

TOWN OF MORRIS  
CONTRACTOR'S CHECK LIST

PROJECT: REPLACEMENT OF JOHN WEIK ROAD BRIDGE OVER UNNAMED BROOK  
(BRIDGE No. 086-007)

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The following forms are required for submittal for the above referenced bid and shall be submitted with the bid proposal pages by the time and date specified. This checklist is provided for Bidder's use and shall not be required for submittal.

The following forms shall be submitted in duplicate.

FORM DESCRIPTION

1. BID PROPOSAL PAGES
2. BID BOND
3. CERTIFICATE AS TO CORPORATE PRINCIPAL
4. FORM OF SURETY GUARANTY
5. NON-COLLUSION AFFIDAVIT OF PRIME BIDDER/PROPOSER
6. AFFIRMATIVE ACTION PROGRAM CERTIFICATION
7. STATEMENT OF BIDDER'S QUALIFICATIONS
8. CHRO – BIDDER CONTRACT COMPLIANCE MONITORING REPORT
9. CONTRACTOR'S WAGE CERTIFICATION FORM

# BID

## TOWN OF MORRIS, CONNECTICUT

### REPLACEMENT OF BRIDGE NO. 086-007 JOHN WEIK ROAD OVER UNNAMED BROOK

Bid Submitted by:

Company Name	
Street Address	
City, State and Zip Code	
Contact	
(        )	(        )
Telephone #	Fax #

Tom Weik  
First Selectman  
3 East Street  
Morris, Connecticut 06763

Dear Mr. Weik:

The undersigned, having familiarized themselves with the existing conditions of the Project area affecting the cost of the work and with the Contract Documents (which includes Advertisement For Bids, Bid Form, Bid Bond, Instructions to Bidders, Non-Collusion Affidavit, Addenda, General Conditions, Special Conditions, Technical Specifications, Drawings as listed in the Schedule of Drawings and form of Surety Bond or Bonds as prepared by the Town of Morris and on file at the First Selectman's Office, Town Hall, 3 East Street, Morris, Connecticut 06763, hereby proposes to furnish all machinery, tools, appurtenances, equipment and services, including utility and transportation services required to construct and complete the work, all in accordance with the above listed Documents and submits, herewith, in conformity with the Project Manual and subsequent addenda, the following bid:

**BID PROPOSAL**  
**REPLACEMENT OF BRIDGE No. 086-007, JOHN WEIK ROAD OVER INNAMED BROOK**  
**MORRIS, CT**

ITEM No		Brief Description: Unit or Lump Sum Bid (in both words and figures)	Est Quantity	Ext. Total in Figures
1	0201001	A CLEARING AND GRUBBING THE LUMP SUM PRICE OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	1	\$ _____
2	0202000	A EARTH EXCAVATION THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	470	\$ _____
3	0202216	A EXCAVATION AND REUSE OF EXISTING CHANNEL BOTTOM MATERIAL THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	60	\$ _____
4	0202219	A SUPPLEMENTAL STREAMBED CHANNEL MATERIAL THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	32	\$ _____
5	0202529	CUT BITUMINOOUS CONCRETE PAVEMENT THE PRICE PER LINEAR FOOT OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	80	\$ _____
6	0203202	STRUCTURE EXCAVATION-EARTH (EXCLUDING COFFERDAM AND DEWATERING) THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	600	\$ _____
7	0203304	STRUCTURE EXCAVATION-ROCK (EXCLUDING COFFERDAM AND DEWATERING) THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	40	\$ _____
8	0204001	COFFERDAM AND DEWATERING THE PRICE PER LINEAR FOOT OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	260	\$ _____
9	0204151	A HANDLING WATER THE LUMP SUM PRICE OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	1	\$ _____
10	0209001	FORMATION OF SUBGRADE THE PRICE PER SQUARE YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	290	\$ _____
11	0210303	A TURBIDITY CONTROL CURTAINS THE LUMP SUM PRICE OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	1	\$ _____

