**Request for Proposal**

Specialty Food Products

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**Request for Proposal # 04-18-24-DJ**

**Date Issued:** 04/18/2024

**Due Date:** 05/03/2024 by 3:00pm PT

**Submitted by the**

**University of California Davis Health**

**This RFP is also available at:** [**https://health.ucdavis.edu/supplychain/**](https://health.ucdavis.edu/supplychain/)

All questions regarding this RFP should be directed to:

Dave Johnson

UCDH Procurement & Strategic Sourcing Department

Email: ucdjohnson@ucdavis.edu

Phone: (916) 734-2352

Please quote your lowest price for the material, and/or services, to be delivered, as specified below. Any deviation from the specifications must be identified and fully described. The right is reserved to accept or reject quotations on each item separately, or as a whole, and to waive any irregularities in the quotation. If unable to quote, please return this form so marked.

**Questions should not be directed to any other University departments or staff. Material or substantive information provided to any bidder, as a result of questions received, will be provided to all bidders via an addendum to this RFI.**

**Introduction and RFP Purpose**

The Regents of the University of California, on behalf of UC Davis Health, invites you to participate in our Request for Proposal (RFP) **04-10-24-DJ Specialty Food Products**. The purpose of this RFP is to identify the appropriate vendor who will provide the best value in all cost, quality, consistency and performance for the delivery and service of bread purchases for the Food and Nutrition Department.

# Description of Organization

UC Health with its five academic medical centers in UCLA, UC Davis, UC Irvine, UC San Diego, and UC San Francisco form a nearly $11 billion enterprise, providing the best in healthcare and the latest medical technology advancements to patients across the state of California and throughout the world. With these five UCs and their twelve hospitals with more than 3,600 hospital beds, we receive over 159,000 inpatient admissions, 334,000 emergency room visits, and 4.2 million outpatient visits each year.

UC Health remains at the forefront of improving healthcare and wellness, and it strives to develop system-wide initiatives aimed at leveraging the scale of the UC Health locations in not only reducing costs, but also discovering new ways to inspire collaboration in an increasingly competitive healthcare world.

The University of California, Davis Health (UCDH) provides the organizational framework that enables the University of California Davis to fulfill teaching, research, patient care and public service missions. It consists of the School of Medicine (UCDSOM), the UC Davis Medical Center (UCDMC), the UC Davis Medical Group and several specific centers such as the UC Davis Cancer Center, the UC Davis Children’s Hospital, and the UC Davis. M.I.N.D. Institute. Together, they deliver primary, secondary, and tertiary care throughout inland Northern California. The UC Davis Medical Group, the health system’s physician network, includes over 500 physicians and 150 areas of medical specialty geographically dispersed in 25 locations.

UCDMC is a 619-bed, fully accredited hospital, which serves as the main clinical education site for the UCD School of Medicine. Prior to its acquisition by The Regents in 1973, the hospital was owned and operated by Sacramento County and served as the primary provider of healthcare to Sacramento’s medically indigent population.

UCDMC is the sole Level 1 trauma center serving the Sacramento-Sierra area and the primary tertiary care referral center for a 32-county area of more than five million residents. Each year UCDMC admits approximately 32,000 inpatients, while its 150-plus clinics log more than 828,000 outpatient and emergency visits.

UC Davis Medical Center Food and Nutrition Services Mission Statement (UCDMCFNS**)** provides food and nutrition services for UC Davis Health and our local community. Our **R.E.A.L**. food values guide us in accomplishing this mission for health and healing.

Responsible Food: We value sustainable and local food that is minimally processed. We recognize the economic impact of our purchasing decisions.

Education: We educate our community about sustainable nourishing food options to increase demand and awareness. We share knowledge to promote learning and development.

Active Engagement: We actively engage and partner with our community to build a culture of compassion and learning.

Less Waste: We take action to reduce waste and promote best practices for the environment.

Current State and Scope

Food and Nutrition Services values sustainable and local food that is minimally processed. We recognize the economic impact of our purchasing decisions. Our food procurement adheres with our healthier food purchasing standards from Practice Green Health (PGH) and University of California Office of the President (UCOP) policy. This includes supporting Small Business, Diversity and Inclusion.

