

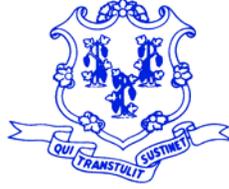
The Connecticut General Assembly

Joint Committee on Legislative Management

Martin M. Looney
Senate President Pro Tempore

Bob Duff, *Senate Majority Leader*
Leonard Fasano, *Senate Minority Leader*

James P. Tracy
Executive Director



J. Brendan Sharkey
Speaker of the House

Joe Aresimowicz, *House Majority Leader*
Themis Klarides, *House Republican Leader*

REQUEST FOR PROPOSAL (RFP)

JANITORIAL SUPPLIES

CONTRACT# PRCH16REG0003

RFP ISSUE DATE: November 18, 2015

PROPOSAL DUE DATE: December 18, 2015

Official Agency Contact Information:

Tina Roy
Purchasing Officer
Legislative Management
300 Capitol Avenue
Hartford, CT 06106

Email: CGAPurchasing@cga.ct.gov
Phone: 860.240.0100

LIST OF ATTACHMENTS

Attachment A-1	Bid Form, Cleaning Product List
Attachment A-2	Bid Form, Paper Product List
Attachment A-3	Bid Form, Utility Product List
Attachment B	Certification Form
Attachment C	Proof of Authorization
Attachment D	Gift and Campaign Certification
Attachment E	CHRO Notification
Attachment F	Non-Discrimination Form
Attachment G	W-9
Attachment H	Vendor Profile Form
Attachment I	CGA Terms and Conditions

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PART A CONTRACT INFORMATION

A.1. Executive Summary

The Connecticut General Assembly (CGA) is the legislative branch of government of the State of Connecticut. Through statutory enactments, the Joint Committee on Legislative Management is responsible for the coordination and management of legislative affairs and the supervision and approval of any and all legislative expenditures.

The Joint Committee on Legislative Management (JCLM) is comprised of the top legislative leaders from each political party and works through a subcommittee system. The Personnel Policies Subcommittee is comprised of the President Pro Tempore of the Senate, the Speaker of the House of Representatives, and the Majority and Minority Leaders of each chamber. The Subcommittee is responsible for establishing legislative personnel policies, guidelines, regulations, and salary schedules, and also approves legislative expenditures exceeding \$50,000.

The Joint Committee on Legislative Management (JCLM) on behalf of the Connecticut General Assembly (CGA) is seeking a vendor to provide janitorial supplies for use at the CT State Capitol Building, the Legislative Office Building, and the Old State House.

A.2. Term of Contract

Upon acceptance of Proposal, JCLM shall initiate the formal contract. The Contractor shall execute a formal contract with the State of Connecticut for the complete performance specified therein. This contract is considered executed once it is signed by both parties. The term of the contract, resulting from this RFP, shall commence upon date of execution and end upon 24 months thereafter, with the option to extend for one additional 12 month period upon mutual agreement of both parties.

Upon contract execution, all pricing will remain fixed for the 24 month term.

A.3. Terms and Conditions

The terms and conditions that apply to this RFP and resulting contract are included in Attachment I.

A.4. Examination of Documents

Prior to submitting a Proposal, each Respondent shall examine the RFP. Each Respondent shall fully inform themselves prior to submitting the Proposal as to the specifications for this service to be provided, and shall include in the proposal a sum to cover the cost of items necessary to provide the service as set forth in this RFP. No allowance will be made to a Respondent because of lack of such examination or knowledge. The submission of a Proposal will be considered conclusive evidence that the Respondent has made such an examination.

PART B SCOPE OF SERVICES

B.1. Scope

Provide cleaning products/chemicals, paper supplies and utility supplies for maintenance of the CT State Capitol Building, the Legislative Office Building and the Old State House. The CGA will

order items on a bi-weekly and monthly basis. The anticipated purchase volume is approximately \$125,000 annually for all three product lists combined.

B.2. Product Lists

Complete listings of all supplies provided by vendor will be in accordance with Attachments A-1, A-2 and A-3. This is a multiple award contract. **Bidders may submit unit pricing for products on one or more of the Product Lists.** Chemical Product List items (A-1) and Paper Product List (A-2) items may not be substituted; the brand names shown must be provided. Any brand may be quoted for the Utility Product List items (A-3).

