

**CONNECTICUT
RESOURCES
RECOVERY
AUTHORITY**

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRA LANDFILLS
(Bid Number 2007E002)**

**BID DUE DATE:
MARCH 22, 2007**

**Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103-1722**

February 5, 2007

REQUEST FOR BIDS

For

ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS AND REPORTING SERVICES FOR CRRA LANDFILLS

Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103-1722

February 5, 2007

TABLE OF CONTENTS

1.	Notice To Firms – Request For Bids.....	1-1
2.	Instructions To Bidders	2-1
3.	Bid Form	3-1
4.	Not-To-Exceed Bid Price And Payment Rate Schedule Form	4-1
4.1	Ellington Landfill	4.1-1
4.2	Hartford Landfill	4.2-1
4.3	Shelton Landfill.....	4.3-1
4.4	Wallingford Landfill	4.4-1
4.5	Waterbury Bulky Waste Landfill	4.5-1
5.	Issues and Questions To Be Addressed.....	5-1
6.	Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety.....	6-1
7.	Affidavit Of Third Party Fees	7-1
8.	Campaign Contribution Restriction Affidavit (SEEC Form SC 3) and List Of Principals (SEEC Form SC 3A).....	8-1
9.	Background Questionnaire.....	9-1
10.	Notice Of Award	10-1
11.	Environmental Monitoring, Laboratory Analysis And Reporting Services Agreement	11-1
	Exhibit A – Scope Of Services	A-1
	Exhibit A.1 – Ellington Landfill	A.1-1
	Exhibit A.2 – Hartford Landfill	A.2-1
	Exhibit A.3 – Shelton Landfill	A.3-1

Exhibit A.4 – Wallingford Landfill.....	A.4-1
Exhibit A.5 – Waterbury Bulky Waste Landfill	A.5-1
Exhibit B – Request For Services – Standard Form	B-1
Exhibit C – Not-To-Exceed Contract Price and Payment Rate Schedule	C-1
Exhibit D – CRRA Travel and Expense Reporting Document	D-1
Exhibit E – Monthly Bill Format – Lump Sum Tasks.....	E-1
Exhibit E.1 – Ellington Landfill.....	E.1-1
Exhibit E.2 – Hartford Landfill.....	E.2-1
Exhibit E.3 – Shelton Landfill	E.3-1
Exhibit E.4 – Wallingford Landfill	E.4-1
Exhibit E.5 – Waterbury Bulky Waste Landfill.....	E.5-1
Exhibit F – Monthly Bill Format – Time and Materials Tasks	F-1

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

SECTION 1

NOTICE TO FIRMS – REQUEST FOR BIDS

CONNECTICUT RESOURCES RECOVERY AUTHORITY

NOTICE TO FIRMS – REQUEST FOR BIDS

The Connecticut Resources Recovery Authority (“CRRA”) is a quasi-public agency of the State of Connecticut that is responsible for providing solid waste disposal and recycling services to more than 100 municipalities. CRRA is seeking bids from qualified firms to furnish all materials, labor, equipment and incidentals to provide environmental monitoring, laboratory analysis and reporting services for the CRRA landfills and to perform other work incidental thereto. The following are the CRRA landfills (collectively, the “Landfills”):

- The Ellington Landfill, located at 217 Sadds Mill Road (Route 140) in Ellington, Connecticut;
- The Hartford Landfill, located at 180 Leibert Road (in the North Meadows off of Exit 33 on I-91) in Hartford, Connecticut;
- The Shelton Landfill, located at 866 River Road (Route 110) in Shelton, Connecticut;
- The Wallingford Landfill, located on Pent Road (off of South Cherry Street) in Wallingford, Connecticut; and
- The Waterbury Bulky Waste Landfill, located at the intersection of Highland Avenue and Highview Road in Waterbury, Connecticut.

Firms may submit bids to provide the services at any one, all or a combination of the above listed Landfills. While one bid may cover multiple landfills, a separate Bid Price Form must be submitted for each landfill for which the firm wishes to be considered. CRRA intends to select one firm to provide the services at each landfill, and may select a firm to provide the services at more than one landfill.

Request for Bids (“RFB”) package documents may be obtained Monday through Friday, from 8:30 a.m. to 5:00 p.m., at the offices of CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, beginning **Monday, February 5, 2007**. The documents will also be available beginning on the same date on the world wide web at <http://www.crra.org> under the “Business Opportunities” page.

There will be a **mandatory pre-bid conference** for prospective bidders at the CRRA Visitor’s Center and Trash Museum, 211 Murphy Road, Hartford, Connecticut, at 9:00 a.m., Tuesday, February 27, 2007. There will also be mandatory site tours of each of the Landfills for all prospective bidders. Prospective bidders must attend the pre-bid conference and the site tour of each Landfill for which the bidder wishes to be considered. The site tours are scheduled as follows:

- Hartford Landfill – 12:30 p.m., Tuesday, February 27, 2007;
- Ellington Landfill – 3:00 p.m., Tuesday, February 27, 2007;
- Wallingford Landfill – 8:30 a.m., Wednesday, February 28, 2007;

- Shelton Landfill – 11:30 a.m., Wednesday, February 28, 2007; and
- Waterbury Bulky Waste Landfill – 2:00 p.m., Wednesday, February 28, 2007.

Any prospective bidder intending to participate in the pre-bid conference and any of the site tours must contact Christopher Shepard (cshepard@crra.org or (860) 757-7706) by 9:00 a.m., Monday, February 26, 2007.

Sealed bids in response to this RFB must be received at the offices of CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722 no later than 3:00 p.m., Eastern Time, on Thursday, March 22, 2007.

Bids will be opened privately at CRRA's convenience on or after the bid due date. Note that all information submitted by a firm responding to this RFB is subject to the Freedom of Information Act.

All questions regarding this RFB should be submitted in writing to Christopher Shepard, Environmental Engineer by e-mail (cshepard@crra.org), by fax (860-757-7742), or by correspondence (CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103) no later than **3:00 p.m. on Wednesday, March 7, 2007**. Any firm considering submitting a bid is prohibited from having any ex-parte communications with any CRRA staff member or CRRA Board member except Mr. Shepard.

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

**SECTION 2
INSTRUCTIONS TO BIDDERS**

INSTRUCTIONS TO BIDDERS

ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS AND REPORTING SERVICES FOR CRRA LANDFILLS

CONTENTS

1.	Introduction	1
2.	Definitions	2
3.	Communications With CRRA Staff And Board Members	3
4.	Scope Of Services	4
5.	RFB Package Documents.....	4
6.	Mandatory Pre-Bid Conferences and Landfill Tours	5
7.	Addenda And Interpretations	6
8.	Bid Submission Procedures.....	6
9.	Bid Contents.....	7
10.	Bid Opening	9
11.	Bid Evaluation.....	9
12.	Interviews	10
13.	Contract Award	11
14.	RFB Projected Timeline.....	11
15.	Bidder's Qualifications	12
16.	Bid Preparation And Other Costs.....	12

1. Introduction

The Connecticut Resources Recovery Authority (“CRRA”) is a quasi-public agency of the State of Connecticut that is responsible for providing solid waste disposal and recycling services to more than 100 municipalities. To that end, CRRA has developed, constructed and now operates an integrated system of four resources recovery facilities, two regional recycling centers (one of which is the largest in the United States), twelve (12) transfer stations and five landfills. These facilities are operated by entities that are under contract with CRRA.

CRRA is required by the various permits it holds for its five landfills to conduct a variety of environmental monitoring, laboratory analysis and reporting activities for each of them. CRRA is seeking bids from qualified firms to furnish all materials, labor, equipment and incidentals to provide environmental monitoring, laboratory analysis and reporting services for the CRRA landfills and to perform other work incidental thereto.

The following are the CRRA landfills (collectively, the “Landfills”):

- The Ellington Landfill, located at 217 Sadds Mill Road (Route 140) in Ellington, Connecticut;
- The Hartford Landfill, located at 180 Leibert Road (in the North Meadows off of Exit 33 on I-91) in Hartford, Connecticut;
- The Shelton Landfill, located at 866 River Road (Route 110) in Shelton, Connecticut;
- The Wallingford Landfill, located on Pent Road (off of South Cherry Street) in Wallingford, Connecticut; and
- The Waterbury Bulky Waste Landfill, located at the intersection of Highland Avenue and Highview Road in Waterbury, Connecticut.

The Ellington, Shelton and Wallingford Landfills have been certified by the Connecticut Department of Environmental Protection as closed and CRRA now provides post-closure monitoring and maintenance care for them. The Hartford and Waterbury Bulky Waste Landfills remain open and continue to operate as of the date of this RFB.

Bidders may submit bids to provide the services at any one, all or a combination of the above listed Landfills. CRRA intends to select one firm per Landfill to provide the required services. CRRA may select a firm to provide the services at more than one landfill. However, even if one firm is selected to provide the services at more than one landfill, CRRA will enter into a separate contract for each landfill. The term of the contracts resulting from this RFB will be from July 1, 2007 through June 30, 2010.

The bidder selected to perform the services at any particular landfill will be reimbursed for work performed on either a “lump sum” or “time and materials” basis, as specified in the Not-To Exceed Bid Price And Payment Rate Schedule Form for each landfill, at the rates specified in the payment rate schedule in the Not-To Exceed Bid Price And Payment Rate Schedule Form up to the amount specified as the not-to-exceed contract price.

2. Definitions

As used in this Instructions To Bidders and in other Contract Documents (as defined herein), the following terms shall have the meanings as set forth below:

- (a) **Addenda:** Written or graphic documents issued prior to the bid due date that clarify, correct or change any or all of the Contract Documents.
- (b) **Contract Documents:**
 - (1) Environmental Monitoring, Laboratory Analysis and Reporting Services Agreement – _____ Landfill (the “Agreement”) (the name of one the five Landfills will be inserted in the blank for the Agreement pertaining to that Landfill);

- (2) Notice To Firms – Request For Bids;
 - (3) Instructions To Bidders;
 - (4) Bid Form;
 - (5) Not-To-Exceed Bid Price and Payment Rate Schedule Forms;
 - (6) Issues And Questions To Be Addressed;
 - (7) Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety;
 - (8) Affidavit Of Third Party Fees;
 - (9) Campaign Contribution Restriction Affidavit (SEEC Form SC 3) and List Of Principals (SEEC Form SC 3A)
 - (10) Background Questionnaire
 - (11) Addenda;
 - (12) The bidder's Bid (including all documentation attached to or accompanying such Bid, all other documentation submitted in connection with such Bid, and all post-submission documentation submitted prior to the Notice Of Award);
 - (13) Notice Of Award; and,
 - (14) Any written amendments to the Agreement issued pursuant to Sections 2.7, 2.8 and/or 7.8 of the Agreement.
- (c) **Laws And Regulations:** Any and all applicable laws, rules, regulations, ordinances, codes, orders and permits of any and all federal, state and local governmental and quasi-governmental bodies, agencies, authorities and courts having jurisdiction.
- (d) **Notice Of Award:** Written notification from CRRA to the apparent successful bidder that states that CRRA has accepted such bidder's bid and sets forth the remaining conditions that must be fulfilled by such bidder before CRRA executes the Agreement.

Terms that are not defined and used in this Instructions To Bidders shall have the same respective meanings assigned to such terms in the Agreement.

3. **Communications With CRRA Staff And Board Members**

Except as otherwise authorized by this Instructions To Bidders, during the pendency of the RFB process, firms contemplating or preparing bids are prohibited from contacting CRRA staff or CRRA Board of Directors members in an ex parte manner to discuss the RFB process. A bidder's bid shall be rejected if any of the foregoing ex parte communications take place.

4. Scope Of Services

The Services to be performed under the Agreements are more particularly described in Exhibit A of the Agreement. Exhibit A in the Agreement attached to this RFB contains the Scope Of Services for each of the five Landfills. The Agreement that results from this RFB for a particular Landfill will only contain in Exhibit A only the Scope Of Services for that particular Landfill. Specific instructions about how the Services are to be performed are included in the Agreement.

If additional work is required during the term of an Agreement resulting from this RFB at the Landfill to which the Agreement pertains, CRRA will issue Requests For Services to the successful bidder for the Landfill for the specific additional work to be performed.

The successful bidder for a particular Landfill will be required to furnish all materials, labor, equipment and incidentals necessary to perform the environmental monitoring, laboratory analysis and reporting services for that Landfill for the period from July 1, 2007 through June 30, 2010.

5. RFB Package Documents

This RFB package consists of the following documents:

1. Notice To Firms – Request For Bids;
2. Instructions To Bidders;
3. Bid Form;
4. Not-To-Exceed Bid Price and Payment Rate Schedule Forms;
 - 4.1 Ellington Landfill
 - 4.2 Hartford Landfill
 - 4.3 Shelton Landfill
 - 4.4 Wallingford Landfill
 - 4.5 Waterbury Bulky Waste Landfill
5. Issues And Questions To Be Addressed;
6. Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety;
7. Affidavit Of Third Party Fees;
8. Campaign Contribution Restriction Affidavit (SEEC Form SC 3) and List Of Principals (SEEC Form SC 3A)
9. Background Questionnaire;
10. Notice Of Award;
11. Environmental Monitoring, Laboratory Analysis And Reporting Services Agreement, including:
 - A. Scopes Of Services
 - A.1 Ellington Landfill
 - A.2 Hartford Landfill
 - A.3 Shelton Landfill
 - A.4 Wallingford Landfill
 - A.5 Waterbury Bulky Waste Landfill

- B. Request For Services – Standard Form
- C. Not-To-Exceed Contract Price And Compensation Schedule
- D. CRRA Travel and Expense Policy
- E. Monthly Bill Format – Lump Sum Tasks
 - E.1 Ellington Landfill
 - E.2 Hartford Landfill
 - E.3 Shelton Landfill
 - E.4 Wallingford Landfill
 - E.5 Waterbury Bulky Waste Landfill
- F. Monthly Bill Format – Time and Materials Tasks

Complete sets of the above documents may be obtained Monday through Friday, from 8:30 a.m. to 5:00 p.m., at the CRRA's Offices, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, beginning Monday, February 5, 2007.

All of the Bid Package Documents are also available in PDF format beginning on the same date on the world wide web at:

<http://www.crra.org> under the "Business Opportunities" page.

All of the forms included in the documents are also available for downloading in Microsoft Word format. CRRA encourages bidders to use the Microsoft Word forms.

6. Mandatory Pre-Bid Conferences and Landfill Tours

CRRA staff will conduct a mandatory pre-bid conference for all prospective bidders at the CRRA Visitor's Center and Trash Museum, 211 Murphy Road, Hartford, Connecticut, at 9:00 a.m., Tuesday, February 27, 2007.

CRRA staff will also conduct tours of each of the Landfills for all prospective bidders. Prospective bidders must attend the Landfill tour for each Landfill for which they intend to submit a bid.

The mandatory Landfill tours are scheduled as follows:

- Hartford Landfill – 12:30 p.m., Tuesday, February 27, 2007;
- Ellington Landfill – 3:00 p.m., Tuesday, February 27, 2007;
- Wallingford Landfill – 8:30 a.m., Wednesday, February 28, 2007;
- Shelton Landfill – 11:30 a.m., Wednesday, February 28, 2007; and
- Waterbury Bulky Waste Landfill – 2:00 p.m., Wednesday, February 28, 2007.

CRRA reserves the right to reject bids submitted by a bidder that did not attend the mandatory pre-bid conference and the mandatory Landfill tour for each Landfill for which the bid is submitted. Alternate times for visiting the Landfills will not be allowed.

Prospective bidders must contact Christopher Shepard (cshepard@crra.org or (860) 757-7706) by 9:00 a.m., Monday, February 26, 2007 to make arrangements for participating in the pre-bid conference and the Landfill tours. Except as otherwise authorized by this Instructions To Bidders, bidders are expressly prohibited from contacting any CRRA personnel regarding this RFB.

Directions to the CRRA Visitor's Center and Trash Museum and the Landfills and instructions on where to meet for the pre-bid conference and the Landfill tours will be posted on CRRA's web site (<http://www.crca.org>) under the "Business Opportunities" page prior to 9:00 a.m., Monday, February 26, 2007.

7. Addenda And Interpretations

CRRA may issue Addenda to this RFB package that shall, upon issuance, become part of this package and binding upon all potential or actual bidders for the Services. Such Addenda may be issued in response to requests for interpretation or clarification received from potential bidders. Any request for interpretation or clarification of any documents included in this RFB package or any other question must be **submitted in writing to Christopher Shepard, Environmental Engineer, by e-mail (cshepard@crca.org), by fax ((860) 757-7742), or by correspondence (CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722). To be given consideration, any such written request must be received by CRRA by 3:00 p.m., on Wednesday, March 7, 2007.**

Addenda, if any, issued prior to the mandatory pre-bid conferences and site tours will be mailed and/or e-mailed to all persons who picked up or requested from CRRA a printed copy of the bid package documents or who otherwise notified CRRA of their interest in the RFB. Such addenda will also be posted on CRRA's web site (<http://www.crca.org>) on the "Business Opportunities" page.

Addenda, if any, issued after the mandatory pre-bid conferences and site tours will be mailed and/or e-mailed to all persons who attended the pre-bid conferences and site tours and will be posted on CRRA's web site (<http://www.crca.org>) on the "Business Opportunities" page. Such addenda will be mailed/e-mailed and posted on the web site no later than three (3) days before the submittal deadline.

Failure of any bidder to receive any such Addenda shall not relieve such bidder from any conditions stipulated in such Addenda. Only questions answered or issues addressed by formal written Addenda will be binding. **All oral and other responses, statements, interpretations or clarifications shall be without legal effect and shall not be binding upon CRRA.**

8. Bid Submission Procedures

Sealed bids in response to this RFB must be submitted no later than 3:00 p.m., Eastern Time, Thursday, March 22, 2007 at the offices of CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, Attn: Christopher Shepard. CRRA reserves the right to reject bids received after the time and date set forth above.

Each bidder must submit one (1) original and one (1) copy of its bid. In addition, each bidder must submit one (1) additional copy of its bid for each Landfill that the proposer has checked on the Bid Form for its bid. The original of the bid shall be stamped or otherwise marked as such. The following table indicates the number of copies of a bid that must be submitted.

Number of Landfills for which the Bid is submitted	Number of Originals	Number of Copies
1	1	2
2	1	3
3	1	4
4	1	5
5	1	6

Each bid (the original and the required number of proposals) shall be enclosed in a sealed envelope that shall be clearly marked "Bid For Environmental Monitoring, Laboratory Analysis and Reporting Services for CRRA Landfills."

No joint bids shall be accepted, but the use of subcontractors is acceptable.

Bids shall remain open and subject to acceptance for one hundred twenty (120) days after the bid due date.

The terms and conditions of the Agreement (Section 11 of this RFB), as attached, are non-negotiable. Any bidder that will be unable to execute the Agreement, as attached, should not submit a bid.

Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a bid must be executed) and delivered to CRRA's offices at any time prior to the bid due date.

9. Bid Contents

Bids shall be submitted on forms provided by CRRA as part of this RFB package. All of the forms must be completed with the appropriate information required and all blanks on such forms filled in.

A bid must consist of the following and be in the following order:

- (a) Cover letter, which includes the name of the bidder and the bidder's promise, if any, to set aside a portion of the contract for legitimate minority business en-

terprises (see Section 11.3(e) of this Instructions To Bidders). The cover letter must be signed by an individual authorized to enter into the Agreement with CRRA;

- (b) The completed Bid Form, with:
 - (1) The Landfills for which the bid is submitted checked in the appropriate place (Page 3-1);
 - (2) Addenda, if any, listed in the appropriate place (Page 3-2);
 - (3) The name and contact information of the contact for Notices listed in the appropriate place (Page 3-6); and
 - (4) The completed and signed Page 3-7.
- (c) A completed Not-To-Exceed Bid Price And Payment Rate Schedule Form (Pages 4-1 through 4-8) for each Landfill for which the bid is submitted (i.e., each Landfill that the bidder has checked on the Bid Form);
- (d) Answers to the Issues And Questions To Be Addressed (the answer to each question must begin on a new page) (Page 5-1);
- (e) The completed Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety form, with the bidder's most recent EEO-1 data attached, if applicable;
- (f) The completed Affidavit Of Third Party Fees (subscribed and sworn before a Notary Public or Commissioner of the Superior Court);
- (g) The completed Campaign Contribution Restriction Affidavit (SEEC Form SC 3) (subscribed and sworn by the chief executive officer of the Bidder before a Notary Public or Commissioner of the Superior Court) and the completed List Of Principals (SEEC Form SC 3A) (While the instructions to SEEC Form SC 3A indicate that the completed form is to be returned to the State Elections Enforcement Commission (SEEC), the SEEC has informed CRRA that the form should be returned by the Bidder to CRRA as part of its bid. CRRA is responsible for providing a copy of the submitted SEEC Form 3A to the SEEC); and
- (h) The completed Background Questionnaire (subscribed and sworn before a Notary Public or Commissioner of the Superior Court).

