



**TOWN OF MANSFIELD**  
**Request For Proposal (RFP)**

**SIGNAGE AND WAYFINDING PLAN**

**Submission Deadline:**

3:00 p.m. Friday, October 8, 2021

**Submission Contact and Address:**

Office of the Director of Finance  
Finance Department  
4 South Eagleville Road  
Mansfield, Connecticut 06268

[mansfieldct.gov](http://mansfieldct.gov)

**TOWN OF MANSFIELD  
MANSFIELD, CONNECTICUT**

**NOTICE OF BID**

**SIGNAGE AND WAYFINDING PLAN**

Bidders wishing to submit a proposal for this solicitation are requested to respond online through a secure E-Procurement portal. Responses can be submitted at the following link: [mansfieldct.bonfirehub.com](https://mansfieldct.bonfirehub.com) under the bid title “**SIGNAGE AND WAYFINDING PLAN**”. Bidders will be required to create a Bonfire profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website: [Vendor Registration](#). Due to the bid collection change to a secure online platform, multiple copies of your bid are no longer required. Please upload one (1) copy of all required bid documentation. Qualifications and proposals will be accepted until **Friday, October 8, 2021 at 3:00pm**. Proposals received after that time will not be considered.

The Instructions to Bidders, Form of Bid, Scope of Services, and other contract documents may be examined and downloaded from the “Your Government” “RFQ, RFP, and Bid Postings” section of the Town of Mansfield website [mansfieldct.gov](https://mansfieldct.gov).

The Town of Mansfield hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation, and they will not be discriminated against on the grounds of race, color, national origin or sex, in consideration for an award. An Affirmative Action/Equal Opportunity Employer. Minority/Women’s Business Enterprises are encouraged to apply.

If you intend to bid please notify Derek Dilaj, Assistant Town Engineer at (860) 429-3331 or by email at [dpw@mansfieldct.org](mailto:dpw@mansfieldct.org) so you may receive any and all addendum.

To receive consideration bids must be uploaded to the Bonfire platform no later than the day and hour mentioned above.

The Town of Mansfield reserves the right to accept or reject any or all bids; to waive any informality; or to accept any bid deemed in the best interests of the Town of Mansfield.

All bids shall be considered valid for a period of ninety (90) days.

Charmaine Bradshaw-Hill  
Director of Finance  
Town of Mansfield



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# INSTRUCTIONS TO BIDDERS

## TOWN OF MANSFIELD MANSFIELD, CONNECTICUT 06268

### Signage and Wayfinding Plan

#### 1.01: TIME FOR OPENING BIDS

Bidders wishing to submit a proposal for this solicitation are requested to respond online through a secure E-Procurement portal. Responses can be submitted at the following link: [mansfieldct.bonfirehub.com](https://mansfieldct.bonfirehub.com) under the bid title “**Signage and Wayfinding Plan**”. Bidders will be required to create a Bonfire profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website: [Vendor Registration](#). Due to the bid collection change to a secure online platform, multiple copies of your bid are no longer required. Please upload one (1) copy of all required bid documentation. Qualifications and proposals will be accepted until **Friday, October 8, 2021 at 3:00pm**. Proposals received after that time will not be considered.

#### 1.02: PREPARATION OF PROPOSALS

Proposals must be made upon forms contained herein. The blank spaces in the Proposal must be filled in correctly where indicated. The Bidder must state the prices for which he proposes to do each item of the work contemplated. In case of discrepancy where both words and the numerals are requested, the words shall govern. Ditto marks are not considered writing or printing and shall not be used. The Bidder shall sign his Proposal correctly. If the Proposal is made by an individual, his name, post office address and telephone number must be shown. If made by a firm, partnership, or corporation, the Proposal must be signed by an official of the firm, partnership, or corporation authorized to sign contracts, and must show the post office address and telephone number of the firm, partnership, or corporation. Failure to do so may disqualify the bid.

The bidder shall insert the price per stated unit and the extensions against each unit which he proposed to provide. In the event of a discrepancy between the unit price and the extension, the unit price shall govern. (If discounts are shown and there is an error in the extension of the total, the discount offered shall govern.) If the price bid per unit is based on any unit other than that stated, the bidder shall state the unit on which the unit price is based.

Each bid must be submitted to the Bonfire platform.

All information shall be entered in ink or by typewriter. Mistakes may be crossed out and corrections inserted before submission of your bid. The person signing the bid shall initial corrections in ink.

Corrections and/or modifications received after the closing time specified will not be accepted.

### 1.03 SUBMISSION OF PROPOSALS

All proposals can be submitted at the following link: [mansfieldct.bonfirehub.com](https://mansfieldct.bonfirehub.com) under the bid title “**Signage and Wayfinding Plan**”. Bidders will be required to create a Bonfire profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website: [Vendor Registration](#). Due to the bid collection change to a secure online platform, multiple copies of your bid are no longer required. Please upload one (1) copy of all required bid documentation.

If any bidder contemplating submitting a proposal is in doubt as to the true meaning of any part of these specifications, he may submit requests for information and/or clarification in writing via e-mail to [dpw@mansfieldct.org](mailto:dpw@mansfieldct.org) no later than 4:00pm, Friday, October 1, 2021. No interpretations as to the meaning of the plans, specifications, or other Contract Documents shall be made to any bidder orally.

A bid will not be accepted if it is received at [mansfieldct.bonfirehub.com](https://mansfieldct.bonfirehub.com) after the stated time of opening as shown on the bid proposal form. Unsigned bids shall be rejected.

Contractors must furnish a Performance Bond if awarded the contract. Attorneys-in-fact who sign contract bonds must file, with each bond, a certified and effectively dated copy of their power of attorney. Certificates of Insurance may be required and must be furnished by the Contractor prior to any work being performed.

Purchases made the Town are exempt from Fair Trade Laws as well as the payment of any sales, excise, or Federal Transportation taxes. Such taxes must not be included in the bid prices. Tax exemption certificates, for merchandise accepted by the Town, will be completed at the request of the Contractor furnishing the goods and services.

### 1.04 COST OF BID PREPARATION

The Town shall not reimburse the bidder for the cost of developing, presenting, or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.

### 1.05 VENDOR QUALIFICATIONS / FAMILIARITY WITH THE WORK

The vendor must demonstrate recent experience in design and a strong understanding of community signage needs, with work completed in municipalities, for a period of no less than three consecutive years. While the consultant will not be designing signage for UConn, a background working in college towns is preferred. The vendor must supply five references of similar scope for work performed in Connecticut or other New England states, preferably for municipal departments or state agencies.

It shall be the responsibility of the vendor to verify the completeness of the signage. Any additional services, labor and components needed to accomplish this project will be provided at no additional cost to the Town of Mansfield.

Each bidder is cautioned to examine the specifications, drawings, samples, etc. pertaining to the bid to fully acquaint himself with the exact existing conditions relating to the work

and has fully informed himself as to the work involved and the difficulties and restrictions attending the performance of this bid. Failure on the part of the bidder to examine all pertinent documents samples or job areas shall not entitle him to any relief from the conditions imposed in the proposal, the specifications, and the contract. Unsigned bids or bids without an original signature will not be accepted.

At the time of the opening of bids each bidder shall be presumed to have inspected the work and to have read and to be thoroughly familiar with all of the Contract Documents (including addenda). The failure or omission of any Bidder to receive or examine any form, instruction or document shall in no way relieve any bidder from any obligation in respect to his bid.

#### 1.06 ADDENDA AND INTERPRETATIONS

When a bidder desires an interpretation or clarification of any ambiguity in the bidding documents, he must contact the Assistant Town Engineer prior to the bid opening. The Assistant Town Engineer's interpretation shall be final and will be made known to all bidders concerned.

If any bidder contemplating submitting a proposal is in doubt as to the true meaning of any part of these specifications, he may submit requests for information and/or clarification in writing via e-mail to [dpw@mansfieldct.org](mailto:dpw@mansfieldct.org) by no later than 3:00pm, Friday, October 1, 2021. No interpretations as to the meaning of the plans, specifications, or other Contract Documents shall be made to any bidder orally.

Addenda information will be available online at <http://www.mansfieldct.gov>. It is strongly suggested that bidders check for any addenda a minimum of forty-eight hours in advance of the bid deadline. Failure of any bidder to receive any such addendum or interpretations shall not relieve any bidder from any obligations under his bid as submitted. Each bidder is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda. All addenda so issued shall become part of the Contract Documents. Oral explanations will not be binding on the Town.

#### 1.07 SAMPLES

When samples are requested they shall be delivered by the bidder properly identified at the time at the bid opening unless the bidding document indicates a different time. Samples shall be submitted free of charge. Samples will be removed by the bidder at his expense. The Town will not be responsible for any samples which are destroyed or mutilated in examination. If samples are not removed within thirty (30) days after written notice to the Vendor, they shall be considered as abandoned and the Town shall have the right to dispose of them as its own property. The Director of Finance may, at his discretion, hold the sample or samples of the successful bidder or bidders, for comparison with articles delivered on the Purchase Order, or orders issued subsequent to the award.

#### 1.08 ANTI-DISCRIMINATION

The Contractor agrees and warrants that in the performance of this Contract it will not discriminate or permit discrimination against any person or group of persons on the

grounds of sex, race, color, religion, age marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Mansfield.

#### 1.09 APPLICABLE LAW

The Contract pursuant to this solicitation shall be governed by, and the Town and Contractor shall have all remedies all recorded each by the Uniform Commercial Code, as adopted in the State of Connecticut, except as otherwise provided in such Contract or in laws pertaining specifically to the Town. This Contract shall be governed by the laws of the State of Connecticut, and suits pertaining to this contract shall be brought only in federal or state courts in the State of Connecticut.

#### 1.10 INTERPRETATION OF BIDS

Qualified bids are subject to rejection in whole or in part. A qualified bid is defined as one limiting or modifying any of the terms and conditions and/or specifications of the invitation to bid.

Bidders are cautioned to initial erasures, alterations or corrections. Failure to do so may result in rejection of bids.

Unless limited by the term no substitute, the use of the name of a manufacturer or of any particular make, model, or brand in describing an item, does not restrict bidders to that manufacturer or specific article, this means being used simply to indicate the character or quality of the article so described; but the article offered must be of such character and quality that it will serve the purpose for which it is to be used, equally as well as that specified, and shall be deemed by the Town to be so warranted by the bidder. Bids on comparable items must clearly slate the exact article being offered, and bidder shall furnish such other information concerning the article being offered as necessary to evaluate its acceptability for the purpose intended. If the bidder does not indicate that the article he offers is other than as specified, it will be understood that the bidder is offering the article exactly as specified.

The Director of Finance reserves the right to reject any or all bids, or the bid for any one or more commodities or contracted services included in any or all bids, to waive any Informality in bids and unless otherwise specified, to buy any part or the whole from one or more bidders when it is to the Town's best interest to do so.

#### 1.11 INTERPERTATION – PAROL EVIDENCE

The contract pursuant to this solicitation is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of such Contract. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in the contract. Acceptance or acquiescence in a course of performance rendered under the contract shall not be relevant to determine the meaning of the contract even though the accepting or acquiescing party had knowledge of the nature of this performance and opportunity to object.



## 1.12 DELIVERY

All prices bid must be on the basis of F.O.B. destination, inside delivery, unloaded and assembled unless otherwise indicated in the bidding documents. The contractor shall be responsible for all freight costs.

It shall be understood and agreed that any and all commodities furnished shall comply fully with all applicable O.S.H.A., and Federal and State laws and regulations.

Any equipment delivered must be standard new equipment, latest model, except as otherwise specifically stated in bidding documents. Where any part or nominal appurtenances of equipment are not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.

Delivery must be made as ordered and in accordance with the bidding documents. The decision of the Director of Finance as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the Contractor.

