



INVITATION TO BID

ITB #LM010620

Glass and Glazing

Maintenance and Repair Services

University of Connecticut

Storrs, CT

Release Date

Friday, January 17, 2020

Non-Mandatory Pre-Bid Meeting

Thursday, January 23, 2020; 2:30 PM (ET)

Due Date

February 11, 2020 @ 2:00 PM (ET)

Buyer: Lisa Mieszkowicz
Senior Procurement Specialist
Procurement Services
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1.0 Introduction

The University of Connecticut (hereinafter referred to as the "University", "UConn") is seeking proposals from experienced and qualified individuals or firms (hereinafter referred to as "vendor", "proposer", "bidder", "firm", or "respondent") to provide glass and glazing maintenance, supplies, installation and repair services on an as needed basis. The successful firm will demonstrate that it has provided these services without interruption for three (3) years. The contract(s) resulting from this ITB will be based on CT DOL Standard Wage Rate regulations.

2.0 Background - About UConn

UConn is a Land, Sea, and Space Grant consortium institution that occupies over 4,302 acres, enrolls over 32,257 students, and produces over 9,000 undergraduate, graduate, and professional degrees annually. The University's main campus is located in Storrs, Connecticut and its regional campuses are located in the following Connecticut cities and towns: Groton (Avery Point), Hartford, Stamford, and Waterbury. The University's Health campus is located in Farmington. Detailed University demographics are published online at <https://oire.uconn.edu/data/>.

3.0 Summarized Scope of Services

- 3.1** It is the University's intent to obtain qualified and experienced contractors to provide glass and glazing supplies and services to meet a wide variety of needs. While the majority of services required under the contract will be performed at the main campus in Storrs, the successful vendor may be requested to provide services for the regional campuses noted above.
- 3.2** It is an expectation that the successful firm will have the necessary competencies, and ability to engage in the requested services as required under the contract resulting from this Invitation to Bid, as well as own, or have the financial ability to procure, all necessary materials and equipment and labor to perform the requested services.
- 3.3** All Services must be performed to the complete satisfaction of the University. A representative of the University will oversee each assignment to provide direction, coordination and to insure that work is completed.
- 3.4** The Contractor shall supply all tools and equipment required for the execution of the assigned work.
- 3.5** Non-compensable Equipment: All trade related equipment, hand tools and power tools, normally supplied with the labor to complete services are not compensable. The provision and use of this equipment shall be included in the Labor rate.
- 3.6** Compensable Equipment: When "special equipment" (as agreed to by the University) is required to perform the Work, compensation to the Contractor shall be as follows:

- 3.6.1** Rented Equipment (Used directly on the Work and by the Contractor's or Subcontractor's own forces) shall be compensable at actual rental invoice cost to the contractor with no markup allowance.

- 3.7** Material Inventory: The Contractor must maintain adequate stocks of parts and materials both on service vehicles and at local office locations to allow for the timely completion of assigned tasks.
 - 3.7.1** All equipment and materials provided must meet University specifications or approval.

- 3.8** Warranty – Workmanship and Materials: All equipment, materials and labor provided under this contract shall be warranted by the providing Contractor. Equipment and material warranties are the responsibility of the Contractor.
 - 3.8.1** Contractors shall warranty all work performed under this contract award for a period of one (1) year from the completion date of service provided.
 - 3.8.2** If during that one (1) year period of warranty, any part installed under the contract fails or does not function properly due to any fault in materials, workmanship or installation, the contractor shall, under notice from the University, promptly proceed to repair or replace the faulty item at no cost to the University.
 - 3.8.3** One (1) year is the minimum material and equipment warranty period, if the manufacturer's warranty period exceeds this minimum the longer term shall prevail.

- 3.9** University infrastructure components may have existing asbestos containing material (ACM), PCBs in window caulk and lead paint in sills and frames, if the Contractor finds material that may contain asbestos or other harmful materials, work must stop immediately and the University Contract Coordinator must be notified. Abatement will take place prior to completion of the work by the contractor or its subcontractors.

- 3.10** Response Times: The Contractor must be able to respond to the needs of the University in a timely fashion.
 - 3.10.1** The contractor must provide telephone numbers at which qualified staff can be reached in case of an emergency. The telephone numbers shall *not* be forwarded to an answering machine.
 - 3.10.2** For emergency requests contractors are required to provide a callback within four (4) hours after notification of an emergency call to address the need.
 - 3.10.3** For routine maintenance services contractors will be contacted by the University Representative or designee to discuss the requested scope of services and to schedule site visit.

3.10.3.1 The Contractors site visit shall be performed within five (5) business days from the initial contact.

3.10.3.2 A estimate/quote is expected from the contractor no later than 5 business days after the site visit.

3.10.4 Contractors estimating staff shall provide material supplies quotes within two (2) business days after notification of a quotation request.

3.11 Worksite Conditions:

3.11.1 All work must be performed in a safe manner in compliance with all University policies found in the University's "Environmental, Health, and Safety (EHS) Requirements for Construction, Service and Maintenance Contractors" Manual. The referenced manual can be found here: http://www.ehs.uconn.edu/ppp/Contractor_EHS_Manual.pdf

Awarded Contractors shall provide the referenced manual to all assigned staff and insure said staff understands and complies with all policies referenced therein.

3.11.2 The Contractor shall at its sole expense immediately correct any dangerous condition caused by or as a result of the Contractor's work.

