



INVITATION TO BID: BID #GCC574 DATE: January 17, 2007
BID REQUIRED: February 8, 2007 before 2:00pm

(Please complete vendor name, address, fax number and federal ID number below)

VENDOR: _____

Fax #: _____

Federal ID #: _____

Issued by: Gateway Community College
60 Sargent Drive, New Haven, CT 06511

College contact: Lisa Cherhoniak
Fiscal/Administrative Officer, Purchasing Dept.
Phone: 203/285/2104 Fax: 203/285/2105
E-Mail: lcherhoniak@gwcc.commnet.edu

Signed for College

1/17/07

Date

The State of Connecticut, and the Community Colleges of Connecticut are exempt from the payment of Federal Excise Taxes and the Connecticut Sales and Use Tax, do not include such taxes.

We reserve the right to reject in whole or in part any or all quotes submitted.

The contractor agrees and warrants that in the performance of this contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, sexual orientation, learning disability, national origin, sex, mental retardation or physical disability, including, but not limited to blindness, unless it is shown by such contractor that such disability prevents performance of the work involved in any manner prohibited by the laws of the United States or of the State of Connecticut. And further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission concerning the employment practices and procedures of the contractor as relate to the provisions of this section.

Signature of this form by the bidder shall signify his/her approval and agreement to all pricing, attachments, and schedules included with his/her response as being a part of this bid response and subject to the pricing and/or discounts listed.

Signed for Vendor

Date

Printed Name

Title



INSTRUCTIONS FOR RETURN OF BID:

Your signed bid must be returned to the Purchasing Offices of Gateway Community College, Long Wharf Campus, 60 Sargent Drive, New Haven, CT by NO later than: **February 8, 2007 2:00 pm**
Delivery by hand or courier is recommended.

Failure to submit your bid by the specified date and time will result in rejection of the response as LATE.
Late submissions will not be considered under any circumstances.

RFB # GCC574
DUE DATE: February 8, 2007
BEFORE: 2:00 pm

OR

FAX to: 203-285-2105

The bid must be addressed to:

**GATEWAY COMMUNITY COLLEGE
PURCHASING DEPARTMENT
ATTN: LISA CHERHONIAK
60 SARGENT DRIVE
NEW HAVEN, CT 06511**

OR

FAX TO: 203-285-2105

Open Doors



Open Minds

Long Wharf Campus: 60 Sargent Drive, New Haven, CT 06511

North Haven Campus: 88 Bassett Road, North Haven, CT 06473

203-285-2000 phone • www.gwcc.commnet.edu • 203-285-2406 phone

A Connecticut Community College

PRINTING SPECIFICATIONS

BID #GCC574

Listed below are the key elements to print Gateway's **Credit and Credit Free Course Schedule – Fall 2007**. Please fax or mail to Lisa Cherhoniak, **Fax 203-285-2105 by February 8, 2007 2:00 pm**

Description: FALL 2007 – CREDIT AND CREDIT FREE

Quantity: 206/M

Size: 8-1/4"x 10-3/4" final trim size

Number of pages: 100 includes cover + or – 4 pages

Cover paper: 70# Glossy

Inside paper: 35# Premium 70 Bright Groundwood

Copy: Camera ready provided by agency on disk

Bindery: Glue Bind or Saddle Stitch (best cost)

Ink Text: Black plus (3) PMS colors

Ink Cover: 4/2 Cover

Process: Web

Proofs: Yes – Same day approval

Date Required: **April 1, 2007**
9,000 each - Delivered to GCC, 60 Sargent Drive, New Haven, CT
3,000 each – Delivered to GCC, 88 Bassett Road, North Haven, CT
July 5, 2007
194,000 each - Delivered to Post Office

Pick up: Vendor to pick up and deliver mechanicals (Federal Express or UPS acceptable). **Will be ready February 23, 2007**

Delivery: Bulk mail approx. 194,000 bulk rate. Gateway Community College to pick zip code areas. Residences only. Labels (NO simplified mailing). Affix, sort and bag – Inkjet addresses acceptable

Drop off to New Haven Post Office, Brewery Street

Agency Contact: Allen Gales 203-285-2227
Lisa Cherhoniak 203-285-2104

NO SUBSTITUTIONS

PROPOSAL SCHEDULE

IMPORTANT! Return Original and One Copy

BID # GCC574

Page 1 of 1

BID #GCC574

DELIVERY

CASH DISCOUNT

TERMS % days

State payment terms are net 30 days

Any deviation may result in bid rejection.

