

Invitation to Bid #16PSX0176

RENTAL OF BRIDGE REPAIR UNITS



Contract Specialist: **Janet DelGreco Olson**

Date Issued: **November 4, 2016**

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

**Department of Administrative Services
Procurement Services**



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Invitation to Bid (ITB)

RENTAL OF BRIDGE REPAIR UNITS

Guide to Electronic Bid 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 account 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 ITB 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 thirty (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>

(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 Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s (“OPM”) 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 OPM’s website by clicking following link: http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

3. New Revised Process – Online Bid Responses

Any bid 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 web based and 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 the date and time upon which the Bid is due pursuant to this ITB. *It is strongly encouraged to upload your bid documents as early as possible to avoid late bid submission.* Late submissions will not be accepted. Bid pricing will be available for public viewing for twenty four (24) hours after bid closing.

- 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 (SP-16)
- Bid Addendum (SP-18) – if applicable

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

- Standard Terms and Conditions (SP-19)
- Invitation to Bid Document (SP-22)
- Invitation to Bid Contract (SP-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 account 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 of Connecticut is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy. State of Connecticut shall be listed as the additional insured on Certificate of Accord Form.

The above documents will be asked for before Contract is awarded.

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>

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.

Overview

The State of Connecticut Department of Administrative Services ("DAS") is issuing this ITB to solicit bids for Rental of Bridge Repair Units...

Scope

Rental of services for Bridge Repair Units for the State of Connecticut Department of Transportation ("Client Agency"). Rental of services will include all equipment with operator(s), tools and labor necessary for the complete performance of the particular service required. Contractor furnishing the service has complete responsibility for equipment and labor being used and will furnish all fuel and repair for that equipment.

. The State reserves the right to issue partial awards and supplements to its contract award.

It is strongly encouraged that the Contractor bid on all "Additional Equipment Operated by Contractor" and "Additional Workers" listed in this bid proposal, as these items may be required to adequately perform the necessary repairs.

This bid contains wage scales provided by the State of Connecticut, Department of Labor ("DOL"). All provisions in these regulations must be respected throughout the life of the contract. During the term of the contract the State will verify that these wage scales are being used, when applicable.

This contract replaces the following contract award(s) in part or in total: 12PSX0074

Instructions to Bidders

1. Bid Schedule

RELEASE OF ITB:	Date:	November 4, 2016
RECEIPT OF QUESTIONS:	Date:	November 9, 2016
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	November 10, 2016
BID DUE DATE:	Date:	November 23, 2016 at 2:00 PM Eastern Time

2. Pre-Bid Meeting Requirements:

This bid contains no pre-bid meeting requirements.

3. Questions:

Questions for the purpose of clarifying this bid must be received no later than the date and time specified in Section I, "Bid Schedule" and must be directed to the Contract Specialist, Janet DelGreco Olson via email: janet.delgreco@ct.gov.

4. Communications

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 concerning this procurement except in writing directed to the Contract Specialist, Janet DelGreco Olson via email: janet.delgreco@ct.gov.

5. Public Bid Opening

Public bid openings are now conducted online. Bid pricing submitted will be available for public view through your BizNet Account and is available for twenty four (24) hours after the bid due date and time.

How to View Bid Results:

- Go to the DAS/Procurement website: 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 Requirements

1. 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 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 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 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>

2. Quantities and/or Usages

If applicable, 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 Client Agency.

3. 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.

4. Bonds

(a) Performance Bond: Contractor may either provide a performance bond in the amount of one hundred percent (100%) of each purchase order or an aggregate performance bond in the minimum amount of three million dollars (\$3,000,000.00). With regard to the latter performance bond, when the total value of the awarded work meets or exceeds the three million dollars (\$3,000,000.00) bond value, the bond requirement will be increased in minimum increments of seven hundred fifty thousand dollars (\$750,000.00) beyond the value listed on the then current bond to cover work ordered in subsequent purchase orders. Contractor shall carry sufficient bond coverage to cover all ongoing work and any outstanding obligations to Client Agency at all times. Client Agency will notify the Contractor when a new bond is required. The required bond must be received prior to any purchase order being issued. Failure to submit a performance bond in a form satisfactory to the Client Agency prior to the issuance of a purchase order will result in the Client Agency issuing a purchase order for the work to the next lowest Contractor responsive to the Client Agency's bond request.

(b) Payment Bond: Contractor may either provide a payment bond in the amount of one hundred percent (100%) of each purchase order or a payment bond in the minimum amount of three million dollars (\$3,000,000.00). With regards to the latter payment bond, when the total value of the awarded work meets or exceeds the three million dollars (\$3,000,000.00) bond value, the bond requirement will be increased in minimum increments of seven hundred fifty thousand dollars (\$750,000.00) beyond the value listed on the current bond. Client Agency will notify the Contractor when a new bond is required. The required bond must be received prior to the purchase order being issued. Failure to submit bond in a form satisfactory to the Client Agency prior to the purchase order being issued will result in the Client Agency issuing the purchase order to the next lowest Contractor responsive to the Client Agency's bond request.