Commodities shall be securely and properly packed for shipment according to accepted standard commercial practice, without extra charge for packing cases, bailing or sacks, the containers to remain the property of the Town unless otherwise stated in the bidding documents.

## 1.13 AWARD OF CONTRACT

Award will be made to the lowest responsible qualified bidder.

A Bidder, if requested, must be prepared to present evidence of experience, ability, service facilities and financial standing necessary to meet satisfactorily the requirements set forth or implied in the bid.

The Director of Finance reserves the right to reject the bid of any bidder in default of any prior contract or guilty of misrepresentation, or of any company having as its sales agent or representative, or member of the firm any individual in default or guilty of misrepresentation.

Any and all work will need to be accomplished in the projected timeframes put forth in this Request for Proposal, or in any attached listing of projects by location and projected completion work dates. Contract award may be as a package or broken down by each service based on the best value for the Town of Mansfield.

Each bid will be received, with the understanding that the acceptance in writing by the Director of Finance of the offer to furnish any or all of the commodities described there in, shall constitute a contract between the Bidder and the Town, which shall bind the Bidder on his part to furnish and deliver the commodities at the prices given and in accordance with conditions of said accepted bid and specifications.

No alterations or variations of the terms of the contract shall be valid or binding upon the Town unless made in writing and signed by the Director of Finance. The placing, in the mail to the address given in the bid or delivery of a notice of award to a bidder will constitute

notice of acceptance. When so requested by the Director of Finance, the Contractor shall execute a formal contract with the Town for the complete performance specified therein. The contract may be terminated or annulled by the Director of Finance upon nonperformance of contract terms or failure of the Contractor to furnish performance surety and/or insurance certificates within ten (10) days from date of request. Any unfulfilled deliveries against such contract may be purchased from other sources at the Contractor's expense.

Failure of a Contractor to deliver within the time specified or within reasonable time as interpreted by the Director of Finance or failure to make replacements of rejected commodities when so requested, immediately or as directed by the Director of Finance, will constitute authority for the Director of Finance to purchase in the open market, the commodities to replace the commodities rejected or not delivered. The Director of Finance reserves the right to authorize immediate purchased in the open market against rejections on any contract when necessary. On all such purchases, the Contractor agrees promptly to reimburse the Town for excess costs occasioned by such purchases. Such purchases will be deducted from the contract quantities.

However, should public necessity demand it, the Town reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the Director of Finance.

#### 1.14 BEST CUSTOMER PREFERENTIAL PRICING

The contractor shall reduce the contract price of any good or service for which a contract award is executed to an amount equal to or lower than any pricing offered to any other commercial customer or the general public. This reduction in price shall be applied when the goods or services are identical to those contracted for and quantities requested meet any minimum quantity requirements for such pricing.

#### 1.15 CERTIFICATION

By signature of the proposer, the proposer certifies:

The submission of the offer did not involve collusion or other anticompetitive practices.

The proposer had not given, offered to give, not intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in the rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting Contract and may be subjected to legal remedies by law.

The proposer submitting the offer hereby certifies that the Individual signing the offer and/or Contract is an authorized agent for the proposer and has the authority to bind the proposer to the contract.

#### 1.16 CLAYTON ACT ASSIGNMENT OF RIGHTS

The Contractor and/or Subcontractor offers and agrees to assign to the Town of Mansfield all rights, responsibilities and interest in all causes of action it may have under Section 4 of the Clayton Act. 15 U.S.C. Section 15, or under Connecticut General Statutes 35-24 et. seq., as amended, arising out of the purchase of services, property, or intangibles of any kind pursuant to the Agreement, or Subcontracts thereunder. This assignment shall be made and become effective at the time the Town awards or accepts such Agreement, without further acknowledgment by the parties. In the alternative, at the option of the Town, the Contractor and/or Subcontractor agrees to pay to the Town its proportionate share of recoveries for antitrust violations which relate to purchases pursuant to this Contract, or Subcontracts hereunder. The Contractor and/or Subcontractor agree promptly to notify the Director of Finance of the Town of Mansfield of suspected antitrust violations and claims.

#### 1.17 CONTRACT

The contract pursuant to this solicitation shall be based upon the request for bid issued by the Town and the offer submitted by the Contractor in response to the request for bid. The offer shall substantially conform to the terms, conditions, specifications and other requirements set forth within the text of the request for bid. The Town reserves the right to clarify any contractual terms with the concurrence of the Contractor. However, any substantial nonconformity in the offer, as determined by the Town Director of Finance, shall be deemed nonresponsive and the offer rejected.

Such contract shall contain the entire agreement between the Town and the Contractor relating to this requirement and shall prevail over any and all previous Agreements, contract, proposals, negotiations, purchase orders or master Agreements in any form.

#### 1.18 CONTRACT AMENDMENTS

The contract pursuant to this solicitation shall be modified only by a written contract amendment signed by the Town Director of Finance and persons duly authorized to enter into contracts on behalf of the Contractor.

#### 1.19 GRATUITIES

The Town may, by written notice to the Contractor, cancel the contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative or the Contractor, to any officer or employee or the Town amending, or the making of any determinations with respect to the performing of such contract. In the event this contract is canceled by the Town pursuant to this provision, the Town shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity.

#### 1.20 INSURANCE

The Contractor shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the Contractor and any agents, representatives, subcontractors or employees. Insurance

companies must be licensed by the State of Connecticut or otherwise acceptable to the Town. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Contractor. Full disclosure of any non-standard exclusions is required for all required coverages.

The coverage indicated below at not less than the specified limits are required for this project (agreement):

- A. Comprehensive General Liability coverage naming the TOWN OF MANSFIELD as additional insured, written on an occurrence basis: \$1,000,000 per occurrence, \$2,000,000 aggregate
- B. Automobile Liability coverage, including coverage for hired or borrowed autos: \$1,000,000 per accident-combined single limit
- C. Workers' Compensation Coverage, (as per Connecticut law and custom) and employer's liability coverage \$100,000 (each accident) / \$500,000 (Disease, each employee) / \$100,000 (Disease, policy limit) limits or "Certificate of Solvency" issued by Connecticut Workers' Compensation Commission for self-insurers.
- D. Umbrella/Excess Liability: The contractor will maintain coverage applying over the underlying Commercial General Liability/Automobile Liability, Pollution Liability (where applicable), and Employer Liability section of the Workers' Compensation coverage. Minimum limits: \$2,000,000 per occurrence/\$2,000,000 annual aggregate. The Town of Mansfield shall have the sole discretion in increasing or reducing the Umbrella/Excess Liability coverage requirements depending on the scope and/or size of the work to be performed by Contractor/Bidder.

Commercial General Liability, Commercial Auto Liability, and Umbrella/Excess Liability coverage shall be written on a Primary, Non-Contributory Basis.

The required insurance form shall be certified by a duly authorized representative of the insurer(s) and incorporated into and made a part of this agreement. Properly executed certificates signifying adequate coverage in effect for the duration of the contract with renewal certificates issued not less than 30 days prior to expiration of a policy period, must be submitted with the bid on file with the Town prior to commencement of this project (agreement).

Insurance as required by the Town of Mansfield shall be furnished by the Contractor to the Town. The Town of Mansfield shall be listed as "additional insured" by name on all insurance certifications except Worker's Compensation & Employers Liability. Failure of the Contractor to maintain all required insurance in accordance with the Contract shall constitute a material breach of the Contract and shall subject the Contractor the Town's withholding liquidated damages from the Contractor in the amount of five percent (5%) of the total Contract price, as it may be amended by construction orders, subject to the continued commercial availability of such coverage.

The Contractor shall not commence work under this contract until he has obtained all the insurance required above of the Information for Bidders attached hereto and such insurance has been approved by the Town. The Contractor shall furnish the Town with

certificates showing the type, amount, class of operations covered, effective dates, and dates of expiration of policies. Such certificates shall also contain substantially the following statements: "The insurance covered by this certificate will not be canceled or materially altered, except after ten (10) days written notice has been received by the Town." The Town of Mansfield shall be listed as "additional insured" by name on all such insurance certifications.

Each policy of insurance shall include a waiver of subrogation in favor of the Town of Mansfield and shall provide no less than thirty (30) days' notice to the Town in the event of a cancellation or change in conditions or amounts of coverage.

## 1.21 INDEMNIFICATION

The Bidder is aware of and agrees that, if awarded an Agreement, he is bound by the following indemnification language:

To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Town of Mansfield, their respective boards, commissions, officers, officials, employees, agents, representatives, and servants from any and all suits, claims, losses, damages, costs (Including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments or any name or nature for:

- Bodily injury, sickness, disease, or death; and/or
- Damage to or destruction of property, real or personal; and/or
- Financial losses (including, without limitation, those caused by loss of use)

sustained by any person or concern, including officers, employees, agents, Subcontractors or servants of the Town, or the Contractor, or by the public, which is cause or alleged to have been caused in whole or in part by the negligent act(s) or omission(s) of the Contractor, its officers, employees, agents, or Subcontractors, in the performance of this Agreement or from the inaccuracy of any representation or warranty of the Contractor contained in the Contract Documents. This indemnity shall not be affected by other portions of the Agreement relating to insurance requirements.

To the fullest extent permitted by law, the Contractor agrees to release, defend, indemnify, and hold harmless the Town of Mansfield, their respective boards and commissions, officers, officials, employees, agents, representatives, and servants from any loss, claim, cost penalty, fine or damage that may arise out of the failure of the Contractor, its officers, agents, employees or Subcontractors to comply with any laws or regulations of the United States of America, the State of Connecticut, the Town of Mansfield, or their respective agencies. This undertaking shall not be affected by other portions of the Agreement relating to insurance requirements.

## 1.22 LAW OF WAIVER

Any breach of contract which the Town does not object to shall not operate as a waiver of the Town to seek remedies available to it for any subsequent breach.

### 1.23 LICENSES

Contractor shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this contract.

### 1.24 PUBLIC RECORD

All proposals submitted in response to this request shall become the property of the Town and shall become a matter of public record available for review subsequent to the award notification.

### 1.25 PROPERTY TAX ASSESSMENT

All owners of real estate, or of tangible personal property located in any town for three months or more during the assessment year immediately preceding any assessment day, who are nonresidents of such town, shall file lists of such real estate and personal property with the assessors of the town in which the same is located on such assessment day, if located in such town for three months or more in such year, otherwise, in the town in which such property is located for the three months or more in such year nearest to such assessment day, under the same provisions as apply to residents, and such personal property shall not be liable to taxation in any other town in this state. The list of each nonresident taxpayer shall contain his post-office and street address. The assessors shall mail to each nonresident, or to his attorney or agent having custody of his taxable property, at least fifteen days before the expiration of the time for filing lists, blank forms for filing lists of such property. The lists of taxable property of nonresidents shall be arranged in alphabetical order and separate from the lists of residents, provided no such separation shall be necessary in any town the board of assessors of which, upon the request of its property tax collector, has made rules and regulations approved of the secretary of the office of policy and management setting up an alternative method of arrangement.

### 1.26 PROVISIONS REQUIRED BY LAW

Each and every provision of law and any clause required by law to be in the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

### 1.27 RELATIONSHIP OF PARTIES

It is clearly understood that each party shall act in its own individual capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever. The Contractor is advised that taxes or social security payments shall not be withheld from a Town payment issued hereunder and that Contractor should make arrangements to directly pay such expenses, if any. The Contractor understands that it is not entitled to compensation in the form of salaries, or to paid vacation or sick days by the Town. The Contractor further understands that the Town

shall not provide any insurance coverage to the Contractor, including workmen's compensation coverage.

#### 1.28 RIGHTS AND REMEDIES

No provision in these solicitation documents or in the proposer's bid shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim of default or breach of contract. The failure of either party to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the acceptance of materials or services, obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of either party to insist upon the strict performance of the contract.

