

Ice Cream Products

The University has, in this Request for Proposal and otherwise, provided proposers with information relating to the University, its current operations and Ice Cream Products program.

Open	5/24/2019 10:00 AM EDT	Type	Purchasing- Request for Proposal
Close	6/13/2019 2:00 PM EDT	Number	CK052419
		Currency	US Dollar
Sealed Until	6/13/2019 2:00 PM EDT		

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Commodity Codes

Commodity Code	Description
210	Food

Description

Intent to Bid Directions:

Suppliers intending to bid must read and follow the proposal Submittal Instructions provided below.

Questions Due May 30, 2019 @ 2:00 PM

Answers to questions will be provided by Wednesday, June 5, 2019 @ 2:00 PM.

About UConn - General:

The University is a Land, Sea, and Space Grant consortium institution, which occupies over 4302 acres, enrolling over 30,000 students for the academic year of 2016-2017. The total construction-related budget for fiscal year 2014 was \$2.1 billion dollars and on-going initiatives include UCONN 2000 & 21st Century UConn, Next Generation Connecticut, and Bioscience Connecticut. The main campus is located in Storrs, Connecticut and regional campuses located throughout Connecticut. Regional campuses include Avery Point in Groton, Stamford, Waterbury, and Hartford. Its academic health center, UConn Health, is located in Farmington, Connecticut. The UConn School of Law is located in West Hartford, Connecticut. Detailed University demographics are available via the following link:

[2019 Fact Sheet.](#)

Scope of Work:

The Ice Cream Products Vendor Agreement Plan should describe the programs, strategic plan and/or resources which support the likelihood of achieving the identified objectives. The Plan should also include service and reporting commitments, together with specific suggestions regarding communication, planning and performance review. The Plan represents an opportunity for each proposer to provide examples of its innovation, alternative distribution strategies, operational opportunities, marketing proposals and understanding of the University communities and objectives.

RFP Definitions:

"Request for Proposals (RFP)" means all documents, whether attached or incorporated by reference, utilized for soliciting proposals. Awards made as a result of an RFP shall be based upon "Competitive negotiations".

"Competitive negotiation" means a procedure for contracting for supplies, materials, equipment or contractual services, in which proposals are solicited from qualified suppliers by a request for proposals, and changes may be negotiated in proposals and prices after being submitted.

"Addenda" means written and/or graphic instructions issued by the University subsequent to the receipt of proposals that modify or interpret the Request for Proposal documents by addition, deletions, clarification, or corrections.

"Proposer" means a person, firm or corporation submitting a proposal in response to a Request for Proposal.

"Contractor" means any business that is awarded, or is a subcontractor under, a contract or an amendment to a contract with a state contracting agency under statutes and regulations concerning procurement, including, but not limited to, a small contractor, minority business enterprise, an individual with a disability, as defined in section 4a-60, or an organization providing products and services by persons with disabilities.

"Informal communications" means any communication method other than written emails to the Point of Contact Person identified for this RFP.

"Non-Acceptance of Proposal" means another proposal was deemed more advantageous to the University or that all proposals were rejected.

"Offer" or "Proposal" means the Proposer's response to this Request for Proposal.

"Services" shall mean all services described within the scope of this RFP.

"Agreement" shall mean the contract issued as a result of this Request for Proposal.

"CT-based Businesses" shall be a firm that is: (i) a business entity organized, headquartered and operating in the State of Connecticut for at least one year prior to the date of bid submission; or (ii) a business entity that is authorized to do business in Connecticut, maintains an operating location in Connecticut, and has generated over 50% of its annual gross revenues each year, over the past five (5) years prior to the date of bid submission, from work on projects located in Connecticut.

"Joint Venture" in this sourcing context refers to firms that may have familiarity within particular areas but may not be subject matter experts in all necessary areas; therefore, the University welcomes joint venture proposals.

"SBE/MBE Firm" shall refer to a certified Small Business Enterprise/Minority Business Enterprise firm that meets the qualifications as determined by legislation, Connecticut General Statute 4a-60g (Supplier Diversity Statute) as amended by Public Act 11-229.

"University" or "UConn" or a pronoun used in its place shall mean the University of Connecticut main campus at Storrs, Connecticut as well as its five regional campuses and the Cooperative Extension Offices.

"UConn Health" or "UCH" shall mean University of Connecticut Health and its affiliates.

Proposal Selection Evaluation Criteria:

All proposals will be evaluated by a selection committee, using the specific evaluation criteria listed in the table below. Each criterion has been assigned a point value. The evaluation committee will conduct a comprehensive review and analysis of the received proposals and recommend which proposals are the most advantageous to the needs of the University.

Evaluation Criteria Descriptions and Weights

Firm Experience: Demonstrated experience or ability in providing the full range of food requirements.

Weight: 25 Points

Requirements in Specifications: Ability to meet the requirements outlined in specifications. **Weight:** 30 Points

Compliance: Exhibit compliance with terms and conditions set forth in the solicitation. **Weight:** 5 Points

Customer Service: Demonstrate satisfaction of previous clients. **Weight:** 15 Points

Pricing: Pricing **Weight:** 25 Points

Submittal Instructions:

There are a number of sections within this bid that requires your attention.

