

CAROLE JONES
CHIEF
PURCHASING AGENT

COUNTY OF HENRY, VIRGINIA
PURCHASING DEPARTMENT
COLLINSVILLE, VIRGINIA 24078
<http://www.henrycountyva.gov/>

INVITATION
FOR BIDS
#14-08043-2929

JULY 25, 2014

SEALED BIDS, SUBJECT TO THE SPECIFICATIONS AND CONDITIONS CONTAINED HEREIN AND ATTACHED HERETO, WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL, BUT NOT LATER THAN, **3:00 P.M.**, LOCAL PREVAILING TIME, **AUGUST 4, 2014**, AND THEN PUBLICLY OPENED AND READ IN ROOM 210 (BID ROOM) OF THE SAME OFFICE, **FOR BAG SEALER SYSTEM AND SUPPLIES FOR HENRY COUNTY SCHOOL NUTRITION PROGRAMS.**

IF UNABLE TO BID, PLEASE SIGN AND RETURN THIS FORM, ADVISING REASON FOR NOT SUBMITTING A BID. OTHERWISE, YOUR NAME SHALL BE REMOVED FROM OUR BIDDERS LIST AFTER THREE (3) NON-RESPONSES.

BIDDERS SHALL COMPLETE THIS FORM WITHOUT DETACHING FROM REST OF BID AND RETURN BID IN ITS ENTIRETY. BIDDERS MUST SIGN COLLUSION STATEMENT OR BID MAY BE REJECTED.

ANY BID RECEIVED AFTER THE ANNOUNCED TIME AND DATE OF OPENING, WHETHER BY MAIL OR OTHERWISE, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

NOTHING HEREIN IS INTENDED TO EXCLUDE ANY RESPONSIBLE FIRM OR IN ANY WAY RESTRAIN OR RESTRICT COMPETITION. ON THE CONTRARY, ALL RESPONSIBLE FIRMS, LOCAL, FAITH-BASED, MINORITY-OWNED AND FEMALE-OWNED ARE ENCOURAGED TO SUBMIT A BID. THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS, TO WAIVE INFORMALITIES, AND ALSO, TO PLACE THE ORDER WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER WHERE IT APPEARS IT WILL BE TO THE BEST INTEREST OF THE COUNTY.

ALL QUOTED PRICES SHALL REMAIN FIRM FOR A PERIOD OF SIXTY (60) DAYS FROM DATE OF BID OPENING. UNIT PRICE/VENDOR WORK WRITE-UP SHALL PREVAIL IN CASE OF VENDOR ERROR. IF YOU HAVE ANY QUESTIONS, PLEASE CALL MARCI LEXA AT 276-634-4703.

RETURN BIDS TO CAROLE JONES, CHIEF PURCHASING AGENT, HENRY COUNTY ADMINISTRATION BUILDING; PO BOX 7 (for postal) or 3300 KINGS MOUNTAIN RD (for Ups or FedEx): COLLINSVILLE, VIRGINIA 24078-0007.

EACH BIDDER SHALL SUBMIT HIS BID IN A SEALED ENVELOPE AND MARK OUTSIDE OF ENVELOPE WITH COMPANY NAME, SUBJECT, BID #14-08043-2929 AND CLOSING DATE OF BID. THE COUNTY SHALL NOT ACCEPT ANY MONETARY MODIFICATIONS TO THE BID, WHICH ARE WRITTEN ON THE OUTSIDE OF BID ENVELOPE. FACSIMILE AND/OR ELECTRONIC BIDS/PROPOSALS WILL NOT BE ACCEPTED.

WITHDRAWAL OF BID DUE TO ERROR.