Bidders should not include in their bids any other portions of the RFB Documents (e.g., this Instructions To Bidders or the Agreement).

While CRRA has not established a page limit for bids in response to this RFB, brief and concise answers are encouraged.

10. Bid Opening

All bids will be opened privately at CRRA's convenience on or after the bid due date. **CRRA reserves the right to reject any or all of the bids, or any part(s) thereof, and/or to waive any informality or informalities in any bid or the RFB process.**

11. Bid Evaluation

The award of the contracts for the Services will be made, if at all, to the bidder(s) whose evaluation by CRRA results in CRRA determining that such award to such bidder(s) is in the best interests of CRRA. **However, the selection of a bidder(s) and the award of such contracts, while anticipated, are not guaranteed.**

CRRA is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, contracting, or business practices. CRRA is committed to complying with the Americans With Disability Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

11.1 Evaluation Criteria

CRRA will base its evaluation of bids on the following criteria:

- (a) Price;
- (b) Qualifications;
- (c) Demonstrated skill, ability and integrity to perform the Services required by the Contract Documents; and
- (d) Any other factor or criterion that CRRA, in its sole discretion, deems or may deem relevant or pertinent for such evaluation.

11.2 Additional Evaluation Criteria

CRRA will also base its evaluation of bids on criteria including, but not limited to, the following:

- (a) The knowledge, capability and experience of the bidder in performing services similar to the services addressed in this RFB;
- (b) The knowledge, capability and experience of the project managers, scientists, chemists and field supervisors who would be assigned to work with CRRA on this project;
- (c) The references for the bidder.
- (d) The qualifications of the analytical laboratory that would be used by the bidder;

- (e) The bidder's training and oversight regarding field work associated with environmental monitoring;
- (f) The bidder's laboratory analysis internal report review and quality assurance/quality control program; and
- (g) The bidders proposed timing of tasks, including those to be performed by sub-consultants, to meet sampling requirements and reporting deadlines.

11.3 Affirmative Action Evaluation Criteria

All bids will also be rated on the bidder's demonstrated commitment to affirmative action. Sections 46a-68-1 to 46a-68-17 of the *Regulations of Connecticut State Agencies* require CRRA to consider the following factors when awarding a contract that is subject to contract compliance requirements:

- (a) The bidder's success in implementing an affirmative action plan (see Question 4 of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 6 of the RFB Package Documents));
- (b) The bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the *Regulations of Connecticut State Agencies*, inclusive (see Question 5 of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 6 of the RFB Package Documents));
- (c) The bidder's promise to develop and implement a successful affirmative action plan (see Question 4B of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 6 of RFB Package Documents));
- (d) The bidder's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area (See Section 9(e) of this Instructions To Bidders); and
- (e) The bidder's promise to set aside a portion of the contract for legitimate minority business enterprises (see Section 9(a) of this Instructions To Bidders).

12. Interviews

To assist in the selection process, CRRA may decide to interview bidders. Such Interviews, if they are conducted, will be held during the week of April 16th, 2007.

13. Contract Award

If CRRA decides to award the contract, CRRA will issue to the successful bidder a Notice Of Award within one hundred twenty (120) days after the bid due date.

CRRA reserves the right to correct inaccurate awards resulting from CRRA's clerical errors. This may include, in extreme circumstances, revoking a Notice Of Award already made to a bidder and subsequently awarding the Notice of Award to another bidder. Such action by CRRA shall not constitute a breach of this RFB by CRRA since the Notice Of Award to the initial bidder is deemed to be void ab initio and of no effect as if no Agreement ever existed between CRRA and the initial bidder.

14. RFB Projected Timeline

The following is the projected timeline for the RFB process:

ITEM	DATE
RFB Formally Announced	Sunday, February 4, 2007
RFB Available	Monday, February 5, 2007
Pre-Bid Conference	Tuesday, February 27, 2007
Site Tours	Tuesday and Wednesday, February 27 and 28, 2007
Deadline for Written Questions	Wednesday, March 7, 2007
CRRA Response to Written Questions	By Monday, March 19, 2007
Bids Due at CRRA	Thursday, March 22, 2007
Interviews	Week of April 16, 2007
Selection and Notice of Award Issued	May 24, 2007
Effective Date of Agreement	July 1, 2007

CRRA reserves the right at its sole and absolute discretion to extend any of the actual or proposed dates in the above Projected Timeline applicable to all bidders, and further reserves the right to reject any and all bids and republish this RFB. CRRA also reserves the

right at its sole and absolute discretion to terminate this RFB process at any time prior to the execution of any Agreement.

15. Bidder's Qualifications

CRRA may make any investigation deemed necessary to determine the ability of any bidder to perform the Services required. Each such bidder shall furnish CRRA with all such information as may be required for this purpose.

16. Bid Preparation And Other Costs

Each bidder shall be solely responsible for all costs and expenses associated with the preparation and/or submission of its bid or incurred in connection with any interviews and negotiations with CRRA, and CRRA shall have no responsibility or liability whatsoever for any such costs and expenses.

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

**SECTION 3
BID FORM**

BID FORM

LANDFILL(S):

(Check all for which this bid is being submitted)

- Ellington Landfill, Mid-Connecticut Project
- Hartford Landfill, Mid-Connecticut Project
- Shelton Landfill, Bridgeport Project
- Wallingford Landfill, Wallingford Project
- Waterbury Bulky Waste Landfill, Bridgeport Project

CONTRACT NUMBER:

_____ (To be filled in later by CRRA)

CONTRACT FOR:

Environmental Monitoring, Laboratory Analysis And Reporting Services

BIDS SUBMITTED TO:

Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103-1722

1. DEFINITIONS

Unless otherwise defined herein, all terms that are not defined and used in this Bid Form (a "Bid") shall have the same respective meanings assigned to such terms in the Contract Documents.

2. TERMS AND CONDITIONS

The undersigned (the "Bidder") accepts and agrees to all terms and conditions of the Request For Bids, Instructions To Bidders, the Agreement and any Addenda to any such documents. This Bid shall remain open and subject to acceptance for one hundred twenty (120) days after the bid due date.

If CRRA issues a Notice Of Award to Bidder, Bidder shall within ten (10) days after the date thereof:

- (a) Execute the required number of counterparts of the non-negotiable Agreement;
- (b) Deliver to CRRA such executed counterparts and all other Contract Documents attached to the Notice Of Award along with any other documents required by the Contract Documents; and
- (c) Satisfy all other conditions of the Notice Of Award.

3. BIDDER'S OBLIGATIONS

Bidder proposes and agrees, if this Bid is accepted by CRRA and CRRA issues a Notice Of Award to Bidder, to the following:

- (a) To perform, furnish and complete all the Services as specified or indicated in the Contract Documents and Agreement for the applicable prices, rates and/or costs set forth in this Bid and in accordance with the terms and conditions of the Contract Documents and Agreement; and
- (b) At the request of CRRA and if the successful Bidder qualifies, to apply with the State of Connecticut Department of Economic and Community Development, and do all that is necessary to make itself qualify, as a Small Contractor and/or Minority/Women/ Disabled Person Business Enterprise in accordance with Section 32-9e of the *Connecticut General Statutes*.

4. BIDDER’S REPRESENTATIONS CONCERNING NON-NEGOTIABILITY OF THE AGREEMENT

In submitting this Bid, Bidder acknowledges and agrees that the terms and conditions of the Agreement (including all Exhibits thereto), as included in the RFB, are non-negotiable, and Bidder is willing to and shall, if CRRA accepts its Bid for the Services and issues a Notice Of Award to Bidder, execute such Agreement in its form presented. However, CRRA reserves the right to negotiate with Bidder over Bidder’s price and rates for the Services submitted on its Not-To-Exceed Bid Price And Payment Rate Schedule Form.

5. BIDDER’S REPRESENTATIONS CONCERNING EXAMINATION OF CONTRACT DOCUMENTS

In submitting this Bid, Bidder represents that:

- (a) Bidder has thoroughly examined and carefully studied the RFB package documents and the following Addenda, receipt of which is hereby acknowledged (list Addenda by Addendum number and date):

Addendum Number	Date Issued

- (b) Without exception the Bid is premised upon performing, furnishing and completing the Services required by the Contract Documents and applying the specific means, methods, techniques, sequences or procedures (if any) that may be shown, indicated or expressly required by the Contract Documents;
- (c) Bidder is fully informed and is satisfied as to all Laws And Regulations that may

affect cost, progress, performance, furnishing and/or completion of the Services;

- (d) Bidder has studied and carefully correlated Bidder's knowledge and observations with the Contract Documents and such other related data;
- (e) Bidder has given CRRA written notice of all conflicts, errors, ambiguities and discrepancies that Bidder has discovered in the Contract Documents and the written resolutions thereof by CRRA are acceptable to Bidder;
- (f) If Bidder has failed to promptly notify CRRA of any conflicts, errors, ambiguities and discrepancies that Bidder has discovered in the Contract Documents, such failure shall be deemed by both Bidder and CRRA to be a waiver to assert these issues and claims in the future;
- (g) The Contract Documents are generally sufficient to indicate and convey understanding by Bidder of all terms and conditions for performing, furnishing and completing the Services;
- (h) Bidder is aware of the general nature of work to be performed by CRRA and others at the Site that relates to the Services for which this Bid is submitted; and
- (i) The Contract Documents are generally sufficient to indicate and convey understanding by Bidder of all terms and conditions for performing, furnishing and completing the Services for which this Bid is submitted.

6. BIDDER'S REPRESENTATIONS CONCERNING SITE CONDITIONS

In submitting this Bid, Bidder acknowledges and agrees that:

- (a) All information and data included in this RFB package relating to the surface, subsurface and other conditions of the Site are from presently available sources and are being provided only for the information and convenience of the bidders;
- (b) CRRA does not assume any responsibility for the accuracy or completeness of such information and data, if any, shown or indicated in the Contract Documents with respect to any surface, subsurface or other conditions of the Site(s);
- (c) Bidder is solely responsible for investigating and satisfying itself as to all actual and existing Site conditions, including surface conditions, subsurface conditions and underground facilities; and
- (d) Bidder has visited the Site and has become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, performance, furnishing and completion of the Services.

7. BIDDER'S REPRESENTATIONS CONCERNING INFORMATION MADE AVAILABLE

In submitting this Bid, Bidder acknowledges and agrees that Bidder shall not use any information made available to it or obtained in any examination made by it in connection with this RFB in any manner as a basis or grounds for a claim or demand of any nature against CRRA arising from or by reason of any variance which may exist between information offered or so obtained and the actual materials, conditions, or structures encountered during performance of any of the Services.

8. BIDDER'S REPRESENTATIONS CONCERNING STATE OF CONNECTICUT TAXES

In submitting this Bid, Bidder acknowledges and agrees that CRRA is exempt from all State of Connecticut taxes and assessments, including sales and use taxes. Accordingly, Bidder shall not charge CRRA any State of Connecticut taxes or assessments at any time in connection with Bidder's performance of this Agreement, nor shall Bidder include any State of Connecticut taxes or assessments in any rates, costs, prices or other charges to CRRA hereunder. Bidder represents and warrants that no State of Connecticut taxes or assessments were included in any rates, costs, prices or other charges presented to CRRA in its Bid or any other submittal to CRRA in connection with this RFB.

9. BIDDER'S REPRESENTATIONS CONCERNING DISCLOSURE OF INFORMATION

In submitting this Bid, Bidder:

- (a) Recognizes and agrees that CRRA is subject to the Freedom of Information provisions of the *Connecticut General Statutes* and, as such, any information contained in or submitted with or in connection with Bidder's Bid is subject to disclosure if required by law or otherwise; and
- (b) Expressly waives any claim(s) that Bidder or any of its successors and/or assigns has or may have against CRRA or any of its directors, officers, employees or authorized agents as a result of any such disclosure.

10. BIDDER'S REPRESENTATIONS CONCERNING NON-COLLUSION

By submission of this Bid, the Bidder, together with any affiliates or related persons, the guarantor and any joint ventures, hereby represents that, under risk of termination of the Agreement, if awarded, to the best of its knowledge and belief:

- (a) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation, other than CRRA;

- (b) The prices in the Bid have been arrived at as the result of an independent business judgment without collusion, consultation, communication, agreement or otherwise for the purpose of restricting competition, as to any matter relating to such prices with any other person or company;
- (c) Unless otherwise required by law, the prices that have been quoted in this Bid have not, directly or indirectly, been knowingly disclosed by the Bidder prior to “opening” to any other person or company;
- (d) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit, or not to submit, a Bid for the purpose of restricting competition;
- (e) Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; and
- (f) Bidder has not sought by collusion to obtain for itself any advantage for the Services over any other Bidder for the Services or over CRRA.

11. BIDDER’S REPRESENTATIONS CONCERNING RFB FORMS

By submission of this Bid, the Bidder, together with any affiliates or related business entities or persons, the guarantor and any joint ventures, hereby represents that, under risk of termination of the Agreement, if awarded, all of the forms included in the RFB that are submitted to CRRA as part of its Bid are identical in form and content to the preprinted forms in the RFB except that information requested by the forms has been inserted in the spaces on the forms provided for the insertion of such requested information.

12. BIDDER’S WAIVER OF DAMAGES

Bidder and all its affiliates and subsidiaries understand that by submitting a Bid, Bidder is acting at its and their own risk and Bidder does for itself and all its affiliates, subsidiaries, successors and assigns hereby waive any rights any of them may have to receive any damages for any liability, claim, loss or injury resulting from:

- (a) Any action or inaction on the part of CRRA or any of its directors, officers, employees or authorized agents concerning the evaluation, selection, non-selection and/or rejection of any or all Bids by CRRA or any of its directors, officers, employees or authorized agents;
- (b) Any agreement entered into for the Services (or any part thereof) described in the Contract Documents; and/or
- (c) Any award or non-award of a contract for the Services (or any part thereof) pursuant to the Contract Documents.

13. ATTACHMENTS

The following documents are attached hereto and made a part of this Bid:

- (a) The completed Bid Price And Payment Rate Schedule Form for each Landfill for which the Bidder wishes to be considered;
- (b) Answers to the Issues And Questions To Be Addressed with a written answer provided to each question and each answer beginning on a new page;
- (c) Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety, which has been completely filled out by Bidder;
- (d) Affidavit Of Third Party Fees, which has been completely filled out by Bidder and signed before a Notary Public or Commissioner of the Superior Court;
- (e) Campaign Contribution Restriction Affidavit (SEEC Form SC 3), which has been completely filled out by the Bidder and signed by the chief executive officer of the Bidder before a Notary Public or Commissioner of the Superior Court, and the List Of Principals (SEEC Form SC 3A), which has been completely filled out by Bidder; and
- (f) Background Questionnaire, which has been completely filled out by Bidder and signed before a Notary Public or Commissioner of the Superior Court.

14. NOTICES

Communications concerning this Bid should be addressed to Bidder at the address set forth below.

Bidder Name:	
Bidder Contact:	
Title:	
Address:	
Telephone Number:	
Fax Number:	
E-Mail Address:	

15. ADDITIONAL REPRESENTATION

Bidder hereby represents that the undersigned is duly authorized to submit this Bid on behalf of Bidder;

AGREED TO AND SUBMITTED ON _____, 200__

Name of Bidder (Firm):	
Signature of Bidder Representative:	
Name (Typed/Printed):	
Title (Typed/Printed):	

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

SECTION 4

**NOT-TO-EXCEED BID PRICE AND PAYMENT
RATE SCHEDULE FORM**

NOT-TO-EXCEED BID PRICE AND PAYMENT RATE SCHEDULE FORMS

Each bidder shall submit the applicable Not-To-Exceed Bid Price And Payment Rate Schedule Form for each Landfill on which the Bidder bids to provide the Services. For example, if a bidder wishes to submit a bid for the Services for the Ellington Landfill, the bidder must complete and submit the Not-To-Exceed Bid Price And Payment Rate Schedule Form for the Ellington Landfill. If a bidder also wishes to be considered for the Services for the Shelton Landfill as well at the Ellington Landfill, the bidder must also complete and submit the Form for the Shelton Landfill and the Form for the Ellington Landfill.

Bidders should carefully review the Scope Of Services for the work (**Exhibit A** to the Agreement) prior to preparing the Not-To-Exceed Bid Price And Payment Rate Schedule Form.

The Not-To-Exceed Bid Price And Payment Rate Schedule Forms are as follows:

- Ellington Landfill – Pages 4.1-1 to 4.1-6
- Hartford Landfill – Pages 4.2-1 to 4.2-6
- Shelton Landfill – Pages 4.3-1 to 4.3-6
- Wallingford Landfill – Pages 4.4-1 to 4.4-6
- Waterbury Bulky Waste Landfill – Pages 4.5-1 to 4.5-6

1. Not-To-Exceed Bid Price

On Page 1 (and, in some cases, Page 2) of the Not-To-Exceed Bid Price And Payment Rate Schedule Form for each Landfill, the bidder must fill in the Not-To-Exceed Prices by Fiscal Year for each of the three fiscal years that would be covered by the Agreement. Under the Cost Type, “LS” means “Lump Sum” and “T&M NTE” means “Time and Materials Not to Exceed.” The bidder must sign and date the page and type/print the name of the person signing and the name of the bidder (i.e., the firm). The bidder should pay particular attention to the Notes for the Not-To-Exceed Bid Price that appear on Page 2 of the Form.

2. Payment Rate Schedule

2.1 Personnel Billing Rates

On Page 3 of the Not-To-Exceed Bid Price And Payment Rate Schedule Form for each Landfill, the bidder must list the staff level, title and hourly billing rates for each staff level of personnel in its firm who will be assigned to work with CRRA on the project. The bidder must also indicate whether each staff level is eligible for and paid a higher hourly rate for overtime work.

2.2 Ancillary Service Rates

On Page 4 of the Not-To-Exceed Bid Price And Payment Rate Schedule Form for each Landfill, the bidder must provide the rates at which ancillary services are billed, including, but not limited to:

- Drafting;
- Surveying;
- Word processing;
- Copying;
- Travel in firm-owned vehicle (per mile);
- Computer time;
- Any other services (excluding phones) for which the bidder routinely bills.

2.3 Analytical Laboratory Service Rates

On Page 5 of the Not-To-Exceed Bid Price And Payment Rate Schedule Form for each Landfill, the bidder must provide the rates for analytical laboratory services.

2.4 Mark-Up Rates

On Page 6 of the Not-To-Exceed Bid Price And Payment Rate Schedule Form for each Landfill, the bidder must provide the percentage markup for the items identified.

2.5 Overtime Rates

On Page 6 of the Not-To-Exceed Bid Price And Payment Rate Schedule Form for each Landfill, the bidder must fill in the percentage rate for overtime for those employees eligible for payments for overtime.

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

SECTION 4.1

**NOT-TO-EXCEED BID PRICE AND PAYMENT
RATE SCHEDULE FORM – ELLINGTON
LANDFILL**

NOT-TO-EXCEED BID PRICE – ELLINGTON LANDFILL

Instructions: Fill in the "Not-to-Exceed Bid Price" by Fiscal Year for each of the three years. Under Cost Type, "LS" means "Lump Sum" and "T&M NTE" means "Time and Materials Not to Exceed." Also sign and date this Not-To-Exceed Bid Price Form and print the names of the person signing the form and the bidder (firm).

