

Convenience Store Provider

The University of CT is issuing this RFP with the intent to establish a supplier for the purchase of a comprehensive line of national brand products for Convenience Store locations.

Open	9/4/2019 2:00 PM EDT	Type	Purchasing- Request for Proposal
Close	10/2/2019 2:00 PM EDT	Number	CK090419
		Currency	US Dollar
Sealed Until	10/2/2019 2:00 PM EDT		

Contacts

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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 September 18, 2019 @ 2:00 PM

Answers to questions will be provided by September 23, 2019.

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 University has, in this Request for Proposal and otherwise, provided respondents with information relating to the University, its current operations and Prime Vendor for Convenience Stores program. Among other things, the University Prime Vendor for Convenience Stores Agreement criteria include the requirement to provide students, faculty, administration, and guests with a comprehensive line of national brand products which respond to consumer demand and brand preference while providing strong marketing value of brand association.

During fiscal year 7/1/2018 - 6/30/2019 the purchases for this contract were approximately \$210,000.00. This is provided for informational purposes only and should not be construed as a commitment by the University to purchase any specified services.

Bidders interested in providing the required services should submit their proposal based on the outlined specifications, general terms and conditions, etc. found in this solicitation.

In soliciting the Request for Proposal (RFP), it is the University's intent to establish a contract for its convenience store purchasing needs. If, in the University's opinion, savings can be realized by making awards to multiple suppliers the University will reserve the right to do so. The University reserves the right to order on an "as needed" basis for the term of the contract. The University will also reserve the right to negotiate by line item prior to any award and place orders in any manner deemed by the University to be in its best interest.

About Dining Services:

The University of Connecticut, Department of Dining Services is one of the largest self-operated Dining Services in the country. It consists of four separate Divisions: Residential, Retail, Catering and Support. The Department provides approximately 208,000 meals per week for the Storrs campus students and the UConn community in their residential and retail operations. Residential Operations is comprised of eight dining facilities which offers continuous service and unlimited access. Dining also operates a, student athletic-training dining facility, as part of the residential operations.

Dining's, Retail Division is comprised of a Food Court in the Student Union with ten self-branded concepts. Also in the university's Union there are several other retail operations which include, One Plate, Two Plate, a healthy, quick-service, self-branded concept utilizing locally-grown ingredients, Bistro On Union Street, a fast casual restaurant offers menu selections featuring items from Dining Service's student-run gardens. To provide an extension of the award winning UConn Dairy Bar, Dining operates a kiosk at the Student Union that provides UConn's renowned homemade ice cream. To further meet students' needs Dining operates, Union Central Exchange a convenience store and an Innovation Lab, where UConn chefs create recipes for all of their eateries.

External to the Student Union, Dining's Retail Division also operates the sales for the UConn Dairy Bar, a Farm Fresh market (in season), a campus food truck "Food for Thought" and a campus ice cream truck, featuring UConn ice cream. Scattered throughout campus Retail operates seven cafes and a licensed Freshens, which is located in the university's newly constructed Recreation Center. Additionally, UConn Dining has retail operations on the Waterbury, Avery Point and Hartford Law School Campuses.

University Catering is Dining Service's third Division. Dining's Catering operations is one of the largest campus catering operations in the United States hosting in excess of 5,989 events per year.

Dining's fourth Division, the Support Division, hosts a Central Production Kitchen, a Bakery which operates seven days per week and a stand-alone Gluten Free Bakery.

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 Statue) 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

Pricing/Fee Structure: Overall value, pricing/fee structure and proposed alternative pricing. **Weight:** 30 Points

Organizational Capability, Work Approach and Plan: Overall proposed plan, staffing plan, demonstrated experience, emergency plan and exit strategy. **Weight:** 15 Points

Proposal Submittal/Compliance with Terms and Conditions: Required documentation completed and completeness of Market Basket, compliance with "no substitute" items. **Weight:** 25 Points

Technical and Reporting Capabilities: FoodPro integration capability and reporting. **Weight:** 20 Points

