

# Request for Proposal #16PSX0210

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## SNOW REMOVAL, SANDING/ SALTING AND DE-ICING SERVICES FOR THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF)

CT Career Trainee - Contract Analyst: **Daniel Dion**

Date Issued: **31 October 2016**

Due Date: **23 November 2016 at 2:00 pm Eastern Time**

**Department of Administrative Services  
Procurement Services**



## TABLE OF CONTENTS

<b>GUIDE TO ELECTRONIC PROPOSAL SUBMISSIONS</b>	<b>3</b>
<b>OVERVIEW</b>	<b>5</b>
<b>SCOPE OF SERVICES</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>INSTRUCTIONS TO PROPOSERS</b>	<b>5</b>
<b>DESCRIPTION OF GOODS &amp; SERVICE SPECIFICATIONS AND ADDITIONAL TERMS AND CONDITIONS</b>	<b>6</b>
<b>PROPOSAL REQUIREMENTS</b>	<b>11</b>
<b>SELECTION CRITERIA</b>	<b>12</b>
<b>SUBMITTAL REQUIREMENTS</b>	<b>13</b>
<b>ATTACHMENT 1 - SAMPLE CONTRACT</b>	<b>13</b>

# Request for Proposals (RFP)

## SNOW REMOVAL, SANDING/ SALTING AND DE-ICING SERVICES FOR THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF)

### Guide to Electronic Proposal Submissions

#### 1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Services that all Companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program 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 Doing Business with the State 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 Doing Business with the State and Company Information.

**Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Services at 860-713-5095.**

#### 2. 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 request for proposal 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 must 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 proposal submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a proposal 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>

(a) AFFIDAVITS

**THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.**

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Ethics Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION –

**CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.**

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following link: [http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806)

**3. New Revised Process – Online Proposal Responses**

Any proposal posted by DAS/Procurement Services must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and upload these documents (as well as any other required submittal documents) through BizNet prior to date and time upon which the Proposal is due pursuant to the RFP. Late submissions will not be accepted. Proposals are not publicly opened and are not available for viewing until after the Contract has been awarded.

- Contractor Information/Electronic Signature Page – Web Based Form
- Employment Information Form (DAS-45) – Web Based Form
- Statement of Qualifications (DAS-14) – Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based Form
- Contract Exhibit B – Price Schedule (RFP-16)
- RFP Addendum (RFP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal:

- Standard Terms and Conditions (RFP-19)
- Request for Proposal Document (RFP-22)

- Request for Proposal Contract (RFP-50)
- Contract Exhibit A – Description of Goods & Services and Additional Terms & Conditions
- Contract Exhibit C – SEEC Form 11

#### 4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet accounts with new and/or updated insurance information.

The following documentation will need to be uploaded to each company’s BizNet account and evidencing that the State is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under “DAS Business Friendly Initiatives” at the following website: <http://das.ct.gov/cr1.aspx?page=371>

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

### Overview

The State of Connecticut Department of Administrative Services (“DAS”) is issuing this Request for Proposal to solicit proposals for SNOW REMOVAL, SANDING/ SALTING AND DE-ICING SERVICES for THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF).

### Instructions to Proposers

#### 1. Proposal Schedule

RELEASE OF RFP:	Date:	31 October 2016
MANDATORY PRE-PROPOSAL SITE INSPECTION:	Date:	10 November 2016 at 10:00 am Eastern Time
	Location:	Department of Children and Families 825 Hartford Turnpike Hamden, CT  <b><i>Please meet at Building 5. It will be the second building on the left side as you enter the premises.</i></b>
RECEIPT OF QUESTIONS:	Date:	14 November 2016, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	18 November 2016

RFP DUE DATE:	Date:	23 November 2016 at 2:00 pm Eastern Time
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**2. Pre-Proposal Meeting Requirements**

This RFP contains a **mandatory** pre-proposal meeting requirement. Proposers who are interested in responding to this RFP must attend the meeting at the specified date/location listed above.

