



SOLICITATION INFORMATION SHEET
CONSTRUCTION - GENERAL CONTRACTOR/TRADE CONTRACTOR
OPEN INVITATION TO BID

The University of Connecticut is accepting sealed Bids for:

ITB RELEASE DATE: 1/27/2026

PROJECT NUMBER: FO502673

PROJECT NAME: Husky Village HVAC Upgrades - Building F

PROJECT LOCATION: 60 Laurel Way, 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 Husky Village HVAC Upgrades - Building F 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	2/4/2026	10:00 AM
Pre-Bid Conference Location	Bid Room, Procurement Services, 3 Discovery Drive, Storrs, CT 06269	
Q&A (RFI) Due Date and Time	2/11/2026	2:00 PM

Bid Due Date and Time	2/26/2026	2:00 PM
Scope Review Meeting (with lowest qualified Bidder)	3/2/2026	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: **April 2026**
- Construction is planned to start: **5/12/2026**
- Substantial Completion: **8/19/2026**

LIQUIDATED DAMAGES: Liquidated Damages of **One Thousand Dollars and 00/100 (\$1,000.00)** 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:

- Removal and replacement of existing mechanicals as shown on contract docs.
- Removal and replacement of existing mechanical controls as shown on contract docs.
- Removal and replacement of any plumbing associated with the removal and replacement of mechanical equipment as shown on contract docs.
- Removal and replacement of any electrical associated with the removal and replacement of mechanical equipment as shown on contract docs.
- Offsite disposal of all removed materials.

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

FINANCIAL ABILITY: The lowest responsible Bidder will be required to submit their Company's financial documents within 5 business days of notification from the University. The financial documents must demonstrate the Company's ability to complete a construction project with a minimum value of at least **\$600,000**. See the *Financial Ability Prequalification Requirements* Document for further information.

Failure of the lowest responsible Bidder to submit financial documents during the specified timeframe or failure to pass the University's financial requirements will result in a non-responsive Bid.

Note: Financial documents are not required to be submitted with your Company's bid submission.

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

- **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-Open 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 HVAC**.
 - b. It is recommended that the examples have a construction value of **\$450,000**.
 - 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-Open 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/chro/cc-documents/notificationtobidders>.
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:** A bid security in the form of a bid bond, certified check or a treasurer’s or cashier’s check issued by a responsible bank or trust company, payable to the University of Connecticut (reference the attached bid bond form) must accompany all bids if the Total Bid Amount is over \$50,000.00. Bid bonds must be issued by a surety licensed in Connecticut and listed on the Department of Treasury’s Listing of Approved Sureties with an underwriting limitation of no less than the full amount of the bid. The bid security shall be in the amount equal to TEN PERCENT (10%) of the amount of the bid. In lieu of a bid bond or certified check, a letter of credit that shall be in the amount of TEN PERCENT (10%) of the total bid amount for a bid valued less than \$100,000 and in the amount of twenty-five percent (25%) of the bid amount for any bid value that exceeds \$100,000 may be submitted
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.

GOOD FAITH EFFORTS PLAN: The Spending Allocation Goal 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% Spending Allocation Goal for MBEs may be included in the 30% Spending Allocation Goal for SBEs). If the Contractor is an S/MBE, then any self-performed work may be included in the Spending Allocation Goal, however, self-performing MBE’s must still demonstrate good faith efforts to employ other MBEs as subcontractors and supplier of materials. The Contractor is responsible for ensuring that they, and the S/MBEs they have selected, are eligible Connecticut-certified S/MBE contractors. Failure to make good faith efforts will be subject to enforcement that may lead to withholding of contract payments, disqualification from future bidding, and/or civil penalties and legal action by CHRO. For further information see: [CHRO's Contract Compliance Program](#).

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