



SOLICITATION INFORMATION SHEET
CONSTRUCTION - OPEN INVITATION TO BID

The University of Connecticut is accepting sealed Bids for:

ITB RELEASE DATE: 6/23/2025

PROJECT NUMBER: 300278

PROJECT NAME: Fine Arts Surplus HVAC Renovation

PROJECT LOCATION: Storrs Campus, Storrs, CT 06269

PROCUREMENT AGENT: Chris Peters, chris.peters@uconn.edu, 860-486-6324

INTENT OF THIS SOLICITATION: The purpose of this Open Invitation to Bid ("ITB") is to solicit bids for the Fine Arts Surplus HVAC Renovation project.

LOCATION OF THIS SOLICITATION: Submit a Bid for this solicitation through the HuskyBuy Portal: <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UConnFullSuite>.

SBE/MBE PARTICIPATION: The University of Connecticut is committed to providing a professionally inclusive environment within which small and minority businesses are encouraged to participate in the procurement experience. As such, we encourage participation by Small (SBE) businesses, Minority-Owned (MBE) businesses, Woman-Owned (WBE) businesses, and businesses owned by persons with a disability (DisBE), certified as such by the Connecticut's Department of Administrative Services Supplier Diversity Division. For further information, visit: <https://portal.ct.gov/DAS/Services/Licensing-Certification-Permitting-and-Codes/Small-Minority-Business-Center>. To learn about the University of Connecticut's Supplier Diversity Program, visit: <https://supplierdiversity.ubs.uconn.edu>. Additionally, the University encourages Connecticut-based businesses to participate in this public solicitation process.

CRITICAL DATES:

Pre-Bid Conference Date and Time	7/1/2025	10:00 AM
Pre-Bid Conference Location	Bid Room, Procurement Services, 3 Discovery Drive, Storrs, CT 06269	
Q&A (RFI) Due Date and Time	7/9/2025	2:00 PM
Bid Due Date and Time	7/22/2025	2:00 PM

Scope Review Meeting (with lowest
qualified Bidder)

7/24/2025

10:00 AM

PRE-BID CONFERENCE: During the Pre-Bid Conference, the ITB and Scope of Work will be discussed. There also will be an opportunity to view existing conditions (if applicable). The Pre-Bid Conference is not mandatory, however, interested Bidders are strongly encouraged to attend.

There are limited short-term and PayByPhone parking spaces around the University Business Services building. The North Parking Garage is recommended to all vendors as parking on campus is at your own risk. The North Garage parking is paid via online app (PaybyPhone or Flowbird) or at a kiosk and is required when parking vehicle and not when exiting the garage.

REQUEST FOR INFORMATION QUESTIONS: All Requests for Information ("RFI") questions are to be posted under the Q&A Board Tab in the HuskyBuy sourcing event for this Solicitation. No phone calls or RFI questions emailed directly to the Procurement Agent will be accepted.

CLARIFICATIONS, ADDENDA, and INTERPRETATIONS: Bidders shall promptly notify the University of any ambiguity, inconsistency, or error which they may discover upon examination of the plans, specifications, and contract documents.

Any and all interpretations of the drawings, specifications, RFI Responses, contract documents, and supplemental instructions, will be in the form of a clarification/addendum, and posted as part of the HuskyBuy sourcing event. Failure of a Bidder to receive any such clarification/addendum or interpretation shall not release a Bidder from the obligations under its Bid as submitted.

BID OPENING: Bid openings are conducted via virtual conference at 2:15 p.m. on the due date. It is the responsibility of the Bidder to request access to the bid opening prior to the bid due date and time via email to the Procurement Agent listed for this solicitation.

CONSIDERATION OF BIDS: Cost Proposals received in response to this ITB are opened during a public opening. To ensure the integrity of the bidding process, the Total Bid Amount and prices for any Alternates are read at the bid opening. After the bid opening and before the contract award, the lowest responsible Bidder is determined by adding together the Total Bid Amount plus any Alternates (additive or deductive) accepted by the University. The University reserves the right to elect to implement some, all, or none of the Alternates (if applicable) set forth in this Bid, as may be in the best interest of the University. Prices for Alternates are not negotiable since they are a component in determining the lowest responsible Bidder.

The lowest responsible Bidder shall also demonstrate, to the satisfaction of the University, that they possess the proven financial ability, managerial ability, technical ability, and the integrity, necessary to perform the Scope of Work faithfully and efficiently for this Project, without conflict of interest. Bids shall be evaluated utilizing the objective technical criteria listed within the ITB, as well as any additional information obtained from persons or other sources identified in the Bid.

THIS SOLICITATION IS FOR PROJECTS LESS THAN \$1M. BIDS OVER \$1M (INCLUDING ALL ALTERNATES) CANNOT BE CONSIDERED BY THE UNIVERSITY.

PROJECT SCHEDULE/DURATION:

- Anticipated Contract Issuance/Notice to Proceed: **August 29, 2025**
- Construction is planned to start: **September 1, 2025**
- Construction Duration: **16 weeks**

LIQUIDATED DAMAGES: Liquidated Damages of **Five Hundred Dollars and 00/100 (\$500.00)** per calendar day shall be assessed if the Contractor fails to achieve Substantial Completion or causes delay to the Substantial Completion of any portion of the work within the Contract Time.

WAGE RATES: Prevailing Wages are required for this Project if the total cost of all work to be performed by the Contractor and Subcontractors is \$100,000.00 or more and subject to Connecticut General Statutes §31-53, §31-54, and §31-55: https://www.cga.ct.gov/current/pub/chap_557.htm#sec_31-53.

