



City of New London

Department of Finance-Purchasing Agent
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Invitation for Bids

Specifications and Proposal Documents Attached

Bid No.: 2016-13

Opening Date and Time: June 6, 2016 at 2:00 P.M.

Title: Student Transportation Services

Special Instructions:

The following information must appear in the lower left hand corner of the envelope:

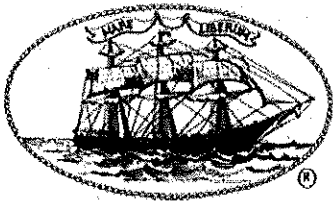
Sealed Bid No.: 2016-13 Student Transportation Services

Not to be opened until June 6, 2016 at 2:00 P.M.

Return Bid to:

Alicia L. Smith, Purchasing Agent
City of New London
13 Masonic Street
New London, CT 06320

Bids shall not be accepted after the Opening Date and Time indicated above.



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PLEASE RETURN THIS FORM IMMEDIATELY

Acknowledgement: Receipt of Invitation for Bids

Bid No.: 2016-13

Student Transportation Services

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures and will ensure that you receive any addendum that may be issued.

Date Issued: May 20, 2016

Date documents received: _____/_____/_____

Do you plan to submit a response? Yes _____ No _____

Print or type the following information:

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

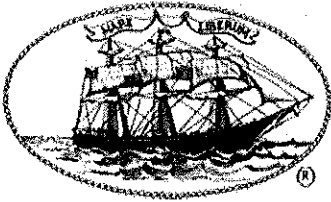
Received by: _____

Note: Faxed or e-mailed acknowledgements are requested.

Fax No.: (860)447-5297

E-mail: asmith@ci.new-london.ct.us

Fax this sheet only. A cover sheet is not required.



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Standard Invitation for Bids (IFB) and Contract Terms and Conditions

All Invitations for Bids issued by the City of New London (City) will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation for Bids.

Incorporated by reference into this contract are the provisions of Section 2-66 through 2-71 and Section 2-73 of the Code of Ordinances of the City of New London.

The contractor agrees to comply with the Code of Ordinances as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Submission of Bids

1. Bids must be submitted on forms supplied by the City of New London. Telephone, facsimile or e-mail bids will not be accepted in response to an Invitation for Bids. An original and one (1) copy of the Proposal Form shall be returned to the Purchasing Agent.
2. The date and time bids are to be opened are given in each Invitation for Bids issued. Bids received after the specified date and time of the bid opening given in each Invitation for Bids will not be considered. Bid envelopes must clearly indicate the bid number as well as the date and time of the bid opening. The name and address of the bidder should appear in the upper left-hand corner of the envelope.
3. Incomplete proposal forms may result in the rejection of the bid. Amendments to bids received by the Purchasing Agent after the date and time specified for the bid opening shall not be considered. Bids shall be computer prepared, typewritten or handwritten in ink. Bids submitted in pencil shall be rejected. A person duly authorized to sign bids for the bidder shall sign all bids. Unsigned bids shall be rejected. The person signing the Proposal Form or their authorized designee must initial errors, alterations or corrections on both the original and copy of the Proposal Form to be returned. In the event an authorized designee initials a correction, there must be written authorization from the person signing the Proposal Form to the person initialing the erasure, alterations or corrections. Failure to do so shall result in rejection of the bid for those items erased, altered or corrected and not initialed.
4. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one that limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the Invitation for Bids.
5. Alternate bids will not be considered. An alternate bid is defined as one that is submitted in addition to the bidder's primary response to the Invitation for Bids.
6. Prices should be extended in decimal, not fraction, to be net and shall include delivery and transportation charges fully prepaid by the Contractor to the destination specified in the Invitation for Bids and subject only to cash discount.
7. Pursuant to Sections 12-412 and 12-412(1) of the Connecticut General Statutes, the City of New London is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in the bid prices.
8. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.
9. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.

Standard Invitation for Bids (IFB) and Contract Terms and Conditions

10. All bids will be opened and read publicly and upon award are subject to public inspection.

Guaranty or Surety

11. Bid bonds, performance bonds, and labor and material bonds will be required as specified below. Guaranty or surety may be in the form of certified check. Bonds must meet the following requirements: Corporation – must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all of the partners and indicate they are "doing business as"; Individual – must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and an official of the surety company must sign the bond with the corporate seal affixed over the signature. Signatures of two (2) witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

Bid Bond – Ten percent (10%) due at time of bid for all contract services and public works/construction projects that exceed twenty thousand dollars (\$20,000.00)

Performance Bond – One hundred percent (100%) of contract price for projects that exceed fifty thousand dollars (\$50,000.00).

Labor and Material Payment Bonds – One hundred percent (100%) of contract price for projects that exceed fifty thousand dollars (\$50,000.00).

Award

12. Award of this contract will be made to the lowest responsible, qualified bidder and will be based on net cost and City specifications. The City of New London reserves the right to award this contract to other than the low bidder and to make multiple awards if deemed in the best interest of the City.
13. The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 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 prior to the 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 CONN. GEN. STAT. § 4a-60g, as amended. (25% of the work with DAS certified Small and Minority owned businesses and 25% 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. Form can be found at http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806.

14. The City of New London allows a fifteen percent (15%) local vendor preference. A New London based business will be considered the lowest responsible bidder if its bid is within fifteen percent (15%) of the low bid and it is willing to accept the award at the low bid price. Any bidder claiming to be a New London based business must provide documentation that all of its motor vehicles are registered in New London and that payment of all of its property and motor vehicle taxes are current.
15. The City of New London may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.
16. The Purchasing Agent may correct inaccurate awards resulting from clerical or administrative errors.

Standard Invitation for Bids (IFB) and Contract Terms and Conditions (con't)

Other Requirements

17. The City has an employment preference goal that jobs be offered to local residents on public prevailing wage projects with thresholds great than \$100,000 for renovation and \$400,000 for new construction. For such projects, it is understood that contractors shall make a good faith effort to employ a participating workforce comprised of twenty-five (25%) local residents of New London County, CT, with residents of the City of New London, CT getting a priority representing fifty percent (50%) of said participation, which will include twenty-five percent (25%) female and minority.
18. The City has an employee training preference goal that apprenticeship opportunities be made available for state licensed trades on public prevailing wage projects with thresholds greater than \$100,000 for renovation and \$400,000 for new construction. For such projects, it is understood that contractors shall make a good faith effort to employ a minimum of ten percent (10%) of the workforce per state licensed trade as apprentices and, of this number; a minimum of fifty percent (50) shall be in the first year of apprenticeship training.

Contract

19. The existence of a contract shall be determined in accordance with the requirements set forth above.
20. The Contractor shall not assign or otherwise dispose its contract or its right, title or interest, or its power to execute such contract to any other person, firm or corporation without the prior written consent of the City of New London.
21. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for the City of New London to purchase these commodities or services on the open market. The contractor agrees to promptly reimburse the City of New London for excess cost of these purchases. The purchases will be deducted from the contracted quantities.
22. The Contractor agrees to hold the City of New London harmless from liability of any kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the Contract; Guarantee its products against defective material or workmanship; repair damages of any kind, for which it is responsible to the premises or equipment, to its own work or to the work of other contractors; obtain and pay for all licenses, permits, fees etc., and to give all notices and comply with all requirements of the City of New London, the State of Connecticut and the U.S. Government.
23. Insurance requirements generally apply to contract services, professional services and public works improvement/construction projects. The Contractor will carry commercial general liability insurance to protect the City of New London from loss. The following minimum limits shall be met:

Bodily Injury and Property Damage – One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

Products or Completed Operations - One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

Professional Liability (Errors and Omissions) Coverage appropriate to the contractor's operations – Two million dollars (\$2,000,000.00) each occurrence

Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles (if used on City of New London property) – One million dollars (\$1,000,000.00) combined single limit for each accident.

Workers' Compensation Coverage - Will be in accordance with State of Connecticut requirements at the time of bid.

Any deductible or self-insured retention must be disclosed and any claim payments falling within the deductible shall be the responsibility of the contractor.

Standard Invitation for Bids (IFB) and Contract Terms and Conditions (con't)

The CITY requires that the aggregate limits be maintained by the CONTRACTOR as required. It is the responsibility of the CONTRACTOR or his representative to notify the CITY if ever or whenever claims reduce the General Aggregate below \$1,000,000.

The Contractor shall require all subcontractors to carry the same forms and minimum coverages that it is required to provide. Evidence of these coverages must be provided to the City of New London Purchasing Agent prior to the contractor or subcontractor coming onto the work site.

All insurance policies shall be endorsed to the City of New London, its officers and employees as additional insured, and shall not be reduced or cancelled without thirty (30) days prior written notice to the Purchasing Agent. In addition, the contractor's insurance shall be primary as respects the City of New London, and any other insurance maintained by the City of New London shall be excess and not contributing insurance with the contractor's insurance.

24. Notwithstanding any provision or language in this contract to the contrary, the Mayor may, without cause, terminate this contract upon approval by the City Council, whenever he/she determines that such termination is in the best interest of the City of New London. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the City of New London for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both Immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the City of New London all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing its duties under this contract, whether completed or in progress. All such documents, information and materials shall become the property of the City of New London. In the event of such termination, the contractor shall be entitled to reasonable compensation as determined by the Mayor, however, no compensation for lost profits shall be allowed.

Delivery

25. All products and equipment delivered must be new unless otherwise stated in the proposal specifications.
26. All deliveries will be to the locations specified by the City of New London. The City of New London does not have a loading dock therefore all Contractors will be responsible for inside delivery without assistance from City of New London personnel.
27. Payment terms are net 45 days after receipt of goods or invoice, whichever is later, unless otherwise specified.
28. Charges against a Contractor shall be deducted from current obligations. Money paid to the City of New London shall be payable to the Treasurer, City of New London.

