

Invitation to Bid #13PSX0007

Purchase of Live Pheasants

Contract Specialist: **Teresa Dupont**

Date Issued: **27 February 2013**

Due Date: **19 March 2013**

Department of Administrative Services



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Invitation to Bid

Purchase of Live Pheasants

Overview

The Department of Administrative Services, on behalf of the Department of Energy and Environmental Protection is seeking to procure and estimated quantity of 1000 live, 8-week old pheasants and 16,000 live, adult pheasants as per the specifications listed in Exhibit A. The quantities purchased shall be dependent upon funds available at the time of award. It is intended that this contract will be in effect from the date of the award through April 31, 2016. DEP planning date for this bid was December 16, 2012. The previous contract(s) was 11PSX0042 and 09PSX0032.

Instructions to Bidders

I. Bid Schedule

RELEASE OF ITB:	Date: 27 February 2013
RECEIPT OF QUESTIONS:	Date: March 5, 2013, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date: March 6, 2013
BID DUE DATE:	Date: 7 March 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.: Teresa Dupont, 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: teresa.dupont@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. 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 this contract from the Contractor. The 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 the contractor shall acknowledge the request within two (2) hours. If the 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.

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 of this Contract.

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. E-Commerce (Electronic Commerce)

The State utilizes an internet-based E-Procurement ordering system, known as Core-CT. Awarded contractors will receive purchase orders from the State through the Core-CT System and shall provide electronic invoicing to be loaded into the Core-CT System.

Contractors shall provide the State with functional data files that include specific formats for product and pricing information to be loaded into the Core-CT system, or enable electronic access/interface to the Contractor's catalog (either through a punch-out catalog or a third-party hosted catalog). In the event third-party hosted catalog is used, the Contractor shall invoice the State for the awarded products at the contracted prices. By providing a punch-out catalog solution, the Contractor shall provide its own online catalog of the State's offerings. By providing a third-party hosted catalog, the Contractor shall provide a list of its products/pricing in an electronic data file to a third-party provider which hosts multiple catalogs for the State.

Upon contract award, the Contractor shall provide the State with a functional data file that will then be loaded into a catalog in Core-CT for Client Agency ordering purposes. The Core-CT Catalog will be maintained in Core-CT by State personnel or through a third-party acting on the State's behalf. Contractors shall provide functional data files within ten (10) business days from the date of contract award notification. Failure to provide functional data files within the time allotted will constitute breach of the contract. Detailed information on the functional data file requirements and Core-CT is available at www.das.ct.gov/SupplierKitCoreCT.

When the Contractor is required to provide the State with a punch-out or third-party hosted catalog, the Contractor shall cooperate with the State to create a project plan, project schedule and methodology of operation to enable and maintain the integration of the Contractors statewide contract offerings within a timeframe that is mutually agreeable to the State and the Contractor. The State will determine which of the catalog structures (either punch-out or hosted) must be provided by the Contractor. The State may utilize a third-party provider to coordinate this integration on behalf of the State.

Contractor's functional data files or catalogs must contain the most current pricing, as well as the most up-to-date product offerings that the Contractor is authorized to provide in accordance with the Contract. During the term of the contract, functional data file updates and/or catalog updates must be provided in a timely manner. Frequency of these updates are outlined in the pricing specification section of the Contract. Additional information on functional data file updates is available in the "Supplier Kit" found at www.das.ct.gov/SupplierKitCoreCT. State approved price adjustments are not effective until implemented within the Core-CT catalog, punch-out catalog or third-party hosted catalog and a Contract Supplement is issued by the State.

Existing pricing/product information will remain in effect until a functional data file or catalog is received, approved, loaded and a contract supplement is issued by the State.

VI. 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 its entirety
- B. geographic location to adequately service the entire State of Connecticut in the best possible manner
- C. Multiple Contractor Award

VII. 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.

VIII. Subcontractors

DAS must approve any and all subcontractors utilized by the successful bidder prior to any such subcontractor commencing any work. Bidders acknowledge by the act of submitting a bid that any work provided under the 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 the successful bidder shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful bidder to DAS upon request. The successful bidder must provide the majority of services described in the specifications.

Index of Abbreviations

Abbreviations:

- DAS Department of Administrative Services
- DEEP Department of Energy and Environmental Protection
- ITB Invitation to Bid