

Invitation for Bid

**FOOD AND PAPER PRODUCTS
REF #42717BLCCF**

LUZERNE COUNTY PENNSYLVANIA

DUE DATE

May 12, 2017 at 10:30AM EST

Luzerne County Purchasing Department

Attention: Mr. Mark A. Zulkoski

Penn Place Office Building

20 North Pennsylvania Avenue

Wilkes-Barre, Pa 18711

570-820-6337

mark.zulkoski@luzernecounty.org

FIND US AT: www.luzernecounty.org/procurement

ATTENTION:

RFPs will be received weekdays between the hours of 9:00 AM to 4:00 PM only (excluding holidays). All RFPs must be delivered by the time stated in the bid packet. All RFPs must be delivered to the:

Luzerne County Purchasing Department
20 North Pennsylvania Avenue
Suite 203
Wilkes Barre, PA 18711

Any questions in regard to the RFP package, please contact Mark Zulkoski At 570 - 820 -6337 or mark.zulkoski@luzernecounty.org.

ATTENTION

YOU MUST PRINT THE BELOW ADDRESS AND RFP INFORMATION AND AFFIX TO THE OUTSIDE OF YOUR RFP ENVELOPE. THE RFP WILL NOT BE ACCEPTED IF THIS INFORMATION IS NOT PROVIDED.



**Luzerne County
Purchasing Department
Penn Place Bldg.
Suite 203
20 N. Penn Ave.
Wilkes-Barre, PA 18711**

**All RFP returns must have this label attached
With the name and reference number of
the RFP to the outside of the return envelope
(UPS, FEDEX, etc.) or it will be rejected.**

**RFP Name _____
Company name _____
Reference # _____**

Responders who use USPS Services, PLEASE NOTE:

The Post Office does not deliver mail directly to Penn Place. You should allow additional time for your bid to be forwarded from the Court House to Penn Place. It is the Responders responsibility to get their RFP packets to the Purchasing Department by the time specified. It is the Responders responsibility to get their RFP packets to the PURCHASING DEPARTMENT by the time specified. LUZERNE COUNTY WILL NOT BE RESPONSIBLE FOR LATE OR MISDIRECTED MAIL.

INSTRUCTION TO BIDDERS

1. All prices shall include delivery. Orders only placed, after receipt of a formal purchase order issued by the purchasing department.
2. Any alterations, erasures, additions to or omissions of required information, or change of specifications or bidding schedule, is done at the risk of the bidder and may result in rejection of his/her Bid. In case a bidder finds discrepancies or omissions, or is in doubt as to the meaning of the specifications of bidding schedule, he/she should at once notify the Luzerne County Purchasing Department, who will reply to such questions in official supplement and copies will be sent simultaneously to all bidders.
3. All bidders are responsible to see that their names appear in the purchasing department office on the form recording the names of prospective bidders, so that the bidders are assured of receiving pertinent bulletins which may be issued before the Bid's are opened.
4. All bidders must be recognized dealers in the materials specified and qualified to advise in its application of use. The bidders at any time requested, must satisfy the County Manager and administrative officers that they have the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which bidder is interested.
5. Submitting a bid when it is intended to sublet the contract is cause for rejection of your Bid, or cancellation of the contract, unless approval is given in writing by Luzerne County prior to the Bid opening.
6. It is agreed by the parties hereto that wherever the word "purchasing agent" or the pronoun in place thereof occurs in the articles of agreement of specifications, it is hereby expressly understood that the Purchasing Agent is acting only under the authority of and subject to the approval of the County Manager and administrative officers.
7. In case of error in the extension of prices, the unit price shall govern.
8. The contract will not be awarded to any corporation, firm, or individual who has failed in any former contract with Luzerne County to perform work or delivery of guarantee.
9. It is expressly understood and agreed that the inspection of materials and workmanship by the purchasing or issuing department will in no way lessen the responsibility of the contractor or release him/her from obligations to perform and deliver to the county satisfactory work and materials. The contractor agrees to pay the cost of all tests for defective materials and to allow the cost to be deducted from any money due him/her from the county otherwise bondsmen in this case are liable for satisfactory completion of the contract.
10. When the contract has been duly signed and the contract bond covering the same approved, then and not before, the contractor may secure instructions from the purchasing agent pertaining to the procedure of the work or delivery.
11. If more than one Bid is offered by any one party or in the name of his/her clerk, partners or other person, all such bids may be rejected. However, a party who has quoted prices on materials to a bidder is not thereby disqualified from quoting prices on materials to other bidders or from submitting a Bid directly for the materials or work.
12. The County Manager and administrative officers reserve the right to reject any and all Bid's or specifications when deemed to the best interests of the County and also to purchase any, part, or none of the materials specified. The Luzerne County Manager may cancel the award at any time before the execution of the contract.
13. All terms, rebates and discounts shall be considered to be offered effective as of the date of payment by the County notwithstanding anything to the contrary expressed by the bidder in his/her Bid.

