



INVITATION TO BID

ITB # SK112219

Recreation Fields Maintenance for Storrs and Depot Campus

Release Date

January 6, 2020

Non-Mandatory Pre-Bid Meeting

January 14, 2020

Due Date

February 4, 2020 @ 2:00 PM (ET)

Buyer: Shamona Kamm
Purchasing Agent II
Procurement Services
3 Discovery Drive, Unit 6076
Storrs, CT 06269-6076
Phone: (860) 486-5797
Email: shamona.kamm@uconn.edu

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1.0 Introduction

The University of Connecticut (hereinafter referred to as the “University”) is seeking proposals from experienced and licensed firms (hereinafter referred to as "vendor", "proposer", "bidder", “firm”, or "respondent" or “Contractor”) for recreation fields maintenance services.

2.0 Background - About UConn

The University is a Land, Sea, and Space Grant consortium institution which occupies over 4,300 acres, enrolls over 30,500 students, and produces over 7,600 undergraduate, graduate, and professional degrees annually. The main campus is located in Storrs, Connecticut and regional campuses are located in the following Connecticut towns: Groton, Hartford, Stamford and Waterbury, in addition to UConn Law in Hartford and UConn Health in Farmington. Detailed University demographics are available via the following link: <https://uconn.edu/content/uploads/2018/07/INS-004-Fact-Sheet-070918-FY19.pdf>.

3.0 Scope of Services

The University of Connecticut is soliciting proposals from experienced and licensed service providers, to supply and apply fertilizer and weed control treatments, supply spring clean-up, perform start-up and winterization of field irrigations systems, including repairs as needed, and supply weekly maintenance and line-striping to the designated fields at the Storrs and Depot Campus in accordance with the bid specifications, University supplied maps, and the University’s Integrated Pest Management (IPM) plan. The University’s overall turf management strategy is to aggressively establish and sustain healthy turfs and gardens, thereby preventing or diminishing the opportunities for undesirable weeds and pests to take hold. Fewer occurrences of undesirable weeds and pests means lessened response, including lower pesticide use. IPM is a means to deliver effective pest control while at the same time reducing the volume and toxicity of pesticides used and human and environmental exposure to pesticides.

The Contractor is to furnish all supervision, labor, equipment, materials and supplies necessary to complete this work in accordance with University’s Pest Management Plan (IPM). Lawn treatments may include but not be limited to fertilization, weed control and lime. Applications will take place approximately four times per year with lime application to be determined. Additional lawn treatments may be requested as necessary. The Contractor shall adequately suppress populations of undesirable weeds, insects that feed primarily on or may otherwise cause harm to outdoor vegetation, herbaceous diseases and ticks.

3.1 **Qualifications:** In order for a company to be taken into consideration, the Contractor must meet the following requirements:

3.1.1 Possess a valid commercial pesticide application business certificate of registration from the Connecticut Department of Environmental Protection.

- 3.1.2 Employ a minimum of one certified commercial supervisory applicator for every five certified commercial operational applicators employed.
- 3.1.3 Provide references attesting to or examples of the company's knowledge or experience in the areas of recreation fields maintenance, irrigation system maintenance and repair and Integrated Pest Management (IPM).
- 3.1.4 The Contractor shall maintain all appropriate licensing for vehicles and personnel, insurance, permits, vehicle markings, coding and approval as may be required to perform the application of fertilizers and herbicides in the State of Connecticut.
- 3.1.5 The Contractor shall demonstrate, through the information submitted in its Qualification Statement, that they have a **Quality Assurance/Quality Control Plan**.
- 3.1.6 Contractor shall possess the managerial commitment necessary to properly perform these services to the satisfaction of the University under the Contract.
- 3.1.7 The Contractor shall demonstrate, through the information submitted in its Qualification Statement, that they have their own **Health and Safety Plan**.
- 3.1.8 Prospective firms must be prepared to provide any evidence of experience, performance ability and/or financial surety the University deems necessary to fully establish the performance capabilities represented in their proposal.
- 3.1.9 **References**, contractor is to provide at least three (3) references for clients receiving services similar in size and scope to those of the University. Please limit the use of University of Connecticut references to one (1).
- 3.1.10 **Equipment List**, contractor is to provide a complete list of all available, properly maintained equipment, suitable and available to perform this service.
- 3.1.11 **Lawn Treatment Products**, including but not limited to fertilizer, weed control and limestone, only University approved products may be used. Substitute products must be submitted with this proposal along with the MSDS/SDS and are subject to University approval.
 - 3.1.11.1 **SDS** must be emailed to the University Representative prior to each application.
- 3.2 **Service Locations** - Recreation Field Areas at the UConn Storrs and Depot Campus, including **Depot Recreation Field, East Campus Softball Field and North Campus Softball Field**. It is the Contractor's responsibility to confirm lawn areas and acreage.

3.3 **Integrated Pest Management Plan Ornamental & Turf Program (IPM).** The awarded contractor will be responsible for being familiar with and adhering to the regulations and guidelines in the Universities IPM plan. A copy of the IPM plan is attached as Appendix I.

The Contractor shall be responsible for application of pesticides according to the product label. All pesticides used by the Contractor must be registered with the Environmental Protection Agency (EPA) and the CT Department of Energy and Environmental Protection. Transport, handling and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable federal and state laws and regulations.

Prior to the first application, the Contractor shall conduct a thorough, initial inspection of the entire site. The purpose of the initial inspection is for the Contractor to identify problem areas and any equipment, landscape features, or management practices that are contributing to pest infestations. Soil samples shall be collected and sent for analysis to determine the need for any soil amendments necessary to correct pH and/or fertility (see section 3.8). The initial inspection shall be conducted by a certified commercial supervisory applicator employed by the Contractor. A summary of the inspection, including any recommendations shall be provided to the University Representative on the "Ornamental & Turf Pesticide Application Record" form, attached as Appendix H.

When it is determined that a pesticide must be used in order to obtain adequate control, the Contractor shall employ the use of formulations and treatment techniques which minimize the amount of pesticides used and the potential exposure of people and the environment.

3.4 **Schedule and Treatments**, schedule and treatments are subject to change as University deems necessary. The appointed University Representative must approve service hours prior to any treatments. Advance notification of treatments must be communicated directly with the University Representative. Contractor is not to proceed without approval and authorization to proceed by the University Representative.

3.4.1 **Depot Recreation Field**

- Spring Cleanup, including the removal of all litter and debris
- Start-up of Irrigation system. Any repairs to the irrigation system will be completed on a Time and Material Basis.
- Mow 3 times per week and patrol for any litter
- Line-striping weekly while fields are in use for:
 - Men's Lacrosse
 - Women's Lacrosse
 - Rugby
 - Soccer

- Provide required maintenance to Irrigation system as needed
- Fertilize 4 times per year, or treatments as needed
- Aerate and overseed
- Fall Clean up
- Winterize Irrigation system

3.4.2 East Campus Softball Field

- Spring Cleanup, including the removal of all litter and debris
- Mowing 1 time per week and patrol for litter
- Initial Edging
- Touch up edging every 2 weeks
- Herbicide as described in 4.1 of IPM
- Line-stripping of field for softball
- Weekly ball field maintenance, including line-stripping touch-up
- Fertilize 4 times per year, or treatments as needed
- Pack mounds 3 times per season
- Aerate and overseed
- Fall clean up

3.4.3 North Campus Softball Field

- Spring Cleanup, including the removal of all litter and debris
- Mowing 1 time per week and patrol for litter
- Initial Edging
- Touch up edging every 2 weeks
- Herbicide as described in 4.1 of IPM
- Line-stripping of field for softball
- Weekly ball field maintenance, including line-stripping touch-up
- Fertilize 4 times per year, or treatments as needed
- Pack mounds 3 times per season
- Aerate and overseed
- Fall clean up

3.4.4 Additional Services Requested

- Additional services requested will be completed on a Time and Materials basis.

