

State of Connecticut

Request for Proposal #19PSX0107

FOOD/CATERING SERVICES FOR THE CONNECTICUT FIRE ACADEMY

Contract Specialist: **Lynn Peccerillo-Hills**

Date Issued: July 22, 2019

Due Date: August 12, 2019, at 2:00 pm Eastern Time

Department of Administrative Services
Procurement Division



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1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Division that all Companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select Doing Business with the State and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc.).

Existing Companies Needing to Update Their Information: Login to BizNet and select Doing Business with the State and Company Information.

Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Division at 860-713-5095.

2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Division's goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each request for proposal are being automated in BizNet.

DAS/Procurement Division began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change. Rather than completing them with each proposal submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a proposal response.

Instructions for Uploading Affidavits and Non-Discrimination Forms:

Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:

<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>

(a) AFFIDAVITS

THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary

(4) OPM Ethics Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION –

CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following

link: http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

3. Online Proposal Responses

Any proposal posted by DAS/Procurement Division must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and then upload these completed documents (as well as any other required submittal documents) through BizNet prior to date and time upon which the Proposal is due pursuant to the RFP. Late submissions will not be accepted. All proposals response submitted must be e-signed. Proposals that are not e-signed are not received by DAS/Procurement and cannot be viewed or considered. If any required documents have not been uploaded, the system will not allow you to e-sign. After successful e-signature, Proposers will get a confirmation that their proposal has been successfully submitted. If you do not receive this electronic confirmation, please contact DAS/Procurement at 860-713-5095. Proposals are not publicly opened and are not available for viewing until after the Contract has been awarded.

- Contractor Information/Electronic Signature Page – Web Based fillable Form
- Employment Information Form (DAS-45) – Web Based fillable Form
- Statement of Qualifications (DAS-14) – PDF Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based fillable Form
- Contract Exhibit B – Price Schedule (RFP-16)
- RFP Addendum (RFP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal:

- Standard Terms and Conditions (RFP-19)

- Request for Proposal Document (RFP-22)
- Request for Proposal Contract (RFP-50)
- Contract Exhibit A – Description of Goods & Services and Additional Terms & Conditions
- Contract Exhibit C – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitations Limitations

4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet accounts with new and/or updated insurance information.

The following documentation will need to be uploaded to each company's BizNet account and evidencing that the State is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under "DAS Business Friendly Initiatives" at the following website: [http://portal.ct.gov/DAS/Search-Results?SearchKeyword=insurance instructions](http://portal.ct.gov/DAS/Search-Results?SearchKeyword=insurance%20instructions)

Proposers are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the RFP. Please read ALL RFP documents carefully and provide all required information. Failure to do so may result in rejection of your proposal.

Overview

The Department of Administrative Services ("DAS") is issuing this Request for Proposal (RFP) to solicit proposals from qualified vendors to provide a food service program for training recruits and staff attending training programs offered at the Commission on Fire Prevention and Control Connecticut Fire Academy's (herein the "Client Agency") state of the art facility located in Windsor Locks, CT.

The Client Agency is responsible for the development and delivery of training programs for recruits in fire & rescue, hazardous materials, emergency medical and other emergency services.

The following is a link to additional information for the Client agency and the facility: https://portal.ct.gov/CFPC/_old/General-Commission-Information/Facility-Information/Facility-Information-for-CFPC-and-CFA

Training programs are conducted throughout the year and class participation size varies ranging from 9 to 200 participants.

In addition, outside organizations may use the facility to hold training programs and meetings throughout the year. Class participation for these organizations varies ranging from 9 to 100 participants.

The following is an estimated quantity of meals serviced to the Client Agency recruits by the current Contractor during an average twelve (12) month period:

Breakfast: 1300
Lunches : 2600
Dinners: 320

The above figures do not include any staff meals, which average 5 – 10 meals per day or meals served to outside organizations.

