



Prime Food Supplier

The University of CT is issuing this RFP with the intent to establish a primary supplier for our majority supply needs to include but not be limited to grocery, frozen foods and paper goods.

Open	9/5/2019 9:30 AM EDT	Type	Purchasing- Request for Proposal
Close	10/16/2019 2:00 PM EDT	Number	KA090519
		Currency	US Dollar

Sealed Until 10/16/2019 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 September 17, 2019 @ 2:00 PM

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

Mandatory Pre-Proposal Meeting:

Date: Wednesday, September 25, 2019

Time: 10:00 AM - 12:00 Noon

Location: 3 Discovery Drive, Storrs, CT 06269 Room# 200

Please RSVP to kristin.allen@uconn.edu if you intend on attending.

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:

This Request for Proposal (RFP) is issued by the University with the intent to establish a primary vendor for our majority supply needs to include but not limited to: grocery, frozen and paper. The primary objective of this endeavor is to deliver a consistent product to our customers with a combined goal of service, contain food costs, expedite deliveries, and partner with a company that shares our vision. The University will reserve the right to utilize secondary suppliers if the University determines that doing so would be in the University's best interest.

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, and Bistro On Union Street, a fast casual restaurant which 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 serves 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

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

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.

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 (if required).

No Substitute:

Unless qualified by the provision “NO SUBSTITUTE”, the use of the name of a manufacturer, brand, make or catalog designation in specifying an item does not restrict proposers to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired, but the commodity on which proposals are submitted must be of the same or better character, quality and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified. In submitting a proposal on a commodity other than as specified, proposer shall furnish complete data and identification with respect to the alternate commodity bidder proposes to furnish. Consideration will be given to proposals submitted on alternate commodities to the extent that such action is deemed to serve best the interests of the State. If the proposer does not indicate that the commodity he/she proposes to furnish is other than specified, it will be construed to mean that the proposer proposes to furnish the exact commodity described. Any substitutions must meet or exceed all specification requirements and must receive approval in writing from the appropriate party at the University prior to any order being filled.

Point of Contact & Communication:

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

Buyer Attachments

1. [Agreement Template](#)
2. [UConn Travel Related Information](#)

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. ★

- 1.2.11 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 unless otherwise stated in the contract. ★
- 1.3.7 Samples: 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. ★

Samples: Samples shall be furnished free of charge. Bidders must indicate if return of any

- 1.3.11 The University of Connecticut has, in this Request for Proposal and otherwise, provided proposers with information relating to the University, its current operations and initiative described herein. 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 contract. Subject to these limitations, this Request for Proposal contains information describing University communities, operations and planned programs. ★
- 1.3.12 If the University and selected Proposer(s) are unable to reach a mutually agreeable contract, the University reserves the right to abandon negotiations and commence negotiations with the second highest ranked Proposer. The University will be the sole judge of the suitability of the proposed Agreement(s). ★
- 1.3.13 Notwithstanding any other provision of this RFP or any ensuing contract, if funds anticipated for the continued fulfillment of the contract are at any time not forthcoming or insufficient, either through the failure of the Connecticut Legislature to provide funds or alteration of the program under which funds were provided, then the University shall have the right to terminate the contract without penalty by giving not less than thirty (30) days advance written notice documenting the lack of funding. Unless otherwise agreed to, the contract shall become null and void on the last day of the fiscal year for which appropriations were received; except that if an appropriation to cover the costs of this contract becomes available within sixty (60) days subsequent to termination under this clause, the University agrees to re-establish a contract with the firm whose contract was terminated under the same provisions, terms and conditions of the original contract. ★
- 1.3.14 Any Agreement resulting from this RFP will not grant the Proposer a license or other right to duplicate or use any image or intellectual property of the University in any manner other than as may be expressly approved in writing in connection with the performance of the contract. ★
- 1.3.15 The Proposer shall pay all royalties, license fees, and patent to invention rights, or copyrights or trade and service marks and defend all suits or claims for the infringement of any patent or invention right or copyrights or trade and service marks involved in the items furnished in any contract resulting from this RFP. ★
- 1.3.16 The Proposer will hold and save the University and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of any patented or unpatented invention, process, article, or appliance furnished in the performance of any contract resulting from this RFP including its use by the owner, unless otherwise specifically stipulated. ★
- 1.3.17 Copyrights for any item specified shall be the property of the University and inure to its benefit and Proposer shall execute such documents, as University may require, for the perfection thereof. ★
- 1.3.18 The University shall retain all rights, title and interest in all its usage, user and biographical data and Proposer shall only use such data to the extent necessary for complying with its obligations to the University unless it otherwise receives express written approval from the University's designee for any other use. ★
- 1.3.19 The Proposer shall be responsible for the acts and omissions of all the Proposer's employees and all sub-proposer's employees, if applicable, as well as all other persons involved in performing any tasks associated with the provision of the goods and/or services outlined in this RFP by the Proposer. The Proposer shall at all times enforce strict discipline and good order among the Proposer's employees and shall not employ any unfit person or anyone not skilled in the task assigned. The contract awardee, when so determined by the University, shall dismiss incompetent or incorrigible employees from the project, and such persons shall be prohibited from returning to the project without written consent of the University. ★

