



DEPARTMENT OF ADMINISTRATIVE SERVICES

The Department of Administrative Services' Policy on the Use of Contract Number 20PSX0154

The State of Connecticut Department of Administrative Service (DAS) makes available for use by state agencies, political subdivisions of the state, school districts, and not-for-profit organizations, various state master contracts, including 20PSX0154, entitled "Demolition, Rehabilitation, Abatement, and Removal of Asbestos, PCB's, Lead, Mold, Pathogens and Materials or Substances that may be defined as Hazardous to Human Health." (Contract) This policy concerns the appropriate use of this Contract in a manner consistent with other procurement statutes and practices that ensure competitive selections and lower costs to the state. The provisions of this policy shall be incorporated by way of an amendment to the Contract. Until such time as the amendment has been executed by each contractor on the Contract, DAS shall follow this policy and recommends that each Client Agency, as defined in the Contract, comply with this policy.

Scope of Work

Use of the Contract is to be limited to minor capital rehabilitation projects for existing buildings and emergency projects requiring the commencement of services within a twenty-four hour period of client agency notification. Minor capital building rehabilitation projects are projects having a total estimated cost of less than five hundred thousand dollars, with the limitations noted below, and where the building will remain in use by the client agency for its intended purpose.

Contract Services

The services that may be performed under this Contract are as follows:

1. Abatement of asbestos-containing material, including removal, treatment, handling and disposal of such material, and cleaning of the affected environment.
2. Installation of flexible connections at equipment connections to fixed ductwork following removal of existing flexible connections and successful air clearance test results.
3. Insulation or re-insulation of mechanical systems.
4. Removal, treatment, handling, and disposal of asbestos-containing roofing material and subsequent cleaning of the affected environment.
5. Performance of activities to control and eliminate lead-based paint hazards, including interim controls, abatement and encapsulation of various materials containing or covered by lead-based paint.
6. Remediation of mold, abatement of hazardous materials, and subsequent cleaning of the affected environment.

Despite the Contract's title, demolition activities, except as necessary and ancillary to the above-mentioned services, are not authorized to be performed under the contract. Cleaning and sanitizing buildings to address issues pertaining to COVID or other pathogens are not included as services under the Contract; rather, cleaning services authorized under the Contract are limited to necessary and ancillary work after removal of asbestos, mold or other hazardous materials.

Selection Procedures

A. Standard Contract Use

For a minor capital rehabilitation project of an existing building or portion thereof having a cost greater than \$100,000 but less than \$500,000, the Client Agency shall request a scope of work plan, schedule and cost proposal from each of the contractors based on the Exhibit B Prices for the requested Contract services. Contractors interested in project shall submit a scope of work and cost proposal that will accomplish the work task requested by the Client Agency. The Client Agency will evaluate each of the contractor's scope of work, schedule and cost proposal, select the contractor with the best overall proposal for the project. In the event that all cost proposals are equal to, or in excess of \$500,000, the Client Agency shall not issue a purchase order to a contractor under the Contract but, instead publicly bid the scope of work to all prequalified firms.

B. Specialized Contract Use for Projects under \$100,000

For a minor capital rehabilitation project having an estimated cost of less than \$100,000, the Client Agency may request a scope of work and cost estimate from one or more contractors determined by the Client Agency to be the most qualified for the specific work, based on special expertise, availability, building knowledge and cost effectiveness. The Client Agency may then select the specific contractor on the basis of these factors. If the Client Agency solicits a scope of work and cost estimate from only one contractor, it shall prepare a written explanation setting forth the reasons for its solicitation and such writing shall become part of the project record.

C. Contract Separately/Additional Savings Opportunities

The selection procedure set forth in Exhibit A, Paragraph 4 of the Contract, is no longer authorized. No state agency, political subdivision of the state, or not-for-profit organizations that utilizes 20PSX0154 may seek additional discounts from a contractor or contract separately for a single purchase. Rather, the selection procedures under the Standard Contract Use referenced above shall be followed.

Estimated Project Cost

In determining the appropriate selection procedure to be followed, the Client Agency shall establish the cost estimate on the basis of the entire scope of work of the project for which the contractor's services are required. The Client Agency shall not divide the scope of work into smaller projects in order to avoid the utilization of the selection procedures for Standard Contract Use or publicly bidding the scope of work, as the case may be.