



OFFICE OF THE PROBATE COURT
 ADMINISTRATOR
 186 NEWINGTON ROAD
 WEST HARTFORD, CT 06110
 (860) 231-2442 FAX: (860) 231-1055

REQUEST FOR QUOTATION

The State of Connecticut Office of the Probate Court Administrator (“PCA”) is seeking written quotations for interior building maintenance / janitorial services and other maintenance services at the facility at 186 Newington Road, West Hartford, Connecticut.

Please quote us your prices as outlined in this RFQ. All prices must be FOB destination and you must show Unit Price, Amount and Total or bid may be rejected.

All products produced under this agreement resulting from this RFQ shall remain the property of PCA.

The Contractor receiving the award agrees and warrants that, in the performance of this contract, such Contractor will not discriminate nor permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, veteran status, status as a victim of domestic violence, intellectual disability, mental disability or physical disability, including but not limited to blindness, in any manner prohibited by the laws of the United States or the State of Connecticut, and further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the Contractor as they relate to the provisions of the General Statutes governing contract requirements.

Issued by (Agency): Office of the Probate Court Administrator	Attention of: Evan C. Brunetti	RFQ Number: PCA 2025-01
Agency Address & Telephone: 186 Newington Road, West Hartford CT 06110, (860) 231-2442		Date Issued: 07/23/2025
Deadline for submission of written questions: July 31, 2025 at 4:00 p.m.		
Deadline for submission of bids: August 15, 2025 at 4:00 p.m.		
Sealed Quotations Opening – Date and Time: August 18, 2025 at 4:00 p.m.		
Signed for Agency: <i>Evan C. Brunetti</i> Evan C. Brunetti	Title: Deputy Director – External Affairs	

The following attachments are incorporated into and deemed part of this RFQ:

- [X] I. Standard Instructions to Bidders

- II. Scope of Work
- III. Terms and Conditions
- IV. Standards and Specifications
- Bidder Contract Compliance Monitoring Report (JD-ES-113)

Company Name _____
An Equal Opportunity/Affirmative Action Employer

The State of Connecticut, Office of the Probate Court Administrator, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, that all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner’s race, color, national origin, sex, gender identity or expression, age, disability, income-level, or LEP for consideration for an award.

I. STANDARD INSTRUCTIONS TO BIDDERS

All requests for quotations issued by the Office of the Probate Court Administrator will bind bidders to the Standard Instructions listed below, unless specified otherwise in this RFQ or amended by the contract arising out of this RFQ.

1. **Sealed Bids** - Bidders shall submit a printed, signed and sealed quotation to the address specified on page 1 of this RFQ prior to the published deadline for submission.

Quotations must be submitted by hand-delivery, U.S. Mail or other professional courier service in sealed packages which clearly identify the RFQ number and the name and address of the bidder. Quotations by email or facsimile will not be accepted.

2. **Authorized Signature** - Quotations must be signed by a company officer or representative authorized to make contractual commitments.
3. **Late Bids** - Quotations received after the date and time specified for submission on Page 1 of this document will not be accepted. Late quotations will be returned unopened. PCA assumes no responsibility for untimely or improperly delivered parcels or U.S. Mail.
4. **Price** - Quotations shall include pricing as outlined in the RFQ. In the event of a price discrepancy between the unit prices and extension, unit prices will govern.
5. **Taxes** - As an agency of the State of Connecticut, PCA is exempt from the payment of Federal Excise Taxes and the Connecticut sales tax under §12-412 of the Connecticut General Statutes. Bids should not include such taxes.
6. **Offer Firm** - Responses to this RFQ, including bid prices, must remain firm for a period of **120** days from the published date for submission of bids. PCA shall not be liable for any costs incurred by the bidder in the preparation of this bid.
7. **Rejection of Nonconforming Quotation** - PCA reserves the right to reject in whole or in part, any or all quotations submitted, including but not limited to quotations that limit or modify any of the terms and or specifications set forth herein.
8. **Changes to Quotations** - No additions or changes to the original quotation will be allowed after the specified date and time for submission. While changes are not permitted, clarification at the request of PCA may be required at bidder's expense.
9. **Rejection for Default or Misrepresentation** - PCA reserves the right to reject the quotation of any bidder that is in default of any prior contract or for misrepresentation.
10. **Award** - Quotations will be evaluated and awarded to the lowest competitive bidder based on quality of the goods and services to be supplied, compliance with specifications, price, administrative costs, ability to perform within the required time or without delay, skill, judgment and experience, past performance and financial responsibility. PCA reserves the right to award this RFQ in whole or in part as may be in the best interest of the State of Connecticut.

