

# **Invitation to Bid #13PSX0013**

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**Locks, Lock Parts and Keys for Dept. of Transportation,  
All Using Agencies and Political Subdivisions**

Contract Specialist: **Rob Zalucki**

Date Issued: **24 October 2013**

Due Date: **13 November 2013**

**Department of Administrative Services**



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# **Invitation to Bid**

## **Locks, Lock Parts and Keys for Dept. of Transportation, All Using Agencies and Political Subs**

### **Overview**

The State of Connecticut Department of Administrative Services (“DAS”) is issuing this Invitation to Bid (“ITB”) to solicit bids for Locks, Lock Parts and Keys for the following manufacturer’s products: Medeco, Best, and Wilson Bohannan.

This contract replaces the following contract award(s) in part or in total: 07PSX0030 and 07PSX0082

### **Instructions to Bidders**

#### **I. Bid Schedule**

RELEASE OF ITB:	Date: 24 October, 2013
RECEIPT OF QUESTIONS:	Date: 30 October, 2013 by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date: 5 November, 2013
BID DUE DATE:	Date: 13 November, 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 any purposes concerning this procurement, except in writing, directed to the Department of Administrative Services, Attn.: Rob Zalucki, Procurement Services, 165 Capitol Avenue, 5th Floor South, Hartford, CT 06106.

#### **II. Questions**

Questions for the purpose of clarifying this ITB must be emailed to: [robert.zalucki@ct.gov](mailto:robert.zalucki@ct.gov) and must be received by the Contract Specialist no later than the date and time specified.

#### **III. Bid Submission**

Solicitations shall be submitted only online by the bid due date and time. Bidders must upload their bids to their BizNet Account. Any material that is not submitted online with the bid shall not be accepted. No documentation shall be accepted if submitted by hard copy, fax or email.

#### **IV. Public Bid Opening**

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: [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**

Any quantities set forth in this ITB are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity.

### **II. 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.

### **III. 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

### **IV. 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.

## V. 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 to any state entity is work conducted on behalf of the State. The Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. 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.

## VI. Special Requirements

MEDECO – The State of Connecticut has a Medeco restricted level 5 biaxial key system with a G-3 keyway.

Bidding vendors for item two (2) of the price schedule (Exhibit B) must submit a letter with their bid from the manufacturer stating they have the capability to originate at their location level 5, G-3 section keys and can also purchase stock in that specific keyway.

BEST – The State of Connecticut has a Best W series key system and systems using Best Coremax.

Bidding vendors for item four (4) of Exhibit B must submit a letter with their bid stating that they can furnish material in both series and Coremax.

Bidders are encouraged to bid on any of the items that they can supply. It is not required that all items be bid by each bidder.

### **PRICES:**

Contract items one (1) and four (4) on Exhibit B shall include:

All items in the manufacturer's price book submitted by the bidder with the bid shall be available for purchase on a discount from price book basis. If an additional percentage discount is offered for quantity orders, bidders shall insert the additional percentage as so noted on the bid schedule.

Discount from any other lists other than factory published list price book basis will be considered as non-responsive in addition; for certain items a net price per item will be requested.

No additional charges will be allowed for packing or packages.

## ***Index of Abbreviations***

### **Abbreviations:**

DAS	Department of Administrative Services
ITB	Invitation to Bid