

CAROLE JONES,
CHIEF PURCHASING
AGENT

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

INVITATION
FOR BIDS
#16-04263-2977

MARCH 18, 2016

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, **APRIL 26, 2016**, AND THEN PUBLICLY OPENED AND READ IN ROOM 210 (BID ROOM) OF THE SAME OFFICE, **FOR PROVISION OF CAFETERIA PAPER AND DISPOSABLE ITEMS TO HENRY COUNTY SCHOOL DIVISION.**

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 LATE, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED. **IF THE COUNTY CLOSES ITS OFFICES DUE TO INCLEMENT WEATHER OR FOR OTHER REASONS, SCHEDULED BID OPENINGS WILL BE EXTENDED TO THE FIRST OPEN BUSINESS DAY AT THE SAME TIME, UNLESS AN ADDENDUM IS ISSUED THAT STATES OTHERWISE.**

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 #16-04263-2977 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 #16-04263-2977

IN COMPLIANCE WITH INVITATION FOR **BIDS #16-04263-2977**, 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.

COMPANY NAME _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE OR PRINT) _____

OFFICIAL TITLE _____

DATE _____

TELEPHONE NUMBER _____

FAX NUMBER _____

BIDDERS SHALL REFERENCE THE CONTRACTOR LICENSE REQUIREMENTS OF TITLE 54, CHAPTER 11, OF THE CODE OF VIRGINIA 1950, AS AMENDED AND PROVIDE THE APPROPRIATE VIRGINIA CONTRACTOR NO., IF APPLICABLE BELOW.

LICENSED CLASS A VA CONTRACTOR NO. _____

LICENSED CLASS B VA CONTRACTOR NO. _____

LICENSED CLASS C VA CONTRACTOR NO. _____

**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:

UNLESS OTHERWISE PROVIDED IN THE INVITATION FOR BID, THE NAME OF A CERTAIN BRAND, MAKE OR MANUFACTURER DOES NOT RESTRICT BIDDERS TO THE SPECIFIC BRAND, MAKE OR MANUFACTURER NAMED; IT CONVEYS THE GENERAL STYLE, TYPE, CHARACTER, AND QUALITY OF THE ARTICLE DESIRED, AND ANY ARTICLE WHICH THE COUNTY IN ITS SOLE DISCRETION DETERMINES TO BE THE EQUAL OF THAT SPECIFIED, CONSIDERING QUALITY, WORKMANSHIP, ECONOMY OF OPERATION, AND SUITABILITY FOR THE PURPOSE INTENDED, SHALL BE ACCEPTED.

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:**

A. **BID BOND- (BID GUARANTEE):**

THIS PROJECT **SHALL NOT** REQUIRE A BID BOND TO ACCOMPANY THE BID.

WHEN SUBMITTING A BID BOND TO THE COUNTY/PSA, THE VENDOR SHALL DO SO BY SUBMITTING A BOND UNDERWRITTEN BY A SURETY COMPANY WHICH IS LEGALLY AUTHORIZED TO DO BUSINESS IN VIRGINIA **OR** A CASHIERS/CERTIFIED CHECK. BOTH TYPES OF BID GUARANTEES SHALL BE WORTH 5% OF THE VENDORS OVERALL BID.

B. **PERFORMANCE BOND AND PAYMENT BOND:**

AFTER AWARD OF CONTRACT, FOR ALL PROJECTS VALUED AT \$100,000 OR MORE, VENDOR SHALL EXECUTE AND SUBMIT BOTH A PERFORMANCE BOND AND A PAYMENT BOND PRIOR TO START OF WORK. EACH BOND SHALL BE CONDITIONED UPON FULL AND COMPLETE PERFORMANCE OF THE CONTRACT, UNDERWRITTEN BY A SURETY COMPANY WHICH IS LEGALLY AUTHORIZED TO DO BUSINESS IN VIRGINIA AND IN THE AMOUNT OF 100% OF THE CONTRACT.

13. **LIQUATED DAMAGES:**

LIQUATED DAMAGES **SHALL NOT** APPLY TO THIS BID.