14. The County will reject all materials that do not meet the specifications even though the bidders list the trade names of such materials on the proposal sheet.
15. The material and equipment shall be delivered to the county of Luzerne, Pennsylvania. All prices quoted shall be f.o.b., Luzerne County Court House, or point of destination within Luzerne County if otherwise specified.
16. The party or parties bidding upon this proposal to whom the award or awards are made may be required to enter into a contract with the County of Luzerne within sixty (60) days of notification by the Purchasing Agent. Failure of bidder to do so, shall result in the cancellation of the award and forfeiture of the bid bond and/or bid deposit which shall become the absolute property of the County of Luzerne.
17. The bidder or bidders to whom the contract is awarded agree(s) to release the County of Luzerne from all suits or action of any nature or description brought against it for or on account of the use of patents, appliances, products or processes.
18. The County Manager and administrative officers at their discretion, may extend the time for the completion of this contract, if prevented by strikes of employees or by reason of it being impossible to procure the necessary material, equipment, etc.
19. All Bid's must be made on proposal blanks attached to these specifications and made part thereof, and must be enclosed in sealed envelope/package directed to the Luzerne County Purchasing Department. Attached labels must be placed upon outside of said envelope/package, failure to do so may result in rejection of submitted Bid.
20. Bidders must write or print the figures in ink or typewritten.
21. A bid which is incomplete, obscure, conditional or unbalanced or which contains additions not called for or irregularities of any kind or alterations may be rejected.
22. Luzerne County reserves the right for the Luzerne County and/or the Luzerne County Manager and/or their respective designees to perform financial and/or performance audits on any purchase, sale, award, contract or other transactions involving Luzerne County. therefore, any party to a purchase, sale, award, contract or other transaction involving Luzerne County must grant to the Luzerne County Controller and/or the Luzerne County Manager and/or their respective designees reasonable access to any property and/or equipment purchased in whole or in part with Luzerne County funds and must grant reasonable access for review, inspection and reproduction of any and all financial, employment and/or other records of the vendor, contractor, subcontractor or other entity deemed relevant by the Luzerne County Controller and/or Luzerne County Manager.
23. With respect to bidders that are permitted to provide certified checks, cashier's checks and/or trust company treasurer's checks in lieu of a bid bond, such checks shall be returned to unsuccessful bidders within thirty (30) days following the award of the Bid and will not be cashed. Luzerne County may deposit the check of the successful bidder and may retain such funds until the successful bidder enters into an agreement with Luzerne County to fulfill the Bid on the terms submitted by that bidder. With respect to successful bidders that are permitted to provide certified checks, cashier's checks and/or trust company treasurer's checks in lieu of a performance bond, such checks may be cashed and retained by Luzerne County pending the bidder's full and faithful performance of the Bid.

COUNTY OF LUZERNE
Correctional Facility
Invitation for Bid for Food & Paper Products

Part 1
General Requirements

1-1. Purpose. This Bid is being solicited by Luzerne County's Correctional Facility for Food & Paper Products.

1-2. Issuing Office. This Bid is issued by the Luzerne County Purchasing Department. Questions regarding this Bid can be addressed by contacting the Luzerne County Purchasing Department at (570) 820-6337. The Issuing Office is the primary point of contact for this Bid. The Luzerne County Correctional Facility is the secondary point of contract for this Bid.

1-3. Scope. This Bid contains instructions to prospective proposers and specifications for Food & Paper Products. Proposals must be submitted to the primary issuing office no later than May 12, 2017 at 10:30AM EST. Luzerne County is soliciting this Bid to secure Food & Paper Products for a base agreement period of six (6) months.

1-4. Background. The County of Luzerne, a third class County in the Commonwealth of Pennsylvania, is soliciting bids from qualified food companies registered in the Commonwealth of Pennsylvania. The County desires to obtain the highest quality of merchandise and delivery services at the lowest cost to its taxpayers.

1-5. Technical Proposal Requirements.

1. Vendors must have experience, qualifications, delivery fleet and facilities to handle this kind of contract.
2. Invoice each order separately. Do Not mix purchase order numbers on a single invoice.
3. Luzerne County reserves the right to make purchases from other vendors should it be on an emergency basis or should there be a substantial price difference favorable to Luzerne County.
4. All bids are to be compared on the basis of meeting all necessary specifications. No bidder may withdraw his bid for a period of sixty days after the date of opening the proposal. The County reserves the right to award the bid to the vendor other than the low bidder if deemed to be in the best interest of the County.
5. Luzerne County will not be accepted to pay freight or fuel charges.