Task	Cost Type	Proposed Costs		
		FY 08 (07/01/07 - 06/30/08)	FY 09 (07/01/08 - 06/30/09)	FY 10 (07/01/09 - 06/30/10)
Task 1: Quarterly Monitoring, Analysis, Reporting and Annual Reporting				
1.1: Sampling ¹ and Documentation of Field Activities	LS			
1.2: Quarterly Laboratory Analysis ²	T&M NTE			
1.3: Quarterly Reports - Water Quality Monitoring	LS			
1.4: Non-Sampled Well Condition Survey ³ & Water Elevations	LS			
1.5: Annual Reports - Water Quality Monitoring	LS			
Task 2: Stormwater Discharge Sampling, Analysis and Reporting				
2.1: Stormwater Sampling ⁴	LS			
2.2: Laboratory Analysis ⁵	T&M NTE			
2.3: Reporting	LS			
Total Proposed Costs for Tasks 1 and 2				

Authorized Signature:	Date:
Name (Printed):	Bidder (Firm):

NOT-TO-EXCEED BID PRICE – ELLINGTON LANDFILL (Continued)

Notes:

- ¹ Sampling to be conducted in July, October, January, and April.
- ² Assume that the following number of samples will be analyzed each quarter:
 - a. Thirteen (13) groundwater samples from the Ellington Landfill (12 wells plus 1 duplicate), in accordance with Table 2.
 - b. Six (6) surface water samples, in accordance with Table 2.
 - c. Five (5) domestic wells quarterly, plus three (3) additional wells annually, in accordance with Table 2.
 - d. Two (2) equipment blanks – one associated with groundwater sampling and one associated with surface water sampling, analyzed in accordance with Table 2.
 - e. One trip blank for analysis of VOC's only via EPA method 8260 (524.2) for each day that groundwater (domestic well) samples for VOC's are collected.
- ³ To be completed on a semi-annual basis (in October and April) at eighteen (18) wells.
- ⁴ Sampling of two (2) outfalls must be completed by June 30th each year.
- ⁵ Refer to Table 3 for the list of stormwater monitoring parameters.

ANCILLARY SERVICE RATES – ELLINGTON LANDFILL
 (Provide Rates Below)

(Use Additional Sheets If Necessary)

Ancillary Service	Billing Rate		
	FY 08 (07/01/07 – 06/30/08)	FY 09 (07/01/08 – 06/30/09)	FY 10 (07/01/09 – 06/30/10)
Drafting (Per Hour)			
Surveying (Per Hour)			
Word Processing (Per Hour)			
Copying (Per Page)			
Travel in Firm-Owned Vehicle (Per Mile)			
Computer Time (Per Hour)			
Any Other Services For Which You Routinely Bill (List Below)			

ANALYTICAL LABORATORY SERVICES RATES – ELLINGTON LANDFILL
(Provide Rates Below)

(Use Additional Sheets If Necessary)

Landfill Environmental Monitoring,
Laboratory Analysis And Reporting Services

4.1 - 5

Not-To-Exceed Bid Price And Payment
Rate Schedule Form – Ellington Landfill

MARK-UP RATES – ELLINGTON LANDFILL

Equipment and Materials

The proposed mark-up for overhead expenses associated with the purchase of equipment and materials is

% (fill in the percentage markup)

The Consultant will provide to CRRRA copies of all applicable invoices in order to receive payment for equipment and materials purchased specifically for installation in association with the Project.

Sub-Consultants

The proposed mark-up for overhead expenses associated with sub-consultant work on the Project is

% (fill in the percentage markup)

The Consultant will provide to CRRRA copies of all applicable invoices in order to receive payment for sub-consultant work performed on the Project.

OVERTIME RATES – ELLINGTON LANDFILL

For employees who are eligible for and are paid a higher hourly rate for overtime than the hourly rate listed on Page 4.1-3, the successful Bidder will be entitled to reimbursement for such employee overtime when such overtime is a result of more than 8 hours in one day and/or more than 40 hours in one week worked on this project by such an employee.

Below, specify the proposed rate for overtime (i.e., the percentage by which the hourly rates specified on the preceding page would be multiplied to arrive at the overtime rate).

% (fill in the percentage rate for overtime)

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

SECTION 4.2

**NOT-TO-EXCEED BID PRICE AND PAYMENT
RATE SCHEDULE FORM – HARTFORD
LANDFILL**

NOT-TO-EXCEED BID PRICE – HARTFORD LANDFILL

Instructions: Fill in the “Not-to-Exceed Bid Price” by Fiscal Year for each of the three years. Under Cost Type, “LS” means “Lump Sum” and “T&M NTE” means “Time and Materials Not to Exceed.” Also sign and date this Not-To-Exceed Bid Price Form and print the names of the person signing the form and the bidder (firm).

Task	Cost Type	Proposed Costs		
		FY 08 (07/01/07- 06/30/08)	FY 09 (07/01/08 – 06/30/09)	FY 10 (07/01/09 – 06/30/10)
Task 1: Quarterly Environmental Monitoring, Analysis, Reporting and Annual Reporting (Ground Water, Surface Water and Untreated Leachate				
1.1: Sampling ¹ and Documentation of Field Activities	LS			
1.2: Quarterly Laboratory Analysis ²	T&M NTE			
1.3: Quarterly Reports - Water Quality Monitoring	LS			
1.4: Non-Sampled Well Condition Survey ³ & Water Elevations	LS			
1.5: Interim Quarterly Event Monitoring ⁴	T&M NTE			
1.6: Annual Dioxin/Furan Monitoring, Lab Analysis and Reporting	LS			
1.7: Annual Reports - Water Quality Monitoring	LS			
Task 2: Sanitary Discharge Monitoring, Laboratory Analysis and Reporting				
2.1: Sanitary Discharge Sampling ⁵	LS			
2.2: Laboratory Analysis	T&M NTE			
2.3: Reporting	LS			

NOT-TO-EXCEED BID PRICE – HARTFORD LANDFILL (Continued)

Task	Cost Type	Proposed Costs		
		FY 08 (07/01/07- 06/30/08)	FY 09 (07/01/08 – 06/30/09)	FY 10 (07/01/09 – 06/30/10)
Task 3: Stormwater Discharge Sampling, Analysis and Reporting				
3.1: Stormwater Sampling ⁶	LS			
3.2: Laboratory Analysis ⁷	T&M NTE			
3.3: Reporting	LS			
Task 4: Dike Stability Monitoring and Reporting	LS			
Total Proposed Costs for Tasks 1 through 4				

Authorized Signature:	Date:	
Name (Printed):	Bidder (Firm):	

Notes:

1. Sampling to be conducted in July, October, January, and April.
2. Assume that the following number of samples will be analyzed each quarter:
 - a. Twenty-six (26) ground water samples (25 wells plus 1 QA/QC duplicate), in accordance with Table 2.
 - b. Thirteen (13) surface water samples, in accordance with Table 2.
 - c. Four (4) "persistent" leachate seep samples, in accordance with Table 2.
 - d. One (1) untreated ash leachate sample, in accordance with Table 3.
 - e. One (1) equipment blank associated with surface water sampling, in accordance with Table 2.
 - f. One (1) field blank associated with surface water sampling, in accordance with Table 2.
 - g. One trip blank for analysis of VOC's only via EPA method 8260 for each day that groundwater samples for VOC's are collected.
3. To be completed on a semi-annual basis (in October and April) at twenty-eight (28) wells.
4. For bidding purposes, assume re-sampling each quarter at all eight (8) compliance wells for alkalinity, hardness, total dissolved solids and ammonia.
5. Refer to Table 3 for the list of monitoring parameters for the sanitary sewer discharges.
6. Sampling of four (4) stormwater outfalls is to be completed by June 30th each year.
7. Refer to Table 4 for the list of stormwater monitoring parameters for the Hartford Landfill (4 outfalls).

PAYMENT RATE SCHEDULE -- HARTFORD LANDFILL

PERSONNEL BILLING RATES -- HARTFORD LANDFILL

(Provide Billing Rates Below)

(Use Additional Sheets If Necessary)

Staff Level	Over-Time ¹	Title	Hourly Rate		
			FY 08 (07/01/07 - 06/30/08)	FY 09 (07/01/08 - 06/30/09)	FY 10 (07/01/09 - 06/30/10)

¹ Indicate with an "X" if the hourly rate is subject to overtime markup.

ANCILLARY SERVICE RATES – HARTFORD LANDFILL
 (Provide Rates Below)

(Use Additional Sheets If Necessary)

Ancillary Service	Billing Rate		
	FY 08 (07/01/07 – 06/30/08)	FY 09 (07/01/08 – 06/30/09)	FY 10 (07/01/09 – 06/30/10)
Drafting (Per Hour)			
Surveying (Per Hour)			
Word Processing (Per Hour)			
Copying (Per Page)			
Travel in Firm-Owned Vehicle (Per Mile)			
Computer Time (Per Hour)			
Any Other Services For Which You Routinely Bill (List Below)			

ANALYTICAL LABORATORY SERVICES RATES – HARTFORD LANDFILL
(Provide Rates Below)

(Use Additional Sheets If Necessary)

Landfill Environmental Monitoring,
Laboratory Analysis And Reporting Services

4.2 - 5

Not-To-Exceed Bid Price And Payment
Rate Schedule Form – Hartford Landfill

MARK-UP RATES – HARTFORD LANDFILL

Equipment and Materials

The proposed mark-up for overhead expenses associated with the purchase of equipment and materials is

% (fill in the percentage markup)

The Consultant will provide to CRRRA copies of all applicable invoices in order to receive payment for equipment and materials purchased specifically for installation in association with the Project.

Sub-Consultants

The proposed mark-up for overhead expenses associated with sub-consultant work on the Project is

% (fill in the percentage markup)

The Consultant will provide to CRRRA copies of all applicable invoices in order to receive payment for sub-consultant work performed on the Project.

OVERTIME RATES – HARTFORD LANDFILL

For employees who are eligible for and are paid a higher hourly rate for overtime than the hourly rate listed on Page 4.2-3, the successful Bidder will be entitled to reimbursement for such employee overtime when such overtime is a result of more than 8 hours in one day and/or more than 40 hours in one week worked on this project by such an employee.

Below, specify the proposed rate for overtime (i.e., the percentage by which the hourly rates specified on the preceding page would be multiplied to arrive at the overtime rate).

% (fill in the percentage rate for overtime)

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

SECTION 4.3

**NOT-TO-EXCEED BID PRICE AND PAYMENT
RATE SCHEDULE FORM – SHELTON LANDFILL**

NOT-TO-EXCEED BID PRICE – SHELTON LANDFILL

Instructions: Fill in the "Not-to-Exceed Bid Price" by Fiscal Year for each of the three years. Under **Cost Type**, "LS" means "Lump Sum" and "T&M NTE" means "Time and Materials Not to Exceed." Also sign and date this Not-To-Exceed Bid Price Form and print the names of the person signing the form and the bidder (firm).

Task	Cost Type	Proposed Costs		
		FY 08 (07/01/07-06/30/08)	FY 09 (07/01/08-06/30/09)	FY 10 (07/01/09-06/30/10)
Task 1: Quarterly Monitoring, Analysis, Reporting and Annual Reporting (Ground Water, Surface Water and Untreated Leachate)				
1.1: Sampling ¹ and Documentation of Field Activities	LS			
1.2: Quarterly Laboratory Analysis ²	T&M NTE			
1.3: Quarterly Reports - Water Quality Monitoring	LS			
1.4: Non-Sampled Well Condition Survey ³ & Water Elevations	LS			
1.5: Interim Quarterly Event Monitoring ⁴	T&M NTE			
1.6: Annual Reports - Water Quality Monitoring	LS			
Task 2: Sanitary Discharge Monitoring, Laboratory Analysis and Reporting				
2.1: Sanitary Discharge Sampling ⁵	LS			
2.2: Laboratory Analysis ⁶	T&M NTE			
2.3: Reporting	LS			

NOT-TO-EXCEED BID PRICE – SHELTON LANDFILL (Continued)

Task	Cost Type	Proposed Costs		
		FY 08 (07/01/07- 06/30/08)	FY 09 (07/01/08 – 06/30/09)	FY 10 (07/01/09 – 06/30/10)
Task 3: Stormwater Discharge Sampling, Analysis and Reporting				
3.1: Stormwater Sampling ⁷	LS			
3.2: Laboratory Analysis ⁸	T&M NTE			
3.3: Reporting	LS			
Task 4: Habitat Mapping	LS			
Total Proposed Costs for Tasks 1 through 4				
Authorized Signature:	Date:			
Name (Printed):	Bidder (Firm):			

Notes:

1. Sampling to be conducted in July, October, January, and April.
2. Assume that the following number of samples will be analyzed each quarter:
 - a. Thirty-one (31) ground water samples (30 wells plus 1 field duplicate), in accordance with Table 2.
 - b. Thirteen (13) surface water samples (12 plus 1 field duplicate), in accordance with Table 2.
 - c. Two (2) untreated ash residue leachate samples, in accordance with Table 2.
 - d. One (1) equipment blank associated with surface water sampling, in accordance with Table 2.
 - e. One (1) field blank associated with surface water sampling, in accordance with Table 2.
 - f. One trip blank for analysis of VOC's only via EPA method 8260 for each day that groundwater samples for VOC's are collected.
3. To be completed on a semi-annual basis (in October and April) at twenty-nine (29) wells.
4. For bidding purposes, assume re-sampling each quarter at all six (6) compliance wells for hardness, total potassium, total sodium, and total dissolved solids.
5. Monthly sampling of the sanitary sewer discharge is required.
6. Refer to Table 3 for the list of monitoring parameters for the sanitary sewer discharge.
7. Sampling of five (5) outfalls must be completed by June 30th each year.
8. Refer to Table 4 for list of stormwater monitoring parameters for Shelton Landfill (4 outfalls) and Shelton Transfer Station (1 outfall).

ANCILLARY SERVICE RATES – SHELTON LANDFILL
 (Provide Rates Below)

(Use Additional Sheets If Necessary)

Ancillary Service	Billing Rate		
	FY 08 (07/01/07 – 06/30/08)	FY 09 (07/01/08 – 06/30/09)	FY 10 (07/01/09 – 06/30/10)
Drafting (Per Hour)			
Surveying (Per Hour)			
Word Processing (Per Hour)			
Copying (Per Page)			
Travel in Firm-Owned Vehicle (Per Mile)			
Computer Time (Per Hour)			
Any Other Services For Which You Routinely Bill (List Below)			

ANALYTICAL LABORATORY SERVICES RATES – SHELTON LANDFILL
(Provide Rates Below)

(Use Additional Sheets If Necessary)

Landfill Environmental Monitoring,
Laboratory Analysis And Reporting Services

4.3 - 5

Not-To-Exceed Bid Price And Payment
Rate Schedule Form – Shelton Landfill

MARK-UP RATES – SHELTON LANDFILL

Equipment and Materials

The proposed mark-up for overhead expenses associated with the purchase of equipment and materials is

% (fill in the percentage markup)

The Consultant will provide to CRRRA copies of all applicable invoices in order to receive payment for equipment and materials purchased specifically for installation in association with the Project.

Sub-Consultants

The proposed mark-up for overhead expenses associated with sub-consultant work on the Project is

% (fill in the percentage markup)

The Consultant will provide to CRRRA copies of all applicable invoices in order to receive payment for sub-consultant work performed on the Project.

OVERTIME RATES – SHELTON LANDFILL

For employees who are eligible for and are paid a higher hourly rate for overtime than the hourly rate listed on Page 4.3-3, the successful Bidder will be entitled to reimbursement for such employee overtime when such overtime is a result of more than 8 hours in one day and/or more than 40 hours in one week worked on this project by such an employee.

Below, specify the proposed rate for overtime (i.e., the percentage by which the hourly rates specified on the preceding page would be multiplied to arrive at the overtime rate).

% (fill in the percentage rate for overtime)

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

SECTION 4.4

**NOT-TO-EXCEED BID PRICE AND PAYMENT
RATE SCHEDULE FORM – WALLINGFORD
LANDFILL**

NOT-TO-EXCEED BID PRICE – WALLINGFORD LANDFILL

Instructions: Fill in the "Not-to-Exceed Bid Price" by Fiscal Year for each of the three years. Under Cost Type, "LS" means "Lump Sum" and "T&M NTE" means "Time and Materials Not to Exceed." Also sign and date this Not-To-Exceed Bid Price Form and print the names of the person signing the form and the bidder (firm).

Task	Cost Type	Proposed Costs		
		FY 08 (07/01/07 - 06/30/08)	FY 09 (07/01/08 - 06/30/09)	FY 10 (07/01/09 - 06/30/10)
Task 1: Quarterly Monitoring, Analysis, Reporting and Annual Reporting				
1.1: Sampling ¹ and Documentation of Field Activities	LS			
1.2: Quarterly Laboratory Analysis ²	T&M NTE			
1.3: Quarterly Reports - Water Quality Monitoring	LS			
1.4: Non-Sampled Well Condition Survey ³ & Water Elevations	LS			
1.5: Annual PCB, Dioxins and Furans Monitoring, Lab Analysis and Reporting	T&M NTE			
1.6: Annual Reports - Water Quality Monitoring	LS			
Task 2: Stormwater Discharge Sampling, Analysis and Reporting				
2.1: Stormwater Sampling ⁴	LS			
2.2: Laboratory Analysis ⁵	T&M NTE			
2.3: Reporting	LS			
Total Proposed Costs for Tasks 1 through 2				

Authorized Signature:	Date:
Name (Printed):	Bidder (Firm):

NOT-TO-EXCEED BID PRICE – WALLINGFORD LANDFILL (Continued)

Notes:

1. Sampling to be conducted in July, October, January, and April.
2. Assume that the following number of samples will be analyzed:
 - a. Twenty-three (23) groundwater samples each quarter from the Wallingford Landfill (22 wells + 1 duplicate), and fourteen (14) groundwater samples from the former Barberino property (13 wells + 1 duplicate), analyzed in accordance with Table 2.
 - b. Ten (10) surface water samples semi-annually (April and October) from the former Barberino property, analyzed in accordance with Table 2.
 - c. One (1) equipment blank associated with semi-annual surface water sampling, analyzed in accordance with Table 2.
 - d. One (1) field blank associated with semi-annual surface water sampling, analyzed in accordance with Table 2.
 - e. One trip blank for analysis of VOC's only via EPA method 8260 for each day that groundwater samples for VOC's are collected.
3. To be completed on a semi-annual basis (in October and April) at ten (10) wells.
4. Sampling of two (2) outfalls must be completed by June 30th each year.
5. Refer to Table 3 for the list of stormwater monitoring parameters for the Wallingford Landfill.

ANCILLARY SERVICE RATES – WALLINGFORD LANDFILL
 (Provide Rates Below)

(Use Additional Sheets If Necessary)

Ancillary Service	Billing Rate		
	FY 08 (07/01/07 – 06/30/08)	FY 09 (07/01/08 – 06/30/09)	FY 10 (07/01/09 – 06/30/10)
Drafting (Per Hour)			
Surveying (Per Hour)			
Word Processing (Per Hour)			
Copying (Per Page)			
Travel in Firm-Owned Vehicle (Per Mile)			
Computer Time (Per Hour)			
Any Other Services For Which You Routinely Bill (List Below)			

ANALYTICAL LABORATORY SERVICES RATES -- WALLINGFORD LANDFILL
(Provide Rates Below)

(Use Additional Sheets If Necessary)

Landfill Environmental Monitoring,
Laboratory Analysis And Reporting Services

4.4 - 5

Not-To-Exceed Bid Price And Payment
Rate Schedule Form -- Wallingford Landfill

MARK-UP RATES – WALLINGFORD LANDFILL

Equipment and Materials

The proposed mark-up for overhead expenses associated with the purchase of equipment and materials is

% (fill in the percentage markup)

The Consultant will provide to CRRRA copies of all applicable invoices in order to receive payment for equipment and materials purchased specifically for installation in association with the Project.

Sub-Consultants

The proposed mark-up for overhead expenses associated with sub-consultant work on the Project is

% (fill in the percentage markup)

The Consultant will provide to CRRRA copies of all applicable invoices in order to receive payment for sub-consultant work performed on the Project.