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

3.11.4 If any shutdown of services is required, the Contractor must contact the University prior to shut down.

3.11.5 The Contractor shall keep the site cleaned and swept on a daily basis, or more often if required to keep premises clean and safe.

3.11.6 The Contractor must remove all rubbish, materials, and debris from the work site on a daily basis.

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

3.12 Contractor's Responsibilities:

3.12.1 It is not the intent of this document to describe all existing conditions.

3.12.2 Contractors are responsible for a site visit to examine the site with the appropriate University representative prior to performing any assigned task.

3.12.3 Failure to visit the site and note all conditions will in no way relieve the contractor from completing the work to the satisfaction of the University.

- 3.12.4** Contractors are responsible for taking their own field measurements and ascertaining the accuracy of all information relevant to any assigned work.
- 3.12.5** The University is not obligated to supply, nor be responsible for, the accuracy of measurements and any other related work.
- 3.12.6** The Contractor will not be allowed to use University equipment (i.e. lifts) to perform requested services.
- 3.12.6** The Contractor's staff must sign in upon arrival at Operations Center in the Facilities Operations building and sign out when leaving the site for any reason.
- 3.12.7** At completion of work and prior to leaving the site, the Contractor must submit a "work ticket" that accurately documents the hours worked, work performed, and a detailed list of the parts and materials used. All "work tickets" must be signed off by the appropriate University Representative. A copy shall be left on site and a copy shall be provided with the Contractor's invoice.
- 3.12.8** Contractor's vehicles shall be maintained in good working order and any repairs shall be the sole responsibility of the contractor.
- 3.12.9** Contractor will be required to acquire a "Vendor Parking Pass" from Parking and Transportation services for each vehicle used in the execution of this contract at contractor's expense. Contractor shall park only at locations to be designated by the University.
- 3.12.10** Building Permits: Contractor will obtain all required permits (if applicable) from the University Building Inspector and Fire Marshalls office. (There will be no charge for these permits)

3.13 Assigned Personnel:

- 3.13.1** The Contractor at the University's discretion may be asked to assign a qualified, dedicated account representative/ trade person for each University location.
- 3.13.2** The Contractor shall make every effort to maintain consistency in staff assigned.
- 3.13.3** The Contractor's staff shall adhere to proper conduct at all times. Proper conduct is meant to include, but shall not be limited to the following:
 - 3.13.3.1** There shall be no weapons, drugs or alcohol on the premises.
 - 3.13.3.2** No smoking is allowed on the premises unless there is a smoking designated area and the smoking is conducted in such area designated as smoking area.
 - 3.13.3.3** No exterior doors are left opened or unlocked.

3.13.3.4 The Contractor's staff shall be polite and courteous at all times.

3.13.3.5 The Contractor's staff will adhere to all State and University rules and regulations.

3.14 Temporary Utilities: The Contractor shall have temporary use of electrical power, water, etc. from existing outlets as directed by the University. The contractor shall furnish all connections and extensions from these outlets at their own expense.

3.15 Storage of Equipment:

3.15.1 The Contractor shall store all materials, tools and equipment only in areas designated by the University.

3.15.2 The Contractor shall keep those areas clean and clear of combustible waste.

3.15.3 Any items stored out-of-doors shall be stored off the ground on adequate supports, protected with secure tarpaulins.

3.15.4 The Contractor shall provide adequate facilities for the storage of waste materials and rubbish prior to removal from the site. Debris, surplus materials, equipment, etc., shall be removed daily.

3.15.5 No ladders, tools or equipment shall be left unattended or unsecured.

3.15.6 The Contractor shall be solely responsible for damage, loss or liability due to theft or vandalism of his materials, tools and equipment at all times including when work is not in progress at night, weekends or holidays.

3.16 Disputes: In the event of a disagreement between the using department's representative and the Contractor regarding interpretation of contractual requirements or individual job requirements, the Contractor is to proceed with the work in question, (unless asked to cease by the University's Representative), under protest until the disagreement is resolved. If the dispute cannot be resolved at the department level, the Associate Vice President and Chief Procurement Officer will be required to arbitrate a resolution. The decision of the Associate Vice President and Chief Procurement Officer will be binding.

3.17 Working Hours: Normal working hours are considered to be between 7:00 A.M. and 4:30 P.M. Monday through Friday. Overtime rates are considered to be for work performed after 4:30 P.M. Monday through Friday, Weekends and Holidays. Any work performed under the overtime category must be authorized in writing by the University.

3.18 Required Qualifications: The following requirements are presented as a minimum expectation for any Glass and Glazing Service provider's proposal to be considered. All proposers must provide documentation that verifies and demonstrates experience. If the proponent cannot meet or exceed these requirements, the University reserves the right to exclude their

proposal from evaluation without further discourse or may enter into negotiations to mitigate any variances.

3.18.1 Bidder shall currently be doing business providing Glass and Glazing Services and shall demonstrate to the University of Connecticut that;

3.18.1.1 They have been engaged in business for at least the past three (3) years as a Glass and Glazing service provider.

3.18.1.2 They have successfully held contracts with a minimum of three (3) institutions or corporations with similar requirements.

3.18.1.3 They currently employ experienced personnel who have experience providing service as specified in the scope of service.

3.18.2 The proposing firm must demonstrate, through past experience, the ability to manage and complete requested services of various size, scope, nature, value and duration as required.