The bid must be accompanied by a Certified Check, Bid Bond or Trust Company Treasurer's Check in the amount of ten percent (10%) of the total amount of the Bid submitted and made payable to County of Luzerne.

No single factor will determine the final award decision, so we encourage all participants to present all pertinent for imperative concepts or policies that may enhance their position as a

proposing entity. Several of the above factors will be used to develop a competitive ranking amongst all proposers. The County may narrow its prospective candidates after its initial review and may invite top ranked bidders to a technical proposal meeting to discuss the details of the candidate's proposal.

1-6. Method of Award

The stated quantities are estimates only and County reserves the right to increase or decrease the quantities according to demand and may reorder at any time during the contract period.

The County will purchase from the successful bidder for a period six months, from the date of the contract award through December 31, 2017. The County reserves the right to do multiple awards and modify the proposal as it deems necessary.

In determining to whom to award the contract, the County shall consider the following criteria:

1. Purchase Price
2. The reputation of the vendor and of the vendor's goods and services.
3. The quality of the vendor's goods and services.
4. The extent to which the goods or services meet the County's needs.
5. The vendors past relationship with the County.
6. All companies are required to submit with their bid a certificate of insurance, business licensure, and/or any state or federal accreditation certification.

1-7. Type of Contract. If an agreement is entered into as a result of this Bid, it will be developed using a modified version of the County's Master Professional Services Agreement including the term (and any extensions) indicated in Section 1-3.

1-8. Rejection of Proposals. The assignment of the above services may be made to one or more of the bidders responding to this Notice, but Luzerne County reserves the right to reject any and/or all proposals submitted, to cancel the solicitation requested under this Notice, and/or to re-advertise solicitation for these services.

1-9. Incurring Costs. Luzerne County is not liable for any cost incurred by bidders prior to issuance of a contract.

1-10. Amendment to the Bid. If it becomes necessary to revise any part of this Bid, an amendment will be issued to all bidders who received the basic Bid for which Luzerne County has identified and the amendment will be published on the County's website.

1-11. Response Date. To be considered, proposals must be received at the primary issuing office no later than the date and time indicated in Section 1-3.

1-12. Proposals. To be considered, bidders must submit a complete response to this Bid. Each bid must be submitted with one (1) original and three (3) copies to the Issuing Office. The Bidder will make no other distribution of bids. An official authorized to bind the Bidder to its provisions must sign all bids. For this Bid, the proposal must remain valid for at least sixty (60) days. The contents of the proposal of the successful Bidder may become contractual obligations if a contract is executed.

1-13. Economy of Preparation. Bids should be prepared simply and economically, providing a straightforward, concise description of the Bidder's ability to meet the requirements of the Bid.

Please refrain from adding unnecessary text and materials (Brochures or Company Amplifications) to the bid.

1-14. Ownership. All Bidders shall certify and acknowledge ownership of all property proposed for the use for this Bid. No “third party” agreements shall be considered. Bidders shall also certify ownership of all access to the property proposed for use as parking area for this Bid. Bidders that include any access or portion of the parking area that is under easement, agreement and/or covenant with a third party shall be rejected. Bidders must include names of all owners of the bidders firm if not applying as an individual.

1-15. Insurance. All Bidders shall be responsible for furnishing and maintaining insurance in accordance with the specifications indicated as follows:

Commercial Automobile Liability Bodily Injury Liability and Property Damage Liability Insurance \$1,000,000 each occurrence.

Commercial General Liability Bodily Injury Liability and Property Damage Liability Insurance \$1,000,000 each occurrence.

Professional Liability Shall include errors and omissions providing \$1,000,000 coverage.

The above insurance shall be applied by the successful proposer to all of its employees, agents and subcontractors throughout the life agreement at no additional cost to Luzerne County. Luzerne County shall be listed on all above insurance policies as an “Additional Insured” cancelable only on thirty (30) days prior written notice to the Issuing Office. The successful proposer shall provide waiver of subrogation in favor of Luzerne County. The successful lessor shall also indemnify and hold Luzerne County harmless from any and all court action and/or suits resulting from the agreement.

1-16. Government Experience. Each bidder should detail its past experience in Correctional Facility Food and Paper Products with specific reference to success with similar government entities in terms of size.

1-17. Form of Proposal. Attached to this Bid is the form of proposal which shall be used by all prospective bidders to submit a response to this Bid. The form shall be completely executed prior to submittal to the issuing office. If any blanks have not been filled in, Luzerne County may immediately reject the proposal as incomplete. All prospective bidders are instructed to completely examine this Bid prior to completing and submitting the form of proposal.

