



**CONTRACT/ASSIGNMENT INFORMATION SHEET**

The University of Connecticut is accepting sealed Proposals for:

**CONTRACT NUMBER:** KS120222

**CONTRACT NAME:** BUILDING SUPPLIES

**ASSIGNMENT LOCATION:** All UConn Locations, Storrs, Avery Point, Downtown Hartford, Hartford Law, Stamford, and Waterbury

**PROCUREMENT AGENT:** KATHLEEN M. SUSCA  
860-486-4649  
Kathleen.susca@uconn.edu

**INTENT OF THIS SOLICITATION:** The purpose of this Request for Proposal (“RFP”) is to establish a Purchasing Agreement(s) with vendor(s) to provide interior and exterior Building Supplies on an as needed basis for Facilities Operations Projects to maintain, repair and renovate existing University facilities.

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

**CRITICAL DATES:**

Proposal Due Date & Time	<b>February 23, 2023</b>	<b>2:00 p.m. (EST)</b>
Q&A (RFI) Due Date & Time	<b>February 14, 2023</b>	<b>2:00 p.m. (EST)</b>
Pre-Proposal Conference Date & Time	<b>February 7, 2023</b>	<b>11:00 a.m. (EST)</b>
Pre-Proposal Conference Location	<b>Virtual Meeting:</b> <i>The Pre-Proposal Conference will be held as a <u>virtual video conference</u>. A link for the virtual video conference will be provided upon request. Please send all requests to the Procurement Agent listed for this solicitation.</i>	

**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:** The resulting contract(s) from this RFP will be a Purchasing Agreement(s) for interior and exterior building materials and related accessories, hardware, supplies and tools required to perform repairs and renovations to existing facilities. Supply and delivery of building materials will be requested on an as needed basis and delivered to the requesting campus location. There are no guarantees of minimum contract quantities or values associated with this solicitation. Proposers shall prepare proposals based on each individual category they represent, and independent of its real or perceived relationship to any other category.

For further details refer to the attached Specification document under the Buyer Attachment Tab.

**CONTRACT TERM:**

- Contract Service Commencement: **March 2023**
- Contract Term: **Two (2) years**

**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 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.

**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 who will assess and evaluate the pricing submissions of the Proposers. All Proposers must provide information/documentation with their submission that demonstrates (at a minimum) the requirements as further detailed below.

**Narrative of Contract/Assignment Approach:**

Provide your company’s approach, which demonstrates your company’s qualifications to complete the specifications described on the Specification Sheet. The narrative should be limited to no more

than two (2) pages. Include product lines carried, stock inventory, ability to fulfill special orders, store locations, distribution network and an Equipment List of vehicles and equipment to be used for deliveries.

**Proposed Team:** The Proposer must demonstrate the ability to staff this Contract with high quality, experienced personnel. Describe staff members that have an expertise in particular product categories that would be available to consult on purchases. Resume should be provided for the Contract Representative that would be the primary point of contact.

**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 **seven (7) 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 part of your Proposal.**

**COST PROPOSAL:** The University intends to utilize the following compensation methods: Contractor shall provide a percentage markup over cost, per product category.

**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**