

Invitation to Bid #14PSX0012

CUSTODIAL SERVICES - DOT - LAB AND ANNEX BUILDING,
280 WEST STREET, ROCKY HILL, CT

Purchasing Assistant: **Melissa Marzano**

Date Issued: April 1, 2014

Due Date: April 28, 2014 @2:00pm Eastern Standard Time

Department of Administrative Services



TABLE OF CONTENTS

GUIDE TO ELECTRONIC BID SUBMISSIONS	3
SCOPE	5
INSTRUCTIONS TO BIDDERS	6
BID REQUIREMENTS	7
AWARD CRITERIA	9

Invitation to Bid (ITB)

CUSTODIAL SERVICES - DOT LAB AND ANNEX BUILDING, 280 WEST STREET, ROCKY HILL

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 your company profile in the BizNet system. Companies are responsible for maintaining company information as updates occur. Please Note: If you are certified through the Supplier Diversity or the Pre-Qualification Program, you 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 CT Procurement 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 CT Procurement and Company Information.

If you are having difficulty connecting to your account or downloading/uploading forms, please 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 invitation to bid 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 can 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 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 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 Office of Policy & Management’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 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 opening date and time. Late submissions will not be accepted. Bid pricing will be available for public viewing for 24 hours after bid closing.

- Signature Page (SP-26)
- Employment Information Form (DAS-45) – Fillable Form
- Statement of Qualifications (DAS-14) – Fillable 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)
- Contractor Authorization Guide (DAS-28)

This form must be signed by the person identified in the Corporate Resolution or By-Laws, as the party legally authorized to bind the company. A link to the guide and sample forms is provided below:

[das.ct.gov/purchase/info/DAS 28.pdf](http://das.ct.gov/purchase/info/DAS%2028.pdf)

- 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

Contractor is responsible for maintaining their BizNet account with new and/or updated insurance information.

Documentation will need to be uploaded to your BizNet account evidencing that the state is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation 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.

Scope

The successful bidder (the “Contractor”) shall provide custodial services for the Department of Transportation’s Rocky Hill Laboratory and Annex Building located at 280 West Street, Rocky Hill, CT.

This contract will be in effect from July 1, 2014 through June 30, 2019.

Only companies that are designated as a Qualified Partnership pursuant to C.G.S. 4a-82 may respond to this Invitation to Bid. The designation of Qualified Partnerships is administered through the Connecticut Community Providers Association (CCPA) who can be reached directly at (860) 257-7909 for program requirements.

This contract replaces the following contract award(s) in part or in total: 08PSX0118

Instructions to Bidders

1. Bid Schedule

RELEASE OF ITB:	Date:	April 1, 2014
MANDATORY PRE-BID MEETING AND SITE INSPECTION:	Date:	April 15, 2014 at 10:00 am Eastern Time
	Location:	280 West Street, Rocky Hill, CT 06067 Conference Room 122
RECEIPT OF QUESTIONS:	Date:	April 17, 2014, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	On or before April 23, 2014
BID DUE DATE:	Date:	April 28, 2014 at 2:00 PM Eastern Time

2. Mandatory Pre-Bid Meeting Requirements

This bid contains a mandatory pre-bid meeting requirement. Bidders who are interested in responding to this bid must attend the meeting at the specified date/location listed in Section 1, "Bid Schedule".

NOTE: Late Arrivals (15 minutes or more) will not be given credit for attendance nor allowed to participate in the bid process. Vendors will not be admitted to state buildings without a valid photo ID. Failure to attend this meeting will result in the rejection of your bid.

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 Purchasing Assistant, Melissa Marzano via email: melissa.marzano@ct.gov.

4. Communications

During the period from your organization's receipt of this Invitation to Bid, 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 Purchasing Assistant, Melissa Marzano via email: melissa.marzano@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 are available for 24 hours after the bid opening 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. Contractor Qualifications

Contract shall have performed continuing daily janitorial services for a building of at least 30,000 square feet, including exterior window cleaning for a building of one (1) story, for a least three (3) years prior to entering into this contract.

2. 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.

Pioneer/Eclipse System

Pioneer/Eclipse is the preferred floor care system for the contract as specified in Exhibit A. Alternates will be considered, but only if the Contractor, at its own expense, removes by stripping, all existing Pioneer/Eclipse products and furnishes acceptable literature showing the proposed system is equivalent. The names and address of two (2) similar-sized State owned or leased buildings using this alternate system must be submitted with the proposal. They will be visited and assessed to determine if results of the Contractor's proposed alternate system are acceptable. Contractor shall use floor care maintenance and cleaning products that comply with the provision of Conn. Gen. Stat. Section 4b-15a" which shall be "Green Seal" and/or certified EcoLogo "greenproducts." Greenproducts are identified by EcoLogo on its website <http://www.ecologo.org/en/greenproducts/> . Greenproducts are identified by Green Seal on its website <http://www.greenseal.org/FindGreenSealProductsAndServices.aspx> .

3. Lowest Responsible Qualified Bidder; Micro Business Preference

The contract shall 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 percent (10%) may be given for the purchase of the goods or

services from 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 this ten percent (10%) price preference, bidders shall provide, with their bid, a copy of their Federal Internal Revenue tax return form for the most recent fiscal year, confirming the amount of their gross revenues for that fiscal year. Failure to provide such tax return with the bid shall deny bidder consideration for price preference. For companies 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 company's gross estimated revenues for the most recently completed fiscal year will be accepted.

4. Stability of Bid Prices

Any price offerings from bidders must be valid for a period of 30 days from the due date of the bid.

5. 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.

6. 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.

7. 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.

8. 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.

9. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

10. 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.

11. Ownership of Bids

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

12. 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.

13. 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; past performance and financial responsibility shall always be factors in making this determination. The following factors will be considered in the evaluation to determine the lowest, qualified responsible bidder. The order of relative importance of the factors is as follows:

- (a) Pricing
- (b) Past Performance
- (c) Qualifications and Responsibility of Bidder

Methodology for Determining Award: This contract will be awarded to the lowest qualified responsible bidder on the monthly price. The monthly price will be the total yearly cost of performing all daily, weekly, monthly, semi-monthly and yearly tasks divided by 12.

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 the best interest of the state will be served.