The following is the current Client Agency spend, which does not include sales to outside organizations that use the facility:

1/1/2017 – 12/31/2017: \$190,000.00

1/1/2018 – 12/31/2018: 130,000.00

1/1/2019 – 6/1/2019: 52,752.36

This contract replaces the following contract award(s) in part or in total: 12PSX0378

Proposers shall:

- (a) Provide fresh, high quality, nutritious, wholesome and palatable food to training recruits and staff attending training programs.
- (b) Provide meals in accordance with the following nutritional values: Forty (40) percent healthy carbohydrates (defined as processed plant-based carbohydrates that are low in refined sugars, flours, and preservatives and are high in fiber); Thirty (30) percent protein; Thirty (30) percent healthy fats (defined as predominantly unsaturated fats).
- (c) Be responsible for all aspects of the food service operation including preparation, service and storage of food and beverage.
- (d) Be responsible for the cleanliness, sanitation and general maintenance (not mechanical repair) of all food service areas which include but not limited to, the kitchen and all of its equipment, storage areas, refrigerators, freezers, preparation areas, serving areas, storerooms, office and dining areas.
- (e) Provide all food products, equipment, serving utensils, small wares, personnel, consumable food service products, utensils, single service and other related items required for the proper function of the food service operation.
- (f) Serve food and beverages on or in paper plates, paper cups and with plastic utensils. Proposers shall not use Styrofoam or styrene products.
- (g) Provide food service for outside organizations that hold events at the academy throughout the year.
- (h) Be responsible for all deliveries and invoices of food, equipment, and supplies made directly to the Proposer via the loading dock located at the property.
- (i) Have full access and use of the Client Agency fully equipped kitchen, serving and dining area during the term of the contract resulting from this solicitation (the "Contract"). The Client Agency will provide the Proposer a full inventory list of equipment and small wares, which must remain the possession of the Client Agency.

Instructions to Proposers

1. Proposal Schedule

RELEASE OF RFP:	Date:	July 22, 2019
OPTIONAL PRE-PROPOSAL MEETING AND SITE INSPECTION:	Date:	July 31, 2019 at 1:00 Eastern Time
	Location:	34 Perimeter Rd, Windsor Locks, CT 06096
RECEIPT OF QUESTIONS:	Date:	August 1, 2019 by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	August 5, 2019
RFP DUE DATE:	Date:	August 12, 2019 at 2:00 pm Eastern Time

2. Pre-Proposal Meeting Requirements

This RFP contains a **mandatory** pre-proposal meeting requirement. Proposers who are interested in responding to this RFP must attend the meeting at the specified date/location listed above.

NOTE: Late Arrivals (15 minutes or more) will not be given credit for attendance nor allowed to participate in the RFP process. Vendors will not be admitted to state buildings without a valid photo ID. Failure to attend this meeting will result in the rejection of your RFP.

3. **Questions:** Questions for the purpose of clarifying this RFP must be received no later than the date and time specified in Section 1, "Proposal Schedule" and must be directed to the Contract Specialist, Lynn Peccerillo-Hills via email: lynn.peccerillo@ct.gov.
4. **Communications:** During the period from your organization's receipt of this Request for Proposal, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Lynn Peccerillo-Hills via email: lynn.peccerillo@ct.gov.
5. **Solicitation Submission:** Solicitations shall be submitted online by the RFP due date and time only. Proposers shall upload their solicitation submission to their BizNet Account.

Description of Goods & Services Specifications and Additional Terms & Conditions

2. DESCRIPTION OF GOODS AND SERVICES:

- (a) **Food Service:** The successful respondent (the "Contractor") shall provide nutritious, wholesome and palatable food to training recruits and staff attending training programs offered at the Commission on Fire Prevention and Control Connecticut Fire Academy's (herein the "Client Agency") training facility located in Windsor Locks, CT. All necessary utilities for the food service operation will be provided by the Client Agency.

The Contractor shall:

- (1) Be responsible for all aspects of the food service operation including preparation, service and storage of food and beverage.
 - (2) Provide all food products, equipment, serving utensils, small wares, personnel, consumable food service products, utensils, single service and other related items required for the proper function of the food service operation.
 - (3) Provide food products that are fresh, high in quality and in compliance with all US Department of Agriculture (USDA), US Food and Drug Administration (FDA), Hazard Analysis and Critical Control Point (HACCP) State and local food code regulations and guidelines in food handling practices during all stages of manufacturing, processing, distribution and storage.
 - (4) Serve food and beverages on or in paper plates, paper cups and with plastic utensils. Contractor shall not use Styrofoam or styrene products.
 - (5) Provide food service for outside organizations that hold events at the academy throughout the year. The Contractor shall coordinate any food service directly with the outside organization. It is the responsibility of the Contractor to ensure they receive proper authorization and payment from such outside organization regarding its purchase. The Client Agency shall not be financially responsible for food service provided to such organizations. The Contractor shall charge the organization the rates listed on Exhibit B Price Schedule.
 - (6) Be responsible for all deliveries and invoices of food, equipment, and supplies made directly to the Contractor via the loading dock located at the property.
 - (7) Have full access and use of the Client Agency fully equipped kitchen, serving and dining area during the term of the contract resulting from this solicitation (the "Contract"). The Client Agency will provide the Contractor a full inventory list of equipment and small wares, which must remain in the possession of the Client Agency.
 - (8) Not use State grounds, buildings or equipment to benefit financially or materially outside the scope of this Contract.
- (b) **Schedule:** Contractor shall provide food service when training is in session, which includes weekend and evening service along with Monday – Friday breakfast and lunch operations.

Food service must be provided in accordance with the following schedule:

Breakfast: 6:00 am – 8:15 am

Lunch: 11:30 am – 1:00 pm

Dinner: 4:30 pm-6:30 pm

Special Events: As Required

The Client Agency reserves the right to expand or modify its training schedule as conditions warrant and, upon request, the Contractor may be asked to provide food service as appropriate to meet those changes.

- (c) **Menu:** The Contractor shall post menus on a weekly basis. The Contractor shall provide a copy of the menu to the Client Agency representing a four (4) to five (5) week cycle for review and approval at least one week prior to that cycle commencement. The Contractor shall develop a menu based upon input from the Client Agency. The menu is subject to mutually agreed upon changes as circumstances dictate. Menus must reflect a diverse population. For example, cadet and recruit classes with high, physical activity; classroom students; and day to day staff.

- (1) Contractor shall provide at least one hot entrée at both breakfast and lunch each day.
- (2) Breakfast entrée must include fresh eggs and a selection of bacon or ham or sausage, pancakes, waffles with juice, coffee, tea, milk.
- (3) Upon Client Agency's request, the Contractor shall provide a continental breakfast menu. Continental breakfast must include assorted cereals; fruit yogurt, cereal, toast, muffins and bagels with juice, coffee, tea, milk.
- (4) Lunch entrée must include 8 oz. soup, 12 oz. salad and at least one vegetable, with beef, poultry or fish and a starch, coffee, soda, juices and various carbonated and non-carbonated beverages and dessert.
- (5) A selection of freshly made soup and sandwich – including coffee, soda, juices and various carbonated and non-carbonated beverages and dessert must be provided daily.
- (6) Salad bar must be provided daily.
- (7) Upon Client Agency's request, the Contractor shall provide a selection of beverages including coffee, soda, juices and various carbonated and non-carbonated beverages for afternoon or weekend events.

The Contractor shall provide meals in accordance with the following nutritional values: Forty (40) percent healthy carbohydrates (defined as processed plant-based carbohydrates that are low in refined sugars, flours, and preservatives and are high in fiber); Thirty (30) percent protein; Thirty (30) percent healthy fats (defined as predominantly unsaturated fats).

Consideration for box lunches or other unique service solutions shall be mutually agreed upon between Contractor and Client Agency for various events.

- (d) **Décor:** The Contractor's responsibilities for décor at the location are limited to: Providing condiment dispensers, soda dispensers, cream and milk dispensers, portable signage and other support equipment in accordance with plans and specifications submitted by the Contractor and approved by the Client Agency as to construction, location, color and/or finishes.
- (e) **Program Evaluation:** A Client Agency authorized representative and the Contractor shall meet quarterly to discuss operations and mutual areas of concern. The Contractor shall provide the Client Agency with a written quarterly report on cafeteria, catering and food service operations including complaints, suggestions, comments, and changes made to the service provided. The Contractor shall be responsive to suggestions from the Client Agency and patrons regarding food quality, service and availability, along with the behavior of food service staff.
- (f) **Cash Registers:** The Contractor shall provide and maintain cash registers.
- (g) **Food Purchases:** The Contractor shall purchase all wholesale food products from known reputable suppliers. Contractor shall ensure that suppliers are in compliance with all State and federal regulations and requirements regarding sanitary operations, transportation and other applicable requirements. In addition to meeting any other requirements, food products supplied to the Contractor must meet the following general standards:
 - (1) Meat and meat products - USDA inspected for wholesomeness and graded for the highest quality.
 - (2) Poultry and poultry products from plants which participate in USDA and/or State inspection programs.
 - (3) Eggs and egg products - shell eggs to meet federal grading standards for highest quality. Suppliers must be registered with the USDA. Processed egg products (liquid, frozen and dried) must bear the USDA passed inspection mark.