3.4.5 **Additional Applications**

- The University reserves the right to request additional applications or spot treatments as necessary.

3.4.6 **Substitutions** or equivalent products must have the approval of the University prior to application.

3.5 **Materials**

3.5.1 The University may change and/or substitute treatments, fertilizers or herbicides as necessary.

3.5.2 Any substitute products shall be submitted with this bid and are subject to University approval.

3.5.3 The specified lawn treatment products shall be delivered to Campus in new, containers sealed by the manufacturer and bearing all labels required by federal and state law.

3.5.4 Only clean water, free of sand, silt and pesticide or fertilizer residue will be used in the mixing of a spray solution.

3.5.5 The University may draw samples, perform tests and take any action it deems necessary to ensure compliance with these specifications.

3.5.6 The treatment materials shall be kept under the control and supervision of the Contractor and not left in a state where they may be accessible to unauthorized personnel.

3.5.7 The treatment materials and any resulting debris or packaging shall be stored, applied and disposed of in an environmentally responsible manner by the Contractor.

3.6 **Equipment**

3.6.1 Contractor must have available all equipment and vehicles required to perform these services, at UConn's Storrs and Depot Campus. Equipment and vehicles must be in good mechanical condition.

3.6.2 Fertilizer and herbicide tanks must have the capability of being locked. All fertilizers and herbicides must be kept safely under the supervision of the Contractor and safely stored and locked in the Contractor's absence.

3.7 Labor

3.7.1 Contractor shall remain current with regards to changing environmental regulations, notably Regulations of Connecticut State Agencies, Section 22a-66l-1, Application of Pesticides by State Agencies

- Contractor shall be properly trained, certified and / or licensed as required to perform the services described herein, by the State of Connecticut.
- Contractor will comply with OSHA rules and regulations.
- Contractor will comply with State and Federal laws in regard to use of herbicides.

3.7.2 The University may check the licenses of any personnel at any time during the life of the contract.

3.8 Soil Testing

3.8.1 Contractor to do a soil chemical analysis prior to the start of initial services in April 2020 and then the re-test every April for the length of the contract.

3.8.2 Contractor shall perform one PH test every April for the length of the contract.

3.9 Record Keeping

3.9.1 The awarded contractor shall be responsible for recording each pesticide application on the Universities "Ornamental & Turf Pesticide Application Record" form. This form is specified in the University Integrated Pest Management (IPM) Plan. A copy of the form is attached as Appendix H.

4.0 Instructions to Bidders

4.1 ITB Schedule

ITB SCHEDULE	DUE DATES*
ITB Issue/Release	1/3/20
Non-Mandatory Pre-Bid Meeting	1/14/20 @ 9:00 am (ET)
Deadline for Written Inquiries	1/21/20 @ 2:00 pm (ET)
Response to Bidder Inquiries	1/28/20 @ 2:00pm (ET)
Bid Due Date & Time, Storrs Campus	2/4/20 @ 2:00 pm (ET)
*Subject to change as deemed necessary by the University.	

- 4.2 **Point of Contact:** All communications and/or inquiries regarding this ITB **may only be** directed to the procurement professional identified below in Section 4.2.3.
- 4.2.1 **Questions** pertaining to this ITB will only be accepted through the email address in section 4.2.3. No other form of communication will be accepted.
- 4.2.2 **Deadline** date for Written Inquiries is listed above in Section 4.1.
- 4.2.3 Shamona Kamm
University of Connecticut
3 Discovery Drive, Unit 6076
Storrs, CT 06269-6076
Procurement Services
E-mail: shamona.kamm@uconn.edu
- 4.3 **Communications:** Upon formal issuance of an ITB, the University and Bidders(s) will cease all informal communications relevant to the ITB and assume a formal, in writing, communication posture until a binding contractual agreement is executed with the selected Bidder(s), All other Bidders have been notified as to their ITB status, or when the University formally rejects all proposals and cancels the ITB process. Failure to adhere to this provision may result in a Bidder being declared ineligible, proposal rejection, or ITB cancellation. The University will not respond to any request for clarification received after the Deadline for Bidder Questions has expired in Section 4.1.
- 4.3.1 Under no circumstances, may any Bidder or its representative contact any employee or representative of the University regarding this ITB prior to the closing date, other than as provided in Section 5.11. Strict adherence to this important procedural safeguard is required and appreciated. Any violation of this condition may result in Bidder being considered as non-compliant and ineligible for award.
- 4.4 **Addenda:** Addenda(s) are issued in response to Bidder questions and/or University clarifications and revisions to the ITB. Addenda are incorporated into the ITB and may be incorporated along with the ITB into any resulting contract. The University is solely responsible to post addenda on the University of Connecticut Procurement Services website at <http://purchasing.uconn.edu/bid-opportunities-2/> and the State of Connecticut Department of Administrative Services' Procurement website at http://www.biznet.ct.gov/SCP_Search/Default.aspx?Acclast=2. The Bidder is solely responsible to obtain/retrieve addenda from either website. Failure of a Bidder to retrieve any addendum shall not relieve the Bidder of any responsibility for complying with the terms thereof. All addenda must be signed by an authorized representative of the Bidder and returned with the proposal. Failure to sign and return any and all addenda may be grounds for rejection of the

proposal response. Further, addenda must be acknowledged on the Form of Proposal, Section 8.0.

- 4.5 Pre-Bid Meeting and Walk-through: A non-mandatory pre-bid meeting and site walkthrough has been scheduled for **Tuesday, January 14, 2020 at 9:00 AM**. This walkthrough is not mandatory, however; interested bidders are strongly encouraged to attend to view existing conditions. Meeting will be held at Procurement Services Conference Room, 2nd floor located at 3 Discovery Drive, Storrs, CT 06269
- 4.6 **Campus Visitor Parking:** Campus parking is strictly regulated and violations are subject to monetary fines. Visitors must park only in areas specifically designated for general public parking (signed, paved, and lined parking areas and/or parking garage). Detailed parking information is available at the following links:
- 4.6.1 [UCONN Parking Services \(Main and Regional Campuses\)](#)
 - 4.6.2 [UCONN Health Center Public Safety, Farmington, CT](#)
- 4.7 **Contract Document:** A draft of the contract has been attached to this ITB in Appendix A. 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 the Firm accepts the contract and any modifications that the University deems necessary to it without exception. Exceptions to the contract submitted by the Firm at any time will not be considered. The University reserves the right to make multiple awards as a result of this ITB, if it is deemed by the University to be in the best interest of the University.

5.0 Submission Instructions

5.1 **ITB Due Date and Time:** Bids are due on **February 4, 2020 at 2:00pm (ET)**. Any bids received after the stated due date and time will be rejected and may be returned to the Bidder upon their request and at their expense. Facsimile, emailed, or unsealed proposals will not be accepted under any circumstances.

5.2 **Bid Delivery Address:**

University of Connecticut
Procurement Services
Attn: Shamona Kamm
3 Discovery Drive, Unit 6076
Storrs, CT 06269-6076

5.3 **Labeling and Packaging:**

- All bid documents, including copies, must be SEALED in envelope or carton.
- The bidders complete company name and address must be marked on the outside of the packaging.

