



# JOLIET JUNIOR COLLEGE

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**JOLIET JUNIOR COLLEGE  
ILLINOIS COMMUNITY COLLEGE DISTRICT #525**

**(Business & Auxiliary Services)  
1215 Houbolt Road  
Joliet, Illinois 60431-8938**

**INSTRUCTIONS TO BIDDERS**

Sealed proposals are invited for **FOOD SUPPLIES** pursuant to specifications.

**PROPOSALS:**

Proposals will be submitted electronically through the ESM electronic bidding tool and read aloud virtually through Microsoft Teams by Joliet Junior College. Information regarding the ESM electronic bidding tool are included on page 1 of this bid document.

**PLACE:** [Click here to join the bid opening at the specified date and time.](#)

**DATE:** **APRIL 12, 2021**

**FAXES ARE NOT ACCEPTABLE**

**TIME:** **2:00 PM**

Proposals received after this time will not be accepted.

Proposals must be submitted through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your proposal. A step-by-step supplier registration guide is posted to the college's website for your reference. General supplier guides are also available on the ESM website. If you have any questions during the registration process, contact ESM Solutions Customer Support (877) 969-7246 Option 3.

**Registration Link:**

<https://supplier.esmsolutions.com/registration#/registration/contactInformation/>

**General Supplier Guide (ESM Documents):**

<https://support.esmsolutions.com/hc/en-us/sections/115000917048-Supplier-Guides>

**Supplier Registration Guide (JJC Document):**

<https://www.jjc.edu/sites/default/files/Purchasing/FY2019/Supplier%20Registration%20Screenshots%20Final.pdf>

**PRE-BID MEETING:**

An optional pre-bid meeting will be held virtually through Microsoft Teams on **MARCH 22, 2021 at 2:00PM.** [CLICK HERE TO JOIN THE PRE-BID MEETING AT THE SPECIFIED DATE & TIME](#)

**DELIVERY:**

All prices must be quoted F.O.B., Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431 unless otherwise noted.

**TAX EXEMPTION:**

Joliet Junior College is exempt from Federal, State, and Municipal taxes.

**SIGNATURE ON BIDS:**

Joliet Junior College requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his bid, represents that he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

**BIDDING PROCEDURES:**

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.
2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The college will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Business & Auxiliary Services. After bids are received, no allowance will be made for oversight by bidder.

**SUBSTITUTIONS:**

1. Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.
2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal.
3. A bidder's failure to meet the minimum specifications as listed may result in disqualification of his bid.

## **REJECTION OF BIDS:**

The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items quoted on. The College Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Bidder when investigation shows that Bidder is not in a position to perform the contract.

## **BUSINESS ENTERPRISE PROGRAM (BEP):**

### **MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES PARTICIPATION AND UTILIZATION PLAN:**

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575).

Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), [Business Enterprise Program \(BEP\)](http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx) web site to obtain additional details. **To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award.** Go to <http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for complete requirements for BEP certification.

For applicable projects, vendors may be asked to submit a [utilization plan](#) and [letter of intent](#) that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

## **ACKNOWLEDGEMENT OF ADDENDA:**

Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

## **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

**Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.**

## **CLERICAL ERRORS:**

If applicable, all errors in price extensions will be corrected by Joliet Junior College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

**SAMPLES:**

Bidder may be required to furnish samples upon request and without charge to the College.

**BID SECURITY: NOT REQUIRED****PAYMENTS:**

Certified Payroll: **NOT REQUIRED**

Partial Lien Waivers: **NOT REQUIRED**

Final Lien Waivers: **NOT REQUIRED**

**INSURANCE: NOT REQUIRED****PERFORMANCE BONDS: NOT REQUIRED****LAWS AND ORDINANCES:**

In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.

**SEX OFFENDER REGISTRATION REQUIREMENT NOTIFICATION:**

Illinois Compiled Statutes (730 ILCS 150/2) requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the Campus Police Department located in G1013, within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

**DAMAGE AND NEGLIGENCE:**

The Contractor agrees to indemnify and save harmless the College and employees from and against all loss, including costs and attorney's fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions.

College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slowdown, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

**INVESTIGATION OF BIDDERS:**

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Joliet Junior College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

**DISCLOSURE:**

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

**APPRENTICESHIP AND TRAINING PROGRAMS: NOT REQUIRED****SUBCONTRACTORS:**

Bidders must state on the proposal form all subcontractors he intends to use for this project. Failure to do so may be cause for rejection of bid.

