



**SOLICITATION INFORMATION SHEET**  
**FACILITIES SERVICES - REQUEST FOR PROPOSAL**

The University of Connecticut is accepting sealed Proposals for:

**RFP RELEASE DATE:** January 8, 2026

**CONTRACT NUMBER:** SK122325

**CONTRACT NAME:** Food Service Hood and Duct Cleaning

**SERVICE LOCATION(S):** Storrs, Downtown Hartford and Law School Campuses

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

**INTENT OF THIS SOLICITATION:** The purpose of this Request for Proposal (“RFP”) is to establish a service contract to provide kitchen exhaust hood and ducts cleaning and maintenance service on approximately 74 food service hood systems for the University’s Dining Services Department. HVAC systems are not included in this solicitation.

**LOCATION OF THIS SOLICITATION:** Submit a Proposal 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-Proposal Conference Date and Time	<b>January 21, 2026</b>	<b>2:00 pm</b>
Pre-Proposal Conference Location	<b>Procurement Conference Room B, Central Warehouse Building, 3 Discovery Drive, Storrs, CT</b>	
Q&A (RFI) Due Date and Time	<b>January 28, 2026</b>	<b>2:00 pm</b>

Proposal Due Date and Time

**February 17, 2026 2:00 pm**

**PRE-PROPOSAL CONFERENCE:** During the Pre-Proposal Conference, the RFP and Scope of Work will be discussed. There also will be an opportunity to view existing conditions (if applicable). The Pre-Proposal Conference is not mandatory; however, interested Proposers are strongly encouraged to attend.

There are limited short-term and PayByPhone parking spaces around the Central Warehouse building. The North Parking Garage is recommended to all vendors as parking on campus is at your own risk. North Garage parking is paid via an online app (PaybyPhone or Flowbird) or at a kiosk and is required when parking a 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:** Proposers 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 Proposer to receive any such clarification/addendum or interpretation shall not release a Proposer from the obligations under its Proposal as submitted.

**CONSIDERATION OF PROPOSALS:** This is a Quality-Based Selection solicitation process. Proposals shall be evaluated utilizing the objective technical criteria listed within the RFP, as well as any additional information obtained from persons or other sources identified in the Proposal. Note: The Cost Proposal is evaluated by CFPF and the Proposer with the lowest overall cost is assigned the maximum points allocated for this evaluation criteria. All other proposals receive a percentage of the points available based on their cost relationship to the lowest Cost Proposal. The selection committee will only see the points assigned to each Cost Proposal; they do not see the actual Cost Proposal.

**CONTRACT TERM:**

- The Contract is planned to start: April 1, 2026
- Contract Term: Two years, ending on March 31, 2028, with three (3) one-year extension options.

**WAGE RATES:**

**Standard Wages:** Connecticut Department of Labor Service Standard Wages are applicable for this Contract/Assignment. Proposers 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 Proposer’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 requires comprehensive hood and duct cleaning services for Dining Services locations at the Storrs, Downtown Hartford, and Law School campuses.

**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 (Base Services):** Provide a lump sum cost for the stated Scope of Work. Such lump sum cost shall include all labor, materials, equipment, subcontractor costs, and overhead and profit.
- **Additional Services:** Additional services shall be on a time and material basis with a not-to-exceed estimate. Materials shall be shown on a cost-plus basis. Subcontractor costs shall be cost plus and show cost breakdowns and backup in the subcontractor's proposal.

Pricing for subcontractor(s) used for the performance of the contracted services shall be no greater than a 5% markup from the vendor's actual invoice price. This percentage is not negotiable.

Pricing for materials used for the performance of the contracted services shall be no greater than a 10% markup from the vendor's actual invoice price. This percentage is not negotiable.

Equipment rental (used directly on the work and by the Contractor/Subcontractor's own forces) shall be compensable at the actual rental cost to the contractor with no markup allowance. This is not negotiable.

**QUALIFICATIONS OF PROPOSER:** In addition to submitting a Cost Proposal, all Proposers 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.

- **Connecticut Department of Consumer Protection, Heating, Piping & Cooling license S-1 or S-3 (for installation/repair)**
- **Professional Certifications such as IKECA Certifications (PECT, CECT, CESI) or equivalent (for cleaning/inspection)**

**NARRATIVE OF SCOPE OF WORK:** Prepare a Narrative that demonstrates your Company's understanding of the Scope of Work for this Contract. Concisely present an approach that includes the following:

- a. **Technical Approach:** Describe your Company's approach, including its technical qualifications, for completing the Scope of Work for this Contract.
- b. **Quality Assurance/Quality Control:** Describe your Company's process and procedure for managing and assuring the quality of its performance for this Contract.

**PREVIOUS RELEVANT EXPERIENCE:** Describe the overall qualifications of the Proposer, including

background in this field and the services that it provides. Utilize the *Previous Relevant Experience Form FacServ-RFP* provided with this RFP.

- 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 RFP, **with an emphasis on Food Service Hood and Duct Cleaning**.
- b. A detailed description of the work performed and how it relates to the Scope of Work outlined in the RFP shall be included.
- c. It is recommended that these examples have an estimated multiple year contract value of **\$750,000.00**
- d. Examples with any information on the Form stated as “confidential” may not be considered.

**PROPOSED TEAM QUALIFICATIONS:** The Proposer 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 the Contract including their experience on similar assignments and their specific responsibilities for the proposed Contract. Utilize the *Resume for Proposed Key Personnel FacServ-RFP* provided with this RFP.

- a. It is recommended that the Proposer provide Resumes for the following positions: **Contract Representative**

**MISCELLANEOUS REQUIRED DOCUMENTS:** The Proposal 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.

**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. Proposers will be notified of any modifications to the contract made by the University. Any exceptions to the contract submitted by the Proposer will not be considered.

***End of Solicitation Information Sheet***