

## RFP BID Nutrition Market Basket 2023 - 2024

### COMMUNITY RENEWAL TEAM INVITATION TO BID



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## INVITATION TO BID

Beginning September 15, 2023, bid package and specifications for CRT Bid Nutrition Market Basket 2023 - 2024 may be downloaded on the CRT web site:

[www.crtct.org](http://www.crtct.org) OR from the CT State Department of Administrative Services contracting portal at <https://www.biznet.ct.gov>.

## SUBMISSION OF COST

Please complete the Bid Pricing Grid Charts (Part I & Part II) electronically (no hand written copies will be accepted) and email to [crt-bids@crtct.org](mailto:crt-bids@crtct.org) with all other required documents. Please only enter the information requested, any additional information you want to provide should be entered at the end of the spreadsheet. Please ensure that your entry can be copied and pasted without issues with formulas.

## DELIVERY

**BY US POST MAIL/HAND DELIVERY or Email:** Sealed proposals will be received at the Community Renewal Team, Inc., 555 Windsor Street, Hartford, CT 06120 or to [crt-bids@crtct.org](mailto:crt-bids@crtct.org) – Attn: Jeanette Dunbar, until **Friday, September 29, 2023 at 9:00am.**

**Bid Pricing Grid Charts (Part I & Part II) should be completed electronically, and submitted as an Excel Worksheet. (No hand written copies will be accepted) and email to [crt-bids@crtct.org](mailto:crt-bids@crtct.org) with other required documents. Failure to complete and submit electronically will disqualify the bidder.**

## ADDITIONAL INFORMATION

Please direct all questions regarding this CRT Bid Nutrition Market Basket 2023 - 2024 in writing to Jeanette Dunbar, Purchasing Manager at [dunbarj@crtct.org](mailto:dunbarj@crtct.org). Please do not contact anyone else but Jeanette Dunbar.

### Bids must be addressed to:

Jeanette Dunbar  
Purchasing Manager  
Community Renewal Team, Inc.  
555 Windsor Street, Hartford, CT 06120  
[dunbarj@crtct.org](mailto:dunbarj@crtct.org)

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



## 2. INTRODUCTION

### 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 in 75 Connecticut towns. Early Care and Education, Meals on Wheels, supportive housing and shelter, and many other CRT programs give people the skills and the resources to become self-sufficient and to thrive.

### PURPOSE

CRT is requesting proposals for our Market Basket Items for our food production facility located at 555 Windsor Street, Hartford, CT.

## 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 **Friday, September 29<sup>th</sup>, 2023, at 9:00am – all results will be posted.**

The bids will be opened on **Contract to start 10/01/2023 – 9/30/2024 and be in effect for 12 months, with the right to extend with approval from both parties.**

- Late bids will not be accepted – no exceptions.
- Submit the completed bid forms and any necessary attachments in a sealed 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 form and all blank spaces for bid prices must be filled in ink or typewritten.
- 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.

### 3.1 DOCUMENTS TO BE SUBMITTED

- Completed Bid Form (Attachment I)
- Name, address, phone number, and email address of firm/person(s) responsible, if different from the Bid Form signatory
- Complete Bid Pricing Charts – electronically as an Excel Spreadsheet (separate documents attached to this RFP posting)

**Please use the 2 additional attachments listed under this RFP (excel sheets) to submit your pricing – failure to do so will disqualify the vendor.**

- Customer Reference Form
- 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 Jeanette Dunbar, which may correct, amend or clarify such documents by a written interpretation or addendum. Jeanette Dunbar may be contacted at [dunbarj@crtct.org](mailto:dunbarj@crtct.org). 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.

## 4. GENERAL CONDITIONS

### 4.1 BID PRICE

Please complete the Bid Pricing Grid Charts electronically (Part I & Part II) to submit your cost. (Attachment III) This must be sent in electronically and in the current design – failure to do so will disqualify the vendor.

### 4.2 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.

#### **4.3 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 Department Head or designee 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.