11. **Clerical Errors** - PCA reserves the right to correct inaccurate awards resulting from its clerical and administrative errors.
12. **CHRO Compliance** - Bidders shall complete the enclosed Contract Compliance Questionnaires (JD-ES-113) and return with the bidders' response.
13. **Non-Collusion** - The individual submitting the quotation or proposal affirms that the bidder has not prepared this quotation in collusion with any other bidder, and that the contents of this quotation as to prices, terms or conditions of this quotation have not been communicated by the bidder nor by any employee, representative or agent of the bidder to any other person engaged in this type of business prior to the official opening of this quotation.
14. **Presentation of Supporting Evidence** - If requested, bidder(s) must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth in the RFQ or those implied in the RFQ.
15. **Ownership of Bids** - Responses to this RFQ are the sole property of PCA and subject to the provisions of Chapter 14 of the Connecticut General Statutes relating to Freedom of Information.
16. **Amendment or Cancellation of RFQ** - PCA reserves the right to amend, modify, cancel or otherwise change this RFQ at any time if it deems it in the best interest of the State of Connecticut to do so.
17. **Insurance** - An insurance certificate listing PCA as an additional insured with the following minimum requirements must be received by PCA prior to commencement of services. A purchase order will be issued upon receipt of appropriate certificate.
 - A. Workers' Compensation - CT Statutory Coverage required
 - B. Automobile Liability - \$1,000,000.00 (where applicable)
 - C. General Liability - \$1,000,000.00
 - D. Professional Liability - \$1,000,000.00 (where applicable)

The required certificate of insurance shall also include a statement that the PCA shall be notified ten (10) days in advance of any policy amendment, revocation, cancellation, non-renewal or material change in coverage.

Neither the Contractor nor, to the extent of the policy limits, the Contractor's insurer shall use the defense of sovereign immunity without the prior approval of the Office of the Probate Court Administrator in any Claim involving the Office of the Probate Court Administrator and the Contractor. For the purposes of this provision, "Claim" shall include all actions, suits, demands, investigations and proceedings of any kind, open, pending or threatened, whether matured, unmatured, contingent, known or unknown, at law or in equity, in any forum.

18. **Ex Parte Contact Prohibited** - Except as provided herein relating to submission of written questions and any interview of selected bidders by PCA, any form of ex parte contact regarding this RFQ or any quotation being prepared or considered under this RFQ, whether directly or indirectly, is strictly prohibited. This includes, but is not limited to, any contact with elected or

appointed state officials, state employees or Probate Court employees, seeking advice, assistance, information or support, at any time commencing with the issue date of this RFQ and up to and including the date when actual notification of the results is given.

19. **Contract** - PCA and the successful bidder will enter into a definitive contract in accordance with the Specifications and Terms and Conditions set out herein. The individual submitting the proposal affirms that he or she is authorized to execute a contract arising out of this RFQ on behalf of the bidder.

20. **Bidder Representations** - Bidders must **initial** the following remarks, attach forms where required, and sign the bottom of this offer in the space provided.