#### 1.29 SEVERABILITY

The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.

#### 1.30 SUBCONTRACTS

No subcontract shall be entered into by the Contractor with any other party to furnish any of the material/service specified herein without the advance written approval of the Town's Director of Finance. All subcontracts shall comply with federal and state laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract, as if the subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not subcontractors are used. The Town shall not unreasonably withhold approval and shall notify the Contractor of the Town's position within a reasonable period of time.

#### 1.31 SUBMISSION OF INVOICES

The following provisions regarding submission of invoices are an integral part of these bidding documents, and as such, will create a contractual obligation on the part of the awarded vendor. Failure to comply with these contractual requirements may result in a breach of contract:

All invoices submitted to the Town of Mansfield for goods or services shall contain the following minimum information:

- Town Order Number.
- Complete description and quantity of goods and services rendered.
- Agency and name of individual requesting goods or rendering of services.
- Complete price information including gross amount, discount if applicable, net amount and itemization of labor charges if applicable.
- Additional information as may be required by contract.

All invoices must be forwarded to the Town Department to whom goods and services were rendered.

### 1.32 TOXIC SUBSTANCES

In accordance with section 31-40 of the General statutes of Connecticut any person who supplies any toxic substance as defined in 31-40 shall provide the following information:

- 1) The generic or basic chemical name of the toxic substance;
- 2) The level at which exposure to the substance is determined to be hazardous, if known;
- 3) The acute and chronic effects of exposure of hazardous levels;
- 4) The symptoms of such effects;
- 5) Appropriate emergency treatment;
- 6) Proper conditions for safe use and exposure to such toxic substance;
- 7) Procedures for cleanup of leaks and spills of such toxic substance; and
- 8) A label on each container of any such substance which states, in a clearly legible and conspicuous form, that a toxic substance is contained therein.

This information shall be disclosed at the time of the bid opening and chemical data sheets will also be required if the products meet the toxic substance criteria.

### 1.33 VENDOR WARRANTY

Vendor hereby agrees to:

- a. Perform contract in accordance with the specifications and bid under which the contract was awarded.
- b. Warranty the products or services against defective material or workmanship and to repair or replace any damage or marring of products occasioned in transit.
- c. Furnish adequate protection from damage for all work and to repair damages of any kind, for which he or his workmen are responsible, to the premises or equipment, to his own work or to the work of other contractors.
- d. Indemnify, defend, and hold harmless the Town, its agencies, agents, offices, servants or employees from any action, law suit or judgment arising out of defects in its products, materials or workmanship, negligence in its activities or breach of its agreement with the Town, including the cost of defense and counsel fees.

Articles which in any respect fail to conform to the specifications upon which the award is made will be rejected and held subject to the Bidder's disposition and expense.



# SCOPE OF SERVICES

## SIGNAGE AND WAYFINDING PLAN

### GENERAL INFORMATION

The Town of Mansfield (Town) is seeking to engage a qualified professional firm for the development of a master signage program for the Town of Mansfield.

Copies of the RFP are available online at the Town of Mansfield website at <http://www.mansfieldct.gov/bids.aspx> "Signage and Wayfinding Plan." If you intend to bid please notify Derek Dilaj, Assistant Town Engineer, at (860) 429-3331 or by email at [dpw@mansfieldct.org](mailto:dpw@mansfieldct.org) so you may receive any and all addendum.

Bidders wishing to submit a proposal for this solicitation are requested to respond online through a secure E-Procurement portal. Responses can be submitted at the following link: [mansfieldct.bonfirehub.com](http://mansfieldct.bonfirehub.com) under the bid title "**GATEWAY SIGNAGE STRUCTURAL ENGINEERING AND FABRICATION**". Bidders will be required to create a Bonfire profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website: [Vendor Registration](#). Due to the bid collection change to a secure online platform, multiple copies of your bid are no longer required. Please upload one (1) copy of all required bid documentation. Qualifications and proposals will be accepted until 3:00pm, Friday, October 8, 2021. Proposals received after that time will not be considered.

All proposals are subject to and must comply with the provisions set forth in this RFP. The Town of Mansfield is NOT bound to select on the exclusive basis of low price bidder.

The below schedule of the project is estimated below and is subject to change due to funding availability, duration for contract negotiation:

Milestone	Date
Advertisement of RFP	9/13/2021
Final Date for RFP Questions / Clarifications	10/1/2021
Addendum Issued	10/4/2021
RFPs Due	10/8/2021
RFP Review & Shortlist	10/15/2021

### PROJECT OVERVIEW

The Town of Mansfield (Town) is seeking to engage a qualified professional firm for the development of a master signage program for the Town of Mansfield. The Town will consider teaming or sub-contracting if the firm has a demonstrated successful working relationship.

The Town seeks a signage and wayfinding system that will present a consistent image for the Town and unify signage that is part of the branding for the Town.

In 2018 the Town Council adopted a Positioning & Marketing Development Plan. Over the last few years, many of the recommendations of the Plan have been implemented including a branding program (with new logo and tagline), revised website, and gateway signage.

The development of a comprehensive signage program will help to more easily direct residents, employees, and visitors to their destination. Currently, visitors are given a few visual clues offering information about the area; however, much of the existing signage is inconsistent or outdated.

The goals of the signage program are:

- To create a consistent signage and wayfinding system across a range of signage media
- To create multimodal guidelines for a signage and wayfinding system which directs residents and visitors to landmarks, facilities, activity centers, and services including but not limited to: restaurant and retail clusters (Downtown Storrs (particularly parking), Four Corners, Mansfield Center, Mansfield Depot, Perkins Corner, Route 6 Commercial Exchange), parks, hiking trails, Mansfield Town Hall, Mansfield Community Center, Mansfield Public Library, Mansfield Senior Center, Nash-Zimmer Transportation Center, and other town managed facilities, Mansfield Public Schools, tourist destinations, scenic roads, and bicycle routes, as determined. Guidelines should also be created for signage inside municipal buildings. Include best practices for the way information is conveyed on a sign e.g., QR codes, other.
- To improve navigation for all modes of travel with emphasis on establishing signage and wayfinding links to transit, bicycle and pedestrian walkways
- To reinforce the identity of Mansfield as a premier, easy-to-access destination for business, residential, entertainment, dining, and recreational activity
- To be sustainable as well as expandable and to establish an ongoing administration and maintenance plan for the system
- To develop a budget and phased schedule for implementation of the signage and wayfinding program

## **SCOPE OF SERVICES**

The project is expected to include a comprehensive signage and wayfinding program for all of Mansfield that meets the goals outlined above. Specifically, the scope of services should include, but may not be limited to the following:

### **A. Information Gathering**

- Review of existing documents for Mansfield including but not limited to:
- [Town of Mansfield & Mansfield Board of Education Positioning and Marketing Development Plan](#)
- [Town of Mansfield and Mansfield Public Schools Communication Toolkit](#)
- [Storrs Center Special Design District: Design Guidelines](#)
  - See pages 85-99 of the PDF for signage information
  - N.B.: Downtown district is called “Downtown Storrs” (“Storrs Center” now only refers to commercial spaces of certain buildings and is not to be used in wayfinding)
- UConn: [Campus Wayfinding](#)
- [Town Parks & Preserves, Joshua’s Trust Properties, Mansfield Hollow State Park, Bike Routes, and UConn Trails](#)
- Currently being built and future development that could impact plans
  - Mansfield gateway signage at north and south ends of town
  - Mansfield Elementary School
  - UConn projects
  - Maps being developed as part of the Four Town (Bolton, Coventry, Mansfield, and Tolland) Economic Vitality Plan
  - CT Trail Finder

- The selected consultant will become familiar with Mansfield’s vehicular and pedestrian circulation routes, decision points and destination generators, and will develop initial design concepts for review and discussion in a working session with the Town Signage Team

**B. Develop Design Guidelines on Signage Types and Locations**

The Town, in collaboration with the Mansfield Downtown Partnership, Inc., is looking for sign designs for primary, secondary, tertiary, and destinations. The report should include but not be limited to signage types that should be added, replaced, or consolidated (e.g., direction markers, street signs, orientation kiosks, and boundary markers designating the Town’s limits).

The signage program should include but not be limited to:

- Municipal/public buildings and facilities
  - Clear, consistent exterior signage among all facilities
  - Clear, consistent interior signage appropriate to each facility
  - May include schools
- Wayfinding signage to guide pedestrians, motorists, cyclists, hikers to:
  - Municipal buildings, including school facilities
  - Downtown Storrs
  - Restaurant/retail clusters
  - Parks and preserves
  - Public parking
- The selected consultant will conduct an assessment of current signage.
- The selected consultant will identify user groups, their specific needs, and potential wayfinding difficulties, particularly as they affect new visitors to the area.
- The selected consultant will create and present design guidelines. The final guidelines should address the following aspects through text, renderings, photos and maps:
  - a. Sign types including sizes, shapes, colors, materials, poles and hardware
  - b. Letter sizes, fonts, heights, spacing and style
  - c. Develop a menu of signs and specifications. Signs should be designed to be durable and long lasting and explore the possibility of using recycled and refurbished materials. Consultant should make a recommendation on signs that include variable message board signage.
  - d. Develop installation locations by sign size and type while ensuring that all necessary compliance measures with local, state and federal codes are met.
  - e. Final design should support the Town’s branding and messaging
- Using Town aerial imagery and/or GIS resources, create a map of recommended signage locations.
- Work with the Signage Team to develop a list of terminology and /or design icons for primary and secondary destinations.
- Follow applicable local/state laws
- Ensure signs are ADA accessible using best practices
- Assist in content policy formation for the signage and update of content
- Provide maintenance and replacement recommendations

**C. Design Signage Elements**

- Present up to three (3) sign design prototypes
- From the design concept and material specs chosen by the Signage Team submit final design drawings including:

- Exact dimensions, letter heights, materials, color specifications and material performance standards, with written statements regarding rationale for design choices

#### **D. Bid Specifications**

- Coordinate with the Town's Department of Public Works to develop bid specifications for the approved plans and designs for the signage system.
- Bid specifications should include
  - Specific placement information and clear instructions for installation and future replacement,
  - Specific color information (PMS#s), brand elements, materials, etc.
  - Housings, finishes, and fastenings (if there is a sign recommendation for a sign that requires this (such as kiosk where you can insert materials)
  - List of possible sign vendors
- Must conform to all requirements of local ordinances, state statutes, and any and all other relevant governmental requirements
- Create a cost estimate for the system's implementation

#### **E. Meetings**

The selected consultant will work with the Signage Team in the development of a plan. A minimum of three (3) on-site meetings are necessary:

- An initial kick off meeting with the Signage Team to review project scope and gather information. A tour of the town and UConn will be included.
- A meeting with the Signage Team to present up to three (3) design proposals and mapping.
- Additional meetings with the Signage Team, as determined

#### **F. Staff Responsibilities**

The Signage Team and Town staff will be responsible for the following:

- Provide maps, GIS information and data as needed
- Set-up meeting times and locations for the Signage Team and the consultant team
- Provide printed materials and copies for meetings as needed

#### **G. Project Deliverables**

- A summary of research and findings which led to the final design guidelines recommendations
- An electronic copy of the final design guidelines which includes specifics of each sign design including colors, sizes, materials, and fonts
- A detailed location map including position and type of sign at each location
- A recommended implementation plan, timeline, and signage policy
- RFQ/P for on-call sign vendors

#### **RFP FORMAT**

The consultant shall demonstrate a strong understanding of community signage needs, with work completed for municipalities. While the consultant will not be designing signage for UConn, a background working in college towns is preferred.