- The Procurement Professionals name, complete address and ITB # as listed below, must be marked on the outside of the packaging.

University of Connecticut

Procurement Services

Attn: Shamona Kamm

ITB # SK112219 Recreation Fields Maintenance for Storrs Campus”

3 Discovery Drive, Unit 6076

Storrs, CT 0626-6076

5.4 Sealed Bid must include:

- 1 (one) original proposal in a three ring binder.
- 2 (two) copies of the original proposal in three ring binders.
- One (1) electronic version of the original proposal, please refer to Section 5.4.1

5.4.1 Proposal Media: Enclose an electronic version of the original proposal compiled in Portable Document Format (.pdf) with accompanying Excel templates (.xls) on a USB flash drive.

5.5 Proposal Submittal Format: Provide a proposal formatted as a PDF **which is clearly bookmarked in accordance with the designations below.**

5.5.1 FORM OF PROPOSAL: (See Section 8.0)

5.6 Proposals shall include an exact copy of the "Form of Proposal." All applicable blank spaces shall be filled in, typewritten or in ink, and amounts shall be in both words and figures. If there is a discrepancy between the words and the figures, the amount shown in words shall be deemed correct.

5.7 Proposals shall indicate the full name of the respondent submitting the proposal and shall bear the signature of the principal duly authorized and in the case of a Joint Venture, by duly authorized representatives of each Joint Venture to execute contracts for the respondent. In no event will Bids or changes in Bids made by telephone or telefax be considered. Any Proposal Form omitting or adding items, altering the form, containing conditional or alternative Bids, or without the original signature of the Bidder or its authorized representative, may be rejected. The name of each person signing the proposal shall be typed or printed below the signature.






5.8 All erasures or corrections shall be initialed by the person(s) signing the proposal.

5.9 The terms and provisions of this ITB and any contract resulting from this ITB shall be construed in accordance with the laws of the State of Connecticut.

- 5.10 Any interpretation, correction, or change to this ITB shall be made by clarification/addendum. Interpretations, corrections or changes to the ITB made in any other manner shall not be binding and respondents shall not rely upon such interpretations, corrections or changes. Any changes or corrections shall be issued by the University's Capital Projects & Facilities Procurement Department.
- 5.11 No information communicated verbally shall be effective unless confirmed by written communication from the University of Connecticut Office of Capital Projects and Facilities Procurement. In all cases, no verbal communication will override written communications and only written communications are binding.
- 5.12 All additional charges not specified in the proposal will not be honored unless agreed to in writing, by the University's Capital Projects and Facilities Procurement Department.
- 5.13 Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information requested to accompany proposals may cause rejection of the proposal as noncompliant. The University reserves the right to request additional information if clarification is needed.
- 5.13.1 The University will reject the proposal of any firm and void any award resulting from this ITB to any firm who makes any material misrepresentation in their proposal.

5.14 **Appendices/Required Forms:**

- 5.14.1 Appendix A - Contract Form
- 5.14.2 Appendix B - Company Profile
- 5.14.3 Appendix C - Governor Jodi M. Rell Ethics Memo Acknowledgement of Receipt
- 5.14.4 Appendix D – Anti Collusion
- 5.14.5 Appendix E - Vendor Code of Conduct Acknowledgement of Receipt
- 5.14.6 Appendix F - Pricing Workbook
- 5.14.7 Appendix G - Client References: Provide a minimum of three (3) client references, to verify accuracy of assertions made by the Vendor.
- 5.14.8 Form 1 - Gift and Campaign Contribution Certification
- 5.14.9 Form 5 - Consulting Agreement Affidavit
- 5.14.10 Bidder Contract Compliance Monitoring Report
- 5.14.11 Form, Non-Discrimination Certification
- 5.14.12 SEEC Form 10 Acknowledgement of Receipt
- 5.14.13 CT Economic Impact Form
- 5.14.14 Copy of Insurance Certificate
- 5.14.15 Copy of W-9
- 5.14.16 Appendix H - Ornamental & Turf Pesticide Application Record
- 5.14.17 Appendix I - UConn Ornamental & Turf Management Plan
- 5.14.18 Appendix J – Recreation Fields Location Maps

- 5.15 Ethics Affidavits and Certifications for State of Connecticut Contracts: The State of Connecticut Office of Policy and Management requires Bidders to submit the following state contracting forms when contracting with state agencies. By submitting a proposal in response to this ITB, bidder agrees to comply with, and execute, these mandatory, non-negotiable forms at the time of contract execution.
- 5.16 Form 1 Gift and Campaign Contribution Certification: This certification accompanies a proposal for the purchase of goods or services with a value of \$50,000 or more in a calendar or fiscal year. Click the hyperlink of the desired format below to download form. Complete and submit.
- 5.16.1  [Form 1 Adobe.pdf](#)  [Form 1 Word.doc](#)
- 5.17 Form 5 Consulting Agreement Affidavit: This affidavit accompanies a proposal for the purchase of goods or services with a value of \$50,000 or more in a calendar or fiscal year. Click the hyperlink of the desired format below to download form. Complete and submit.
- 5.17.1  [Form 5 Adobe.pdf](#)  [Form 5 Word.doc](#)
- 5.18 BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the proposal for this contract. The University and the Commission on Human Rights and Opportunities will use the information contained to determine the Bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and Bidder's good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract. Click the hyperlink below to download form. Complete and submit.
- 5.18.1  [Notification to Bidders/Contract Compliance Monitoring Report](#)
- 5.19 Form, Non-Discrimination Certification: Under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended, a contractor must provide an awarding State agency with written representation or documentation that certifies the contractor complies with the State's nondiscrimination agreements and warranties prior to the award of a contract. There are five different certification forms one of which must be submitted in electronically with proposal. Form links are listed below and a detailed explanation of forms including definitions and exemptions can be found at the following link: [Non-Discrimination Certifications](#). Complete and submit relevant form (A-E).

- 5.19.1 <http://www.ct.gov/opm/cwp/view.asp?a=2982&Q=390928>
- 5.20 SEEC Form 10 Acknowledgement of Receipt: Complete and submit.
 - 5.20.1 [SEEC FORM 10 Acknowledgement of Receipt](#)
- 5.21 Connecticut Economic Impact Form:
 - 5.21.1 [Connecticut Economic Impact Form](#)
- 5.22 Anti-Collusion Affidavit
Please refer to Appendix D to secure this form.
- 5.23 Governor Jodi M. Rell Ethics Memo
Please refer to Appendix C to view this document.

6.0 Standard ITB Requirements

6.1 Definitions:

- 6.1.1 "Invitation to Bid (ITB)" means all documents, whether attached or incorporated by reference, utilized for soliciting proposals.
- 6.1.2 "Addenda" means written and/or graphic instructions issued by the University subsequent to the receipt of proposals that modify or interpret the Invitation to Bid Proposal documents by addition, deletions, clarification, or corrections.
- 6.1.3 "Bidder" means a person, firm or corporation submitting a proposal in response to an Invitation to Bid.
- 6.1.4 "Contractor" means any business that is awarded, or is a subcontractor under, a contract or an amendment to a contract with a state contracting agency under statutes and regulations concerning procurement, including, but not limited to, a small contractor, minority business enterprise, an individual with a disability, as defined in section 4a-60, or an organization providing products and services by persons with disabilities.
- 6.1.5 "Informal communications" means any communication method other than written emails to the Point of Contact Person identified for this ITB.
- 6.1.6 "Non-Acceptance of Proposal" means another proposal was deemed more advantageous to the University or that all proposals were rejected.

