

Request for Proposal #17PSX0225

MECHANICALLY ASSISTED COMPACT SHELVING SYSTEM

Contract Specialist: **Jill Belisle**

Date Issued: **February 16, 2018**

Due Date: **March 29th, 2018 at 2:00 pm Eastern Time**

**Department of Administrative Services
Procurement Division**



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Request for Proposals (RFP)

MECHANICALLY ASSISTED COMPACT SHELVING SYSTEM

Guide to Electronic Proposal Submissions

1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Division that all Companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program 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 Doing Business with the State 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 Doing Business with the State and Company Information.

Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Division at 860-713-5095.

2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Division's 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 request for proposal are being automated in BizNet.

DAS/Procurement Division began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must 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 proposal submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a proposal 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 Ethics 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. Online Proposal Responses

Any proposal posted by DAS/Procurement Division 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 then upload these completed documents (as well as any other required submittal documents) through BizNet prior to date and time upon which the Proposal is due pursuant to the RFP. Late submissions will not be accepted. All proposals response submitted must be e-signed. Proposals that are not e-signed are not received by DAS/Procurement and cannot be viewed or considered. If any required documents have not been uploaded, the system will not allow you to e-sign. After successful e-signature, Proposers will get a confirmation that their proposal has been successfully submitted. If you do not receive this electronic confirmation, please contact DAS/Procurement at 860-713-5095. Proposals are not publicly opened and are not available for viewing until after the Contract has been awarded.

- Contractor Information/Electronic Signature Page – Web Based fillable Form
- Employment Information Form (DAS-45) – Web Based fillable Form
- Statement of Qualifications (DAS-14) – PDF Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based fillable Form
- Contract Exhibit B – Price Schedule (RFP-16)
- RFP Addendum (RFP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal:

- Standard Terms and Conditions (RFP-19)
- Request for Proposal Document (RFP-22)
- Request for Proposal Contract (RFP-50)
- Contract Exhibit A – Description of Goods & Services and Additional Terms & Conditions
- Contract Exhibit C – SEEC Form 11

4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet accounts with new and/or updated insurance information.

The following documentation will need to be uploaded to each company’s BizNet account and 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 relating to the completion of the above-reference forms is available through the DAS Website under “DAS Business Friendly Initiatives” at the following website: <http://das.ct.gov/cr1.aspx?page=371>

Proposers are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the RFP. Please read ALL RFP documents carefully and provide all required information. Failure to do so may result in rejection of your proposal.

Scope of Services

The State of Connecticut Department of Administrative (“DAS”) Services (“DAS”) for Connecticut State Library Storage Facility in Hartford, CT is requesting proposals for the purchase of an Aurora Mechanically Assisted Compact Shelving System or equivalent to be installed and include the dismantling of existing shelving. The area of the storage facility in which the compact shelving will be installed currently contains (1) section of fixed shelving. Proposal shall maintain the orientation of the shelving now in place, and conform to all applicable codes and meet the definition of open frame multiple rack storage per Appendix A of Factory Mutual Global Data Sheet 8-9. The area of the installation is approximately 672 inches x 627 inches.

This RFP contains a mandatory pre-proposal meeting requirement.

Instructions to Proposers

1. Proposal Schedule

RELEASE OF RFP:	Date:	February 16, 2018
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MANDATORY PRE-PROPOSAL MEETING AND SITE INSPECTION:	Date:	March 09, 2018 at 10:00 am Eastern Time
	Location:	75 Van Block Avenue, Hartford, CT Please park at no charge in the gated lot to the left of the building. If the gate is closed when you arrive, press the NEC intercom button to request access. Enter the building at the ramped side entrance located near the front of the parking lot. For directions, see: http://ctstatelibrary.org/about/hours-and-locations/van-block/ .

RECEIPT OF QUESTIONS:	Date:	March 15, 2018 by noon Eastern Time
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ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	March 21, 2018
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RFP DUE DATE:	Date:	March 29, 2018 at 2:00 pm Eastern Time
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2. Pre-Proposal Meeting Requirements

This RFP contains a **mandatory** pre-proposal meeting requirement. Proposers who are interested in responding to this RFP must attend the meeting at the specified date/location listed above.

