



Connecticut Lottery Corporation
777 Brook Street
Rocky Hill, CT 06067-3403

Office Furniture Handling Services

Request For Qualifications CLC #202304

**This document is subject to change.
Visit ctlottery.org for the most current information.**

I. Introduction

The Connecticut Lottery Corporation (CLC), a quasi-public agency, is seeking qualifications and price proposals from experienced office furniture handlers for workstation move and workstation procurement and installation services in connection with the CLC's headquarters relocation. Responding vendors must have demonstrated experience with projects similar in size and scope as the CLC's. Vendors must also be insured and possess all licenses, registrations, and permits necessary to conduct business in Connecticut and provide the services requested in this RFQ.

The selected vendor will be solely responsible for the accomplishment of all work, but may subcontract portions of the work with CLC's prior written approval. Small, minority-owned, women-owned, veteran-owned, and other certified diverse business enterprises (DBEs), as well as vendors that anticipate subcontracting with DBEs are encouraged to participate.

Mandatory Pre-Submission Walk-Through

A walk-through of the CLC's Rocky Hill headquarters is required prior to submitting qualifications. Walk-throughs will occur **March 29-31, 2023**. For security reasons, vendors must pre-register by contacting Suzanne.Colley@ctlottery.org **no later than 10:00 AM ET, March 28, 2023**. Each vendor will be limited to two representatives.

II. What We Are Looking For

The CLCs has an existing inventory of seventy-eight (78) workstations consisting of a mixture of clustered cubicles with straight desks, shelving, and divider paneling and individual office systems of horseshoe and L-shaped desks, hutches and rolling file drawer storage.

The CLC is exploring its office workstation options for its new Wallingford headquarters, namely:

Option 1, move and install all current workstations.

Under Option 1, the selected vendor is responsible for disassembling, moving, and installing the CLC's existing workstations at the CLC's new headquarters.

Option 2, remove all current workstations, move and install a specific quantity of those workstations, and acquire and install other workstations (i.e., purchase of new or good condition used workstations). The CLC will discuss the disposition of remaining workstations with the selected vendor.

Under Option 2, the selected vendor is responsible for removing all workstations from CLC's headquarters. Additionally, the selected vendor will disassemble, move, and install a quantity of CLC's existing workstations, as well as acquire additional workstations to outfit CLC's new headquarters. Vendors should propose 2-3 workstation acquisition options for CLC's consideration, and use an 8 x 8 workstation dimension for pricing Option 2. Acquired workstations should be reasonably priced, be comparable in quality and reliability as the CLC's existing ones, and be of color and design matching the environment in which they will be located (CLC and selected vendor will work together on design and other workstation elements).

Vendors must provide itemized pricing and a proposed timeline for each option above. Move is expected to occur in August, 2023.

New workstations must be covered by warranty against parts failure or malfunction due to installation errors, defective workmanship, and missing or incorrect parts for at least twelve (12) months by the manufacturer or the selected vendor. Vendors must confirm this warranty, whether provided by them or manufacturer, and identify the warranty period in their submissions.

The CLC seeks a professional and responsible vendor that can provide cooperative, organized, efficient, and cost-effective services. The selected vendor must be responsive and adaptive to the CLC's needs, concerns, and feedback, and must be flexible to accommodate changes and unforeseen circumstances. The selected vendor will work closely with the CLC, building contractors, and others to ensure proper scheduling and coordination of work, including ascertaining project needs.

The selected vendor will supply all materials, equipment, labor, supervision, and transportation necessary or as requested by the CLC. While the selected vendor will determine the means and methods to complete the move, it will efficiently and effectively manage its resources. The selected vendor must maintain liability, automobile, and workers compensation insurance covering its work during the move and provide a certificate of insurance per insurance requirements to be provided by the CLC after award.

III. Submission Instructions

A. Submission Content.

Qualifications should include the following information:

1. Vendor point of contact for this RFQ with name, address, telephone number, email address, and website for the vendor
2. Vendor details including history, number of employees, and DBE information, if applicable
3. Copies of any business licenses, permits, registrations, or certifications possessed by vendor that are pertinent to the project.
4. Descriptions of similar move or furniture procurement projects completed by vendor within the last three (3) years, including reference contacts.

5. Vendor fee proposal, inclusive of:
 - a. Itemized costs for Option 1 workstation moving services broken down by disassembly, delivery and re-assembly.
 - b. Itemized costs for Option 2 broken down by removal of workstations, installation of CLC selected workstations, and the per unit workstation purchase price, delivery, and installation of 2-3 suggested workstation alternatives.
 - * For both (a) and (b) labor costs should be expressed on a per hour per person hourly rate.
6. Vendor proposed time sequenced but undated project timeline for each Option 1 and Option 2.
7. Confirmation of availability for move or workstation procurement process (to begin immediately after contracting).

B. Submission Due Date.

The CLC must receive qualifications and price proposals **by 2:00 PM ET, April 14, 2023**. Email statements of qualification including all signed forms, certificates, and licenses in PDF format to Suzanne.Colley@ctlottery.org and Stephen.Day@ctlottery.org.

