



SOLICITATION INFORMATION SHEET
FACILITIES SERVICES - REQUEST FOR PROPOSAL

The University of Connecticut is accepting sealed Proposals for:

RFP RELEASE DATE: March 19, 2024

CONTRACT NUMBER: SK020724

CONTRACT NAME: Sprinklers, Fixed Extinguishing and Hood Suppression Systems:
Testing, Inspection, Maintenance, Repair, and Alteration Services

SERVICE LOCATION(S): All UConn Campuses

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 contractors to provide Sprinklers, Fixed Extinguishing and Hood Suppression Systems Testing, Inspection, Repair, Maintenance and Data Entry Services, and Alteration Services 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) 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-Proposal Conference Date and Time	April 3, 2024	11:00 am
Pre-Proposal Conference Location	University Business Services, Bid Room 3 Discovery Drive, Storrs CT 06269	
Q&A (RFI) Due Date and Time	April 10, 2024	2:00 pm
Proposal Due Date and Time	April 18, 2024	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.

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: 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 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.

CONTRACT TERM:

- The Contract is planned to start: **July 1, 2024**
- Contract Term: **Five (5) years, ending on June 30, 2029**

WAGE RATES:

Prevailing Wages: Prevailing Wages are required for this Contract/Assignment 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.

Standard Wages: Connecticut Department of Labor Service Standard Wages are applicable for this Contract/Assignment. Proposers shall review Connecticut General Statute §31-57f: https://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. It is the successful Proposer’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.

DESCRIPTION OF SCOPE OF WORK: The purpose of this RFP is to solicit contractors interested in providing Testing, Inspection, Repair, and Alteration services for sprinkler systems, fixed extinguishing systems and hood suppression systems on an “on call” and on a “per project” basis as requested by the University as well as Maintenance Services and Data Entry Services for all the Sprinkler Systems Equipment and Fixed Extinguishing and Hood Suppression Systems Equipment. See Specifications document for further details.

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 (Base Services):** Provide a lump sum cost for the stated Scope of Work. Such lump sum cost shall include all labor, materials, equipment, subcontractor costs, and overhead and profit.
- **Additional Services:** Additional services shall be either on a unit price basis or a time and material basis with a not to exceed estimate. Materials shall be shown on a cost-plus basis. Subcontractor costs shall be cost plus and show cost breakdowns and backup in the subcontractor’s proposal.

The selected contractor will be required to provide a breakdown of the Lump Sum (Base Services) by building prior to execution of the service contract.

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

- **REQUIRED LICENSES AND CERTIFICATIONS:** Maintain all Federal and State licenses required for the work being provided. Licenses shall be available for review by the University at the work site for all personnel while the Services are performed. When electrical work is required, the work shall be performed by an individual having a current L-5 or E-1 license with the State of Connecticut, as determined by the type of work to be performed. All plumbing work shall be performed by an individual with a current plumbing license with the State of Connecticut, at the level required by the type of work to be performed.
- **NARRATIVE OF SCOPE OF WORK:** Prepare a Narrative that demonstrates your Company’s understanding of the Scope of Work for this Contract. The Narrative should be no more than five **(5) pages**. Concisely present an approach that includes the following:
 - a. **Technical Approach:** Describe your Company’s approach, including its technical qualifications, for completing the Scope of Work for this Contract.
 - b. **Quality Assurance/Quality Control:** Describe your Company’s process and procedure for managing and assuring the quality of its performance for this Contract. Include the following:
 1. Describe the administrative operating framework of the Contractor’s organization including escalation procedures for problem resolution, including the field technicians’ instructions regarding how and when field problems should be escalated and specific procedures if the Technician cannot restore a system to operation for any reason.
 2. Contractor’s processes for the verification and quality control for the performance of all fieldwork.

3. Procedures for notifying the monitoring center as well as field technician check-in with the University during the performance of Services.
 4. Processes for work requiring interfaces with other vendors or processes.
- **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 (3 Projects)* provided with this RFP. The Proposer shall:
 - a. Provide **three (3)** examples that are in progress or completed, comparable in size, scope, and similar environment to the Scope of Work for this RFP, **with an emphasis on Sprinkler Systems, Fixed Extinguishing and Hood Suppression Systems** 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 RFP 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 Proposal.**
 - d. Examples with any information on the Form stated as “confidential” or any information missing will not be considered.
 - e. Projects that are in progress shall include an estimated date of completion. Projects that state “tbd,” “on-going,” “active,” or “in progress,” instead of an actual date may not be considered.
 - **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 key personnel 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* provided with this RFP.
 - a. Resumes are required for the following positions: **Contract Representative, Project Manager(s)**
 - 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 Proposer’s examples in the Previous Relevant Experience section, no additional UConn examples may be included on individual resumes.
 - c. Provide an Organizational Chart that identifies the primary team members’ roles for this Contract.
- 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.

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. Proposers will be notified of any modifications to the contract made by the University. Any exceptions to the contract submitted by the Proposer will not be considered.

End of Solicitation Information Sheet