

# Invitation to Bid #12PSX0369

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## Polyethylene Corrugated Tubing and Pipe

Contract Specialist: Janet DelGreco Olson

Date Issued: 21 November 2012

Due Date: 20 December 2012



**Department of Administrative Services**



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# Invitation to Bid

## Polyethylene Corrugated Tubing and Pipe

### Overview

The Department of Administrative Service (DAS) is soliciting this Invitation to Bid (ITB) on behalf of the Connecticut Department of Transportation (ConnDOT) for Polyethylene Corrugated Tubing and Pipe. The current Contract number for this commodity is 09PSX0339 and can be view at the following link:

[http://www.biznet.ct.gov/SCP\\_Search/ContractDetail.aspx?ID=5893](http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=5893)

Contract period shall be from January 1, 2013 through December 31, 2015 with the option for the State to extend for up to the full original Contract term, or parts thereof. The estimated cost for this Contract is \$434,000.00.

Contractor shall submit their ITB electronically. Solicitation Guide is included with ITB.

Contractor shall submit insurance requirements per Contract Template document through their Biznet account. Insurance Upload Instructions Guide is included with ITB.

Contractor shall have the option of reviewing further helpful guides and videos at the following DAS/Procurement Services website link:

<http://das.ct.gov/cr1.aspx?page=371>

### Scope

The resultant Contract shall cover the State of Connecticut, Department of Transportation's (ConnDOT) needs for Polyethylene Corrugated Tubing and Pipe as listed on Exhibit B, Price Schedule.

### Instructions to Bidders

#### I. Bid Schedule

Release of ITB: Date: November 21, 2012

Receipt of Questions: Date: November 29, 2012

Answers to Questions Posted as Addendum: Date: November 30, 2012

Bid Due Date: Date: December 20, 2012 at 2:00 PM Eastern Time

During the period from your organization's receipt of this ITB, and until Contract is awarded, your organization shall not contact any employee of the State of Connecticut for additional information, except in writing, directed to DAS/Procurement Services Attn.: Janet DelGreco Olson, 165 Capitol Avenue, 5th Floor South, Hartford, CT 06106.

### III. Questions

Questions for the purpose of clarifying ITB shall be emailed to: [janet.delgreco@ct.gov](mailto:janet.delgreco@ct.gov) and shall be received by the Contract Specialist no later than the date specified.

### IV. Solicitation Submission

Solicitations shall be submitted online by ITB due date and time only. Contractor shall upload their solicitation submission to their BizNet Account. Any material that is not submitted online with company's solicitation submission shall not be accepted under any circumstances. No documentation shall be submitted by hard copy, fax or email.

### V. Public Bid Opening

Please note that the public ITB openings are now conducted online. Since solicitations are now uploaded to Contractor's BizNet account, solicitation results shall be available online from all Contractors that submitted a solicitation. **The pricing results are only available for 24 hours after ITB opening date and time.**

#### How to View ITB Results:

- Go to the DAS/Procurement website: [das.ct.gov/Portal](http://das.ct.gov/Portal)
- Click on the heading "Current Solicitations"
- Click radio button "Under Evaluation"
- Search for the bid
- Click on "Public Opening" under the bid due date and time

## Bid / Contract Requirements

### I. Mandatory Extension to State Entities

Contractor is required to offer and extend Contract (including pricing, terms and conditions) to Political Sub-Divisions of the State (Towns and Municipalities), Schools, and Not-For-Profit Organizations.

When a Political Sub-Division, School, and/or Not-For-Profit Organization utilize Contract, all references to the "State" are hereby replaced with the Name of the Using Sub-Division, School, or the name of the Not-For-Profit Organization.

## II. Set Aside Participation

It is the intention of the State to award 10 % of this contract to only Connecticut Small Business Enterprises (SBE) and Minority Business Enterprises (MBE) certified by the State of Connecticut's DAS/Supplier Diversity Program, pursuant to Connecticut General Statute 4a-60g. SBE and MBE Contractors are required to be certified at the time of ITB opening and are requested to provide a copy of their company's current certification certificate with their ITB.

Further information about the Supplier Diversity Program can be found at the following link:

[http://www.das.state.ct.us/Purchase/New\\_purchHome/busopp\\_template.asp?F\\_ID=25](http://www.das.state.ct.us/Purchase/New_purchHome/busopp_template.asp?F_ID=25)

## III. Motor Carrier Safety Review

If the performance of Contract requires the use and operation of any commercial motor vehicle, as defined in section 14-1 of the Connecticut General Statutes, or other motor vehicle with a gross vehicle weight rating (GVWR) of 18,000 pounds or more, each Contractor shall be the subject of an evaluation, conducted by the Connecticut Department of Motor Vehicles (CTDMV) of its motor carrier safety fitness. The primary factor in the evaluation is the current SAFESTAT score, calculated by the U.S. Federal Motor Carrier Safety Administration (FMCSA) in accordance with the provisions of Title 49, Section 385.1, et seq., of the Code of Federal Regulations.

