

Auxiliary Services Corporation of SUNY Cortland

Request for Proposals

Prime Vendor Food Agreement



ISSUED 1/2/2017

Contact Information

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1.0 Scope of Work

1.1 Auxiliary Service Corporation (ASC)

Auxiliary Services Corporation of SUNY Cortland, Inc., (herein referred to as “ASC”), is a not-for-profit corporation that provides auxiliary services to the State University of New York College at Cortland, (herein referred to as “SUNY Cortland” or “the College.”)

1.2 The College

SUNY Cortland offers 90 academic programs at the bachelor, master and doctorate degree levels. The college has approximately 8,000 students and almost 600 staff and faculty. Founded in 1868, SUNY Cortland is a part of the State University System of New York and operates in Cortland County within the city limits of Cortland, NY.

The main campus is located in the heart of Cortland and occupies 191 acres of land providing a pleasant collegiate atmosphere encompassing a desirable landscaped environment, upscale library, residence halls and state of the art intercollegiate sports fields and arenas. SUNY Cortland has a rich and diverse, multi-cultural population of faculty, staff and students. SUNY Cortland sports teams are consistently champions in NCAA Division III competitions. Cortland athletic programs have achieved prominent status and are members of the NCAA Conference Division III. The College is one of the largest Physical Education centers in the country.

Because of its excellent reputation, central location and outstanding athletic facilities, the College is a frequent host to athletic tournaments and championships.

The College has eleven academic buildings representing more than 1.1 million square feet of building space as well as sixteen residence halls.

1.3 ASC Operations

ASC currently operates two residential dining halls and eight retail facilities at various locations on the SUNY Cortland campus. These include:

Neubig Dining

Conveniently located in Neubig Hall, Neubig Dining is our primary residential dining facility. In 2015-16, Neubig served 619,000 meals.

The Bistro

Located in the Student Life Center, a 150,000 square foot recreational sports facility, the Bistro began operations in January of 2015. In 2015-16, the Bistro served 395,450 meals.

Fuel

Also located in the Student Life Center, Fuel is a small retail counter offering hot and cold beverages, smoothies and snack items. Fuel had total sales of \$159,000 in 2015-16.

Dragon's Court/Raquette Pizza/Dunkin Donuts

The college's student union houses three retail locations; Dragon's Court, Raquette Pizza and Dunkin Donuts. The Dragon's Court offers a Subway franchise and a variety of grab and go items. Total sales in 2015-16 were \$394,250. Raquette Pizza is an evening and late night venue featuring pizzas, calzones, hot subs and wings. Raquette Pizza had sales of \$411,665 last academic year. Our popular Dunkin Donuts franchise had sales of \$379,700.

All three units are located on the ground floor of Corey Union which is slated for a major renovation beginning July of 2017. The floor will reopen in September of 2018. ASC is currently evaluating options for dining venues in the renovated space.

The Bookmark

The Bookmark is a snack bar located in the college library. The Bookmark offers full espresso service and features Peet's coffee and tea along with smoothies and grab and go items. Sales last fiscal year were \$418,877.

Dragon's Den

The Dragon's Den is a "grab and go" venue offering pre-made sandwiches, salads and convenience items. It is found in Old Main, a busy academic building located in the heart of campus. The Den operates from Monday through Friday for breakfast and lunch. Prior to its conversion to the current format, the Den operated as a full service sandwich shop with annual sales of \$274,000.

Hilltop

Located in Brockway Hall, Hilltop Dining is our largest retail operation. Hilltop features a full salad bar, grill, pizza station, deli and sushi bar and operates late breakfast and lunch Monday through Friday. Annual sales are \$580,000.

Catering

ASC offers catering services on campus with total revenues of \$632,000 last fiscal year.

Raquette Lake Operations

The college operates outdoor education facilities in the Adirondack Mountains on Raquette Lake, NY. ASC is responsible for dining services at Camp Huntington which accommodates up to 70 participants and Antlers which serves up to 45 individuals. Both locations operate on a seasonal basis and regular food deliveries will be required as part of this Prime Vendor agreement. Raquette Lake food operations had revenues of \$263,000 last fiscal year.

Commissary

ASC operates a central commissary located on lower campus approximately ½ mile from the center of campus. The commissary produces a variety of fresh items for our retail venues. Current plans are to relocate commissary operations to renovated spaces in the Corey Student Union in the fall of 2018.

Concessions

ASC operates concessions at most athletic events on campus. Total concession revenues in fiscal year 2016 were \$55,000.

Child Care Center

The college operates a child care center located in the Education Building near the Corey Student Union. Under arrangement with our current vendor, the center receives our contract pricing for food items it purchases and makes payment directly to the vendor. ASC accepts delivery and distributes the items to the center.

1.4 Intent of RFP

ASC is soliciting proposals from qualified vendors to provide some or all of its requirements for meats (fresh and frozen), paper products and grocery items (frozen and canned). Excluded from this agreement are dairy products, breads, Coca Cola products, 20% produce and coffee.

Last fiscal year, ASC had total food and beverage purchases of approximately \$3.5 million:

Category	Cost
Baked Goods	\$31,991
Bakery Frozen	\$232,985
Beverages/Juices	\$212,439
Dairy Products/Eggs	\$423,496
Groceries	\$538,299
Candies	\$34,325
Meat, Fish, & Poultry	\$1,060,225
Produce	\$576,075
Frozen Fruits/Vegetables	\$127,832
Frozen	\$71,590
Smallwares	\$12,290
Soaps, Detergents, & Cleaning Supplies	\$36,666
Paper	\$154,600
Small Equipment	\$2,145
Total	\$3,514,958

2.0 General Information and Instructions

2.1 RFP Evaluation Criteria

ASC reserves the right to establish the criteria by which it will evaluate each vendor's response to this RFP and by which it will determine the most responsive, capable, and qualified Vendor(s).

Award shall be made to the successful vendor whose proposal is determined to be the most advantageous to the ASC.

ASC reserves the right to reject any or all proposals or any part thereof; or to accept any proposal, or any part thereof; or to withhold the award and to waive or decline to waive irregularities in any proposal when ASC determines that it is in its own best interest to do so.

ASC reserves the right to revise, add to, or delete any portion of this Request for Proposals prior to the deadline for proposal submission. ASC will notify the vendors if a decision is made to revise, add to, or delete any portion of this Request for Proposals.

2.2 Schedule of Events (Timetable)

The following schedule will apply to this RFP:

Date	Milestone
1/2/17	Release RFP
1/18/17 (2:00 PM)	Pre-proposal Conference
1/31/17	Deadline for Submitting Questions
2/15/17 4:00 PM	Proposals Due
3/6/17 – 3/10/17	Vendor Presentations
3/31/17	Complete Proposal Review
4/30/17	Contract Awarded/Executed
7/1/17	Contract Begins

2.3 Vendor Visit to ASC Site

Vendors are encouraged to familiarize themselves with the conditions under which the work will be performed. Tours may be arranged by contacting:

Name	Phone	Email
Theresa Baker	607-753-2424	theresa.baker@cortland.edu

2.4 Pre-Proposal Conference

ASC will conduct a pre-proposal conference following which tours of select ASC dining facilities will be conducted. The purpose of the conference is to provide an opportunity for vendors to ask questions regarding terms, conditions, or specifications of the RFP. Vendor attendance is encouraged.

Notification of attendance or nonattendance must be made to the contact listed below by 12:00 PM EST on Friday, January 13, 2017.

Name	Phone	Email
Theresa Baker	607-753-2424	theresa.baker@cortland.edu

2.5 Accommodation for People with Disabilities

If the vendor or any of the vendor's employees participating in this RFP need, or have questions about ASC's accommodations for people with disabilities, please make arrangements with the contact listed below.

Name	Phone	Email
Theresa Baker	607-753-2424	theresa.baker@cortland.edu

2.6 Restrictions on Communication with Staff

Proposers are prohibited from communicating directly with ASC or College personnel. All inquiries and communications relative to this RFP must be directed in writing or by email to:

Theresa Baker, Director of Dining Services
 Auxiliary Services Corporation
 15 Neubig Road
 Cortland, NY, 13045
theresa.baker@cortland.edu

3.0 Definitions

ASC – Auxiliary Services Corporation

College – the State University of New York College at Cortland

Customer - Unless otherwise implied by the context of the specific provision within this RFP, "Customer" means a customer of the Vendor, other than ASC.