Proposals shall include the following, in tabbed/bookmarked sequence:

##### **1. General Information**

- a. **Contact information:** Name of consultant/firm, mailing address, phone number, email address and website.
  - b. **Interest:** What interests you about this opportunity and what differentiates your planning process and experience from others.
- 2. Narrative, Qualifications, & References**
- a. **Opening:** Your approach and methodology to signage design and applying it to Mansfield.
  - b. **Qualifications:** Relevant work activities, knowledge, and signage and wayfinding design experience. Experience should include specific examples of similar related work. Some key qualifications that will be considered:
    - i. Proven track record of success with results including at least one signage plan that was implemented preferably by a municipality
    - ii. Experience in successfully developing signage and wayfinding plans
    - iii. Experience in mapping, and graphic design
    - iv. Experience in gathering and utilizing data to create the signage plan
    - v. Experience in inspiring others to think innovatively
    - vi. Project management and change management experience
  - c. **Your Team:** Information about all team members who will be involved with the project, including names, email addresses, title, experience and education. The project lead should be clearly identified.
  - d. **References:** Three client references (please include each individual's name, address, phone number, email address and relationship to the bidder).
- 3. Project Plan & Budget**
- a. **Work Plan:** Detailed work plan, to include:
    - i. List of meetings and milestones in each phase
    - ii. Specific activities to be conducted in each phase
    - iii. Schedule (duration) of the activities in each phase
    - iv. List of deliverables in each phase
  - b. **Budget:** Detailed project budget (including estimated hours by team member and proposed payment schedule/terms; budget should include all costs including expenses). **The anticipated budget for this effort is \$45,000.**
- 4. Attachments & Supporting Documents**
- a. **Work samples:** At least two samples of a previously completed signage plan. Portions may be redacted to protect private information as needed.
  - b. **Supporting documents:** As applicable.

The Town of Mansfield will evaluate responses based on technical competence, the capacity to perform the work within a responsible time, past record of performance and demonstrated knowledge. The selected vendor must be able to meet all Town, State, and Federal affirmative action and equal opportunity practices and guidelines.

The Town of Mansfield does not expressly state or imply any obligation to reimburse responding vendors for any expenses incurred in preparing submissions in response to this request for proposal.

**PRICING**

Submit a fee proposal including all of Contractor's costs and expenses to fully perform the services (including all equipment and labor) associated with the scope of work.

**PROPOSAL REQUIREMENTS**

The applicant shall submit a proposal to include the following:

- Bid Proposal Form
- RFP Format Information
- Attachment A – Insurance Requirements
- Attachment B – Questionnaire Concerning Occupational Health & Safety
- Attachment C – Certification of Non-Collusion
- Attachment D – Summary of Work Experience

### **SELECTION CRITERIA**

Proposals will be reviewed and analyzed based on the following criteria:

- Completion of all RFP requirements.
- Experience of current staff providing services.
- Professional references from prior serviced clients.
- Ability to meet the Town's needs.
- Fee for services.

**TOWN OF MANSFIELD  
MANSFIELD, CONNECTICUT 06268  
BID PROPOSAL**

**SIGNAGE AND WAYFINDING PLAN**

**BID OPENING: 3:00 p.m., Friday, October 8, 2021**

To: [mansfieldct.bonfirehub.com](http://mansfieldct.bonfirehub.com)

The undersigned, as bidder, agrees to develop a master signage program as specified herein and the Contractor declares that he has carefully examined the Specifications, Form of Contract, and the site of the work and he proposes and agrees that, if this Proposal is accepted, he will contract with the Town in accordance with the copy of the Contract Documents; this Proposal form and Specifications being part of and included in a copy of said documents, to provide all necessary equipment and services to do all the work as specified in the Contract in the manner therein prescribed, and that he will take in full payment for the work, the unit or lump sum price applicable to that stated in the schedule below.

FIRM: \_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip Code

NAME: \_\_\_\_\_  
Printed Name

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

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

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

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

The Contractor proposes to furnish all supervision, technical personnel, labor, materials, equipment, tools, appurtenances, services, and all else whatsoever required to perform all work described in the contract bidding documents for the "Signage and Wayfinding Plan" as amended by the addendum noted below for the amounts shown herein under Schedule of Bids.

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

It is understood and agreed that the Owner has the privilege of rejecting any or all Bids and of waiving informality in any bid.

It is further understood and agreed that this bid shall be irrevocable for ninety (90) calendar days after bid receipt date.

SCHEDULE OF BID

NOTE: All prices must be clearly written, in ink or typed, in words as well as figures, for the entire Bid. In the event of a discrepancy between the unit price in words and unit price in figures, the written unit price in words shall govern.



**Town of Mansfield**  
**Signage and Wayfinding Plan**

The undersigned proposes to develop a master signage program for the Town of Mansfield in accordance with the accompanying scope of work, for the prices specified below.

This bid includes Addenda numbered: \_\_\_\_\_

The proposed lump sum cost for the Master Signage Program is:

_____	\$ _____
(Written Words)	(Figures)

**CONTRACT TIME**

The below schedule of the project is estimated below and is subject to change due to funding availability and duration for contract negotiation.

<b>Milestone</b>	<b>Date</b>
Advertisement of RFP	9/13/2021
Final Date for RFP Questions / Clarifications	10/1/2021
Addendum Issued	10/4/2021
RFPs Due	10/8/2021
Notifications Sent to Proposers. Interviews Scheduled with Finalists, if applicable.	10/15/2021

**BIDDER QUALIFICATIONS**

If the Bidder is a Corporation, fill out:

The Bidder is a Corporation, organized under the laws of \_\_\_\_\_, having its principal office at \_\_\_\_\_. The Principal Officers of said Corporation, with their titles and addresses, are as follows:

---

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Bid must be accompanied by either a Certified Check or a Bid Bond, as provided in the Instructions to Bidders, if required.

The Bidder is required to state that he has done work on a similar character to that included in the proposed Contract, and give references that will enable the Owner to judge his experience, ability to meet completion date, skill, and business standing. The Bidder is required to complete Attachment D – Summary of Work Experience and submit with their proposal.

**CERTIFICATE OF INSURANCE**

The Bidder is required to submit a Certificate of Insurance in amounts and types specified in Attachment A and shall obtain and maintain insurance through the duration of the Contract.

**CONTRACT FORM**

The parties shall enter into a contract in substantially the same form as the attached subject to technical and other modifications as the parties mutually agree.

**ANTI-COLLUSION**

No person or persons other than those named herein are interested in this Bid or in the Contract proposed to be taken. Said contract is made without any connection with any other person or persons making any bid for the same work and is in all respects and without collusion or fraud. The Bidder is required to complete Attachment C – Certification of Non-Collusion and submit with their proposal.

### ANTI-DISCRIMINATION

The Contractor agrees and warrants that in the performance of this Contract it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Mansfield.

### SUPERVISION

The Contractor shall employ full time on-the-job Project Superintendent as his representative.

### CLAYTON ACT ASSIGNMENT OF RIGHTS

The Contractor and/or Subcontractor offers and agrees to assign to the Town of Mansfield all rights, responsibilities and interest in all causes of action it may have under Section 4 of the Clayton Act..15 U.S.C. Section 15, or under Connecticut General Statutes 35-24 et. seq., as amended, arising out of the purchase of services, property, or intangibles of any kind pursuant to the Agreement, or Subcontracts thereunder. This assignment shall be made and become effective at the time the Town awards or accepts such Agreement, without further acknowledgment by the parties. In the alternative, at the option of the Town, the Contractor and/or Subcontractor agrees to pay to the Town its proportionate share of recoveries for antitrust violations which relate to purchases pursuant to this Contract, or Subcontracts hereunder. The Contractor and/or Subcontractor agree promptly to notify the Director of Finance of the Town of Mansfield of suspected antitrust violations and claims.

### INDEMNIFICATION

The Bidder is aware of and agrees that, if awarded an Agreement, he is bound by the following indemnification language:

To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Town of Mansfield, their respective boards, commissions, officers, officials, employees, agents, representatives, and servants from any and all suits, claims, losses, damages, costs (Including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments or any name or nature for:

- Bodily injury, sickness, disease, or death; and/or
- Damage to or destruction of property, real or personal; and/or
- Financial losses (including, without limitation, those caused by loss of use)

sustained by any person or concern, including officers, employees, agents, Subcontractors or servants of the Town, or the Contractor, or by the public, which is cause or alleged to have been caused in whole or in part by the negligent act(s) or omission(s) of the Contractor, its officers, employees, agents, or Subcontractors, in the performance of this Agreement or from the inaccuracy of any representation or warranty of the Contractor contained in the Contract Documents. This indemnity shall not be affected by other portions of the Agreement relating to insurance requirements.

To the fullest extent permitted by law, the Contractor agrees to release, defend, indemnify, and hold harmless the Town of Mansfield, their respective boards and commissions, officials, officers, employees, agents, representatives, and servants from any loss, claim, cost penalty, fine or

damage that may arise out of the failure of the Contractor, its officers, agents, employees or Subcontractors to comply with any laws or regulations of the United States of America, the State of Connecticut, the Town of Mansfield, or their respective agencies. This undertaking shall not be affected by other portions of the Agreement relating to insurance requirements.

BIDDER:

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
SIGNATURE BY DULY AUTHORIZED

(SEAL)

\_\_\_\_\_  
PRINT OR TYPE NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
VENDOR FEIN

**ATTACHMENT A  
INSURANCE REQUIREMENTS**

## INSURANCE REQUIREMENTS FOR CONTRACTORS

---

### Minimum Limits of Liability

<b>Workers Compensation</b>	<b>Statutory</b>
Employer's Liability – each accident	\$ 100,000
Disease, each employee	\$ 500,000
Disease, policy limit	\$ 100,000

### **Commercial General Liability Insurance**

Each Occurrence	\$ 1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 5,000
Personal & Adv. Injury	\$ 1,000,000
General Aggregate	\$ 2,000,000
Products & Completed Operations Agg.	\$ 2,000,000

### **Business Automobile Liability Insurance**

Owned, Non-Owned & Hired Auto Limit	\$ 1,000,000
Combined Bodily Injury & Property Damage (each accident)	\$ 1,000,000
Property Insurance – if applicable	
Special Risk including Theft 1,000 Deductible	

### **Excess Liability**

Each Occurrence	\$ 2,000,000
Aggregate	\$ 2,000,000

Certificates of insurance must be provided to the Town after being awarded the contract and before doing any work. All insurance shall be provided by companies lawfully authorized to do business in the State of Connecticut with an A.M. Best Rating of A-VII or better. The Town of Mansfield shall be named as an additional insured on the General Liability, Automobile Liability and Excess Liability (if needed) insurance policies.

Each policy of insurance shall include a waiver of subrogation in favor of the Town of Mansfield and shall provide no less than thirty (30) days' notice to the Town in the event of a cancellation or change in conditions or amounts of coverage.

**ATTACHMENT B**  
**QUESTIONNAIRE CONCERNING OCCUPATIONAL HEALTH &**  
**SAFETY**



**Town of Mansfield  
Department of Facilities Management  
QUESTIONNAIRE CONCERNING OCCUPATIONAL  
HEALTH AND SAFETY**

The Town of Mansfield is a political subdivision of the State of Connecticut and it is required by various state statutes and regulations and by its own Town Code of Ordinances to obtain background information on prospective contractors prior to entering into a contract. The questions below are designed to assist the Town of Mansfield in procuring this information.

		Yes	No
1.	Has the Bidder been cited for three or more willful or serious violations of any occupational safety and health act?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has the Bidder received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the Bidder been the recipient of one or more ethical violations from the State of Connecticut Ethics Commission during the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications?	<input type="checkbox"/>	<input type="checkbox"/>
4. The Bidder shall provide three (3) References for work completed within the last five (5) years.			
4a.	Designer/Owner Contract Value (\$) Contact Name Phone No Work Description		
4b.	Designer/Owner Contract Value (\$) Contact Name Phone No Work Description		
4c.	Designer/Owner Contract Value (\$) Contact Name Phone No Work Description		

**ATTACHMENT C  
CERTIFICATION OF NON-COLLUSION**

## CERTIFICATION OF NON-COLLUSION

The Undersigned certifies, under penalties of perjury:

That this Proposal has been made by the Proposer independently, and has been submitted without collusion, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in this procurement document, designed to limit independent bidding or competition;

That the contents of the proposal have not been communicated by the Proposer or it's employees or agents to any person not an employee or agent of the Proposer or it's surety or any bond furnished with the proposal, and will not be communicated to any such person prior to the official awarding of this procurement.

