



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

The University of Connecticut is accepting sealed Bids for:

**CONTRACT NUMBER:** SK100623  
**CONTRACT NAME:** Landscaping Services for University Residential Properties  
**SERVICE LOCATION(S):** Storrs Campus  
**PROCUREMENT AGENT:** Shamona Kamm, [shamona.kamm@uconn.edu](mailto:shamona.kamm@uconn.edu), 860-486-5797

**INTENT OF THIS SOLICITATION:** The purpose of this Invitation to Bid (“ITB”) is to provide Landscape Services for University Residential Properties.

**LOCATION OF THIS SOLICITATION:** Submit a Bid for this solicitation (event) 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	<b>December 12, 2023</b>	<b>10:00 AM</b>
Pre-Bid Conference Location	<b>University Business Services, Bid Room 3 Discovery Drive, Storrs CT 06269</b>	
Q&A (RFI) Due Date and Time	<b>December 19, 2023</b>	<b>2:00 PM</b>
Bid Due Date and Time	<b>January 11, 2024</b>	<b>2:00 PM</b>

**PRE-BID CONFERENCE:** During the Pre-Bid Conference, the ITB and Scope of Work/Services 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, Responses to any RFIs, the contract documents, and any supplemental instructions, will be in the form of a written bid clarification/addendum, and will be posted as part of the HuskyBuy ITB sourcing event. Failure of any Bidder to receive any such clarification/addendum or interpretation shall not release any 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 contractor 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 with the lowest seasonal cost after the University has reviewed the Bid Submissions. 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.

**CONTRACT TERM:**

- Contract Commencement: **March 1, 2024**
- Contract Term: **Two (2) years from date of commencement through March 31, 2026**

**WAGE RATES:**

**Standard Wages:** Connecticut Department of Labor Service Standard Wages are applicable for this work. Bidders shall review Connecticut General Statute §31-57f: [https://www.cga.ct.gov/current/pub/chap\\_557.htm#sec\\_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](http://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.

**CONTRACT DESCRIPTION/SCOPE OF WORK:** The University of Connecticut is soliciting bids from experienced and qualified vendors for residential landscaping services at approximately 22 residential houses owned by the University, around the Storrs campus. See Specifications document for further details.

**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:
  - a. Provide **three (3) examples** of relevant experience that are in progress or completed, comparable in size, scope, and similar environment to the scope of services for this solicitation, completed within the past **five (5) years**. **Only provide the required number of relevant experience examples listed in this section. Note: only one (1) contract performed for UConn may be included as part of your Bid Submission.**
- **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 project team personnel who will be assigned to the Contract including their experience on similar assignments and their specific responsibilities for the proposed Contract.
  - a. The Bid Submission shall include resume(s) for the proposed Contract Representative. Utilize the *Resume for Proposed Key Personnel Form, FacServ-ITB*.
- **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:
  - **Base Services:** the Bidder will provide a unit price cost for the specified task(s).
  - **Additional Services:** Additional services shall be on a time and material basis with a not to exceed estimate. Materials shall be shown on a cost-plus basis with cost breakdowns and backup provided. Sub-Proposer costs shall be cost plus and show cost breakdowns and backup in the sub-Proposer's proposal. Equipment rental shall be at actual cost with no mark-up with backup provided.

**MISCELLANEOUS REQUIRED DOCUMENTS:** The Bid shall include the following documents:

- a. **CT Certificate of Authorization:** Include 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 here: [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 here: <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 ITB 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 Bid, 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***