14. **ILLEGAL ALIENS:**

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

15. **PERMITS/LICENSES:**

VENDORS SHALL BE RESPONSIBLE FOR ACQUIRING ALL THE PROPER PERMITS/LICENSES REQUIRED BY LOCAL AND STATE AUTHORITIES IN CONJUNCTION WITH THIS BID. BID PRICES SHALL INCLUDE THESE FEES AND NO ADDITIONAL COST ARE TO BE ACCESSED TO THE COUNTY/PSA. BIDDER'S ATTENTION IS DIRECTED TO THE REQUIREMENTS OF TITLE 54, CHAPTER 11, OF THE CODE OF VIRGINIA PERTAINING TO REGISTRATION OF CONTRACTORS.

BID #16-04263-2977

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# 16-04263-2977 for PROVISION OF CAFETERIA PAPER AND DISPOSABLE ITEMS TO HENRY COUNTY SCHOOL DIVISION.**

_____ 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**

**HENRY COUNTY SCHOOLS
SCHOOLS & CAFETERIA MANAGERS LIST
(276) 634-4702 FAX (276) 638-2825**

Bassett High School (BHS)

85 Riverside Drive
Bassett, VA 24055
629-1731 FAX 629-8221
Frances Perdue, 629-1015

Magna Vista High (MVH)

701 Magna Vista School Rd.
Ridgeway, VA 24148
956-3147 FAX 956-1401
Theresa Huston, 956-3140

Fieldale-Collinsville Middle(FCM)

645 Miles Road
Collinsville, VA 24078
647-3841 FAX 647-4090
Debbie Martin, 647-7360

Laurel Park Middle (LPM)

280 Laurel Park Avenue
Martinsville, VA 24112
632-7216 FAX 632-4865
Virginia Millner, 638-7707

Axton Elementary (AE)

1500 Axton School Rd.
Axton, VA 24054
650-1193 FAX 650-1462
Peggy Adams, Mgr.- 650-1193

Campbell Court Elementary (CCE)

220 Campbell Court Rd.
Bassett, VA 24055
629-5344 FAX 629-3849
Sandra Shuler, Mgr. - 629-5344

Carver Elementary (CE)

220 Trott Circle
Martinsville, VA 24112
957-2226 FAX 957-4234
Debbie Gutowski, Mgr.- 957-2226

Collinsville Primary (CP)

15 Primary School Rd.
Collinsville, VA 24078
647-8932 FAX 647-9585
Norma Deskins, Mgr. -647-8932

Drewry Mason Elementary(DME)

45 Drewry Mason Drive
Ridgeway, VA 24148
956-3154 FAX 956-3156
Kathy Scott, Mgr. - 956-3154

John Redd Smith Elementary(JRE)

40 School Road
Collinsville, VA 24078
647-7676 FAX 647-9434
Wanda McNeely, Mgr. -647-7676

Mount Olivet Primary (MOE)

255 Lancer Lane
Martinsville, Va 24112
638-1022 FAX 638-2281
Lisa Flint, Mgr. - 638-1022

Rich Acres Elementary(RAE)

400 Rich Acres School Rd.
Martinsville, VA 24112
638-3366 FAX 638-2462
Tara Shuler, Mgr.- 638-3366

Sanville Elementary (SE)

19 Sanville School Rd.
Bassett, VA 24055
629-5301 FAX 629-4648
Wendy Martin, Mgr. - 629-5301

Stanleytown Elementary (STE)

74 Edgeway Drive
Stanleytown, VA 24168
629-5084 FAX 629-2925
Lisa Rigney, Mgr. 629-5084

Figsboro /CCL (CCL)