**BID PROPOSAL**  
**REPLACEMENT OF BRIDGE No. 086-007, JOHN WEIK ROAD OVER INNAMED BROOK**  
**MORRIS, CT**

ITEM No		Brief Description: Unit or Lump Sum Bid (in both words and figures)	Est Quantity	Ext. Total in Figures
12	0212000	A SUBBASE THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	90	\$ _____
13	0213100	A GRANULAR FILL THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	20	\$ _____
14	0214100	A COMPACTED GRANULAR FILL THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	40	\$ _____
15	0216100	PERVIOUS STRUCTURE BACKFILL THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	340	\$ _____
16	0219001	SEDIMENTATION CONTROL SYSTEM THE PRICE PER LINEAR FOOT OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	160	\$ _____
17	0304002	A PROCESSED AGGREGATE BASE THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	40	\$ _____
18	0305001	A PROCESSED AGGREGATE THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	12	\$ _____
19	0406171	A HMA S0.50 THE PRICE PER TON OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	40	\$ _____
20	0406172	A HMA S0.3750 THE PRICE PER TON OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	40	\$ _____
21	0503866	A REMOVAL OF EXISTING CULVERT THE LUMP SUM PRICE OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	1	\$ _____
22	0601062	A FOOTING CONCRETE THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	50	\$ _____

**BID PROPOSAL**  
**REPLACEMENT OF BRIDGE No. 086-007, JOHN WEIK ROAD OVER INNAMED BROOK**  
**MORRIS, CT**

ITEM No		Brief Description: Unit or Lump Sum Bid (in both words and figures)	Est Quantity	Ext. Total in Figures
23	0601064	A ABUTMENT AND WALL CONCRETE THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	55	\$ _____
24	0601088	A CONCRETE FORM LINERS THE PRICE PER SQUARE FOOT OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	940	\$ _____
25	0602030	DEFORMED STEEL BARS - GALVANIZED THE PRICE PER POUND OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	17400	\$ _____
26	0651495	A 128" X 83" POLYMER COATED CORRUGATED STEEL PIPE-ARCH THE PRICE PER C LINEAR FOOT OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	40	\$ _____
27	0703011	INTERMEDIATE RIP RAP THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	50	\$ _____
28	0708001	DAMPPROOFING THE PRICE PER SQUARE YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	100	\$ _____
29	0755009	GEOTEXTILE THE PRICE PER SQUARE YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	140	\$ _____
30	0822100	TEMPORARY TRAFFIC BARRIER THE PRICE PER LINEAR FOOT OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	120	\$ _____
31	0910170	METAL BEAM RAIL (TYPE R-B 350) THE PRICE PER LINEAR FOOT OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	120	\$ _____
32	0911924	R-B END ANCHORAGE TYPE II THE PRICE PER EACH OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	3	\$ _____
33	0922501	BITUMINOUS CONCRETE DRIVEWAY THE PRICE PER SQUARE YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	43	\$ _____

**BID PROPOSAL**  
**REPLACEMENT OF BRIDGE No. 086-007, JOHN WEIK ROAD OVER INNAMED BROOK**  
**MORRIS, CT**

ITEM No		Brief Description: Unit or Lump Sum Bid (in both words and figures)	Est Quantity	Ext. Total in Figures
34	0944000	FURNISHING AND PLACING TOPSOIL THE PRICE PER SQUARE YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	50	\$ _____
35	0950005	A TURF ESTABLISHMENT THE PRICE PER SQUARE YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	50	\$ _____
36	0952051	A CONTROL AND REMOVAL OF INVASIVE VEGETATION THE PRICE PER SQUARE YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	13	\$ _____
37	0969060	A CONSTRUCTION FIELD OFFICE (SMALL) THE PRICE PER MONTH OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	4	\$ _____
38	0970006	TRAFFICPERSON (MUNICIPAL POLICE OFFICER) THE ESTIMATED COST OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	EST	\$ 6,300.00
39	0971001	A MAINTENANCE AND PROTECTION OF TRAFFIC THE LUMP SUM PRICE OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	1	\$ _____
40	0974001	REMOVAL OF EXISTING MASONRY THE PRICE PER CUBIC YARD OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	44	\$ _____
41	0975004	MOBILIZATION AND PROJECT CLOSEOUT THE LUMP SUM PRICE OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	1	\$ _____
42	0976002	BARRICADE WARNING LIGHTS-HIGH INTENSITY THE PRICE PER DAY OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	1000	\$ _____
43	0978002	TRAFFIC DRUM THE PRICE PER EACH OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	8	\$ _____
44	0979003	CONSTRUCTION BARRICADE - TYPE III THE PRICE PER EACH OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	6	\$ _____

