

Invitation to Bid

Scotland Public Safety Complex Upgrades

The Town of Scotland invites qualified firms/individuals to submit sealed bids for one or more of the following tasks for work at the Scotland Public Safety Complex. This project is funded in part by the State of Connecticut Small Town Economic Assistance Program (STEAP). All work must comply with Federal, State, Local, OSHA, NFPA, CT DEEP, and State Building Code requirements and Connecticut Department of Labor Prevailing Wage Guidelines

1. Replacement of Seven (7) Overhead Garage Doors.
2. Removal and installation of New Fire Department Roadside Electronic Sign.
3. Installation of Automatic 400A Generator Transfer Switch to integrate with existing Generator.
4. Replacement of existing heating and hot water system, domestic water tank and three (3) A/C units. Removal of underground oil tank. Installation of high-efficiency propane fired heating, hot water and cooling system. Installation of one (1) above ground 1,000 gallon propane tank.
5. Construction of 12'x 24' Storage Building with 12'x 16' pavilion.
6. Replacement of existing doors and windows with new energy-efficient units with the. Installation of new door lock system.

The selected firms will work closely with a Town Representative on these projects.

The detailed scope of work is included in this link:

<https://www.scotlandct.org/articles/invitation-to-bid---scotland-public-safety-complex-upgrades> along with the required bid package forms.

Proposals should be submitted to:

Town of Scotland/First Selectman's Office
9 Devotion Road, Scotland, CT 06264

No later than November 25, 2025 @ 2:00 p.m. at which time they will be publicly read aloud. Bids must be valid for ninety (90) days. Late bids will not be accepted.

Please mark clearly on the sealed envelope:

Bid Name: Scotland Public Safety Complex Improvements

***please indicate which tasks are included in your bid**

Firms are encouraged to attend a non-mandatory pre-bid walk through on Thursday, October 30, 2025, from 8:00am – 4:00pm at the Scotland Vol. Fire Dept & Safety Complex, 47 Brook Road Scotland CT 06264. This will be the only opportunity to view existing conditions.

Questions regarding this Invitation to Bid may be directed to Selectman Michael Gurnack at (860) 617-4371 or email Selectman2@scotlandct.org. no later than November 8, 2025 by 4:00pm.

“An Affirmative Action/Equal Opportunity Employer.
Minority/Women's Business Enterprises are encouraged to apply,
This contract is subject to state set-aside and contract compliance requirements.”

Invitation to Bid

Replacement of Seven (7) Overhead Garage Doors

Scotland Public Safety Complex - 47 Brook Road, Scotland, CT 06264

This project is funded in part by the State of Connecticut Small Town Economic Assistance Program (STEAP). All bidding and contracting shall comply with Connecticut General Statutes, Office of Policy and Management (OPM) oversight, and STEAP program guidelines.

Invitation for Bid

The Town of Scotland, Board of Selectmen, invites sealed bids for the Replacement of Seven (7) Overhead Garage Doors at the Scotland Public Safety Complex.

One (1) original and two (2) copies of sealed bids will be submitted to the Board of Selectmen, 9 Devotion Road, Scotland, CT 06264, no later than November 25, 2025, at 2:00 PM, at which time they will be publicly opened and read aloud.

The Board of Selectmen reserves the right to accept or reject any bid, waive informalities, and award the bid deemed in the best interest of the Town.

Bids must be held firm for ninety (90) days after the bid opening. This project is funded in part by STEAP and must comply with all applicable state and federal requirements.

Standard Instructions to Bidders

See website:

<https://www.scotlandct.org/articles/invitation-to-bid---scotland-public-safety-complex-upgrades>

General Specifications & Scope of Work

The Contractor shall provide all labor, materials, and equipment necessary for the replacement of Seven (7) insulated 12x12 overhead garage doors with insulated glass panels, commercial automatic openers, safety sensors, weather stripping, remote systems, and required electrical work.

All work must comply with OSHA, NFPA, CT DEEP, State Building Code, and applicable Local Codes.

