Request for Proposal

Physical Asset Inventory
(RFP) No. CCC-0502

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REQUEST FOR PROPOSALS
Project No. CCC-0502

Date: April 29, 2005

Project: Physical Inventory

I. INTRODUCTION
The Board of Trustees for Connecticut Community-Technical Colleges System, hereafter referred to as (“the System”) is seeking qualified professional agencies or individuals to assist the System Office of “the System” and the twelve regional community colleges, by providing Fixed Asset inventory services, to identify, verify and inventory all fixed and controllable assets required to be capitalized and depreciated under GASB 35 or to be otherwise inventoried and controlled in accordance with State of Connecticut Property Control requirements as of June 30, 2005.

Any awards from this RFP may be extended to participating members of the Connecticut Colleges Purchasing Group, a buying consortium in which representation from both public and private member schools join together to share ideas and purchasing contracts. See (CCPG.net), CCPG’s primary purpose is to establish publicly bid and awarded contracts for the benefit of all member institutions. CCPG shared contract participation is voluntary. Any contract extension to the CCPG is contingent upon acceptance by the awarded contractor.

II. SCOPE OF PROJECT
Conduct a physical inventory of the fixed and controllable assets at all 13 agencies as of June 30, 2005. (List of agencies on page 3)

- This will include all personal computers (hard drives and monitors), other movable equipment valued at or over $1,000 at the time of their purchase as well as controllable equipment under $1,000 that has CCC tags.
- Compare physical assets to the assets on the System current inventory – the comparison should be based on bar code, asset description, and location.
- Generate reports both on paper and electronic media.
- Physical Inventory will be conducted on all sites listed under Physical Inventory Sites below, including multiple and/or remote locations.
III. TIME-FRAME

The inventory process should start on Monday, July 11, 2005 and be completed no later than Friday, August 19, 2005, with all reports delivered to the System office by Friday, September 9, 2005.

IV. PHYSICAL INVENTORY SITES

<table>
<thead>
<tr>
<th>CT. Community College System College/Building</th>
<th>Estimated Net Usable Sq. Ft.</th>
<th>Estimated Number of Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Office</td>
<td>30,565</td>
<td>656</td>
</tr>
<tr>
<td>Asnuntuck Community College</td>
<td>113,455</td>
<td>1,026</td>
</tr>
<tr>
<td>Capital Community College</td>
<td>223,801</td>
<td>2,423</td>
</tr>
<tr>
<td>Gateway Community College</td>
<td>213,566</td>
<td>1,826</td>
</tr>
<tr>
<td>Housatonic Community College</td>
<td>122,207</td>
<td>1,613</td>
</tr>
<tr>
<td>Manchester Community College</td>
<td>339,945</td>
<td>3,497</td>
</tr>
<tr>
<td>Middlesex Community College</td>
<td>90,692</td>
<td>950</td>
</tr>
<tr>
<td>Naugatuck Valley Community College</td>
<td>350,557</td>
<td>2,420</td>
</tr>
<tr>
<td>Northwestern CT Community College</td>
<td>80,566</td>
<td>885</td>
</tr>
<tr>
<td>Norwalk Community College</td>
<td>189,916</td>
<td>1,759</td>
</tr>
<tr>
<td>Quinebaug Valley Community College</td>
<td>63,161</td>
<td>883</td>
</tr>
<tr>
<td>Three River Community College</td>
<td>135,800</td>
<td>1,527</td>
</tr>
<tr>
<td>Tunxis Community College</td>
<td>82,423</td>
<td>1,482</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,036,654</strong></td>
<td><strong>20,947</strong></td>
</tr>
</tbody>
</table>

Note: Some of the colleges have multiple locations or remote locations that need to be inventoried. This information, including addresses, maps and directions can be accessed from the website: www.commnet.edu

V. PROPOSAL FORMAT

The proposal should be submitted in the format outline below.

Section I.
Please provide the following information about your company and for any company to whom you expect to subcontract any portion of the contract:

1. The name and location of your company.
2. The number of years in business under this name.
3. Is your company a subsidiary of another corporation; if so what is the name of the parent company?
Section II.

Bidders should provide an executive summary of not more than three to five pages, indicating why your firm should be chosen. The proposal should include the following information:

1. Data required by vendor from the CCC System to perform inventory. This should include a preferred and other acceptable format for electronic data.
2. Equipment used to take inventory (i.e., handheld barcode scanning equipment or manual ledgers).
3. A detailed plan of the inventory process for all the assets and inventory sites, in the time allotted.
4. Your proposal should include access required by your firm to both Community College staff and resources required by the System (college and system office).
5. Provide a detailed fee schedule, and a listing of the estimated level of expenses and your proposed method of establishing a payment schedule.

VI. EXPECTED RESULTS

On or before Friday, September 9, 2005, four reports as itemized below in specified electronic format delivered to the System Office.