Additional Considerations: Sustainability, company's environmental/green policy and value added opportunities. **Weight:** 10 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 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:	Base Proposal Requirements	
2.1.1	The Prime Convenience Store 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 respondent to provide examples of its innovation, alternative distribution strategies, operational opportunities, marketing proposals and understanding of the University communities and objectives.	★
2.1.2	Values offered should not have a negative impact on the market values of other components of this RFP.	
2.1.3	Respondent must submit documentation of their HACCP Program.	★
Group 2.2:	Contract Administration Planning and Future Opportunities	
2.2.1	The proposal should offer specific suggestions regarding contract administration, reporting, and planning and dispute resolution. The University recognizes the value of a long-term commitment to a Prime Vendor for Convenience Stores relationship. Yet, it is difficult, if not impossible, to anticipate all events and activities which might materially affect the ability of the Prime Vendor for Convenience Stores Agreement to achieve its intended objectives. Certain terms and conditions can and will be stated in dynamic and unambiguous terms.	★
Group 2.3:	Product Specifications	
2.3.1	All Prime Vendor for Convenience Stores products will be made available to the University in packages and pursuant to specifications reasonably requested by the University. The proposal shall identify all Prime Vendor for Convenience Stores products sold or distributed by the Prime Vendor for Convenience Stores Suppliers, including all specifications fully describing the portion size, packaging, dispensing capability in concentration (if applicable) of each Product.	★
2.3.2	Manufacturer Label: When a general packer is specified, the package and/or case must have the manufacturer label and product number, i.e. Mars bars candy	★
2.3.3	Proprietary and Special Order Products: Whenever possible, the University will use a product already stocked by the vendor but reserves the right to request the vendor to add proprietary products to its stock. The vendor agrees to do so at the discretion of the University.	★
2.3.4	A proprietary product is a product the vendor does not normally stock that the University expects the vendor to purchase, stock and have available according to the order/delivery schedule of the contract. The University will forward to the vendor a projection report on a weekly basis showing estimated needs for three weeks.	★
2.3.5	A special order product is a product requested for a one-time purchase on an in/out basis that the vendor does not normally stock.	★
Group 2.4:	Pricing	

- 2.4.1 Pricing will be on a cost plus basis. All prices shall remain fixed for a minimum of 90 days from award date. ★
- 2.4.2 Price increases are based on documented changes in the vendors laid in cost of product or other discounts allowed. ★
- 2.4.3 Prices quoted in response to this Request for Proposal may be adjusted up or down in an amount not to 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. Recommendations for a procedure to review requested increase in selling price should be addressed in your proposal. ★
- 2.4.4 The University Purchasing Department is notified of the increase a minimum of fourteen (14) days prior to the effective date and the vendor provides the University any and all documentation it may require to support the proposed price increases. ★
- 2.4.5 The University reserves the right to audit the awarded vendor's books with a reasonable notice. Vendor must respond to the audit request within requested deadline. ★
- 2.4.6 The successful respondent will be expected to supply all items as specified in the Items Section. All pricing for the estimated annual volume will be provided in the Items Section. ★
- 2.4.7 The University will set prices/markups per category and make adjustments as needed. ★
- 2.4.8 These suggested selling prices will show up on the invoice. ★
- 2.4.9 Vendor will provide shelf labels to include price, name and bar code. ★
- 2.4.10 All pricing shall include all freight and transportation fees. ★

Group 2.5: Service Requirements

- 2.5.1 Deliveries will be two days per week minimum or as required, beginning no earlier than 7:00 a.m. and ending no later than 3:00 p.m. All Deliveries must be made on straight trucks only. Trucks may not exceed 24 feet. Vendor shall not pass on fuel up charges. ★
- 2.5.2 Breakdown of frozen, grocery and supply items is determined by needs and shall not be bound to past sales. ★
- 2.5.3 Deliveries may be required on certain holidays while the regular academic year is in session. These include: Martin Luther King Day, Lincoln's Birthday, President's Day, Good Friday, Labor Day, Columbus Day and Veteran's Day or closed non-delivery dates must be listed as part of bid response. ★
- 2.5.4 Respondents must detail how they communicate with their drivers when in the field during the delivery day when the need arises. ★
- 2.5.5 Respondents must articulate their driver safety plan and frequency of accidents. ★
- 2.5.6 The vendor shall deliver orders directly to the designated location on campus, including Commissary Warehouse if deemed necessary. The orders shall be electronically invoiced separately by location. The merchandise shall be maintained at the proper temperature throughout staging, loading, transport, and delivery. ★
- 2.5.7 All the vendor's facilities and delivery vehicles must conform to local, state, and federal rules and regulations regarding sanitation. The University or other officials, at the discretion of the University, reserves the right to inspect these areas. ★
- 2.5.8 The vendor's delivery person will off load all merchandise to an inside specified area that will be determined by the University. The vendor is responsible for any equipment needed to accomplish this. Vendor must not leave merchandise at dock. ★
- 2.5.9 The vendor shall deliver merchandise in plastic reusable totes whenever possible. These totes shall be picked up on the next scheduled delivery day. There shall be no additional charge to the University for this service or for damaged or missing totes. Totes shall be palletized and delivered to designated area. ★
- 2.5.10 At time of delivery a designated University employee must sign the invoice. This signature will only indicate that the order has been received and that the number of pieces/totes has been verified, but this will not indicate that the invoice has been reconciled to the actual items delivered or to the condition of these items. This reconciliation will occur within 24 hours and any deviations will be reported to the Contractor's account representative within 48 hours. ★
- 2.5.11 The account representative will issue credit memos for any incorrect charges and arrange for the return of the miss-shipped, miss-ordered, or damaged items. ★