Saving Clause

29. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The contractor will give written notice of the cause and probable duration of any such delay.

Advertising

30. Contractors may not reference sales to the City of New London for advertising and promotional purposes without prior approval of the City of New London.

Rights

31. The City of New London has sole and exclusive right and title to all printed material produced for the City of New London and the Contractor shall not copyright the printed matter produced under this contract.

Standard Invitation for Bids (IFB) and Contract Terms and Conditions (con't)

32. The Contractor assigns to the City of New London all rights, title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the Connecticut General Statutes. This assignment occurs when the contractor is awarded the contract.
33. The Contractor agrees that it is in compliance with all applicable federal, state and local regulations, including but not limited to Connecticut General Statutes Section 7-148i. The Contractor also agrees that it will hold the City of New London harmless and indemnify the City of New London from any action which may arise out of any act by the Contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Sections 22a-194 to 22a-194g of the Connecticut General Statutes related to product packaging.
34. This contract is subject to the provisions of Executive Order Number Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provision of Executive Order Number Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and Section 16 of Public Act 91-58, nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

Specification for Student Transportation Services

New London Public Schools (NLPS) is seeking quotes from State of Connecticut approved school bus transportation service providers for bussing of students beginning July 1, 2016. Student transportation services will be provided as follows, but not limited to: transportation to and from regular sessions of schools, including special education and pre-school transportation needs, choice programs, vocational and technical high schools, non-public schools, all athletic events, field trips and other events to which New London Public Schools agrees to provide transportation.

PERIOD OF PERFORMANCE

The contract shall be in effect from July 1, 2016 through June 30, 2019, with options for the City of New London to extend for two (2) additional one (1) year periods.

PRICE ADJUSTMENTS

Price decreases must be passed on to the City of New London immediately.

Notices of price increase or decreases must be sent to the Purchasing Agent and the Superintendent of Schools for NLPS at the following addresses:

Alicia Smith
Purchasing Agent
City of New London
13 Masonic Street
New London, CT 06320

Dr. Manuel J. Rivera
Superintendent of Schools
New London Public Schools
134 Williams Street
New London, CT 06320

The City of New London reserves the right to reject any requested price increase.

GENERAL PROVISIONS

Any State of Connecticut approved transportation provider shall submit the following with its bid:

- all licenses, documents, forms and letters of certifications indicating compliance at all times with all State, Federal and Local government agency regulations having any such jurisdiction;
- a fully audited financial statement for the last three (3) years indicating all assets and liabilities and contracts in force;
- full disclosure of all traffic violations for the last five (5) years;
- a consolidated statement of worker's compensation time loss report for last five (5) years;
- five (5) references from other school districts for which your firm has provided these services within the last three years;
- a 10% bid bond
- a 100% performance bond will be required with any bid submitted to be in force for the duration of the contract.

BASIC SERVICE

The Contractor shall provide all personnel, supervision, materials and services necessary to furnish all Type I and Type II buses for pupil transportation to and from schools and between schools, as necessary, within the school district for the period from July 1, 2016 through June 30, 2019, on each day when any or all schools located in the City of New London are in regular session. Additionally, the Contractor shall provide required transportation to outlying areas including, but not limited to technical and vocational high schools, choice programs, and special education programs.

The Contractor shall provide all buses, applicable car seats, seat belts and services necessary to carry out these services. All transportation, including but not limited to field trips and athletic events, within the City of New London during the hours from 6:00 a.m. to 6:00 p.m. shall be covered under the basic daily rate.

Field trips outside of the city of New London, but within New London, Hartford, Middlesex and Windham Counties in the State of Connecticut between the hours of 6:00 a.m. to 6:00 p.m., shall be covered under the basic daily rate to a maximum of two hundred (200) trips per school year.

Athletic events within New London, Hartford, Middlesex and Windham Counties in the State of Connecticut between the hours of 6:00 a.m. to 6:00 p.m., shall be billed at the awarded hourly rate.

Field trips and transportation to athletic events outside of New London, Hartford, Middlesex and Windham Counties in the State of Connecticut shall be billed at the awarded hourly rate.

Field trips and transportation to athletic events that begin prior to 6:00 a.m. and end later than 6:00 p.m., shall be billed at the awarded hourly rate.

PERSONNEL

Personnel, acceptable to the Superintendent of Schools and his or her designee, to be provided by the contractor:

Transportation Manager A fulltime trained and qualified Transportation Manager (Manager) that shall be employed by the Contractor and shall have general and overall management and supervision of the employees and equipment required to provide these services. The Manager shall be technologically proficient and shall maintain an up-to-date data base for transportation routes, bus stops and schedules.

The Manager shall not be scheduled to drive buses, and shall do so only in emergency situations when no other alternatives are available to the Contractor.

The Manager shall be available in New London to the Superintendent of Schools and his or her designee during bus operating times each school day and one-half hour prior to and after such times.

The Manager shall be available in New London to the Superintendent of Schools and his or her designee during scheduling activities, including preparation of the yearly schedules.

In the event the Manager is unavailable, the Superintendent of Schools, and his or her designee, shall be notified prior to her/his absence.

It shall be the responsibility of the Manager to maintain and store high definition school bus recordings. If a school principal or the Superintendent of Schools or their designees request a copy of recorded video to review, the Manager shall provide the requested recording within twenty-four (24) hours of the request.

Shall be responsible for maintaining and changing bus routes during the school year, with Board personnel input and cooperation, updating records, scheduling and assigning bus(es) and driver(s) for field trips, athletic events and other Board sanctioned events.

Dispatcher

Shall be sanctioned at a location mutually agreeable to the Contractor and NLPS during each school day for a minimum of one hour prior to opening of school until one-half hour after the last bus returns to the yard. This person shall not be a regularly scheduled bus driver.

Safety Director

A full-time safety director shall be responsible for all driver training and will respond to all emergency situations. S/he shall not be a regularly scheduled bus driver and shall have immediate access to a safety vehicle for the purpose of responding to emergency situations at no cost to the Board.

Mechanics

At least one (1) National Institute for Automotive Service Excellence (ASE) certified mechanic to maintain all vehicles for the term of this service. The ASEs certified mechanic shall not be the manager, dispatcher or driver.

Drivers

Shall have the necessary qualifications, license(s) as required by the State of CT to operate public vehicles and school buses for hire, and be subject to the rules and regulations of the Board. The selected Contractor shall ensure that all drivers comply with Connecticut General Statutes (CGS) Sections 14-44-1 through 14-44-7.

School authorities reserve the right to approve all drivers, and contractor agrees not to use any driver who at any time fails to meet approval by the school authorities.

Bus monitors

Shall be provided on vehicles designated by the Board and shall be responsible for assisting students and assisting the driver to maintain appropriate student behavior while riding the bus. The board reserves the right to place aides or para-professionals in any vehicle, instead of the ones provided by the Contractor. The monitor/para-professional, shall accompany and attend to the needs of any student, regular or special education, designated by the Superintendent of School or the Director of Special Education.

EQUIPMENT

The Contractor shall provide the following:

- Approximately thirty (30) Type I (Type 1) seventy (70) passenger school buses.
- Approximately seven (7) Type II (Type 2) sixteen (16) passenger school buses.
- Approximately two (2) Type II) school bus capable of transporting two (2) students in wheelchairs and nine (9) ambulatory students.
- Approximately one (1) Type II (Type 2) sixteen (16) passenger school buses to transport administrative or medically approved students.
- Four (4) spare Type I (Type 1) seventy-one (70) passenger school buses and two (2) spare Type II/(Type 2) sixteen (16) passenger school buses at no **cost to** NLPS.

All Type I (Type 1) and Type II (Type 2) school buses shall be in compliance with CGS Sections 14-275b-132 through 275b-149, 14-275a-21 through 14-275a-87 and 14-275c- 2 through 14-275c-53. They shall also be in compliance with all local, State and Federal safety requirements.

All Type I (Type 1) and Type II (Type 2) buses shall be from model year 2016 or newer for the life of the contract.

All Type II (Type 2) buses shall be air conditioned.

All vehicles shall be numbered and marked with letters at least five inches (5") high that read NEW LONDON PUBLIC SCHOOLS.

At no time during the life of the resultant contract shall the spare buses be more than ten (10) years old.

If, during the life of the resultant contract, the Contractor desires to substitute any vehicle with a newer or equivalent vehicle, such substitution shall be made only with the approval of the Superintendent of Schools or his or her designee.

During the life of the resultant contract NLPS may add or delete Type I (Type 1) and Type II (Type 2) buses as needed. The daily rate for additional or deletion of buses shall be no higher than the daily rate in effect at the time of the change.

The Contractor shall maintain all vehicles in safe, efficient, and clean operating condition at all times to meet standards established by local, state and federal authorities. The Contractor shall maintain suitable and safe tires on all vehicles. All vehicles shall have a complete tune-up and maintenance check each summer as well as any additional maintenance work required for safe and efficient operation over the course of each school year. Any vehicle that varies two (2) miles per gallon from the previous September miles per gallon average for that vehicle shall be inspected by the Contractor to determine the cause of the variance and a report made to the Superintendent of Schools or his or her designees. Further, the Contractor shall take corrective action as required to improve the mileage to manufacturers' specifications.

The Superintendent or his or her designee shall be notified by telephone or radio when a driver is aware there will be a delay of fifteen (15) minutes or more in the transportation of students.

The Contractor shall also submit to the Superintendent of Schools and his or her designee a weekly report of any mechanical breakdown or of any delay of fifteen (15) minutes or more in the transportation of students. The Contractor shall submit monthly mileage reports as well as any other report the Superintendent of Schools or his or her designee requests.