In furtherance of its longstanding commitment to fundamental human rights, to the dignity of all people,

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. ★

1.5.8 Provide details (size, type of vehicles, availability, etc.) of your current fleet inventory. ★

Group 2.1: Scope of Work

2.1.1 The University of Connecticut Department of Dining Services is seeking to establish a prime vendor for our majority supply needs to include but not limited to: grocery, frozen and paper, with or without a collaboration of a Group Procurement Organization (GPO). While it is the University's inclination to work with a GPO, proposals with other vendors will be accepted if they can demonstrate their capability in delivering the level of goods and services required by the University with direct manufacturer deals and negotiated direct pricing. The primary objective of this endeavor is to deliver a consistent product to our customers with a combined goal of service, contain food costs, expedite deliveries, and partner with a company that shares our vision. ★

2.1.2 The University will reserve the right to utilize secondary suppliers if the University determines that doing so would be in the University's best interest. ★

Group 2.2: Base Proposal Requirements

This section contains the base proposal requirements for the project. It is the bidder's responsibility to read and understand these requirements and to provide the necessary information in the proposal to meet these requirements.

- 2.3.1 As the University continues to expand, it is our goal to continue to reduce our impact on the Earth's climate. We continue to take steps to become more environmentally responsible and to reduce our carbon footprint, reduce waste, conserve energy and procure more environmentally friendly products. Respondents are asked to provide a copy of their firm's environmental and/or green policy. ★
- 2.3.2 Do you have a clean label/natural line of products? ★
- 2.3.3 If you answered yes to the above question, please provide the catalog with information.

Group 2.4: Local Suppliers

- 2.4.1 The Proposer will be expected to support the University in meeting its local/regional supplier targets. Provide a list of local and regional companies you currently do business with. For this purpose the definition of Local is Connecticut, the definition of Regional is Maine to Pennsylvania. ★

Group 2.5: Community and Professional Involvement

- 2.5.1 Proposer will share their commitment to promote the welfare of others. What programs does your firm have in place to support philanthropy efforts (local, regional, national). ★
- 2.5.2 Provide information/programs that demonstrate an involvement with your local community. ★
- 2.5.3 Please discuss your involvement in the National Association of College and University Food Service (NACUFS). ★
- 2.5.4 Please discuss your involvement with Menus of Change University Research Collaborative (MCURC). ★
- 2.5.5 Provide your company's mission, values and vision statement. ★

Group 2.6: Business/Service Requirements and Processes

- 2.6.1 The University is committed to the changes in the college food industry. In doing so, we will as needed test, change and add product as required. ★
- 2.6.2 Provide your recall policy for internal and national recalls. Please explain and provide documentation. ★
- 2.6.3 Attach documentation outlining your stocking plan and warehouse/distribution locations inclusive of a floor plan of the identified location and all storage areas. ★
- 2.6.4 What other Universities/Colleges are presently supported from the same location that would be supporting UConn? ★
- 2.6.5 Provide the name of the firm/company/organization that provides inspections at your facility. Include the frequency of these inspections and the results of your most frequent inspection. ★
- 2.6.6 Upload documentation of your HACCP Program. ★
- 2.6.7 What is your company's definition of a special order? Provide information specific to the expectation, time frame of special orders, cost prohibitors, etc. ★

- 2.6.8 Proprietary and Special Order Products: Whenever possible, the University will use a product already stocked by the supplier however reserves the right to request the supplier to add proprietary products to its stock. The supplier agrees to do so at the discretion of the University. A proprietary product is defined as a product the supplier does not normally stock that the University expects the supplier to purchase, stock and have available according to the order/delivery schedule of the contract. ★

A Special Order item is:
 A. an item the university needs for a one-time event.
 B. an item the university uses regularly but does not meet weekly case requirements and

