

# UConn

**UNIVERSITY OF CONNECTICUT  
SOLICITATION INFORMATION SHEET  
FACILITIES SERVICES - INVITATION TO BID**

**\*REVISED 7-25-2025**

The University of Connecticut is accepting sealed Bids for:

**ITB RELEASE DATE:** JULY 23, 2025

**CONTRACT NUMBER:** KS062525

**CONTRACT NAME:** SET-ASIDE LANDSCAPING SERVICES AT DEPOT CAMPUS

**SERVICE LOCATION(S):** 1368 MIDDLE TURNPIKE, STORRS, CT

**PROCUREMENT AGENT:** KATHLEEN SUSCA, [kathleen.susca@uconn.edu](mailto:kathleen.susca@uconn.edu) 860-486-4649

**INTENT OF THIS SOLICITATION:** The purpose of this Invitation to Bid ("ITB") is to establish a service contract with qualified CT certified set-aside firm to provide landscaping service to approximately 94 acres at UConn's Depot Campus in Storrs. The University has reserved this site for participation by Certified Department of Administrative Services (DAS) Supplier Diversity (set-aside) – Small Business Enterprise (SBE), Minority Business Enterprise (MBE), women-owned (WBE) businesses, and businesses owned by persons with a disability certified as such by the State of Connecticut's DAS Supplier Diversity Division, pursuant to Connecticut General Statute 32-9e. Firms must be S/MBE certified at the time of proposal submission.

**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:** 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 | <b>*August 5, 2025</b>  | <b>10:00 AM</b> |
| Pre-Bid Conference Location      | Depot Campus, 17 Romano Road, Storrs, CT at Warehouse Building. |                 |
| Q&A (RFI) Due Date and Time      | <b>August 28, 2025</b>  | <b>2:00 PM</b>  |
| Bid Due Date and Time            | <b>September 16, 2025</b>                                       | <b>2:00 PM</b>  |

**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: **January 1, 2026**
- Contract Duration: **Two (2) years, ending on December 31, 2027, with three one (1) year options for extensions.**

**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:** Contractor shall perform weekly cleanup, mowing and trimming of lawn areas. Trimming shall include fence lines, walkways, pavement edges, building foundations and around trees and shrubs. Grass clippings shall be blown off all paved surfaces. Hedge trimming and mulch will be required at three buildings on the Depot Campus. It is the University’s intent to obtain services as described in the Specification document provided.

**COST PROPOSAL:** Submit a Cost Proposal utilizing the Form provided. No substitution or modification 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, subcontractor costs, and overhead and profit for the annual services.
- **Additional Services:** Shall be on a time and material basis with a not to exceed estimate.
  - Pricing materials used for the performance of the additional services shall be no greater than a 15% markup from the vendor's actual invoice price, with a detailed breakdown and supporting documentation provided. This percentage is non-negotiable.
  - Pricing subcontractor(s) used for the performance of the additional services shall be no greater than a 5% markup from the vendor's actual invoice price, with a detailed breakdown and supporting documentation provided. This percentage is non-negotiable.
  - Equipment Rental (used directly on the work and by the Contractor/Subcontractor's own forces) shall be compensated at actual rental cost to the contractor with no markup allowance.

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

- **REQUIRED LICENSES AND CERTIFICATIONS:** If selected as the Vendor of Choice, your Company will be required to provide a copy of the following during the Letter of Intent process.
- **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.
  - 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.
- **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:
    - ***Contract Representative***

- ***On-Site Foreman.***

**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: [notificationtobidderspdf.pdf](#)
3. **Supplier Diversity Certificate:** Provide your Company's current Supplier Diversity Certificate issued by the Connecticut Department of Administrative Services.

**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.

***End of Solicitation Information Sheet***