- 6.1.7 "Offer" or "Proposal" means the Bidder's response to this Invitation to Bid.
- 6.1.8 "Services" shall mean all services described within the scope of this ITB.
- 6.1.9 "Agreement" shall mean the contract issued as a result of this Invitation to Bid.
- 6.1.10 "CT-based Businesses" shall be a firm that is: (i) a business entity organized, headquartered and operating in the State of Connecticut for at least one year prior to the date of bid submission; or (ii) a business entity that is authorized to do business in Connecticut, maintains an operating location in Connecticut, and has generated over 50% of its annual gross revenues each year, over the past five (5) years prior to the date of bid submission, from work on projects located in Connecticut.
- 6.1.11 "Joint Venture" in this sourcing context refers to firms that may have familiarity within particular areas but may not be subject matter experts in all necessary areas; therefore, the University welcomes joint venture proposals.
- 6.1.12 "SBE/MBE Firm" shall refer to a certified Small Business Enterprise/Minority Business Enterprise firm that meets the qualifications as determined by legislation, Connecticut General Statute 4a-60g (Supplier Diversity Statute) as amended by Public Act 11-229.
- 6.1.13 "University" or "UConn" or a pronoun used in its place shall mean the University of Connecticut main campus at Storrs, Connecticut as well as its four regional campuses and the Cooperative Extension Offices.
- 6.1.14 "UConn Health" or "UCH" shall mean University of Connecticut Health and its affiliates.
- 6.1.15 "UConn Law" or "UCL" shall mean the University of Connecticut Law School and its affiliates.
- 6.1.16 "**Pest**" refers to undesired vegetation (weeds), insects, and fungus.
- 6.1.17 "**Pesticide**" refers to herbicides, insecticides and fungicides.
- 6.1.18 "**Integrated Pest Management Plan (IPM)**" Developed by the UConn Environmental Health and Safety Office for the management and control of vegetative and insect pests affecting the grounds of the University of Connecticut main campus in Storrs and the Depot Campus in Mansfield, CT.

- 6.2 **Proposal Understanding:** Bidders must demonstrate: an understanding of the statement of work (SOW), the ability to accomplish the tasks set forth; and must include information that will enable the University to determine the Bidder's overall qualifications.
- 6.3 **Rendering of Products and Services:** Each Bidder must respond to, and be capable of, supplying all products and services outlined in the ITB specification.
- 6.4 **Expiration of Proposals:** Proposals shall remain in effect from the ITB due date and time for a minimum period of no less than 180 days.
- 6.5 **ITB Acceptance/Rejection:** The University reserves the right to cancel this solicitation, to reject any or all proposals received (or any part thereof without penalty), to waive informalities or irregularities and to award a contract not based solely on the lowest cost, but based on a Proposal which, in the sole opinion of the University, best fulfills or exceeds the requirements of this ITB and is most advantageous to the University. Firms subject to Non-Acceptance of Proposal shall be notified after a binding contractual agreement between the University and the selected Bidder exists or after the University has rejected all proposals.
- 6.6 **Modified Proposals:** Modified proposals may be submitted up to the due date and time designated for receipt of proposals provided they conform to these terms and conditions.
- 6.7 **CT Department of Labor, Standard Wage:** Department of Labor Service Rates. The awarded Contractor will provide services that have mandated service rate requirements.
- 6.7.1 The wages paid on an hourly basis to any laborer or workman employed upon the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such employee welfare fund as defined in Subsection (h) of Section 31-53 and 31-57F of the Connecticut General Statutes, 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 project is being constructed. Wage rates, establishing the minimum rates, issued by the State of Connecticut Labor Department and Contractor's Wage Certification Form.
- 6.7.2 Pursuant to State of Connecticut General Statutes 31-53 and 31-57F, the bidder shall submit a certified payroll record. The certified payroll shall be submitted on a monthly basis with a Statement of Compliance to the University.
- 6.7.3 Service Provider must comply with all provisions of Connecticut General Statutes 31-57f, Standard Wage Rates for Certain Service Workers and must pay wages in accordance

with the current wage rates provided by the Department of Labor. Information regarding this Statute and how and when it applies can be obtained from DOL's website at <https://www.ctdol.state.ct.us/wgwkstnd/laws-regs/99-142guide.htm>

6.7.3.1 Questions concerning the provisions and implementation of this act should be referred to the Connecticut Department of Labor, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (860) 263-6790 or his designated representative.

6.7.4 Please note that it will be the successful contractor'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. Contact the Connecticut Department of Labor with questions. www.ctdol.state.ct.us

6.8 Working Conditions:

6.8.1 The Contractor shall be held solely responsible for any damage to existing structures, systems, equipment and/or site caused as a result of the actions of their representatives, employees and sub-contractors and Contractor shall repair or replace same to its original condition at no additional cost to the University.

6.8.2 Existing walks, driveways and parking areas are to be kept free and clean at all times.

6.9 **Contractor's Identification:** employees must wear Contractors company identifiable attire and a nametag. Contractor's trucks shall be clearly marked with company name.

6.10 **Responsibility for Damage:** Any damage to campus buildings and grounds as a result of Contractors operations shall be corrected by the Contractor to the satisfaction of the University Representative.

6.11 **Supervision:** Contractor will designate a primary supervisor to coordinate all services with the University Representative. Prior to April 1st, the designated supervisor and the University Representative shall coordinate regular meetings to review the performance and effectiveness of services being performed by the contractor.

6.12 **Contract Pricing:** Pricing shall include all labor, equipment and materials to complete work described herein.

6.12.1 Pricing will be based on **All-inclusive rates** provided in Appendix F, additional required materials and /or subcontractors will be at the Contractor's actual cost plus the percentage of mark-up provided.

6.12.1.1 **All-inclusive rates** shall include, but are not limited to, base salary, fringe and other benefits, insurance, taxes, miscellaneous personnel expenses, meals, travel, travel time, training, holidays, sickness, medical, lost time, general and corporate supervision and management expenses, overhead charges or expenses, legal cost, accounting costs and profit, all costs of living, per diem expenses, transportation, communication, including cellular communication and laptop computer for document management and written communication. Adjustments to all inclusive, rates are subject to University review and approval.

6.12.1.2 Any repair or additional services will be based on a time and material basis with the Contractor's provided hourly rates and actual invoiced cost of materials utilized in the performance of the assigned services plus markup not to exceed 15%. Contractor shall provide copies of invoices from Contractor's suppliers for parts and equipment furnished in connection with the services. All materials to be charged FOB Destination. No additional charges will be allowed i.e.: fuel surcharges, travel, meals, etc.

6.12.1.3 Pricing for Subcontractors used in the performance of repair services shall be no greater than a 5% mark-up. 6.12.2 Complete the Pricing Workbook, Appendix F.

6.12.3 **General Assumptions:** The Bidder's pricing shall take into account any upcoming changes to wages, wage-related costs or benefits, within each contract year. Therefore, Service Providers are to consider the risk of cost increases (including wage increase) occurring during a term when they calculate pricing.

6.12.4 The University will not accept any additional charges other than those indicated in the Firm's Form of Proposal.

6.12.5 **Price Increases:** Pricing shall remain fixed for the initial term of this Agreement. Price increases will only be considered on the annual extension basis.

- Any request for increase from the Contractor shall be in writing.
- Increase requests shall be, at a minimum, equal to but not greater than, the most recent Standard Wage for the specified labor classification published by the Connecticut Department of Labor.
- Appropriate Supporting Documentation shall be submitted.
- The University is notified of the increase a minimum of thirty (30) calendar days prior to effective date of a requested increase.
- All requests for rate adjustments are subject to University review and approval.