- 2.6.16 The University reserves the right to test samples of products and substitutions to determine quality and acceptability. Product samples must be provided free of charge. ★
- 2.6.17 The University reserves the right to perform product testing and change product brands of any product during the term of the contract. ★
- 2.6.18 Assistance for special functions will be required (i.e. provide a refrigerated truck) at least twice a year at no cost to the University. ★
- 2.6.19 Kosher and Halal Products: The successful supplier must be willing to obtain and provide meats, cheeses and other items that are required by the Kosher Kitchen and Halal Stations. The items for the Kosher Kitchen must have the appropriate Kosher and Halal certifications and be properly labeled. ★
- 2.6.20 The University can only accept Kosher product with the symbols on the attached. If Kosher product is ordered and shipped without one of the accepted symbols, the University will reject the product. ★
- 2.6.21 Gluten Free Products: The University has a Gluten Free Bakery and had dedicated is committed to Gluten Free areas in each Dining hall. The successful supplier must be willing to obtain and provide a comprehensive gluten free food offering. ★
- 2.6.22 Provide a listing of the Gluten Free brands that you currently stock. ★
- 2.6.23 Additional Items: The successful supplier must be willing to warehouse and deliver special items under contract with other suppliers per the contracted supplier's pricing. For example: 1) Coca Cola post mix bag-in box products and 2) Omar Coffee products. ★
- 2.6.24 The University reserves the right to request the supplier to sell some items in pack units less than full case lots. These items should be listed with separate order numbers. The University recognizes the difficulty and expense involved in such a procedure and will limit the requests as much as possible. The University desires that there be no additional charge for this service. ★

Group 2.7: Delivery Requirements

- 2.7.1 Deliveries will be daily Monday through Friday or as required, beginning no earlier than 6:00 a.m. and ending no later than 11:59 a.m. All Deliveries must be made on straight trucks only. Trucks may not to exceed 24 feet. ★
- 2.7.2 Breakdown of current delivery schedule and locations. ★
- 2.7.3 Deliveries are 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. ★
- 2.7.4 Detail the communication with drivers in the field during the delivery day when the need arises. How is this handled and what is protocol? ★
- 2.7.5 Articulate your driver safety plan and frequency of accidents. ★
- 2.7.6 Notification of late deliveries (any delivery later than 11:59 AM) must be communicated to the Department of Dining Services point of contact. ★
- 2.7.7 DDS reserves the right to request replacement of a driver if complaints are filed and not addressed to the University's satisfaction. ★

Group 2.8: Credits>Returns: Supplier must accept returns for the following (but not limited to) conditions:

- 2.8.1 Products shipped or ordered in error. ★
- 2.8.2 Products damaged in shipment. ★
- 2.8.3 Products with concealed or latent damage. ★

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

Group 2.9: Invoicing

2.9.1 All invoices must be provided to Dining Services at each standard delivery location at the time of delivery. The delivery must be verified by a UConn representative for accuracy and quality and signed off on prior to the driver leaving. ★

2.9.2 Drop ship invoices must be provided to the University via email within 30 days after receipt of order. ★

2.9.3 All add-on's to standard deliveries must be on a separate invoice. ★

Group 2.10: Minimum Fill Rates and Order Completion Requirements

2.10.1 Delivery outages must be held to a 99.2 fill rate excluding substitutes, with all substitutes having to be pre-approved prior to delivery. ★

2.10.2 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. ★

2.10.3 If critical products are not delivered completely, the supplier must correct the situation within four (4) hours. ★

2.10.4 If the University has to buy a product from another source due to shortages that occur, the supplier 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. ★

2.10.5 All substitutions shall be noted as such on the invoice along with a reference to the item originally ordered. ★

2.10.6 Provide your plan if the fill rate is not maintained. Will you provide a financial incentive to the University? What is your average quarterly fill rate for all customers? ★

Group 2.11: Emergency Plan

2.11.1 Provide 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. ★

2.11.2 In the case of inclement weather or natural disaster, DDS is required to maintain operations for the students and community population. It is critical that the University has full support with its business partners in these types of situations. Please provide your company's plan of action and protocol in instances such as these. ★

Group 2.12: Reporting

2.12.1 Product Usage Reports: Must be supplied both for each individual account and consolidated on a monthly and yearly basis, in a mutually agreeable format. ★

2.12.2 Rebate and Program Tracking Reports ★

2.12.3 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. Vendor mark-up will be applied to the off-invoice base price. ★