340 Ridgedale Drive
Martinsville, VA 24112
638-1668 FAX 638-3942
Linda Irby - 638-1668

6.0 FOOD AND OTHER FOODSERVICE SUPPLIERS

1. Food and other foodservice supplies will be purchased from reputable dealers.
2. A contact list of all foodservice suppliers will be kept in Section 5.3 of this plan.
3. A copy of each supplier's Board of Health Certification or licensing will be kept on file by the School Nutrition Manager or District Food Service Director.
4. All food suppliers will deliver food with a tamper proof seal.
5. Food items will be matched to an invoice and the original order by the receiving person.
6. If a product is received with a broken seal, it will be rejected and returned to supplier.
7. Unscheduled deliveries will be rejected or returned unless advance notification is provided.
8. Suppliers will provide the school with any Food Defense/Biosecurity measures that they have in place.
9. All suppliers will sign an agreement that they will comply with our School Nutrition Food Defense Plan. The ***Food Defense/Biosecurity Agreement Form*** (FDP Form 1) can be found in Section 19.0.

7.0 RECEIVING / INSPECTION

1. Doors at loading docks will be closed and locked when not in use.
2. A school nutrition employee will be assigned to verify and receive food shipments and supplies.
3. During after business hours the head custodian on duty will be the authorized person to verify and receive deliveries.
4. Deliveries will be verified against an invoice and/or order sheet.
5. All delivery staff will be required to sign in on the ***Foodservice Supplier Receiving / Delivery Sign-In Form (FDP Form 3)***. When an unknown driver makes a delivery, check their driver's license with the "Delivery Person's Name" written on the above mentioned form.
6. Suppliers will be required to keep delivery trucks on the school premises locked when not being loaded or unloaded.
7. Deliveries from any unknown source will not be accepted.
8. Deliveries are not to be left at the loading dock. They should be secured behind locked doors in the School nutrition area.
9. School nutrition personnel will be trained to identify packaging that is unacceptable.
10. Any food item or supply that is not delivered in a sealed container will not be accepted and will be returned for credit.
11. Any food item delivered that is not part of the original order will be rejected.
12. The person inspecting and receiving products will sign his or her name to the invoice.
13. Suppliers will be notified of the school's policy for receiving.
14. The School Nutrition Manager and Food Defense Team Leader will be notified immediately if product tampering is suspected in any delivery.

Henry County School Nutrition Programs
Request for Bids # 16-04263-2977
Provision of Cafeteria Paper and Disposable Items to School Division

Henry County is located in south/central Virginia, surrounding the city of Martinsville. The district has an enrollment of 7,426 students, and serves an average of 5700 lunch meals and 4310 breakfast meals per day. We have been expanding our CACFP (At-Risk Supper Program) and plan to continue expanding in SY 2016-2017. We are seeking bids for the provision of cafeteria paper and disposable supplies, as described in the attached specifications, to our fifteen locations: ten elementary, two middle, two high schools and one alternative education location that also does catering and the supper program for other locations. Weekly deliveries unloaded into the kitchen/storage areas of the attached list of schools will be expected. We run an active Summer Food Service Program, with three production kitchens open during June and July that will need weekly deliveries. Last summer the three kitchens provided over 17,000 breakfasts, 30,200 lunches, 6400 suppers and 1525 snacks. All meals were served on/in disposable supplies.

The smallest elementary schools (3) average \$95-\$130 per weekly delivery, mid-size elementary schools (3) average \$150-\$165, large elementary schools (4) average \$125-\$170, middle schools (2) average \$235-\$255, and high schools (2) average \$250-\$350 per delivery. CCL/Figsboro may only order every other week and averages \$50-\$75, depending on catering. Vendors must be able to provide routing so that all deliveries will take place within a 6:30 am to 2:00 pm delivery window. Deliveries to elementary schools must be completed by 2:00 pm, so that delivery trucks do not impede traffic at the end of the school day.

The individual schools send their weekly orders to the Central Nutrition Office where they are keyed into a master order guide/spreadsheet for editing and approval. Approved orders will then be sent to the awarded vendor via e-mail or entered into the vendor's automated order system. Weekly orders will be submitted to vendor at least two days in advance of the first weekly delivery day. The Central Nutrition Office must be given an inside sales contact who can adjust orders as needed until noon on the day before orders will be delivered.

