

Invitation to Bid #12PSX0399

Broken Stone, Crushed Gravel, Screened Gravel, Processed Aggregate, Grits A & B, Rip Rap, 3/8" & 3/4" Double Washed Stone and Asphaltic Plug Joint Aggregate

Contract Specialist: Janet DelGreco Olson

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Due Date: 21 February 2013



Department of Administrative Services



TABLE OF CONTENTS

Guide to Electronic Bid Submissions	3
OVERVIEW _____	5
SCOPE _____	5
INSTRUCTIONS TO BIDDERS _____	6
BID / CONTRACT REQUIREMENTS _____	7
INDEX OF ABBREVIATIONS/DEFINITIONS _____	11

GUIDE TO ELECTRONIC BID SUBMISSIONS

I. BIZNET

It is now a requirement of DAS/Procurement Services that Contractors create a Business Network (BizNet) Account and add company profile in the BizNet system. Contractors are responsible for maintaining company information as updates occur. Please Note: If Contractor is certified through the Supplier Diversity or the Pre-Qualification Program, they have already created a BizNet account.

BizNet login: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select CT Procurement and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc.).

Existing Companies Needing to Update Their Information: Login to BizNet and select CT Procurement and Company Information.

Note: If you are having difficulty connecting to your account or downloading/uploading forms, please call DAS/Procurement Services at: 860-713-5095.

II. AFFIDAVITS

Companies can submit forms electronically to their BizNet account if they haven't already done so. These forms shall be updated on an annual basis, no later than thirty (30) days after the effective date of any material change rather than completing them with each ITB submittal. Companies that have already filed these forms have the ability to view, verify and update their information prior to submitting an ITB response.

Instructions for Uploading Affidavits and Non-Discrimination Forms:

Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:

<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>

III. ONLINE BID RESPONSES

Effective after February 1, 2012 any bid posted by DAS/Procurement Services must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and upload these documents (as well as any other required submittal documents) through BizNet prior to the opening date and time. Late submissions will not be accepted. Bids shall be available for public viewing for 24 hours after bid closing:

- Signature Page (SP-26) – Electronic signature requires only those authorized to sign contracts on behalf of company to complete and submit.
- Employment Information Form (DAS-45) – Fillable Form
- CT Impact Form
- OSHA Certificate of Compliance (DAS-12) – Fillable Form
- Statement of Qualifications (DAS-14) – Fillable Form
- Contract Exhibit B – Price Schedule (SP-16)
- Bid Addendum (SP-18) – if applicable

Additional forms such as those listed below shall be reviewed carefully and accepted by Contractor prior to bid submittal –

- Standard Terms and Conditions (SP-19)
- Vendor Authorization Guidelines (DAS-28)
 - This form shall be signed by the person identified in the Corporate Resolution or By-Laws, as the party legally authorized to bind the company. Vendor Authorization Guidelines are included in ITB.
- Invitation to Bid Template (SP-22)
- Invitation to Bid Contract (SP-50)
- Contract Exhibit A – Description of Goods & Services
- Contract Exhibit C – SEEC Form 11

IV. INSURANCE ACCORD CERTIFICATES

Effective October 1, 2012, Insurance Accord Certificates will need to be uploaded to your BIZNET account. New and/or updated insurance information is the responsibility of Contractor. The State of Connecticut shall be listed as additional insured on Accord Certificate. Insurance Upload Instruction guide are included in ITB.

Contractors are cautioned that there may be additional documents, attachments or requirements depending on the complexity of ITB. Please read ALL bid documents carefully and provide all required information. Failure to do so may result in rejection of bid.

Invitation to Bid

Broken Stone, Crushed Gravel, Screened Gravel, Processed Aggregate, Grits A & B, Rip Rap, 3/8" & 3/4" Double Washed Stone and Asphaltic Plug Joint Aggregate

Overview

The Department of Administrative Service (DAS) is soliciting this Invitation to Bid (ITB) on behalf of the Connecticut Department of Transportation (ConnDOT) for Broken Stone, Crushed Gravel, Screened Gravel, Processed Aggregate, Grits A & B, Rip Rap, 3/8" & 3/4" Double Washed Stone and Asphaltic Plug Joint Aggregate. The current Contract number for this commodity is 09PSX0381 and can be view at the following link:

http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=5864

Contract period shall be from April 1, 2013 through March 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 \$360,000.00.

Scope

The resultant Contract shall cover ConnDOT's needs for Broken Stone, Crushed Gravel, Screened Gravel, Processed Aggregate, Grits A & B, Rip Rap, 3/8" & 3/4" Double Washed Stone and Asphaltic Plug Joint Aggregate as listed on Exhibit B, Price Schedule

Instructions to Bidders

I. Bid Schedule

Release of ITB	Date: December 28, 2012
Receipt of Questions	Date: January 16, 2013
Answers to Questions posted as Addendum:	Date: January 17, 2013
Bid Due Date:	Date: February 21, 2013

During the period from your organization's receipt of ITB, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut for additional information, except in writing, directed to the 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 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 your company's solicitation submission shall not be accepted under any circumstances. No documentation shall be submitted by hard copy, fax or email. Further helpful guides and videos are located at the following DAS/Procurement Services website link:

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

V. Public Bid Opening

Please note that the public bid openings are now conducted online. Since ITB is now uploaded to Contractor's BizNet account, ITB 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 Bid Results:

- Go to the DAS/Procurement website: 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 25% of 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

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 (CFR).

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, Price Schedule. Failure to provide this information may result in the rejection of bid.

Further information concerning the motor carrier safety evaluation, to which 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 Contractors 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. Contractors 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. Subcontractors

DAS shall approve any and all subcontractors utilized by 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. The 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
CFR	Code of Federal Regulations
CGS	Connecticut General Statute
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.