Fresh Doughnuts and Bagels
Auburn University at Montgomery is seeking sealed proposals for the delivery of fresh doughnuts and bagels.

Open  9/2/2020 8:00 AM CDT
Close  9/7/2020 2:00 PM CDT

Type  AUM - Request for Proposal
Number  AUM-2020-0000007
Currency  US Dollar

Sealed Until  9/7/2020 2:00 PM CDT

Payment Terms  0% 0, Net 30

Contacts
Frances Patrick
MOSLEFN@auburn.edu
Phone  +1 334-244-3130

Commodity Codes
Commodity Code  Description
50180000  Bread and bakery products
Auburn University at Montgomery

Request for Proposal

Proposals received after the date and time specified above will not be considered.

Intent and Scope

Auburn University at Montgomery's Dining Operations is seeking sealed proposals for the establishment of a fixed price one (1) year contract for the purchase and delivery of fresh baked doughnuts and bagels.

Inquiries and Notices

All inquiries concerning information with regard to technical specifications and the bid process shall be addressed to Niki Patrick via the Q&A Board found in the event. Questions via email will not be addressed.

Instructions to Proposers

A. Proposal Response Guidelines

- Proposals should be submitted to the Procurement & Business Services Sourcing Event Portal on or before the time and date set for closing.
- Pursuant to the provisions of the State of Alabama Competitive Bid Law rules and regulations adopted there under, sealed bids will be received on the items noted herein by Financial Services of Auburn University at Montgomery, until the date and time stated.
- All bids are to be "F.O.B. Destination - Freight Prepaid and Allowed."
- Alabama law (Section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false. Bidder certifies that neither it, nor any of its employees who will provide or perform services under this contract have been debarred, suspended or declared ineligible as defined in the Federal Acquisition Regulation (FAR 48 C.F.R. Ch. 1 Subpart 9.4). Bidder will immediately notify the University if the Bidder or any of its employees who will provide or perform services under this contract is placed on the Consolidated List of Debarred, Suspended, and Ineligible Bidders.
- Auburn University at Montgomery reserves the right to award in whole or in part, by line item, or make multiple awards, where such action serves Auburn University at Montgomery’s best interest.
- Proposers may withdraw proposals at any time prior to the time and date set for opening.
- The University reserves the sole and exclusive right to reject or accept any or all proposals and to waive any informality in proposal. The best interest of the University and their subsequent facilities shall be considered as the number one determining factor in selecting or not selecting a Proposer.
- No department, school, or office at the University has the authority to solicit official proposals other than Financial Services. All solicitation is performed under the direct supervision of the Controller and in complete accordance with the University policies and procedures.
The University reserves the right to conduct discussions with proposers, and to accept revisions of proposals, and to negotiate price changes. The University will make reasonable efforts to protect proprietary information but all records are subject to State of Alabama open records laws.

Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the University may be requested to give an oral presentation to a selection committee. Financial Services will schedule the presentations.

The University is committed to the development of Small Business and Small Disadvantaged business (SB & SDB) suppliers. If subcontracting is necessary, the contractor will make every effort to use SB & SDB in the performance of this contract. Reporting will be required throughout the duration of the contract indicating the extent of SB & SDB participation.

The Suppliers shall indemnify, defend, and hold harmless the University, its officers, agents, and employees from any claims, damages, and actions of any kind or nature arising from or caused by the use of any materials, goods, equipment, or services furnished by the Supplier, provided that such liability does not attribute to the sole negligence of the University.

The successful supplier will have to attest to the following: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for Description employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

Read and comply with all instructions, specifications, General Terms and Conditions, and Bid Conditions

B. Proposal Format

• Proposals should be submitted in Excel® and/or Adobe PDF® formatting only.
  - If there is any information or required documents, which due to size limitations cannot be incorporated following the preferred formatting, please note for the evaluator where the information can be found in the response.

• Submission of price components should be based on a dozen doughnuts or bagels. Pricing will remain fixed for 12 months and should include all associated costs. AUM will not pay delivery, gratuity, or sales tax.

• Tabular/Paginated Format
  - Tab One: A one to two page executive summary of the proposal, including brief descriptions of the company’s expertise procuring a contract the size and scope described in the RFP, and how the proposer plans to address the University’s requirements.
  - Tab Two: Contact name(s), title(s), and email(s) of the individual(s) responsible for the company’s proposal and negotiation during this RFP process. Please include a description of the type of team that would be assigned to this project.
  - Tab Three: A listing of the company projects/customers similar in size and scope to the services described in the RFP within the last five years. This list must include the name, address, telephone, and email address of the client contract administrator. If applicable, please list examples of services rendered in the state of Alabama, particularly within institutions of higher learning.
  - Tab Four: A detailed listing of doughnut and bagel varieties/flavors, including all ingredients and nutritional value.
  - Tab Five: A copy of your most recent and current Alabama Department of Public Health food service permit and inspection report.

C. Product Samples

• Bidders will be required to submit 1 dozen doughnuts and/or bagels for product sampling.
- Samples should be delivered to Taylor Center 7430 East Drive Montgomery, Al 36117 on Tuesday, September 8th by 7:30am, ATTN: Ashley Thorne. **Failure to submit product samples will result in disqualification.**
- Boxes should be sealed and clearly marked with company name and RFP No. AUM-2020-7.

**Additional Specifications and Considerations**

- **Delivery Requirements**
  - Delivery will be FOB to Taylor Center 7430 East Drive Montgomery, Al 36117.
  - Delivery must be made before 7:30am unless other arrangements are agreed upon in advance.
  - Deliveries will include an itemized and dated delivery ticket that will include the correct bid pricing, product name, unit cost, extension, and total charge.
  - Deliveries will be in crush proof trays/containers on an agreed upon delivery schedule.
- **Marketing**
  - The successful bidder will grant AUM permission to use company name and logo with prior approval and in accordance with bidder's branding specifications.
- **Nutritional Information**
  - Each doughnut and bagel variety will be accompanied with a detailed ingredients list and nutritional value.

**Evaluation Criteria**

- Evaluation will be based on:
  - Price, 50%
  - Taste and Product Offering, 30%
  - References and Proposal Submission, 20%
1. Please confirm that you have read the terms and conditions

2. Please upload a completed & notarized Vendor Disclosure Statement.
   If you have an office within or employ any individuals who reside or work within the State of Alabama, please upload your E-Verify Memorandum of Understanding (MOU).

3. If there is no office within the state, nor individuals residing or working within the state - please upload a statement confirming this information.

4. If applicable, please upload a sample contract.
Buyer Attachments

There are no Buyer Attachments added to this event.
Questions

There are no Questions added to this event.
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<td>1</td>
<td>DZ</td>
<td>Dozen</td>
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<tr>
<td></td>
<td>one dozen glazed, no toppings</td>
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<td>one dozen bagels, price will apply to all varieties</td>
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Service Line Items

There are no Items added to this event.