The School Nutrition Central Office expects to be notified of shortages the day prior to delivery and told when the item will become available or given options for substitution. Substitutions are expected to be of equal or greater quality than the bid list item and cannot exceed the bid list price.

The school district reserves the right to cancel the entire contract and/or to buy on the open market at the current price and charge the company the difference between the price paid and the contracted price in the event any item is not delivered according to specifications, the brand of merchandise is different without prior approval, or orders are not delivered within the specified period. The school district reserves the right to refuse any and all substitutions and to require the vendor to return on a non-delivery day to fill out-of-stock items that arrive at the vendor's warehouse in time to meet the school district's menu needs.

The awarded vendor must be able to provide delivery drivers who meet the requirements of the Henry County Food Defense Plan. Awarded vendor must also be able to certify that their establishment meets the requirements of the Food Defense Plan for vendors. (See attached). Drivers will be expected to show photo I.D.

the first time that they are “checked in” at any school. Drivers will be expected to sign-in on arrival at each school for every delivery. Deliveries will be checked against the original order and the invoice at the time of delivery. Schools are to receive two copies of the delivery invoice on delivery, with any discrepancies to the delivery noted by the driver (shorts, refused substitutions, etc.) Signed invoices with no notations or attachments are considered “complete” as printed, so we expect our staff to do a complete job when checking in trucks and they are not to be rushed by the driver. Drivers can assist in this process by ensuring that box labels are turned so that they will be accessible to the person checking in the truck.

The School Nutrition Office must be provided with a monthly statement of all invoices, complete with customer numbers or school names, date of delivery, invoice numbers and amount owed.

Interested companies should submit bids if they can meet the above criteria and provide the items in the attached specifications. Please provide:

1. Clear pricing of items specified with any difference in case pack from the original specification noted. Return on form provided, filled out electronically. Please provide your item number and brand name.
2. Copy of the most recent Health Inspection Report of your facility (to satisfy Food Defense requirements). This may not be a requirement if your facility provides non-food items only, if so, please request a Health Department inspection of your facilities or provide your last three monthly inspection/service reports from a licensed pest control company.

Bid packages must be delivered to the Henry County Purchasing office by 3:00 p.m. on, April 26, 2016. Any bids received after the deadline will not be accepted. Electronic submissions of the proposal will not be accepted as the full proposal package, this must be hard copy. Please be prepared to send an electronic copy of the completed bid specification worksheet after the bids have been accepted and opened. This contract will be awarded based on cost for the supplies needed for the school year. The School Nutrition Department reserves the right to divide the items on the specifications list according to where best pricing can be received. The recommendation for award(s) will go to the School Board at the June 2, 2016 Board Meeting. The awarded vendor(s) will be notified of the Board’s decision. Furthermore, this contract will begin July 1, 2016 until June 30, 2017.

2016/2017
 Bid Sheet, Disposable (Paper/Cleaning) Supplies for
 Henry County Public School Cafeterias (No Ware-Washing)

