



WHITE COUNTY, TENNESSEE  
DEPARTMENT OF FINANCE  
COURTHOUSE ROOM 204  
1 EAST BOCKMAN WAY  
SPARTA, TENNESSEE 38583  
PHONE (931)-836-3216 FAX (931)-836-3343  
finance@whitecountyttn.gov

**WHITE COUNTY, TENNESSEE**  
**Bid Package**  
*for*  
**Bid Number: 2016-0616-02-016**

**Bread Products for  
White County Corrections Facility**

Bid Opening:  
June 16, 2016  
2:00pm Central Time

Contents:  
Information to Bidders  
Specifications  
Bid Forms  
Advertisement

*Posted for public inspection at  
whitecountyttn.gov/bids*



WHITE COUNTY, TENNESSEE  
DEPARTMENT OF FINANCE  
COURTHOUSE ROOM 204  
1 EAST BOCKMAN WAY  
SPARTA, TENNESSEE 38583  
PHONE (931)-836-3216 FAX (931)-836-3343  
finance@whitecountyttn.gov

---

## **Invitation to bid**

### **Description of items/services requested:**

The White County Department of Finance, on behalf of the White County Corrections Department, is soliciting bids for bread products for the 2017 fiscal year.

### **General Requirements:**

Proposals, bids, or responses will be accepted by the White County Department of Finance no later than **2:00 p.m. June 16, 2016** (local time). Every document must be enclosed in an envelope clearly marked as a bid document. Any response, bid or proposal received after the above deadline shall be considered late, and will not be opened or considered. Bid prices must be valid for at least thirty (30) days.

All documents shall be submitted to the following address:

Chad S. Marcum, Director of Finance  
White County Department of Finance  
Courthouse Room 204  
1 East Bockman Way  
Sparta, Tennessee 38583

### **Specifications:**

White County is soliciting bids for bread products for use at the White County Corrections Facility.

- Contract Period – July 1, 2016 through June 30, 2017.
- Delivery Location – 111 Depot Street in Sparta, Tennessee.
  - Two (2) deliveries per week
  - Deliveries must be made Monday through Sunday between the hours of 6:30 a.m. and 9:00 a.m.
- All bread products must be delivered fresh and color-coded for their preparation date. These color codes must be submitted with the bid documents.
- Bid Preparation
  - Each bidder should bid on all items listed in the bid document. The total bottom line cost will be determined by multiplying each item bid price times the estimated usage figure and adding the extended dollar figures.
  - In the event a vendor fails to quote a price on an item, the highest price for that item from all bids received will be inserted to calculate the bottom line price.



---

**Specifications continued:**

- The county will recalculate usage and line extensions to make necessary conversions for differences in pack size. The bottom line total will be adjusted if mathematical conversions and extensions indicate the need for correction.
- Estimated Usage
  - Estimated usages are given for each item. The estimated usages do not indicate the actual quantity which will be ordered, since such volume will depend upon requirements which develop during the contract period.
  - Estimated usages are based on last year's purchases and are estimated for the bid period.
  - Inclusion of items on bid does not guarantee purchase.
- Donated Items
  - At various times during the contract period, the county may receive donations of bread and bread products. These donations may equate to a significant quantity, thus reducing the need to purchase bread and bread products from the awarded vendor under this bid.
  - By submitting a bid, the bidder confirms awareness of the possibility of these donated items. Furthermore, by submitting a bid, the bidder agrees to hold harmless the county of any financial loss which may result from the county's receipt and use of these donated items.
- Bid Award
  - This bid will be awarded based on firm-fixed, bottom line combined total cost for the contract period. The bid/quoted price will be multiplied by the estimated usage to obtain an item total.
  - Mathematical calculations involving decimals must be carried two (2) decimal places.
- Item Addition/Change
  - At various times throughout the year, the county reserves the right to request an item that was not listed as part of this original bid. The awarded bidder should supply the item at a fair market price to the county and no additional charges outside of the price of the product should accrue to the county.
- Contract Termination for Cause
  - If the Contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the contractor violates any terms of this contract, the county shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.
  - In the event the contract is terminated for due cause by the county, the county shall have the option of awarding the contract to the next lowest bidder or bidding again.