A BIDDER FOR A PUBLIC CONSTRUCTION CONTRACT, OTHER THAN A CONTRACT FOR CONSTRUCTION OR MAINTENANCE OF PUBLIC HIGHWAYS, MAY WITHDRAW HIS BID FROM CONSIDERATION IF THE BID PRICE WAS SUBSTANTIALLY LOWER THAN THE OTHER BIDS DUE SOLELY TO A MISTAKE THEREIN, PROVIDED THE BID WAS SUBMITTED IN GOOD FAITH, AND THE MISTAKE WAS A CLERICAL MISTAKE AS OPPOSED TO A JUDGMENT MISTAKE, AND WAS ACTUALLY DUE TO AN UNINTENTIONAL ARITHMETIC ERROR OR UNINTENTIONAL OMISSION OF A QUANTITY OF WORK, LABOR OR MATERIAL MADE DIRECTLY IN THE COMPILATION OF A BID, WHICH UNINTENTIONAL ARITHMETIC ERROR OR UNINTENTIONAL OMISSION CAN BE CLEARLY SHOWN BY OBJECTIVE EVIDENCE DRAWN FROM INSPECTION OF ORIGINAL WORK PAPERS, DOCUMENTS AND MATERIALS USED IN THE PREPARATION OF THE BID SOUGHT TO BE WITHDRAWN. THE BIDDER SHALL GIVE NOTICE IN WRITING OF HIS CLAIM OF RIGHT TO WITHDRAW HIS BID WITHIN TWO (2) BUSINESS DAYS AFTER THE CONCLUSION OF THE BID OPENING PROCEDURE, AND SHALL SUBMIT ORIGINAL WORK PAPERS WITH SUCH NOTICE.

BID #14-08043-2929

IN COMPLIANCE WITH INVITATION FOR **BIDS #14-08043-2929**, AND SUBJECT TO ALL CONDITIONS THEREOF, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE QUOTED FOR EACH ITEM AND DELIVERED AS SPECIFIED.

MY SIGNATURE CERTIFIES THAT THE ACCOMPANYING BID IS NOT THE RESULT OF OR AFFECTED BY, ANY ACT OF COLLUSION WITH ANOTHER PERSON OR COMPANY ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE, OR ANY ACT OF FRAUD PUNISHABLE UNDER TITLE 18.2, CHAPTER 12, ARTICLE 1.1 of THE CODE OF VIRGINIA, 1950, AS AMENDED. FURTHERMORE, I UNDERSTAND THAT FRAUDULENT AND COLLUSIVE BIDDING IS A CRIME UNDER THE VIRGINIA GOVERNMENTAL FRAUDS ACT, THE VIRGINIA GOVERNMENT BID RIGGING ACT, THE VIRGINIA ANTITRUST ACT AND FEDERAL LAW AND CAN RESULT IN FINES, PRISON SENTENCES AND CIVIL DAMAGE AWARDS.

I AGREE TO ABIDE BY ALL CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

NAME OF BIDDER _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE OR PRINT) _____

OFFICIAL TITLE _____

DATE _____

TELEPHONE NUMBER _____

FAX NUMBER _____

**IMPORTANT - READ CAREFULLY BEFORE SUBMITTING BID
COUNTY OF HENRY, VIRGINIA PURCHASING DEPARTMENT
GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS**

1. SUBMISSION AND RECEIPT OF BIDS:

- (a) BIDS, TO RECEIVE CONSIDERATION, MUST BE RECEIVED PRIOR TO THE SPECIFIED TIME AND DATE OF OPENING AS DESIGNATED IN THE INVITATION.
- (b) UNLESS OTHERWISE SPECIFIED, BIDDERS MUST USE THE BID FORM FURNISHED BY THE COUNTY. FAILURE TO DO SO MAY CAUSE BID TO BE REJECTED. REMOVAL OF ANY PART OF THE BID FORM MAY INVALIDATE THE BID.
- (c) ALL BIDS SHALL BE EITHER TYPEWRITEN OR FILLED IN WITH INK IN ORDER TO BE CONSIDERED. ALSO, ALL BIDS MUST BE SIGNED IN INK IN ORDER TO BE CONSIDERED. BIDS FILLED IN WITH PENCIL WILL BE REJECTED.
- (d) BIDS CONCERNING SEPARATE BID INVITATIONS, MUST NOT BE COMBINED ON THE SAME FORM OR PLACED IN THE SAME ENVELOPE. BIDS SUBMITTED IN VIOLATION OF THIS PROVISION MAY NOT BE CONSIDERED.