**PREVAILING WAGE RATE: NOT REQUIRED****BID QUANTITIES:**

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

**BID AWARDS:**

The successful contractor, and/or any contractor shall not proceed on this bid until it receives a purchase order from the college. Failure to comply is the risk of that contractor.

**TERMINATION OF FUNDING:**

JJC's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this Contract up to the effective date of termination. JJC shall give notice of such termination for funding as soon as practicable after JJC becomes aware of the failure of funding.

**CHANGES TO CONTRACT AFTER BID AWARD:**

There shall be no deviations from any work without a written change order. All change orders must be approved by the Director of Business & Auxiliary Services or Vice President of Administrative Services as well as executed by the successful contractor.

If a change order or aggregate of change orders are 10% or more of the contract price, and such change orders are not approved, in writing, by either the Director of Business & Auxiliary Services or Vice President of Administrative Services, the successful contractor shall not be entitled to any type of compensation for services or materials provided.

**GENERAL:**

Joliet Junior College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the Joliet Junior College, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.

The parties to any contract (inclusive of subcontractors) resulting from this bid hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. Any vendor awarded a contract as a result of this bid must comply with the Illinois Department of Human Rights Equal Opportunity Act/Rules Sections 750.5 and 5/2-105.

Pursuant to Section 50-80 of the Illinois Procurement Code, each bidder who submits a bid or offer for a State of Illinois contract under this Code shall have a sexual harassment policy in accordance with paragraph (4) of subsection (A) of Section 2-105 of the Illinois Human Rights Act. A copy of the policy shall be provided to the college entering into the contract upon request.

The Customer reserves the right to request additional information after your proposal has been submitted.

**BLACKOUT PERIOD:**

After the College has advertised for bids, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of bid specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such bidders or sub-bidders making such request shall be made in writing at least seven (7) days prior to the date for receipt of bids. No vendor shall visit or contact any College officers or employees until after the bids are awarded, except in those instances when site inspection is a prerequisite for the submission of a bid. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.



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Janice Reedus  
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE  
ILLINOIS COMMUNITY COLLEGE DISTRICT #525  
(Business & Auxiliary Services)  
1215 Houbolt Road  
Joliet, Illinois 60431-8938  
Telephone: (815) 280-6640  
Fax: (815) 280-6631

**INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:**  
**<http://www.jjc.edu/community/vendors>**

**QUESTIONS PERTAINING TO OUR BIDS CAN BE SUBMITTED THROUGH THE ESM  
ELECTRONIC SOURCING SOLUTION.**

## **CERTIFICATION OF CONTRACT/BIDDER**

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/BIDDER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

THIS FORM **MUST** BE SCANNED AND SUBMITTED WITH YOUR BID



**CERTIFICATE OF COMPLIANCE WITH**  
**ILLINOIS DRUG-FREE WORKPLACE ACT**

\_\_\_\_\_, does hereby certify pursuant to the *Illinois Drug-Free Workplace Act* (30 ILCS 580/) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

\_\_\_\_\_  
By Authorized Agent

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN TO before me  
This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**Joliet Junior College District #525**  
**MEAT, DAIRY, PRODUCE, GROCERY, BEVERAGE AND PAPER PRODUCTS VENDOR(S)**

**DEFINITIONS**

“Campus” means the campuses of Joliet Junior College District #525.

“Bidder”, “Proposer”, “Supplier”, “Vendor”, and “Respondent” refer to a Company responding to this Bid.

**PART I: OVERVIEW**

**Joliet Junior College District #525** (hereinafter referred to as “Joliet Junior College” or “the College”) is seeking bids from experienced and qualified vendors to supply the College with USDA grade meats, dairy, produce, grocery, bakery, beverage, and paper products, on an as needed basis.

**Estimated Timetable:** The following schedule will apply to this BID.

BID notification date	March 12, 2021
Optional Pre- Bid Meeting	March 22, 2021
Closing Date/Time for Inquiries	April 1, 2021
<b>BID Due Date/Time</b>	<b>April 12, 2021 @ 2:00 p.m. CST</b>
Anticipated Award Date	May 12, 2021
Service to Commence No Later Than	July 1, 2021

In soliciting bids, it is the College’s intent to establish agreements to purchase products from multiple vendors to support the Culinary Arts Program and Food Services Department. The primary objectives of this endeavor are to contain food costs, provide quality food and services, expedite deliveries, streamline paperwork, reduce administrative costs, increase our commitment to sustainable food practices, provide reporting of sustainable food attributes, and coordinate efforts for allergen awareness. To achieve these goals, it will also be necessary to maintain continuity of supply for its food service needs as changing brands could potentially introduce unnecessary hardships on our student customers, thereby jeopardizing the integrity of our programs. Therefore, the successful bidder must be both capable and willing to purchase the brands or similar brands, as specified and from a third- party producer, if requested by the College.