WHITE COUNTY, TENNESSEE  
DEPARTMENT OF FINANCE  
COURTHOUSE ROOM 204  
1 EAST BOCKMAN WAY  
SPARTA, TENNESSEE 38583  
PHONE (931)-836-3216 FAX (931)-836-3343  
finance@whitecountyttn.gov

---

**Specifications continued:**

- Contract Termination of Convenience
  - The county may, by written notice to the vendor, terminate this contract without cause for any reason. Said termination shall not be deemed a breach of contract by the county. The county must give notice of termination to the vendor at least thirty (30) days prior to the effective date of termination. The contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the county be liable to the contractor for compensation for any service which has not been rendered. Upon such termination, the contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- Contract Extension
  - The contract issued as a result of this bid may be extended for an additional twelve (12) month period if mutually agreed to by both parties. Price redeterminations will be allowed if the contract is extended under this clause. However, all price redeterminations must be deemed acceptable by White County prior to the contract extension. Price redeterminations will only be allowed when negotiating the contract extension. Redeterminations will not be allowed during the initial contract period nor after the twelve (12) month extension is agreed to.

Alternate bids and specifications are not acceptable unless specifically asked for and /or authorized.



WHITE COUNTY, TENNESSEE  
DEPARTMENT OF FINANCE  
COURTHOUSE ROOM 204  
1 EAST BOCKMAN WAY  
SPARTA, TENNESSEE 38583  
PHONE (931)-836-3216 FAX (931)-836-3343  
finance@whitecountyttn.gov

---

## General Bidding Procedures

**Bid Limit:** White County requires all purchases over \$25,000 to be acquired by sealed competitive bids. Exceptions: Fuel, emergency purchases, and any items excluded by statute

**Location:** All bids must be submitted to the White County Department of Finance at or before the announced deadline.

Courthouse Room 204  
1 East Bockman Way  
Sparta, Tennessee 38583

**Bid Document:** For certain projects the Owner will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the day, date and time as set forth in the "bid invitation". On construction related bids, the envelope must contain the following information visible from the outside: TN License number, expiration date, classifications and limitations.

**Electronic transmissions:** Electronic transmissions will not be accepted except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of Facsimile transmissions.

**Bid Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a bid bond equal to five percent of the total price of the bid. Contracts for the services of a construction manager shall require a bid bond in the amount of ten percent. The owner may request bonds on other services as determined by the Finance Department.

**Performance Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a performance bond equal to one hundred percent of the contract price. The owner may request bonds other services as determined by the Finance Department.

**Payment Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a payment bond equal to one hundred percent of the contract price except as stipulated under T.C.A. 12-4-201. The owner may request bonds other services as determined by the Finance Department.

**Disclosures by bidders:** For construction bids in excess of \$25,000 interested bidders must include the following information on the outside of the envelope containing the bid document: Name, License number, Expiration date thereof, and license classification of the contractors applying to bid as stated in T.C.A. 62-6-119. For construction bids less than \$25,000, the name only is required. White County maintains a drug-free workplace and requires all bidders for construction contracts to comply with T.C.A. 50-9-114.

**Laws and Regulations:** The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. Bidders may be required to provide proof of valid business license and Workers Compensation Insurance if required by law.

**Sub-contracts:** The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to the Owner.



WHITE COUNTY, TENNESSEE  
DEPARTMENT OF FINANCE  
COURTHOUSE ROOM 204  
1 EAST BOCKMAN WAY  
SPARTA, TENNESSEE 38583  
PHONE (931)-836-3216 FAX (931)-836-3343  
finance@whitecountyttn.gov

**Award of Contract:** The owner (White County) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive or conditional bids. White County may conduct such investigations as it deems necessary to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the lowest, best and most responsible bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of White County. It is also understood that the "apparent low bidder" will be announced at the bid opening; however the "successful bidder", who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the County. White County does not enter into contracts which provide for mediation or arbitration.

**Construction Contracts – Retainage:** The Owner will retain five percent of funds on contracts over \$500,000 dollars per T.C.A. 66-11-144.

**Title VI of the Civil Rights Act of 1964:** All interested parties, without regard of race, color or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." White County strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

**Warranty:** The vendor shall provide warranty information on the equipment, components and items bid with the bid submittal.