**BID PROPOSAL**  
**REPLACEMENT OF BRIDGE No. 086-007, JOHN WEIK ROAD OVER INNAMED BROOK**  
**MORRIS, CT**

ITEM No		Brief Description: Unit or Lump Sum Bid (in both words and figures)	Est Quantity	Ext. Total in Figures
45	0980020	CONSTRUCTION SURVEYING THE LUMP SUM PRICE OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	1	\$ _____
46	0981100	42" TRAFFIC CONE THE PRICE PER EACH OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	8	\$ _____
47	1209007	PAINTED PAVEMENT MARKING 4" YELLOW THE PRICE PER LINEAR FOOT OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	200	\$ _____
48	1220027	CONSTRUCTION SIGNS THE PRICE PER SQUARE FOOT OF \$ _____ DOLLARS AND _____ CENTS (\$ _____ )	220	\$ _____
49	1700005	A TESTING THE ESTIMATED COST OF \$ SIX THOUSAND DOLLARS AND <u>NO</u> _____ CENTS (\$ 6,000.00 )	EST	\$ 6,700.00

**TOTAL BID:**

**DOLLARS**

**AND**

**CENTS**

\$ ( \_\_\_\_\_ )

It is understood and agreed that the written Unit Prices bid for the quantities of work in the various items of work shall control the Contract award and that the quantities noted are approximate (estimated only for use in comparing bids); and that the sum obtained by multiplying the Unit Prices by the estimated quantities and, also, the total of these sums are inserted for the purpose of checking this Bid and for the convenience of the Bidder.

The Unit Prices are to be paid for the actual quantities of the several classes of work in the completed work or structures.

**Notice to Bidders:**

The Bidder's attention is called to Section 9 of the "Instructions to Bidders" regarding the significance of the as-bid unit prices for this Project.

The Bidder understands, by signing this Bid that the Town of Morris shall REJECT any bid that has unit prices, which are, in the opinion of the Purchasing Agent, obviously unbalanced. The Bidder is required to calculate the value of the various bid items on the basis of reasonable labor, material, equipment, pro rata profit and pro rata overhead costs to perform the work described in the Contract Documents.

In submitting this Bid, the Bidder understands that the Town of Morris reserves the right to reject any and all bids, or to waive any informality in the submitted bid documents. The Bidder also understands that the Town of Morris reserves the right to accept any, all, or none of the Alternates, which may be listed above and may accept Alternates in any order at the Town's sole discretion. The Bidder agrees to perform the work of each accepted Alternate for the sum quoted for each and to include such accepted Alternates in the Contract for construction.

If written notice of the acceptance of this Bid and any or all of the Alternates is mailed, telegraphed or otherwise delivered to the undersigned within ninety (90) days after the opening of the Bid, or at any time thereafter before the Bid is withdrawn, the undersigned agrees to execute and deliver any Contract in the prescribed form and furnish the required bonds within ten (10) days after the Contract is presented to them for signature.



**Bid Bond:**

The undersigned herewith submits security equal to ten percent (10%) of the Base Bid, the sum of:

\_\_\_\_\_ Dollars and No Cents

(\$\_\_\_\_\_)

This security shall be the sole and exclusive property of the Town of Morris as liquidated damages to the Town, if the undersigned fails to execute a Contract in conformity with the accompanying forms, after due date notification therefore in the Contract Documents.

**Other Conditions:**

Attached hereto is an affidavit in proof that the undersigned has not colluded with any person with respect to this Bid, or any other bid, or in the submitting of this Bid.

The Bidder is enclosing a statement of their qualifications and is prepared to submit a financial statement upon request.

The acceptance of subcontractors shall rest with the Town and their decision shall be final.

**Addenda:**

The bidder hereby acknowledges receipt of the following Addenda. (Include signed copies of addenda with bid submittal)

Addendum Number	Date Received	Signature

Bidder's Official Name and Address:		
Company Name: _____		
Street Address _____		
City, State and Zip Code: _____		
Contact: _____		
Signature _____	Title _____	Date _____

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, THAT, we the undersigned,

\_\_\_\_\_ (Name of Principal)

as PRINCIPAL, and \_\_\_\_\_

as SURETY are held and firmly bound unto the Town of Morris hereinafter called the "Town", in the penal sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

lawful money of the Untied States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THE OBLIGATIONS IS SUCH THAT whereas the Principal has submitted the accompanying bid dated \_\_\_\_\_, 20\_\_ for REPLACEMENT OF BRIDGE No. 086-007 JOHN WEIK ROAD OVER UNNAMED BROOK

