

RFP Paper Supplies & Janitorial Items

**COMMUNITY RENEWAL TEAM
INVITATION TO BID**



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1. INVITATION TO BID

Beginning March 6, 2023, bid package and specifications for CRT Bid# NutritionPaperJanitorialSupplies2023 may be downloaded on the CRT web site: www.crtct.org **OR** from the CT State Department of Administrative Services contracting portal at <https://www.biznet.ct.gov>.

BY EMAIL: Proposals will be accepted by electronic mail to, crt-bids@crtct.org (please have the subject line identified as NUTRITION PAPER JANITORIAL SUPPLIES 2023 however no responsibility will be attached to any person or persons for the non-receipt of a proposal submitted by electronic mail due to spam, incorrect email address, or any other like circumstance. The proposal sent by email will have to be received by **Monday, March 20th, 2023, at 10:00a.m.**

BY US POST MAIL OR HAND DELIVERY: Sealed proposals will be received at the Community Renewal Team, Inc., 555 Windsor Street, Hartford, CT 06120 until **Monday, March 20, 2023, by 10:00a.m.** Please place bids in sealed envelope marked: Nutrition Paper Janitorial Supplies 2023.

Pricing sheet MUST be sent in electronically to crt-bids@crtct.org. Bidder will be disqualified if not sent in electronically. This is a separate document that can be found on our Agency website at www.crtct.org and on the Portal.

QUESTIONS: Please direct all questions regarding this RFP to Jeanette Dunbar dunbarj@crtct.org

Bids must be addressed to:

Jeanette Dunbar
Purchasing Manager
Community Renewal Team, Inc.
555 Windsor Street, Hartford, CT 06120

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

Bids will be opened on **Tuesday, March 21, 2023, and the results will be posted.**



2. INTRODUCTION

2.1 ORGANIZATIONAL PURPOSE

CRT's overall purpose is to prepare communities to meet life's challenges. The Community Renewal Team Inc. was founded in 1963 as an anti-poverty agency serving people and families throughout the Connecticut River Valley. Meals on Wheels, alternatives to incarceration, supportive housing and shelter, and many other CRT programs give people the skills and the resources to become self-sufficient and to thrive. In 1999, the Community Renewal Team of Greater Hartford Inc. merged with Community Action for Greater Middlesex County to form the Community Renewal Team Inc. CRT now runs major programs in 59 Connecticut towns, including Meals on Wheels, Early Care & Education, homebuyer and energy assistance, nutrition, Veteran, Senior and Youth services.

2.2 PROJECT PURPOSE

The Community Renewal Team, Inc. is soliciting for a vendor to provide paper supplies and janitorial items for our food production facility located at 555 Windsor Street in Hartford. Contract period will be from 4/1/2023 – 3/31/2024 with the right to extend with approval from both parties.

2.3 INSTRUCTIONS TO THE BIDDER

- Sealed Bids will be received at the Central Office of the Community Renewal Team (henceforth referred to as "CRT"), 555 Windsor Street, Hartford, CT until Monday, **March 20, 2023 by 10:00a.m.**
- Late bids will not be accepted – no exceptions.
- Submit the completed bid forms and any necessary attachments in a sealed opaque envelope clearly labeled with the name of the bidder, address, and the words "BID DOCUMENTS". Clearly mark your envelope with the bid number and bid title as to prevent opening of a sealed bid prior to the opening date.
- Each bid must be submitted on the prescribed excel form and all blank spaces for bid prices must be completed electronically and submit in the order in which it is posted.
- Once bids are opened, the bid shall stand firm for ninety (90) days after the bid opening.
- Bidders are responsible for obtaining all addenda related to this Bid. Bidders are advised to check for any addenda a minimum of twenty-four hours in advance of the response deadline.