#### **4.4 METHOD OF AWARD**

- Bids will be awarded to the most responsible, responsive and qualified bidder as determined by CRT.
- CRT reserves the right to split the Bid Award if it is in the organization's best interest.
- 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.

#### **4.5 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.

#### **4.6 QUALIFICATION OF BIDDER**

CRT may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. 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.

#### **4.7 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.

#### **4.8 TRADE NAMES OR SUBCONTRACTING**

- Any and all reference to trade names, types, styles, models or catalogs are intended to be descriptive only and not restrictive unless item is noted "no substitute". The intention is to indicate to bidders the minimum requirements of type and quality of the articles and/or materials that will be satisfactory. Bids received on other makes or models will be considered unless item is noted "no substitute". The bidder is to clearly state in her/his bid exactly what she/he intends to furnish, and to furnish with her/his bid a cut or illustration or other descriptive matter which will clearly indicate and give specification as to the product she/he proposes to furnish.
- Where a bid is offered on an item other than the trade standard used in the specification, the item should be annotated on the bid form by referencing an addendum which states the brand/trade name. Samples are to be submitted, if requested, at the bidder's expense. It is understood that any substitutes which might be offered are guaranteed by the bidder to be of equal or better quality than is requested in the bid. It shall be further understood that during original, as well as subsequent shipments, spot checks will be performed to ensure that the items received are, in fact, the items offered in the bid. Should items/materials prove to be different in any way, the bidder agrees to pay for and accept the return of the items



and agrees to supply the correct items (per bid specifications) at bidder's expense.

- The Contractor shall not subcontract the work under this project without written approval of the Chief Financial Officer (CFO) or his designee.

#### **4.9 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.

#### **4.10 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 the 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.

#### **4.11 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.

#### **4.11 INSURANCE AND WAGE REQUIREMENTS**

- Bidder shall provide Liability Insurance and name "Community Renewal Team, Inc.", 555 Windsor Street, Hartford, CT 06120" as an additional insured on the Certificate of Insurance. Contractor shall provide a Certificate and other evidence as such insurance to CRT at the signing of the agreement and upon demand anytime thereafter during the duration of the agreement in 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).
- 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.

#### **4.12 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.

#### **4.13 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.





#### **4.14 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 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

**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                              |  |



**ATTACHMENT II**  
**SCOPE AND SPECIFICATIONS**

- To participate in this RFP you must bid on at least 80% of the items to qualify, and must be awarded at least 20% to be under contract. Each spreadsheet is a separate bid.
- Prices are to be fixed for the duration of the contract. The contract will be for 12 months starting October 1, 2023 – or soon after the RFP is awarded.
- If you are awarded an item it is the expectation that you have the item in stock at the time of order submission. **Do not bid on items that you do not have in stock or do not plan on carrying that would cause a delay in ordering.**
- Market basket pricing must be completed electronically using the two (2) additional work sheets. All columns must be filled in, failure to do so will disqualify vendor from that item. Please only enter the information requested, any additional information you want to provide should be entered at the end of the spreadsheet. Please ensure that your entry can be copied and pasted without issues with formulas.
- Items subject to change due to enhancements to menus.
- **Items submitted must be what CRT is requesting and cost should reflect the size specified by CRT in the Bid Pricing Chart.**

**For example:** If we are asking for Onion Powder 5lbs – your proposal should be for 5lbs – one 5lb container or two (2) 2.5 containers that equal 5lbs. But your cost if submitting for 2.5 lbs should reflect the total to make 5lbs.

**We will accept:** Onion Powder 5lbs – ABC Company submits Union Powder 2.5 lbs \$10.00 – the cost for 2.5 would be \$5.00 – your proposal should show the total cost.

**We will not accept:** Onion Powder 5lbs – ABC Company submits Union Powder 2.5 lbs \$5.00 – the cost for 2.5 would be \$5.00 – CRT will not be doing the calculations. Any item that does not show the total cost will not be accepted.

- Vendor will be required to update Order Guides based on items awarded and pricing by first order. Failure to comply will result in termination of agreement.