2. DELIVERY POINT:

ALL ITEMS SHALL BE DELIVERED F.O.B. DESTINATION, AND DELIVERY COSTS AND CHARGES INCLUDED IN THE BID PRICE.

3. BRAND NAMES:

IF AND WHEREVER IN THE SPECIFICATIONS A BRAND NAME, MAKE, NAME OF ANY MANUFACTURER, TRADE NAME, OR VENDOR CATALOG NUMBER IS MENTIONED, IT IS FOR THE SOLE PURPOSE OF ESTABLISHING A GRADE OR QUALITY AND CHARACTERISTICS OF GOODS THAT WILL BE ACCEPTED. SINCE THE COUNTY DOES NOT WISH TO RULE OUT OTHER COMPETITION AND EQUAL BRANDS OR MAKES, THE PHRASE OR APPROVED EQUAL IS ADDED.

4. QUALITY:

ALL MATERIALS USED FOR THE MANUFACTURE OR CONSTRUCTION OF ANY SUPPLIES, MATERIALS, OR EQUIPMENT COVERED BY THIS BID SHALL BE NEW. THE ITEMS BID MUST BE NEW, THE LATEST MODEL, THE BEST QUALITY, AND THE HIGHEST GRADE WORKMANSHIP.

5. § 2.2-4311: EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED; REQUIRED CONTRACT PROVISIONS. SEE VA CODE FOR DETAIL INFORMATION.

GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS

6. BASIS FOR REJECTIONS AND AWARD:

THE COUNTY OF HENRY RESERVES THE RIGHT TO ACCEPT OR REJECT ALL BIDS OR PARTS OF BIDS, TO WAIVE INFORMALITIES AND TECHNICALITIES, AND TO REQUEST REBIDS. THE COUNTY ALSO RESERVES THE RIGHT TO AWARD THE CONTRACT ON SUCH MATERIAL THE COUNTY DEEMS WILL BEST SERVE ITS INTEREST. THE AWARD WILL BE MADE AND POSTED BY THE COUNTY TO THE LOWEST RESPONSIBLE BIDDER WITH THE LOWEST RESPONSIVE BID WHICH IS IN ACCORDANCE WITH THE TERMS, CONDITIONS, AND SPECIFICATIONS OF THE BID AND IS IN CONFORMANCE WITH THE CODE OF THE COUNTY OF HENRY AND THE CODE OF VIRGINIA.

7. INTERPRETATION OF BID AND ADDENDUM:

IF ANY PARTY CONTEMPLATING THE SUBMISSION OF A BID ON THIS INVITATION IS IN DOUBT AS THE TRUE MEANING OF ANY PART OF THE BID, HE SHOULD CONTACT MARCI LEXA AT 276-634-4703. ANY RESULTING CHANGE TO THE BID INVITATION DOCUMENT WILL BE MADE ONLY BY WRITTEN ADDENDUM DULY ISSUED TO EACH PARTY RECEIVING A BID INVITATION. THE COUNTY WILL NOT BE RESPONSIBLE FOR ANY CHANGES EXCEPT AS NOTED THROUGH A WRITTEN ADDENDUM OR SO STATED BY CHIEF PURCHASING AGENT FOR HENRY COUNTY. ALL ADDENDUMS MUST BE SIGNED AND RETURNED WITH YOUR BID AND ANY ADDENDUM THAT AFFECTS PRICE, QUALITY, QUANTITY OR DELIVERY SCHEDULE, THAT IS NOT RETURNED, WILL BE REJECTED.

