



**SOLICITATION INFORMATION SHEET**  
**FACILITIES SERVICES - REQUEST FOR PROPOSAL**

The University of Connecticut is accepting sealed Proposals for:

**RFP RELEASE DATE:** November 22, 2024

**CONTRACT NUMBER:** SK102824

**CONTRACT NAME:** Glass and Glazing Maintenance and Repair Services

**SERVICE LOCATION(S):** Storrs/Depot, Avery Point (Groton), Hartford, Farmington, Stamford and Waterbury Campuses

**PROCUREMENT AGENT:** Shamona Kamm, [shamona.kamm@uconn.edu](mailto:shamona.kamm@uconn.edu) , 860-486-5797

**INTENT OF THIS SOLICITATION:** The purpose of this Request for Proposal (“RFP”) is to provide glass and glazing maintenance, supplies, installation and repair services on an as needed or emergency basis.

**LOCATION OF THIS SOLICITATION:** Submit a Proposal for this solicitation through the HuskyBuy Portal: <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UConnFullSuite>

**SBE/MBE PARTICIPATION:** The University of Connecticut is committed to providing a professionally inclusive environment within which small and minority businesses are encouraged to participate in the procurement experience. As such, we encourage participation by Small (SBE) businesses, Minority-Owned (MBE) businesses, Woman-Owned (WBE) businesses, and businesses owned by persons with a disability (DisBE), certified as such by the Connecticut’s Department of Administrative Services Supplier Diversity Division. For further information, visit: <https://portal.ct.gov/DAS/Services/Licensing-Certification-Permitting-and-Codes/Small-Minority-Business-Center>. To learn about the University of Connecticut’s Supplier Diversity Program, visit: <https://supplierdiversity.ubs.uconn.edu>. Additionally, the University encourages Connecticut-based businesses to participate in this public solicitation process.

**CRITICAL DATES:**

Pre-Proposal Conference Date and Time	<b>December 4, 2024 10:00 AM</b>
Pre-Proposal Conference Location	<b>The Pre-Proposal Conference will be held as a virtual video conference. A link for the virtual video conference will be provided upon request. Please send all requests to Lisa Mieszkowicz at <a href="mailto:lisa.mieszkowicz@uconn.edu">lisa.mieszkowicz@uconn.edu</a></b>

Q&A (RFI) Due Date and Time

**December 11, 2024 2:00 PM**

Proposal Due Date and Time

**December 19, 2024 2:00 PM**

**PRE-PROPOSAL CONFERENCE:** During the Pre-Proposal Conference, the RFP and Scope of Work will be discussed. The Pre-Proposal Conference is not mandatory, however, interested Proposers are strongly encouraged to attend.

**REQUEST FOR INFORMATION QUESTIONS:** All Requests for Information (“RFI”) questions are to be posted under the Q&A Board Tab in the HuskyBuy sourcing event for this Solicitation. No phone calls or RFI questions emailed directly to the Procurement Agent will be accepted.

**CLARIFICATIONS, ADDENDA, and INTERPRETATIONS:** Proposers shall promptly notify the University of any ambiguity, inconsistency, or error which they may discover upon examination of the Specifications and contract documents.

Any and all interpretations of the Specifications, RFI Responses, contract documents, and supplemental instructions, will be in the form of a clarification/addendum, and posted as part of the HuskyBuy sourcing event. Failure of a Proposer to receive any such clarification/addendum or interpretation shall not release a Proposer from the obligations under its Proposal as submitted.

**CONSIDERATION OF PROPOSALS:** This is a Quality-Based Selection solicitation process. Proposals shall be evaluated utilizing the objective technical criteria listed within the RFP, as well as any additional information obtained from persons or other sources identified in the Proposal. The University reserves the right to make multiple awards for these services or award by item, or group of items, if it is deemed to be in its own best interest.

**CONTRACT TERM:**

- The Contract is planned to start **February 1, 2025**
- Contract Term: **Two (2) years, ending on January 31, 2027, with three (3) one-year extension options**

**WAGE RATES:**

**Standard Wages:** Connecticut Department of Labor Service Standard Wages are applicable for this Contract/Assignment. Proposers shall review Connecticut General Statute §31-57f: [https://www.cga.ct.gov/current/pub/chap\\_557.htm#sec\\_31-57f](https://www.cga.ct.gov/current/pub/chap_557.htm#sec_31-57f). Standard Wage Rates are posted on the Connecticut Department of Labor Website: [ctdol.state.ct.us](http://ctdol.state.ct.us). It is the successful Proposer’s responsibility to monitor wage rates issued by the Connecticut Department of Labor and ensure that non-supervisory employees are paid the most current wage and benefit rate.