The College is committed to conducting operations in conjunction with the Core Values of the College. One of Joliet Junior College’s seven Core Values is Sustainability. The College recognizes that true sustainability involves a commitment to environmental, social, and economic improvement. JJC encourages planning, solutions, and actions that provide benefits for students, employees, and the community.

Joliet Junior College reserves the right to award to multiple vendors. The purpose of this bid solicitation is to award a primary vendor and secondary vendors among several categories of products with specific pack sizes, delivery requirements and timeline perimeters.

In Fiscal Year 2020, (July 1, 2019- June 30, 2020), Joliet Junior College purchased approximately 10% local food, (within 250 miles of zip code 60431). It is our goal to increase these percentages while maintaining our costs. The Prime Vendor must demonstrate their ability to monitor and report quarterly on sustainable food purchases and to seek suppliers with a commitment to enhancing food system sustainability.

Joliet Junior College District #525 is also committed to food safety. It will be required for the vendor to help in our efforts to maintain correct food safety when it comes to recalls on products, delivery requirements and any HACCP issues that may arise.

Allergen awareness is a high priority for Joliet Junior College District #525. It will be the vendor's responsibility to have a dedicated staff member who specializes in dietary restrictions and allergens to work directly with our Food Services and Culinary Arts Departments to make sure all the products are adhering to correct labeling and allergen coding. Vendors must be able to easily and quickly provide nutritional data on all food items, (i.e. calorie and nutrition labels to include total fat, saturated fat, trans fat, cholesterol, sodium, total carbohydrates, fiber, sugar, and protein).

This bid is part of a competitive procurement process, which is intended to serve the best interests of Joliet Junior College. The award, if any, will be made to the vendor(s) whose bids are determined to be the most advantageous to Joliet Junior College, taking into consideration the specification factors set forth in the bid.

It is anticipated (but not guaranteed) that the total products purchased from the vendors will be approximately \$467,000+ per year. Deliveries are required Monday and Thursdays when the College is in session. When the College is not in session and during the summer semester, the weekly frequency may be reduced. Additional deliveries may also be required.

The College observes the following holidays annually:

- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day

Many of these holidays impact delivery schedules. If scheduled delivery date falls on a holiday or school closing, delivery shall be **automatically rescheduled** for the next college operational business day.

The college observed holidays requiring rescheduled delivery days in FY 2022 are as follows:

Monday	7/5/2021
Monday	9/6/2021
Thursday	11/11/2021
Monday	1/3/2022
Monday	1/17/2022
Monday	2/21/2022
Monday	5/30/2022

*Please note the college is closed for several weeks during winter and spring break and therefore there will be fewer deliveries. Additionally, volume is lower during the summer semester June- August.*

## ***PART II – SCOPE, SPEND, TERMS & CONDITIONS, VENDOR SELECTION***

**2.0 Scope:** Joliet Junior College is seeking bids from qualified suppliers to provide some or all of the College's requirements for meats (fresh and frozen), dairy, produce (fresh and frozen), some beverages, paper products, cleaning supplies & restaurant equipment, and grocery (frozen and canned) items for the College.

Excluded from the bid are vending machine service, bottle and fountain beverage, assorted types of flour for Culinary Arts program, specialty bakery and pastry supplies, specialty syrups, and other limited specialty items.

**2.1 Spend:** During fiscal year 2020 purchases for Primary and Secondary vendors for Meats, Seafood, Produce, Dairy, Disposables, Grocery, Supplies and Equipment, were approximately \$467,000. This information is provided for informational purpose only and should not be construed as a commitment by the College to purchase any specified quantities.

### ***Bid Spend Breakdown 2020***

**(\*\*\*COVID-19 Closure March- June impacted purchases, otherwise totals would be more\*\*\*):**

Meats	\$25,464.00
Seafood	\$16,337.00
Produce	\$44,749.00
Dairy	\$16,879.00
Disposables	\$39,451.00
Grocery (Dry)	\$64,238.00
Grocery (Refrigerated and Frozen)	\$163,035.00
Supplies, Chemicals and Equipment	\$13,520.00
<b>TOTAL</b>	<b>\$383,673.00 (This represents purchases from primary vendor)</b>