Scope includes:

1. Removal and disposal of old doors, tracks and automatic openers.
2. Installation of seven (7) commercial-insulated overhead garage doors with three (3) rows of insulated windows to include tracks and commercial door openers. Also, to include installation of new weather-stripping.
3. All electrical wiring for controls, two (2) switches and sensors.
4. Safety systems to include warning lights and sensors to meet all OSHA standards.
5. Painting and priming of supporting structures.
6. Providing two (2) remote openers and accessories.
7. Provide and install external antenna for remote door openers.
8. Compliance with prevailing wage laws if applicable.

Invitation to Bid

Removal and Installation of Fire Dept. Roadside Electronic LED Sign Scotland Public Safety Complex - 47 Brook Road, Scotland, CT 06264

This project is funded in part by the State of Connecticut Small Town Economic Assistance Program (STEAP). All bidding and contracting shall comply with Connecticut General Statutes, Office of Policy and Management (OPM) oversight, and STEAP program guidelines.

Invitation for Bid

The Town of Scotland, Board of Selectmen, invites sealed bids for the removal of the existing roadside sign and installation of a new double-sided electronic colored LED sign with supporting structure at the Scotland Public Safety Complex.

One (1) original and two (2) copies of sealed bids will be submitted to the Board of Selectmen, 9 Devotion Road, Scotland, CT 06264, no later than November 25, 2025, at 2:00 PM, at which time they will be publicly opened and read aloud.

The Board of Selectmen reserves the right to accept or reject any bid, waive informalities, and award the bid deemed in the best interest of the Town.

Bids must be held firm for ninety (90) days after the bid opening. This project is funded in part by STEAP and must comply with all applicable state and federal requirements.

Standard Instructions to Bidders:

See website:

<https://www.scotlandct.org/articles/invitation-to-bid---scotland-public-safety-complex-upgrades>

General Specifications & Scope of Work

The Contractor shall provide all labor, materials, and equipment necessary for the removal of the existing roadside sign and installation of a new electronic LED sign as follows:

1. Removal of the existing outside Fire Department sign to remain the property of the Scotland Volunteer Fire Department.
2. Installation of a new 2' x 4' double-sided electronic colored LED sign with aluminum two-sided sign.
3. The LED sign will be remote programmable with adjustable day/night light intensity settings, speed settings, temperature reading, and capable of displaying 1–7 rows of text, as well as using custom images and video clips.
4. The sign must be full color, minimum 60 pixels high by 120 pixels wide (7,200 total pixels per side).
5. All lettering for aluminum sign must be 3M vinyl which will include 47 Brook Road Scotland along with the department Maltese cross. Example drawing will be given upon request. Final approval is required by town representative.
6. Sign must withstand a minimum wind loading of 120 mph and provide UV exposure protection.
7. Minimum 5-year warranty and a 10-year parts guarantee required.

8. Mounted 2 feet off the ground and no more than 7 feet high, with decorative elements similar to the current complex sign.
9. Mounting on two (2) 4-inch square powder-coated aluminum signposts, painted black.
10. Fabrication and installation of a department metal aluminum sign with vinyl gold leaf lettering and a vinyl blue background, featuring a Maltese fire department cross, similar to the existing sign.
11. Integration with the existing 15-amp electrical circuit for power supply.
12. Installation of appropriate lighting for the department sign to ensure visibility at night.
13. All work must comply with OSHA, NFPA, CT DEEP, the State Building Code, all applicable local codes, and all local zoning regulations governing sign requirements.
14. The sign design and installation location must receive final approval from the appropriate local authorities prior to commencement of work.
15. Contractor shall ensure all wiring and connections are up to current electrical standards and provide a fully operational system upon completion.
16. Compliance with prevailing wage laws if applicable.

Invitation to Bid

Installation of Automatic 400A Generator Transfer Switch Scotland Public Safety Complex - 47 Brook Road, Scotland, CT 06264

This project is funded in part by the State of Connecticut Small Town Economic Assistance Program (STEAP). All bidding and contracting shall comply with Connecticut General Statutes, Office of Policy and Management (OPM) oversight, and STEAP program guidelines.

Invitation for Bid

The Town of Scotland, Board of Selectmen, invites sealed bids for the removal and installation of an automatic 400-amp generator transfer switch to integrate with the existing customer-owned generator at the Scotland Public Safety Complex.

One (1) original and two (2) copies of sealed bids will be submitted to the Board of Selectmen, 9 Devotion Road, Scotland, CT 06264, no later than November 25, 2025, at 2:00 PM, at which time they will be publicly opened and read aloud.