That I have fully informed myself regarding the accuracy of the statement made in the certificate.

SIGNATURE: \_\_\_\_\_

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

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

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

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

**ATTACHMENT D  
SUMMARY OF WORK EXPERIENCE**

## REFERENCES

List references for similar services provided for at least five (5) clients in the past five (5) years. Please note it is the Town's intent to communicate with the references listed herein.

**Client 1:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**Client 2:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**Client 3:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**Client 4:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**Client 5:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**CONTRACT DOCUMENTS AND SPECIFICATIONS**

**-DRAFT-**

Signage and Wayfinding Plan

**TOWN OF**

**MANSFIELD, CONNECTICUT**

October 2021

TOWN OF MANSFIELD

4 SOUTH EAGLEVILLE ROAD

MANSFIELD, CONNECTICUT 06268



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**CONTRACT AGREEMENT**  
**TOWN OF MANSFIELD**  
**DEPARTMENT OF FACILITIES MANAGEMENT**

SIGNAGE AND WAYFINDING PLAN

This agreement made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, between:

THE TOWN OF MANSFIELD, acting by and through its Town Manager, and hereinafter referred to as "Town",

\_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_, a partnership, or an individual doing business as \_\_\_\_\_ and hereinafter referred to as "Contractor,"

WITNESSETH;

That for and in consideration of the payments and agreements hereinafter mentioned, the CONTRACTOR hereby agrees with the TOWN to commence and complete the work described as follows:

**SIGNAGE AND WAYFINDING PLAN**

Hereinafter called the PROJECT, for the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) and all work in connection therewith, under the terms as stated in the General and Special Conditions of the Contract; and at his (its or their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor insurance, and other accessories and services necessary to complete said project in accordance with the conditions and prices stated in the Bid Form/Proposal, the General Conditions and Special Conditions of the contract, the plans, which include all maps, plots, blueprints, and other drawings and printed or written explanatory matter thereof, the specifications and contract documents all of which are attached hereto and made a part hereof and collectively evidence and constitute the contract.

The CONTRACTOR hereby agrees to commence work under this contract on or before \_\_\_\_\_ and to fully complete the Signage and Wayfinding Plan by \_\_\_\_\_, 2021, completion date for that project. The TOWN agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions, and deductions as provided in the General Conditions of the contract, and to make payments on account thereof as provided in Section 22, "Payment to Contractor" of the General Conditions.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in two (2) counterparts, each of which shall be deemed an original, in the year and day first mentioned above.

CONTRACTOR

TOWN

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

\_\_\_\_\_  
Town Manager

(SEAL)

Recommended for approval:

\_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
Date

**SUPPLEMENT TO CONTRACT  
AGREEMENT  
TOWN OF MANSFIELD  
DEPARTMENT OF FACILITIES MANAGEMENT**

**SIGNAGE AND WAYFINDING PLAN**

1. In the event of inconsistencies among the Contract Documents, this Document and the basic Contract Agreement it supplements, shall govern. If there are inconsistencies within or between parts of the Contract Documents that are not resolved by application of the immediately foregoing sentence, or between the Contract Documents and applicable standards, codes and ordinances, the Contractor shall (1) provide the better quality or greater quantity of work or (2) comply with the more stringent requirement. The terms and conditions of this paragraph shall not, however, relieve the Contractor of any of its obligations set forth elsewhere in the Contract Documents.

2. In performing its obligations under this Contract, the Contractor shall comply with all applicable statutes, laws, ordinances, regulations, codes, rules or orders of, or issued by, any governmental body having jurisdiction over the Performance of the Work

3. Each and every provision of law and Clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise, any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion.

4. The rights stated in the Contract Documents are cumulative and not in limitation of any Rights of the Town granted in the Contract Documents, at law, or in equity.

5. In no event shall the Town or its agents have control over, charge of, or any responsibility for construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the Work, notwithstanding any of the rights and authority granted the Town in the Contract Documents.

6. If any governmental body having jurisdiction over the Work requires licenses or registrations for the performance of the Work, or any part thereof, the Contractor shall hold said valid licenses or registrations as may be required by law to prosecute the Work to completion. If any part of the Work for which such a license or registration is required is to be performed by Subcontractors of any tier, the Contractor shall take reasonable actions to ensure that any such Subcontractor holds such valid licenses or registrations as may be required by law to prosecute said Work to completion.

7. To ensure that any Subcontractor is bound by the terms set forth in this Agreement between the Town and Contractor, the Contractor agrees to include a provision in each

Subcontract that incorporates by reference the terms of this Agreement and the Contract Documents incorporated by reference herein that shall apply to all work performed on this project by any Subcontractor in the following or similar terms: "The contractor and subcontractor shall be

mutually bound by the terms of this agreement, and, to the extent that provisions of the prime contract apply to the work of the subcontractor, the contractor shall assume toward the subcontractor all obligations and responsibilities that the owner, under the prime contract, assumes toward the contractor, and the subcontractor shall assume toward the contractor all obligations and responsibilities which the contractor, under the prime contract, assumes toward the owner and the architect.

8. The Contractor agrees that any contract it makes with any Subcontractor to do any of the Work pursuant to this Agreement shall contain a provision that the [Sub]contractor shall act as a Subcontractor to the Contractor, and that the Subcontractor agrees that it shall have no rights of any kind against the Town.

9. The Town will not be liable for damages to the Contractor as a result of delays suffered in completing the project. Extensions of time are the sole remedy available to the Contractor for this contingency.

10. The acceptance of Final Payment by the Contractor shall constitute a waiver of all claims by the Contractor, except those previously made in writing and designated as unresolved by the Contractor. In return for receipt of any partial payment, the Contractor or any Subcontractor receiving such partial payment shall issue a release of all claims through the date covered by any such partial payment in exchange for receipt of such payment.

11. By executing this Agreement, the Contractor warrants that its authorized representative has examined and compared the various components of the design documents, and has otherwise satisfied himself or herself to their accuracy, and thereby releases and holds the Town harmless from any liability for damages caused by either party's negligence to the full extent permitted by law.

12. Even if there is an ongoing dispute between the parties to this Agreement, the parties agree that the Work required by this Agreement shall continue until the project is completed.

13. The Work in this Contract should not interfere with safe operation of adjacent buildings and site. If interference appears possible because of new connections to existing work or other reasons, the Work involved must be done at a time and in a manner directed by the Town as a part of the Contract.

14. The Parties to this Agreement will make a good faith effort to resolve, without resort to litigation any dispute between or among the Town, Contractor, Consultants or Subcontractors.

15. The Contractor agrees to participate in mediation when required to do so by the Town to resolve a dispute with each other.

16. If, after good faith effort, either party determines that either a mediator cannot be agreed upon, or mutually agree ground rules cannot be agreed upon, either party may give notice of its intent to litigate. No litigation may commence earlier than sixty (60) days after sending notice of intent to litigate, unless failure to commence litigation is reasonably likely to result in demonstrable harm.

17. If the dispute cannot be resolved by the principals during the process, then either party may bring the dispute to a court of competent jurisdiction, namely, the Superior Court for the Judicial District of Tolland at Rockville. The notice period for litigation shall be limited to sixty (60) days.

18. Should a subcontractor, at any time, refuse or neglect to supply a sufficiency of properly skilled workers or of material of the proper quality or quantity, or fail in any respect to prosecute the Work required of such subcontractor pursuant to the contract between the subcontractor and the Contractor with competence, promptness and diligence, or fail in the performance of any of its covenants with the Contractor, in addition to any rights of the Contractor to address any such situation, the Town may at its option terminate the Agreement between the Contractor and such subcontractor after serving a three days written notice to the Contractor and such subcontractor. In the case of such discontinuance by the Town, the Town shall ensure that the subcontractor is paid the fair value of such subcontractor's work performed and materials supplied to the project to the date of termination of the contract of the subcontractor by the Town.

So agreed:

CONTRACTOR

TOWN

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

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
Date

**EXHIBIT I**

Contractor's Indemnification

The Contractor is aware of and agrees that he is bound by the following indemnification language:

To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Town of Mansfield, their respective boards, commissions, officers, officials, employees, agents, representatives, and servants from any and all suits, claims, losses, damages, costs (Including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments or any name or nature for:

- Bodily injury, sickness, disease, or death; and/or
- Damage to or destruction of property, real or personal; and/or
- Financial losses (including, without limitation, those caused by loss of use)

sustained by any person or concern, including officers, employees, agents, Subcontractors or servants of the Town, or the Contractor, or by the public, which is cause or alleged to have been caused in whole or in part by the negligent act(s) or omission(s) of the Contractor, its officers, employees, agents, or Subcontractors, in the performance of this Agreement or from the inaccuracy of any representation or warranty of the Contractor contained in the Contract Documents. This indemnity shall not be affected by other portions of the Agreement relating to insurance requirements.

To the fullest extent permitted by law, the Contractor agrees to release, defend, indemnify, and hold harmless the Town of Mansfield, their respective boards and commissions, officials, officers, employees, agents, representatives, and servants from any loss, claim, cost penalty, fine or damage that may arise out of the failure of the Contractor, its officers, agents, employees or Subcontractors to comply with any laws or regulations of the United States of America, the State of Connecticut, the Town of Mansfield, or their respective agencies. This undertaking shall not be affected by other portions of the Agreement relating to insurance requirements.

STATE OF CONNECTICUT:

COUNTY OF:

Signed:

\_\_\_\_\_  
Contractor

By \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_, 2021

Subscribed and Sworn to before me  
on this day of \_\_\_\_\_, 2021.

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

## **GENERAL CONDITIONS**

### **1. Contract and Contract Documents**

The plans, scope of services, and addenda shall form part of the contract and provisions thereof shall be as binding upon the parties hereto as if they were herein fully set forth. The table of contents, titles, headings, running headlines and marginal notes contained herein and in said documents are solely to facilitate reference to various provisions of the contract documents and in no way affect, limit or cast light on the interpretation of the provisions to which they refer.

### **2. Definitions**

The following terms as used in these General Conditions are respectively defined as follows.

- A. "Contractor" - A person, firm or corporation with whom this contract is made by the Town.
- B. "Subcontractor" - A person, firm or corporation supplying labor, equipment or materials for work at the site of the project for, and under separate contract or agreement with, the Contractor.
- C. "Work on (at) the project" - Work to be performed at the locations of the project including the transportation of materials, equipment and supplies to or from the location(s) of the project by the employees of the contractor and any subcontractor.
- D. "Owner or Town" - The Town of Mansfield, Connecticut, acting by and through its Town Manager, Director of Facilities Management, Director of Finance, or their authorized representative.
- E. "Engineer" - The Town of Mansfield Director of Facilities Management, or his authorized representative.

### **3. Materials, Services and Facilities**

It is understood that, except as otherwise specifically stated in the contract documents, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, power, transportation, superintendence, temporary construction of every nature, and all other services and facilities of every nature whatsoever necessary to execute, complete, and deliver the work within the specified time. Any work necessary to be performed after regular hours, on Sundays or Legal Holidays, shall be performed without additional expense to the Owner.



#### **4. Contractor's Title to Material**

No materials or supplies for the work shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller. The Contractor warrants that he has good title to all materials and supplies used by him in the work, free from all liens, claims or encumbrances.

