

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6416

FOOD & RELATED ITEMS

FOR

HEADSTART

Prepared By:

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

Jody Gastovich
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 # 6416

July 28, 2008

Washtenaw County Purchasing Division on behalf of the Washtenaw County HeadStart Department is issuing a Sealed Request for Proposal (RFP) #6416 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 AUGUST 13, 2008

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 Jody Gastovich at gastovichj@ewashtenaw.org or **734-222-6760**.
- Please direct technical questions regarding this RFP to Lori Wasson at wassonl@ewashtenaw.org or **734-484-7119**.

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 HeadStart.

Items are primarily to be delivered to the HeadStart 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.

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- 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.
- 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.

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. Bidders 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 - 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 XII - 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 \$10.48 per hour with benefits or \$ 12.28 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, 2009 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 XIII - 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 XIV - 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 XV - 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 XVI - 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 XVII - 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 XVIII - PRACTICE AND ETHICS

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

ARTICLE XIX- 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 XX - 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 XXI - EXTENT OF CONTRACT

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

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: HeadStart
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 HeadStart Departments responsible 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. Also bidder 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.

U/ M - is the unit by which the County will purchase the item, i.e., a case, package or each.

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.11-14)

Part B: Non Food items (pgs.15-17)

Total Aggregate (pg. 19)

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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	_____	_____

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Baked Goods

10	French Dinner Rolls	“Standard Brand”	1.25 oz	150/case	_____	_____
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Canned Food

10	Fancy Sliced Beets	“Standard Brand”	#10	6/case	_____	_____
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15	Sweet Green Peas 45V	“Standard Brand”	#10	6/case	_____	_____
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15	Fancy Mixed Vegetables	“Standard Brand”	#10	6/case	_____	_____
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10	Fancy Sliced Carrots, Med.	“Standard Brand”	#10	6/case	_____	_____
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15	Fancy Cut Green Beans, Med.	“Standard Brand”	#10	6/case	_____	_____
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5	Fancy Classic Pinto Beans	“Standard Brand”	#10	6/case	_____	_____
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5	Spinach, Chopped	“Standard Brand”	#10	6/case	_____	_____
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10	Baked Beans	“Standard Brand”	#10	6/case	_____	_____
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Meat

6	Turkey	Healthy Choice	6.5 lb	3/case	_____	_____
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20	Chicken Patty	“Standard Brand”	4.5 oz	36/case	_____	_____
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5	Meat Loaf	“Standard Brand”	3.0 oz	68/case	_____	_____
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35	Beef Patty	“Standard Brand”	2.1 oz	100/case	_____	_____
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15	Beef Steak	“Standard Brand”	4.0 oz	50/case	_____	_____
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Dairy

10	Egg Shell, Med. Grade A	Packer	1 Dz	15/case	_____	_____
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Dairy (Con't)

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	_____	_____
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	_____	_____

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Condiments (Con't)

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	_____	_____
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 #6416 FOOD FOR HEADSTART

Napkins

10	White, 7 X 13.5, Low Fold	"Standard Brand"	375 ct	24/case	_____	_____
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Cups & Lids

5	8 oz squat foam cup	Dart	50 ct.	20/case	_____	_____
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5	12 oz foam cup	Dart	100 ct.	10/case	_____	_____
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5	12 oz cup lids	Dart	100 ct.	1000/case	_____	_____
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5	12 oz Translucent Cup	"Standard Brand"	50 ct.	20/case	_____	_____
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5	12 oz cup foam	Dart	100 ct.	10/case	_____	_____
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5	12 oz cup foam lid	Dart	100 ct.	10/case	_____	_____
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5	16 oz foam cup	Dart	50 ct.	20/case	_____	_____
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5	16 oz cup, clear plastic	Dart	50 ct.	20/case	_____	_____
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5	16 oz lid, x-slotted	Dart	10 ct.	100/case	_____	_____
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5	16 oz cup translucent	"Standard Brand"	20 ct	50/case	_____	_____
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5	16 oz Dome lid w/hole	"Standard Brand"	20 ct	50/case	_____	_____
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2	4 oz rolled cone cup	Solo/Fabracan	500 ct.	10/case	_____	_____
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Straws

10	Straw Red w/spoon end	"Standard Brand"	200 count	50/case	_____	_____
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Plastic Ware & Paper Products

25	2 ply perforated	“Standard Brand”	100 sheet	30/case	_____	_____
30	Towel, Yellow	Chix Fresh Guy	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. hngd 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	_____	_____

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Plastic Ware & Paper Products (Con't)

20	Plastic Recloseable 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:**

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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:

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Total Aggregate A \$ _____

Food

Total Aggregate B \$ _____

Non- Food Items

Total Aggregate for Compete Bid \$ _____

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.