

**RFP BID#NutDairy2019**

**COMMUNITY RENEWAL TEAM  
INVITATION TO BID**



**INDEX**

<b>Section Number</b>	<b>Page Number</b>
<b>I. A. INVITATION TO BID</b> .....	<b>2</b>
• Submission of Cost	
• Delivery	
• Additional Information	
<b>2. INTRODUCTION</b> .....	<b>2</b>
<b>3. INSTRUCTIONS TO THE BIDDER</b> .....	<b>3</b>
<b>4. GENERAL CONDITIONS</b> .....	<b>4</b>
<b>5. ATTACHMENT I: BID FORM</b> .....	<b>9</b>
<b>6. ATTACHMENT II: SCOPE AND SPECIFICATIONS</b> . .....	<b>10</b>
<b>7. ATTACHMENT III: BID PRICING CHART</b> .....	<b>11</b>
<b>8. ATTACHMENT IV: CUSTOMER REFERENCE FORM</b> .....	<b>14</b>



## INVITATION TO BID

Beginning November 20, 2018, bid package and specifications for CRT Bid# NutDairy2019 may be downloaded on the CRT web site: [www.crtct.org](http://www.crtct.org) under Business Solutions **OR** from the CT State Department of Administrative Services contracting portal at <https://www.biznet.ct.gov>.

## SUBMISSION OF COST

Please complete the Bid Pricing Grid Chart to submit your cost. (Attachment II)

## DELIVERY

**BY US POST MAIL OR HAND DELIVERY:** Sealed proposals will be received at the Community Renewal Team, Inc., 555 Windsor Street, Hartford, CT 06120 until **Wednesday, December 19, 2018 at 12:00p.m.**

## ADDITIONAL INFORMATION

Please direct all questions regarding this CRT Bid# NutDairy2019 to Jeanette Dunbar, Operations Project Coordinator at (860) 560-5161 or [dunbarj@crtct.org](mailto:dunbarj@crtct.org)

### **Bids must be addressed to:**

Jeanette Dunbar  
Operations Project Coordinator  
Community Renewal Team, Inc.  
555 Windsor Street, Hartford, CT 06120  
Telephone (860) 560-5161

Proposals must be clearly marked with the bid number and title on the exterior of the sealed envelope. No responsibility shall be attached to any person or persons for the premature opening of proposals not properly marked.

Bids will be publicly opened at **10:00 a.m. on December 20, 2018.**

## 2. INTRODUCTION

### ORGANIZATIONAL PURPOSE

CRT's overall purpose is to prepare communities to meet life's challenges. The Community Renewal Team Inc. was founded in 1963 an anti-poverty agency serving people and families throughout the Connecticut River Valley. Child Care, Meals on Wheels, supportive housing and shelter, and many other CRT programs give people the skills and the resources to become self-sufficient and to thrive. In 1999, the Community Renewal Team of Greater Hartford Inc. merged with Community Action for Greater Middlesex County to form the Community



Renewal Team Inc. CRT now runs major programs in 75 Connecticut towns, including Meals on Wheels, Head Start, homebuyer and energy assistance, nutrition, veteran, senior and youth services.

## PURPOSE

CRT is requesting proposals for milk and dairy products for our food production facility located at 555 Windsor Street, Hartford, CT.

### 3. INSTRUCTIONS TO THE BIDDER

- Sealed Bids will be received at the Central Office of the Community Renewal Team (henceforth referred to as "CRT"), 555 Windsor Street, Hartford, CT until **Wednesday, December 19, 2018 at 12:00p.m.** The bids will be opened on **Thursday, December 20, 2018 at 10:00 a.m.**
- Contract to start 01/01/2019 and be in effect for 1 year. (End date 12/31/2019)
- Late bids will not be accepted – no exceptions.
- Submit the completed bid forms and any necessary attachments in a sealed envelope clearly labeled with the name of the bidder, address, and the words "BID DOCUMENTS". Clearly mark your envelope with the bid number and bid title as to prevent opening of a sealed bid prior to the opening date.
- Each bid must be submitted on the prescribed form and all blank spaces for bid prices must be filled in ink or typewritten.
- Once bids are opened, the bid shall stand firm for ninety (90) days after the bid opening.
- Bidders are responsible for obtaining all addenda related to this Bid. Bidders are advised to check for any addenda a minimum of twenty-four hours in advance of the response deadline.