Bidder

Social Security or Fein Number

Bid prices shall include all transportation.
charges F.O.B. state agency.

Item No.	Description of Commodities and or services	Quantity	Unit	Unit Price	Total Price
1.	Printing: Fall 2007 Credit & Credit Free Schedule (100 pages includes cover + or - 4 pages) Cost of additional copies at time of printing: <u>TO BE USED FOR MORE OR LESS PAGES:</u> More pages than specified - 4 page signature - ADD: (include all costs) Less pages than specified - 4 page signature - DEDUCT:	206	M	\$ _____ /M \$ _____ per M \$ _____ per page \$ _____ per page	\$ _____ \$ _____ \$ _____ \$ _____
2.	* * * * QUOTE RECYCLE STOCK * * * * Printing: Fall 2007 Credit & Credit Free Schedule (Same as above except: RECYCLE STOCK) Cost of additional copies at time of printing: <u>TO BE USED FOR MORE OR LESS PAGES:</u> More pages than specified - 4 page signature - ADD: Less pages than specified - 4 page signature - DEDUCT:	206	M	\$ _____ /M \$ _____ per M \$ _____ per page \$ _____ per page	\$ _____ \$ _____ \$ _____ \$ _____
3	Prepare schedules for Post Office Delivery - Bulk Rate SEE ATTACHED FOR DETAILED SPECIFICATIONS AND AGENCY CONTACT RETURN BID TO: Gateway Community College Attn: Lisa Cherhoniak/Purchasing Dept. 60 Sargent Drive New Haven, CT 06511 Phone Number: 203-285-2104	194	M	\$ _____ /M	\$ _____ NOTE: Overruns as stated in the Special Bid and Contract Terms and Conditions is not to exceed 5%.

**SPECIAL BID AND CONTRACT
TERMS AND CONDITIONS**

STATE OF CONNECTICUT

**Gateway Community College
60 Sargent Drive
New Haven, CT 06511**

PLEASE READ CAREFULLY

**FOR PRINTING OF PUBLICATIONS
STATE OWNERSHIP**

All negatives, plates, mechanicals and/or computer media, generated by the contractor, that relate to this contract shall become the property of The State of Connecticut. Mechanicals and/or negatives furnished by the State to the contractor must be returned in acceptable condition with the final delivery of each printing. Failure to return these materials may delay payment of contractor's invoice or result in a penalty assessment which may be deducted from the contractors invoice.

UNAUTHORIZED CHANGES

GENERAL

No State personnel or contractor shall make any changes to the bid specifications of any forms printing contract without prior approval from the Purchasing Officer.

QUANTITIES

Likewise no State personnel or contractor shall deviate from the quantities called for in the contract award without similar approval. Deviations shall be deemed to mean any quantity in excess of "overrun" limitations stated in the contract award or if no limitation is stated any quantity in excess of 5% of the quantity called for in the contract award.

ADDITIONAL PAGES; AUTHOR'S ALTERATIONS

No State personnel shall order any additional pages for a publication or effect any author's alterations to galleys or page proof which will increase the cost of a publication by more than 5% of the amount of the contract award without prior approval from the Purchasing Officer. In no case may author's alterations be made on Van Dyke proofs without prior approval from the Purchasing Officer.

Contractor shall notify the agency purchasing officer if the number of pages exceeds that allowed for in the contract award or if any author's alteration exceeds 5% of the amount of the contract award. Contractor shall not proceed with work without approval from the agency purchasing officer. Likewise approval from the agency purchasing officer shall be secured for any author's alteration to Van Dyke proofs.