- (a) _____ I have read and understand the specifications and accept all RFQ requirements, including, but not limited to the Standard Instructions to Bidders, Specifications and Terms and Conditions.
- (b) _____ I have read and will comply with the requirement to provide an insurance certificate in accordance with Paragraph 17 of the Standard Instructions to Bidders.
- (c) _____ By initialing this section, the contractor hereby certifies that it understands the obligations of General Statutes §§ 4a-60 and 4a-60a and will maintain a policy for the duration of any resulting contract to assure that the contract will be performed in compliance with the nondiscrimination requirements of General Statutes §§ 4a-60(a) and 4a-60a(a).
- (d) _____ In the past three years, has your organization been banned, prohibited, debarred, terminated or otherwise restricted from doing business with any agency of the State of Connecticut or any other state or government agency? [] No [] Yes
If yes, provide details of this occurrence.
- (e) _____ I have enclosed all materials required under the RFQ.
- (f) _____ I have enclosed the completed and signed Bidder Contract Compliance Monitoring Report (JD-ES-113)
- (g) _____ The RFQ number, bidder name and address appear on the sealed envelope.
- (h) _____ Receipt of Addendum(s): (1) _____ (2) _____ (3) _____. (Check ctprobate.gov. All Addendums will be posted on the website.)

Company Name:		Telephone No:	Email Address:
		Fax No:	
Business Address:	Street/P.O. Box	City, State & Zip	F.E.I.N. No:
Authorized Signature:		Title:	Date Signed:
Print Name:			

Failure to return this page signed will result in disqualification from the quotation process.

II. SCOPE OF WORK

The State of Connecticut, Office of the Probate Court Administrator (“PCA”), desires to contract with one or more Contractor(s) to provide interior building maintenance / janitorial services and other maintenance services at its facility located at 186 Newington Road, West Hartford, Connecticut. The PCA facility is approximately 2,100 square feet. Interior cleaning services must be provided after 6:00 p.m.

The scope of work includes:

A. Interior Building Maintenance/Janitorial Services

Daily:

- Empty all wastebaskets and replace liners as needed (liners supplied by PCA)
 - Empty regular trash into dumpster
 - Empty white paper trash baskets into the Infoshred collectors
 - Empty recycling bins and flatten cardboard boxes into recycling dumpster
- Clean and disinfect tables and chairs
- Clean and disinfect individual desktops free of paper
- Clean common touch points throughout the building such as reception area counter, doorknobs, railings, light switches, handles, library / training room tables and chairs and reception area chairs and table
- Clean kitchen area including table and chairs, sink, counter tops and common touch points and refill towel dispensers and soap dispensers as needed
- Clean four (4) restrooms
 - Wash and clean with disinfectant toilet, sink and all fixtures and common touch points
 - Wash all walls and tiles around toilet and sink
 - Wash and disinfect bathroom floor
 - Refill towel dispensers, toilet paper and soap dispensers as needed
 - Use clog preventive drain cleaner as needed
- Vacuum carpet
- Check lighting for outages and replace if necessary

Weekly:

- Clean secondary touch points throughout the building such as under the lips of tables and desks
- Dust windowsills, file cabinets, and bookcases
- Spot clean marks on walls, doors and woodwork as needed
- Observe door entry way - ensure it is free of cobwebs, markings and debris
- Clean microwave oven and toaster oven
- Sweep and remove debris from upper and lower stairwells
- Clean front entrance door and keep landing clean

Monthly:

- Dust ceilings and wall corners
- Dust window blinds

Quarterly:

- Clean refrigerator
- Deep clean all restroom floors
- Clean and vacuum air vents throughout the building

Semi-Annually:

- Clean and shampoo carpet throughout building

Annually:

- Wash windows (indoor/outdoor)

B. Other Maintenance Services

Small/minor interior/exterior repairs/installations as needed, including, but not limited to

- Minor wall damage/hole repairs
- Shelf or minor structure repairs
- Minor window/door repairs, cold draft from windows, etc.
- Repair/install window blinds
- Install minor desk/keyboard or ergonomic structures

III. TERMS AND CONDITIONS
INTERIOR BUILDING MAINTENANCE / JANITORIAL SERVICES
AND OTHER MAINTENANCE SERVICES
TO BE PERFORMED AT
OFFICE OF THE PROBATE COURT ADMINISTRATOR
186 NEWINGTON ROAD, WEST HARTFORD

