



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

**Moving Services For Lottery Headquarters Relocation
Request For Qualifications CLC#202310**

**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 moving from its current Rocky Hill facilities to a new Wallingford facility in the third calendar quarter of 2023 – currently expecting move to occur in August. In preparation of its headquarters relocation, the CLC seeks qualifications and price quotes from professional, full-service Connecticut-based office moving companies for the general scope of work set forth in Section III. The CLC will vacate its two Rocky Hill facilities and relocate all of its furniture, equipment, and office contents to the new Wallingford headquarters when it is completed.

Responding vendors must possess all certificates, licenses, registrations, and permits to conduct business and operate as a moving company in Connecticut, be insured, and have experience with commercial and institutional moves similar in size and scope as the CLC’s relocation.

The selected vendor will be solely responsible for the accomplishment of all relocation 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.

Pre-Submission Walk-Through

A walk-through of both of the CLC’s current 777 and 865 Brook Street, Rocky Hill facilities is required prior to submitting qualifications. Walk-throughs will occur on the following dates and times:

Tuesday, May 16, 2023 1:00 PM – 3:00 PM ET
Wednesday, May 17, 2023 10:00 AM – 12:00PM ET or 1:00 PM – 3:00 PM ET

For security reasons, vendors must pre-register by contacting Suzanne.Colley@ctlottery.org and Stephen.Day@ctlottery.org **no later than 10:00 AM ET, May 16, 2023**. Each vendor will be limited to two representatives.

II. Lottery Existing Facilities and New Headquarters

Current Locations

The CLC is currently headquartered at 777 Brook Street, Rocky Hill. This facility consists of 92,500SF divided almost equally between office and warehouse space and has three (3) loading docks. The CLC also maintains a 14,800SF office in a shared facility at 865 Brook Street, Rocky Hill. Loading docks are not available at this facility.

Both of the CLC's Rocky Hill facilities are single story locations. The CLC will be relocating approximately 140 employees, 30 offices, 10 meeting and workrooms, and other areas.

New Headquarters

The CLC's prospective headquarters is a 135,000SF, single story facility located at 15 Sterling Drive, Wallingford. Three (3) loading docks are available.

The dates of the move are subject to several variables including, the completion of renovations of the CLC's new headquarters and the CLC's operational requirements. CLC anticipates the office move and warehouse move will not occur at the same time, and will discuss that during the walk through visit. CLC expects responding vendors will recommend the most efficient and cost effective approach, and also a modified approach as needed based on understanding CLC's operational requirements.

III. What We Are Looking For

The CLC seeks a moving vendor that will advise and collaborate with the CLC in creating and executing a full-service plan for a cooperative, organized, efficient, and cost-effective headquarters 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 selected vendor will coordinate and manage the move from start to finish with the goal of a seamless relocation. Services will generally include marking, tagging, and packing business contents located at CLC's current facilities; loading contents into trucks; transporting contents to CLC's new headquarters; unloading contents, including placing contents as instructed by the CLC; and disassembling and reassembling items as needed. Business contents that will be relocated include property typically found in a professional office setting as well as other property identified below.

- A. Office space consisting of traditional office and meeting room furniture (including conference tables), file cabinets, wall hangings, and common contents from offices, meeting and workrooms, and open space workstations. Workstations are not included in this moving project.
- B. Warehouse space containing lottery product inventory, and traditional storage of sales and marketing supplies inventory, archive document boxes, and miscellaneous items.
- C. One safe (27.125"H x 19.125"W x 21.75"D, 424 pounds).

See Attachment A – Estimated Property List.

The CLC will load and unload lottery product inventory from vendor trucks itself so vendor services for this will be limited to transporting. The CLC will finalize the scope of work, property to be moved, and its goals and objectives with the selected vendor prior to contract execution.

The selected vendor will supply all trucks, drivers, packers, moving equipment, moving and packing materials, etc. needed or as requested by the CLC. While the selected vendor will determine the personnel, materials, and equipment required to complete the move, it will efficiently and effectively manage its resources and use thereof in order to minimize costs that may result due to excess material and equipment usage, man-hours for waiting, and detained truck or staffing resources.

