

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6632

FOOD & RELATED ITEMS

FOR

HEAD START

Prepared By:

Washtenaw County Purchasing
Administration Building
220 N. Main, B-35
Ann Arbor, MI 48107

Crystal A. Wake, C.P.M., CPPB
Senior Buyer
(734) 222-6760





WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL # 6632

June 30, 2011

Washtenaw County Purchasing Division on behalf of the Washtenaw County Head Start Department is issuing a Sealed Request for Proposal (RFP) #6632 for Food and Related Items.

Sealed Proposals: Consultant will deliver one (1) original and **three (3)** copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48107**

BY 3:00 P.M. ON WEDNESDAY JULY 13, 2011

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

- Please direct purchasing and procedural questions regarding this RFP to Crystal A. Wake, C.P.M., CPPB at wakec@ewashtenaw.org or 734-222-6760.

Please direct technical questions regarding this RFP to Cassandra Sheriff at sheriffc@ewashtenaw.org or 734-484-7222, ext. 226.

Thank you for your interest.

I. PROPOSAL

Definitions: "County" is Washtenaw County in Michigan.

"Bidder" an individual or business submitting a bid to Washtenaw County.

"Contractor" One who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal:

Provide food, condiments and supplies for Washtenaw County Head Start.

Items are primarily to be delivered to the Head Start School located at 1661 Leforge, Ypsilanti, MI

Proposal Terms:

- A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.
- B. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 60 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
- C. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. The **entire** proposal document with any amendments should be returned in **triplicate**. To be considered, original proposal and two copies must be at the County Purchasing Office on or before the date and time specified.
- D. Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.
- E. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed-to date of award.
- F. All food and supply items are open to inspection and acceptance or rejection at the discretion of the County. Such inspection may be conducted at anytime.

RFP #6632 FOOD & RELATED ITEMS FOR HEAD START

- G. For price increases to be considered. The Purchasing Division shall be notified, in writing, by letter as well as a letter from the manufacturer 30 days prior to the increase taking effect.
- H. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principle office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box is not, in and of itself, sufficient to discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two or more bids are substantially equal.

II. PROPOSAL SPECIFICATIONS

The proposal should include all of the following information:

- A. Contractor's Qualifications, years in business.
- B. Number of food delivery trucks, and ability to provide delivery of food on 24 hour notice.
- C. At least four (4) current references for food deliveries of at least the dollar volume listed in the RFP. Include company name, contact name, phone number.
- D. Bank reference with name and phone number of contact person.
- E. Contractor's ability to provide Internet On-line ordering for items listed on the RFP. Include set up requirements and maintenance requirements.

III. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions that will become a part of any formal agreement. These provisions are general principles that apply to all contractors of service to Washtenaw County such as the following:

ARTICLE I - SCOPE OF SERVICES

The Contractor will (***SPELL OUT SCOPE OF SERVICE***)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed (***SPELL OUT DOLLAR AMOUNT***).

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to (***DEPARTMENT HEAD TITLE***) and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on (***MONTH, DAY, YEAR***) and ends on (***MONTH, DAY, YEAR***).

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore

subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with

certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

ARTICLE XII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities," in accordance with its instructions;
3. This language shall be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIII - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b) Establishing an on-going drug-free awareness program to inform employees about—
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County; Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$11.05 per hour with benefits or \$ 12.96 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2012 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XVII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XVIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIX - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XX - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XXI - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XXII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXIV - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXV - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

RFP #6632 FOOD & RELATED ITEMS FOR HEAD START

IV. TERMS AND CONDITIONS

Award: Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

The County reserves the right to award the contract to multiple contractors or to a single contractor.

Low Bidder: Low Bidder will be based on lowest total aggregate price for items listed on the Bid sheet.

Term: The term of the contract is for a one (1) year term with the option to renew for years (2) and (3) providing the Contractor and County agree.

Delivery Location: **Head Start Bldg.**
 1661 Leforge Road
 Ypsilanti, MI 48198

Delivery: The County requests delivery on Monday mornings. The County would enter their order on Thursday for delivery on Monday.

