



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

The University of Connecticut is accepting sealed Proposals for:

**RFP RELEASE DATE:** March 17, 2025

**CONTRACT NUMBER:** SK022425

**CONTRACT NAME:** Storage Tank Service for Aboveground and Underground Tanks

**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 provide inspection, maintenance and repair services for aboveground and underground tank systems, oil/water separators and hydrodynamic (grit) stormwater separators to meet the current and future needs of the University.

**LOCATION OF THIS SOLICITATION:** Submit a Proposal for this solicitation through the HuskyBuy Portal: <https://bids.scquest.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>March 24, 2025</b>	<b>3:00 PM</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.</b>	

**Please send all requests to the buyer listed above.**

Q&A (RFI) Due Date and Time	<b>March 31, 2025</b>	<b>2:00 PM</b>
Proposal Due Date and Time	<b>April 17, 2025</b>	<b>2:00 PM</b>

**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.

**CONTRACT TERM:**

- The Contract is planned to start: **July 1, 2025**
- Contract Term: **Two (2) years from date of commencement through June 30, 2027, with three (3) one-year extension options.**

**WAGE RATES:**

**Prevailing Wages:** Prevailing Wages are required for this Contract/Assignment if the total cost of all work to be performed is \$100,000.00 or more and subject to Connecticut General Statutes §31-53, and §31-55: [https://www.cga.ct.gov/current/pub/chap\\_557.htm#sec\\_31-53](https://www.cga.ct.gov/current/pub/chap_557.htm#sec_31-53).

**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 intent of the contract resulting from this RFP is to provide the University with testing, inspection, maintenance and repair services of Aboveground Storage Tank (AST) and Underground Storage Tank \*(UST) systems including removal and replacement as required and pursuant to Connecticut's RSCA 222a-449(d)-1 to 22a-449 (d)-113, and University Campus specific SPCC plans.

Services shall also include inspection and maintenance of hydrodynamic stormwater separators, oil/water, stormwater grit separators and related appurtenances (piping, pumps, alarms, etc.) and confined space entry, in accordance with applicable State and Federal regulations.

The Company shall, at all times, provide licensed personnel that are performing the work. The selected Proposer, and any subcontractors, shall be appropriately licensed and certified, and any technician shall be approved and certified to perform the services required herein and to meet the safety requirements as set forth by the University.

**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:

- **Unit Price:** Provide a unit price cost for the specified task(s).
- **Additional Services:** Additional services shall be on a time and material basis with a not to exceed estimate. Materials shall be shown on a cost-plus basis. Subcontractor costs shall be cost plus and show cost breakdowns and backup in the subcontractor's proposal.

Pricing for subcontractor(s) used for the performance of the additional services shall be no greater than a 5% markup from the vendor's actual invoice price with a detailed breakdown and supporting documentation provided. This percentage is non-negotiable.

Pricing for materials used for the performance of the additional services shall be no greater than a 15% markup from the vendor's actual invoice price with a detailed breakdown and supporting documentation provided. 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:** If selected as the Vendor of Choice, your Company will be required to provide a copy of the following during the Letter of Intent process:
  - a. Class A/B (UST) Underground Storage Tank Operator Certification.
- **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, including its technical qualifications, for completing the Scope of Work for this Contract.
  - b. Quality Assurance/Quality Control: Describe your Company's process and procedure for managing and assuring the quality of its performance for this Contract.

- **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, **with an emphasis on Testing, Inspection, Maintenance and Removal and/or Replacement of storage tank systems.**
  - 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: **Project Manager, Foreman/Supervisor and Field Technician.**

**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: [notificationtobidderspdf.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***