#### 3.1 DOCUMENTS TO BE SUBMITTED

- Completed Bid Form (Attachment I)
- Name, address, phone number, and email address of firm/person(s) responsible, if different from the Bid Form signatory
- Completed Bid Pricing Chart (Attachment II)



- Completed Customer Reference Form (Attachment III)
- Certificate of Liability Insurance

If the bidder finds any omissions, discrepancies or errors in the specifications or other Contract Documents or should she/he be in doubt as to the meaning of the specifications or other Contract Documents, she/he should immediately notify Jeanette Dunbar, which may correct, amend or clarify such documents by a written interpretation or addendum. Jeanette Dunbar may be contacted at (860) 560-5161. No oral interpretations shall be made to any bidder and no oral statement of CRT or its agents shall be effective to modify any of the provisions of the Contract Documents.

## **4. GENERAL CONDITIONS**

### **4.1 BID PRICE**

Please complete the Bid Pricing Chart to submit your cost. (Attachment II)

### **4.2 PROPOSAL COMPLIANCE**

- CRT shall be the sole judge as to whether any and all bids comply with these specifications, and as such a decision shall be final and conclusive. Bidders shall state in their bid any exceptions taken to the Bid specifications.
- All terms and conditions of this bid will be incorporated into any subsequent contract between CRT and the bidder. If the bid and contract are found to be in conflict, these terms and conditions shall prevail.

### **4.3 RIGHT OF REJECTION**

- This is not an offer to contract. Acceptance of a proposal neither commits CRT toward a contract to any bidder, even if all requirements stated in this bid are met, nor limits the right to negotiate in the best interest of CRT. CRT, in its sole and absolute discretion, reserves the right not to contract with any bidder for any reason.
- CRT also reserves the right, in its sole and absolute discretion, to accept or reject any and all bids in whole or in part, to waive any irregularity and/or informality in any bid and to request and receive



additional information from any bidder when such acceptance, rejection, waiver or request as deemed by CRT to be in the best interest of CRT.

- The Department Head or designee may reject or accept any and all bids in whole or in part or to waive any informality in bids received if in their opinion, it is deemed in the best interest of the organization to do so.

#### **4.4 METHOD OF AWARD**

- Bids will be awarded to the most responsible, responsive and qualified bidder as determined by CRT.
- CRT reserves the right to split the Bid Award if it is in the organization's best interest.
- The start date shall be a factor considered in awarding a Contract and may result in an award offered to a vendor other than the low bidder.
- Until a contract has been executed, no vendor can claim any contract rights by virtue of the receipt of the notice of acceptance of proposal alone. Awarding of the contract shall mean that a contract agreement has been executed by both the accepted vendor and CRT.
- In the event that there is a discrepancy between price written in words and in figures, the price written in words shall govern.

#### **4.5 FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS**

Each bidder is required to be familiar with and to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.

#### **4.6 QUALIFICATION OF BIDDER**

CRT may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish to CRT all such information necessary to complete this investigation as the organization may request. CRT reserves the right to reject any or all bidders if the evidence submitted by, or investigation of vendor fails



to satisfy CRT that such bidder is qualified to carry out the obligations of the contract and to the work contemplated therein.

#### **4.7 ERRORS, INTERPRETATIONS AND ADDENDA**

All information given by CRT except by written addenda shall be informal and shall not be binding upon CRT nor shall it furnish a basis for legal action by any bidder against CRT.

#### **4.8 TRADE NAMES OR SUBCONTRACTING**

- Any and all reference to trade names, types, styles, models or catalogs are intended to be descriptive only and not restrictive unless item is noted "no substitute". The intention is to indicate to bidders the minimum requirements of type and quality of the articles and/or materials that will be satisfactory. Bids received on other brand/trade names will be considered unless item is noted "no substitute". The bidder is to clearly state in her/his bid exactly what she/he intends to furnish, and to furnish with her/his bid a cut or illustration or other descriptive matter which will clearly indicate and give specification as to the product she/he proposes to furnish.
- Where a bid is offered on an item other than the trade standard used in the specification, the item should be annotated on the bid form by referencing an addendum which states the brand/trade name. Samples are to be submitted, if requested, at the bidder's expense. It is understood that any substitutes which might be offered are guaranteed by the bidder to be of equal or better quality than is requested in the bid. It shall be further understood that during original, as well as subsequent shipments, spot checks will be performed to ensure that the items received are, in fact, the items offered in the bid. Should items/materials prove to be different in any way, the bidder agrees to pay for and accept the return of the items and agrees to supply the correct items (per bid specifications) at bidder's expense.
- The Contractor shall not subcontract the work under this project without written approval of the Chief Financial Officer (CFO) or his designee.