8. RIGHT TO NEGOTIATION:

IF A BID FROM THE LOWEST RESPONSIBLE BIDDER EXCEEDS THE FUNDS AVAILABLE FOR SERVICES AND/OR MATERIALS REQUESTED, THE COUNTY OF HENRY RESERVES THE RIGHT TO NEGOTIATE. SUCH NEGOTIATIONS WITH THE LOWEST RESPONSIBLE BIDDER MAY INVOLVE DISCUSSION OF REDUCTION OF QUALITY, QUANTITY OR OTHER COST SAVING MECHANISMS.

9. REGISTERED SEX OFFENDER:

THE CONTRACTOR SHALL NOT SEND ANY EMPLOYEE OR AGENT WHO IS A REGISTERED SEX OFFENDER TO ANY SCHOOL BUILDING OR SCHOOL PROPERTY. QUARTERLY, THE CONTRACTOR SHALL CHECK THE REGISTRY TO DETERMINE IF THE EMPLOYEE IS REGISTERED.

10. PIGGY BACK CLAUSE: ACCORDING TO THE STATE OF VA PUBLIC PROCUREMENT ACT ANY OTHER STATE, LOCAL OR GOVERNMENT AGENCY MAY USE THIS BID AS A BASIS FOR PROCURING SUCH ITEMS.

11. ADDITIONAL PRODUCTS/SERVICES: THE COUNTY/PSA RESERVES THE RIGHT TO BUY/HIRE FOR ADDITIONAL PRODUCTS/SERVICES OF SIMILARITY FROM AWARDED VENDOR OF THIS CONTRACT WITHOUT GOING THROUGH THE BIDDING PROCESS FOR ONE (1) CALENDAR YEAR FROM THE DATE OF THE NOTICE OF AWARD FROM THIS CONTRACT, UNLESS STATED OTHERWISE WITHIN THIS BID.

12. BONDS

BID BOND- (BID GUARANTEE)

THIS PROJECT **SHALL NOT** REQUIRE A BID GUARANTEE.

****NOTE****

WHEN SUBMITTING A BID GUARANTEE TO THE COUNTY/PSA, VENDOR SHALL DO SO BY SUBMITTING A BOND FROM A SURETY COMPANY **OR** A CASHIERS/CERTIFIED CHECK. BOTH TYPES OF BID GUARANTEES SHALL BE WORTH 5% OF THE VENDORS OVERALL BID.

13. LIQUIDATED DAMAGES-

SHALL NOT APPLY TO THIS BID. (SEE IN BID SPECIFICATIONS)

14. ILLEGAL ALIENS

VENDOR PROMISES THEY WILL NOT HIRE ILLEGAL ALIENS. BY SIGNING THIS BID DOCUMENT THE VENDOR CONFIRMS THIS PROMISE.

BID #14-08043-2929

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346 PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this **BID# 14-08043-2929 for BAG SEALER SYSTEM AND SUPPLIES FOR HENRY COUNTY SCHOOL NUTRITION PROGRAMS.**

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

***Note- Add a separate sheet if you need additional space for subcontractors**

INVITATION TO BID
FOR NON-ELECTRICAL BAG SEALER SYSTEM AND SUPPLIES
FOR HENRY COUNTY SCHOOL NUTRITION PROGRAMS

Introduction:

The County School Nutrition Programs is seeking bids for a Non-Electrical Tape Bag Sealer System and supplies.

Term of Contract:

This contract/pricing for all equipment and supplies shall be good until June 30, 2015. However, the County School Nutrition Programs reserve the right to negotiate and extend the purchase of like supplies and equipment to the awarded vendor for four (4) additional 1-year contracts. If the school system wishes to continue another 1-year contract then awarded vendor will be approached yearly between the months of March and May asking for updated prices and a possible extension of this contract that will start each fiscal year on July 1.