The selected vendor will provide proper supervision, coordination, and guidance for the move and will work closely with CLC representatives on move strategy, departmental prioritization, and the timing of the move. The selected vendor must assign a dedicated project manager that will be on-site for the entirety of the move to consult with and to provide continuity of services. Commencing on contract award and continuing through the end of the move, the project manager must be available for meetings with the CLC to ensure coordination of critical tasks; review move timetables, logistics, workflows, and sufficiency and use of resources; and address other issues as they arise. Project manager will attend pre-move CLC property inventory meeting.

The selected vendor will ensure CLC property is properly packed or prepped and transported in a secure manner that provides protection from damage, theft, or loss. The selected vendor will cooperate with the CLC and the Department of Consumer Protection and follow any special instructions with respect to packing and transporting lottery product inventory and other sensitive items.

The selected vendor will protect all surfaces (e.g., walls, floors, doorways, corners, windows, etc.) as well as property within the vicinity of the work (e.g., vehicles, utilities, trees, shrubs, signs, grounds including sprinkler systems, etc.) from damage by providing and installing adequate padding, floor coverings, and building protection. Protection measures at Wallingford property will be reviewed with selected vendor.

The selected vendor will provide continuous cleanup and disposal of all debris resulting from its operations.

The selected vendor will use proper equipment and vehicles in good operating condition for an efficient and expeditious move.

The selected vendor will perform all work in a safe, workmanlike, and courteous manner, which may include temporarily closing off areas inside and/or outside CLC facilities to prevent potential injury to CLC staff and visitors when large or heavy equipment is being moved or used. A CLC representative will work with the contractor to prepare notification to CLC staff and visitors, if necessary.

The selected vendor may have to schedule work in cooperation with other vendors working on-site at CLC facilities. The selected vendor will collaborate with the CLC in completing its work while accommodating these activities.

The selected vendor will be responsible for all damage, injury, or loss as a result of its work and will take reasonable precautions to prevent such incidents.

The selected vendor will be solely and fully responsible for its acts and omissions and those of its employees, subcontractors, and anyone else performing work on its behalf. This obligation will include indemnification, defense, and payment of claims for property loss and injuries brought against the CLC by or on behalf of the selected vendor's own employees and subcontractors.

The selected vendor will maintain liability, automobile, workers compensation, and employee theft insurance covering its work during the move and provide a certificate of insurance per insurance requirements to be provided by the CLC after award.

The selected vendor will comply with all federal, state, and local laws, regulations, and ordinances applicable to its work.

IV. Submission Instructions

A. Submissions Instructions

The CLC must receive submissions by **10:00 AM ET, May 25, 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.

Public Copy Requirement: The CLC is subject to the Connecticut Freedom of Information Act (“FOIA”). This means that any information vendors provide to the CLC could be shared with the public. The CLC strongly recommends that vendors not include any proprietary or confidential information in their submissions. If a vendor chooses to include proprietary or confidential information in its submission, then it must provide the CLC a second copy of its submission labeled “Public Copy” with this information redacted. The CLC will not honor submissions with general proprietary notices or markings, or that use page headers or footers that arbitrarily mark **all** pages “confidential.” Furthermore, pricing, resumes, copyrighted materials, and marketing information has been found to be subject to public disclosure. Despite what a vendor redacts as protected information, the final determination as to whether it is subject to public disclosure resides solely with the CLC. The CLC will interpret a vendor’s failure to provide a “Public Copy” as the vendor’s acknowledgment that its submission contains no protected information, and the CLC may disclose the submission to the public upon request without notice or liability to the vendor.

B. Questions

Email questions regarding this RFQ only to Suzanne.Colley@ctlottery.org and Stephen.Day@ctlottery.org by **10:00 AM ET, May 19, 2023**. Contact with any other any other CLC employee, member of the CLC Board of Directors, or State of Connecticut official concerning this RFQ may result in disqualification. The CLC will post its responses to vendor questions on its website <https://www.ctlottery.org/PublicSolicitations> after the questions deadline as soon as they are prepared.

