



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: 2016-0616-03-017

**Food and Non-Food Supplies 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*



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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 food and non-food supplies 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 food and non-food supplies 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
 - A minimum of one (1) delivery per week
 - Deliveries must be made Monday through Sunday between the hours of 6:30 a.m. and 9:00 a.m.
- All food products must be delivered fresh with unexpired expiration dates.
- 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.



Specifications continued:

- 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.
- 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.
- If a change in package size is required by the bidder, it must be clearly changed on the bid form. The bidder must draw a straight line through the originally requested item pack size and then write the changed pack size beside the originally requested size. Do not change the estimated usage amount supplied by the county.
- If the bidder wishes to bid different items, brands, or cases, the bid tabulation will be based on equivalent serving sizes. Proof is on the bidder to show the item bid is equivalent to the specified item.
- 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.
- 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.
- Billing
 - The awarded bidder will be required to bill separately for food and non-food supplies. This is required in an attempt to insure the appropriate budget expense accounts are charged.
- 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.



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Specifications continued:

- 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 contact to the next lowest bidder or bidding again.
- 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.



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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.



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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.



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Bid Form

Project: Food and Non-Food Supplies for White Co. Corrections Facility

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

Company Name: _____

Address: _____

Phone Number: _____

Contact: _____

Email Address: _____

Bid: Food and Non-Food Supplies 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 and agree to 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: _____



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**White County Corrections Facility
Food and Non-Food Supplies
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: _____



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Advertisement for Bid

White County, Tennessee
Advertisement for Bids
Bid No. 2016-0616-03-017

Take notice that the Director of Finance for White County shall accept sealed written bids for food and non-food supplies 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

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

Food Bid

July 1, 2016-June 30, 2017

Item #	Pack	Size	Brand	Description	Estimated Usage	Brand	Manufacturer Product #	Pack	Size	Unit Price	Extended Price
1	1	20 LB	PRIVATE LABEL	TOMATO 4X5 2 LAYER VR USA	46						
2	6	10	PRIVATE LABEL	KETCHUP TOMATO FNCY	22						
3	12	42 OZ	PRIVATE LABEL	OATMEAL QUICK WG TUBES	75						
4	72	1.5 OZ	JFG	COFFEE ARABICA SPECIAL BLEND	46						
5	300	4 CT	LANCE	CRACKER SALTINE IW	37						
6	6	66.5 OZ	PRIVATE LABEL	TUNA CHUNK LIGHT SPRG WTR 16003	30						
7	1	25 LB	TENDA-BAKE	MEAL CORN WHT SELF RISING ENRICHED	120						
8	1	25 LB	NANCY JANE	FLOUR SELF RISING	92						
9	4	5 LB	PRIVATE LABEL	CHEESE AMER YELLOW 160 CT PPCP	40						
10	6	10	PRIVATE LABEL	SAUCE APPLE FANCY	185						
11	6	101 OZ	OCEAN SPRAY	SAUCE CRANBERRY JELLIED	1						
12	8	13.37 OZ	TRIO	BROWN GRAVY MIX	12						
13	12	46 OZ	PRIVATE LABEL	JUICE TOMATO	10						
14	12	24 CT	LA HACIENDA	TORTL FLOUR 6"	5						
15	1	1BX-LB	NATIONAL BEEF	BEEF GRND 73/27 FINE 80#	22						
16	1	1PC-LB	PRIVATE LABEL	HAM SMOKED 9/11# 95% FAT FREE 0192	10						
17	4	1 GAL	SAUER	MUSTARD PURE PREP	16						
18	1	1PC-LB	FIELD	BOLOGNA JUMBO 10/12#	450						
19	12	2 LB	PRIVATE LABEL	BROCCOLI FLORET FCY	40						