EST – Eastern Standard Time

Proposal - The entirety of the Vendor’s responses to each point of this RFP, including any and all supplemental offers or information not explicitly requested within this RFP.

Proprietary Information - Information held by the owner that if released to the public or anyone outside the owner’s organization, would be detrimental to its interests. It is an issue of fact rather than opinion.

Provider - Same as Vendor.

Respondent - Same as Vendor.

Response - Same as Proposal.

Request for Proposal (RFP) - A competitive negotiation process. It is not to be confused with an Invitation to Bid (ITB), in which goods or services are precisely specified and price is substantially the only competitive factor. This RFP provides ASC the flexibility to negotiate a mutually agreeable relationship. Price is considered, but is not the only factor of evaluation.

Successful Vendor - Any vendor selected by ASC to receive a notice of award as a result of this RFP and to enter into a contract to provide ASC with the products or services sought by this RFP.

Vendor - For purposes of this RFP, "Vendor" means any entity responding to this RFP with the intention of winning the resulting award of contract, performing the work, and/or delivering the goods specified.

Vendor's Proposal - Same as Proposal.

Vendor's Response - Same as Proposal.

4.0 Terms and Conditions

4.1 Terms and Conditions for the Resulting Contract

4.1.1 Contract Term and Renewable

ASC plans to award a contract from this Request for Proposals for an initial term of five (5) years with options to extend for up to two (2) additional one year terms. The contract term is expected to begin on July 1, 2017.

4.1.2 Prompt Pay Discount

For purposes of determining whether a prompt-payment discount, if applicable, may be taken by ASC, the starting date of such reckoning period shall be the later of the date of a properly executed invoice or the date of completion of service and/or delivery of product.

4.1.3 Contract Status

ASC may hold each Vendor's response to this RFP as a legal offer to contract. If ASC formally accepts such offer, a contractual relationship shall be deemed to exist and ASC will so communicate to the successful Vendor by issuing a notice of award.

4.1.4 Terms and Conditions of Resulting Contract are Incorporated by Reference

The specifications, terms, and conditions set forth in this RFP and any related award document shall be incorporated by reference without Vendor exception into any resulting contract between ASC and any Successful Vendor.

4.1.5 Discrepancies between Numbers and Words

In the event of a discrepancy between information written in numbers and the same information also written in words, the information written in words shall govern.

4.1.6 Termination from Default/Show Cause Letter/Certain Remedies

ASC may terminate a contract resulting from this RFP, for reason of the Vendor's default, if conditions including but not limited to those described in the following list come into being.

- The Vendor is adjudged bankrupt, makes a general assignment for the benefit of the Vendor's creditors or a receiver is appointed on account of the Vendor's insolvency.
- The Vendor persistently or repeatedly refuses or fails to perform any of the provisions of the contract; or so fails to make progress pursuant to the contract's terms; or so fails to meet any delivery dates that may be specified in the section titled "Detailed Specifications," except when extensions may be granted to carry on as required by the contract.
- The Vendor persistently or repeatedly refuses or fails to make prompt payment to subcontractors.

- The Vendor persistently or repeatedly disregards laws, ordinances, or the instructions of any duly authorized representative of ASC or the College
- The Vendor otherwise commits a substantial violation of any provision of the contract.

ASC may, in its sole discretion and without prejudice to any other right or remedy either terminate the contract or deliver to the Vendor a letter citing the instances of noncompliance and directing the Vendor to show cause why the contract should not be terminated (Show Cause Letter). The Vendor shall have ten (10) days to reply to the Show Cause letter and indicate why the contract should not be terminated. The Vendor shall then have thirty (30) days to cure the noncompliance cited in the Show Cause Letter. If the noncompliance is not cured within thirty (30) days, ASC may negotiate a schedule to terminate the contract. In the event all or any part of the contract is terminated, ASC may take possession of any and all materials and finish the contract by whatever methods ASC may deem expedient. In such case, the Vendor shall not be entitled to any further payment until the contract is finished. The Vendor shall be liable for any excess costs incurred by ASC to perform the balance of the contract. The rights and/or remedies of ASC under these terms and conditions are not exclusive but are in addition to any other rights and/or remedies provided by law or the contract. ASC reserves the right to refuse to consider proposals received from the Vendor in response to RFPs that ASC may issue in the future.

4.1.7 Contract Modification, Assignment, or Sublet

No change or modification to a contract resulting from this RFP shall take effect until all parties have agreed in writing to such change or modification. No successful Vendor shall assign, transfer, or sublet, either in whole or in part, any contract resulting from this RFP, without prior written approval of ASC.

4.1.8 Referencing of Orders

For each order issued against a contract resulting hereunder, ASC intends in good faith to reference this RFP for pricing, terms and conditions, delivery location, and other particulars. However, in the event ASC fails to do so, ASC's right to such terms, conditions, and particulars shall not be affected; and no liability of any kind or amount shall accrue to ASC.

4.1.9 Hold Harmless

Any successful Vendor who becomes a party to any contract resulting from this RFP shall observe and execute indemnity and hold-harmless obligations in response to the conditions included in, but not limited to those described in the following list. The beneficiaries of such hold-harmless obligations shall be the State of New York, the State University of New York and the State University of New York College at Cortland, including its agents, employees, and officers. The hold-harmless obligations apply to all claims, demands, losses, judgments and actions that may arise from the conditions included in, but not limited to those described in the following list, and all expenses associated therewith. The hold-harmless obligations extend to such Vendor's subcontractors and agents and shall be documented in any agreement between or among such parties.

- Any injury or damage sustained by any person or property as a result of any act or omission by such Vendor.
- Any infringement by such Vendor of patents, trademarks, service marks, copyrights, or other forms of intellectual property.
- Any claim or amounts arising or recovered under Workers' Compensation law or any other law in consequence of any act or omission by such Vendor.

4.1.10 Laws and Regulations

Vendors are responsible for compliance with all applicable laws, rules, orders, regulations, codes and requirements of Federal, State and Municipal governments applicable hereto, including the provisions contained in the New York State Standard Contract Clauses and Affirmative Action Clauses, Exhibits A and A-1.

Vendors are solely responsible for keeping themselves fully informed of and faithfully observing all laws, ordinances, and regulations affecting the rights of their employees, and shall protect and indemnify ASC, its officers and agents against any claims of liability arising from or based on any violation thereof.

ASC complies with all Federal and state laws and regulations prohibiting discrimination in employment because of sex, sexual orientation, color, religion, national origin, ethnic origin, age, disability, or status as a disabled or Vietnam-era veteran.

In entering into any contract resulting from this RFP, the proposer agrees to comply with all such laws and regulations.

The proposer shall conduct a criminal offender background record information (CORI) check for each employee who provides any services on the property of the College pursuant to this contract. The proposer warrants that any employee who provides any service on the property of the College will have a clean CORI check, i.e. showing no prior criminal history. ASC and the College retains the right for any reason to exclude any employee of the proposer from providing any service on the College's property.

4.1.11 Federal, State, and Local Taxes, Licenses and Permits

Vendors are solely responsible for complying with all laws, ordinances, and regulations on taxes, licenses and permits, as they may apply to any matter under this RFP. Vendors shall, at no expense to ASC, procure and keep in force during the entire period of the contract all such permits and licenses and pay such taxes.

4.1.12 Insurance Requirement

Successful Vendor shall, prior to beginning any work under any contract that may result under this RFP as applicable, or as required by State or Federal law, acquire and have in effect minimum insurance coverage as set forth in the following table. The said minimum amounts are not intended to limit or reduce any Vendor's liability.

Coverage Type	Minimum Amount
Workers Compensation	Statutory
Liability Insurance Bodily Injury: each person	\$1,000,000
Property Damage: each person	\$1,000,000

Successful Vendor shall carry on their work in accordance with the requirements of the workers compensation law of the State of New York, and shall not reject the provisions thereof during the life of the contract. Successful Vendor shall also protect themselves using liability insurance coverage against any and all claims for damages to persons or property which may arise out of operations under the contract, whether such operations be by the contractor, subcontractor, or anyone directly employed by either of them.

Successful Vendor shall file certificates of such insurance with ASC and shall include ASC as named insured, and such related coverage shall be subject to ASC's approval.

4.1.13 Environmental Safety Requirements

All vendors providing products and/or services to ASC shall comply with the provisions set forth in the following subparagraphs.