The Dean of Administration or Purchasing Officer shall only grant above approvals that are strictly in accordance with the provisions of General Letter No. 89 of current issue.

PROOFS

Final proofs of all forms approved by the Purchasing Officer shall apply only for correctness of copy. All other factors including but not limited to paper stock, composition, inks, carbons, color sequences, numbering etc. shall be governed by the original bid specifications and any revisions made thereto prior to the bid opening.

DISCREPANCIES

In the event of any discrepancies between the final proofs and the bid specifications, the bid specification shall govern. Contractors who note any discrepancies between the final proofs and the bid specification shall notify the Purchasing Officer, Gateway Community College, for resolution of the discrepancy. Failure to notify the Purchasing Officer as prescribed above shall not relieve the contractor from completing the job in accordance with the bid specifications at no additional cost to the State.

DELIVERY

Delivery must be made as ordered and in accordance with the contract award. If the contractor is responsible for late delivery, his firm is subject to removal from the bidders list for a time period to be determined by the Dean of Administration.

The weight of delivered cartons is not to exceed 40 lbs.

WARNING

Any contractor who fails to abide by any of the above terms and conditions does so at his own risk, and shall be subject to such penalties as may be deemed suitable by the President, Gateway Community College. Any agency or its personnel who act in violation of these terms and conditions shall be subject to the penalties called for in Sec. 4a-65 of the Connecticut General Statutes "Unlawful Purchases".

**STATE OF CONNECTICUT
GATEWAY COMMUNITY COLLEGE
PURCHASING DEPARTMENT
60 SARGENT DRIVE
NEW HAVEN, CT 06511**

STANDARD BID AND CONTRACT TERMS AND CONDITIONS

All Invitations for Bids issued by Gateway Community College, Purchasing Office will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation for Bids.

Incorporated by reference into this contract are applicable provisions of the Connecticut General Statutes including but not limited to Sections 4a-50 through 4a-80 and applicable provisions of the Regulations of Connecticut State Agencies including but not limited to Sections 4a-52-1 through 4a-52-30.

The contractor agrees to comply with the statutes and regulations 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.

SUBMISSION OF BIDS

Bids must be submitted on forms supplied by the Purchasing Office. Telephone bids will not be accepted. Facsimile bids will be accepted in response to an Invitation for Bids unless otherwise stated.

The time and date bids are to be opened is given in each bid issued. Bids received after the specified time and date of bid opening given in each bid proposal shall not be considered. Bid envelopes must clearly indicate the bid number as well as the date and time of the opening of the bid. The name and address of the Bidder should appear in the upper left-hand corner of the envelope.

Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by the Purchasing Department after the time specified for opening of bids shall not be considered. The original proposal schedule shall be returned to the Purchasing Department. Bids shall be computer prepared, typewritten or handwritten in ink. Bids submitted in pencil shall be rejected. All bids shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids shall be rejected. Errors, alteration or corrections on the original proposal schedule to be returned must be initialed by the person signing the bid proposal or their authorized designee. In the event an authorized designee initials the correction, there must be written authorization from the person signing the bid proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of bid for those items erased, altered or corrected and not initialed.

Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits, modifies, expands or supplements any of the terms and condition and/or specifications of the invitation for bids.

Alternate bids will not be considered. An alternate bid is defined as one which is submitted in addition to the bidder's primary response to the invitation for bids.

Prices should be extended in decimal, not fraction, to be net, and shall include all transportation and delivery charges fully prepaid by

the Contractor to the destination specified in the bid, and subject only to cash discount.

Pursuant to Section 12-412 of the Connecticut General Statutes, the State of Connecticut (Gateway Community College) is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.

In the event of a discrepancy between the unit price and the extension, the unit price shall govern.

By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.

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

GUARANTY OR SURETY

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

SAMPLES

Accepted bid samples do not supersede specifications for quality unless sample is superior in quality. All deliveries shall have at least the same quality as the accepted bid sample.

Samples are furnished free of charge. Bidder must indicate if their return is desired, provided they have not been made useless by test. Samples may be held for comparison with deliveries.