2.12.4 Reports showing the origin of product as well as nutritional data, ingredient lists and allergen information on all food products will be required. ★

- 2.13.4 This individual will coordinate credits and returns of any deficient or mis-shipped products. ★
- 2.13.5 This individual will coordinate the replacement of critical items that are short on day of delivery by purchasing from other sources and delivering to the University. ★
- 2.13.6 This individual will resolve any problems with the delivery schedule. ★
- 2.13.7 This individual will, as needed, conduct weekly meetings with University personnel to discuss areas of concern. ★
- 2.13.8 This individual will coordinate the communication of the University's menu requirements (FoodPro projection reports) for use by the Contractor's buyers. ★
- 2.13.9 This individual will work with the University's representatives to develop agendas for periodic business reviews. ★
- 2.13.10 This individual will recommend special programs, promotions and new product ideas that would be beneficial to the University. ★
- 2.13.11 This individual will introduce and/or demonstrate and/or sample new products to University personnel. ★
- 2.13.12 This individual will assist with product research for new concepts and menus as they are introduced. ★
- 2.13.13 This individual must have extensive knowledge of product base your company carries and provide detailed information on new products and suggested product. ★
- 2.13.14 This individual will coordinate all special or proprietary orders. Ensuring stocking levels are at an agreed upon amount and will not cause due hardship on the university if a change is needed. ★
- 2.13.15 This individual will coordinate University contract pricing and weekly and monthly price updates. ★
- 2.13.16 This individual will solicit, process and submit rebate programs or incentives. Research and find new opportunities. This individual also will investigate why a rebate was discontinued and work to re-establish any lost opportunities. ★
- 2.13.17 This individual will coordinate the distribution of all needed reports and communications between the University and the Contractor. ★
- 2.13.18 This individual will manage all University concerns or inquiries about any products and/or services. ★
- 2.13.19 This individual will identify and coordinate the Contractor's resources to ensure that the University receives the maximum value in products and services. ★
- 2.13.20 This individual, with the assistance of DDS, will plan, organize and coordinate on as needed on-campus food show for DDS staff. ★
- 2.13.21 This individual will provide on campus support and will be required two days a week as determined by DDS. ★
- 2.13.22 This individual will be in attendance with DDS at a minimum of two Regional Food Shows on an annual basis. ★
- 2.13.23 This individual will be responsible for communicating, coordinating and providing full support (inclusive of staff) of marketing initiatives in regards to sampling, displays, etc. ★
- 2.13.24 This individual will act as liaison between DDS and Manufacturer Representatives. Responsible for scheduling, coordination and communications in regards to all such meetings. ★
- 2.13.25 In a planned, organized and effective manner, this individual will respond to all requests for action and information in a complete and timely manner. They will oversee the entire Prime Food Provider Contract and devote as much time as necessary to maintain a productive and ★

- 3.1.1 Provide a description of the organizational structure of your firm 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. ★
- 3.1.2 Provide detail as to how each of the items above will be addressed. ★
- 3.1.3 Provide an organizational chart which includes any DSR(s) assigned to the University and other key Contractor personnel involved in the management of the Prime Food Provider Contract. ★
- 3.1.4 Provide an elaboration on the qualifications of any DSR(s) 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. ★
- 3.1.5 Provide 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. ★
- 3.1.6 Provide an indication of any of the areas above that may be delegated to someone other than the DSR(s); including details of other services which individuals may provide, if any. ★
- 3.1.7 Email addresses and cell phone numbers shall be provided for any Contractor personnel assigned to the account. ★

Group 3.2: Staffing Plan

- 3.2.1 Provide a complete listing of key personnel assigned to the University account:
- 3.2.2 1. Role/Position
- 3.2.3 Name
- 3.2.4 Years Experience
- 3.2.5 Skills/Competencies
- 3.2.6 Professional Designations/Certifications
- 3.2.7 Provide documentation of Professional Designations/Certifications (if applicable)
- 3.2.8 Accessibility (Method and Hours of Contact, etc.)
- 3.2.9 Upload resume
- 3.2.10 2. Role/Position
- 3.2.11 Name
- 3.2.12 Years Experience
- 3.2.13 Skills/Competencies
- 3.2.14 Professional Designations/Certifications
- 3.2.15 Provide documentation of Professional Designations/Certifications (if applicable)
- 3.2.16 Upload resume
- 3.2.17 3. Role/Position
- 3.2.18 Name
- 3.2.19 Years Experience
- 3.2.20 Skills/Competencies
- 3.2.21 Professional Designations/Certifications

