



**CONTRACT/ASSIGNMENT INFORMATION SHEET**

**REVISION #1**

The University of Connecticut is accepting sealed Proposals for:

- CONTRACT NUMBER:** KS080122
- CONTRACT NAME:** Boiler Rental
- ASSIGNMENT LOCATION:** All UConn Locations (Storrs, Avery Point, Downtown Hartford, Hartford Law, Stamford, and Waterbury Campuses)
- PROCUREMENT AGENT:** Kathleen M. Susca  
[Kathleen.susca@uconn.eu](mailto:Kathleen.susca@uconn.eu)  
860-486-4649

**INTENT OF THIS SOLICITATION:** The purpose of this Request for Proposal (“RFP”) is to establish rental agreement(s) with vendor(s) to provide rental boilers and services to meet the needs of the University. Boilers and service will be required at various University locations as described in the Specifications Document.

**LOCATION OF PROPOSAL:** Submit a Proposal for this solicitation (event) through the HuskyBuy Portal: <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UConnFullSuite>

**CRITICAL DATES:**

Proposal Due Date and Time	<b>March 14, 2023</b>	<b>2:00 p.m. (EST)</b>
Q&A (RFI) Due Date and Time	<b>March 7, 2023</b>	<b>2:00 p.m. (EST)</b>
<b>Pre-Proposal Conference Date &amp; Time</b>	<b>February 28, 2023</b>	<b>9:00 a.m. (EST)</b>

Pre-Proposal Conference Location **Virtual Meeting, non-mandatory. The Pre-Bid Conference will be held as a virtual video conference. A link for the virtual video conference will be provided upon request. Please send all requests to the Procurement Agent listed for this solicitation.**

**COVID-19 MITIGATION GUIDELINES:** As part of UConn’s on-going effort to ensure a secure and safe working environment for its students, workforce, clients, and visitors, the University has developed the “University COVID-19 Mitigation Guidelines for the Proposer Community.” A copy of the Guidelines can be found by visiting the following website: <https://updc.uconn.edu/contractors-working-at-uconn/> and clicking on the document located under the Resources section. You may also find additional information at: <https://ehs.uconn.edu/ehs-covid-resources/>.

These guidelines establish consistent standards for mitigating the spread of COVID-19 that must be undertaken by the Proposer and are intended to assist UConn in meeting its commitments.

**CONTRACT DESCRIPTION/SCOPE OF WORK:**

Rental and service of various size Dual Fuel Boilers for UConn locations throughout the state on an as needed basis. Rental shall include delivery, pickup, on-site set up, inspections, certifications, testing, emergency service and training of UConn staff. Vendor shall provide service including maintenance, winterization, relocations, and reconfigurations to the units as required or requested. For further details refer to the attached Specification Document under the Buyer Attachment Tab.

**CONTRACT TERM:**

- Contract Service Commencement: **July 1, 2023**
- Contract Term: **Two (2) years from date of commencement through June 30, 2025**

**PRE-PROPOSAL CONFERENCE:** The Pre-Proposal Conference is not mandatory, however, interested Proposers are strongly encouraged to attend and hear more about the Scope of Work/Services required.

**REQUEST FOR INFORMATION QUESTIONS:**

All Requests for Information (“RFI”) questions are to be posted under the Q & A Board Tab in the HuskyBuy sourcing event. The University will not be responsible for any interpretations or instructions other than those submitted through the Q & A Board of the event.

**PROPOSAL CLARIFICATIONS, ADDENDA, and INTERPRETATIONS:** Proposers shall promptly notify the University of any ambiguity, inconsistency, or error which they may discover upon examination of the Specifications or other contract documents.

Any and all interpretations of the Specifications, Responses to any RFIs, or other contract documents, and any supplemental instructions, will be in the form of a written bid clarification/addendum, if issued, and will be posted as part of the HuskyBuy RFP sourcing event under the Buyer Attachment Tab. Failure of any Proposer to receive any such addendum or interpretation shall not release any Proposer from any obligations under its proposal as submitted.

**WAGE RATES:**

**Standard Wages:** Connecticut Department of Labor Service Standard Wages are applicable for this work. The awarded Proposer will provide services that have mandated service rate requirements. Proposers shall review Connecticut General Statute §31-57f. The statute can be found at [https://www.cga.ct.gov/current/pub/chap\\_557.htm#sec\\_31-57f](https://www.cga.ct.gov/current/pub/chap_557.htm#sec_31-57f). Standard Wage Rates are posted on the Connecticut Department of Labor Website: <https://portal.ct.gov/dol>. Note that it will be the successful Proposer’s responsibility to monitor wage rates issued by the Connecticut Department of Labor and ensure that non-supervisory employees are paid the most current wage and benefit rate.

**REQUIRED LICENSES AND CERTIFICATIONS:** The selected Proposer, and any subcontractors shall be licensed with the Connecticut Contractors State License Board and any technician shall be approved and certified to perform the services described in the Specification document.

**PROPOSAL SELECTION EVALUATION CRITERIA:**

This is a quality-based selection process in which Proposals shall be evaluated utilizing the objective technical criteria listed within the RFP, as well as any additional information obtained from persons or other sources identified

in the Proposal. The Cost Proposal will be evaluated by a Procurement Analyst. All Proposers must provide information/documentation with their submission that demonstrates (at a minimum) the requirements as further detailed below. The Proposers submitted Unit Pricing shall be considered the Base Services and will be assessed and evaluated as part of the evaluation criteria.

**Narrative of Contract/Assignment Approach:**

Provide your company’s approach, which demonstrates your firm’s technical qualifications to complete the specifications. The narrative should be limited to no more than two (2) pages.

**Proposed Team:** The Proposer must demonstrate the ability to staff this Contract with high quality, experienced personnel. The Company must demonstrate the individual staff members’ experience on past relevant assignments/contracts performing work of a similar scope and nature to this Contract and in a comparable position as assigned on this Contract. Resumes shall be provided for project managers, supervisors, and foreman.

**Previous Relevant Experience:** Contract relevant experience demonstrating these requirements must be submitted on the Contract Relevant Experience Form provided with this RFP; substitution of this Form is not allowed. A minimum of **three (3) examples** must be submitted that are in progress or completed within the past **five (5) years**. A detailed description of the work performed and how it relates to this scope of work shall be included. Failure to provide accurate required information on the Contract Relevant Experience Form may lead to the rejection of your Proposal. Note: **only one (1) contract performed for UConn may be included (as an example) as part of your Proposal.**

**Cost Proposal:**

The University intends to utilize the following compensation methods:

- **Time and Materials:** When submitting a proposal for a contract/assignment using this compensation method, compensation for work performed will be the actual documented costs incurred by the proposer for materials, labor ( ) and subcontractor costs. This compensation method is defined as “Additional Services” for undocumented services that may be requested by the University.
- **Unit Price:** When submitting a proposal for a contract/assignment using this compensation method, Contractor will provide a unit price cost for Base Services. Base Services shall be the specified rental period(s) or service task(s) listed in the Cost Proposal.

**SBE/MBE PARTICIPATION:** In an effort to foster a more diverse pool of experienced Proposers, the University encourages certified Small Business Enterprise and Minority Business Enterprise (SBE/MBE) participation or the use of certified SBE/MBE businesses as sub-contractors.

**RESERVATION OF RIGHTS:** The University reserves the right to reject any or all Proposals, in whole or in part, and to waive any informality or technical defects, if it is deemed to be in the best interest of the University.

The University reserves the right to make multiple awards for these services or award by item, or group of items, if it is deemed to be in its own best interest.

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**Kathleen M. Susca**  
**Purchasing Agent**