Quantity: The quantity indicated in the Bid Sheet is an approximation of one year's requirement and is not binding on the County. The County has the right to order any quantity, which the Head Start Manager or the Manager of Purchasing Division deems necessary during the contract period.

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Bid Sheet: Bidders are required to insert the U/M Price and Total Price extension. In addition, they are to indicate the Manufactured and Brand or Stock Number they intend to furnish as a result of a quotation. Bidders should state what "unit of measure" they are bidding if that unit is in variance with the bid specs. In the event bidder fails to provide this information, the County will assume that the item to be supplied and the "unit of measure" is as indicated or referred to on the following Bid Sheets.

EACH – the size, ounces, pounds, quarts, gallons or how many in one (1) package, i.e. Hamburger buns – 8 or 12. Entered 8/Pkg. or 12/pkg.

U/ M - is the unit by which the County will purchase the item, i.e., a case, package or each. This includes the quantity of product in one (1), case or package.

U/M PRICE - is the price of a single "U/M" i.e., price per case, package or each.

TOTAL PRICE - is the "Quantity" times the "U/M Price"

It is the intention for the County to consider and evaluate items of standard manufacture of highest quality only. The County reserves the right to determine if the items offered may be accepted as equal to the specifications

Bid Sheet Sections:

Part A: Food (pgs.13-16)

Part B: Non Food items (pgs.17-19)

Total Aggregate (pg. 19)

RFP #6632 FOOD & RELATED ITEMS FOR HEAD START
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Quantity	Description	Brand	Each	U/M	U/M Price	Total Price
	Juice					
105	Orange Juice Squat Cup	"Standard Brand"	4 oz.	96/case	_____	_____
30	Orange/Pineapple Squat Cup	"Standard Brand"	4 oz.	96/case	_____	_____
30	Pineapple Juice Squat Cup	"Standard Brand"	4 oz.	96/case	_____	_____
65	Apple Juice Squat Cup	"Standard Brand"	4 oz.	96/case	_____	_____
45	Grape Juice Squat Cup	"Standard Brand"	4 oz.	96/case	_____	_____
25	Grapefruit Juice Cup	"Standard Brand"	4 oz.	96/case	_____	_____
35	Punch Juice 10% Squat Cup	"Standard Brand"	4 oz.	96/case	_____	_____
65	Apple Juice K-Pak	"Standard Brand"	4 oz.	96/case	_____	_____
	Cereal					
15	Corn Flakes	Kellogg's	29 oz.	4/case	_____	_____
15	Cheerios	Kellogg's	29 oz.	4/case	_____	_____
10	Rice Krispies	Kellogg's	29 oz.	4/case	_____	_____
	Soft Serve Concentrate					
1	Vanilla	Non-Fat	½ gal.	6/case	_____	_____
1	Chocolate	Non-Fat	½ gal.	6/case	_____	_____

RFP #6632 FOOD & RELATED ITEMS FOR HEAD START
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Quantity	Description	Brand	Each	U/M	U/M Price	Total Price
Baked Goods						
10	French Dinner Rolls	"Standard Brand"	1.25 oz	150/case	_____	_____
Canned Goods						
10	Fancy Sliced Beets	"Standard Brand"	#10	6/case	_____	_____
15	Sweet Green Peas	"Standard Brand"	#10	6/case	_____	_____
15	Fancy Mixed Vegetables	"Standard Brand"	#10	6/case	_____	_____
10	Fancy Sliced Carrots, Med.	"Standard Brand"	#10	6/case	_____	_____
15	Fancy Cut Green Beans, Med.	"Standard Brand"	#10	6/case	_____	_____
5	Fancy Classic Pinto Beans	"Standard Brand"	#10	6/case	_____	_____
5	Spinach, Chopped	"Standard Brand"	#10	6/case	_____	_____
10	Baked Beans	"Standard Brand"	#10	6/case	_____	_____
Meat						
6	Ground Turkey	Healthy Choice	6.5 lb	3/case	_____	_____
20	Chicken Patty	"Standard Brand"	4.5 oz	36/case	_____	_____
6	Roast Beef	"Standard Brand"	7 lb	2/case	_____	_____
35	Beef Patty	"Standard Brand"	2.1 oz	100/case	_____	_____