AWARD

Award will be based on quality of the articles or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance and financial responsibility.

The Purchasing Department may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.

The Purchasing Department may correct inaccurate awards resulting from clerical or administrative errors.

CONTRACT

The existence of the contract shall be determined in accordance with the requirements set forth above.

The Contractor shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the Purchasing Department.

Bidders have ten days after notice of award to refuse acceptance of the award; after ten days the award will be binding on the Contractor. If the Contractor refuses to accept the award within the ten-day period, the award will be made to the next lowest responsible qualified bidder.

Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for the Purchasing Department to purchase these commodities or services on the open market. The Contractor agrees to promptly reimburse the State (Gateway Community College) for excess cost of these purchases. The purchases will be deducted from the contracted quantities.

Rejected commodities must be removed by the Contractor from Gateway Community College premises within 48 hours. Immediate removal may be required when safety or health issues are present.

Contractor agrees to: hold the State (Gateway Community College) harmless from liability of any kind for the use of any copyright or copyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the contract; guarantee their products against defective material or workmanship; repair damages of any kind, for which they are responsible to the premises or equipment, to their own work or to the work of other contractors; obtain and pay for all licenses, permits, fees etc. and to give all notices and comply with all requirements of city or town in which the service is to be provided and to the State (Gateway Community College); to carry proper insurance to protect the State (Gateway Community College) from loss.

Notwithstanding any provision or language in this contract to the contrary, the Dean of Administration may terminate this contract whenever he/she determines in his/her sole discretion that such termination is in the best interest of Gateway Community College. Any such termination shall be effected by delivery to the Contractor of written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to Gateway Community College for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to Gateway Community College all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing his duties under this contract, whether completed or in progress. All such documents, information, and materials shall become the property of Gateway Community College. In the event of such termination, the Contractor shall be entitled to reasonable compensation as determined by the Dean of Administration, however, no compensation for lost profits shall be allowed.

DELIVERY

All products and equipment delivered must be new unless otherwise stated in the bid specifications.

Delivery will be made to the campus specified in the bid or on the purchase order. Campus locations: Long Wharf Campus, 60 Sargent Drive, New Haven, CT 06511 and North Haven Campus, 88 Bassett Road, North Haven, CT 06473

Payment terms are net 30 days after receipt of goods or invoice, whichever is later, unless otherwise specified.

Charges against a Contractor shall be deducted from current obligations. Money paid to the State by the Contractor shall be payable to the Treasurer, State of Connecticut.

SAVING CLAUSE

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

ADVERTISING

Contractors may not reference sales to Gateway Community College for advertising and promotional purposes without the prior approval by the Dean of Administration.

RIGHTS

Gateway Community College has sole and exclusive right and title to all printed material produced for Gateway Community College and the contractor shall not copyright the printed matter produced under the contract.

The Contractor assigns to Gateway Community College all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

The Contractor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold the State (Gateway Community College) harmless and indemnify the State (Gateway Community College) from any action which may arise out of any act by the contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

EXECUTIVE ORDERS

(a) Executive Order No. 3: Nondiscrimination. This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this agreement. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination until the agreement is completed or terminated prior to completion. The Contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

(b) Executive Order No. 17: Connecticut State Employment Service Listings. This contract is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated or suspended by the Contracting Agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be party to this Agreement. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the Contracting Agency and the State Labor Commissioner shall have joint and several

continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

(c) Executive Order No. 16: Violence in the Workplace Prevention Policy. This contract is subject to the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 and, as such, the contract may be canceled, terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree: (1) The Contractor shall prohibit employees from bringing into the state work site, except as may be required as a condition of employment, any weapon or dangerous instrument as defined herein. (2) "Weapon" means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon. "Dangerous instrument" means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury. (3) The Contractor shall prohibit employees from attempting to use, or threaten to use, any such weapon or dangerous instrument in the state work site and employees shall be prohibited from causing, or threatening to cause, physical injury or death to any individual in the state work site. (4) The Contractor shall adopt the above prohibitions as work rules, violations of which shall subject the employee to disciplinary action up to and including discharge. The Contractor shall insure and require that all employees are aware of such work rules. (5) The Contractor further agrees that any subcontract it enters into in the furtherance of work to be performed under this contract, shall contain provisions (1) through (4) of this section.