The Board of Selectmen reserves the right to accept or reject any bid, waive informalities, and award the bid deemed in the best interest of the Town.

Bids must be held firm for ninety (90) days after the bid opening. This project is funded in part by STEAP and must comply with all applicable state and federal requirements.

Standard Instructions to Bidders:

See website:

<https://www.scotlandct.org/articles/invitation-to-bid---scotland-public-safety-complex-upgrades>

General Specifications & Scope of Work

The Contractor shall provide all labor, materials, and equipment necessary for the installation of an automatic 400-amp single-phase generator transfer switch as follows:

1. Remove the existing manual transfer switch and associated equipment. All removed equipment shall remain Town of Scotland property.
2. Install a new automatic 400-amp single-phase generator transfer switch compatible with the existing customer-owned generator.
3. Coordinate all necessary work with the local power utility company and the solar company to ensure safe integration and compliance.
4. Test the system thoroughly for proper operation upon completion.
5. Ensure that all electrical work complies with OSHA, NFPA, CT DEEP, the State Building Code, and all applicable local electrical codes.
Contractor shall provide all necessary permits, inspections, and documentation required for completion of the project.
6. Compliance with prevailing wage laws if applicable.

Invitation to Bid

Removal of Oil System and Installation of Propane Heating and Cooling Systems Scotland Public Safety Complex - 47 Brook Road, Scotland, CT 06264

This project is funded in part by the State of Connecticut Small Town Economic Assistance Program (STEAP). All bidding and contracting shall comply with Connecticut General Statutes, Office of Policy and Management (OPM) oversight, and STEAP program guidelines.

Invitation for Bid

The Town of Scotland, Board of Selectmen, invites sealed bids for the Replacement of existing heating and hot water system, domestic water tank and three (3) A/C units. Removal of underground oil tank. Installation of high-efficiency propane fired heating, hot water and cooling system. Installation of one (1) above ground 1,000-gallon propane tank at the Scotland Public Safety Complex.

One (1) original and two (2) copies of sealed bids will be submitted to the Board of Selectmen, 9 Devotion Road, Scotland, CT 06264, no later than November 25, 2025, at 2:00 PM, at which time they will be publicly opened and read aloud.

The Board of Selectmen reserves the right to accept or reject any bid, waive informalities, and award the bid deemed in the best interest of the Town.

Bids must be held firm for ninety (90) days after the bid opening. This project is funded in part by STEAP and must comply with all applicable state and federal requirements.

Standard Instructions to Bidders:

See website:

<https://www.scotlandct.org/articles/invitation-to-bid---scotland-public-safety-complex-upgrades>

General Specifications & Scope of Work

The Contractor shall provide all labor, materials, and equipment necessary for the removal of the existing oil-based systems and installation of high-efficiency propane-fired systems as follows:

1. Remove, Fill area of tank, spread topsoil, seed and properly dispose of the underground 1,000-gallon oil tank and all associated fuel lines, working with the local fire marshal and meeting all state and local environmental requirements.
2. Remove the existing oil furnace, oil-fired hot water heater, 60-gallon cold water storage tank, and commercial water cartridge filters.
3. Remove three (3) outside air conditioning condensers.
4. Install a new propane-fired 50-gallon high-efficiency hot water heater, including all necessary wiring, fuel supply, and water connections in the existing area (minimum 138 G.P.H. (Current Oil-Fired Bock Water Heater Model # 51E)
5. Install and replace the existing oil-fired furnace with a high-efficiency propane furnace sized to meet current heating demands with possible future expansion including all required exhaust connections. (Current model Burnham model#V904A Gross output 483 MBH).