Group 2.6: Reports

- 2.6.1 Product Usage Reports, in a mutually agreeable format, must be supplied both for each individual account and consolidated on a monthly and yearly basis. ★
- 2.6.2 Rebate and Program Tracking Reports, the vendor shall provide information on National Brand or Company rebate programs so the university may take full advantage of all rebates available to them. This shall be updated monthly and sent to Dining Services Associate Director of Procurement via email. ★

2.6.3 Other Reports as requested in an agreed upon format to include but not limited to: Fill Rate Tracking Report, Convenience Show Buying Report, New Items Report, Deleted Items Report, Not-in-Stock Report, Market Basket Report, Account Statement Report for individual accounts and consolidated. ★

2.6.4 Off-invoice Report: The vendor will provide a report detailing savings realized for all off-invoice purchases on a quarterly basis showing both the quarter and year to date figures for all such items. ★

Group 2.7: Credits/Returns

The vendor shall accept returns for the following (but not limited to) conditions:

- Products shipped or ordered in error
 - Products damaged in shipment
 - Products with concealed or latent damage
 - Products that are recalled
- 2.7.1 • Products which do not meet reasonable shelf life requirements (an example of a minimum shelf life requirement would be seven (7) days from date of receipt by the University for both cup yogurt and individually packaged chips and snacks. ★
- Products that do not meet minimum quality standards
 - Products delivered in unsanitary delivery vehicles
 - Products delivered that exceed the minimum/maximum specified temperatures.

2.7.2 Credit memos due on invoices must be received by the department no later than five (5) business days after the date of corresponding invoice. ★

2.7.3 There shall be no restocking fees for products ordered in error. ★

2.7.4 There shall be a consistent Accounts Receivable person assigned to the account to handle any invoicing and credit issues that may arise. ★

Group 2.8: Breaking Cases

2.8.1 The University reserves the right to request the vendor to sell some items in pack units less than full case lots. ★

Group 2.9: Sizes

2.9.1 All merchandise provided shall be in packs and of sizes customarily furnished to the trade for retail sale through convenience stores. When necessary, the University will request the vendor to sell items in single or smaller pack units. ★

Group 2.10: Emergency Plan

2.10.1 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. ★

2.10.2 Vendor shall notify the University of any Product Recalls as soon as the vendor is notified of the recall. ★

Group 2.11: Distributor Sales Representative (DSR)

2.11.1 The successful respondent shall have a Distributor Sales Representative (DSR) specifically assigned to the University account. This representative shall have at least eight (8) year's experience in convenience service sales with a minimum of five (5) year's experience working with large non-commercial accounts such as colleges and universities, and a minimum of two (2) year's experience working for the Respondent. This individual may not be responsible for more than two (2) major accounts. ★

2.11.2 The Distributor Sales Representative (DSR) will coordinate all direct order entry processes and daily checking of orders. ★

2.11.3 The Distributor Sales Representative (DSR) will coordinate or conduct daily communications with the University's representatives to discuss, shortages, and needed substitutions. ★

2.11.4 The Distributor Sales Representative (DSR) will coordinate credits and returns of any deficient or miss-shipped products. ★

2.11.5 The Distributor Sales Representative (DSR) will coordinate the replacement of critical items that are short on day of delivery by purchasing from other sources and delivering to the University. ★

2.11.6 The Distributor Sales Representative (DSR) will resolve any problems with the delivery schedule. ★

2.11.7 The Distributor Sales Representative (DSR) will, as needed, conduct monthly meetings with University personnel to discuss areas of concern. ★

2.11.8 The Distributor Sales Representative (DSR) will work with the University's representatives to develop agendas for periodic business reviews. ★

