



**Request for Proposal
CGP012016
Laboratory Supplies and Equipment
Addendum #1**

February 4, 2016

To: All Prospective Respondents

From: Cathleen G. Paquette
Purchasing Agent II

The following are deletions from, or additions or clarifications to, the referenced RFP. They are to be considered an integral part of the solicitation.

Deletion: Please disregard item 5.5.13.6 on page 16. The Vendor Code of Conduct is addressed in Section 7, paragraph 7.48. Acknowledgement will be entered in the appropriate space provided in Appendix A.

Clarifications:

- The University intends to establish a multi-vendor contract to best meet the needs of the research and academic communities.
- This contract will replace or supersede existing University Contracts: UC-09-CGP021309 and UC-13-CGP031612.
- Master Contracts will be established with University of Connecticut. Other institutions will likely establish their own agreements as necessary. We are creating a *Participation Agreement* for this purpose.
- The contract process can be lengthy, averaging 54 business days. Upon completion of negotiations the signed document must go through our local Attorney General's office and then be moved on to the State Attorney General for final approval. Each of these steps may take up to 10 business days.
- The University intends to expand the vendors available on Husky Buy in response to the demand for greater choice for our client departments. There are a limited number of slots available. **NOTE: UConn and UCH both use "Husky Buy" to identify the e-procurement sites. However, these are two separate systems. Any other institutions participating in this contract will place orders directly through their own procurement process and do not have access to our catalog site.**

Office of the Executive Vice President for
Administration and Chief Financial Officer

Procurement Services

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www.procurement.uconn.edu

- Deliveries on the Storrs campus are not centralized. Although some buildings do have a designated receiving location, most require delivery directly to the requesting labs.
Exception: Chemicals are delivered to the Central Stores location in keeping with our Chemical Inventory Management Program. Chemicals are to be ordered separate from supplies. That is the responsibility of the University.
- It is preferred that departments place orders via purchase order – especially for Husky Buy vendors – however, p-card orders may also be placed.

Submittal:

- Firms shall identify themselves as “Full Line” distributors, “Limited Distributors” or “Manufacturers” selling a product line directly.
- Some of the requirements outlined in Section 3 will only apply to Full Line distributors. It is understood that there will be a variety of exceptions dependent upon individual circumstances of the respondent.

Appendix A – Point-by-Point Responses

- Respondents are to provide a brief description of how they will address each of the items listed for Section 3. You may include an exhibit with more details as necessary.
- Sections 4 – 6 are addressed as whole. Please note any specific exceptions.
- Section 7 is itemized and each item requires acknowledgement. Exceptions shall be noted.

Appendix B – Pricing

- All respondents should provide the types of products and brands offered and the discounts associated with each. You may reference a catalog or price list as appropriate. Additionally, specific product lists may be attached as an exhibit if this is appropriate for your structure.
- It is preferred that a tiered discount schedule is provided based on the aggregate sales under the contract.
- The Market Basket is a sampling of the higher volume products purchased by UConn during a one-year period. This is by no means representative of the full requirements of the University, but is included as tool for the evaluation of responses. Full Line distributors must complete the Market Basket. Limited Distributors and Manufacturers may use this form to highlight particular offerings or alternatives if so desired.
- Financial Incentives may be outlined on the form with details provided in an exhibit.

Appendix C – Staffing Plan

- Identify the key personnel to be responsible for the University’s account.
- Note if this will vary by geographic area – as branch campuses and extension offices are located throughout the state.

Appendix D – Sample of Agreement

- This is the basic format of the agreement that will be the binding contract between the University and the vendor. Your specific product offering and price structure will be inserted as well as services outlined in your response.
- It is recommended that this be reviewed by your legal or contracting departments.

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- Although the document is provided for informational purposes, you may submit a red-lined version to easily identify any issues that need to be addressed.
- Please note that the terms and conditions contained in this document are mandated by the State of Connecticut.

Appendix E – Outline of On-Line Catalog System (UConn)

- This information is provided for reference for those firms desiring to make their catalog available on Husky Buy in the future.

Appendix F – References

- References of contracts with similar higher education institutions are preferred.

Appendix G – Company Profile

- Complete and return.

Appendix H – CCPG

- Indicate whether the offerings submitted will be extended to Connecticut College Purchasing Group member institutions.

Appendix I – Non-Collusion Affidavit

- Complete and return.

Appendix J – Ethics Memo for reference

State Forms

- The forms are required at the time of submittal to conform to statutory requirements. Notarized documents may be scanned to the electronic file for submittal.
- They will need to be resubmitted at the time the agreement is signed.

Additional Information:

- We are also interested in any services available directly from your firm with regard to equipment repairs and maintenance. Please include “Service” as a category in your response.

Attached is a list of the pre-proposal participants – both in person and call-ins.

Proposal Due Date remains Wednesday, February 24, 2016 at 2:00 p.m. (ET).

Please acknowledge receipt of this addendum on the Form of Proposal – page 38 - under item #2.

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RFP CGP012016
Laboratory Supplies and Equipment
Pre-Proposal Participants
2/3/2016

Company	Name		Company	Name
Animal Care Systems	Drew Kavorkian		GE Healthcare	Diana Gagnon
BD Bioscience	Doris Cordero			Suzanne Bizot
Beckman Coulter	Micke Costello		Grainger	Maureen Grillo
Bio-Rad Laboratories	Yvon Pic			Mario Darosa
	Julie Brunelle			Mark Hohlstein
	Kachina Handy		Hach Company	Tim Hutchins
	Angela Walsh		Labrepro	David Cabral
	Phil McComb		Medline	Chris Lope
Brand Nu Labs	Toni Patterson			Chris Crook
	Karis Greene		NETA Scientific	Elaine Macey
Clontech	Thomas Stoklasek			Denise Baracia
Colonial Medical Supply	Susan Fleming		New England Biolabs	Ryan Aruck
DOT Scientific	Matthew Steinmetz			Rita McKenna-Cohen
	Dorothy Boone			Joe Bonventre
	Danita Riker		Rainin Instruments	Kevin Courtemanche
Eppendorf	Bob Fortin		(Millipore) Sigma	Kyle Boehler
	John Bee		Thermo-Life Tech	Amanda de Asis
	Brett Sematore		USA	Howard Epstein
Fisher Scientific	Matt Gower			Thomas Takacs
	Bill Schweizer		VWR	Tom Matulis
	Yen Lemire			Dan Johnson
	Aaron Orsucci		WestNet	Gordon Thompson