### **Food Services Purchases (represented in this bid)**

<b>Fiscal Year (July-June)</b>	<b>Food Spend</b>	<b>Non-Food Spend</b>	<b>Total Food Supplies</b>
<b>2020 (**COVID-19 Closure March- June**)</b>	\$ 237,839	\$ 36,165	\$ 274,004
2019	\$ 247,660	\$ 44,086	\$ 291,746
2018	\$ 352,911	\$ 48,071	\$ 400,982

### **Culinary Art Purchases (represented in this bid)**

<b>Fiscal Year (July-June)</b>	<b>Food Spend</b>	<b>Non-Food Spend</b>	<b>Total Food Supplies</b>
<b>2020 (**COVID-19 Closure March- June**)</b>	\$ 193,400	\$ 9,331	\$ 193,400
2019	\$ 243,745	\$ 8,971	\$ 252,716
2018	\$ 230,866	\$ 9,071	\$ 239,957

**2.2 Term of Contract:** The College plans to award a contract from this Bid for an anticipated overall period of three (3) years. The initial term of the anticipated Contract will be for one (1) year, with an option for the College to extend the Contract for an additional two (2) years, for a total term of three (3) years, if the College is satisfied with goods and service.

Please share your organization's renewal options.

**2.3 Terms and Conditions:** The successful bidder(s), if any, may be required to negotiate and enter into an agreement. Certain terms and conditions that the College anticipates may incorporate in such Agreement are set forth in Part III. The submission of a proposal shall be evidence of the bidder's willingness to agree to incorporate such terms and conditions into the Agreement.

**2.4 Vendor Selection - Primary and Secondary Vendors:** Vendors are being considered for various products as described below.

Primary Vendor-Providing an assortment of goods, including but not restricted to:

- Dry grocery items such as: canned goods, pastas, sugar, chips, snacks, packaged goods, packaged sauces and dressings
- Frozen goods such as: bakery and pastry, doughs, ready to cook foods, (chicken, burger patties, bacon), frozen vegetables
- Fresh goods such as cheese, eggs, dairy products, bulk juices, bulk beverages
- Disposables such as: plates, cups, bowls, lids, napkins, take out containers, cutlery
- Cleaning chemicals and supplies such as: scouring pads, brooms, mops, fryer filters and accessories
- General food service supplies and equipment such as: parchment paper, wax paper, portion bags, hairnets, fuel for chafing dishes, scrapers, serving utensils
- Milk, cream, butter, half & half, cottage cheese, sour cream, bulk and individual yogurt
- Dairy goods available in various pack sizes and or quantities, and the ability to supply partial cases and smaller pack sizes

Produce Vendor- Providing an assortment of goods including but not restricted to:

- Large variety of produce needs including pre-cut items and goods available in various pack sizes and/ or quantities, and the ability to supply partial cases and smaller pack sizes
- Additional specialty products, dairy and grocery items in smaller pack sizes
- Short lead times from ordering to delivery preferably 24-48 hours

Meat Vendor - Providing an assortment of goods including but not restricted to:

- Primal and sub-primal cuts of various types of meat, beef, pork, lamb, poultry, game
- Ground meat and sausage products
- Assorted animal bones (for preparing from scratch broth and sauces)
- Portion cut products
- Multiple pack sizes or ability to order products by a target weight in various amounts
- Short lead times from ordering to delivery preferably 24-48 hours

Seafood Vendor - Providing an assortment of goods including but not restricted to:

- Fresh fin fish ranging including whole fish, sides of fish and portion cuts
- Frozen finfish both whole and portioned
- Fresh and frozen shellfish

- Multiple pack sizes or ability to order products by a target weight in various amounts
- Short lead times from ordering to delivery preferably 24-48 hours

The specifications for the above vendor categories/food types must be responded to on a line by line basis (see Market Basket spreadsheet) so the College can evaluate how the bidder plans to meet these requirements.

The successful bidder will be expected to supply 90% of items in the categories they are making a bid on, and meet the lead time requirement, as specified on the attached Market Basket Spreadsheet. (Note some categories do have a lesser percentage threshold due the quantity of items being requested).

**The successful bidder will be expected to supply 80% from the Disposables category.**

**The successful bidder will be expected to supply 80% from the Grocery Refrigerated and Frozen category.**

### ***PART III - BID EVALUATION***

**3.0 Bid Evaluation:** The bid will be awarded to the lowest most responsive bidder(s) offering the best value as determined by the College. All vendors submitting bids concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

The following criteria will be used to evaluate each bid:

- Ability to meet specifications quality, unit of measure and pack size requirements.
- Ability to meet turnaround timeline from ordering to delivery
- Ability to supply those items that are noted to not allow a substitution.
- Ability to meet delivery schedule times.
- Value of institutional support to be provided to the College.
- Value of discounts, rebates and other incentives offered to the College.