Vendors shall comply with all applicable Federal, State, and Local environmental, occupational, and safety statutes, regulations, and guidelines. Vendors will also obtain all permits required by these statutes and regulations.

Vendors shall not dispose of hazardous materials on College property or down sanitary or sewer drains, and shall not dispose of any materials, including water or wastewater, down storm drains.

Successful Vendor shall ensure that any approved subcontractors comply with these requirements.

4.1.14 Sustainability

ASC and the College are committed to maintaining a sustainable environment. Any comments are welcomed in your proposal that would indicate energy savings; reduction, recycling or reuse of solid waste; or other factors that will enhance our efforts to be a sustainable campus.

4.2 Terms and Conditions for RFP

The Auxiliary Services Corporation of SUNY Cortland requires that the successful Vendor have the ability, experience, and resources to efficiently and effectively provide all goods and services outlined in this RFP and the Prime Food Vendor Agreement arising out of this process.

The cost for developing the proposal will be the sole responsibility of the Vendor. ASC will not provide reimbursement for such costs.

ASC reserves the right to reject any and all proposals. ASC also reserves the right to cancel this Request for Proposal at any time without notice to any vendor or prospective vendor.

All acceptable contents of the proposal, in the sole discretion of ASC, shall be incorporated into the Agreement. In the event of any inconsistency between the Agreement, the RFP, and the Vendor's proposal, the Agreement shall control. The RFP shall be prioritized as the second option of control with the Vendor's proposal as the last option of control in the event of any inconsistency between these three (3) documents.

All respondents shall include prices in their proposal and shall assume and pay all State, Federal, and Municipal taxes and deposits, which are payable by virtue of furnishing and delivery of item(s) specified. Materials and services furnished to ASC or the College are not subject to either Federal Excise Taxes or NYS Sales Tax.

ASC reserves the right to waive informalities in proposals and to reject any and all proposals.

ASC reserves the right to exclude or to include additional locations and/or services during the term of the agreement.

4.3 Terms and Conditions for Communications between ASC and Vendors

Gratuities will not be accepted in any form during any contact with the Vendor and will not be accepted before, during, or after the evaluation process. No gratuities should be offered to ASC, SUNY Cortland, or any of its representatives. Gratuities are strictly prohibited in any form at any time.

Vendors will be accorded fair and equal treatment if ASC requests any opportunity for discussion and revision of proposals with such revisions to be permitted after submissions and prior to award for the purpose of obtaining best and final offers, excepting that ASC may negotiate with the most acceptable Vendor, without negotiating with all vendors. In conducting any such discussions, there shall be no disclosure of any information derived from proposals submitted by competing vendors. ASC will not disclose any information derived from proposals submitted or from discussions with other vendors until after an award is made and the Agreement is duly executed. Any request for information after an award is made must be done in writing. Information will be made available in accordance with Federal and State Law.

Further, statements for this proposal are required to be complete and accurate. Omission, inaccuracy, or misstatement may result in rejection of the proposal and/or cancellation of the Agreement. Conditional proposals will not be considered.

All proposals must be signed by an individual authorized to extend a formal proposal. Proposals that are not signed on at least one (1) original proposal document will be rejected.

Prior to the proposal due date, a submitted proposal may be withdrawn by the vendor by submitting a written request to the Auxiliary Services Representative named herein. All such requests must be signed by a person authorized to sign for the vendor.

All inquiries relative to the conditions and specifications contained herein must be directed in writing or by email to:

Theresa Baker
Director of Dining Services
Auxiliary Services Corporation
15 Neubig Road
Cortland, NY, 13045
theresa.baker@cortland.edu

Questions and responses to all inquiries will be made available to all proposers on-line at the following URL within 48 hours of receipt:

<http://tinyurl.com/cortlandpvrfp>

4.4 Terms and Conditions for Packaging and Transmitting Proposals

4.4.1 Corrections, Changes, and Providing Information on Forms within the RFP

Vendors shall ensure that an authorized individual initials each correction using pen and ink. Vendors shall use pen and ink or typewriter in providing information directly on pages, or copies thereof, contained within this RFP.

4.4.2 Transmittal

Vendors shall submit the original and eight (8) copies of the response to this RFP as well as one (1) electronic copy in compact disc format or flash drive to the address below:

Theresa Baker
Director of Dining Services
Auxiliary Services Corporation
15 Neubig Road
Cortland, NY, 13045

4.4.3 Faxes Not Accepted

ASC will not accept Proposals sent by fax or electronic mail.

4.4.4 Binding and Marking

Vendors shall ensure that the original and each copy are individually bound. When submitting more than one Proposal, Vendors shall ensure that units are clearly marked; for example, as "Original of Proposal One," "Copy One of Proposal One," "Original of Proposal Two," "Copy One of Proposal Two;" and so on.

4.4.5 Marking of Envelopes

Vendors shall ensure that sealed transmittal envelopes clearly and conspicuously display the following identifying information in addition to any other information otherwise required for transmittal.

Proposal for Prime Vendor Food Agreement – 2017

Closing Date – 2/15/17

4.4.6 Proposal Format

Vendors will furnish complete pages, documents and information requested in compliance with these instructions. The manner of submission is essential to facilitate prompt evaluation of all proposals. Accordingly, ASC reserves the right to reject any proposal that has not addressed all requirements outlined in Section 5.0 (Specifications). All proposals are to be submitted in the format outlined in the requirements section below with a Table of Contents following the format of this proposal, addressing each section. These instructions are designed to ensure the submission of information essential to the understanding of the proposal. There is no intent to limit proposal content and any supplemental data that ASC should consider in evaluating the firm's proposal. This information may be included in a separate section.

4.4.7 Signature and Certification

Proposal must include the signature and certification page found in Appendix A of this RFP.

5.0 Specifications

Proposals must address all specifications outlined in this section. Proposals must be organized to address the specifications in the order presented and each section number (i.e 5.1.3.5 Late Deliveries) should be referenced in the proposal. Proposals must include a Table of Contents.

5.1 Detailed Specifications

This part of the RFP sets forth ASC's minimum standards and requirements for Prime Vendor performance under this contract. This contract will name a Prime Vendor for the ASC. It is not intended to cover all details associated with these operations. Vendors therefore should be as complete and responsive as possible in stating their positions and capabilities with respect to the requirements listed. Vendors are encouraged to present any unique methods which have proven to be successful in other operations. ASC's total purchases under its current Food Services Distribution Prime Vendor contract exceed three (3) million dollars per calendar year.

ASC's Contract Administrator, Ms. Theresa Baker, Director of Food Services, or her designee, will serve as ASC's representative in dealings with the Vendor awarded under the terms of this agreement. ASC's Contract Administrator will work in conjunction with the authorized Vendor representative to help ensure a successful operation in which high quality products and customer service result in a mutually profitable operation that will maintain the ASC's reputation for providing a quality dining experience.

5.1.1 Transition to New Vendor

The successful Vendor will have responsibility for ensuring that the change from the existing Vendor to new Vendor will be a smooth transition. Each submitted Vendor proposal must outline a transition timeline that the Vendor expects to follow if awarded. Vendor proposals that lack a proposed transition timeline will be considered "non-responsive." The awarded Vendor must provide a revised, detailed transition plan and time table to ASC no later than ten (10) working days after notification of award.

5.1.2 Ordering and Order Guides

5.1.2.1 The ability to order electronically will be an award requirement. ASC desires to utilize the most current ordering technologies available. The Vendor is encouraged to provide detailed explanations of their most reliable and convenient order-placing tools. The tool provided must support open order guides and order guides that can be locked by cost center.

5.1.2.2 ASC will complete their standard delivery day orders no later than _____ (time of day to be filled in by the Vendor) in order to guarantee delivery before 7 AM the following day.

5.1.2.3 ASC's order volume varies widely according to the time of year. Peak ordering months can be expected between September and April. Each submitted proposal must detail the Vendor's plan for accommodating these cyclical time periods.

5.1.3 Deliveries

5.1.3.1 The Vendor guarantees that they will maintain transport and delivery equipment that will safely access all College delivery locations without endangering College, University or Vendor

employees. Vendors are encouraged to tour all ASC delivery locations, as part of the pre-proposal conference, prior to proposal submission. Any costs incurred by ASC that result from the use of “incorrect” or “un-safe” Vendor equipment will be passed on to the Vendor.