Specifications Equipment:

1. **Non- Electrical Heavy Duty Tape Sealers for Food Grade Bags minimum specifications: (These highlighted specifications are from the model EPAC4, distributed by Ekon-0-Pac. Therefore, all vendors must meet or exceed those minimum specifications for this product before being considered).**
 - Tape sealer shall be a simple heavy-duty construction, with simple maintenance and cleaning.
 - Sealer shall have easy access, open “wheel” for dispensing of 3/8” tape.
 - Sealer shall have heavy-duty platform base of high density polyethylene similar to a common cutting board with rubberized feet to provide firm-footing on slippery surfaces. Table or bench-mount models will not be accepted, sealer must be free-standing.
 - Sealer shall be equipped with a high-quality blade to cut both tape and trim excess off bags.
 - Blade assembly to be easy-access for cleaning and maintenance, and to have four usable cutting surfaces.
 - Sealer shall be set up to just trim tape and seal bag, or to trim tape, seal bag, and trim excess end off bag, depending on how bag is fed into, or through sealer “neck”.
 - Bag sealer neck to be tilted slightly toward operator for ease of operation.

2. **Non-Electrical Heavy Duty Bag Stands for Food Grade bags, to meet the following specifications:**
 - Constructed of high density polyethylene similar to a common cutting board; NSF approved.

- Will hold bags in a variety of sizes, from 6 x 8 inches to 9 x 12 inches.
- Equipped on two sides with non-slip rubber “feet” to allow the stand to be used in either a vertical or horizontal position.

Specifications Supplies:

1. Bags

We are also seeking bids for the on-going supply of food grade bags that can be “held” on the bag stands. The successful supplier will have a variety of bag sizes available for cold, mid-temp and hot food applications. Bags must be held on the stand in a way that creates “easy-open” access to the operator, with easy tear-off and little waste. We are requesting bid pricing on the following bags, prices to be firm through June 30, 2015.

- Cold bags are to be crystal-clear, constructed of Linear (Low Resin) Low Density Poly
 - a) 6” x 8.75” flat – approximate usage 50-60 cases per 2 month period (August-June)
 - b) 9” x 12” x 2.75” gusseted bags – approximate usage 50-60 cases per 2 month period (August-June)
- Mid Temp bags may be slightly less clear, constructed of a Poly-blend, designed to withstand temperatures up to 180 degrees, with a vent hole on each side to allow the escape of steam so that food will not get soggy.
 - a) 6” x 8.75” – approximate usage – 50-60 cases per 2 month period
- Hot Bags (Oven-able) – constructed of a Polyester-blend capable of withstanding oven temperatures up to 450 degrees. Micro-perforated to allow food to brown and crisp inside the bag. One vent hole on each side to allow steam to escape so that food does not become soggy during holding.
 - a) 6” x 9” hot bags – for use in breakfast in class room and self-serve lunch lines. Usage approximately 10-15 cases per 2 month period.

2. Tape

Bids are also needed on the 3/8” tape to fit the dispensers and close the bags. Tape must hold up under multiple temperature conditions, from freezer up to 450 degree oven. The successful vendor must have tape available in at least five (5) distinctive colors to allow the school system to color-code for each day of the week. Tape usage will be approximately 60-75 rolls per 2 month period. Bid pricing to be firm through June 30, 2015.

3. Sheets of Techni-Ice

We also need pricing for sheets of Techni-ice. The dry sheets that can be rehydrated and used repeatedly for either cold or hot-holding applications. Once hydrated, the sheets can be frozen and used to keep foods cold, or heated in a microwave and used to keep foods hot. Bid price to be firm through June 30, 2015.

Ordering and Shipping Supplies:

Orders will be placed on a bi-monthly basis for both bags and tape for the sealers. Shipment of supplies will be expected to go to the individual schools. **(See school list / addresses on page 13)**. Dealer shall price bags and tape to include any / all shipping costs. No additional shipping costs will be added during the contract year.