6.12.6 **Sales Tax Exemption:** In accordance Conn. Gen. Stat. §12-412(1) (A), the University is exempt from local, state, and federal excise taxes.

6.13 **Payment: Payment Terms, Invoices, and Payment Schedule.**

6.13.1 The Contractor shall submit monthly invoices for payment in the form, and including the detail and information, required by the University.

6.13.2 The Contractor shall submit such invoices no later than the 15th day of each month and the University shall pay such invoices within 45 days after receipt; provided, however, that if the University pays such invoice within 15 days after receipt, the University shall be entitled to a discount in the amount of two percent (2%) of the invoiced amount.

6.13.2.1 **Payment Terms:** The University's Payment terms are, 2% 15 net 45 days unless otherwise noted in the bidder's proposal and appropriately noted on the Form of Proposal. Terms other than those indicated above will be subject to University approval.

6.13.2 **Invoices:** shall be submitted along with any Reports that are required and with such supporting documentation as the University, may request. Without limiting the foregoing, the Contractor shall submit a certified payroll record, utilizing the form furnished by the Connecticut Department of Labor. The certified payroll shall be submitted on a monthly basis with a Statement of Compliance to the University.

6.14 **Independent Price Determination:** Bidder warrants, represents, and certifies that:

6.14.1 The proposed costs have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such process with any other organization or with any competitor.

6.14.2 Unless otherwise required by law, the proposed costs have not been knowingly disclosed by the Bidder on a prior basis directly or indirectly to any other.

6.14.3 No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

6.15 **Incorporation of Proposal:** Proposals submitted in response to this ITB may, at the University's option, be incorporated into the executed contract.

6.16 **Proposal Preparation:** The University will assume no cost for proposal preparation and/or submission. All costs will be borne at Bidder's expense.

- 6.17 **Corporate Social Responsibility:** In furtherance of its longstanding commitment to fundamental human rights, to the dignity of all people, and to the environment, the University requires all Vendors to adhere to the "[Vendor Code of Conduct](#)" policy.
- 6.18 **Minor Defects:** If, during the solicitation and/or evaluation process, the University determines that a particular mandatory requirement may be modified or waived and still allow the University to obtain goods/services that substantially meet the intent of this ITB, the mandatory requirement will be modified or waived for all Bidders, and all proposals will be re-evaluated in light of the change.
- 6.19 **Notification of ITB Status:** Upon completion of the ITB review process, all Bidders will receive an ITB status notification. This notification covers three outcomes: No Further Consideration, Selected to Short List, or Intent to Award.
- 6.20 **Debriefing:** Requests for debriefing by Bidder will be accommodated upon request.
- 6.21 **Contract Term:** The initial term of any contract resulting from this ITB shall be from **March 1, 2020 to October 31, 2022** with options to renew for three (3) additional one (1) year periods or parts thereof. Said options will only be exercised upon satisfactory performance and by written consent of the University. Such intent to renew shall be conveyed to the firm in writing prior to the effective end date of contract term.

7.0 Standard Contract Terms and Conditions

The following terms and conditions will govern in the submission and evaluation of proposals and the award of a contract. Bidders are requested to carefully review the terms and conditions, as they will become part of any subsequent agreement and award.

- 7.1 Contract Modification: All changes to the contract must be agreed to, in writing, by both parties prior to executing any change.
- 7.2 Contract Assignment or Subcontract: The resulting contract shall not be assigned, transferred, or sublet in whole or in part without the prior written approval of the University.
- 7.3 Notification of Selected Firm: It is the University's intention to review proposals, and execute a contract or purchase order on or before the date outlined in section 4.1. All Bidders will receive written notification of the University's selected firm.
- 7.4 Non-appropriation of Funds: Notwithstanding any other provision of this ITB or any ensuing contract, if funds anticipated for the continued fulfillment of the contract are at any time not forthcoming or insufficient, either through the failure of the Connecticut Legislature to provide funds or alteration of the program under which funds were provided, then the University shall have the right to terminate the contract without penalty by giving not less than thirty (30) days advance written notice documenting the lack of funding. Unless otherwise agreed to, the contract shall become null and void on the last day of the fiscal year for which appropriations

were received; except that if an appropriation to cover the costs of this contract becomes available within sixty (60) days subsequent to termination under this clause, the University agrees to re-establish a contract with the firm whose contract was terminated under the same provisions, terms and conditions of the original contract.

- 7.5 Liens: The successful Bidder shall keep the University free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of goods and services by or to the Bidder.
- 7.6 Actions of Bidder: The actions of the successful Bidder with third parties are not binding upon the University. The Bidder is not a division of the University, partner or joint venture of or with the University.
- 7.7 Award: The award shall be made to the most responsive bidders, offering the best value as determined by the University. All Bidders submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.
- 7.7.1 The University may reject the proposal of any Bidder who is in default of any prior contract or is guilty of misrepresentation or any Bidder with a member of its firm in default or guilty of misrepresentation.
- 7.7.2 The University may, in accordance with and pursuant to the Regulations of Connecticut State Agencies may correct inaccurate awards resulting from clerical or administrative errors.
- 7.7.3 The award will be contingent upon the successful Bidder's acceptance of all of the required terms and conditions and execution of the applicable required State of Connecticut certifications and affidavits.
- 7.7.4 The University will not knowingly do business with any Bidder, Bidder, sub-Bidder or Supplier of materials who discriminates against members of any class protected under Sections 4a-60 or 4a-60a of the Connecticut General Statutes.
- 7.7.5 The University reserves the right to award by item, groups of items or total bid; to reject any and all bids in whole or in part, and to waive any informality or technical defects if, in its judgment, the best interests of the University will be served.
- 7.7.6 In the event of a default by the Bidder, the University reserves the right to procure the commodities and/or services from other sources, and hold the Bidder liable for any excess cost occasioned thereby. If, however, public necessity requires use of material or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper reduction in price.

- 7.7.7 The Bidder guarantees to save the University, its agents or employees, harmless from liability of any nature or kind, for use of any copyrighted or non-copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, of which the Bidder is not the patentee, assignee or licensee.
- 7.7.8 It is understood and agreed that the Bidder shall not be held liable for any failure or delays in the fulfillment of his contract arising from strikes, fires, or acts of God, or any other cause or causes beyond his reasonable control.
- 7.7.9 In the event there is a need for material bonding, performance bonding and/or insurance, the bidder will provide the bonding and/or insurance when requested and do this within fifteen (15) days after receipt of our notification of apparent low bidder, otherwise, the University reserves the right to go to the next qualified bidder who can comply.
- 7.8 Remedies upon Default: In any case where the Bidder has failed to deliver or has delivered non-conforming goods or services, the University shall provide a "notice to cure". If after notice the Bidder continues to be in default, the University may procure goods or services as substitution from another source and charge the cost difference to the defaulting Bidder.
- 7.8.1 Collection for Default: The Attorney General shall be requested to make collection from any defaulting Bidder pursuant to the preceding paragraph.
- 7.9 Business Relationship Affidavit:
- 7.9.1 The proposing Bidder must certify that no elected or appointed official or employee of the University has benefited, or will benefit financially or materially from the proposed services. The University may terminate any contract resulting from this ITB, if it is determined that gratuities of any kind were either offered to, or received by, any University officer or employee contrary to this policy. The authorized signatory of a submitted proposal automatically attests this to be true. **(See also Attachment of Governor Rell's Memo to Vendors Conducting Business with the State of Connecticut).**
- 7.9.2 The laws of the State of Connecticut provide it is a felony to offer, promise or give anything of value or benefit to a State employee with intent to influence that employee's acts, opinion, judgment or exercise of discretion with respect to that employee's duty. Evidence of violation of this statute will be turned over to the proper prosecuting attorney. See code of Ethics in Connecticut General Statutes Section 1-79 through Section 1-90. **Bidder agrees by submitting a proposal and signing any resultant contract to abide by all Connecticut and Federal ethics laws, current and future.**
- 7.10 Conflict of Interest: The Applicant shall disclose and identify to the University, with its proposal, any relationships, which may constitute a potential conflict of interest with University Purchasing Department, or any other University organizations or departments for the purpose of determining whether a conflict of interest exists. All such disclosures require acceptance/approval action on

the part of the University, who shall determine, in its sole discretion, whether an impermissible conflict exists.