3.18.2.1 Relevant work shall include:

- ◆ Experience in multi-disciplined environments such as large universities or manufacturing facilities.
- ◆ Install, Repair or Replace Aluminum Storefronts, Glass Walls, Hollow metal window frames, Frameless Glass Doors, Glass Sliding Reception Windows and Glass Railings, including Coping, flashing, counter-flashing, end dams, thresholds, blind pockets, sills and other hardware and accessories.
- ◆ Provide glass and glazing materials and supplies
- ◆ Remove any old or broken glass before installing replacement glass, cut glass to the specified size and shape, using measuring tape, plumb lines, and levels to ensure proper fitting installation.
- ◆ Provide and install room dividers and security windows.
- ◆ Provide and install window wall systems.
- ◆ Provide and install interior glazing in hollow metal frames and doors (including wood doors).
- ◆ Provide and install unframed mirrors, including all hardware, finishes and treatments.
- ◆ Provide caulking and sealants within glazing and window systems.
- ◆ Follow blueprints and specifications.
- ◆ Make or install sashes and moldings for glass installation, fasten glass into sashes or frames with clips, moldings, or other types of fasteners, add weather seal or putty around pane edges to seal joints.

- ◆ Install or replace windows, mirrors, shower doors, and bathtub enclosures.
- ◆ Fabricate and install window screens.
- ◆ Fit glass for tabletops and display cases.
- ◆ Cleaning and label removal for all exposed surfaces

3.18.3 The Contractor must be licensed to do business in the State of Connecticut and must meet the following licensing requirements as mandated by the CT Department of Consumer Protection:

3.18.3.1 FG-1 – (Unlimited Contractor’s license for Flat Glass Work): The holder of this license may perform the installation, maintenance, or repair of glass in residential or commercial structures. Glazing wood and metal sash, doors, partitions, and 2 story aluminum storefronts. Installs glass windows, skylights, store fronts and display cases or surfaces such as building fronts, interior walls, ceilings and table tops and metal store fronts.

3.18.3.2 FG-2 – (Unlimited Journeyperson’s License for Flat Glass Work): The holder of this license may perform the installation, maintenance, or repair of glass in residential or commercial structures only while in the employ of a Contractor licensed for such.

3.19 The Contractor must be able to self-perform no less than eighty percent (80%) of the services required under the contract.

3.20 Quality Control and Assurance Plan: The Contractor shall provide as a part of Contractor’s proposal a Quality Control and Assurance Plan to demonstrate compliance with the provisions of the award of the Contract and all of the elements stated within this Invitation to Bid

3.21 Safety and Training Program: The Contractor shall provide a copy or narrative of its company safety program and training program. This training must be provided to all employees used onsite at the University of Connecticut. Documentation shall include:

3.21.1 A copy of the company’s Safety Program

3.21.2 Safety records for last three (3) years of OSHA recordable and EMR.

3.21.3 Statement that all employees that will perform work at the University of Connecticut are OSHA certified.

3.22 Contractor’s proposal must provide offered staff resources, role, years of industry experience for their specialization, licenses, registrations, professional designations (if any) and location (state).

4.0 Instructions to Proposers

4.1 ITB Schedule

ITB SCHEDULE	DUE DATES*
ITB Issue/Release	January 17, 2020
Non-Mandatory Pre-Bid Meeting	January 23, 2020 @ 2:30 PM (ET)
Deadline for Written Inquiries	January 29 , 2020@ 2:00 PM (ET)
Bid Due Date & Time	February 11, 2020 @ 2:00 PM (ET)
Video Teleconference Presentations/Demonstration, <i>if required</i>	TBD
Anticipated Award Date	February, 2020

*Subject to change as deemed necessary by the University.

4.2 **Point of Contact:** All communications and/or inquiries regarding this ITB **must** be directed to the contact person identified below in Section 4.2.1. All questions must be submitted in writing using the Procurement Professional's email address no later than Deadline for Written Inquiries date listed above in Section 4.1.

4.2.1 Lisa Mieszkowicz
University of Connecticut
Procurement Services
3 Discovery Drive Unit 6076
Storrs, CT 06269-6076
E-mail: lisa.mieszkowicz@uconn.edu

4.3 **Communications:** Upon formal issuance of an ITB, the University and Proposer(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 Proposer(s), all other Proposers have been notified as to their bid status, or when the University formally rejects all proposals and cancels the ITB process. Failure to adhere to this provision may result in a Proposer being declared ineligible, proposal rejection, or ITB cancellation. The University will not respond to any request for clarification received after the Deadline for Proposer Questions has expired with Section 4.1.

4.3.1 Under no circumstances, may any proposer 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 proposer being considered as non-compliant and ineligible for award.

4.4 Addenda: Addenda are issued in response to Proposer 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 Proposer is solely responsible to obtain/retrieve addenda from either website. Failure of a Proposer to retrieve any addendum will not relieve the Proposer of any responsibility for complying with the terms thereof. All addenda must be signed by an authorized representative of the Proposer 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 Non-Mandatory Pre-Proposal/Site Visits Meeting : January 23, 2020; 2:30 PM (ET)

Located at: University of Connecticut
Procurement Services
3 Discovery Drive
Storrs, CT 06269
2nd floor Bid Room

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. 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.

4.7.1 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.

- 4.8 Presentation: Potential firms may be asked to discuss their written responses to this document at a presentation on the Storrs campus on dates mutually agreed upon by the firm and the University. If a firm is requested to make a presentation, the firm will make the necessary arrangements and bear any costs associated with the demonstration/evaluation.

