using a sponge or rag. Rinse frequently to avoid re-soiling. Leave seat in the upright position. Remove standing water from inside bowl using toilet brush or plunger. Clean inside surfaces of the fixtures using a non-acid bowl cleaner and a bowl brush. Pay particular attention to areas under the rim. Proper daily cleaning will prevent rust stains, salt deposits, and other soil from building up on the fixtures. If a problem develops, use cleanser or heavy-duty cleaner on exterior surfaces and acid bowl cleaner with proper safety equipment on interior surfaces to restore the fixture. Finish by polishing the chrome fittings. Leaking pipes, loose fixtures, or seats and other deficiencies are to be reported to the head custodian.

SINKS/MIRRORS

Apply detergent/disinfectant to the entire exterior surface of the sinks and mirror assemblies. Let the liquid stand for 5 minutes to allow the disinfectant to work. Wipe down the fixtures using a sponge or rag. Rinse frequently to avoid re-soiling. The underside of the sinks also must be kept clean at all times. Proper daily cleaning will prevent rust stains and other soil from building up on the fixtures. If a problem develops, use cleanser or heavy-duty cleaner to restore the fixture. Polish the chrome faucets, traps and mirror frame. Clean the mirror with glass cleaner. Leaking pipes, loose fixtures, damaged faucets, cracked mirrors and other deficiencies are to be reported to the head custodian.

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CUSTODIAL CLEANING STANDARDS



CAFETORIUM CARE

- | | |
|---------------------------|---|
| DOORS | Unlock door and enter auditorium. Note any malfunction or excessive looseness in knob, latch or hinges and report these deficiencies to the head custodian. Lock door as you leave area. |
| DOOR GLASS/FRAME | All door glass and doorframes are to be free of smudges, fingerprints, dust, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any loose or cracked door glass or missing room numbers to the head custodian. |
| LIGHTS | Turn on all auditorium lights when entering area. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the head custodian. If the new bulb does not light, put back the original bulb and report the condition to the head custodian. Damaged switches, cracked lenses, and other deficiencies are to be reported to the head custodian. Turn off lights if room is not in use. |
| CEILING SURFACE | Note and report any evidence of roof leaks or other damage to the ceiling surface. |
| EXTERIOR GLASS | The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the head custodian. |
| EXTERIOR WINDOWS | Close and latch all windows prior to leaving the area. Note any damage and report it to the head custodian. |
| TRASH RECEPTACLES | Empty trash can daily. Replace protective liners when soiled or damaged. |
| FIRE EXTINGUISHERS | Fire extinguishers and their cabinets are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard. While cleaning, visually check the gauge reading on the units to be sure that they are fully charged. Missing units, low gauge readings, and other deficiencies are to be reported to the head custodian. |

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CUSTODIAL CLEANING STANDARDS



CAFETORIUM CARE (continued)

- VERTICAL SURFACES** Walls, doors, partitions and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard. Report any graffiti that cannot be removed with standard chemicals to the head custodian.
- HORIZONTAL SURFACE** Window ledges and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.
- SEATING** Seating areas are to be clear of trash and free of dust build-up or other soiling. The seating must be wet-wiped and free of dust build-up or other soiling. Clean as necessary to meet this standard.
- WOOD STAGE FLOOR** Flooring is to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt build-up using a neutral cleaner applied with a general-purpose mop, wringer and bucket. Dust mop floor using a treated dust mop supplied by the head custodian. Dust mop head is to be changed daily in order to provide effective dust pickup.
- HARD FLOORING** Tile flooring is to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt build-up using a neutral cleaner applied with a general-purpose mop, wringer and bucket. Dust mop floor using a treated dust mop supplied by the head custodian. Dust mop head is to be changed daily in order to provide effective dust pickup. Buff or burnish as needed.
- CARPETING** Carpeting areas are to be vacuumed daily in order to remove soil and to prevent long-term buildup of dirt in the pile. Spots and spills are to be addressed each day with various spot removers in order to retain a clean appearance. Vacuum cleaner bags, filters and brushes are to be properly maintained in order to provide effective vacuuming.
- EXIT LIGHTS** Exit lights are to be on at all times. Note any bulbs that are out or any other deficiencies in these units. Replace bulbs with fresh units supplied by the head custodian. If the new bulb does not light, put back the original bulb and report the condition to the head custodian.

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CAFETORIUMS

Periodic: Buffing and complete damp mopping should be performed in a project basis, as time allows. Waste and litter should be removed daily, and any soil on the floor or walls should be removed daily. Floors should be dust mopped twice weekly. Seats should be dusted only as needed or before special events, and other horizontal surfaces should be dusted daily as needed. Carpeting and fabric upholstery should be vacuum cleaned at least every two weeks.

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CUSTODIAL CLEANING STANDARDS



GYMNASIUM CARE

- | | |
|--------------------------|--|
| DOORS | Unlock door and enter gymnasium. Note any malfunction or excessive looseness in knob, latch or hinges and report these deficiencies to the head custodian. Report any doors that are not secured to the head custodian. Lock door as you leave area. |
| DOOR GLASS/FRAME | All door glass and doorframes are to be free of smudges, fingerprints, dust, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any loose or cracked door glass or missing room numbers to the head custodian. |
| LIGHTS | Turn on all gymnasium lights when entering area. Note any bulbs that do not light or that flicker. Replace bulbs with fresh units supplied by the head custodian. If the new bulb does not light, put back the original bulb and report the condition to the head custodian. Damaged switches, cracked lenses, and other deficiencies are to be reported to the head custodian. Turn off lights if room is not in use. |
| CEILING SURFACE | Note and report any evidence of roof leaks or other damage to the ceiling surface. |
| EXTERIOR GLASS | The inside surface of all exterior window glass is to be free of smudges, fingerprints, etc. by the end of your shift. Clean as necessary to meet this standard. Note and report any cracked glass to the head custodian. |
| EXTERIOR WINDOWS | Close and latch all windows prior to leaving the area. Note any damage and report it to the head custodian. |
| SHADES / BLINDS | Adjust to a uniform setting prior to leaving the room. Inspect for minor damage and needed repairs. Missing or severely damaged units are to be noted and reported to the head custodian. Install replacement units supplied by the head custodian. |
| TRASH RECEPTACLES | Empty trash can daily. Replace protective liners when soiled or damaged. |
| EXIT LIGHTS | Exit lights are to be on at all times. Note any bulbs that are out or any other deficiencies in these units. Replace bulbs with fresh units supplied by the head custodian. If the new bulb does not light, put back the original bulb and report the condition to the head custodian. |

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GYMNASIUM CARE (continued)

- FIRE EXTINGUISHERS** Fire extinguishers and their cabinets are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard. While cleaning, visually check the gauge reading on the units to be sure that they are fully charged. Missing units, low gauge readings, and other deficiencies are to be reported to the head custodian.
- VERTICAL SURFACES** Walls, doors and other vertical surfaces are to be free of writing, fingerprints or other soiling by the end of your shift. Clean as necessary to meet this standard.
- HORIZONTAL SURFACE** Window ledges and other horizontal surfaces are to be free of dust build-up or other soiling by the end of your shift. Clean as necessary to meet this standard.
- BLEACHERS** Area under the bleachers is to be clear of trash and free of dust build-up or other soiling. The seating and standing areas must be wet-wiped and free of dust build-up or other soiling. Clean as necessary to meet this standard.
- WOOD GYM FLOOR** Flooring is to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt build-up using a neutral cleaner or wood cleaner applied with a general-purpose mop, wringer and bucket. Never use heavy solutions. Dust mop floor using a treated dust mop supplied by the head custodian. Dust mop head is to be changed daily in order to provide effective dust pickup.
- HARD FLOORING** Auxiliary gyms and other associated areas are to be free of spills, litter and dust by the end of your shift. Damp mop liquid spills and heavy dirt build-up using a neutral cleaner applied with a general-purpose mop, wringer and bucket. Dust mop floor using a treated dust mop supplied by the head custodian. Dust mop head is to be changed daily in order to provide effective dust pickup.
- WALK OFF MATS** Walk off mats are located at doorways to reduce the amount of dirt that enters the building as well as to provide safety in inclement weather. Dirt must be removed from these units and the units properly placed at the doorway by the end of your shift. Missing or damaged units are to be reported to the head custodian.

SECTION 3

GENERAL INFORMATION FOR PREPARATION AND DELIVERY OF A RESPONSE

Rev. 06/04/12

Definitions:

Request for Response (RFR) refers to any form of solicitation the City may use, such as a Request for Bids (RFB), Request for Proposal (RFP), Request for Information (RFI) or Request for Quotation (RFQ).

Candidate or **Respondent** refers to an individual or company who is considering or has submitted a response to a solicitation. This is also commonly referred to as "bidder."

City refers to the City of Hartford, the Hartford Public Schools and any other governmental entity participating in the RFR process and/or resulting award(s).

Provider refers to the Candidate or Candidates who receive an award and who enter into a contract with the City.

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3.01 HOW TO RESPOND: Supply the required information on and along with the response forms. An officer or explicit agent of your organization must sign the response form and any supplementary proposal document.

If this request has a "Specification Offered" column opposite the specifications, complete as follows and return these pages with your pricing sheet(s):

In the "specification offered" column type in:

- a) "As specified"
- b) "Exceeds specifications" - Identify what exceeds the specification and why
- c) "Exception to specifications" - Identify the substitute and define its effect

Failure to follow these guidelines may be just cause for rejection of the response.

3.02 QUESTIONS & ADDENDA: Supplemental information, if issued, will be placed via the platform available via link from the City's website, www.hartford.gov/procurement/purchasing and labeled "current solicitations". Candidates are responsible for obtaining all addenda related to this RFR. Candidates are advised to check for any addenda a minimum of twenty-four hours in advance of the response deadline.

Questions related to this project must be submitted electronically via the City's website (as above), within seventy-two (72) hours in advance of the response submittal deadline. We strongly recommend that prospective Candidates review specifications early in the solicitation process and submit all questions at one time.

Responses shall be in writing, and shall be posted in the form of an addendum via the same platform.

The bids submitted for the work must be based upon the text of this document including the Standard Instructions, Special Instructions, Specifications, all Addenda, and any referenced plans, and no oral or informal statement or representation by any representative or employee of the City of Hartford or the Architect shall be considered an amendment to or waiver of any statements in or requirement of such bidding or proposed contract documents and no claim or right of action shall accrue in favor of any respondent as a result of or founded on such oral or informal statements or representations. The City or its agents shall not be responsible for any oral instructions or interpretations given to a Candidate.

Note: All communications related to this project are to be directed to the buyer noted on the invitation to respond. Candidates found to be communicating with City or School staff outside of the Procurement Services Unit will have their response rejected.

3.03 QUALIFICATIONS OF CANDIDATES OFFERING A RESPONSE: The City may make such investigations as deemed necessary to determine the ability of the Candidate to perform the work and the degree to which any Candidate meets the criteria for award listed herein. Each Candidate agrees to furnish the City any additional information requested.

3.04 OBLIGATIONS OF THE CANDIDATE: At the time of the opening of proposals, each Candidate will be presumed to be thoroughly familiar with the City's requirements, and the objectives for each element of the project, item or service. A plea of mistake in the accepted response shall not be available to the Candidate for the recovery of the bid surety or as a defense to any action based upon an accepted response.

3.05 NON-DISCRIMINATION: The candidate agrees and warrants that in the performance of the contract such candidate will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, mental or physical disability, or in any manner prohibited by the laws of the United States or of the State of Connecticut.

3.06 AFFIRMATIVE ACTION REQUIREMENTS:

3.06.1 No Contract or Purchase Order, regardless of how procured, shall be awarded to any Person or Candidate that is not an equal opportunity employer. The successful respondent, as a condition of being awarded this contract shall agree to comply with all contractual Equal Employment Opportunity /Affirmative Action performance requirements as outlined herein.

3.06.2 The successful respondent, as a requirement of final contract execution will additionally agree to comply with the following provisions:

- a. Submit a report of current company employment statistics on the EEO Certification Form and a copy of the company Affirmative Action / Equal Employment Opportunity Policy Statement, properly signed by Company official on company letterhead, in accordance with paragraph 3.06.3 below.
- b. *(Construction/Infrastructure projects only)* Sign and submit the document entitled "Hartford Affirmative Action Plan / Equal Employment Opportunity Agreement and Affidavit".

3.06.3 Candidate's EEO Report: As a condition of doing business with the City the selected respondent must be certified by the City as an Equal Employment Opportunity Employer. Certifications must be renewed annually. Submit completed EEO Certification forms and EEO Policy Statement with your response. To check the current status of your EEO certification contact Aileen Ortiz at 860.757.9784, fax 860.722.6607 or email: ORTIA005@hartford.gov.

3.06.4 The candidate agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated, when employed, without regard to race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, mental or physical disability. The advertisement of employment opportunities shall be carried out in such manner as not to restrict such employment.

3.06.5 The successful respondent shall agree that neither he/she nor any subcontractors will discharge, expel or otherwise discriminate against any person because he/she has opposed any unfair employment practice or because he/she has filed a complaint or testified or assisted in any proceeding under Section 31-127 of the Connecticut General State Statutes.

3.06.6 *(Construction/Infrastructure projects only)* During the Performance of this contract, the contractor agrees to permit authorized City of Hartford staff to perform on-site project monitoring related to the contractual equal employment opportunity/affirmative action performance requirements. The prime contractor additionally agrees on behalf of his/her company and all subcontractors to submit the following compliance reports, available at <http://www.hartford.gov/procurement/forms>, while performing under this contract:

- a. Payroll Certification Form within 10 working days of end of reporting month
- b. Minority/Women Business Enterprise (MWBE) Monthly Payment Status Reports
- c. Minority/Women Business Enterprise (MWBE) Final Payment Status Reports
- d. Monthly Employment Utilization Report
 1. Minimum of 15% of the total project hours by trade shall be allocated to minority

workers.

2. Hartford resident employment goal of 30% by trade.

e. Status reports as to special training and/or employment residency requirements

3.06.7 The successful respondent further agrees that the requirements as noted in paragraphs 3.05 and 3.06 shall likewise apply to all construction sub-contractors.

3.07 RESPONSE DEVELOPMENT: Candidates are responsible for all costs and expenses incurred in the preparation of a response and for any subsequent work on the response that is required by the City of Hartford. Any submittal is the property of the City of Hartford and will not be returned.

3.08 TIME PROVISIONS: The content of any response submitted is to remain valid and available to the City for ninety (90) days from the day proposals are due.

3.09 CORRECTION OR WITHDRAWAL OF RESPONSES, CANCELLATION OF AWARDS: Correction or withdrawal of inadvertently erroneous bids, including corrections to pricing must be submitted to the Procurement Agent prior to the bid response deadline. Corrections before or after award, or cancellation of awards of Contracts or Purchase Orders based on such mistakes, may also be permitted with the approval, in writing, of the Procurement Agent, otherwise withdrawal of bid by respondent shall be cause for forfeiture of bid surety to the City.

3.10 QUANTITIES AND/OR USAGES: Quantities and/or usages are estimates only and in no way represent a commitment and/or intent to purchase the estimated amount. Actual quantities and delivery locations may vary. The City reserves the right to order all quantities that may be needed, at the contract price, during the contract term regardless of the estimates provided in this RFR.

3.11 ACCEPTABLE BRANDS: The RFR specifications are not intended to limit consideration to the particular service organization or manufacturer from which they were developed. References to brand names or numbers are to be interpreted as establishing a standard of quality, unless specifically limited by the term "no substitute", otherwise brand names used within these specifications shall be presumed to be followed by the words "or approved equal". Burden of proving a product and/or material as equal to a specific product and/or material by brand name is the responsibility of the Provider. Final determination as to what is an "or equal" product will be made by the Procurement Agent in conjunction with other City staff. The City will award on the basis of the criteria stated herein, and reserves the right to waive or require compliance with any element of the specifications.

3.12 SAMPLES: Samples are furnished free of charge and may be held for comparison with deliveries. Candidate must arrange for their return if desired. Samples are assumed to meet, at a minimum, City specifications for quality. All deliveries shall have at least the same quality as the accepted proposal sample. Latent deficiencies will be remedied by the contractor at no additional cost, or loss of service, to the City.

3.13 SITE INSPECTION: Information contained in these documents is provided in good faith only that all Candidates may have access to the same information utilized by the City, and is not intended as a substitute for personal investigations, interpretations and judgment of the Candidate. As information may be approximated or incomplete, Candidates should conduct a thorough inspection, review of existing conditions/equipment, examination of the site and compare it to the specifications and drawings. Any discrepancies or needs for clarifications must be brought to the attention of the department managing the RFR prior to the bid opening.

Pre-bid / Response conferences are noted on the invitation to respond. Submission of a bid shall be evidence that respondent has examined the site, compared it with the drawings and specifications and satisfied itself of the conditions existing at the site, the storage and handling of materials, and all other matters incidental to the work under this contract. No additional compensation will be allowed for difficulties which the respondent could have discovered or reasonably anticipated prior to bidding.

3.14 CONTRACTING: The City reserves the right to require the successful Candidate to execute a contract in a format supplied by the City. The terms and conditions of the contract to be signed upon the award of the RFR will supersede any inconsistent provision of the RFR documents.

The award of any contract is subject to the following conditions and contingencies:

- (1) The approval of such governmental agencies as may be required by law.
- (2) The appropriation of adequate funds by the proper agencies.
- (3) Compliance with all applicable laws, regulations, ordinances and codes of the United States, the State of Connecticut and the City of Hartford.
- (4) The selected Candidate must be current in all tax or any other monetary obligation owed to the City of Hartford.
- (5) The selected Candidate must have a current EEO certification on file with the City.

Unless otherwise indicated the duration of the Contract will be one (1) year. Further, Contract terms may be negotiated on award anniversaries. City Ordinance Sec 2-588 (C) allows for a maximum of three Contract extensions provided that the funds are available, approved by the City for this purpose and that the Provider has established a satisfactory performance record.

Notwithstanding the failure of City to exercise any option to renew this contract for an additional year, the Managing Authority reserves the right to unilaterally extend this contract on a month to month basis for a period not to exceed three (3) months under the same terms and conditions applicable to the preceding contract period.

3.15 CONTRACT DOCUMENTS: The Contract documents consist of the Agreement between Owner and Contractor (hereinafter the Agreement), this Request for Response (RFR) and its referenced documents, General and Supplementary Conditions, drawings, any Addenda issued, the Contractor's response to the RFR, other documents listed in the Agreement and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by parties, (2) a Change Order, (3) a Construction Change Directive or (4) a written order for a Minor change in the Work issued by the Design Professional on behalf of the City; the Contract Documents do include other documents such as bidding requirements.

3.16 RETAINAGE: *(Construction/Infrastructure projects only)* When progress payments are being made for items being built or designed, the City may withhold at least 5% of the total project cost, or as otherwise specified in the contract for this project.

3.17 INSURANCE: Refer to the exhibit noted on the Invitation to Respond for specific insurance requirements. List the name and address of the respondent's insurance agent on the response form. The successful candidate shall be required to furnish a Certificate of Insurance (Accord Form), acceptable to the City, within ten (10) days from notice of award and must name the City as an additional insured on the face of the document. The insurance certificate and coverage requested must be updated and kept current throughout the life of the contract, including any extensions. If at any time

during the term of the contract or any extension thereof, any required policies of insurance should renew, expire, or be cancelled, it will be the responsibility of the Provider to furnish to the City a Certificate of Insurance indicating renewal or an acceptable replacement of the expiring policy prior to the expiration or cancellation, so that there will be no lapse in any coverage. The candidate shall obtain and maintain such required insurance at its own cost and expense.

3.18 BID BONDS: A Bid bond, cashiers or certified check may be required with your response. The City of Hartford provides contractors with the option of submitting an electronic Bid Bond through the Surety2000 website. Surety 2000 is an Internet-based surety processing, verification and security system, developed in cooperation with the surety industry. You may contact Surety 2000 at 1-800-660-3263 or visit www.surety2000.com for more information.

Certified checks will be returned to all unsuccessful Candidates upon the awarding of the contract. If your response is not accompanied by a bond, certified check or proof that a valid bond has been obtained at the RFR opening it may be rejected.

If you manage a **small business** and have difficulty obtaining bonds help is available from the Small Business Administration (SBA) through "The Surety Bond Guarantee Program". For more information go to www.sba.gov, look under the "Loans & Grants" tab, and click on "Surety Bond."

3.19 PERFORMANCE BOND AND PAYMENT BOND: If requested, the successful contractor will be required to submit a Performance Bond and Payment (Labor & Material) Bond in the amount of 100% of contract award within 10 days of award if the contract value exceeds \$50,000. Said bonds shall be issued by an insurance company and said surety companies must be listed on the current Federal Register, licensed in the State of Connecticut with an underwriting limitation exceeding the value of the project with no more than 5% of capital in surplus tied to any one risk. Banks must have a branch office in Connecticut with insurance provided by the FDIC. The bonds must be signed by an officer of the company and of the surety company above their official titles, and their corporate seals must be affixed over the signatures.

Indicate the cost for these bonds, to be added to the contract sum, on the response form.

3.20 PREVAILING WAGES: (*Construction/Infrastructure projects only*) Pursuant to Section 2-559 (B), Required Provisions. Each Agreement for the construction, remodeling or repair of any Infrastructure Facilities shall contain both of the following provisions:

(1) "The wages paid to any mechanic, laborer or workman employed upon the work herein contracted to be done shall be at a rate equal to the prevailing wage rate in the State of Connecticut and or federal government, whichever is applicable, for the same work in the same trade or occupation."

(2) "Each contractor and subcontractor, or an authorized officer or employee, responsible for supervision of the payment of wages shall submit, on a weekly basis within seven (7) days after the regular payment date of the payroll period, to the Procurement Services Unit, a "Weekly Certified Statement of Compliance." Due and timely compliance with this provision shall be a condition precedent to the approval and transmittal of the next and succeeding payments by the city or its authorized officers or agents to the contractor under the terms of this agreement."

3.21 SUBCONTRACTORS: The respondent shall not subcontract any portion of the project to be performed unless the prior consent of the City is given for both the work to be subcontracted and the subcontractor to perform the same. The terms and conditions of the underlying contract between the City and Contractor will become part and parcel of the terms and conditions of each subcontract.

Respondents are required to provide subcontractor information in the space provided in 1.4 "Subcontractor Utilization" of the response forms. Complete a separate form for the Base Bid and each Alternate. MWBE's must certified with the City of Hartford at the time of response submission.

3.22 MINORITY BUSINESS UTILIZATION: (Construction/Infrastructure projects only) Respondents are required to set-aside for Minority Businesses 15% of the construction work. Respondents are encouraged to exceed the set-aside requirement specified. The City's Minority Business listing as further described in paragraph 3.22.3 shall be used by respondents in selecting minority business contractors.

The sum of all minority business subcontracts shall be equal to or greater than 15% regardless of how the bid is awarded (base only or base plus one or more alternates). Failure to comply with the required percentage of minority business utilization will be cause for rejection of bid.

3.22.1 City Certification Required

Respondents shall utilize Minority subcontractors who hold a current MWBE certificate with the City of Hartford at the time of response submission. Certifications by any other government entity shall not be sufficient to qualify the subcontractor to participate in the City of Hartford's minority business utilization preference program. In selecting its minority subcontractors, respondent is cautioned to seek documented proof that its subcontractors hold valid certification by the City. Failure to identify City certified Minority Business subcontractors will be cause for rejection of bid.

3.22.2 Percentage of Work to be Performed

Designated MWBE's shall perform at least 70% of the work with their own forces and as part of their own operations excluding the manufacture or purchase of proprietary products.

3.22.3 Minority Business Listing

A listing of Minority Businesses holding certification by the City of Hartford is available at <http://www.hartford.gov/procurement/supplier-diversity> or in the Procurement Services Unit, Room 100, 550 Main Street, Hartford, CT 06103. The City's listing of minority businesses is comprised of companies whereby at least 51% of the company is owned and operated by one or more of the following group persons: Black Americans, Hispanic Americans, Women, Asian Pacific Americans, Pacific Islanders, American Indians and descendants from the Iberian Peninsula. It should be understood that such listings are made available to assist Respondents in satisfying bid requirements; however, Respondent's selection of a subcontractor is its sole responsibility and all work performed under the contract shall be Respondent's sole responsibility. The City does not sponsor or recommend the selection of any one vendor. Certification by the City of Hartford as a minority business does not imply that the business is qualified to perform the work specified in this bid. The City reserves the right to request alternate minority subcontractors for whatever reason.