- Group 5.1: Affidavits and Certifications**
- 5.1.1 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 ★
 - 5.1.2 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 ★
 - 5.1.3 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 ★
 - 5.1.4 Form 7 Iran Certification http://www.ct.gov/opm/lib/opm/OPM_Form_7_Iran_Certification_3-28-14.pdf ★
 - 5.1.5 Non-Discrimination Certification <http://www.ct.gov/opm/cwp/view.asp?a=2982&Q=390928> ★

- Group 5.2: Additional Required Forms and Acknowledgements**
- 5.2.1 Bidder Contract Compliance Monitoring Report <http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf> ★
 - 5.2.2 SEEC Form 10 Acknowledgement of Receipt http://www.ct.gov/seec/lib/seec/forms/contractor_reporting_/seec_form_10_final.pdf ★
 - 5.2.3 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/> ★
 - 5.2.4 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) ★
 - 5.2.5 Non-Collusion Affidavit: Please download and sign, then upload the signed copy. ★
 - 5.2.6 State Ethics Policy - Vendors Conducting Business with the State of Connecticut. Please review this policy. ★

- Group 6.1: References**
- 6.1.1 Provide references - these references should be of comparable size and scope to the University's requirements in this solicitation. Reference #1 Customer Name ★
 - 6.1.2 Reference #1 Street Address, City, State, Zip ★
 - 6.1.3 Reference #1 Contact Name ★
 - 6.1.4 Reference #1 Email Address for Contact ★
 - 6.1.5 Reference #1 Phone Number for Contact ★
 - 6.1.6 Reference #1 Contract Dates ★
 - 6.1.7 Reference #1 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
 - 6.1.8 Reference #2 Customer Name ★
 - 6.1.9 Reference #2 Street Address, City, State, Zip ★
 - 6.1.10 Reference #2 Contact Name ★
 - 6.1.11 Reference #2 Email Address for Contact ★
 - 6.1.12 Reference #2 Phone Number for Contact ★
 - 6.1.13 Reference #2 Contract Dates ★
 - 6.1.14 Reference #2 Contract Summary - Please describe reference project emphasizing

- 6.1.26 Reference #4 Phone Number for Contact ★
- 6.1.27 Reference #4 Contract Dates ★
- 6.1.28 Reference #4 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 6.1.29 Reference #5 Customer Name ★
- 6.1.30 Reference #5 Street Address, City, State, Zip ★
- 6.1.31 Reference #5 Contact Name ★
- 6.1.32 Reference #5 Email Address for Contact ★
- 6.1.33 Reference #5 Phone Number for Contact ★
- 6.1.34 Reference #5 Contract Dates ★
- 6.1.35 Reference #5 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★

Group 7.1: Pre-Bid/Proposal meeting, Presentations and Site Visits (if applicable)

- 7.1.1 Pre-Bid/Proposal Meeting: A Pre-Bid/Proposal meeting is a scheduled meeting which may occur during a public solicitation process. The purpose of the meeting is to provide interested bidders/proposers with an opportunity to: pose questions related to the solicitation process, request Scope of Work information and/or clarification, and visit the business site (if applicable). If attendance at a Pre-Bid/Proposal meeting is deemed mandatory, failure to attend the meeting will lead to elimination from the solicitation process. (See the Description of this solicitation for specific schedule details and requirements.) ★
- 7.1.2 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. 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. ★
- 7.1.3 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/> ★
- 7.1.4 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 8.1: Evaluation Criteria

- 8.1.1 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 9.1: Connecticut Colleges Purchasing Group (CCPG)

All information contained herein is not to be distributed for the University of Connecticut to the public.

Group 11.1: Inclement Weather Information

11.1.1 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 12.1: General Insurance Requirements

12.1.1 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. ★

12.1.2 (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. ★

12.1.3 (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. ★

12.1.4 (c) Workers' Compensation and Employer's Liability: As required under state law. ★

12.1.5 (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. ★

12.1.6 (e) Cyber Liability Insurance (when providing services) 1. Each Occurrence \$1,000,000 2. General Aggregate \$2,000,000 ★

12.1.7 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. ★

12.1.8 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. ★

12.1.9 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. ★

Group 13.1: Advertising/Sponsorship Opportunities and Licensed Merchandise

Product Line Items

★ Product Line Items

There are no Items added to this event.

Service Line Items

★ Service Line Items

There are no Items added to this event.