- 2.11.9 The Distributor Sales Representative (DSR) will recommend special programs, promotions and new product ideas that would be helpful to the University. ★
- 2.11.10 The Distributor Sales Representative (DSR) will introduce and/or demonstrate and/or sample new products to University personnel including customer panels. ★
- 2.11.11 The Distributor Sales Representative (DSR) will coordinate and/or conduct samples in specification and product evaluation. ★
- 2.11.12 The Distributor Sales Representative (DSR) will assist with product research for new concepts and products as they are introduced. ★
- 2.11.13 The Distributor Sales Representative (DSR) will coordinate all special or proprietary orders. ★
- 2.11.14 The Distributor Sales Representative (DSR) will coordinate University contract pricing and weekly and monthly price updates. ★
- 2.11.15 The Distributor Sales Representative (DSR) will coordinate the distribution of all needed reports and communications between the University and the vendor. ★
- 2.11.16 The Distributor Sales Representative (DSR) will handle all University concerns or inquiries about any products and/or services. ★
- 2.11.17 The Distributor Sales Representative (DSR) will identify and coordinate the vendor resources to ensure that the University receives the maximum value in products and services. ★
- 2.11.18 The Distributor Sales Representative (DSR) will in a planned, organized and effective manner, responds to all requests for action and information in a complete and timely manner. Oversee the entire Prime Vendor for Convenience Stores Agreement and devote as much time as necessary to maintain a smooth and efficient relationship. ★
- 2.11.19 The Distributor Sales Representative (DSR) will provide assistance with store lay-out (plan-O-grams) to enhance flow and maximize use of space as well as minimize shrink. ★
- 2.11.20 The Distributor Sales Representative (DSR) will assist with POS and marketing materials for promotions. ★

Group 2.12: Inside Sales

- 2.12.1 An inside sales/customer service person must be assigned to handle the University account. This person must be readily accessible by telephone available during normal business hours (8 a.m. to 5 p.m.). This inside sales contact must have the ability to handle late add-on orders (3:00 p.m. for next day delivery). 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. ★

Group 2.13: Staffing

- 2.13.1 A description of its organizational structure and how it will ensure performance stability and prompt customer service for the duration of the Contract specifically addressing those personnel who would directly impact contractual performance and customer service, including but not limited to administration, sales, placing orders, computer support, transportation, marketing, beverage services where applicable, and customer service. ★
- 2.13.2 An organizational chart which includes and DSR(s) assigned to the University and other key vendor personnel involved in the management of the Prime Vendor for Convenience Stores program, their positions in the organization and their resumes. ★
- 2.13.3 An elaboration on the qualifications of any DSR assigned to the University including evidence of his/her knowledge of the local market and a description of the type of discretion and/or authority he/she has to resolve problems and take action. ★
- 2.13.4 A description of the type of discretion and/or authority given to other individuals involved in the program management to resolve problems and take action. ★
- 2.13.5 Provide a listing of any of the areas above that may be delegated to someone other than the DSR; including details of other services which individuals may provide, if any. ★

Group 2.14: Telephone Access

- 2.14.1 A toll-free telephone number must be available for order placement and customer service. ★

Group 2.15: Ordering Capabilities

- 2.15.1 The successful respondent shall have on-line order system and the vendor must provide an electronic inventory management/ ordering system, such as a scanner that can be uploaded. The vendor must train the University personnel initially in the use of this system and provide subsequent training if requested. ★