7.11 Equal Employment Opportunity Requirements:

- a. In entering into any contract resulting from this ITB, the Bidder agrees to comply with Equal Employment Opportunity and Affirmative Action requirements as stipulated Executive Order No. Three of Governor Thomas J. Meskill promulgated on June 16, 1971 and Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973.
- b. The Bidder shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other group covered by law. The Bidder shall take affirmative action to ensure applicants are employed and the employees are treated during employment without regard to their race, creed, color, national origin, sex, age, sexual orientation, physical or mental disability or any other group covered by law, except where it relates to a bona fide occupational qualification.

7.12 Federal, State and Local Taxes, Licenses and Permits: The successful Bidder will comply with all laws and regulations on taxes, licenses and permits.

7.13 Waiver of Rights: No delay or failure to enforce any provision of this agreement shall constitute a waiver or limitations of University's rights under any resulting contract.

7.14 Prior Course of Dealings: The parties hereby agree that no trade usage, prior course of dealing or course of performance under other contracts shall be a part of this agreement or shall be used in the interpretation or construction of this agreement.

7.15 Warranty: The Bidder warrants that the goods or services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications and that such goods or services supplied shall not void or impair any OEM warranty or any other warranty possessed by University. If the Bidder knows of the purchaser's intended use, the Bidder warrants that the goods or services are suitable for the intended use.

7.16 Bidder Personnel, Forms and U.S. Export Control Regulations:

7.16.1 The awarded Bidder(s) will be responsible for fulfilling staffing requests with their own resources, including W-2 employees and/or 1099 employees.

7.16.2 Bidders are required to obtain and keep the current employment verification Form I-9 issued by the U.S. Department of Justice Immigration and Naturalization Service supporting each professional's authorization for employment in the United States (<http://www.uscis.gov/i-9>).

- 7.16.3 Each Bidder shall be responsible for compliance with all relevant U.S. Export Control regulations, especially those regulations that restrict or prohibit access to certain technical information by citizens of certain non-U.S. Territories. The University reserves the right to audit documentation related to the above requirements.
- 7.17 Information provided by the University: The University of Connecticut has, in this Invitation to Bid and otherwise, provided Bidders with information relating to the University, its current operations and initiative described herein. The University assumes no responsibility or liability for the adequacy or accuracy of any information provided by the University, its agents, employees or representatives. The Bidder agrees to waive any claim or defense to any claim relating to the adequacy or sufficiency of any information provided prior to the execution of the anticipated contract. Subject to these limitations, this Invitation to Bid contains information describing University communities, operations and planned programs.
- 7.18 Responsibilities of the Bidder:
- 7.18.1 Observing Laws and Regulations: The Bidder shall keep fully informed of and shall faithfully observe all laws, national and state, and all ordinances and regulations affecting responsibility to the University, or affecting the rights of supplier's employees, and he shall protect and indemnify the University, its officers, and agents against any claims of liability arising from or based on any violation thereof.
- 7.18.2 Representations: Each firm, by submitting a proposal, represents that it:
- a. Has read and completely understands the proposal documents; and
 - b. Is totally familiar with the conditions under which the work is to be performed including but not limited to availability and cost of labor and materials.
- 7.18.3 Purchase Orders: Purchase Orders and payments will only be issued to the Bidder. It is the Bidder's responsibility to issue Purchase Orders, schedule services and pay all sub-Bidders and partners directly.
- 7.19 Delivery Requirements: Delivery Routes and Coordination – It is the Contractor's responsibility to measure all access routes to intended delivery area, and to notify the University of any anticipated delivery difficulties prior to scheduling deliveries, and be responsible for coordinating delivery with the appropriate person(s).
- 7.20 Access Management Plan: The University has recently developed an Access Management Plan for the Storrs campus. The plan will help create a safer pedestrian campus, protecting both the landscape and hardscape by giving service and delivery vehicles safer, more appropriate access to campus buildings. Additional details related to the University's Access Management Plan can be found at <http://www.park.uconn.edu/amplan.html>. Awarded parties will be required to adhere to the requirements of the Access Management plan; therefore bidders shall make themselves familiar with its requirements and agree to adhere to the same.

7.21 Insurance Requirements:

7.21.1 Insurance: The Bidder agrees to provide adequate insurance coverage on a primary and comprehensive basis and to hold such insurance at all times during the Term of this Agreement. The Contractor accepts full responsibility for identifying and determining the type(s) and extent of insurance necessary to provide reasonable financial protection for the Contractor and the University under this Agreement.

The Contractor shall maintain statutory workers' compensation and employers' liability insurance, comprehensive automobile liability insurance and commercial general liability insurance not less than the minimum limits as set forth below all at no cost to the University or the State of Connecticut.

Statutory Workers' Compensation and Employers' Liability:

Workers' Compensation:	Statutory limits
Employers' Liability:	
Bodily injury by accident:	\$100,000 each accident
Bodily injury by illness:	\$100,000 each employee \$500,000 policy limit

Commercial General Liability:

Combined single limit:	\$1,000,000 each occurrence \$2,000,000 annual aggregate
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Comprehensive Automobile Liability:

(to include owned, non-owned and hired vehicles):

Combined single limit:	\$1,000,000 each occurrence
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Umbrella Liability:

\$2,000,000 each occurrence

Professional Services Liability Insurance: (If applicable) The Contractor will furnish evidence, by way of a certificate of insurance, that it has obtained a professional services liability insurance policy with \$1,000,000.00 minimum coverage for negligent errors and omissions. If any claims are made against its professional services liability insurance policy, the Contractor agrees to purchase additional insurance in order to maintain the minimum coverage of \$1,000,000.00. The insurance will remain in effect during the entire duration of this Contract and for eight (8) years after substantial completion of the Project. For policies written on a "Claims Made" basis, the Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this Contract. The Contractor will contractually require any architectural or engineering firm it hires to maintain professional liability insurance in the same amount and with the same provisions indicated above. The Contractor's policy will provide coverage for the Contractor's obligation under Section 3.6 of this Contract to indemnify and hold harmless the University and the State, and their employees and agents, from claims, liabilities, demands, damages, costs or expenses (including all reasonable attorney's fees) to the extent caused by or resulting from any negligent act or omission of the Contractor or anyone for whom the Contractor is responsible in the performance of this Contract, and

each policy held by a Contractor of the Contractor shall provide the same coverage to the extent of such Contractor's negligent acts or omissions.