## ***PART IV - SPECIFICATIONS***

**4.0. Product Specifications:** All foods provided by the Prime Vendor Food Program Supplier will be made available to the College in package size requested and pursuant to specifications reasonably requested by the College. The proposal shall identify all foods sold or distributed by the Vendors, including all specifications fully describing the portion size, packaging, nutritional information for use with the College's programs, dispensing capability in concentration (if applicable) of each food item. Products must conform to the manufacturer's use by date.

When a general packer is specified, the package and or case must have the manufacturer label and product number. (i.e., Heinz/catsup product number/Flavor Pack/green beans product number.)

The Vendor will endeavor to ensure that food packaging is kept minimal, and that low impact environmental options are selected where possible, while protecting the freshness and quality of food, the Vendor will endeavor to provide food packaging that is composed of recycled material and is recyclable.

**4.1 Food Safety:** All items to be furnished hereunder shall meet all applicable State and Federal requirements of the Hazard Analysis & Critical Control Points Act (HACCP). Immediate response on all product recalls must be made to the College Representatives within 24 hours. Follow-up documentation and instructions must be submitted to the College representatives within a 48-hour period.

**4.2 Allergen Awareness:** The College 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 The College 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 the College are as follows (10 listed):*

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

**4.2.1 Allergen Expectations:** The proposer should be prepared to provide the following information to the College. Vendors should be prepared to have a staff member as a direct contact for our department leaders and managers to contact at any time.

- *Ingredient lists available on-line for all products purchased from vendor.*
- *Allergy alerts for food recalls or mislabeled products that involve the FDA- defined top 10 food allergens issued by the FDA, the USDA or the manufacturer.*
- *Implement a no substitutions policy.*
- *Ingredient notices about upcoming changes in manufacturer products.*



- *Work to ensure quality/accuracy of “allergen friendly” items*
- *Implement a receiving policy (Vendor employees should be trained) on how to handle damaged items that contain one of the 10 main allergens identified above. (i.e. In transit a bag of flour opened and contaminated gluten free products)*
- *Segregate allergen-free foods (i.e. keep separate on the receiving truck). Have a procedure on how to unload separate from other products.*
- *Provide the College a list of food items manufactured on shared equipment or in a shared facility that produce items peanuts and/or tree nuts.*

**4.3 Sustainability:** Joliet Junior College seeks vendor(s) that strives to increase sustainable food options for the College. Please provide your company’s Social Responsibility Commitment and certifications you may have achieved as it relates to the following:

- Local Economies - supporting diverse, small and mid-sized agricultural and food processing operations within the local region.
- Environmental Sustainability - sourcing producers that reduce or eliminate pesticides and fertilizers, avoid the use of hormones and antibiotics, protect and preserve natural resources, strive to reduce greenhouse gas emissions and help to reduce carbon and water footprints.
- Valued Workforce - sourcing producers that provide safe, healthy working conditions and fair wages for all food chain workers.
- Animal Welfare - sourcing from producers that provide healthy and humane conditions for farm animals.
- Nutrition - sourcing products that promote health and well-being options that contain whole grains, processed foods which are low in salt, saturated fats, added sugars and artificial additives.

**4.4 Institutional and Student Support:** Awarded vendors must also consider participation in the following:

- An annual scholarship donation to the Joliet Junior College Foundation
- Support events for the Office of Student Services and Culinary Arts
- Special Functions: Products, raffle prizes or monetary donations for our staff holiday party, and Office of Student Activities events. Secondary vendors should provide responses as well.

Vendor(s) are expected to get support from brokers and/or contribute product donations at no cost to the College for two (2) semi-annual vendor “food shows” for students and a Back to School picnic at the College’s Main Campus, a Culinary Job Fair at the City Center Campus, and other special functions such as raffles for staff or students.

If, due to unforeseen circumstances, the event is cancelled the vendor is still expected to provide the same financial support towards other events or programs for the Office of Student Activities at the discretion of the College.