At any time during the life of the resultant contract, the NLPS or its agent shall have the right to conduct inspections of the Contractor's equipment and personnel by riding as a passenger, or by any other reasonable means, and to make recommendations concerning changes or repairs to the mechanical equipment of the Contractor. It will be the responsibility of the Contractor to carry out these recommendations within the reasonable time period designated by the NLPS.

NLPS or its agent may, on written notice, require the Contractor to immediately discontinue the use of any vehicle which the NLPS judges to be hazardous, mechanically defective or subject to frequent breakdowns or delays. In the event that the discontinuance of any vehicle is ordered, the Contractor shall forthwith replace said vehicle with another vehicle, which is capable of fulfilling the requirements of the contract and the schedule.

The Contractor shall be responsible for vehicle storage and upkeep. Lease and maintenance of the land and the facilities / thereon shall be the responsibility of the Contractor, and related expenses shall be the Contractor's responsibility.

Regular bus maintenance shall not be performed on the site provided by NLPS, but at a site other than NLPS property, that has been approved by the Superintendent of Schools or his or her designee.

For each bus the Contractor shall provide two-way radios of a quality acceptable to the Superintendent of Schools or his or her designees. If at any time the radio is malfunctioning a cell phone shall be given to bus operators for the purposes of remaining in contact. The Contractor shall provide a two-way radio to the Superintendent of Schools or his or her designee.

The Contractor shall purchase and install, at no charge to NLPS, a high definition school bus camera system (Mobile Digital Video Recording/MDVR) on all buses utilized by NLPS

including spares. All MDVR system equipment shall be maintained by the Contractor and shall be operational on each bus daily.

The Contractor shall provide a cellular telephone for any bus used in out-of-town field trips. A suitable backup cellular telephone shall also be provided upon request.

The Contractor shall provide a school bus tracking application system to the district, that has been approved by the Superintendent of Schools or his or her designee. This system should have the ability to meet district technology standards; the ability to integrate with any student information system, any GPS system and any routing system.

The Contractor shall be responsible for keeping itself informed of any modifications and changes required by federal, state and/or local agencies including the Department of Motor Vehicles and shall cause its vehicles to remain in conformity with the required modifications changes during the life of the contract. All deficiencies shall be corrected immediately by the Contractor at its sale expense.

The Contractor further agrees to make school buses available at each school when requested by the Superintendent of Schools or his or her designee, to conduct student safety seminars and evacuation drills twice a year in accordance with CGS, Sec. 14-275c-16.

PERFORMANCE BOND AND REGISTRATION

The Contractor shall furnish to NLPS a surety Performance Bond (Performance Bond) with an option to renew each succeeding year of the resultant contract in a form satisfactory to NLPS assuring the faithful performance of the resultant contract. The Bond shall be equal to twenty-five percent (25%) of each year's estimated contract price as reviewed and agreed upon by NLPS, and shall be continued for the life of the resultant contract in amounts equal to twenty-five percent (25%) of each year's estimated contract price as reviewed and agreed upon by NLPS. The Contractor shall send such Performance Bond to NLPS prior to the commencement of each school year. Each such Performance Bond shall be furnished by a surety company acceptable to NLPS and licensed or authorized to *do* business in Connecticut. Failure to deliver the bond shall be considered a default under the resultant contract, at the sole discretion of *and* upon notice by NLPS. Should the contract price for any year increase during the year, NLPS shall require the Contractor to provide a Performance Bond for the increase in the contract price for the remainder of the school year.

All vehicles, including spare vehicles, will be registered to the CONTRACTOR in the City of New London for tax purposes.

PAYMENT FOR SERVICES

For the years from July 1, 2016 through June 30, 2019, NLPS shall pay for basic transportation services as follows:

1. The daily rate per Type I (Type 1) bus multiplied by the number of Type I (Type 1) buses used each day.

2. The daily rate per Type II (Type 2) bus multiplied by the number of Type II (Type 2) buses used each day.
3. Field Trips and Athletic trips shall be provided upon request by the Superintendent of Schools or his or her designees as stipulated on page two (2).

Payment for bus monitors, when deemed necessary by the Superintendent of Schools or his or her designee, shall be at the monitors' current hourly rate.

Should the Contractor fail to provide one of the buses for regularly scheduled daily runs, for any portion of a day and for any reason, during the life of this contract, the Contractor shall be assessed a fee reduction of one half (1/2) of the daily rate per day.

NLPS' payment for services will be made to the Contractor in ten (10) equal monthly installments from October through July provided that the monthly invoices are received by the Accounts Payable Coordinator no later than the sixth (6th) day of the month. Payment shall only be due for services provided in accordance with the terms of the resultant Contract between NLPS and the Contractor. NLPS, in its sole discretion, may elect to prepay the contract price and receive a credit pursuant to the prepayment option selected by NLPS. The Contractor shall offer a prepayment discount for one (1) annual payment and for two (2) annual payments.

NLPS must make this election by July 1 of each year of the resultant contract. If NLPS elects the one annual payment option it shall make that payment, totaling the reduced annual contract price, by the end of September; if it elects the two annual payment option, it shall make two (2) equal payments, totaling the reduced annual contract price, at the end of September and March during the current school year.

The parties agree that no other payments shall be made to the Contractor who shall furnish all of the vehicles, vehicle operators, labor, materials, equipment, permits and licenses and other facilities necessary to provide the transportation and service required, including the staff and other services necessary for the proper performance of the Contractor's duties. The parties agree that mileage for all vehicles is included in the contract price. Under no circumstances is Contractor authorized to charge overtime to the NLPS.

The Contractor shall remove from the applicable invoices, or NLPS may deduct, from the amounts to be paid to the Contractor, a sum equal to the payment due for the service upon each failure to provide a vehicle on time or each failure to deliver or pick up students on time. "On Time" shall mean no later than fifteen (15) minutes after the designated time of pick up or drop off. This provision shall not apply in times of inclement weather or other times when hazardous conditions exist or the safety of the students is involved. At the end of each school year, NLPS shall present a statement to Contractor for and Contractor shall pay to NLPS all amounts due under this subsection that have not been previously deducted from applicable invoices or that NLPS did not previously deduct from amounts paid to the Contractor.

BUS DRIVERS

The Contractor shall take the highest degree of care in recruiting and selecting drivers. All possible steps in screening should be taken to assure that the children of the school district are being transported by the safest and most responsible drivers obtainable.

Not later than August 15th of each year, the Contractor shall submit in writing to the Superintendent of Schools or his or her designee, a list of recommended regular drivers and a list of not fewer than five (5) recommended substitute drivers. The Superintendent of Schools, or his or her designee shall notify the Contractor, in writing, as soon as practicable, of drivers approved.

The Superintendent of Schools shall approve all new drivers to be added during the school year, and the Contractor shall notify the Superintendent of Schools or his or her designees, in writing, of driver deletions from the approved list. Names and addresses of all drivers and any other information requested by the Superintendent of Schools or his or her designee shall be provided.

All drivers shall be employed by the Contractor, shall be licensed to operate school buses, shall pass a physical examination, and shall undergo a background examination including, but not limited to, civil, motor vehicle, and criminal records. The results of any criminal record checks shall be reported to NLPS. The Contractor shall perform annual motor vehicle and criminal record checks. The Contractor shall maintain records of all employment applications, investigative reports, and other forms pertinent to employment. Subject to any applicable confidentiality requirements or other statutory or regulatory prohibitions, the Contractor shall provide copies of personnel and other records to the Superintendent of Schools, the Director of Operations or their designees as requested.

Bus driver physical examinations required by state regulation and drug and alcohol testing as required by state and federal statutes shall be the responsibility of the Contractor. Drivers that test positive for use of controlled or illegal substances and/or alcohol shall be permanently excluded from driving school buses under this contract. Proof of compliance with drug and alcohol testing shall be available to NLPS.

Bus drivers' children shall not be allowed to ride on the bus of a driver as a non-school passenger except as approved by the Superintendent of Schools or his or her designee.

All drivers shall be in compliance with all local, state, and federal laws, rules and regulations. The Contractor shall ensure that all bus drivers are familiar with and observe applicable rules and regulations of the United States, the State of Connecticut Department of Transportation, the State of Connecticut Department of Education and the NLPS. The Superintendent of Schools, or his or her designee shall provide the Contractor with appropriate NLPS policies and administrative regulations. The Contractor shall provide its drivers with a written handbook of company policies, rules, procedures and expected employee behavior. The handbook shall include the NLPS' policies concerning student transportation. A copy of the handbook shall be provided to NLPS. Drivers are expected to have a general knowledge of the City of New London and its major thoroughfares. Before a substitute driver is assigned to a temporary route, he/she shall have previously driven the route without students aboard to become familiar with the established route and bus stops.

The Contractor shall provide annual training as required by the State of Connecticut. Training shall focus on seasonal safety problems affecting driving, and loading and unloading procedures; emergency procedures including first aid and universal precautions; communication skills; student management; characteristics of students with disabilities and equip them to meet the needs of special education students and other areas deemed relevant to the service provided.

The Superintendent of Schools or his or her designee may require removal of any bus driver it considers unsatisfactory. Notification shall be made by the Superintendent of Schools, or his or her designee to the Contractor of such driver considered to be unsatisfactory. Such driver shall not be allowed to operate vehicles under this contract, and shall be replaced within twenty-four (24) hours of notification from the Superintendent of Schools or his or her designee. The Superintendent of Schools and his or her designee shall have the authority to require transfer of drivers from one assignment to another within the district.

Each driver shall be in charge of the bus he/she operates. He/she shall be responsible for enforcing NLPS bus policies and regulations approved by the Superintendent of Schools or his or her designee. The bus driver shall report promptly to the Transportation Manager all problems including, but not limited to, accidents, disciplinary matters, bus schedules, and such reports shall be transmitted, in writing, to the Superintendent of Schools or his or her designee.

