

REQUEST FOR PROPOSALS (RFP)

SANDOVAL COUNTY SENIOR PROGRAM

**FOOD, NON-FOOD and CLEANING SUPPLIES PRICE
AGREEMENT**



RFP# FY17-SCSP-01

Release Date: October 2, 2016

Due Date: October 24, 2016 at 3:00 p.m.

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

Sandoval County Board of County Commissioners is requesting sealed proposals for a multi-award contract on behalf of the Sandoval County Senior Program for the purpose of establishing a contract for the purchase of food and non-food for the Sandoval County Senior Program (Senior Centers and Meal Site). Responses will be accepted for **Food, Non-Food and Cleaning Supplies Price Agreement** in the Finance Department, Attn: Ms. Trish Greene, Sandoval County Administrative Bldg., 1500 Idalia Road, Bldg. D 2nd Floor, P.O. Box 40, Bernalillo, NM up to 3:00 p.m. (Mountain Standard Time) on October 24, 2016. **THE OFFICE WILL BE CLOSED BETWEEN 12:00 – 1:00 P.M.** The Sandoval County Board of Commissioners reserves the right to reject any and all responses.

The NIGP Commodity Codes for this RFP are 16534, 16559, 20142, 24084, 24095, 37515, 37560, 38010, 38015, 38030, 38045, 38075, 38085, 38506, 38512, 38517, 38547, 38596, 39003, 39007, 39021, 39028, 39049, 39056, 39068, 39084, 39091, 39303, 39310, 39332, 39336, 39342, 39343, 39346, 39348, 39351, 39354, 39360, 39361, 39363, 39367, 39369, 39372, 39373, 39375, 39376, 39378, 39380, 39381, 39382, 39386, 39387, 39388, 39390, 48510, 48511, 48517, 48518, 48526, 48528, 48529, 48542, 48572, 48583, 48584, 48586, 64008, 64021, 64022, 64050, 64060, 64075 and 64080.

B. BACKGROUND INFORMATION

The Sandoval County Senior Program operates 6 meal sites throughout Sandoval County, which provides lunch Monday through Friday to seniors 60 years and older. From July 1, 2015 through June 30, 2016 the Sandoval County Senior Program provided 193,104 meals. Although we provided lunch service at all 6 sites, the food was prepared at only 3 locations (Rio Rancho, Bernalillo and Cuba).

C. SCOPE OF PROCUREMENT

The County of Sandoval, New Mexico is seeking proposals for obtaining competitive pricing for food, non-food and cleaning supplies. The successful Offeror will be required to perform the following services including but not limited to:

1. Receiving and processing food orders submitted by the Sandoval County Senior Program.
2. Deliver orders to the Bernalillo Senior Center, Cuba Senior Center and Rio Rancho Meal Sites before 1:00 p.m. on scheduled days of delivery.

D. TERM OF CONTRACT

This Request for Proposal is to contract on a yearly basis, starting January 1, 2017 with the option to renew for a maximum of four (4) years, subject to funding availability and satisfactory completion of the Scope of Services.

E. PROCUREMENT OFFICER

1. Sandoval County Senior Program has assigned a Procurement Officer who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Trish Greene, Senior Procurement Specialist
Address: Sandoval County Finance Department
1500 Idalia Road NE, Building D 2nd Floor
Box 40
Bernalillo, NM 87004

Telephone: (505) 404-5873
Fax: (505) 867-7605
Email: tgreene@sandovalcountynm.gov

2. All deliveries of responses via express carrier must be addressed as follows:

Name: Trish Greene, Senior Procurement Specialist
Reference RFP Name: Food, Non-Food and Cleaning Supplies Price Agreement
RFP# FY17-SCSP-01
Address: Sandoval County Finance Department
1500 Idalia Road NE, Building D
Bernalillo, New Mexico 87004

3. **Any inquiries or requests** regarding this procurement should be submitted, in writing, to the Procurement Officer. Offerors may contact **ONLY** the Procurement Officer regarding this procurement. Other County Employees or Evaluation Committee members do not have the authority to respond.

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule, description and conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Officer will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFP	Sandoval County	October 2, 2016

2. Acknowledgement of Receipt Form	Potential Offerors	October 5, 2016
3. Pre-Proposal Conference	Sandoval County	N/A
4. Deadline to submit Questions	Potential Offerors	October 7, 2016
5. Response to Written Questions	Procurement Officer	October 11, 2016
6. Submission of Proposal	Potential Offerors	October 24, 2016
7. Proposal Evaluation	Evaluation Committee	TBD
8. Selection of Finalists	Evaluation Committee	TBD
9. Contract Awards	Sandoval County	TBD
10. Protest Deadline	Procurement Officer	+15 days

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II, Paragraph A, above.