Address: CT. Community Colleges System Office
61 Woodland Street
Suite 333-342
Hartford, CT 06105
Attn: Elizabeth Squillace

Reports: Electronic reports must be delivered using the same Excel/CSV file format as provided to the selected vendor containing the initial listing of existing System assets as of June 30, 2005. Additional assets or assets with a changed location identified in the course of the inventory, should include the asset bar code, asset location (old and new where applicable), asset description, make, model and serial number for additional assets, (asset O-Tag for missing and changed location items).

The required reports are as follows:

1) Missing items – Assets that are on the current inventory, but could not be located.
2) Items with a changed location – i.e., items that were inventoried in a different location than what is on the current “System” inventory.
3) Additional Items - Items that meet the criteria, but are not on the “System” inventory
4) Items that were matched without any exceptions - Items that are exactly as the appear on the current “System” inventory
VII. EVALUATING TEAM

The Evaluating Team will include representatives from both the System Office and Colleges. The team will evaluate proposals during the week of June 6th and will select the vendor(s) based on the proposals submitted. The team will also work with the vendor to ensure quality and conformity to the project’s specifications. The Evaluating Team will make a final decision on or before Tuesday, June 10, 2005. The contract award recipient(s) will be contacted directly.

VIII. EVALUATION CRITERIA

Proposals will be evaluated by Evaluating Team against the following criteria, to determine which vendors(s) is/are most qualified to meet the functional, quality, schedule and service needs outlined in the Scope of Project section of this RFP at the most competitive cost. In making one or more awards, the following factors will be considered:

- Responsiveness to the request for proposal;
- Relevant experience which demonstrates the ability to perform the specified work.
- Vendor understanding of the project and its purpose and scope, as evidenced by the proposed approach and level of effort.
- Competitiveness of proposed costs.
- Vendor’s ability to meet the required timeframes, including the availability of staff with the requisite professional qualifications and technical abilities.
- Demonstration of commitment to affirmative action by full compliance with CHRO regulations.

IX. COMPETITIVE PROCESS

The bids are based on competitive negotiation Proposals and are due in the System Office Finance Department by Friday, May 27, 2005. Proposal discussions may be conducted with individual proposers, to promote understanding of the RFP requirements, and to clarify the proposer’s response. There shall be no discussion of any information derived from proposals submitted by competing proposers. Responsible qualified proposals shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals.

At the conclusion of the validation of qualifications, evaluation of proposals, and discussion with vendors, the System will select the top ranking proposal(s) and may enter negotiations with any one or more of the proposes.
X. GENERAL CONTRACT CONDITIONS

Proposal submission must be in compliance with, and is subject to, the following requirements and conditions:

1. Bidders must conform to all instructions and conditions as outlined in this RFP.

2. The System is exempt from payment of excise, transportation, and sales taxes imposed by the federal government and/or the state. Such taxes must not be included in the costs.

3. Vendors who are furnished a copy of this RFP are requested to submit the attached receipt acknowledgement (Attachment B) as soon as possible, to ensure timely receipt of potential corrections or cancellations. Those not intending to make a proposal are asked to submit a negative reply.

4. The proposal must be signed by an authorized official. The proposal must also provide the name, title, address and telephone number for the individual(s) with authority to negotiate and contractually bind the vendor. The name and telephone number of the person to contact for the purpose of clarifying the proposal content should also be provided.

5. Proposals submitted will be considered as binding commitments that may be included, by reference, along with this RFP into any signed contract with the proposer.

6. Segments of the project may be awarded to different vendors at the discretion of the Evaluating Team.

7. All costs (travel, printing, etc.) must be included in the contract price. All cost estimates will be considered as "not to exceed" quotations, against which time and expenses will be charged.

8. The proposal package must provide a minimum of three recent references that may be used to determine the vendor’s capability and responsiveness.

9. Submission:
   a. Include a complete Contract Proposal form in each proposal. (Attachment C)
   b. Consultants are requested to submit five copies of the proposal.
   c. The RFP responses must be in the form of a written proposal, and received by the office of the Board of Trustees on or before Friday, May 27, 2005 at 2:00pm in a sealed envelope with the following information on said envelope:
(1) The RFP reference title and number:
   “PROJECT - # CCC-0502”
(2) Bid due date – May 27, 2005 at 2:00pm
(3) Name and address of the vendor

d. Submit proposals to:
The Board of Trustees for Community - Technical Colleges
System Office
61 Woodland Street
3rd Floor, Suite 333-342
Hartford, CT 06105
Attn: Lutishia Pershad, Finance Department

10. Questions may be submitted in writing to Elizabeth Squillace at the above address or by
e-mail: Esquillace@commnet.edu or phone: (860) 244-7657. All responses that will change
the scope of the project will be communicated to all prospective vendors who have returned
the acknowledgement of the Receipt of Request for Proposal form.

