

Invitation to Bid #19PSX0141

VEGETATION MANAGEMENT EQUIPMENT

Contract Specialist: **Daniel Dion**

Date Issued: **18 June 2016**

Due Date: **8 July 2019 at 2:00 PM Eastern Time**

**Department of Administrative Services
Procurement Division**



TABLE OF CONTENTS

GUIDE TO ELECTRONIC BID SUBMISSIONS _____ 3

OVERVIEW _____ 5

INSTRUCTIONS TO BIDDERS _____ 6

BID REQUIREMENTS _____ 6

AWARD CRITERIA _____ 10

Invitation to Bid (ITB)

VEGETATION MANAGEMENT EQUIPMENT

Guide to Electronic Bid 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 invitation to bid 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 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. Online Bid Responses

Any Invitations to Bid (ITB) 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 web based and 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 the date and time upon which the Bid is due pursuant to this ITB. Late submissions will not be accepted. All bid responses submitted must be e-signed. Bid responses 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, Bidders will get a confirmation that their bid has been successfully submitted. If you do not receive this electronic confirmation, please contact DAS/Procurement at 860-713-5095. Bid pricing will be available for public viewing for 24 hours after bid closing.

- 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
- 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)
- Invitation to Bid Document (SP-22)
- Invitation to Bid Contract (SP-50)
- Contract Exhibit A – Description of Goods & Services
- Contract Exhibit C – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitations Limitations

4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet account 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 of Connecticut 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://portal.ct.gov/DAS/Search-Results?SearchKeyword=insurance instructions](http://portal.ct.gov/DAS/Search-Results?SearchKeyword=insurance%20instructions)

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.

Overview

The State of Connecticut DAS is soliciting bids for Vegetation Management Equipment for all using State Agencies, political subdivisions and not for profits.

This is a reverse auction ITB.

Bidders shall upload documentation verifying they are an authorized distributor/ dealer of the Equipment and Accessories offered and a price list or catalog or both for each of the manufacturer lines being offered for each category as listed. These items must be uploaded to your company's BizNet Account under "Additional Information" in the Bid Solicitation section. Failure to upload the documents may result in the bidder being deemed ineligible to participate in the reverse auction pricing event.

The Contract resulting from this solicitation will be effective from the date of award through July 31, 2024.

As this is a bid, there are no negotiations. Terms and conditions cannot be changed and pricing shall be listed as specified only – no additional charges are permitted.

The contract resulting from this ITB replaces the following contract award(s) in part or in total: NONE

Instructions to Bidders

1. Bid Schedule

RELEASE OF ITB:	Date:	18 June 2019
RECEIPT OF QUESTIONS:	Date:	25 June 2019, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	28 June 2019
BID DUE DATE:	Date:	8 July 2019 at 2:00 PM Eastern Time

2. Pre-Bid Meeting Requirements:

This bid contains no pre-bid meeting requirements.

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 Contract Specialist, Daniel Dion via email: daniel.dion@ct.gov.

4. Communications

During the period from your organization's receipt of this ITB, 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, Daniel Dion via email: daniel.dion@ct.gov.

Bid Requirements

1. Reverse Auction Requirements

This bid is being conducted through an online reverse auction (the "**Reverse Auction**") process managed and hosted by EASiBuy, LLC (hereinafter referred to as "**EASI**"). The bidding process has two phases, as follows:

- Phase 1: Bidders shall complete and submit all required documents without pricing information through the BizNet system on **July 8, 2019 at 2:00 PM Eastern Time** as indicated in this ITB. DAS/Procurement shall review Phase 1 responses and determine which bidders are responsible and qualified. Those bidders who are determined to be responsible and qualified, in accordance with CGS Section 4a-59, shall be eligible to participate in Phase 2 of the bidding process (price submission). All bidders of Phase 1 shall be notified by DAS/Procurement Division if such bidders are eligible (or not) to participate in Phase 2 of the Reverse Auction (price submission). Participation in Phase 1 of this bidding process is a pre-requisite to participating in Phase 2 of the Reverse Auction.
- Phase 2: Bidders who are notified by DAS/Procurement that they are responsible and qualified shall submit pricing via the Reverse Auction process scheduled by the DAS/Procurement and EASI to occur on **July 11, 2019 at 10:00 AM Eastern Time**. Upon conclusion of the Reverse Auction, DAS/Procurement Division shall use the

Reverse Auction final price submissions in determining the lowest, qualified and responsible bidders(s) in accordance with CGS 4a-59.