1-18 TERMINATION. This agreement can be terminated by either partying notifying the other at least sixty (60) days in advance, prior to separation. The notification will be in accordance with article 10. In the event that the agreement is terminated, the County will compensate the consultant only for work completed up to the date of termination at the sole discretion of the county. The consultant shall be required to submit all completed work product deliverables up to the date of termination with in (7) business days of the official date of termination. Approval of this condition shall be the sole discretion of the **COUNTY**. If the termination of the Agreement is due to **CONSULTANT** notification or if the termination is due to default, in any way, of the

CONSULTANT, and the termination results in the loss and/or uselessness of partially completed work product that was previously paid by the **COUNTY** to the **CONSULTANT**, the **CONSULTANT** shall return all sums paid to date for the work for all task orders affected. No offset shall be applied by the **CONSULTANT**.

1-19 Pennsylvania Law to Apply. This Agreement shall be construed under and in accordance with the laws of the Commonwealth of Pennsylvania and all obligations of the parties created hereunder are performable in Luzerne County, Pennsylvania, and any suit arising hereunder shall be brought only in said County.

1-20 Legal Construction. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof and the Agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein.

1-21 Amendment. No amendment, modification, or alteration of the terms hereof shall be binding unless the same be in writing, dated subsequent to the date hereof, and be duly executed by the parties hereto.

1-22 Excuses. Neither **CONSULTANT** nor **County** shall be required to perform any term, condition, or covenant in this Agreement so long as such performance is delayed or prevented by any acts of God, strikes, lockouts, material or labor restrictions by any government authority, civil riot, floods, or any other cause not reasonably within the control of the parties except that constant protection of all County assets must be maintained at all times by the **CONSULTANT** during the life of this Agreement.

LUZERNE COUNTY CORRECTIONAL FACILITY
99 WATER ST., WILKES BARRE, PA 18702

IN ACCORDANCE WITH THE SPECIFICATION AND INSTRUCTIONS TO THE BIDDERS, WE (OR I) PROPOSE TO FURNISH AND DELIVER F.O.B., POINT OF DESTINATION, LUZERNE COUNTY CORRECTIONAL FACILITY, WILKES BARRE, PA., 18702 BY PURCHASE ORDER ONLY AS THE NEED FOR THE ITEM ARISES, AFTER THE CONTRACTS HAVE BEEN PROPERLY SIGNED AND EXECUTED. THE STATED **QUANTITIES** ARE **ESTIMATES ONLY** AND THE PRISON RESERVES THE RIGHT TO *INCREASE* OR *DECREASE* THE QUANTITIES ACCORDING TO DEMAND AND MAY REORDER AT ANY TIME DURING THE CONTRACT PERIOD. THE BIDDER WILL BE REQUIRED TO DELIVER AT LEAST TWO TIMES A WEEK AND AT TIMES YOU WILL BE CALLED UPON TO DELIVER ADDITIONAL TIMES IN THE SAME WEEK. SATURDAY DELIVERIES WILL BE REQUIRED AT TIMES.

THE CONTRACT WILL BE DETERMINED BY SERVICE, QUALITY & PRICE.

ALL BIDS MUST BE LEGIBLE OR THEY WILL BE REJECTED.

IF YOU CANNOT FILL THE ENTIRE ORDER AT THE TIME OF DELIVERY, PLEASE CALL OR FAX THE PRISON AND TELL THEM OF THE SHORTAGES.
THE ITEMS THAT ARE OUT MUST BE DELIVERED IN FIVE (5) DAYS.

YOU CANNOT ADD MILEAGES OR FUEL EXPENSE TO THE BILL. IT MUST BE BUILT IN THE CONTRACTED PRICE. THERE WILL BE NO DELIVERY AMOUNT REQUIREMENTS.

IF YOU CANNOT FILL AN ORDER THAT WE PLACED WITH YOU, THE PRISON WILL HAVE TO GO TO THE NEXT LOWEST BIDDER, THAN SURCHARGE YOU DIFFERENCE OF THE CONTRACTED PRICE. SUBSTITUTIONS WILL NOT BE ACCEPTED WHERE INDICATED (NO SUB).

DO NOT CHANGE THE DESCRIPTION OF THE ITEMS ON THE CONTRACT OR WRITE ON THE CONTRACT, IF SO THE CONTRACT WILL BE VOIDED.

ANY SUBSTITUTES MUST BE PUT ON A SEPARATE SHEET OF PAPER WITH THE ITEM NAME AND NUMBER.