OVERTIME RATES – WALLINGFORD LANDFILL

For employees who are eligible for and are paid a higher hourly rate for overtime than the hourly rate listed on Page 4.4-3, the successful Bidder will be entitled to reimbursement for such employee overtime when such overtime is a result of more than 8 hours in one day and/or more than 40 hours in one week worked on this project by such an employee.

Below, specify the proposed rate for overtime (i.e., the percentage by which the hourly rates specified on the preceding page would be multiplied to arrive at the overtime rate).

% (fill in the percentage rate for overtime)

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRA LANDFILLS**

SECTION 4.5

**NOT-TO-EXCEED BID PRICE AND PAYMENT
RATE SCHEDULE FORM – WATERBURY BULKY
WASTE LANDFILL**

NOT-TO-EXCEED BID PRICE – WATERBURY BULKY WASTE LANDFILL

Instructions: Fill in the "Not-to-Exceed Bid Price" by Fiscal Year for each of the three years. Under **Cost Type**, "LS" means "Lump Sum" and "T&M NTE" means "Time and Materials Not to Exceed." Also sign and date this Not-To-Exceed Bid Price Form and print the names of the person signing the form and the bidder (firm).

Task	Cost Type	Proposed Costs		
		FY 08 (07/01/07- 06/30/08)	FY 09 (07/01/08 – 06/30/09)	FY 10 (07/01/09 – 06/30/10)
Task 1: Sampling¹ and Documentation of Field Activities	LS			
Task 2: Quarterly Laboratory Analysis²	T&M NTE			
Task 3: Quarterly Reports - Water Quality Monitoring	LS			
Task 4: Annual Reports - Water Quality Monitoring	LS			
Total Proposed Costs for Tasks 1 through 4				

Authorized Signature:	Date:
Name (Printed):	Bidder (Firm):

Notes:

1. Sampling to be conducted in July, October, January, and April.
2. Assume that the following number of samples will be analyzed each quarter:
 - a. Five (5) groundwater samples from the Waterbury Bulky Waste Landfill (four wells plus one duplicate), in accordance with Table 2.
 - b. One (1) equipment blank associated with groundwater sampling, analyzed in accordance with Table 2.

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ANCILLARY SERVICE RATES – WATERBURY BULKY WASTE LANDFILL
 (Provide Rates Below)

(Use Additional Sheets If Necessary)

Ancillary Service	Billing Rate		
	FY 08 (07/01/07 – 06/30/08)	FY 09 (07/01/08 – 06/30/09)	FY 10 (07/01/09 – 06/30/10)
Drafting (Per Hour)			
Surveying (Per Hour)			
Word Processing (Per Hour)			
Copying (Per Page)			
Travel in Firm-Owned Vehicle (Per Mile)			
Computer Time (Per Hour)			
Any Other Services For Which You Routinely Bill (List Below)			

ANALYTICAL LABORATORY SERVICES RATES – WATERBURY BULKY WASTE LANDFILL
(Provide Rates Below)

(Use Additional Sheets If Necessary)

Landfill Environmental Monitoring,
Laboratory Analysis And Reporting Services

4.5 - 5

Not-To-Exceed Bid Price And Payment
Rate Schedule Form – Waterbury Landfill

MARK-UP RATES – WATERBURY BULKY WASTE LANDFILL

Equipment and Materials

The proposed mark-up for overhead expenses associated with the purchase of equipment and materials is

% (fill in the percentage markup)

The Consultant will provide to CRRRA copies of all applicable invoices in order to receive payment for equipment and materials purchased specifically for installation in association with the Project.

Sub-Consultants

The proposed mark-up for overhead expenses associated with sub-consultant work on the Project is

% (fill in the percentage markup)

The Consultant will provide to CRRRA copies of all applicable invoices in order to receive payment for sub-consultant work performed on the Project.

OVERTIME RATES – WATERBURY BULKY WASTE LANDFILL

For employees who are eligible for and are paid a higher hourly rate for overtime than the hourly rate listed on Page 4.5-3, the successful Bidder will be entitled to reimbursement for such employee overtime when such overtime is a result of more than 8 hours in one day and/or more than 40 hours in one week worked on this project by such an employee.

Below, specify the proposed rate for overtime (i.e., the percentage by which the hourly rates specified on the preceding page would be multiplied to arrive at the overtime rate).

% (fill in the percentage rate for overtime)

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

SECTION 5

ISSUES AND QUESTIONS TO BE ADDRESSED

ISSUES AND QUESTIONS TO BE ADDRESSED

INSTRUCTIONS: Complete, written answers must be provided to each of these questions and each answer must begin on a new page. For firms proposing the use of sub-contractors to complete required Services (including, but not limited to, analytical laboratories), Issues And Questions Numbers 1 through 6, inclusive, must also be addressed for each sub-contractor.

1. Provide a summary description of your firm including, but not limited to, a brief history of the firm, an indication of the number of employees of the firm, a list of the number and locations of the firm's offices and an overview of the firm's principal lines of work.
2. Describe your firm's knowledge, capability and experience in performing work similar to the work addressed in this RFB. Specifically describe work regarding environmental monitoring, laboratory analysis evaluation, and reporting services associated with landfills, water contamination, plume delineation and characterization and monitoring program design and modifications. Indicate the experience of your firm(s) in meeting monitoring and reporting deadlines as prescribed in the permits.
3. Provide brief resumes (no more than two pages per person) of each of the project managers, scientists, chemists and field supervisors who would be assigned to work with CRRA. Indicate their probable areas of responsibility.
4. For each monitoring project for which your firm is submitting a bid, please list the total man-hours per quarter and the total man-hours per year upon which your bid(s) is/are based. Of the total amount of time your firm will spend on the project, indicate the percentage that would be spent by each of the individuals identified in your response to Question 3 above.
5. List the names of at least three (3) references not affiliated with CRRA who can attest to the quality of work performed by your firm. Include the job title, affiliation, address and phone number for each such reference and a brief description of the work performed for the reference.
6. Identify the analytical laboratory you would use for the Services. Provide a copy of the analytical laboratory's Connecticut Department of Public Health (CTDPH) Approved Laboratory Testing Certification (indicating approvals for sample source type and examination/testing categories); the most recent CTDPH annual inspection report; and a copy of the most recent EPA Performance Evaluation Report Proficiency Scores. Indicate the analytical laboratory's ability to perform analysis by methods required by the permits, and at the specified minimum levels with adequate calibration points or check standards.
7. Identify the persons who would be the key contacts at your firm(s) for field services associated with monitoring, for laboratory analysis and for report preparation.

8. Describe your firm's training and oversight regarding field work associated with monitoring. If submitting a bid for environmental monitoring at the Shelton Landfill and/or the Wallingford Landfill, please also address "HAZWOPER" training in accordance with the requirements of 29 CFR 1910.120(3), which is applicable to both sampling personnel and supervisory personnel.
9. Describe your firm's internal report review and quality assurance/quality control program.
10. For firms proposing the use of sub-consultants to complete required Services (including, but not limited to, analytical laboratories), provide a short description of the division of services between consultants.
11. Provide a short description of the timing of tasks, including those to be performed by sub-consultants, to meet sampling requirements and reporting deadlines.
12. Provide a copy of your firm's up-to-date certificate of insurance showing all current insurance coverage.

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

**SECTION 6
QUESTIONNAIRE CONCERNING AFFIRMATIVE
ACTION, SMALL BUSINESS CONTRACTORS
AND OCCUPATIONAL HEALTH AND SAFETY**



**QUESTIONNAIRE CONCERNING AFFIRMATIVE
ACTION, SMALL BUSINESS CONTRACTORS AND
OCCUPATIONAL HEALTH AND SAFETY**

Because CRRA is a political subdivision of the State of Connecticut, it is required by various statutes and regulations to obtain background information on prospective contractors prior to entering into a contract. The questions below are designed to assist CRRA in procuring this information. Many of the questions are required to be asked by RCSA 46a-68j-31. For the purposes of this form, "Contractor" means Bidder or Proposer, as appropriate.

	Yes	No
1. Is the Contractor an Individual? <i>If you answered "Yes" to Question 1, skip to Question 2. If you answered "No" to Question 1, proceed to Question 1A and then to Question 2.</i>	<input type="checkbox"/>	<input type="checkbox"/>
1A. How many employees does the Contractor have? <input type="text"/>		
2. Is the Contractor a Small Contractor based on the criteria in Schedule A? <i>If you answered "Yes" to Question 2, proceed to Question 2A and then to Question 3. If you answered "No" to Question 2, skip to Question 3.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2A. Is the Contractor registered with the DECD as a Certified Small Business? <i>If you answered "Yes" to Question 2A, please provide a copy of your Set-Aside Certificate.</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the Contractor a MWDP Business Enterprise based on the criteria in Schedule B? <i>If you answered "Yes" to Question 3, proceed to Question 3A and then to Question 4. If you answered "No" to Question 3, skip to Question 4.</i>	<input type="checkbox"/>	<input type="checkbox"/>
3A. Is the Contractor registered with DECD as a MWDP Small Business?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the Contractor have an Affirmative Action Plan? <i>If you answered "Yes" to Question 4, proceed to Question 4A and then to Question 5. If you answered "No" to Question 4, skip to Question 4B and then to Question 5.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4A. Has the Affirmative Action Plan been approved by the CHRO?	<input type="checkbox"/>	<input type="checkbox"/>
4B. Will the Contractor develop and implement an Affirmative Action Plan?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the Contractor have an apprenticeship program complying with RCSA 46a-68-1 through 46a-68-17?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the Contractor been cited for three or more willful or serious violations of any occupational safety and health act?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the Contractor 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"/>
8. Has the Contractor 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"/>
9. Will subcontractors be involved? <i>If you answered "Yes" to Question 9, proceed to Question 9A. If you answered "No" to Question 9, you are finished with the questionnaire.</i>	<input type="checkbox"/>	<input type="checkbox"/>
9A. How many subcontractors will be involved? <input type="text"/>		

LIST OF ACRONYMS

RCSA	–	Regulations of Connecticut State Agencies
CHRO	–	State of Connecticut Commission on Human Rights and Opportunities
DECD	–	State of Connecticut Department of Economic and Community Development
MWDP	–	Minority/Women/Disabled Person

FOOTNOTE

- ¹ If the Contract is a "public works contract" (as defined in Section 46a-68b of the Connecticut General Statutes), the dollar amount exceeds \$50,000.00 in any fiscal year, and the Contractor has 50 or more employees, the Contractor, in accordance with the provisions of Section 46a-68c of the Connecticut General Statutes, shall develop and file an affirmative action plan with the Connecticut Commission on Human Rights and Opportunities.

SCHEDULE A CRITERIA FOR A SMALL CONTRACTOR

Contractor must meet all of the following criteria to qualify as a Small Contractor:

1. Has been doing business and has maintained its principal place of business in the State for a period of at least one year immediately preceding the issuance of the Request For Bids/Proposals/Qualifications;
2. Has had gross revenues not exceeding ten million dollars in the most recently completed fiscal year;
3. Is headquartered in Connecticut; and,
4. At least 51% of the ownership of the Contractor is held by a person or persons who are active in the daily affairs of the business and have the power to direct the management and policies of the business.

SCHEDULE B CRITERIA FOR A MINORITY/WOMAN/DISABLED PERSON BUSINESS ENTERPRISE

Contractor must meet all of the following criteria to qualify as a Minority/Woman/Disabled Person Business Enterprise:

1. Satisfies all of the criteria in Schedule A for a Small Contractor;
2. 51% or more of the business and/or its assets must be owned by a person or persons who are minorities as defined in Connecticut General Statutes Section 32-9n (please see below) or is an individual with a disability;
3. The Minority/Woman/Disabled Person must have the power to change policy and management of the business; and,
4. The Minority/Woman/Disabled Person must be active in the day-to-day affairs of the business.

CONNECTICUT GENERAL STATUTES SECTION 32-9n

Sec. 32-9n. Office of Small Business Affairs. (a) There is established within the Department of Economic and Community Development an Office of Small Business Affairs. Such office shall aid and encourage small business enterprises, particularly those owned and operated by minorities and other socially or economically disadvantaged individuals in Connecticut. As used in this section, minority means: (1) Black Americans, including all persons having origins in any of the Black African racial groups not of Hispanic origin; (2) Hispanic Americans, including all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race; (3) all persons having origins in the Iberian Peninsula, including Portugal, regardless of race; (4) women; (5) Asian Pacific Americans and Pacific islanders; or (6) American Indians and persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification.

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

**SECTION 7
AFFIDAVIT OF THIRD PARTY FEES**



AFFIDAVIT OF THIRD PARTY FEES (Form A2)

All Bidders/Proposers must complete and properly execute this Affidavit of Third Party Fees. The purpose of this Affidavit is to ascertain if the Bidder/Proposer has made or promised any payment to a third party attributable to this Agreement. If no such payment has been made or promised, Bidder/Proposer should write "None" in the first box in the table and execute this Affidavit. For purposes of the Affidavit, Bidder's/Proposer's subcontractors, if any, are not considered third parties.

I, _____, a duly authorized officer and/or representative of _____ (firm name), being duly sworn, hereby depose and say that:

1. I am over eighteen (18) years of age and believe in the obligations of an oath;
2. _____ (firm name) seeks to enter into the "Agreement" which is the subject of this Request For Bids/Proposals/Qualifications with the Connecticut Resources Recovery Authority; and
3. All third party fees and agreements to pay third party fees attributable to the "Agreement" are as follows:

Name Of Payee	Dollar Amount Paid Or Value Of Non-Cash Compensation <u>AND</u> Date	Fee Arrangement	Specific Services Performed Or To Be Performed By Payee ¹

(Attach additional copies of this page as necessary.)

NOTE: For each third party fee arrangement described above (if any), complete the attached Form A2a.

4. The information set forth herein is true, complete and accurate to the best of my knowledge and belief under penalty of perjury.

Signed: _____
 Name (Print): _____
 Title: _____

Sworn to before me this _____ day of _____ 200__

 Notary Public/Commissioner of the Superior Court

¹ Please attach documents evidencing the terms of the fee arrangement and services.



**ADDENDUM TO
AFFIDAVIT OF THIRD PARTY FEES
(Form A2a)**

For each third party fee arrangement disclosed in the attached Affidavit, please explain whether and how each such payment falls within one or more of the following categories of compensation:

- (1) Compensation earned for the rendering of legal services when provided by an attorney while engaged in the ongoing practice of law;
- (2) Compensation earned for the rendering of investment services, other than legal services, when provided by an investment professional while engaged in the ongoing business of providing investment services;
- (3) Compensation for placement agent, due diligence or comparable tangible marketing services when paid to a person who is an investment professional (i) engaged in the ongoing business of representing providers of investment services, or (ii) in connection with the issuance of bonds, notes or other evidence of indebtedness by a public agency;
- (4) Compensation earned by a licensed real estate broker or real estate salesperson while engaging in the real estate business on an ongoing basis; or
- (5) Payments for client solicitation activities meeting the requirements of Rule 206(4)-3 under the Investment Advisers Act of 1940.

Attach additional pages as necessary.

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRALANDFILLS**

**SECTION 8
CAMPAIGN CONTRIBUTION RESTRICTION
AFFIDAVIT
(SEEC Form SC 3)**

**And
LIST OF PRINCIPALS
(SEEC Form SC 3A)**

SEEC FORM SC 3 (Rev. 11/06)
CAMPAIGN CONTRIBUTION RESTRICTION AFFIDAVIT
 STATE OF CONNECTICUT State Elections Enforcement Commission
 FOR CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS



BID or PROPOSAL #: 2007E002
CONTRACT #:

STATE CONTRACTOR OR PROSPECTIVE STATE CONTRACTOR AFFIDAVIT

I am over 18 years of age and believe in and understand the obligation of an oath.

My name is _____ and I am the chief executive officer of _____
Print Name

Print Name of State Contractor or Prospective State Contractor

which is a business entity, nonprofit organization or person, *(select one)*

A: which

currently holds a state contract as defined in Conn. Gen. Stat. §9-333n(g)(1)(C), with the following agency:

Print Name of Agency

or

currently holds a prequalification certificate issued by the Commissioner of the Department of Administrative Services

OR

B: which is

seeking a state contract by submitting a bid in response to a bid solicitation to the following state agency or quasi-public agency: **Connecticut Resources Recovery Authority**

or

Print Name of Agency

seeking a state contract by submitting a proposal in response to a request for proposal to the following state agency or quasi-public agency: _____

or

Print Name of Agency

applying to the Commissioner of Administrative Services for a prequalification certificate.

(SELECT A or B)

I hereby certify that:

- (1) I have informed all of the individuals within my company, entity or organization listed above who are defined as a "principal of a state contractor or prospective state contractor" in Conn. Gen. Stat. §9-333n(g)(1)(F), of the contribution and solicitation ban described in Conn. Gen. Stat. §9-333n(g)(2)(A) and/or (B), as applicable; and have listed each such principal in the attached pages(s) and submitted to the State Elections Enforcement Commission,
- (2) No individual who is a principal of a state contractor or prospective state contractor, as described in Conn. Gen. Stat. §9-333n(g)(1)(F), of my company, entity or organization will make or solicit a contribution in violation of Conn. Gen. State. §9-333n(g)(2)(A) and/or (B), as applicable, and (D), and
- (3) If any such contribution is made or solicited, my company, entity or organization listed above, shall be disqualified from being awarded the contract described in the bid solicitation or request for proposals or being awarded any other state contract for one year after the election for which such contribution is made or solicited or if a contract has been awarded, the contracting agency may void the existing contract with such contractor and shall not extend or amend the contract for one year after the election for which the contribution is made or solicited.

SWORN AS TRUE AND COMPLETE 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

Notice: Making a false statement on this form may subject you to criminal penalties, including, but not limited to, imprisonment, a fine, or both.

SEEC FORM SC 3A (Rev. 11/06)
CAMPAIGN CONTRIBUTION RESTRICTION AFFIDAVIT
STATE OF CONNECTICUT State Elections Enforcement Commission
FOR CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS

Statutory Definitions

CGS §9-333n(g)(1)(C) provides:

- (C) "State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, 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 fiscal year, for (i) the rendition of personal services, (ii) the furnishing of any material, supplies or equipment, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee.

CGS §9-333n(g)(1)(F) provides:

- (F) "Principal of a state contractor or prospective state contractor" means (i) an individual who is a member of the board of director of, or has an ownership interest in, a state contractor or prospective state contractor, which is a business entity, except for an individual who (I) owns less than five percent of the shares of any such state contractor or prospective state contractor this is a publicly traded corporation, or (II) is a member of the board of directors of a nonprofit organization qualified under Section 501(c)(3) of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive or senior 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, (iv) 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 of an individual described in this subparagraph, or (vi) a political committee established by or on behalf of an individual described in this subparagraph.

CGS §9-333n(g)(2)(A) provides, in relevant part:

- (A) No principal of a state contractor or prospective state contractor, with regard to a state contract, bid solicitation or request for proposals with or from a state

agency in the executive branch or a quasi-public agency or a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions 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.

- (B) No principal of a state contractor or prospective state contractor, with regard to a state contract, bid solicitation or request for proposals with or from the General Assembly or a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (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; . . .

CGS §9-333n(g)(2)(D) provides, in relevant part:

. . . The chief executive officer of each prospective state contractor shall: (i) Inform each individual described in subparagraph (F) of subdivision (1) of this subsection with regard to said prospective state contractor concerning the provisions of subparagraph (A) or (B) of this subdivision, whichever is applicable and this subparagraph, (ii) certify in a sworn statement that no such individual will make or solicit a contribution in violation of the provisions of subparagraph (A) or (B) of this subdivision, whichever is applicable and this subparagraph, and (iii) acknowledge in writing that if any such contribution is made or solicited, the prospective state contractor shall be disqualified from being awarded the contract described in the bid solicitation or request for proposals or being awarded any other state contract for one year after the election for which such contribution is made or solicited.