To be deemed qualified; Contractor shall have an overall SAFESTAT category rating of "D" or better, on the date of evaluation. In addition, Contractor's driver and vehicle out-of-service rates shall be consulted. The rates are determined by the number of out-of-service violations cited to the motor carrier in the course of all official, reported vehicle and/or driver inspections conducted during the preceding thirty (30) months. To be deemed qualified, Contractor shall not have either a vehicle or driver out-of-service rate, by percentage of out-of-service violations per the total number of inspections reported, that is more than twice the national average. In addition, Contractor shall have a current federal safety management practices rating of "Satisfactory," as defined in 49 CFR section 385.3, as amended.

Contractor shall provide the company's Federal DOT ID number where specified in Exhibit B. Failure to provide this information may result in the rejection of bid.

Further information concerning the motor carrier safety evaluation, to which a Contractor is subject, may be obtained from CTDMV, at:

<http://www.ct.gov/dmv/cwp/view.asp?a=798&q=413206&dmvPNavCtr=|#49068>.

All official inspection and rating data that is used in the performance of each evaluation is available to any motor carrier through the federal SAFESTAT website at:

<http://www.ai.volpe.dot.gov/>.

#### **IV. Quantities and/or Usages**

If applicable in Exhibit B, Price Schedule, these are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase. Actual quantities may vary and shall be identified on individual purchase orders issued by requesting Client Agency.

#### **V. Contract Separately / Additional Savings Opportunities**

The State reserves the right to either seek additional discounts from Contractor or to contract separately for a single purchase, if in the judgment of DAS/Procurement Services, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the published contract prices, whether or not such a savings actually occurs.

#### **VI. Emergency Standby for Goods and/or Services**

In the event of a declared emergency or natural disaster within the State of Connecticut, not resulting from inadequate inventory or contract expiration, but which are expected to be temporary in nature, DAS and/or Client Agency reserves the right to request the goods and/or services called for in Contract from Contractor. Contractor shall make best effort to provide goods and/or services at the time and in the manner specified by DAS and/or Client Agency. From the time a request for goods and/or services is made Contractor shall acknowledge the request within two (2) hours. If Contractor is unable to respond or provide the goods and/or services requested, DAS and/or Client Agency reserves the right to procure said good and/or services from another source. Contractors called upon to perform under emergency circumstances shall supply goods and/or services in a timely manner such that time is of the essence.

Contractors shall offer the DAS and/or Client Agency first priority for goods and/or services, which are unknown at this time, but which may be required during an actual emergency, from its regular sources of supply at the rates set forth in Exhibit B, Price Schedule of Contract.

## **VII. Brand Name Specifications and/or References**

The use of the name of a manufacturer or of any particular make, model or brand in describing an item does not restrict Contractor to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered shall be of such character and quality so that it shall serve the purpose for which it is to be used equally as well as that specified, and Contractor shall warrant to the State that it is fit for that purpose. Bids on comparable items shall clearly state the exact article being offered including any and all applicable options and Contractor shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If Contractor does not indicate that the article offered is other than as specified, it shall be understood that Contractor is offering the article exactly as specified. Contractor shall submit complete documentation on the specifications and quality levels of the proposed products. Bids submitted that do not contain this documentation are subject to rejection.

## **VIII. P-Card (Purchasing Credit Card)**

Purchases for all state agencies that are less than \$1,000 shall be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued from Contract using the MasterCard. Contractor shall be responsible for the credit card user-handling fee associated with credit card purchases. Contractor shall only charge to the State's MasterCard upon delivery of goods or rendering of services.

Contractor shall capture and provide to their Merchant Bank, Level 3 reporting at the line item level for all orders placed by State MasterCards.

Questions regarding the State of Connecticut MasterCard Program should be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at (860)713-5072.

## **IX. Contract Award**

The State reserves the right to award Contract in a manner deemed to be in the best interest of the State and may include, but not be limited to:

- A. by item, group of items, or in its entirety
- B. geographic location to adequately service the entire State of Connecticut in the best possible manner
- C. multiple Contractor award

**X. Bonds**

No bond requirement for ITB.

**XI. Subcontractors**

DAS shall approve any and all subcontractors utilized by the successful Contractor prior to any such subcontractor commencing any work. Contractor acknowledges by the act of submitting a bid that any work provided under Contract is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. It is also understood that successful Contractor shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by successful Contractor to DAS upon request. Successful Contractor shall provide the majority of services described in the specifications.

**Index of Abbreviations/Definitions**

**Abbreviations:**

DAS	Department of Administrative Services
ITB	Invitation to Bid
ConnDOT	Connecticut Department of Transportation
CTDMV	Connecticut Department of Motor Vehicles
GVWR	Gross Vehicle Weight Rating
FMCSA	Federal Motor Carrier Safety Administration
P-Card	Purchasing Credit Card
FOIA	Freedom of Information Act

**Definitions:**

BizNet is a central collection area and informational tool for companies looking to do business with the State of Connecticut.

Client Agency means any State of Connecticut agency, Political Subdivision of the State of Connecticut (Town, Cities, Municipalities) and Not-for Profit Organizations.