1. Prerequisites- If there are any forms or questions within this section they are required fields.
2. Buyer Attachments- These will be attachments related to the bid.
3. Supplier Attachments- This section is available to suppliers to upload any necessary attachments.
4. Questions- This section is a point by point response to a number of content including Scope of Work, References, Terms and Conditions, Contract Requirements and Required Submittals.
5. Additional Item Field- Not Applicable
6. Items- If applicable please provide any required pricing information.

Point of Contact & Communication:

Upon formal issuance of a Sourcing Event, the University and Proposer(s) will cease all informal communications relevant to the Sourcing Event. All communications and/or inquiries regarding this Sourcing Event must be directed to the contact person identified within. All questions must be submitted through this portal. Upon Sourcing Event status change with the selected Proposer(s), all other Proposers will be notified as to their Sourcing Event status, or when the University formally rejects all proposals and cancels the Sourcing Event process. Failure to adhere this provision may result in a Proposer being declared ineligible, proposal rejection, or Sourcing Event cancellation. The University will not respond to any request for clarification received after the Deadline for Proposer Questions has expired.

Under no circumstances, may any proposer or its representative contact any employee or representative of the University regarding this Sourcing Event prior to the closing date. Strict adherence to this important procedural safeguard is required and appreciated. Any violation of this condition may result in proposer being considered as non-compliant and ineligible for award.

Questions and Answers:

Please submit all questions through this portal . All Questions and answers will be managed through this portal. Question and answers are incorporated into the Sourcing Event and may be incorporated along with the Sourcing Event into any resulting contract. Failure of a Proposer to not acknowledge the Questions and Answers shall not relieve the Proposer of any responsibility for complying with the terms thereof.

Campus Visitor Parking: At all Campuses parking is strictly regulated and violations are subject to monetary fines. Visitors must park only in areas specifically designated for general public parking (signed, paved, and lined parking areas and/or parking garage). Detailed parking information is available at the following links:

[UCONN Parking Services \(Main and Regional Campuses\)](#)

On-Site Accommodations:

If a Proposer requires on-site accommodations, the University recommends visitors stay on campus at the Nathan Hale Inn. This facility provides parking, complimentary access to the campus shuttle, and may provide preferred rates for long term stays. Contact information is available at the following link: www.nathanhaleinn.com.


Supplier Diversity:

The University of Connecticut is committed to providing a professionally inclusive environment within which small and minority businesses are encouraged to participate in the procurement experience, as they are afforded equal access to the bid process that transfers goods and services to the campus communities. As such, we encourage participation by Small (SBE), Minority-Owned (MBE), Woman-Owned (WBE) businesses, and businesses owned by persons with a disability (DisBE), certified as such by the State of Connecticut's Department of Administrative Services (DAS) Supplier Diversity Division, pursuant to Connecticut General Statute 32-9e. Additionally, the University encourages Connecticut-based businesses to participate within this public bid process.


To become a DAS-Certified S/M/W/DisBE, your company must meet the qualifications as determined by legislation, under §4a-60g of the Connecticut General Statutes (CGS). For further information, please visit this website: <https://portal.ct.gov/DAS/Services/Licensing-Certification-Permitting-and-Codes/Small-Minority-Business-Center> or contact the DAS Supplier Diversity Division (Set-Aside Program) at (860) 713-5057. To learn about the University of Connecticut's Supplier Diversity Program (USDP), please visit <http://supplierdiversity.uconn.edu>, or contact the USDP by e-mail at supplierdiversity@uconn.edu or by phone at (860) 486-2614.

Contract Term:

Initial term of three (3) years, plus two (2) additional one (1) extensions, or any part or combination thereof, for a total potential contract terms of five (5) years.

 Required to View Event

Prerequisites

 Required to Enter Bid

There are no Prerequisites added to this event.

Buyer Attachments

There are no Buyer Attachments added to this event.