Instructions

1. Complete affidavit and return to State Contracting Agency
2. Complete List of Principals (SEEC Form SC 3A) and return to the

State Elections Enforcement Commission
20 Trinity Street
Campaign Finance Disclosure Unit
Third Floor
Hartford, CT 06106

SEEC FORM SC 3A (Rev. 11/06)

LIST OF PRINCIPALS

STATE OF CONNECTICUT State Elections Enforcement Commission
FOR CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS



LIST OF PRINCIPALS

(This page may be reproduced if more than one is required)

Contracting Agency	Contractor Name		Bid or Proposal # Contract Award #	Contractor Contact E-Mail Address
Connecticut Resources Recovery Authority			2007E002	
Designation of Principal	First Name	MI	Last Name	Political Action Committees (PACs)
Principal's Spouse/Child	First Name	MI	Last Name	
Designation of Principal	First Name	MI	Last Name	Political Action Committees (PACs)
Principal's Spouse/Child	First Name	MI	Last Name	
Designation of Principal	First Name	MI	Last Name	Political Action Committees (PACs)
Principal's Spouse/Child	First Name	MI	Last Name	

Principal Key*	Designation
Owner/Shareholder/LLC member	O
Director	B**
President	P
Chief Executive Officer	CEP
Treasurer	T
Exec./Senior Vice President	V
Employee	E
Spouse	S
Dependent Child	C

* See statutory definition of "Principal" and Instructions on reverse side.

** Applies primarily to a business entity and not to a non-profit entity. Please review FAQs on SEEC website: <http://www.ct.gov/seec>

SEEC FORM SC 3A (Rev. 11/06)

LIST OF PRINCIPALS

STATE OF CONNECTICUT State Elections Enforcement Commission

FOR CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS

Instructions

General Instructions:

1. Enter the name of the Contracting Agency, the name of the Contractor, Bid, Proposal or Contract Award Numbers, as applicable, and the e-mail address of the person responsible for completion of the list of principals.
2. Enter the name (First Name, Middle Initial, Last Name) of each "principal" other than a child or spouse and indicate from the Designation Key the relationship of that principal to your organization.
3. Immediately below the name of any principal, indicate the information for any spouse or child (if any) associated with that principal.
4. Enter the name of any Political Action Committee which is established by or on behalf of any "principal", including the entity that is the state contractor or prospective state contractor.
5. **Note: SEEC Form SC 3A, List of Principals, must be submitted to State Elections Enforcement Commission, 20 Trinity St., Campaign Finance Disclosure Unit, Third Floor, Hartford, CT 06106.** For additional information go to the SEEC website at www.ct.gov/seec and click on State Contractor Ban, and FAQ.

Definitions of Applicable Terms

Principals of a State Contractor that is a Business Entity

The following are subject to the prohibition on making and soliciting certain campaign contributions:

1. Members of the Board of Directors
2. Individuals owning 5% or more of the business
3. President, Treasurer, Executive and Senior Vice Presidents
4. Employees that have managerial or discretionary responsibilities to negotiate the state contract. See FAQ.
5. Spouses and dependent children of all of the above
6. Any political committee (PAC) registered in Connecticut to make contributions to candidates that has been established by or on behalf of any of the above individuals, or the state contractor or prospective state contractor.

A Business entity includes any corporation, partnership, cooperative, joint venture, trust, or any association of any kind that is engaged in the operation of a business or profit making activity. See Section 9-333a(7), General Statutes.

Principals of a State Contractor that is not a Business Entity (Note: This would include a Non Profit Organization or a sole proprietorship or professional service corporation owned by a single individual.)

The following are subject to the prohibition on making and soliciting certain campaign contributions:

1. The chief executive officer
2. Employees that have managerial or discretionary responsibilities to negotiate the state contract. See FAQ.
3. Spouses and dependent children of all of the above
4. Any political committee (PAC) registered in Connecticut to make contributions to candidates that has been established by or on behalf of any of the above individuals, or the state contractor or prospective state contractor.

Category of Principal	Designation
Owner/Shareholder/LLC member	O
Director	B**
President	P
Chief Executive Officer	CEP
Treasurer	T
Exec./Senior Vice President	V
*Employee	E
Spouse of Principal	S
**Dependent Children of Principal	C

*"Employees that have managerial or discretionary responsibilities" generally refers to higher level personnel who have participate substantially (or would be responsible to do so) in the negotiation of the state contract.

**Dependent Child – Under the Internal Revenue Service (IRS) Code, a qualifying child fro whom a dependency exemption has been claimed by a principal on the last federal income tax form filed with the IRS

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

**SECTION 9
BACKGROUND QUESTIONNAIRE**



**BIDDER'S/PROPOSER'S BACKGROUND
QUESTIONNAIRE**

Please answer the following questions by placing an "X" in the appropriate box.

	Yes	No
<p>1. Has the Bidder/Proposer or any of its principals, owners, officers, partners, directors or stockholders holding more than 50% of the stock of the Bidder/Proposer ever been the subject of a criminal investigation?</p> <p><i>If you answered "Yes" to Question 1, proceed to Question 1A and, on a separate sheet of paper, state the following: the court in which the investigation is taking or took place; the approximate date the investigation commenced and, if applicable, concluded; the subject matter of the investigation; and the identity of the person or entity involved.</i></p> <p><i>If you answered "No" to Question 1, proceed to Question 2.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1A. Has any indictment arisen out of any such investigation?</p> <p><i>If you answered "Yes" to Question 1A, proceed to Question 2 and, on a separate sheet of paper, state the following: the name of the person or entity indicted; and the status of any such indictment.</i></p> <p><i>If you answered "No" to Question 1A, proceed to Question 2.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Has the Bidder/Proposer or any of its principals, owners, officers, partners, directors or stockholders holding more than 50% of the stock of the Bidder/Proposer ever been the subject of a civil investigation?</p> <p><i>If you answered "Yes" to Question 2, proceed to Question 3 and, on a separate sheet of paper, state the following: the court or other forum in which the investigation took or is taking place; the approximate date the investigation commenced and, if applicable, concluded; the subject matter of the investigation; the identity of the person or entity involved; and the status of the investigation.</i></p> <p><i>If you answered "No" to Question 2, proceed to Question 3.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Has any entity (e.g., corporation, partnership, etc.) in which a principal, owner, officer, partner, director or stockholder of the Bidder/Proposer has an ownership interest in excess of 50% in such entity ever been the subject of a criminal investigation?</p> <p><i>If you answered "Yes" to Question 3, proceed to Question 3A and, on a separate sheet of paper, state the following: the court in which the investigation is taking or took place; the approximate date the investigation commenced and, if applicable, concluded; the subject matter of the investigation; and the identity of the person or entity involved.</i></p> <p><i>If you answered "No" to Question 3, proceed to Question 4.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3A. Has any indictment arisen out of any such investigation?</p> <p><i>If you answered "Yes" to Question 3A, proceed to Question 4 and, on a separate sheet of paper, state the following: the name of the person or entity indicted; and the status of any such indictment.</i></p> <p><i>If you answered "No" to question 3A, proceed to Question 4.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Has any entity (e.g., corporation, partnership, etc.) in which a principal, owner, officer, partner, director or stockholder of the Bidder/Proposer has an ownership interest in excess of 50% in such entity ever been the subject of a civil investigation?</p> <p><i>If you answered "Yes" to Question 4, on a separate sheet of paper state the following: the court in which the investigation is taking or took place; the approximate date the investigation commenced and, if applicable, concluded; the subject matter of the investigation; the identity of the person or entity involved; and the status of the investigation.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
5. Has the Bidder/Proposer or any of its principals, owners, officers, partners, directors or stockholders holding more than 50% of the stock of the Bidder/Proposer ever been debarred from bidding on, or otherwise applying for, any contract with the State of Connecticut or any other governmental authority? <i>If you answered "Yes" to Question 5, on a separate sheet of paper please explain.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Signature: _____
 Name (print/type): _____
 Title: _____
 State Of: _____
 County Of: _____

_____, being fully sworn, deposes and says that he/she is the _____ (Title) of _____ (Firm Name), the Bidder/Proposer herein, that he/she has provided answers to the foregoing questions on the Bidder's/Proposer's background, and, under the penalty of perjury, certifies that each and every answer is true.

Sworn to before me this _____ day of _____ 200__

 Notary Public/Commissioner of the Superior Court

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

**SECTION 10
NOTICE OF AWARD**

NOTICE OF AWARD

TO:

PROJECT(S): _____ [CRRA will insert the project name for the applicable Landfill]

CONTRACT NUMBER: _____

CONTRACT FOR: Environmental Monitoring, Laboratory Analysis and Reporting
Services for the _____ [CRRA will insert the name of the applicable Landfill(s)]
Landfill

The Connecticut Resources Recovery Authority ("CRRA") has considered the Bid submitted by you dated _____, 2007 in response to CRRA's Notice To Firms – Request For Bids for the above-referenced Services, which Services are more particularly described in the Environmental Monitoring, Laboratory Analysis And Reporting Services Agreement – _____ [CRRA will insert the name of the applicable Landfill] Landfill (the "Services").

You are hereby notified that your Bid has been accepted for performing the Services from time to time as the same may be requested by CRRA.

Within ten (10) days from the date of this Notice Of Award you are required to:

- (a) Execute the required number of the attached counterparts of the non-negotiable Agreement;
- (b) Deliver to CRRA such executed counterparts and all other attached Contract Documents along with the requisite certificates of insurance; and
- (c) Satisfy all other conditions set forth herein.

As you have agreed, the terms and conditions of the Agreement, as attached, are non-negotiable.

If you fail within ten (10) days from the date of this Notice Of Award to perform and complete any of your obligations set forth in items (a) through (c) above, CRRA will be entitled to consider all your rights arising out of CRRA's acceptance of your Bid as abandoned and terminated. CRRA will also be entitled to such other rights and remedies as may be granted at law or in equity.

You are required to acknowledge your receipt of this Notice Of Award by signing below and returning the same to CRRA.

Dated this _____ day of _____, 2007.

Connecticut Resources Recovery Authority

By: _____

Title:
Duly Authorized

ACCEPTANCE OF NOTICE

Receipt of this NOTICE OF AWARD is hereby acknowledged this _____ day of _____, 2007.

By: _____ (Signature)
_____ (Typed/Printed Name)

Title: _____
Duly Authorized

**REQUEST FOR BIDS
FOR
ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS**

SECTION 11

**ENVIRONMENTAL MONITORING, LABORATORY
ANALYSIS AND REPORTING SERVICES
AGREEMENT**

ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS AND REPORTING SERVICES AGREEMENT – [NAME OF LANDFILL]

This **ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS AND REPORTING SERVICES AGREEMENT – [NAME OF LANDFILL]** (the “Agreement”) is made and entered into as of this [DAY] day of [MONTH], 2007 (the “Effective Date”) by and between the **CONNECTICUT RESOURCES RECOVERY AUTHORITY**, a body politic and corporate, constituting a public instrumentality and political subdivision of the State of Connecticut, having its principal offices at 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103 (“CRRA”) and [NAME OF FIRM], a [TYPE OF ENTITY], having a principal place of business at [ADDRESS OF FIRM] (“Consultant”).

CONTENTS

PRELIMINARY STATEMENT	2
1. DEFINITIONS, CONSTRUCTION AND INTERPRETATION.....	3
1.1 Definitions	3
1.2 Construction And Interpretation	4
2. SCOPE OF SERVICES	5
2.1 Consultant’s Responsibilities	5
2.2 Performance And Completion Of Services	5
2.3 Authorized Representative Of CRRA	6
2.4 Access	6
2.5 Direction of Services	6
2.6 CRRA’s Inspection Rights.....	6
2.7 Change In Scope Of Services	7
2.8 Specific Services RFS.....	7
2.9 Site And Subsurface Conditions.....	7
2.10 Methane Gases.....	8
2.11 Restoration.....	8
2.12 Proprietary Information	8
2.13 Restrictions On Parties	9
2.14 Sub-Consultants.....	9
2.15 Status Of Consultant.....	9
2.16 Consultant’s Employees	9
3. COMPENSATION AND PAYMENT	10
3.1 Compensation Schedule.....	10
3.2 Bill Format.....	10
3.3 Payment Procedure	11

3.4	Accounting Obligations	12
3.5	Withholding Taxes And Other Payments	12
3.6	Sales And Use Tax Exemption	13
4.	TERM OF AGREEMENT	13
4.1	Term.....	13
4.2	Time Is Of The Essence.....	13
4.3	Termination.....	14
4.4	Audit	14
5.	INDEMNIFICATION	15
5.1	Consultant's Indemnity.....	15
6.	INSURANCE	15
6.1	Required Insurance	15
6.2	Certificates.....	16
6.3	Specific Requirements	16
6.4	Issuing Companies.....	16
6.5	Consultant's Sub-Consultants.....	17
6.6	Umbrella Insurance Liability Coverage.....	17
6.7	No Limitation On Liability	17
6.8	Other Conditions.....	17
7.	MISCELLANEOUS	17
7.1	Non-Discrimination	17
7.2	Campaign Contribution Restrictions	18
7.3	Entire Agreement.....	23
7.4	Governing Law	23
7.5	Assignment	23
7.6	No Waiver.....	23
7.7	Mechanic's Liens	23
7.8	Modification	24
7.9	Notices	24
7.10	Benefit and Burden	25
7.11	Severability	25
7.12	Small Contractor Application.....	25
7.13	Whistleblower Protection	25
7.14	State of Connecticut Audit Rights [Applicable only to Agreements for Ellington and Hartford Landfills].....	25
7.15	Counterparts.....	26

PRELIMINARY STATEMENT

WHEREAS, [Insert the applicable of the following]

CRRA owns a certain parcel of real property located at 217 Sadds Mill Road (Route 140) in Ellington, Connecticut (the "Property"), upon which property CRRA formerly operated and now provides post-closure monitoring and maintenance services for a certain sanitary landfill known as the Ellington Landfill (the "Landfill");

CRRA leases a certain parcel of real property located at 180 Leibert Road in Hartford, Connecticut (the "Property"), upon which property CRRA operates a certain sanitary landfill known as the Hartford Landfill (the "Landfill");

CRRA owns a certain parcel of real property located at 866 River Road (Route 110) in Shelton Connecticut (the "Property"), upon which property CRRA formerly operated and now provides post-closure monitoring and maintenance services for a certain sanitary landfill known as the Shelton Landfill (the "Landfill");

CRRA leases a certain parcel of real property located on Pent Road in Wallingford, Connecticut (the "Property") upon which Property CRRA formerly operated and now provides post-closure monitoring and maintenance services for a certain sanitary landfill known as the Wallingford Landfill (the "Landfill");

CRRA owns a certain parcel of real property located at 109 Nichols Drive (the intersection of Highland Avenue and Highview Street) in Waterbury, Connecticut (the "Property"), upon which property CRRA operates a certain sanitary landfill known as the Waterbury Bulky Waste Landfill (the "Landfill");

WHEREAS, CRRA now desires to enter into this Agreement in order to have Consultant render certain environmental monitoring, laboratory analysis and reporting services at the Landfill in accordance this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows.

1. DEFINITIONS, CONSTRUCTION AND INTERPRETATION

1.1 Definitions

As used in this Agreement and in other Contract Documents (as defined herein) the following terms shall have the meanings as set forth below:

- (a) **“Addenda”** means written or graphic documents issued prior to the bid due date, which clarify, correct or change any or all of the Contract Documents.
- (b) **“Contract Documents”** means this Agreement (including all exhibits attached hereto), Notice To Firms - Invitation To Bid, Instructions To Bidders, Addenda, Consultant’s Bid (including all documentation accompanying such bid, all other documentation submitted in connection with such bid, and all post-bid documentation submitted prior to the Notice Of Award), Notice Of Award, any written amendments to any of the Contract Documents and any change order issued pursuant to Section 2.7, 2.8 and/or Section 7.7 hereof.
- (c) **“Effective Date”** means the date set forth above in this Agreement.
- (d) **“Laws And Regulations”** means any and all applicable current or future laws, rules, regulations, ordinances, codes, orders and permits of any and all federal, state and local governmental and quasi-governmental bodies, agencies, authorities and courts having jurisdiction.
- (e) **“Notice Of Award”** means written notification from CRRA to the apparent successful bidder which states that CRRA has accepted such bidder’s bid and sets forth the remaining conditions that must be fulfilled by such bidder before CRRA executes the Agreement.
- (f) **“Site”** means those areas of the Property upon which the Services are to be performed, furnished and completed by Consultant in accordance with the Contract Documents.

1.2 Construction And Interpretation

For purposes of this Agreement:

- (a) Capitalized terms used herein shall have the meanings set forth herein;
- (b) Whenever nouns or pronouns are used in this Agreement, the singular shall mean the plural, the plural shall mean the singular, and any gender shall mean all genders or any other gender, as the context may require;
- (c) Words that have well-known technical or trade meanings are used herein in accordance with such recognized meanings unless otherwise specifically provided;
- (d) All accounting terms not otherwise defined herein have the meanings assigned to them in accordance with “generally accepted accounting principles,” and the term “generally accepted accounting principles” with respect to any computation required or permitted hereunder shall mean such accounting principles that are generally accepted as of the Effective Date of this Agreement;

- (e) The words “herein,” “hereof” and “hereunder” and words of similar import refer to this Agreement as a whole and not to any particular Section or Subsection;
- (f) Reference to any particular party shall include that party’s employees and the authorized agents of that party;
- (g) All references to agreements are references to the agreements as the provisions thereof that may be amended, modified or waived from time to time; and,
- (h) The captions contained in this Agreement have been inserted for convenience only and shall not affect or be effective to interpret, change or restrict the terms of provisions of this Agreement.

2. SCOPE OF SERVICES

2.1 Consultant’s Responsibilities

Consultant shall be responsible for furnishing all labor, tools, materials, equipment, and incidentals thereto to render environmental monitoring, laboratory analysis and reporting services at the Landfill, including, but not limited to, the services described on **Exhibit A** attached hereto and made a part hereof (collectively, the “Services”), as such Services may be requested from time to time by an Authorized Representative of CRRA on the terms specified in this Agreement.

2.2 Performance And Completion Of Services

All Services shall be performed and completed by Consultant as an independent contractor, and in a good workmanlike manner consistent and in accordance with:

- (a) Any and all instructions, guidance and directions provided by CRRA to Consultant;
- (b) The Contract Documents;
- (c) Sound environmental practices;
- (d) The highest prevailing industry standards applicable to Consultant and its performance of the Services hereunder; and
- (e) All Laws And Regulations.

Items (a) through (e) above are hereinafter collectively referred to as the “Standards.”

Consultant shall obtain any locally required building or other permits required for the services, and Consultant shall also assist and fully cooperate with CRRA in obtaining any other applicable permits necessary to begin and complete the services.

2.3 Authorized Representative Of CRRA

Consultant will only perform Services upon request from an Authorized Representative of CRRA. For purposes of this Agreement, the terms "Authorized Representative of CRRA" or "Authorized Representative" shall mean CRRA's President (the "President"), or any person designated in writing to Consultant by the President. Any Services performed at the request of anyone who is not an Authorized Representative shall not be paid for by CRRA. CRRA and Consultant shall from time to time mutually agree on the method and manner of performing such Services.

2.4 Access

CRRA hereby grants to Consultant, only at times arranged in advance with an Authorized Representative of CRRA, access to only those areas of the Property necessary for Consultant to perform the Services hereunder, provided that:

- (a) Consultant shall not interfere with any other operations or activities being conducted at such Landfill or on such Property by either CRRA or any other person or entity;
- (b) Consultant directly coordinates with an Authorized Representative of CRRA on such access; and
- (c) Consultant is in compliance with all of the terms and conditions of this Agreement.

CRRA reserves the right to revoke the access granted to Consultant herein if Consultant fails to comply with any of the foregoing conditions of access.

2.5 Direction of Services

CRRA and/or its Authorized Representative may, where necessary or desired, provide Consultant with instructions, guidance and directions in connection with Consultant's performance of the Services hereunder. CRRA reserves the right to determine whether Consultant will, upon completion of any phase of the Services, proceed to any or all remaining phases of the Services. If CRRA determines that Consultant shall not proceed with the remaining Services, CRRA shall terminate this Agreement in accordance with Section 4.3 hereof.