NOTE: Late Arrivals (15 minutes or more) will not be given credit for attendance nor allowed to participate in the RFP 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 RFP.

3. Questions

Questions for the purpose of clarifying this RFP must be received no later than the date and time specified in Section 1, "Proposal Schedule" and must be directed to the Contract Specialist, Jill Belisle via email: jill.belisle@ct.gov.

4. Communications

During the period from your organization's receipt of this Request for Proposal, 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 Contract Specialist, Jill Belisle via email: jill.belisle@ct.gov.

5. Solicitation Submission

Solicitations shall be submitted online by the RFP due date and time only. Proposers shall upload their solicitation submission to their BizNet Account.

Description of Goods & Services Specifications and Additional Terms and Conditions

1. DESCRIPTION OF GOODS AND SERVICES:

Mobile carriages and shelving requirements;

- Mobile carriages must have a load-bearing of 1,000 pound per linear foot of carriage length.
- No fasteners that can loosen or break.
- Shelving must attain a structural deflection of L/320.
- Each shelf must be approximately 42 inches wide, 32 inches deep and 12 inches high to allow storage of six (6) boxes where each box is 12 inches wide x 15 inches deep x 10 inches high.
- Each shelf must be accessible from both sides, so each side of the shelf shall hold three (3) boxes.
- Grated shelving
- Finishes on shelf must be stable, inert, chemically resistant and unable to off-gas harmful chemicals.

Mobile Carriage security:

- Must include a floor locking system with separate keys to lock the entire area of compact shelving.
- Finishes must be on all lock. End metal plates must be stable, inert, chemically resistant and unable to off-gas harmful chemicals.
- Existing sections of the compact shelving must be fitted with a floor locking system with separate keys to lock the entire area of compact shelving. Including a horizontal metal plate and end metal plates to restrict removing boxes from open shelving.

Mobile Carriage fire protection:

- Shelving must meet the definition of open frame multiple rack storage per Appendix A (pages 64-75) of Factory Mutual Global Data Sheet 8-9.
- Existing fixed shelves must include a horizontal metal plate to create a fire break between sub-sections of mobile carriages.

Installation of the rail and floor system:

- Contractor shall install level rock floor underlayment 3500 and commercial grade vinyl composition tiles (VCT) to match existing VCT tiles or similar.

(a) **Technical Specification:**

Contractor shall provide technical specification for all structural components to the Client Agency at no additional charge.

(b) **Pricing:**

Pricing must include all specified products, F.O.B. Client Agency designated destination, installation, labor, clean up and removal of all packaging material from the project site.

(c) **Delivery:**

Contractor shall deliver Goods in first-class condition at the point of delivery, and in accordance with good commercial practice.

(d) **Installation:**

Contractor shall insure that all installation crews are trained to manufacturer installation requirements and/or hold any manufacturer required certifications.

(e) **Guarantee/Warranty:**

Contractor guarantees that all Goods offered are standard new, latest model of regular stock products with all parts included which are regularly used for the type of product offered; also that no attachment or part of the Goods has been substituted or applied contrary to the manufacturer's recommendations and standard practice.

Contractor shall provide, at minimum guarantee against faulty material and workmanship from the date of installation through the standard manufacturer warranty.

(f) **Letter of Authorization:**

Proposals submitted by other than the manufacturer shall be accompanied by a letter from the manufacturer stating that the proposer is authorized to sell and service their product to the State of Connecticut. Failure to submit letter of authorization, with proposal, may result in rejection of proposal.

2. ADDITIONAL TERMS AND CONDITIONS:

(a) **Contract Separately/Additional Savings Opportunities**

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

(b) Subcontractors

DAS must approve any and all subcontractors utilized by the Contractor prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

(c) Prevailing Wages

Some or all of the Performance may be subject to prevailing wages. Accordingly, the following provision is included in this Contract in accordance with the requirements of Conn. Gen. Stat. Sec. 31-53(a):

The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in subsection (i) of this section, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any Contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day.

(d) Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.

Proposal Requirements

1. Contract Period

The State intends that this contract shall be in effect for a period of 1 year, from Earliest Delivery Date. The parties, by mutual agreement, may extend this Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed the complete length of the original term, but only in accordance with the section in this Contract concerning Contract Amendments.

