



SOLICITATION INFORMATION SHEET
FACILITIES SERVICES - REQUEST FOR PROPOSAL

The University of Connecticut is accepting sealed Proposals for:

CONTRACT NUMBER: SK072123

CONTRACT NAME: HVAC & Plumbing Supplies

SERVICE LOCATION(S): All UConn Locations (Storrs, Avery Point, Stamford, Waterbury, Downtown Hartford, Hartford Law and UConn Health-Farmington)

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

INTENT OF THIS SOLICITATION: The purpose of this Request for Proposal ("RFP") is to solicit experienced and qualified suppliers to provide HVAC & Plumbing Supplies to meet the needs of the University.

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

SBE/MBE PARTICIPATION: The University of Connecticut is committed to providing a professionally inclusive environment within which small and minority businesses are encouraged to participate in the procurement experience. As such, we encourage participation by Small (SBE), Minority-Owned (MBE), Woman-Owned (WBE) businesses, and businesses owned by persons with a disability (DisBE), certified as such by the State of Connecticut's Department of Administrative Services (DAS) Supplier Diversity Division.

For further information, visit: <https://portal.ct.gov/DAS/Services/Licensing-Certification-Permitting-and-Codes/Small-Minority-Business-Center>. To learn about the University of Connecticut's Supplier Diversity Program (USDP), visit: <https://supplierdiversity.ubs.uconn.edu>. Additionally, the University encourages Connecticut-based businesses to participate in this public solicitation process.

CRITICAL DATES:

Pre-Proposal Conference Date and Time	November 9, 2023 11:00 AM
Pre-Proposal Conference Location	The Pre-Proposal 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.

Q&A (RFI) Due Date and Time

November 16, 2023 2:00 PM

Proposal Due Date and Time

November 30, 2023 2:00 PM

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

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 for this Solicitation. No phone calls or RFI questions emailed directly to the Procurement Agent will be accepted.

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 and contract documents.

Any and all interpretations of the Specifications, RFI Responses, contract documents, and any supplemental instructions, will be in the form of a clarification/addendum, and posted as part of the HuskyBuy sourcing event. Failure of a Proposer to receive any such clarification/addendum or interpretation shall not release a Proposer from the obligations under its Proposal as submitted.

CONSIDERATION OF PROPOSALS: This is a Quality-Based Selection solicitation process. 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. Note: The Cost Proposal is evaluated by CFPF and the Proposer with the lowest overall cost is assigned the maximum points allocated for this evaluation criteria. All other proposals receive a percentage of the points available based on their cost relationship to the lowest Cost Proposal. The selection committee will only see the points assigned to each Cost Proposal; they do not see the actual Cost Proposal. 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.

CONTRACT TERM:

- The Contract is planned to start: **January 1, 2024**
- Contract Term: **Three (3) years from the date of Commencement through December 31, 2026**

DESCRIPTION OF SCOPE OF WORK: The University of Connecticut (hereinafter referred to as the “University”) is seeking bids from experienced and qualified vendors to provide HVAC & Plumbing Supplies. Given the various infrastructures the University has at all of its campus locations, it is necessary that the selected supplier(s) have varying levels of inventory control and material availability to meet the needs of the University. For further details refer to the attached Specifications document under the Buyer attachment tab.

QUALIFICATIONS OF PROPOSER: Proposers must provide information/documentation with their submission that demonstrates the following:

- **NARRATIVE OF SCOPE OF WORK:** Prepare a narrative that demonstrates your Company's understanding of the Scope of Work for this Contract/Assignment. The Narrative should be no more than **four (4) pages**. Concisely present an approach that includes the following:
 - a. **Technical Approach:** Describe your Company's technical qualifications for completing the Scope of Services as further described in the Specifications document. Include experience and/or capability to participate in an e-procurement and online ordering system.
 - b. **Quality Assurance/Quality Control:** Describe your Company's process and procedure for managing and assuring the quality of its performance of the Scope of Services and ensuring customer satisfaction.
- **PREVIOUS RELEVANT EXPERIENCE:** Describe the overall qualifications of the Proposer, including background in this field and the services that it provides. Utilize the *Previous Relevant Experience Form, FacServ-RFP* provided with this RFP. The Proposer shall:
 - a. Provide **Three (3)** examples of relevant experience that are in progress or completed, comparable in size, scope, and similar environment to the scope of work for this solicitation, completed within the past five (5) years. **Note: only provide the required number of relevant experience examples listed in this section.**
 - b. For each example provided, a detailed description of the work performed and how it relates to the scope of work outlined in the RFP shall be included. **Note: only one (1) project performed for UConn may be included as part of your Proposal.**
- **PROPOSED TEAM QUALIFICATIONS:** The Proposer must demonstrate the ability to staff this Contract with high quality, experienced personnel. Describe the qualifications and responsibilities of the **Contract Representative** who will be assigned to the Contract including their experience on similar assignments and their specific responsibilities for the proposed Contract. Utilize the *Resume for Proposed Key Personnel Form, FacServ-RFP*.
 - a. A Contract Representative is required.
 - b. The Proposal shall include resumes for each key team personnel listed in "a" above.
 - c. The Proposal shall include a list of additional personnel the Proposer deems necessary to provide the services of this contract. Utilize the *Proposed Team Qualifications List, FacServ-RFP*

MISCELLANEOUS REQUIRED DOCUMENTS: The Proposal shall include the following documents:

- a. **CT Certificate of Authorization:** Provide your Company's current *Certificate of Legal Existence or Authorization from the CT Secretary of State*. If your Company does not have a Certificate of Legal Existence or Authorization, you may include a copy of the Application submitted to the State of Connecticut. Note: date of Application must be prior to the due date of this RFP.
 - i. If your Company is organized/formed in a state other than Connecticut, also include your Company's current Certificate of Legal Existence or Authorization from that state.
- b. **CT Department of Revenue Service Status Letter:** Provide a Status Letter from the Connecticut Department of Revenue Services. This letter must be dated within the past three (3) months from the due date of this RFP.

- c. **Summary of Revised Ethics Laws and Affidavits:** Review the *State of Connecticut Summary of Revised Ethics Laws and Affidavits* document and upload the executed document where applicable.
- d. **SEEC Form 10:** Review the *SEEC Form 10: Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations* (acknowledgment of receipt of the explanation of prohibitions) and upload the executed Form where applicable. The Form can be found at: https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_10_final.pdf.
- e. **Bidder Contract Compliance Monitoring Report:** Review the *Commission on Human Rights and Opportunities Bidder Contract Compliance Regulations Notification to Bidders* and upload the completed Report where applicable. The Form can be found at: <https://portal.ct.gov/-/media/DDS/conversion/NotificationtoBidders1.pdf>.
- f. **Supplier Diversity Certificate:** If certified, provide your Company's current Supplier Diversity Certificate issued by the Connecticut Department of Administrative Services.

COST PROPOSAL: Submit a cost Proposal utilizing the form provided. No substitution of the form is permitted. The University intends to utilize the following compensation methods:

- **Unit Price Discount %:** Each order placed by the University will include a unit price discount percentage off Catalog Price for the specified manufacturers.

CONTRACT: A draft of the contract has been provided with the solicitation 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, your Company 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.

End of Solicitation Information Sheet