



**SOLICITATION INFORMATION SHEET**  
**CONSTRUCTION - GENERAL CONTRACTOR/TRADE CONTRACTOR**  
**INVITATION TO BID**

The University of Connecticut is accepting sealed Bids for:

**ITB RELEASE DATE:** 9/26/2024

**PROJECT NUMBER:** 300262

**PROJECT NAME:** Hartford Campus Café

**PROJECT LOCATION:** Hartford Campus, Hartford, CT 06103

**PROCUREMENT AGENT:** Chris Peters, [chris.peters@uconn.edu](mailto:chris.peters@uconn.edu), 860-486-6324

**INTENT OF THIS SOLICITATION:** The purpose of this Invitation to Bid (“ITB”) is to solicit bids for the Hartford Campus Café project.

**LOCATION OF THIS SOLICITATION:** Submit a Bid for this solicitation through the HuskyBuy Portal: <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UConnFullSuite>.

**CRITICAL DATES:**

Pre-Bid Conference Date and Time	<b>10/16/2024</b>	<b>10:00 AM</b>
Pre-Bid Conference Location	<b>Hartford Times Building, Main Atrium 10 S Prospect St, Hartford, CT 06103</b>	
Q&A (RFI) Due Date and Time	<b>10/23/2024</b>	<b>2:00 PM</b>
Bid Due Date and Time	<b>11/5/2024</b>	<b>2:00 PM</b>
Scope Review Meeting (with lowest qualified Bidder)	<b>11/7/2024</b>	<b>10:00 AM</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.

Parking information is available at <https://hartford.uconn.edu/about/directions-and-parking/>

**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 plans, specifications, and contract documents.

Any and all interpretations of the drawings, 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. To ensure the integrity of the bidding process, the Total Bid Amount and prices for any Alternates are read at the bid opening. After the bid opening and before the contract award, the lowest responsible Bidder is determined by adding together the Total Bid Amount plus any Alternates (additive or deductive) accepted by the University. The University reserves the right to elect to implement some, all, or none of the Alternates (if applicable) set forth in this Bid, as may be in the best interest of the University. Prices for Alternates are not negotiable since they are a component in determining the lowest responsible Bidder.

**ELIGIBLE PREQUALIFIED BIDDERS:** The following Contractors are prequalified and may submit a bid for this Project:

- **Downes Construction Company LLC**
- **G Donovan Associates Inc**
- **GL Capasso Inc**
- **JLY Enterprises, LLC**
- **Kronenberger & Sons Restoration**
- **Mattern Construction Inc.**
- **RH White Construction Inc.**
- **Sarazin General Contractors Inc.**
- **Scope Construction Company Inc.**
- **The Associated Construction Company**

**PROJECT SCHEDULE/DURATION:**

- **The construction is planned to start: April 28, 2025**
- **Substantial completion: August 28, 2025**

**LIQUIDATED DAMAGES:** Liquidated Damages of **\$500.00 (Five Hundred dollars and 00/100)** per calendar day shall be assessed if the Contractor fails to achieve Substantial Completion or causes delay to the Substantial Completion of any portion of the work within the Contract Time.

**WAGE RATES:** Prevailing Wages are required for this Project if the total cost of all work to be performed by the Contractor and Subcontractors is \$100,000.00 or more and subject to Connecticut General Statutes §31-53, §31-54, and §31-55: [https://www.cga.ct.gov/current/pub/chap\\_557.htm#sec\\_31-53](https://www.cga.ct.gov/current/pub/chap_557.htm#sec_31-53).

**PROJECT DESCRIPTION/SCOPE OF WORK:** The intent of this project is to build out a café space, within the Hartford Times Building, to provide students with an affordable dining option conveniently located in the building.

**COST PROPOSAL:** Submit a Cost Proposal utilizing the Form provided. No substitution of the Form is permitted.

**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/DDS/conversion/NotificationtoBidders1.pdf>.
3. **Bid Security:** Provide a copy of a Bid Bond made out in the penal sum of ten percent (10%) of the Total Bid Amount. In lieu of a Bid Bond, a Certified Check in the amount of ten percent (10%) of the Total Bid Amount is acceptable. A Bid Bond is only required for any Total Bid Amount over \$50,000.00. A Total Bid Amount of \$50,000.00 or less does not require a Bid Bond.
4. **Bonding Capacity:** Provide a letter from your bonding company or representative confirming bonding capacity and include if they have ever had to complete or finance work on your behalf. Bonding capacity shall be for, at a minimum, the Total Bid Amount submitted for this Project.

**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.

**SET-ASIDE REQUIREMENTS:** The Set-Aside Requirement for this Project is that (1) not less than thirty percent (30%) of the Total Contract Price be awarded to subcontractors who are certified by the Connecticut Department of Administrative Services as “Small Business Enterprises” (“SBEs”) and (2) not less than ten percent (10%) of the Total Contract Price be awarded to subcontractors who are certified by the Connecticut Department of Administrative Services as “Minority Business Enterprises” (“MBEs”) (the 10% set aside for MBEs may be included in the 30% set aside for SBEs). If the Contractor is an S/MBE, then any self-performed work may be included in the Set-Aside Requirement. The Contractor is responsible for ensuring that they, and the S/MBEs they have selected, are eligible Connecticut-certified S/MBE contractors.

Listed below is a sample of suggested categories (if applicable) and possibilities for the breakout of the schedule of values for inclusion of S/MBE participation:

- 01 – General Conditions:** temporary electric and wiring; cleaning
- 02 – Existing Conditions:** demolition and salvage; abatement
- 03 – Concrete:** sidewalks and flatwork
- 05 - Metals:** metal stairs and railings; miscellaneous metals; decorative metal
- 06 - Woods Plastics and Composites:** rough carpentry and blocking
- 07 – Thermal and Moisture Protection:** insulation; sealers and waterproofing
- 08 – Openings:** door hardware
- 09 – Finishes:** tile installation; acoustic ceilings; flooring installations; painting and coatings; firestopping
- 10 – Specialties:** signage
- 12 – Furnishings:** window treatments
- 14 – Conveying Equipment:** lifts
- 23 – HVAC (Heating, Ventilating, Air Conditioning):** HVAC duct insulation
- 27 – Communications:** low voltage cabling
- 28 – Electronic Safety & Security:** fire alarm and security wiring
- 32 – Exterior Improvements:** retaining walls; paving; fencing and gates; landscaping
- 44 – Pollution and Waste Control Equipment:** trucking

***End of Solicitation Information Sheet***