Questions

★ Required Questions

Group 1.1:	Executive Summary	
1.1.1	Provide a summary to include what is being proposed, the important points of the proposal and key benefits of being selected as the Contractor.	★
Group 1.2:	Form of Proposal	
1.2.1	Proposer understands that the University reserves the right to reject any and all proposals, waive irregularities or technicalities in any offer, and accept any offer in whole or in part which it deems to be in its best interest.	★
1.2.2	Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; (b) that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid; (c) that the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and (d) that the proposer has not sought by collusion to obtain any advantage over any other proposer or over the University.	★
1.2.3	Proposer agrees that the response to this proposal is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.	★
1.2.4	Is proposer currently a State of Connecticut Small Business Enterprise and certified with the State of CT Department of Administrative Services?	★
1.2.5	Please acknowledge by entering "Agree" for payment terms of 2% 15 days, Net 45 days or provide alternate payment terms.	★
1.2.6	Sales Representative Contact Information - please include name, telephone #, email address and attach resume.	★
1.2.7	Confidential Information: The University treats Proposals as confidential until after the award is issued. At that time they become subject to disclosure under the Freedom of Information Act. If a bidder wishes to supply any information, which it believes is exempt from disclosure under the act, said bidder should summarize such information in a separate file, upload here and mark as Confidential. However, any such information is provided entirely at the bidder's own risk and the University assumes no liability for any loss or damage which may result from the University's disclosure at any time of any information provided by the bidder in connection with its proposal.	★
1.2.8	Freedom of Information: The University is subject to the CT Freedom of Information Act, found in Chapter 14 of the CT General Statutes. Two exceptions may apply are as follows: (1) Conn. Gen. Stat. sec. 1-210(b)(24) permits the University to withhold records related to the procurement process while bidding and contract negotiations are underway (this moratorium is temporary and lasts only until the contract has been executed or negotiations are abandoned); and Conn. Gen. Stat. sec. 1-20(b)(5) permits the University to withhold records in its possession in the event they contain trade secrets (or really any intellectual property). In the event that the University determines that Conn. Gen. Stat. sec. 1-210(b)(5) may apply to a given request for the records in questions, the responsibility to substantiate claims that said would reveal trade secrets and meet the exemption requirements would need to be borne by the owner of said trade secrets, not the University.	★
1.2.9	Conflict of Interest: The bidder shall disclose and identify to the University, with its proposal, any relationships, which may constitute a potential conflict of interest with the University of Connecticut Procurement Services Department, or any other University organizations or departments for the purpose of determining whether a conflict of interest exists. All such disclosures require acceptance/approval action on the part of the University, who shall determine, in its sole discretion, whether an impermissible conflict exists.	★
1.2.10	Ethics and Compliance Reporting/Whistleblower Protection: The Office of University Compliance is responsible for handling anonymous ethics and compliance reporting. As a provider of goods and/or services to the University, you are hereby required to notify your employees, as well as any subcontractors, who are involved in the implementation of this contract, of this reporting mechanism. Any person who is aware of unethical practices, fraud, violation of state laws or regulations, or other concerns relating to University policies and procedures can report such matters anonymously using the information provided on their website at https://compliance.uconn.edu	★
1.2.11	Communications: All formal communications in regards to this solicitation must be in writing in the portal. Until the time when the University posts notification of intent to award; all communications in regards to this solicitation must be sent to the Procurement representative via email. Failure to adhere to this provision may result in a proposer being declared ineligible, proposal rejection, or solicitation cancellation.	★

1.2.12 Unless specifically authorized in writing by the University's Communications Department on a case by case basis, the Contractor shall have no right to use, and shall not use, the name of the University of Connecticut, its officials or employees, or the Seal of the University, a) in any advertising, publicity, promotion; nor b) to express or imply any endorsement of Contractor's products or services; nor c) to use the name of the state, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by subparagraphs (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such items as are hereby contracted by the University. ★

1.2.13 The proposing vendor must certify that no elected or appointed official or employee or student of the University has benefited, or will benefit financially or materially from the proposed services. The University may terminate any contract resulting from this bid, if it is determined that gratuities of any kind were either offered to, or received by, any University officer or employee contract to this policy. The authorized signatory of a submitted proposal automatically attests this to be true. (See also Attachment of Governor Rell's Memo to Vendors Conducting Business with the State of Connecticut). The laws of the State of Connecticut provide it is a felony to offer, promise or give anything of value or benefit to a State employee with intent to influence that employee's acts, opinion, judgment or exercise of discretion with respect to that employee's duty. Evidence of violation of this statute will be turned over to the proper prosecuting attorney. See Code of Ethics in CT ★

Group 1.3: Standard Contract Terms and Conditions

The following terms and conditions will govern in the submission and evaluation of proposals and the award of a contract. Bidders are requested to carefully review the terms and conditions, as they will become part of any subsequent agreement and award process.

1.3.1 Contract Status: The response to this solicitation will be considered an offer to contract. Final negotiations on the highest evaluated offer will be conducted to resolve any differences and informalities. After final negotiations, the University will issue an acceptance of the proposal offer. ★

1.3.2 Contract Modification: All changes to the contract must be agreed to, in writing, by both parties prior to executing any change. ★

1.3.3 Contract Assignment or Subcontract: The resulting contract shall not be assigned, transferred, or sublet in whole or in part without the prior written approval of the University. ★

1.3.4 Notification of Selected Firm: All Proposers will receive written notification of the selected firm after the evaluation committee has approved their selection. ★

1.3.5 Contract Commencement: The contract will commence upon execution and final approval by the Office of the Attorney General. The Project covered under the contract will be based on the specific University requirements or requests. The University can neither project nor guarantee a specific volume of business over the term of any contract that may result from this solicitation. ★

1.3.6 Ownership of Subsequent Samples: Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the University, when applicable, unless otherwise stated in the contract. ★

1.3.7 Samples: When applicable, the quality of accepted samples does not supersede the specifications for quality in the RFP unless the sample is superior in quality. All deliveries shall have at least the same quality as the accepted sample. ★