- A. **Acceptance** - The bidder agrees to and accepts the terms and conditions stated herein.
- B. **Payment Terms** - Payment for services provided to the Office of the Probate Court Administrator (“PCA”) are net 45 days upon receipt of invoice unless otherwise agreed to in writing by both parties.
- C. **Tax Exempt** - PCA is exempt from Connecticut Sales Tax under General Statutes section 12-412, Federal Excise Taxes and the provisions of the Federal Robinson-Patman Act.
- D. **Applicable Law** - The bidder shall comply with all Federal, State and local laws, standards and regulations applicable to the services being provided under this RFQ.
- E. **Hold Harmless** - The bidder shall defend and save PCA harmless against any actions or claims brought against it for losses, costs or damages by reason of actual or alleged infringements of letter of patent and/or copyright.
- F. **Default by Bidder or Cancellation** – Any other provision notwithstanding, if the bidder becomes financially unstable, breaches, defaults or otherwise fails to comply with any of the terms, conditions and provisions set forth in this RFQ, and any contract arising from it, PCA may elect to pursue any one or more of the following remedies in any combination or sequence:
- seek damages
 - withhold or reduce payment(s) until the breach is resolved to the satisfaction of PCA
 - require the bidder to correct or cure the breach to the satisfaction of PCA
 - suspend the execution of all or part of the services
 - require that unexpended or improperly expended funds be returned to PCAcancel any resulting contract effective upon a date specified in a written notice delivered to the bidder
 - take such other actions of any nature whatsoever as may be deemed appropriate for the best interests of PCA, along with any other remedies provided by law, including, but not limited to, procuring services from other sources and charging the bidder any excess costs incurred or damages occasioned thereby
 - any combination of the above actions
- G. **Controversies or Claims** - Any controversy or claim arising out of this RFQ shall be construed and interpreted in accordance with applicable State of Connecticut and federal law. This provision shall not be deemed to constitute a waiver of sovereign immunity. The bidder shall notify PCA of any claim or controversy brought against it by any person or entity in connection with this RFQ and any contract arising from it.
- H. **Warranty** - The bidder agrees that all services provided hereafter will conform to specifications, drawings, samples, or other descriptions furnished or adopted by PCA, and that such services will be fit and sufficient for the purposes intended, of merchantable and good quality and

workmanship and free from defect, liens, and encumbrances. Warranty periods in excess of the contract term shall survive contract termination and/or expiration for the full warranty period.

- I. **Final Inspection** - PCA reserves the right to inspect, monitor or otherwise evaluate the work that will be performed in connection with this RFQ and any contract arising from it. PCA reserves the right to reject services that are not provided in compliance with the terms, conditions and specifications of this RFQ and any contract arising from it or any purchase order relating thereto.
- J. **Ownership Rights** - All material received in response to this RFQ shall become the property of PCA and will not be returned to the bidder. Upon contract award, PCA reserves the right to use any information presented in any quotation.
- K. **Delay** - If services are not provided within the time specified, or within a reasonable time if no time is specified, PCA may exercise its options as outlined in Paragraph F herein.
- L. **Contingencies** - Neither party hereto shall be liable to the other for breach or delay in delivering or accepting services hereunder if such breach or delay is caused by fire, strike, riot, war, Acts of God, delay of carriers, governmental order or regulation or other contingency beyond the reasonable control of the respective parties. The bidder shall give notice to PCA of any such unavoidable delays or breaches.
- M. **Non-Waiver** - Failure of PCA to insist upon strict performance of any terms and conditions herein shall not be deemed a waiver of any rights or remedies PCA may have, nor deemed a waiver of any rights or remedies PCA may have for any subsequent breach and/or noncompliance.
- N. **Equal Opportunity** - PCA is an Equal Opportunity employer and purchaser. No employee or applicant for employment or vendor will be discriminated against because of race, color, religious creed, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, age, present or past history of mental disability, intellectual disability, , learning disability or physical disability including, but not limited to, blindness, veteran's status, or status as a victim of domestic violence.
- O. **Civil Rights Agreement** - The bidder agrees that it will comply with the nondiscrimination and affirmative action requirements set forth in §4a-60 of the Connecticut General Statutes, as amended from time to time, and acknowledges that the provisions of §4a-60 of the Connecticut General Statutes will be incorporated into any contract arising out of this RFQ.
- P. **Non-discrimination Regarding Sexual Orientation** - The bidder agrees that it will comply with nondiscrimination on the basis of sexual orientation requirements set forth in §4a-60a of the Connecticut General Statutes, as amended from time to time and acknowledges that the provisions of §4a-60 of the Connecticut General Statutes will be incorporated into any contract arising out of this RFQ.
- Q. **Americans With Disabilities Act of 1990** - This clause applies to those Contractors which are or will come to be responsible for compliance with the terms of the Americans with Disabilities Act of 1990 (42 USC sections 12101-12189 and sections 12201-12213) (Supp. 1993); 47 USC sections 225, 611 (Supp. 1993). In connection with this RFQ and during the term of any contract arising from it, the bidder represents that it is familiar with the terms of this Act and that it is in compliance with the law. The bidder warrants that it will hold the state harmless from any