NOW THEREFORE, if the Principal shall not withdraw said bid within the period specified therein after the opening of same or if no period be specified within 180 days after the said opening and shall within the period specified therefore, or, if no period be specified within 10 days after the prescribed forms are presented to him for signature, enter into a written Contract with the Town of Morris in accordance with the bid as accepted and give bond with good and sufficient surety or sureties, as may be required for the faithful performance and proper fulfillment of such contract, or in the event of the withdrawal of said bid within the period specified, or the failure to enter into such Contract and give such bond within the time specified, if the Principal shall pay the Town of Morris the difference between the amount specified in said Bid and the amount for which the Town of Morris may procure the required work or supplies or both, if the latter amount be in excess of the former, than the above obligations shall be void and of no effect, otherwise to remain in full force and effect.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument under their several seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the name and Corporate Seal of each corporate party being hereto affixed and these presents duly signed by the undersigned representative pursuant to authority of the governing body.

\*\*\*\*\*

**For Sole Proprietor**

(Seal)

In Presence of:

\_\_\_\_\_ (Witness Signature)

\_\_\_\_\_ (Individual Principal)

\_\_\_\_\_ (Witness Signature)

\_\_\_\_\_ (Business Address)

\*\*\*\*\*

\*

**For Partnership:**

In Presence of:

(Seal)

\_\_\_\_\_  
(Witness Signature)

(Partnership)

By: \_\_\_\_\_

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Business Address)

\*\*\*\*\*

\*

**For Corporation:**

Attest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Corporate Principal)

\_\_\_\_\_  
(Business Address)

(Affix  
Corporate  
Seal)

By: \_\_\_\_\_

Attest:

\_\_\_\_\_

\_\_\_\_\_  
(Corporate Surety)

\_\_\_\_\_  
(Business Address)

(Affix  
Corporate  
Seal)

Countersigned:

By: \_\_\_\_\_

By: \_\_\_\_\_

Attorney-in-Fact, State of \_\_\_\_\_

**CERTIFICATE AS TO CORPORATE PRINCIPAL**

I, \_\_\_\_\_, certify that I am the Secretary of the Corporation named as Principal in the within bond, that \_\_\_\_\_ who signed the said bond on behalf of the Principal was then \_\_\_\_\_ of said Corporation; that I know the signature and the signature thereto is genuine and that said bond was duly signed, sealed and attested to for and in behalf of said Corporation by authority of the governing body.

—

\_\_\_\_\_

\_\_\_\_\_

(Title)

(Corporate  
Seal)

(The Surety Company must append statement of their financial condition and a copy of the resolution authorizing the execution of bonds by officers of the company and the power-of-attorney of the surety company's attorney-in-fact, authorized to act within the State of Connecticut).

**FORM OF SURETY GUARANTY**

(To accompany Bid)

KNOW ALL MEN BY THESE PRESENTS, that for and in consideration of the sum of \$1.00, lawful money of the United States, the receipt whereof is hereby acknowledged, paid the undersigned corporation and for other valuable consideration, the

\_\_\_\_\_  
(Name of Surety Company)

a corporation organized and existing under the laws of the State of \_\_\_\_\_ and licensed to do business in the State of Connecticut, certified and agrees, that if Contract REPLACEMENT OF BRIDGE No. 086-007 JOHN WEIK ROAD OVER UNNAMED BROOK, is awarded to

\_\_\_\_\_, the undersigned Corporation will execute the  
(Name of Bidder)  
bond or bonds as required by the Contract Documents and will become Surety in the full amount of the Contract Price for the faithful performance of the Contract and for payment of all persons supplying labor or furnishing materials in connection thencewith.

\_\_\_\_\_  
(Surety)

(To be accompanied by the usual proof of authority of officers of surety company to execute the same).

