



SOLICITATION INFORMATION SHEET
FACILITIES SERVICES - REQUEST FOR PROPOSAL

The University of Connecticut is accepting sealed Proposals for:

RFP RELEASE DATE: April 4, 2025

CONTRACT NUMBER: LM022625

CONTRACT NAME: Set-Aside Janitorial Services for Avery Point Campus

SERVICE LOCATION(S): Avery Point Campus, Groton, CT

PROCUREMENT AGENT: Lisa Mieszkowicz, lisa.mieszkowicz@uconn.edu (860)486-8054

INTENT OF THIS SOLICITATION: The purpose of this Request for Proposal ("RFP") is to obtain proposals from experienced and qualified CT certified set-aside firms to provide janitorial services at the University of Connecticut Avery Point Campus. The University has reserved these campuses for participation by Certified Department of Administrative Services (DAS) Supplier Diversity (set-aside) – Small Business Enterprise (SBE), Minority Business Enterprise (MBE), women-owned (WBE) businesses, and businesses owned by persons with a disability certified as such by the State of Connecticut's DAS Supplier Diversity Division, pursuant to Connecticut General Statute 32-9e. Firms must be S/MBE certified at time of proposal submission.

SBE/MBE PARTICIPATION: 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>

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

CRITICAL DATES:

Pre-Proposal Conference Date and Time	April 10, 2025	2:00 PM
Pre-Proposal Conference Location	1084 Shennecossett Rd, Groton, CT 06340; Meet at Facilities Operations Bldg.	
Q&A (RFI) Due Date and Time	April 17, 2025	2:00 PM
Proposal Due Date and Time	May 1, 2025	2:00 PM

PRE-PROPOSAL CONFERENCE: During the Pre-Proposal Conference, the RFP and Scope of Work will be discussed. There also will be an opportunity to view existing conditions (if applicable). 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, ending on June 30, 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. Standard Wage Rates are posted on the Connecticut Department of Labor Website: 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 University of Connecticut is seeking proposals from experienced and qualified individuals or firms that are CT S/MBE certified and can provide world-class service at the most competitive prices and the highest consistent quality to the University. It is the University’s intent to obtain services as described in the provided specifications.

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:

- **Lump Sum:** Provide a lump sum cost for the stated Scope of Work. Such lump sum cost shall include all labor, materials, equipment, subcontractor costs, and overhead and profit.
- **Additional Services:** Additional services shall be either on a unit price basis or a time and material basis with a not to exceed estimate.

Pricing for materials used for the performance of the time and material 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.

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.

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:

- **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, and how the contract will be staffed to complete 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 providing commercial cleaning services**.
 - 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: **Account Manager, Assistant Manager, and Working Lead/Working Supervisor**.

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.
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/chro/cc-documents/notificationtobidderspdf> .

3. **Supplier Diversity Certificate:** 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