3.22.4 Proof of Minority Business Utilization Required

Prior to execution of contract, the successful Respondent shall be required to file with the City Engineer the actual form of subcontract with subcontractor(s) named in at least the minimum dollar value as stated in the "Subcontractor Utilization" form. The subcontract shall state the percentage of work which will be performed by the MWBE with its own forces and as part of its operation. Failure to comply with proof of subcontract within 10 days of notification may result in the rejection of bid and may be cause for forfeiture of Respondents' bid surety. Further, the City reserves the right to monitor the performance and payment of such subcontracts; therefore, upon request by the City, the successful Respondent shall be required to furnish proof of payment to its subcontractors. Failure to comply with

such monitoring requirements within ten days of written request will result in withholding of payment to Respondent.

3.22.5 Changes in Subcontractors after Award

The successful Respondent may not change subcontractor(s) after the contract has been let unless and until it has received written approval from the City of Hartford. Any such approval shall be based upon a written request by the Contractor or City, which details performance and/or other issues related to the subcontractor(s).

3.23 SET-ASIDE PROGRAM: If this RFR is set-aside for award to a small, minority or women owned business enterprise you must receive a City of Hartford SC/MWBE certification prior to submission of bid response. This program is described in Sec. 2-660 of the Hartford Municipal Code.

3.24 CITY-BASED SMALL CONTRACTOR PREFERENCE: Any City-based SC/MWBE Certified Small Business which has submitted a bid not more than fifteen (15) percent higher than the low bid, provided such Respondent agrees to accept the award at the amount of the low bid, shall be selected as the lowest responsible candidate. If more than one City-based SC/MWBE Certified Small Business has submitted bids not more than fifteen (15) percent higher than the low bid, the City shall select the lowest responsible Candidate among such Respondents which submitted the lowest bid.

3.25 CRITERIA FOR AWARD: This Request for Response does not necessarily contemplate an award based solely on price. Rather, the City reserves its rights to accept or reject any or all responses or any portion thereof that it may determine to be in its own best interests, for whatever reason.

3.26 NOTICE OF AWARD: The selected vendor will be provided with a written Notice of Award which shall be contingent upon the submission by the Respondent of all documents required of the successful Candidate, including, but not limited to, proper insurance certificates, performance and payment bonds, verification of MWBE percentage contribution to the work and execution of contract within 10 days of the notice of award.

3.27 PERFORMANCE EVALUATION: The contractor understands that during the course of and at the conclusion of the project that the City will evaluate his/her overall performance. Based on information gathered from the City's project management team, the Procurement Agent will assess factors including, but not limited to, quality of work or service, completion record, job supervision, working relationship with other providers, bills for extras, organization, cooperation, worksite cleanliness and compliance with City MBE requirements. This evaluation will be considered in the issuance of future awards. The contractor further understands and agrees that this record will be available for public scrutiny for a minimum of two years.

END OF SECTION

SECTION 4
TERMS AND CONDITIONS
FOR
PROFESSIONAL AND CONSULTING SERVICES

Rev. 012016, Doc. #1005

4.1. **SCOPE OF SERVICES:**

- a. As described in Section 2 – Project Specifications of the RFR and the Provider's response.

4.2. **TERM OF CONTRACT:** - Reserve

4.3. **COMPENSATION:** - Reserve

4.4. **MANAGEMENT:** - Reserve

- 4.5. **INTENT:** It is the intent of the Contract to secure the services of the Provider or a duly authorized and competent representative or representatives of the Provider acceptable to the City. Failure of the Provider for any reason to make the service of such a person or persons available to the City to the extent necessary to perform the services required skillfully and promptly shall be cause for termination of the Contract. All persons engaged in the work required under the Contract shall be authorized or permitted under State law and the ordinances of the City to perform such services, as required by law.

- 4.6. **LEGAL STATUS:** If the Provider is a corporation or other legal business entity, it must have a current license to do business in the State of Connecticut that is on file with the Connecticut Secretary of State's office, or it must be organized under the laws of the State of Connecticut and current in terms of its required filings. Evidence acceptable by Procurement Manager must, when required, be filed with the Procurement Manager before performance of contract is started.

- 4.7. **INSURANCE REQUIREMENTS:** A certificate of insurance must be presented to the City in order for the Contract to take effect. The certificate must name the City as an additional insured on the face of the document and must bear the original signature of an authorized Agent for the Producer. All policies must be written on a "per occurrence" basis. The Provider is responsible for the cost of maintaining such insurance throughout the duration of the project. Per the included RFR Insurance Requirements "Claims Made" Policy for Pollution and Professional Services must be continually renewed for a minimum of two (2) years from the completion date of the contract at the bidder's expense. The candidate shall obtain and maintain such required insurance at its own cost and expense. Insurance requirements are detailed in document #1008, Miscellaneous Services Insurance Requirements located at <http://www.hartford.gov/purchasing/Documents.htm>

- 4.8. **TERMINATION:** The City may at any time, and for any reason, in its sole discretion, direct the discontinuance of the services and work contemplated under the Contract for a period of time. Such direction shall be in writing and shall specify the period during which the work shall be discontinued. The work shall be resumed on the dates specified in such direction, or upon such other date as the City may thereafter specify in writing. The period during which such work shall have been discontinued shall be deemed added to the time for performance. In the event that the City directs the discontinuance of the services hereunder for a period of time in excess of six (6) months, through no fault of the Provider, the parties may negotiate and adjustment in the fees payable hereunder due to a rise in the cost of performance. Stoppage of work under this article shall not give rise to any claim against the City.

The City may at any time and for any reason, with or without cause, in its sole discretion, terminate the Contract by written notice specifying the termination date, which shall be not less than seven (7) days from the date such notice is given. In the event of such

termination, services shall be paid for in such amount as shall compensate the Provider

for the portion of the work satisfactorily performed prior to termination. Such amount shall be fixed by the City after consultation with the Provider, and shall be subject to audit by the City's Comptroller. Termination under this section shall not give rise to any claim against the City for damages or for compensation in addition to that provided hereunder.

4.9. **EQUIPMENT FURNISHED:** - Reserve

4.10. **ASSIGNMENT:** The Provider shall not assign or subcontract the Contract or any of the services to be performed by it hereunder without prior consent of the City in writing. The Provider shall be as fully responsible to the City for the acts and omissions of its subcontractors as it is for the acts and omissions of people directly employed by it. The Provider shall require any subcontractor approved by the City to agree in its contract to observe and be bound by all obligations and conditions of the Contract to which Provider is bound.

4.11. **REJECTED WORK OR MATERIALS:** - Reserve

4.12. **DEFAULT:** Any of the following occurrences or acts shall constitute an Event of Default under the Contract:

If default shall be made by the Contractor, its successors or assigns, in the performance or observance of any of the covenants, conditions or agreements on the part of the Contractor set forth in the Contract; or

If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that the Contractor's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to the Contractor's performance of the Contract; or

If a decree or order by a court having jurisdiction in the matter shall have been entered adjudging the Contractor a bankrupt or insolvent or approving as properly filed a petition seeking reorganization, readjustment, arrangement, composition or similar relief for the Contractor under the federal bankruptcy laws, or any other similar applicable federal or state law; or

If any competent authority shall have determined that the Contractor is in default of any federal, state or local tax obligation.

Pursuant to a Resolution passed by the Court of Common Council on September 12, 1983, default on the part of any outstanding debt owed to the City by the Contractor shall be considered just cause for termination of the Contract. Default shall be considered to have occurred when a monthly payment required by a repayment agreement is thirty (30) or more days late.

4.13. **FORCE MAJEURE**: - Reserve

4.14. **INDEMNIFICATION**: Provider shall not assert any claim arising out of any act or omission by any agent, officer or employee of the City in the execution or performance of the Contract against any such agent, officer or employee.

A. The Provider will indemnify the City for any damages or costs to which it may be put by reason of injury to the person or property of another resulting from the performance, non-performance, negligence or carelessness in the performance of the contract or in failure to comply with any provisions of the contract.

B. The Provider expressly agrees to at all times indemnify, defend and save harmless the City of Hartford and its respective officers, agents, and employees on account of any and all demands, claims, damages, losses, infringement of patent rights, litigation, financial costs and expenses, including counsel fees, and compensation arising out of personal injuries (including death), any damage to property, real or personal and any other loss, expense or aggrievement directly or indirectly arising out of, related to or in connection with the Project and the work to be performed hereunder by the Provider, its employees, agents, subcontractors, material suppliers, or anyone directly or indirectly employed by any of them. The Provider shall and does hereby assume and agree to pay for the defense of all such claims, demands, suits, proceedings and litigation, including costs and attorneys fees. The provisions of this paragraph shall survive the expiration or early termination of the Contract and shall not be limited by reason of any insurance coverage.

4.15. **CONFLICT OF INTEREST**: No member of the governing body of the City, and no other officer, employee, or agent of the City shall have any personal interest, direct or indirect, in the Contract, and the Provider covenants that no person having such interest shall be employed in the performance of the Contract.

4.16. **ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION**:

The Contractor agrees to abide by the provisions of Section 2-680 et seq. of the City of Hartford Municipal Code (as applicable), Executive Orders Number 3 and 17 of the State of Connecticut; and Presidential Executive Orders Number 11246, 11375 and 11063. In carrying out this program, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference.

The Contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment without regard to their race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training; including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government, setting forth the provisions of the non-discrimination clause.

The Contractor shall state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. The Contractor shall incorporate, or cause to be incorporated, this provision in any and all subcontracts entered into pursuant

to the Contract. The Contractor agrees to abide by the terms and conditions contained in the City of Hartford's Bidder's EEO Report.

- 4.17. **PERFORMANCE EVALUATION:** The Provider understands that during the course of and at the conclusion of the work that the City will evaluate its overall performance. Based on information gathered from the Managing Authority, the Procurement Manager will assess factors including, but not limited to, quality of work or service, completion record, job supervision, working relationship with other providers, bills for extras, organization, cooperation, worksite cleanliness, and compliance with City ordinances including W/MBE requirements. The Provider further understands and agrees that this record will be available for public scrutiny both in the project file and on the City's web site for a minimum of two years. The Provider will not contest the Procurement Manager's decision, which will be final.
- 4.18. **APPLICABLE LAW:** The Provider shall comply with and the Contract shall be construed in accordance with the laws regulations, ordinances and codes of the United States, the State of Connecticut, the Charter and Regulations of the City of Hartford. Links to many of these laws and regulations are located at: <http://www.hartford.gov/purchasing/Documents.htm>.
- 4.19. **MEDIATION AND ARBITRATION:** In the event a dispute arises out of or relates to the Contract or the breach thereof and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by a single person selected by the parties. Any dispute arising in connection with the Contract, that is not resolved or settled through mediation as referenced above shall be settled by arbitration. The Provider and the City shall each choose an arbitrator, and the two arbitrators thus chosen shall select a third arbitrator. The findings and award of the three arbitrators thus chosen shall be final and binding on the parties hereto, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Arbitration shall be held in Hartford, Connecticut.
- 4.20. **AMENDMENTS:** The City may, from time to time, request changes in the scope of services to be performed by the Provider hereunder. Any such change, including any increase or decrease in the amount of the Provider's compensation, which are mutually agreed upon by and between the City and the Provider, shall be incorporated in a written amendment to the Contract.
- 4.21. **CONFLICTING TERMS:** The terms and conditions of the contract signed upon award of the bid will supersede any inconsistent provisions of the bidding documents.
- 4.22. **CUMULATIVE REMEDIES:** All rights exercisable by and remedies of the City hereunder shall be cumulative and the exercise or beginning of the exercise by the City of any of its rights or remedies hereunder shall not preclude the City from exercising any other right or remedy granted hereunder or permitted by law.
- 4.23. **SUCCESSORS & ASSIGNS:** The City and the Provider each binds itself and its successors and assigns with respect to all covenants of the Contract. The Provider shall not assign or transfer any interest in the Contract without the prior written approval of the City.
- 4.24. **INVALID PROVISIONS:** If any provision of the Contract is held invalid, the balance of the provisions of the Contract shall not be affected thereby if the balance of the provisions of the Contract would then continue to conform to the requirements of applicable laws.

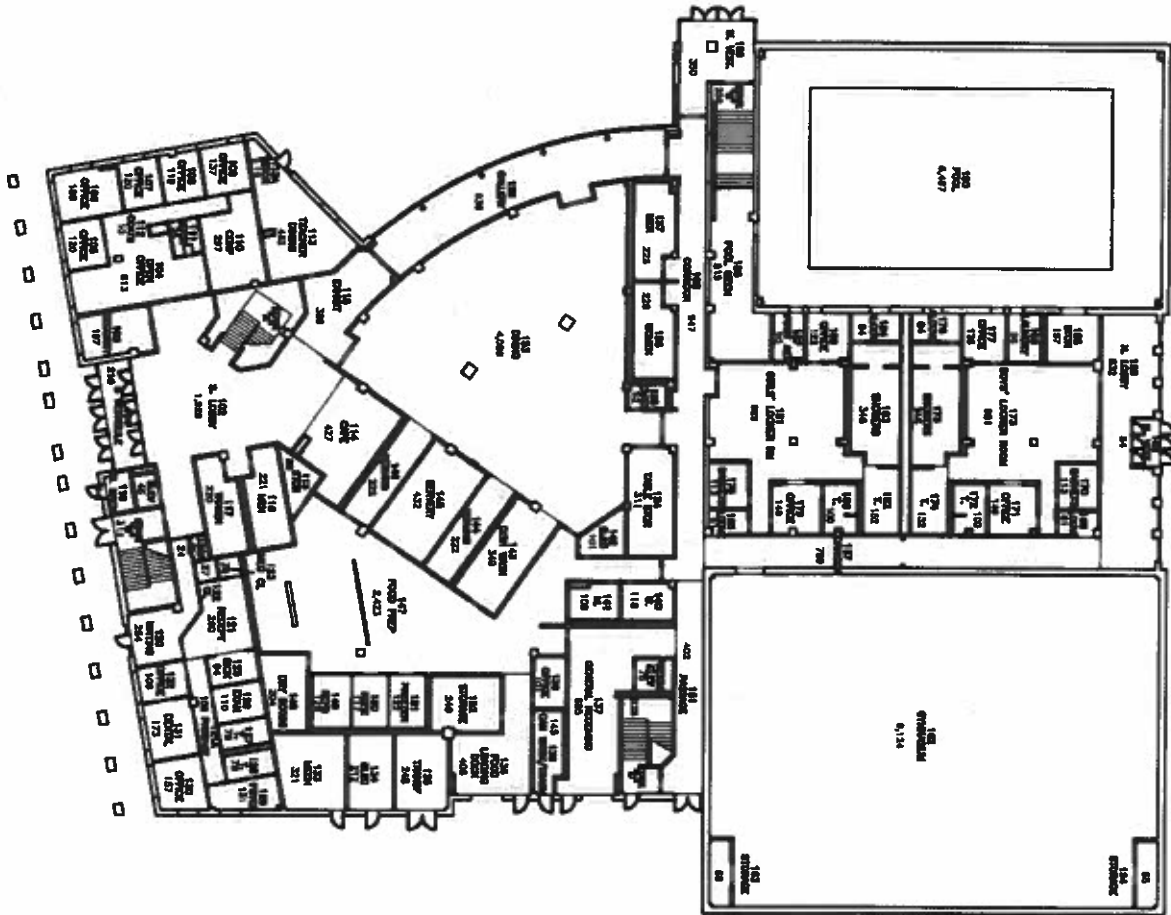
- 4.25. **NON-WAIVER**: Any failure by the City or the Provider to insist upon the strict performance by the other of any of the terms and provisions hereof shall not be a waiver, and each party hereto, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the other, of any and all of the terms and provisions of the Contract and neither party hereto shall be relieved of such obligation by reason of the failure of the other to comply with or otherwise enforce or to seek to enforce any of the provisions of the Contract.
- 4.26. **INDEPENDENT PROVIDER**: Provider, including its' employees, is an independent Provider and shall not be regarded as an employee or agent of the City.
- 4.27. **SUBCONTRACTORS**: - Reserve
- 4.28. **ESTABLISHMENT AND MAINTENANCE OF RECORDS**: The Provider agrees to establish and maintain fiscal control and accounting procedures that assure proper accounting for all funds paid by the City to the Provider under the Contract. The Provider agrees that all records with respect to all matters covered by the Contract shall be maintained during the term of the Contract, and for a minimum of three years following termination, including any renewal or extension.
- 4.29. **AUDITS**: At any time during normal business hours, and as often as may be deemed necessary, the Provider shall make available to the City, for examination, all records with respect to all matters covered by the Contract.
- 4.30. **REPORTS AND INFORMATION**: The Provider shall furnish the City with such information and reports concerning the progress and management of this work as may be required from time to time. The form of said reports shall be determined by the City consistent with the City's requirements.
- 4.31. **INSPECTION**: Reserve.
- 4.32. **SAFEGUARDING OF FUNDS**: Reserve.
- 4.33. **ADVERTISING**: Providers may not reference sales to the City of Hartford for advertising and promotional purposes without the prior approval of Procurement Services.
- 4.34. **LICENSES AND PERMITS**: The Provider certifies that for the duration of contract performance, he shall have and provide proof of permits and licenses as required by the City of Hartford Department of Code Enforcement and/or other City, State or Federal regulatory bodies as applicable.
- 4.35. **PATENT INFRINGEMENT**: Reserve.
- 4.36. **DELIVERY AND INVOICING**: City's order number must be shown on all packages, invoices and correspondence.
- If services include the shipment of equipment, items or commodities -
 - Invoice and bill of lading or other notice containing complete shipping information must be mailed at time of shipment.
 - Delivery will be inside, FOB Hartford unless otherwise stated in the specifications.

- 4.37. **PAYMENT:** Payment will be made to the Provider within thirty (30) days after receipt by the City of acceptable invoice with appropriate supporting documentation. The acceptance, by the Provider or by any person claiming under the Provider, of the final payment as approved by the Director of Finance shall operate as and be a release to the City from all claims of and liability to the Provider and to the Provider's representatives and assigns for anything done, furnished for or relating to the contract or for any act or omission of the City or of any person relating to or affecting the contract except such sums as may be retained by the City under the maintenance or guarantee provisions of the Contract. The City shall have the right, during the course of the Provider's services and for a period of two years after completion of the services, to examine Provider's records to verify all direct charges, expenses and disbursements made or incurred by Provider in connection with the services.
- 4.38. **NON-APPROPRIATION OF FUNDS:** It is assumed that City departments that enter into a Contract with the Provider have obtained approval, authority and funding to make the initial payment(s) during the current fiscal year. The department's ability to make subsequent payments may be contingent upon the appropriation of funds by the relevant government entity or legislative authorities of funds for this purpose. If such additional funds are not so appropriated either the Provider or the City may terminate the Contract as of the first day of the applicable subsequent fiscal year in which such funds were not made available. The City agrees not to effect such termination for the sole purpose of replacing the work product with an equivalent product supplied by others.
- 4.39. **TAXES:** The City is exempt from Connecticut Sales Tax under G.S. Sect. 12-412(A), Federal excise taxes, and the provisions of the Federal Robinson-Patman Act.

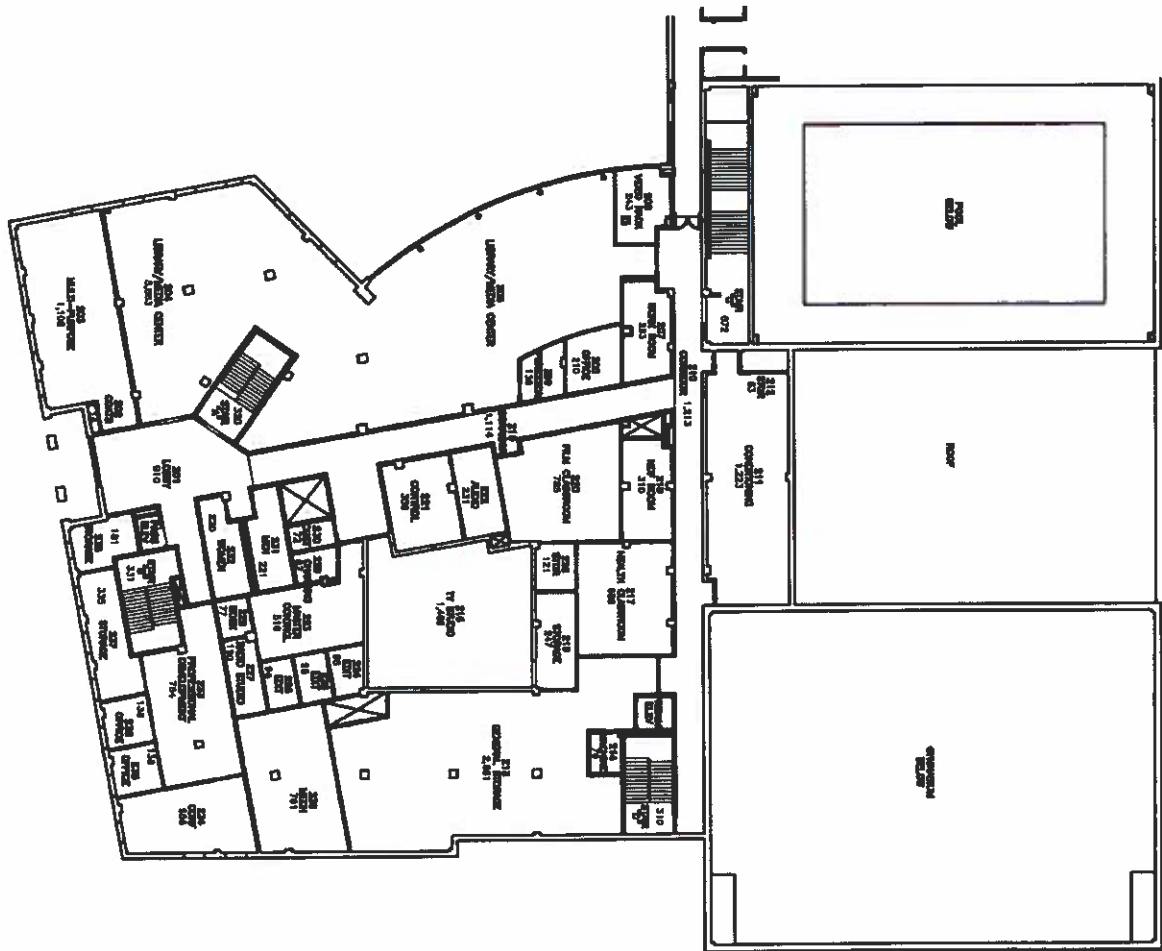
In accordance with Chapter 2, Section 2-571(b) of the Municipal Code of the City of Hartford, the Provider must be current in all tax obligations to the City of Hartford. A Provider found to be delinquent in the payment of personal or real property taxes, or found to be the owner of an interest of twenty-five percent (25%) or more in a corporation that is delinquent in the payment of personal or real property taxes shall be required to submit a plan whereby the Provider will make current all arrearage of taxes. Such plan shall include a schedule of payments sufficient to make such Provider current within a time period satisfactory to the City's Operating Officer.