5.0 Submission Instructions:

- 5.1 ITB Due Date and Time: Proposals are due on **February 11, 2020 at 2:00pm (ET)**. Any proposal received after the stated due date and time will be rejected and may be returned to the Proposer upon their request and at their expense. Facsimile, emailed, or unsealed proposals will not be accepted under any circumstances.
- 5.2 Deliver to Address: For deliver to instructions, please reference Section 4.2.
- 5.3 Sealed Bids: **One (1) original** and **two (2) copies** of the bid must be submitted in **three (3) ring binders**, SEALED envelope or carton, clearly marked with the label below and the name and address of the Proposer.

**University of Connecticut
Procurement Services
Attn: Lisa Mieszkowicz
3 Discovery Drive, Unit 6076
Storrs CT 06269-6076**

Labeled: ITB #LM010620 "Glass and Glazing Maintenance and Repair Services"

- 5.4 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 of this ITB shall be made by clarification/addendum. Interpretations, corrections or changes of 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 Department (CPFP). In all cases, no verbal communication will override written communications and only written communications are binding.
- 5.12 All additional charges, including but not limited to training, insurance or other costs must be fully itemized and included in each proposal. 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.
- 5.14 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 Client References (Appendix-G): Provide a minimum of three (3) client references. Client references should be able to verify accuracy of assertions made by the Vendor. Only one (1) reference from the University of Connecticut will be accepted

- 5.14.8 Form 1 Gift and Campaign Contribution Certification
- 5.14.9 Form 5 Consulting Agreement Affidavit
- 5.14.10 Form 6 Affirmation of Receipt of State Ethics Law Summary
- 5.14.11 Form 7 Iran Certification
- 5.14.12 Bidder Contract Compliance Monitoring Report
- 5.14.13 Non-Discrimination Certification
- 5.14.14 SEEC Form 10 Acknowledgement of Receipt
- 5.14.15 CT Economic Impact Form
- 5.14.16 Copy of Insurance Certificate
- 5.14.17 Similar Contracts: Provide a list of accounts within the past three (3) years that are of similar size and scope as to that of the University.
- 5.14.18 Provide a list of employee's names and titles dedicated to this Account.

5.15 Ethics Affidavits and Certifications for State of Connecticut Contracts: The State of Connecticut Office of Policy and Management requires Proposers 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.

5.15.1 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.

5.15.1.1  [Form 1 Adobe.pdf](#)  [Form 1 Word.doc](#)

5.15.2 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.

5.15.2.1  [Form 5 Adobe.pdf](#)  [Form 5 Word.doc](#)

5.15.3 Form 6 Affirmation of Receipt of State Ethics Law Summary: This affirmation accompanies a large State construction contract or a large State procurement contract with a cost of more than \$500,000. Form 6 is normally submitted by


the contractor to the awarding State agency with the bid or proposal. When applicable, Form 6 is also used by a subcontractor or consultant of the contractor. The subcontractor or consultant submits the form to the contractor, who then submits it to the awarding State agency. Click the desired file format below to download form. Complete and submit.

5.15.3.1  [Form 6 Adobe.pdf](#)  [Form 6 Word.doc](#)

5.15.4 Form 7 Iran Certification: This certification accompanies a large State construction contract or a large State procurement contract with a cost of more than \$500,000. This form must always be submitted with the proposal, or if there was no ITB process, with the resulting contract, regardless of where the principal place of business is located. Entities whose principal place of business is located outside of the United States are required to complete the entire form, including the certification portion of the form. United States subsidiaries of foreign corporations are exempt from having to complete the certification portion of the form. Those entities whose principal place of business is located inside of the United States must also fill out the form, but do not have to complete the certification portion of the form. . Click the desired file format hyperlink format below to download form. Complete and submit.

5.15.4.1  [Form 7 Adobe.pdf](#)  [Form 7 Word.doc](#)

5.15.5 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 Proposers 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 Proposer'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.

5.15.5.1  [Notification to Bidders/Contract Compliance Monitoring Report](#)

5.15.6 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).

5.15.6.1 <http://www.ct.gov/opm/cwp/view.asp?a=2982&Q=390928>

5.15.7 SEEC Form 10 Acknowledgement of Receipt: Complete and submit.

5.15.7.1 [SEEC FORM 10 Acknowledgement of Receipt](#)

5.15.8 Connecticut Economic Impact Form:

5.15.8.1 [Connecticut Economic Impact Form](#)

5.15.9 Anti-Collusion Affidavit

Please refer to Appendix C to secure this form.

5.15.10 Governor Jodi M. Rell Ethics Memo

Please refer to Appendix D 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. Awards made as a result of an ITB shall be based upon "Low Qualified Bid".

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 documents by addition, deletions, clarification, or corrections.

6.1.3 "Proposer" 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 Proposer’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 ITB.
- 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. Please see paragraph 3.13 for specific requirement(s) related to 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 five 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.

- 6.2 Proposal Understanding: Proposers 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 proposer's overall qualifications.