WHEN YOU ARE AWARDED THE ITEMS ON THE CONTRACT, PLEASE SEND TO THE ADDRESS ABOVE THE LIST OF ITEMS YOU WERE AWARDED AND YOU'RE (ITEM #'S OR PRODUCTS #'S) FOR ALL THE PRODUCTS THAT YOU WE WILL NOT ORDER UNTIL WE RECEIVE THE (ITEM #'S OR PRODUCTS #).

ALL DELIVERY TRUCKS MUST BE ABLE TO UNLOAD IN THE SALLY PORT. (SIZE OF SALLY PORT 35 FT.) WE WILL NOT ACCEPT DELIVERIES THAT MUST BE UNLOADED ON THE STREET. YOU ARE RESPONSIBLE FOR DELIVERY INTO THE SALLY PORT AREA. WE WILL NOT TRANSPORT FROM THE STREET.

BACK GROUND CHECK FOR ALL TRUCK DRIVERS AND DELIVERY PEOPLE ARE REQUIRED.

ALL DELIVERIES MUST BE MADE BEFORE 11:00 AM MONDAY THRU SATURDAY OTHERWISE DELIVERIES WILL NOT BE ACCEPTED.

I/WE HAVE READ THIS DISCLOSURE FORM, AND UNDERSTAND ITS CONTENTS, AS EVIDENCED BY MY/OUR SIGNATURE(S) BELOW. WILL NOT AWARD CONTRACT UNTIL SIGNED.

DATE: _____

SIGNATURE: _____

ANY QUESTIONS CALL: LT. JOHN AMEEN, KITCHEN SUPERVISOR
(570) 829-7741 EXT. 26
(570) 830-5114 FAX#

DISTRIBUTOR NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE # _____ EXT. _____

PHONE# _____

FAX# _____

E-MAIL

PRISON ACCOUNT # _____

PLEASE FAX OR SEND TO LUZERNE COUNTY CORRECTIONAL FACILITY,

ATTENTION LT. JOHN AMEEN, KITCHEN SUPERVISOR

(570) - 829-7741 EXT:26

(570) - 830-5114 FAX

BIDDERS NOTE!

ALL BIDDERS MUST BE RESPONSIBLE FOR THE

FOLLOWING:

- ALL BIDS MUST BE LEGIBLE OR THEY WILL BE REJECTED
- ANY BIDS WITTEN ON WILL BE REJECTED
- ANY SUBSTITUTES MUST BE CLEARLY IDENTIFIED AND PUT ON A SEPARATE SHEET OF PAPER.
- ANY CHANGING OF THE QUANTITIES OR SIZES OF ITEMS WILL BE REJECTED

CONTRACT DATE: 7/1/2017 to 12/31/2017

BREAD PRODUCTS

In accordance with the attached Specifications and Instructions to Bidders, We or (I) propose to furnish And deliver F.O.B., to the Luzerne County Correctional Facility, 99 Water Street, Wilkes Barre, Pa., BREAD PRODUCTS. The stated quantities are estimated only and Luzerne County Correctional Facility reserve the right to INCREASE or DECREASE the quantities according to demand, and may reorder at any time during the contract period.

Bread, contained herein shall conform in all respects to the provisions of the Federal Food and Drug Act and Amendments there to and to subsequent decisions of the United States Department of Agriculture. Bread to meet Federal Specifications as listed on the proposal.

Date of first delivery to be specified by Luzerne County Correctional Facility.

NO	BREAD	QTY	UNIT	TOTAL
1	loaves, (approximate) bread, sliced 23 oz	25,000 loaves		
	sandwich style Vitamin B enriched, sliced and			
	Wrapped, Fed. Spec EEB-571A (bid per loaf)			
2	hot dog buns, (packed in dozens) (2,000 dz)	2,500		
3	hamburger buns (4 1/2 bun) dozen (packed in bulk)	1,000		
	(bid per dozen)			
4	hamburger buns dozen (packed in bulk)	2,000		
5	loaves whole wheat bread (bid per loaf)	100		
6	loaves rye bread (bid per loaf)	100		
7	6" steak rolls sliced - packs of 6 (bid per pk)	2300		
	Total bid			

THE PURVEYOR IS RESPONSIBLE FOR REMOVING ALL BREAD RACKS EVERY DELIVERY FROM THE SALLY-PORT

INSTANT COFFEE

In accordance with the attached specifications and Instruction to Bidders, We or (I) propose to furnish to the Luzerne County Correctional Facility, F.O.B., 99 Water Street, Wilkes Barre, Pa., Instant Coffee. The stated quantities are Estimates only, and Luzerne County Correctional Facility reserves the right to increase or decrease the quantities according to demand, and may reorder at any time during the contract period.