- 4.40. **WARRANTIES, GUARANTEES, & INSTRUCTIONS:** Reserve.
- 4.41. **OWNERSHIP OF PRINTED MATERIAL AND OTHER PRODUCTS:** The City of Hartford has sole and exclusive right and title to all printed material, art work and any other product produced for the City under contract. The original artwork and/or any plates or computer files used in preparing and completing the work shall be considered property of the City of Hartford whether supplied by or created for the City. All artwork and electronic files shall be returned with the completed job. The Provider shall not copyright any printed matter produced under the contract and shall be responsible for the safekeeping of all printing plates, returning them to the City upon request.
- 4.42. **SECURITY:** Reserve.
- 4.43. **HAZARDOUS WASTE:** Reserve
- 4.44. **NOTIFICATION:** Reserve

END OF SECTION



LEARNING CORRIDOR - COMMONS BUILDING
FIRST FLOOR PLAN
SCALE: 1/8" = 30'



LEARNING CORRIDOR -- COMMONS BUILDING
SECOND FLOOR PLAN
SCALE: 1" = 30'

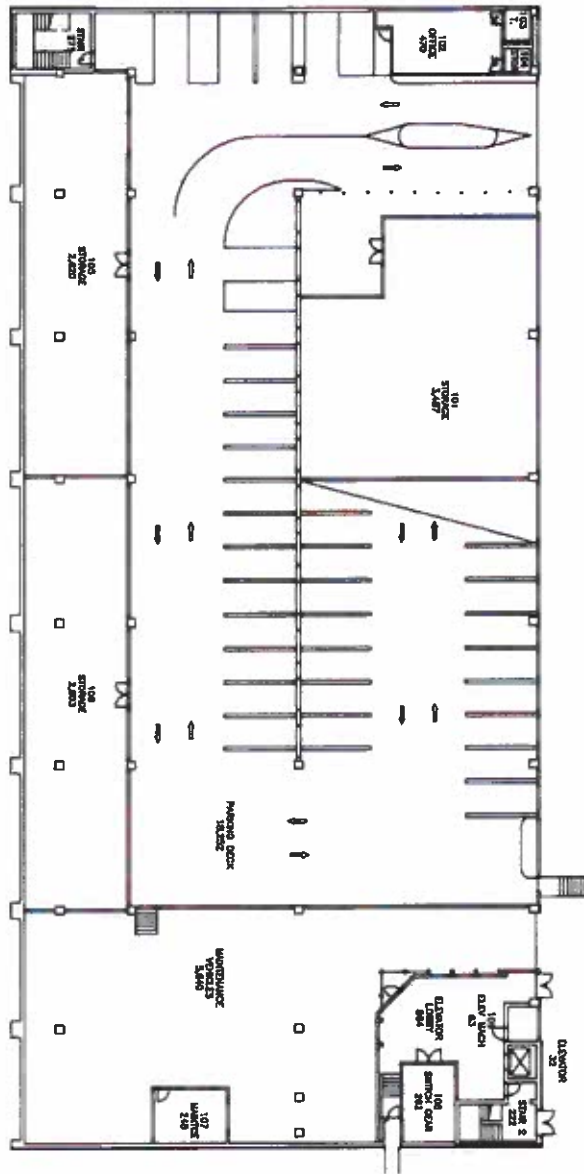
**Commons Building
The Learning Corridor
Room/Floor area listing**

Room No.	Rooms (First Floor)	Area (Takeoff Estimate)
101	South Vestibule	216
102	South Lobby	1,929
103-111	Office Suite	
103	Security	197
104	Open Office	613
105	Office	120
106	Office	188
107	Office	120
108	Office	119
109	Office	137
110	Conference	297
111	Storage	56
112	Coat Closet	10
113	Teacher Dining	462
113A	Storage	19
114	Café	427
115	Storage	89
116	Men	221
117	Women	220
118	Exhibit	369
119	Elevator Machine Room	64
120	Waiting	264
120A	Closet	24
121	Reception	260
121A	Passage	158
122	Closet	27
123	Medical Closet	28
124	(NOT USED)	
125	Sick	94
126	Exam	110
127	Toilet	78
128	Toilet	78
129	Psychologist	130
130	Office	157
131	Dental	173
132	Office	106
133	Mechanical	321
134	Electrical	212
135	Transformer	248
136	Food Loading Dock	406
137	General Receiving	685
138	Can Wash/Trash	145
139	Office	101
140	Women	118
141	Men	109
142	Electrical	101
143	Dish Wash	349
144	Serving	222
145	Servery	432
146	Serving	222

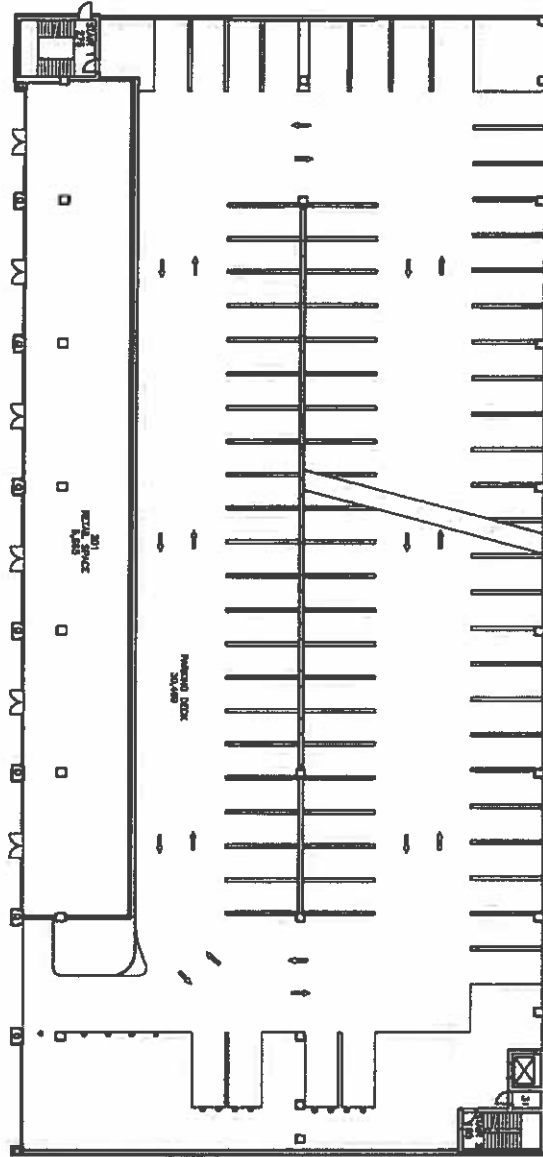
Room No.	Rooms (First Floor - Continued)	Area (Takeoff Estimate)
147	Food Preparation	2,423
148	Dry Goods	204
149	Refrigerator	128
150	Refrigerator	117
151	Freezer	122
152	Storage	240
153	Dining	4,089
154	Table Storage	311
155	Custodian	52
156	Women	228
157	Men	228
158	Gallery	936
159	West Vestibule	350
160	Corridor	947
161	Passage	402
162	Gymnasium	9,124
163	Storage	88
164	Storage	88
165	Alcove	61
166	Alcove	61
167	Corridor	789
168	North Vestibule	84
169	North Lobby	832
170	Baskets (Boys)	113
171	Office (Boys)	149
172	Toilet/Shower (Boys)	100
173	Boys' Locker Room	981
174	Toilet (Boys)	152
175	Showers (Boys)	346
176	Alcove	84
177	Office (Boys)	126
178	Baskets (Girls)	113
179	Office (Girls)	149
180	Toilet/Shower (Girls)	100
181	Girls' Locker Room	989
182	Toilet (Girls)	152
183	Showers (Girls)	346
184	Alcove	84
185	Office (Girls)	122
186	Pool Mechanical Room	515
187	First Aid	90
188	Storage	157
189	Laundry	96
190	Pool	6,497
Stair "A"	Overlap w. Second Floor	Incl. in 102
Stair "B"	Overlap w. Second Floor	312
Stair "C"	Overlap w. Second Floor	256
Stair "D"	Overlap w. Second Floor	228
Passenger Elevator		48
Freight Elevator		75

Room No.	Rooms (Second Floor)	Area (Takeoff Estimate)
201	Lobby	910
202	Coats	14
203	Multipurpose	1,108
204-205	Library/Media Center	5,863
	Reading Stacks	
206	Video Rack Room	243
207	Work Room	293
208	Office	210
209	Periodical Storage	138
210	Corridor	1,213
211	Conditioning	1,223
212	Storage	63
213	General Storage	2,661
214	Elevator Machine Room	79
215	Storage	247
216	TV Studio	1,469
217	Health Classroom	689
218	MDF Room	310
219	Corridor	1,114
220	Film Classroom	785
221	Control	359
222	Audio	231
223	Master Control	516
224	Edit	98
225	Edit	96
226	Edit	96
227	Radio Studio	150
228	Work Room	77
229	Changing Room	82
230	Custodial Office	72
231	Men	221
232	Women	220
233	Prof. Development	764
234	Conference Room	556
235	Office	138
236	Office	138
237	Storage	335
238	Storage	181
239	Mechanical	791
Stair "A"	Overlap w. First Floor	320
Stair "B"	Overlap w. First Floor	331
Stair "C"	Overlap w. First Floor	672
Stair "D"	Overlap w. First Floor	310
Passenger Elevator		0
Freight Elevator	(Counted on First Floor)	0

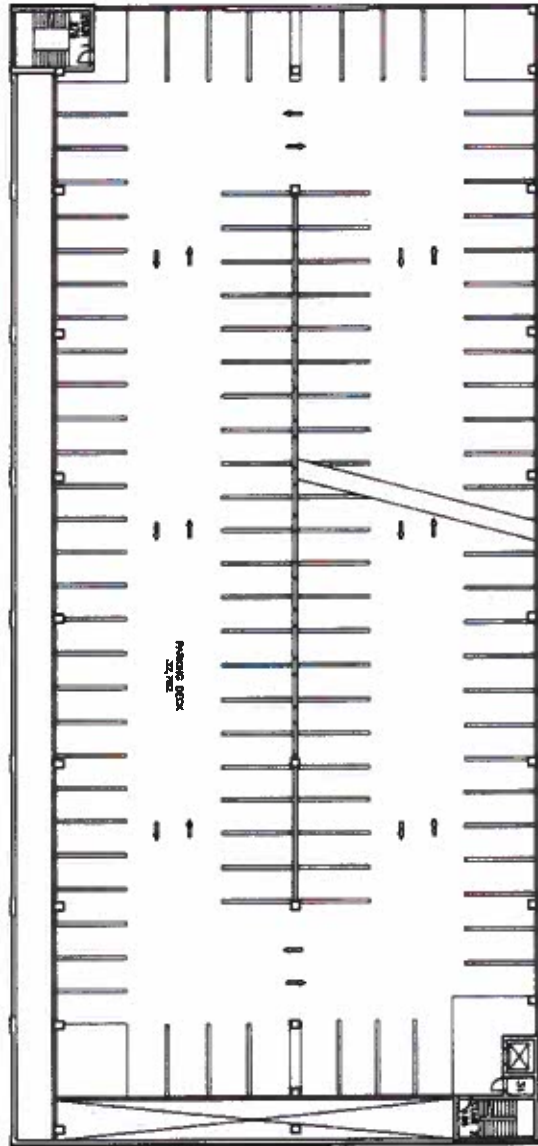
Subtotal First Floor 45,515
 Subtotal Second Floor 25,386
Total 70,901



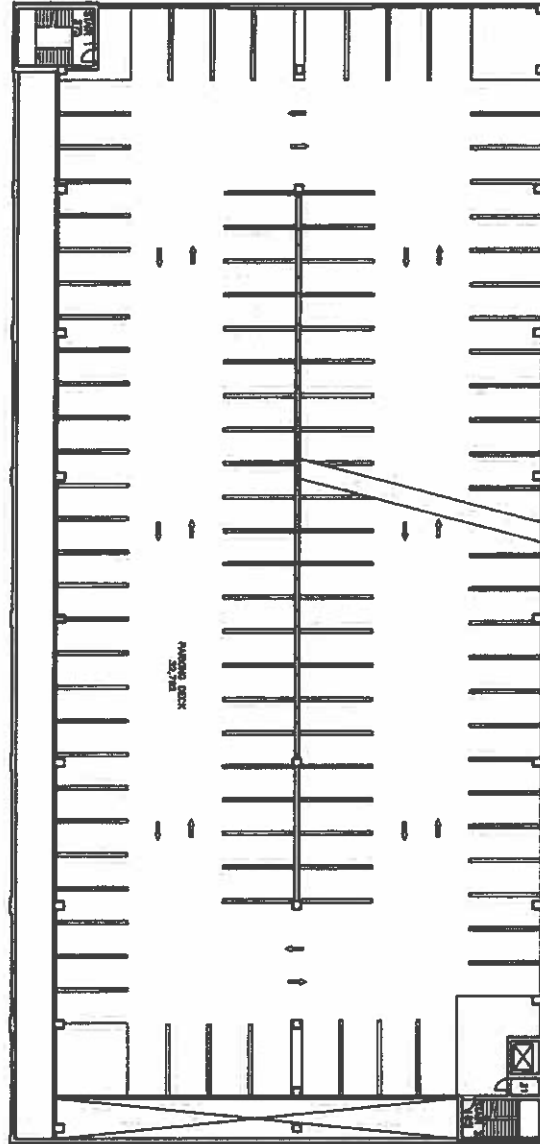
LEARNING CORRIDOR - PARKING GARAGE
FIRST FLOOR PLAN
SCALE: 1" = 30'



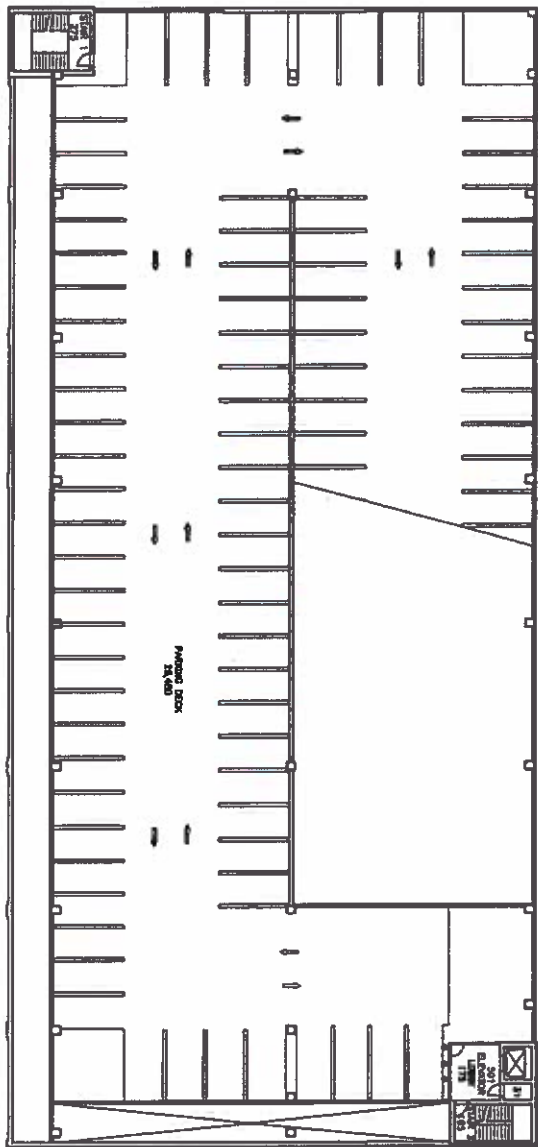
LEARNING CORRIDOR - PARKING GARAGE
SECOND FLOOR PLAN
SCALE: 1" = 30'



LEARNING CORRIDOR - PARKING GARAGE
THIRD FLOOR PLAN
SCALE: 1" = 30'



LEARNING CORRIDOR - PARKING GARAGE
FOURTH FLOOR PLAN
SCALE: 1" = 30'



LEARNING CORRIDOR - PARKING GARAGE
ROOF FLOOR PLAN
SCALE: 1" = 30'

Garage Building
The Learning Corridor
Room/Floor area listing

Room No.	Rooms (First Floor)	Area (Takeoff Estimate)
	First Floor	
101	Storage	3,487
102	Office	470
103	Toilet	52
104	Storage	39
105	Storage	2,620
106	Storage	2,803
107	Maintenance Office	248
108	Switch Gear	262
109	Elevator Machine Room	63
--	Elevator Lobby	864
--	Maintenance Vehicles	5,640
--	Parking Deck	18,252
--	Stair 1	275
--	Stair 2	222
--	Elevator	32
	Subtotal - First Floor	35,329
	Second Floor	
201	Retail Space	5,565
--	Parking Deck	30,469
--	Stair 1	275
--	Stair 2	185
--	(Unnamed)	31
	Subtotal - Second Floor	36,525
	Third Floor	
--	Parking Deck	32,762
--	Stair 1	275
--	Stair 2	185
--	(Unnamed)	31
	Subtotal - Third Floor	33,253
	Fourth Floor	
--	Parking Deck	32,762
--	Stair 1	275
--	Stair 2	185
--	(Unnamed)	31
	Subtotal - Fourth Floor	33,253
	Roof	
501	Elevator Lobby	175
--	Parking Deck	26,480
--	Stair 1	275
--	Stair 2	185
--	(Unnamed)	31
	Subtotal - ROOF	27,146
	TOTAL (ALL):	165,506



CITY OF HARTFORD

DEPARTMENT OF FINANCE

550 Main Street, Suite 303
Hartford, Connecticut 06103
Telephone: (860) 757-9665
Fax: (860) 722-6571
www.hartford.gov

LUKE A. BRONIN
Mayor

LEIGH ANN RALLS
Director of Finance

LIVING WAGE NOTICE

Fiscal Year 2021
EFFECTIVE July 1, 2020

LIVING WAGE RATE

**Payable with employer offered Health Insurance coverage:
\$15.12/hr.**

**Payable without employer offered Health Insurance coverage:
\$21.77/hr.**

If you have any questions regarding these Living Wage Rates, please contact:

Eloy Toppin
Project Manager
CONTRACT COMPLIANCE UNIT
Finance Department
550 MAIN STREET
HARTFORD, CT 06103
Tel: 860.757.9788
etoppin@hartford.gov

Note

Living Wage Rates are updated annually to take effect July 1st of each fiscal year,
Per City of Hartford Municipal Code Part II, Chapter 2, Article XII, Sec 2-763

Project: The Learning Corridor Property Manager Operations (Hartford)

Standard Wage Rates Determination for Certain Service Workers

ID# 21-23312

Connecticut Department of Labor Wage and Workplace Standards

By virtue of the authority vested in the Labor Commissioner under provisions of Connecticut General Statutes, Section 31-57f, as amended by Public Act 09-183 the following have been determined to be the minimum rates for each classification adopted from the federal Register of Wage Determinations under

Project Number: Hartford

Project Town: Hartford

State#: Hartford

FAP#: Hartford

Project: The Learning Corridor Property Manager Operations (Hartford)

CLASSIFICATION	Hourly	Benefits
Bartender	12.0	3.60
Boiler Tender	30.52	9.16
Stationary Engineer	30.52	9.16
Ventilation Equipment Tender	25.01	7.51
Parking Lot Attendant	12.83	3.85
Truck Driver and Snowplow Driver, Light Truck - Straight truck, under 1 1/2 tons, usually 4 wheels	17.58	5.28
Truck Driver and Snowplow Driver, Medium Truck - Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels	20.26	6.08
Truck Driver and Snowplow Driver, Heavy Truck - Straight truck, over 4 tons, usually 10 wheels, Bobcat, Front End Loader	24.3	7.29
Baker	14.94	4.49
Cook I	19.53	5.86
Cook II	21.13	6.34
Dishwasher	12.21	3.67

Project: The Learning Corridor Property Manager Operations (Hartford)

Food Service Worker	13.37	4.02
Meat Cutter	21.04	6.32
Waiter/Waitress	12.42	3.73
Cleaner, Vehicles	13.18	3.95
Elevator Operator	17.77	5.34
Gardner	19.56	5.87
Janitor	17.2	7.80 + a
Laborer, Grounds Maintenance* Hired prior to July 1, 2009		N/A
Maid or Houseman	13.33	4.00
Pest Controller	20.57	6.18
Refuse Collector	25.84	7.76
Tractor Operator	18.71	5.62
Window Cleaner - Hired prior to July 1, 2009	19.46	7.80 + a
Cleaner, Heavy** Hired after July 1, 2009	17.2	7.80 + a
Cleaner, Light** Hired after July 1, 2009	16.9	7.80 + a
Window Cleaner** Hired after July 1, 2009	21.23	7.80 + a
Laborer, Grounds Maintenance** Hired after July 1, 2009		N/A
Carpenter, Maintenance	26.96	8.09

Project: The Learning Corridor Property Manager Operations (Hartford)

Electrician, Maintenance	29.37	8.82
General Maintenance Worker	22.18	6.66
Laborer*Hired prior to July 1, 2009		N/A
Painter, Maintenance	23.14	6.95
Pipefitter, Maintenance	34.79	10.44
Plumber, Maintenance	33.57	10.08
Sheet Metal Worker, Maintenance	31.87	9.56
Locksmith	28.8	8.64
HVAC	29.99	9.00
Laborer**Hired after July 1, 2009		N/A
Cashier	12.17	3.66
Vending Machine Attendant	20.98	6.30
Furniture Handler - Hired prior to July 1, 2009	16.51	7.80 + a
Furniture Handler**Hired after July 1, 2009	17.3	7.80 + a
Assembler	13.23	3.97
Counter Attendant	13.23	3.97
Dry Cleaner	15.11	4.54
Presser, Hand	13.23	3.97

Project: The Learning Corridor Property Manager Operations (Hartford)

Presser, Machine, Drycleaning	13.23	3.97
Presser, Machine, Shirts	13.23	3.97
Presser, Machine, Wearing Apparel, Laundry	13.23	3.97
Washer, Machine	13.86	4.16
Fast Food Shift Leader	12.5	3.75
Fast Food Worker	12.0	3.60
Guard I	16.09	4.83
Guard II	21.35	6.41

Project: The Learning Corridor Property Manager Operations (Hartford)

** Pursuant to Public Act 09-183 any grounds maintenance laborer or laborer hired prior to July 1, 2009 shall be classified as a janitor.*

*** Pursuant to Public Act 09-183, any grounds maintenance laborer, laborer or janitor hired after July 1, 2009 shall be classified as a light cleaner, heavy cleaner, furniture handler or window cleaner as appropriate.*

-FOOTNOTES-

Health and Welfare \$5.97 per hour on January 1, 2016.

a. Vacation, holiday, and personal days to be determined by seniority based on the collective bargaining agreement covering the largest member of hourly non-supervisor employees employed within Hartford County (refer to the Fringe Benefit Calculation Chart).

Please direct any questions which you may have pertaining to this matter to the Wage and Workplace Standards Division, telephone (860)263-6790.

Section 1.2 Pricing Sheet
The Learning Corridor Property Manager

	RATE		Estimated Total Annual Cost
Maintenance & Custodial Services		Per Month	
Catch Basin Cleaning Service		Per Unit	
Drain Cleaning Services		Per Unit	
Mason Installation and Repair		Per Hour	
Electrician's Service		Per Hour	
Extinguishers Inspections Maintenance		Per Unit	
Ground Maintenance		Per Month	
Graffiti removal		Per Hour	
Irrigation System		Per Hour	
Painting Services		Per Hour	
Plumbing Services		Per Hour	
Flagpole Inspection and Repair			
Pest Control Services		Per visit	
Janitorial Supplies		Per Month	

Overhead Door Repair		Per Repair
Snow Removal		
Fire Suppression Systems		
Fire Alarm Systems		
Elevator Maintenance & Repair		
Security Alarm Monitoring & Maintenance		Per Visit
Security Monitoring between 6am to 11 pm		Per Hour
Management Fees		

Requests for repairs and renovation will be submitted to the Department of Public Works and to the Board of Education. The DPW and the BOE will approve such repairs and renovations that exceed \$5,000 even if within the capped repair and renovation budget.

If the selected vendor anticipates exceeding the agreed upon repair and renovation budget, such vendor will prioritize repairs and renovations and provide a proposed plan to the DPW and BOE for approval. No such expenditures that would exceed the capped repair and renovation budget will be authorized by the selected vendor with approval by DPW and the BOE.

Salaries are subject to the City of Hartford Living Wage Ordinance

****There must be security onsite between the hours of 6:00 AM and 11:00 PM daily. There is a monitoring system in place where security can monitor the grounds.**

Any service required but not listed above must be reported to managing authority as necessary and rates must be agreed upon by both parties.

Pricing will be fixed for each contract year

**Cost of services, excluding any utilities or repair related line items, should not increase greater than the CPI % change for the prior year
Annual cost of services is to be provided 30 days prior to the commencement of the fiscal year. The Board of Education must agree upon a capped repair & renovation budget annually. The selected vendor must manage repairs and renovations within this capped amount.**



CONSTRUCTION AND FACILITIES

5. RESPONSE FORMS

1.1 RESPONSE INFORMATION & SIGNATURE FORM

Vendor Name - CREC			
Trade Name - N/A			
Address - 111 Charter Oak Avenue, Hartford, CT 06106			
Phone # - (860) 247-2732		Fax # -	Email Address - drogers@crec.org
Contact Person - Doug Rogers		Tax ID# - 06-085-3106	
Delivery / Service Start Date: Anytime		# Calendar days after receipt of executed contract:	
Bid Surety - 10%	For electronic bonds enter bond number, otherwise check the appropriate box	Electronic Bond # N/A	<input type="checkbox"/> Bond (hard copy) <input type="checkbox"/> Cashiers / Certified Check
Cost of Performance Bond included in base bid (if applicable)		\$ N/A	Per thousand
EEO Certification Status (check one) See General Information for Preparing a Response paragraph 3.6.3		<input type="checkbox"/> Current & on file	<input checked="" type="checkbox"/> EEO form attached
DAS Prequalified Contractor? (non highway construction projects >\$500,000) http://das.ct.gov/cr1.aspx?page=10		N/A	<input type="checkbox"/> Certificate attached <input type="checkbox"/> Update Statement attached
Insurance Agent Name	USI Insurance Services	Phone # 1-888-813-0463	
Insurance Agent Address	530 Preston Avenue, Meriden, CT 06450-1040		

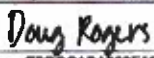
Vendor acknowledges receipt of all addenda issued during the bidding period (if applicable) and understands that they are a part of the bidding documents.