2.6 CRRA's Inspection Rights

Consultant's performance of the Services hereunder, as well as Consultant's work products resulting from such performance, are subject to inspection by CRRA. Inspections may be conducted at any time by CRRA. In the event of an inspection, Consultant shall provide to CRRA any documents or other materials that may be necessary in order for CRRA to conduct the inspection. If after any such inspection CRRA is unsatisfied with Consultant's performance of the Services hereunder or any of the work products resulting therefrom, Consultant shall, at

the direction of CRRA, render such performance or work products satisfactory to CRRA at no additional cost or expense to CRRA and without any extension of or addition to any item in the Project Schedule for the remaining Services. For purpose of this Section 2.6, CRRA shall mean CRRA and/or its Authorized Representative.

2.7 Change In Scope Of Services

In the event that CRRA determines during the term of this Agreement that any revisions, modifications or changes are necessary to the Scope Of Services as set forth in Section 2.1 hereof, then pursuant to CRRA's request, Consultant shall promptly commence and perform the services required for such revisions, modifications or changes, which services shall be performed in accordance with the Standards unless otherwise specifically agreed to in writing by CRRA and Consultant. If any adjustment(s) to the Not-To-Exceed Contract Price and/or the Project Schedule is required as a result of such revisions, modifications or changes, CRRA and Consultant shall mutually agree in writing on the amount of such adjustment(s) provided that the Payment Rate Schedule approved by CRRA for the project shall be used to determine the appropriate increase or decrease in the quantity or cost of the materials or services necessitated by such revisions, modifications or changes. Consultant shall promptly commence and perform any services required by such revisions, modifications or changes even if CRRA and Consultant cannot agree on the amount of such adjustment(s).

2.8 Specific Services RFS

At its discretion, CRRA through an Authorized Representative, may require that prior to undertaking work on a specific task, Consultant and an Authorized Representative mutually agree in writing upon a detailed Scope of Services required for such task, together with an estimate of the time, cost, and expenses for such Services. In such cases, CRRA will request performance of such Services by means of a written request in accordance with the format of **Exhibit B** attached hereto and made a part hereof (a "Request"). Accordingly, upon receipt and acceptance of a written Request, Consultant will perform such Services described in such Request in accordance with the terms of this Agreement and such Request. If, during Consultant's performance of such Services, there is a change in Consultant's estimated time, cost or expenses for such Services, Consultant will promptly notify CRRA in writing of such change and shall not incur any costs or expenses exceeding those specified in the Request without prior written authorization from an Authorized Representative. CRRA shall not pay for any Services rendered or expenses incurred by Consultant in excess of those included in such Request unless specifically authorized in advance and in writing by an Authorized Representative.

2.9 Site And Subsurface Conditions

All information and data shown or indicated in the Contract Documents with respect to underground facilities, surface conditions, subsurface conditions or other conditions at or contiguous to the Site are furnished for information only and CRRA does not assume any responsibility for the accuracy or completeness of such information and data. Consultant acknowledges and agrees that CRRA does not assume any responsibility for such information

and data and that Consultant is solely responsible for investigating and satisfying itself as to all actual and existing Site conditions, including but not limited to surface conditions, subsurface conditions and underground facilities. Consultant has carefully studied all such information and data and Consultant has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (including but not limited to surface conditions, subsurface conditions and underground facilities) at or contiguous to the Site and all other conditions or factors which may affect cost, progress, performance, furnishing or completion of the Services or which relate to any aspect of the means, methods, techniques, sequences, and procedures or performance of the Services to be employed by Consultant and safety precautions and programs incident thereto. Consultant does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for Consultant to conclusively determine, and Consultant has so determined, that the Services can be performed, furnished and completed in accordance with the Not-To-Exceed Contract Price and the other terms and conditions of the Contract Documents. In the event that the information or data shown or indicated in the Contract Documents with respect to underground facilities or surface, subsurface or other conditions at or contiguous to the Site differs from conditions encountered by Consultant during performance of the Services, there shall be no increase in the Not-To-Exceed Contract Price as a result of such differing conditions, unless CRRA, in its sole and absolute discretion, agrees in writing to such increase and/or extension.

2.10 Methane Gases

Consultant acknowledges the presence of methane gases at the Property. Consultant covenants and agrees that it and its employees, agents, sub-consultants and materialmen shall take all necessary precautions with respect to the presence of methane gases at all times at the Property, including, but not limited to, prohibiting the presence of any open flames, sparks, smoking or any other activity which might ignite any of the methane gases present at the Property.

2.11 Restoration

Unless otherwise directed in writing by CRRA, Consultant shall restore any part of the Property disturbed or damaged by Consultant or any of its directors, officers, employees, agents, sub-consultants or materialmen to the same condition existing immediately prior to such disturbance or damage.

2.12 Proprietary Information

Consultant shall not use, publish, distribute, sell or divulge any information obtained from CRRA by virtue of this Agreement for its own purposes or for the benefit of any person, firm, corporation or other entity without the prior written consent of CRRA. Any report or other work product prepared by Consultant while performing Services under this Agreement shall be owned solely and exclusively by CRRA and cannot be used by Consultant for any purpose beyond the scope of this Agreement without the prior written consent of CRRA. Any material designated by CRRA in accordance with applicable law as confidential shall not be disclosed

to any third parties without the prior written consent of CRRA. However, Consultant acknowledges that CRRA is subject to the Connecticut Freedom of Information Act and CRRA must disclose certain documents in accordance with said statutes.

2.13 Restrictions On Parties

This Agreement shall not be construed to restrict either CRRA or Consultant from entering into other agreements similar to this one with other parties, provided however Consultant shall not render services to another which would either be in conflict with the interests of CRRA or prevent Consultant from performing hereunder. Consultant shall not assign this Agreement or subcontract any of the Services to be performed hereunder without the prior written consent of the Authorized Representative.

2.14 Sub-Consultants

Consultant shall consult with CRRA before hiring any sub-consultants to perform any Services hereunder. Consultant shall require all of its sub-consultants to abide by the terms and conditions of this Agreement. Moreover, Consultant's subcontracts with such sub-consultants shall specifically provide that, in the event of a default by Consultant thereunder or under this Agreement, CRRA may directly enforce such subcontracts and make payments thereunder. Consultant shall provide CRRA with all contracts, amendments, books, records, accounts, correspondence and other materials necessary to enforce such subcontracts. Also Consultant's subcontracts with its sub-consultants shall specifically include CRRA as a third party beneficiary and shall provide that such sub-consultants shall not be excused from any of their obligations under such subcontracts by reason of any claims, setoffs, or other rights whatsoever that they may have with or against Consultant other than through such subcontracts.

2.15 Status Of Consultant

CRRA and Consultant acknowledge and agree that Consultant is acting as an independent contractor in performing any Services for CRRA hereunder and that Consultant shall perform such Services in its own manner and method subject to the terms of this Agreement. Nothing in this Agreement shall be construed or interpreted as creating a partnership, a joint venture, an agency, a master-servant relationship, an employer-employee relationship or any other relationship between CRRA and Consultant other than that of an owner and an independent Consultant. Consultant is expressly forbidden from transacting any business in the name of or on account of CRRA, and Consultant has no power or authority to assume or create any obligation or responsibility for or on behalf of CRRA in any manner whatsoever.

2.16 Consultant's Employees

All persons employed by Consultant shall be subject and responsible solely to the direction of Consultant and shall not be deemed to be employees of CRRA.

3. COMPENSATION AND PAYMENT

3.1 Compensation Schedule

Consultant shall be paid by CRRA for the services rendered and expenses incurred under this Agreement on the basis set forth on Exhibit C attached hereto and made a part hereof.

Consultant will not be paid for costs or expenses for Services that exceed the Not-To-Exceed Contract Price of Exhibit C. CRRA does not guarantee that the Not-To-Exceed Contract Price of Exhibit C or any amount of monies will be paid to Consultant during the term of this Agreement.

For employees who are eligible for and are paid a higher hourly rate for overtime than the hourly rate listed in the "Payment Rate Schedule" of Exhibit C, Consultant will be entitled to reimbursement for such employee overtime when such overtime is a result of more than eight (8) hours in one day and/or more than forty (40) hours in one week worked by such an employee on this Project. Such overtime will be reimbursed as provided in Exhibit C.

Out-of-pocket expenses shall be reimbursed at cost provided they are consistent with CRRA's Travel and Expense Reporting document attached hereto and made a part hereof as Exhibit D, except that Consultant will be deemed to have met CRRA's "Receipt" requirements of such document if Consultant provides to CRRA with each billing the following:

- (a) Receipts for all items greater than or equal to \$25; and
- (b) Copies of Consultant's expense forms itemizing expenses incurred in providing Services to CRRA.

Invoices shall be accompanied by an itemization of disbursements and costs (long-distance calls, photocopying, transcripts, expert witnesses, court costs, etc.) and travel expenses shall be itemized separately to indicate travel, lodging, business meeting, meals, taxis and limousines and other expenses (specially detailed). Disbursements will be reimbursed at the firm's cost.

Consultant shall not be compensated for any time spent preparing any billing documentation, or any information requested by CRRA's in house accountants/auditors or outside auditors, State of Connecticut auditors, or CRRA in house accounting department, or related materials.

3.2 Bill Format

Consultant shall render a bill to CRRA each month for all of the Services performed and all of the costs and expenses incurred in the immediately preceding month pursuant to this Agreement. Each monthly bill shall contain at least the following information:

- (a) For tasks billed on a Lump Sum basis:
 - (1) A description of the Tasks performed;

- (2) The annual fee for each Task, per the Agreement;
 - (3) The percentage of the Task completed during the current billing period;
 - (4) The total amount earned during the current billing period (equals the annual fee times the percentage of the task completed during the current billing period);
 - (5) A year-to-date summary of the percentage of each task completed.
- (b) For tasks billed on a Time And Materials basis:
- (6) Names of all persons performing Services for which payment is sought;
 - (1) A description of the Services performed by each person;
 - (2) The time spent by each person;
 - (3) The hourly rate for each person;
 - (4) The total amount charged for each person;
 - (5) Separate listing of all expenses incurred including copies of receipts or sub-consultant invoices;
 - (6) The project name and number to be charged; and
 - (7) The contract number for this Agreement (to be provided by CRRA).

Consultant shall not carry forward balances. If a previous bill is unpaid, Consultant shall resubmit that periodic bill for payment. Group or block billing is not acceptable and bills with such billing will be returned unpaid to the firm for clarification and itemization.

The format for all monthly bills is attached hereto and made a part hereof as **Exhibit E** for Lump Sum Tasks and **Exhibit F** for Time And Materials Tasks.

3.3 Payment Procedure

If CRRA determines, in its sole discretion, that

- (a) The Services for which Consultant is requesting payment have been properly performed and completed in conformance with the Standards,
- (b) Consultant is not in default hereunder,
- (c) CRRA does not dispute the amount of the payment requested, and
- (d) The bill contains all of the information required hereunder,

then CRRA shall pay the amount requested within thirty (30) calendar days after its receipt of such bill.

If, however,

- (a) CRRA determines that any of the Services for which Consultant has requested payment is not in conformance with the Standards,
- (b) Such bill does not contain all the requisite information, or
- (c) Consultant is in default hereunder,

then CRRA may, in its sole and absolute discretion, withhold all or a portion of the payment requested by Consultant and Consultant shall, if requested by CRRA, immediately take, at Consultant's sole cost and expense, all action necessary to render such Services and/or bill in conformance with the Standards, or to cure such default.

CRRA shall have no obligation under this Agreement to pay for any Services that CRRA determines have not been performed and/or completed in conformance with the Standards, and CRRA shall have no obligation to pay Consultant any amount due Consultant under this Agreement if Consultant is in default hereunder. If CRRA disputes the amount in any written request for payment submitted by Consultant, CRRA shall have the right to withhold the disputed amount until the dispute is settled. CRRA shall notify Consultant of any disputed amount and the reason(s) for disputing such amount.

3.4 Accounting Obligations

Consultant shall maintain books and accounts of the costs incurred by Consultant in performing the Services pursuant to this Agreement by contract number and in accordance with generally accepted accounting principles and practices. CRRA, during normal business hours, for the duration of this Agreement, shall have access to such books and accounts to the extent required to verify such costs incurred.

3.5 Withholding Taxes And Other Payments

No FICA (social security) payroll tax, state or federal income tax, federal unemployment tax or insurance payments, state disability tax or insurance payments or state unemployment tax or insurance payments shall be paid or deposited by CRRA with respect to Consultant, nor be withheld from payment to Consultant by CRRA. No workers' compensation insurance has been or will be obtained by CRRA on account of the Services to be performed hereunder by Consultant, or any of Consultant's employees or sub-Consultants. Consultant shall be responsible for paying or providing for all of the taxes, insurance and other payments described or similar to those described in this Section 3.5 and Consultant hereby agrees to indemnify CRRA and hold CRRA harmless against any and all such taxes, insurance or payments, or similar costs which CRRA may be required to pay in the event that Consultant's status hereunder is determined to be other than that of an independent Consultant.

3.6 Sales And Use Tax Exemption

Consultant agrees that, pursuant to *Connecticut General Statutes* Section 22a-270 (as the same may be amended or superseded from time to time), CRRA is exempt from all State of Connecticut taxes and assessments. Without limiting the generality of the preceding sentence, Consultant also agrees that, pursuant to *Connecticut General Statutes* Section 12-412(92) (as the same may be amended or superseded from time to time), “[t]he sales and use of any services or tangible personal property to be incorporated into or used or otherwise consumed in the operation of any project of [CRRA] . . .whether such purchases are made directly by [CRRA] or are reimbursed by [CRRA] to the lessee or operator of such project” is not subject to Connecticut Sales and Use Taxes. Accordingly, Consultant shall not charge CRRA any State of Connecticut taxes or assessments at any time in connection with Consultant’s performance of this Agreement, nor shall Consultant include any State of Connecticut taxes or assessments in any rates, costs, prices or other charges to CRRA hereunder. The obligations of Consultant contained in the preceding sentence are absolute and shall apply notwithstanding any payment by Consultant of any State of Connecticut taxes or assessments in connection with its performance of this Agreement. Consultant represents and warrants that no State of Connecticut taxes or assessments were included in any rates, costs, prices or other charges presented to CRRA in any RFB or other submittal or proposal to CRRA in connection with this Agreement.

4. TERM OF AGREEMENT

4.1 Term

The term of this Agreement shall commence upon the Effective Date and shall terminate, unless otherwise terminated in accordance with the terms hereof, on June 30, 2010.

Consultant shall retain and maintain accurate records and documents relating to the performance of Services under this Agreement for a minimum of three (3) years after final payment by CRRA for the Services hereunder and shall make them available for inspection and audit by CRRA. Contactor’s obligations under this paragraph shall survive the termination or expiration of this Agreement.

4.2 Time Is Of The Essence

CRRA and Consultant hereby acknowledge and agree that time is of the essence with respect to Consultant’s performance of the Services hereunder. Accordingly, upon Consultant’s receipt of the request from the Authorized Representative to perform the Services, Consultant shall immediately commence performance of the Services requested and continue to perform the same during the term of this Agreement.

4.3 Termination

This Agreement may be terminated by CRRA upon at least thirty (30) days advance written notice.

Upon receipt of such written notice from CRRA, Consultant shall immediately cease services on any and all CRRA matters, unless otherwise directed in writing by the Authorized Representative.

Upon termination of this Agreement pursuant to this Section 4.3,

- (a) CRRA shall pay Consultant for all Services performed by Consultant prior to the termination date, provided:
 - (1) CRRA has determined that such Services have been performed by Consultant in conformance with the Standards;
 - (2) Payment for such Services has not been previously made or is not disputed by CRRA;
 - (3) Consultant is not in default hereunder; and,
 - (4) Consultant has performed all its obligations under this Section 4.3 to CRRA's satisfaction, and
- (b) CRRA shall have no further liability hereunder.

Except for the payment that may be required pursuant to the preceding sentence, CRRA shall not be liable to Consultant in any other manner whatsoever in the event CRRA exercises its right to terminate this Agreement.

Consultant shall transmit to CRRA originals or copies of any and all material prepared, developed or obtained under this Agreement in Consultant's possession within thirty (30) days of receipt of the written notice of termination unless otherwise directed by the Authorized Representative. Consultant shall retain and maintain accurate records and documents relating to the performance of Services under this Agreement for a minimum of three (3) years after final payment by CRRA and shall make them available for inspection and audit by CRRA. Consultant's obligations under this Section 4.3 shall survive the termination or expiration of this Agreement.

4.4 Audit

CRRA reserves the right to review the reasonableness of all bills and expenses as they are billed to CRRA by Consultant. Upon reasonable notice from CRRA, Consultant agrees to allow CRRA to audit Consultant's files pertaining to CRRA's cases assigned to Consultant. Any such audit will be conducted on Consultant's premises and Consultant will be expected to

produce any pertinent file information requested including Consultant's time and expense records.

5. INDEMNIFICATION

5.1 Consultant's Indemnity

Consultant shall at all times protect, defend, indemnify and hold harmless CRRA and its board of directors, officers, agents and employees from and against any all liabilities, actions, claims, damages losses, judgments, workers' compensation payments, costs and expenses (including but not limited to attorneys' fees) arising out of injuries to the person (including death), damages to property or other damages alleged to have been sustained by: (a) CRRA or any of its directors, officers, agents or employees, or (b) Consultant or any of its directors, officers, employees, agents or sub-Consultants, or (c) any other person, to the extent any such injuries, damages or damages are caused or alleged to have been caused in whole or in part by the acts, omissions or negligence of Consultant or any of its directors, officers, employees, agents or sub-consultants. Consultant further undertakes to reimburse CRRA for damages to property of CRRA caused by Consultant or any of its directors, officers, employees, agents or sub-Consultants. The existence of insurance shall in no way limit the scope of this indemnification. Consultant's obligations under this Section 5.1 shall survive the termination or expiration of this Agreement.

6. INSURANCE

6.1 Required Insurance

Prior to execution of this Agreement, Consultant shall procure and maintain, at its own cost and expense, throughout the term of this Agreement and any extension thereof, the following insurance, including any required endorsements thereto and amendments thereof:

- (a) Commercial General Liability insurance alone or in combination with Commercial Umbrella insurance with a limit of One Million Dollars (\$1,000,000.00) each occurrence covering liability arising from premises, operations, independent Consultants, products-completed operations, personal injury and advertising injury, and liability assumed under an insurance contract (including the tort liability of another assumed in a business contract).
- (b) Automobile Liability insurance alone or in combination with Commercial Umbrella insurance covering any automobile with a limit of not less than Five Hundred Thousand Dollars (\$500,000).
- (c) Workers' Compensation with statutory limits and Employers' Liability limits of Five Hundred Thousand Dollars (\$500,000.00) each accident for bodily injury by

accident or Five Hundred Thousand Dollars (\$500,000.00) for each employee for bodily injury by disease.

- (d) Professional liability insurance with a minimum limit of not less than One Million Dollars (\$1,000,000.00).

6.2 Certificates

Within ten (10) days after CRRA issues the Notice Of Award, Consultant shall submit to CRRA a certificate or certificates for each required insurance referenced in Section 6.1 above certifying that such insurance is in full force and effect and setting forth the information required by Section 6.3 below. Additionally, Consultant shall furnish to CRRA within thirty (30) days before the expiration date of the coverage of each required insurance set forth in Section 6.1 above, a certificate or certificates containing the information required by Section 6.3 below and certifying that such insurance has been renewed and remains in full force and effect.

6.3 Specific Requirements

All policies for each insurance required hereunder shall:

- (a) Name CRRA as an additional insured (this requirement shall not apply to worker's compensation insurance, employers' liability insurance or professional liability insurance);
- (b) Include a standard severability of interest clause;
- (c) Provide for not less than thirty (30) days' prior written notice to CRRA by registered or certified mail of any cancellation, restrictive amendment, non-renewal or change in coverage;
- (d) Contain a waiver of subrogation holding CRRA free and harmless from all subrogation rights of the insurer; and
- (e) Provide that such required insurance hereunder is the primary insurance and that any other similar insurance that CRRA may have shall be deemed in excess of such primary insurance.