NO	COFFEE	QTY	UNIT	TOTAL
1	instant coffee - Maxwell coffee or equal - 1cup pkts	1110 boxes		
	100 per box			
	Total bid			

DAIRY PRODUCTS

In accordance with the attached Specifications and Instructions to Bidders We or (I) propose to furnish and deliver to the Luzerne County Correctional Facility F.O.B., 99 Water Street, Wilkes Barre, Pa., DAIRY PRODUCTS. The stated quantities are estimated only, and Luzerne County Correctional Facility reserve the right to INCREASE or DECREASE the quantities according to demand, and may reorder at any time during the contract period.

NO	DAIRY PRODUCTS	QTY	UNIT	TOTAL
1	sliced American cheese - 6/5lb - 160 count	350 lbs		
2	shredded mozzarella cheese NOT IMITATION 4/5lb bags	14 cases		
3	shredded white cheddar COULD BE IMITATION cheese 4/5 lb bag	14 cases		
4	cottage cheese 10/3lb	10 cases		
5	cream cheese 10/3lb	100 lbs.		
6	eggs, U.S. consumer grade A. medium, fresh, white or brown (packed 30dz to a case)	12,100 dozen		
	Fed. Spec. #C-E00271A (price per dozen)			
7	Sour cream 6/5lb containers	12 containers		
	Total Bid			

FRESH AND FROZEN FOODS

IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS WE (I) PROPOSE TO FURNISH AND DELIVER TO THE LUZERNE COUNTY CORRECTIONAL FACILITY F.O.B., 99 WATER STREET, WILKES BARRE, PA., FRESH AND FROZEN FOODS. THE STATED QUANTITIES RE ESTIMATED ONLY, AND LUZERNE COUNTY CORRECTIONAL FACILITY RESERVES THE RIGHT TO INCREASE OR DECREASE THE QUANTITIES ACCORDING TO DEMAND, AND MAY REORDER AT ANY TIME DURING THE CONTRACT PERIOD.

NO	FRESH & FROZEN	QTY	UNIT	TOTAL
1.	diced carrots, 20 lb bulk	240 cs		
2.	corn, 20 lb bulk	155 cs		
3.	broccoli, 20 lb bulk	115 cs		
4.	green beans, 20 lb bulk	125 cs		
5.	fresh not frozen orange juice - 75/4 oz serving cs.	109,200 units		
6.	waffles, 144/1.25 oz	60 cs		
7.	pierogi potato/cheese 4/6 lb - 288 count	130 cs		
8.	frozen mixed vegetables	240 cs		
9.	margarine readies 1080 count	150 cs		
10.	margarine solids 30/1 lb	100 cs		
11.	ice cream - 4 oz portion cups	1,500 portions		
12.	pizza cuts 4 x 6	450 cs		
13.	tofu	20 cs		
	Total bid			

PROPOSAL FOR MEAT

In accordance with the attached specifications and Instruction to Bidders, We or (I) propose to furnish to the Luzerne County Correctional Facility, F.O.B., 99 Water Street, Wilkes Barre, Pa., Meat. The stated quantities are estimates only, and Luzerne County Correctional Facility reserves the right to increase or decrease the quantities according to demand, and may reorder at any time during the contract period.

NO	MEAT	QTY	UNIT	TOTAL
1	ground turkey 85/15	4,000 LBS		
2	hamburger patty 3 to 1	3,000 LBS		
3	beef wafer steaks 48/3oz MUST BE BEEF AND SEPERATED PORTIONS NOT BULK	3,000 LBS		
4	precooked meatballs 1oz	3,000 LBS		
5	turkey hotdogs 10 to 1	3,000 LBS		
6	deli turkey breast	2,100 LBS		
7	turkey salami	1,500 LBS		
8	turkey pastrami	1,500 LBS		
9	turkey ham	1,500 LBS		
10	random boneless chicken breast 40lb case	2,600 LBS		
11	diced beef tips	1,100 LBS		
12	veggie burgers	400 LBS		
	Total Bid			

PAPER SUPPLIES

In accordance with the attached specifications and Instruction to Bidders, We or (I) propose to furnish to the Luzerne County Correctional Facility, F.O.B., 99 Water Street, Wilkes Barre, PA., Paper Supplies. The stated quantities are estimates only, and Luzerne County Correctional Facility reserves the right to increase or decrease the quantities according to demand, and my reorder at any time during the contract period.