- 6.3 Rendering of Products and Services: Each Proposer 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 Proposer 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 Department of Labor Service Rates: The awarded Contractor will provide services that have mandated service rate requirements.
- 6.7.1 Standard Wage: 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.
- 6.7.1.1 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.
- 6.7.1.2 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 Pricing: (Appendix G) General Instructions for completing the Pricing Workbook.
- 6.8.1 As part of the soft copy proposal submittal, Service Provider shall include an electronic copy of its completed Pricing Workbook. This copy should be in EXCEL format, rather than PDF. Use MS EXCEL version 2003 or more recent. The Service Provider may be liable for any costs incurred by the University as a result of a virus being passed through an infected file
- 6.8.2 Pricing will be based on the provided hourly rates and required materials at the Contractor's actual cost plus the stated mark-up percentage.
- 6.8.2.1 The Contractor is to provide rates for the campus locations that they are proposing to provide services for. The Contractor is to state N/A at the locations that they will not service.
- 6.8.2.2 All-inclusive hourly rates 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 hourly, rates are subject to University review and approval.
- 6.8.2.3 Materials: Pricing for materials shall be no greater than a 15% mark-up from the vendor's actual invoice price.
- 6.8.2.2.1 The University reserves the right to request copies of invoices for materials furnished from the Contractor's suppliers.
- 6.8.2.4 Markup for services being performed by subcontractors shall be no greater than 5% from Subcontractor's actual invoice.
- 6.8.3 When appropriate, the University reserves the right to furnish certain materials required in the completion of work under this contract.
- 6.8.4 The Service Provider's proposed pricing shall take into account any upcoming changes to wages, wage-related costs or benefits, within each contract term. Therefore, Service Provider's proposed pricing shall include rates that account for any wage/wage-related/benefits increases that occur within the contract term.

6.8.5 Price Increases: Pricing shall remain fixed for the initial term of this Agreement. Submitted pricing shall be all inclusive. After the initial term, a request for increase from the contractor shall be in writing and shall be, at a minimum, equal to but not greater than the most recent standard wage for those labor classifications published by the CT DOL.

6.8.5.1 Price increases will only be considered on an annual basis as follows:

6.8.5.1.1 When the University is notified of the increase a minimum of thirty (30) calendar days prior to the effective date of an increase.

6.8.5.1.2 When the Contractor provides the University with any and all documentation it may require to support the proposed rate increase.

6.8.5.1.3 All requests for rate adjustments are subject to University review and approval.

6.9 Payment:

Payment Terms, Invoices, and Payment Schedule.

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

6.9.2 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. Unless otherwise stated on the form of proposal.

6.9.3 Invoices shall be submitted along with any Reports then 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.

6.10 Review of References: The Proposer is required to provide references from customers who are of comparable size and scope as to the University. The University is particularly interested in references that are institutions of higher education. Limit the quantity of references from University of Connecticut to a quantity of one (1) reference.

6.11 Good Faith Negotiation: If the University and selected Proposer(s) are unable to reach a mutually agreeable contract, the University reserves the right to abandon negotiations and

commence negotiations with the second highest ranked Proposer. The University will be the sole judge of the suitability of the proposed Agreement(s).

- 6.12 Incorporation of Proposal: Proposals submitted in response to this ITB may, at the University's option, be incorporated into the executed contract.
- 6.13 Proposal Preparation: The University will assume no cost for proposal preparation and/or submission. All costs will be borne at Proposer's expense.
- 6.14 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.
- 6.15 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 proposers, and all proposals will be re-evaluated in light of the change.
- 6.16 Notification of ITB Status: Upon completion of the ITB review process, all Proposers will receive an ITB status notification. This notification covers three outcomes: No Further Consideration, Selected to Short List, or Intent to Award.
- 6.17 Debriefing: Requests for debriefing by Proposer will be accommodated upon request.
- 6.18 Contract Term: The term of any contract resulting from this ITB shall be two (2) years from date of award, 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, complete and execute an agreement on or before the date outlined in section 4.1
- 7.4 Contract Commencement: The contract will commence upon execution of the aforementioned formal agreement and final approval by the Office of the Attorney General. The services covered under the contract will be based on the specific University requirements or requests. The University can neither project nor guarantee a specific volume of business over the term of any contract that may result from this ITB.
- 7.5 Independent Price Determination: In the proposals, Bidders must warrant, represent, and certify that the following requirements have been met in connection with this ITB:
- 7.5.1 The costs proposed 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.
 - 7.5.2 Unless otherwise required by law, the costs quoted have not been knowingly disclosed by the Proposer on a prior basis directly or indirectly to any other.
 - 7.5.3 No attempt has been made, or will be made, by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- 7.6 Professional Time and Expense Policy: The University will not pay the awardee for travel time or any out-of-pocket expenses incurred by the awardee or awarded party between place of residence and place of work. The University will not reimburse the awardee for any other miscellaneous out-of-pocket expenses.
- 7.7 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.
- 7.8 Indemnification Requirements:
- 7.8.1 Hold Harmless: The bidder agrees to jointly and severally indemnify and hold the University, its successors and assigns harmless from and against all liability, loss, damage or expense including reasonable attorney's fees which the State of Connecticut may incur or sustain by reason of the failure of the bidder to fully

perform and comply with the terms and conditions of any contract resulting from this ITB. Further, the University assumes no liability for any damage to the property, or for personal injuries, illness, disabilities or deaths the Proposer, Proposer's employees and any other person subject to the Proposer's control, or any other person including members of the general public, caused in whole or in part, by a) Proposer's breach of any term or provision of the awarded contract; or b) any negligent or willful act or omission of the Proposer, its employees or sub-Proposers in the performance of the awarded contract.