NOTE: Late Arrivals (15 minutes or more) will not be given credit for attendance nor allowed to participate in the RFP process. Vendors will not be admitted to state buildings without a valid photo ID. Failure to attend this meeting will result in the rejection of your RFP.

**3. Questions**

Questions for the purpose of clarifying this RFP must be received no later than the date and time specified in Section 1, "Proposal Schedule" and must be directed to the CT Career Trainee - Contract Analyst, Daniel Dion via email: daniel.dion@ct.gov.

**4. Communications**

During the period from your organization's receipt of this Request for Proposal, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the CT Career Trainee - Contract Analyst, Daniel Dion via email: daniel.dion@ct.gov.

**5. Solicitation Submission**

Solicitations shall be submitted online by the RFP due date and time only. Proposers shall upload their solicitation submission to their BizNet Account.

**Description of Goods & Services Specifications and Additional Terms and Conditions**

**1. DESCRIPTION OF GOODS AND SERVICES:**

**I. Scope of Service**

Contractor shall remove snow and provide sanding/salting and de-icing for the Department of Children and Families 825 Hartford Turnpike Hamden, CT location.

## II. Product and/or Service Specifications

### A. Snow Plowing / Removal

1. The contractor shall provide the necessary tools, equipment, and operator(s) to remove snow from the facility 7 days per week and/or during any snow event.
2. Contractor shall be responsible for supplying Sand and Salt mixture, De-Icer, and any/all other materials, equipment and personnel necessary to provide contracted services.
3. Contractor shall clear snow from all driving surfaces, parking lots, designated sidewalks (entire width and length), stairs, doorways including fire exits/escapes, front and back decks, ramps and mailbox areas after each snow event depositing at least one half-inch of snow. Refer to *Attachment 1* for designated snow removal areas.
4. Hand shoveling may be required and shall be considered as part of the “per storm” pricing structure
5. Prior to the first snowfall, the Contractor shall stake or otherwise mark sidewalks, hydrants, islands, etc. as designated by the Facility Manager or designated representative upon his request, at no extra charge to the agency.
6. Maintenance of Site Lines: The Contractor shall not leave any snow piles in traffic areas that exceed three feet in height, or that block sight lines and signs.
7. The Contractor shall clear the snow that has deposited by 6:00 a.m. unless otherwise specified by the Client Agency.
8. For snow events that occur or continue during operating hours, the Contractor shall maintain open travel areas, walks, and clear the whole area during the following night. This shall be considered as part of the “per storm” pricing structure.
9. All snow shall be removed from parking areas and deposit in designated storage areas within 12 hours after snow stops falling and before 6:00 am of the next business day.

### B. Sand and Salt / De-Icing

1. In all snow events of at least one half-inch, the Contractor shall apply with a mechanical spreader a 7:2 ratio sand to calcium chloride salt mix to driving surfaces.
2. Calcium chloride, if snow, or calcium chloride/sand 50/50 mix if packed snow or ice shall be applied to sidewalks and entrances by 6:00 a.m. regardless of snow depth.
3. De-Icer shall be non-injurious to concrete and will be required for concrete areas (e.g., stairways, sidewalks, doorways, etc).
  - a. No salt or mixture containing salt shall be used on concrete surfaces.
  - b. A De-icing agent will be used on concrete surfaces such as walkways, stairs, ramps, etc.

4. Hand spreading of material is allowed for sidewalks.
5. Contractor shall supply all materials.
6. Contractor shall supply the Client Agency with the Material Safety Data Sheet (MSDS) prior to any applications.

**C. Snow Relocation**

1. Onsite: Contractor shall provide the necessary tools, equipment and operator(s) to relocate and pile snow at the facility in a specified location on-site as requested by the State Agency.
2. Offsite: Contractor shall provide the necessary tools, equipment and operator(s) to relocate and dispose of snow offsite in a lawful manner as requested by the State Agency.