6. Replace all zone control valves.
7. Replacement of two (2) overhead hot water heating units for apparatus bays.
8. Replace the 60-gallon cold water storage tank, commercial water cartridge system, and pressure switch.
9. Install a water testing spigot in the utility room to meet state and local code.
10. Install and remove three (3) outside air condenser units and replace them with equivalent high-efficiency units, connecting to existing piping, electrical, and duct work to supply adequate cooling. (Current Model #PCE4B4822B 220/240 1ph 60hz R410A)
11. Complete operational assessment of entire HVAC system.
12. Install/ Purchase a new 1,000-gallon above-ground propane tank on a newly constructed cement pad Installed by HVAC contractor.
13. Install approximately 50 feet of underground rated piping from the tank, piping up the exterior wall, and an additional 100 feet of steel piping into the building above the ceiling, all meeting local and state public building codes.
14. Installation of concrete pad for a 1,000 gallon above ground contractor supplied tank. Location to be determined by local authority.
15. Perform full system testing for proper operation upon completion and provide all required documentation.
16. Ensure all work complies with OSHA, NFPA, CT DEEP, the State Building Code, and all applicable local codes.
17. Contractor shall obtain all necessary permits, coordinate inspections, and provide final approval documentation.
18. Compliance with prevailing wage laws if applicable.

Invitation to Bid

Construction of Storage Building with Pavilion Scotland Public Safety Complex - 47 Brook Road, Scotland, CT 06264

This project is funded in part by the State of Connecticut Small Town Economic Assistance Program (STEAP). All bidding and contracting shall comply with Connecticut General Statutes, Office of Policy and Management (OPM) oversight, and STEAP program guidelines.

Invitation for Bid

The Town of Scotland, Board of Selectmen, invites sealed bids for the construction of a new storage building with attached pavilion at the Scotland Public Safety Complex.

One (1) original and two (2) copies of sealed bids will be submitted to the Board of Selectmen, 9 Devotion Road, Scotland, CT 06264, no later than November 25, 2025, at 2:00 PM, at which time they will be publicly opened and read aloud.

The Board of Selectmen reserves the right to accept or reject any bid, waive informalities, and award the bid deemed in the best interest of the Town.

Bids must be held firm for ninety (90) days after the bid opening. This project is funded in part by STEAP and must comply with all applicable state and federal requirements.

Standard Instructions to Bidders:

See website:

<https://www.scotlandct.org/articles/invitation-to-bid---scotland-public-safety-complex-upgrades>

General Specifications & Scope of Work

The Contractor shall provide all labor, materials, and equipment necessary for the construction of a storage building with pavilion as follows:

1. Construction on site or installation of a delivered Pre-Fab 12' x 24' storage building with ¾" pressure-treated plywood, 8' 2x4 walls, 8-pitch roof with brown metal roofing, and vertical metal siding and provide additional pricing of architectural roofing, shingles and vinyl siding.
2. Construction on site or installation of a delivered Pre-Fab 12' x 16' pavilion featuring a cathedral roof, 4x4 posts, 2x6 pressure-treated floor.
3. The storage building will include one (1) 36" nine-lite insulated exterior door painted to the customer's color, one (1) metal 8' x 8' insulated garage door, and two (2) vinyl insulated windows sized 2' x 3'. Installation of two (2) 4' x 12' overhead storage loft.
4. Provide a ramp for the garage door placed on a customer-provided crushed stone base.
5. All work must comply with OSHA, NFPA, CT DEEP, the State Building Code, and all applicable local codes.
6. Contractor shall provide all necessary flashing, weatherproofing, and finish materials to ensure a complete, watertight installation.
7. Compliance with prevailing wage laws if applicable.

Invitation to Bid

Replacement of Exterior Windows, Doors and Door Locks Scotland Public Safety Complex - 47 Brook Road, Scotland, CT 06264

This project is funded in part by the State of Connecticut Small Town Economic Assistance Program (STEAP). All bidding and contracting shall comply with Connecticut General Statutes, Office of Policy and Management (OPM) oversight, and STEAP program guidelines.

Invitation for Bid

The Town of Scotland, Board of Selectmen, invites sealed bids for the removal of existing windows and doors and installation of new energy-efficient units at the Scotland Public Safety Complex.

One (1) original and two (2) copies of sealed bids will be submitted to the Board of Selectmen, 9 Devotion Road, Scotland, CT 06264, no later than November 25, 2025, at 2:00 PM, at which time they will be publicly opened and read aloud.

The Board of Selectmen reserves the right to accept or reject any bid, waive informalities, and award the bid deemed in the best interest of the Town.

Bids must be held firm for ninety (90) days after the bid opening. This project is funded in part by STEAP and must comply with all applicable state and federal requirements.