(d) Executive Order No. 7C: Integrity in State Contracting. This contract is subject to the provisions of Executive Order No. 7C of Governor M. Jodi Reil, promulgated on July 13, 2006 and, as such, this contract may be canceled, terminated or suspended by the State for violation of or noncompliance with said Executive Order No. 7C. The parties to this contract, as part of the consideration hereof, agree: (1) The State Contracting Standards Board ("Board") may review this contract and recommend to the State Contracting Agency, termination of this contract for cause. The State Contracting Agency shall consider the recommendations and act as required or permitted in accordance with the contract and applicable law. The Board shall provide the results of its review, together with its recommendations, to the State Contracting Agency and any other affected party in accordance with the notice provisions in the contract no later than fifteen (15) days after the Board finalizes its recommendation. For the purpose of this sub-section, "for cause" means a violation of the State Ethics Code (Connecticut General Statutes Chapter 10) or section 4a-100 of the general statutes, or wanton or reckless disregard of any state contracting and procurement process by any person substantially involved in this Contract or State Contracting Agency. (2) For purpose of the section, "contract" shall not include real property transactions involving less than a fee simple interest or financial assistance comprised of state or federal funds, the form of which may include but is not limited to grants, loans, loan guarantees, and participation interests in loans, equity investments and tax credit programs. Notwithstanding the foregoing, the Board shall not have any authority to recommend the termination of a contract for the sale or purchase of a fee simple interest in real estate following transfer of title. (3) Notwithstanding the contract value listed in Connecticut General Statutes (C.G.S.) sections 4-250 and 4-252, and section 8 of Executive Order No. 1, all state contracts between state agencies and private entities with a value of \$50,000 (fifty thousand dollars) or more in a calendar or fiscal year shall comply with the gift affidavit requirements of said sections and section 8 of Executive Order No. 1. For purposes of this section, the term "certification" shall include the campaign contribution and annual gift affidavits required by section 8 of Executive Order No. 1.

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Gift Certification

Gift certification to accompany State Contracts with a value of \$50,000 or more in a calendar or fiscal year, pursuant Conn. Gen. Stat. §§ 4-250 and 4-252, and Governor M. Jodi Rell's Executive Order No. 7C, para. 10.

I, _____, am authorized to execute the attached contract on behalf of the _____ (the "Contractor"). I hereby certify that between _____ (planning date) and _____ (date of the execution of the attached contract) that neither myself, the Contractor, nor any of its principals or key personnel who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation of this contract, nor any agent of the above, gave a gift, as defined in Conn. Gen. Stat. § 1-79(e), including a life event gift as defined in Conn. Gen. Stat. § 1-79(e)(12), to (1) any public official or state employee of the contracting state agency or quasi-public agency who participated directly, extensively, and substantially in the preparation of the bid solicitation or request for proposals for the contract (if applicable) or in the negotiation or award of this contract; or (2) any public official or state employee of any other state agency who has supervisory or appointing authority over the state agency or quasi-public agency executing this contract, except the gifts listed below:

<u>Name of Benefactor</u>	<u>Name of recipient</u>	<u>Gift Description</u>	<u>Value</u>	<u>Date of Gift</u>
---------------------------	--------------------------	-------------------------	--------------	---------------------

List information here

Further, neither I nor any principals or key personnel of the Contractor, nor any agent of the above, knows of any action by Contractor to circumvent such prohibition on gifts by providing for any other principals, key personnel, officials, employees of Contractor, nor any agent of the above, to provide a gift to any such public official or state employee.