**D. Return / Additional Visits**

1. Following completion of services for a snow event, Contractor shall not return to the site for additional snow removal services associated with the completed snow event without prior authorization from the Client Agency. Nothing in this section shall preclude the Contractor from Performing for any subsequent snow events.

**E. Additional Authorized Services**

1. Additional sanding, salt and/or de-icing following completion of a snow event may be required.
2. Contractor shall respond to the authorization to perform additional sanding, salting, and/or de-icing within two (2) hours of being notified by the Agency contact.

**F. Determination of Snow Accumulations**

1. ConnDOT Weather will serve as the verification source for snowfall accumulation. Storm reports can be viewed at their website:  
[http://www.dotdata.ct.gov/WeatherRoundUp/WRU\\_Index.HTM](http://www.dotdata.ct.gov/WeatherRoundUp/WRU_Index.HTM)

**G. Damage to State and/or Personal Property**

1. Contractor shall be responsible for the repair and/or replacement costs of any damage to the State and/or personal property caused by the use, misuse, or negligence caused by the Contractor or Contractor Employees.
2. Contractor shall report damage to the State representative at the facility, in writing, within twenty-four (24) hours of the occurrence.

**H. Personnel**

1. The Contractor, at the beginning of the contract period, shall designate a representative to administer the contract. This person will be the contact for the Facilities representative.

2. Contractor representative shall be available 24 hours/7 days via pager or cell phone, within 15 minutes, to administer the services of this contract.
3. An alternate Contractor representative may be assigned, with prior notification to the Client Agency, to cover gaps in availability.
4. During snow emergencies, when more than 4" of snow either has been predicted to fall or has fallen, the Contractor shall be available for immediate personal communication with Agent of Client Agency by beeper or cellular phone.
5. Contractor personnel assigned to premises shall be thoroughly familiar with site plan and knowledgeable of location of fire pumps, landscape islands, etc.

**I. Equipment Requirements**

1. Contractor will provide appropriate equipment for the specified work.
2. Acceptable equipment includes skid loader, large snow blower, vehicles with sanders and plows, snow sweepers.
3. The Client Agency's representative reserves the right to require additional quantities and types of equipment as may be required for the scope of work. The cost of required additional equipment shall be the responsibility of the Client Agency.
4. All equipment requiring registration by the Department of Motor Vehicles shall be currently registered in the State of Connecticut.
5. All equipment must be in good operating condition.
6. Any equipment that has noted leaks will be required to leave the site during all snow and ice control activities. The Contractor shall pay the cost of cleaning these fluid leaks on the premises.
7. It is the Contractor's responsibility to insure needed equipment and or work force is directed to the site as soon as conditions dictate. Failure to do so may be deemed a breach of this Contract at the State's discretion. Poor traffic conditions and/or road conditions due to weather will not constitute Force Majeure under Section 23 of the Contract. Contractor may designate different types and/or quantities of equipment for different storm conditions; providing the Contract requirements are met.

Only rubber tired vehicles are allowed on the premises. Contractor may not use chains or studded tires on the premises.

**2. ADDITIONAL TERMS AND CONDITIONS:**

**(a) Contract Separately/Additional Savings Opportunities**

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

**(b) P-Card (Purchasing MasterCard Credit Card)**

Purchases made by the Client Agency from the Contractor that are less than \$1,000 may 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 by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

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

**(c) Subcontractors**

DAS must approve any and all subcontractors utilized by the Contractor prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity 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. Contractor 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 Contractor to DAS upon request.

Contractor must provide the majority of services described in the specifications.

**(d) Standard Wages**

Contractors shall comply with all provisions of Connecticut General Statutes 31-57f, Standard Wage Rates for Certain Service Workers and shall pay wages in accordance with the current wage rates provided by the Department of Labor. Information regarding this Statute and how and when it applies can be obtained from DOL's web site at <http://www.ctdol.state.ct.us/wgwkstnd/standardwage.htm>. Questions concerning the provisions and implementation of this act should be referred to the Connecticut Department of Labor, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (860) 263-6790 or his designated representative. A link to the Standard Wages is provided below.