Standard Instructions to Bidders

See website:

<https://www.scotlandct.org/articles/invitation-to-bid---scotland-public-safety-complex-upgrades>

General Specifications & Scope of Work

The Contractor shall provide all labor, materials, and equipment necessary for the replacement of exterior windows and doors as follows:

1. Removal and disposal of all existing windows and doors specified.
Installation of ten (10) dual-pane, energy-efficient brown metal sliding exterior windows, each 3' wide x 4' tall.
2. Installation of one (1) 44" x 46" dual-pane, energy-efficient brown metal sliding exterior window.
3. Installation of one (1) 4' x 5' dual-pane, energy-efficient brown metal sliding exterior window.
4. Replacement of five (5) commercial metal exterior doors with 22" x 28" insulated glass with wire and one (1) door with 4" x 25" insulated glass window with wire. Doors will include new frames, commercial closures, ADA compliant door locks and panic bars to meet all local and state fire codes and be painted to the customer's color with metal paint.
5. Replacement of one main front (1) 76" x 85" double opening glass insulated door with ADA compliant hardware and ADA compliant automatic openers and closures to include two (2) remote paddle switches with stanchion. All necessary wiring to be included.

6. Installation of eleven (11) Heavy Duty interior and exterior electronic locks capable of wireless programming, key back up, keypad, and electronic card/fob operation. Includes 100 cards/fobs, installation, programming, and necessary software.
7. All interior work associated with the replacement, including trim, painting, insulation, sealing, and finish carpentry as needed to meet code and maintain energy efficiency.
8. Installation of two (2) 4" x 25" fire-rated windows on existing interior metal fire door.
9. All work must comply with OSHA, NFPA, CT DEEP, the State Building Code, and all applicable local codes.
10. Contractor shall provide all necessary flashing, weatherproofing, and finish materials to ensure a complete, watertight installation.
11. Compliance with prevailing wage laws if applicable.

STEAP Bidder Compliance Checklist

This checklist is provided to ensure all bidders meet the requirements of the Town of Scotland and the State of Connecticut STEAP Program. Bidders must complete all items before submission.

- ☐ Submit one (1) original and two (2) copies of the bid in a sealed envelope marked as required.
- ☐ Ensure bid is delivered to the Board of Selectmen, 9 Devotion Road, Scotland, CT 06264 by the deadline.
- ☐ Bid must remain firm for ninety (90) days after the opening date.
- ☐ Provide current Certificate of Insurance naming the Town of Scotland as additional insured.
- ☐ Comply with all Federal, State, Local, OSHA, NFPA, CT DEEP, and State Building Code requirements.
- ☐ Acknowledge that prevailing wage rates will apply if total project cost exceeds \$100,000.
- ☐ Include signed Non-Collusion Affidavit, notarized as required.
- ☐ Comply with Connecticut General Statutes §§ 4a-60 and 4a-60a (Nondiscrimination & Affirmative Action).
- ☐ Agree to STEAP and OPM audit and reporting requirements.
- ☐ Provide valid references demonstrating experience in similar projects.
- ☐ Confirm that all contractor personnel are authorized to work in the United States (IRCA compliance).

Bidder Signature: _____

Date: _____

STEAP-Compliant Bid Form

Bid submission for the Project listed below at the Scotland Public Safety Complex. This project is funded in part by the State of Connecticut STEAP Program.

Project Name: _____

Bidder / Company Name: _____

Address: _____

Phone: _____ Email: _____

Bid Amount (\$): _____

Authorized Representative Name: _____

Title: _____

Signature: _____

Date: _____

Non-Collusion Statement:

The undersigned certifies that this bid is genuine, not collusive or fraudulent, and made in compliance with Connecticut General Statutes and STEAP program guidelines.

State of _____, County of _____

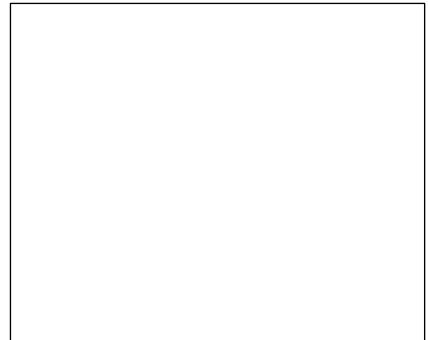
I, _____, being duly sworn, depose and state that the attached bid is genuine and not collusive or a sham; that the bidder has not colluded, conspired, or agreed, directly or indirectly, with any bidder or person to fix the bid price or to refrain from bidding.