RFP #6632 FOOD & RELATED ITEMS FOR HEAD START
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Quantity	Description	Brand	Each	U/M	U/M Price	Total Price
Meat (Con't)						
15	Diced Beef Cubes	"Standard Brand"	4.0 oz	50/case	_____	_____
Dairy						
10	Egg Shell, Med. Grade A	Packer	1 Dz	15/case	_____	_____
500	Milk Low Fat 2%	Bareman's	1 pt.	50/case	_____	_____
5	Yogurt, Plain	Dannon	32 oz.	6/case	_____	_____
15	Cheese Amer. sliced	"Standard Brand"	120ct/5lb.	4/case	_____	_____
5	Parmesan Cheese shredded	"Standard Brand"	5 lb.	2/case	_____	_____
10	Nacho Cheese Sauce	"Standard Brand"	8.75 lb.	4/case	_____	_____
Condiments						
10	Ketchup	Heinz	10 lb can	6/case	_____	_____
10	Mustard	French's	1 gal	6/case	_____	_____
5	Relish, Sweet individual packs	"Standard Brand"	9 gm/Pk	200/case	_____	_____
5	Jalapeno Peppers, Sliced	"Standard Brand"	106 oz jar	4/case	_____	_____
5	Mayo, individual packs	"Standard Brand"	12 gm/Pk	500/case	_____	_____
10	Caesar Salad Dressing	Regal	1 gal	4/case	_____	_____

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Quantity	Description	Brand	Each	U/M	U/M Price	Total Price
Condiments (Cont.)						
5	Cheese Garlic Croutons	“Standard Brand”	1 lb. bag	10/case	_____	_____
5	Hot Sauce	Imperial House	1 gal	4/case	_____	_____
10	Original Ranch Dressing	Hidden Valley	1.5 oz	84/case	_____	_____
5	1000 Island Dressing (Mayo)	Imperial House	1 gal	4/case	_____	_____
2	Creamy Italian Dressing	“Standard Brand”	1 gal	4/case	_____	_____
5	Buttermilk Ranch Dressing	“Standard Brand”	1 gal	4/case	_____	_____
3	Classic Mayonnaise	“Standard Brand”	1 gal	4/case	_____	_____
5	Banquet Tarter Sauce	“Standard Brand”	1 gal	4/case	_____	_____
10	Supreme Aerosol Pan Coating	“Standard Brand”	6 oz	6/case	_____	_____
5	Chicken Soup Base	Reliance	1 lb	12/case	_____	_____
5	Beef Soup Base	Reliance	1 lb	12/case	_____	_____
Spices						
1	Sweet Basil Leaves	“Standard Brand”	5 oz.	1 Jar	_____	_____
1	Chili Powder, Dark	“Standard Brand”	18 oz.	1 Jar	_____	_____

RFP #6632 FOOD & RELATED ITEMS FOR HEAD START
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Quantity	Description	Brand	Each	U/M	U/M Price	Total Price
Spices (Cont.)						
1	Cinnamon Ground	Korinje	18 oz.	1 Jar	_____	_____
1	Garlic Powder	"Standard Brand"	21 oz.	1 Jar	_____	_____
1	Onion Salt	"Standard Brand"	36 oz.	1 Jar	_____	_____
1	Paprika Ground	"Standard Brand"	4 oz.	1 Jar	_____	_____
TOTAL AGGREGATE A:					_____	=====

RFP #6632 FOOD & RELATED ITEMS FOR HEAD START
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Quantity	Description	Brand	Each	U/M	U/M Price	Total Price
Napkins						
10	White, 7 X 13.5, Low Fold	"Standard Brand"	375 ct	24/case	_____	_____
Cups & Lids						
5	8 oz squat foam cup	Dart	50 ct.	20/case	_____	_____
5	12 oz foam cup	Dart	100 ct.	10/case	_____	_____
5	12 oz cup lids	Dart	100 ct.	1000/case	_____	_____
5	12 oz Translucent Cup	"Standard Brand"	50 ct.	20/case	_____	_____
5	12 oz cup foam	Dart	100 ct.	10/case	_____	_____
5	12 oz cup foam lid	Dart	100 ct.	10/case	_____	_____
5	16 oz foam cup	Dart	50 ct.	20/case	_____	_____
5	16 oz cup, clear plastic	Dart	50 ct.	20/case	_____	_____
5	16 oz lid, x-slotted	Dart	10 ct.	100/case	_____	_____
5	16 oz cup translucent	"Standard Brand"	20 ct	50/case	_____	_____
5	16 oz Dome lid w/hole	"Standard Brand"	20 ct	50/case	_____	_____
2	4 oz rolled cone cup	Solo/Fabracan	500 ct.	10/case	_____	_____
Straws						
10	Straw Red w/spoon end	"Standard Brand"	200 count	50/case	_____	_____