1. Issuance of RFP

This RFP is being issued on behalf of Sandoval County Senior Program.

2. Acknowledgement of Receipt

Potential Offerors may e-mail, hand deliver, return by facsimile or registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, APPENDIX A, to have their organization placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned to the Procurement Officer by 3:00 pm MST or MDT on October 5, 2016.

The procurement distribution list will be used for the distribution of written responses to questions.

3. Pre-Proposal Conference

A pre-proposal conference will **not** be held as indicated in the sequence of events.

4. Deadline to Submit Written Questions

Potential Offerors may submit written questions to the Procurement Officer as to the intent or clarity of this RFP until October 7, 2016 at 5:00 pm Mountain Standard Time/Daylight Time as indicated in the sequence of events. The identity of the organization submitting the question(s) will not be revealed. All written questions must be addressed to the Procurement Officer as

declared in Section I, Paragraph D. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

5. Response to Written Questions

Written responses to written questions will be distributed as indicated in the sequence of events to all potential Offerors whose organization name appears on the procurement distribution list. An e-mail copy will be sent to all Offeror's that provide Acknowledgement of Receipt Forms described in II.B.2 before the deadline. A copy will be posted as an addendum to the County's website: www.sandovalcountynm.gov.

6. Submission of Proposal

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT OFFICER OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN STANDARD TIME/DAYLIGHT TIME ON October 24, 2016. **THE OFFICE WILL BE CLOSED BETWEEN 12:00 P.M. – 1:00 P.M.** Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the Procurement Officer at the address listed in Section I, Paragraph D2. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the **Food, Non-Food and Cleaning Supplies Price Agreement and RFP# FY17-SCSP-01**. Proposals submitted by facsimile, or other electronic means, will not be accepted.

A public log will be kept of the names of all Offer organizations that submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals has been fully executed.

7. Proposal Evaluation

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. During this time, the Procurement Officer may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

8. Selection of Finalists

Any Contractual agreement(s) resulting from this RFP will be finalized with the most advantageous Offeror(s) as per schedule Section II. A., Sequence of Events or as soon thereafter as possible. This date is subject to change at the discretion of the Sandoval County. In the event

mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the time specified, the County reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process

9. Contract Awards

The contract shall be awarded to the Offeror (or Offerors) whose proposals are most advantageous to Sandoval County and Sandoval County Senior Program, taking into consideration the evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points. The award is subject to appropriate Sandoval County Commission approval.

10. Protest Deadline

Any protest by an Offeror must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. The 15 calendar day protest period shall begin on the day following the award of Price Agreement and will end at 5:00 pm Mountain Standard Time/Daylight Time on the 15th day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the Sandoval County. The protest must be delivered to:

Trish Greene, Senior Procurement Specialist
Sandoval County Finance Department
1500 Idalia Road, Building D 2nd Floor
PO Box 40
Bernalillo, NM 87004

Protests received after the deadline will not be accepted.

C. GENERAL REQUIREMENTS

1. Acceptance of Conditions Governing the Procurement

Potential Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors.

2. Incurring Cost

Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

3. Prime Contractor Responsibility

Any contractual agreement that may result from this RFP shall specify that the prime contractor is solely responsible for the fulfillment of all requirements of the contractual agreement which may derive from this RFP.

4. Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The County personnel will not merge, collate, or assemble proposal materials.

5. Offerors Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Procurement Officer and signed by the Offeror's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

6. Proposal Offer Firm

Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

7. Disclosure of Proposal Contents

The proposals will be kept confidential until negotiations are completed by Sandoval County. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked "proprietary" or "confidential". The Procurement Officer will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act,

Sections 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, Sandoval County shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

8. No Obligation

This RFP in no manner obligates Sandoval County or any of its Divisions or Departments to the use of Offeror services until a valid written contract is awarded and approved by appropriate authorities.

9. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the agency determines such action to be in the best interest of Sandoval County.

10. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be effected by sending written notice to the contractor. The County's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

11. Legal Review

The County requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror's concerns must be promptly brought in writing to the attention of the Procurement Officer.

12. Governing Law

This procurement and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

13. Basis for Proposal

Only information supplied, in writing, by the Sandoval County through the Procurement Officer or in this RFP should be used as the basis for the preparation of Offeror proposals.

14. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any potential Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

15. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

16. Notice of Penalties

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

17. Right to Publish

Throughout the duration of this procurement process and contract term, Offerors and contractors must secure from Sandoval County and the Procurement Officer written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or agency contracts deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or removal from the contract.

18. Ownership of Proposals

All documents submitted in response to the RFP shall become property of Sandoval County.

19. Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of Sandoval County and the Procurement Officer.

The Contractor(s) agree to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring Sandoval County and the Procurement Officer's written permission.

20. Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the Sandoval County Procurement Officer, the version maintained by the Sandoval County Procurement Officer shall govern.

21. Campaign Contribution Disclosure Form

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form (See APPENDIX B) as a part of their proposal. Failure to complete and return the signed unaltered form will result in disqualification.

22. Letter of Transmittal

The Offerors proposal must be accompanied by the Letter of Transmittal Form which must be completed and signed by the person authorized to obligate the company. The letter of transmittal MUST include:

1. Identify the submitting organization;
2. Identify the name, title, telephone, and e-mail address of the person authorized by the organization by the Offeror's organization to contractually obligate the business entity providing the offer;
3. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization (if different than (2) above);
4. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification/questions regarding proposal content;
5. Sub-contractors will not authorized for this procurement;
6. Identify the following with a check mark and signature where required:
 - a) **Explicitly** indicate acceptance of the Conditions Governing the Procurement stated in Section II, Paragraph C.1;
 - b) Acceptance of Section V of this RFP
 - c) Acknowledge receipt of any and all amendments to this RFP.
 - d) Be signed by the person authorized to contractually obligate the organization;

23. Disclosure Regarding Responsibility

Any prospective Bidder/ Offeror (hereafter Offeror) and/or any of its Principals who seek to enter into a contract greater than sixty thousand dollars (\$60,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agree to disclose whether they, or any principal of their company:

- a) Is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.

- b) Has within a three-year period preceding this offer, been convicted of or had civil judgment rendered against them for:
 - 1. The commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract;
 - 2. Violation of Federal or state antitrust statutes related to the submission of offers; or
 - 3. The commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property.
- c) Is presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with the commission of any of the offenses enumerated in paragraph B of this disclosure.
- d) Have preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied.

Taxes are considered delinquent if both of the following criteria apply:

- a) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
- b) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
- c) Have within a three year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.
- d) Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.

The Offeror shall provide immediate written notice to the Procurement Officer or Buyer if, at any time prior to contract award, the Offeror learns that its disclosure was erroneous when submitting or became erroneous by reason of changed circumstances.

A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Agreement. However, the disclosure will be considered in the determination of the Offeror's responsibility and ability to perform under this Agreement. Failure of the Offeror to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of an Offeror is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.

The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Agreement. If during the performance of the contract, the contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the contractor must provide immediate written notice to the Procurement Officer or Buyer. If it is later determined that the Offeror knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent or Central Purchasing Officer may terminate the involved contract for cause. Still further the State Purchasing Agent or Central Purchasing Officer may suspend or debar the contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the State Purchasing Agent or Central Purchasing Officer.

24. New Mexico Preferences

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors **must** include a copy of their preference certificate with their proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue:

<http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

A. New Mexico Business Preference

OR

B. New Mexico Resident Veterans Business Preference

In addition to a copy of the certification, the Offeror should sign and complete the Resident Veterans Preference Certificate form, as provided in this RFP.

An agency shall not award a business both a resident business preference and a resident veteran business preference.

The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.

III. RESPONSE FORMAT AND ORGANIZATION

This section describes the format and organization of the Offeror's responses. Failure to conform to these guidelines may result in the disqualification of the proposal.

A. NUMBER OF RESPONSES – HARD COPY RESPONSES

Potential Offerors shall submit only one proposal for this RFP.

B. NUMBER OF COPIES

Offeror's proposal must be clearly labeled and numbered and indexed as outlined in **Section III.C. Proposal Format**. Proposals must be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Envelopes, packages or boxes containing the original and the copies must be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information:

Offerors should deliver:

- 1. Technical Proposals** – One (1) ORIGINAL and three (3) HARD COPIES (4 TOTAL) and one (1) electronic PDF copy of the proposal containing all information with the confidential information separated.
- 2. Cost Proposals** – One (1) ORIGINAL and three (3) HARD COPIES (4 TOTAL): MUST BE IN A SEPARATE SEALED ENVELOPE FROM THE TECHNICAL PROPOSAL.

The original, hard copy information **must** be identical. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern.

Any proposal that does not adhere to the requirements of this Section and **Section III.C.1 Response Format and Organization**, may be deemed non-responsive and rejected on that basis.