2. Motor Carrier Safety Review

If the Performance requires the use and operation of any commercial motor vehicle, as defined in section 14-1 or any vehicle defined in section 14-163c(a) of the Connecticut General Statutes, each proposer or bidder whose submittal is not rejected will be the subject of a Safety Fitness Review ("SFR") conducted by the Connecticut Department of Motor Vehicles ("CTDMV").

If the SFR results in a rating for the proposer or bidder that exceeds the acceptable out of service rating as set forth at <http://www.ct.gov/dmv/cwp/view.asp?a=804&q=512530&dmvPNavCtr=|#55445>, then the affected proposer or bidder will be deemed to be not responsible and their submittal will be rejected.

Please include your Federal DOT ID number where specified in Exhibit B. If you do not include the number in Exhibit B and then fail to provide it subsequently when and as asked, your submittal will be rejected.

Further information concerning the SFR may be obtained from CTDMV at:
<http://www.ct.gov/dmv/cwp/view.asp?a=804&q=512530&dmvPNavCtr=|#55445>

3. Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of 120 days from the due date of the proposals.

4. Amendment or Cancellation of the RFP

DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

5. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

6. Proposer Presentation of Supporting Evidence

Proposers 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 proposals.

7. Proposer Demonstration of Proposed Services and or Products

At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

8. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

9. Proposal Expenses

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.

10. Ownership of Proposals

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

11. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.

12. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

13. 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 proposers 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 proposer shall warrant to the State that it is fit for that purpose. RFPs on comparable items must clearly state the exact article being offered including any and all applicable options and the proposer shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the proposer does not indicate that the article offered is other than as specified, it will be understood that the proposer is offering the article exactly as specified. Proposers must submit complete documentation on the specifications and quality levels of the proposed products. RFPs submitted that do not contain this documentation are subject to rejection.

Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process and are listed in order of relative importance.

1. Applicable Content

- (a) Ability to meet specifications, requirements, terms and conditions
- (b) Ability to provide service, maintenance, service calls, etc.

2. Value

- (a) Form RFP-16 Exhibit B Price Schedule

3. Account Management

(a) Strategy for managing contract and customer service approach

(b) Ability to adhere to Quality Assurance / Safety requirements

4. Business Information:

(a) Length of Time in Business

(b) References

5. Delivery

(a) Ability to adhere to delivery requirements

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all RFPs in whole or in part, and waive minor irregularities and omissions if the best interest of the state will be served.

Submittal Requirements

1. Applicable Content

(a) Provide complete product descriptions, drawings, technical specifications for all structural components. Ability to provide meet specifications, requirements, terms and conditions

(b) Product Catalog

2. Value

(a) Form RFP-16 Exhibit B Price Schedule

3. Account Management

(a) Plan for contract management

(b) Licenses, Professional designations, resumes of each individual assigned to contract

(c) Quality Assurance / Safety programs to be implemented for this contract

4. Business Information:

(a) Brief business history outlining length of time in business

- (b) Past 2 years financial statements

Should proposers wish this information to be considered confidential, proposers should mark this information as "Confidential". This information will not be made viewable to the public and will only be reviewed by the evaluation committee.)

- (c) Three (3) Client References: please provide the following information for each reference
Name of company, Contact name, Telephone number, and Description of work provided

Should proposers wish this information to be considered confidential, this information should be placed in a sealed envelope marked "Confidential", this information will not be made viewable to the public and will only be reviewed by the evaluation committee.

5. Delivery

- (a) Delivery turn around

Attachment 1 - Sample Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The State will pursue negotiations with the proposer whose proposal scores highest. If, for whatever reason, DAS and the initial proposer fail to reach consensus on the issues relative to a contract, then DAS may commence contract negotiations with other proposers. DAS may decide at any time to suspend the current RFP process and start the RFP process again.

Attachment 1 to this RFP is a draft contract and it is included in this RFP for informational purposes only in order to show some contract provisions that the State of Connecticut requires. It is not intended to, and will not, be the specific contract that the State and the successful vendor(s) will sign. After DAS selects a vendor, DAS will deliver a draft contract to the vendor for consideration and negotiation. The contract that DAS and the successful vendor will sign may vary from Attachment 1. The contract may include a liquidated damages clause at the discretion of the State.