NO	PAPER SUPPLIES	QTY	UNIT	TOTAL
1	plastic bags 4x2x12 1000 count	60 boxes		
2	three section foam hinged lid trays 200 count	300 cases		
	9 1/2 x 9 1/4 x 3			
3	pan liners 1000 count - 16 3/8 x 24 3/8 in.	10 boxes		
4	3¼oz portion cups - 2500 count	25 cases		
5	16oz foam squat bowls – 500 count	25 cases		
6	12oz foam insulated cups – 1000 count	20 cases		
7	5# brown paper bags 500 count	10 bundles		
8	10# brown paper bags 500 count	10 bundles		
9	plastic wrap 24 in wide 2000 ft	3 boxes		
10	tin foil 18 in	4 boxes		
11	hairnets, lightweight nylon 144/ct	60 boxes		
12	plastic spork medium weight 1000 count	20 cases		
13	plastic knives medium weight 1000 count	20 cases		
14	plastic forks medium weight 1000 count	20 cases		
15	plastic spoons medium weight 1000 count	20 cases		
16	quick seal 1/500 ct, sandwich bags	60 cases		
17	quick seal 1/500 ct, quart bags	60 cases		
18	bun rack covers - 52" x 80" 50 count per box	30 boxes		
	Total bid			

GROCERIES & NON-PERISHABLES

In accordance with the attached specifications and Instruction to Bidders, We or (I) propose to furnish to the Luzerne County Correctional Facility, F.O.B., 99 Water Street, Wilkes Barre, PA., Groceries & Non-Perishables. The stated quantities are estimates only, and Luzerne County Correctional Facility reserves the right to increase or decrease the quantities according to demand, and my reorder at any time during the contract period.

NO	GROCERIES & NON-PERISHABLES	QTY	STATE SIZE OF PROD.	UNIT	TOTAL
1	instant potatoes	150 CS			
2	white diced potatoes	125 CS			
3	crushed tomatoes w/basil	175 cs			
4	stewed tomatoes	175 cs			
5	tomato paste	30 cs			
6	tomato sauce	175 cs			
7	medium shells	255 cs			
8	ziti pasta	200 cs			
9	rotini spirals	200 cs			
10	tomato soup	15 cs			
11	cream of mushroom soup	70 cs			
12	vegetable soup	10 cs			
13	chicken noodle soup	15 cs			
14	chicken broth	70 cs			
15	beef broth	70 cs			
16	chicken base	40 cs			
17	beef base	40 cs			
18	gravy master	30 gal			
19	mixed red & green pepper strips	150 cs			
20	dark red kidney beans	125 cs			

21	vegetarian beans	150 cs			
22	sauerkruat	35 cs			
23	unsweetened apple sauce	175 cs			
24	4 bean salad	85 cs			
25	diced beets	125 cs			
26	sliced hot banana peppers	18 cs			
27	sliced jalapeno peppers	15 cs			
28	pickle chips	25 cs			
29	cheese sauce	110 cs			
30	cranberry sauce	10 cs			
31	diced pears	330 cs			
32	Diced peaches	330 cs			
33	pineapple tidbits	330 cs			
34	rice	2100 lbs			
35	corn meal	1200 lbs			
36	bread crumbs	8 bxs			
37	ketchup	150 cs			
38	mayonnaise	60 cs			
39	mayo tubs	12 tubs			
40	mustard	10 cs			
41	sweet relish	5 cs			
42	Worcestershire sauce	10 cs			
43	BBQ sauce	15 cs			
44	soy sauce	10 cs			
45	individual jelly packets	160 bxs			

46	individual mustard packets	60 bxs			
47	individual ketchup packets	100 bxs			
48	individual mayo packets	100 bxs			
49	individual Italian dressing packets	100 bxs			
50	individual pancake syrup packets	80 bxs			
51	dietary Italian dressing	40 bxs			
52	dietary syrup	40 bxs			
53	dietary jelly	40 bxs			
54	Italian dressing	35 cs			
55	white vinegar	25 cs			
56	liquid shortening	30 pc			
57	10% blended oil	30 cs			
58	50 lbs task	12			
59	Pam spray or equal	10 cs			
60	oregano	16 oz			
61	ground cinnamon	16 oz			
62	bay leaf	16 Oz			
63	crushed red pepper	16 oz			
64	seasoning salt	16 oz			
65	ground black pepper	1-25 lb			
66	granulated garlic	1-25 lb			
67	chili powder	1-25 lb			
68	taco seasoning	1-5 lb			
69	salt	1-25 lb			
70	frosted flakes	4-35 oz			