**Payments:** Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses. Payment terms shall be specified in the bid response, including any discounts for early payment. The Finance Department of White County discourages the practice of picking up checks in person, unless there is an emergency situation.

**Errors in Bids:** When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications or bidding schedule, is made at the risk of the bidder.

**Taxes:** White County is tax exempt.

**Tie Bids:** If two or more bidders submit identical bids and is equally qualified; selection shall be made at the discretion of the county based on performance.

**Contractors, Subcontractors and employees:** If work is to be performed during regular school hours when children are present, the county reserves the right to require background checks, dress codes and certain ethical standards of all employees on school property.

**Specification details:** These specifications have been designed to meet a certain level of quality as well as to standardize certain components. In numerous places reference to specific brands of components may have been made. This has been done to establish a certain level of quality and in no way is an attempt to write out vendors of similar or equal equipment components.



WHITE COUNTY, TENNESSEE  
DEPARTMENT OF FINANCE  
COURTHOUSE ROOM 204  
1 EAST BOCKMAN WAY  
SPARTA, TENNESSEE 38583  
PHONE (931)-836-3216 FAX (931)-836-3343  
finance@whitecountyttn.gov

---

### Bid Form

Project: Bread Products for White County Corrections Facility

Bid Date: June 16, 2016; 2:00p.m. central time

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Bid: Bread Products as Specified**

Bottom Line Total: \_\_\_\_\_ Dollars.

(\$\_\_\_\_\_)

All bidders must return the following completed forms with this bid form:

1. Contract Agreement Form
2. Actual Bid Quotes (attached sheet)

By signing below, I agree to and understand the conditions of this bid. Furthermore, I affirm that I am a duly appointed and authorized representative of the company named herein.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



WHITE COUNTY, TENNESSEE  
DEPARTMENT OF FINANCE  
COURTHOUSE ROOM 204  
1 EAST BOCKMAN WAY  
SPARTA, TENNESSEE 38583  
PHONE (931)-836-3216 FAX (931)-836-3343  
finance@whitecountyttn.gov

---

**White County Corrections Facility  
Bread Products  
Contract Agreement**

We have carefully examined and fully understand the General Bid conditions in furnishing the White County Corrections Facility prices for items requested.

In compliance with the bid awards and subject to all terms and conditions listed on the General Bid conditions, the undersigned offers and agrees to sell to the White County Corrections Facility all items as quoted. It is understood that all prices quoted include any and all delivery charges and are not subject to finance charges.

Company: \_\_\_\_\_

Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



WHITE COUNTY, TENNESSEE  
DEPARTMENT OF FINANCE  
COURTHOUSE ROOM 204  
1 EAST BOCKMAN WAY  
SPARTA, TENNESSEE 38583  
PHONE (931)-836-3216 FAX (931)-836-3343  
finance@whitecountyttn.gov

---

## Advertisement for Bid

White County, Tennessee  
Advertisement for Bids  
Bid No. 2016-0616-02-016

Take notice that the Director of Finance for White County shall accept sealed written bids for bread products for use at the White County Corrections Facility.

Proposals, bids, or responses must be submitted to the office of the Director of Finance, Room 204, White County Courthouse, Sparta, Tennessee, 38583, no later than 2:00 P.M. central time, June 16, 2016 at which time the bids will be opened and considered.

Copies of bid documents may be obtained at [whitecountyttn.gov/bids](http://whitecountyttn.gov/bids)

The owner (White County) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all nonconforming, non-responsive or conditional bids.

Chad S. Marcum  
Director of Finance  
Publication Date: 06/02/2016

**White County Corrections Facility  
Bread Bid  
July 1, 2016-June 30, 2017**

<b>Item #</b>	<b>Pack Size</b>	<b>Description</b>	<b>Estimated Usage</b>	<b>Manufacturer Product #</b>	<b>Unit Price</b>	<b>Extended Price</b>
1	24 oz	Bread, White, Sandwich, 24 Slices	2,545			
2	12 pk	Bun Hamburger, 4"	80			
3	12 pk	Bun Hotdog, 6"	275			

**Vendor Name:** \_\_\_\_\_

**Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_