

RFP BID Nutrition Paper & Janitorial Products 2025

**COMMUNITY RENEWAL TEAM
INVITATION TO BID**



INDEX

Section Number	Page Number
1. A. INVITATION TO BID	2
• Submission of Cost	
• Delivery	
• Additional Information	
2. INTRODUCTION	3
3. INSTRUCTIONS TO THE BIDDER	3
4. GENERAL CONDITIONS	4
5. ATTACHMENT I: BID FORM	8
6. ATTACHMENT II: SCOPE AND SPECIFICATIONS	9
7. ATTACHMENT III: BID PRICING CHARTS	10



INVITATION TO BID

Beginning March 3, 2025, bid package and specifications for CRT Bid Nutrition Paper & Janitorial Products 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>.

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 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 – Attn: Jeanette Dunbar, until **Friday, March 14, 2025 at 9:00am.**

Pricing sheet MUST be sent in electronically to crt-bids@crtct.org OR by USB flash drive. 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 State Portal.

ADDITIONAL INFORMATION

Please direct all questions regarding this CRT Bid Nutrition Paper & Janitorial Products 2025 in writing to Jeanette Dunbar, Purchasing Manager at 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

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

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 4/1/2025 – 3/31/2026 with the right to extend with approval from both parties.

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, March 14, 2025, at 9:00am – all results will be posted.**

- 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 additional attachment listed under this RFP (excel sheet) to submit your pricing – failure to do so will disqualify the vendor.

- Sample Certificate of Liability Insurance

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



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. 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 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.

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



**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 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.
- Driver MUST deliver the products inside the building (Nutrition Department) between operation hours 6:30am – 2pm and MUST receive a signature from the authorized CRT personnel before departing. A copy of the invoice must also be left with the authorized CRT personnel upon delivery.
- Please note the projected usage is based on a projected forecast and not all items listed may be used. 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.
- ALL columns on the Bid Pricing Spreadsheet MUST be completed – failure to do so will disqualify the bidder for that item(s).
- If the 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. Bidders are responsible for obtaining all addenda related to this Bid.
- 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 alternatives must be submitted with bid.
- Supplier must clearly identify any proposed collaboration, subcontracting or relationships with other suppliers.



**ATTACHMENT III
BID PRICING CHART**

**Community Renewal Team, Inc.
Nutrition Paper & Janitorial Products 2025**

BID PRICING SPREADSHEET MUST BE COMPLETED AND SENT IN ELECTRONICALLY EITHER BY EMAIL TO CRT-BIDS@CRTCT.ORG OR BY USB FLASH DRIVE.

PLEASE ENTER THE INFORMATION ON THE EXCELL BID PRICING SPREADSHEET, WHICH IS A SEPARATE DOCUMENT FOUND ON CRTS WEBSITE & THE STATE PORTAL:

www.crtct.org

[CTsource Bid Board](https://portal.ct.gov/DAS/CTSource/BidBoard) <https://portal.ct.gov/DAS/CTSource/BidBoard>

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