The Contractor shall have a procedure in place to insure no student is left on any vehicle at the end of its run and after drop-off. In no event shall a driver leave a vehicle unattended while it is occupied by any student.

Only individuals specifically designated or authorized by the NLPS shall be allowed to ride the vehicles.

The Contractor shall be fully responsible for the care and supervision of students during their transportation. The transportation of a student shall be deemed to have begun when such student makes physical contact with the vehicle and shall be deemed to have ended when the student has departed the vehicle at a reasonable safe place. In no situation are drivers permitted to administer corporal punishment to a student or discharge ("put off") a student from a bus for misbehaving.

The Contractor agrees that in transporting students, there shall be no transferring of students from vehicles without the express permission of NLPS.

For student discipline problems on buses, bus drivers shall complete their runs, if at all possible, without returning to school. If a discipline problem is too severe to continue the run, the bus driver shall pull over at the first safe area and radio the Manager for help. The Manager shall take necessary actions to assist the bus driver.

The Contractor shall notify the Superintendent of Schools, or his or her designee immediately by telephone of all accidents involving any vehicle and/or vehicle passenger and shall submit complete written reports within twenty-four (24) hours, giving such details as date, time, place, bus number, driver's name, nature of accident, steps taken to prevent a recurrence, and other

information required or requested. In the event of an accident, bus drivers shall follow prescribed emergency procedures established by the Superintendent of Schools or his or her designee.

Drivers shall have a mobile digital video recording system in operation at all times when any student(s) are aboard their buses.

Each and every driver shall be identified with a picture I.D. to be worn at all times and clearly visible when operating any vehicle carrying pupils.

The Contractor shall assume all responsibility and/or liability that may arise in connection with any and all labor agreements. In particular, if there are any strikes by drivers, the Contractor shall be solely responsible for providing alternate drivers or transportation to NLPS.

INSURANCE

The Contractor shall provide and maintain insurance in amounts listed below with policies to include the City of New London, New London Public Schools and the New London Board of Education as named additional insured:

General Liability-Comprehensive Form Bodily Injury and Property Damage Combined	\$1,000,000 ea. occurrence \$2,000,000 Aggregate
Automobile Liabile Comprehensive Form Owned, Hired, and Non-Owned	\$1,000,000 ea. occurrence
Excess Liability-Umbrella form	\$10,000,000 ea. occurrence \$15,000,000 Aggregate
Fire Insurance	In amounts representing replacement values of vehicles

The Contractor shall maintain workers' compensation insurance for all its employees in accordance with statutory requirements of the State of Connecticut.

The Contractor shall provide the Superintendent of Schools, or his or her designee with certificates of said insurance each year of the contract prior to the beginning of school. All certificates shall be approved by the Superintendent of Schools, or his or her designee. All certificates shall contain a provision that NLPS, the New London Board of Education and the City of New London and their respective agents and employees are "additional insured" on all policies. NLPS shall be given thirty (30) calendar days' advance notice by certified mail, return receipt requested, or by hand delivery, of any change to or cancellation of any or all insurance policies required by this Agreement. Policies required under the contract shall be with an insurance company with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Superintendent of Schools or his or her designee.

The Contractor and its insurers shall waive all rights of subrogation against NLPS, the New London Board of Education and the City of New London and its officers, agents, servants and any of its employees for losses arising from work performed.

The Contractor shall indemnify and hold NLPS, the New London Board of Education, the City of New London and their respective officers, employees, and agents harmless from any and all loss, liability, damage, penalty, expense or fee, including attorney's fees or other costs or obligations which result from, or arise out of any claim, lawsuit, lean, settlement or judgment brought against NLPS, the New London Board of Education, the City of New London or its officers, employees or agents in connection with the performance of the Contractor, any of its employees, agents or personnel or breach of the obligations of Contractor, any of its employees, agents or personnel in its performance of the work.

WORK PERFORMANCE

NLPS, in its sole discretion, shall have the right to terminate, upon written notice, any contract which it may enter into if the Contractor (a) has failed to provide the level of services required under the contract; (b) has failed to fulfill services required in accordance with agreed schedules; (c) has become insolvent; (d) makes an assignment for the benefit of creditors; (e) files a voluntary petition in bankruptcy; (f) is subject to an involuntary petition in bankruptcy not discharged within thirty (30) days; (g) abandons the work; (h) subcontracts assigns, transfers, conveys or otherwise disposes of its obligations under the contract other than as provided herein, (i) fails to provide the required Performance Bond; or (k) fails to comply with any other term or condition contained herein.

The above remedies are in addition to any other remedies NLPS may have.

In the event of Contract termination by NLPS, NLPS' payment obligation shall cease as of the final date on which transportation services in accordance with these specifications are last performed by the Contractor.

Upon termination of the resultant Contract pursuant to the Article, the Contractor (and its surety) shall be responsible for all of NLPS' expenses, losses, and damages incurred in replacing Contractor for the remainder of the term of the resultant contract.

In the *event* of cancellation of the resultant contract and the necessity to bid or otherwise negotiate a new contract *or* transportation service with another contractor, the Contractor shall be responsible for indemnifying NLPS, the New London Board of Education and the City of New London for all the costs incurred in obtaining a new contract including any and all increase in costs for transportation service for the duration of the term of the resultant contract, prior to NLPS collecting from the Performance Bond or if NLPS is unable to collect such amounts from the Performance Bond.

The Contractor agrees that it shall not assign, transfer, or sublet the resultant contract, or any part thereof, without the written consent of NLPS, and that any assignment, transfer, or subletting without the written consent of NLPS shall be void.

The Contractor's obligations are not conditional upon representations which may have been made by NLPS or its agents concerning the character or extent of the work to be done under the resultant contract, or the number of pupils to be transported unless such representation has been specifically included in the resultant contract. No claim shall be made by the Contractor that it is ignorant of the character and extent of the work to be performed under the resultant contract.

BUS SCHEDULES AND ROUTES

NLPS reserves the right to change starting and dismissal times of any school at any time during the life of the resultant contract.

Schedules and routes shall be reviewed, altered, or changed at the completion of each school year through a coordinated effort of the school district and the Contractor, and with the approval of the Superintendent of Schools or his or her designee. Schedules and routes are to be maintained as approved by the Superintendent of Schools or his or her designee. In the event that, in the opinion of the Contractor, routes cannot be traveled as scheduled, for good and sufficient reason, the Superintendent of Schools or his or her designee shall be notified immediately. Attachment (A) is the Time Schedules and Bus Routes currently in effect and is provided for information purposes only.

The Contractor shall notify the parent/guardian, by mail, of each student's pick-up and drop-off location and estimated pick-up time, as well as publish bus routes in the New London Day and the New London Times newspapers by the second Saturday in August of each year for the upcoming academic year.

The Superintendent of Schools or his or her designee may require emergency route changes and shall notify the Contractor in advance of such required changes. If emergency conditions necessitate a temporary change on a given run, the Superintendent of Schools or his or her designee shall be notified beforehand if possible, or if not possible, the Superintendent of Schools shall be so notified as soon as the run has been completed. Buses shall operate only on passable paved roads and/or state highways as approved by the NLPS.

Drivers shall not deviate from established routes and stops except in cases of justified emergencies. Once the routes are established the Contractor shall not add, delete or change bus stops or routes without prior approval of the NLPS except in cases of justified emergencies. All concerns by parents in relation to bus stops, bus routes, and bus times, shall be addressed by the Contractor where prompt response shall be required. If a resolution cannot be reached, the parent shall be referred to the Superintendent of Schools or his or her designee by the Contractor. All student safety and student conduct concerns shall be referred to principal of the school involved. All other safety concerns shall be referred to the Superintendent of Schools, or his or her designee. In the case of a choice program, technical and vocational high schools, non-public schools, concerns should be referred to the Superintendent of Schools of the involved program. The Contractor shall provide the Superintendent of Schools or his or her designee with a written log of all concerns and resolutions monthly and/or as required.

The Contractor shall thoroughly field test all bus routes prior to the opening of school to verify any discrepancies and to familiarize the drivers with unfamiliar routes.

DIESEL FUEL

During the term of the resultant contract, the NLPS shall purchase the '*diesel* fuel (the fuel) that shall be used by the CONTRACTOR in *its* vehicles used in the performance of services under.

The Contractor shall obtain fuel from NLPS at the place(s) to be designated by NLPS. The Contractor shall be responsible for compliance with all federal, state, and local regulations concerning use of all fuel, including, but not limited to, environmental laws and regulations. The Contractor shall provide any information regarding the use of the fuel that NLPS shall request.

The Contractor shall be required to install, at its expense, the required FuelMaster 3500 AIM2 Autonomous Fuel Control and Accounting System components which consist of, but may not be limited to, the AIM2 module, a radio frequency identification module, an extension cable, an on-board diagnostic harness and a fill ring.

The Contractor shall be required to send one (1) or two (2) ASE certified mechanics to an installation training program that is to be scheduled by and for the City of New London Public Works Department, Fleet Management Division.

All fuel used for non-New London Public Schools related activities shall be accounted for. Related expense for such fuel will be reimbursed to New London Public Schools via credit voucher by the Contractor.

NLPS supports and encourages the Contractor to seek vehicles capable of using alternative ecofriendly fuel sources and is willing to assist Contractor in supplying and storing alternative fuel sources used in the performance of services. In addition, NLPS will assist Contractor in applying for any federal, state, or local grants to assist Contractor in supplying eco-friendly vehicles.

MISCELLANEOUS

The resultant contract shall bind the successors, administrators, executors and assigns of the Contractor. At the termination of the resultant contract, NLPS may, at its sole discretion, enter into an additional contract for a period of one (1) or more years. The time frame for consideration shall be between July and November of the final year of the resultant contract and shall not exceed two (2) additional years to the initial contract.