PROJECT DESCRIPTION/SCOPE OF WORK: This project will provide the installation of a new HVAC unit to the Surplus Building to regulate temperature and humidity for Fine Arts collection storage. Other scope to include misc. carpentry for minor revisions to the space to optimize storage conditions.

COST PROPOSAL: Submit a Cost Proposal utilizing the Form provided. No substitution of the Form is permitted.

QUALIFICATIONS OF BIDDER: In addition to submitting a Cost Proposal, all Bidders must provide information/documentation with their submission that demonstrates the following:

- **FINANCIAL ABILITY:** The Bidder must demonstrate the financial ability and bonding capacity to complete a construction project with a minimum value of at least **\$250,000.00**. See the *Financial Ability Prequalification Requirements* Document for further information.
- **PREVIOUS RELEVANT EXPERIENCE:** Describe the overall qualifications of the Bidder, including background in this field and the services that it provides. Utilize the *Previous Relevant Experience Form, Const-RFQ/ITB* provided with this ITB.
 - a. It is recommended that the Proposer provide three (3) examples of projects that are in progress or completed within the past ten (10) years, comparable in size, scope, and similar environment to this Project, **with an emphasis on mechanical work**.
 - b. It is recommended that the examples have a construction value of **\$200,000.00**.
 - c. A detailed description of the work performed and how it relates to the scope of work outlined in the ITB shall be included.
 - d. Projects with any information on the Form stated as “confidential” may not be considered.
- **PROPOSED TEAM QUALIFICATIONS:** The Bidder must demonstrate the ability to staff the project with high quality, experienced personnel. Describe the qualifications and responsibilities of the key personnel who will be assigned to the Project including their experience on similar assignments and their specific responsibilities for the proposed Project. Utilize the *Resume for Proposed Key Personnel, Const-RFQ/ITB* provided with this RFQ.
 - a. It is recommended that the Proposer provide Resumes for the following positions: *Project Superintendent and Project Manager*. Only provide Resumes for the key project team; do not include Resumes for personnel not assigned to the team.

MISCELLANEOUS REQUIRED DOCUMENTS: The Bid shall include the following documents:

1. **SEEC Form 10:** Review the *SEEC Form 10: Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations* (acknowledgment of receipt of the explanation of prohibitions) and upload the executed Form where applicable. The Form can be found at: https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_10_final.pdf.
2. **Bidder Contract Compliance Monitoring Report:** Review the *Commission on Human Rights and Opportunities Bidder Contract Compliance Regulations Notification to Bidders* and upload the completed Report where applicable. The Form can be found at: <https://portal.ct.gov/-/media/DDS/conversion/NotificationtoBidders1.pdf>.
3. **Supplier Diversity Certificate:** If certified, provide your Company's current Supplier Diversity Certificate issued by the Connecticut Department of Administrative Services.
4. **Bid Security:** Provide a copy of a Bid Bond made out in the penal sum of ten percent (10%) of the Total Bid Amount. In lieu of a Bid Bond, a Certified Check in the amount of ten percent (10%) of the Total Bid Amount is acceptable. A Bid Bond is only required for any Total Bid Amount over \$50,000.00. A Total Bid Amount of \$50,000.00 or less does not require a Bid Bond.
5. **Bonding Capacity:** Provide a letter from your bonding company or representative confirming bonding capacity and include if they have ever had to complete or finance work on your behalf. Bonding capacity shall be for, at a minimum, the Total Bid Amount submitted for this Project.

CONTRACT: A draft of the contract has been provided with the solicitation documents. 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 Bid, your Company accepts the contract and any modifications that the University deems necessary to it without exception. Bidders will be notified of any modifications to the contract made by the University. Any exceptions to the contract submitted by the Bidder will not be considered.

SELF-PERFORMANCE REQUIREMENT: If awarded this contract, the Contractor shall be required to perform not less than ten percent (10%) of the Total Contract Price with its own forces.

SET-ASIDE REQUIREMENTS: The Set-Aside Requirement for this Project is that (1) not less than thirty percent (30%) of the Total Contract Price be awarded to subcontractors who are certified by the Connecticut Department of Administrative Services as "Small Business Enterprises" ("SBEs") and (2) not less than ten percent (10%) of the Total Contract Price be awarded to subcontractors who are certified by the Connecticut Department of Administrative Services as "Minority Business Enterprises" ("MBEs") (the 10% set aside for MBEs may be included in the 30% set aside for SBEs). If the Contractor is an S/MBE, then any self-performed work may be included in the Set-Aside Requirement. The Contractor is responsible for ensuring that they, and the S/MBEs they have selected, are eligible Connecticut-certified S/MBE contractors.

Listed below is a sample of suggested categories (if applicable) and possibilities for the breakout of the schedule of values for inclusion of S/MBE participation:

01 – General Conditions: temporary electric and wiring; cleaning

02 – Existing Conditions: demolition and salvage; abatement

03 – Concrete: sidewalks and flatwork

05 - Metals: metal stairs and railings; miscellaneous metals; decorative metal

06- Woods Plastics and Composites: rough carpentry and blocking

07 – Thermal and Moisture Protection: insulation; sealers and waterproofing

08 – Openings: door hardware

09 – Finishes: tile installation; acoustic ceilings; flooring installations; painting and coatings; firestopping

10 – Specialties: signage

12 – Furnishings: window treatments

14 – Conveying Equipment: lifts

23 – HVAC (Heating, Ventilating, Air Conditioning): HVAC duct insulation

27 – Communications: low voltage cabling

28 – Electronic Safety & Security: fire alarm and security wiring

32 – Exterior Improvements: retaining walls; paving; fencing and gates; landscaping

44 – Pollution and Waste Control Equipment: trucking

End of Solicitation Information Sheet