



**SOLICITATION INFORMATION SHEET**  
**FACILITIES SERVICES - INVITATION TO BID**

The University of Connecticut is accepting sealed Bids for:

**ITB RELEASE DATE:** May 22, 2025

**CONTRACT NUMBER:** LM050825

**CONTRACT NAME:** Janitorial Services for Graduate Business Learning Center

**SERVICE LOCATION(S):** 100 Constitution Plaza, Hartford, CT 06130

**PROCUREMENT AGENT:** Shamona Kamm, [shamona.kamm@uconn.edu](mailto:shamona.kamm@uconn.edu) (860)486-5797

**INTENT OF THIS SOLICITATION:** The purpose of this Invitation to Bid ("ITB") is to obtain proposals from experienced and qualified firms to provide janitorial services at the University of Connecticut Graduate Business Learning Center.

**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	June 4, 2025	1:30 PM
Pre-Bid Conference Location	100 Constitution Plaza, 1 <sup>st</sup> floor Hartford, CT 06103	
Q&A (RFI) Due Date and Time	June 12, 2025	2:00 PM
Bid Due Date and Time	June 24, 2025	2:00 PM

**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.

**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 Specifications and contract documents.

Any and all interpretations of the 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. The contract shall be awarded to the responsible Bidder with the lowest overall cost after the University has reviewed the Bid Submissions..

The lowest responsible Bidder shall also demonstrate, to the satisfaction of the University, that they possess the proven managerial ability, technical ability, and the integrity necessary to perform the Scope of Work faithfully and efficiently for this Contract, 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.

**CONTRACT TERM:**

- The Contract is planned to start: **August 1, 2025**
- Contract Term: **Two (2) years, ending on July 31, 2027, with three (3) one year extension options.**

**WAGE RATES:**

**Standard Wages:** Connecticut Department of Labor Service Standard Wages are applicable for this Contract/Assignment. Bidders shall review Connecticut General Statute §31-57f: [https://www.cga.ct.gov/current/pub/chap\\_557.htm#sec\\_31-57f](https://www.cga.ct.gov/current/pub/chap_557.htm#sec_31-57f). Standard Wage Rates are posted on the Connecticut Department of Labor Website: [ctdol.state.ct.us](http://ctdol.state.ct.us). It is the successful Bidder’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.

**DESCRIPTION OF SCOPE OF WORK:** The University of Connecticut is seeking proposals from experienced and qualified firms to provide cleaning services for the University’s Graduate Business Learning Center. It is the University’s intent to obtain services as described in the provided specifications.

**COST PROPOSAL:** Submit a Cost Proposal utilizing the Form provided. No substitution of the Form is permitted. The University intends to utilize the following compensation methods:

- **Lump Sum:** Provide a lump sum cost for the Scope of Work. Such lump sum cost shall include all labor, materials, equipment and overhead and profit.

**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, FacServ-RFP/ITB* provided with this ITB.
  - a. It is recommended that the Proposer provide three (3) examples that are in progress or completed within the past ten (10) years, comparable in size, scope, and similar environment to the Scope of Work for this ITB, **with an emphasis on commercial cleaning services.**
  - b. A detailed description of the work performed and how it relates to the Scope of Work outlined in the ITB shall be included.
  - c. Examples with any information on the Form stated as “confidential” may not be considered.
  - d. If a joint venture is proposed, provide project examples demonstrating that the joint venture partners have worked together. Include a description and percentage of the work performed by each joint venture partner.
- **PROPOSED TEAM QUALIFICATIONS:** The Bidder must demonstrate the ability to staff this Contract with high quality, experienced personnel. Describe the qualifications and responsibilities of the key personnel who will be assigned to this Contract including their experience on similar assignments and their specific responsibilities for the proposed Contract. Utilize the *Resume for Proposed Key Personnel, FacServ-RFP/ITB* provided with this ITB.
  - a. It is recommended that the Proposer provide Resumes for the following positions: **Account Manager**

**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](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. **Joint Venture Agreement:** If a joint venture is proposed, provide the Joint Venture Agreement.

**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 Proposal, 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.

**JOINT VENTURE:** If submitting as a joint venture, a new HuskyBuy Vendor Profile must be created with the joint venture company name and the Proposal must be submitted under this profile; it cannot be submitted under one of the joint venture partners' profile.

***End of Solicitation Information Sheet***