#### **4.9 INDEMNIFICATION**

The selected bidder shall at all times indemnify and hold harmless CRT and its officers, agents and employees on account of and from any and

*CRT is an Affirmative Action/Equal Opportunity Employer;  
Minority/Women's business Enterprises are encouraged to apply.*



all claims, damages, losses, judgments, workers' compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property.

#### **4.10 RIGHT OF THE OWNER TO TERMINATE CONTRACT**

- Failure of a contractor to deliver within the time specified or to deliver within the time extended by CRT, and failure to make replacements of rejected articles when so requested, immediately or as directed by CRT shall constitute contract default.
- In the event of default or that any of the provisions of this Contract are violated by the Vendor, or by any of his Subcontractors, CRT may serve written notice upon the Vendor of their intention to terminate the Contract, such notices shall contain the reasons for such intention to terminate the Contract, and unless within five (5) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon expiration of said five (5) days, cease and terminate. In the event of any such termination, CRT shall immediately serve notice thereof upon the Vendor.
- If contract is terminated, CRT reserves the right to award bid to next lowest responsible bidder or purchase on the open market. In either event, the defaulting contractor (or his surety) shall be liable to CRT for cost to CRT in excess of the defaulted contract prices.

#### **4.11 RISK OF LOSS**

Bidders agree to bear all risk of loss; injury or destruction of goods and material ordered herein which occurs prior to acceptance. Such loss, injury or destruction shall not release the bidder from any obligation under this bid.

#### **4.11 INSURANCE AND WAGE REQUIREMENTS**

- Bidder shall provide proof of Commercial General Liability Insurance, Commercial Automobile Insurance, Workers Compensation and Employers Liability Insurance with limits acceptable to CRT and name "Community Renewal Team, Inc. 555 Windsor Street, Hartford, CT 06120" as additional insured on the Certificate of Insurance.



Selected vendor shall provide a Certificate and other evidence of such insurance to CRT at the signing of the agreement and upon demand any time thereafter during the duration of this agreement in amounts acceptable to CRT not less than the following:

- General Liability (\$1,000,000 each occurrence/\$2,000,000 general aggregate);
- Automobile Liability (\$1,000,000 each accident);
- Professional Liability (\$1,000,000 each occurrence/\$2,000,000 general aggregate);
- Umbrella Liability (\$3,000,000 each occurrence);
- Workers Compensation (\$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 disease policy limit).

#### **4.12 EQUAL OPPORTUNITY – AFFIRMATIVE ACTION**

CRT shall not enter into any contract for purchasing with any person, agency, or organization if it has knowledge that such person, agency, or organization discriminates against any applicant, employee, or service recipient on the basis of race, color, religion, national origin, sex, age, sexual orientation or disability; or any person, agency, or organization who fails to comply with all federal and state anti-discrimination laws.

#### **4.13 CONFIDENTIAL INFORMATION**

During the course of its contract with CRT, bidder may encounter confidential agency and/or client information. Bidder agrees, as a condition of this bid to save and protect any such confidential information, shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with CRT, and shall not disclose it to anyone without the specific prior written authorization of CRT.

#### **4.14 LIQUIDATED DAMAGES**

It is understood and agreed that if production is delayed that damages will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of such delays would be the sum of One Hundred and Fifty Dollars (\$150.00) per day for each day's delay in fully completing said project beyond the time specified in a subsequent written agreement, plus any written extensions of time allowed by CRT.