The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived. The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

The undersigned hereby declares that no reason or persons other than those named herein are interested in this proposal, which is made without any connection with any other person or persons making any proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Hartford is directly or indirectly interested therein, or in the supplies or works to which it relates, or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interest of said City of Hartford.

The undersigned additionally declares that they are not debarred or suspended, or otherwise excluded from, or ineligible for, participation in City of Hartford, State of Connecticut or federally funded projects (Executive Order 12549).

The undersigned certifies under penalty of false statement that the information provided in this response is true.

Submitted by (Signature)		
Printed name and title	Doug Rogers, Director, CREC Construction & Facilities	Date 7/29/2021

(Authorized Agent of Company)

1.2 RESPONSE PRICING

See attached excel spreadsheet

1.3 STATEMENT OF QUALIFICATIONS

Please complete the following information. Failure to respond to all items may result in the rejection of your response.

1. Number of years in business - 56 D-U-N-S Number: 06-1896424

2. Number of personnel employed Part time - 350 , Full time - 2150

3. List up to six past contracts of this type/size your firm has completed within the last three (3) years:

Project	Date	Contact Person	Phone No.
CREC Magnet Schools	7/2000 - to date	Timothy Sullivan	860-247-2732
CREC Student Services	1/1966 - to date	Heather Tartaglia	860-247-2732
OR&L Florida A&M University	2005 - to date	Reginald Green	407-254-2467
OR&L - Orlando City Hall	2007 - to date	Laurie Botts	407-246-2653
PMI - City of Stamford - Board of Ed.	2019 - to date	Cindy Grafstein	203-977-4143
PMI - Glastonbury Corp. Center	2004 -to date	India Lidell	860-659-8540

4. DAS CONTRACTOR PREQUALIFICATION <i>(required for construction / infrastructure projects only)</i> DAS prequalified? <input type="checkbox"/> Yes <input type="checkbox"/> No	You certify that there has been no substantial change in your financial position or corporate structure since your most recent prequalification certificate was issued or renewed, other than those changes noted in the update statement (attached).	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	N/A		

5. ORGANIZATIONAL STRUCTURE OF BUSINESS ENTITY (select one)	<input type="checkbox"/> General partnership (GP)
	<input type="checkbox"/> Limited partnership (LP)
	<input type="checkbox"/> Limited liability corporation (LLC)
	<input type="checkbox"/> Limited liability partnership (LLP)
	<input type="checkbox"/> Corporation
	<input type="checkbox"/> Individual doing business under a trade name (sole proprietor)
	<input checked="" type="checkbox"/> other (specify) Non-Profit

6. CITY OF HARTFORD TAX STATUS / OTHER FINANCIAL OBLIGATIONS	Hartford Businesses – All City of Hartford taxes & financial obligations (real, motor & personal property) are current and paid in full or subject to a current and approved payment plan. Please attach RFR Affidavit.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Non-Hartford Businesses - All City of Hartford financial obligations are current and paid in full or subject to a current and approved payment plan. Please attach RFR Affidavit.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE	Connecticut businesses - Are all required filings current with the Secretary of State and will the Secretary of State be able to issue a Certificate of Legal Existence?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Out-of-State (foreign) businesses – Have you filed a Certificate of Authority / Application of Registration with the Connecticut Secretary of State? If so, submit a copy of your filing with your response. If not, submit a copy of your Certificate of Good Standing from your state of incorporation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8. Is your local organization an affiliate of a Parent company? If so, Indicate the principal place of business of the parent company and the name of agent for service.			
Business Name	N/A		
Address			
City	State	Zip	
Name of Agent			

9. List all Affiliated Businesses (attach additional sheets as necessary):

Business Name	Address	Ownership Interest %
N/A		

10. Based on the organizational structure of your business, provide a current listing of all corporate officers, principals, general or managing partners, limited partners, managers and members. If sole proprietorship or general partnership, attach trade name certificate filed with the town clerk's office.

11. Submit copies of all required business (trade & occupational) licenses with your response.

12. Your company may be asked to submit information relative to your company's financial statements and/or a Dun & Bradstreet report may be obtained prior to receiving an award. This information will be protected to the fullest extent required by law.

13. Additional information/documentation may be requested subsequent to your responding to this solicitation.

1.4 SUBCONTRACTOR UTILIZATION

Forms labeled Section 1.4 are provided below to accommodate the Base Bid (or Lump Sum) and alternates (if called for) in this Request for Response (RFR).

The information provided below applies to: (Check one box as appropriate)

Base Bid
<input checked="" type="checkbox"/>

1.4 SUBCONTRACTOR UTILIZATION

If subcontractors are to be used, indicate the firm name, address, portion or section of work the subcontractor will be performing, the subcontract value, percentage of base bid and if the subcontractor is a City certified (MWBE).

Respondent agrees to subcontract the portion of the work stipulated below to (MWBE) businesses. A copy of the contract between the respondent and the subcontractor will be required prior to execution of contract.

Note: Connecticut General Statutes Section 4a-100, Prequalification now applies to subcontractors also.

Trade or Nature of Work	BUSINESS NAME AND ADDRESS	CITY OF HARTFORD CERTIFIED MWBE	% of Base Bid	Subcontract \$ Value
	PLEASE SEE SHEETS BELOW	<input type="checkbox"/>		
		<input type="checkbox"/>		

1.4 SUBCONTRACTOR UTILIZATION

Forms labeled Section 1.4 are provided below to accommodate the Base Bid (or Lump Sum) and alternatives (if called in this Request for Response (RFR). The information provided below applies to: (Check one box as appropriate)

Base Bid	Alternate 1	Alternate 2	Alternate 3	Alternate 4	Alternate 5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.4 SUBCONTRACTOR UTILIZATION

If subcontractors are to be used, indicate the firm name, address, portion or section of work the subcontractor will be performing, the subcontract value, percentage of base bid and if the subcontractor is a City certified MWBE).

Respondent agrees to subcontract the portion of the work stipulated below to (MWBE) businesses. A copy of the contract between the respondent and the subcontractor will be required prior to execution of contract.

Note: Connecticut General Statutes Section 4a-100, Prequalification now applies to subcontractors also.

Trade or Nature of Work	BUSINESS NAME AND ADDRESS	CITY OF HARTFORD CERTIFIED MWBE	% of Base Bid	Subcontract \$ Value
Maintenance Services	OR&S Facility Services 2 Summit Place Branford, Ct 06405		3%	89,658
Custodial Services	PMI 360 New Haven Ave, Milford, Ct 06460		3%	281,000
Catch basin cleaning	Greenway Property Service 3 Rye Ridge Plaza Rye Brook, NY 10573		3%	1,530.00
Mason Installation and Repair	S&S Landscaping LLC 2 Winkler Rd, East Windsor, CT 06088		3%	1,000
Electrician Service	OR&S Facility Services 2 Summit Place Branford, Ct 06405		3%	7,000.00
Ground Maintenance	Greenway Property Service 3 Rye Ridge Plaza Rye Brook, NY 10573		1%	31,342
Irrigation	Greenway Property Service 3 Rye Ridge Plaza Rye Brook, NY 10573		1%	500
Painting Service	K.K. Insulation Contractors, Inc 15 Lewis St, Hartford, Ct 06103		2%	8,000

Snow Removal	MFB 393 Wethersfield Ave Hartford, CT 06141		2%	91,500.00
Security Monitoring	Security Services of CT 25 Controls Drive Shelton, CT 06484		2%	220,000
Pool Maintenance	Streamline Aquatics 60 Oak St Glastonbury, CT 06033		2%	7,600
Plumbing Services	Central Mechanical 11 Progress St Cromwell, CT 06416		0.00%	8,000
Extinguishers Inspections and Maintenance	Fire Control Systems 221 Danbury Rd New Milford, CT 06776		0.00%	1,000
Graffiti Removal	OR&S Facility Services 2 Summit Place Branford, Ct 06405		1%	500
Flagpole Inspection and Repair	Flagman of America P.O. Box 440 22 Main St, Avon CT 06001		1%	500
Pest Control Services	Eco Systems Pest Control 155 Webster St Hanover, MA 02339		2%	600
Janitorial Services	C&C Janitorial Services 665 New Britain Ave, Newington, CT 06111		3%	30,000
Overhead Door Repair	Overhead Door 303 Locust St, Hartford, CT 06114		1%	500
	Costs included in this proposal are estimated based on actual costs experienced over the past (5) five years. CREC is proposing to continue to invoice the City for actual costs of vendors. CREC will continue to get prior approval from the city for any expense over \$5,000.00. The only fixed charge from CREC is a \$20,000.00 Management fee. In addition CREC will continue to charge \$20,000.00 financial management fee if the city continues to requires that service.			
	Total			\$ 780,230
TOTAL SUBCONTRACT VALUE				See page 7
TOTAL (MWBE) SUBCONTRACT VALUE				See page 7



CONSTRUCTION AND FACILITIES

6. PRICING SHEET

Section 1.2 Pricing Sheet
The Learning Corridor Property Manager

	RATE	Estimated Total Annual Cost
Maintenance & Custodial Services	Annual	\$370,658.00
Catch Basin Cleaning Service	85.00 each	\$1,530.00
Drain Cleaning Services	25.00 Hr	\$1,000.00
Mason Installation and Repair	Per job	\$1,000.00
Electrician's Service	75.00 per Hr	\$7,000.00
Extinguishers Inspections Maintenance	10.00 each	\$1,000.00
Ground Maintenance	Per Contract	\$31,342.00
Graffiti removal	25 a/Hr.	\$500.00
Irrigation System	Per Contract	\$500.00
Painting Services	Per job	\$8,000.00
Plumbing Services	\$90 Per Hr.	\$7,000.00
Flagpole Inspection and Repair	per job	\$500.00
Pest Control Services	60.00 per visit	\$600.00
Janitorial Supplies	Per year	\$30,000.00

Overhead Door Repair		Per job	\$500.00
Snow Removal		Per contract	\$91,500.00
Fire Suppression Systems		Per year	\$500.00
Fire Alarm Systems panel Inspection		Per year	\$1,000.00
Elevator Maintenance & Repair		Per year	\$4,602.00
Security Alarm Monitoring & Maintenance		Per Visit	
Security Monitoring between 6am to 11 pm		Annual	\$220,000.00
Management Fees		Flat fee	\$20,000.00
Pool Maintenance		Per Year	\$7,600.00
Financial management: Total annual cost includes, invoicing, billing, human resources, administrative duties. CREC currently providing these services and will continue to provide them. CREC makes upfront payments on all accounts. CREC invoices the City of Hartford for reimbursements.			\$20,000.00

TOTAL

\$826,332.00

Costs include in this proposal are estimated based on actual costs experienced over the past (5) five years. CREC is proposing to continue to invoice the City actual costs of vendors. CREC will continue to get prior approval from the city for any expense over \$5,000.00. The only fixed charge from CREC is a \$20,000.00 Management fee. In addition CREC will continue to charge \$20,000.00 financial management fee if the city continues to requires that service.

If the selected vendor anticipates exceeding the agreed upon repair and renovation budget, such vendor will prioritize repairs and renovations and provide a proposed plan to the DPW and BOE for approval. No such expenditures that would exceed the capped repair and renovation budget will be authorized by the selected vendor with approval by DPW and the BOE.

Salaries are subject to the City of Hartford Living Wage Ordinance

**There must be security onsite between the hours of 6:00 AM and 11:00 PM daily. There is a monitoring system in place where security can monitor the grounds.

Any service required but not listed above must be reported to managing authority as necessary and rates must be agreed upon by both parties.

Pricing will be fixed for each contract year

Cost of services, excluding any utilities or repair related line items, should not increase greater than the CPI % change for the prior year Annual cost of services is to be provided 30 days prior to the commencement of the fiscal year. The Board of Education must agree upon a capped repair & renovation budget annually. The selected vendor must manage repairs and renovations within this capped amount.

Section 1.2 Pricing Sheet
The Learning Corridor Property Manager

	RATE	Estimated Total Annual Cost
Maintenance & Custodial Services	Annual	\$370,658.00
Catch Basin Cleaning Service	85.00 each	\$1,530.00
Drain Cleaning Services	25.00 Hr	\$1,000.00
Mason Installation and Repair	Per job	\$1,000.00
Electrician's Service	75.00 per Hr	\$7,000.00
Extinguishers Inspections Maintenance	10.00 each	\$1,000.00
Ground Maintenance	Per Contract	\$31,342.00
Graffiti removal	25 a/Hr.	\$500.00
Irrigation System	Per Contract	\$500.00
Painting Services	Per job	\$8,000.00
Plumbing Services	\$90 Per Hr.	\$7,000.00
Flagpole Inspection and Repair	per job	\$500.00
Pest Control Services	60.00 per visit	\$600.00
Janitorial Supplies	Per year	\$30,000.00

Overhead Door Repair	Per job	\$500.00
Snow Removal	Per contract	\$91,500.00
Fire Suppression Systems	Per year	\$500.00
Fire Alarm Systems panel Inspection	Per year	\$1,000.00
Elevator Maintenance & Repair	Per year	\$4,602.00
Security Alarm Monitoring & Maintenance	Per Visit	
Security Monitoring between 6am to 11 pm	Annual	\$220,000.00
Management Fees	Flat fee	\$20,000.00
Pool Maintenance	Per Year	\$7,600.00
Financial management: Total annual cost includes, invoicing, billing, human resources, administrative duties. CREC currently providing these services and will continue to provide them. CREC makes upfront paymentson all accounts. CREC invoices the City of Hartford for reimbursements.	Flat fee	\$20,000.00

TOTAL

\$826,332.00

Costs included in this proposal are estimated based on actual costs experienced over the past (5) five years. CREC is proposing to continue to invoice the City for actual costs of vendors. CREC will continue to get prior approval from the city for any expense over \$5,000.00. The only fixed charge from CREC is a \$20,000.00 Management fee. In addition CREC will continue to charge \$20,000.00 financial management fee if the city continues to requires that service.

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Salaries are subject to the City of Hartford Living Wage Ordinance

****There must be security onsite between the hours of 6:00 AM and 11:00 PM daily. There is a monitoring system in place where security can monitor the grounds.**

Any service required but not listed above must be reported to managing authority as necessary and rates must be agreed upon by both parties.

Pricing will be fixed for each contract year

Cost of services, excluding any utilities or repair related line items, should not increase greater than the CPI % change for the prior year
Annual cost of services is to be provided 30 days prior to the commencement of the fiscal year. The Board of Education must agree upon a capped repair & renovation budget annually. The selected vendor must manage repairs and renovations within this capped amount.



CONSTRUCTION AND FACILITIES

7. CORPORATION OFFICERS AND COMPANY PRINCIPALS

**CREC COUNCIL
2021 - 2022**

AVON PUBLIC SCHOOLS

CREC Representative

Ms. Jackie Blea
135 Carriage Drive
Avon, CT 06001
C: (860) 798-1743
Email: jblea@avon.k12.ct.us

BERLIN PUBLIC SCHOOLS

CREC Representative

Tracy Sisti
286 Vineyard Road
Kensington, CT 06037
(860) 655-8499
Email: tracy00@comcast.net

BLOOMFIELD PUBLIC SCHOOLS

CREC Representative - Board

Mr. Donald F. Harris, Jr.
6 Bear Ridge Drive
Bloomfield, CT 06002
C: (860) 878-1403 H: 860-243-3611
Email: dharris@blmfld.org

BOLTON PUBLIC SCHOOLS

CREC Representative - Board

Mr. Chris Davey
21 Mount Sumner Dr.
Bolton, CT 06043
(C) 405-642-0264
(C) 860-375-0844
Email: cdavey@boltonct.org

BRISTOL PUBLIC SCHOOLS

CREC Representative - Board

Mr. Christopher C. Wilson
254 Main Street
P.O. Box 569
Bristol, CT 06011-0569
H: (860) 583-5002 B: (860) 583-4127
Email: cwilson@cvmco.com

CANTON PUBLIC SCHOOLS

CREC Representative - Board

Mr. Joseph Scheideler
84 West Mountain
Canton, CT 06019
Email: jpscheideler@gmail.com

**CREC COUNCIL
2021 - 2022**

CROMWELL PUBLIC SCHOOLS

CREC Representative

Ms. Celina Kelleher
25 Hicksville Road
Cromwell, CT 06416
Email: celina.kelleher@yahoo.com

EAST GRANBY PUBLIC SCHOOLS

TBD

EAST HARTFORD PUBLIC SCHOOLS

CREC Representative - Co-Chair - Board

Tyron V. Harris
31 High Street, 7204
East Hartford, CT 06118
C: 860-833-8130
Email: harris.tv@easthartford.org

EAST WINDSOR PUBLIC SCHOOLS

Mrs. Kate Carey-Trull
28A Folkstone Road
Broad Brook, CT 06016
Email: kcarey-trull@ewct.org

Mrs. Francis Neill
153 Melrose Road
Broad Brook, CT 06016
Email: fneill@ewct.org

ELLINGTON PUBLIC SCHOOLS

CREC Representative

Gary Blanchette
250 Jobs Hills Road
Ellington, CT 06029
C: 860-214-2745
H: 860-872-3761
Email: gblanchette@ellingtonschools.net

ENFIELD PUBLIC SCHOOLS

CREC Representative - Board

Ms. Joyce Hall
4 Pine Grove Ave
Enfield, CT 06082
H: (860) 745-2343
Email: jhall@enfieldschools.org

**CREC COUNCIL
2021 - 2022**

FARMINGTON PUBLIC SCHOOLS

CREC Representative

Ellen Siuta
19 Canterbury Lane
Unionville, CT 06085
H: (860) 989-5145
Email: siutae@fpsct.org

GLASTONBURY PUBLIC SCHOOLS

CREC Representative - Board

Julie Thompson
252 Bluff Point Road
Glastonbury, CT 06073
Home: 860-430-5984
Cell: 860-299-5078
Email: jt06033@gmail.com

GRANBY PUBLIC SCHOOLS

CREC Representative - Board

Mark H. Fiorentino
C: (702) 528-7453
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HARTFORD PUBLIC SCHOOLS

CREC Representative - Secretary/Treasurer

Kim Oliver
Director, Department of Families, Children, Youth and Recreation
City of Hartford, 550 Main Street
Hartford, CT 06103
O: (860) 757-9535
C: (860) 247-8326
Email: kim.oliver@hartford.org

HARTLAND PUBLIC SCHOOLS

CREC Representative

TBD

MANCHESTER PUBLIC SCHOOLS

CREC Representative - Board

Darryl Thames, Sr.
27 Philip Road
Manchester, CT 06040
C: (860) 922-3453
Email: dthames@mpspride.org

NEW BRITAIN PUBLIC SCHOOLS

**CREC COUNCIL
2021 - 2022**

CREC Representative - Board

Merrill Gay
110 Bartholomew Avenue, Suite 4020
Hartford, CT 06106
860-819-3647
Email merrill@earlychildhoodalliance.com

Home Address

Merrill Gay
37 2nd Street
New Britain, CT 06051

NEW HARTFORD PUBLIC SCHOOLS

CREC Representative - TBD

NEWINGTON PUBLIC SCHOOLS

CREC Representative - Board

Dr. Bruce Fletcher
75 Lantern Hill
Newington, CT 06111
B: (860-667-2000
Email: brfletcher@npsct.org

PLAINVILLE PUBLIC SCHOOLS

CREC Representative - Board

Ms. Becky Tyrrell
174 West Main Street
Plainville CT 06062
H: (860)793-0615 B: (860)344-0353 C: (860)978-2477
Email: becka59@comcast.net

PORTLAND PUBLIC SCHOOLS

CREC Representative

Ms. Meg Scata
5 Freedom Way
Portland, CT 06480
Phone: (860) 638-8762
Email: mscata@portlandct.us

CREC Representative- Alt

Mr. Timothy Lavoy
15 Chatham Hollow Road
Portland, CT 06480
Email: tlavoy@portlandct.us

REGIONAL SCHOOL 10

**CREC COUNCIL
2021 - 2022**

CREC Representative - Board

Mr. John Vecchitto
233 Terryville Road
Harwinton, CT 06791
H: (860) 485-9574
Email: johndvecchitto@gmail.com

ROCKY HILL PUBLIC SCHOOLS

CREC Representative

Laurie Boske
18 Highland Street
Rocky Hill, CT 06067
C: (860)685-0760
Email: lboske@cox.net

SIMSBURY PUBLIC SCHOOLS

CREC Representative - Chair/Board

Ms. Lydia Tedone
32 Lincoln Lane
Weatogue CT 06089
H: (860) 658-1173 B: (860) 653-5524 C: (860) 543-1523
Email: lydiatedone@aol.com

SOMERS PUBLIC SCHOOLS

CREC Representative

Krista Cherry
1027 Main Street
Somers, CT 06071
C: (860) 805-9667
krista.cherry@somers.k12.ct.us

Alternate Representative

Sarah Moynihan Bollinger
13 Roberts Street
Somers CT 06071
Email: sarah.bollinger@somers.k12.ct.us

SOUTH WINDSOR PUBLIC SCHOOLS

CREC Representative - Board

Anitha Elango
Email: anitha.elango@swindsor.k12.ct.us

Alternate Representative

Craig Zimmerman
Email: craig.zimmerman@swindsor.k12.ct.us

SOUTHINGTON PUBLIC SCHOOLS

Last Updated 7/23/2021

**CREC COUNCIL
2021 - 2022**

Superintendent

Robert Brown
587 Burritt Street
Plantsville, CT 06479
(860) 877-6881
Email: bobbrown@southingtonschools.org

SUFFIELD PUBLIC SCHOOLS

CREC Representative - Board

Ms. Maureen Sattan
36 Windbrook Drive
Suffield, CT 06078
H: (860) 386-6524
C: (732)754-1406
Email: msattan@suffieldstudent.org

VERNON PUBLIC SCHOOLS

CREC Representative - Liaison

Deborah Rodriguez
2 Valerie Drive
Vernon, CT 06066
O: 860-871-6138
rodriguezj@comcast.net

WEST HARTFORD PUBLIC SCHOOLS

CREC Representative - Board

Mark Zydanowicz
50 Juniper Drive
West Hartford, CT 06117
O: 860-709-4454
Email: Mark_Zydanowicz@whps.org

WETHERSFIELD PUBLIC SCHOOLS

CREC Representative - Board

Bobbie Hughes-Granato
27 Hartford Avenue
Wethersfield, CT 06109
O: (860) 571-8100
bgranato@wethersfield.me

WINDSOR PUBLIC SCHOOLS

CREC Representative - Board

David Furie
37 Lighthouse Hills Road
Windsor, CT 06095
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Email: dfurie@windsorct.org

**CREC COUNCIL
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WINDSOR LOCKS PUBLIC SCHOOLS

CREC Representative

Ms. Patricia King
461 North Street
Windsor Locks, CT 06096
Home: 627-0857
Email: patiking@cox.net

CREC Staff: 111 Charter Oak Avenue, Hartford, CT 06106 Fax: (860) 548-9759

Greg J. Florio, Ed.D.
Executive Director
(860) 524-4063
Email: gflorio@crec.org

Gloria Dieppa
Assistant to the Executive Director
Executive Director's Office
(860) 240-6632
Email: gdieppa@crec.org



CONSTRUCTION AND FACILITIES

8. RESUME OF COMPANY ACCOMPLISHMENTS



CONSTRUCTION AND FACILITIES

CREC

The Division of Construction and Facilities offers a wide range of services that help school districts maintain efficient and cost-effective operations. CREC's Facilities Management staff, in addition to operating CREC's schools and offices provides consulting services for contract facilities management and facilities assessment/capital.