5.1.3.2 Deliveries are to be arranged with the various dining operations as to their requests and needs to include a minimum of three (3) day a week delivery (Monday, Wednesday and Friday), with a fourth delivery on Tuesday to Neubig Dining, during the academic year at specified delivery times and delivery locations. Trucking conditions must match the product being delivered.

All products to Neubig and Bistro are to be delivered on pallets year round.

Corey Union, Hilltop, Catering, and Commissary cost center products are to be delivered to commissary on pallets.

Vendor delivery carts will be provided for Bookmark and the Den. Vendor will take off pallet on truck and place on delivery carts at Commissary.

Winter session and summer session deliveries are made directly to Hilltop at Hilltop and Catering at the Corey Union.

Vendor must provide deliveries to our outdoor education facilities at Raquette Lake, NY which operate January through October. During the winter months deliveries are once per week; in the summer months deliveries are twice per week.

5.1.3.3 Delivered products will be “guaranteed fresh” for a period of _____ days (to be completed by Vendor) from the date of delivery. Each submitted proposal must contain detailed information regarding the guaranteed fresh period of days for each of the Product Categories in Table A. A reasonable “shelf life” must accompany all perishable food items purchased by ASC. ASC will expect a full refund and/or replacement for all products that do not adhere to this requirement when delivered. Vendor proposals that are submitted without this “guaranteed fresh” information may be considered “non-responsive”. Samples of the display of expiration dates on Vendor products may be requested by the ASC during the Vendor Presentation phase of this RFP.

5.1.3.4 Optimum deliveries will be made to all Food Service locations between the hours of 5:00 AM and 7:00 AM each morning. Deliveries made after 7:00 AM, unless otherwise approved by the Contract Administrator, will be considered late and may result in contract negotiations between the parties.

5.1.3.5 If the Vendor’s delivery trucks do not complete their deliveries by 7 AM on their regularly scheduled delivery day(s), then the Vendor will pro-actively inform the ASC Dining Services department to explain why the delivery is late. The Vendor Account Representative shall contact, via telephone or in-person visit, the following ASC personnel: 1) The General Manager of each affected location; 2) the ASC Director of Dining. Where possible, the Vendor Account Representative will identify what steps the Vendor is taking to prevent further late deliveries.

5.1.3.6 Vendor proposals must clearly identify the Vendor’s “delivery-to-invoice” process including the application of product credits. Vendor proposals that do not include details of the “delivery-to-invoice” process may be considered “non-responsive”. Vendor Delivery tickets must accompany each delivery. The delivery ticket must correctly identify the delivery location, the date, items purchased, cost per item, and extended costs. A designated ASC Dining Services employee must sign for each delivery. If “key drop” deliveries are utilized under this agreement, the Vendor’s delivery representative will be required to obtain an ASC Dining Services employee-signed delivery verification on the same day that the delivery is completed. A check in procedure will be formalized upon award of this contract.

5.1.3.7 The Vendor’s delivery personnel must have the authority and ability to take back immediate return on any items found damaged or in any other way determined to be below ASC’s purchasing specifications/standards. A return procedure will be formalized upon award of this contract. Each Vendor must clearly state their product return policies in their submitted proposals. Lack of a clearly stated return policy may result in the Vendor’s proposal being considered “non-responsive”.

5.1.3.8 While this contract will include all areas of ASC, the Vendor shall address small deliveries. Please indicate any fee or pricing structure that would be implemented for undersized orders. The Vendor must clearly state the minimum order that could be made without a special service fee.

5.1.4 Invoices

5.1.4.1 At a minimum, payments will be made monthly on all invoices received by the twentieth (20th) of each month. Monthly statements will summarize the deliveries for the previous month. Early payment discounts are encouraged. ASC will be able to make prompt check payments on all properly submitted invoices under this contract within 10 working days after receipt of invoice. In addition, ASC will be able to make electronic funds transfer payments within 24 hours of electronic invoice delivery.

5.1.5 Reporting Services

5.1.5.1 At a minimum, the Vendor will supply the following reports via email:

5.1.5.1.1 Monthly Price Book

5.1.5.1.2 Vendor summaries month/year-to-date

5.1.5.1.3 Descending dollar purchases by manufacturer

5.1.5.1.4 Descending dollar purchase by unit/total University

5.1.5.1.5 Descending case purchase by manufacturer

5.1.5.1.6 Descending case purchase by unit/total University

5.1.5.1.7 Rebate monies obtained from manufacturers

5.1.5.1.8 Substitute product purchases month/year-to-date

5.1.5.1.9 Discontinued products weekly/monthly

5.1.5.1.10 Market/Supply trends weekly/monthly

5.1.5.1.11 Quarterly Report discussing Higher Education Dining purchasing trends and purchase volumes

5.1.5.1.12 Monthly Top 100 Product (by volume) Lower-Cost pricing comparison reports that show: Standard Product, Alternate Product, Product Label, Pack Size, Cost per Case, and Projected Savings.

5.1.5.2 Samples of the reports listed above must be included in each Vendor's submitted proposal.

5.1.6 Audits by ASC

5.1.6.1 An audit by the ASC Controller, or other designated agent of ASC may be conducted at ASC's discretion a maximum of once per year.

5.1.7 Service of the Vendor

5.1.7.1 Please provide an overview of your company with the bid response. Please provide information on areas, such as;

5.1.7.1.1 Past bid history

5.1.7.1.2 Square footage of warehouse/freezers/refrigeration

5.1.7.1.3 Inventory turns per month/number of items stocked

5.1.7.1.4 Fill rate of orders (no substitutions)

5.1.7.1.5 Health Inspections

5.1.7.1.6 HACCP capabilities

5.1.7.1.7 Financial status of company

5.1.7.1.8 Consulting services

5.1.7.1.9 "Value added" services - The vendor is to provide a list of value added services they will provide. These may include items such as quarterly business review analysis, chef consultation services, chef assistance in the development of menus and assistance at special functions and events at the college, training opportunities at conventions, training on-site, food show/demonstrations, trends analysis, marketing support, etc.

5.1.8 Account Representative

5.1.8.1 Vendor is expected to provide a dedicated outside account representative who will meet weekly with representatives from ASC as designated by the Director of Dining Services. Vendor will also provide a dedicated inside account representative.

5.1.9 Food Samples, Product Evaluation and Testing

5.1.9.1 ASC may request food samples during the bid process. If requested, the Vendor will provide directly to ASC at no cost.

5.1.9.2 ASC may request food samples for evaluation and testing during the term of the agreement. If requested, the Vendor will provide directly to ASC at no cost.

5.1.9.3 ASC strives to maintain a state-of-the-art college dining program. Vendor will be expected to introduce new products and provide samples for evaluation and testing directly to ASC at no additional cost.

5.1.10 Inclement Weather and Unforeseen Circumstances

5.1.10.1 Each submitted proposal must address how the Vendor will service ASC during times of unavoidable restricted Vendor operations due to severe weather and other unforeseen circumstances. Additionally, the Vendor must describe what additional capabilities, or services, are available to ASC during severe weather, equipment outages, and other chance/unavoidable circumstances.

5.1.11 Electronic Interfaces

5.1.11.1 ASC currently uses Core Tec as its production and inventory management system. ASC currently operates eleven (11) cost centers. The order tool provided must establish electronic data interfaces with each cost center within Core Tec. ASC requests that the cost of developing these initial interfaces as well as any annual maintenance fees charged by Core Tec will be paid by the Vendor. ASC further requests that Vendor will also assume the cost of any new interfaces with Core Tec which may be needed by ASC over the term of the agreement.

5.1.12 Allergen Programs and Nutritional Information

5.1.12.1 ASC is committed to the safety and quality of life for students and staff with food allergies. As a growing public health issue, it is critical for ASC to have policies, practices and resources in place to help keep individuals with food allergies safe. To prevent life-threatening allergic reactions, individuals with food allergies rely on accurate ingredient information that is quickly and easily accessible.

List of allergens identified by ASC are as follows (eight (8) listed):

Milk	Eggs
Peanuts	Tree Nuts
Wheat (gluten)	Soy
Fish	Shell Fish

5.1.12.2 The proposer should be prepared to meet the following requirements:

Allergen product should be easily identifiable on the web order guide with the symbol of the allergen

Ingredient lists and nutritional data must be available for all products currently in market basket and also for new products. On-line access must be available for all food.