Each of the policies for the insurance mentioned above will be issued by an insurance company or companies satisfactory to the University and will contain a provision that coverages will not be changed, canceled, or non-renewed until at least thirty (30) calendar days prior written notice has been given to the University. Each insurance policy will state that the insurance company agrees to investigate and defend the insured against all claims for damages to the extent that all alleged damages might be covered by insurance. Such insurance policies will name the State of Connecticut, the University of Connecticut, their officers, officials, employees, agents, boards and commissions as additional insured, except that the University and the State will not be named as an additional insured with respect to the coverage for the statutory workers' compensation and employer's liability insurance. Certificates of insurance shall clearly indicate the title and date of this Agreement or some easily identifiable reference to the Contractor's relationship to the University. Certificates of insurance showing such coverages as required in this section will be filed with the University prior to the time this Agreement is executed on behalf of the University. Upon the request of the University, the Contractor will provide to the University a copy of any of the aforementioned policies, and any endorsements or amendments thereto.

- 7.22 Indemnification: The Contractor shall indemnify and hold harmless the State of Connecticut, including any agency or official of the State of Connecticut from, and against all costs, claims, damages, or expenses, including reasonable attorney's fees, arising from its negligent acts or omissions in connection with the performance of this Agreement.
- 7.23 License: Any Agreement resulting from this ITB will not grant the Bidder a license or other right to duplicate or use any image or intellectual property of the University in any manner other than as may be expressly approved in writing in connection with the performance of the contract.
- 7.24 OSHA Compliance: All items to be furnished hereunder shall meet all applicable State and Federal requirements of the Occupational Safety and Health Act. All alleged violations and deviations from said state and federal regulations or standards of the items or services to be furnished hereunder, must be set forth on the proposed requirements and criteria in the proposal response. Or, if at any later date the items or services contained herein shall not meet all applicable state and federal requirements after the Bidder is awarded the contract hereunder, the Bidder must notify the University's Director of Procurement Services immediately by registered mail.
- 7.25 Advertising/Sponsorship Opportunities: In submitting a proposal, the Bidder agrees, unless specifically authorized in writing by the University on a case by case basis, that it shall have no right to use, and shall not use, the name of the University of Connecticut, its officials or employees, or the Seal of the University, a) in any advertising, publicity, promotion; nor b) to express or imply any endorsement of agency's services; nor c) to use the name of the state, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by subparagraphs (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by the University.
Should the Bidder be interested in pursuing a formalized sponsorship agreement with the University through its Division of Athletics, which may include advertising benefits and use of

University marks, please contact the procurement official identified in section 4.2.1 for details on how to pursue such a relationship.

7.26 Intellectual Property:

7.26.1 The Bidder shall pay all royalties, license fees, and patent to invention rights, or copyrights or trade and service marks and defend all suits or claims for the infringement of any patent or invention right or copyrights or trade and service marks involved in the items furnished in any contract resulting from this ITB.

7.26.2 Copyrights for any item specified shall be the property of the University and inure to its benefit and Bidder shall execute such documents, as University may require, for the perfection thereof.

7.26.3 The University shall retain all rights, title and interest in all its usage, user and biographical data and Bidder shall only use such data to the extent necessary for complying with its obligations to the University unless it otherwise receives express written approval from the University's designee for any other use.

7.27 Confidential Information:

7.27.1 The University treats Proposals as confidential until after the award is issued. At that time they become subject to disclosure under the Freedom of Information Act. If a Respondent wishes to supply any information, which it believes is exempt from disclosure under the Act, said Respondent should summarize such information in a separate envelope and each page submitted should clearly state "Confidential," but otherwise be presented in the same manner as the Proposal. However, any such information is provided entirely at the Respondent's own risk and the University assumes no liability for any loss or damage which may result from the University's disclosure at any time of any information provided by the Respondent in connection with its proposal.

7.27.2 The Bidder and its employees will not disclose information acquired in connection with the performance of services under this agreement which is proprietary or confidential in nature to the University without written permission from the University. This confidentiality will continue to be in effect even after the contract has been completed or terminated for any reason. Some projects may require additional confidentiality documentation or agreements, which will vary according to the University's needs, legal requirements and scope of work.

7.28 Responsibility of Those Performing the Work:

7.28.1 The Bidder shall be responsible for the acts and omissions of all the Bidder's employees, as well as all other persons involved in performing any tasks associated with the provision of the goods and/or services outlined in this ITB by the Bidder.

- 7.28.2 The Bidder shall at all times enforce strict discipline and good order among the Bidder's employees and shall not employ any unfit person or anyone not skilled in the task assigned.
- 7.28.3 The contract awardee, when so determined by the University, shall dismiss incompetent or incorrigible employees from the project, and such persons shall be prohibited from returning to the project without written consent of the University.
- 7.29 Freedom of Information: While the University may be willing to agree not to disclose the information proactively, the University is subject to the Connecticut Freedom of Information Act, found in Chapter 14 of the Connecticut General Statutes, which may require disclosure, should the document be requested with limited exceptions. Two such exceptions that might apply are as follows: (1) Conn. Gen. Stat. sec. 1-210(b)(24) permits the University to withhold records related to the procurement process while bidding and contract negotiations are underway (this moratorium is temporary and lasts only until the contract has been executed or negotiations are abandoned); and Conn. Gen. Stat. sec. 1-210(b)(5) permits the University to withhold records in its possession in the event they contain trade secrets (or really any intellectual property). In the event that the University determines that Conn. Gen. Stat. sec. 1-210(b)(5) may apply to a given request for the records in question, the responsibility to substantiate claims that said would reveal trade secrets and meet the exemption requirements to would need to be borne by the owner of said trade secrets, not the University. Further, if the entity seeking access to the documents challenges the University's withholding of the document, said owner may be required to prove at the Freedom of Information Commission and/or in a Court of Law, that the release of said trade secrets would be harmful to the owner of the intellectual property or properties in question.
- 7.30 Mandatory Affidavits: The Office of Policy and Management has created new ethics forms effective August 1, 2007 to assist executive branch agencies in complying with the State of Connecticut's current contracting requirements, pursuant to the Connecticut General Statutes and Executive Orders of Governor M. Jodi Rell. The University will require the applicable mandatory affidavits to be completed by the Bidder at the time of bid response **and** contract award. The required affidavits are enclosed as part of this document or are provided as links to State of CT web site. Detailed information regarding the requirement of such affidavits can also be found on the Office of Policy and Management website:
http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav_GID=1806
- 7.31 Joint Ventures: Bids submitted by bidders under 'joint venture' arrangements or other multi-party agreements must include a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from the bid.
- 7.32 Executive Orders of the Governor: The executed contract shall be subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of

the Contract as if they had been fully set forth in it. The Contract may also be subject to Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services and to Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office. If Executive Order 14 and/or Executive Order 49 are applicable, they are deemed to be incorporated into and are made a part of the Contract as if they had been fully set forth in it. At the Contractor's request, the University shall provide a copy of these orders to the Contractor.

