



CONTRACT/ASSIGNMENT INFORMATION SHEET

The University of Connecticut is accepting sealed Bids for:

CONTRACT NUMBER: SK022423

CONTRACT NAME: Water Treatment Chemicals

SERVICE LOCATION: UConn Storrs Campus

PROCUREMENT AGENT: Shamona Kamm, shamona.kamm@uconn.edu, 860-486-5797

INTENT OF THIS SOLICITATION: The purpose of this Invitation to Bid (“ITB”) is to provide pricing for supply and delivery of Water Treatment Chemicals to meet the needs of the University.

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

CRITICAL DATES:

Pre-Bid Conference Date and Time	May 2, 2023	1:00 PM
Pre-Bid Conference Location	Procurement Services Bid Room, 3 Discovery Drive, Storrs, CT 06269	
Q&A (RFI) Due Date and Time	May 9, 2023	2:00 PM
Bid Due Date and Time	May 18, 2023	2:00 PM

PRE-BID CONFERENCE: During the Pre-Bid Conference, the ITB and Scope of Work/Services will be discussed. There also will be an opportunity to view existing conditions (if applicable). The Pre-Bid Conference is not mandatory, however, interested Proposers are strongly encouraged to attend.

There are limited short-term and PayByPhone parking spaces around the University Business Services building. The North Parking Garage is recommended to all vendors as parking on campus is at your own risk. The North Garage parking is paid via online app (PaybyPhone or Flowbird) or at a kiosk and is required when parking vehicle and not when exiting the garage.

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.

BID CLARIFICATIONS, ADDENDA, and INTERPRETATIONS: Bidders 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 ITB sourcing event under the Buyer Attachment Tab. Failure of any Bidder to receive any such addendum or interpretation shall not release any Bidder from any obligations under its bid as submitted.

BID OPENING: Bid openings are conducted via virtual conferencing at 2:15 p.m. on the due date. It is the responsibility of the contractor to request access to the bid opening prior to the bid due date and time via email to the Procurement Agent listed for this solicitation.

UNIVERSITY 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 Contractor 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 Contractor and are intended to assist UConn in meeting its commitments.

CONTRACT TERM:

- Contract Commencement: **July 1, 2023**
- Contract Term: **One (1) year from the date of commencement through June 30, 2024**

CONTRACT DESCRIPTION/SCOPE OF WORK: The University of Connecticut is soliciting bids from experienced and qualified firms to provide and deliver Water Treatment Chemicals for the Reclaimed Water Facility, Water Pollution Control Facility, and Central Utility Plant. For further details refer to the attached Specifications document under the Buyer attachment tab.

REQUIRED LICENSES AND CERTIFICATIONS: The successful Bidder shall maintain all appropriate licensing for vehicles and personnel, insurance, permits, vehicle markings coding and approvals as may be required to haul Reagent Grade 19% Aqueous Ammonia Hydroxide (NH₃) over the road in the State of Connecticut.

SELECTION OF AWARD: The Contract shall be awarded to the lowest responsible bidder(s) offering the lowest overall cost to 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.

QUALIFICATIONS OF BIDDER: In addition to submitting a Bid Pricing Sheet, all Bidders must provide information/documentation with their submission that demonstrates the following:

- **PREVIOUS RELEVANT EXPERIENCE:** Using the attached Contract Relevant Experience Form, the Bidder must be able to demonstrate to the satisfaction of the University that they possess the ability and capacity to successfully complete the Contract/Assignment through the satisfactory past performance of work of a similar nature, size, scope, and comparable dollar value to that of the subject work. Submit **three (3) examples** that are in progress or completed within the past **five (5)**

years. A detailed description of the work performed and how it relates to the scope of work/specification documents shall be included. Failure to provide accurate required information on the Attachment A Form may lead to the rejection of your Bid. Note: only one (1) contract performed for UConn may be included as part of your Bid.

- **PROPOSED TEAM:** Using the attached Resume for Key Personnel Proposed for this Contract Form, the Company must demonstrate the ability to staff this Contract/Assignment with high quality, experienced personnel. The Company must demonstrate the individual staff members' experience on past relevant contracts/assignments performing work of a similar scope and nature to this Contract and in a comparable position as assigned on this Contract. Complete the Resume Form for the Contract Representative and proposed team members that will be assigned to this contract/assignment.

COST PROPOSAL: Use the Bid Pricing Sheet, provide a unit price cost for the specified goods.

CONTRACT: A draft of the contract has been provided with the Bid documents. The University reserves the right to modify the contract or waive any informality as it deems to be in the best interest of the University. By submitting a Bid, the Bidder accepts the contract and any modifications that the University deems necessary to it without exception. Bidders will be notified of any modifications to the contract made by the University. Any exceptions to the contract submitted by the Bidder will not be considered.

SBE/MBE PARTICIPATION: In an effort to foster a more diverse pool of experienced Bidders, 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.

End of Contract/Assignment Information Sheet