

The Connecticut General Assembly

Joint Committee on Legislative Management

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January 16, 2020

TO: All Respondents of Record
FROM: Eric Crockett
RE: Responses to Questions and Clarifications
Cafeteria Services – JCLM20REG0027

The following Request for Proposal (RFP) questions, answers and clarifications are provided to those who have received the Connecticut General Assembly's RFP for the above referenced Request for Proposal.

Thank you for your continued interest in the Connecticut General Assembly procurements.

JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT

QUESTIONS AND ANSWERS

1. Please note that the deadline for receipt of all responses is **February 4, 2020 at 12:00PM** at the Office of Legislative Management, Room 5100; Legislative Office Building, 300 Capitol Avenue; Hartford, Connecticut 061106-1591. The CGA reserves the right to reject any proposal responses received after the above referenced date.

2. Is there a listing of what is to be submitted with the responses?

Part D of the Request For Proposal includes a list of required elements that shall be included in all responses. **Any response not including these elements is subject to disqualification.**

3. Is a bid bond required to be submitted with the proposal?

Yes, the proposer shall submit a bid bond in the amount of twenty-five (\$25,000) thousand dollars along with the proposal. Failure to furnish a bid bond in the proper form and amount with the proposal will be cause for rejection of the proposal. A bid bond shall be in the form of a firm commitment as follows: a bid bond on a surety company licensed in the State of Connecticut; a postal money order; certified check; or cashier's check. All checks shall be made payable to "The Joint Committee on Legislative Management." Bid guarantees other than bid bonds will be returned (a) to unsuccessful respondents as soon as practical after the opening of the proposal, and (b) to the successful respondent upon execution of such further contractual documents and bonds as may be required by the proposal. A letter of credit cannot be substituted for a bid bond.

4. Can the CGA please publish the sign-in sheet for the attendees who attended the question and answer meeting?

Yes, please see Attachment I.

5. What is the contract term?

The contract term will be five years beginning June 1, 2020 with the option to extend up to an additional five years.

6. Do you anticipate extending the bid due date?

No.

7. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

The Evaluation Committee will recommend a vendor for contract award based on the evaluation criteria in the RFP.

8. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?

No

9. Other than your own website, where was this bid posted?

The bid was posted in the Hartford Courant, New Haven Register, and New London Day.

10. Section B.4 states that the financial arrangement is a Flat Management Fee. Is this a fixed annual subsidy? If so, would consideration be given to a true subsidy whereby the vendor would be reimbursed for the actual shortfall?

Yes, the management fee is a fixed subsidy. No, vendors should forecast and incorporate potential losses into its management fee instead of requesting an additional subsidy from the CGA for any potential losses during the contract term.

11. Is there any record of utility payments, trash removal, FF&E and extermination to establish a baseline of cost?

Trash collection and disposal, recycling collection and disposal, extermination, and utility costs are building wide and cannot be narrowed down specifically to cafeteria costs. There is no exact cost record for furniture, fixtures, and equipment.

12. Will the management fee be paid monthly or quarterly?

Monthly. The pricing page is structured to allow vendors to propose an annual management fee for each calendar year to account for long and short session years. Each year, payments will be evenly divided and paid on a monthly basis.

13. Are all disposables to be recyclable? Is foam permitted?

The vendor is encouraged to provide as many disposables as possible to be recyclable or biodegradable. Styrofoam is specifically banned.

14. Can the CGA provide a recent service wage certified payroll report of the staff under the current contract?

Yes, please see Attachment II.

15. Is the current café service staff union?

No.

16. If the CGA is responsible for much of the equipment as provided in the equipment list, will the vendor be responsible for china, small wares, POS, cashier registers?

Yes.

17. Do employees have to undergo a background check in order to work on campus? If so, is the background check performed by the CGA or by the successful bidder?

