

Request for Proposal

**COMMUNITY RENEWAL TEAM
INVITATION TO BID**

RFP# NUTRITION DEPT EQUIPMENT 2024-2025



INDEX

| Section Number | Page Number |
|--|--------------------|
| 1. INVITATION TO BID..... | 2 |
| 2. INTRODUCTION..... | 2 |
| 3. INSTRUCTIONS TO BIDDER..... | 3 |
| 4. GENERAL CONDITIONS..... | 4 |
| 5. PROJECT DESCRIPTION/SCOPE OF WORK..... | 9 |
| 6. ATTACHMENTS..... | 10 |
| A. Bid Proposal Authorization Form | |
| B. Customer Reference Form | |
| C. Bid Form | |



*CRT is an Affirmative Action/Equal Opportunity Employer;
Minority/Women’s business Enterprises are encouraged to apply.*

INVITATION TO BID

Beginning October 29, 2024, bid package and specifications for CRT Bid Nutrition Dept Equipment 2024-2025 may be downloaded on the CRT website portal www.crtct.org under vendors, and on the CT State Department of Administrative Services contracting portal at [CTsource Bid Board https://portal.ct.gov/DAS/CTSource/BidBoard](https://portal.ct.gov/DAS/CTSource/BidBoard).

A **mandatory** site walk-through is scheduled for Thursday, November 7th, 2024, at 1pm at 555 Windsor Street, Hartford, CT. Please RSVP no later than Wednesday, November 6th at 3:00pm, to Jeanette Dunbar at dunbarj@crtct.org.

Late bids will not be accepted. No exceptions.

Quote must be submitted on the prescribed form. No exceptions.

Please submit utilizing the Bid Proposal Authorization Form.

CRT is exempt from State/Federal taxes.

This is not a prevailing wage rate project.

Questions should be directed to Jeanette Dunbar at dunbarj@crtct.org

INTRODUCTION

CRT HISTORY AND MISSION

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.

ORGANIZATIONAL PURPOSE

CRT fulfills its mission through pursuit of the following organizational objectives:

- Increase resources available to meet basic needs of low-income families while supporting their move to economic self-sufficiency, leading to a reduction in the number of households in crisis.
- Expand the number of households who are comfortably sustained through employment by assessing employee's needs, improving workers' skills, supporting job retention, and addressing persistent barriers to employment.
- Engage a broad regional coalition to develop and implement a plan to address poverty, while developing grassroots leaders who can advocate for themselves and their community.



*CRT is an Affirmative Action/Equal Opportunity Employer;
Minority/Women's business Enterprises are encouraged to apply.*

- Increase educational opportunities for the region’s children, youth and adults by expanding and promoting quality programs while addressing barriers to participation.
- Increase access to a comprehensive system of community-based services to improve physical and mental health, strengthen family well-being and support sustained independence.
- Improve access to affordable, appropriate residences by increasing housing stock; enhancing financial literacy and assets; and supporting people as they become residentially independent.

PROJECT PURPOSE

CRT is seeking bids from qualified contractors to remove and replace rooftop/outside equipment for our refrigeration equipment at our commercial kitchen in accordance with the Project Description/Scope of Work (Page 9), at the property located at 555 Windsor Street, Hartford, CT.

| |
|-------------------------------|
| INSTRUCTIONS TO BIDDER |
|-------------------------------|

BY MAIL OR HAND DELIVERY

Sealed proposals via Mail or Hand Delivery will be received at Community Renewal Team, Inc., 555 Windsor Street, Hartford, CT 06120 between the hours of 9am – 3pm (Monday-Friday) until **Friday, November 22, 2024 – 10:00am**. Bids must be addressed to:

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

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.

BY EMAIL

Proposals will be accepted by electronic mail in PDF format to crt-bids@crtct.org The subject line must read “RFP Nutrition Dept Equipment 2024-2025” 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 and all required documents sent by email must be received by **Friday, November 22, 2024 – 10:00am**.

- Late bids will not be accepted – no exceptions.



*CRT is an Affirmative Action/Equal Opportunity Employer;
Minority/Women’s business Enterprises are encouraged to apply.*

- 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 (24) in advance of the response deadline.

Questions will be accepted up until **Monday, November 18, 2024 – 10:00am.** and all questions will be answered and posted via addendum on the Agency website at www.crtct.org Vendors page and the State Portal, by Wednesday November 20, 2024, by 3:00pm. Email questions to dunbarj@crtct.org. In the subject line reference the RFP#.

Bids will be opened and results emailed to all participants and posted on the CRT website portal www.crtct.org under vendors, and on the CT State Department of Administrative Services contracting portal at CTsource Bid Board <https://portal.ct.gov/DAS/CTSource/BidBoard>.

DOCUMENTS TO BE SUBMITTED

The following forms are required to be submitted with your proposal.
Failure to submit all forms will disqualify the bidder.

- a) Bid Proposal Authorization Form (Attachment A)
- b) Customer Reference Form (Attachment B)
- c) Bid Form (Attachment C)
- d) Sample Certificate of 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, who may correct, amend or clarify such documents by a written interpretation or addendum. Jeanette Dunbar may be contacted at 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.

| |
|---------------------------|
| GENERAL CONDITIONS |
|---------------------------|

BID PRICE

Please submit your bid utilizing the Sample Bid Form, Attachment C.



*CRT is an Affirmative Action/Equal Opportunity Employer;
Minority/Women's business Enterprises are encouraged to apply.*

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, the terms and conditions shall prevail in the Invitation to Bid.

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.

METHOD OF AWARD

- Bids will be awarded to the most responsible, responsive and qualified Contractor 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.

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. Contractors will need to comply with fire code egress requirements during construction.