1.3.8 Samples: When applicable, samples shall be furnished free of charge. Bidders must indicate if return of any sample is desired. The University shall comply with such request provided samples are returned at bidder's sole cost and expense, FOB Bidder's destination, and that they have not been made useless by testing. If they are useless by testing, the State may dispose of the samples as it deems to be appropriate. Samples may be held for comparison with deliveries. ★

1.3.9 If the vendor fails to deliver or has delivered nonconforming goods, the University shall provide a cure notice as soon as discrepancy is identified. The vendor shall have up to ten (10) business days to correct the deficiency. If the vendor continues to be in default, Procurement will have the right to procure the correct goods from another source and charge the difference between the contracted price and the market price to the defaulting vendor. ★

1.3.10 Unless otherwise noted, prices shall include delivery and transportation charges fully prepaid F.O.B. DESTINATION. No extra charges for packing or packages will be allowed. ★

Group 1.4: State of Connecticut Terms and Conditions

1.4.1 Please indicate that your firm agrees to all the State of Connecticut terms and conditions found at this website: <http://contracting.uconn.edu/terms-and-conditions>. If your firm disagrees to any, please choose disagree and provide explanation and/or alternate language in the next line. ★

1.4.2 Please provide your exceptions to the State of CT terms and conditions as well as explanation and/or alternate language (if applicable).

Group 1.5:	Delivery Requirements	
1.5.1	Delivery Requirements: The University is in the midst of an ambitious, campus-wide building campaign which has resulted in the closing and/or relocation of roads and driveways through the Storrs campus, often times resulting in traffic congestion and making access to buildings and parking at the University difficult. To safeguard the students, faculty and staff, as well as the aesthetic beauty of the University, all bidders are reminded that the following rules and considerations will be required when making deliveries to any University of Connecticut campus: Driving speeds on campus must be kept at a maximum of 25 mph to ensure maximum safety. Pedestrians have the right of way at all times.	★
1.5.2	All traffic signs, lights or other indicators are to be obeyed. This is of utmost importance given the amount of construction and pedestrians on campus.	★
1.5.3	It is required that deliveries to any dining facility loading dock be made utilizing a maximum sized 24', 6 wheel truck. To facilitate other deliveries, it is imperative delivery trucks have the capability to off load large quantities (pallets) in short periods of time. No trailers are allowed.	★
1.5.4	Driving on sidewalks, unless otherwise posted, is forbidden. Violators will be tickets and chronic violators may be barred from doing business with the University. In those areas where sidewalk driving is permitted and required, drivers must employ adequate skills so as to avoid driving on adjacent green spaces.	★
1.5.5	Queuing up on sidewalks or in traffic lanes to await load zone access is not permitted as this poses a safety hazard to pedestrians and other vehicular traffic.	★
1.5.6	Drivers are required to shut off engines while making deliveries to loading zones.	★
1.5.7	Pallets will be picked up a daily basis.	★
Group 2.1:	Information Provided by the University	
2.1.1	The University has, in this Request for Proposal and otherwise, provided proposers with information relating to the University, its current operations and Ice Cream Products program.	★
2.1.2	The University has provided each identified proposer with opportunity to independently collect, review and verify any information provided by or on behalf of the University. The University assumes no responsibility or liability for the adequacy or accuracy of any information provided by the University, its agents, employees or representatives. The proposer agrees to waive any claim or defense to any claim relating to the adequacy or sufficiency of any information provided prior to the execution of the anticipated Ice Cream Products Vendor Contract.	★
2.1.3	Subject to these limitations, this Request for Proposal contains information describing University communities, operations and Ice Cream Products Vendor programs.	★
Group 2.2:	Base Proposal Requirements	
2.2.1	The Ice Cream Products Vendor Plan should describe the programs, strategic plan and/or resources which support the likelihood of achieving the identified objectives. The Plan should also include service and reporting commitments, together with specific suggestions regarding communication, planning and performance review. The Plan represents an opportunity for each proposer to provide examples of its innovation, alternative distribution strategies, operational opportunities, marketing proposals and understanding of the University communities and objectives. If additional space is needed, please upload a document in the Supplier Attachments section.	★
Group 2.3:	Contract Administration Planning and Future Opportunities	
2.3.1	Please provide specific suggestions regarding contract administration, reporting, planning, and dispute resolution. The University recognizes the value of a long-term commitment to an Ice Cream Products Vendor relationship. Yet, it is difficult, if not impossible, to anticipate all events and activities which might materially affect the ability of the Ice Cream Products Vendor Contract to achieve its intended objectives.	★
Group 2.4:	Product Specifications	
2.4.1	All Ice Cream Vendor products will be made available to the University in packages and pursuant to specifications reasonably requested by the University. The proposal shall identify all ice cream products to include bulk tubs of ice cream, frozen yogurt, ice cream novelties etc... available from the vendor along with brand name of products proposed. Any items available only seasonally must be so noted in the Comments area in the Items section with the dates the products are or are not available.	★
2.4.2	Premium Ice Cream must be minimum 14% milk fat. Unless otherwise specified product must be packaged in 3 gallon bulk tubs.	★