RFP #6632 FOOD & RELATED ITEMS FOR HEAD START
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Quantity	Description	Brand	Each	U/M	U/M Price	Total Price
Plastic Ware & Paper Products						
25	2 ply perforated napkins	"Standard Brand"	100 sheet	30/case	_____	_____
30	Towel, Yellow All purpose food service towels	ARRAY	120 sheet	50/case	_____	_____
15	Knife, Black, Med-hvy.	"Standard Brand"	1 box	1000/case	_____	_____
15	Fork, Black, Med-hvy.	"Standard Brand"	1 box	1000/case	_____	_____
15	Spoon, White Med Flex	"Standard Brand"	1 box	1000/case	_____	_____
10	Hex. hinged 7" Black Bowl	"Standard Brand"	1 box	100/case	_____	_____
10	2-cmpt. Nacho Tray Plastic	Dart	125/pk	4/case	_____	_____
25	8 oz Deli Container, Clear	"Standard Brand"	50/pk	10/case	_____	_____
25	8 oz Foam Bowl White	Dart	50/pk	20/case	_____	_____
20	12 oz Squat Foam Container	Dart	25/pk	20/case	_____	_____
5	2 oz Plastic Soufflé' Cup	"Standard Brand"	250/pk	10/case	_____	_____
5	4 oz Plastic Soufflé' Cup	"Standard Brand"	100/pk	25/case	_____	_____
5	4 oz Soufflé' Cup Lid No Slot	"Standard Brand"	250/pk	10/case	_____	_____
1	9" Foam Plate	Satinware	125/pk	4/case	_____	_____
1	6" Foam Plate	Satinware	125/pk	4/case	_____	_____
5	Deli Wrap Dry Wax 8x10.75	"Standard Brand"	500/pk	12/case	_____	_____
5	Deli Wrap Dry Wax 12x10.75	"Standard Brand"	1000/pk	6/case	_____	_____

RFP #6632 FOOD & RELATED ITEMS FOR HEAD START
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Quantity	Description	Brand	Each	U/M	U/M Price	Total Price
Plastic Ware & Paper Products (Con't)						
20	Plastic Re-closeable Bag	"Standard Brand"	1 gal.	250/crt	_____	_____
20	Fast Food Tray, 12x16 Blue	"Standard Brand"	125/pk	4/case	_____	_____
Disposable Gloves						
5	Exam vinyl Gloves, Pwd Lrg	"Standard Brand"	100 box	4/box	_____	_____
5	Exam vinyl Gloves, Pwd Med	"Standard Brand"	100 box	4/box	_____	_____
TOTAL AGGREGATE B:					_____	

RFP #6632 FOOD & RELATED ITEMS FOR HEAD START

Special Requirements for Ordering

State normal ordering format and delivery format:

Minimum order limits, if any:

Product Return Policy:

Delivery Schedule of delivery days and times:

RFP #6632 FOOD & RELATED ITEMS FOR HEAD START

Total Aggregate A \$ _____
Food

Total Aggregate B \$ _____
Non- Food Items

Total Aggregate for Compete Bid \$ _____

RFP #6632 FOOD & RELATED ITEMS FOR HEAD START

SIGNATURE PAGE

_____ Signature	_____ Company Name	
_____ Print Name	_____ Company Address	
_____ Title		
_____ City	_____ State	_____ Zip
_____ Telephone #	_____ Fax #	
_____ Email Address	_____ Purchase Order Email Address	
_____ Federal Tax ID #		

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

By checking this box we hereby certify that we are a Washtenaw County company as defined in Section I., H. above. If proven otherwise you may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.