*CRT is an Affirmative Action/Equal Opportunity Employer;
 Minority/Women’s business Enterprises are encouraged to apply.*

QUALIFICATIONS 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 the vendor fails to satisfy CRT that such bidder is qualified to carry out the obligations of the contract and to the work contemplated therein.

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.

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 sheet 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 i) make, ii) trade name, and iii) model number. 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 CRT’s Chief Financial Officer (CFO) or his designee.

INDEMNIFICATION

The selected Contractor 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,



*CRT is an Affirmative Action/Equal Opportunity Employer;
Minority/Women’s business Enterprises are encouraged to apply.*

losses, judgments, workers’ compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property.

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.

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.

INSURANCE, BONDS AND WAGE REQUIREMENTS

The Contractor shall provide evidence of insurance listed below and name “Community Renewal Team, Inc. 555 Windsor Street, Hartford, CT 06120” as additional insured on the Certificate of Insurance.

Contractor shall provide a Certificate and other evidence of such insurance to CRT at the signing of the agreement and upon demand any time thereafter during the duration of this 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 (\$3,000,000 each occurrence);
- Workers Compensation (\$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 disease policy limit).



*CRT is an Affirmative Action/Equal Opportunity Employer;
 Minority/Women’s business Enterprises are encouraged to apply.*

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.

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.

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.



*CRT is an Affirmative Action/Equal Opportunity Employer;
Minority/Women's business Enterprises are encouraged to apply.*

| |
|--|
| PROJECT DESCRIPTION/SCOPE OF WORK |
|--|

Remove and replace the following rooftop/outside equipment for our refrigeration equipment at our commercial kitchen located at 555 Windsor Street, Hartford, CT as follows:

- Produce Cooler – replace evaporator with a blower type evaporator (including expansion and solenoid valve) Change gas in system to an upgrade gas therefore replace expansion valves in evaporators.
- Milk Cooler – replace rooftop Condensing Unit (including expansion and solenoid valve)
- Meat Cooler – Remove existing two single fan evaporators and replace with one multi fan evaporator, remove and replace rooftop Condensing Unit. Upgrade control circuit and install new electronic thermostat and new defrost clock.
- Quick Chill Cooler – Remove and replace condensing unit (side of building) (including expansion and solenoid valve). Change gas in system to an upgrade gas therefore replace expansion valves in evaporators, upgrade control circuit and install new electronic thermostat and new defrost clock.
- Blast Chiller – Remove and replace two condensing units. (including expansion and solenoid valve) Change gas in system to an upgrade gas therefore replace expansion valves in evaporators, replace pump down solenoid valves. Update Control Circuits. Install one additional door switch for system #2, dispose of old wiring and controls.
- Contractor responsible for securing any necessary permits.
- Cleanup piping both at evaporators and at condensing units with new silver brazes connections and suction lines insulated and secured as well as new piping. P-Traps will be used in suction risers for proper oil return. New evaporators to be secured to cooler ceilings using steel struct on top of coolers for support.
- New condensing units on roof and side of building to be set on and secured to new pressure treated 4x4's. All systems to be pressured tested at 200 psi and evacuated to 500 microns. All NEW units to use newly approved freon gases (R448A) that will be available for years to come.
- Charge and startup all systems and set controls to confirm proper operation.
- Remove all existing equipment from premises.
- All freon gas must be reclaimed from old systems and turned in for proper disposal.
- Project to begin March 2025 to allow for optimum daylight hours.
- Crane work to be scheduled and completed prior to building being occupied, before 7am, work to be done in phases to allow the department to have adequate refrigeration and not interfere with day-to-day operations.



*CRT is an Affirmative Action/Equal Opportunity Employer;
Minority/Women's business Enterprises are encouraged to apply.*

ATTACHMENT A - BID PROPOSAL AUTHORIZATION FORM

AUTHORIZATION AND EXECUTION OF BID

1. 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 proposed 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, Inc. 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 | |



*CRT is an Affirmative Action/Equal Opportunity Employer;
 Minority/Women's business Enterprises are encouraged to apply.*

ATTACHMENT B - CUSTOMER REFERENCE FORM

Contractor Name: _____

Reference #1:

Name of Company _____

Contact Name: _____

Phone Number: _____ Email: _____

Description of work/project/products completed for this customer:

Reference #2:

Name of Company _____

Contact Name: _____

Phone Number: _____ Email: _____

Description of work/project/products completed for this customer:

Reference #3:

Name of Company _____

Contact Name: _____

Phone Number: _____ Email: _____

Description of work/project/products completed for this customer:



*CRT is an Affirmative Action/Equal Opportunity Employer;
Minority/Women's business Enterprises are encouraged to apply.*

ATTACHMENT C - BID FORM

Having carefully examined the Project Description/Scope of Work Specifications, Work Site, the Instructions to Bidders, General Conditions and other related documents, the undersigned hereby offers and agrees to as follows:

To provide all materials, labor, fees, equipment and transportation necessary to furnish, install and properly finish all work contained in the above refereed document titled “RFP Nutrition Equipment 2024-2025”, as prepared by CRT.

This project shall be awarded to the most responsible, responsive, and qualified contractor as determined by CRT. Work to commence early March 2025.

| Materials | Labor | Other (fees, crane, etc.) | Total |
|-----------|-------|---------------------------|-------|
| | | | |

Timeframe to complete the project from start to finish: _____

In submitting this bid proposal, it is understood that this proposal may not be withdrawn for a period of ninety (90) days from date of submission.

Contractor Business Name: _____

Print Name: _____

Signature: _____

Date: _____



*CRT is an Affirmative Action/Equal Opportunity Employer;
 Minority/Women’s business Enterprises are encouraged to apply.*