Standard Wages: <http://www.ctdol.state.ct.us/wgwkstnd/prevaling-rates/service/rates-service.htm>

**(e) Security and/or Property Entrance Policies and Procedures**

Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior

to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.

## Proposal Requirements

### 1. Contract Period

The State intends that this contract shall be in effect from the date of the award through 30 June 2019. DAS, in its sole discretion, may extend this Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed the complete length of the original term.

### 2. Motor Carrier Safety Review

If the Performance requires the use and operation of any commercial motor vehicle, as defined in section 14-1 or any vehicle defined in section 14-163c(a) of the Connecticut General Statutes, each proposer or bidder whose submittal is not rejected will be the subject of a Safety Fitness Review ("SFR") conducted by the Connecticut Department of Motor Vehicles ("CTDMV").

If the SFR results in a rating for the proposer or bidder that exceeds the acceptable out of service rating as set forth at <http://www.ct.gov/dmv/cwp/view.asp?a=804&q=512530&dmvPNavCtr=#55445>, then the affected proposer or bidder will be deemed to be not responsible and their submittal will be rejected.

Please include your Federal DOT ID number where specified in Exhibit B. If you do not include the number in Exhibit B and then fail to provide it subsequently when and as asked, your submittal will be rejected.

Further information concerning the SFR may be obtained from CTDMV at: <http://www.ct.gov/dmv/cwp/view.asp?a=804&q=512530&dmvPNavCtr=#55445>

### 3. Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of 90 days from the due date of the proposals.

### 4. Amendment or Cancellation of the RFP

DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

### 5. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

### 6. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

#### **7. Proposer Demonstration of Proposed Services and or Products**

At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

#### **8. Erroneous Awards**

DAS reserves the right to correct inaccurate awards.

#### **9. Proposal Expenses**

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.

#### **10. Ownership of Proposals**

All proposals shall become the sole property of the State and will not be returned.

#### **11. Ownership of Subsequent Products**

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.

#### **12. Oral Agreement or Arrangements**

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

### **Selection Criteria**

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process and are listed in order of relative importance.

#### **1. Contractor Performance**

- (a) Vendor Performance Report information
- (b) Prior Contract history

#### **2. Value**

- (a) Form RFP-16 Exhibit B Price Schedule

### 3. Business Information:

- (a) References
- (b) Set Aside status
- (c) Equipment list

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all RFPs in whole or in part, and waive minor irregularities and omissions if the best interest of the state will be served.

## Submittal Requirements

### 1. Contractor Performance

- (a) Provide a list of prior State Contracts
- (b) If no State Contracts, list Contracts of similar scope

### 2. Value

- (a) Form RFP-16 Exhibit B Price Schedule

### 3. Business Information:

- (a) Three (3) Client References: please provide the following information for each reference  
Name of company, Contact name, Telephone number, and Description of work provided  
*Should proposers wish this information to be considered confidential, this information should be placed in a sealed envelope marked "Confidential", this information will not be made viewable to the public and will only be reviewed by the evaluation committee.*
- (b) DAS Set Aside Certificate (if applicable)
- (c) Provide a list of equipment that will be used to service this Contract.

## Attachment 1 - Sample Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The State will pursue negotiations with the proposer whose proposal scores highest. If, for whatever reason, DAS and the initial proposer fail to reach consensus on the issues relative to a contract, then DAS may commence contract negotiations with other proposers. DAS may decide at any time to suspend the current RFP process and start the RFP process again.

Attachment 1 to this RFP is a draft contract and it is included in this RFP for informational purposes only in order to show some contract provisions that the State of Connecticut requires. It is not intended to, and will not, be the specific contract that the State and the successful vendor(s) will sign. After DAS selects a vendor, DAS will deliver a draft contract

to the vendor for consideration and negotiation. The contract that DAS and the successful vendor will sign may vary from Attachment 1. The contract may include a liquidated damages clause at the discretion of the State.