- Vendor must submit at the time of the bid the CN Label for all items included in the Bid Pricing Chart ECE – Part II. Failure to do so will disqualify vendor from that item.

### **Delivery:**

Deliveries of product between 6:10 a.m. – 10:00 a.m. Monday – Friday at our Hartford location, 555 Windsor Street. Vendor must be willing to deliver to additional locations as needed by CRT. Bid prices must include all delivery costs. **No delivery charges will be accepted.** CRT will create a schedule so that not more than one vendor is delivering each day.

### **Volume:**

Vendor must have the ability to provide product for 4,000 meals/day. Vendors must offer a wide variety of products i.e. applesauce, diet applesauce and portioned controlled applesauce.

### **Groceries/Meat Specifications:**

- All meat, poultry and seafood/fish items must be USDA inspected.
- Beef items will be USDA Choice grade.
- Poultry items will be USDA Grade A.
- Whole chicken shall weigh from 2 ½ to 3 lbs.
- Chicken or turkey items shall be fresh or frozen never “pressed” or “freeze-dried”.
- Tuna fish shall be white or light Tonggol.
- Frozen vegetables must be **USDA Grade A fancy.**
- Canned vegetables must be of the “no salt added”.
- All canned fruit should be packed in its own juice, pear juice or water.

**\*\*Meats/meat alternates that are indicated as CN must have current child nutrition labeling or have Product Analysis Form/Product Formation Statement for meat/meat alternate.\*\***

### **Grains:**

The grains used in Grain Products used by Child Nutrition Program must be either whole grains or enriched grains. (This applies to the 1<sup>st</sup> 3 grains on the ingredient list unless it is part of a dough conditioner.)

### **Product/Service/Pricing Specifications:**

If an item is awarded and does not meet CRT’s quality of standards, CRT reserves the right to order the item from another vendor.

Payment terms will be 30 days from invoice date, received by the Community Renewal Team, Inc. Vendors must be able to provide separate invoices for the various programs that the Community Renewal Team, Inc. operates.



|  |
|--|
| <b>ATTACHMENT III</b><br><b>BID PRICING CHART ~ Part I &amp; Part II</b> |
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**Community Renewal Team, Inc.**  
**Nutrition Market Basket Bid**

Market basket pricing must be completed electronically using the two (2) additional work sheets. All columns must be filled in, failure to do so will disqualify vendor from that item.

**(Must be completed and submitted electronically – according to instructions on Page 2 Delivery)**

**Please use the 2 additional attachments listed under this RFP (excel sheets) to submit your pricing.**  
**Pricing MUST be submitted electronically.**

**To participate in this RFP you must bid on at least 80% of the market basket and be awarded at least 20%.**  
**All columns must be filled in, failure to do so will disqualify vendor from that item.**



**Vendor Name:** \_\_\_\_\_

**Please describe in detail the following:**

1. Method of delivery including a description of vehicles used to deliver all products and how temperatures are monitored. How will the products be packed and delivered? CRT reserves the right to inspect vehicles upon arrival to ensure cleanliness and temperature control.
2. CRT will determine delivery day/time with each vendor. Typically one day for each vendor, would that be an issue?
3. What incentives or incentive programs do you offer? Explain in detail how we would benefit and provide information.
4. How do you plan to have the items in stock? What is your procedure for obtaining items to fill orders?
5. Vendor will be required to update Order Guides based on items awarded and pricing by first order. Please send a sample screenshot of your Order Guides.



**ATTACHMENT IV**

***CUSTOMER REFERENCE FORM – ONLY IF NEW TO CRT***

**Vendor Name:** \_\_\_\_\_

**Reference #1:**

Name of Company \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone

Description of work/project/products completed for or sold to this customer:

\_\_\_\_\_  
\_\_\_\_\_

**Reference #2:**

Name of Company \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone

Description of work/project/products completed for or sold to this customer:

\_\_\_\_\_  
\_\_\_\_\_

**Reference #3:**

Name of Company \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone

Description of work/project/products completed for or sold to this customer:

\_\_\_\_\_  
\_\_\_\_\_

