UCONN
UNIVERSITY OF CONNECTICUT

SOLICITATION INFORMATION SHEET
FACILITIES SERVICES - INVITATION TO BID

The University of Connecticut is accepting sealed Bids for:

ITB RELEASE DATE: October 27, 2026

SOLICITATION NO.: SK091726

CONTRACT NAME: Supply and Delivery of Ultra-Low Sulfur Diesel Fuel

SERVICE LOCATION(S): Storrs Campus

PROCUREMENT AGENT: Shamona Kamm, shamona.kamm@uconn.edu, 860-486-5797

INTENT OF THIS SOLICITATION: The purpose of this Invitation to Bid ("ITB") is to establish a contract to supply the University with red-dyed, ultra-low sulfur, non-biodiesel off-road diesel fuel in bulk quantities.

LOCATION OF THIS SOLICITATION: Submit a Bid for this solicitation through the HuskyBuy Portal: https://bids.sciquest.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	**November 3, 2026**	**10:00 AM**
Pre-Bid Conference Location	**Supplemental Utility Plant, 39 King Hill Road, Storrs CT (Lower Building Entrance)**	
Q&A (RFI) Due Date and Time	**November 10, 2026**	**2:00 PM**
Bid Due Date and Time	**November 19, 2026**	**2:00 PM**
Bid Opening	**ITB #SK091726 Bid Opening**	

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 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. Access to the virtual conference is provided in the link above.

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 fixed price differential 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: **February 1, 2027**
- Contract Duration: **Two years, ending on January 31, 2029, with three (3) one-year extension options.**

DESCRIPTION OF SCOPE OF WORK: The University of Connecticut is soliciting bids from qualified vendors to supply and deliver ultra-low sulfur off-road diesel fuel for use in University generators, including the Central Utility Plant, Supplemental Utility Plant and additional storage tanks as required at the Storrs campus.

Bidders shall have the capacity, equipment, personnel, fuel availability, and logistical capability necessary to support periods of sustained, high-volume delivery when requested by university.

For further details, refer to the attached Specifications document under the Buyer attachment tab.

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 method:

- **Unit Price:** Provide a fixed price differential for the specified product(s).

QUALIFICATIONS OF BIDDER: In addition to submitting a Cost Proposal, all Bidders must demonstrate the following:

- **PREVIOUS RELEVANT EXPERIENCE:** Describe the overall qualifications of the Bidder, including background in this field and the services that it provides. Complete the Previous Relevant Experience information in the applicable questions found in the HuskyBuy event.

  a. It is recommended that the Proposer provide three (3) examples (maximum of 5) 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. It is recommended that the examples have an estimated contract value of **$1,500,000.00**.

- **PROPOSED TEAM QUALIFICATIONS:** The Bidder must demonstrate the ability to staff this Contract with high quality, experienced personnel. Key personnel assigned to this Contract shall have experience on relevant assignments in similar positions as they will have for this Contract. The University reserves the right to request resumes/additional information for Key Personnel assigned to this Contract at any time during the life of the Contract.

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.

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