- 7.8.2 The Proposer agrees to indemnify, save harmless and defend the University from and against any and all liabilities, claims, penalties, forfeitures, suits and the costs and expenses incident thereto (including the cost of defense, settlement and reasonable attorney's fees) which may hereafter incur, become responsible for, or pay out as a result of acts or omissions covered herein.
- 7.8.3 State of Connecticut agencies (University of Connecticut) may not enter into indemnification or "hold harmless" agreements. In the event of a loss by the Proposer or any third party, recourse may be found through the State of Connecticut Claims Commission, as provided under Chapter 53 of the General Statutes of the State of Connecticut, in which all claims against the State of Connecticut and the University of Connecticut will be filed with the Connecticut Claims Commissioner.
- 7.8.4 Contractor shall be liable to the University for damage to their property or equipment or for any conditions which the equipment may be exposed to that void the University's warranty from the manufacturer.
- 7.9 Liens: The successful Proposer 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 Proposer.
- 7.10 Choice of Law and Venue: The terms and provisions of this ITB and any ensuing contract shall be governed by and construed in accordance with the laws of the State of Connecticut without regard to its Conflict of Laws principles.
- 7.11 Actions of Proposer: The actions of the successful Proposer with third parties are not binding upon the University. The Proposer is not a division of the University, partner or joint venture of or with the University.
- 7.12 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.
 - 7.12.1 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.

- 7.12.2 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.
- 7.12.3 It is the University's intent to make a single award as a result of this ITB; however, the University reserves the right to make a multiple awards for these services if it is deemed to be in its own best interest.
- 7.12.4 The award will be contingent upon the successful Proposer's acceptance of all of the required terms and conditions in the University's standard contract and execution of the applicable required State of Connecticut certifications and affidavits. The standard contract and samples of the required forms are attached hereto.
- 7.12.5 The University will not knowingly do business with any Bidder, Proposer, sub-Proposer or Supplier of materials who discriminates against members of any class protected under Sections 4a-60 or 4a-60a of the Connecticut General Statutes.
- 7.12.6 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.
- 7.12.7 In the event of a default by the Proposer, the University reserves the right to procure the commodities and/or services from other sources, and hold the Proposer 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.
- 7.12.8 The Proposer 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 Proposer is not the patentee, assignee or licensee.
- 7.12.9 It is understood and agreed that the Proposer 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.
- 7.12.10 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.
- 7.12.11 Remedies Upon Default: In any case where the Proposer has failed to deliver or has delivered non-conforming goods or services, the University shall provide a "notice to cure". If after notice the Proposer 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 Proposer.

7.12.12 Collection for Default: The Attorney General shall be requested to make collection from any defaulting Proposer pursuant to the preceding paragraph.

7.13 Payments under a Contract Award:

7.13.1 Under no circumstances shall the successful Proposer begin to perform under the contract prior to the effective date of the contract. All payments shall adhere to the payment terms negotiated in the contract award.

7.13.2 Payment Terms: 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. Unless otherwise stated on the form of proposal.

7.14 Business Relationship Affidavit:

7.14.1 The proposing Proposer 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 Proposers Conducting Business with the State of Connecticut).**

7.14.2 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. **Proposer agrees by submitting a proposal and signing any resultant contract to abide by all Connecticut and Federal ethics laws, current and future.**

7.15 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.

7.16 Equal Employment Opportunity Requirements:

7.16.1 In entering into any contract resulting from this ITB, the Proposer 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.

- 7.16.2 The Proposer 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 Proposer 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.
- 7.17 Federal, State and Local Taxes, Licenses and Permits: The successful Proposer will comply with all laws and regulations on taxes, licenses and permits.
- 7.18 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.
- 7.19 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.
- 7.20 Warranty: The proposer 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 proposer knows of the purchaser's intended use, the proposer warrants that the goods or services are suitable for the intended use.
- 7.21 Proposer Personnel, Forms and U.S. Export Control Regulations:
- 7.21.1 The awarded Proposer(s) will be responsible for fulfilling staffing requests with their own resources, including W-2 employees and/or 1099 employees.
- 7.21.2 Proposers 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>).
- 7.21.3 Each Proposer 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.
- 7.22 Information provided by the University: The University of Connecticut has, in this Invitation to Bid and otherwise, provided proposers 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 proposer 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.

7.23 Responsibilities of the Proposer:

7.23.1 Observing Laws and Regulations: The Proposer 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.

7.23.2 Representations: Each firm, by submitting a proposal, represents that it:

7.23.2.1 Has read and completely understands the proposal documents; and

7.23.2.2 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.

7.23.3 Purchase Orders: Purchase Orders and payments will only be issued to the Proposer. It is the Proposer's responsibility to issue Purchase Orders, schedule services and pay all sub-Proposers and partners directly.

7.24 Repairs to Property Damage: Existing facilities damaged during installation and/or service by the Proposer, the Proposer agents or employees, shall be repaired and left in as good condition as found. All repairs shall be accomplished at no cost to the University.

7.25 Insurance Requirements:

7.25.1 Insurance: The Proposer 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

Comprehensive Automobile Liability:

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

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

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 7.8 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.

7.26 CONTRACTOR'S INDEMNITY AND ASSUMPTION OF LIABILITY

7.26.1 To the maximum extent allowed by law, the Contractor shall indemnify, defend and hold harmless the University and the State of Connecticut, their employees, agents, agencies and subcontractors from and against any and all claims, liabilities, demands, damages, costs and expenses (including all reasonable attorneys' fees) to the extent caused by or resulting from any act or omission, negligence, willful misconduct, or breach of this Agreement by, or which is the fault of, the Contractor, its employees, subcontractors or anyone for whom the Contractor is responsible. This indemnification will survive the completion of the Services and termination of this Agreement to the maximum extent allowed by law. Contractor's indemnification obligations shall include, without limitation, a full and complete responsibility for the Services, and any cost, liability or expense incurred by the University arising from the failure of Contractor, its representatives, agents, subcontractors and/or its or its subcontractors' employees to take appropriate and reasonable action to prevent damage to the University or its property. In fulfilling its indemnification and defense obligations hereunder, the Contractor shall use legal counsel reasonably acceptable to the University.

