Request for Information #19PSX0033

IMPORTANT INFORMATION FOR CURRENT AND PROSPECTIVE GROUNDS MAINTENANCE AND LANDSCAPING VENDORS

Date Issued: 16 January 2019

Response requested by: 28 February 2019 at 2:00PM Eastern Time

Department of Administrative Services
Procurement Services
Request for Information (RFI)

Overview

The State of Connecticut Department of Administrative Services (DAS) is issuing this Request for Information (RFI) to issue important information to all current and prospective grounds maintenance and landscaping vendors and to seek feedback and new ideas on how to improve services, and create efficiencies leading to potential cost savings.

Important Information and Reminders

INSURANCE:

Current vendors on State Contract, must ensure all contractually obligated insurance information is uploaded and updated in BizNet.

PRE-SEASON COMMUNICATION:

For spring 2019, DAS highly encourages current vendors to review your Contract with your respective employees to plan for a successful season. DAS also encourages that your company provide updated contact information to your respective State client agency point of contact to ensure all contact information is current for the upcoming season.

SET ASIDE PARTICIPATION:

Prospective vendors interested in doing business with the State are highly encourage to register with the Supplier Diversity Program here:

https://portal.ct.gov/DAS/Procurement/Supplier-Diversity/SBE-MBE-Program-Certification-Application-Small-or-Minority-Business-Enterprise

Response Content Requested by DAS

Responses are requested for each of the following sections. You may upload your responses to BizNet using Attachment 1. Response Content document:

1. Feedback to create efficiencies and potential cost savings:

   The respondent should indicate any ideas that can reduce costs, and improve efficiencies that may lead to reduced costs for grounds maintenance and landscaping services at state properties.
2. **Primary Cost Drivers:**

   The respondent should indicate the area(s) of greatest cost to the Contractor; i.e. insurance, fuel etc.

3. **Additional Information:**

   Provide additional (but concise) information about additional ways the State can solicit and better administer grounds maintenance and landscaping Contracts.

### Submittal Instructions

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](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. **Online Proposal Responses**

   Any proposal posted by DAS/Procurement Division must be submitted electronically. The common forms have also been automated in the BizNet system. In addition, specific forms are now fillable. 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 RFI. 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.
3. **RFI Schedule**

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<th>Release of RFI:</th>
<th>Date:</th>
<th>16 January 2019</th>
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<th>RFI Due Date:</th>
<th>Date:</th>
<th>28 February 2019 at 2:00pm Eastern Time</th>
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4. **Response Submission**

Responses shall be submitted online by the RFI due date and time only. Respondents shall upload their responses to their BizNet Account. The State intends to review all information received in response to this RFI. This RFI is intended for information gathering purposes only. RFI responses will be reviewed by the Department of Administrative Services. Participation or non-participation in this RFI has no bearing on eligibility and selection in any future solicitation(s).

**Confidential Information**

The Respondent understands that due regard will be given for the protection of proprietary or confidential information contained in all responses received. However, Respondents should be aware that all materials associated with this RFI are subject to the terms of the Connecticut Freedom of Information Act (“FOIA”) and all corresponding rules, regulations and interpretations. It will not be sufficient for Respondents to merely state generally that the response is proprietary or confidential in nature and not, therefore, subject to release to third parties. Those particular sentences, paragraphs, pages or sections that a Respondent believes to be exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with Section 1-210(b) of the FOIA must accompany the response, as it may be modified from time to time. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Respondent that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the above-cited statute. The State has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. Respondents have the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. The State shall have no liability for the disclosure of any documents or information in its possession which the State believes are required to be disclosed pursuant to the FOIA or other requirements of law.