Group 2.16: Printing

2.16.1	Vendor must provide capability to print and/or order shelf tags for each item to accommodate scan equipment.	★
Group 2.17:	Ordering Selection	
2.17.1	Vendor shall give us access to all items for easy ordering of new items, shippers and seasonal items.	★
Group 2.18:	Next Day Delivery	
2.18.1	The successful respondent must be able to accept orders for next day delivery. Vendor must include hours of operation and order deadlines as part of their proposal. They should include definition of "next day" including any days they would not be available, i.e. Sundays, holidays, etc.	★
Group 2.19:	Delivery Outages	
2.19.1	Delivery outages must be held to a maximum of 2% with all substitutes having to be approved prior to delivery.	★
2.19.2	All substitutes must be of equal or better quality than the product originally ordered. Should there be a price difference between the ordered product and the substituted product the university will be charged either the price of the normally ordered product or the price of the substitute whichever is lower.	★
2.19.3	If critical products are not delivered completely, the vendor must correct the situation within four (4) hours.	★
2.19.4	If the University has to buy a product from another source due to shortages that occur, the vendor shall be expected to reimburse the University for any difference in the purchase price, if the alternate product costs more than the originally ordered product, and for any additional labor incurred by the University.	★
2.19.5	All substitutions shall be noted as such on the invoice along with a reference to the item originally ordered.	★
Group 2.20:	Product Samples	
2.20.1	The University reserves the right to test samples of products to determine quality and acceptability. Product samples must be provided free of charge.	★
Group 2.21:	Store Development	
2.21.1	Provide a summary of services available to develop new stores, including design, Plan-O-Grams and start-up. Include costs, if applicable.	★
2.21.2	Provide a summary of available marketing services available. Include costs, if applicable.	★
2.21.3	Vendor shall provide consultation on product mix to maximize profitability. Market research relative to the College and University market segment shall be passed on to the University.	★
2.21.4	Describe how your company can help make the convenience stores more successful for the University community.	★
Group 2.22:	Market Basket	
2.22.1	Please supply prices for the options listed in the Items Section based on your cost percentage. These prices will be weighted according to usage and used as the price component of the evaluation process.	★
2.22.2	Vendors must supply a cost percentage figure for the entire product line available. After this figure has been developed, the vendor shall utilize this markup to indicate the University's net cost for each item in the Item Section.	★
2.22.3	When completing the information in the Items Section respond to each category and bid on the brand names specified only.	★
2.22.4	Vendors must supply a list of product items from the Items Section that cannot be supplied.	★
2.22.5	If more than one acceptable brand is being bid on, please specify the brand you are bidding.	★
2.22.6	The University reserves the right to test, change and add products as required.	★
2.22.7	Vendors must supply a cost plus percentage figure for the entire product line available. After this figure has been developed, the respondent shall utilize this discount to indicate the University's net cost for each item in the Item Section.	★

The prices used for the purpose of this bid must come from documented supplier's cost plus mark up. See example formula below that must be used for achieving the prices offered. Please supply prices (cost plus) for the day of 6/1/2019.

2.22.8 Example – cost to distributor on 5/1/2019 \$10.00 ★
 Freight if any \$.70
 Delivered cost \$10.70
 Cost plus markup(10%) \$ 1.07

 Price to University \$11.77

Group 2.23: Price List/Order Book

2.23.1 Price list shall include: item name, item number, UPC code, pack size, order unit, suggested retail price, wholesale cost (bid cost to the university) and percent of profit. ★

2.23.2 At any time at the request of the University and included with their proposal, the vendor shall be able to provide a list of all items and the corresponding Universal Product Code numbers. ★

2.23.3 The order book(s) shall include: item name, item number, pack size, order unit, and UPC code strips that can be scanned for order placement utilizing the Vendor provided scanning units. These shall be distributed as often as needed depending on the frequency of orders placed. ★

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 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: Presentations and Site Visits (if applicable)

- Presentations/Site Visits: The University selection committee may require presentations/site visits. If invited to present, the proposer/bidder will be responsible for making all the necessary arrangements and will bear all costs associated with the presentation. Presentations will be scheduled within the time allocated in the solicitation schedule.
- 5.1.1 Presentation invitations will be issued only to those firms selected to participate in Stage/Phase 2 of this solicitation and will include the meeting date, time, location, length of on-site presentation and associated agenda/requirements outlining specific proposal areas for discussion, as outlined at the University's discretion. ★
 - 5.1.2 Campus Visitor Parking: Campus 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 link: <http://park.uconn.edu/> ★
 - 5.1.3 On-Site Accommodations: If a bidder/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 site: <http://www.nathanhaleinn.com/> ★

Group 6.1: Evaluation Criteria

- 6.1.1 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. ★

Group 7.1: Staffing Plan

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

- 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.
- 8.1.1 ★
 - 8.1.2 Provide reason if your answer was Disagree above

Group 9.1:

Inclement Weather Information

- 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.
- 9.1.1 ★

Group 10.1:

General Insurance Requirements

- 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.
- 10.1.1 ★
 - 10.1.2 (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. ★
 - 10.1.3 (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. ★
 - 10.1.4 (c) Workers' Compensation and Employer's Liability: As required under state law. ★
 - 10.1.5 (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. ★
 - 10.1.6 (e) Cyber Liability Insurance (when providing services) 1. Each Occurrence \$1,000,000 2. General Aggregate \$2,000,000 ★