Shipping of Equipment:

Equipment – quantity planned will be purchased all at once and shipped to the following location:

Drewry Mason Elementary School
Attn: Kathy Scott, School Nutrition Manager
45 Drewry Mason Drive
Ridgeway, VA 24148
Phone: 276-956-3154

Contact:

For additional questions pertaining to this BID please contact Marci Lexa 276-634-4700 or email her at mlexa@henry.k12.va.us

BID SHEET

Please fill in the following pricing table, note that bid price on equipment is to include / cover the cost of shipping for the first shipment of the total quantity ordered. The Bid Price for each may be used during the purchase period (through June 30, 2015) if replacement equipment is needed.

Product	Bid Price Each	Quantity Ordered	Extended Total
Heavy-duty tape sealer		25	
Heavy-duty bag stand		35	
		Total Cost for sealers & Stands	

Please fill in the following table with supply prices. Orders will be placed every other month through the Central School Nutrition Office. Orders shipped to the individual schools (see page 13) and invoiced by school. Pricing shall be firm through June 30, 2015.

Product	Pack size	Bid Price per Case	Approx. Quantity / Year
6" x 8.75" flat cold bags			200 cases
9" x 12" x 2.75" gusseted cold bags			200 cases
6" x 8.75" mid-temp bags			200 cases
6" x 9" hot bags			40 cases
3/8" Tape Rolls (Assorted Five Colors)			250 rolls (5 assorted colors)
Techni-ice			55-75 sheets

Vendor Name: _____

Authorized Signature: _____

Print Name: _____

Date: _____

**HENRY COUNTY SCHOOLS
SCHOOLS & CAFETERIA MANAGERS LIST**
School Nutrition Office (276) 634-4702 FAX: (276) 638-2925

Year-- 2014-2015

Bassett High School 85 Riverside Drive Bassett, VA 24055 629-1761	Magna Vista High 701 Magna Vista School Rd. Ridgeway, VA 24148 956-3147	Fieldale-Collinsville Middle 645 Miles Road Collinsville, VA 24078 647-3841	Laurel Park Middle 280 Laurel Park Avenue Martinsville, VA 24112 632-7216
Frances Perdue, Café. Mgr. Janet Hancock, Shift Mgr. 629-1015	Theresa Huston, Café. Mgr. Delois Hylton, Shift Mgr. 956-3140	Debbie Martin, Café. Mgr. Gail Earles, Shift Mgr. 647-7360	Virginia Millner, Café. Mgr. Marilyn Moore, Shift Mgr. 638-7707
Axton Elementary 1500 Axton School Rd. Axton, VA 24054	Campbell Court Elementary 220 Campbell Court Rd. Bassett, VA 24055	Carver Elementary 220 Trott Circle Martinsville, VA 24112	Collinsville Primary 15 Primary School Rd. Collinsville, VA 24078
Peggy Adams Café. Mgr. 650-1193	Sandra Shuler, Café. Mgr. 629-5344	Debbie Gutowski, Café. Mgr. 957-2226	Norma Deskins, Café. Mgr. 647-8932
Drewry Mason Elementary 45 Drewry Mason Drive Ridgeway, VA 24148	John Redd Smith Elem 40 School Road Collinsville, VA 24078	Mount Olivet Elementary 255 Lancer Lane Martinsville, Va 24112	Rich Acres Elementary 400 Rich Acres School Rd. Martinsville, VA 24112
Kathy Scott, Café. Mgr. 956-3626	Wanda McNeely, Café. Mgr. 647-7676	Lisa Flint, Café. Mgr. 638-1022	Tara Shuler, Café. Mgr. 638-3366
Sanville Elementary 19 Sanville School Rd. Bassett, VA 24055	Stanleytown Elementary 74 Edgewood Drive Stanleytown, VA 24168	CCL/Figsboro 340 Ridgedale Drive Martinsville, VA 24112	CENTRAL OFFICE 3300 Kings Mountain Road Collinsville, VA 24078
Wendy Martin, Café. Mgr. 629-5301	Lisa Rigney, Café. Mgr. 629-5084	Linda Irby, Café. Mgr. 638-1668	Marci Lexa, Director 276-634-4702