Signature: _____

Name/Title: _____

Date: _____

Notary Seal



Notary Public: _____

My Commission Expires: _____

Signature: _____ Date: _____

STEAP-Compliant Agreement Template

This Agreement is made between the Town of Scotland, Board of Selectmen, and the Contractor identified below, for the selected project is funded in part by the State of Connecticut STEAP Program and is subject to all applicable state and federal

Project Name: _____

Contractor / Company Name: _____

Address: _____

Phone: _____ Email: _____

Authorized Representative Name: _____

Title: _____

Key Terms:

1. Contractor shall comply with all Federal, State, Local, OSHA, NFPA, CT DEEP, and State Building Code requirements.
2. Prevailing wage applies if project exceeds \$100,000 (per CT Department of Labor).
3. Contractor shall comply with C.G.S. §§4a-60 and 4a-60a (Nondiscrimination & Affirmative Action).
4. Contractor shall maintain required insurance, naming the Town of Scotland as additional insured.
5. Contractor shall comply with STEAP and OPM audit and reporting requirements.
6. Agreement may be terminated by the Town for non-performance or breach.

Town of Scotland, Board of Selectmen: _____ Date: _____

Contractor Authorized Signature: _____ Date: _____

WAGE AND PAYROLL REQUIREMENTS

REQUIREMENTS

Prevailing Wage Laws in Connecticut

Conn. Gen. Stat. Section 31-53(g) provides monetary thresholds which must be met before the law is applicable. The prevailing wage law does not apply where the total cost of all work is to be performed by all contractors and subcontractors in connection with the new construction of a public works project is less than one million (\$1,000,000) dollars. The prevailing wages law does not apply where the total cost of all work is to be performed by all contractors and subcontractors in connection with remodeling, refinishing, refurbishing, rehabilitation, alteration, or repair of any public works project under one hundred thousand (\$100,000) dollars.

Contractor/Bidder's Responsibility Regarding Prevailing Wage Law:

If the Contractor's/Bidder's total contract bid price for all work included under this contract, as listed in the submitted Bid Proposal, is equal to or greater than the limits listed above as applicable under said law; then the Contractor's/Bidder's unit prices and lump sum prices submitted herein and the resulting total contract bid price submitted herein should be based on the applicable Prevailing State Wage Rates; and it will further be the Contractor's/Bidder's responsibility to obtain the current applicable Prevailing Wage Rates from the State of Connecticut – Department of Labor and meet all requirements therein of the Law and the State of Connecticut.

SMALL AND MINORITY OWNED BUSINESS REQUIREMENTS
SMALL AND MINORITY OWNED BUSINESS SET-ASIDE LAWS IN CONNECTICUT

*The contractor who is selected to perform this project must comply with Connecticut General Statutes, 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. An affirmative Action Plan must be filed with and approved by the Commission on Human Rights and Opportunities (CHRO) prior to commencement of construction.

State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under the provisions of Connecticut General Statutes 4a-60g as amended. (25% of the work with DAS certified Small and Minority owned businesses and 40% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

For municipal public works contracts and quasi-public agency projects, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at:

http://www.ct.gov/opm/cwp/view.asp?a.2982&q=3909288topmNav_GOD=1806 and are also attached.

Contractor/bidder's responsibility regarding inclusion of small and minority owned businesses in the work under this contract.

If the Contractor's/Bidder's total contract bid price for all work included under this contract, as listed in the submitted Bid Proposal, is greater than fifty thousand (\$50,000) dollars, then the Contractor's/Bidder's unit prices and lump sum prices submitted herein and the resulting total contract bid price submitted herein should be based on the inclusion of contracts in the amount of 25% of the work with DAS certified Small and Minority owned businesses, and further, 40% of that work [10% of total contract amount] shall be contracted with DAS certified Minority, Women and/or Disabled owned businesses; all meeting the requirements therein of the Law(s) and the State of Connecticut.

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.