2.4 DOCUMENTS TO BE SUBMITTED

- Completed Bid Form (Attachment I)
- Name, address, phone number, and email address of firm/person(s) responsible for the project, if different from the Bid Form signatory
- Bid Pricing Spreadsheet Completed electronically
- Sample Certificate of Liability Insurance

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

3. GENERAL CONDITIONS

3.1 BID SPREADSHEET

- Please complete the CRT-NUTRITION DEPARTMENT PAPER SUPPLIES AND JANITORIAL ITEMS BID PRICING spreadsheet found on our agency website at crtct.org and on the State Portal. Provide brand, pricing and any comments you see fit. This must be sent in electronically. Failure to do so will disqualify the bidder.
- CRT is exempt from State or Federal taxes.

3.4 PROPOSAL COMPLIANCE

- CRT shall be the sole judge as to whether any and all bids comply with these specifications, and as such a decision shall be final and conclusive. Bidders shall state in their bid any exceptions taken to the Bid specifications.
- All terms and conditions of this bid will be incorporated into any subsequent contract between CRT and the bidder. If the bid and contract are found to be in conflict, these terms and conditions shall prevail.
- Either party may terminate the agreement solely for convenience, for any reason with thirty (30) days written notice. Upon receiving such written notice, the receiving party shall confirm, in writing, their acknowledgment and receipt of the correspondence within 5 business days. Failure to acknowledge the correspondence within the allotted time automatically will constitute the acceptance of the intent to terminate this agreement.



Termination shall not terminate or adversely affect any obligations hereunder, specially including but not in any way limited to any warranties, or indemnity obligations, arising out of the Contractor's services prior to any notice of termination.

- CRT reserves the right to change quantities. Bidders agree to accommodate reasonable variations above and below bid quantities.

3.5 RIGHT OF REJECTION

- This is not an offer to contract. Acceptance of a proposal neither commits CRT toward a contract to any bidder, even if all requirements stated in this bid are met, nor limits the right to negotiate in the best interest of CRT. CRT, in its sole and absolute discretion, reserves the right not to contract with any bidder for any reason.
- CRT also reserves the right, in its sole and absolute discretion, to accept or reject any and all bids in whole or in part, to waive any irregularity and/or informality in any bid and to request and receive additional information from any bidder when such acceptance, rejection, waiver or request as deemed by CRT to be in the best interest of CRT.
- The Director of Business Administration, their designee, or Department Head may reject or accept any and all bids in whole or in part or to waive any informality in bids received if in their opinion, it is deemed in the best interest of the organization to do so.

3.6 METHOD OF AWARD

- Bids will be awarded to the most responsible, responsive and qualified bidder as determined by CRT. Lowest price is a factor but there are other things taken into consideration when an award is made, including, but not limited to, past vendor history and response to RFP.
- CRT reserves the right to split the Bid Award if it is in the organization's best interest.
- The delivery date shall be a factor considered in awarding and may result in an award offered to a vendor other than the low bidder.
- Until a contract has been executed, no vendor can claim any contract rights by virtue of the receipt of the notice of acceptance of proposal alone. Awarding of the contract shall mean that a contract agreement has been executed by both the accepted vendor and CRT.
- In the event that there is a discrepancy between price written in words and in figures, the price written in words shall govern.



3.7 FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS

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

3.8 QUALIFICATIONS OF BIDDER

CRT may make such investigations as it deems necessary to determine the ability of the bidder. The bidder shall furnish to CRT all such information necessary to complete this investigation as the organization may request. CRT reserves the right to reject any or all bidders if the evidence submitted by, or investigation of vendor fails to satisfy CRT that such bidder is qualified to carry out the obligations of the contract and to the work contemplated therein.

3.9 ERRORS, INTERPRETATIONS AND ADDENDA

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

3.11 INDEMNIFICATION

The selected bidder shall at all times indemnify and hold harmless CRT and its officers, agents and employees on account of and from any and all claims, damages, losses, judgments, workers' compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property.

3.12 RIGHT OF THE OWNER TO TERMINATE CONTRACT

- Failure of a contractor to deliver within the time specified or to deliver within the time extended by CRT, and failure to make replacements of rejected articles when so requested, immediately or as directed by CRT shall constitute contract default.
- In the event of default or that any of the provisions of this Contract are violated by the Vendor, or by any of his Subcontractors, CRT may serve written notice upon the Vendor of their intention to terminate the Contract, such notices shall contain the reasons for such intention to terminate the Contract, and unless within five (5) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon expiration of said five (5) days, cease and terminate. In the event of any such termination, CRT shall immediately serve notice thereof upon the Vendor.



