

# Invitation to Bid #12PSX0416

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## Placement, Removal, Storage and Maintenance for Housatonic River Buoys

Contract Specialist: Janet DelGreco Olson

Date Issued: 24 January 2013

Due Date: 28 February 2013



**Department of Administrative Services**



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## 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 - Fillable 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.***

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# Invitation to Bid

## Placement, Removal, Storage and Maintenance for Housatonic River Buoys

### Overview

The Department of Administrative Service (DAS) is soliciting this Invitation to Bid (ITB) on behalf of the Department of Energy and Environmental Protection (DEEP) Boating Division for the Placement, Removal, Storage and Maintenance of Housatonic River Buoys. The current Contract number for this commodity is 08PSX0103 and can be view at the following link:

[http://www.das.state.ct.us/contracts/008\\_0103.pdf](http://www.das.state.ct.us/contracts/008_0103.pdf)

Contract period shall be in effect from May 1, 2013 through November 30, 2017. The DEEP Boating Division reserves the right to cancel Contract for non-performance, or less than satisfactory performance of terms of Contract. The estimated cost of Contract shall be \$40,000.00.

### Scope

The Housatonic River is marked with State regulatory buoys. There are a total of six (6) buoys, marking two (2) "Slow No Wake" areas on the Housatonic River from Milford to Stratford. All buoys shall be placed and maintained at the latitudes/longitudes contained herein ITB, as these locations are approved by the United States (U.S.) Coast Guard District Office and the Commissioner of DEEP.

### Instructions to Bidders

#### I. Bid Schedule

Release of ITB	Date: January 24, 2013
Receipt of Questions:	Date: January 31, 2013
Answers to Questions Posted as Addendum:	Date: February 1, 2013
Bid Due Date:	Date: February 28, 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 DAS/Procurement Services, Attn.: Janet DelGreco Olson, 165 Capitol Avenue, 5th Floor South, Hartford, CT 06106.

### III. Questions

Questions for the purpose of clarifying this bid 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 the bid 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.

### V. Public Bid Opening

Please note that the public bid 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 the bid opening date and time.**

#### How to View Bid 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. 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 State and/or Client Agencies.

## **II. 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.

## **III. 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 the 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 the 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 the 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.

Contractor 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 of this Contract.

## **IV. 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. ITBs 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 it shall 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. ITBs submitted that do not contain this documentation are subject to rejection.

## **V. 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 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.

## **VI. 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 it's entirety
- B. geographic location to adequately service the entire State of Connecticut in the best possible manner
- C. Multiple Contractor Award

## **VII. Subcontractors**

Before a Contractor can contract, hire or employ any subcontractor or independent contractor, advance written notice shall be obtained from the DEEP Boating Division. Any such subcontractor or independent contractor shall comply with all the provisions of Contract specifications.

## **Index of Abbreviations/Definitions**

### **Abbreviations:**

DAS	Department of Administrative Services
ITB	Invitation to Bid
DEEP	Department of Energy & Environmental Protection
U.S.	United States
P-Card	State MasterCard

### **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.