If the Contractor cancels or rescinds a prior obligation to provide buses for any field trip or sports trip with less than twenty-four (24) hours prior written notice to NLPS, the Contractor shall pay the NLPS the difference between the regular field trip or sports trip charge and the expenses actually incurred by NLPS to provide buses for said field trip or sports trip through an alternate contractor, unless the Contractor provides a replacement contractor for the same price the Contractor charges at the time of the cancellations or rescission, which replacement contractor is acceptable to the NLPS. In addition, if any bus is fifteen (15) or more minutes late for a field trip pick up and return, the Contractor shall forfeit the total field trip fee. The penalties

may be waived by NLPS's Director of Business and Finance for conditions beyond the Contractor's control.

If during the term of the resultant contract, the Contractor is obliged, through enactment of amendment of any federal, state, or local laws and/or policies to modify, change, or alter any requirements presently mandated which results in additional Contractor expense, the Contractor shall notify NLPS immediately. If both parties cannot reach a satisfactory agreement, then either party shall have the right to terminate the agreement. The Contractor shall be obligated to perform under the original terms of this agreement for a period of thirty (30) days or until an agreement is reached between the parties.

The Contractor shall not be held or deemed in any way to be the agent or employee of the NLPS or the City of New London. It is the intention of the parties that the Contractor shall be and is to be considered an independent contractor.

In the event of a conflict between the terms of the Bid and the terms of the resultant contract, the terms of the resultant contract shall control.

If any provision of the resultant contract is subsequently found to be illegal or invalid, all unlawful provisions shall be deemed stricken from the resultant contract and shall be of no effect and the remaining provisions shall not be affected thereby and shall remain in full force and effect.

The resultant contract and all Appendices that are attached to it shall constitute the full and complete agreement of the parties and shall be binding upon their respective permitted successors and assigns.

The resultant contract shall be governed by and construed and enforced in accordance with, the laws of the State of Connecticut without regard to its conflicts of laws principles.

Notices, requests, demands and documents required or desired to be given hereunder shall be in writing and delivered (i) personally, (ii) by a nationally recognized overnight delivery service or (iii) by deposit into the United States mail, postage prepaid, certified or registered mail, addressed to the parties at such other addresses as notice thereof shall be given.

No failure by NLPS to insist upon the strict performance of any agreement, term, covenant or condition hereof, or to exercise any right or remedy consequent upon a default thereof, shall constitute a waiver of such default and shall not be deemed to be a waiver of a subsequent default of such term, covenant or condition.

BID FORMS

Your response should only include an original and one (1) copy (unless otherwise indicated in the specifications) of all documents after this page.

Do not use 3-ring binders!



City of New London

Department of Finance-Purchasing Agent
 13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Bid Proposal Form Page 1 of 2

Bid No.: 2016-13	Bid Opening Date: June 6, 2016	Bid Opening Time: 2:00 P.M.	Bid Surety: .	Date Issued: May 20, 2016
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Project:
Student Transportation Services

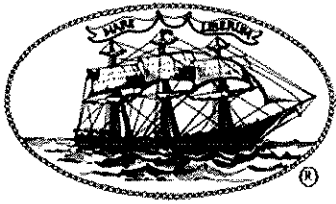
REQUEST FOR PROPOSALS: Pursuant to the provisions of Section 2-69 of the Code of Ordinances of the City of New London, sealed proposals will be received by the Purchasing Agent for the City of New London, at the address above for furnishing the commodities and/or services herein listed.

IMPORTANT: Both pages of this form must be completed, signed and returned by the proposer as part of the proposal package.

NOTE: Proposer means Individual/Sole Proprietor, Partnership or Corporation name.

Section 1 of 3 – Proposer Information

Complete Company Name (Trade Name, Doing Business As)				SSN or FEIN	
Company Address	Street	City	State	Zip Code	
Contact Name (Typed or Printed)		Telephone Number (Include Toll-Free Numbers)		FAX Number	
Written Signature of Person Authorized to Sign Proposals on Behalf of the Above Named Company					Date Executed
 SIGN HERE					
Type or Print Name of Authorized Person			Title of Authorized Person		
Company's E-Mail Address			Company's Web Site		
Is Your Business a: <input type="checkbox"/> Proprietorship (Individual), <input type="checkbox"/> Partnership or <input type="checkbox"/> Corporation? (Type of Corporation - _____)					
Is Your Business Currently a State of Connecticut Certified Small Business? <input type="checkbox"/> Yes (Attach Certificate Copy to Bid) <input type="checkbox"/> No					
If your business is a Partnership , you must attach the names and titles of all partners to this bid when returned.					
If your business is a Corporation , in which State are you incorporated?					
Is your business reportable to the IRS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a 1099/M2 will be mailed to you at year end.					
Remittance Information: In this box indicate the Remittance Address of your business if different from above.					



City of New London

Department of Finance-Purchasing Agent
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Bid Proposal Form Page 2 of 2

Section 2 of 3 Important Information for Proposers

AFFIRMATION OF PROPOSER: The undersigned proposer affirms and declares:

1. That this proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of the Standard Proposal and Contract Terms and Conditions of current issue and in effect on the date of bid issue. These Standard Proposal and Contract Terms and Conditions are made a part of the contract.
2. That should any part of this proposal be accepted in writing by the City of New London within thirty (30) days from the date of proposal opening unless and earlier for acceptance is specified by the proposer the proposal schedule, said proposer will furnish and deliver the commodities and/or services for which this proposal is made, in the quantities and at the prices proposed, and in compliance with the provisions of the STANDARD PROPOSAL AND CONTRACT TERMS AND CONDITIONS, COMMODITY SPECIFICATIONS, PROPOSAL SCHEDULE AND SPECIAL PROPOSAL AND CONTRACT TERMS AND CONDITIONS. Should award of any part of this proposal be delayed beyond the period of thirty (30) days or an earlier date specified by the proposer in the proposal schedule, such award shall be conditioned on the proposer's acceptance.
3. Acceptance of the conditions set forth herein, agreement in strict accordance therewith, and will furnish and deliver the commodities and/or services to the City of New London at the prices bid therein.
4. Should the Purchasing Agent determine that the proposer has not completed Section 1 – Proposer Debarment and/or Suspension included as part of this document, then such determination may be just cause for disqualification from the evaluation of this proposal.

Section 3 of 3 – Proposer Debarment and/or Suspension

Has the bidder, any company officials, or any subcontractor to the bidder, any of its company officials received any notices of debarment and/or suspension from contracting with the State of Connecticut, the federal government, any other state within the United States, any of its territories or any governmental entity?

Yes No

If the above signed bidder, any company official or any subcontractor to the bidder **has** received notice of debarment and/or suspension from contracting with the State of Connecticut, the federal government or any governmental entity, said notices must be attached to this document when submitting this bid.

Number of notices attached _____



City of New London

Department of Finance-Purchasing Agent
 13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Alicia L. Smith
Purchasing Agent

 (860)447-5215
Telephone Number

BID SCHEDULE
for Bid No. 2016-13
Student Transportation Services
IMPORTANT!
RETURN ORIGINAL AND ONE COPY

DELIVERY:

TERMS:
 _____ % _____ days

Payment terms are Net 45 days. Any deviation may result in bid rejection. Proposal prices shall include transportation charges FOB City of New London.

Page 1 of 1

BIDDER NAME:

SSN or FEIN:

Item No.	Description of Commodity and/or Services	Quantity	Unit of Measure	Unit Price	Total Price
1.a)	All transportation, including but not limited to Field trips and athletic events, <u>within</u> the City of New London during the hours from 6:00am to 6:00pm	1	Basic Daily Rate		
1.b)	Field trips <u>outside</u> the City of New London, but <u>Within</u> New London, Hartford, Middlesex and Windham counties in the State of CT between the hours of 6:00am to 6:00pm (maximum of 200 trips per school year).	200	Basic Daily Rate Per Trip		
3)	Athletic events <u>within</u> New London, Hartford, Middlesex, and Windham Counties in the State Of CT between the hours of 6:00am to 6:00pm.	1	Hourly Rate		
4)	Field trips and athletic events <u>outside</u> of New London, Hartford, Middlesex, and Windham Counties in the State of CT.	1	Hourly Rate		
5)	Field trips and athletic events that begin prior to 6:00am and end later than 6:00pm.	1	Hourly Rate		

The undersigned certifies that he/she has read and understood all of the provisions of the Specifications. Any exceptions to the Specifications are noted below and/or on a separate sheet of paper and made a part of this bid. The undersigned also certifies that this bid is being submitted without collusion with any individual or corporation and agrees, by virtue of submitting this bid, that if accepted by the City of New London, this forms a contractual obligation on the part of the bidder to provide the material as bid.

SIGNATURE: _____ BY: _____ DATE: _____
 (Print Name & Title)

FOR: _____
 (Bidder Name)

ADDRESS: _____

TOWN/CITY: _____ STATE: _____ ZIP: _____

TEL NO. _____ FAX NO: _____
 (Area Code) (Area Code)

EMAIL: _____

(CHECK ONE): No exceptions to the Specifications _____ Exceptions taken as noted below _____ or on separate sheet of paper _____

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That _____ as Principal, hereinafter called Contractor, and _____ as Surety, hereinafter called Surety, are held and firmly bound unto _____ as Obligees, hereinafter called Owner, in the amount of _____ Dollars (\$ _____), for payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contract has by written agreement dated _____ entered into a Contract with Owner for _____

_____ which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, the condition of this obligation is such that, if Contractor shall promptly and faithfully perform said Contract, including such remedial work as may be required under the guaranty during the period of guaranty and shall certify in writing that all wages paid under said Contract to any mechanic, laborer or workman were equal to the rates or wages customary or then prevailing for the same trade or occupation in Connecticut, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the Owner.