#### **5. Inspection and Testing of Materials**

All materials and equipment used in the construction of the project shall be subject to adequate inspection and testing in accordance with accepted standards. The laboratory or inspection agency shall be as stipulated by the Owner. The Owner will pay for all laboratory inspection services directly, and not as part of the contract.

The Contractor shall supply in a timely fashion samples of any materials required to be tested along with certified test reports and certificates of compliance when required. No material shall be incorporated into the work without testing. Any material incorporated into the work and found to be deficient will be removed or replaced at the Contractor's sole expense.

Materials of construction, particularly those upon which the strength and durability of the finished product may depend, shall be subject to inspection and testing to establish conformance with specifications and suitability for users intended.

#### **6. "Or Equal" Clause**

Whenever a material, article or piece of equipment is identified in the project documents by reference to manufacturers' or vendors' names, trade-names, catalogue numbers, etc., it is intended merely to establish a standard; and, any material, article or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed is, in the opinion of the Town, of equal substance and function. It shall not be purchased or installed by the Contractor without the Town's written approval.

#### **7. Patents**

The Contractor shall hold and save the owner and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of, any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the owner, unless otherwise specifically stipulated in the Contract Documents. If the Contractor uses any design, device or materials covered by letters, patent or copyright, he shall provide for such use by suitable agreement with the Owner of such patented or copyrighted design, device or material. It is mutually agreed and understood that, without exception, the contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the work. The Contractor and/or his Sureties shall indemnify

and save harmless the Owner of the project from any and all claims for infringement by reason of the use of such patented or copyrighted design, device or materials or any trademark or copyright in connection with work agreed to be performed under this contract, and shall indemnify the Owner for any cost, expense or damage which it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.

## **8. Surveys, Permits and Regulations**

Unless otherwise expressly provided for in this contract, the Owner will furnish to the Contractor control survey points only for the execution of the work, and the Town shall provide all surveying necessary for the layout of the work. The Contractor shall execute, procure and pay for all permits, licenses and approvals necessary for the execution of his contract. The Contractor shall comply with all laws, ordinances, rules, orders, and regulations relating to the performance of the work.

The Contractor is hereby notified that all permit and permit applications contained herein shall be made a part of this Contract, and that the Contractor shall be bound to comply with all requirements of such permits and permit applications as though the Contractor were the permittee. If at the time the permit is received its contents differ from that which is outlined in the application, the permit shall govern.

## **9. Contractor's Obligations**

The Contractor shall and will, in good workmanlike manner, do and perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this contract within the time herein specified, in accordance with the provisions of this contract and said specifications and in accordance with the plans and drawings covered by this contract and any and all supplemental plans and drawings, and in accordance with the directions of the Town as given from time to time during the progress of the work. The Contractor shall observe, comply with, and be subject to all terms, conditions, requirements, and limitations of the contract and specifications, and shall do, carry on, and complete all work to the satisfaction of the Town.

## **10. Weather Conditions**

In the event of temporary suspension of work, or during inclement weather, or whenever the Town shall direct, the Contractor will, and will cause his Subcontractors to protect carefully insofar as is reasonably possible given the nature of the work, his and their work and materials against damage or injury from the weather. If, in the opinion of the Town, any work or materials shall have been damaged or injured by reason of failure on the part of the Contractor or any of his subcontractors to so protect his work, such material shall be removed and replaced at the expense of the Contractor.

## **11. Protection of Work and Property - Emergency**

The Contractor shall at all times safely guard the Owner's property from injury or loss in connection with this contract. He shall at all times safely guard and protect his own work, and that of adjacent property, from damage. The Contractor shall replace or make good any such damage, loss or injury unless such be caused directly by errors contained in the contract or by the Owner, or his duly authorized representative.

In case of an emergency which threatens loss or injury of property and/or safety of life, the Contractor will be allowed to act, without previous instructions from the Town, in a diligent manner. He shall notify the Town immediately thereafter. Any claim for compensation by the Contractor due to such extra work shall be promptly submitted to the Town for approval.

Where the Contractor has not taken action but has notified the Town of an emergency threatening injury to persons or damage to the work of any adjoining property, he shall act as instructed or authorized by the Town.

The manner of reimbursement claimed by the Contractor on account of any emergency action shall be determined in the manner provided in Paragraph 14 of the General Conditions.

## **12. Reports, Records, and Data**

The Contractor shall submit to the Owner, in a format satisfactory to the Town, such schedule of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Owner may request concerning work performed or to be performed under this contract. Certified payroll records indicating the payment of all labor on this contract shall be submitted to the Owner along with all requests for payment.

## **13. Superintendence by Contractor**

At the site of the work, the Contractor shall designate one person who shall have full authority to act for the Contractor. It is understood that such representative shall be acceptable to the Town.

## **14. Changes in Work**

No changes in the work covered by the approved contract documents shall be made without having prior written approval of the Owner. Charges or credits for the work covered by the approved change shall be determined by one or more, or a combination of the following methods:

- A. Unit bid prices previously approved
- B. An agreed lump sum
- C. The actual cost of:

1. Labor, including foremen;
2. Materials entering permanently into the work;
3. The ownership or rental cost of construction plant and equipment during the time of use on the extra work;
4. Power and consumable supplies for the operation of power equipment;
5. Insurance;
6. Social Security and old age and unemployment contributions.

To the cost under 14 (c), there shall be added a fee to be agreed upon but not to exceed fifteen percent (15%) of the estimated cost of the work. The fee shall be compensation to cover the cost of supervision, overhead, bond, profit and any other general expenses.

#### **15. Extras**

Without invalidating the contract, the Owner may order extra work of the kind bid upon or make changes by altering, adding to or deducting from the work, the contract sum being adjusted accordingly. All the work of the kind bid upon shall be paid for at the price stipulated in the proposal, and no claims for any extra work or materials shall be allowed unless the work is ordered in writing by the Owner and the price is stated in the order.

#### **16. Time for Completion and Liquidated Damages**

It is hereby understood and mutually agreed by and between the Contractor and Owner, that the date of beginning and the time for completion as specified in the contract of work to be done hereunder are ESSENTIAL CONDITIONS of this contract; and it is further mutually understood and agreed that the work embraced in this contract shall be commenced on or before the date specified.

The Contractor agrees that said work shall be prosecuted regularly, diligently, and uninterruptedly at such rate of progress as will insure full completion thereof within the time specified. It is expressly understood and agreed, by and between the Contractor and the Owner, that time for the completion of the work described herein is a reasonable time for the completion of the same, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.

If said Contractor shall neglect, fail or refuse to complete the work within the time herein specified, or any proper extension thereof granted by the Owner, then the Contractor does hereby agree, as a part consideration for the awarding of this contract, to pay the Owner the amount specified in the contract, not as a penalty but as liquidated damages for such breach of contract as hereinafter set forth, for each and every calendar day that the Contractor shall be in default after the time stipulated in the contract for completing the work.

It is further agreed that time is of the essence of each and every portion of this contract and of the specification wherein a definite and certain length of time is fixed for the performance of any act whatsoever; and where under the contract an additional time is allowed for the completion of any work, the new time limit fixed by such extension shall be of the essence of this contract. Provided, that the Contractor shall not be charged with liquidated damages or any excess cost when the Owner determines that the Contractor is without fault and the Contractor's reasons for the time extension are acceptable to the Owner; Provided further, that the Contractor shall not be charged with liquidated damages or any excess cost when the delay in completion of the work is due:

- A. To any preference, priority or allocation order duly issued by the government of the United States or the State of Connecticut.
- B. To unforeseeable cause beyond the control and without the fault or negligence of the Contractor, including but not restricted to, acts of God, or of the public enemy, acts of the Owner, acts of another contractor in the performance of a contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and severe weather;
- C. To any delays of subcontractors or suppliers occasioned by any of the causes specified in subsections a and b of this article: Provided further, that the Contractor shall, within ten (10) days from the beginning of such delay, unless the Owner shall grant a further period of time prior to the date of final settlement of the contract, notify the Owner, in writing, of the cause of delay, who shall ascertain the facts and extent of the delay and notify the Contractor within a reasonable time of its decision in the matter.

## **17. Correction of Work**

All work, all materials, whether incorporated in the work or not, all processes of manufacture, and all methods of construction shall be at all times and places subject to the inspection of the Owner who shall be the final judge of the quality and suitability of the work, materials, processes of manufacture and methods of construction for the purposes for which they are used. Should they fail to meet his approval they shall be forthwith reconstructed, made good, replaced and/or corrected, as the case may be, by the Contractor at his own expense. Rejected material shall immediately be removed from the site. If, in the opinion of the Owner, it is undesirable to replace any defective or damaged materials or to reconstruct or correct any portion of the work injured or not performed in accordance with the contract documents, the compensation to be paid to the Contractor hereunder shall be reduced by such amount as in the judgment of the Owner shall be equitable.

## **18. Conditions Found Different**

Should the Contractor encounter conditions at the site materially differing from those indicated in the contract documents, he shall immediately give notice to the Owner of such conditions before they are disturbed. The Owner will thereupon promptly investigate the

conditions, and if he finds that they materially differ from those indicated in the Specifications, he will at once make such changes in the contract documents as he may find necessary, and any increase or decrease of cost resulting from such changes is to be adjusted in the manner provided in paragraph 14 of the General Condition.

## **19. Claims for Extra Costs**

No claim for extra work or cost shall be allowed unless the same was done in pursuance of a written order of the Owner, as aforesaid, and the claim presented with the first estimate after the changed or extra work is done. When work is performed under the terms of subparagraph 14(c) of the General Conditions, the Contractor shall furnish satisfactory bills, payrolls, and vouchers covering all items of cost and, when requested by the Owner, give the Owner access to accounts relating thereto.

## **20. Right of the Owner to Terminate Contract**

If the Contractor is adjudged bankrupt, or if he makes a general assignment for the benefit of his creditors, or if a receiver is appointed on account of his insolvency, or if he persistently or repeatedly refuses or fails, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper materials, or if he fails to make the prompt payment to Subcontractors or for materials or labor, or persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or otherwise is guilty of a substantial violation of a provision of the Contract Documents, then the Owner, providing sufficient cause exists to justify such action, may, without prejudice to any right or remedy and after giving the Contractor and his surety, if any, seven days written notice, terminate the employment of the Contractor and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon owned by the Contractor and may finish the work by whatever method he may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment until the work is finished.

If the unpaid balance of the Contract Sum exceeds the costs of finishing the work, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or to the Owner, as the case may be, shall be in the manner provided in Section 22, and this obligation for payment shall survive the termination of the Contract.

If the work is stopped for a period of thirty days under an order of any court or other public authority having jurisdiction, or as a result of an act of government, such as a declaration of a national emergency making materials unavailable, through no act or fault of the Contractor or a Subcontractor or their agents or employees or any other persons performing any of the work under a contract with the Contractor, or if the work should be stopped for a period of thirty days by the Contractor because the Owner has not made payment thereon as provided in Section 22, then the Contractor may, upon seven additional days written notice to the Owner, terminate the Contract and recover from the Owner payment for all work executed

and for any proven loss sustained upon any materials, equipment, tools, construction equipment and machinery, including reasonable profit and damages.

## **21. Construction Schedule**

Immediately after execution and delivery of the contract, the Contractor shall deliver to the Town an estimated construction progress schedule and bar chart both electronically and in a form satisfactory to the Town showing the proposed dates of commencement and completion of each of the various subdivisions of work required under the contract documents and the monetary values associated with each segment or subdivision of work. Said proposed schedule shall not be official until accepted and approved by the Owner. Contractor shall update this construction schedule monthly or as required by the Owner such that his work can be coordinated with the other contractual work proceeding in this area. Such schedule must provide for the coordination of work with other work being done in the Storrs Center area.

## **22. Payment To Contractor (Also see Sections 35 & 36)**

The Town shall make monthly payments to the Contractor on the basis of a duly certified and approved estimate of the work performed under the contract. Final payment shall be made after the final completion and acceptance of all work covered by the contract.

