



SOLICITATION INFORMATION SHEET
FACILITIES SERVICES - INVITATION TO BID

The University of Connecticut is accepting sealed Bids for:

ITB RELEASE DATE: MARCH 20, 2024
CONTRACT NUMBER: KS020124
CONTRACT NAME: DOOR LOCKING HARDWARE
SERVICE LOCATION(S): STORRS CAMPUS, LOCKSMITH SHOP, 25 LEDOYT ROAD, STORRS, CT
PROCUREMENT AGENT: KATHLEEN SUSCA, 860-486-4649, kathleen.susca@uconn.edu

INTENT OF THIS SOLICITATION: The purpose of this Invitation to Bid (“ITB”) is to establish a contract to supply the University with door locking hardware and related accessories.

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	April 3, 2024	11:00 a.m. EST
Pre-Bid Conference Location	Purchasing Department Bid Room, 3 Discovery Drive, 2nd floor, Storrs, CT	
Q&A (RFI) Due Date and Time	April 10, 2024	2:00 p.m. EST
Bid Due Date and Time	April 25, 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. The contract shall be awarded to the responsible Bidder(s) with the best discount per manufacturer and product category after the University has reviewed the Bid Submissions. This shall be based on vendors product offerings and discounts. The University reserves the right to make multiple awards by item, or group of items, if it is deemed to be in its own best interest.

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: **JULY 1, 2024**
- Contract Duration: **Two (2) years from date of commencement through June 30, 2026**

DESCRIPTION OF SCOPE OF WORK: Supply and deliver door locking hardware, related accessories, supplies and tools to the Storrs Campus.

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 %:** Provide a unit price discount percentage off Catalog Price for the specified manufacturer.

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

- **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:
 - Provide **three (3) examples** that are in progress or completed, comparable in size, scope, and similar environment to the Scope of Work for this ITB, completed within the **past seven (7) years**.
 - A detailed description of the work performed and how it relates to the Scope of Work outlined in the ITB shall be included.
 - 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.**
 - Examples that are in progress shall include an estimated date of completion. Examples that state “tbd,” “on-going,” “active,” or “in progress,” instead of an actual date *may not be considered*.
 - Examples with any information on the Form stated as “confidential” or any information missing 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.
 - Resumes are required for the following positions: *Contract Representative*.
 - 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:

- 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.
 - 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.
- 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.
- 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.
- 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.

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