**Contract Preparation Checklist: ITB # KS120221 Testing, Adjusting, and Balancing Services (TAB)**

Provide to Contracting to prepare: **Service Agreement**

* Awarded Firm: **Trueflow Testing & Balancing, LLC**
* Vendor Contact: **489 A Old Hartford Road, Colchester, CT 06415**

**Bonnie Boothroyd, Manager of Operations**

bonnie@trueflowct.com

**860-531-9398**

* Contract Term: **Three (3) years, with options to renew for two (2) one (1) year periods.**

start: **July 1, 2022**

end: **June 30, 2025**

extensions: **(2) extensions, of one (1) year each**

* Payment Terms: **Net 45**
* Contract value: **$500,000.00**
* Procurement Contact:

**Kathleen M. Susca**

**Purchasing Agent, Capital Projects and Facilities Procurement**

**University Business Services**

**3 Discovery Drive, Storrs, CT 06268**

kathleen.susca@uconn.edu

* University Representative(s):

**David Koehler**

**Associate Director, Academic Renovations**

**Facilities Operations**

**25 LeDoyt Road, U-5106**

**Storrs, CT 06269-3252**

**860-486-4050**

david.koehler@ucon:n.edu

* Documents to prepare Contract:
	+ 2 - Contract Assignment Information Sheet, WORD format
	+ 3 - Specifications Sheet (WORD format)
	+ 4 - Cost Proposal, blank
	+ Addendums, NONE
	+ 5 - Bid documents “EVENT” submitted by awarded Vendor
	+ Responses to RFP questions, NONE
	+ 6 - Business Registration Verification, State of CT https://service.ct.gov/business/s/onlinebusinesssearch?language=en\_US
	+ 7 - Letter of Intent
	+ These documents can be found at:

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