7.26.2 The Contractor's indemnity shall include, without limitation, damage due to misuse by Contractor or any person for whom the Contractor has responsibility, of tools, machines, vehicles or uncontrollable equipment that may malfunction. University property damaged in the performance of Services shall be repaired and left in good condition (as found). All such repairs shall be accomplished by the Contractor at no cost to the University.

7.26.3 State of Connecticut agencies (University of Connecticut) may not enter into indemnification or "hold harmless agreements. In the event of a loss by the Proposer or any third party, recourse may be found through the state of Connecticut Claims Commission, as provided under Chapter 53 of the General Statutes of the State of Connecticut, in which all claims against the State of Connecticut and the University of Connecticut will be filed with the Connecticut Claims Commissioner.

7.26.4 Nothing in this Article XII will be construed as obligating the Contractor to indemnify or hold harmless any of the parties indemnified under this Article XII against liability for damage arising out of bodily injury to persons or damage to property caused by or resulting from the negligence of such indemnified party, or such party's agents or employees, if such indemnification would be in violation of Connecticut General Statutes §52-572k.

7.26.5 The Contractor's obligations under this Article XII shall survive the termination and expiration of this Agreement.

7.27 License: Any Agreement resulting from this ITB will not grant the Proposer 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.

- 7.28 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 proposer is awarded the contract hereunder, the proposer must notify the University's Director of Procurement Services immediately by registered mail.
- 7.29 University's Contractor Environmental Health and Safety Manual: All work must be performed in a safe manner in compliance with all University policies found in the University's "Construction, Service and Maintenance Contractors Manual". The referenced manual can be found here: http://www.ehs.uconn.edu/ppp/Contractor_EHS_Manual.pdf
- 7.30 Advertising/Sponsorship Opportunities: In submitting a proposal, the Proposer 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 Proposer 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.**
- 7.31 Licensed Merchandise: Pre-authorization must be received from the University for the use of University's names, marks, and logos.
- 7.32 Intellectual Property:
- 7.32.1 The Proposer 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.
- 7.32.2 The Proposer will hold and save the University and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of any patented or unpatented invention, process, article, or appliance furnished in the performance of any contract resulting from this ITB including its use by the owner, unless otherwise specifically stipulated.

- 7.32.3 Copyrights for any item specified shall be the property of the University and inure to its benefit and Proposer shall execute such documents, as University may require, for the perfection thereof.
- 7.32.4 The University shall retain all rights, title and interest in all its usage, user and biographical data and Proposer 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.

7.33 Confidential Information:

- 7.33.1 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.
- 7.33.2 The proposer 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.

7.34 Responsibility of Those Performing the Work:

- 7.34.1 The Proposer shall be responsible for the acts and omissions of all the Proposer'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 Proposer.
- 7.34.2 The Proposer shall at all times enforce strict discipline and good order among the Proposer's employees and shall not employ any unfit person or anyone not skilled in the task assigned.
- 7.34.3 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.

7.35 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 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.
- 7.36 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 Proposer at the time of bid response **and** contract award. The required affidavits are enclosed as part of this document. 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
- 7.37 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.
- 7.38 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.
- 7.39 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-Proposers, who are involved in the implementation of this contract, of this reporting mechanism.

7.40 State Elections Enforcement Commission (SEEC) Requirements: For all State contracts as defined in Public Act 10-1 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 Proposers of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the SEEC notice found in UConn Sample Purchasing Agreement attached to this bid solicitation.

7.41 Nondiscrimination Warranties: An executed Nondiscrimination Certification must also be provided by the Proposer 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 Proposer 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: (i) "Commission" means the Commission on Human Rights and Opportunities; (ii) "Contract" and "contract" include any extension or modification of the Contract or contract; (iii) "Proposer" and "Proposer" include any successors or assigns of the Proposer or Proposer; (iv) "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 an 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; (v) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations; (vi) "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; (vii) "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced; (viii) "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; (ix) "minority business enterprise" means any small Proposer 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 Connecticut General Statutes § 32-9n; and (x) "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, on 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 Proposer is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b) (1) The Proposer agrees and warrants that in the performance of the Contract such Proposer 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, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Proposer 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 Proposer further agrees to take affirmative action to insure 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, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Proposer that such disability prevents performance of the work involved; (2) the Proposer agrees, in all solicitations or advertisements for employees placed by or on behalf of the Proposer, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Proposer agrees to provide each labor union or representative of workers with which the Proposer has a collective bargaining Agreement or other contract or understanding and each Proposer with which the Proposer has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Proposer's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Proposer agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Proposer 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 Proposer as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Proposer agrees

and warrants that he will make good faith efforts to employ minority business enterprises as sub-Proposers and suppliers of materials on such public works projects.