liability which may be imposed upon the State as a result of any failure of the bidder to be in compliance with this Act.

Where applicable, the bidder agrees to abide by the provisions of section 504 of the federal Rehabilitation Act of 1973, as amended, 29 USC section 794 (Supp. 1993), regarding access to programs and facilities by people with disabilities.

- R. **Governing Law** - This RFQ and any resulting contract or purchase order shall be governed by and construed in accordance with the laws of the State of Connecticut.
- S. **Termination** - PCA may cancel any contract arising out of this RFQ without cause upon 30 days written notice to the bidder, or for cause without prior notice to the bidder if PCA deems that such termination is in the best interests of the state. In the event of termination, all monies due shall be prorated against the value of services accepted by PCA. Notwithstanding the foregoing, cancellation due to the Contractor's breach is governed by Paragraph F herein and the contract arising out of this RFQ.
- T. **Contract Period** - The contract period shall be for thirty-six (36) months commencing on the 1st day of September, 2025 unless funding is withheld for the next fiscal year by the Connecticut General Assembly. Two (2) one-year extensions of the contract, under the conditions of this RFQ, may be authorized by PCA with the consent of the bidder.
- U. **Contract Price** - Prices must remain firm during the contract period except that reasonable increases may be authorized during any extension of the initial contract period. Price reductions may be taken at any time. Price increases shall not be granted unless specifically allowed for in the contract arising out of this RFQ and described in a document signed by both parties. Reasonable requests for price increases pertaining to an extension of the contract period will be considered at the time of such extension.
- V. **Amendments** - Any changes to the specifications will be made in the form of written amendments issued by PCA. Verbal instructions are to be disregarded unless these same instructions are documented in the form of a written amendment issued in accordance with this section.
- W. **No Joint Venture** - Nothing contained herein shall be construed as creating a joint venture, partnership or employment relationship among the parties hereto, nor shall any party have the right, power or authority to create any obligation or duty, express or implied, on behalf of any other party.
- X. **Indemnification and Hold Harmless** - The bidder hereby agrees to indemnify and hold PCA, its agents, employees, public officials and representatives harmless from any and all claims, causes of action, demands for damages, or liabilities of any kind, including the reasonable costs to defend such action regardless of whether such action is successful or not, brought by any person or entity whatsoever, arising from any act, error or omission of the bidder (including by reason of actual or alleged infringements of patents or copyrights) and or its employees during or resulting from bidder's activities (including those of its subcontractors) hereunder.
- Y. **Notice of Litigation** - The bidder agrees to notify PCA if the bidder is, or has a reasonable cause to expect to be, subject to litigation which might adversely affect the bidder's ability to perform the services or affect the bidder's financial capacity.

The bidder shall provide written notice to PCA of any final decision by any tribunal, arbitrator or arbitration panel, or state or federal agency or court which is adverse to the bidder or which results in a settlement, compromise of claim or agreement of any kind for any action or proceeding brought against the bidder or its employees or agents.