Dining must be contacted with any allergy alerts for food recalls or mislabeled product that involve FDA-defined top 8 allergens issued by the FDA, the USDA or the manufacturer. Vendor must provide a list of comparable substitutes.

Vendor will work to ensure quality/accuracy of “allergen-friendly” items.

Vendor must define measures taken to ensure the integrity of allergen-free products while in transit to dining operation.

Vendor will work with ASC dining on GMO products, potential substitutes, and availability of items.

5.1.12.3 ASC follows the Food Allergen Labeling and Consumer Protection Act of 2004 (Public Law 108-282, Title II)

<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/Allergens/ucm106187.htm>

5.1.13 Sustainability Practices and Products

5.1.13.1 ASC seeks a Prime Vendor that strives to increase sustainable food options for the College. ASC prefers the Prime Vendor to make purchasing and operations choices that support local economies, especially purchasing from producers within 250 miles of the College. Additionally, the Prime Vendor shall supply, where Dining Services deems fiscally feasible, food that is certified organically grown, using practices that protect natural habitat, conserve energy, and protect the health of the soils.

ASC also strives to purchase products from New York companies. In order to qualify as a New York product, the company must have a production facility within the borders of the State of New York

5.1.13.2 The College reports and tracks its level of sustainable food purchasing. ASC prefers the Prime Vendor to provide full traceability on food products from point of origin and throughout the processing/distribution chain. Monthly reporting will indicate if products do or do not qualify as local and community based, New York based, fair, ecologically sound and humane. This monthly reporting shall be provided to the Director of Dining Services electronically.

Vendors must provide food sustainability related data on products, where applicable – indicated as organic, fair trade, local (produced within 250 miles of Cortland), or other factors as required. An indication of whether the compliance is assessed/verified by the first party (self-certification), a second party claim by an industry association or a third party certification is required. This data shall be

provided no less often than quarterly and reviewed with the Director of Dining Services, in an electronic version, preferably Excel.

5.1.13.3 The Vendor must provide their written statement of environmental or sustainability policy and a description of their approach to evaluating and selecting food options.

5.1.13.4 The Proposer should support ASC's sustainability education efforts by providing on-campus sustainability presentations for students. This will highlight sustainable products. ASC is requesting participation at least twice each year, i.e. beginning of Fall Semester to kick off the school year (September) and on or about Earth Day (April).

5.1.13.5 ASC uses LeanPath to monitor pre and post-consumer reporting for waste generated. ASC requests that the Proposer will be responsible for any monthly costs associated with data support and reporting.

Website: <http://www.leanpath.com/>

5.1.14 Staff Training and Development

5.1.14.1 Vendor shall provide on-site initial training for the appropriate ASC personnel to ensure their understanding of the total Prime Vendor program, including contract terms, program management, use of new products, direct order entry, receiving, accounts payable, etc.

Vendor shall also provide further on-site training as needed at no additional charge to keep the operation of the Prime Vendor program running smoothly and efficiently.

Training is to be provided at no additional cost to ASC staff for new items and equipment provided to support the sales of such products (e.g. beverage and cleaning equipment).

The outside account representative assigned to ASC must be capable of demonstrating all items available from the Vendor or provide a fully trained technician upon request.

5.1.14.2 ASC places a high value on the continuing education of its culinary and management team. Vendor should specify in detail how it will provide educational opportunities under this agreement.

5.1.15 Shortages, Substitutes, and Fill Rate

5.1.15.1 ASC is a "non-substitution" customer. Products that have been ordered on a consistent basis, are proprietary to ASC, and/or are Signature Products for an ASC operation/location will be termed "standard-use" products. The manager of the operation that placed the order must be contacted to review and approve all alternate products. If an ordered alternate product has a higher price than the ASC's standard-use product, the Vendor will supply the alternate product at the price of the ASC's standard-use product. The Vendor Account Representative will inform the affected ASC Location Manager of the compensation arrangements for all alternate products. Further, the Vendor Account Manager will provide timely updates regarding when the "standard-use" product will again be

available for purchase. In their submitted proposals, each Vendor must clearly define the process by which alternate products will be identified.

5.1.15.2 Each Vendor proposal must contain a detailed description of how the Vendor will calculate their order “fill rate” under this agreement. The Vendor will maintain adequate stock, based upon ASC’s order history, to ensure that ninety eight percent (98%) or more of ASC’s standard-use products are available to maintain a “normal” supply volume. Failure of the Vendor to provide a ninety eight percent (98%) “fill rate” over two (2) successive fiscal quarters may result in the Vendor’s performance being deemed non-responsive to the contractual requirements set forth by ASC. If the Vendor is deemed to be non-responsive in fulfilling the contract requirements, the agreement may be re-negotiated, or voided.

5.1.16 Quality Assurance

5.1.16.1 Upon request, copies of the Vendor’s product specifications shall be made available for review and forwarded on a timely basis to ASC.

ASC requires that the Vendor guarantee the quality of products and services is to be delivered and that procedures are in place to resolve any quality or food safety concerns and issue credit when due.

ASC desires that the Vendor provide samples, free of charge, to ASC so ASC can ascertain the most acceptable/appropriate products to meet its needs and to assist in sampling when needed.

At the beginning of the contract, ASC anticipates the need for a large amount of can cutting and product testing to decide the quality level of the items to purchase. It may be desirable to have the testing performed by the Vendor on its premises under supervision of qualified personnel.

ASC desires that all food and beverage products be identified with decipherable dates (open code dates) or coded dates, as determined by the type of product delivered. ASC desires that upon request, the Vendor provide a product code number listing to ASC for any coded dates. The product code number key listing should explain the actual date of production or processing. Products with open code dates should clearly show the use-by date, date of production, date of processing, sell by date, best if used by date, or similar markings.

ASC desires that the Vendor have an effective quality control/quality assurance program in place with well-established procedures that are followed to ensure a quality Prime Vendor program.

5.1.17 Marketing Support

5.1.17.1 It is important that ASC personnel have direct access to manufacturer representatives, brokers and product specialists for product information and pricing to fully utilize the resources necessary to control costs, to be aware of changing market conditions and to view new products and ideas.

5.1.18 Equipment Programs

5.1.18.1 Where required for the dispensing of beverages and/or other products, the Vendor must provide a comprehensive equipment program for the dispensing of said product which may include brewed tea, hot chocolate and instant cappuccino, and fresh brewed coffee. Any beverage costs submitted are to include all the needed equipment to produce and dispense the products. All necessary equipment must be furnished to allow proper chemical dispensing for the current ASC dishwashers and any other equipment for the Vendor's chemical program.

5.1.18.2 All equipment to be furnished by the successful contractor must be new equipment or equipment refurbished to "like new" condition. ASC's contract administrator may approve the furnishing of equipment other than that listed in the proposal in order to reduce equipment space requirements, facilitate service, or improve the quality of the furnished beverage.

5.1.18.3 Detailed equipment requirements are to be determined between the Vendor and ASC at the start of the contract. The Vendor may make suggestions for different or additional beverage equipment as necessary to provide ASC with high-quality, economical and efficient beverage systems.

5.1.18.4 The Vendor shall provide and install all in-line water filters as needed for the proper operation of equipment installed. ASC will provide electric and water lines, where needed, to the proposed locations.

The Vendor shall be responsible for final installation of the dispensing machines at its own expense. ASC will pay for all utilities used.

5.1.18.5 When new upgraded products, systems or equipment become available, ASC reserves the right to request installation of the new equipment.

5.1.18.6 The Vendor shall be responsible for the loss or damage to College property that may occur while the Vendor's employee is in the process of installing or servicing the dispensing equipment. All loss or damage to the dispensing equipment shall be the sole responsibility of the Vendor, regardless of how such loss or damage shall occur. ASC and the College assume no responsibility for any damage to the dispensing equipment owned by the Vendor.

5.1.18.7 The Vendor shall furnish all mechanical service necessary to keep the dispensing equipment in a satisfactory working condition at no expense to ASC.

The Vendor shall provide ASC with repair service by a qualified service technician within twenty-four (24) hours of notification.

The Vendor shall provide ASC with a toll-free telephone number for ASC's use in contacting the equipment service personnel.

The Vendor's service technician shall conduct equipment inspections and calibrations periodically to maintain a preventative maintenance program. A copy of the inspection reports shall be furnished to ASC's representative upon request.