Enter Company Name

ID NUMBER	BRAND NAME	DESCRIPTION	PACK SIZE	Est. Cases Needed	Case Cost	Est. Portions Needed	Each Portion Cost	Ext. Cost
		Aluminum Foil, standard	18" x 1000'	50		50		
		Aluminum Foil sheets, 12" x 10 3/4 "	6/500 ct bx	60		180000		
		Aprons, Plastic, 24" x 42", disposable, white	100 ct	55		5500		
		Bags, Freezer, Ziplock, gallon	250 ct	100		25000		
		Bags, French Fry, grease resistant	2000 ct	12		24000		
		Bags, brown grocery paper, 6 lb	1/500 bun.	40		20000		
		Bags, sandwich, Wet Wax, 6 x 1.1 x 7"	1000 ct bx.	270		270000		
		Bags, sandwich, ziplock top	500 ct bx	60		30000		
		Bowl, Foam, 12BWBQ, black, 12 oz	8/125 ct	60		60000		
		Bowl, Foam, 35BWBQ, black 3.5 oz	8/125 ct	188		188000		
		Broom, #24, straw	each	15		15		
		Container, 4 oz squat, foam NO CFC's	1000 ct	100		100000		
		Container, 6 oz squat, foam NO CFC's	1000 ct	160		160000		
		Lids for 6 oz squat container	1000 ct	110		110000		
		Container, 8 oz squat, foam (CACFP & SFSP) NO CFC's	1000 ct	30		30000		
		Lids for 8 oz squat container (CACFP & SFSP)	1000 ct	30		30000		
		Container, 12 oz squat, foam NO CFC's	500 ct	80		40000		
		Lids for 12 oz squat container (foam lid) NO CFC's	1000 ct	20		20000		
		Cup, Fabrical #KC124CP, Combo Pack for Breakfast Parfaits (MS&HS)	500 ct	5		2500		
		Cup, Dart, TR16 Lunch Parfait Combo (Mid&Hi only)	1000 ct	5		5000		
		Dome Lid, , Dart-DNR662 Lunch Parfait Combo (Mid&Hi only)	1000 ct	5		5000		
		Container, Dart, SD35 Lunch Parfait Combo, (Mid&Hi only)	2500 ct	4		10000		
		Lid for 3.5 oz container, #64OP Dart-640TP Parfait Combo, (Mid&Hi only)	2500 ct	4		10000		

ID NUMBER	BRAND NAME	DESCRIPTION	PACK SIZE	Est. Cases Needed	Case Cost	Est. Portions Needed	Each Portion Cost	Ext. Cost
		Cups, Tall Foam, 6 oz NO CFC's	1000 ct	40		40000		
		lids for 6 oz tall foam cups	1000 ct	25		25000		
		Cups, Foam, 8 oz, # 8J8 (Smoothies) NO CFC's	40/25 ct	12		12000		
		lids for 8 oz foam cup (Smoothies)	10/100 ct	12		12000		
		Cups, foam, 12 oz spacesaver, 12J12 NO CFC's	40/25 ct	60		60000		
		lids for 12 oz spacesaver cups	10/100 ct	12		12000		
		Cups, souffle, plastic 1 oz	2,500 ct	A/N		2500		
		Cups, souffle, plastic , 2 oz	2,500 ct	65		162500		
		lids for 2 oz plastic souffles	2,500 ct	50		125000		
		Cups, souffle, plastic, 4 oz	2,500 ct	125		312500		
		lids for 4 oz plastic souffles	2,500 ct	40		100000		
		Detergent, Laundry, w/ whitener	72/2 oz	30		2160		
		Detergent, Laundry, Lo-Suds	50 lbs	A/N		50		
		Film, food service, 12"	12" x 2000'	20		20		
		Film, food service, 18"	18" x 2000'	60		60		
		Forks, plastic, medium weight	1000 ct	610		610000		
		Forks, Windsor	2 dz.	30		720		
		Fuel, w/ wick, 6 hour, PL, Blaze	24/8 oz	50		1200		
		Gloves, embossed, cuff, medium (plastic)	500 ct	40		20000		
		Gloves, embossed, cuff, large (plastic)	500 ct	60		30000		
		Gloves, Vinyl, Medium, Powder-free	100 bx	650		65000		
		Gloves, Vinyl, Large, Powder-free	100 bx	1200		120000		
		Hairnets, Brown, Elastic, Large	100 ct.	15 boxes		1500		
		Liners, Can, 16" x 14' x 36" Black, 20-30 gal	250 ct	40		10000		
		Liners, Can, 38" x 58", black, 55 gal.	100 bx	460		46000		