- Z. **Subcontractors** - The bidder shall not subcontract for any of the services required hereunder without prior written approval from PCA. Subcontractors shall be bound by all the terms and conditions hereunder. Subcontractors shall not relieve the prime bidder of its responsibilities hereunder. PCA reserves the right to approve or reject any and all subcontractors and/or subcontractor agreements.
- AA. **Confidentiality of Records and Computer Files** - The bidder agrees on behalf of the bidder and the bidder's principals, employees, agents, heirs, successors and assigns that (1) they may access only such PCA and Connecticut Probate Court data, files, records, computers or other systems, as specifically set forth herein, and as are necessary for the performance of the bidder's duties hereunder, if any, and (2) they may not disclose, advertise, advertise for sale, sell or rent in any form or use any information obtained or created from, or by the work performed, pursuant to this RFQ or any contract arising from it. The bidder shall take such reasonable actions as are necessary to protect the confidentiality of PCA records and computer files including, at a minimum, instructing each person assigned to work hereunder on the bidder's behalf of the prohibition to access, use or disclose information not specifically authorized by this contract.
- Any claim, harm or alleged harm, injury or alleged injury, resulting from the unauthorized use or unauthorized disclosure of such information obtained by the bidder and/or the bidder's principals, employees, agents, heirs, successors and assigns from work performed pursuant to this RFQ or any contract arising from it, shall subject the bidder to the indemnification provisions of this RFQ and any contract arising from it in addition to all other rights and remedies available to PCA.
- AB. **Record Keeping and Access** - The bidder shall maintain books, records, documents, programs and individual service records and other evidence of its accounting and billing procedures and practices, which sufficiently and properly reflect all direct, allocable as direct and administrative and general costs of any nature incurred in the performance of any contract arising from this RFQ. These records shall be subject at all reasonable times to monitoring, inspection, review or audit by authorized employees or agents of the State or applicable Federal agencies. The bidder shall retain all such books, records and other financial program and individual service documents concerning this contract for a period of three (3) years after each completed audit, or if no audit is conducted, for a period of five (5) years.
- AC. **Contractor Recording of Private Telephonic Communication** - The bidder certifies that it will comply with §52-570d of the Connecticut General Statutes in connection with recording of telephone communications. With limited exceptions, section 52-570d prohibits the recording of private oral telephonic conversations without the prior consent of all parties to the conversation, verbal notice of the recording at the start of the conversation (with such notice as part of the recording), or an automatic tone warning device which repeats at intervals of approximately every fifteen seconds.
- AD. **Criminal Investigations** - Subject to constitutional limitation, it is a requirement of any contract arising out of this RFQ that the bidders, its officers, directors, principals, agents, employees and representatives and any subcontractors and such subcontracting officers, directors, principals, agents, employees and representatives, cooperate to the fullest extent possible with any and all

investigations being conducted by federal, state and/or local law enforcement officials and/or PCA.

- AE. **Prohibition Against Assignment** - The bidder shall not transfer, pledge or otherwise assign this RFQ or any contract arising from it or any rights or responsibilities thereunder, to any third party without prior written consent from PCA.

IV. STANDARDS AND SPECIFICATIONS

1. INSPECTION OF PREMISES

Anyone interested in inspecting the premises for the purpose of submitting a quotation must email to schedule an appointment to occur during business hours from 9:00 a.m. to 4:00 p.m. from to.

2. QUOTATION PRICES

Bidders shall provide a quote for each of the services outlined in the scope of work as follows:

- A. Interior Building Maintenance/Janitorial Services: price per month factoring in daily, weekly, monthly, semi-annual and annual tasks
- B. Other Maintenance Services: price per hour

3. EQUIPMENT / SUPPLIES

The Office of the Probate Court Administrator will provide the following restroom supplies:

- Paper Towels
- Toilet Tissue
- Hand Soap
- Trash liner and trash bags for all receptacles

The bidder will be responsible to monitor the amounts on hand of the above listed restroom supplies. When an order is needed, the bidder will inform the supply clerk of the Office of the Probate Court Administrator.