Further, the Contractor made its bid or proposal without fraud or collusion with any person.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Signature

Date

Sworn and subscribed before me on this _____ day of _____, 200__

Commissioner of the Superior Court
Notary Public

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Campaign Contribution Certification

Campaign contribution certification to accompany State Contracts with a value of \$50,000 or more in calendar or fiscal year, pursuant Conn. Gen. Stat. § 4-250 and Governor M. Jodi Rell's Executive Orders No. 1, para 8 and No. 7C, para 10.

I, _____, hereby certify that during the two-year period preceding the execution of the attached contract, neither myself nor any principals or key personnel of the _____ who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation or award of this contract, nor any agent of the above, gave a contribution to a candidate for statewide public office or the General Assembly, as defined in Conn. Gen. Stat. §9-333b, except as listed below:

<u>Contributor</u>	<u>Recipient</u>	<u>Amount/Value</u>	<u>Date of Contribution</u>	<u>Contribution Description</u>
--------------------	------------------	---------------------	-----------------------------	---------------------------------

List information here

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Signature

Date

Sworn and subscribed before me on this _____ day of _____, 200__

Commissioner of the Superior Court
Notary Public

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Consulting Agreement Affidavit

Consulting agreement affidavit to accompany state contracts for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Section 51 of Public Act 05-287.

This affidavit is required if a bidder or vendor has entered into any consulting agreements whereby the duties of the consultant include communications concerning business of such state agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. Pursuant to Section 51 of P.A. 05-287, "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the general statutes as of the date such affidavit is submitted in accordance with the provisions of this section.

I, _____, hereby swear that I am the chief official of the bidder or vendor of the Contract or authorized to execute such Contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except the agreements listed below:

Contractor's Name, Title and Firm or Corporation:

Terms of Consulting Agreement (Date of Execution, Amount, Expiration Date):

Brief Description of Services Provided (Purpose, Scope, Activities, Outcomes):

☐ Yes ☐ No Is the Consultant a former state employee or public official?

If yes, provide the following information about the former state employee or public official:

- Former Agency:
- Date Such Employment Terminated:

Attach additional sheets if necessary. This affidavit must be amended if Contractor enters into any new consulting agreements during the term of this Contract

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Signature

Date

Sworn and subscribed before me on this _____ day of _____, 200__

Commissioner of the Superior Court
Notary Public

**STATE OF CONNECTICUT
GATEWAY COMMUNITY COLLEGE
EMPLOYMENT INFORMATION FORM**

FOR CONNECTICUT VENDORS ONLY:

Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the numbers on all lines and in all columns.

CONTRACTOR	CONTACT PERSON	DATE
ADDRESS	PHONE NO.	CONTRACT AWARD NO.

Report all permanent full-time or part-time employees, including apprentice and on the job trainees. Enter the numbers on all lines and in all columns.

JOB CATEGORIES	OVERALL TOTALS (Sum of all Columns, A thru F Male and Female)		A WHITE (NOT OF HISPANIC ORIGIN)		B BLACK (NOT OF HISPANIC ORIGIN)		C HISPANIC		D ASIAN OR PACIFIC ISLANDER		E AMERICAN INDIAN or ALASKAN NATIVE		F PHYSICALLY DISABLED	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers														
Professionals														
Technicians														
Sale Workers														
Office and Clerical														
Craft Workers (Skilled)														
Operatives (Semi-skilled)														
Laborers (Unskilled)														
Service Workers														
TOTAL OF ABOVE														

HAVE YOU BEEN SUCCESSFUL IN IMPLEMENTING AN AFFIRMATIVE ACTION PLAN?

YES	NO
☐	☐
YES	NO
☐	☐
YES	NO
☐	☐

ARE YOUR GOODS, SERVICES AND FACILITIES ACCESSIBLE AND USABLE TO INDIVIDUALS WITH DISABILITIES?

DO YOU USE MINORITY BUSINESSES AS SUBCONTRACTORS OR SUPPLIERS?

FEEL FREE TO ATTACH A NARRATIVE DESCRIBING ANY PRACTICES WHICH SHOW THAT YOU HIRE, TRAIN AND PROMOTE EMPLOYEES WITHOUT DISCRIMINATION.