(c) Determination of the Proposer's good faith efforts shall include, but shall not be limited to, the following factors: The Proposer'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 Proposer shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The Proposer 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 such provisions shall be binding on a sub-Proposer, Proposer or manufacturer unless exempted by regulations or orders of the Commission. The Proposer 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 Connecticut General Statutes §46a-56; provided if such Proposer becomes involved in, or is threatened with, litigation with a sub-Proposer or Proposer as a result of such direction by the Commission, the Proposer 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 Proposer 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 Proposer agrees and warrants that in the performance of the Contract such Proposer 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 Proposer agrees to provide each labor union or representative of workers with which such Proposer has a collective bargaining Agreement or other contract or understanding and each Proposer with which such Proposer 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 Proposer's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Proposer agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Proposer 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 Proposer which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

(h) The Proposer 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 sub-Proposer, Proposer or manufacturer unless exempted by regulations or orders of the Commission. The Proposer 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 Connecticut General Statutes § 46a-56; provided, if such Proposer becomes involved in, or is threatened with, litigation with a sub-Proposer or Proposer as a result of such direction by the Commission, the Proposer 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.

7.42 Termination for Cause: The University may terminate any resulting Contract for cause by providing a written Notice to Cure to the Proposer citing the instances of noncompliance with the contract. The Proposer 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 Proposer and the University reach an agreed upon solution, the Proposer 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 Proposer, 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 Proposer.

7.43 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 Proposer sixty (60) days written notice of such intention. In the event of such termination, the Contract Administrator and/or designee will notify the Proposer by certified mail, return receipt requested. Termination will be effective as of the close of business on the date specified in the notice.

7.44 **Background Checks:** Contractor warrants that it will not assign any employee, independent contractor or agent to perform services under any resulting contract unless that employee, independent contractor or agent has satisfactorily completed a background check and is deemed suitable by Contractor for performing such services on a University campus attended and inhabited by students. The background check must minimally include criminal arrest 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. Contractor shall immediately remove any employee, independent contractor or agents performing services under any resulting contract on campus if it becomes known to the Contractor that such person may be a danger to the health or safety of the campus community, or at the request of the University based on a concern of community or individual safety.

Without limiting the obligations of the Contractor under any indemnification requirements of 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.

7.45 **Vehicles and Transportation:**

- a) Service Provider's proposal shall include all vehicles necessary to fully perform the duties included in this specification.
- b) Service Provider shall only park vehicles at approved designated work locations provided by University Representative.
- c) Service Provider will be required to acquire a "Vendor Parking Pass" from Parking and Transportation services for each vehicle used in the execution of this contract.

8.0 Form of Proposal

Date: February 11, 2020

TO: University of Connecticut
Procurement Services
3 Discovery Drive, Unit 6076
Storrs, CT. 06269-6076

1. The undersigned proposer, in response to Glass and Glazing Maintenance and Repair Services, having examined the proposal documents and being familiar with the conditions surrounding the proposed products and services, hereby proposes to provide such products and services meeting the requirements outlined in this Invitation to Bid, in accordance with the proposal attached hereto.
2. Proposer acknowledges receipt of the following addenda which are a part of the ITB documents:
_____, _____, _____, _____, _____, _____.
3. Proposer 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. Proposer agrees that this offer shall be good and may not be withdrawn for a period of 120 days after the public bid opening.
5. Proposer 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 proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid; (c) that the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and (d) that the proposer has not sought by collusion to obtain any advantage over any other proposer or over the University.
6. Proposer 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. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.
7. Is proposer **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 shall be 2% 15 days / Net 45 days unless noted here; _____
9. Pricing Workbook (Appendix G) Contractors to complete the pricing worksheet as requested.

Proposer Sales Representative (please attach resume):

Name: _____

Telephone: _____

Email: _____

Years of Experience: _____

Signed this _____ day of _____, 2019

Firm Name: _____

Address: _____

F.E.I.N. # _____

(Please include a current W9)

Authorized Signature: _____

Print Name/Title: _____

E-Mail: _____

Telephone: _____

Appendix A – Contract Form

Please refer to the PDF portfolio within which this ITB was published to secure the standard contract form used by the University.

Appendix B – Company Profile Please refer to the ITB posting which this ITB was published to secure the Microsoft Excel Response template for this mandatory submittal.

Appendix C – Gov. Jodi M. Rell Ethics Letter

Please refer to the ITB posting within which this ITB was published to review this document.

Appendix D – Anti Collusion Affidavits

Please refer to the ITB posting within which this ITB was published to secure this mandatory submittal.

Appendix E – Vendor Code of Conduct

Please refer to the ITB posting within which this ITB was published to secure this mandatory submittal.

Appendix F – Pricing Workbook

Please refer to the ITB posting within which this ITB was published to secure this mandatory submittal.

Appendix G – References

Instructions: Please complete the following sections for each of the proposer’s three (3) references. These references should be of comparable size and scope to the University’s requirements as set forth in the ITB document. Note: Only one UConn reference can be provided.

Reference - #1		
Proposer:		
Customer Name:		
Street Address:		
City, State, Zip:		
Contact Name:		
Email Address:		
Phone/Cell:		
Contract Dates:	Start Date:	End Date:

Contract Summary: Please describe reference project emphasizing similarities to the University Scope of Work below. The summary may not exceed two (2) pages in length.

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Reference - #2

Proposer:

Customer Name:

Street Address:

City, State, Zip:

Contact Name:

Email Address:

Phone/Cell:

Contract Dates:

Start Date:

End Date:

Contract Summary: Please describe reference project emphasizing similarities to the University Scope of Work below. The summary may not exceed two (2) pages in length.

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Reference - #3

Proposer:

Customer Name:

Street Address:

City, State, Zip:

Contact Name:

Email Address:

Phone/Cell:

Contract Dates:

Start Date:

End Date:

Contract Summary: Please describe reference project emphasizing similarities to the University Scope of Work below. The summary may not exceed two (2) pages in length.

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