



CONTRACT / ASSIGNMENT INFORMATION SHEET

The University of Connecticut is accepting sealed Bids for:

- CONTRACT NUMBER:** **KS120121**
- CONTRACT NAME:** **Testing, Adjusting, and Balancing Services (TAB)**
- SERVICE LOCATION:** **All UConn Locations (Storrs, Avery Point, Downtown Hartford, Hartford Law, Stamford, Waterbury and UConn Health – Farmington)**
- PROCUREMENT AGENT:** **Kathleen Susca**
Kathleen.susca@uconn.edu
860-486-4649

INTENT OF THIS SOLICITATION: The purpose of this **Invitation to Bid (“ITB”)** is to obtain bids from experienced and qualified firms in order to establish a service contract(s) for **Testing Adjusting and Balancing Services (TAB)** on an as needed basis.

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

CRITICAL DATES:

Bid Due Date and Time	May 17, 2022	2:00 p.m. (EST)
Q&A (RFI) Due Date and Time	May 10, 2022	2:00 p.m. (EST)
Pre-Bid Conference Date and Time	April 26, 2022	11:00 a.m. (EST)
Pre-Bid Conference Location	Virtual Meeting: <i>The Pre-Bid Conference will be held as a <u>virtual video conference</u>. A link for the virtual video conference will be provided upon request. Please send all requests to the Procurement Agent listed for this solicitation.</i>	

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: updc.uconn.edu/contractors-working-at-uconn/ and clicking on the document located under the Resources section. You may also find additional information at: 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: TAB Service shall include all equipment, materials and labor required to perform on-site Testing, Adjusting and Balancing Services of HVAC systems. To ensure optimum performance of heating and cooling equipment to its best operating level, boost system efficiency and improve indoor air quality, safety, and comfort of the building environments. Mechanical systems shall include but are not limited to, systems installed into new, existing, or renovated facilities. For details on the scope of services see the Specifications Document under the Buyer Attachments tab.

CONTRACT TERM:

- Contract Commencement: **7-1-2022**
- Contract Term: **Three (3) years, with options for two (2) extension terms of one (1) year each.**

PRE-BID CONFERENCE: The Pre-Bid Conference is not mandatory, however, interested Bidders 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. 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.

WAGE RATES:

Standard Wages: Connecticut Department of Labor Service Standard Wages are applicable for this work. The awarded Bidder will provide services that have mandated service rate requirements. Bidders shall review Connecticut General Statute §31-57f. The statute can be found at www.cga.ct.gov/current/pub/chap_557.htm#sec_31-57f. Standard Wage Rates are posted on the Connecticut Department of Labor Website: ctdol.state.ct.us. Note that it will be the successful Bidder’s responsibility to monitor wage rates issued by the Connecticut Department of Labor and ensure that non-supervisory employees are paid the most current wage and benefit rate.

REQUIRED LICENSES AND CERTIFICATIONS: Licenses do not need to be submitted at this time, however, the selected Bidder, and any subcontractors shall be appropriately licensed and certified, and any technician shall be approved and certified to perform the services required herein and to meet the safety requirements as set forth by the University. Firm shall be currently certified with NEBB and / or TABB providing TAB service and work shall be performed by staff certified with NEBB and / or TABB.

QUALIFICATIONS OF BIDDER: All Bidders must provide information/documentation with their submission that demonstrates (at a minimum) the requirements as further detailed below and on Specifications Document found under the Buyer Attachment Tab.

SELECTION OF AWARD: The Contract(s) 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.

COMPENSATION METHOD: Using the Bid Pricing Sheet to provide costs. The University intends to utilize the following compensation method:

Time and Materials: Work performed will be the actual documented costs incurred by the Bidder for materials, labor, and subcontractor costs.

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. 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 the scope of work in the Specification Document shall be included. 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.

PROPOSED TEAM: Using the attached Resume for Key Personnel Proposed for this Contract Form and Technicians 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 Design Engineer and Supervisor positions and complete the Technician form for the proposed team members that will be assigned to this contract / assignment.

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 document. The narrative should be limited to no more than two (2) pages.

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.

RESERVATION OF RIGHTS: The University reserves the right to reject any or all Bidders, 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.

Kathleen M. Susca
Purchasing Agent, 1