6.4 Issuing Companies

All policies for each insurance required hereunder shall be issued by insurance companies that are either licensed by the State of Connecticut and have a Best's Key Rating Guide of A- VII or better, or otherwise deemed acceptable by CRRA in its sole discretion.

6.5 Consultant's Sub-Consultants

Consultant shall either have its sub-Consultants covered under the insurance required hereunder, or require such sub-Consultants to procure and maintain the insurance that Consultant is required to procure and maintain under this Agreement.

6.6 Umbrella Insurance Liability Coverage

Consultant may submit to CRRA documentation evidencing the existence of umbrella liability insurance coverage in order to satisfy the limits of coverage required hereunder for commercial general liability insurance and employers' liability insurance.

6.7 No Limitation On Liability

No provision of this Article 6 shall be construed or deemed to limit Consultant's obligations under this Agreement to pay damages or other costs and expenses.

6.8 Other Conditions

CRRA shall not, because of accepting, rejecting, approving, or receiving any certificate of insurance required hereunder, incur any liability for:

- (a) The existence, non-existence, form or legal sufficiency of the insurance described on such certificate,
- (b) The solvency of any insurer, or
- (c) The payment of losses.

7. MISCELLANEOUS

7.1 Non-Discrimination

Consultant agrees to the following:

- (a) Consultant agrees and warrants that in the performance of the services for CRRA Consultant will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, including civil union status, national origin, ancestry, sex, sexual orientation, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by Consultant that such disability prevents performance of the services involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. Consultant 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, including civil union status, national origin, ancestry,

sex, sexual orientation, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by Consultant that such disability prevents performance of the services involved;

- (b) Consultant agrees, in all solicitations or advertisements for employees placed by or on behalf of Consultant, to state that it is an “affirmative action-equal opportunity employer” in accordance with regulations adopted by the Connecticut Commission on Human Rights and Opportunities (The “Commission”);
- (c) Consultant agrees to provide each labor union or representative of workers with which Consultant has a collective bargaining agreement or other contract or understanding and each vendor with which Consultant has a contract or understanding, a notice to be provided by the Commission, advising the labor union, workers’ representative and vendor of Consultant’s commitments under Sections 4a-60 and 4a-60a of the *Connecticut General Statutes* and to post copies of the notice in conspicuous places available to employees and applicants for employment;
- (d) Consultant agrees to comply with each applicable provision of Sections 4a-60, 4a-60a, 46a-68e, and 46a-68f, inclusive, of the *Connecticut General Statutes* and with each regulation or relevant order issued by the Commission pursuant to Sections 46a-56, 46a-68e, and 46a-68f of the *Connecticut General Statutes*; and
- (e) Consultant agrees to provide the Commission with such information requested by the Commission, and permit access to pertinent books, records and accounts concerning the employment practices and procedures of Consultant as related to the applicable provisions of Sections 4a-60, 4a-60a and 46a-56 of the *Connecticut General Statutes*. If this Agreement is a public works contract, Consultant agrees and warrants that it will make good faith efforts to employ minority business enterprises as sub-Consultants and suppliers of materials in such public works project.

7.2 Campaign Contribution Restrictions

This Section 7.2 is included here pursuant to *Connecticut General Statutes* §9-333n and, without limiting its applicability, is made applicable to State Contracts, bid solicitations, request for proposals and prequalification certificates as the context requires. This Section 7.2, without limiting its applicability, is also made applicable to State Agencies, Quasi-Public Agencies, the General Assembly, State Contractors, Prospective State Contractors and the holders of valid prequalification certificates, as the context requires.

- (a) For purposes of this Section 7.2 only:
 - (1) “Quasi-Public Agency” means the Connecticut Development Authority, Connecticut Innovations, Incorporated, Connecticut Health and Educational Facilities Authority, Connecticut Higher Education Supplemental Loan Authority,

Connecticut Housing Finance Authority, Connecticut Housing Authority, Connecticut Resources Recovery Authority, Capital City Economic Development Authority, Connecticut Lottery Corporation, or as this definition may otherwise be modified by Title 1, Chapter 12 of the *Connecticut General Statutes* concerning Quasi-Public agencies.

- (2) “State Agency” means any office, department, board, council, commission, institution or other agency in the executive, legislative or judicial branch of State government, or as this definition may otherwise be modified by Title 9, Chapter 150 of the *Connecticut General Statutes* concerning campaign financing.
- (3) “State Contract” means an agreement or contract with the State or any State Agency or any Quasi-Public Agency, 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 fiscal year, for (A) the rendition of personal services, (B) the furnishing of any material, supplies or equipment, (C) the construction, alteration or repair of any public building or public work, (D) the acquisition, sale or lease of any land or building, (E) a licensing arrangement, or (F) a grant, loan or loan guarantee, or as this definition may otherwise be modified by Title 9, Chapter 150 of the *Connecticut General Statutes* concerning campaign financing.
- (4) “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 the termination of said contract. “State contractor” does not include a municipality or any other political subdivision of the State or an employee in the executive, legislative or judicial 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, or as this definition may otherwise be modified by Title 9, Chapter 150 of the *Connecticut General Statutes* concerning campaign financing.
- (5) “Prospective State Contractor” means a person, business entity or nonprofit organization that (A) submits a bid in response to a bid 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 State Contract has been entered into, or (B) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under Section 4a-100 of the *Connecticut General Statutes*. “Prospective State Contractor” does not include a municipality or any other political subdivision of the State or an employee in the executive, legislative or judicial 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. Title 9, Chapter 150 of the *Connecticut General Statutes* concerning campaign financing may modify this definition, which modification shall control.

- (6) “Principal of a State Contractor or Prospective State Contractor” (collectively referred to in this Section 7.2 as “Principal”) means (A) an individual who is a member of the board of directors of, or has an ownership interest in, a State Contractor or Prospective State Contractor, which is a business entity, except for an individual who (i) owns less than five per cent of the shares of any such State Contractor or Prospective State Contractor that is a publicly traded corporation, or (ii) is a member of the board of directors of a nonprofit organization qualified under Section 501 (c)(3) of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended, (B) an individual who is employed by a State Contractor or Prospective State Contractor, which is a business entity, as president, treasurer or executive or senior vice president, (C) an individual who is chief executive officer of a State Contractor or Prospective State Contractor, which is not a business entity, (D) an employee of any State Contractor, or Prospective State Contractor who has managerial or discretionary responsibilities with respect to a State Contract, (E) the spouse or a dependent child of an individual described in this subparagraph, or (F) a political committee established by or on behalf of an individual described in this subparagraph, or as this definition may otherwise be modified by Title 9, Chapter 105 of the *Connecticut General Statutes* concerning campaign financing.
- (b) No State Contractor, Prospective State Contractor or Principal, with regard to a State Contract, bid solicitation or request for proposals with or from a State Agency in the executive branch or a Quasi-Public Agency, and no Principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (1) 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, (2) a political committee authorized to make contributions or expenditure to or for the benefit of such candidates, or (3) a party committee.
- (c) No State Contractor, Prospective State Contractor or Principal, with regard to a State Contract, bid solicitation or request for proposals with or from the General Assembly, and no Principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (1) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (2) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (3) a party committee.
- (d) If a State Contractor or a Principal of a State Contractor makes or solicits a contribution prohibited under this Section 7.2, the contracting State Agency or Quasi-Public Agency may void the existing contract with said contractor, and no State Agency or Quasi-Public Agency shall award the State Contractor a State Contract or an extension or an amendment to a State Contract for one year after the election for which such contribution is made or solicited.

- (e) If a Prospective State Contractor or a Principal of a Prospective State Contractor makes or solicits a contribution prohibited under this Section 7.2, no State Agency or Quasi-Public Agency shall award the Prospective State Contractor the contract described in the bid solicitation or request for proposals, or any other State Contract for one year after the election for which such contribution is made or solicited.
- (f) The chief executive officer of each State Contractor and Prospective State Contractor, or if a State Contractor or Prospective State Contractor has no such officer, then the officer who duly possesses and exercise comparable powers and duties, shall certify, in the form of an affidavit executed subject to the penalties of false statement, that:
 - (1) Such officer has informed each individual described in subsection (a)(6) of this Section 7.2 with regard to said State Contractor or Prospective State Contractor concerning the provisions of subsection (b) or (c) of this Section 7.2, whichever is applicable, and this subsection (f),
 - (2) No such individual will make or solicit a contribution in violation of the provisions of subsection (b) or (c) of this Section 7.2, whichever is applicable, and this subsection (f), and
 - (3) If any such contribution is made or solicited, the State Contractor or Prospective State Contractor, as the context requires, shall not be awarded the contract described in the bid solicitation or request for proposals and shall not be awarded any other State Contract for one year after the election for which such contribution is made or solicited.

Such officer shall submit the affidavit to the contracting State Agency or Quasi-Public Agency prior to, in the case of a request for proposals, executing a negotiated contract or prior to, in the case of an invitation to bid, the award and acceptance of a contract. In the case of an application for prequalification to the Connecticut Department of Administrative Services (“DAS”), the application shall not be deemed to be complete until DAS receives the affidavit. The State Contractor or Prospective Contractor shall submit the affidavit on a form which the State Elections Enforcement Commission (“SEEC”) prescribes.

- (g) The person executing the affidavit referenced in subsection (f) shall submit to the SEEC a list of Principals in accordance with the requirements set forth on a form that the SEEC shall have prescribed for this purpose. The complete list of Principals shall be submitted to the SEEC at the same time that the affidavit is submitted to the State Agency, Quasi-Public Agency or, in the case of a prequalification application, DAS. Notwithstanding any other provision in any applicable document or instrument, no party to the Contract, or a contract awarded pursuant to a non-competitive procurement, may begin performing in any way until the contracting State Agency or Quasi-Public Agency has received the affidavit referenced in subsection (f) and the SEEC has received the Principals list.

- (h) Notwithstanding any other provision in the Contract, invitation to bid, request for proposals and prequalification application:
- (1) The State Contractor and Prospective State Contractor shall report to the SEEC, on a form which the SEEC prescribes, any changes in Principals occurring from and after the date of the previous Principals list by submitting and delivering such form to the SEEC no later than the fifteenth day of each month following the month when a change in Principals occurs, or the next succeeding business day, whichever is later. If the Contractor or Prospective State Contractor fails to submit and deliver the appropriately completed form by its due date, then the SEEC shall notify the State Agency or Quasi-Public Agency and the Contractor of the failure in writing. The State Agency or Quasi-Public Agency shall then review all relevant information and determine whether such failure constitutes a breach of this Contract. If the State Agency or Quasi-Public Agency determines that a breach of this Contract has occurred, then the State Agency or Quasi-Public Agency shall deliver a notice of breach to the Contractor, affording the Contractor an opportunity to cure the breach within ten (10) days from the date that the Contractor receives the notice. The State Agency or Quasi-Public Agency may extend the right to cure period if, and continuing so long as, the State Agency or Quasi-Public Agency is satisfied that the Contractor is making a good faith effort to cure the breach, but the nature of the breach is such that it cannot be cured within the right to cure period. The SEEC may, if it deems it to be appropriate, send to the Contractor electronic reminders of the Contractor's obligation to report changes in Principals. The undertaking of this reminder is permissive and shall not be construed to be a condition precedent to the Contractor's obligation to submit and deliver the form timely.
 - (2) If the State Agency or Quasi-Public Agency determines that the Contractor has breached the Contract by failing to comply with the requirements of this Section 7.2 provision, then the State Agency or Quasi-Public Agency may, after expiration of the right to cure period, direct all appropriate State entities using the Contract to withhold any payment, in whole or in part, that may be due and owing to the Contractor under this Contract until such time as the Contractor submits and delivers an appropriately completed form to the SEEC.
 - (3) If the Contractor fails to submit and deliver the Principals list form timely three times in any 12-month period, then the SEEC may recommend to the State Agency or Quasi-Public Agency that it take these failures into account for purposes of evaluating the Contractor's responsibility in future procurements. The SEEC may recommend that the State Agency or Quasi-Public Agency make a determination that the Contractor is not responsible.
 - (4) The Contractor's failure to submit and deliver the Principals list form timely for the third time in any 12-month period shall, upon the SEEC's recommendation, entitle the State Agency or Quasi-Public Agency to Cancel the Contract. Accordingly, the third notice of breach to the Contractor from the State Agency or

Quasi-Public Agency in any 12-month period may include an effective Contract Cancellation date, in which case no further action shall be required of any party to effect the Cancellation of the Contract as of the stated date. If the notice does not set forth an effective Contract Cancellation date, then the State Agency or Quasi-Public Agency may Cancel the Contract by giving the Contractor no less than twenty four (24) hours' prior written notice.

- (5) Noting the absence of the SEEC's signature on the Contract, the State Agency or Quasi-Public Agency represents that the SEEC has previously agreed in writing to assume the rights and responsibilities attaching to the SEEC and set forth in this Section 7.2. The State Agency or Quasi-Public Agency shall provide a copy of that document to the Contractor upon request.

7.3 Entire Agreement

This Agreement constitutes the entire agreement and understanding between the parties hereto and concerning the subject matter hereof, and supersedes any previous agreements, written or oral, between the parties hereto and concerning the subject matter hereof.

7.4 Governing Law

This Agreement shall be governed by, and construed, interpreted and enforced in accordance with the laws of the State of Connecticut as such laws are applied to contracts between Connecticut residents entered into and to be performed entirely in Connecticut.

7.5 Assignment

This Agreement may not be assigned in whole or in part by either party without the prior written consent of the other party or such assignment shall be void.

7.6 No Waiver

Failure to enforce any provision of this Agreement or to require at any time performance of any provision hereof shall not be construed to be a waiver of such provision, or to affect the validity of this Agreement or the right of any party to enforce each and every provision in accordance with the terms hereof. No waiver of any provision of this Agreement shall affect the right of CRRA or Consultant thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default involving such provision or any other provision. Making payment or performing pursuant to this Agreement during the existence of a dispute shall not be deemed to be and shall not constitute a waiver of any claims or defenses of the party so paying or performing.

7.7 Mechanic's Liens

Consultant shall claim no interest in the Property or any equipment, fixtures or improvements located or to be located thereon. Consultant shall not file any mechanic's liens or other liens or security interests against CRRA or any of its properties, including but not limited to the

Property. Consultant shall defend, indemnify and hold harmless CRRA against all costs associated with the filing of such liens or interests by Consultant or any of its sub-consultants or materialmen. Before any sub-consultant or materialman of Consultant commences any Services hereunder, Consultant shall deliver to CRRA an original waiver of mechanic's liens properly executed by such sub-consultant or materialman. If any mechanic's lien is filed against CRRA or any of its properties in connection with the Services hereunder, Consultant shall cause the same to be canceled and discharged of record within fifteen (15) days after the filing of such lien and, if Consultant fails to do so, CRRA may, at its option but without any obligation to do so, make any payment necessary to obtain such cancellation or discharge and the cost thereof, at CRRA's election, shall be either deducted from any payment due to Consultant hereunder or reimbursed to CRRA promptly upon demand by CRRA to Consultant.

7.8 Modification

This Agreement may not be amended, modified or supplemented except by a writing signed by the parties hereto that specifically refers to this Agreement. Any oral representations or letters by the parties or accommodations shall not create a pattern or practice or course of dealing contrary to the written terms of this Agreement unless this Agreement is formally amended, modified or supplemented.

7.9 Notices

All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed to have been duly given if mailed via certified first class mail return receipt requested postage prepaid or overnight express mail service to the pertinent address below.

(a) If to CRRA:

Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103
Attention: Environmental Engineer

With a copy to:

Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103
Attention: President

(b) If to Consultant:

Attention: _____

7.10 Benefit and Burden

This Agreement shall inure to the benefit of and be binding upon the heirs, personal representatives, successors and assigns of the parties hereto.

7.11 Severability

CRRA and Consultant hereby understand and agree that if any part, term or provision of this Agreement is held by any court to be invalid, illegal or in conflict with any applicable law, the validity of the remaining portions of this Agreement shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term or provision held to be invalid, illegal or in conflict with any applicable law.

7.12 Small Contractor Application

At the request of CRRA and if Consultant qualifies, Consultant shall apply with the State of Connecticut Department of Economic and Community Development, and do all that is necessary to make itself qualify, as a Small Contractor and/or Minority/Women/Disabled Person Business Enterprise in accordance with Section 32-9e of the *Connecticut General Statutes*.

7.13 Whistleblower Protection

If any officer, employee or appointing authority of the Consultant takes or threatens to take any personnel action against any employee of the Consultant in retaliation for such employee's disclosure of information to the Auditors of Public Accounts or the Attorney General under the provisions of *Connecticut General Statutes* Section 4-61 dd, the Consultant shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of the contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation each calendar day's continuance of the violation shall be deemed to be a separate and direct offense. The Consultant shall post a notice in a conspicuous place which is readily available for viewing by employees of the provisions of *Connecticut General Statutes* Section 4-61 dd relating to large state Consultants.

7.14 State of Connecticut Audit Rights [Applicable only to Agreements for Ellington and Hartford Landfills]

The State of Connecticut (the "State") or its representatives shall have the right at reasonable hours to examine any books, records and other documents of Consultant or its sub-consultants pertaining to work in connection with the Mid-Connecticut Project, or the performance of the obligations of Consultant to the State under the contract and shall allow such representatives free access to any and all such books and records. The State will give the Consultant at least twenty-four (24) hours notice of such intended examination. At the State's request, the Consultant shall provide the State with hard copies of or magnetic disk or tape containing any data or information in the possession or control of the Consultant which pertains to the Agreement or the performance of the obligations of Consultant to the State

under the contract. The Consultant shall incorporate this paragraph verbatim into any agreement it enters into with any sub-consultant providing services in connection with the Mid-Connecticut Project or the performance of the obligations of Consultant to the State under the contract. The Consultant shall retain and maintain accurate records and documents relating to its performance of Services in connection with the Mid-Connecticut Project or the performance of the obligations of Consultant to the State under this Agreement for a minimum of three (3) years after the final obligation payment by CRRA and shall make them available for inspection and audit by the State.

7.15 Counterparts

This Agreement may be executed in any number of counterparts by the parties hereto. Each such counterpart so executed shall be deemed to be an original and all such executed counterparts shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the day and year first written above.

CONNECTICUT RESOURCES RECOVERY AUTHORITY

By: _____
Thomas D. Kirk
Its President
Duly Authorized

CONSULTANT

By: _____
Its
Duly Authorized

EXHIBIT A

To

**ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS
AGREEMENT**

SCOPE OF SERVICES

**THE SCOPE OF SERVICES
FOR EACH LANDFILL IS A
SEPARATE ATTACHMENT
TO THIS RFB**

SCOPE OF SERVICES

In the following sub-exhibits are the Scopes of Services for each of the CRRA Landfills as follows:

- Exhibit A.1 – Ellington Landfill
- Exhibit A.2 – Hartford Landfill
- Exhibit A.3 – Shelton Landfill
- Exhibit A.4 – Wallingford Landfill
- Exhibit A.5 – Waterbury Bulky Waste Landfill

An Agreement for the Services for one of the Landfills will only include the Exhibit for that Landfill.

EXHIBIT B

TO

**ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES AGREEMENT**

**REQUEST FOR SERVICES
STANDARD FORM**

STANDARD FORM - REQUEST FOR SERVICES

[Date]

[Name of Consultant Contact]

[Name of Consultant]

[Address of Consultant]

**Re: Environmental Monitoring, Laboratory Analysis And Reporting Services Agreement
– [Name of Landfill]
Request For Services**

Dear [Name of Consultant Contact]:

This Request will authorize you to provide the Services described below in accordance with the terms and conditions of the Environmental Monitoring, Laboratory Analysis And Reporting Services Agreement – [Name of Applicable Landfill], dated [Date], 2007 between CRRA and you.

The Scope Of Services, Estimated Time Of Performance and Estimated Costs set forth below will become a part of the above-referenced Agreement and will be incorporated therein, as an amendment, upon your acceptance of the Request, to be indicated below. The Scope Of Services is the product of consultation between CRRA and you and the Estimated Time Of Performance and Estimated Costs have been provided by you and deemed acceptable by CRRA.