C. Office Space Renderings.

The CLC will provide vendors general renderings of the office layout at the relocation site as a guide for preparing submissions. Vendors must email Suzanne.Colley@ctlottery.org **by 10:00 AM ET, March 28, 2023** to obtain the renderings. For security reasons, vendors will be required to sign and return a non-disclosure agreement to the CLC Purchasing Officer before they can receive this information.

D. Campaign Contribution Certification.

The following procurement form, available via the link below, must be executed and returned by vendors with their submissions:

Campaign Contribution Certification Form (OPM Form 1) – <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

In the event the above link is unavailable or inactive, vendors can find the form on the CLC's website, under About Us, then Procurement, then Forms.

E. Additional Information.

The CLC may ask a vendor at any time to provide clarifications of its submission or submit additional information. Vendors must provide expeditious attention to any follow up requests made by the CLC.

IV. Mandatory State Contracting Provisions

In addition to other provisions, the contract between the CLC and the selected vendor will include the following provisions, as required by Connecticut law:

- A. Nondiscrimination Affirmation. Pursuant to the requirements of C.G.S. §§ 4a-60 and 4a-60a, the selected vendor agrees not to discriminate against any person on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual

orientation, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such party that such disability prevents performance of the work involved. The selected vendor agrees to comply with all applicable federal and state of Connecticut nondiscrimination and affirmative action laws, including, but not limited to, C.G.S. §§ 4a-60 and 4a-60a. The selected vendor understands the obligations of C.G.S. §§ 4a-60 and 4a-60a and will maintain a policy for the duration of the contract to assure that the contract will be performed in compliance with the nondiscrimination requirements of C.G.S. §§ 4a-60(a) and 4a-60a(a).

B. Gifts. As used in this paragraph, the following terms have the meaning set forth below:

1. “Applicable Public Official or State Employee” means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);
2. “Gift” has the same meaning given that term in C.G.S. § 4-250(1);
3. “Principals or Key Personnel” means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

Pursuant to the requirements of C.G.S. § 4-252, the CLC represents that its selection of the Successful Proposer was not the result of collusion, the giving of a Gift or the promise of a Gift, compensation, fraud or inappropriate influence from any person.

Pursuant to the requirements of C.G.S. § 4-252, the Successful Proposer, for itself and on behalf of all of its Principals and Key Personnel, represents that: (1) no Gifts were made by (A) the Successful Proposer, (B) any Principals and Key Personnel of the Successful Proposer who participate substantially in preparing bids, proposals or negotiating state contracts, or (C) any agent of the Successful Proposer or any of the Successful Proposer’s Principals or Key Personnel who participate substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or employee of CLC who participates substantially in the preparation of bid solicitations or requests for proposals for state contracts or the negotiation or award of state contracts, or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over CLC; (2) no Principals or Key Personnel of the Successful Proposer, or its or their agents, know of any action by the Successful Proposer to circumvent such prohibition on Gifts by providing for any other Principals, Key Personnel, officials, or employees of the Successful Proposer to make a Gift to any Applicable Public Official or State Employee; and, (4) the Successful Proposer made the Proposal for the contract without fraud or collusion with any person.

C. Campaign Contributions. Pursuant to the requirements of C.G.S. § 9-612, the selected vendor represents that its chief executive officer or authorized signatory of the contract has received the State Elections Enforcement Commission’s notice advising state contractors of state campaign contribution and solicitation prohibitions.*

* SEEC Form 11 - Available at <http://www.ct.gov/dpw/lib/dpw/form11seec.pdf> and on the CLC’s Procurement website.

V. CLC Reservations

In addition to any rights set forth elsewhere in this RFQ, the CLC reserves the right to take any of the following actions, in its sole discretion, at any time:

- A. Accept or reject any or all submissions, in whole or in part, and to award or not award a contract based on submissions received;
- B. Waive any mandatory, non-material specification(s) that cannot be complied with by all vendors;
- C. Waive any informality in the RFQ process if doing so, as determined solely by the CLC, is in the CLC's best interest;
- D. Conduct discussions with any or all vendors for the purpose of clarification and/or modification of their submissions;
- E. Arrange to receive services sought under this RFQ from other providers, or perform the services itself;
- F. Solicit additional and/or new submissions from anyone;
- G. Clarify, supplement, modify, suspend, or terminate this RFQ in whole or in part, or withdraw and reissue a new RFQ, including an RFQ with terms and conditions materially different from this RFQ;
- H. Obtain information from any and all sources concerning a vendor that the CLC considers relevant to this RFQ, and to consider such information in evaluating the vendor's submission;
- I. Make a whole award, multiple awards, a partial award, or no award;
- J. Disqualify any vendor whose conduct and/or submission fails to conform to the requirements of this RFQ;
- K. Negotiate contract provisions, including provisions not found in this RFQ, with one or more potential vendors in any manner the CLC deems fit (negotiations may be held with multiple vendors concurrently or on an individual basis at separate times as the CLC determines); and]
- L. Set aside the original selected vendor if the CLC determines that the vendor is unable to fulfill the CLC's requirements for any reason. The CLC may, but shall not be obligated to, award the contract to a different responsible vendor.