10.1.7 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. ★

10.1.8 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. ★

10.1.9 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	Index Cards Ruled 3x5 100 ct		798	EA - Each	
P2	Tissue Puffs Basic 96 ct		639	EA - Each	
P3	Bic Pencil Mechanical 5 pk		420	EA - Each	
P4	Sour Patch Kids Theater 3.5 oz		370	EA - Each	
P5	Top Ramen Noodles Chicken 3 oz		306	EA - Each	
P6	Soup Bowl Nongshim Kimchi Veg		291	EA - Each	
P7	Headphone w/micro black		288	EA - Each	
P8	Soup Bowl Nongshim Kimchi Hot & Spicy		276	EA - Each	
P9	Skittles Original Theater		258	EA - Each	
P10	Sour Patch Strawberry Sub 10 oz		258	EA - Each	
P11	Milk Duds Theater 5 oz		257	EA - Each	
P12	Halls Honey Lemon Bag 30 ct		234	EA - Each	
P13	Headphone w/micro white		228	EA - Each	
P14	Advil Tablet 24 ct		225	EA - Each	
P15	Sour Patch Watermelon Peg 5 oz (Box 12)		110	BX - Box	
P16	Wrigley Orbit Peppermint (Box 12)		80	BX - Box	
P17	Cliff Bar Chocolate Chip 2.4 oz (Box 12)		76	BX - Box	
P18	Wrigley 5 Cobalt (Box 10)		74	BX - Box	
P19	Wrigley Orbit Spearmint (Box 12)		68	BX - Box	
P20	Snyders Mini Pretzel 3.5 oz (Box 8)		62	BX - Box	
P21	Andy Capp Hot Fries 3 oz (Box 12)		60	BX - Box	
P22	Wrigley Orbit Sweet Mint (Box 12)		58	BX - Box	
P23	Popcorners Kettle 5 oz (Box 12)		55	BX - Box	
P24	Chex Mix Traditional 3.75 oz (Box 8)		54	BX - Box	
P25	Sour Patch Kids Peg 5 oz (Box 12)		50	BX - Box	
P26	M&M Peanut Theater (Box 12)		50	BX - Box	
P27	Pretzel Flipz Milk Chocolate 5 oz (Box 12)		49	BX - Box	
P28	Popcorn Skinny Pop 1 oz (Box 12)		48	BX - Box	
P29	Dippin Stix Carrots and Ranch (Box 6)		48	BX - Box	
P30	Trolli Sr Brite Crawlers Peg		47	BX - Box	

	(Box 12)		
P31	Emergen-C LD 6 ct (Box 6)	46	BX - Box
P32	Rocky Mtn Popcorn White Cheddar 5 pk (Box 5)	46	BX - Box
P33	Snyder SR Dough Nibblers 3.5 oz (Box 8)	44	BX - Box
P34	Lindor Dark Changemaker (Box 60)	43	BX - Box
P35	Rocher Bar Ferrero 3 pc ks (Box 12)	43	BX - Box
P36	Snyders Eat Smart Veggie Crisp (Box 8)	43	BX - Box
P37	Pretzel Crisp Original 3 oz (Box 8)	42	BX - Box
P38	Chex Mix Muddy Buddies Choc 4.5 oz (Box 7)	42	BX - Box
P39	Advil LD Single Dose (Box 6)	42	BX - Box
P40	Pillsbury Mini Choc Chip 2 oz (Box 6)	41	BX - Box
P41	Quest Bar Cookies & Cream (Box 12)	40	BX - Box
P42	Junior Mints Theater Box 4 oz (Box 12)	40	BX - Box
P43	Snyders Honey Mustard Onion Pieces 5 oz (Box 8)	40	BX - Box
P44	Dippin Stix Apple & Caramel (Box 6)	40	BX - Box
P45	WRGLY Extra Slim Pk Spearmint (Box 10)	39	BX - Box
P46	Carmex Original Click Stick (Box 6)	39	BX - Box
P47	Poptart Kell s/s Hot Fudge Sundae (Box 6)	39	BX - Box
P48	Dove Milk Chocolate Bar (Box 18)	38	BX - Box
P49	5 Hour Energy Berry 2 oz (Box 12)	38	BX - Box
P50	Wrigley 5 Rain (Box 10)	38	BX - Box
P51	Haribo Gold Bears Peg 5 oz (Box 12)	36	BX - Box
P52	Cliff Bar Crunchy Peanut Butter 2.4 oz (Box 12)	36	BX - Box
P53	Swedish Fish Red Peg 5 oz (Box 12)	35	BX - Box
P54	Nissin Cup O Noodle Chicken 2.25 oz (Box 12)	35	BX - Box
P55	Cliff Builders Bar Mint 2.4 oz (Box 12)	35	BX - Box
P56	Wrgly Extra Slim Pk Peppermint (Box 10)	35	BX - Box
P57	Chex Mix Cheddar 3.75 oz (Box 8)	35	BX - Box
P58	Popcorn Skinny Pop White Cheddar (Box 12)	34	BX - Box
P59	Combos Cheddar Cheese Pretzel 6.3 oz (Box 12)	33	BX - Box
P60	Wrgly Extra Slim Pk Polar Ice (Box 10)	33	BX - Box
P61	Wrgly 5 Ascent (Box 10)	33	BX - Box