White County Corrections Facility

Food Bid

July 1, 2016-June 30, 2017

Item #	Pack	Size	Brand	Description	Estimated Usage	Brand	Manufacturer Product #	Pack	Size	Unit Price	Extended Price
20	6	5 LB	TOP CAT/BL DIAM	FRY FRENCH KK 1/2 " GFR60	360						
21	6	5 LB	CARGILL KITCHEN	EGG SCRMBD MIX BOIL IN BAG	12						
22	53	3 OZ	SAMBAND	FISH POLLOCK P/C BRD SQUARE	75						
23	2	10 LB	PERDUE	TURKEY GRD DARK MEAT 90/10 L/F ZTF	75						
24	4	5 LB	JENNIE O	WIENER TURKEY 8-1 CN=2MT ZTF	135						
25	54	3 OZ	TRAVIS	PATTY BEEF W/TVP LAYR PK	116						
26	30	1 LB	PRIVATE LABEL	MARGARINE SOLIDS VEGETABLE	100						
27	4	5 LB	TAYLOR FARM	ICEBURG/SALAD MIX RED CABBAGE	75						
28	6	5 LB	NUT N BETTER	PEANUT BUTTER SMOOTH	92						
29	4	1 GAL	PRIVATE LABEL	PICKLE DILL SLICE 1/8 KK 725-775 CT	5						
30	4	1 GAL	PRIVATE LABEL	RELISH SWEET PICKLE	5						
31	6	10	FLAVOR FRESH	GRAPE JELLY	1						
32	4	1 GAL	PRIVATE LABEL	MAYONNAISE	20						
33	1	50 LB	PRIVATE LABEL	CABBAGE GREEN BAG USA CARTON	86						
34	1	50 LB	PRIVATE LABEL	CARROT JUMBO LOOSE USA	25						
35	1	50 LB	PRIVATE LABEL	ONION YELLOW JUMBO USA	30						
36	1	50 LB	PRIVATE LABEL	POTATO #2 6 OZ MIN IDAHO	95						
37	1	35 LB	PRIVATE LABEL	SHORTENING CLEAR LIQUID	150						
38	6	5.7 OZ	LAWRYS	MIX CHILI SEASONING YIELD 6 GAL	42						

White County Corrections Facility

Food Bid

July 1, 2016-June 30, 2017

Item #	Pack	Size	Brand	Description	Estimated Usage	Brand	Manufacturer Product #	Pack	Size	Unit Price	Extended Price
39	24	26 OZ	UNITED	SALT IODIZED	13						
40	12	48 OZ	PRIVATE LABEL	BROTH CHIX 99% FAT FREE W/O MSG	3						
41	6	10	PRIVATE LABEL	SAUCE SPAGHETTI FANCY	80						
42	50	LB	PRIVATE LABEL	SUGAR GRANULATED PURE CANE EFG M	35						
43	1	25 LB	DOMINO	SUGAR LIGHT BROWN	10						
44	96	1 OZ	PRIVATE LABEL	TEA ICE BAG 1 OZ=1 GAL 80374RED	3						
45	6	10	PRIVATE LABEL	BEAN BLK FNCY	18						
46	6	10	PRIVATE LABEL	BEAN CHILI FNCY	75						
47	1	50 LB	PRIVATE LABEL	BEAN PINTO DRY DOUBLE CLEANED	50						
48	1	25 LB	PRIVATE LABEL	BEAN GREAT NORTHERN DRY DBL CLEANED	75						
49	6	75 OZ	PRIVATE LABEL	CORN W K VACUUM PK FNCY	45						
50	6	10	PRIVATE LABEL	CORN CREAM STYLE FNCY	40						
51	6	10	MARGARET /ALLEN	GREEN TURNIP CHOPPED FNCY	65						
52	6	10	PRIVATE LABEL	KRAUT SHREDDED FNCY	35						
53	6	10	PRIVATE LABEL	VEGETABLE MIXED FNCY	100						
54	6	10	PRIVATE LABEL	PEA EARLY JUNE EX STD	40						
55	6	10	PRIVATE LABEL	PORK AND BEAN FNCY	65						
56	6	10	PRIVATE LABEL	POTATO INSTANT WITH MILK VIT C	2						
57	6	10	ALLEN	GREEN MUSTARD CHOPPED FNCY L/S	2						