- 2.4.3 Milk Sherbet must be 3% milk fat. Unless otherwise specified product must be packaged in 3 gallon bulk tubs. ★
- 2.4.4 Frozen Yogurt must be a minimum of 97% fat free. Unless otherwise specified product must be packaged in 3 gallon bulk tubs. ★
- 2.4.5 No Fat/ No Sugar added must be 0% milk fat. Unless otherwise specified product must be packaged in 3 gallon bulk tubs. ★
- 2.4.6 Sorbet must be sugar free. Unless otherwise specified product must be packaged in 3 gallon bulk tubs. ★
- 2.4.7 All products must meet all applicable federal, state & local food safety and sanitation regulations for production and shipping. ★
- 2.4.8 A variety of Ice Cream novelty items must also be available. ★

Group 2.5: Price Structure

- 2.5.1 The items listed in the Items section are the most commonly used bulk packaged items. The winning vendor will be required to stock these items in order to assure ready availability. Pricing for these items must be firm for a minimum of six (6) months from date of award. Requested price changes after this period may not exceed the Consumer Price Index (CPI), appropriate for the commodity, as published by the United States Department of Labor. The University will expect any increases to be consistent with those applied to other customers of comparable size and nature. Any such requests will be subject to approval by the Purchasing Department, based on documentation submitted by the vendor that shows increases at the manufacturing level only. Such documentation must be on the manufacturer's letterhead or invoice. ★
- 2.5.2 Any price increases after the initial six month period must be firm for sixty (60) days. Subsequent increases will also be subject to approval by the Purchasing Department. This category includes, but is not limited to, those items listed under "Items" as Product Line Items. ★
- 2.5.3 The items, used in lesser quantities, include ice cream novelties and other specialty items. ★
- 2.5.4 All pricing must include any freight and/or transportation charges. No additional charges or fees such as fuel surcharges will be applied during the life of the contract. ★
- 2.5.5 Please provide any financial incentives and/or rebate programs.

Group 2.6: Service Requirements (Ordering and Delivery)

- 2.6.1 Delivery schedule will be three days per week- Monday, Wednesday & Friday. Orders will be placed via email attachment as follows: Thursdays for Friday delivery, Tuesday for Wednesday delivery and Friday for Monday delivery. ★
- 2.6.2 Email or fax confirmation of receipt of orders placed must be verified by the vendor's customer service department or inside sales representative for all orders before 1pm on the day the order is placed. ★
- 2.6.3 Deliveries are to be directly to unit locations. There will be ten (10) regular stops and up to three (3) occasional stops. ★
- 2.6.4 Deliveries must be made by straight trucks no longer than twenty-four (24) feet in length. No trailers will be allowed, as load zone areas cannot accommodate them. ★
- 2.6.5 No minimum piece or dollar figure per stop shall be required for deliveries. ★
- 2.6.6 Driver will place product in assigned location at the time of delivery. ★
- 2.6.7 Bidder must detail how they communicate with their drivers in the field should issues arise during the delivery day. ★
- 2.6.8 Bidders must articulate their safety plan and frequency of accidents. ★
- 2.6.9 Delivery locations (Regular Stops): Gelfenbein Commons, North Campus Dining Hall, Northwest Campus Dining Hall, Putnam Refectory, McMahon Dining Hall, South Campus Dining Hall, Buckley Dining Hall, Whitney Dining Hall and Student Union (C-Store). ★
- 2.6.10 Delivery locations (Occasional Stops): South Campus Catering, Shippee Hall Catering and Commissary Warehouse. ★
- 2.6.11 Credits>Returns: The vendor shall accept returns for the following (but not limited to) conditions: Products shipped or ordered in error, Products that are spoiled or out of date, Products damaged in shipment, Products with concealed or latent damage, Products that are recalled, Products that do not meet minimum quality standards and Products delivered in unsanitary delivery vehicles. ★
- 2.6.12 Credit memos due on invoices must be received by the department no later than five (5) business days after the date of corresponding invoice. ★
- 2.6.13 Vendor must provide documentation of their HACCP program. ★

- 2.6.14 Emergency Plan: The vendor must provide to the University in writing an emergency plan for shipping errors, shortages, weather related emergencies and emergency deliveries. This plan should allow for same day deliveries if emergency orders are called in before noon. ★
- 2.6.15 Distributor Sales Representative (DSR): The successful bidder shall have a Distributor Sales Representative (DSR) specifically assigned to the University account to handle any issues that may arise and to showcase new items that may be appropriate. Dining Services requires 3 mandatory onsite at UCONN meetings in the fiscal year with the DSR. ★
- 2.6.16 Inside Sales: An inside sales/customer service person must be assigned to handle the University account. This person must be readily accessible by telephone during normal business hours (8 a.m. to 5 p.m.) The name, email address and telephone number of the inside sales person must be supplied with the RFP. A consistent alternate must be assigned to handle these duties in the absence of the regularly assigned person. ★
- 2.6.17 Telephone Access: A toll-free telephone number must be available for inside sales and customer service to handle issues that may arise. ★
- 2.6.18 Delivery Outages: Delivery outages must be held to a maximum of 1%, with all substitutes having to be approved prior to delivery. ★

Group 3.1:

Affidavits and Certifications

- 3.1.1 Form 1 Gift and Campaign Contribution Certification, please download, complete and attach http://www.ct.gov/opm/lib/opm/OPM_Form_1_Gift_and_Campaign_Contribution_Certification_3-28-14.pdf ★
- 3.1.2 Form 5 Consulting Agreement, please download, complete and attach http://www.ct.gov/opm/lib/opm/OPM_Form_5_Consulting_Agreement_Affidavit_3-28-14.pdf ★
- 3.1.3 Form 6 Affirmation of Receipt of State Ethics Law Summary http://www.ct.gov/opm/lib/opm/finance/psa/opm_ethicsform6_final_9-15-11_pdf.pdf ★
- 3.1.4 Form 7 Iran Certification http://www.ct.gov/opm/lib/opm/OPM_Form_7_Iran_Certification_3-28-14.pdf ★
- 3.1.5 Non-Discrimination Certification <http://www.ct.gov/opm/cwp/view.asp?a=2982&Q=390928> ★

Group 3.2:

Additional Required Forms and Acknowledgements

- 3.2.1 Bidder Contract Compliance Monitoring Report <http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf> ★
- 3.2.2 SEEC Form 10 Acknowledgement of Receipt http://www.ct.gov/seec/lib/seec/forms/contractor_reporting_/seec_form_10_final.pdf ★
- 3.2.3 Please acknowledge you have read and will comply with the University's Vendor Code of Conduct located at: <http://policy.uconn.edu/2013/02/12/vendor-code-of-conduct/> ★
- 3.2.4 CT Economic Impact Form [http://www.biznet.ct.gov/SCP_Documents/Groups/1/Connecticut Economic Impact Form \(DAS-46\).pdf](http://www.biznet.ct.gov/SCP_Documents/Groups/1/Connecticut_Economic_Impact_Form_(DAS-46).pdf) ★
- 3.2.5 Non-Collusion Affidavit: Please download and sign, then upload the signed copy. ★
- 3.2.6 State Ethics Policy - Vendors Conducting Business with the State of Connecticut. Please review this policy. ★

Group 4.1:

References

- 4.1.1 Provide references - these references should be of comparable size and scope to the University's requirements in this solicitation. Reference #1 Customer Name ★
- 4.1.2 Reference #1 Street Address, City, State, Zip ★
- 4.1.3 Reference #1 Contact Name ★
- 4.1.4 Reference #1 Email Address for Contact ★
- 4.1.5 Reference #1 Phone Number for Contact ★
- 4.1.6 Reference #1 Contract Dates ★
- 4.1.7 Reference #1 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 4.1.8 Reference #2 Customer Name ★
- 4.1.9 Reference #2 Street Address, City, State, Zip ★
- 4.1.10 Reference #2 Contact Name ★
- 4.1.11 Reference #2 Email Address for Contact ★
- 4.1.12 Reference #2 Phone Number for Contact ★
- 4.1.13 Reference #2 Contract Dates ★

- 4.1.14 Reference #2 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 4.1.15 Reference #3 Customer Name ★
- 4.1.16 Reference #3 Street Address, City, State, Zip ★
- 4.1.17 Reference #3 Contact Name ★
- 4.1.18 Reference #3 Email Address for Contact ★
- 4.1.19 Reference #3 Phone Number for Contact ★
- 4.1.20 Reference #3 Contract Dates ★
- 4.1.21 Reference #3 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 4.1.22 Reference #4 Customer Name ★
- 4.1.23 Reference #4 Street Address, City, State, Zip ★
- 4.1.24 Reference #4 Contact Name ★
- 4.1.25 Reference #4 Email Address for Contact ★
- 4.1.26 Reference #4 Phone Number for Contact ★
- 4.1.27 Reference #4 Contract Dates ★
- 4.1.28 Reference #4 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 4.1.29 Reference #5 Customer Name ★
- 4.1.30 Reference #5 Street Address, City, State, Zip ★
- 4.1.31 Reference #5 Contact Name ★
- 4.1.32 Reference #5 Email Address for Contact ★
- 4.1.33 Reference #5 Phone Number for Contact ★
- 4.1.34 Reference #5 Contract Dates ★
- 4.1.35 Reference #5 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★

Group 5.1:

Evaluation Criteria

All proposals will be evaluated by a selection committee, using the specific evaluation criteria provided in the description of this solicitation. Each criterion has been assigned a point value. The evaluation committee will conduct a comprehensive review and analysis of the received proposals and recommend which proposals are the most advantageous to the needs of the University.

- 5.1.1 ★

Group 6.1:

Connecticut Colleges Purchasing Group (CCPG)

Although this contract is being established for the University of Connecticut, these services may be extended to the Connecticut College Purchasing Group (CCPG) member institutions. If the proposer chooses to offer the same proposal to all CCPG members, all spend by CCPG members under this contract shall be reported to the University on a quarterly basis. Volume and tiered discounts and rebates shall take into account the aggregate spend of all users of the resulting contract, including but not limited to CCPG members and/or other agencies.