The Division of Construction and Facilities, has expertise in managing contracted custodial and maintenance personnel, which can benefit a district or organization in a number of ways. If a district decides that contracted facilities management is appropriate, or if an organization is exploring this as a possibility, CREC can implement measures to help efficiently achieve organizational goals.

Since 2000, the Division of Construction and Facilities has effectively grown from twenty (20) facilities equaling 890,000 square feet to forty-four (44) facilities now encompassing 3.4 million square feet. That portfolio includes magnet schools, student services facilities and office space located in 15 towns around the capitol region.

Premier Maintenance Incorporated (PMI)

PMI was first in the State of Connecticut to become green certified in ISSA's CIMS-GB program. This certification tests every process and system in our company to verify we have a professional and proven method to address the operational management, quality control, administrative systems, inspection, personnel controls, and sustainability among others. This assures our clients of our abilities and our successful recertification insures we maintain the newest in processes.

PMI is the only firm to utilize a process called synchronized cleaning, where organizational behavior and process efficiencies to design work-flow are used to provide maximum efficiency. This process weeds out waste or redistributes work time in the process in excess of 30%. In addition, it improves supervision time, safety, and adds to our sustainability program for our clients.

PMI has twice been named BOMA allied member of the year, and one owner has served two terms (nominated for a third term) on our international association of board of directors.

OWENS REALTY SERVICES

The property management firm Owens Realty Services (ORS) was awarded the contract to provide services for the 250,000 sq. ft. Orlando City Hall that includes Janitorial, Fire and Life Safety, security Services including CCTV and Posted Guards, Pest Control, Fountain Maintenance, Metal Detector and X-Ray Scanner Maintenance. ORS supports the City of Orlando and Orlando Blueprint office in the attainment of participation goals for the local MWBE and small emerging business.

ORS was awarded the contract to provide 24-hour Facility Management Maintenance and Security services for the 125,000 sq. ft. New Haven Police Department Headquarters as well as nine (9) sub-station locations throughout New Haven, Connecticut.

ORS achieved The Office Building of the Year Award for the New York Capital Region (TOBY) and the U.S. Mid-Atlantic Region by the Building Owners and Managers Association (BOMA). The 471,000 square foot, LEED certified building is home to the New York Office of General Services at 625 Broadway in Albany.

ORS attained a second Office Building of the Year Award for the U.S. Mid-Atlantic Region (TOBY MAC) by the Building and Manager's Association (BOMA) for a 386,000 square foot property at 50 Wolf Road in Albany, New York.

SSC - Security

From then to now – reliability at the core. 1975. A small office in Bridgeport, Connecticut was founded as a family business, with partners in agreement that the company's independence and integrity shall never be sacrificed.

Today, the belief is the same – a backbone for what has built SSC into the largest privately-owned security services and risk mitigation firm with headquarters in the Northeast.

SSC employs a large force of security professionals – a special team of exceptional men and women who are the embodiment of our strict set of ethics and principles, but who also understand that providing security is never a cookie cutter approach.

By having such a major presence in the Northeast, SSC can put four decades of networking and relationships into your service – leveraging strong connections with the industry and law enforcement that few others have.

The large workforce in the region also enables us to support your operation without having to open new facilities, or having to pass along increased overhead costs.

Times continue to change, but the requisites for service do not. In an industry under upheaval from mergers and acquisitions, SSC stands as a reliable, independent firm owned by the same family that started it.



CONSTRUCTION AND FACILITIES

9. OUTLINE OF SERVICES RENDERED



CONSTRUCTION AND FACILITIES

SERVICES RENDERED

CREC will provide property management and security services as outlined in The Learning Corridor property Manager Request for Response. The structures and areas included in the scope of services are the Garage Building, the Commons building (shared spaces only) and the exterior campus. The initial repair and daily responsibilities will be in accordance with the specified details in Section 2.2 Intent Maintenance and Custodial Services. The following are descriptions of key personnel and the delegation of responsibilities:

Key Personnel: CREC Security Manager, Alex Rios, collaborating with SSC.

Campus Security – CREC will provide three (3) full-time security guards through two staggered shifts to accommodate the required hours of 6AM to 11 PM

Security Alarm Monitoring (Coordination Only) – CREC will make available our on-site personnel to direct the City of Harford Vendors to the appropriate location as needed.

Key Personnel – CREC Facilities Manager, Tyra Johnson-Smith, partnering with Premier Maintenance Incorporated (PMI)

Custodial Services – CREC will provide (2) full time custodians for the daily and evening janitorial services for the work defined in the TLC Request for response, Section 2.2 Intent Maintenance and Custodial Services. CREC will meet and or exceed the City of Hartford's cleaning standards for the following areas: Classroom Care, Hallway Care, Office Care, Stairwell Cleaning, Locker Room/Shower Care, Lavatory Care, Cafeteria Care and Gymnasium Care.

Key Personnel – CREC Director of Construction and Facilities, Douglas E. Rogers, partnering with Owens Realty Services

Event Management – CREC will provide a full-time Administrative Assistant who will oversee (as a part of duties assigned) event requests for facility use of the Commons building and TLC campus; including event preparation, contracts, security and janitorial needs, and equipment and catering set-up.

Facility Maintenance Services – CREC will provide a part-time mobile maintenance technician for maintenance as outlined in the TLC Request for Response, Section 2.2 Intent Maintenance and Custodial Services. The initial repairs and routine daily responsibilities will include:

Catch Basin Cleaning Service – CREC will provide cleaning for the 17 campus catch basins and shall be responsible for the proper disposition of all materials collected during the cleaning process. CREC will ensure to utilize the preferred vacuum method of cleaning, as opposed to tile scoop method and will be responsible for the proper disposition of all materials collected during the cleaning process.

Drain Cleaning Services – CREC will provide general maintenance service along with sewer and drain cleaning service to plumbing systems on an as needed basis. Plumbing systems will be kept fully operational.

Masonry Installation and Repair – CREC will provide all masonry repairs as required including, yet not limited to existing conditions of exterior sidewalks and driveway areas.

Electrician's Service – CREC will provide electrical repair as needed including, but not limited to installation, routine maintenance, alterations or repairs of any wire, cable, conduit, busway and raceway.

Extinguishers' Inspections Maintenance – CREC will provide regular and emergency service to inspect, test and recharge fire extinguishers as necessary.

Ground Maintenance – CREC will be responsible for all grounds within the four surrounding streets (Vernon Street, Washington Street, Broad Street and Brownell Street) work shall include, but not be limited to edging, flowerbed and planter upkeep, shrub and tree pruning, mulching and mowing and leaf removal.

Graffiti Removal – CREC will ensure that graffiti will be removed within 24 hours.

Irrigation Systems – CREC will be responsible for the Spring start-up and Fall shutdown of the lawn irrigation system in accordance with the specified details in Section 2.2 Intent.

Painting Services – CREC will furnish all labor, supervision, materials, equipment, and tools to provide interior and exterior painting services on an as needed basis.

Plumbing Services – CREC will be responsible for all repairs necessary to restore the equipment to its normal operation and condition.

Flagpole Inspection and Repair – CREC will be responsible for the inspection of pulleys, ropes, tie downs, claps, cranks, cables and all other moving parts. Inspection of exterior and interior conditions of poles. CREC will be responsible for replacing and proper disposing of flags as needed.

Pest Control Services – CREC will maintain and Integrated Pest Management plan (IPM), that shall adequately suppress indoor populations of rats, mice, cockroaches, ants – including carpenter ants as occasional invader, winged termite swarmer's emerging indoors, incidental/occasional invaders entering from out-of-doors, and flies and other anthropoid pests. All other incidences of pest management shall be in accordance with specified details in Section 2.2 Intent.

Provide Janitorial Supplies – CREC will ensure that all cleaning chemicals will comply with CT Public Act 09-81 – Green Cleaning Products in Schools. Products covered are general purpose cleaners, bathroom cleaners, glass cleaners, floor finishes (wax), floor strippers, hand cleaners and soaps. All of these cleaners will be certified by the CT state approved independent third party organization, Green Seal.

Overhead Door Repair – CREC will manage the installation, services and repairs for opening and closing mechanisms of automatic doors including, but not limited to existing damaged campus garage doors. The vendor will be responsible for bores and

cut holes in flooring, using hand tools and power tools. Sets in and secure floor treadle for activating mechanism and connects hydraulic power pack and electrical panel board to treadle. Test system; repairs non-operating systems, using had tools, blueprints and schematic diagrams.

Snow Removal – CREC will manage the service to clear snow from the sidewalks, walkways, driveways and parking lot around the Learning Corridor Campus, apply ice control pellets (sand on street side sidewalks) to sidewalk areas in icy conditions. The work will generally be carried out and completed prior to the start of work each business day, but will also be done as conditions demand during business days.

Fire Suppression Systems (Coordination Only) – CREC will schedule and make available our on-site personnel to direct the City of Hartford vendors to the appropriate location as needed.

Fire Alarm Systems (Coordination Only) – CREC will schedule and make available our on-site personnel to direct the City of Hartford vendors to the appropriate location as needed.

Elevator Maintenance and Repair (Coordination Only) – CREC will schedule and make available our on-site personnel to direct the City of Hartford vendors to the appropriate location as needed.



CONSTRUCTION AND FACILITIES

10. CREC KEY PERSONNEL RESUMES AND PROFILES



Greg J. Florio, Ed.D.
Executive Director

Greg J. Florio became Executive Director at CREC in 2016, following an almost 25-year career with the Cheshire Public Schools, including 12 years as Superintendent of Schools. Before Cheshire, Dr. Florio worked in the New Britain School system.

Since joining CREC, Dr. Florio has led many major initiatives including a complete assessment of the organization using a "Think Tank" model. This process has led to many improvements and changes at CREC, including a redesign of the organization's sale of service divisions into the CREC Resource Group. CREC also redefined its Mission, Vision, and Core Values. Using extensive stakeholder input, CREC has developed a path for successfully serving the region with excellent educational programs and services. Dr. Florio has not only focused on sustainability for all CREC programs, but on assuring programs thrive.

Among the work he is most proud of while leading CREC, was the creation of the Relief Center that helped over 1,500 people transitioning to the Hartford Area from Puerto Rico and the Caribbean after the devastating hurricanes in 2017. He also looks forward every year to the CREC Back to School Block Party for students and families from across the region to celebrate the anticipated start of each new school year.

Dr. Florio is a respected educational leader, with extensive involvement in educational organizations and committees. He has served as the President of the Connecticut Association of Public School Superintendents (CAPSS) and has served on the CAPSS Board of Directors for many years. His work on numerous statewide committees includes helping develop LEAD Connecticut's District Coherence and Capacity Framework and CAPSS NextED report on transforming Connecticut public schools.

Dr. Florio's undergraduate degree is from Fairfield University. He has a master's in business administration from the University of Hartford and a sixth-year certificate and doctorate of educational leadership from Southern Connecticut State University.

Dr. Florio is the fourth person to serve in the role of executive director at CREC, following Bruce E. Douglas, Ph.D. (2001-2015), Marcla Yulo (1998-2001), and founder John Allison (1969-1998).

Dr. Florio and his wife, Rose, reside in Newington. They have three adult children, Suzanna, John, and Melissa.

Phone: (860) 524-4063

E-mail: gflorio@crec.org



Sandy A. Cruz-Serrano
Deputy Executive Director

Phone: (860) 509-3719

E-mail: scruzerrano@crec.org

Sandra A. Cruz-Serrano, CREC's Deputy Executive Director, is an accomplished, results-oriented professional with extensive experience in education, staff and fiscal management, employment and training, legislative advocacy, and youth development. She has a demonstrated expertise in project planning, management and reporting, grant writing, client services, supervision, and interpreting complex policies and regulations.

She joined CREC in 2008 as Director of Operations to lead the expansion of CREC's school construction, transportation, technology, and food services programs. Under her direction, CREC increased its daily transportation services from 3,000 students per day to over 10,000 students. She is also responsible for overseeing CREC's participation in the Sheff v. O'Neill desegregation efforts. Cruz-Serrano served as Director of Operations until 2012, when she was promoted to be CREC's Chief Operating Officer. In 2014, Cruz-Serrano was promoted to Deputy Executive Director. As the Deputy Executive Director, she oversees the divisions of Expert Solutions (formerly Community Education, Teaching & Learning, Technical and Brokering Services), and Operations, which includes Transportation, Facilities, Food Services, Security and Business Services. She also serves as CREC's Chief Financial Officer.

Prior to joining CREC, Cruz-Serrano was the chief operating officer for Hartford Public Schools. There, she oversaw all non-instructional areas including the district's nearly \$400 million budget. She has also worked for the State of Connecticut Latino and Puerto Rican Affairs Commission, Capital Workforce Partners and the City of Hartford.

She has won numerous awards for community service and educational leadership from a wide variety of area and statewide groups. Cruz-Serrano attended Hartford schools. She is bilingual (English and Spanish) and has taught bilingual education and preschool special education in Hartford. She holds a bachelor's degree in political science and public administration from Central Connecticut State University and her graduate studies work is in theology from the Andover Newton Theological School in Newton Centre, MA.



Mason Thrall
Director of Operations

Mason Thrall, Director of Operations, is an experienced, results orientated professional with extensive experience in school transportation and facility management. He has proven expertise in policy and procedure development, personnel management and training, fiscal management, project planning, team building, school construction and marketing. As the Director of Operations, Mason is responsible for the Divisions of Construction, Facilities, Food Services, School Security, Transportation, and Technology.

Mason joined CREC in 2006 as the Director of CREC's highly successful Transportation Division where he was named Manager of the Year in 2010. He has over 25 years of management experience with First Student, Inc. and his family business, Manchester Bus Service, Inc. Under his leadership, CREC's transportation office grew from a small operation managing 80 bus routes, to a large, regional transportation division managing over 600 routes and offering consulting services to school districts throughout the state.

Mason majored in Business Administration at Manchester Community College and currently serves on the Executive Board of the CT School Transportation Association, Vernon Traffic Authority, and is a member of the Vernon Board of Education. Mason was also the past Chairman of the Vernon Water Pollution Control Authority.

Mason is a life-long resident of the Greater Hartford area where he lives with his wife and son.

Phone: (860) 524-4056

E-mail: mthrall@crec.org



Jeff Ivory
Comptroller

As CREC's Comptroller, Jeffrey Ivory oversees the organization's Business Services Division, managing all day-to-day accounting functions of the agency. In this capacity, he also handles all treasury functions, budgets, insurance, and reporting, including the production of the annual Comprehensive Annual Financial Report.

Jeff and the finance team have received the Certificate of Achievement for Excellence in Financial Reporting from the highly regarded Government Finance Officers Association every year since he arrived at CREC.

Jeff joined CREC in 1998 as its comptroller. Since, he has effectively contributed to the successful growth of CREC's Business Services Division and the agency as a whole.

Jeff has worked in senior-level accounting for 29 years. Prior to joining CREC, Jeff worked for both Xerox and SMG, Inc. as senior accountant and comptroller respectively.

Jeff majored in finance and banking as an undergraduate at the University of Bridgeport. He has a master of business in administration in Finance from the same institution.

Jeff is a member of the Institute of Management Accountants and the Government Finance Officers Association. He lives in Avon with his wife.

Phone: (860) 524-4068

E-mail: jivory@crec.org



Licenses and Certifications

MCPPO for Design and Construction Contracting, Inspector General of Massachusetts (963 C.M.R. 2.03(2)(o))

Construction Management Certification
UHART Construction Institute

Facilities Management Certification
UHART Construction Institute

USACE Quality Control Certification

Masters Certificate, Project Management – Villanova University

Certified Project Director
Institute of Project Management

Certified Project Professional
Institute of Project Management

Certified Project Master
Institute of Project Management

Certified Project Officer
Institute of Project Management

CONSTRUCTION AND FACILITIES



Douglas Rogers

Director, Construction and Facilities

Douglas is a results oriented, hands-on Director, Project Management, Operations and Maintenance Facilities Professional, with 30 + years expertise in all facets of the industry and extensive experience with School Construction Grants, military contingency construction and US Government Contracting. Doug has been successful in developing multiple high value Federal and State grant funded projects with competing priorities involving program development, safety initiatives, and quality control for diverse groups of civilian organizations undergoing varying degrees of growth and change. Accomplished in developing, resourcing, implementing, and leading special assignments providing strategic insight into effective processes of complex functions for multimillion-dollar projects. Excels at coordinating tasks of numerous internal divisions and external agencies to ensure rapid, accurate delivery of equipment, materials, and resources. Expert knowledge in delivering comprehensive analyses and reports to facilitate agency-wide improvements and continuity. Adept in identifying redundancies & maximizing resources to streamline facilities operations.

Experience

CREC Projects

- CREC Academy of Aerospace and Engineering, Windsor, CT - \$88,000,000
- CREC Public Safety Academy, Enfield, CT - \$66,500,000
- Medical Professions and Teacher Preparation Magnet School, New Britain, CT - \$64,500,000
- International Magnet School for Global Citizenship, South Windsor, CT - \$33,000,000
- Reggio Magnet School for the Arts, Avon, CT - \$30,000,000
- Discovery Academy, Wethersfield, CT - \$ 45,000,000
- Museum Academy - \$ 45,000,000
- Two Rivers High School - \$110,000,000
- Arts Academy Elementary School - \$45,000,000
- Arts Academy Middle School - \$75,000,000
- 2014-2015 Temporary Sites Build-out - \$15,000,000
- 2013-2014 Temporary Sites Build-out – \$18,000,000
- West Haven High School, West Haven, CT - \$110,000,000
- East Hampton High School, East Hampton, CT - \$56,000,000
- Connecticut River Academy, East Hartford, CT - \$57,300,000
- Academy for Advanced Design and Technology, East Hartford, CT - \$40,000,000
- Goodwin College Early Childhood Magnet School, East Hartford, CT - \$16,000,000
- Windham Microgrid, Photovoltaic and Roof Replacement, Windham Middle School, Windham CT. \$5,600,000.
- Town of Somers Facilities Assessment, Somers, CT \$38,500.
- Haddam Killingworth High School Projects, Roof Replacement, Photovoltaic (PV), Boiler replacement, Auditorium upgrade Haddam, CT \$9,500,000
- CREC Aerospace Elementary, Rocky Hill, CT \$68,000,000
- CREC Ana Grace academy of Arts Elementary, Bloomfield, CT \$108,000,000

Tyra K. Smith
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tyjohnson79@yahoo.com

EDUCATION

BAY PATH UNIVERSITY, Longmeadow, MA

M.S. Clinical Mental Health Counseling – graduated May 2021

M.S. Nonprofit Management & Philanthropy - graduated Dec. 2016

B.S., Business Administration - graduated May 2015

WORK EXPERIENCE

CHR, East Hartford, CT

Master's Level Intern Therapist – Oct. 2020 – May 2021

- Met with assigned clients for school based and outpatient therapy.
- Conducted intake assessments, psychotherapy, treatment planning, discharge, group therapy and case management for assigned adult and child clients.

CAPITOL REGION EDUCATION COUNCIL, Hartford, CT

Student & Family Engagement Specialist/Facilities Coordinator – Impact Academy High School/Facilities / Aug. 2018 - Present

- Meet with students to discuss any hurdles or barriers they may have with engaging in school and serve as a mentor.
- Review student attendance for chronically absent students and schedule attendance meetings with parents.
- Conduct home visits with principal and/or school social worker.
- Coordinate school events and attend community events.
- Meet with community members and coordinate volunteer opportunities for students.
- Assist principal with the daily needs of the school.
- Work as a liaison with school administrators regarding Learning Corridor campus needs.
- Manage maintenance and security services at the Learning Corridor Campus.
- Submit work orders for various maintenance and security needs.
- Attend safety committee meetings for campus.
- Work with community organizations to rent space at the Learning Corridor for events.
- Submit monthly bills for renting space on campus and approve vendor invoices.

Family & Community Engagement Specialist – Magnet Schools Office / Nov. 2015 – Aug. 2018

- Worked with school administrators/staff in identifying chronically absent students to reduce the number of yearly absences by tracking attendance through PowerSchool, attending monthly meetings and contacting families.

- Assisted students and families with barriers that are preventing students from attending school and parents from being engaged with school staff/events.
- Conducted home visits and refer families to outside organizations.
- Mentored students 1:1 and in a group setting on life skills.
- Organized, facilitated and attended community events for parent engagement.
- Built positive relationships with community organizations and refer families in need.
- Served as a parent advocate.

Executive Assistant/Administrator of Special Projects / Feb. 2008 – Nov. 2015

- Assisted the CREC Executive Director, managed calendar and scheduled executive meetings.
- Interacted with superintendents and CREC Council board members, prepared meeting materials, and took meeting minutes for monthly board meetings.
- Represented the Executive Director's Office at agency or community meetings as needed.
- Researched information on programs, events and other related projects to assist the Executive Director in preparing for speeches, presentations and agency goals and objectives.
- Planned and coordinated support staff professional development, charitable giving and holiday events.
- Posted open positions, reviewed resumes, interviewed candidates for support staff positions and checked references for new hires.
- Maintained a staff recognition program for the Executive Director's Office to express appreciation and maintain a positive work environment.
- Handled the scheduling of special events, which included tours, travel arrangements, event preparations, contracts, accounts receivable, security/custodial needs and equipment/catering needs per the Executive Director's Office.
- Supervised staff; clerical employees as necessary. Initiated programs, sets standards, assigned and checked work, reviewed budgets, trained and appraised performance.

STATE OF CT DEPARTMENT OF CORRECTION, Wethersfield, CT

Human Resources Assistant / Sep. 2005 – Jan. 2008

- Screened and interviewed correction officer candidates.
- Verified previous employment.
- New hire orientation – explanation of benefits and policies and procedures.
- Clerical duties



CONSTRUCTION AND FACILITIES

11. COMMITMENT TO GIVE NOTICE



CONSTRUCTION AND FACILITIES

July 23, 2021

COMMITMENT TO GIVE NOTICE

CREC, hereby commits to give notice to the City of Hartford, of any key personnel changes and acknowledges the City of Hartford's option to reject any such candidate.

By: _____

Douglas Rogers
Director - CREC Construction and Facilities



12. COMPARABLE PROJECTS



CONSTRUCTION AND FACILITIES

Comparable Projects

The following are comparable facility management projects within the past four years.

1. Project Name: CREC Magnet School Portfolio

- a. Date: July 2000 to date
- b. Contact Person: Timothy Sullivan
- c. Phone Number: 860-247-2732
- d. Project Scope: Complete property management services for (21) facilities comprising of 1,466,272 square feet to include custodial, maintenance, grounds, and financial accounting services.
- e. Budgeted Cost: \$7,026,263.71 (FY 2020)
- f. Other Qualifications: Security guard services included

2. Project Name: CREC Learning Corridor Portfolio

- a. Date: July 2000 to date
- b. Contact Person: Timothy Sullivan
- c. Phone Number: 860-247-2732
- d. Project Scope: Property management services for (5) facilities comprising of 383,526 square feet to include custodial, maintenance and financial accounting services.
- e. Budgeted Cost: \$1,593,263.89 (FY 2020)
- f. Other Qualifications: Security guard services included

3. Project Name: CREC Student Services Portfolio

- a. Date: January 1966 to date
- b. Contact Person: Heather Tartaglia
- c. Phone Number: 860-247-2732
- d. Project Scope: Property management services for (14) facilities comprising of 219,398 square feet to include custodial, maintenance, grounds, and financial accounting services.
- e. Budgeted Cost: \$300,472.54 (FY 2020)

4. Project Name: CREC Head Start Early Learning Portfolio

- a. Date: September 2020 to date
- b. Contact Person: Sandra Cruz-Serrano
- c. Phone Number: 860-509-3718
- d. Project Scope: Property management services for (4) facilities comprising of 42,958 square feet to include custodial, maintenance, grounds, and financial accounting services.
- e. Budgeted Cost: \$254,800 (FY 2020 – 10 months only)
- f. Other Qualifications: Security guard services included



CONSTRUCTION AND FACILITIES

5. Project Name: City of Stamford (Board of Education) (PMI – Custodial Partner)
 - a. Date: September 2019 to date
 - b. Contact Person: Cindy Grafstein
 - c. Phone Number: 203-977-4143
 - d. Project Scope: Providing supplementary in-house labor services for (21) facilities.
 - e. Budgeted Cost: Proprietary information that may be available upon request

6. Project Name: Glastonbury Corporate Center (PMI -Custodial Partner)
 - a. Date: January 2004 to date
 - b. Contact Person: India Lidell
 - c. Phone Number: 860-659-8540
 - d. Project Scope: Custodial management services for (3) facilities comprising of 350,000 square feet of property.
 - e. Budgeted Cost: Proprietary information that may be available upon request

7. Project Name: University of Bridgeport (PMI – Custodial Partner)
 - a. Date: July 2015 to date
 - b. Contact Person: Robert Schmidt
 - c. Phone Number: 203-576-4792
 - d. Project Scope: Custodial management services for (9) facilities comprising of 1.4 million square feet of property.
 - f. Budgeted Cost: Proprietary information that may be available upon request

8. Project Name: New York State Office of General Services (Owens Realty Service - Maintenance/Operations Partner)
 - a. Date: 2006 to date
 - b. Contact Person: Mr. Roger Fortune, Manager, Real Estate Property Management Group
 - c. Phone Number: 518-473-5468
 - d. Project Scope: Complete property management services including maintenance, janitorial and financial services for 625 Broadway (471,000 SF) and 50 Wolf Road (386,000 SF), 40 North Pearl Street 289,747 sf), 44 Holland (307,000 sf), Albany, NY.
 - e. Budgeted Cost: \$4,000,000.00
 - f. Other Qualifications: Security Services, BOMA "The Building of the Year" award winner, Energy Star™ certified since 2010.