2. Reverse Auction Procedures

- After the evaluation of Phase 1 submissions, DAS/Procurement Division shall provide EASI with a list of all qualified bidders in accordance with CGS 4a-59 in order to participate in the Reverse Auction.
- EASI shall provide notice to each bidder through telephone or email regarding the bidder's inclusion or exclusion from the qualified bidders list. EASI's notice will be the official invitation to participate in the Reverse Auction. The bidder shall execute the EASI Supplier Agreement Terms and Conditions (the "EASI Agreement"). The EASI Agreement must be executed directly between the bidder and EASI prior to the Reverse Auction event.
- EASI shall work with the bidder to prepare for the Reverse Auction prior to the Reverse Auction event. Preparation may include, but is not limited to: configuration of the auction computer system, testing of the bidder interface, review and discussion of the online Reverse Auction event procedures and other documentation, and training, at no cost.
- During the online Reverse Auction event, EASI shall allow only those bidders that DAS/Procurement Division determined to be responsible and qualified to participate. EASI shall provide the necessary administrative support and comprehensive data security to ensure that the integrity of the Reverse Auction event is not compromised including, but not limited to, the confidentiality of each qualified bidder participating in the Reverse Auction.
- EASI shall commence the Reverse Auction event through electronic notification to all qualified bidders. Bidders may submit multiple prices during the Reverse Auction event. The lowest price offered by each qualified bidder will become the Exhibit B, Price Schedule of the bid response.
- Bidders shall submit bids by, or under the direction of, an authorized representative of the bidder as designated in the qualifications summary in the BizNet system. If a different representative is designated by the bidder, bidder shall be responsible for such representative's actions during the Reverse Auction event.
- EASI shall handle any bidder issues that arise during the Reverse Auction event and shall communicate such issues to the bid proctor.
- The Reverse Auction must have a scheduled stop time as determined by EASI and DAS/Procurement Division. The Reverse Auction may be extended by EASI if bids are received within a predetermined amount of time prior to the scheduled stop time. Specific procedures on time extension are contained in EASI's Reverse Auction event procedures. EASI shall review and discuss such Reverse Auction procedures with all qualified bidders prior to the commencement of the Reverse Auction.
- The Reverse Auction event must conclude at either the scheduled stop time or at the time at which all time extensions are completed, whichever is later.
- After the conclusion of the Reverse Auction event, DAS/Procurement shall review the final price offering during the Reverse Auction event to determine the lowest bidder.
- EASI shall keep a written event record, which must include, but is not limited to, prices offered by each bidder.

EASI shall provide the written event record to DAS/Procurement promptly after the Reverse Auction event.

- EASI shall invoice the awarded bidder(s) (the "Contractor") a supplier transaction fee in accordance with the terms and conditions of the EASI Agreement.

3. Quantities and/or Usages

Any quantities set forth in this ITB are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity.

4. 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.

5. Lowest Responsible Qualified Bidder; Micro Business Preference

The contract resulting from this ITB will 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 per cent (10%) may be given for the purchase of the goods or services from micro businesses, or up to fifteen per cent (15%) in the case of "veteran-owned" (as described below) 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 the ten percent (10%) price preference, bidders must submit prior to the bid due date a copy of their Internal Revenue Service tax return form for the most recently completed fiscal year, confirming the amount of their gross revenues for that fiscal year. Failure to provide such tax return prior to the bid due date will deny bidder consideration for the ten per cent (10%) price preference. For bidders 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 bidder's gross estimated revenues for the most recently completed fiscal year will be accepted.

To be considered for the fifteen per cent (15%) price preference, bidders must submit prior to the bid due date a copy of their current certification from the Connecticut State Department of Veteran Affairs as to both "veteran-owned" and "micro business" status. "Veteran-owned" micro business means a micro business of which at least fifty-one per cent (51%) of the ownership is held by one or more "veterans" of the "armed forces." In accordance with Section 27-103(a) of the Connecticut General Statutes, "veterans" means any person honorably discharged, or released under honorable conditions, from active service in the armed forces and "armed forces" means the United

States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. Interested bidders may obtain the Certification Application by visiting: www.ct.gov/ctva and selecting "Veteran Owned Micro Business" option. Failure to provide such certification prior to the bid due date will deny bidder consideration for this price preference.

6. Stability of Bid Prices

Any price offerings from bidders must be valid for a period of 60 days from the due date of the bid.

7. 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.

8. 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.

9. 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.

10. 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.

11. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

12. 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.

13. Ownership of Bids

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

14. 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.

15. 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. The following factors, in descending order of relative importance, will be considered in the evaluation to determine the lowest, responsible qualified bidder:

- (a) Pricing
- (b) The conformity of the supplies, materials, equipment or contractual services to the specifications
- (c) Bidder's past performance
- (d) Bidder's financial responsibility

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, in the judgment of DAS, the best interest of the state will be served.