P62	Welchs Mixed Fruit Snacks Peg (Box 12)	32	BX - Box
P63	Popcorners White Cheddars 5 oz (Box 12)	32	BX - Box
P64	Trident VUP Spearmint (Box 12)	32	BX - Box
P65	Wrgly Extra Smooth Mint (Box 10)	32	BX - Box
P66	Pringles Sour Cream Onion 5.5 oz (Box 14)	31	BX - Box
P67	Cliff Bar Chocolate Brownie (Box 12)	31	BX - Box
P68	Cliff Builders Bar Cookies & Cream (Box 12)	31	BX - Box
P69	Dole Fruit Bowl Mandarin Oranges 7 oz (Box 12)	31	BX - Box
P70	Biena Chickpea Ranch 1.2 oz (Box 10)	31	BX - Box
P71	Pringles G&G Sour Cream Onion 2.5 oz (Box 12)	30	BX - Box
P72	Pringles G&G Original 2.36 oz (Box 12)	30	BX - Box
P73	Cliff Bar White Chocolate Macadamia (Box 12)	30	BX - Box
P74	Combos Pepperoni Cracker 6.3 oz (Box 12)	30	BX - Box
P75	Combos Pepperoni Cracker 6.3 oz (Box 12)	30	BX - Box
P76	Trident VUP Original (Box 12)	30	BX - Box
P77	Kleenex Pocket Size 16 Pkgs/10 ct (Box 10)	30	BX - Box
P78	Famous Amos Chocolate Chip 3 oz (Box 8)	30	BX - Box
P79	Keebler Toast'n P/B 1.81.oz (Box 12)	29	BX - Box
P80	Andy Capp Cheddar Fries 3 oz (Box 12)	29	BX - Box
P81	Cliff Bar Cool Mint Chocolate (Box 12)	29	BX - Box
P82	Quest Bar Chocolate Chip Cookie Dough (Box 12)	28	BX - Box
P83	Boomchickapop Sea Salt 1 oz (Box 12)	28	BX - Box
P84	Wrigley Extra Slim Pk Winterfresh (Box 10)	28	BX - Box
P85	Cliff Builders Bar Chocolate Peanut Butter (Box 12)	27	BX - Box
P86	Combos Pizzeria Pretzel 6.3 oz (Box 12)	27	BX - Box
P87	Combos Cheddar Cheese Cracker 6.3 oz (Box 12)	27	BX - Box
P88	Airheads Xtreme Bites Peg Bag (Box 12)	26	BX - Box
P89	Pocky Chocolate (Box 12)	26	BX - Box
P90	Krispy Kreme Honey Bun Glazed (Box 9)	26	BX - Box
P91	Pringles Original 5.5 oz (Box 14)	25	BX - Box
P92	Brookside Dark Chocolate Pomegranate (Box 12)	25	BX - Box
P93	Brookside	24	BX - Box