- 6.1.1 ★

Group 7.1:

Staffing Plan

Provide a complete listing of key personnel assigned to the University account:

- 7.1.1
- 7.1.2 1. Role/Position
- 7.1.3 Name
- 7.1.4 Years Experience
- 7.1.5 Skills/Competencies
- 7.1.6 Professional Designations/Certifications
- 7.1.7 Provide documentation of Professional Designations/Certifications (if applicable)
- 7.1.8 Accessibility (Method and Hours of Contact, etc.)
- 7.1.9 2. Role/Position
- 7.1.10 Name
- 7.1.11 Years Experience
- 7.1.12 Skills/Competencies

- 7.1.13 Professional Designations/Certifications
- 7.1.14 Provide documentation of Professional Designations/Certifications (if applicable)
- 7.1.15 3. Role/Position
- 7.1.16 Name
- 7.1.17 Years Experience
- 7.1.18 Skills/Competencies
- 7.1.19 Professional Designations/Certifications
- 7.1.20 Provide documentation of Professional Designations/Certifications (if applicable)
- 7.1.21 4. Role/Position
- 7.1.22 Name
- 7.1.23 Years Experience
- 7.1.24 Skills/Competencies
- 7.1.25 Professional Designations/Certifications
- 7.1.26 Provide documentation of Professional Designations/Certifications (if applicable)

Group 8.1:

Financial Statements

- 8.1.1 After evaluation, proposers may be required to submit their most current, within the last three (3) years, 10-K financial statements package including: Balance Sheet, Cash Flow statements, Statement of Stockholders Equity, and Income Statements. If a current 10-K is unavailable, financial statements which have been audited and certified by an independent Certified Public Accountant (CPA) shall be deemed acceptable. If audited financial statements are unavailable, provide financial statements which have been reviewed by an independent Certified Public Accountant (CPA). The University reserves the right to request additional information to provide any assurances of financial surety it deems appropriate. ★
- 8.1.2 Provide reason if your answer was Disagree above

Group 9.1:

Federal Funds - Uniform Guidance

- 9.1.1 Recovered Materials Pursuant to Section 6002 of the Resource Conservation and Recovery Act of 1976 (RCRA) and its implementing guidance: 40 CFR 247 (Comprehensive Procurement Guideline for Products Containing Recovered Materials), the University, to the maximum extent practicable, operates an affirmative and preferential procurement program for acquiring items that contain recovered materials. Designated item categories are: (1) paper and paper products, (2) vehicular products, (3) construction products, (4) transportation products, (5) park and recreation products, (6) landscaping products, (7) non-paper office products, and (8) miscellaneous products. Examples of products within each category are set forth in 40 CFR 247. Accordingly, the University duly places a preeminent preference for those applicable suppliers who are able to provide and verify estimates and certifications of recovered materials content in the products they offer. ★
- 9.1.2 Recovered Materials Only if you are proposing to use or supply any products that fall under the Item Designations set forth in 40 CFR 247 (Comprehensive Procurement Guideline for Products Containing Recovered Materials), please provide in an attachment verified / certified estimates of the recovered materials content within each product.

Group 10.1:

Inclement Weather Information

- 10.1.1 Inclement Weather: Be advised that in the event of an official University closing or early dismissal due to inclement weather or other reason this bid will be due and opened at 2:00 PM on the next business day. Please call the University Emergency Information Line at 860-486-3768 for up to date information on official cancellations or early closings. ★

Group 11.1:

General Insurance Requirements

- 11.1.1 The proposer shall secure and pay the premium or premiums of the following policies of insurance with respect to which minimum limits are fixed in the schedule set forth below. The University of Connecticut shall be included as a named insured on all such policies. Each such policy shall be maintained in at least the limit fixed with respect thereto, and shall cover all of the proposer's operations hereunder, and shall be effective throughout the period of this contract or any extension thereof. It is not the intent of this schedule to limit the types of insurance required herein. ★
- 11.1.2 (a) Commercial General Liability 1. Each Occurrence \$1,000,000 2. Personal and Advertising Injury \$1,000,000 3. General Aggregate \$2,000,000 4. Fire Legal Liability \$100,000 The insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of this award. ★
- 11.1.3 (b) Business Automobile Liability: Minimum Limits for Owned, Scheduled, Non Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence. ★