B.3. Optional - Online Purchasing

Bidders may propose an online purchasing web site dedicated to the CGA, or other electronic method of purchasing. If no electronic purchasing option is offered, orders will be processed by purchase order and invoicing.

B.4. Deliveries

All orders must be delivered by the vendor to the Legislative Office Building loading dock; 300 Capitol Avenue, Hartford, CT. Deliveries may be received Monday through Friday, excluding State of CT holidays, 7:00a to 2:45p. Delivery charges are billable.

PART C PROCUREMENT SCHEDULE

C.1. Deadline for Questions

All questions must be submitted in writing by 2:00pm on Friday, December 4, 2015. These submissions must be sent via email to CGAPurchasing@cga.ct.gov, or conventional mail addressed to CGA Purchasing, Office of Legislative Management; Legislative Office Building; 300 Capitol Avenue; Room 5100, Hartford, CT 06106-1591.

C.2. Amendments to Request for Proposal

Response to written questions will be posted on the State Contracting Portal by 2:00pm on Wednesday, December 9, 2015.

C.3. Proposal Delivery

Sealed Proposals must be delivered by 2:00pm on Friday, December 18, 2015, to CGA Purchasing, Office of Legislative Management; Legislative Office Building; 300 Capitol Avenue; Room 5100, Hartford, CT 06106-1591.

PART D COMPENSATION

D.1. Payment Terms

The compensation for services shall be in accordance with the Proposal submitted, except as negotiated and amended in writing by both the CGA and the Respondent. All costs for which reimbursement will be sought and any prompt payment discounts shall be reflected on the Bid Forms included in this RFP (Attachments A-1, A-2, and A-3.).

Payments shall be made by the CGA in arrears within (45) forty-five days of receipt of a properly prepared invoice. A properly prepared invoice is defined as a billing that is dated subsequent to the date the good or services have been received and reflects the purchase order issued for the project.

If a Contractor is determined to be a DAS certified small business contractor, the Contractor is entitled to receive payment on a contract awarded under C.G.S. §4a-60j, C.G.S. §4a-60g to C.G.S. §4a-60i, inclusive, thirty (30) days in arrears following receipt of a properly prepared invoice.

D.2. Invoicing

Invoicing must be properly prepared and include the purchase order number, billing period, Invoice date, itemized charges with the appropriate amount billed and applicable supporting documentation.

The CGA reserves the right to reject invoices for payment if they are not considered to be properly prepared as defined above. If an early payment discount is applicable, the discount period begins on the date the invoice is received by CGA Accounts Payable.

PART E PROPOSAL REQUIREMENTS

E.1. Response Documentation Required

Respondents are required to submit one original Proposal package, and one copy, in a sealed envelope to:

CGA Purchasing, Office of Legislative Management; Legislative Office Building; 300 Capitol Avenue; Room 5100, Hartford, CT 06106-1591

Only written Proposals will be accepted. The CGA reserves the right to disqualify any Proposal which does not include the following documentation:

- a. Company Information: include Company description, years in business and location;
- b. Completed Bid Forms, Attachment A-1, A-2, and A-3
- c. Completed Attachment B Certification Form
- d. Completed Attachment C Proof of Authorization

E.2. Documentation Required Prior to Contract Award

The following documentation may be required before contract award:

1. Attachment D Gift and Campaign Certification
2. Attachment E CHRO Notification
3. Attachment F Non-Discrimination Form
4. Attachment G W-9
5. Attachment H Vendor Profile

PART F EVALUATION OF PROPOSALS

F.1. Mandatory Requirements

CGA will determine if Proposals are complete submissions. The CGA has the sole discretion to decide if Proposals are nonresponsive to this RFP.

F.2. Qualitative Elements

Once it is determined the Proposal(s) are complete submissions, they will be reviewed by the Evaluation Committee. Evaluation will be based primarily on proposed pricing.

F.3. Contract Award

The CGA will notify all Respondents of the Proposal for contract award once approved by Legislative Leaders and contract has been executed.