The bidder will be responsible for all other cleaning equipment and supplies necessary to perform janitorial services in accordance with specifications contained herein. Such equipment and supplies include, but are not limited to, the items listed below:

- Vacuum Cleaners (HEPA) and Floor Machines; designed for industrial use and in excellent working order.
- Mops and Brooms.
- Wash Buckets equipped with mop wringers.
- Cleaning Solutions.
- Rags and cloths (micro-fiber).
- Cleansers, detergents, disinfectants, stain removers and polishes, all of which shall contain instructions for proper use. Further, all types of cleaning solutions shall be dispensed in such a way that they are ready for immediate use by cleaning staff, e.g., spray bottles, directions for use on appropriate surfaces, etc. Cleaning carts capable of holding all supplies.

4. SECURITY / KEYS

The contractor shall assign one individual responsibility for the keys to the facility. In no event will the Office of the Probate Court Administrator provide keys or security access codes to anyone other than the individual assigned by the contractor. Where the facility is locked, the assigned individual will be responsible for providing access for the cleaning crew and for unlocking and re-locking all interior doors. Further, the assigned individual is responsible for operating in the most efficient and security-conscious manner possible (i.e., opening one block or one floor of rooms at a time and re-locking rooms or blocks before proceeding to the next section of the building). The assigned individual is responsible for safeguarding all Office of the Probate Court Administrator keys and security access codes at all times and for returning the keys to the appropriate Office of the Probate Court Administrator person at the end of cleaning, if

applicable. Office of the Probate Court Administrator keys and security access codes in the possession of the Contractor may not be duplicated or given to anyone for any reason whatsoever. Upon completion of each job, the assigned individual shall ensure that all doors, whether exterior or interior, leading into Office of the Probate Court Administrator space from a public area are locked.

For security and contract compliance reasons, the Office of the Probate Court Administrator may use a variety of reports or information, including, but not limited to, security alarm reports, card access reports and video records.

5. PROPER CONDUCT

The contractor's employees shall adhere to proper conduct at all times. It shall be the contractor's sole responsibility to make known to its employees the rules of proper conduct and the contractor shall be held solely responsible for the behavior of its employees. Contractor employees shall be removed from Office of the Probate Court Administrator premises for violation of the contract. Failure to adhere to the rules of proper conduct may result in the cancellation of the contract. Proper conduct shall include, but is not limited to, the following rules:

- A. Weapons of any sort shall not be carried by employees on Office of the Probate Court Administrator premises.
- B. There shall be no alcohol or illegal drugs carried or consumed on Office of the Probate Court Administrator premises.
- C. There shall be no smoking on the premises of the Office of the Probate Court Administrator.
- D. There shall be no unauthorized use of Office of the Probate Court Administrator facilities or property, including, but not limited to, phones, computers, desks, and other equipment.
- E. There shall be no exterior doors left open, propped open or unlocked. Employees shall not leave keys in doors or admit anyone into building or office who is not a designated employee.
- F. Employees shall be courteous and polite.
- G. Employees shall not open drawers, file cabinets, boxes or any other materials unless given specific prior approval by the Office of the Probate Court Administrator.
- H. Employees shall report any property loss or damage to the contractor. The contractor shall report such damage within 24 hours to the Office of the Probate Court Administrator in writing, specifying the location and extent of the damage.

6. AWARD OF CONTRACT

Award will be made to the lowest responsible and qualified bidder. Lowest cost is determined by the cost of services per the attached service specifications. The successful candidate shall be the bidder whose quotation is the lowest of those bidders possessing the skill, ability and experience necessary to faithful performance of the work based on objective criteria including past performance and the other factors listed in Paragraph 10 of the Standard Instructions to Bidders. In considering past performance, the Office of the Probate Court Administrator shall evaluate the skill and ability of bidders in terms of the bidders' fulfillment of contract obligations and of the bidders' experience or lack thereof with projects similar in nature and scope to the project for which the bids are submitted. The Bidder shall complete the Reference Sheet included with the quotation package.

The Office of the Probate Court Administrator reserves the right to award separate contracts to multiple bidders for one or more of the services outlined in the scope of work.