The Vendor shall provide to ASC the necessary instructions, both in written form and by on-site training through the service technician, for the daily operation and sanitation of the equipment. The Vendor shall furnish at no cost to ASC all replacement parts, including labor for replacement.

5.1.19 Other Support Services

5.1.19.1 The Vendor shall describe other support services to be provided under this agreement.

5.1.20 MBWE

5.1.20.1 ASC has been advised that NYS Executive Law Article 15A pertaining to Minority and Women Owned Businesses now applies to all of its contracts. The Vendor is expected to work with ASC to achieve its goals for purchases through New York State certified MBE, WBE and M/WBE businesses and to track and report eligible products purchased from MWBE vendors.

5.2 Pricing

5.2.1 Product Categories and Pricing

5.2.1.1 All products will fall into one of eleven (11) categories and sub categories (Table A). The Vendor will specify a markup above their actual cost for products in each of these categories in Table A. Vendors will also be asked to specify a charge for a set cost per unit/case in each of these categories. Any allowance will be deducted from the cost of the item before the markup is applied.

The calculation of prices based on documented Supplier's landed cost plus mark-up percentages will be consistent with the following formula:

Example cost to supplier on 2/6/17	\$10.00
Freight, if any	\$.70
Landed cost	\$10.70
Cost plus markup – 10% (example only)	<u>\$ 1.07</u>
Price to ASC	\$11.77

5.2.1.2 A market basket of 200 items has been established (Table B). This market basket is a representative sampling of the products purchased by ASC over the last fiscal year. It is not a guarantee. Please submit all costs **for the week of February 6, 2017**. This will insure that all vendors are pricing for a specific week. Vendors will also need to submit a copy of an invoice for each market basket item for proof of delivery for their facility.

Table C is a list of signature products used by ASC. These are items for which substitution is not allowed. Please submit all costs for these signature items **for the week of February 6, 2017**

5.2.1.3 ASC will allow pricing to change on category items the first of each month. At no time will the monthly cost increase more than three percent (3%) per month without an emailed letter of explanation from the Vendor.

5.2.1.4 The awarded Vendor will supply a "price book" and item-by-item printout detailing the pricing on all items by the first (1st) of each month for each ASC account that makes purchases under

this agreement. ASC will use this book to verify the pricing of all delivery tickets and charges. The Vendor-supplied printout must show the cost for each item at the start of the contract, the current month's cost, and the previous month's cost. Previous year's pricing must also be included in the price book after the conclusion of the first year of this award. Vendor proposals must include agreements to these pricing and reporting requirements. Lack of these agreements may result in the Vendor's proposal being rated as "non-responsive".

5.2.1.5 As ASC's Prime Vendor and purchasing agent, the Vendor agrees to price shop on a best effort to provide food products and services at the lowest possible pricing. As a tool for providing the lowest possible pricing, the awarded Vendor must provide a price comparison report showing ASC's Top 100 Products (by volume) product pricing compared to equivalent "in stock" or contract products. This reporting tool must be provided on a monthly and quarterly basis. Lack of this reporting ability may result in the Vendor's proposal being rated as "non-responsive".

5.2.1.6 The Vendor will make its best effort to keep the ASC informed of price/promotion opportunities so that ASC may take advantage of them. ASC will inform the Vendor of any promotions it receives directly and the Vendor will assume responsibility for coordinating these promotional products.

5.2.1.7 Any proposed "partnership services" (i.e. Menu Pricing Reviews) proposed by the Vendor should include a proposed implementation schedule.

5.2.2 Group Purchasing Org.

Vendor will provide a list of affiliate group purchasing organizations that you contract with and will assist in purchasing decision and discounts. Please provide a list of contact information and phone numbers.

5.2.3 Incentives, Rebates, and Allowances

ASC is interested in any additional incentives the Vendor may have to offer to decrease the cost of the foods it purchases. Volume discounts, brand discounts, drop-size incentives, quick-pay discounts, and etcetera should be detailed in any submitted proposals.

5.3 References

5.3.1 Please provide the names and phone numbers of five (5) customer references using the products or services specified in the section titled "Detailed Specifications."

Customer Company Name	Contact Person	Telephone Number

5.4 Pending Litigation or Formal Complaints

5.4.1 Please provide information regarding any pending litigation or formal complaints against

Table A. Vendor Markup and Cost (To be completed by Vendor)

<i>Categories With Sub-Categories</i>	<i>MARK UP ABOVE COST</i>	<i>\$ PER CASE ABOVE COST, OR PRICE PER POUND</i>
DAIRY		
MEATS		
* Fresh		
Item 1		
Item 2		
* Frozen		
Item 1		
Item 2		
SEAFOOD		
Item 1		
POULTRY		
* Fresh		
Item 1		
Item 2		
* Frozen		
Item 1		
Item 2		
FROZEN OTHER		
* Bread or Dough		
* Other		
* Vegetables		
PRODUCE		
Item 1		
Item 2		
CANNED AND DRY		
PAPER AND DISPOSABLES		
CHEMICALS		
EQUIPMENT		
* Small Wares		
* Direct Ship Products		
BEVERAGES		
* Dispensed		
* Without Equipment		

Table B. Market Basket ("Higher Volume" Products from each Product Category)

Table B includes the top 200 list of inventory items to bid. Please submit this back to us in the exact order of this bid in an excel sheet format similar to chart below. If the product label and number does not match and is not available, please make sure it is clearly identified and its substitute is included along with the corresponding column information.

These items are to be on a regular weekly purchase list and none are allowed to be a special order product. Vendor is required to have all market basket items in stock or similar product if approved.

For the produce, we are looking for dual pricing. We are looking for pricing on a regular brand and on premium level produce where applicable. In the case of premium produce being used, be sure to notify us of case weight of the premium product along with pricing.

Product Category	Product Description	Pack	Size	Product Label	Product Number
Dairy	Egg Liquid Whole W/Citric Crtn	15	2 LB	SILVERBROOK	2248616197
	Butter, Blend	30	1 LB	GOLDN DELICIOUS	FBB4310A
	Cheese, American 160 Sl	6	5 LB	LAND O LAKES	4613600003
	Cheese, Ched Mont Jack Shred	4	5 LB	GREAT LAKES	1283381
	Cheese, Cheddar Xsharp White	1	10 LB	CUBA	73712
	Cheese, Cream Loaf	10	3 LB	FAIRMEAD O	11623
	Cheese, Feta Crumbles	4	2.5 LB	MARMARIS	00425
	Cheese, Mozz Shredded (Sorrento)	1	6/5 LB	SORRENTO	0160800
	Cheese, Parmesan Grated	2	5 LB	GREAT LAKES	95722
	Cheese, Parm-Rom Shredded	6	2 LB	GREAT LAKES	15752
	Cheese, Provolone	3	10 LB	VILLA FRIZZONI	440-5312
	Cream, Heavy 36% Extended	1	12/1 QT	FAIRMEAD O	18892
	Milk Whole Bib 96 Oz	1	3 CT	INT'L DELIGHT	102055
	Creamer Caramel Macchiato Bib	1	3/96 OZ	INT'L DELIGHT	101535
	Creamer French Vanilla	3	96 OZ	INT'L DELIGHT	100651
	Creamer Half N Half Bulk Chi	3	96 OZ	INT'L DELIGHT	102052
	Egg, Fresh Large, 15 Doz.	1	15 DOZ	FAIRMEAD O	19112
	Egg, Hard Cooked Bag	12	12 CT	TABLE READY	4602585018
	Eggs, Liquid Whites	15	2 LB	WALDBAUM	4602591820
	Eggs, Whole Liquid Bag In Box	1	20 LB	SILVERBROOK	2248616196
Margarine, Blend Garlic	3	5 LB	CHEF ITALIA	7311920035	

Table B.(Continued)