V. Submission Requirements

Each submission must include the information below in the order in which it is requested. Vendors are requested to share their office moving capabilities that clearly demonstrate their experience, approach to the scope of work, and fee proposal, based upon the information that is currently available concerning the CLC’s new headquarters.

1. Vendor point of contact for this RFQ with name, address, telephone number, email address, and website for the vendor.
2. Vendor details including location, principal owners, DBE certification, and number of years providing the services requested in this RFQ, particularly for commercial and/or institutional clients. Provide the name, contact information, experience, and the specific responsibilities of any subcontractor that the vendor proposes to use to assist it with the move.
3. Copy of vendor’s current certificate of incorporation with the Connecticut Secretary of State or other documentation demonstrating its authority to do business in Connecticut. Also provide copies of any business licenses, permits, or registrations that vendor is required to maintain by law or regulation as a moving company.
4. Vendor’s relevant experience specific to the work (Section III). Provide examples of commercial or institutional moves completed by vendor within the last three (3) years, including reference contacts.

5. Vendor's overall approach to the move demonstrating its comprehension of and ability to complete the requested services. Vendors must, at a minimum, address project management, coordination, and communication strategies to keep the move organized and on track and the CLC apprised of progress or impediments; packing and protection of property to be moved; and details about tools, equipment, vehicles, and materials that will be used.
6. Sample staffing plan illustrating the level, number, and organization of staff that will be assigned to the move.
7. Assumptions/challenges vendor might face to perform the move and how vendor will address them. Specifically discuss how vendor would respond to changes in move dates, and what impact, if any, this would have on services and pricing.
8. Proposed Pricing: Complete the attached pricing schedules: Attachment B – Labor, Transportation & Supplies and Attachment C – Move Materials.
 - a. Price proposal must show component pricing for labor, transportation and supplies, and any other components vendors deems important for the proposal. Use the estimated quantities of furniture, boxes/containers, filing cabinets and other items to complete the pricing. Vendors can add lines or ignore lines to ensure completeness of their pricing proposal.
 - b. Regarding the warehouse move for lottery product inventory, vendors must propose the number of trips per day for approximately 1,500 pallets each weighing 1,000 pounds.
9. Campaign Contribution Certification: Vendors must include with their submissions a signed Campaign Contribution Certification (OPM Ethics Form 1) available at <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms> and on the CLC's website at <https://ctlottery.org/ProcurementForms>.

VI. Mandatory State Contracting Provisions

The final contract between the CLC and the selected vendor will include some or all of the mandatory State of Connecticut contracting provisions. The inclusion of some or all of these provisions is dependent upon the overall value of the contract. The "Mandatory State Contract Provisions" can be found on CLC's website <https://ctlottery.org/ProcurementForms>.

VII. 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.

Property		
Furniture, Equipment and Misc.	Description	Comments
15	L Shaped wooden desks	
3	Wooden desks	
13	Book cases	
1	Hutch	
19	Credenza	
16	Office tables	
1	Conference table (10' x 4') Marketing	
1	Conference table (14' x 4') Exec.	
1	Conference table (12' x 4') Conf B	
1	Conference table (20' x 6') Conf A	
1	Conference table (18' x 7') Board Room	
1	Conference table (7' x 4') SB Area	
1	Glass endtable	
7	Endtables	
10	Coffee tables	
8	Sofa tables	
196	Chairs 70 stackable, 56 Arm, 26 Lounge, 28 guest, 6 teller window, 10 adjustable height	
50	Plastic stackable chairs	
100	Foldable chairs on two rolling carts	
1	Couch	
6	Coat racks	
1	Podium	
2	Benches (outside Board Room)	
75	Wall artwork	
85	Lateral file cabinets	
56	Vertical file cabinets	
31	Book cases	
61	Storage unit shelving	
18	Workbenches	
3	Glass display cases	
1	UPS Pitney Bowes	
10	Misc. office equipment	
7	Mini Fridges	
5	Refridgerators	
22	Guest chairs (café & Whse)	
12	Lunch tables (café & Whse)	
3	Dishwashers	
3	Recycling containers	
3	Toasters	
3	Microwaves	
3	K-Cup machines	