**Qualifications:**

* Provide quarterly product reporting.
* Observe product source transparency with clean ingredients.
* Snack products must provide quality and consistency when adhering to the National IDSSI Level 7 (Regular Easy to Chew Foods)
  + https://iddsi.org/IDDSI/media/images/ConsumerHandoutsAdult/7\_Regular\_Adults\_consumer\_handout\_30Jan2019.pdf
* Provide certifications for each claim for any local and sustainable ingredients.
  + Fulfill a fill rate of 98.5% or higher on specialty product local sustainable product selection.
  + Adhere to our patient services nutritional’s upon request.

**Expectations and Requirements**

This RFP is an invitation for suitably qualified vendors to submit a quotation for bread products that are **local sustainable food,** in compliance with our Practice Green Health (PGH) and University of California Office of the President (UCOP) policies.

For this bid, Vendor must demonstrate the ability to be a primary product vendor for a large medical center who can provide the following:

* Delivery service 6 days per week with a daily **2 pm cut off time.**
* Delivery windows: 8am to 10am weekdays and Saturdays
* Product delivery directly to each location (DSD) program
* Vendor to provide a “use by” date in all products.
* Able to deliver to our Adjacent ACC (Ambulatory Center) Café, located on 4860 Y St. Sacramento, Ca 95817. **Open only Monday through Friday delivery window 7am to 8:30am**.
* Online ordering system with ability to take PO numbers and generate confirming emails.
  + Order confirmation pricing must match actual invoice pricing.
  + Any price increase must be provided with a 60-day notice.
  + Online ordering system must have information sufficient to be able to identify local, organic, fair trade and California grown attributes and other designations as determined necessary.
  + Effective system to deliver out of stock communication and pre-select appropriate substitutions when applicable and same day shortage solutions.
  + Vendor must be able to provide accurate reporting to include sustainability efforts and any energy conservation on a monthly, quarterly, and annual basis in total sales for:
  + **Product purchases within 250 miles of Sacramento, CA**
  + **Certified Organic**
  + **Non-GMO Project Certified (This certification must be combined with another third-party certification)**
  + **Rainforest Alliance Certified**
  + **Fair Trade Certified**
  + **Food Alliance**
  + **Any sustainable efforts your company is committed (Clean label products)**
  + A commitment to purchase from local with transparency for ingredients if applicable.
  + Vendor to provide pricelist that includes nutritional’s on all products.
  + Vendor to establish a qualified account manager for communication and coordination.
  + Contract terms to be extended to any local and sustainable foods product lines carried by vendor that might be purchased.

*(The above expectations and requirement cannot be changed until after selected contract duration has expired.)*

**Timeline/Schedule of Events**

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| --- | --- |
| 04/18/2024 | Request for Proposal Issued |
| 04/22/2024 | Vendor Questions and Answers |
| 05/03/2024 | Request for Proposal Due Date |
| 05/10/2024 | Request for Proposal Award (anticipated) |

**General Instructions**

1. The respondent shall email bid response to Dave Johnson at [ucdjohnson@ucdavis.edu](mailto:ucdjohnson@ucdavis.edu) All bids must be submitted by **05/03/2024, 3:00 p.m**. Pacific Time.
2. Failure to submit responses by the indicated due date and time will result in disqualification of the vendor and the respondent’s response will not be considered.
3. Responses made by mail or facsimile will not be accepted.
4. Questions regarding this RFP should be submitted via email to: Dave Johnson at [ucdjohnson@ucdavis.edu](mailto:ucdjohnson@ucdavis.edu) All questions must be submitted by **04/22/2024, 3:00 p.m**. Pacific Time.
5. Responses to questions will be posted to UCDMC website.
6. UC Health does not assume any responsibility for questions submitted to or answered by an unauthorized UC representative.
7. Potential respondents should not make contact, to include but not limited to scheduling meetings, telephone conversations, emails, with any UC department regarding this RFP. Contact may only be made with the designated authorized UC representative as outlined herein. Failure to comply with this provision may result in disqualification from further participation in this RFP.
8. Responses should be made in the same order as provided in the RFP. Additional information and/or documents may be attached at the end of the response. The RFP section and item number(s), if applicable, should be noted and referenced on any additional documents.
9. Failure to comply with the provisions outlined in this RFP will disqualify the respondent(s) from further participation in the RFP process. Any responses submitted will be rejected and considered non-responsive.
10. Any deviation from the RFP expectations and/or requirements must be noted in respondent’s response. Respondents should be aware that any deviation to any requirement or expectation outlined in this RFP may result in disqualification.