7. **SUBMISSION REQUIREMENTS**

The following documents should be included with your quotation submission:

- Page 2 of this quotation document.
- Page 5 of this quotation document must be completed in its entirety and signed. Failure to submit this page will be cause for disqualification from the quotation process.
- Reference Sheet.
- Price Sheet. Failure to submit pricing will be cause for disqualification from the quotation process.
- Form JD-ES-113 Contract Compliance Questionnaire completed and signed.

REFERENCE SHEET

List up to three (3) references where services similar to those specified herein have been performed in the past twelve (12) months. Include current or previous relationships with other State Agencies.

1. Customer name _____
Address _____
Contact Person _____ Phone # _____
Email: _____

2. Customer name _____
Address _____
Contact Person _____ Phone # _____
Email: _____

3. Customer name _____
Address _____
Contact Person _____ Phone # _____
Email: _____

PRICE SHEET

All services performed in accordance with the quotation scope of work, specifications, terms and conditions.

	Description		
A.	Interior Building Maintenance/Janitorial Services	\$	per month
B.	Other Maintenance Services	\$	per hour

NOTE: All services are to be performed using appropriate equipment, chemicals and procedures.

Company Name _____ Date _____

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

(Revised 09/3/15)

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

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

The Judicial Branch will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

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

INSTRUCTIONS AND OTHER INFORMATION

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

1) **Definition of Small Contractor**

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

2) Description of Job Categories (as used in Part IV Bidder Employment Information) JD-ES-113 (Page 2)

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

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

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

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

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

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

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

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

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

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

MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

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

3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) JD-ES-113 (Page 3)

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

PART I – Bidder Information

<p>Company Name: Street Address: City & State: Chief Executive:</p>	<p>Bidder Federal Employer Identification Number: Or Social Security Number:</p>
<p>Major Business Activity: (brief description)</p>	<p>Bidder Identification (response optional/definitions on page 1)</p> <p>-Bidder is a small contractor? Yes <input type="checkbox"/> No <input type="checkbox"/> -Bidder is a minority business enterprise? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, check ownership category) Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Iberian Peninsula <input type="checkbox"/> Individual(s) with a Physical Disability <input type="checkbox"/> Female <input type="checkbox"/> -Bidder is certified as above by State of CT? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Bidder Parent Company: (If any)</p>	
<p>Other Locations in CT: (If any)</p>	

PART II - Bidder Nondiscrimination Policies and Procedures

<p>1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>9. Does your company have a mandatory retirement age for all employees? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>5. Do you notify the CT. State Employment Service of all employment openings with your company? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the CT. Dept. of Labor? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>6. Does your company have a collective bargaining agreement with workers? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the State of CT? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>12. Does your company have a written affirmative action Plan? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please explain.</p> <p>13. Is there a person in your company who is responsible for equal employment opportunity? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give name and phone number:</p>

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

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

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

PART IV - Bidder Employment Information

Date:

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Building/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation, Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

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

PART V - Bidder Hiring and Recruitment Practices

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination	
SOURCE	YES (Check Box)	NO (Check Box)	% of applicants provided by source				
State Employment Service	<input type="checkbox"/>	<input type="checkbox"/>				Work Experience	
Private Employment Agencies	<input type="checkbox"/>	<input type="checkbox"/>				Ability to Speak or Write English	
Schools and Colleges	<input type="checkbox"/>	<input type="checkbox"/>				Written Tests	
Newspaper Advertisement	<input type="checkbox"/>	<input type="checkbox"/>				High School Diploma	
Walk Ins	<input type="checkbox"/>	<input type="checkbox"/>				College Degree	
Present Employees	<input type="checkbox"/>	<input type="checkbox"/>				Union Membership	
Labor Organizations	<input type="checkbox"/>	<input type="checkbox"/>				Personal Recommendation	
Minority/Community Organizations	<input type="checkbox"/>	<input type="checkbox"/>				Height or Weight	
Others (please identify)	<input type="checkbox"/>	<input type="checkbox"/>				Car Ownership	
	<input type="checkbox"/>	<input type="checkbox"/>				Arrest Record	
	<input type="checkbox"/>	<input type="checkbox"/>				Wage Garnishments	

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

(Signature)	(Title)	(Date Signed)	(Telephone)
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