Yes, on-site employees of the awarded vendor will need to complete and submit background check forms to OLM to be processed by the State Capitol Police. Once submitted, the process takes about two weeks. Approved vendor staff will be given a building ID card to freely enter and exit the building and will be permitted to utilize the staff parking garage free of charge.

18. The storage shelves and slicer are not on the CGA-owned equipment list. Are they CGA-owned and is the CGA responsible for maintaining and replacing them?

While they are CGA-owned, they are purposely not included on the CGA-owned equipment list because they are intended to be the responsibility of the awarded vendor to maintain and replace if necessary throughout the contract term.

ATTACHMENT I

Joint Committee on Legislative Management PARTICIPANT SIGN IN SHEET					
COMPANY NAME	CONTACT NAME	PHONE	MAILING ADDRESS	EMAIL	
Lessings Food Service Management	Schmidty Lessing	621-567-8200	3500 Sunrise Hwy Great River N.Y.	Schmidty at Lessings.com	
11	Chip Loree	860-212-5472	11	Clorae@lessings.com	
Lessings Food Services	Billy Johnson	774-277-0210	11	Bjoh@lessings.com	
LF5M	P. Souchak	860-240-0150	300 CATTARAUGUS AVE	psouchak@cga.ct.gov	

Project Name/Number: Cafeteria Services (JCLM20REG0027)

Date/Time: 1/10/2020 @ 1:00 PM

Location: Legislative Office Building; Hearing Room 1C

PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS																							
In accordance with Connecticut General Statutes, § 31-53 Certified Payrolls with a statement of compliance shall be submitted monthly to the contracting agency.																							
Connecticut Department of Labor Wage and Workplace Standards Division 200 Foley-Brook Blvd Wethersfield, CT 06109																							
WEEKLY PAYROLL																							
CONTRACTOR NAME AND ADDRESS:																							
Lesing's Food Service Management 3500 Sunrise Hwy, Bldg 100, Ste 100 Great River, NY 11739																							
SUBCONTRACTOR NAME & ADDRESS																							
Connecticut State LOB 300 Capital Avenue Hartford, CT 06106																							
WORKER'S COMPENSATION INSURANCE CARRIER																							
The Hartford POLICY # 08VELU8888 EFFECTIVE DATE: 1/1/12 EXPIRATION DATE: 1/1/13																							
Payroll #	Period End	Name	Street	City	State	Zip Code	Rate / Fringe and Fees	Total Hours	S.	TIME	TIME	Type Fringe Benefits/A	Type Fringe Benefits/B	Type Fringe Benefits/C	Rate	Gross	FICA	Federal Tax	State Tax	Let Other	Gross Pay for this payroll	Ck/Chk	#Net Pay
8-1	12/09/2018							33.00	33.00	0.00	0.00	\$2.76	\$5.78	\$1.05	\$17.35	578.49	33.95	38.00	29.42	157.61	578.49	10138	319.51
	12/09/2018							14.50	14.50	0.00	0.00				\$18.43	267.24	20.44	18.68	3.84	18.68	267.24	10137	224.28
	12/09/2018							15.75	15.75	0.00	0.00				\$18.43	290.27	22.21	7.57	2.00	290.27	10136	258.49	
8-1	12/09/2018							33.25	33.25	0.00	0.00				\$1.24	581.21	43.95	25.34	39.35	16.24	581.21	50570136	454.33
8-1	12/09/2018							41.75	41.75	0.00	0.00	\$4.04	\$8.94	\$1.03	\$21.32	890.11	68.10	68.10	62.22	(652.24)	890.11	10135	684.93
8-1	12/09/2018							40.75	40.75	0.00	0.00	\$1.17	\$8.94	\$1.21	\$17.03	693.98	52.59	60.22	48.05	6.62	693.98	10134	526.50
8-1	12/09/2018							40.00	40.00	0.00	0.00				\$2.42	1200.00	90.90	126.44	76.35	107.77	1200.00	520220	798.54