The Contractor agrees that he will indemnify and save the Owner harmless from all claims growing out of the lawful demands of subcontractors, laborers, workmen, mechanics, materialmen, and furnishers of machinery and parts thereof, equipment, power tools, and all supplies, including commissary, incurred in the furtherance of the performance of this contract. The Contractor shall, at the Owner's request, furnish satisfactory evidence that all obligations of the nature hereinabove designated have to be paid, discharged, or waived. If the Contractor fails to do so, then the Owner may, after having served written notice on said Contractor, either pay unpaid bills, of which the Owner has written notice, direct, or withhold from the Contractor's compensation a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged whereupon full payment to the Contractor shall be made in accordance with the terms of this contract, but in no event shall the provisions of this sentence be construed to impose any obligations upon the Owner to either the Contractor or his Surety.

In paying any unpaid bills of the Contractor, the Owner shall be deemed the agent of the Contractor, and any payment so made by the Owner, shall be considered as payment made under the contract by the Owner to the Contractor, and the Owner shall not be liable to the Contractor for any such payment made in good faith.

## **23. Acceptance of Payment as Release**

The acceptance by the Contractor of payment shall be and shall operate as a release of the Owner of all claims and all liability to the Contractor for all things done or furnished in connection with this work. No payment, however, final or otherwise, shall operate to release

the Contractor or his Sureties from any obligation under this contract or the performance bond.

## 24. Contractor's Insurance

The Contractor shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the Contractor and any agents, representatives, subcontractors or employees. Insurance companies must be licensed by the State of Connecticut or otherwise acceptable to the Town. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Contractor. Full disclosure of any non-standard exclusions is required for all required coverages.

The coverage indicated below at not less than the specified limits are required for this project (agreement):

- A. Comprehensive General Liability coverage naming the TOWN OF MANSFIELD as additional insured, written on an occurrence basis: \$1,000,000 per occurrence, \$2,000,000 aggregate
- B. Automobile Liability coverage, including coverage for hired or borrowed autos: \$1,000,000 per accident-combined single limit
- C. Workers' Compensation Coverage, (as per Connecticut law and custom) and employer's liability coverage \$100,000 (each accident) / \$500,000 (Disease, each employee) / \$100,000 (Disease, policy limit) limits or "Certificate of Solvency" issued by Connecticut Workers' Compensation Commission for self-insurers.
- D. Umbrella/Excess Liability: The contractor will maintain coverage applying over the underlying Commercial General Liability/Automobile Liability, Pollution Liability (where applicable), and Employer Liability section of the Workers' Compensation coverage. Minimum limits: \$2,000,000 per occurrence/\$2,000,000 annual aggregate. The Town of Mansfield shall have the sole discretion in increasing or reducing the Umbrella/Excess Liability coverage requirements depending on the scope and/or size of the work to be performed by Contractor/Bidder.

Commercial General Liability, Commercial Auto Liability, and Umbrella/Excess Liability coverage shall be written on a Primary, Non-Contributory Basis.

The required insurance form shall be certified by a duly authorized representative of the insurer(s) and incorporated into and made a part of this agreement. Properly executed certificates signifying adequate coverage in effect for the duration of the contract with renewal certificates issued not less than 30 days prior to expiration of a policy period, must be submitted with the bid on file with the Town prior to commencement of this project (agreement).

Insurance as required by the Town of Mansfield shall be furnished by the Contractor to the Town. The Town of Mansfield shall be listed as "additional insured" by name on all insurance certifications except Worker's Compensation & Employers Liability. Failure of the Contractor



to maintain all required insurance in accordance with the Contract shall constitute a material breach of the Contract and shall subject the Contractor the Town's withholding liquidated damages from the Contractor in the amount of five percent (5%) of the total Contract price, as it may be amended by construction orders, subject to the continued commercial availability of such coverage.

The Contractor shall not commence work under this contract until he has obtained all the insurance required above of the Information for Bidders attached hereto and such insurance has been approved by the Town. The Contractor shall furnish the Town with certificates showing the type, amount, class of operations covered, effective dates, and dates of expiration of policies. Such certificates shall also contain substantially the following statements: "The insurance covered by this certificate will not be canceled or materially altered, except after ten (10) days written notice has been received by the Town." The Town of Mansfield shall be listed as "additional insured" by name on all such insurance certifications.

Each policy of insurance shall include a waiver of subrogation in favor of the Town of Mansfield and shall provide no less than thirty (30) days' notice to the Town in the event of a cancellation or change in conditions or amounts of coverage.

## **25. Assignments**

The Contractor shall not assign the whole or any part of this contract or any monies due or to become due hereunder without written consent of the Owner. In case the Contractor assigns all or any part of any monies due or to become due under this contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and to any monies due or to become due to the Contractor shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this contract.

## **26. Subcontracting**

The Contractor may utilize the services of specialty subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors.

The Contractor shall not award any work to any subcontractor without prior written approval of the Owner, which approval will not be given until the Contractor submits to the Owner a written statement concerning the proposed award to the subcontractor, which statement will contain such information as the Owner may require.

The Contractor shall be as fully responsible to the Owner for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.

The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the Contractor by terms of the General Conditions and

other contract documents insofar as applicable to the work of the subcontractors and to give the Contractor the same power as regards terminating any subcontract that the Owner may exercise over the Contractor under any provision of the contract documents.

Nothing contained in this contract shall create any contractual relation between any subcontractor and the Owner.

## **27. Department of Facilities Management Authority**

The Town Director of Facilities Management or his authorized representative shall give all orders and directions contemplated under this contract and specifications relative to the execution of the work. The Director of Facilities Management shall determine the amount, quality, acceptability, and fitness of the work which is to be paid for under this contract and shall decide all questions which may arise in relation to said work and the construction thereof. The Director of Facilities Management estimates and decisions shall be final and conclusive, except as herein otherwise expressly provided. In case any question shall arise between the parties hereto relative to said contract or be specifications, the determination or decision of the Director of Facilities Management shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this contract affected in any manner or to any extent by such question.

The Director of Facilities Management, in consultation with the project architect where applicable, shall decide the meaning and intent of any portion of the specifications and of any plan or drawings where the same may be found obscure or be in dispute. Any differences or conflicts in regard to their work which may arise between the Contractor under this contract and other contractors performing work for the Owner shall be adjusted and determined by the Director of Facilities Management.

## **28. Quantities of Estimate**

Whenever the estimated quantities of work to be done and materials to be furnished on a unit price basis under this contract are shown in any of the documents including the proposal, they are given for use in comparing proposals, and the right is expressly reserved, except as herein otherwise specifically limited, to increase or diminish them as may be deemed reasonably necessary or desirable by the Owner to complete the work contemplated by this contract, and such increase or diminution shall in no way vitiate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

## **29. Conflicting Conditions**

See Paragraph 27.

## **30. Notice and Service Thereof**

Any notice to any Contractor from the Owner relative to any part of this contract shall be in writing and considered delivered and the service thereof completed, when said notice is

posted, by certified or registered mail, to said Contractor at his last given address, or delivered in person to said Contractor or his authorized representative on the work.

### **31. Required Provisions Deemed Inserted**

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein, and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

### **32. Safety and Health Regulations for Construction**

In order to protect the lives and health of his employees under the contract, the Contractor shall comply with all pertinent provisions of the Contract Work Hours and Safety Standards Act, as amended, commonly known as the Construction Safety Act as pertains to health and safety standards; and shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the contract.

### **33. Suspension of Work**

Should the Owner be prevented or enjoined from proceeding with work or from authorizing its prosecution either before or after its prosecution, by reason of any litigation, the Contractor shall not be entitled to make or assert claim for damage by reason of said delay, but time for completion of the work will be extended to such reasonable time as the Owner may determine will compensate for time lost by such delay with such determination to be set forth in writing.

### **34. Equal Opportunity Provisions**

Contractor must also complete the certification of non-segregated facilities on page 61.

### **35. Anti-Kick Back Provisions**

In accordance with the provisions of the Copeland Anti-Kick Back Act (18 U.S.C. 874) as supplemented in Department of Labor Relations (29 CFR, Part 3), the Contractor is prohibited from inducing, by any means, any person employed in the construction, completion or repair of this project, to give up any part of the compensation to which he is otherwise entitled.

## CERTIFICATION OF NONSEGREGATED FACILITIES

Applicable to federally assisted construction contracts and related subcontracts exceeding \$10,000 which are not exempt from the Equal Opportunity clause.

The federally assisted construction contractor certifies that he does not maintain or provide for 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 federally assisted construction contractor 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 location under his control where segregated facilities are maintained. The federally assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicitly directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise. The federally assisted construction contractor agrees that (except where he has obtained identical certifications from proposed contractors 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, and that he will retain such certification in his files.

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Signature

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Date

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Name and Title of Signer (please type)

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

### **36. Application for Payment**

Contractor shall utilize AIA form G702 including continuation sheets when required. For each item, provide a column for listing: Item Number; Description of work; Scheduled Value; Previous Applications; Work in Place and Stored Materials under this Application; Authorized Change Orders; Total Completed and Stored to Date of Application; Percentage of Completion; Balance to Finish; and Retainage. Application shall be typewritten. Certification shall be by signature of authorized officer. Contractor shall list each authorized Change Order as an extension on continuation sheet, listing Change Order number and dollar amount as for an original item of work. Contractor shall prepare Application for Final Payment as specified in paragraph 42 Closeout Provisions, submit three copies of each Application for Payment and an updated construction schedule with each Application for Payment monthly. When Owner requires substantiating information the Contractor shall submit data justifying dollar amounts in question. The Contractor shall provide one copy of data with cover letter for each copy of submittal. Show Application number and date, and line item by number and description.

### **37. Measurement and Payment**

Each lump sum or unit price stated shall constitute full compensation as herein specified for each item of work completed in accordance with the drawings and specifications. No separate payment will be made for cleaning up. Such clean up shall be considered incidental to the item to which it applies and shall be included in the price for that item. In all items involving excavation, the price shall include doing the entire excavation necessary for the proper installation and function of that item. Where rock is encountered, the quantity shall be considered as that for rock excavation.

### **38. Submittals**

Each submittal shall be made to the Owner and shall include three copies for review and distribution. Contractor shall sequentially number the transmittal forms. Resubmittals are to have an original number with an alphabetic suffix. Contractor shall identify Project, Contractor, Subcontractor or supplier, pertinent Drawing sheet and detail number(s), and specification Section number as appropriate. Contractor shall apply Contractor's stamp, signed or initialed certifying that review, verification of Products required, field dimensions, adjacent construction Work and coordination of information is in accordance with the requirements of the Work and Contract Documents. Submittals shall be scheduled to expedite the Project. Contractor shall identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed work. Contractor shall revise and resubmit submittals as required, identify all changes made since previous submittal. Contractor shall distribute copies of reviewed submittals to concerned parties. Contractor shall instruct parties to promptly report any inability to comply with provisions.

### **39. Shop Drawings**

Each Subcontractor shall submit the number of reproductions which Contractor requires, plus three copies which will be retained by Owner. After review, the Contractor will distribute in accordance with the above article on Procedures and for Record Documents described in paragraph 41 - Contract Closeout Procedures.

### **40. Samples**

The Contractor shall submit samples, when specified in individual specification sections, to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. The Contractor shall coordinate sample submittals for interfacing work.

### **41. Warranty**

The Contractor warrants and guarantees to the Town and the Engineer that all materials and equipment will be new unless otherwise specified, and that all Work will be of good quality and free from faults or defects and in accordance with the requirements of the Contract Documents and of any inspections, tests or approvals referred to in herein. All unsatisfactory Work, all faulty or defective Work and all Work not conforming to the requirements of the Contract Documents or of such inspections, tests or approvals shall be considered defective. Prompt notice of all defects shall be given to the Contractor. All defective Work, whether or not in-place, may be rejected.