CONSTRUCTION AND FACILITIES

9. **Project Name: City of Orlando - Orlando City Hall, Orlando, FL (Owens Realty Services - Maintenance/ Operations Partner)**
 - a. **Date: 2007 to date**
 - b. **Contact Person: Laurie Botts, Real Estate Division Manager**
 - c. **Phone Number: 407-246-2653**
 - d. **Project Scope: Complete property management services including maintenance, janitorial and postal services for 250,000 SF Orlando City Hall building.**
 - e. **Budgeted Cost: \$1,500,000.00**
 - f. **Other Qualifications: Security Services, BOMA "The Building of the Year" award, LEED EB registration, successful management of over \$1M in capital renovations.**

10. **Project Name: Florida A&M University College of Law, Orlando, FL (Owens Realty Services -Maintenance/ Operations Partner)**
 - a. **Date: 2005 to date**
 - b. **Contact Person: Reginald Green, Assoc. Dean for Student Services & Administration**
 - c. **Phone Number: 407-254-2467**
 - d. **Project Scope: Complete property management services including maintenance and janitorial services for the 160,000 SF Florida A&M University College of Law in downtown Orlando, FL.**
 - e. **Budgeted Cost: \$500,000.00**
 - f. **Other Qualifications: Event Services.**



CONSTRUCTION AND FACILITIES

13. LEARNING CORRIDOR PARTNERS

ABOUT OWENS



Our commitment to excellence allows us to best serve sophisticated real estate investment portfolios, residential apartment and condominium complexes, airports, government buildings, leading educational facilities, corporate campuses, state-of-the-art stadiums, and entertainment parks in the public and private sector.

OWENS SHARED VALUES

QUALITY

The Owens dedication to quality service remains the cornerstone of our business. We pride ourselves in identifying and understanding our client's individual needs to deliver the highest level of customer service. We ensure that all touch points are exceptional experiences from our first meeting through to the field.

INNOVATION

We strive to remain on the cutting edge of technology and innovation to better serve our clients efficiently and economically. Owens combines industry best practices with modern solutions to establish maximum life cycles for capital investments, a healthy and clean environment, as well as substantial cost savings.

INTEGRITY

We believe that our people make the difference. We have a culture rooted in shared values, employee empowerment, and quality service. We hire and train individuals based on skill set and attitude. We recognize that every member contributes to the Owens legacy and we work together to continually exceed client expectations at every level.



OWENS HISTORY

Robert D. Owens founded a commercial real estate management and maintenance services company in Connecticut

1990

Headquarters relocated to Orlando to accommodate a contract with a world-renowned family theme park

2009

2006

Expanded across state lines as the State of New York awarded the contract to service the Office of General Services

2020

Today we are proud to have over 1,000 team members and service multiple states and facilities



We bring in our team of trusted industry experts to develop unique Management Plans that are effective and efficient so your team can remain focused on critical business operations.

BY THE NUMBERS



40 Million+

Sq. Ft.
Serviced Daily



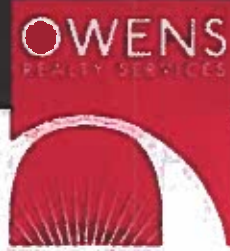
1,000+

Company
Team Members



\$1.00

Average Cost
Savings per Sq. Ft.



ROBERT D. OWENS

President and CEO

As President and CEO of Owens Realty Services, Robert has over 40 years of experience in commercial real estate marketing, management, and construction. Founded in 1990, Owens Realty Services currently employs over 1,000 full-time employees throughout Florida, North Carolina, Connecticut, and New York. Robert's marketing and industry knowledge was pivotal in creating an organization of expertise in facility development and operations.

Building his team to utilize innovative technology and best practices is evident through Owens' continuous client satisfaction. Nationally respected as a "hands-on CEO," Robert's leadership consistently results in solid client retention, promising growth along the eastern seaboard, and national

recognition through the Building Owners and Managers Association (BOMA) with six *"Building of the Year" Awards*. To further highlight his achievements, Robert was awarded as one of Orlando Business Journal's *CEO's of the Year* in 2019.

HEALTHCARE MANAGEMENT EXPERIENCE

- UCF Health, College of Medicine Practice
- Middletown Medical Complex
- ROOT Center for Advanced Recovery
- Translational Research Institute for Metabolism & Diabetes
- Northeast State Hospital
- Florida Hospital Medical & Imaging Centers

INVESTMENT EXPERIENCE

- 70 Audubon Street - Connecticut
- University Towers - Connecticut
- Tavistock Group
- Siemen's Gamesa Renewable Energy, Inc.
- ORC, LLC

COMMUNITY ENRICHMENT

- The Owens Scholarship for Scholastic Achievement - Since 2002, given recognition of outstanding scholastic achievement and performance of community service
- Founded Owens Realty Services' Orlando Mentoring Executive Forum
- Major Founding Sponsor for Winning Ways, *"Rising Stars Annual Basketball Clinic"* - Orlando, FL

ASSOCIATIONS

- University of Vermont Foundation Leadership Council
- Give Kids the World - Board of Directors
- Winter Park Memorial Hospital Family Foundation - Secretary, Board of Directors
- New Image Youth Center - Board Member
- U.S. Green Building Council
- Downtown Orlando Partnership
- APPA - Leadership In Educational Facilities
- Building Service Contractors Association International (BSCAI)
- Building Owners & Managers Association (BOMA)
- International Facility Management Association (IFMA)
- Cleaning Management Institute (CMI)
- Council of Educational Facility Planners International (CEFPI)
- Member of the University of New Haven – Sports Facility Management/Master's Degree Program - Business School Advisory Board - Member & Guest Lecturer

EDUCATION

B.S. Political Science, University of Vermont



RAYMOND SUERTH

Chief Financial Officer

As Chief Financial Officer, Raymond is responsible for managing the financial functions for all current client accounts and portfolios. Previously serving as Senior VP of Accounting and Financial Reporting at Pine Tree, LLC, for a multi-billion dollar portfolio for DRA Advisors, LLC. Raymond's experience of streamlining operations through strategic financial initiatives including successfully transitioning several accounting transactions, makes him an expert in reporting and forecasting.

Raymond's tenure consists of VP and Chief Accounting Officer to IRC Retail Centers, LLC which allowed him to transition into Pine Tree's role seamlessly. Prior to IRC, Raymond spent ten years at ABM Industries, Inc., where he served in various financial leadership roles including Vice President/Controller. During his

time at ABM Industries, Raymond led a strategic acquisition for \$150,000 that saved the company over \$1.5 million in tax reductions within the first year. Raymond spent 14 years at Equity Office Properties Trust and served in various financial and operational roles including Director of Joint Ventures, Controller and Director of National Property Operations.

EXPERIENCE

Pine Tree, LLC – Oak Brook, IL

Role: Senior Vice President of Accounting & Financial Reporting
DRA Advisors, LLC, a New York based private equity firm, sub-managed all of the IRC Retail Centers operations and fee managed business to Pine Tree, LLC.

Raymond's responsibilities included:

- Accounting and reporting as well as treasury and tax functions for the IRC Retail Centers portfolio.
- All owner, partner, and lender reporting and compliances including annual audits.
- The successful transition of multiple accounting functions from a previously outsourced 3rd party provider to domestic accounting functionality.

IRC Retail Centers, LLC – Oak Brook, IL

Role: Vice President and Chief Accounting Officer
IRC Retail Centers is a private REIT (Real Estate Investment Trust) which specializes in acquiring, owning, and managing high-quality, open air shopping centers. IRC possesses \$2.5 billion in total management assets comprising more than 15 million SF.

Raymond's responsibilities included:

- All of the accounting, reporting, property real estate tax, income tax, and treasury functions.
- All owner, partner, and lender reporting and compliances including annual audits.
- Analyzing monthly and quarterly financial results including recommendations to senior management and ownership.

ABM Industries, Inc. – Chicago, IL

Role: Midwest Region, Vice-President/Controller
ABM Industries is a "Fortune 500" publicly traded integrated facility solutions company with an annual revenue of \$5.1 billion and 100,000 employees.

Raymond's responsibilities included:

- Overseeing the accounting, reporting, re-forecasting, budgeting, billing, and payroll functions for the region.
- Ensuring all monthly and quarterly financial statements including supporting schedules for the region were completed in a timely and accurate manner.
- Managing and leading the annual budget process as well as the monthly reforecast process.

Equity Office Properties Trust – Chicago, IL

Role: Director, Joint Ventures
Equity Office Properties Trust was a publicly traded REIT until it was acquired and taken private by the Blackstone Group in 2007.

Raymond's responsibilities included:

- Provided leadership and management for approximately \$7.2 billion portfolio of joint venture real estate properties with \$700 million revenues and 25 million SF.

EDUCATION

M.S., Business Administration, University of Notre Dame

B.A., Accounting, Dominican University

Registered Certified Public Accountant - State of Illinois



SUZANNE BLACK

EXECUTIVE VICE PRESIDENT, OPERATIONS

Sue Black is our Executive Vice President of Facility Services and is responsible for over 17 million square feet of commercial facilities. Her management philosophy is to implement the most advanced property management methods and technology. Her experience ranges from facility management planning, quality assurance programs, and investment and budget analysis.

Ms. Black has led her team to achievements of six (6) Building Owner & Manager's Association (BOMA) Office Building of the Year (TOBY) Awards. Two of the buildings competed in the BOMA TOBY U.S. Mid-Atlantic competition and were both one of 5 finalists in the International BOMA Building of the Year Awards. Under her guidance, both buildings have earned the 2012 Energy Star® Building Certification. Her team

has also won the TOBY for the Orlando Chapter BOMA for the management and maintenance of the Orlando City Hall in Orlando, FL. In 2019, she received a Connecticut CAM license.

ASSOCIATIONS

- Connecticut Chapter Green Building Council (CTGBC) - Gold Member Board of Directors - 2012-2013
- APPA: Leadership in Educational Facilities
- Building Owners and Managers Association (BOMA) - CT Chapter Member
- Building Service Contractors Association International (BSCAI)- Member
- International Facility Management Association (IFMA) - Member

CERTIFICATIONS

- State of Florida Community Association Manager - License # L11032300899
- Disney Institute - Disney's Approach to Quality Service
- FEMA Emergency Management Institute - Active Shooter Training
- Reasonable Suspicion Training for Supervisors - Signs & Symptoms of Drug Use & Alcohol Misuse

EDUCATION

Boston College, Boston, MA
B.S. School of Management, Marketing

FACILITY MANAGEMENT EXP.

- College and Universities
- K-12 Educational Facilities
- State of CT, Department of Transportation and Administration Services
- State of NY, Office of General Services
- Orlando City Hall Complex, City of Orlando
- Orlando Venues, FL
- City of Winter Park, FL
- Ocala International Airport, FL
- Tampa Convention Center, FL

INVESTMENT EXPERIENCE

- 70 Audubon Street, CT
- University Towers, CT
- Guilford Savings Bank, CT
- Y&O Investments, CT



WILLIAM PRICE

Executive VP, Janitorial Operations

William is an entrepreneurial leadership executive with a broad range of experience spanning over two decades. His proven successes consists of fast-tracked career progression in leading people and organizations through complex change management and high growth. William is well-versed in all aspects of operational excellence and leading critical large-scale projects while remaining driven to uphold a high level of integrity. Further, William is skilled in motivational leadership, training, development, and mentorship to ensure all employees contribute to the overall vision of the organization. Recognized for a keen awareness of business needs, people operations, strategic initiatives formulation, and aligning key projects with company-wide goals, William is a superior communicator who ensures best practices are conveyed and fulfilled.

EXPERIENCE

Orlando Amphitheater & Central FL Fair, Inc.

Role: Chief Operating Officer

William's responsibilities included:

- Supervision of direct reports within five separate departments.
- Oversight of day-to-day business operations, construction projects, strategic initiatives, budget, inventory, marketing and communications management, training, vendor relationship management, and execution of all aspects of 145+ annual events.
- Collaboration with elected City of Orlando Commissioners, Orange County Commissioners, State Representatives, and Senators to negotiate grant opportunities while managing long-term mutually beneficial relationships.

Central Florida Fair, Inc.

Role: Director Of Operations & Marketing

William's responsibilities included:

- Oversight of all aspects of employee supervision as well as marketing campaigns to increase the brand and venue attendance.
- The implementation of several new technology and innovative efforts which increased advanced ticket sales within a short timeframe by 97%.

ACHIEVEMENTS

- Planned, executed, and project managed 145+ annual events which hosted 2.5 million attendees for a \$50 million annual economic impact; successfully implemented all annual events for 11 consecutive years.
- Expanded Central Florida Fair to include the known "Orlando Amphitheater"; a venue to host live shows, festivals, and a variety of concerts.
- Championed the company's largest project; designed, worked with all vendors and project teams, and oversaw the completion of a \$1.15 million expansion within 84 days.
- Launched a large expansion to include a semi-covered 60,000-foot facility lakefront; 50,000-foot indoor venue with mezzanine level to seat 5,000 patrons.
- Created a full project plan including all aspects of architecture and design for an upcoming two-year project.

EDUCATION

B.S., Economics and Business Management, Rollins College



MICHAEL RIVERA

Vice President, Safety & Risk Management

As Vice President of Safety & Risk Management, Michael has over 20 years of professional experience in the safety management field encompassing occupational safety and health, training and development, security management, and physical security.

Michael oversees the risk management and safety programs for all of Owens' current client contracts throughout Florida, Connecticut, New York, and North Carolina. He oversees a team of safety experts who conduct in-house and field training sessions including OSHA mandated training and the company's safety training program. Michael analyzes safety inspection audit reports to ensure compliance with all local, state, and Federal regulations concerning health and safety. In addition, Michael has developed time and

cost-saving strategies as well as streamlined safety procedures which allow him and his team to operate efficiently and effectively.

EXPERIENCE

The Brantly Corporation

Role: Safety Manager /OSHA & Security Instructor

Michael's responsibilities included:

- Leading training sessions for courses such as: OSHA, Asset Investigation, Surveillance Operations, and Environmental Safety and Health.
- Ensuring policies were in compliance with all required safety standards.

Walt Disney World® Resort

Role: Animal Kingdom Safety Manager

Michael's responsibilities included:

- Specializing all food & beverage safety throughout five high-end restaurants as well as 40 concession stands and park-wide merchandising.

ASSOCIATIONS

- National Safety Council
- National Fire Protection Association
- Chemical Hygienist Environmental Management Association
- American Society for Industrial Security
- Association of College Administration Professional

CERTIFICATIONS

- Licensed Private Investigator
- Licensed Security Instructor
Licensed Security D & G
- Licensed Security Agency Manager
- Reasonable Suspicion Training for Supervisors
Signs & Symptoms of Drug Use & Alcohol Misuse
- Notary Public
- Orange County Civilian Sheriff Academy
- Executive Protection Specialist
- OSHA 10 Instructor
- FEMA Safety Training
*FEMA Emergency Management Institute
Active Shooter Training*
- Certified Food Safety Manager

EDUCATION

B.S., Safety and Health, Bayamon Central University



MEGHAN ROBINSON

Vice President, Human Resources & Recruiting

Meghan Robinson has been a vital team member of Owens Realty Services over the last 7 years. Possessing excellent interpersonal and communication skills, she has collaborated with the executive leadership in defining Owens' long-term goals through her aggressive talent management approach. She is ultimately responsible for ensuring business strategies and priorities are enabled with the right talent acquisition, planning, development, and retention programs. Due to her impressive work ethic, Meghan has received two promotions throughout her tenure with her most recent promotion from Manager of Human Resources Administration.

EXPERIENCE

OWENS REALTY SERVICES

Role: Director of HR Administration

- Promoted to Director of HR Administration in Dec. 2018
- Maintain compliance with mandatory sexual harassment prevention training laws in CT & NY
- Creation and maintenance of company organizational charts
- Regularly developed statistical metrics regarding staffing, turnover and other HR related data

Role: Manager of HR Administration

- Promoted to Manager of HR Administration in Nov. 2014
- Maintain updated legal employment postings in four different states
- Assist with Employment Handbook revisions
- Work with WOTC tax credit program for eligible new hires
- Run annual benefit open enrollment period for 500+ eligible employees – met with vendors, compiled enrollment materials, maintained tracking spreadsheets, updated individual enrollments, and adjusted payroll deductions as necessary
- Converted company to paperless benefit open enrollment system
- Headed up implementation of background/drug screenings

- Executed design and full implementation of Kwantek Application & On-boarding ATS system, including multi-state in-person training sessions for management teams
- Set up benefit module within HR/payroll software system to carry out completion and distribution of 1095-C forms
- Created and maintained departmental SOP's and training materials for management teams
- Handle company-wide annual EEO-1 reporting
- Assist with supplying HR related information for bid proposals

Role: Human Resources Payroll Administrator

- Daily HR related communication with 20+ management teams overseeing 1000+ employees located in four states
- Track and process benefit enrollments and changes company-wide
- Respond to benefit related inquiries and resolve benefit related issues
- Process union member enrollments and changes
- Initiate pre-employment employment screening and send update notifications to management teams; maintain FCRA compliant notices in line with background screening regulations
- Reconcile and approve HR related billing invoices
- Create employee rosters and various reports for managers as requested



Business Principles

- Operate constantly in accordance with the best and fully accepted ethical business practices.
- Comply with all applicable laws and governmental regulations - federal, state, and local.
- Provide excellent contract building services at fair, equitable and non-discriminatory charges.
- Treat people, employees and customers, fairly all of the time.
- Furnish equipment, qualified personnel and proactive management to achieve and maintain the highest standards of technical performance.
- Provide courteous and prompt handling of all service requests and complaints.
- Recognize and respect all legal rights of competitors in the true spirit of free enterprise.
- Strive for continued improvements of the image and reputation of the industry by good practices and public service in the community.
- Add value by helping our customer with their customers.
- Enjoy ourselves at all we do.

Management Profile

As a customer-focused, market-driven company, PMI makes a significant investment to provide expert account support for customers of all sizes. In fact, the majority of the company's resources are directly assigned to servicing existing accounts. Our directive is to increase productivity and customer satisfaction, reduce operating expenses and gain a competitive advantage in the marketplace with the most effective management solutions available. Our mission is to retain our existing customers.

The Learning Corridor Account Support Team:

- VP/Sales - Tim Whitlock
- VP/Branch Manager- Sandino Cifuentes
- Senior Vice President- Frank Cepero
- Area Manager - Daniel Alvarez

Our customer service operation is available when you need us. We operate 24/7 due to the nature of our business. The main toll free number is (800) 972-4079. In addition to that number, all of our management team members have mobile phones which are on all of the time and we encourage our customers to use them anytime including after normal business hours. All representatives are full time employees of PMI. The customer service function is very critical to our business and both the Vice President of Sales and the GM are very involved in managing this process. In addition to being available by phone we also communicate with our customers via





email and fax depending on your preference. Each request/complaint generates a work order and these are tracked until they are closed out with a completion action, date and time.

In addition to our dedicated area manager, you will have access to any and all of the team members whenever you need them.

The president of our company will be very actively involved in the daily management of this account. We envision the onsite supervisor to handle most of the routine items with the support of the Area Manager. For items that are not routine or are not getting resolved to your satisfaction the Vice President of Operations will take over the issue to bring a speedy and thorough resolution to the matter. He will also monitor all of the above so as to maintain a complete picture of all account activities and ensure that one solution does not cause another problem. You should feel free to escalate any issue to any level at any time.

In addition to proactive management we provide innovative solutions to situations which present themselves. We never let "industry parameters" interfere with our ability to solve a problem or deal with a situation.

We believe there is always a way to improve productivity which will either improve quality, reduce cost or some combination of both.



Biographical Information

Michael Diamond, CEO – Premier Maintenance Inc., An AffinEco Company

Michael's 29 years in the industry has provided him with the necessary experience to proactively anticipate and exceed the needs of his clients. Michael regularly attends BOMA and IFMA meetings. Michael served 2 terms on the BSCAI Board of Directors. He was a Past President, current member of IFMA-CT as well as, Chairman of SO CT BOMA Golf Outing. In 2006, Michael was named Allied Member of the year for SO CT BOMA. He is the member of SO CT BOMA program committee and a member of Hartford BOMA. Michael is the owner of Premier Maintenance & Premier Services.

Michael graduated with a Bachelor of Science in Finance from Ithaca College. Michael is currently involved as a Board Director of the Boys & Girls Village as well as Tower One and Tower East.

Frank Cepero, Senior Vice President - Premier Maintenance Inc., An AffinEco Company

Frank's 30 years expertise in the industry has given him the necessary know-how to oversee over 500 employees at a variety of scattered locations which include territories in CT and MA. Frank is a dry cleaning certified expert. He is a Hartford BOMA member and his civic involvement include March of Dimes and numerous cancer walks to support and raise awareness. Frank also donates his time to work in the local New Haven, CT soup kitchen during the holidays.

Frank graduated with a BA in Business Administration from State University of New York at Fredonia, and is fluent in Spanish.

Sandino Cifuentes, VP/Branch Manager - Premier Maintenance Inc., An AffinEco Company

Our VP/Branch Manager, Sandino Cifuentes has 20 years in the industry and has been with Premier Maintenance Inc., for over 9 years to date. He oversees the Hartford County territory and near by surrounding areas. Sandino is also fluent in Spanish.

Sandino graduated from San Carlos University of Guatemala in Guatemala City, Guatemala.