- 7.33 Ethics and Compliance Reporting/Whistleblower Protection: In accordance with the University's compliance program, the University has in place an anonymous ethics and compliance reporting hotline service – 1-888-685-2637. Any person who is aware of unethical practices, fraud, violation of state laws or regulations or other concerns relating to University policies and procedures can report such matters anonymously. Such persons may also directly contact the University's compliance office at: Office of Audit, Compliance, and Ethics, 9 Walters Avenue, Unit 5084, Storrs, CT 06269-5084; Phone 860-486-4526; Fax 860-486-4527. As a provider of goods and/or services to the University, you are hereby required to notify your employees, as well as any sub-Bidders, who are involved in the implementation of this contract, of this reporting mechanism.
- 7.34 State Elections Enforcement Commission (SEEC) Requirements: For all State contracts as defined in C.G.S. § 9-612 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state Bidders of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the SEEC notice found in UConn Sample Purchasing Contract attached to this bid solicitation.
- 7.35 Nondiscrimination Warranties: An executed Nondiscrimination Certification must also be provided by the Bidder at the time of contract execution for all contracts/agreements with corporations and other entities, regardless of type, term, cost or value. The Certification requires the signer to disclose his/her title and certify that the Bidder has in place a properly-adopted policy, which supports the nondiscrimination requirements of Connecticut law. This Certification is required for all original contracts/agreements as well as amendments. The Nondiscrimination Certification forms can be found with the affidavits in this document or at: http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806
- (a) For purposes of this Section, the following terms are defined as follows:
- 1) "Commission" means the Commission on Human Rights and Opportunities;
 - 2) "Contract" and "contract" include any extension or modification of the Contract or contract;
 - 3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;

- 4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- 5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- 6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- 7) "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
- 8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- 9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. § 32-9n; and
- 10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state

or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an “affirmative action equal opportunity employer” in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers’ representative of the Contractor’s commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Conn. Gen. Stat. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. §§ 46a-56, 46a-68e, 46a-68f and 46a-86; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Conn. Gen. Stat. § 46a-56. If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.
- (c) Determination of the Contractor’s good faith efforts shall include, but shall not be limited to, the following factors: The Contractor’s employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical

assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Conn. Gen. Stat. § 46a-56 as amended; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books,

records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Conn. Gen. Stat. § 46a-56.

- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Conn. Gen. Stat. § 46a-56 as amended; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

7.36 Termination for Cause: The University may terminate any resulting Contract for cause by providing a written Notice to Cure to the Bidder citing the instances of noncompliance with the contract. The Bidder will have ten (10) days to reply to the Notice to Cure and indicate why the contract should not be terminated and recommend remedies to be taken.

- a. If the Bidder and the University reach an agreed upon solution, the Bidder will then have thirty (30) days after such agreement is reached to cure the noncompliance cited in the Notice to Cure.
- b. If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by Bidder, the University reserves the right to terminate the Contract at that time by written notice of such termination.
- c. If the mutually agreed upon solution is not implemented within thirty (30) days from the date of agreement, the University reserves the right to terminate the Contract at that time by written notice of such termination.
- d. The University will be obligated only for those goods or Services rendered and accepted prior to the date of Notice of Termination.
- e. Remedies for Default: If the solution mutually agreed upon pursuant to subsection (a) of this Section is not implemented within the thirty (30) days provided in said subsection, the University may procure the subject goods or services from another source and charge any cost difference to the Bidder.

7.37 Termination for Convenience:

- a. The University may terminate any resulting Contract in whole or in part whenever, for any reason, the University shall determine that such termination is in the best interest of the University and/or the State of Connecticut.
- b. If the Contract is terminated by the University pursuant to this section, the University will provide the Bidder thirty (30) days written notice of such intention. In the event of such termination, the Contract Administrator and/or designee will notify the Bidder by certified mail, return receipt requested. Termination will be effective as of the close of business on the date specified in the notice.

7.38 Background Checks: Contractor warrants that it will not assign any employee, independent contractor or agent to perform services under this Agreement unless that employee, independent contractor or agent has completed a background check and is deemed suitable by Contractor for performing such services on a college campus attended and inhabited by students. The background check must minimally include criminal conviction information for the past seven years, a check of the national and state sex offender registries and a social security number verification. All fees associated with the background checks shall be the responsibility of the Contractor. The Contractor shall immediately remove any employee, independent contractor or agent performing services under this Agreement on campus (i) if it becomes known to the Contractor that such person may be a danger to the health or safety of the campus community, or (ii) at the request of the University based on a concern of community or individual safety. Without limiting the other indemnification obligations of the Contractor under this Agreement, the Contractor shall defend, indemnify and hold harmless the State of Connecticut, the University of Connecticut and all of their employees, agents and/or assigns for any claims, suits or proceedings resulting from a breach of the foregoing warranty and/or that are caused in whole or in part by the actions or omissions of the Contractor, its employees, or other persons that the Contractor causes to be on the campus.

8.0 Form of Proposal

Date: February 4, 2020

TO: University of Connecticut
Purchasing Department
3 Discovery Drive, Unit 6076
Storrs, CT 06269-6076

1. The undersigned Bidder, in response to the University's Invitation to Bid for **#SK112219 – Recreation Fields Maintenance for UConn Storrs and Depot Campus**, having examined the proposal documents and being familiar with the conditions surrounding the proposed services, hereby proposes to provide such services meeting the requirements outlined in this Invitation to Bid, in accordance with the proposal attached hereto.
2. Bidder acknowledges receipt of the following addenda which are a part of the ITB documents:
_____, _____, _____, _____, _____, _____.
3. Bidder understands that the University reserves the right to reject any and all proposals, waive irregularities or technicalities in any offer, and accept any offer in whole or in part which it deems to be in its best interest.
4. Bidder agrees that this offer shall be good and may not be withdrawn for a period of 180 days after the public bid opening.
5. Bidder hereby certifies: (a) that this proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; (b) that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid; (c) that the Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and (d) that the Bidder has not sought by collusion to obtain any advantage over any other Bidder or over the University.
6. Bidder agrees that the response to this proposal is a legal and binding offer and the authority to make the offer is vested in the signer.
7. Is Bidder **currently** a State of Connecticut Small Business Enterprise and **certified** with DAS?

Yes () If yes, a Copy of the Certificate must be attached to your proposal

No ()
8. Payment Terms, 2% 15, Net 45 **unless stated otherwise:** _____

8.0 Form of Proposal

Page 2 of 2

9. Firm/Sales Representative Name: _____

Telephone: _____ Email: _____

Years of Experience: _____

Signed this _____ day of _____, 2019

Firm Name: _____

Firm Address: _____

F.E.I.N. # _____

***Please include a current Form W-9**

Authorized Signature: _____

Telephone: _____ Email: _____

Print Name/Title: _____

Signed this _____ day of _____, 2019

Appendix A – Contract Form

Refer to the PDF portfolio to secure this document. Review the draft contract and submit a copy with your bid as acknowledgement.

Appendix B – Company Profile

Refer to the PDF portfolio to secure this document. Complete and submit this with your bid.

Appendix C – Gov. Jodi M. Rell Ethics Letter

Refer to the PDF portfolio to secure this document. Review this document and submit a copy with your bid as acknowledgement.

Appendix D – Anti Collusion Affidavits

Refer to the PDF portfolio to secure this document. Review this document and submit a copy with your bid as acknowledgement.

Appendix E – Vendor Code of Conduct

Refer to the PDF portfolio to secure this document. Review this document and submit a copy with your bid as acknowledgement.

Appendix F – Pricing Workbook

Refer to the PDF portfolio to secure this document. Complete and submit with your bid.

Appendix G – References

Refer to the PDF portfolio to secure this document. Complete and submit with your bid.

Appendix H – Ornamental & Turf Pesticide Application Record

Refer to the PDF portfolio to secure this document. Review this document and submit a copy with your bid as acknowledgement.

Appendix I – Ornamental & Turf Integrated Pest Management Plan

Refer to the PDF portfolio to secure this document. Review this document and submit a copy with your bid as acknowledgement.

Appendix J – Recreation Fields Location Maps

Refer to the PDF portfolio to secure this document. Review this document and submit a copy with your bid as acknowledgement.