ID NUMBER	BRAND NAME	DESCRIPTION	PACK SIZE	Est. Cases Needed	Case Cost	Est. Portions Needed	Each Portion Cost	Ext. Cost
		Liners, Can, 38" x 60", CLEAR, 55 gal, only for schools recycling plastic	200 ct	A/N		200		
		Liners, Pan, 16 3/8" x 24 3/8"	1000 ct	110		110000		
		Liners, waxed, for sanitary disposal unit	500 ct	A/N		500		
		Mop heads, #16, 16 oz	each	200		200		
		Mop Handle, Plastic, quick-change	each	12		12		
		Napkins, luncheon, 1 ply, 1/4 fold	6000 ct	175		1050000		
		Napkins, 9 1/2 x 12", low-fold	8000 ct	130		1040000		
		Paper, Wax, sheets 8" x 10-3/4"	12/500 ct	A/N		6000		
		Paper, wax, good quality, 12" rolls	24/50' rolls	A/N		24		
		Plate, Foam, 6" NO CFC's	1000 ct	A/N		1000		
		Platter, Foam, Black, #PRBQR NO CFC's	4/125 ct	17		8500		
		Scrubber, SS #83	1/12 ct	25		300		
		Sanitizer dispenser	each	2		2		
		Sanitizer, Hand, Hand Sanitizer Anywhere by Clorox, packs fit disp.	6 pack	3		18		
		Spoons, plastic, med. Weight	1000 ct	765		765000		
		Spoons, Windsor	3 dz.	40		1440		
		Straws, 5 3/4" milk size, wrapped	24/500 ct	40		480000		
		Straws, Jumbo Beverage (Smoothies)	24/500 ct	10		120000		
		Tablecloth, roll paper, 40" x 300'	1 roll	A/N		1		
		Towelettes, wet nap, moist	10/100 ct	3		3000		
		Towels, Bar, cotton	15 each	40		600		
		Towels, Rolled, Household (84 sheets per roll)	1 dz/rolls	20		240		
		Tray, hinged, 6 inch clear, 5-15/16" x 5 3/4" x 3-3/16"	500 ct	15		7500		
		Trays, #2, Red Plaid, SQP (MUNCHABLES-ELM/MID)	4/250 ct	50		50000		
		Trays, 1 lb (#100), coated, red plaid	1000 ct	50		50000		
		Trays, 5 compartment lunch, foam NO CFC's	500 ct	725		362500		
		Trays, nacho, 6" x 5", clear	500 ct	12		6000		
		Wooden ice cream spoons, 3" IW	* 100 ct	50		5000		

ID NUMBER	BRAND NAME	DESCRIPTION	PACK SIZE	Est. Cases Needed	Case Cost	Est. Portions Needed	Each Portion Cost	Ext. Cost
CATERING								
		Box, Bakery, White 10 X 6 X 3	250 BD	10 cs		2500		
		Container, 8 oz clear 4.75 x 1 x 5.75	4/63 ct	10 cs		3780		
		Lid, snap-on, clear, for 8 oz. clear	Combo Pack					
		Cups, PLS, CLR, SQUAT 9 OZ - CONEX CLASSIC (Punch Cup)	20/50 ct	1 cs		1000.00		
		Cups, 12 oz. Cold, Dbl Poly (Decorated)	2/M cs	1 cs		2000.00		
		Cup, Foam Tall 20 oz. NO CFC's	500 ct.	3 cs		1500.00		
		Lid Lift FTN Lock Sip Tran for 20 oz. cup	1000/cs	2 cs		2000.00		
		Fork, heavy wt, clear styrene	1000/cs	2 cs		2000.00		
		Knife, heavy wt. clear styrene	1000/cs	2 cs		2000.00		
		BEVNAP 10 x 10 (SPECIFY AVAILABLE COLOR)	4000/cs	1 cs		4000.00		
		Dinner Napkin, 15 x 17, Green (or specify available)	4/250 ct/cs	2 cs		2000.00		
		Dinner Napkin, 15 x 17, Red (or specify available)	4/250 ct/cs	2 cs		2000.00		
		Plate, Plastic 10 1/4", 3-section, White	4/125 cs	2 cs		1000.00		
		Plate, Plastic, 7", White	8/125 cs	2 cs		2000.00		
		Spoon, heavy wt. clear styrene	1000/cs	2 cs		2000.00		
		Straw, Jumbo Beverage, Wrapped	*500 bx	3 bx		1500.00		