Product Category	Product Description	Pack	Size	Product Label	Product Number
<i>Meats, Fish, Poultry</i>	Bacon, Diced Ckd	2	5 LB	HORMEL	30594
	Bacon L/O Cooked	3	100 SL	HORMEL	11977
	Beef Brisket, Nr Sel	7	10-12LB	IBP	D7104AH
	Beef Steak Patty Fresh, 3.2 Oz	1	50 CT	PRAIRIEC D	1051C10XL
	Beef, 80/20 Ground Fresh	16	5 LB	IBP	D0371BH
	Beef, Clod Xt, Ch, Angus Trim	1	4 PC	ANGUS PRIDE	31422
	Beef, Inside Rd Denuded Ch	3	16-18LB	IBP	
	Chicken Breast, Rib Meat, Grill Mark	1	4/5 LB	PIERCE	6024
	Chicken Breast, Strip, Fajita Sea	2	5 LB	SILVERBROOK	15632
	Chicken Brst, Dsi Trim Pcs	4	10 LB	GEORGES	4779
	Chicken Nugget, Tempura Breast Patties	1	10 lb	perce	
	Chicken Thigh, Bnls Battered	2	5 LB	TYSON	38323-0928
	Chicken Wing, Ckd Savory 9-12 Ct	3	8.34 LB	SILVERBROOK	111116
	Chicken, 8 Pc, Buffet 3.0 - 3.25	1	45# AVG	PACKER	55102/3537
	Chicken, Breaded Italian	1	10lb	PIERCE	
	Chix Brst B/S 4 Oz Mar If 2	3	4 LB	SILVERBR F	111009
	Chix Brst Strips Grilled	1	4/5 LB	PIERCE	6024
	Chix Tenderloin Jbo Cvp Usa	4	10 LB	SILVERBROOK	13836
	Chix Tndr Brd Stkhouse Rtc	2	5 lb	tyson	
	Chix Wing Brst Bnls Chunk	2	5 LB	TYSON	38323-0928
	Chix, Brst Random B/S Jumbo Usa	4	10 LB	COMMODITY	20105
	Chix, Whole 3.25-3.5 Cvp Mar	12	HD	GEORGES	1911
	Frank, All Beef, 8/1 6"	4	5 LB	HEBREW NATIONAL	7495618443
	Frank, German Fully Cooked 6/1	1	10 LB	HOFFMAN	24684

Table B.(Continued)

Product Category	Product Description	Pack	Size	Product Label	Product Number
<i>Meats, Fish, Poultry</i>	Ham, Buffet Smkd Bnls 32%	1	2/16.5	HORMEL	43688
	Pork Butt, Boneless 1/8 Trim	5	2 PC	IBP	F1213AAL/1
	Pork Loin, Bnls	1	2 PC	HORMEL	41337
	Pork, Baby Back Rib	1	15 PC	IBP	F2264AAW
	Salami, Hard Sliced	2	5 LB	WILSON CONTLDLI	104445-654
	Sausage Patty, Ls, Cooked, 1.5 Oz	1	10 LB	HORMEL	63109
	Shrimp, 250-350, Ckd Salad	4	5 LB	CHICKEN OF SEA	328790100
	Tuna, Skipjack, Pouch	6	43 OZ	TUNA SOONER	TUSOS43OZ
	Turkey Brst Ckd Roast And Serv	2	8-10 LB	BUTTERBALL	2265581082
	Turkey Burger Patty 4 Oz, Perdue	40	4OZ	PERDUE	80178
<i>Baked Goods</i>	Tortilla, Flour 10"	12	12 CT	SAN PABLO	10464
	Bread, Baguette Artisan	24	10.0 OZ	BAKERY DEFRANCE	F5400
	Dough, Bread Cracked Wheat 18.25 Oz Rich	24	18.25OZ	RICH'S	06710
	Dough, Roll Butter Egg Dinner, 1.5 Oz	300	1.5 OZ	BRICKFIRE BKRY	2248616176
<i>Beverages/Juices</i>	Juice, Apple 6-1	4	90 OZ	MINUTE MAID	19440912
	Juice, Drink Cran 15% 4-1	4	90 OZ	MINUTE MAID	19440912
	Juice, Fruit Punch Hi-C 5-1	4	90 OZ	MINUTE MAID	06505
	Juice, Orange 5-1	4	90 OZ	MINUTE MAID	18400912
	Juice, Orange Guava	4	90 OZ	MINUTE MAID	18960912
	Tea, Chai Orig	6	32 OZ	OREGON CHAI	OC10040

Table B.(Continued)

Product Category	Product Description	Pack	Size	Product Label	Product Number
Bakery Frozen	Dough, 18 Oz 100% White Whole Wheat	10	43 OZ	DEIORIOS	2271
	Breadstick, Ny Garlic	132	1 OZ	NY FROZEN	15026
	Bread Italian Panini 6 Ct	1	6/2.3LB	RICH'S	15607
	Bread, Reuben 9 Grain 100% Whole Wheat	1	6 CT	ROTELLA'S	00700
	Breadstick, Ny Garlic	132	1 OZ	NY FROZEN	15026
	Dough, Cookie Choc Chip 1 Oz	320	1 OZ	DAVIDS	19001
	Dough, Cookie Choc Chip 4 Oz	80	4 OZ	DAVIDS	18011
	French Toast Stix, Whole Grain	5	2 #	FARM RICH	67400
	Pizza Dough Ball, 18 Oz	24	18 OZ	DEIORIOS	402
Groceries	Cereal, Bulk Chex Choc Gf	4	49 oz	general mills	38391000
	Cereal, Honey Nut Cheerios Gm	4	39 OZ	HONEY NUT	1600011988
	Coffee, Liquid Dark Roast	1	2/.5GAL	HIGHLAND ROAST	X73012
	Croutons, Multigrain	4	40 OZ	CHATHAM	140036
	Dressing, Ranch Lite	4	1 GAL	KENS	KE0708
	Hash, Corned Beef 110 Oz	6	110 OZ	KATYSKIT O	690VS-KKN
	Ketchup, Dispensing Heinz	2	1.5 GAL	HEINZ	1300051550
	Mayonnaise, X-Heavy	4	1 GAL	KENS	KE0898
	Mix Pwd Capp Slted Caramel	1	6/2LB	HIGHLAND ROAST	11D3090
	Mix Pwd Cappuccino Candy Cane	1	6/2 LB	HIGHLAND ROAST	110D3067
	Mix Pwd Cappuccino French Van	1	6/2 LB	HIGHLAND ROAST	110D3032
	Mix Pwd Cappuccino Original	1	6/2 LB	HIGHLAND ROAST	110D3063
	Mix Pwd Cappuccino Steamer	1	6/2 LB	HIGHLAND ROAST	110D3065
	Mix Pwd Cocoa Hot Premium Style	1	12/2 LB	HIGHLAND ROAST	110D3062
	Mix, Pancake Complete	6	5 LB	GENERAL MILLS	1600011030
	Oil, Canola Fry	1	35 LB	KATYSKIT O	5006544
	Oil, Olive Pomace	6	1 GAL	VILLA FRIZZONI	12343
	Oranges, Mandarin Whole L-S	6	#10 TIN	BOUNTIFU D	11937
	Pan Spray, No Soy	6	22 OZ	SEASON ORIGINAL	14063
	Pasta, Penne B	2	10 LB	BARILLA	1000440072
	Pasta, Spaghetti Thin B	2	10 LB	BARILLA	1000354003
	Peaches, Sliced	6	#10 TIN	DUET	38930DUG

Table B.(Continued)

Product Category	Product Description	Pack	Size	Product Label	Product Number
Groceries	Peanut Butter, Creamy (Katy'S Kitchen)	6	5 LB	KATYSKIT O	17558
	Pineapple, Chunks, #10	6	#10 TIN	BOUNTIFU D	11939
	Potato, Dehydrated Hashbrowns	6	2.1 LB	BOUNTFL HARVEST	2248610255
	Rice, Whole Grain Brown	1	25 LB	UNCLE BEN'S	109517
	Salsa, Thick N' Chunky Mild 136 Oz	1	4/135OZ	SAN PABLO	4854903175
	Sauce Mix Alfredo	4	96 OZ	STOUFFER'S	1380030470
	Sauce, Bbq Original (Sbr)	4	1 GAL	SWEET BABY RAYS	SJ0440HF
	Sauce, Buffalo Wing (Sbr)	4	1 GAL	SWEET BABY RAYS	
	Sauce, Pizza Fully Prepared	6	#10	ANGELA MIA	2700038866
	Sauce, Spaghetti Chunky Bulk	1	3 GAL	FURMANOS	F11458
	Sauce, Spiedie Marinade	4	1 GAL	LUPOS	
	Seeds, Sunflower Kernel Roasted	3	2 LB	FISHER	18858
	Syrup, Pancake	4	1 GAL	OASIS	FSYPOH0A
	Tomatoes, Diced #10	6	#10	ANGELA MIA	2700037854
	Frozen Fruits/ Vegetables	Fries, French 3/8" (Mccain)	6	5 LB	MCCAIN
Fries, Potato Cube, Seasoned (Mccain)		6	5 LB	MCCAIN	MCL03624
Fries, Potato Spud Bites (Mccain)		1	6/5 LB	OREIDA	OIF00093A
Frozen, Asparagus Cuts And Tips		6	2.5 LB	BOUNTFL HARVEST	12043
Guacamole Western Style		1	12/1 LB	HARVEST FRESH	7117919342
Onion Rings, Beer Battered		4	2.5 LB	TAVERN TRADITIN	30423
Strawberries, Sliced 4/1		6	6.5 LB	BOUNTIFU O	
Vegetables, Corn Cut Iqf		12	2.5 LB	BOUNTFL HARVEST	12059