Examples of the events:

#### **Food Shows**

- October and April (exact dates TBD).
- Event hours: 10:30AM- 1:30PM.
- Expected attendance: 500-600 students per event.
- Event will be a no cost event to College for college students.
- Event will have several stations, (minimum of 8 unique) with manufacturer/vendor representatives preparing and providing samples of various food and beverage products, (menu of items to be approved by Food Services), that would be appropriate for use and sale in a college setting.
- Vendor will provide the following:

- Assorted beverages
- Various proteins including meatless options
- Napkins, plates, and knives forks & spoons
- Hot and cold holding (coolers, chafing dishes, soup terrines, heat lamps, cutting boards, table accessories, serving utensils, etc.).
- College will provide the following:
  - Tables, tablecloths and skirting (if applicable)
  - Shared cooking equipment, transport carts, wet ice, refrigeration and prep space on day of event beginning at 6:00 a.m.
  - Hot holding cabinets

### **Back to School Picnic**

- Two consecutive days in mid-August, (Date TBD)
- Event will run from 11AM-2PM
- Expected 500 Students per day
- Event will be a no cost event to the College for college students
- Vendor will provide:
  - Burgers, Hot Dogs, Sausages
  - Assorted individual chips with applicable condiments
  - Napkins and disposable serving trays
- Estimated food and supplies cost for the picnic is \$2,500.00

### **Culinary Job Fair/Food Show**

- Spring Semester 2022 (Date TBD)
- Event will run from 10:30AM-1:30PM.
- Expected 100-150 students and guests.
- Event will have stations from vendors providing samples of food and beverage.
- Vendor will provide:
  - Napkins, utensils and cutlery
  - Hot and cold holding equipment
- The Culinary Arts Department will provide tables, electricity, refrigeration space and cooking equipment.

**4.5 Customer Service:** The Proposer should be able to offer new resources and opportunities to take the customer experience to an even higher level. Support an expanding role in helping Joliet Junior College not only in the back of the house, as well as the front of the house to help energize their growth.

**4.6 Incentives and Rebates:** The Proposer needs to list various incentives and rebates available to the College.

**4.6.1 Daily Drop Size Incentive:** If the Prime/Secondary Vendor agrees to pay a Daily Drop Size Incentive based on the aggregate purchases made on campus, the drop size incentive will be processed monthly in the form of a check payable to Joliet Junior College District #525 and sent to the Food Manager's attention. 1215 Houbolt Road Joliet, IL 60431

Propose terms of your Incentive \_\_\_\_\_

Define how this will be applied \_\_\_\_\_

**4.6.2 Volume Discount/Rebates:** The Vendor agrees to pay a Sales Volume/Rebate Incentive based on net purchases made from July 1 – June 30, in each year of the agreement.

Propose terms of your Discount/Rebate Incentive \_\_\_\_\_

Define how this will be applied \_\_\_\_\_

#### **4.7 Pricing:**

**4.7.1** Quotes in response to this BID will be based on your documented landed cost-plus mark-up percentage (see section 4.10.3 below). Your documented landed cost should be based on the actual cost to you including any volume discounts, refunds, rebates or other pricing benefits you receive from your suppliers. This structure would still show your landed invoice price, plus freight and the markup but would be best price possible.

**4.7.2** Prices quoted in response to this BID may be adjusted up or down in an amount not to exceed the Consumer Price Index (CPI), appropriate for the commodity, as published by the United States Department of Labor. The College will expect any increases to be consistent with those applied to other customers of comparable size and nature.

**4.7.3** For annual renewals, the Consumer Price Index – Chicago Index is the preferred inflation factor; however, other renewal options will be considered.

**4.7.4** Awarded vendors must schedule quarterly reporting on:

- Price Changes, (if applicable)
- Spend
- Variances
- Outstanding Credits
- Overall Vendor delivery performance % of ordered vs received
- Non-Bid Items: Usage, Volume, Spend

**4.7.5** The College reserves the right to audit the awarded vendor's books for pricing items that have been bid. Audit requests would occur with fourteen (14) business days in advance notice on selected items sold to the College. The audit list is chosen by the college and can be from the past 9 months. The list of items to be audited will be provided at the time the announced audit is made to the Vendor.

**4.7.6** The successful bidder will submit any other fees not detailed in this bid.

Fuel Charges \_\_\_\_\_

Delivery Fees \_\_\_\_\_

Other Fees \_\_\_\_\_

## 4.8 Service Requirements

### 4.8.1 Minimum Order:

The successful bidder will define any minimum order amounts by volume (cases) or value (dollars)

Minimum order amounts per delivery \_\_\_\_\_

**4.8.2 Deliveries and Schedule:** The college has multiple accounts (Food Services and Culinary Arts) for shipping & billing purposes. Delivery locations are as follows:

- **City Center Campus:** 235 N. Chicago Street, Joliet, IL 60432 (Chicago St. & Webster St., Joliet, IL 60432)
- **Main Campus Building A Loading Dock:** 1215 Houbolt Rd., Joliet, IL
- **Romeoville Campus:** 1125 W. Romeo Road (W. 135<sup>th</sup> Street), Romeoville, IL (Special events- maximum 6 per year)
- **Weitendorf Agricultural Center** 17840 W Laraway Rd, Joliet, IL 60433 (Special events- maximum 6 per year)

Delivery times must follow the schedule below. Additional Days may be needed or added assuming the College meets the stated vendor delivery minimum.