- If contract is terminated, CRT reserves the right to award bid to next lowest responsible bidder or purchase on the open market. In either event, the defaulting contractor (or his surety) shall be liable to CRT for cost to CRT in excess of the defaulted contract prices.

3.13 RISK OF LOSS

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

3.14 INSURANCE AND WAGE REQUIREMENTS

- Bidder shall provide proof of Commercial General Liability Insurance, Commercial Automobile Insurance, Workers Compensation and Employers Liability Insurance with limits acceptable to CRT.
- Amounts acceptable to CRT not less than the following:
 - General Liability (\$1,000,000 each occurrence/\$2,000,000 general aggregate);
 - Automobile Liability (\$1,000,000 each accident);
 - Umbrella Liability (\$1,000,000 each occurrence);
 - Workers Compensation (\$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 disease policy limit);
 - Name CRT as an additional insured on the Certificate of Insurance.
- As a substitute for Workers Compensation Insurance, the Contractor may provide CRT with a "Certificate of Solvency" issued by Connecticut Workers' Compensation Commission for self-insurers.

3.15 EQUAL OPPORTUNITY - AFFIRMATIVE ACTION

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

3.16 CONFIDENTIAL INFORMATION

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



3.17 LIQUIDATED DAMAGES

It is understood and agreed that if production is delayed that damages will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of such delays would be the sum of One Hundred and no Fifty Dollars (\$150.00) per day for each day's delay in fully completing said project beyond the time specified in a subsequent written agreement, plus any written extensions of time allowed by CRT.



ATTACHMENT I

SPECIFICATIONS

- To participate in this RFP, you must bid on at least 50% of the items.
- Deliveries are to be made after every order, delivery next day unless approved otherwise.
- Delivery is made to one location 555 Windsor Street, Hartford, CT
- Please note the projected usage is based on a projected forecast and not all items listed may be used due to Covid-19. Usage amounts may increase or decrease based on the Program needs.
- Please complete the Bid Pricing Spreadsheet when submitting your bid. This is a separate document and MUST be completed and sent in electronically – failure to do so will disqualify the bidder.
- If awarded bid item(s) does not meet CRT standards, CRT reserves the right to acquire such item(s) from the next responsible, responsive, qualified bidder.
- All requests for further information should be directed in writing to: dunbarj@crtct.org
- All requests for further information will be shared with all prospective bidders, via addendum(s) being posted.
- All proposals must conform to the product/service/pricing specifications. Any alternatives that you think will be advantageous to “CRT” should also be addressed. **Samples of alternative must be submitted with bid.**
- Supplier must clearly identify any proposed collaboration, subcontracting or relationships with other suppliers.
- Emailed proposals need to be sent to crt-bids@crtct.org
Subject Line: NUTRITION PAPER JANITORIAL SUPPLIES 2023



BID PRICING SPREADSHEET MUST BE COMPLETED ELECTRONICALLY

**PLEASE ENTER THE INFORMATION ON THE EXCELL BID PRICING SPREADSHEET
FOR THE FOLLOWING ITEMS, WHICH CAN BE FOUND ON OUR AGENCY
WEBSITE:**

www.crtct.org and on the State Portal

This will be a separate document listed under the RFP on the website.

Please note the projected usage is based on a projected forecast and not all items listed may be used due to Covid-19. Usage amounts may increase, or decrease based on the Program needs.



ATTACHMENT II

ITEM DESCRIPTIONS & PROJECTED USAGE CATALOG

SEE SEPARATE ATTACHMENT UNDER RFP

Paper Supplies Janitorial Items EXCEL BID PRICING SPREADSHEET 2023 Required



ATTACHMENT III

BID FORM

AUTHORIZATION AND EXECUTION OF BID

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

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

