



CONTRACT/ASSIGNMENT INFORMATION SHEET

The University of Connecticut is accepting sealed Proposals for:

CONTRACT NUMBER: SK122721

CONTRACT NAME: Electric Motor Repair

ASSIGNMENT LOCATION: All UConn Locations

PROCUREMENT AGENT: Shamona Kamm, shamona.kamm@uconn.edu

INTENT OF THIS SOLICITATION: The purpose of this Request for Proposal (“RFP”) is seeking proposals from experienced and qualified firms (hereinafter referred to as "vendor", "proposer", "bidder", “firm”, or "respondent") to provide “Electric Motor Repair” to meet the needs of the University. Services will be required as described in the Contract Description/Scope of Work section and the Contract/Assignment Specifications document.

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 and Time	April 28, 2022	2:00 pm
Q&A (RFI) Due Date and Time	April 20, 2022	2:00 pm
Non-Mandatory Pre-Proposal Conference Date and Time	April 13, 2022	10:00 am

Pre-Proposal Conference Location The Pre-bid Meeting 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:

The University incorporates a large number of electric motors varying in horsepower, manufacturer, configuration and end use throughout all of its' buildings on all University of Connecticut campuses. The services required under this RFP include motor reconditioning services that include but are not limited to, cleaning, baking, re-dipping, rewinding and bearing replacement of both AC and DC electric motors.

CONTRACT TERM:

- Contract Service Commencement: **July 1, 2022**
- Contract Term: Three years from date of commencement through **June 30, 2025**, with options to renew for two (2) additional one (1) year periods or parts thereof.

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 Statutes §31-57. The statutes can be found at https://www.cga.ct.gov/current/pub/chap_557.htm#sec_31-57f

REQUIRED LICENSES AND CERTIFICATIONS:

The selected Proposer shall be licensed with the Connecticut Contractors State License Board and any technician shall be approved and certified by the equipment manufacturer to perform the services required herein and to meet the safety requirements as set forth by the University.

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 Department, 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 technical qualifications to complete the specifications described on the Specification Sheet. 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. Provide a list of technicians with years of service, and current licenses and certifications held.

Previous Relevant Experience:

Contract relevant experience providing services to institutions of higher education or other large commercial/municipal accounts where requirements are similar in size and scope to those of the University 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. Include the firm's capability to service motors of various sizes, including large hp motors. 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.**

Quality Assurance/Quality Control Plan:

Describe your firm's process and procedure in managing and assuring quality of its performance of the contract/assignment described in the Specification Sheet and those of its sub-contractors. The narrative should be limited to no more than two (2) pages.

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.

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.

Shamona Kamm
Purchasing Agent II