Main Campus Food Services loading dock is a single bay dock. A dock plate is highly recommended for delivery.

City Center Campus deliveries are at street level in an alleyway. A lift is recommended for the delivery.

- Primary Vendor Delivery Times (all times are in CST)

#### **Mondays**

- City Center Culinary Arts 5:30 AM – 8:30 AM
- Main Campus Food Services 6:00 AM – 9:00 AM

#### **Thursdays**

- Main Campus Food Services 6:00 AM – 9:00 AM
- City Center Culinary Arts 7:00 AM – 10:00 AM

- Secondary Vendor Delivery Times (all times are in CST)

#### **Mondays**

- City Center Culinary Arts 5:30 AM - 10:30 AM
- Main Campus Food Services 6:00 AM – 9:00 AM

#### **Thursdays**

- Main Campus Culinary Arts 6:00 AM – 9:00 AM
- City Center Food Services 7:00 AM – 10:00 AM

**4.8.3 Emergency Plan:** The vendor must provide to the College a written emergency plan for shipping errors, shortages, weather-related emergencies and emergency deliveries. In the event of a prolonged emergency situation, the Vendors might be called on to provide the campus with a refrigerated truck for use during the emergency.

**4.8.4 Account Sales Executive:** The successful bidder must provide an account executive or representative who will be responsible for the following services:

- Provide product information regarding new items for the end user.
- Assist the College in resolving customer service requirements, product specifications or problems, sustainable food reporting, as well as cuttings for products to ensure quality and price.
- Be available via cell phone and e-mail.
- Visit the campus accounts on a monthly basis to identify product or service concerns between the hours of 8 a.m. and 2 p.m.
- Coordinate new product introductions with brokers and manufacturers.
- Detail new product to end users and integrating those into the agreement.
- Devote as much time necessary to effectively meet the needs of the College.

**4.8.5 Inside Sales:** An inside sales person must be assigned to handle the College account. This person must be readily accessible by telephone and email available during normal business hours (8 a.m. to 5 p.m. CST). The inside sales contact must have the ability to handle late add-on orders. This person must be well versed in allergen awareness and able to help facility questions and concerns.

**4.8.6 Telephone Access:** A telephone number must be available for order placement and customer service.

**4.8.7 Technology Capabilities:** The successful bidder(s) should have on-line order placement capabilities.

Primary vendors would provide the following free of charge:

- Web-based software which will provide:
  - Ordering
  - Nutritional values of all food products ordered
  - Inventory program capability (On-site support for initial setup of inventory program to storage areas upon start of agreement and on an annual basis)
  - Multi-vendor inventory capability
  - Recipe creation
  - Inventory cost analysis
  - Purchase order tracking.
- Hardware:
  - Four (4) tablet devices for ordering and inventory purposes (2 For Food Services, 2 for Culinary Arts)

**4.8.8 Delivery Shortages:** Delivery shortages must be held to a minimum of 3% of purchases, with substitutes approved prior to delivery. Shortages also have to be approved and rerouted to the College within one (1) business day to ensure proper allergens for coding if any substitutions are made.

**4.9 Market Basket:** Attached Spreadsheet has items to be bid on as well as an example tab on how info must be entered.

**4.9.1** The products listed on the attached Market Basket are a representative sampling of the products purchased by the College for the period 7/1/2019 - 6/30/2020. *(The quantities in the list would have been greater if the College did not close in the wake of the COVID-19 pandemic).* This list is provided for informational purposes only and should not be construed as a commitment of future purchases.

Please supply prices, effective March 12, 2021 for Market Basket items based on your landed cost plus the appropriate mark-up percentage as identified in 4.7. ***Vendors need to note substitutions and convert case volume to equal original specification so that proper assessment can be made.***