4	Toaster ovens	
1	Portable cooler	
12	Collapsible tables	
12	Copier stations	
9	Artificial plants	
9	Cork boards	
7	Markerboards (attached to wall)	
2	POS workareas	
1	Safe	
6	Display boards (attached to wall)	
3	Wall banners	
1	Ticket Island (Claims)	
1	Cubbies (Rep area)	
1	Magazine rack (attached to wall)	
1	Lockers (U shaped in Whse)	
8	POS shelving units	
1	Digital Menu Board (Lobby)	
1	KENO Monitor (Lobby)	
3	Stanchions	
2	American & CT Flag plus stands	
1	Wheelchair (First Aid Room)	
1	Reclining chair (First Aid Room)	
1	Table (First Aid Room)	
1	Cot (First Aid Room)	
1	Recovery table (First Aid Room)	
1	Guest chair (First Aid Room)	
1	Wall 1st Aid supply kits	
1	AED Machine	
1	Trama kit (outside First Aid RoomZ)	
4	Heavy Equipment charging stations (Whse trucks)	
2	Decorated Christmas trees (Admin, currently in Mail Room & Ret. Svcs.)	
1	Cart with basket (Mail Room)	
280	(140 employees appx. boxes)	

Hourly Rates for Labor and Truck	
If there will be no charge enter \$0	Price per \$1,000
Mover - Straight Time Rate per Hour (__ am to __ pm)	
Mover - Overtime Rate per Hour	
Mover - Sunday Rate per Hour	
Driver - Straight Time Rate per Hour (__ am to __ pm)	
Driver - Overtime Rate per Hour	
Driver - Sunday Rate per Hour	
Installer - Straight Time Rate per Hour	
Installer - Overtime Rate per Hour	
Installer - Sunday Rate per Hour	
Supervisor - Straight Time Rate per Hour	
Supervisor - Overtime Rate per Hour	
Supervisor - Sunday Rate per Hour	
Project Manager - Straight Time Rate per Hour	
Project Manager - Overtime Rate per Hour	
Project Manager - Sunday Rate per Hour	
Truck Rate per Hour	
OTHER (please specify):	

Lottery Product Inventory Transportation	
# of trips needed for approximately 1,500 pallets each weighing 1,000 pounds	__ /day

Packing & Protection Materials for the MOVES							
Material Summary	# of Units	Material Summary		S/Unit	Total	Comments	
Provide Quantities and Unit Pricing for All Materials.	0	Library Carts	@	\$0.00	=	\$0.00	
	0	Other Box	@	\$0.00	=	\$0.00	
	0	Speed pack - RENT	@	\$0.00	=	\$0.00	
	0	Speed pack - BUY	@	\$0.00	=	\$0.00	
	0	Door Protection	@	\$0.00	=	\$0.00	
	0	Wall Protection	@	\$0.00	=	\$0.00	
	0	Moving Tape per roll	@	\$0.00	=	\$0.00	
	0	Twist Ties per unit (100)	@	\$0.00	=	\$0.00	
	0	Static Free Bubble Wrap per foot	@	\$0.00	=	\$0.00	
	0	Paper per pound	@	\$0.00	=	\$0.00	
	0	Shrink Wrap per foot	@	\$0.00	=	\$0.00	
	0	Moving Pads/Blankets	@	\$0.00	=	\$0.00	
	0	Dollies	@	\$0.00	=	\$0.00	
	Additional Materials						
	0		@	\$0.00	=	\$0.00	
0		@	\$0.00	=	\$0.00		
0		@	\$0.00	=	\$0.00		
0		@	\$0.00	=	\$0.00		
Move Packing & Protection Materials Total:					=	\$0.00	