



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

The University of Connecticut is accepting sealed Proposals for:

**RFP RELEASE DATE:** March 2, 2026

**CONTRACT NUMBER:** KS010226

**CONTRACT NAME:** Cake Sludge Hauling and Disposal Services

**SERVICE LOCATION(S):** Storrs Campus, Water Resource and Recovery Facility 40  
LeRoy Road Extension, 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 Request for Proposal (“RFP”) is to establish a service agreement for pickup, transportation and disposal of grit and cake sludge wastewater by-products generated from the University’s Water Resource and Recovery Facility (“WRRF”).

**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>March 11, 2026</b>	<b>10:00 am EST</b>
Pre-Proposal Conference Location	<b>Procurement Department, Conference Room B, Central Warehouse Building, 2<sup>nd</sup> floor, 3 Discovery Drive, Storrs, CT</b>	
Q&A (RFI) Due Date and Time	<b>March 17, 2026</b>	<b>2:00 pm EST</b>
Proposal Due Date and Time	<b>April 2, 2026</b>	<b>2:00 pm EST</b>

**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. 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:** 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 people or other sources identified in the Proposal.

**CONTRACT TERM:**

- The Contract is planned to start: **July 1, 2026**
- Contract Term: **Two (2) years, ending on June 30, 2028, with three one (1) year options for extension.**

**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: [https://portal.ct.gov/dol/divisions/wage-and-workplace-standards/standard-wage-rates?language=en\\_US](https://portal.ct.gov/dol/divisions/wage-and-workplace-standards/standard-wage-rates?language=en_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 (“University”) is soliciting proposals from qualified firms to provide hauling and disposal services for by-products generated at the University’s wastewater treatment plant located on the Storrs Campus. Materials shall be transported and delivered only to facilities properly licensed and authorized to receive and process such waste.

**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:

- **Unit Price:** Provide a unit price cost for the specified tasks.

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

- **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, and disposal site proposed 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.
  - 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 **\$2,000,000.00**.
  - 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/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.

**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***