**Note:**

- *Vendors must supply a landed cost + percentage mark-up figure for 90% of the product category. (Some categories are 80% of the category)*
- *The College would prefer prices be fixed for the duration of one year for all non-commodity products, (i.e. dry grocery, frozen, ready to cook foods, disposables, equipment and supplies, etc.).*
- *For commodity products that are impacted by market price fluctuations, (i.e. fresh produce, fresh meats, fresh seafood) Vendor should indicate the price for the week in time noted. Also, note those items accordingly and indicate the markup percentage.*
- *Vendors will indicate in the appropriate column items that are considered a commodity and subject to price changes.*
- *These prices will be weighted according to usage and used as the price component of the evaluation process.*
- *Vendors must identify the product items from Market Basket that cannot be supplied by leaving that price empty.*
- *If the exact brand is not available, supply a comparable substitute and list the brand and manufacturer item number.*
- *All substitutions and stock-outs on items must be corrected within an agreed amount of time.*
- *The College reserves the right to request and test samples of substitute products. Vendors should be prepared to send samples of substitutes within two weeks of the close of the bid, if requested, at no cost to the College.*
- *There are some specific items on the bid that are not subject to substitutions. These items are noted on the market basket spreadsheet.*
- *Ecolab Chemical provides the College a government and institutional pricing program on chemical products. The College expects the vendor to be able readily provide the Ecolab products listed for delivery. Ecolab products will not be part of the final evaluation. Usage is being provided to vendors as information to plan for service to College*

**4.9.2 Formula:** The calculation of prices based on the documented supplier's landed cost + mark-up percentages will be consistent with the following formula:

**EXAMPLE ONLY**

Cost to supplier on INSERT DATE	\$10.00
Freight (if any)	\$0.70
<b>Landed Cost</b>	<b>\$10.70</b>
Cost plus markup – 10% (example only)	\$1.07
<b>Price to College</b>	<b>\$11.77</b>

**4.10 Special Orders:** The bidder will provide a definition of items deemed a “special order” and the associated delivery lead times.

**4.11 Product Testing:** The College reserves the right to perform product testing and to change product brands during the contract period. Vendor will provide pricing and follow the markup schedule of that category.

**4.12 Equipment:** At this time the College is not requesting any additional equipment to be supplied by the vendors.

## ***PART V - REQUIRED RESPONSES***

The following information must be included in the bid submission. Failure to provide the requested information could be grounds for disqualification. Explanatory information can be found in the sections noted next to each item.

1. Please describe how your organization manages recalls of products. (4.1)

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2. Please provide your company's Social Responsibility Commitment and certifications you may have achieved.

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3. How much will your company be donating for scholarships? (4.4.1)

\$\_\_\_\_\_

4. Value of goods your company be donating for Food Shows (4.4.2)

\$\_\_\_\_\_

5. Value of goods your company will be donating for Picnic (4.4.2)

\$\_\_\_\_\_

6. Value of goods your company will be donating for Culinary Arts Job Fair (4.4.2)

\$\_\_\_\_\_

7. Value of goods your company will be donating for raffle prizes (4.4.3)

\$\_\_\_\_\_

8. Annual Renewals (4.7.3)

Choose one option with an X:

\_\_\_\_\_ For the annual renewals after the initial one-year term, we will provide annual service at the cost indicated on the spreadsheet plus an escalator of \_\_\_\_\_per year.

\_\_\_\_\_ We propose an inflation factor tied to \_\_\_\_\_ (specify your index or means of computing the increase).

\_\_\_\_\_ We do not wish to provide a factor for subsequent years increases.

9. Drop Size Incentive (4.6.1)

Proposed Terms\_\_\_\_\_

Define how to be applied\_\_\_\_\_



10. Volume Discount/Rebates (4.6.2)

Proposed Terms\_\_\_\_\_

Define how to be applied\_\_\_\_\_

11. Please describe any other fees, (i.e. delivery fee, fuel surcharges or other fees). (4.7.6)

\_\_\_\_\_

12. Please list delivery minimum by cases or by dollar value of products. (4.8.1)

\_\_\_\_\_

13. Please describe your policy for adding additional delivery dates. (4.8.2)

\_\_\_\_\_

14. Please describe Emergency Procedures for delivery for inclement weather or other unforeseen circumstances. (4.8.3)

\_\_\_\_\_

15. Market Basket Information (4.9) – Complete attached spreadsheet.

16. Define Special Orders and Specialty Items (4.10)

\_\_\_\_\_

17. Please provide a markup schedule by category:

_____	Disposables	_____	Dairy
_____	Dry Grocery	_____	Cleaning Supplies
_____	Frozen Grocery	_____	Beverages
_____	Meat & Poultry	_____	Produce
_____	Seafood	_____	Supplies & Equipment

18. Does your bid pricing derive from a consortium or Group Purchasing Organization?

☐ Yes    ☐ No

If yes, please list name of GPO here\_\_\_\_\_

19. Please list three (3) trade references:

**Reference #1**

Organization Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

**Reference #2**

Organization Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

**Reference #3**

Organization Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_