**DESCRIPTION OF SCOPE OF WORK:** The purpose of this RFP is to solicit contractors interested in providing glass and glazing supplies and services to meet a wide variety of needs. While the majority of services required under the contract will be performed at the main campus in Storrs, the successful vendor may be requested to provide services for the regional campuses as well.

**COST PROPOSAL:** Submit a Cost Proposal utilizing the Form provided. No substitution of the Form is permitted. The University intends to utilize the following compensation methods:

- **Time and Materials:** Provide labor rates for designated positions associated with the Scope of Work. Such rates shall be all inclusive and compensation for work performed will be the actual documented costs incurred by the Proposer for materials, labor and subcontractor costs.

Pricing for subcontractor(s) used for the performance of the contracted services shall be no greater than a 5% markup from the vendor's actual invoice price. This percentage is non-negotiable.

Pricing for materials used for the performance of the contracted services shall be no greater than a 15% markup from the vendor's actual invoice price. This percentage is non-negotiable.

Equipment Rental (used directly on the work and by the Contractor/Subcontractor's own forces) shall be compensable at actual rental cost to the contractor with no markup allowance.

**QUALIFICATIONS OF PROPOSER:** In addition to submitting a Cost Proposal, all Proposers must provide information/documentation with their submission that demonstrates the following:

- **REQUIRED LICENSES AND CERTIFICATIONS: FG-1-Unlimited contractor's license for Flat glass work.** If selected as the Vendor of Choice, your Company will be required to provide a copy during the Letter of Intent process.
- **PREVIOUS RELEVANT EXPERIENCE:** Describe the overall qualifications of the Proposer, including background in this field and the services that it provides. Utilize the *Previous Relevant Experience Form, FacServ-RFQ/ITB* provided with this RFP.
  - a. It is recommended that the Proposer provide **three (3) examples** that are in progress or completed within the past ten (10) years, comparable in scope and similar environment to the Scope of Work for this RFP.
  - b. A detailed description of the work performed and how it relates to the Scope of Work outlined in the RFP shall be included.
  - c. Examples with any information on the Form stated as "confidential" may not be considered.
- **PROPOSED TEAM QUALIFICATIONS:** The Proposer must demonstrate the ability to staff this Contract with high quality, experienced personnel. Describe the qualifications and responsibilities of the key personnel who will be assigned to the Contract including their experience on similar assignments and their specific responsibilities for the proposed Contract. Utilize the *Resume for Proposed Key Personnel, FacServ-RFP/ITB* provided with this RFP.
  - a. It is recommended that the Proposer provide Resumes for the following positions: **Contract Representative**

**MISCELLANEOUS REQUIRED DOCUMENTS:** The Proposal shall include the following documents:

1. **SEEC Form 10:** Review the *SEEC Form 10: Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations* (acknowledgment of receipt of the explanation of prohibitions) and upload the executed Form where applicable. The Form can be found at: [https://seec.ct.gov/Portal/data/forms/ContrForms/seec\\_form\\_10\\_final.pdf](https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_10_final.pdf).
2. **Bidder Contract Compliance Monitoring Report:** Review the *Commission on Human Rights and*

*Opportunities Bidder Contract Compliance Regulations Notification to Bidders* and upload the completed Report where applicable. The Form can be found at: <https://portal.ct.gov/-/media/DDS/conversion/NotificationtoBidders1.pdf>.

3. **Supplier Diversity Certificate:** If certified, provide your Company's current Supplier Diversity Certificate issued by the Connecticut Department of Administrative Services.

**CONTRACT:** A draft of the contract has been provided with the solicitation documents. The University reserves the right to modify the contract or waive any informality as it deems to be in the best interest of the University. By submitting a Proposal, your Company accepts the contract and any modifications that the University deems necessary to it without exception. Proposers will be notified of any modifications to the contract made by the University. Any exceptions to the contract submitted by the Proposer will not be considered.

***End of Solicitation Information Sheet***