State of Connecticut

Invitation to Bid #13PSX0005

Salon Hair Products, Spa Products, Salon Equipment & Accessories and Salon Furniture

Contract Specialist: **Susanne Hawkins**

Date Issued: **24 January 2013**

Due Date: **25 February 2013**

Department of Administrative Services

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Invitation to Bid

Salon Hair Products, Spa Products, Salon Equipment & Accessories and Salon Furniture

Overview

The Department of Administrative Service (DAS) is issuing this invitation to bid for salon hair products, spa products, salon equipment, salon equipment and accessories and salon furniture on behalf of all using State agencies.

Scope

This invitation to bid covers the requirements for all using State agencies, hereinafter, will be referred to as the Client Agency for salon hair products, accessories, spa products, salon equipment and accessories and salon furniture.

This contract replaces the following contract award(s) in part or in total: DAS Contract #06PSX0439 for Beauty and Barber Shop Equipment, Accessories and Furniture and DAS Contract #07PSX0309 for Beauty and Barber Supplies.

Instructions to Bidders

I. Bid Schedule

RELEASE OF ITB:	Date: 24 January 2013
RECEIPT OF QUESTIONS:	Date: 1 February 2013, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date: 5 February 2013 or sooner
BID DUE DATE:	Date: 25 February 2013 at 2:00 PM Eastern Time

During the period from your organization's receipt of this Invitation to Bid, 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 Department of Administrative Services, Attn.: Susanne Hawkins, Procurement Services, 165 Capitol Avenue, 5th Floor South, Hartford, CT 06106.

III. Questions

Questions for the purpose of clarifying this bid must be emailed to: susanne.hawkins@ct.gov and must be received by the Contract Specialist no later than the date and time specified.

IV. Solicitation Submission

Solicitations shall be submitted online by the bid due date and time only. Bidders must 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 the bidder's BizNet account, solicitation results will be available online from all bidders 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
-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

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 will be identified on individual purchase orders issued by the requesting state entity.

II. Contract Separately / Additional Savings Opportunities

The State reserves the right to either seek additional discounts from the contractor(s) 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. 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 bidders to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered must be of such character and quality so that it will serve the purpose for which it is to be used equally as well as that specified, and the bidder shall warrant to the State that it is fit for that purpose. Bids on comparable items must clearly state the exact article being offered including any and all applicable options and the bidder shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the bidder does not indicate that the article offered is other than as specified, it will be understood that the bidder is offering the article exactly as specified. Bidders must 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.

IV. 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 this Contract using the purchasing card. The Contractor shall be responsible for the credit card user-handling fee associated with credit card purchases. The Contractor shall only charge to the State's MasterCard upon delivery of goods or rendering of services.

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

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

V. Contract Award

The State reserves the right to award this 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

VI. Micro Business Preference

This contract shall be awarded to the lowest responsible qualified bidder. The qualities of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the state government and the delivery terms will be taken into consideration, and the life-cycle costs and trade-in or resale value of the articles may be considered where it appears to be in the best interest of the state. In determining the lowest responsible qualified bidder, a price preference of up to ten percent (10%) may be given for the purchase of the goods or services from micro businesses. Micro business means a business with gross revenues not exceeding three million dollars ($3,000,000) in the most recently completed fiscal year. To be considered for this ten percent (10%) price preference, bidders shall provide a copy of their Federal Internal Revenue tax return form, with their bid, for the most recent fiscal year, confirming their gross revenues of less than three million dollars ($3,000,000). Failure to provide such tax return with the bid shall deny bidder consideration for price preference. For companies who have not yet filed their tax return for the most recently completed fiscal year, in lieu of a tax return, a letter from a Certified Public Accountant attesting to the company's gross estimated revenues for the most recently completed fiscal year will be accepted.

Index of Abbreviations

Abbreviations:

DAS	Department of Administrative Services
ITB	Invitation to Bid