11. The Bid opening will occur on Friday, May 27, 2005 at 3:30pm.

XI. TERMS & CONDITIONS

1. Any contract awarded as a result of this RFP must be in full conformance with statutory
requirements of the State of Connecticut and the Federal Government. This RFP (including
any amendments thereto), and the awarded contractor’s response (including any amendments
thereto), shall be bound into the final contract and become an integral part of the contract.
The State of Connecticut form CO-802A Personal Services Agreement (“PSA”), attached, as
Attachment A, shall serve as the contract document. Please read the terms and conditions
carefully. Any additional documents requiring signature by the contractor must be included
in the proposal or will not be considered at time of award.

2. All proposals in response to this RFP are to be the sole property of the State of Connecticut,
and subject to the provisions of section 1-210 of the Connecticut General Statutes (Freedom
of Information).

3. Any product, whether acceptable or unacceptable, developed under a contract awarded as a
result of this RFP is to be the sole property of the State of Connecticut unless stated
otherwise in the RFP or contract.

4. Any price offerings from vendors must be valid for a period of 120 days from the due date of
vendor Proposals.

5. Any alleged oral agreement or arrangement made by a vendor with any agency or employee
will be superseded by the written agreement.
6. The System reserves the right to amend or cancel this RFP, prior to the due date and time, if it is in the best interests of the System.

7. The System reserves the right to reject, at its sole discretion, the proposal of any vendor.

8. The System reserves the right to correct inaccurate awards resulting from its clerical errors.

9. By responding, the vendor implicitly states that the proposal is not made in connection with any competing vendor submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the vendor did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the System participated directly or indirectly in the vendor’s proposal preparation.

10. Vendor shall bear all costs associated with Vendor’s response to this request for proposal including the costs of any presentations and/or demonstrations (if required).

11. Commission on Human Rights and Opportunities

The contract to be awarded is subject to contract compliance requirements mandated by Section 4a-60 of the Connecticut General Statutes; and, when the awarding agency is the state; Section 46a-71(d) of the Connecticut General Statutes.

Requirements of Connecticut General Statutes section 46a-68j regarding affirmative action plans and reporting requirements requires agencies to consider the following factors when awarding a contract which is subject to contract compliance requirements:

a. The bidder's success in implementing an affirmative action plan;
b. The bidder's success in developing an apprenticeship program complying with Section 46a-68 to 46a-68 of the Connecticut General Statutes, inclusive;
c. The bidder's promise to develop and implement a successful affirmative action plan;
d. The bidder's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; The EEO-1 data form is available at the following site, www.state.ct.us/chro/metapages/contractCompliance/cc_forms/employInfo.pdf; and
e. The bidder's promise to set aside a portion of the contract for legitimate small contractors and minority business enterprises, where applicable. (See Section 40-60g – 4a-60j of the Connecticut General Statutes.)

12. Executive Orders

Bidders are advised that the contracts for this project shall be subject to:

- Executive Order No. Three regarding nondiscrimination promulgated June 16, 1971, and to the guidelines and rules of the State Labor Commissioner implementing said Executive Order;
• Executive Order No. Seventeen, promulgated February 15, 1973, requiring contractors and subcontractors to list employment openings with the Connecticut State Employment Service;
• Executive Order No. Sixteen, promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

Said documents are incorporated herein and made a part hereof as though fully set forth herein.

XII. INSURANCE
A certificate of Commercial General Liability Insurance which provides coverage for the entire period covered by this RFP, must be submitted to the System prior to commencement. The insurance certificate shall provide coverage in the amount of $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Board Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the project, or the general aggregate limit shall be twice the occurrence limit. Worker’s Compensation and Employers Liability is required and needs to meet statutory coverage that complies with the compensation laws of the State of Connecticut. This coverage shall include Employer’s Liability with minimum limits of $100,000 each accident, $500,000 Policy Disease Limit, $100,000 each employee. Policies shall list the State of Connecticut, its officers, officials, employees, agents, Boards and Commissions and shall be named as Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the System and the State of Connecticut. The vendor shall assume any and all deductibles in the described insurance policies.

XIII. SUGGESTIONS
The System appreciates your assistance in making a careful study of the specifications and proposals for the purpose of offering suggestions as to contract period, quantities, purchasing terms, detailed specifications, trade customs, etc. which you believe to be in the best interest of the System and the State of Connecticut. Any suggestions /questions which result in a modification of the Request for Proposals will be communicated to all vendors who submitted their Receipt of Request for Proposal Documents (Attachment B).

XIV. RIGHTS RESERVED TO THE STATE
The State of Connecticut reserves the right to award in part, to reject any and all proposals in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the State of Connecticut will be served.