References

Elizabeth Fahy Bellingrath
Facility & Event Coordinator
Kingswood Oxford School
170 Kingswood Road
West Hartford, CT 06119

Direct Dial: 860-727-5025
belligrath.e@k-o.org

India Lidell
Grunberg Management
Property Manger
Glastonbury Corporate Center
628 Hebron Ave.
Glastonbury, CT 06033

Direct Dial: 860-659-8540
il@grunbergmanagement.com

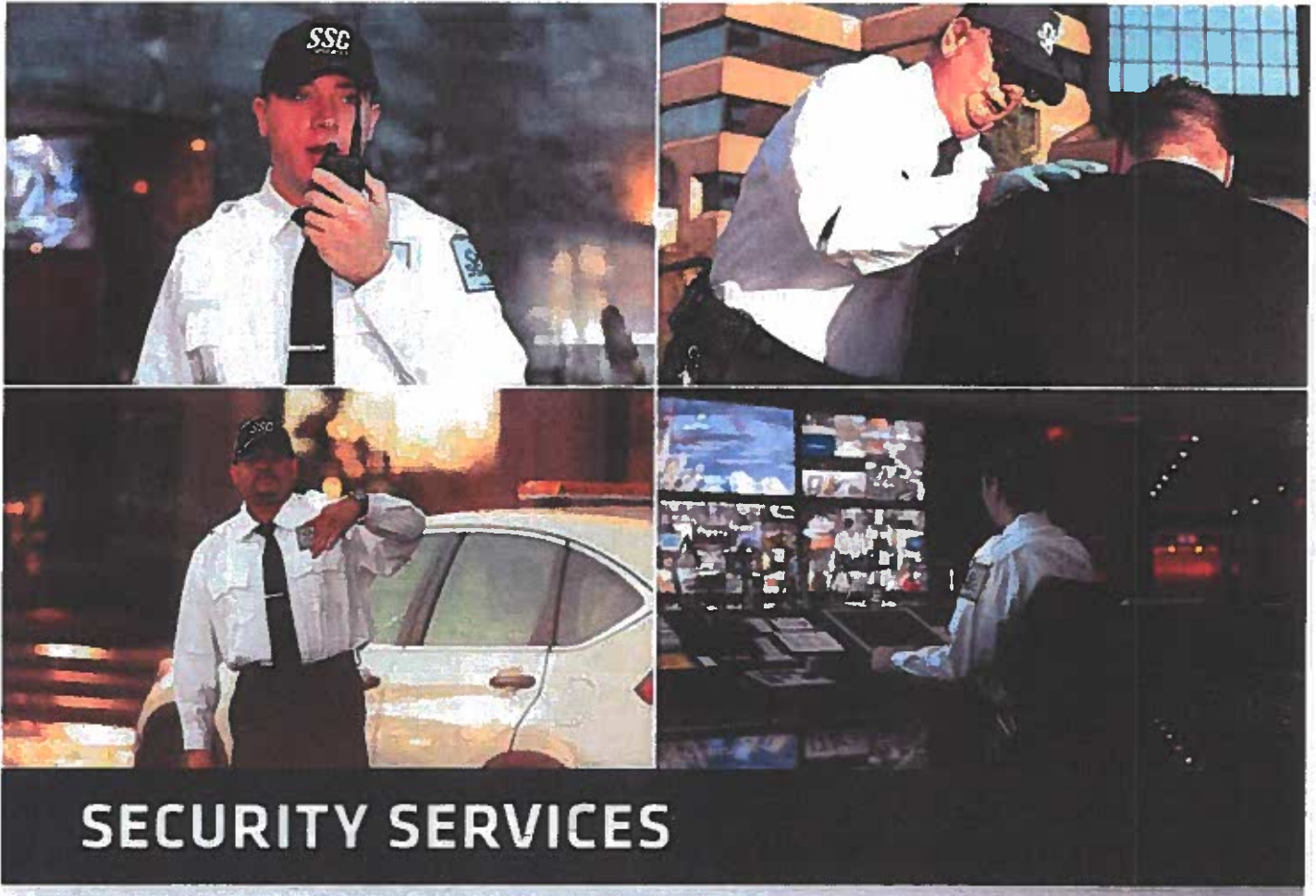
Thomas Horanzy
Facilities Manager
Kaman Aerospace
1332 Blue Hills Ave.
Bloomfield, CT 06002

Direct Dial: 860-982-5545
Tim.horanzy@kaman.com





**AN SMG CORPORATE
SERVICES COMPANY**



SECURITY SERVICES

Qualification Statement



FROM THEN TO NOW, RELIABILITY AT THE CORE.

1975. A small office in Bridgeport, Connecticut. SSC is founded as a family business, with the partners in agreement that the company's independence and integrity shall never be sacrificed.

Today, the belief is the same – a backbone for what has built SSC into the largest privately-owned security services and risk mitigation firm with headquarters in the Northeast.

SSC employs a large force of security professionals – a special team of exceptional men and women who are the embodiment of our strict set of ethics and principles, but who also understand that providing security is never a cookie cutter approach.

By having such a major presence in the Northeast, SSC can put four decades of networking and relationships into your service – leveraging strong connections with the industry and law enforcement that few others have.

The large workforce in the region also enables us to support your operation without having to open new facilities, or having to pass along increased overhead costs.

Times continue to change, but the requisites for service do not. In an industry under upheaval from mergers and acquisitions, SSC stands as a reliable, independent firm owned by the same family that started it.



FOUNDERS HARRY WEINTRAUB, AL WEINTRAUB, BOB WEINTRAUB AND HARRY COHN, 1975 (LOUISE LINSKY NOT SHOWN)



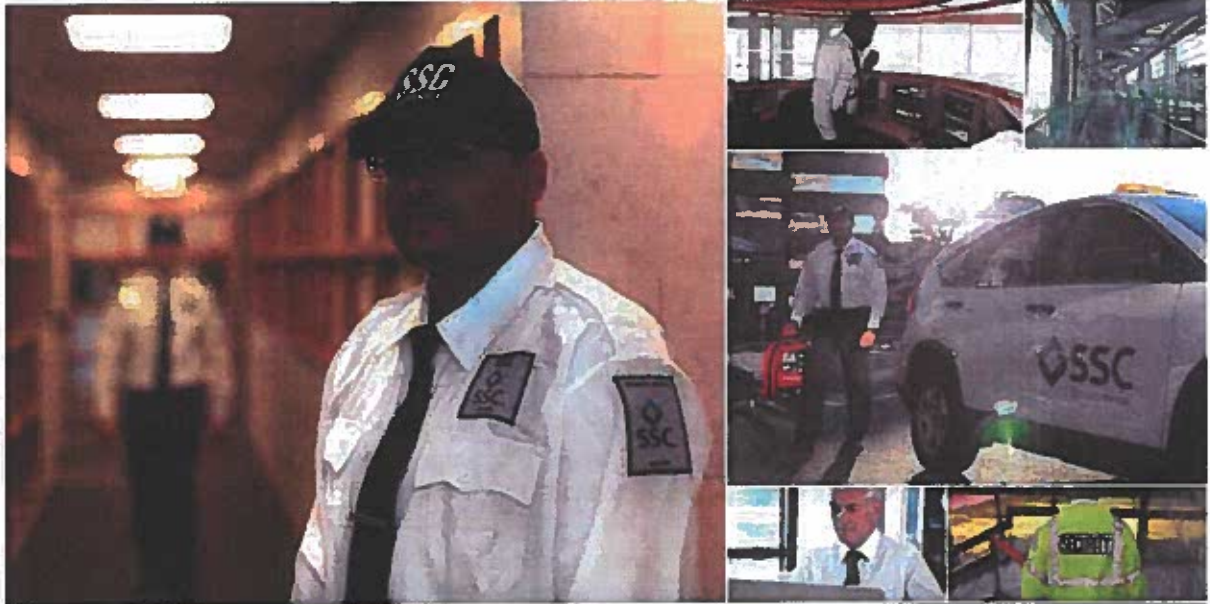
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If we can deliver world-class service to our clients, and provide significant opportunities for our employees, then reliability becomes our ultimate value.

LOUISE LINSKY, THIRD-GENERATION OWNER



COMPANY PROFILE



RELIABILITY AT EVERY LEVEL™

SSC is an SMG Corporate Services company – the provider you can rely on to ensure the safety and efficiency of your people.

FOUNDED
1924

EMPLOYEES
3,000

ANNUAL REVENUE
\$150,000,000



HEADQUARTERS

**25 CONTROLS DRIVE
SHELTON, CT 06484**

30,000 SQUARE FOOT HEADQUARTERS
FEATURE A DEDICATED SECURITY
COMMUNICATION CENTER

CONNECTICUT
320 LOCUST STREET
HARTFORD, CT 06114

470 WEST AVENUE
STAMFORD, CT 06902

OFFICES

MASSACHUSETTS
1085 WORCESTER STREET
NATICK, MA 01760

NEW YORK
480 BEDFORD ROAD
CHAPPAQUA, NY 10514

NEW JERSEY
333 LITTLETON ROAD, SUITE 209
PARSIPPANY, NJ 07054



PERSONNEL SELECTION PROCESS



Over the years, we have found that security personnel come to us from all walks of life, so we canvas as many likely candidates as possible from as many sources as possible.

First, with your permission, we offer incumbent officers the opportunity to continue their employment at your site, assuming they meet our exacting selection criteria. We recognize the value of maintaining site expertise and continuity, and we

make every effort to retain qualified people. Our human resources professionals guide incumbent officers through our application process, scheduling interviews and testing around the officers' shift schedules and providing other support as needed.

Next, we look internally for SSC officers, supervisors, and managers who may be ready for new challenges. Wherever possible, we anchor each site team with experienced officers who can provide new and incumbent personnel at your site the benefit of their knowledge and familiarity with SSC's culture, systems, and practices.

We cast a wide net to fill positions that remain open after we have recruited incumbent and internal personnel. Below, we name a few recruiting methods and sources that have proven to be rich sources of quality people for SSC.

- ◆ Internet postings on employment websites and through online communities
- ◆ Print ads in major newspapers, community newspapers, college newspapers, *PennySaver* periodicals and other local, regional and professional publications
- ◆ Campus-sponsored job fairs, commercial professional job fairs, commercial specialty job fairs, and community job fairs
- ◆ Postings at law enforcement and security training centers
- ◆ Employee referrals (for which we pay a bonus to the current employee)

Over 40 years of recruiting throughout this region, our human resources professionals – most of whom have 10+ years of security staffing experience – have developed valuable sourcing relationships within many local organizations and institutions. For example, the Service Members Occupational and Training Act require the Department of Labor to assist companies in hiring newly separated veterans. Our strong working relationship with local Labor Department representatives has garnered us first pick of these choice candidates.

At the recruitment stage, we are particularly interested in applicants with military, law enforcement and corporate security experience, but our primary requirements are strong communication skills and



psychological maturity. As applicants proceed through our screening process, we carefully verify and confirm that each and every applicant has the personal characteristics and the spotless backgrounds we believe are essential for success in the security profession.

Selection Procedures

Our on-staff human resources professionals personally handle every aspect of our hiring and background investigation process, typically from the local office serving your site. We can also recruit and process applicants from remote locations if necessary.

Keeping employment screening in-house enables us to ensure that every single applicant not only is held to the strictest standards but also is a good fit for the site and the assignment. In most cases, the HR professional doing the recruiting and screening physically tours the site and works directly with you and the account management team to develop a complete understanding of the staffing requirements.

The minimum qualifications for a security officer, listed below, can be customized to your specifications.

- ◆ High school diploma or GED
- ◆ Demonstrated work history
- ◆ Recommended by former employers and associates
- ◆ Good communication skills
- ◆ Proficient in the English language
- ◆ No criminal record
- ◆ No record of violent behavior
- ◆ Responsible driving record
- ◆ Free of drug/alcohol abuse
- ◆ Physically fit to perform duties

Once our HR professionals finalize the position descriptions and qualifications for your security team, they create a special personnel compliance checklist for the site, reflecting all contract specifications for the site personnel. Then they launch the recruitment campaign and begin guiding applicants through our rigorous, multi-step selection process.

Determination of Employment Eligibility

The first step in our selection process is verification of each applicant's employment eligibility. In accordance with the Immigration Reform Act of 1986, we require immigrants to furnish proof of authorization to work in the United States. Ensuring that each applicant's proof of eligibility to work is legitimate is our first line of defense against foreign nationals who may have ulterior motives for seeking security employment.

Personal Interview

The next step in our selection process is an in-depth personal interview. Our human resources professionals have decades of combined expertise formulating interview strategies to successfully draw out the critical information we need to paint an accurate portrait of each individual. Our HR specialists are experts at recognizing potential red flags in employment applications and candidate statements. They carefully probe the details of each person's background, following up with pointed questions about any areas of concern or interest.



We encourage applicants to speak frankly with us about their employment histories, their medical histories, and their criminal records. We offer candidates every opportunity to demonstrate their honesty and tell us up-front of any issues that may be uncovered in the course of our background investigation. This is the chance for applicants to provide their own perspective on their personal histories – to tell their side of the story. We also ask specific questions intended to uncover any ulterior motives a candidate might have for seeking employment with a certain client or within the security industry in general.

The interview provides an ideal setting for us to assess each candidate's communication skills and English fluency. We also pay close attention to an applicant's grooming, attire, and physical fitness level, recognizing that a professionally dressed, physically fit security officer has greater deterrent value than someone whose slovenly appearance may suggest a sloppy approach to security responsibilities.



Background Investigation

We conduct meticulous background checks on all applicants, validating information furnished on the employment application and in the interview. When our background investigation is complete, we know exactly where candidates have been and what they have done. Any errors, omissions, or false statements by a candidate are grounds for denial of employment.

All security personnel have the following background check items completed prior to assignment:

- ***Fingerprints***
- ***Employment Records***
- ***Police Record Probe***
- ***Residence Check***
- ***Personal Reference Check***
- ***Educational Records***
- ***Motor Vehicle Record Search***
- ***Drug Testing***



TRAINING

Training is one of many areas where you, the client, reap the advantages of SSC's substantial strength and presence in the Northeast.

We have training specialists and facilities strategically located throughout the region, in addition to our state-of-the-art training center at our headquarters in Shelton, CT.

We take a layered approach to training. We begin by laying a foundation of security basics through our pre-assignment training program. Once officers master the fundamentals covered in pre-assignment training, we provide the next layer of training – training specific to the client and the site where the officers will be assigned. We ensure that each officer is thoroughly competent and proficient at every skill set required for his or her assignment, testing and refining each officer's performance through role playing, drills, and hands-on training. Over time, we add layer upon layer of continuing education, enhancing the depth and breadth of each officer's expertise.



Pre-Assignment Training

Our pre-assignment orientation takes place in a classroom setting, led by one of our highly qualified, in-house instructors. The training content is delivered through a combination of lecture and audio-visual presentations. This orientation provides a comprehensive introduction to the fundamental elements of security operations relative to their assignments.

The curriculum will include the State of Connecticut requirements, fire prevention, report writing, and a multitude of other topics which all security personnel should receive prior to assignment at any facility.

On the next page, we provide a sample pre-assignment training curriculum for your review. We will also modify the training modules per your suggestions and preferences; we work closely with you during the transition process to identify your training needs and to custom-build our curriculum for each phase of training to precisely suit your requirements.



PRE-ASSIGNMENT TRAINING MODULES



1 ASSET PROTECTION & SECURITY

- Basic security terms
- Basic security functions
- Business organization principles
- Types of security operations
- Professionalism

2 PHYSICAL SECURITY & CRIME

- Basic components of security
- Threat assessment
- Perimeter barriers/Lighting/Locks/Alarms/Access control
- Fencing/Gates/Card Keys/Watchman systems

3 FIRE PROTECTION & LIFE SAFETY

- Basic classifications of fire
- Fire hazards on security patrol
- Detection systems & fire extinguisher use
- Fire prevention
- Safety investigation/Safety assessments
- HazMat/HazCom/Blood borne pathogens

4 CRIMINAL LAW & LIABILITY

- Elements of a crime
- Burden of proof & criminal liability
- Concept of legal authority
- Protection of property
- Use of force
- Crimes faced by security officers

5 PUBLIC RELATIONS

- The "human" side of security
- A look at "bad public relations"
- Explanation of the various "publics"
- The basic needs of all people
- Customer service/satisfaction techniques
- Say it with a smile technique
- Crisis management

6 COMMUNICATIONS

- Process of communication
- Communication & courtesy
- Interpersonal communication
- Overcoming communication barriers
- Written communications
- Emergency communications
- Communications equipment

7 ETHICS/DEPARTMENT/CONDUCT

- What it means to be a professional
- Security officer discretion
- Code of ethics/Sexual harassment/Civil rights law
- Recognizing an ethical problem
- Standards of security officer conduct

8 REPORT WRITING

- Management's use of reports
- Taking proper field notes
- Writing descriptions
- Interrogatories
- Common problems with report writing

9 HUMAN RELATIONS

- Client-centered security
- Attitude
- Tactics to build client-centered security
- Angry people (MOAB techniques)
- Improving law enforcement relationships

10 EMERGENCY SITUATIONS

- Traffic control & accidents
- Incident scene protection
- Crowd & media management
- Bomb threat response
- Medical emergencies/air-borne threats
- American Red Cross CPR/AED training
- Natural disasters
- Workplace violence



Job and Task Specific Training

During the transition process for your site, our management team and training staff works closely with your representatives to develop or revise the general and specific post orders that govern our operations at the site. The post orders provide the foundation for our site- specific training curriculum.



Once the post orders are finalized, our team develops a training checklist for each post. Using this checklist, an SSC supervisor or trainer personally instructs each officer on the intricacies of their duties and responsibilities.

The training checklist for each post is not complete until the supervisor or trainer personally verifies that the officer has mastered every item on the checklist. The officer must thoroughly understand the proper protocols and must be able to successfully follow approved procedures. We use a hands-

on training approach, requiring officers to participate in role playing, training scenarios and practice drills to demonstrate competence.

The signature of the supervisor or trainer on an officer's training checklist represents that person's personal assurance that the officer is fully prepared to perform any duty on the checklist with flawless precision.

Below is a general sampling of the topics normally covered in job and task specific training. During the transition phase, we will increase the specificity of the training covered by these general rubrics.

- **General Overview**
- **Emergency and Incident Responses**
- **Communications**
- **Access Control**
- **Codes of Conduct**
- **Written Reports and Logs**



SUPERVISION AND MANAGEMENT



You can trust us to carefully supervise and manage our people and our program, so you don't have to.

Forty years of experience have proven to us that it takes a team to properly run a security operation. Through the united efforts of a diverse team of security professionals, we provide the leadership, oversight, mentoring, and motivation that drive performance to remarkable levels.

Site supervisors, operations managers, control officers, and senior executives are all actively involved in making certain that we honor our specific commitments to you. In this section of our proposal, we introduce the individuals who have key roles in the supervision and management of your account.

Site supervisors, operations managers, field inspectors, dispatchers, quality

Operations Management

We will appoint an Account Manager to direct and oversee daily operations at your site who is personally accountable to you and to us for managing your team to the standards established by you, by us, and by the State.

Your Account Manager reports directly to a Vice President of Operations or District Manager. On a daily basis, the Account Manager keeps them apprised and informed of progress and performance on site, ensuring executive awareness of and involvement in day-to-day operations at your facility.

We abstain from the formal escalation procedures and elaborate approval processes that characterize the bureaucratic approach of many security providers. We empower the people directly managing your site to deliver the results and the solutions that you need, when you need them. We arm our managers and executives with the expert support, resources, and training to confidently exercise good judgment and make wise, informed decisions.



Our management teams have years of experience managing major accounts in this area. They are eager to start up operations at your site and look forward to spearheading our effort to exceed your expectations, beginning with the first transition planning meeting and continuing throughout the life of our partnership.



Field Supervision

Field supervisors provide another layer of supervision, oversight, and support for your site team. Many security providers opt against backing up site teams with field supervision. They may have sales strategies for downplaying this weakness, but the bottom line is they lack the market strength to offset the additional overhead.

We consider field supervision an essential component of our management value, so we are careful to pursue business only in areas where we have a large presence and can therefore deliver our full scope of supervision and management. Firms with a national or international footprint may seem impressive at first glance, but we urge you to consider the likelihood that these firms may be spreading their resources too thin, if they aren't prepared to offer you field supervision.

Field supervisors perform many of the same functions as our site team and operations managers, but every pair of eyes and ears on your team makes a difference, and the field supervisors ensure that our off-shift officers receive all the attention and support they need.





From our corporate headquarters, SSC dispatchers are on duty every minute of every day to address emergency requests and administrative needs.

- ▣ **Vacation Scheduling:** Officers are required to schedule vacations at least a month in advance.
- ▣ **Officer Tracking:** State-of-the-art computer systems track SSC personnel – including their qualifications, certifications, hours worked and availability for extra work. Because of this, dispatchers can identify people to work on your site in real-time.
- ▣ **Contingency Planning:** For short-notice staffing requests, computerized contingency lists of officers are maintained who can provide backup at each site.
- ▣ **Cross Training:** Officers and supervisors are cross-trained at various positions to strengthen your back-up force and emergency response resources.
- ▣ **Officer Absence:** An officer who is unable to work must call the dispatcher to report that he or she is sick. Employees are required to give six-hour notice of absence, and 24-hour notice whenever possible. SSC dispatchers keep attendance records, and chronic absenteeism is not tolerated. Qualified, trained officers are available to step in as replacements for any shift at any site.
- ▣ **Compliance:** Contract Compliance experts can visit your site and conduct audits to ensure the success of our dispatchers at staffing your site only with officers who meet contract specifications.
- ▣ **Paperwork:** By funneling scheduling and other administrative duties through the Communication Center and headquarters personnel, SSC site teams can focus solely on your security. Shift Supervisors take time during each shift to record the names of officers on duty at each post at each location, to confirm accurate payroll and billing.

24/7 Command Center



UNIFORMS AND EQUIPMENT

During the transition process, we work with you to identify the combination of uniform components that best fits the image you want the security officers at your site to project. The "corporate" uniform and the "military style" uniform are our two most popular uniform styles.

Sample Uniform Components



Heather Grey Trousers



Navy Trousers



White L/S Security Shirt



Fr Blue L/S Security Shirt



Fr Blue S/S Security Shirt



White S/S Security Shirt



White Broadcloth S/S Security Shirt



Single Breasted



Lined Navy



Navy Security



Navy Parka

Qualification Statement



Navy Blazer



**V-Neck Acrylic
Commando Sweater**

Windbreaker



Safety Vest

Bomber Jacket



**Full Industrial Raincoat
with Hood**

Coat



**Hi-Gloss Dress
Oxford Shoes**

Uniform Inventory and Replacement

We maintain an inventory of uniforms specifically and solely for you, so that every officer at your site is always properly attired. As soon as appreciable signs of wear become evident, we provide replacement items from our on-hand inventory.

Emphasis on Appearance

Frequent inspections by our supervisory staff ensure compliance with the highest standards. Dress standards are so critical to the overall professional image of the security officer that we award cash prizes for outstanding uniform appearance on a random selection basis.

Supplies

In addition to uniforms and accessories, SSC provides our officers with all the necessary supplies to manage your location. This includes items such as report forms, log books, sign-in sheets, etc.



BENEFITS AND INCENTIVES

We offer our employees a solid benefits program that exceeds the norms of the security industry. Major components of the program are outlined below.

Medical Insurance	We provide medical insurance on a cost-sharing basis, with reasonable rates through Innovative Health Plan, a High Deductible Health Risk Assessment program. Employees are usually eligible for medical benefits within 90 days of employment. Medical insurance is fully compliant with the Affordable Care Act of 2014. Our goal in offering healthcare insurance to our employees is to make it affordable <i>for our employee</i> . As you are aware, the security services industry is a hyper-competitive market where pennies make a difference. If we were to make all options of our program affordable, it would render us non-competitive in RFP processes. Therefore, you will find our cost to the employee for family medical coverage is unattainable. The cost to the employee is 9.5% of their wage, which typically works out to approximately \$50.00 per week for individual coverage.
Dental Insurance	Dental insurance is available through Guardian Healthcare.
Vision Insurance	Vision insurance is available through Guardian Healthcare.
Life Insurance	We provide full company-paid life insurance benefits for full-time employees. Additional amounts are available at group rates through AFLAC Insurance.
Paid Time Off (PTO)	Employees earn PTO as follows: <ul style="list-style-type: none">➤ One week after one year➤ Two weeks after five years
Paid Holidays	Employees are paid time-and-one-half for hours worked on the following six (6) holidays: <ul style="list-style-type: none">➤ New Year's Day➤ Memorial Day➤ Independence Day➤ Labor Day➤ Thanksgiving Day➤ Christmas Day
Uniform/Equipment	Uniforms, accessories and equipment are provided free-of-charge to our officers, and worn-out or stained garments are replaced immediately.
Weekly Pay with	For the convenience of our employees, we encourage use of

Qualification Statement



Direct Deposit

direct deposit.

Bereavement Pay

Full time employees receive two paid bereavement days for death of an immediate family member.

Incentives

We round out our benefits and compensation package with an array of incentives that have proven very effective in motivating our officers to excel. In addition to the company-wide incentives outlined below, we can also develop specific incentives for the officers at your site.

Career Advancement

Opportunities abound at SSC, and there is probably no greater incentive for our officers to perform to the highest standards. Our stand-out officers – our strongest performers – are the natural first choice when we are looking for experienced professionals to lead our teams as we enter into new client partnerships, and as the operations of our existing clients expand. Our officers can see a clearly defined career path within SSC; they understand the steps to be taken and the standards to be met, and they know SSC is providing the training, resources, and support they need to reach their goals.

Officer of the Month Award

Every month, we recognize the outstanding performance of a high-achieving security officer with a cash bonus, a letter of commendation and a certificate of achievement. The Officer of the Month award motivates the winning officer to continue his or her excellent service and inspires other security officers to excel in their positions.

Performance and Uniform Appearance Awards

We periodically honor employees with cash awards for consistently exemplary performance and appearance.

Work Attendance Program

We promote reliability and dependability by offering cash compensation for a 90-day perfect attendance record. Work Attendance Awards are given four times per year.

Employee Referral

We provide extra incentive for our employees to refer their friends, family, and acquaintances for employment with us. For each employee referral that results in a new hire, we provide cash compensation.