Table B.(Continued)

Product Category	Product Description	Pack	Size	Product Label	Product Number
Produce*	Apple, Granny Smith 100 Ct	1	100 CT	FRESH	
	Apples, Sliced	2	3 LB	FRESH	
	Asparagus, Standard/Large Green	1	11 LB	MARKON 1ST CROP	
	Banana, Ripe 40#	1	40# BOX	FRESH	
	Beans, Green Trim	2	5# BAG	READY-SET-SERVE	
	Broccoli, Floret Salad Bar Cut	4	3# BAG	READY-SET-SERVE	
	Cantaloupe Chunk (243)	4	2.5 LB	FRESH	
	Carrot Baby Peeled Petite	4	5LB BAG	READY-SET-SERVE	
	Carrot, Jumbo Bulk, 25 Lb.	1	25# BAG	FRESH	
	Cauliflower Floret Salad Bar Cut	2	3# BAG	READY-SET-SERVE	
	Cucumber, Select Wax	1	1 1/9BU	FRESH	
	Garlic, Chopped In Water	12	32 OZ	FRESH	
	Grapes, Red Seedless	1	18# BOX	FRESH	
	Honeydew Melon Chunks	4	2.5 LB	FRESH	
	Lettuce, Green Whole Leaf Washed	1	10# BOX	MANN	
	Lettuce, Heart To Heart	4	2 LB	READY-SET-SERVE	
	Lettuce, Romaine Chop	6	2# BAG	READY-SET-SERVE	
	Lettuce, Salad Mix Sep Color	4	5LB BAG	READY-SET-SERVE	
	Lettuce, Shredded	4	5LB BAG	READY-SET-SERVE	
	Lettuce, Spring Mix	2	1.5#BAG	READY-SET-SERVE	
	Mushrooms, Medium	1	10# BOX	MARKON 1ST CROP	
	Mushrooms, Sliced Thin	1	10# BOX	MARKON 1ST CROP	
	Onions, Yellow Jumbo #1	1	25LB BG	FRESH	
	Orange, 88 Ct	1	88 CT	FRESH	
	Peas, Sugar Snap	1	10# BOX	FRESH	
	Peppers, Green Fresh	1	1 1/9BU	FRESH	
	Peppers, Red Gourmet	1	11# BOX	FRESH	
	Pineapple Chunks 255	4	2.5 LB	FRESH	
	Potatoes, Diced Fresh	2	10 LB	BOUNTFL HARVEST	
	Potatoes, Mashed Fresh	4	6 LB	BOUNTFL HARVEST	
	Potatoes, Mashed Fresh	4	6 LB	BOUNTFL HARVEST	
	Spinach, Flatleaf Wash & Trim	4	2.5#	READY-SET-SERVE	
	Squash, Summer	1	1/2 BU	FRESH	
	Squash, Zucchini Med	1	1/2 BU	FRESH	
	Strawberries, California	1	8/1 LB	MARKON 1ST CROP	
	Tofu, Extra Firm	12	14 OZ	PANDA FARMS	
	Tomatoes, Diced	3	2.5 LB	ULTRAFRESH	
	Tomatoes, Grape	12	1 PT	FRESH	
	Tomatoes, Sliced	2	5 LB	FRESH	
	Watermelon Chunks (253)	4	2.5 LB	FRESH	

Table B.(Continued)

Product Category	Product Description	Pack	Size	Product Label	Product Number
Paper and Disposables	Cont, 9X6 Compostable, Ovation	1	4/75 CT	GREEN WAVE	OV-BO96
	Glove, Latex, Pwd Free, Medium	1	10/100C	JOB SELECT	100-214
	Glove, Nitrile Blue Med	1	4/250CT	JOB SELECT	103-214-AP
	Liner 56 Gal 43X47 1.5 Mil Black	1	10/10CT	PROPAK	PPK434715R
	Napkin, 8.5X13 1Ply Nat Xprsnap	12	500 BAG	TORK	DX906E
	Plate, 9 In, Compostable, Ovation	1	4/125CT	GREEN WAVE	OV-P009
Chemicals	Delimer	2	1 GAL	PRO POWER	13433
	Detergent, Blue Power, Pot & Pan, 1 Gal	1	4/1 GAL	PROPOWER O	10520
	Rinse Additive, Liquid All Temp	2	1 GAL	PROPOWER	0430021
	Detergent, Machine Performer	4	9 LB	PRO POWER	13422
	Sanitizer, Third Sink (New)	1	4/1 GAL	PROPOWER O	17449
Frozen	Gnocchi	1	10#	SEVIROLI	76921
	Hors D'Oeuvres, Dumpling Chicken Lemongrass	1	7.5 LB	TMI	261242
	Meatballs, Meatless 1.5 Oz	1	100 CT	GARDEIN	5FSU21-232
	Mozzarella Stix, Battered	6	2 LB	FARM RICH	65115
	Pierogies, Mini	4	2.86 LB	MRS. T'S	4116400834
	Pretzels, Soft 5.5 Oz.	50	5.5 OZ	SUPERPRETZEL	3014
	Ravioli, Cheese Med Sq.	1	10 LB	VILLA FRIZZONI	14048
	Sauce, Alfredo	4	96 OZ	STOUFFER'S	1380030470
Tortellini, Cheese Cooked Bulk	2	5 LB	VILLAFRI O	4806000134	

* For produce, we are looking for brand and premium produce where applicable. In the case of premium produce being used, be sure to notify us of case weight of the premium product.

Table C. Signature Product List

Signature Product				
Product Description	Pack	Size	Product Label	Product Number
Cantaloupe Chunk (243)	4	2.5 LB	Dole	
Pineapple Chunks 255	4	2.5 LB	Dole	
Watermelon Chunks (253)	4	2.5 LB	Dole	
Honeydew Melon Chunks	4	2.5 LB	Dole	
Sleeves Cup Hot 16/ 20 Oz (Starbucks)	1	1380 CT	STARBUCKS	011020575
Starbucks, Café Estima, 5 Oz	32	5 OZ	STARBUCKS	000189704
Starbucks, Coffee, Pike Place, Decaf, 5 Oz	32	5 OZ	STARBUCKS	11010721
Starbucks, Coffee, Veranda, 5 Oz	32	5 OZ	STARBUCKS	000159305
Starbucks, Cup, 16Oz Print	1	20/50CT	STARBUCKS	011033280
Tea, Chai Orig	6	32 OZ	OREGON CHAI	OC10040
Dough Cookie Chocolate Chip	80	4 OZ	DAVIDS	18011
Dough Balls 5 Oz	84	5 OZ	DEIORIOS) OR EQUIVALENT)	429

Appendix A: Certification

Explanation. This certification attests to the Vendor's awareness of and agreement to the content of this RFP and all accompanying provisions contained herein.

Action. This certificate immediately follows. Please ensure it is duly completed and correctly executed by an authorized officer of your company.

This Proposal is submitted in Response to Request for Proposal by Auxiliary Services Corporation of SUNY Cortland. The undersigned, as a duly authorized officer, hereby certifies that

(Company)

agrees to be bound by the content of this Proposal and agrees to comply with the terms, conditions and provisions of the referenced Request for Proposal (RFP) and any addenda thereto in the event of an award. Exceptions may be noted only as stated in the RFP. The Proposal shall remain in effect for a period of ninety (90) calendar days as of the Due Date for Responses to the RFP.

Person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Request for Proposal are:

(Name) (Title)

(Name) (Title)

Signature

Printed

Title

Date

F.E.I.N.