	Dark Chocolate Acai Blkbry (Box 12)		
P94	Cliff Bar	24	BX - Box
	Coconut Chocolate Chip (Box 12)		
P95	Nabisco	24	BX - Box
	Oreo Mini 3.2 oz (Box 12)		
P96	Sweetart Mini	24	BX - Box
	Chewy Theater (Box 12)		
P97	Harbo	24	BX - Box
	Peaches Peg 5.0 oz (Box 12)		
P98	Planters	24	BX - Box
	T/Mix Nuts & Chocolate 6 oz (Box 12)		
P99	Charm Blow Pop	23	BX - Box
	Assorted (Box 100)		
P100	David Sunflower	23	BX - Box
	Jumbo Original 5.25 oz (Box 12)		
P101	Pirate Booty	23	BX - Box
	White Cheddar 4 oz (Box 12)		
P102	Wonderful	23	BX - Box
	Almonds 1.5 oz (Box 12)		
P103	Quaker King Chewy	23	BX - Box
	Chocolate Chip (Box 10)		
P104	Laffy Taffy	22	BX - Box
	Wild Blueberry 3/.99 (Box 24)		
P105	Nature Valley Granola	22	BX - Box
	Oats'n Honey (Box 18)		
P106	Umbrella	22	BX - Box
	Black CS12 (Box 12)		
P107	Reeses	22	BX - Box
	Mini Peg 5.3 oz (Box 12)		
P108	Sour Punch Bites	22	BX - Box
	Assorted Peg (Box 12)		
P109	Peeled Much Ado	22	BX - Box
	About Mango 2.8 oz (Box 12)		
P110	Pretzel Flipz	22	BX - Box
	White Fudge 5 oz (Box 12)		
P111	Black Forest Gmy Worms	22	BX - Box
	Peg 5 oz (Box 12)		
P112	Quest Bar	22	BX - Box
	S'Mores (Box 12)		
P113	Popcorners	22	BX - Box
	Sea Salt 5 oz (Box 12)		
P114	Twizzlers	22	BX - Box
	Strawberry Peg 7 oz (Box 12)		
P115	Keebler Club	21	BX - Box
	Cheddar 1.73 oz (Box 12)		
P116	Cheez-It	21	BX - Box
	Original 4.5 oz (Box 12)		
P117	Cliff Bar	20	BX - Box
	Luna Lemon Zest (Box 15)		
P118	Nutella & Go!	20	BX - Box
	(Box 12)		

P11 9	Wrigley Orbit Strawberry Remix (Box 12)	20	BX - Box
P12 0	Haribo Twin Snakes 5 oz (Box 12)	20	BX - Box
P12 1	Wonderful Pistachios 1.25 oz (Box 12)	20	BX - Box
P12 2	Nabisco Ritz Bits Cheese 3.2 oz (Box 12)	20	BX - Box
P12 3	Dole Fruit Bowl Peaches 7 oz (Box 12)	19	BX - Box
P12 4	Cheez-It Original Box 7 oz (Box 12)	19	BX - Box
P12 5	Nissin Cup O Noodles Spicy Chicken (Box 12)	19	BX - Box
P12 6	Pocky Strawberry (Box 12)	19	BX - Box
P12 7	Cliff Bar Carrot Cake 2.4 oz (Box 12)	19	BX - Box
P12 8	Barkthins Dark Chocolate Pretzel (Box 12)	19	BX - Box
P12 9	Twix Caramel (Box 36)	18	BX - Box
P13 0	Kit Kat King Size (Box 24)	18	BX - Box
P13 1	Planters Tube Nut Peanuts Honey Roasted PP .69 (Box 18)	18	BX - Box
P13 2	Cliff Bar Luna Choc Dip Cococunt (Box 15)	18	BX - Box
P13 3	Ultimate iPhone 5 & 6 Cable (Box 24)	17	BX - Box
P13 4	Sour Patch Watermelon (Box 24)	17	BX - Box
P13 5	Laffy Taffy Cherry 3/.99 (Box 24)	17	BX - Box
P13 6	Planters Tube Nut Peanuts Heat PP .69 (Box 18)	17	BX - Box
P13 7	Mentos Vertical Mixed Fruit (Box 16)	17	BX - Box
P13 8	Cheese Stick Big Cheddar 2 oz (Box 14)	17	BX - Box
P13 9	Kit Kat (Box 36)	16	BX - Box
P14 0	Kraft Cheese Stick String 1 oz (Box 24)	16	BX - Box
P14 1	Twix Caramel King Size (Box 24)	16	BX - Box
P14 2	Laffy Taffy Strawberry 3/.99 (Box 24)	16	BX - Box

P14 3	Dove Dark Chocolate (Box 18)	16	BX - Box
P14 4	Fiber One Oats & Chocolate Bar (Box 16)	16	BX - Box
P14 5	Kraft Cheese Stick Twist .75 oz (Box 24)	15	BX - Box
P14 6	Slim Jim Giant (Box 24)	15	BX - Box
P14 7	Nerds Rope (Box 24)	15	BX - Box
P14 8	Halls Def Vitamin C Strawberry Bag (Box 20)	15	BX - Box
P14 9	Planters Tube Nut Peanuts Salted PP .69 (Box 18)	15	BX - Box
P15 0	Plate Plastic Hytop 9" 15 ct (Box 15)	15	BX - Box
P15 1	Lara Bar PB Chocolate Chip 1.6 oz (Box 16)	14	BX - Box

Service Line Items

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