



UNIVERSITY OF
CENTRAL
ARKANSAS™

ADDENDUM #1

June 4, 2024

PROPOSAL NUMBER: UCA-25-007
OPENING DATE: June 12, 2024
OPENING TIME: 10:00 a.m.
PROJECT: College Square Food Distribution Service & Products

The attached addendum forms a part of the contract documents and modifies or interprets the proposal documents, as noted below.

Replace pages 9, 10, and 16 in their entirety with the attached pages.

If you have any questions concerning this addendum, please contact Pam Giblet 501-450-3156.

Cordially,

Pam Giblet

Pam Giblet
Construction and Contract Manager

Multiple awards may be considered for this RFP.

College Square is interested in other aspects of the proposal that might improve operations or reduce overall costs. Contractors should consider a variety of allowances or programs that will enable College Square to meet those goals. Please submit any allowances, reductions in handling fee, or any other value added programs, with the value to the College Square, for any program that may be of interest to the College Square. College Square is also interested in other value-added services that may improve services and increase savings. Please provide detailed information on any such services that would be provided, including cost if any to College Square for those services, and/or a dollar market value of those services. The UCA Procurement Official will evaluate the cost proposals including the percentage of discounts offered, the cost of the technical ordering and menu systems, rebate offers such as any add-on incentives proposed, and other cost that represents the best overall value to College Square.

IV. Submission of Proposal

Number of Copies

Proposer must submit one (1) complete original hard copy of its entire proposal including one sealed hard copy of the cost proposal and three (3) flash drive copies of the proposal and one (1) redacted flash drive, **excluding the cost proposal. The Cost Proposal must be submitted in a separate sealed envelope.**

Submission

Proposal hard copy and flash drives must be received by the University on or before the submittal deadline. Faxed or emailed proposals will be rejected.

Send to:

University of Central Arkansas
Attn: Pam Giblet
201 Donaghey Avenue
Wingo Hall Suite 113
Conway, AR 72035

Proposal Validity Period

Each proposal must remain valid for the University's acceptance for a minimum of ninety (90) days after the Submittal Deadline, to allow time for evaluation, selection, approval and any unforeseen delays.

V. EVALUATION CRITERIA

All proposals will be evaluated according to, but not necessarily limited to, the following criteria:

An evaluation team will review, in detail, all proposals that are received that passed the initial screening criteria to determine the Highest Scored Proposal. The University reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, technical requirements, the evaluation team's assessment of the quality and performance of solution being provided, and cost.

The following criteria will be used in reviewing and comparing the proposals
The weigh to be assigned to each criterion appears following each item. There is a total of 150 possible points.

Technology (20 points)
Delivery (25 points)
Service Level and Experience (25 points)
Invoicing (10 points)
Percentage Discount Offered to the College Square (25 points)
Rebate Offers (20 points)
Technical Menu & Ordering System (10 points)
Other Cost (5 points)
References (10 points)

Please note that the cost proposals will be evaluated based on the following method:
Percentage Discount from Catalog is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Proposers will be responsible for providing and maintaining current published MSRP with College Square, and this pricing must be provided throughout the term of any contract resulting from this RFP.

VI. SUBMITTING THE PROPOSAL

Documents to be Submitted (must be tabbed in this order)

Attachment 1: Signature Certification Page

Attachment 2: References

Attachment 3: Cost Proposal

Attachment 4: Combined Certifications for Contracting with the State of Arkansas

Attachment 5: EO Policy

Attachment 6: Contract & Grants Disclosure

VII. RULES OF PROCUREMENT

To facilitate the procurement of requests for proposal, various rules have been established. They are described in the following paragraphs.

Requests for Proposals Amendments

The University reserves the right to amend the request for proposals prior to the date for proposal submission. Amendments, addenda and clarifications will be sent to all organizations requesting copies of the request for proposals.

Cost of Preparing Proposals

Costs for preparing the proposals are solely the responsibility of the respondents. The State of Arkansas will provide no reimbursements for such costs. Any costs associated with any oral

ATTACHMENT 3

Official Cost Proposal Sheet

Percentage Discount Offered: _____% (25 points)
Rebate Programs \$_____ per yr. (20 points)
Technical Menu and Ordering System: \$_____ per yr. (10 points)
Other Cost: \$_____ per yr. (5 points)

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Signature of Authorized Official: _____

NOTE:

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1. The University of Central Arkansas will not be obligated to pay any cost not identified on this Official Bid Price Sheet.
 2. Any cost not identified by the bidder but subsequently incurred in order to achieve a successful outcome will be borne by the bidder.
 3. **Failure to use the Official Pricing Sheet may result in disqualification of proposal.**
 4. Cost proposals will be used for evaluation purposes.
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