- (4) Seafood and shellfish - from approved safe sources certified as per the FDA and National Shellfish Safety Program.
 - (5) Milk and dairy products - from government inspected and approved sources. All milk must be pasteurized.
 - (6) All fruit and produce must be fresh.
 - (7) Processed foods - must be purchased from known, reliable suppliers who handle items processed by reputable food processors.
 - (8) All food products that are prepared with or contain peanuts, peanut oil or any nut products must be clearly labeled as such (and Contractor shall indicate the same on its menus).
 - (9) Food products must not contain any trans-fat.
 - (10) The Contractor shall at all times endeavor to use Connecticut grown products.
- (h) **Alcoholic, intoxicating or narcotic food:** No alcoholic, intoxicating or narcotic food, beverages or substance, whatever may be kept, sold or allowed on the premises.
- (i) **Food preparation, food areas and equipment:** Contractor shall prepare food in compliance with all applicable federal and State statutes and regulations governing food service, sanitation, and hygiene. All food serving and storage temperatures must be in compliance with applicable statutes and regulations.

The Contractor shall have on staff and on site a Qualified Food Operator at all times as defined and in accordance with section 19-13B-42(s)(4), B48(j)(3), B49(t)(3) of the Connecticut Public Health Code.

The Contractor shall be responsible for the cleanliness, sanitation and general maintenance (not mechanical repair) of:

- (1) All food service areas which include but not limited to, kitchen and all of its equipment, storage areas, refrigerators, freezers, preparation areas, serving areas, storerooms, office and dining areas.
- (2) Routine cleaning and upkeep of all equipment.
- (3) General maintenance shall include daily sweeping and wet-mopping/sanitize all floors, clean and sanitize all surfaces and all equipment including but not limited to refrigerators, freezers, coolers, stoves, ovens, grill screens, hoods, grills, griddles, deep fryers, salad bars, food bars, microwaves, toasters and utensils, and student/staff use microwaves, all in accordance with manufacturer's recommendations.
- (4) The Contractor shall maintain cleanliness throughout the day in the entire food service area during the Contractor's operational hours. Contractor shall perform a final cleaning each day after closing hours. This includes removing and cleaning garbage and/or spills from cafeteria tables and the cafeteria floor. The Client Agency's custodial vendor shall be responsible for the striping and waxing of the floors in the dining area.
- (5) In the event the Contractor does not clean the kitchen area, the Client Agency shall acquire cleaning services from an open market purchase to perform kitchen cleaning at the Facility. The Client Agency shall email the Contractor the cleaning invoice immediately after the Services are completed. The total value of the cleaning invoice will be automatically deducted from the Contractor's monthly invoice. Cleaning services that are obtained by the Client Agency multiple times may result in a determination of poor performance and possible termination.

