



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

The University of Connecticut is accepting sealed Proposals for:

**RFP RELEASE DATE:** January 30, 2025

**CONTRACT NUMBER:** SK011625

**CONTRACT NAME:** Building Supplies

**SERVICE LOCATION(S):** All University locations (Storrs, Avery Point, Hartford, Stamford Waterbury, UConn Health and satellite locations)

**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 establish a Purchasing Agreement(s) with vendor(s) to provide interior and exterior Building Supplies on an as needed basis for Facilities Operations Projects to maintain, repair and renovate existing University facilities.

**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>February 10, 2025 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 Shamona Kamm at <a href="mailto:shamona.kamm@uconn.edu">shamona.kamm@uconn.edu</a></b>

Q&A (RFI) Due Date and Time  
Proposal Due Date and Time

**February 19, 2025 2:00 PM**  
**March 4, 2025 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: **June 1, 2025**
- Contract Term: **Two (2) years, ending on May 31, 2027, with three (3) one-year extension options**

**DESCRIPTION OF SCOPE OF WORK:** The resulting contract(s) from this RFP will be a Purchasing Agreement(s) for interior and exterior building materials and related accessories, hardware, supplies and tools required to perform repairs and renovations to existing facilities. Supply and delivery of building materials will be requested on an as needed basis and delivered to the requesting campus location. There are no guarantees of minimum contract quantities or values associated with this solicitation. Proposers shall prepare proposals based on each individual category they represent, and independent of its real or perceived relationship to any other category. For further details refer to the attached Specification document under the Buyer Attachment Tab.

**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:

- Vendor shall provide a percentage markup over cost, per product category.

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

- **NARRATIVE OF SCOPE OF WORK:** Prepare a Narrative that demonstrates your Company's understanding of the Scope of Work for this Contract. Concisely present an approach that includes the following:
  - a. **Technical Approach:** Describe your Company's approach, which demonstrates your Company's qualifications to complete the Scope of Work for this Contract. The Narrative shall include product lines carried, stock inventory, ability to fulfill special orders, store locations and distribution network.
- **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 size, 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 position: **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***