



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

**Professional Materials Handling Services
Request For Qualifications CLC #202302**

**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 quotes from professional material handlers for disassembling, transporting, and installing warehouse pallet racking and wire shelving and caging in connection with the CLC's headquarters relocation. Responding vendors must possess all licenses, registrations, and permits to conduct business and operate as a materials handler in Connecticut, be insured, and have demonstrated experience with commercial moves similar in size and scope as the CLC's.

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 warehouse is required prior to submitting qualifications. Walk-throughs will occur on either January 27 or January 30, 2023. For security reasons, vendors must pre-register by contacting Suzanne.Colley@ctlottery.org **no later than 10:00 AM ET, January 27, 2023**. Each vendor will be limited to two representatives.

II. What We Are Looking For

The CLC seeks a professional and responsible materials handler that can execute a cooperative, organized, efficient, and cost-effective racking and shelving move. 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 occurring during the move. The CLC will confirm the scope of services during the mandatory walk-through.

The selected vendor will supply all materials, equipment, labor, supervision, and transportation necessary or as requested by the CLC. 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 Due Date. The CLC must receive qualifications and price quotes **by 2:00 PM ET, February 2, 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.
- B. 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.

- C. 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 selected vendor, 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 selected vendor 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 selected vendor, for itself and on behalf of all of its

Principals and Key Personnel, represents that: (1) no Gifts were made by (A) the selected vendor, (B) any Principals and Key Personnel of the selected vendor who participate substantially in preparing bids, proposals or negotiating state contracts, or (C) any agent of the selected vendor or any of the selected vendor'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 selected vendor, or its or their agents, know of any action by the selected vendor to circumvent such prohibition on Gifts by providing for any other Principals, Key Personnel, officials, or employees of the selected vendor to make a Gift to any Applicable Public Official or State Employee; and, (4) the selected vendor 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.