Whenever Contractor shall be, and declared by Owner to be in default under the Contract, the Owner having performed Owner's obligations thereunder, the Surety may promptly remedy the default or shall promptly:

- (1) Complete the Contract in accordance with its terms and conditions, by another Contractor acceptable to the Owner, said other Contractor to act as an agent for the Surety, or
- (2) Obtain a Bid or Bids for submission to the Owner for completing the Contract in accordance with its terms and conditions, and upon determination by the Owner and Surety of the lowest responsible Bidder, arrange for a Contract as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price, but not exceeding, including, other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The terms "balance of the contract price", as used in this paragraph, shall mean the total amount payable by the Owner to the Contractor under the Contract and any amendments thereto, less the amount properly paid by the Owner to the Contractor.

Unless otherwise required by law, any suit under this Bond must be instituted before the expiration of one (1) year from the date on which the guaranty period under the Contract expires.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators and successors of the Owner.

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 signed by its undersigned representative, pursuant to authority of its governing body.

No extension of time or other modification of this Bid Bond shall be valid unless agreed in writing by the parties to this Bond.

(Corporate Principal)

Attest:

(Business Address)

By

Affix
Corporate
Seal

(Corporate Surety)

Attest:

(Business Address)

By

Affix
Corporate
Seal

Countersigned
by _____

Attorney-in-Fact, State of _____, Power-of- Attorney for person signing for
Surety Company must be attached to Bond.

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____ certify that I am the _____
_____, of the Corporation named as Principal in the within bond; that _____
_____ who signed the said bond on behalf of the Principal was then the _____
_____ of said corporation; that I know his signature, and his 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 this governing
body.

Affix
Corporate
Seal

Title _____

NON COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____)
County of _____) ss.

_____, being first duly sworn,
deposes and say that:

- (1) He is _____ of _____ herein referred to as the "Bidder" that has submitted the attached bid;
- (2) He is fully informed respecting the preparation and content of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder 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, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding 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, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of New London, CT or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest, including this affiant.
- (6) That no officer or employee or person whose salary is payable in whole or in part from the City of New London is directly or indirectly interested in this Bid, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

Signed _____

Title _____

Subscribed and sworn before me this

_____ day of _____ 20____

(Notary Public)

My Commission expires _____

NON COLLUSION AFFIDAVIT OF SUBCONTRACTOR

State of _____)
County of _____) ss.

_____, being first duly sworn,
deposes and says that:

- (1) He is _____ of _____ herein referred to as the "Subcontractor";
- (2) He is fully informed respecting the preparation and content of the Subcontractor's Proposal submitted by the Subcontractor to _____, the Contractor for certain work in connection with the _____ Contract pertaining to the Project in New London, Connecticut;
- (3) Such Subcontractor's Proposal is genuine and is not a collusive or sham Bid;
- (4) Neither the said Subcontractors 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, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding 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, firm or person to fix the price or prices in said Subcontractor's Proposal or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of New London, CT or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Subcontractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest, including this affiant.
- (6) That no officer or employee or person whose salary is payable in whole or in part from the City of New London is directly or indirectly interested in this Bid, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

Signed _____

Title _____

Subscribed and sworn before me this

_____ day of _____ 20____

(Notary Public)

My Commission expires _____

Statement of Bidder's Qualifications

All items and 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 it desires.

1. Name of Bidder _____
2. Bidder's Tax Identification No. _____
3. Permanent main office address _____

4. When organized _____
5. If corporation, where incorporated _____
6. Number of years have you been engaged in the contracting business under your present firm or trade name _____
7. Contracts on hand: (Schedule these showing amount of each contract and the appropriate anticipated dates of completion) _____

8. General character of work performed by your company _____

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

10. Have you ever defaulted on a contract? If so, where and why? _____

11. List the more important projects recently completed by your company, stating the approximate cost for each, and the month and year completed (use a separate sheet if necessary) _____

12. List your major equipment available for this Contract _____

13. List your experience in work similar to this project _____

14. List the background and experience of the principal members of your organization, including officers _____

15. List the work to be done by Subcontractors and summarize the dollar value of each Subcontract

16. Credit available \$ _____

17. Give Bank reference _____

18. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner? _____

19. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated _____ (Name of Bidder)

By _____

Title _____

State of _____)
County of _____) ss.

_____ being duly sworn deposes and says that (s)he is _____

_____ of _____

_____, and that the answers to the foregoing items and questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this

_____ day of _____ 20

(Notary Public)

My Commission expires _____

AFFIRMATIVE ACTION POLICY STATEMENT
(must be submitted on your firm's letterhead)

It has always been the policy and will continue to be the strong commitment of _____ and all contractors and subcontractors who do business with this City to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit. _____ will continue to take Affirmative Action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, national origin, ancestry, mental disorder (present or past history thereof), age, physical disability (but not limited to blindness), marital status, mental retardation, and criminal record. Such action includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship. _____, and its subcontractors will continue to make good faith efforts to comply with all federal and state laws and policies which speak to equal employment opportunity.

The principles of Affirmative Action are addressed in the 13th, 14th, and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of - the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375, (nondiscrimination under federal contracts), Act I, Sections 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Sec. 46a-60-69) of the Connecticut General Statutes, Connecticut Code of Fair Practices (46a-70-81), Deprivation of Civil Rights (46a-58(a)(d)), Public Accommodations Law (46a-63-64), Discrimination against Criminal Offenders (46a-80), definition of Blind (46a-51(1)), definition of Physically Disabled (46a-51(15)), definition of Mentally Retarded (46a-51(13)), cooperation with the Commission on Human Rights and Opportunities (46 - 77), Sexual Harassment (46a-60(a)-8), Connecticut Credit Discrimination Law (36-436 through 439), Title I of the State and Local Fiscal Assistance Act of 1972.

This Affirmative Action Policy Statement re-affirms my personal commitment to the principles of Equal Employment Opportunity.

DATE

Signature of Authorized Signer

CERTIFICATION OF BIDDER REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 Part II, Section 203(b), (30 FR 12319, 12935). The implementing rules and regulations provide that any bidder or prospective contractor, or any of its proposed subcontractors, shall state whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicated that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION BY BIDDER

Bidder's Name _____

Address and Zip Code _____

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.

Yes () No () If answer is yes, identify the most recent contract.

2. Compliance reports were required to be filed in connection with such contract or subcontract

Yes () No () If answer is yes, identify the most recent contract.

3. Bidder has filed all compliance reports due under applicable instructions, including SF. 100.

Yes () No () Not Required ()

4. If answer to Item 3 is "No" please explain in detail on reverse side of this Certification.

Certification - The information above is true and complete to the best of my knowledge and belief. A willfully false statement is punishable by law (U.S. Code, Title 18, Section 1001).

Name and Title of Signer (Please Type)

Signature

Date

CERTIFICATION OF NON-SEGREGATED FACILITIES

This Bidder certifies that he does not maintain or provide his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any locations, under his control, where segregated facilities are maintained. The Bidder agrees that a breach of his certification will be a violation of the Equal Opportunity clause and any Contract resulting from acceptance of this Bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, timeclocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. The Bidder agrees that (except where he has obtained identical certification from proposed Subcontractors for specific time periods) he will obtain identical certifications from proposed Subcontractors prior to the award of Subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that he will retain such certifications in his files; and that he will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have already submitted identical certifications for the specific time periods):

"Notice to prospective subcontractors of requirements for non-segregated facilities. A certification of non-segregated facilities must be submitted prior to the award of a subcontract exceeding the Equal Opportunity Clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e. quarterly, semi-annually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. Paragraph 1001.

Date: _____

By: _____

Official Address: _____

Title: _____

CONTRACT FORMS

CONTRACT FOR SERVICES

THIS AGREEMENT made and entered into this xx day of Month, 2014, by and between (legal name, address, city & state), hereinafter called "**Contractor**" and the City of New London, 181 State Street, New London, CT 06320, hereinafter called "**City**."

WHEREAS, the City desires to enter into a contract for the (state work being performed) and the Contractor represents itself as competent and qualified to accomplish the specific requirements of this contract to the satisfaction of the City, therefore this contract is entered into under the following terms and conditions:

1. The Contractor agrees to perform the services described below or in attachments if applicable. Only those attachments specifically referenced in this Contract for Services shall apply. The terms and conditions as contained in this Contract for Services shall take precedence over any conflicting terms as may be attached hereto.
2. **Term of the Contract:** The start date for this Contract shall be Month/Day, 2014 and the completion date of this Contract shall be Month/Day, 2014.
3. **Contract Price:** The City shall pay the Contractor for the performance of the Contract in current funds, for the total quantities of work performed for the price of (written amount) (\$dollar amount).

Based upon Applications for Payment submitted by the Contractor, the City shall make progress payments on account of the Contract Sum to the Contractor. The period covered by each Application for Payment shall be one calendar month ending on the last day of the month. The City shall make payment to the Contractor within 30 days after the City receives the Application for Payment. With each Application for Payment, the Contractor shall submit the most recent schedule of values, which allocates the Contract Price among the various portions of the Work. The Applications for Payments shall indicate the percentage of completion of each portion of the Work. Such Applications may include requests for payment on account of changes in the Work, but not yet included in Change Orders. Partial payment shall be due Contractor in the amount of 95.0% of the work in place.

Final payment, constituting the entire unpaid balance of the Contract Price, including Change Orders, shall be made by the City to the Contractor no later than 30 days after the Contractor has fully performed the Contract and has provided to the Owner a final Application for Payment.