**TOWN OF MORRIS, CONNECTICUT**

**NON-COLLUSION AFFIDAVIT OF PRIME BIDDER/PROPOSER**  
**(including notification of outstanding financial and other obligations to the Town of Morris)**

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss:

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He/She is (owner, partner, officer, representative or agent) of \_\_\_\_\_ the Bidder/Proposer that has submitted the attached Bid/Proposal;  
(Bidder/Proposer Name)
2. He/She is fully informed respecting the preparation and contents of the attached Bid/Proposal and of all pertinent circumstances respecting such Bid/Proposal;
3. Such Bid/Proposal is genuine and is not a Collusive or Sham Bid/Proposal;
4. Neither the said Bidder/Proposer, nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder/proposer, firm or person to submit a collusive or sham Bid/Proposal in connection with the Contract for which the attached Bid/Proposal has Morris submitted or to refrain from bidding/proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder/proposer, firm or person to fix the price or prices in the attached Bid/Proposal of any other bidder, or to fix any overhead, profit or cost element of the bid/proposal prices or the Bid/Proposal price of any other bidder/proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Morris or any person interested in the proposed Contract;
5. The price or prices quoted in the attached Bid/Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder/Proposer or any of its agents, representatives, owners, employees or parties in interest, including this affiant; and
6. That no officer or employee or person whose salary is payable in whole or in part from the Town Treasury is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

7. **Check one:**

\_\_\_\_\_ That neither this Bidder/Proposer, nor any owner, partner, officer, representative, agent or affiliate of this Bidder/Proposer, has outstanding financial or other obligations to the Town of Morris nor are they a party to any entity which has any such obligations.

\_\_\_\_\_ There are such outstanding obligations. (List all obligations on a separate sheet, indicate the nature of the obligation and the parties involved.)

8. That neither this Bidder/Proposer nor any owner, partner, officer, representative, agent or affiliate of this Bidder/Proposer, has failed to file a list of taxable personal property with the Town of Morris as required by State law.

9. **Listing of owners, partners, officers, representatives, agents and/or affiliates**

Name	Title	Affiliated Company (if none, state NONE)
1.		
2.		
3.		
4.		
5.		
6.		
7.		

(Use additional sheet if necessary - must be on company letterhead and notarized)

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Title \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**NOTE: THIS FORM MUST BE NOTARIZED**

**TO BE COMPLETED BY ORIGINATING DEPARTMENT**

BID/PROPOSAL/AGREEMENT TITLE:	
DEPARTMENT:	
RETURN FORM TO:	
ADDRESS:	
ADDRESS:	

**AFFIRMATIVE ACTION PROGRAM CERTIFICATION**

CITY/TOWN OF: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

BID AMOUNT: \$ \_\_\_\_\_

DATE: \_\_\_\_\_

I (Name of Person) \_\_\_\_\_ of

the (Name of Firm) \_\_\_\_\_

intend to honor our Affirmative Action Program on file with the Connecticut Department of Transportation, Office of Contract Compliance. I further certify that our Affirmative Action Program is current and that the last approval was on \_\_\_\_\_, 20 \_\_\_\_ and it expires on \_\_\_\_\_, 20 \_\_\_\_.

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

EEO OFFICER



**STATEMENT OF BIDDER'S QUALIFICATIONS**

(To be submitted by the Bidder with the Bid)

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information they desire.

1. Name of Bidder: \_\_\_\_\_
2. Bidder's Tax Identification Number: \_\_\_\_\_
3. Permanent Main Office Address: \_\_\_\_\_
4. When Organized: \_\_\_\_\_
5. If a Corporation, where incorporated: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_
6. If other than a Corporation or Partnership, describe Organization and name Principals:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Number of years engaged in construction under present firm or trade name: \_\_\_\_\_ Number of years as General Contractor: \_\_\_\_\_

8. Contracts on hand:

<u>Project Name</u>	<u>Owner</u>	<u>Arch/Engr.</u>	<u>Contract Amount</u>	<u>Contract Date</u>	<u>Scheduled Complete</u>	<u>Scheduled Completion</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

9. General character of work performed by your firm:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Percent of work normally performed with your own forces:

<u>Trade</u>	<u>Percent</u>	<u>Trade</u>	<u>Percent Trade</u>	<u>Percent</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11. Have you ever failed to complete any work awarded to you? If so, where and why:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Have you ever defaulted on a Contract? If so, where and why:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. List the more important contracts completed by you within the past 5 years:

<u>Project Name</u>	<u>Owner</u>	<u>Arch/Eng.</u>	<u>Contract Amount</u>	<u>Contract Date</u>	<u>Date Completed</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

14. List major equipment available for this Contract:

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15. Experience in work similar in importance to this project:

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16. Background and experience of the principal members of your organization, including the officers:

<u>Individual's Name</u>	<u>Construction Experience/Yrs.</u>	<u>Present Position Years Experience</u>	<u>Responsibility</u>	<u>Previous Position Years Experience</u>
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17. Name and background of superintendent who will have principal on-site responsibility for this project:

<u>Individual's Name</u>	<u>Similar Project Experience</u>	<u>Dollar Value</u>	<u>Responsibility</u>

18. List States and Categories in which your Organization is legally qualified to do business:

19. Give bank and trade references:

<u>Bank</u>	<u>Trade</u>

20. Name of Bonding and Insurance Companies and Names and Addresses of Agents:

21. Upon request by the Owner, the undersigned agrees to furnish, if being considered for award of Contract for the Project upon which a Bid Proposal has Morris submitted, within 48 hours after the Bid Opening, a current Statement of Financial Conditions, including Contractor's latest regular dated financial statement or balance sheet, which must contain the following items:

Current Assets: (Cash, joint venture accounts, accounts receivable, notes receivable, accrued interest on notes, deposits and materials and prepaid expenses), net fixed assets and other assets.

Current Liabilities: (Accounts payable, notes payable, accrued interest on notes, provision for income taxes, advances received from owners, accrued salaries, accrued payroll taxes), other liabilities and capital (capital stock, authorized and outstanding shares par values, earned surplus).

22. The undersigned hereby authorizes and requests any persons, firm, or corporation to furnish any information requested by the Town of Morris in verification of the recitals comprising this statement of the Bidder's qualifications.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
of Bidder) \_\_\_\_\_ (Name

By: \_\_\_\_\_ Title: \_\_\_\_\_

State of \_\_\_\_\_ ) ss.

County of \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, deposes and says that he/she is \_\_\_\_\_

of \_\_\_\_\_ and that he/she answers to the foregoing questions and all statements therein are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Notary Public  
My Commission Expires:

**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-81i\(d\)](#) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at [Section 46a-68j-21 through 43](#) of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by [Sections 4a-60](#) and [46a-71\(d\)](#) of the Connecticut General Statutes.

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

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

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

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INSTRUCTIONS AND OTHER INFORMATION

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

1) **Definition of Small Contractor**

[Section 4a-60g](#) CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding 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) (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) (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 1 – Bidder Information**

<p>Company Name: Street Address: City &amp; 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 No -Bidder is a minority business enterprise? Yes No (If yes, check ownership category) Black Hispanic Asian American American Indian/Alaskan Native Iberian Peninsula Individual(s) with a Physical Disability Female -Bidder is certified as above by State of CT? Yes No</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 No</p>	<p>7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 &amp; 4a-60a Conn. Gen. Stat.? Yes No</p>
<p>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes No</p>	<p>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes No</p>
<p>3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes No</p>	<p>9. Does your company have a mandatory retirement age for all employees? Yes No</p>
<p>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes No</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 No N/A</p>
<p>5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes No</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 No N/A</p>
<p>6. Does your company have a collective bargaining agreement with workers? Yes No</p> <p>6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes No</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 No</p>	<p>12. Does your company have a written affirmative action Plan? Yes No If no, please explain.</p> <p>13. Is there a person in your company who is responsible for equal employment opportunity? Yes No 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											
Bldg/ 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)

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  (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service					Work Experience	
Private Employment Agencies					Ability to Speak or Write English	
Schools and Colleges					Written Tests	
Newspaper Advertisement					High School Diploma	
Walk Ins					College Degree	
Present Employees					Union Membership	
Labor Organizations					Personal Recommendation	
Minority/Community Organizations					Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	
					Wage Garnishments	

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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**STATE OF CONNECTICUT  
LABOR DEPARTMENT**

REGULATION OF WAGES DIVISION

**CONTRACTOR'S WAGE CERTIFICATION FORM**

I, \_\_\_\_\_ of  
(Officer, Owner, Authorized Rep. Company Name)

Do hereby certify that the firm of

\_\_\_\_\_  
Company Name

and all of its subcontractors will pay all workmen on the:

REPLACEMENT OF BRIDGE No. 086-007  
JOHN WEIK ROAD OVER UNNAMED BROOK  
MORRIS, CT

The wages as listed in the schedule of prevailing rates required for such Project (a copy of which is attached hereto).

\_\_\_\_\_  
(Signature) ( Date)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_