**ATTACHMENT I  
 BID FORM**

**AUTHORIZATION AND EXECUTION OF BID**

1. The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein, agrees to abide by the conditions set forth in the attached bid document, and certifies that:
  - a. The propose bid has been presented by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action designed to limit independent bidding or competition, with any other vendor of materials, supplies, equipment or services described in the invitation to bid.
  - b. The bidder has submitted this bid without collusion with CRT, any of its affiliated companies, or any employee thereof, and is unaware of any direct, personal pecuniary interest of any employee of CRT or any of its affiliated companies in the outcome of this bid.
  - c. The bidder has not communicated the contents of the bid to its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.
  - d. The bidder has not been debarred, suspended or excluded from any publicly-funded projects or programs.
  - e. The bidder has become familiar with and has agreed to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.
2. The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Community Renewal Team to consider the bid and make an award in accordance therewith.
3. Complete & Sign

Legal Name of Bidder	
Business Address	
Phone # & Fax #	
Print Name & Title of Authorized Agent	
Signature	



<b>ATTACHMENT II</b> <b>SCOPE AND SPECIFICATIONS</b>
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**Performance Standards:**

- Daily delivery of milk and dairy items by 6:15am to 555 Windsor Street, Hartford, CT
- Delivery staff responsible for placing all items in walk-in refrigerator and milk coolers. (Rotating existing stock with new stock daily)
- Provide at least two (2) milk coolers.
- Be willing to deliver to additional locations as needed by CRT.
- Be willing to participate in other bid opportunities with CRT-Nutrition Department. Milk vendor would be a CRT subcontractor required to provide delivery of milk and meals for the summer programs, i.e.: Summer Lunch/Breakfast Program. (as needed)
- CRT has in the past been awarded contracts for the following communities:
  - i. Enfield/Vernon – Breakfast delivery/Lunch delivery (1 milk truck)
  - ii. Charter Schools – which required additional milk coolers (Some locations may require additional coolers)
- Through the term of the contract CRT will not accept any price increases other than Federal milk market increases.
- Payment terms will be 60 days from invoice date by CRT accounts payable department. Vendors must be able to provide separate invoices for the various programs that CRT operates.
- All milk must be on State of Connecticut approved list for school breakfast and lunch.

Note: CRT also requires dairy items which are certified Kosher. CRT cannot use items which indicate "K dairy" or "K". Dairy items must have a "U" enclosed in a circle or "HV" enclosed in a square. Usage of Kosher items is approximately 55 units per day.

**ATTACHMENT III  
 Bid Pricing Chart**

**Community Renewal Team, Inc.  
 Nutrition Dairy Bid 2019  
 (Please complete all pages)**

**Vendor Name:** \_\_\_\_\_

**Please provide pricing for CRT’s daily delivery of milk and dairy items.**

<b>Product Description</b>	<b>Projected Usage</b>	<b>Cost Per Unit</b>	<b>Total Value</b>
½ Pint Low-fat Milk	690,000		
1% Low-fat Milk Quarts - plastic bottle with handle	78,000		
Whole Milk Quarts – plastic bottle with handle	36,000		
1% Low-fat Chocolate Milk pint size	16,000		
Plain Yogurt - 2lb. container	200		
Vanilla Yogurt - 2lb container	200		
Cottage Cheese – 5lb container	450		
Sour Cream – 5lb container	200		
Creamers 400/case	300		



<b>Product Description</b>	<b>Projected Usage</b>	<b>Cost Per Unit</b>	<b>Total Value</b>
Orange Juice – quart	9,000		
Half & Half – quart	80		
Lactaid – quart (This is a no substitute item)	750		
Lactaid – 8oz. or pint (This is a no substitute item)	3,000		
Ice Cream Dixie Cups – 4oz./24/box (This is a no substitute item)	200		
Novelty Items – assorted	100		



**Vendor Name:** \_\_\_\_\_

**Please describe in detail the following:**

1. Your organizations ability to address shortages, or additional/emergency needs on short notice.
2. Method of delivery including type of vehicle used.
3. Delivery time for the location.
4. All milk must be on the State of Connecticut approved list for school breakfast and lunch.



**ATTACHMENT IV  
CUSTOMER REFERENCE FORM**

**Vendor Name:** \_\_\_\_\_

**Reference #1:**

Name of Company \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

	City/Town	State	Zip Code	Telephone
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Description of work/project/products completed for or sold to this customer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reference #2:**

Name of Company \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

	City/Town	State	Zip Code	Telephone
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Description of work/project/products completed for or sold to this customer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reference #3:**

Name of Company \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

	City/Town	State	Zip Code	Telephone
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Description of work/project/products completed for or sold to this customer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