- (j) **Trash Removal:** Garbage and trash disposal will be the responsibility of Client Agency. However, the Contractor shall deliver the trash and garbage generated in the entire food service area (including the cafeteria) to the appropriate area indicated by the Client Agency. This includes any sorting of the trash and garbage to participate in any recycling programs designated by law and/or the Client Agency. The Contractor shall be responsible for the recycling and disposal of grease generated from its operations.
- (k) **Rights reserved to the Client Agency:** The Client Agency reserves the right to engage an outside caterer or food service provider for a special event for Client Agency functions but preference will be given to the Contractor.
- (l) **Communications Services:** The Client Agency shall provide one (1) phone line and one (1) data line for the Contractor's use. The service and maintenance of the phone line and the data line shall be the responsibility of the Client Agency.
- (m) **Contractor Employees:** Contractor shall maintain an adequate staff of employees to ensure efficient, satisfactory and courteous operation of the food service and shall provide qualified substitute employees to fill vacancies as they occur.
 - (1) All employees furnished by the Contractor must submit to periodic health exams as frequent and as stringent as may be required by any State and federal health regulations. Contractor shall provide any necessary documentation of compliance with these regulations to the Client Agency upon Client Agency request.
 - (2) Contractor shall maintain a schedule to ensure employees are available for all 'rush' periods, taking breaks and lunches during typical slow times.
 - (3) Contractor's employees are considered to be solely in the Contractor's employ and will not be considered employees of the Client Agency in any respect.
 - (4) All employees of the Contractor must, at all times when on duty, be well groomed and properly attired with a uniform shirt so as to meet the approval of the Client Agency, State and federal health regulations. The cost of providing appropriate uniform and maintaining same are the responsibility of the Contractor.
 - (5) The Contractor shall ensure the proper conduct of all its employees while performing the Services. The Contractor agrees to remove any employee from the property whose conduct the Client Agency feels is detrimental to its best interest, and/or the best interest of the property, its students or the general public. Contractor shall be in breach of the Contract if Contractor fails to remove such employee(s) as required above, or fails to furnish suitable and sufficient employees for the proper performance of the Program as required by the Contract.
 - (6) Contractor's employees may park their vehicles in any student parking area.
- (n) **Background Checks:** All Contractors' employees shall submit to state and national criminal record checks (including fingerprinting) within ten (10) days of commencing work. The Contractor shall be required to pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks. Client Agency may, in its sole discretion, refuse to permit a proposed employee from working due to a conviction or a pending charge against him or her. All employees must be bondable and the Contractor accepts all liability of all employees that are not bonded.
- (o) **Contractor Equipment:** The risk of loss, and the sole responsibility, for all equipment together with all contents thereof, and other Contractor provided equipment and utensils, shall be that of the Contractor and not the Client Agency. The Contractor shall be responsible for the removal of all Contractor equipment and utensils, within ten (10) days after the termination or expiration of the Contract.
- (p) **License:** The Contractor shall obtain a food service license for the cafeteria and shall maintain license for the life of the Contract.

3. ADDITIONAL TERMS AND CONDITIONS:

- (a) **Contract Separately/Additional Savings Opportunities:** DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.
- (b) **Mandatory Extension to State Entities:** Contractor shall offer and extend the contract (including pricing, terms and conditions) to political sub-Divisions of the State (towns and municipalities), schools, and not-for-profit organizations.
- (c) **P-Card (Purchasing MasterCard Credit Card):** Purchases made by the Client Agency from the Contractor that are less than \$1,000 may be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

- (d) **Subcontractors:** DAS must approve any and all subcontractors utilized by the Contractor prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.
- (e) **Standard Wages:** Contractors shall comply with all provisions of Connecticut General Statutes 31-57f, Standard Wage Rates for Certain Service Workers and shall pay wages in accordance with the current wage rates provided by the Department of Labor. Information regarding this Statute and how and when it applies can be obtained from DOL's web site at <http://www.ctdol.state.ct.us/wgwkstnd/standardwage.htm>. Questions concerning the provisions and implementation of this act should be referred to the Connecticut Department of Labor, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (860) 263-6790 or his designated representative. A link to the Standard Wages is provided below.

Standard Wages: <http://www.ctdol.state.ct.us/wgwkstnd/prevailing-rates/service/rates-service.htm>

- (f) **Security and/or Property Entrance Policies and Procedures:** Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.
- (g) **Security Requirements:** The Contractor is responsible for training its employees in the Client Agency's security requirements, and shall be responsible for enforcing the security rules as they apply to its employees. In addition to any other security rules and regulations, the Contractor shall inform its employees of the following:
 - (1) No guns, knives, or other dangerous weapons are allowed on the property.

- (2) No dangerous drugs or other prohibited substances, including alcohol, are allowed on the property.
- (3) The Contractor shall be responsible for prohibiting entrance to the kitchen and food service preparation areas by all unauthorized parties; including students, the public and unauthorized college employees.
- (4) The Contractor and the Client Agency designees agree that both parties shall have access to all locked/secure food service storage areas and equipment.
- (5) The use of Client Agency telephones is prohibited, except in an emergency situation or otherwise specified in the Contract.
- (6) The Client Agency shall furnish the Contractor all necessary keys. All keys must remain the property of the Client Agency and must not be duplicated by the Contractor or its employees. All keys must be returned to the Client Agency at expiration or termination of the Contract or upon request. The Contractor shall assume the cost of re-keying buildings for any lost key.