- 11.1.4 (c) Workers' Compensation and Employer's Liability: As required under state law. ★
- 11.1.5 (d) Such other insurance in such amounts which from time to time may reasonably be required by the mutual consent of the University and awarded Proposer against other insurable hazards relating to performance. ★
- 11.1.6 (e) Cyber Liability Insurance (when providing services) 1. Each Occurrence \$1,000,000 2. General Aggregate \$2,000,000 ★
- 11.1.7 All policies of insurance provided for in this Section shall be issued by insurance companies with general policyholder's rating of not less than A- and a financial rating of not less than Class VIII as rated in the most current available A.M. Best Insurance Reports and be licensed to do business in the State of Connecticut. All such policies shall be issued in the name of the awarded Proposer, and shall name, as Additional Insured, The State of Connecticut, University of Connecticut. Policies shall waive the right of recovery against the University and shall be primary. ★
- 11.1.8 As to insurance required by this agreement, a certified copy of each of the policies or a certificate or certificates evidencing the existence thereof, or binders, shall be delivered to the University within fifteen (15) days after the tentative award of this agreement. In the event any binder is delivered, it shall be replaced within thirty (30) days by a certified copy of the policy or a certificate in lieu thereof. Each such copy or certificate shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without giving thirty (30) days written advance notice hereof to the University's representative and that the insurance reflected thereon meets the minimum requirements of the proposal. A renewal policy or certificate shall be delivered to the University at least thirty (30) days prior to the expiration date of each expiring policy. ★
- 11.1.9 If at any time, any of the policies shall be or become unsatisfactory to the University as to form or substance, or if any of the carriers issuing such policies shall be or become unsatisfactory to the University, the Proposer shall promptly obtain a new and satisfactory policy in replacement upon such written notice from the University. ★

1 Items

#	Item Name, Commodity Code, Description	Allow Alternates	Qty.	UOM	Requested Delivery
P1	3 Gallon Container - Old Fashioned Vanilla		1,049	CH - Container	
P2	3 Gallon Container - Cookies and Cream		756	CH - Container	
P3	3 Gallon Container - Chocolate Lovers Chocolate		734	CH - Container	
P4	3 Gallon Container - Moose Tracks		686	CH - Container	
P5	3 Gallon Container - Chocolate Chip Cookie Dough		643	CH - Container	
P6	3 Gallon Container - Mint Chocolate Chip		615	CH - Container	
P7	3 Gallon Container - Strawberry		550	CH - Container	
P8	3 Gallon Container - Graham Central		521	CH - Container	
P9	3 Gallon Container - Coconut Toasted		468	CH - Container	
P10	3 Gallon Container - Chocolate Chip		413	CH - Container	
P11	3 Gallon Container - Maine Camp Coffee		384	CH - Container	
P12	3 Gallon Container - Muddy Bean Boots		344	CH - Container	
P13	3 Gallon Container - Black Raspberry		278	CH - Container	
P14	3 Gallon Container - Worlds Best Chocolate		228	CH - Container	
P15	3 Gallon Container - Wild Blueberry		169	CH - Container	
P16	3 Gallon Container - Maine Deer Tracks		162	CH - Container	
P17	3 Gallon Container - Peppermint Stick		155	CH - Container	
P18	3 Gallon Container - Maine Maple Walnut		126	CH - Container	
P19	3 Gallon Container - Pumpkin Ice Cream		109	CH - Container	
P20	3 Gallon Container - French Vanilla		93	CH - Container	
P21	3 Gallon Container - Vanilla Bean		29	CH - Container	
P22	3 Gallon Container - Campfire Smores		19	CH - Container	
P23	3 Gallon Container - Sherbet Rainbow Bulk		146	CH - Container	
P24	3 Gallon Container - Sherbet Orange Bulk		67	CH - Container	
P25	3 Gallon Container - Yogurt Frozen Black Raspberry Chocolate Chip		5	CH - Container	
P26	Novelty Big Ice Cream Sandwich 24 per case		96	CS - Case	
P27	Ice Cream Pint Ben & Jerry's Half Baked		52	CS - Case	
P28	Novelty Choco Tacos		69	BX - Box	
P29	Novelty Strawberry Shortcake		51	BX - Box	

P30	Ice Cream Pint Ben & Jerry's Milk and Cookies	31	CS - Case
P31	Novelty M&M Vanilla Ice Cream Sandwich	23	CS - Case
P32	Novelty Ice Cream Vanilla Lactaid 4oz	62	CS - Case
P33	Novelty Ben & Jerry's Slices Chocolate Chip Cookie Dough	13	CS - Case
P34	Ice Cream Ben & Jerry's Mint Chocolate Cookie	16	CS - Case
P35	Ice Cream Pint Ben & Jerry's Peanut Butter Cup	15	CS - Case
P36	Ice Cream Pint Ben & Jerry's Cherry Garcia	11	CS - Case
P37	Novelty Snickers Ice Cream Bar	7	BX - Box
P38	Novelty Twix Ice Cream Bar	6	BX - Box
P39	Novelty Frozen Fruit Strawberry Bar	35	CS - Case
P40	Novelty Italian Ice Lemon 12 count per box	36	BX - Box
P41	Novelty Italian Ice Blue Raspberry 12 count per box	25	BX - Box
P42	Novelty Popsicle Ass't Pack	16	BX - Box
P43	Novelty Reeses Peanut Butter Ice Cream Bar	4	BX - Box
P44	Novelty Italian Ice Cherry 12 count per box	16	BX - Box
P45	Novelty Italian Ice Watermelon 12 count per box	14	BX - Box
P46	Novelty Chocolate Eclair	2	BX - Box
P47	Novelty Klondike Vanilla Bar	2	CS - Case
P48	Novelty Frozen fruit Pineapple Bar	2	CS - Case
P49	Novelty Dove Milk Chocolate Ice Cream Bar	1	BX - Box

Service Line Items

★ Service Line Items

There are no Items added to this event.