



**SOLICITATION INFORMATION SHEET**  
**FACILITIES SERVICES - INVITATION TO BID**

The University of Connecticut is accepting sealed Bids for:

**ITB RELEASE DATE:** JANUARY 24, 2024  
**CONTRACT NUMBER:** KS010923  
**CONTRACT NAME:** UCONN VOLLEYBALL CENTER LED SYSTEM UPGRADES  
**SERVICE LOCATION(S):** STORRS CAMPUS, UCONN VOLLEYBALL CENTER,  
509 JIM CALHOUN WAY  
**PROCUREMENT AGENT:** Kathleen Susca, [Kathleen.susca@uconn.edu](mailto:Kathleen.susca@uconn.edu), 860-486-4649

**INTENT OF THIS SOLICITATION:** The purpose of this Invitation to Bid (“ITB”) is to award a contract to furnish, install and provide service for an LED display and video processing equipment for the UConn Volleyball Center.

**LOCATION OF THIS SOLICITATION:** Submit a Bid for this solicitation through the HuskyBuy Portal: <https://bids.scquest.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) businesses, Minority-Owned (MBE) businesses, Woman-Owned (WBE) businesses, and businesses owned by persons with a disability (DisBE), certified as such by the Connecticut’s Department of Administrative Services 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, visit: <https://supplierdiversity.ubs.uconn.edu>. Additionally, the University encourages Connecticut-based businesses to participate in this public solicitation process.

**CRITICAL DATES:**

Pre-Bid Conference Date and Time	January 31, 2024	10:00 a.m. EST
Pre-Bid Conference Location	University Business Services, Bid Room, 2 <sup>nd</sup> floor, 3 Discovery Drive, Storrs, CT	
Q&A (RFI) Due Date and Time	February 7, 2024	2:00 p.m. EST
Bid Due Date and Time	February 15, 2024	2:00 p.m. EST

**PRE-BID CONFERENCE:** During the Pre-Bid Conference, the ITB and Scope of Work will be discussed. There also will be an opportunity to view existing conditions (if applicable). The Pre-Bid Conference is not mandatory, however, interested Bidders 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 for this Solicitation. No phone calls or RFI questions emailed directly to the Procurement Agent will be accepted.

**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 and contract documents.

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

**BID OPENING:** Bid openings are conducted via virtual conference at 2:15 p.m. on the due date. It is the responsibility of the Bidder 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.

**CONSIDERATION OF BIDS:**

Cost Proposals received in response to this ITB are opened during a public opening. To ensure the integrity of the bidding process, the Total Bid Amount and prices for any Alternates are read at the bid opening. After the bid opening and before the contract award, the lowest responsible Bidder is determined by adding together the Total Bid Amount plus any Alternates (additive or deductive) accepted by the University. The University reserves the right to elect to implement some, all, or none of the Alternates (if applicable) set forth in this Bid, as may be in the best interest of the University. Prices for Alternates are not negotiable since they are a component in determining the lowest responsible Bidder.

The lowest responsible Bidder shall also demonstrate, to the satisfaction of the University, that they possess the proven managerial ability, technical ability, and the integrity, necessary to perform the Scope of Work faithfully and efficiently for this Contract, without conflict of interest. Bids shall be evaluated utilizing the objective technical criteria listed within the ITB, as well as any additional information obtained from persons or other sources identified in the Bid.

**CONTRACT TERM:**

- The Contract is planned to start: **April 1, 2024**
- Substantial Completion: **July 1, 2024**
- Installed and fully operational by: **JULY 31, 2024**

**WAGE RATES:**

**Prevailing Wages:** Prevailing Wages are required for this Contract if the total cost of all work to be performed is \$100,000.00 or more and subject to Connecticut General Statutes §31-53 and §31-55: [https://www.cga.ct.gov/current/pub/chap\\_557.htm#sec\\_31-53](https://www.cga.ct.gov/current/pub/chap_557.htm#sec_31-53).

**DESCRIPTION OF SCOPE OF WORK:**

The Contractor shall provide a complete, workable, and operational system including all labor, equipment, tools, material, engineering, supervision, licenses, insurance and permits to install a fully integrated and operational system as described in the Specifications and Exhibit A drawings.

**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:

- **Lump Sum:** Provide a lump sum cost for the Scope of Work. Such lump sum cost shall include all labor, materials, equipment, subcontractor costs, and overhead and profit. Provide extended Warranty Pricing on the Alternates Tab.

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

- **REQUIRED LICENSES AND CERTIFICATIONS: PROVIDE ALL REQUIRED LICENSES AND CERTIFICATIONS.**
- **PREVIOUS RELEVANT EXPERIENCE:** Describe the overall qualifications of the Bidder, including background in this field and the services that it provides. Utilize the *Previous Relevant Experience Form, FacServ-ITB* provided with this ITB. The Bidder shall:
  - a. Provide **three (3) projects that are in progress (at last 75% complete) or completed, comparable in size, scope, and similar environment to the Scope of Work in this ITB**, with an emphasis on LED video displays for major collegiate athletic programs and / or professional teams completed within the past **five (5) years**.
  - b. A detailed description of the work performed and how it relates to the Scope of Work outlined in the ITB shall be included.
  - c. **Note: Only provide the required number of examples listed in this section and only one (1) contract performed for UConn may be included as part of your Bid Submission.**
  - d. Examples with any information on the Form stated as “confidential” will not be considered.
- **PROPOSED TEAM QUALIFICATIONS:** The Bidder must demonstrate the ability to staff this Contract with high quality, experienced personnel. Describe the qualifications and responsibilities of the key personnel who will be assigned to this Contract including their experience on similar assignments and their specific responsibilities for the proposed Contract. Utilize the *Resume for Proposed Key Personnel Form, FacServ-ITB* provided with this ITB.
  - a. Resumes are required for the following positions: Project Manager and Project Superintendent.
  - b. Note: Project relevant experience included on individual resumes must adhere to the criteria listed in the *Previous Relevant Experience* section above (relevancy, timeframe, and confidentiality rules) to be considered. In addition, if a UConn example is included as part of the Bidder’s examples in the Previous Relevant Experience section, no additional UConn examples may be included on individual resumes.

**MISCELLANEOUS REQUIRED DOCUMENTS:** The Bid 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 ITB.
  - 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 ITB.
- 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](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.

**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 Proposal, 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***