Proposal Requirements

1. **Contract Period:** The State intends that this contract shall be in effect for a 3 year period.
DAS, in its sole discretion, may extend this Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed the complete length of the original term.
2. **Quantities and/or Usages:** Any quantities set forth in this RFP are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity
3. **Stability of Proposed Prices:** Any price offerings from proposers must be valid for a period of 90 days from the due date of the proposals.
4. **Amendment or Cancellation of the RFP:** DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.
5. **Proposal Modifications:** No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.
6. **Proposer Presentation of Supporting Evidence:** Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.
7. **Proposer Demonstration of Proposed Services and or Products:** At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.
8. **Erroneous Awards:** DAS reserves the right to correct inaccurate awards.
9. **Proposal Expenses:** Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.
10. **Ownership of Proposals:** All proposals shall become the sole property of the State and will not be returned.
11. **Ownership of Subsequent Products:** Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.

12. Oral Agreement or Arrangements: Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process and are listed in order of relative importance.

1. Applicable Content

- (a) Ability to provide service, meet specifications, requirements, terms and conditions
- (b) Menus offered meet Nutritional Value (40% Health Carbohydrates, 30% Protein, 30% Healthy Fats)
- (c) Quality of Food

2. Value

- (a) Exhibit B – Price Schedule
- (b) Sample menu pricing

3. Experience

- (a) Experience of the Company and personnel assigned to contract
- (b) Past Performance/References
- (c) Set Aside Status

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all RFPs in whole or in part, and waive minor irregularities and omissions if the best interest of the state will be served.

Submittal Requirements

1. Applicable Content:

- (a) Describe the company's overall method of approach and ability to meet specifications, requirements, terms and conditions outlined throughout this RFP.
- (b) Develop and submit 2 meal plan menus that meet that match the workload of the recruits. One for a classroom day and one for a day with high physical activity. Include portion sizes, nutritional values that are meet (30% protein, 40% healthy carbohydrates, 30% healthy fats).
- (a) Provide dated copies of current and previous menus from other contract sites similar to the Connecticut Fire Academy (CFA), including portion sizes and nutritional values.

- (b) Describe how the company will source food products for this location. Include sourcing method and the company and distributor name. Provide a list of products the company will purchase for this location, include brand and manufacturer.

2. Value

- (a) Form RFP-16 Exhibit B Price Schedule
- (b) Submit a description of the company's proposed menu items offered for each line item listed on Exhibit B.

3. Experience

- (a) Describe the company's experience, including the number of years in providing services comparable to the services outlined throughout this RFP. Include any contracts with the State of Connecticut. A list of similar operations closed with the last three years, including reason for closing or loss, if applicable, and contact information.
- (b) Describe the experience and qualifications of the proposed personnel (management and key personnel) that will be assigned to the Contract. Include their title, function, and years of service, training, and all applicable licenses.
- (c) The proposer shall provide a listing of Contracts held during the past five (5) years with like facilities (schools/universities, hospitals, businesses of similar size) along with contact information including names, telephone and e-mail addresses of persons able to provide information on services provided. A list of similar operations closed with the last three years, including reason for closing or loss and contact information.

Attachment 1 - Sample Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The State will pursue negotiations with the proposer whose proposal scores highest. If, for whatever reason, DAS and the initial proposer fail to reach consensus on the issues relative to a contract, then DAS may commence contract negotiations with other proposers. DAS may decide at any time to suspend the current RFP process and start the RFP process again.

Attachment 1 to this RFP is a draft contract and it is included in this RFP for informational purposes only in order to show some contract provisions that the State of Connecticut requires. It is not intended to, and will not, be the specific contract that the State and the successful vendor(s) will sign. After DAS selects a vendor, DAS will deliver a draft contract to the vendor for consideration and negotiation. The contract that DAS and the successful vendor will sign may vary from Attachment 1. The contract may include a liquidated damages clause at the discretion of the State.