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)

<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. <u>Black</u> (not of Hispanic Origin)-All persons having origins in any of the Black racial groups of Africa. <u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.	<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. <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.
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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART 1 – Bidder Information

Company Name: Street Address: City & State: Chief Executive:	Bidder Federal Employer Identification Number: Or Social Security Number:
Major Business Activity: (brief description)	Bidder Identification (response optional/definitions on page 1) -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
Bidder Parent Company: (If any)	
Other Locations in CT: (If any)	

PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes No	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 No
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes No	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes No
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes No	9. Does your company have a mandatory retirement age for all employees? Yes No
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes No	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
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes No	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
6. Does your company have a collective bargaining agreement with workers? Yes No 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes No	12. Does your company have a written affirmative action Plan? Yes No If no, please explain.
6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of CT? Yes No	13. Is there a person in your company who is responsible for equal employment opportunity? Yes No If yes, give name and phone number:

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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STATEMENT OF BIDDER'S QUALIFICATIONS

All questions shall be answered and the information given shall be clear and comprehensive. This statement shall be notarized. If additional room is required to answer questions, please attach additional sheet(s) with the supplemental information. The bidder's name shall appear on the top of the supplemental sheets to avoid confusion. The bidder may submit additional information as it deems necessary to enable the Town to judge the bidder's ability to perform the proposed Contract.

1. Bidder's full legal name:
2. Permanent main office address:
3. Contact person for this Invitation:
4. Phone and fax numbers and e-mail address of the contact person during normal business hours:
5. Date of organization:
6. Date of incorporation, if applicable:
7. Number of years bidder has been engaged in business under present firm or trade name:
8. Contracts on hand (dollar value, anticipated completion date):
9. General character or type of work performed by the bidder:
10. Has the bidder ever failed to complete any work awarded to it? If so, please explain in detail the circumstances:
11. Has the bidder ever defaulted on a contract? If so, please explain in detail the circumstances:
12. List contracts of a similar nature (size, type, and complexity) completed successfully by the bidder within the last five (5) years. List the other contracting party, the value of the contract, and the year completed.
13. List the equipment that will be available for the work described in this Invitation.
14. How many years of experience does the bidder have in work of similar size, type, and complexity to the Work of this Invitation?
15. Describe the background and experience of each individual person listed in the Bidder's Legal Status Disclosure:

16. If necessary for the Town to determine an award of contract, will the bidder provide a detailed financial statement?

17. List all legal disputes (mediation, arbitration, or litigation) that the bidder or any predecessor in interest has been involved with in the last five (5) years, the nature of the dispute, the adverse party, and the result.

END OF STATEMENT OF BIDDER'S QUALIFICATIONS

TOWN OF SCOTLAND CONNECTICUT BIDDER'S LEGAL STATUS DISCLOSURE

Please fully complete the applicable section below, attaching a separate sheet if you need additional space.

For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied, and used by the bidder's regular employees regularly in attendance to carry on the bidder's business in the bidder's own name. An office maintained, occupied, and used by a bidder only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied, and used by a person affiliated with a bidder will not be considered a bidder's permanent place of business.

IF A SOLELY OWNED BUSINESS:

Bidder's Full Legal Name

Mailing Address

Owner's Full Legal Name

Does the bidder have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A CORPORATION:

Bidder's Full Legal Name

Mailing Address

State in which Legally Organized

State Business ID #

Current Officers
President

Secretary

Chief Financial Officer

Vice President

Treasurer

Does the bidder have a “permanent place of business” in Connecticut, as defined above?

_____Yes _____No

If yes, please state the full street address (not a post office box) of that “permanent place of business.”

IF A LIMITED LIABILITY COMPANY:

Bidder's Full Legal Name

Mailing Address

State in which Legally
Organized _____ State Business ID #

Current Manager(s) and Members

Name & Title (if any)

Address

Name & Title (if any)

Address

Name & Title (if any)

Address

Name & Title (if any)

Address:

Does the bidder have a "permanent place of business" in Connecticut, as defined above?
_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A PARTNERSHIP:

Bidder's Full Legal Name

Mailing Address

State in which Legally

Organized _____ State Business ID # (if applicable) _____

Current Partners

Name & Title (if any)

Address

Name & Title (if any)

Address

Name & Title (if any)

Address

Does the bidder have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

Bidder's Full Legal Name

(print) Name and Title of Bidder's Authorized Representative

(signature) Bidder's Representative, Duly Authorized

Date

END OF LEGAL STATUS DISCLOSURE FORM