

Proposal Submittal Requirements:

Manufacturers please submit your responses that support and/or offer the following:

1. Program Content

- a. A complete overview of their company mission and their product offerings
 - b. A verification that product offerings that meet/exceed specifications
 - c. A complete list of manufacturer authorized service provider network to have the ability to service the entire geographic area of Connecticut. **All service providers / dealers must maintain and establish their own BizNet Account and upload their own "Required Company Documents" and maintain their company information on BizNet as well as upload their documents that can be found under Required Documents Upload**
- Required Documents To Be Uploaded from All Manufacturer Service Providers:**
- Gift and Campaign Contribution Certificate (OPM Ethics Form 1 – this form must be signed by the person authorized to sign on behalf of the company)
 - Consulting Agreement Affidavit (OPM Ethics Form 5 – this form must be completed and signed by the person authorized to sign on behalf of the company even if it is not applicable.
 - NonDiscrimination Certification (DAS Recommends Form C Affidavit by Entity)
 - Certificate of Insurance
- d. Provide a complete overview of your companies environmentally preferred programs
 - e. Manufacturers within their bid submission need to demonstrate extensive product offering, environmentally preferable products and exceptional performance attributes.

Manufacturer Requirements – All Proposer's/Manufacturer's shall:

Manufacturer(s) must provide a synopsis of how their program will be administered through their authorized service provider / dealer network. Provide a detailed description (as an attached text upload pages with their on-line proposal submission) of how the carpet/flooring program will be administered through their authorized service provider / dealer network. Such a program description must include, but may not be limited to:

- A process for providing quotations to Client Agencies, taking measurements, coordinating floor preparations, installing the carpet or other flooring product and taking the responsibility for recycling (or disposal where acceptable) of used/worn carpet and/or other flooring materials
- Details on the manufacturer and authorized service providers / dealers partnership and responsibilities of each
- Assurance that all carpet and/or flooring products and services meet the specifications of the bid and the authorized service providers / dealers will only provide only such products and services to the State of Connecticut.
- Manufacturer capabilities to provide an on-line catalog of their products

Carpet / Flooring manufacturers must include the following information in their detailed description of how their program will be administered through their authorized service provider / dealer network:

- a confirmation that the new carpet being installed will be acceptable (at the point of future replacement) through a manufacturer's existing program for recycling, recovery or reuse.
- a written description of how such a process for recycling and/or recovery of any used/worn products.
- written assurance that no carpet will be landfilled or incinerated for waste-to-energy purposes. The only exception here may be where there are no markets available to recycle lower-end carpet products (e.g. polyolefin, poly urethane backed) and/or severely contaminated carpet. In those cases, awarded Contractor would have to provide documentation to the Client Agency as to why such products cannot be recycled.

- written agreement that the details of how such a recycling / reuse program will be reviewed periodically with all authorized service providers / dealers to ensure their understanding and compliance with the process.
- identify authorized service providers / dealers that will represent their product offerings and be responsible for servicing the State of Connecticut requesting entities. If possible, Manufacturer Contractor(s) are encouraged to utilize and name Connecticut Certified Small Business Contractors as authorized service providers / dealers to service the contract on their behalf.
- identify pricing for flooring products and carpet services. Explain how the manufacturer plans to implement the contracted flooring products and pricing to their authorized service provider / dealer network that is responsible to honor the manufacturer's pricing as presented in their proposal.
- submit one uniform pricing across the board for all services outside of the product for all their authorized service providers / dealers named to provide carpet services on the manufacturer's behalf. (Reference Exhibit B Pricing Schedule)
- submit one uniform pricing across the board for all services outside of the product for all their authorized service providers / dealers named to provide carpet services on the manufacturer's behalf.
- agree that all payments for carpet and services will be paid to their authorized service provider / dealer provider, so the Client Agency will only issue one purchase order.

2. Pricing

- a.) Manufacturer submitted pricing schedule must comply with prevailing wage rates
- b.) Manufacturer Contractors shall establish the same service and installation rates for all authorized service providers / dealers

3. Program Administration

- a.) Completeness of On-Line Solicitation Submission. All proposal documents must be signed by an authorized company official. The proposal must also provide a corporate authorization of the name(s) and title(s) of the individual(s) with authority to bind the company into contract.
- b.) Manufacturer and their Service Providers account management and customer service approach
- c.) Manufacturer shall have the capability to provide annual product usage reports

4. Capacity and Performance

- a.) Three (3) Client References, please provide the following information for each reference
 - Company Name or State Name
 - Contact Person Name and Telephone Number
 - Dollar Volume
 - Detailed Contract/Project Description