

Instructions for Utilizing Trade Labor Contract 19PSX0002

Below are some general instructions and information regarding the use of the Trade Labor Contract. Please review the contract Exhibit A for more detailed information.

The Trade Labor Contract is to be used for project work, emergency work, repair work and maintenance work.

1. **Emergency work and repair work** under this contract is for a single emergency repair, equipment repair or an inspection of your facility and the building equipment. For all emergency work and repair work, the Client Agency can select one contractor to perform the services at the pricing set forth in Exhibit B Price Schedule.
2. **Project work** under this Contract is for remodeling projects, planned projects that are not an emergency repair or a repair of an existing system, building and equipment.

For all project work exceeding ~~two thousand five hundred dollars (\$2,500.00)~~ the Client Agencies are required to obtain three (3) quotes from contractors and provide each of the contractors the same statement of work in the form of Attachment 2 "Statement of Work" (SOW) before the commencement of a project. Any changes to a project must be documented on Attachment 3 (Project Change Order/Addendum) (Project Addendum).

The Client Agency shall not start a project work without the prior written approval of the Director of Engineering Services or the Director of Facilities Management of DAS Division of Construction Services (DCS). Towns and political subdivisions of the State, non-Executive Branch Agencies, and Client Agencies with prior written authority from DCS do not require the approval of DCS.

3. **Maintenance work** under this Contract is to be utilized to maintain existing systems and equipment within a building which may require frequent maintenance such as HVAC systems. The Client Agency shall obtain 3 quotes from qualified Contractors for all maintenance work exceeding ~~two thousand five hundred dollars (\$2,500.00)~~ per year. Maintenance work should be quoted in 12 month intervals. The Client Agency is to provide the Contractors an SOW before the commencement of the maintenance work.
4. Licenses:
It is the responsibility of the Client Agency to verify that all Contractors performing services that require a trade license at the Client Agency location hold a current license.

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5. Standard and Prevailing Wage

Each project under this Contract exceeding one hundred thousand dollars (\$100,000.00) shall require the prior written approval of DCS, Project Support Services. Towns, political subdivisions of the State, and non-Executive Branch Agencies, do not require the approval of DCS.

6. Subcontractors

The Client Agency shall approve any and all subcontractors utilized by the Contractor in writing prior to any such subcontractor commencing any work.

The Contractor, other than a General Contractor shall perform not less than eighty percent (80%) of the Services required under the trade the Contractor is qualified for in Section 33 of Exhibit A. General Contractors shall perform not less than twenty percent (20%) of the Services required under the trade the Contractor is qualified for in Section 33 of Exhibit A. For Repair Work and Emergency Work, the Contractor shall only charge the rate listed in Exhibit B Price Schedule for Services of the Contractor, or at the lower rate from the subcontractor if applicable. The Contractor shall not markup any Service or materials provided by a subcontractor. Any Service not provided by the Contractor but is required to complete the work must be first sourced to certified Connecticut Small or Minority Business (“SBE/MBE”) contractors, before non SBE/MBE contractors. Any Service performed by a subcontractor which is not provided as a Service by the Contractor will not be factored into the eighty percent (80%) requirement listed above.

See Section 28 of Exhibit A for complete details regarding Subcontractors.

Any questions pertaining to these instruction can be directed to the Contract Specialist listed on the State contracting portal.

Joseph Giliberto
Contract Specialist

860-713-5098
Telephone Number

STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION

450 Columbus Boulevard, Hartford, CT 06103

CONTRACT AWARD NO.:

19PSX0002

Contract Award Date:

29 May 2019

Bid Due Date:

1 May 2019

SUPPLEMENT DATE:

29 August 2019

CONTRACT AWARD SUPPLEMENT #2

IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.

DESCRIPTION: **Trade Labor Services**

FOR: All Using State Agencies, Political Subdivisions, and Not-for-Profit Organizations		TERM OF CONTRACT: June 1, 2019 through May 31, 2024	
		AGENCY REQUISITION NUMBER:	
CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
N/A	No Change	N/A	No Change

NOTICE TO CONTRACTORS: This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made. INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

NOTE: Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

NOTICE TO AGENCIES: A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

CASH DISCOUNTS: Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

PRICE BASIS: Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

PLEASE NOTE:

The following has been revised in Exhibit A, Section 2 "Project Work" and Section 4 "Maintenance Work". **Client Agencies are now required to obtain three quotes from qualified Contractors starting at \$10,000.00.**

Client Agencies shall not issue a Statement of Work for Project Work exceeding \$10,000.00 without the prior written approval of the Director of Engineering Services or the Director of Facilities Management of DAS Division of Construction Services.

Please review the revised Exhibit A for these changes. All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect.

DEPARTMENT OF ADMINISTRATIVE SERVICES

By: _____
(Original Signature on Document in Procurement Files)

Name: **JOSEPH GILIBERTO**

Title: Contract Specialist

Date: 8/29/2019

EXHIBIT A
Attachment 2
Statement of Work

Date:		Client Agency:	
Project Name:			
Project Location:			
Project Number:		Project Start Date:	
Contractor Name:			
Project Cost:		Completion Date:	

1. Scope of Project:

2. Specifications/Deliverables:

3. List of Attachments and Drawings:

EXHIBIT A
Attachment 2
Statement of Work

Order Proposal Worksheet

Materials & Equipment

Item#	Quantity	Description of Materials and Equipment	Unit Cost	Total Cost
Materials and Equipment Total:				

Contractor's Labor

Crew Size	Labor Classification	Base Rate	Man Hours	Total
Total Labor:				

Subcontractors

Trade	Subcontractor Name	Total
Total Subcontractor's Labor:		
Total Proposed Amount:		

EXHIBIT A
Attachment 2
Statement of Work

SIGNATURE PAGE OF STATEMENT OF WORK

CONTRACTOR

By: _____

Name: _____
Print or Type Name

Title: _____

Date: _____

STATE OF CONNECTICUT

Department of _____

By: _____

Name: _____
Print or Type Name

Title: _____

Date: _____

EXHIBIT A
Attachment 3
Statement of Work
Project Change Order / Addendum

Date:	
Project Number:	
Project Name:	
Project Location:	
Project Addendum Number:	

1. Scope of Project
General Clarifications / Comments:

2. Changes to Specifications and Deliverables:

3. Changes to Attachments and Drawings:

EXHIBIT A
Attachment 3
Statement of Work
Project Change Order / Addendum

Change Order Proposal Worksheet

Date:		Client Agency:	
Project Name:			
Project Location:			
Project Number:		Project Start Date:	
Contractor Name:			
Project Cost:		Completion Date:	

Materials & Equipment

Item#	Quantity	Description of Materials and Equipment	Unit Cost	Total Cost
Materials and Equipment Total:				

Contractor's Labor

Crew Size	Labor Classification	Base Rate	Man Hours	Total
Total Labor:				

Subcontractors

Trade	Subcontractor Name	Total
Total Subcontractor's Labor:		
Total Proposed Change Order Amount:		

EXHIBIT A
Attachment 3
Statement of Work
Project Change Order / Addendum

SIGNATURE PAGE OF STATEMENT OF WORK PROJECT CHANGE ORDER / ADDENDUM

CONTRACTOR

STATE OF CONNECTICUT

Department of _____

By: _____

By: _____

Name: _____
Print or Type Name

Name: _____
Print or Type Name

Title: _____

Title: _____

Date: _____

Date: _____