1. Scope Of Services

[Provide Details]

2. Estimated Time Of Performance

[Per Consultant]

3. Item III Estimated Costs

[Per Consultant]

These costs are not to be exceeded without CRRA's prior written consent. CRRA shall not pay for any services rendered or expenses incurred by Consultant in excess of those included in this Request unless specifically authorized in advance and in writing by CRRA.

Very truly yours,

CONNECTICUT RESOURCES RECOVERY AUTHORITY

By: _____
Title: [Title of Signer]

Accepted under the terms of the Environmental
Monitoring, Laboratory Analysis And Reporting
Services Agreement – [Name of Applicable
Landfill] Dated [Date].

CONSULTANT [Firm Name]

By: _____
Title: [Title of Signer]

EXHIBIT C

TO

**ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES AGREEMENT**

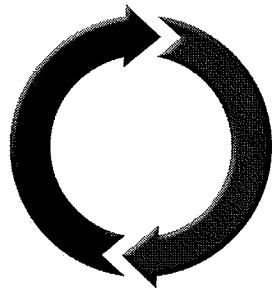
**NOT-TO-EXCEED CONTRACT PRICE
AND
PAYMENT RATE SCHEDULE**

NOT-TO-EXCEED CONTRACT PRICE AND COMPENSATION SCHEDULE

[The Not-To-Exceed Contract Price And Compensation Schedule will be added by CRRA based on the successful Bidder's Not-To-Exceed Bid Price And Payment Rate Schedule Form, as such Form may be modified as a result of negotiations between CRRA and the successful Proposer.]

EXHIBIT D
TO
**ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES AGREEMENT**

**CRRA TRAVEL AND EXPENSE REPORTING
DOCUMENT**



**CONNECTICUT
RESOURCES
RECOVERY
AUTHORITY**

TRAVEL POLICY AND EXPENSE REPORTING

**BOARD OF DIRECTORS POLICY AND PROCEDURE
NUMBER 032**

**APPROVED BY CRRRA BOARD OF DIRECTORS
SEPTEMBER 29, 2005**

TABLE OF CONTENTS

1.	GENERAL STATEMENT.....	1
2.	APPROVALS.....	1
3.	TRANSPORTATION	1
	3.1 Rental Automobile.....	2
	3.2 Business Use Of Employee's Car.....	2
	3.3 Air Travel.....	3
	3.4 Taxis	3
	3.5 CRRA Owned Automobiles	4
4.	MEALS	4
5.	LODGING.....	4
6.	INCIDENTALS.....	4
7.	PERSONAL EXPENSES.....	4
8.	OTHER BUSINESS EXPENSES.....	4
9.	EXPENSE REPORTING	5
10.	RECEIPTS.....	5
11.	EXCEPTIONS	5

CONNECTICUT RESOURCES RECOVERY AUTHORITY

TRAVEL POLICY AND EXPENSE REPORTING

1. GENERAL STATEMENT

This Travel Policy and Expense Reporting guide presents the policies that all CRRA employees (hereafter “employee(s)”) must adhere to in the planning and conducting of their business travel and their reimbursement requests. CRRA requires that all travel expenditures and their accountings meet the Internal Revenue Service requirements of “ordinary, necessary and reasonable” and should be conservative and consistent with the nature of the business assignment. These policies safeguard CRRA and protect the employee from being assessed additional taxable income. All employees are expected to fully comply with the policies and instructions in this guide. Reimbursements for actual and necessary expenses made to Directors of CRRA shall be made consistent with the provisions of this Travel Policy And Expense Reporting guide; however, as stated in the Connecticut General Statutes, Directors shall not be required to obtain pre-approval from the President for any expenses.

2. APPROVALS

Prior written approval by the President or the employee’s Division Head at least one (1) week in advance is required for all overnight trips out of state, except in an emergency. It is the obligation of the employee to obtain this prior approval and no reimbursement will be made without this approval.

Prior written approval by the President or the employee’s Division Head at least one (1) week in advance is required for all employee trips that are for educational seminars, professional conferences, vendor-initiated field trips, and industry organization events.

To obtain written approval, the employee must complete the overnight travel form, and, if a cash advance is requested, complete a cash advance form that estimates the out-of-pocket expenses, and submit the completed form(s) to the appropriate Division Head or President in as far in advance as possible of departure date.

3. TRANSPORTATION

Transportation expenses should be kept to a minimum. The most direct and practical route should be selected.

3.1 Rental Automobile

Rental car expenses will be paid by CRRA and whenever possible should be billed directly to CRRA to take advantage of CRRA's tax-exempt status and any other discounts available to CRRA.

3.1.1 Insurance

3.1.1.1 Business Use Of A Rental Automobile

Employees on business do not need to purchase additional insurance coverage (collision damage waiver or excess liability) from the rental company. The Corporate Insurance Program covers these risks. Please note that all vehicles must be rented in CRRA's name to have CRRA's policy cover the employee.

3.1.1.2 Personal Use Of A Rental Automobile

Employees are prohibited from using a CRRA rental automobile for personal use. Personal use that is incidental to CRRA business use will be covered by the CRRA insurance policy as long as the vehicle was rented in CRRA's name. Incidental usage is defined as usage of the vehicle that is directly related to business usage (e.g. mileage to get meals on a business trip).

3.2 Business Use Of Employee's Car

3.2.1 Reimbursement Rate

The reimbursement rate for an employee's use of their personal automobile for CRRA business is the IRS approved rate, as adjusted from time to time by the IRS, for employee use of their personal car on business. The above mileage reimbursement allowance for business use of an employee's vehicle is calculated in a manner that takes into account all auto-related expenses, including the cost of carrying insurance (without a deductible). Therefore, CRRA will not reimburse an employee for vehicle damage or personal liability that occurs while a personal automobile is being used on CRRA business if the employee drives their personal vehicle 2,500 miles per year or more. This includes any deductible that may apply. However, if an employee's vehicle is driven on company business 2,500 miles or less annually, and is involved in a motor vehicle accident, CRRA will reimburse the employee through the normal expense reimbursement process for their physical damage deductible up to a maximum of \$500.00 per accident. Evidence of the payment of the deductible by the employee must be provided to CRRA in order to receive reimbursement. (Traveling on business does not include any travel involved in commuting to or from work, lunch time errands or anything other than authorized business use). Before an employee seeks the foregoing reimbursement for the use of his personal automobile, the

employee shall provide CRRA with written evidence of his personal automobile insurance with limits as required by the Connecticut General Statutes. The foregoing written proof shall be kept on file in the CRRA Finance Division.

3.2.2 Mileage Calculation

In all travel away from the CRRA office, the employee will be reimbursed using the shortest distance between points. For travel from Hartford to a CRRA facility, the President shall cause the shortest distance to be determined and the President shall cause such determination to be made available to employees. Unless approved by an employee's Division Head, employees shall use the distances determined by the President in all requests for reimbursement for travel from Hartford to a CRRA facility. An employee may request and the employee's Division Head may approve distances other than those determined by the President in extraordinary circumstances when, for reasons beyond the control of the employee, the route of the shortest distance was not reasonably available for use.

In calculating mileage, the normal commute mileage to and from the employee's home to the employee's assigned place of work must be deducted from the total trip mileage. For example, if the total trip mileage equals 100 miles, and normal commute mileage equals 20 miles, CRRA will reimburse the employee for 80 miles. This is in accordance with Internal Revenue Service and State of Connecticut policy.

3.2.3 Tolls/Parking

No receipts are necessary for tolls or parking unless they exceed five (\$5.00) dollars.

3.3 Air Travel

All air travel requires prior approval from the CRRA President. For approved travel, CRRA will reimburse employees only for coach accommodations. Employees are encouraged to inquire about discount packages and to take advantage of the least costly route whenever possible. When an employee plans a trip, the reservations should be made as far in advance as practical to obtain the lowest rate. All approved air travel for the previous month shall be reported to the CRRA Board of Directors at its next Board Meeting.

3.4 Taxis

Taxi service may be used when no other form of public transportation is available or when the cost of a taxi is close to the cost of public transportation. Employees are encouraged to use courtesy cars, airport limousines, or buses whenever possible. Since some taxi services do not provide receipts, you should have the back of your business card signed, dated, and the amount of the fare indicated by the driver.

3.5 CRRA Owned Automobiles

Please refer to the CRRA Vehicle Usage Policy adopted by the CRRA Board of Directors at its November 21, 2003, Board of Directors Meeting.

4. MEALS

Permissible expenditures for meals and tips depend on location and circumstances. Only reasonable and customary charges will be allowed and reimbursed by CRRA. An exception may be granted by the President in unusual circumstances. In-state breakfast, lunch, and dinner will not be reimbursed unless they involve a business meeting.

5. LODGING

Lodging accommodations in reasonable and economically priced single occupancy rooms, including customary tips, are reimbursable if the employee has to stay away from home overnight because of unfinished business or an early morning business meeting.

Employees should request government rates at the time of making reservations.

6. INCIDENTALS

The incidentals allowance encompasses such things as gratuities and one telephone call a day of reasonable duration to the employee's home. It is anticipated that the cost of such calls generally will appear on the employee's hotel bill.

7. PERSONAL EXPENSES

Some travel expenses are considered personal and CRRA will not reimburse them. The following, while not all inclusive, lists examples of such personal expenses that are not reimbursable expenses: amusements, athletic events, barbers, books for personal reading, athletic court or gym costs, damage to luggage, fines, hair stylists, magazines, newspapers, movies, and saunas.

8. OTHER BUSINESS EXPENSES

With prior approval of the President, CRRA will reimburse an employee for the incidental costs necessary to further an important CRRA business purpose. Any foregoing expense must be reported to the Board at the Board's next Board of Directors meeting. Any such expense must be documented by showing the following:

- The name(s) of the person or persons and the location and nature of the expense.
- The business relationship with CRRA.
- The specific business reason for the expense.
- The actual business conducted.

CRRA will not reimburse the cost of home entertaining.

9. EXPENSE REPORTING

All expense reporting must be submitted to CRRA using the CRRA expense reimbursement form(s) within twenty working days after the day the employee returns from his/her trip.

10. RECEIPTS

Employees shall obtain receipts for all travel expenses, exclusive of mileage reimbursement. This includes receipts for all meals, airfare, bus fare, taxi, toll or parking charges in excess of \$5.00 dollars, limousine, hotel, and registration fees. Travel expenses in excess of the stated guidelines herein will be reimbursed only if all receipts accompany expense vouchers. Expenses submitted without a receipt, except for gratuity and certain transfer charges, may not be reimbursed.

Original receipts are required for all entertainment.

11. EXCEPTIONS

Exceptions to these travel and expense guidelines will be authorized only upon the prior authorization of President when the circumstances warrant. Any such exception to these travel and expense guidelines should be documented and the President should notify the CRRA Board of Directors of such exception at the Board's next Board Meeting.

ORIGINAL

Approved by: Board of Directors
Effective Date: 05/20/04

REVISION 1

Prepared by: Jim Bolduc, Chief Financial Officer
Approved by: Board of Directors
Effective Date: 09/29/05

EXHIBIT E

To

**ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS
AGREEMENT**

MONTHLY BILL FORMAT – LUMP SUM TASKS

MONTHLY BILL FORMAT – LUMP SUM TASKS

In the following sub-exhibits are the Monthly Bill Formats for Lump Sum Tasks for each of the CRRA Landfills as follows:

- Exhibit E.1 – Ellington Landfill
- Exhibit E.2 – Hartford Landfill
- Exhibit E.3 – Shelton Landfill
- Exhibit E.4 – Wallingford Landfill
- Exhibit E.5 – Waterbury Bulky Waste Landfill

An Agreement for the Services for one of the Landfills will only include the Exhibit for that Landfill.

MONTHLY BILL FORMAT – LUMP SUM TASKS – ELLINGTON LANDFILL

Name of Contractor:	
Contract Number:	
Billing Period:	
Project Name:	Environmental Monitoring, Laboratory Analysis and Reporting Services – Ellington Landfill
Purchase Order Number:	

Task	Cost Type	Proposed Costs for Current Fiscal Year	% Completed Current Billing Period	Dollars Earned Current Billing Period	% Completed Year-To-Date
1. Quarterly Monitoring, Analysis, Reporting and Annual Reporting					
1.1 Sampling and Documentation of Field Activities	LS	\$	%	\$	%
1.2 Quarterly Laboratory Analysis	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
1.3 Quarterly Reports - Water Quality Monitoring	LS	\$	%	\$	%
1.4 Non-Sampled Well Condition Survey & Water Elevations	LS	\$	%	\$	%
1.5 Annual Reports - Water Quality Monitoring	LS	\$	%	\$	%
2. Stormwater Discharge Sampling, Analysis and Reporting					
2.1 Stormwater Sampling	LS	\$	%	\$	%
2.2 Laboratory Analysis	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
2.3 Reporting	LS	\$	%	\$	%
Total Earned During Current Billing Period				\$	%

MONTHLY BILL FORMAT – LUMP SUM TASKS – HARTFORD LANDFILL

Name of Contractor:	
Contract Number:	
Billing Period:	
Project Name:	Environmental Monitoring, Laboratory Analysis and Reporting Services – Hartford Landfill
Purchase Order Number:	

Task	Cost Type	Proposed Costs for Current Fiscal Year	% Completed Current Billing Period	Dollars Earned Current Billing Period	% Completed Year-To-Date
1. Quarterly Environmental Monitoring, Analysis, Reporting and Annual Reporting (Ground Water, Surface Water and Untreated Leachate)					
1.1 Sampling and Documentation of Field Activities	LS	\$	%	\$	%
1.2 Quarterly Laboratory Analysis	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
1.3 Quarterly Reports - Water Quality Monitoring	LS	\$	%	\$	%
1.4 Non-Sampled Well Condition Survey & Water Elevations	LS	\$	%	\$	%
1.5 Interim Quarterly Event Monitoring	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
1.6 Annual Dioxin/Furan Monitoring, Lab Analysis and Reporting	LS	\$	%	\$	%
1.7 Annual Reports - Water Quality Monitoring	LS	\$	%	\$	%
2. Sanitary Discharge Monitoring, Laboratory Analysis and Reporting					
2.1 Sanitary Discharge Sampling	LS	\$	%	\$	%
2.2 Laboratory Analysis	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
2.3 Reporting	LS	\$	%	\$	%
3. Stormwater Discharge Sampling, Analysis and Reporting					
3.1 Stormwater Sampling	LS	\$	%	\$	%
3.2 Laboratory Analysis	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
3.3 Reporting	LS	\$	%	\$	%
4. Dike Stability Monitoring and Reporting					
	LS	\$	%	\$	%
Total Earned During Current Billing Period				\$	%

MONTHLY BILL FORMAT – LUMP SUM TASKS – SHELTON LANDFILL

Name of Contractor:	
Contract Number:	
Billing Period:	
Project Name:	Environmental Monitoring, Laboratory Analysis and Reporting Services – Shelton Landfill
Purchase Order Number:	

Task	Cost Type	Proposed Costs for Current Fiscal Year	% Completed Current Billing Period	Dollars Earned Current Billing Period	% Completed Year-To-Date
1. Quarterly Monitoring, Analysis, Reporting and Annual Reporting (Ground Water, Surface Water and Untreated Leachate)					
1.1 Sampling and Documentation of Field Activities	LS	\$	%	\$	%
1.2 Quarterly Laboratory Analysis	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
1.3 Quarterly Reports - Water Quality Monitoring	LS	\$	%	\$	%
1.4 Non-Sampled Well Condition Survey & Water Elevations	LS	\$	%	\$	%
1.5 Interim Quarterly Event Monitoring	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
1.6 Annual Reports - Water Quality Monitoring	LS	\$	%	\$	%
2. Sanitary Discharge Monitoring, Laboratory Analysis and Reporting					
2.1 Sanitary Discharge Sampling	LS	\$	%	\$	%
2.2 Laboratory Analysis	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
2.3 Reporting	LS	\$	%	\$	%
3. Stormwater Discharge Sampling, Analysis and Reporting					
3.1 Stormwater Sampling	LS	\$	%	\$	%
3.2 Laboratory Analysis	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
3.3 Reporting	LS	\$	%	\$	%
4. Habitat Mapping	LS	\$	%	\$	%
Total Earned During Current Billing Period				\$	%

MONTHLY BILL FORMAT – LUMP SUM TASKS –WALLINGFORD LANDFILL

Name of Contractor:	
Contract Number:	
Billing Period:	
Project Name:	Environmental Monitoring, Laboratory Analysis and Reporting Services – Wallingford Landfill
Purchase Order Number:	

Task	Cost Type	Proposed Costs for Current Fiscal Year	% Complet - ed Current Billing Period	Dollars Earned Current Billing Period	% Complet - ed Year-To-Date
1. Quarterly Monitoring, Analysis, Reporting and Annual Reporting					
1.1 Sampling and Documentation of Field Activities	LS	\$	%	\$	%
1.2 Quarterly Laboratory Analysis	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
1.3 Quarterly Reports - Water Quality Monitoring	LS	\$	%	\$	%
1.4 Non-Sampled Well Condition Survey & Water Elevations	LS	\$	%	\$	%
1.5 Annual PCB, Dioxins and Furans Monitoring, Lab Analysis and Reporting	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
1.6 Annual Reports - Water Quality Monitoring	LS	\$	%	\$	%
2. Stormwater Discharge Sampling, Analysis and Reporting					
2.1 Stormwater Sampling	LS	\$	%	\$	%
2.2 Laboratory Analysis	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
2.3 Reporting	LS	\$	%	\$	%
Total Earned During Current Billing Period				\$	%

MONTHLY BILL FORMAT – LUMP SUM TASKS – WATERBURY BULKY WASTE LANDFILL

Name of Contractor:	
Contract Number:	
Billing Period:	
Project Name:	Environmental Monitoring, Laboratory Analysis and Reporting Services – Waterbury Bulky Waste Landfill
Purchase Order Number:	

Task	Cost Type	Proposed Costs for Current Fiscal Year	% Completed Current Billing Period	Dollars Earned Current Billing Period	% Completed Year-To-Date
1. Sampling and Documentation of Field Activities	LS	\$	%	\$	%
2. Quarterly Laboratory Analysis	T&M NTE	SEE TIME AND MATERIALS BILL FORMAT			
3. Quarterly Reports - Water Quality Monitoring	LS	\$	%	\$	%
4. Annual Reports - Water Quality Monitoring	LS	\$	%	\$	%
Total Earned During Current Billing Period				\$	%

EXHIBIT F

To

**ENVIRONMENTAL MONITORING, LABORATORY ANALYSIS
AND REPORTING SERVICES FOR CRRRA LANDFILLS
AGREEMENT**

**MONTHLY BILL FORMAT – TIME AND
MATERIALS TASKS**

MONTHLY BILL FORMAT - TIME AND MATERIALS TASKS

Name of Contractor:	
Contract Number:	
Billing Period:	
Project Name:	Environmental Monitoring, Laboratory Analysis and Reporting Services – [Name of Landfill]
Purchase Order Number:	

TASK (Insert Task Number and Name; Use a separate set of tables for each task.)

Personnel	Title	Work Performed	Hours	Rate	Amount
(Insert Name of Person who worked on Task)					
(Insert Name of Person who worked on Task)					
(Insert Name of Person who worked on Task)					
Subtotal Personnel					
Ancillary Services/Equipment			Units	Rate	Amount
(Insert Name of Ancillary Services/Equipment used for Task)					
(Insert Name of Ancillary Services/Equipment used for Task)					
(Insert Name of Ancillary Services/Equipment used for Task)					
Subtotal Ancillary Services/Equipment					
Subcontractors			Invoice Amount*	Mark-up	Amount
(Insert name of subcontractor who worked on Task)					
(Insert name of subcontractor who worked on Task)					
(Insert name of subcontractor who worked on Task)					
Subtotal Subcontractors					

Subtotal for Task (Insert Task Number)	
---	--

TOTAL (Insert billing period for which bill is being submitted)	
--	--

* Attach a copy of the subcontractor's invoice.