4. **Contract Documents:** The Contract Documents consist of this Agreement, the Standard Bid and Contract Terms and Conditions, the Instructions to Bidders, the Contractor's bid as accepted by the City, the General and Special Conditions of the Work, the Technical Specifications, the drawings and all Addenda attached hereto.

The Contract Documents are complementary and what is called for by any one shall be as binding as if called for by all. In the event of any conflict or inconsistency between the provisions of this Agreement and the provisions of any of the other Contract Documents, the provisions of the Agreement shall prevail.

Reference to standard specifications, manuals or codes of any technical society, organization or association, or to the laws or regulations of any governmental authority, whether such reference be specific or by implication, shall mean the edition of the standard specification, manual, code or laws or regulations identified in the reference. In the event a particular edition is not identified, the reference shall mean the latest edition in effect at the time of receipt of the bid. However, no provision of any referenced standard specification, manual or code (whether or not specifically incorporated by reference in the Contract Documents) shall change the duties and responsibilities of the City, the Contractor or any of their consultants, agents or employees from those set forth in the Contract Documents.

5. **Obligations And Liability Of The Contractor:** The Contractor shall do all the work and perform and furnish all the labor, services, materials, equipment, plant, machinery, apparatus, appliances, tools, supplies and all other things (except as otherwise expressly provided herein) necessary and as herein specified for the proper performance and completion of the Work in the manner and within the time hereinafter specified, in strict accordance with the Drawings, Specifications and other Contract Documents, in conformity with the directions and to the satisfaction of the City, and at the prices herein agreed upon therefor.

All parts of the Work and all fixtures, equipment, apparatus and other items indicated on the Drawings and not mentioned in the Specifications, or vice versa, and all work and material usual and necessary to make the Work complete in all its parts, including all incidental work necessary to make it complete and satisfactory and ready for use and operation, whether or not they are indicated on the Drawings or mentioned in the Specifications, shall be furnished and executed the same as if they were called for both by the Drawings and by the Specifications.

The Contractor shall coordinate his operations with those of any other contractors who may be employed on other work of the City, shall avoid interference therewith, and shall cooperate in the arrangements for storage of materials and equipment.

The Contractor shall conduct his work so as to interfere as little as possible with private business and public travel. Wherever and whenever necessary or required, he shall maintain fences, furnish watchmen, maintain lights, and take such other precaution as may be necessary to protect life and property.

The Contractor shall indemnify and save harmless the City and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease or death sustained by any person or persons or injury or damage to or destruction of any property, directly or indirectly arising out of, relating to or in connection with the Work, whether or not due to or claimed to be due in whole or in part to the active, passive or concurrent negligence or fault of the Contractor, his officers, agents, servants or employees, any of his subcontractors, the City or any of their respective officers, agents, servants or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false or fraudulent; and the Contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, provided, however, that the Contractor shall not be required to indemnify the City, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the owner other than supervisory acts or omissions of the City in the Work.

The Contractor shall have complete responsibility for the Work and the protection thereof, and for preventing injuries to persons and damage to the Work and property and utilities on or about the Work, until final completion and final acceptance thereof. He shall in no way be relieved of his responsibility by any right of the City to give permission or directions relating to any part of the Work, by any such permission or directions given, or by failure of the City to give such permission or directions. The Contractor shall bear all costs, expenses, losses and damages on account of the quantity or character of the Work or the nature of the land (including but not limited to subsurface conditions) in or under or on which the Work is done being different from that indicated or shown in the Contract Documents or from what was estimated or expected, or on account of the weather, elements, or other causes unless information regarding such condition(s) was known and not disclosed by the City prior to Contractor commencing its work.

The Contractor shall conduct his operations so as not to damage existing structures or work installed either by him or by other contractors. In case of any such damage resulting from his operations, he shall repair and make good as new the damaged portions at his own expense with the consent of the damaged party. In the event that consent is not given, the Contractor shall continue liable for the damage caused.

The Contractor shall be as fully responsible to the City for the acts and omissions of his subcontractors, their officers, agents, servants and employees as he is for his own acts and omissions and those of his own officers, agents, servants and employees.

Should the Contractor sustain any loss, damage or delay through any act or omission of any other contractor or any subcontractor of any such other contractor, the Contractor shall have no claim against the City therefor, other than for an extension of time, but shall have recourse solely to such other contractor or subcontractor.

If any other contractor or any subcontractor of any such other contractor shall suffer or claim to have suffered loss, damage or delay by reason of the acts or omissions of the Contractor or of any of his subcontractors, the Contractor agrees to assume the defense against any such claim and to reimburse such other contractor or subcontractor for such loss or damage.

The Contractor agrees to and does hereby indemnify and save harmless the City from and against any and all claims by such other contractors or subcontractors alleging such loss, damage or delay and from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, arising out of, relating to or resulting from such claims.

The Contractor shall promptly pay all federal, state and local taxes which may be assessed against him in connection with the Work or his operations under this Agreement and/or the other Contract Documents, including, but not limited to, taxes attributable to the purchase of material and equipment, to the performance of services, and the employment of persons in the prosecution of the Work.

6. Supervision Of Work: The Contractor shall be solely responsible for supervision of the Work, shall give the work the constant attention necessary to ensure the expeditious and orderly progress thereof, and shall cooperate with the City, its officers, agents or employees in every possible way.

At all times, the Contractor shall have as his agent on the Work a competent superintendent capable of reading and thoroughly understanding the Drawings and Specifications, with full authority to execute the directions of the Engineer without delay and to supply promptly such labor, services, materials, equipment, plant, apparatus, appliances, tools, supplies and other items as may be required. Such superintendent shall not be removed from the Work without the prior written consent of the City. If, in the opinion of the City, the superintendent or any successor proves incompetent, the Contractor shall replace him with another person approved by the City; such approval, however, shall in no way relieve or diminish the Contractor's responsibility for supervision of the Work.

Whenever the Contractor or his agent or superintendent is not present on any part of the Work where it may be necessary to give directions or instructions with respect to such work, such directions or instructions may be given by the City to and shall be received and obeyed by the foreman or any other person in charge of the particular work involved.

7. Insurance: The Contractor shall procure and maintain insurance of the types specified below, and to the limits for this insurance specified in the Standard Bid and Contract Terms and Conditions and the City of New London Code of Ordinances, Article IV., Section 2-71. All insurance shall be obtained from companies satisfactory to the City.

Insurance shall be in such forms as will protect the Contractor from all claims and liability for damages for bodily and personal injury, including accidental death, and for property damage, which may arise from operations under the Contract, whether such operations be by himself, his subcontractors, or by anyone directly or indirectly employed or engaged by him.

The following types of insurance shall be provided before starting and until final completion and acceptance of the Work and expiration of the guarantee period provided for in the Agreement.

- a. Workmen's Compensation and Employer's Liability Insurance.
- b. Bodily Injury Insurance for operations and completed operations and Contractor's Protective Bodily Injury Insurance.
- c. Property Damage Insurance for operations and completed operations and Contractor's Protective Property Damage Insurance, each including coverage for injury to or destruction of wires or pipes and similar property and appurtenant apparatus and the collapse of or structural injury to any building or structure except those on which work under the Contract is being done. Blasting and explosion coverage shall be obtained if there is a need for blasting under the Contract, and no blasting shall be performed until such insurance has been secured.
- d. Bodily Injury Insurance covering the operation of all motor vehicles owned by the Contractor.
- e. Personal Injury Insurance to cover claims for personal injury and including claims brought by employees.
- f. Property Damage Insurance covering the operation of all motor vehicles owned by the Contractor.
- g. Insurance to cover bodily injuries and property damage resulting from the use of motor vehicles not owned by the Contractor, while such vehicles are being operated in connection with the prosecution of the Work.
- h. Contractual Liability Insurance covering the liability assumed by the Contractor under the fifth paragraph of that subsection titled "Obligations and Liability of Contractor" of this Agreement.
- i. Owner's Protective Liability and Property Damage Insurance to protect the City and any Engineer against claims for Property damage and for bodily injuries, including accidental death, caused by the operations of the Contractor or his subcontractors on the Work. The policy shall indicate the City and any Engineer as the named insured. A copy of the policy shall be furnished to the City and a Certificate of Insurance shall be furnished to any Engineer.

Any of the above coverages written on a claims made form have an Extended Reporting Period of three years from the termination of the contract.

All policies shall be so written that the owner will be notified in writing of cancellation or restrictive amendment at least 30 days prior to the effective date of such cancellation or amendment.



Certificates from the Contractor's insurance carriers stating the coverages provided, the limits of liability, and expiration dates shall be filed in triplicate with the Engineer before operations are begun. Such certificates shall be on the form furnished by the Engineer.

The CITY requires that the aggregate limits be maintained by the CONSULTANT as required. It is the responsibility of the CONSULTANT or his representative to notify the CITY if ever or whenever claims reduce the General Aggregate below \$1,000,000.

Renewal certificates must be furnished by the Contractor prior to the expiration date of any of the initial insurances.

No insurance required or furnished hereunder shall in any way relieve the Contractor of or diminish any of his responsibilities, obligations and liabilities under the Contract.

8. Contract: This Agreement, which includes all the Contract Document elements listed in paragraph 1 above, forms the Contract between the parties identified in the heading of this document. In the event that any provision of the Contract conflicts with any other provision of this Contract, the decision of the City will be final.

9. Funding and Fiscal Year Appropriations: Appropriations for expenditures by the City and authorization to spend for a particular purpose are ordinarily made on a fiscal year basis. The fiscal year of the City is the twelve (12) month period ending June 30 of each year. The obligations of the City under this Contract for the present or any subsequent fiscal year following the fiscal year in which this Contract is executed are subject to the appropriation of funds sufficient to discharge the City's obligation, which accrues in this or any subsequent fiscal year. In the absence of such appropriation or authorization, this Contract shall be terminated immediately upon the Contractor's receipt of notice to said effect without liability for damages, penalties or other charges arising from early termination. Expenditures for Contracted services that will extend beyond a single fiscal year shall not exceed in any fiscal year the amount appropriated and authorized for said fiscal year. The Contractor's yearly costs, as contained herein, may not exceed the amount appropriated for said year.