Performance and payment bonds must meet the following requirements:

1. Bonds issued by a corporation must be signed by an official of the corporation above his or her official title and the corporate seal must be affixed over his or her signature,
2. Bonds issued by a firm or partnership must be signed by all the partners and indicate they are "Doing Business As (name of firm)",
3. Bonds issued by an individual must be signed by the individual owning the business and the individual signing must be identified as "Owner",
4. All bonds must be signed by a surety company with the corporate seal of the company affixed over the signatory's signature,
5. Any surety company executing a bond must be licensed to do business in the State, or countersigned by a company so licensed,
6. Signatures of two (2) witnesses for both the principal signatory and the surety must appear on the bond and
7. A power of attorney for the official signing the bond for the surety company must be submitted with the bond, unless a power of attorney has previously been filed with the Client Agency's Bureau of Finance & Administration, if the Client Agency is Connecticut Department of Transportation ("ConnDOT"), and is still effective as of date of the execution of the bond.

The payment bond requirement may be waived for companies that manufacture and supply their own material and do not purchase materials required under the performance of the Contract from any third party source.

Appropriate documentation must be supplied with the bid to establish the basis upon which to request a waiver of the payment bond. This waiver does not apply to the performance bond requirements.

Re-insurance arrangements are not to be acceptable as substitutes for performance or payment bonds. A maximum of one (1) co-surety will be acceptable for a payment and/or performance bond. The Client Agency, if the Client Agency is ConnDOT, as obligee, shall hold all surety companies which execute payment and performance bonds as co-sureties, jointly and severally liable for the entire obligation set forth by such bonds. Other offers of surety will be reviewed on a case by case basis and approved or disapproved at the sole discretion of the Client Agency.

PARTY FOR NOTICE (If Client Agency is ConnDOT):

State of Connecticut
Department of Transportation
Division of Purchasing Materials Management
Attn: Debbie Ello
P.O. Box 317546
2800 Berlin Turnpike
Newington CT 06131-7546
Fax: 860 594-2174

5. Lowest Responsible Qualified Bidder; Micro Business Preference

The contract resulting from this ITB will be awarded to the lowest responsible qualified bidder. The qualities of articles to be supplied, their conformity with the needed 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 per cent (10%) may be given for the purchase of the goods or services from micro businesses, or up to fifteen per cent (15%) in the case of "veteran-owned" (as described below) 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 the ten percent (10%) price preference, bidders must submit prior to the bid due date a copy of their Internal Revenue Service tax return form for the most recently completed fiscal year, confirming the amount of their gross revenues for that fiscal year. Failure to provide such tax return prior to the bid due date will deny bidder consideration for the ten per cent (10%) price preference. For bidders 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 bidder's gross estimated revenues for the most recently completed fiscal year will be accepted.

To be considered for the fifteen per cent (15%) price preference, bidders must submit prior to the bid due date a copy of their current certification from the Connecticut State Department of Veteran Affairs as to both "veteran-owned" and "micro business" status. "Veteran-owned" micro business means a micro business of which at least fifty-one per cent (51%) of the ownership is held by one or more "veterans" of the "armed forces." In accordance with Section 27-103(a) of the Connecticut General Statutes, "veterans" means any person honorably discharged, or released under honorable conditions, from active service in the armed forces and "armed forces" means the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. Interested bidders may obtain the Certification Application by visiting: www.ct.gov/ctva and selecting "Veteran Owned Micro Business" option or contact Thomas Stefanko at 860-616-

3683 or thomas.stafanko@ct.gov to apply for, and receive timely, the certification. Failure to provide such certification prior to the bid due date will deny bidder consideration for this price preference.

6. Stability of Bid Prices

Any price offerings from bidders must be valid for a period of sixty (60) days from the due date of the bid.

7. Amendment or Cancellation of the ITB

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

8. Bid Modifications

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

9. Bidder Presentation of Supporting Evidence

Bidders 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 bids.

10. Bidder Demonstration of Services and/or Products

At the discretion of DAS, bidders must be able to confirm their ability to provide all services bid. Any required confirmation must be provided at a site approved by DAS.

11. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

12. Bid Expenses

Bidders are responsible for all costs and expenses incurred in the preparation of bids and for any subsequent work on the bid that is required by DAS.

13. Ownership of Bids

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

14. Ownership of Subsequent Products

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

15. Oral Agreement or Arrangements

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

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. The following factors, in descending order of relative importance, will be considered in the evaluation to determine the lowest, responsible qualified bidder:

- (a) Pricing
- (b) The conformity of the supplies, materials, equipment or contractual services to the specifications
- (c) Contractor's past performance
- (d) Contractor's financial responsibility
- (e) Delivery Terms
- (f) The administrative costs of the State

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

It is strongly encouraged that the Contractor bid on all "Additional Equipment Operated by Contractor" and "Additional Workers" listed on Exhibit B, Price Schedule as these items may be required to adequately perform the necessary repairs.