71	bran flakes	20 lb box bulk			
72	fruit whirl	31 lb box bulk			
73	toasted oats	20 lb box bulk			
74	cream of wheat	12-20 oz			
75	instant grits enriched	50 lbs			
76	instant oatmeal packets	48-3 oz			
77	carnation instant breakfast	50 cs			
78	quick oats	2000 lbs			
79	individual wrapped saltine crackers	60 cs			
80	bulk individual wrapped graham crackers	100 cs			
81	peanut butter	50 cs			
82	chips	3000 bags			
83	chocolate chip cookies	100 bxs			
84	vanilla crème cookies	100 bxs			
85	cinnamon streusel cake mix	35 cs			
86	white cake mix	30 cs			
87	brownie mix	35 cs			
88	blueberry muffin mix	35 cs			
89	vanilla icing	20 bxs			
90	chocolate icing	20 bxs			
91	cocoa	2			
92	chocolate chips	5 bxs			
93	corn syrup	5			
94	imitation vanilla	30 cs			
95	baking powder	3			

96	baking soda	3500 lbs			
97	baking cubes	20 cs			
98	cornstarch	4 cs			
99	all purpose flour	20 cs			
100	bisquick or equal	30			
101	instant dry yeast	2			
102	brown sugar	20 cs			
103	powdered sugar	300 lbs			
104	sugar	2000 lbs			
105	sugar packets	300 bxs			
106	sweet & low or equal	30 bxs			
107	dry milk	40			
108	carnation dry milk	50 cs			
109	evaporated dry milk	100 cs			
110	orange gelatin	20 bxs			
111	cherry gelatin	20 bxs			
112	lime gelatin	20 bxs			
113	strawberry gelatin	20 bxs			
114	grape gelatin	20 bxs			
115	raspberry gelatin	20 bxs			
116	instant chocolate pudding	20 bxs			
117	instant vanilla pudding	20 bxs			
118	instant butterscotch pudding	20 bxs			
119	tea bags	350bxs			
120	lemon juice	20 cs			

121	apple juice	40 cs			
122	cranberry juice	40 cs			
123	prune juice	20 cs			
124	grape drink 15 to 1 mix	125 cs			
125	orange drink 15 to 1 mix	150 cs			
126	fruit drink 15 to 1 mix	150 cs			
127	lemon drink 15 to 1 mix	125 cs			
	Total bid				
	Grand total				

BID QUESTIONNAIRE FORM

1. How long have you been in business?

2. Can you deliver to all locations in the County? Yes No

3. Can you deliver within two (2) business days after receiving order?

Yes NO

4. Do you have a company website? Yes No

5. Do you have a toll-free number? Yes No

6. Is your company capable of notifying the County of partial shipments?

Yes NO

7. Please list two references which you are currently doing business with.

A. Name _____

Address: _____

Telephone _____

Contact _____

B. Name _____

Address _____

Telephone _____

Contact _____

Responders Signature Form

Responder _____

Proposal must be signed here _____

Address _____

Telephone number _____

Individual Partnership or Corporation

The responder certifies that they come under the class checked below:

Please insert names:

A. Individual owner _____

B. Partnership partners _____

C. Corporation _____

Exact name of corporation

State incorporated

Note:

All county proposals under the jurisdiction of Luzerne County Manager and Luzerne County Correctional Facility are furnished in duplicate. One copy of the proposal is to be filled out and submitted with the bid and the remaining copy to be retained for the responder's records.

Proposals should be as net prices and shall prevail in the awarding of contracts.

Failure of the responders to sign the bid and have the signature of an authorized representative or agent on the proposal in the space provided, will be cause for rejection of the proposal. Signatures must be written in ink. Typed, printed or stamped signatures will not be accepted.

It is understood by both the County and responders that all trade names, catalogue numbers or bids "as per sample" offered on this proposal shall meet the specifications, unless the responder states that such trade names, catalogue numbers or samples are not equal to the specified item.

Return to Purchasing Department

Non Collusion Affidavit

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

(1) She/He is the _____ (owner, partner, officer, representative or agent) of the Bidder that had submitted the attached proposal.

(2) She/He is fully informed with respect to the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal

(3) Such proposal is genuine and is not part of any conspiracy, collusion or deception.

(4) Neither the said responder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other responder, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached bid has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other responder, or to fix any overhead, profit or cost element for the prices or the proposal price of any responder, or to secure through any collusion, conspiracy connivance or unlawful agreement any advantage against the any person interested in the proposed contract; and the price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the responder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(5) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer.

(6) Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a responder/proposer or potential proposer, and they will not be disclosed before proposal opening.

(7) No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than its proposal, or to submit any intentionally high or non-competitive proposal or other form of complementary proposal.

(8) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

(9) The above representations are material and important, and will be relied on by Luzerne County in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Luzerne County of the true facts relating to the submission of proposals for this contract.

(Signed) _____

(Name)

(Title)

Subscribed and sworn to before me this _____ day of _____, 20_____

Name

Title

My commission expires _____