10. Termination: The Contract may be terminated without cause by either party by giving written notice to the other at least thirty (30) calendar days prior to the effective date of termination stated in the notice. If Contractor fails to fulfill his obligations, the City may terminate this Contract by giving written notice to the Contractor at least seven (7) calendar days before the effective date of termination stated in the notice. The notice shall state the circumstances of the alleged breach and may state a period during which the alleged breach may be cured, which cure shall be subject to approval by the City.

11. Obligations in Event of Termination:

A. Upon termination, all finished or unfinished documents, data, studies, and reports prepared by the Contractor pursuant to this Contract, shall become the property of the City.

B. The City shall promptly pay the Contractor for all services performed to the effective date of termination, subject to indemnification provisions of Paragraph 5 hereof and subject to offset of sums due the Contractor against sums owed by the Contractor to the City.

12. Record keeping, Audit, and Inspection of Records: The Contractor shall maintain books, records and other compilations of data pertaining to the requirements of the Contract to the extent and in such detail as shall properly substantiate claims for payment under the Contract. All such records shall be kept for a period of six (6) years or for such longer period as is specified herein. All retention periods start on the first day after final payment under this Contract. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the applicable retention period, all records shall be retained until completion of the action and resolution of all issues resulting therefrom, or until the end of the applicable retention period, whichever is later. The Federal grantor agency, the State Auditor, the City, or any of their duly authorized representatives or designees shall have the right at reasonable times and upon reasonable notice, to examine and copy, at reasonable expense, the books, records, and other compilations of data of the Contractor which pertain to the provisions and requirements of this Contract. Such access shall include on-site audits, review, and copying of records.

13. Publicity, Publication, Reproduction and Use of Contract Products or Materials: Unless provided otherwise by law or the City, title and possession of all data, reports, programs, software, equipment, furnishings, and any other documentation or product paid for with City funds shall vest with the City at the termination of the Contract. The Contractor shall at all times obtain the prior written approval of the City before it, any of its officers, agents, employees or subcontractors, either during or after termination of the Contract, makes any statement bearing on the work performed or data collected under this Contract to the press or issues any material for publication through any medium of

communication. If the Contractor, or any of its subcontractors, publishes a work dealing with any aspect of performance under the Contract, or of the results and accomplishments attained in such performance, the City shall have a royalty-free non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the publication. The Contractor shall use reasonable means to inform the public that the City provides financial support for its operations and services by explicitly stating on publicity material, stationery, posters and other written materials, and on its premises the following: "This program is supported in part (in full) by the City of New London."

14. Assignment by Contractor and Subcontracting: The Contractor shall not assign or in any way transfer any interest in this Contract without the prior written consent of the City, nor shall he subcontract any services without the prior written approval of the City.

15. Connecticut Law: It is agreed that this contract shall be governed by, construed, and enforced in accordance with the internal laws of the State of Connecticut.

16. Venue: In the event of litigation, the parties do agree to be contractually bound to submit themselves to the personal jurisdiction of the state courts of Connecticut. The venue for any court proceeding shall be in the Superior Court for the Judicial District for New London at New London, Connecticut.

17. Waiver of Jury Trial: CONTRACTOR HEREBY EXPRESSLY WAIVES ANY AND ALL RIGHTS IT MAY HAVE TO TRIAL BY JURY OF ANY CLAIM, DEMAND, ACTION OR CAUSE OF ACTION (1) ARISING UNDER THIS AGREEMENT OR ANY OTHER INSTRUMENT, DOCUMENT OR AGREEMENT EXECUTED OR DELIVERED IN CONNECTION HERewith, OR (2) IN ANY WAY CONNECTED WITH OR RELATED OR INCIDENTAL TO THE DEALINGS OF THE PARTIES HERETO OR ANY OF THEM WITH RESPECT TO THIS AGREEMENT OR ANY OTHER INSTRUMENT, DOCUMENT OR AGREEMENT EXECUTED OR DELIVERED IN CONNECTION HERewith, OR THE TRANSACTIONS RELATED HERETO OR THERETO, IN EACH CASE WHETHER NOW EXISTING OR HEREAFTER ARISING, AND WHETHER SOUNDING IN CONTRACT OR TORT OR OTHERWISE; AND CONTRACTOR HEREBY AGREES AND CONSENTS THAT ANY SUCH CLAIM, DEMAND, ACTION OR CAUSE OF ACTION SHALL BE DECIDED BY COURT TRIAL WITHOUT A JURY, AND THE CITY MAY FILE AN ORIGINAL COUNTERPART OR A COPY OF THIS SECTION WITH ANY COURT AS WRITTEN EVIDENCE OF CONTRACTOR'S CONSENT TO THE WAIVER OF ITS RIGHT TO TRIAL BY JURY.

18. Nondiscrimination and affirmative action provisions, nondiscrimination provisions regarding sexual orientation, Executive Order Number Three and guidelines and rules, Executive Order Number Seventeen, Executive Order Number Sixteen and sexual harassment policy:

For the purposes of this article, the word "contractor" is substituted for and has the same meaning and effect as if it read "Contractor's name." Section A of this article is inserted in connection with subsection (a) of Section 4a-60 of the General Statutes of Connecticut, as revised. Section B of this article is inserted in connection with subsection (a) of Section 4a-60a of the General Statutes of Connecticut, as revised.

A. (a) For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the 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 Conn. Gen. Stat. Section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section, "public works contract" means any agreement between any individual, firm, or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance, or guarantees.

(b) (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The contractor further agrees to take affirmative

action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to Conn. Gen. Stat. Sections 46a-56, 46a-68e, and 46a-68f; (5) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records, and accounts concerning the employment practices and procedures of the contractor as they relate to the provisions of this section and Conn. Gen. Stat. Section 46a-56. If the contract is a public works contract, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

(c) Determination of the contractor's good faith efforts shall include, but shall not be limited to, the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The contractor shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor, or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Conn. Gen. Stat. Section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f) The contractor agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

B. (a) (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to Section 46a-56 of the Connecticut General Statutes; (4) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records, and accounts concerning the employment practices and procedures of the contractor that relate to the provisions of this section and Section 46a-56 of the Connecticut General Statutes.

(b) The contractor shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor, or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Section 46a-56 of the Connecticut General Statutes; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(c) The contractor agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

C. This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated, or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning nondiscrimination, notwithstanding that the State Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion.

The contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

D. This contract is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be cancelled, terminated, or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the State Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

E. This contract is subject to the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, and, as such, the contract may be canceled, terminated, or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. Executive Order No. Sixteen is attached hereto and made a part hereof. The parties agree to comply with such executive order. In addition, the contractor agrees to include a copy of Executive Order No. Sixteen, and the requirement to comply with said executive order, in all contracts with its contractors, subcontractors, consultants, sub-consultants, and vendors.

F. This contract is subject to the provisions of the City of New London Sexual Harassment Policy ("Policy") and, as such, the contract may be canceled, terminated, or suspended by the City in the event that the contractor, its employees, contractors, subcontractors, consultants, sub-consultants, or vendors engages in behavior prohibited by the provisions of the Policy (a copy of the Policy is attached hereto). The contractor agrees to include a copy of the Policy, and the requirement to prevent behavior as defined in such Policy, in all contracts with its contractors, subcontractors, consultants, sub-consultants, and vendors.

19. Force Majeure: Neither party shall be liable to the other or be deemed to be in breach of this Contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or of a public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or unusually severe weather. Dates or times of performance shall be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

20. Compliance with Laws and Indemnification of the City of New London: The Contractor shall comply with all applicable laws, rules, regulations, ordinances, orders or requirements of the State of Connecticut and any governmental authority relating to the delivery of the services specified in this Contract. The City may require the Contractor to pay fines, penalties, and damages that may arise out of or may be imposed because of, the Contractor's breach or failure to comply with the provisions of this Contract. Unless otherwise provided by law the Contractor shall indemnify and hold harmless the City, its agents, officers and employees against any and all liability, loss, damages, penalties, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay resulting from, arising out of, or in connection with the services performed or delivered under this Contract by reason of acts, inactions, omissions, negligence, reckless or intentional misconduct of the Contractor, its agent(s), officers, employees or subcontractors; provided that the Contractor is notified of any claim within a reasonable time after the City becomes aware of it, and the Contractor is afforded an opportunity to participate in the defense of such claim. In such event, no negotiated settlement agreement shall be binding on the Contractor without the Contractor's concurrence.

21. Waivers And Severability: All conditions, covenants, duties and obligations contained in this Contract can be waived only by written agreement. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. A waiver or breach of any term, condition, or covenant by a party shall not constitute a waiver or breach of any other term, condition or covenant. If any court of competent jurisdiction declares a provision of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions of the Agreement shall remain in full force and effect.

22. Amendments: No amendment to this Contract shall be effective unless it is signed by authorized representatives of both parties and complies with all other regulations and requirements of law.

23. Entire Agreement: The parties understand and agree that this Contract and attachments (if any), which includes all Contract Documents, supersede all other verbal and written agreements and negotiations by the parties relating to the services under this Contract.

24. Notice: Unless otherwise specified in an attachment hereto, any notice hereunder shall be in writing addressed to the persons and addresses indicated in the caption of this Contract on page 1.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in two (2) original copies on the day and year first above written.

OWNER:

CONTRACTOR:

Michael Passero
Its Mayor

Its Duly Authorized Agent

Approved as to form:

Jeffrey T. Londregan, Esq., Director of Law

Date Signed _____