**Basis for Award**

1. A selection committee of cross-functional representatives from UC Health will evaluate the responses.
2. Responses will be evaluated on the respondent’s ability to provide the requested services, expertise, experience, and other factors deemed applicable to UC Health. UC Health will establish a weight factor that will be applied to each award criteria and will be used to determine the overall cost per quality points.
3. UC Davis Health reserves right to make an award based on the best overall value of services and total costs. Therefore, the award may not be made to the lowest bidder.
4. The selection committee reserves the right to contact, interview and evaluate the respondent’s references, contact, and interview current clients, solicit information from any available source concerning any aspects of this proposal or vendor response, and seek and review any other information deemed pertinent to the evaluation process.
5. UC Davis Health reserves the right to reject or accept any or all proposals, to make more than one selection, or not select. Any resulting agreement will incorporate the terms, conditions and requirements set for in this RFP.
6. UC Davis Health reserves the right to make one or multiple awards.

**Please complete the vendor contact information requested below:**

Company Name ‑

Federal Employer Identification # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person/Title- ­­­\_\_\_\_\_\_\_\_

Address -

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number ‑

E-mail address-

I certify that I am authorized to sign on behalf of the organization I represent for this offer, and

agree to all terms and conditions described herein.

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Authorized Signature / Title Date

**General Terms and Conditions**

1. Upon award of this RFP, the vendor(s) agrees to immediately begin contract negotiations and will work diligently towards completing a mutual acceptable agreement in order to meet the desired implementation date as outlined in this RFP.
2. UC Health is not responsible for any preparation costs incurred by respondent. Respondent is solely responsible for all costs in association with information, proposals, visitations, demonstration, and personnel furnished to comply with this RFP and any subsequent requests prior to issuance of an agreement.
3. Any and all applicable University of California Terms and Conditions shall be made part of any agreement(s) that may arise from this RFP. A copy of the standard terms and conditions are attached.
4. All proposals, including any proposed fees, shall remain available for acceptance for a minimum of 120 days following the RFP closing date and/or until the completion of a mutually acceptable agreement between the RFP awarded vendor and UC Davis Health (whichever is applicable).
5. Respondents contacted for further involvement through invitations for oral presentations, site visits, on-site demonstrations, etc. shall be responsible for all costs, including but not limited to travel expenses and personal cots, associated with their requested involvement.
6. Proposals, documents and any agreement resulting from the award of this RFP become the exclusive property of UC Davis Health and will be subject to the California Public Record Act (Government Code Section 6250 et seq). University of California’s use and disclosure of its records are governed by this Act.
7. Those elements in each proposal which the respondent considers to be trade secrets, as that term is defined in Civil Code Section 3426.1(d), or otherwise exempt by law from disclose should be prominently marked as “TRADE SECRET”, “CONFIDENTIAL”, OR “PROPRIETARY” by the respondent. UC Health will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the court.
8. The awarded vendor(s) shall be prohibited from making any reference to the University and/or UC Davis Health and the use of the University and/or UC Health logo, in any literature, promotional material, brochures, or sales presentation without the express written consent of the University and/or UC Health.
9. UC Terms & Conditions of Purchase can be found at [uc-terms-conditions-12-14-21.pdf (ucop.edu)](https://www.ucop.edu/procurement-services/policies-forms/uc-terms-conditions-12-14-21.pdf)