VALUE-ADDED SERVICE

In the early days of service at your site, our managers focus the team's efforts on achieving and sustaining service as promised.

But once the security team settles into a comfortable groove and is consistently meeting key performance standards, we may be able to enhance our service by taking on greater responsibility at no additional cost.

SSC officers across the Northeast are currently providing a multitude of non-traditional services for our clients, who are enjoying increased productivity, greater efficiency, and substantial savings as a result.

Below are examples of some of the value-added services our officers could perform for you.

- ◆ Receptionist Services
- ◆ Concierge Services
- ◆ Mailroom Services
- ◆ Fire and Life Safety Services
- ◆ Administrative Services
- ◆ Transportation Services
- ◆ Traffic Control Services
- ◆ Safety Services
- ◆ Facilities Support Services



We want you to get more value than you ever expected from your security service, by leveraging the capabilities of our officers. If there is a way we could help you eliminate the need for an outside vendor, we want to make that happen. If we can shoulder responsibilities your people are currently managing, we want to help.

Officers who provide value-added services experience the personal triumph of rising to new challenges and the fulfillment of making a real difference. By permitting us to make the most of our opportunity to serve you, you help us retain the fine officers selected and trained for your site, and you get more value for your security dollar.

One of our strengths as a full-service security company is our ability to look at your business from a broad perspective and recommend superior, system-wide solutions. We urge you to take advantage of the full value we have to offer you.



ADDITIONAL SERVICES

Pre-Employment Background Screening

SSC helps employers mitigate their risk in critical areas such as employment selection, identity theft prevention, partner considerations, and institutional admission while improving workplace safety and security.



Well-run businesses know that conducting proper pre-employment screening is integral to any professional security and risk management program. Aside from serving to ensure that you hire the best possible candidates, a well-defined background screening program will ensure candidates have the skills, ability, and knowledge to do the job. It will also assess the behaviors the candidate is likely to exhibit at work and their fit within your corporate culture.

With over 30 years of experience supporting corporate human capital organizations with pre-employment and background screening services, SSC has become a leading provider of these and other HR related services. SSC is a professional investigations company. Unlike most background screening companies, our highly experienced screening analysts are trained investigators; most are former law enforcement or paralegals and they possess the knowledge and experience to spot questionable gaps, applicant evasions, and time intervals in need of further exploration. SSC has global reach and can provide important background information from most countries.

Specialized Training Services

Training is the cornerstone for assimilating your security policies and procedures into an actionable plan. SSC employs a number of well qualified trainers who routinely take our training curriculum on the road to client facilities.

SSC delivers course instruction in a number of mission-critical areas:

Training courses offered:

- ◆ Active Shooter
- ◆ CPI (JCHAO) certification
- ◆ Workplace Violence Awareness
- ◆ Red Cross -First Aid, CPR, AED
- ◆ Fire Extinguisher Use
- ◆ Workplace Diversity



361 West Center ST
Manchester, CT 06040

(860) 726-4373

Lisbeth Hernandez

Objective To join a team to ensure the safety of all students, teachers and staff. My prior experience with Allied Universal and U.S Security Associates will showcase my abilities and dedication.

Experience

2019- Present SSC, INC Hartford, CT

Campus Security Dispatcher

- Monitoring cameras, oversees and participate in security inspections of school facilities.
- Develop and periodically monitor a reporting system designed to detect security issues.
- Provide assistance and security to community agencies using school facilities and for after school activities.
- Inform counselors, teachers and school administrators of student behavior problems.
- Prepare reports, time sheets and assisting in scheduling in special assignments as directed.

2015- 2019 U. S Security Associates (Acquired by Allied Universal) Meriden, CT

Campus Security Dispatcher

- Monitoring cameras, oversees and participate in security inspections of school facilities.
- Develop and periodically monitor a reporting system designed to detect security issues.
- Provide assistance and security to community agencies using school facilities and for after school activities.
- Inform counselors, teachers and school administrators of student behavior problems.
- Prepare reports, time sheets and assisting in scheduling in special assignments as directed.

2012- 2015 Murphy Security (Acquired by U.S. Security) New Britain, CT

Campus Security Dispatcher

- Monitoring cameras, oversees and participate in security inspections of school facilities.
- Develop and periodically monitor a reporting system designed to detect security issues.
- Provide assistance and security to community agencies using school facilities and for after school activities.
- Inform counselors, teachers and school administrators of student behavior problems.
- Prepare reports, time sheets, and assisting in scheduling in special assignments as directed.

Education

1993–1994 Adult Education Hartford, CT

- High School Diploma
- CPI Nonviolent crisis intervention

Rick Adgers Resume

Objective

To obtain a position that would utilize my experience.

Professional Experience

**Learning Corridor Campus Security- Dispatcher, SSC Hartford
August 2019- Current**

- **Dispatch Security Officers to key locations on campus.**
- **Monitor 50 cameras to ensure a safe campus.**
- **Coordinate with Police, Fire and EMS during any emergency situation.**
- **Report any activity to Administration, Supervisor and director of security.**

Learning Corridor Campus Security- Dispatcher (U.S. Security, Murphy Security acquired by Allied Universal.) Hartford, CT

May 2012 – August 2019

- **Dispatch Security Officers to key locations on campus.**
- **Monitor 50 cameras to ensure a safe campus.**
- **Coordinate with Police, Fire and EMS during any emergency situation.**
- **Report any activity to Administration, Supervisor and director of security.**

Hartford Public Schools District- Security Supervisor. Hartford, CT

June 1994- May 2012 (Retired)

- **Oversee 110 Security Officers.**
- **Implement Training for Security Staff.**
- **Hire and Schedule for the Department.**
- **Approve and submit accurate payroll.**
- **Coordinate with Hartford Police, Fire and EMS.**

Education- Weaver High School 1982, Hartford Special Police Academy 2000



CONSTRUCTION AND FACILITIES

14. AFFIRMATIVE ACTION POLICY



Human Resources Department

111 Charter Oak Avenue
Hartford, Connecticut 06106
(860) 509-3608
Fax (860) 548-9830
<http://www.crec.org/>

Affirmative Action Policy

The policies and practices of the Capitol Region Education Council are to recruit and employ qualified job applicants and to provide access to all programs without discrimination based on race, creed, color, religion, age, sex, national origin, ancestry, marital status, sexual orientation or disability and to treat all employees equally without discrimination. Such actions shall include but not be limited to the following: employment upgrading; demotion or transfer; recruitment and recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship.

The Capitol Region Education Council recognizes that the effective application of these policies requires that certain positive steps be taken and it will therefore; undertake a program of affirmative action to make known its commitment in this regard.

The Capitol Region Education Council will additionally assert its leadership within the community to achieve full employment and effective utilization of the capabilities and productivity of all persons without regard for race, creed, color, religion, age, sex, national origin, ancestry, marital status, sexual orientation or disability.

All CREC programs and the Human Resources Department shall demonstrate a commitment to non-discriminatory practices and affirmative action.

The Capitol Region Education Council emphasizes this policy to assure compliance to the Civil Rights Act of 1964 as amended, Presidential Executive Orders #11246 and #11375; the Connecticut Fair Employment Practices Act; City of Hartford Ordinances 2-159 and 2-162; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967, Section 504; the Rehabilitation Act of 1973; the Veteran's Readjustment Act of 1974; the Americans With Disabilities Act and all other laws which pertain to equal employment opportunity.

This Affirmative Action Policy Statement re-affirms CREC's commitment to the principles of Equal Employment Opportunity.

DocuSigned by:

Carlos Figueroa

Director of Human Resources

Signature

7/22/2021

Date



CONSTRUCTION AND FACILITIES

15. BIDDER'S EEO REPORT

BIDDERS EEO REPORT

Part I - IDENTIFICATION OF VENDOR

1. NAME & ADDRESS (As shown on BID)	CREC 111 Charter Oak Avenue Hartford, CT 06106
--	--

2. CHIEF EXECUTIVE OFFICER FOR ABOVE BIDDER (NAME)
Greg Florio, ED.D., Executive Director

4. ADDITIONAL LOCATIONS IN CONNECTICUT	ADDRESS	TELEPHONE #

Part II: NONDISCRIMINATION POLICIES AND PRACTICES

1a. Have you put into effect a company wide equal opportunity program to promote nondiscrimination? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	3c. Do all your employee recruitment advertisements state a nondiscrimination policy? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1b. If "Yes" have all your employees been informed of this in writing? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	4a. Do you have a collective bargaining agreement or other contract or understanding with a labor union representing the employee employed by you? Yes <input type="checkbox"/> No <input type="checkbox"/>
2a. Do you sponsor or promote any educational or training programs for your employees or prospective employees? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	4b. If "Yes" does each such agreement assure full compliance nondiscrimination requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>
2b. If "Yes" are all such persons given the opportunity to participate in accordance with your nondiscrimination statement? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	4c. If "No" check here, and explain on a separate attached sheet. Yes <input type="checkbox"/> No <input type="checkbox"/>
3a. Have all your recruitment sources been notified that all qualified applicants will be considered without discrimination? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	5a. Is there a person in your employ who is responsible for assuring equal employment opportunities? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3b. Has this been done in writing? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	5b. If "Yes" give Name and Title Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <u>Carlos Figueroa, Director of Human Resources</u>

Part III-HIRING AND RECRUITMENT

1. Which of the following recruitment sources are used by you? (Check "Yes" of "No" Estimate % if not known)				2. Check any of the following that you use as hiring qualifications.		3a. Describe any other practice which show that you hire, train and promote employees without discrimination.	
SOURCE	Yes	No	% of all applicants provided by this source.	<input checked="" type="checkbox"/> (x)	<input type="checkbox"/> Work Experience		
State Employment Service	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Ability to speak or write English c			
Private Employment Agencies	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Written Tests			

Schools and Colleges	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> High School Diploma
Newspaper Advertisements	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> College Degree
Walk-ins	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Union Membership
Present Employees	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Personal Recommendation
Labor Organizations	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Car Ownership
Minority/Community Organizations	<input type="checkbox"/>	<input type="checkbox"/>		
Employment Resource Development Agency	<input type="checkbox"/>	<input type="checkbox"/>		
OTHER (Specify)	<input type="checkbox"/>	<input type="checkbox"/>		

PART IV – STATISTICS – Employment at bidder's location (as shown on bid submittal). In lieu of completing this section, bidder may submit copy of its most recent Federal EEO-1 report for the reporting location or a copy of its consolidated report for the total organization, if filed within the last year.

EMPLOYMENT FIGURES WERE OBTAINED FROM								CLOSING DATE OF REPORT PERIOD			
<input type="checkbox"/> Visual Check <input checked="" type="checkbox"/> Employment Record <input type="checkbox"/> Other								6/30/21			
JOB CATEGORIES	OVERALL TOTALS (Sum of all columns A-E Male & Female)	A WHITE (Not of Hispanic Origin)		B BLACK (Not of Hispanic Origin)		C HISPANIC		D ASIAN or Pacific Islander		E AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Female	Male
Officials and Managers	122	34	50	10	16	3	8	1			
Professionals	1262	189	781	32	123	24	103	2	8		
Technicians	33	17	9	1	2	4					
Sales Workers											
Office and Clerical	125	1	55	4	23	2	37		3		
Craft Workers (Semi-Skilled)											
Operatives (Semi-Skilled)	7	3				3	1				
Laborers (Unskilled)											
Service Workers	753	69	275	80	210	19	78	5	16	1	
TOTALS ABOVE	2302	313	1170	127	374	55	227	8	27	1	
TOTALS ONE YEAR AGO	2220	1204	307	118	318	55	192	4	20	1	
ON THE JOB TRAINEES (Enter figures for the same categories as shown above)											
Apprentices											
Trainees											

PART V- DOCUMENTATION AND COMMITMENT REQUIRED

1. Please submit as part of this EEO report, a copy of your Company Policy Statement of Equal Employment Opportunity.

2. For companies employing more than 10 persons, please submit as part of this EEO report a written commitment to hire minority and female workers if your work force statistics are not representative of the minority and female work force availability in your labor market area.

3. If your company is not located in Connecticut, please submit a copy of your local labor market area statistics.

AFFIDAVIT

The Bidder understands and agrees that its failure to meet the equal opportunity requirements established by section 2-573 of the Code will preclude such bid from being considered. The bidder agrees to the procedures set forth in section 2-573 of the Code in regard to the determination of whether such bidder is an equal opportunity employer. The Bidder also understands and agrees that the equal opportunity documents will become a part of the contract, and that a breach of the provision of the equal opportunity documents will constitute a breach of the contract subject to such remedies as provided by law.

NAME OF PERSON SUBMITTING BID	TITLE	DATE SIGNED	TELEPHONE NO. (Include Area Code)
DocuSigned by: <input checked="" type="checkbox"/>  FDDCC1CA229F4CB...	Director of Construction and Facilities	7/26/2021	860-240-6608



CONSTRUCTION AND FACILITIES

16. HARTFORD AFFIRMATIVE ACTION PLAN (HAAP)/ EQUAL OPPORTUNITY AGREEMENT AND AFFIDAVIT

**Hartford Affirmative Action Plan (HAAP) /
Equal Employment Opportunity
Agreement & Affidavit**
Project # & Title: The Learning Corridor Property Manager

Each contractor, subcontractor and supplier subject to the provisions of Article XII, Section 2-680, et seq. of the Hartford Municipal Code, must execute this Agreement & Affidavit, prior to the execution of any binding agreements with the City of Hartford. This agreement shall form a part of and be deemed attached to all contracts or purchase orders between the City of Hartford (the City) or its Agent and the undersigned.

During the performance of this contract, the Contractor agrees to comply with the following:

1. Each Contractor will comply with all provisions of Executive Order No. 11246, Executive Order No. 11375 and Executive Order No. 11063, Connecticut Fair Employment Act, the Vocational Rehabilitation Act of 1973, including all standards and regulations which are promulgated by the government authorities which established such acts in said requirements, and all standards, and regulations incorporated herein by reference.
2. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, age, sex or national origin or physical or mental handicap, religion and sexual orientation. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated, during employment, without regard to their race, creed, color, age, sex, national origin or physical or mental handicap, religion and sexual orientation. Such actions shall include, but not be limited to, the following Employment, Upgrading, Promotion, Demotion, or Transfer, Recruitment or Recruitment Advertising, Layoff, or Termination; Rates of Pay or other forms of compensation; and Selection for Training, including Apprenticeship.
3. The Contractor will designate a person to handle affirmative action matters for the company who will have the responsibility for assuring compliance.
4. The Contractor will submit their company's written Affirmative Action / EEO policy statement to the City of Hartford as part of the EEO Certification.
5. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, age, sex, national origin or physical or mental handicap, religion and sexual orientation.
6. Contractor certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control, where segregated facilities are maintained. As used in this Agreement, the terms "segregated facilities" means any waiting rooms, work areas, restrooms, and wash rooms, restaurants, and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, creed, color, age, national origin or physical or mental handicap, religion and sexual orientation because of habit, local custom otherwise.
7. The contractor shall comply with the City of Hartford's "Ban the Box" Ordinance sections 2-785 to 2-793, which prohibits discrimination in hiring policies against persons previously convicted and provides a mechanism to ensure that persons and businesses supplying goods and/or services to the City of Hartford have adopted and employ fair hiring policies and practices that are consistent with the City's goal of removing obstacles to the employment of persons with prior convictions. Furthermore, job applications shall not contain a "checkbox" or inquiry regarding a job applicant's prior convictions and applicant's criminal record shall not be revealed to the individuals who are making the hiring decision until a conditional offer of employment has been made. Rejection of an applicant shall only be considered lawful if the contents of the criminal record have a direct bearing on the nature of employment or the offer of employment would violate state or federal law.
8. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the contractor's commitments.

9. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the compliance officer setting forth the provisions of this nondiscrimination clause.
10. The Contractor will furnish and submit all documents, information and reports required by the City of Hartford, Executive Order No. 11246, as amended, the Vocational Rehabilitation Act of 1973, and by the rules, regulations and orders of the Secretary of Labor, pursuant thereto, and will permit access to their books, records and accounts by the Contracting Agency, the City and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders. Contractor further agrees to submit periodic reports of employment and subcontracting practices in such a form, in such a manner and at such time as required by the City of Hartford. All records must be retained for a period of 3 years following the completion of work and shall be available at reasonable times and places for inspection by authorized representative of the City. The contractor will also permit its employees to participate in on-site interviews conducted by City staff for the purpose of assuring wage compliance.
11. The Contractor will include the provisions of paragraphs (1) through (10) in every subcontract or purchase order and it is the responsibility of the contractor to assure subcontractor compliance with all of the above terms. These provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Owner may direct as a means of enforcing such provisions.
12. The Contractor shall set aside 15% of the total project costs for certified Minority & Women Business Enterprises.
13. Prior to awards of subcontractors or purchase orders for this work, the Contractor will conduct informal meetings with interested MBE/WBE suppliers and contractors for the scope of the work to be awarded. Contractor will inform associations and consortia of minority and female contractors of bid specifications well in advance of the closing date for bid submission. Contractors and subcontractors must document and maintain records of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations. Copies of MBE/WBE contracts must be provided to the City prior to the execution of contract with the City.
14. The Contractor assures that no less than 15% of the total project work hours, by trade, will be worked by minority trades-workers.
15. The Contractor assures that no less than 30% of the total project work hours will be worked by Hartford Residents.
16. The Contractor will contact the business agent for the labor unions with whom he has an agreement and request minority persons and Hartford residents be referred for work on this project.
17. The Contractor and its subcontractors shall notify the City of Hartford of all job openings located within the Hartford Labor Market Area and shall require their subcontractors or vendors to advise the Contract Compliance Officer as to the opportunities for employment within the vendor's or subcontractor's organization, for the duration of this project. Notification of job openings shall include criteria and minimum qualifications, rates of pay, hours of work, duration of employment, work to be performed, job skills and type of training required for each position.
18. The Contractor shall make all good faith efforts to comply with the Affirmative Action goals of the City by consulting with the City of Hartford's Contract Compliance Manager, regarding specific affirmative steps to undertake and by maintaining documentation of all communication, advertising, recruiting and training efforts. The contractor shall notify the City of Hartford immediately shall any problems arise in meeting any of these requirements.
19. In the event of the Contractor's noncompliance with the nondiscrimination and equal employment clauses of this contract, this contract may be canceled, terminated or suspended, in whole or in part, without penalty to the City or its Agent.

My organization hereby agrees to comply with all the terms noted above in the Hartford Affirmative Action Plan / Equal Employment Opportunity Agreement.

DocuSigned by:

Carlos Figueroa

85F6797007974C4...

(Signature of authorized agent)

Carlos Figueroa, Director of Human Resources

7/28/2021

(Date)

HAAP

Page 2 of 3

Revised 4/25/2013



CONSTRUCTION AND FACILITIES

17. WAGE CERTIFICATION FORM

CITY OF HARTFORD WAGE CERTIFICATION FORM

I, Mason Thrall of CREC
Officer, Owner, Authorized Rep. Company Name

do hereby certify that the The Capitol Region Education Council
Company Name
111 Charter Oak Avenue
Street
Hartford, CT 06106
City

and all of its subcontractors will pay all workers on the
The Learning Corridor Property Manager RFR#6039
Project Name and Number
15 Vernon Street, Hartford, CT
Street and City

the following wages as required for such project (a copy of the rates which is attached hereto):

- State of Connecticut Prevailing wage rates
- Federal Prevailing wage rates
- City of Hartford Living wage rates

Mason Thrall
Signature

Subscribed and sworn to before me this 29 day of July, 2021

Gladys Rivera
Notary Public

GLADYS RIVERA
NOTARY PUBLIC
CONNECTICUT
MY COMMISSION EXPIRES 01-01-2028



CONSTRUCTION AND FACILITIES

18. INSURANCE CERTIFICATE

Client#: 1263648

CAPITREG6

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).


PRODUCER USI Insurance Services LLC 530 Preston Avenue Meriden, CT 06450 855 874-0123	CONTACT NAME: PHONE (A/C No, Ext): 855 874-0123 FAX (A/C No): 203 634-5701	
	E-MAIL ADDRESS:	
INSURED Capitol Region Education Council 111 Charter Oak Avenue Hartford, CT 06106	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Insurance Co.	NAIC # 18058
	INSURER B: Safety National Casualty Corp	NAIC # 15105
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INER LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK2293315	07/01/2021	07/01/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$20,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> AUTOS ONLY		PHPK2293315	07/01/2021	07/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$		PHUB774356	07/01/2021	07/01/2022	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	SP4065134 Self Insured Retention \$700,000	07/01/2021	07/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: The Learning Corridor property maintenance contract.
 The City of Hartford is included as an Additional Insured on a Primary and Non-contributory basis regarding General Liability as required by written contract per policy provisions. A Waiver of Subrogation applies regarding General Liability, Automobile, and Workers Compensation as required by written contract.

CERTIFICATE HOLDER City of Hartford 550 Main Street Hartford, CT 06103	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CONSTRUCTION AND FACILITIES

19. CREC FEDERAL W9

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Capitol Region Education Council

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **Public Non-Profit**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
111 Charter Oak Avenue

6 City, state, and ZIP code
Hartford, CT 06106

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

				-				
--	--	--	--	---	--	--	--	--

OR

Employer identification number

0	6	-	0	8	5	3	1	0	6
---	---	---	---	---	---	---	---	---	---

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶ 

Date ▶ **07/21/2021**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is Backup Withholding*, later.

EXHIBIT B – Compensation

Section 1.2 Pricing Sheet
The Learning Corridor Property Manager

	RATE	Estimated Total Annual Cost
Maintenance & Custodial Services	Annual	\$370,658.00
Catch Basin Cleaning Service	85.00 each	\$1,530.00
Drain Cleaning Services	25.00 Hr	\$1,000.00
Mason Installation and Repair	Per job	\$1,000.00
Electrician's Service	75.00 per Hr	\$7,000.00
Extinguishers Inspections Maintenance	10.00 each	\$1,000.00
Ground Maintenance	Per Contract	\$31,342.00
Graffiti removal	25 a/Hr.	\$500.00
Irrigation System	Per Contract	\$500.00
Painting Services	Per job	\$8,000.00
Plumbing Services	\$90 Per Hr.	\$7,000.00
Flagpole Inspection and Repair	per job	\$500.00
Pest Control Services	60.00 per visit	\$600.00
Janitorial Supplies	Per year	\$30,000.00

Overhead Door Repair		Per job	\$500.00
Snow Removal		Per contract	\$91,500.00
Fire Suppression Systems		Per year	\$500.00
Fire Alarm Systems panel inspection		Per year	\$1,000.00
Elevator Maintenance & Repair		Per year	\$4,602.00
Security Alarm Monitoring & Maintenance		Per Visit	
Security Monitoring between 6am to 11 pm		Annual	\$220,000.00
Management Fees		Flat fee	\$20,000.00
Pool Maintenance		Per Year	\$7,600.00
Financial management: Total annual cost includes, invoicing, billing, human resources, administrative duties. CREC currently providing these services and will continue to provide them. CREC makes upfront payments on all accounts. CREC invoices the City of Hartford for reimbursements.		Flat fee	\$20,000.00

TOTAL

\$826,332.00

EXHIBIT C – Insurance

Client#: 1263648

CAPITREG6

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).


PRODUCER USI Insurance Services LLC 530 Preston Avenue Meriden, CT 06450 855 874-0123		CONTACT NAME: PHONE (A/C No., Ext): 855 874-0123 FAX (A/C, No): 203 634-5701 EMAIL: ADDRESS:	
INSURED Capitol Region Education Council 111 Charter Oak Avenue Hartford, CT 06106		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Philadelphia Indemnity Insurance Co. 18058 INSURER B: Safety National Casualty Corp 15105 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDRESS (INSR, WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK2293315	07/01/2021	07/01/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$20,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMPPOP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>		PHPK2293315	07/01/2021	07/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$		PHUB774356	07/01/2021	07/01/2022	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) <input checked="" type="checkbox"/> N N/A If yes, describe under DESCRIPTION OF OPERATIONS below		SP4065134 Self Insured Retention \$700,000	07/01/2021	07/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: The Learning Corridor property maintenance contract.
 The City of Hartford is Included as an Additional Insured on a Primary and Non-contributory basis regarding General Liability as required by written contract per policy provisions. A Waiver of Subrogation applies regarding General Liability, Automobile, and Workers Compensation as required by written contract.

CERTIFICATE HOLDER City of Hartford 550 Main Street Hartford, CT 06103	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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