

Invitation to Bid #13PSX0010

Trade Labor Services

Contract Specialist: **Pamela Anderson**

Date Issued: **30 September 2013**

Due Date: **7 November 2013**

Department of Administrative Services



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GUIDE TO ELECTRONIC BID SUBMISSIONS

I. INTRODUCTION TO BIZNET

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

The BizNet login is: <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. BUSINESS FRIENDLY LEGISLATION

As a result of Public Act 11-229, DAS/Procurement Services' goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each invitation to bid are being automated in BizNet.

DAS/Procurement Services began the transition to on-line bidding by automating the submission of **Affidavits and Non-Discrimination forms** on October 1, 2011. Companies can submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change rather than completing them with each bid submittal. Companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a bid 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. 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 the contractor. Training documentation will be available through the DAS Website under "DAS Business Friendly Initiatives" at the following website:
<http://das.ct.gov/cr1.aspx?page=371>

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

IV. VENDOR AUTHORIZATION GUIDELINES

Please read the Vendor Authorization Guidelines form carefully and be sure to return the correct documentation with your bid.

Invitation to Bid

Trade Labor Services

Overview

The Connecticut Department of Administrative Services (“DAS”) is seeking bids to provide Miscellaneous Trade Labor Services including all labor, equipment and materials necessary to complete licensed/registered and non-licensed trade work as outlined throughout this Invitation to Bid (“ITB”) for those state entities that are not otherwise covered under a separate contract.

DAS intends to partner with multiple resources that offer Trade Labor Services that provide coverage throughout various geographic locations throughout the State of Connecticut.

Scope

The intent of this ITB is to solicit solutions for Trade Labor Services as described in Exhibit A.

No single job performed under the contract that will result from this ITB (the “Contract”) shall exceed \$100,000.00, (price to include labor and materials).

DAS is issuing this ITB exclusively (100% participation) to Connecticut DAS - certified small (SBE), minority (MBE), and women-owned (WBE) businesses and for DAS - certified businesses owned by persons with a disability. For more information on how to become certified in the Supplier Diversity Program please click on the following link:

<http://www.das.ct.gov/cr1.aspx?page=34>

The Contract shall not be for regular maintenance services for Air\Conditioning and Ventilation System Repair, Boiler/Burner Repair, or HVAC Control System Repair/Maintenance. Those services have been or will be bid out separately.

Bidders are required to have been licensed and registered with the State of Connecticut in the trade on which they are bidding for a **minimum** of two (2) years at the time of the Bid Opening.

See Exhibit A.1 Contract Document for job descriptions and licensing/registration requirements.

See Exhibit A.2, for additional bid and contract requirements and for badging requirements for the Department of Transportation, Bradley International Airport and facility admittance rules and regulations for the Department of Correction, Correctional Facilities.

Exhibit B, the Price Schedule is in Excel format. The price schedule must be uploaded and returned in Excel format. Be sure it is unlocked when returning it with your bid.

This ITB replaces the following contract award(s) in part or in total: 07PSX0357.

Instructions to Bidders

I. Bid Schedule

| | |
|--|-------------------------|
| RELEASE OF ITB: | Date: 30 September 2013 |
| RECEIPT OF QUESTIONS: | Date: 18 October 2013 |
| ANSWERS TO QUESTIONS POSTED AS ADDENDUM: | Date: 21 October 2013 |
| BID DUE DATE: | Date: 1 November 2013 |

During the period from your organization's receipt of this 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, AND DIRECTED ONLY to the Department of Administrative Services, Attn.: Pamela Anderson, Procurement Services, 165 Capitol Avenue, 5th Floor South, Hartford, CT 06106, Pamela.Anderson@CT.Gov.

II. Questions

Questions for the purpose of clarifying this ITB must be emailed to pamela.anderson@ct.gov and must be received by Ms. Anderson no later than the date and time specified. Answers to questions will be posted as an addendum.

III. Solicitation Submission

PLEASE READ CAREFULLY

Bids shall be submitted online by the bid due date and time only. **Bidders must upload their bids to their BizNet Account.** Any material that is not submitted online will 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 bids are now uploaded to the bidder's BizNet account, bid results will be available online from all bidders that submitted a bid. 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: <http://das.ct.gov/cr1.aspx?page=12>
- 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**

Bidders shall make their bids applicable to Political Sub-Divisions of the State (Towns and Municipalities), Schools, and Not-For-Profit Organizations, as the contract resulting from this ITB ("Contract") (including pricing, terms and conditions) will be made available to those entities.

When a Political Sub-Division, School, and/or Not-For-Profit Organization utilize the Contract, all references to the "State" shall be deemed to refer to the Name of the Using Political Sub-Division, School, or the name of the Not-For-Profit Organization.

II. **Quantities and/or Usages**

The quantities and usages listed in this ITB are only estimated quantities and usages and in no way represent a commitment or intent to purchase those amounts. Actual amounts may vary and will be identified on individual purchase orders issued by the requesting state entity.

III. **Contract Separately / Additional Savings Opportunities**

The State may either seek additional discounts or contract separately for a single purchase.

IV. **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 State entity using the Contract ("Client Agency") reserves the right to request the goods and/or services called for in the 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 the Contract.

V. **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 in its bid 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, the bidder shall be deemed to have offered 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.

VI. 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 the Contract using the MasterCard. The contractor shall be responsible for the credit card user-handling fee associated with credit card purchases. The contractor shall charge to the State's MasterCard only 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 using the MasterCard.

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

VII. Contract Award

The State may make an award under this ITB according to:

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

VIII. Micro Business Preference

The 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 must provide a copy of their Internal Revenue Service 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.

IX. 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.

X. Pricing

Pricing submitted must be net pricing and shall include the use of tools, small equipment, overhead and profits. Travel, mileage, meals and/or miscellaneous expenses are the responsibility of the Contractor(s).

XI. Materials

1. Pricing for materials used for the performance of contracted services shall be a percentage mark-up from the vendor's invoice price.
2. The State may request copies of invoices for materials furnished from the Contractor's supplier.
3. When applicable, State agencies also reserve the right to furnish certain materials required in the completion of work under this contract.

Award Criteria

Pursuant to CGS 4a-59, and DAS Procurement Regulations 4a-52-8 and 4a-52-18, the award shall be made to the lowest, responsible qualified bidder; past performance and financial responsibility shall always be factors in making this determination. The following factors will be considered in the evaluation to determine the lowest, qualified responsible bidder. The order of relative importance of the factors is as follows:

- A. The conformity of the supplies, materials, equipment or contractual services to with the specifications.
- B. The quality of the supplies, materials, equipment or contractual services.
- C. The suitability of the supplies, materials, equipment or contractual services to the requirements of the State.
- D. The delivery terms.
- E. The administrative costs of the State.
- F. Life-cycle costs, trade-in or resale value of the supplies, materials or equipment.
- G. Pricing