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

Item #	Pack	Size	Brand	Description	Estimated Usage	Brand	Manufacturer Product #	Pack	Size	Unit Price	Extended Price
58	6	10	PRIVATE LABEL	TOMATO DICED JUICE PK	65						
59	6	10	PRIVATE LABEL	SAUCE TOMATO FANCY	40						
60	4	1 GAL	PRIVATE LABEL	VINEGAR WHITE 4%	6						
61	1	19 OZ	PRIVATE LABEL	POWDER GARLIC	45						
62	1	12 OZ	PRIVATE LABEL	PEPPER RED CRUSHED	8						
63	1	5.5 LB	PRIVATE LABEL	POWDER CHILI DARK	5						
64	1	5 LB	PRIVATE LABEL	PEPPER BLACK TABLE GRIND	10						

Vendor Name: _____

Representative Signature: _____

Date: _____

**White County Corrections Facility
Non-Food Supplies Bid
July 1, 2016-June 30, 2017**

Item #	Pack	Size	Brand	Description	Estimated Usage	Brand	Manufacturer Product #	Pack	Size	Unit Price	Extended Price
1	10	20 CT	ROYAL PAPER	SCREEN GRILL 4X5.5"	2						
2	6	12 CT	ROYAL	SPONGE S/STEEL LARGE 36GRAM	3						
3	10	100 CT	ROYAL PAPER	APRON BIB PLASTIC 24X42 WHITE .5MIL	14						
4	25	100 CT	DART	CUP TRANSLUCENT 5OZ CONEX	14						
5	40	25 CT	DART	CUP FOAM 8OZ WHITE	44						
6	1	1000 CT	HANDY	LINER PAN BAKERY 16-3/8X24-3/8 QUILON	2						
7	1	ROLL	REST PRIDE	WRAP FOIL 18"X500' STD WEIGHT	2						
8	1	ROLL	REST PRIDE	WRAP FILM 18"X2000' PVC CUTTER BOX	4						
9	1	1000 CT	REST PRD/GEN	SPOON MED WEIGHT WHT POLYPRO P1003FA	140						
10	2	1 GAL	INTERCON	CLEANER FLOOR SUREFOOT EZ ENZYME	24						
11	6	14.5 OZ	QUEST	CLEANER STAINLESS STEEL AER OIL-BASE	4						
12	10	144 CT	FOODHANDLER	HAIRNET NYLON BROWN LARGE 24"	28						
13	2	1 GAL	PERFORMA CLEAN	CLEANER OVEN/GRILL/FRYER	5						
14	4	8 LB	INTERCON	DETERGENT DISHMACHINE SOLID CAPSULE	5						
15	4	1 GAL	PERFORMA CLEAN	SOLVENT DELIMER	10						
16	1	5 GAL	INTERCON	DETERGENT DISH MANUAL SUNRISE AQUA	17						
17	10	100 CT	REST PRD/FOODHD	GLOVE VINYL POWDERFREE LRG 78161	55						
18	4	100 CT	FOODHNDLR/HANDG	GLOVE VINYL POWDERFREE EX LRG 102FH18CP	65						
19	1	5 GAL	PERFORMA CLEAN	DESTAINER LAUNDRY CHLORINATED	6						

**White County Corrections Facility
Non-Food Supplies Bid
July 1, 2016-June 30, 2017**

Item #	Pack	Size	Brand	Description	Estimated Usage	Brand	Manufacturer Product #	Pack	Size	Unit Price	Extended Price
20	1	5 GAL	INTERCON	DETERGENT LAUNDRY BUILT LD3500	15						
21	4	1 GAL	PERFORMA CLEAN	CLEANER/DEGREASER H/D W/BUTYL	4						

Vendor Name: _____

Representative Signature: _____

Date: _____