### **42. Contract Closeout Procedures**

The Contractor shall submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Owner's inspection. The Contractor shall provide submittals to Owner that are required by governing or other authorities, and submit final Application for Payment identifying total adjusted Contract sum, previous payments and sum remaining due.

### **43. Project Record Documents**

The Contractor shall maintain on site, one set of the following record documents; record actual revisions to the Work:

- A. Contract Drawings
- B. Specifications
- C. Change Orders and other Modifications to the Contract

### **44. Cleaning Up**

During its progress, the work and the adjacent areas affected thereby shall be kept clean and all rubbish, surplus materials, and unneeded construction equipment shall be removed

and all damage repaired so that the public and property owners will be inconvenienced as little as possible. Where material or debris has washed or flowed into or been placed in existing watercourses, ditches, gutters, drains, pipes, structures, work done under this Contract or elsewhere during the course of the Contractor's operations, such material or debris shall be entirely removed and satisfactorily disposed of during the progress of the work, and the ditches, drains, pipes, structures, and work, etc., shall upon completion of the work, be left in a clean and neat condition. On or before the completion of the work, the Contractor shall, unless otherwise especially directed or permitted in writing, tear down and remove all temporary buildings and structures built by him; shall remove all temporary works, tools and machinery or other construction equipment furnished by him; shall remove, acceptably disinfect and cover all organic matter and material containing organic matter in, under and around privies, houses and other buildings used by him; shall remove all rubbish from any grounds which he has occupied; and shall leave the roads and all parts of the premises and adjacent property affected by his operations in a neat and satisfactory condition. The Contractor shall restore or replace, when and as directed, any public or private property damaged by his work, equipment or employees, to a condition at least equal to that existing immediately prior to the beginning of operations. To this end, the Contractor shall do as required, all necessary roadway or driveway, walk and landscaping work. Suitable materials, equipment and methods shall be used for such restoration. The Contractor shall thoroughly clean all materials and equipment installed by him and his subcontractors, and on completion of the work shall deliver it undamaged and in fresh and new appearing condition

#### **45. Public Assignment**

The Contractor or Subcontractor offers and agrees to assign to the public purchasing body all right, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. 15 or under Chapter 624 of the General Statutes of Connecticut, arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract without further acknowledgement by the parties.

## **SPECIAL CONDITIONS**

### **1. General**

The Contractor shall furnish all tools, labor, equipment, materials and incidentals to complete all items of work for the construction of the project as set forth on the plans and in these contract documents in a manner described in these contract documents, general conditions, special conditions, Special Provisions, and Technical Provisions.

### **2. Sampling, Inspection and Testing of Materials**

The Town reserves the right to test any material which previously had been tested and accepted, and to reject materials in transit or at the point of delivery which do not meet requirements of the specifications, which are contaminated, or which are damaged.

### **3. Safety**

The Contractor shall comply with all requirements of the Occupational Safety and Health Act (OSHA). See also the safety provisions of the General Conditions.

### **4. Enumeration of Plans**

The plan sheets, Exhibit 1, are part of these contract documents.

### **5. Delays**

The Town shall not be considered in default under this agreement or responsible for any delay resulting from threatening weather conditions, equipment accident or failure, strike or labor dispute, natural disaster, fuel shortage, material shortage, or delay due to any other circumstance beyond the control of the Town.

### **6. Protection of Existing Road and Facilities**

Care shall be taken to insure that work does not in any way damage the existing facilities.

### **7. Prevailing Wage Rates**

State of CT Prevailing Wage Rates will be required if the contract exceeds \$100,000.

### **8. Hurricane Protection**

Should hurricane warnings be issued, the Contractor shall take every precaution to minimize danger to persons, to the work and to adjacent property. These precautions shall include removing all loose materials, tools, and equipment from exposed locations, and removing all scaffolding and other temporary work.



**9. Protection against High Water and Storm**

The contractor shall take all precautions to prevent damage to work or equipment by high water or by storms. The Owner may prohibit the carrying out of work at any time when in his judgment high waters or storm conditions are unfavorable or unsuitable or at any time regardless of the weather when proper precautions are not being taken to safeguard previously constructed work or work in progress.

**10. Lights, Barriers, Watchmen and Indemnity**

The Contractor shall erect and maintain such barriers, lighting, warning lights, danger warning signals, and signs that will prevent accidents during the construction work and protect the work and insure the safety of personnel and the public at all times and places; the Contractor shall indemnify and protect the Owner and the Engineer in every respect from injury or damage whatsoever caused by any act of neglect by the Contractor or his subcontractors or their servants or agents, including any claim arising out of failure to erect and maintain sufficient railing or fence as required by Section 13A-111 Connecticut General Statutes from claims of defect in violation of 13A-149 Connecticut General Statutes.

**11. Night Work**

Night work shall be permitted provided the lighting, safety and other facilities which are deemed necessary shall be provided by the Contractor. Compensation for this work shall be considered as having been included in the prices stipulated for the appropriate items of work as listed in the bid, and no extra compensation will be paid by the Owner. Night work on Thursdays, Fridays, Saturdays, or holidays shall not be permitted.

**12. Shoring**

If shoring is required to safely excavate or work within an excavated area, according to OSHA regulations, the cost of the shoring materials, erection and removal shall be considered as having been included in the prices stipulated for the appropriate items of work as listed in the bid, and no extra compensation will be paid by the owner.

**13. Working Hours**

Hours of Work shall be arranged in advance with the Town prior to the commencement of work.

**14. Time of Completion**

Bidder must agree to commence work within 10 days of the execution of this contract, and to fully complete all work prior to October 1, 2021 completion date for that project.

## **15. Private Property/Construction of Adjoining Buildings**

Attention is drawn to the fact that some of this work will take place adjacent to other building construction on private property. The greatest care shall be taken to avoid any trespass onto said private property without the express written permission of the owner. Any inadvertent damage to private property caused by the contractor shall be repaired to the satisfaction of the owner and shall be reported immediately to the Town of Mansfield Engineering representative.

## **16. Notice to Contractor - Permits/Permit Applications**

The Contractor is hereby notified that all permit and permit applications contained herein shall be made a part of this contract. In the absence of the permit, the application shall be binding. If at the time the permit is received its contents differ from that which is outlined in the application, the permit shall govern. Should the permit be received after the receipt of bids and the permit requirements significantly changes the character of the work, adjustment will be made to the contract in accordance with the appropriate articles in Section 1.04, Form 816. The requirements and conditions set forth in the permit and permit application shall be binding on the Contractor just as any other specification.

## **17. Job Coordination Meetings**

Job coordination meetings will be conducted during the project and a responsible representative of the contractor will be required to attend each meeting. The representative must be knowledgeable about contractor's work including knowledge of the design, status of materials and deliveries, and have the authority to make schedule commitments.

## **18. Phasing**

There is no phasing for this project.

## **NOTICE TO CONTRACTOR: UTILITY SPECIFICATIONS**

The contractor is hereby notified that all utility specifications contained elsewhere herein shall be made a part of this contract, and that the contractor shall be bound to comply with all requirements of such specifications. The requirements and conditions set forth in the subject specifications shall be binding on the contractor just as any other specification would be.

## **NOTICE TO CONTRACTOR: CONTRACTOR TRAINING REQUIREMENT FOR 10-HOUR OSHA CONSTRUCTION SAFETY AND HEALTH COURSE**

In accordance with Connecticut General Statute 31-53b and Public Act No. 08-83, the Contractor is required to furnish proof that any person performing the work of a mechanic, laborer or worker pursuant to the classifications of labor under section 31-53, has completed a course of at least ten hours in duration in construction safety and health approved by the Federal Occupational Safety and Health Administration or, has completed a new miner training program approved by the Federal Mine Safety and Health Administration in accordance with 30 CFR 48 or, in the case of telecommunications employees, has completed at least ten hours of training in accordance with 29 CFR 1910.268.

Proof of compliance with the provisions of the statute shall consist of a student course completion card issued by the federal Occupational Safety and Health Administration, or other such proof as deemed appropriate by the Commissioner of the Connecticut Department of Labor, dated no earlier than five years prior to the commencement of the project. Each employer shall affix a copy of the construction safety course completion card for each applicable employee to the first certified payroll submitted to the Department of Transportation on which the employee's name first appears.

Any employee required to complete a construction safety and health course as required that has not completed the course, shall have a maximum of fourteen (14) days to complete the course. If the employee has not been brought into compliance, they shall be removed from the project until such time as they have completed the required training.

This section does not apply to employees of public service companies, as defined in section 16-1 of the 2008 supplement to the General Statutes, or drivers of commercial motor vehicles driving the vehicle on the public works project and delivering or picking up cargo from public works projects provided they perform no labor relating to the project other than the loading and unloading of their cargo.

The internet website for the federal Occupational Safety and Health Training Institute is <http://www.osha.gov/fso/ote/training/edcenters>.

Additional information regarding this statute can be found at the Connecticut Department of Labor website, <http://www.ctdol.state.ct.us/wgwkstnd/wgemenu.htm>.

Any costs associated with this notice shall be included in the general cost of the contract. In addition, there shall be no time granted to the contractor for compliance with this notice. The contractor's compliance with this notice and any associated regulations shall not be grounds for claims as outlined in Section 1.11 – "Claims".

## **NOTICE TO CONTRACTOR: NON-DISCRIMINATION**

The following subsections are set forth here as required by section 4a-60 of the Connecticut General Statutes and specifically apply to this contract: Non-Discrimination

- (a) For purposes of this Section, the following terms are defined as follows:
- i. "Commission" means the Commission on Human Rights and Opportunities;
  - ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
  - iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
  - iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
  - v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
  - vi. "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;
  - vii. "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
  - viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
  - ix. "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 Connecticut General Statutes § 32-9n; and
  - x. "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.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(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, gender identity or expression, mental retardation, mental disability 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; and 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, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the 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 the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the 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 Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (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 relate to the provisions of this Section and Connecticut General Statutes § 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 projects.

(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 Connecticut General Statutes §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.

(g)(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 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 Connecticut General Statutes § 46a-56; and (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 which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph 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 Connecticut General Statutes § 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.

## **NOTICE TO CONTRACTOR: EXECUTIVE ORDERS**

The Agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Agreement as if they had been fully set forth herein. At the contractor's request, TOWN shall provide a copy of these orders to the contractor. The Agreement may also be subject to Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions.

## **NOTICE TO CONTRACTOR: STATE ELECTION ENFORCEMENT COMMISSION (SEEC) CAMPAIGN CONTRIBUTION BAN**

This Agreement is subject to the provisions of the State Election Enforcement Commission (SEEC) Campaign Contribution Ban. For all State Contracts as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Agreement expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See SEEC Form (below):

### **CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION Rev. 1/11**

#### **NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS**

This notice is provided under the authority of Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined later).

#### **CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS**

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract or state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes TOWN committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall knowingly solicit contributions from the state contractor's or prospective state contractor's employees or from a subcontractor or principals of the subcontractor on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of



Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

### **DUTY TO INFORM**

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

### **PENALTIES FOR VIOLATIONS**

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

**Civil penalties**—Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

**Criminal penalties**—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

### **CONTRACT CONSEQUENCES**

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information may be found on the website of the State Elections Enforcement Commission, [www.ct.gov/seec](http://www.ct.gov/seec). Click on the link to “Lobbyist/Contractor Limitations.”

## DEFINITIONS

“State contractor” means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. “State contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Prospective state contractor” means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. “Prospective state contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a state contractor or prospective state contractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

“State contract” means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or

Agreement of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

"Subcontractor" means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. "Subcontractor" does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a subcontractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business

entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

Date: \_\_\_\_\_

Town: Mansfield

6FR Part 31.