C. PROPOSAL FORMAT

All proposals must be submitted as follows:

Typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders with tabs delineating each section.

Organization of binders for hard copy proposals:

1. TECHNICAL PROPOSAL - Proposal Content and Organization

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated. Promotional material should be minimal.

- a) Signed Letter of Transmittal (Appendix C)
- b) Table of Contents

- c) Proposal Summary
- d) Response to Contract Terms and Conditions
- e) Response to Specifications (Scope of Work)
- f) Organizational Experience
- g) Organizational References
- h) Mandatory Specifications
- i) Other Supporting Materials
 - 1) Signed Campaign Contribution Form (Appendix B)
 - 2) Conflict of Interest Affidavit (Appendix E)
 - 3) Resident Business Preference or
Resident Veterans Business Preference (Appendix D) If applicable

2. COST PROPOSAL – Binder 2 APPENDIX # F (Item Bid List)

The Cost Proposal Binder Original and all copies must be in a SEPARATE SEALED ENVELOPE. . Any discussion of proposed costs, rates or expenses must occur only in Binder #2 on the cost response form Appendix F.

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal. Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

The proposal summary may be included by potential Offerors to provide the Evaluation Committee with an overview of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.

Offerors may attach other material they believe may improve the quality of their responses.

IV. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each specification, unless otherwise specified. The narratives, including required supporting materials will be evaluated and awarded points accordingly.

V. SCOPE OF WORK

Sandoval County Senior Program serves diverse populations of 60 year olds and over who live throughout Sandoval County. Sandoval County has delivered Senior Program services for county residents 60 and over for more than 25 years. The program provides countywide services from five senior center and one meal site locations which are located in the Bernalillo, Corrales,

Cuba, Jemez, Placitas and the City of Rio Rancho. Sandoval County Senior Program has extensive experience providing Congregate and Home Delivered Meals for all six center sites including Rio Rancho, which is a meal and transportation site only. It is the intent of the Sandoval County Senior Program to provide a nutritional lunch meal served to seniors participants.

The goal of this RFP is to obtain food and non-food items for the Sandoval County Senior Program so that we can serve the lunch meal and also to stay within the program's budget.

The Sandoval County Senior Food Service Program is managed by the Program Administrator and the Food Service Coordinator. All ordering and purchasing is centralized under the Food Service Coordinator. All orders will be placed by the Food Service Coordinator and in the event of the Food Service Coordinator's absence the orders will be placed by the Program Administrator or Administrative Assistant.

The locations that will receive orders will be:

- Rio Rancho Meal Site (Meadowlark Senior Center)- three to four times a week
4330 Meadowlark Lane, Rio Rancho NM 87124
- Bernalillo Senior Center- 3 times a week
255 Camino del Pueblo, Bernalillo NM 87004
- Cuba Senior Center- twice a week
16-A Cordova St., Cuba NM 87013

The County would prefer to have deliveries made Monday through Friday between the hours of 8 a.m. and 1 p.m.

Due to the amount of meals served at some locations, not all centers will need case lots. Please bid those items which can be broken into units for each pound or gallon. It is understood that some items cannot be broken down. When bidding by the case indicate the weight of the case or the amount in the case.

Brand names and numbers are used in these specifications as a matter of convenience to indicate quality, type and features required. Canned products need to be Grade "A", Meat Products must be Select Grade or better, and Frozen Vegetables need to be identified as bulk or separate packaging. Substitutions will be accepted with notification prior to delivery only when product is of same grade and at bid price. When orders are made to vendor and product is out of stock, Sandoval County Senior Program is requesting that notification be made before the scheduled delivery.

Vendors responding to this RFP shall hold pricing for the dairy products at or below the current **Statewide Price Agreement Number: 40-000-13-00031.**

VI. TECHNICAL SPECIFICATIONS

1. Organizational Experience

Offerors **must**:

- a. Provide a description of relevant corporate experience with government agencies and private sector. The experience of all proposed subcontractors must be described. The narrative **must** thoroughly describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise and knowledge as a provider of food and non-food distribution.
- b. Provide a brief narrative that details the history of your company.

2. Organizational References

Offerors must provide a minimum of three (3) references from similar projects performed for private, state and/or local government clients within the last three years. **Vendors are required to submit APPENDIX G, Reference Form to the business references they list. The business references must submit the Reference Form directly to the designee described in Sec I Paragraph D.** It is the vendor's responsibility to ensure that the completed forms are received by the or before the proposal submission deadline for inclusion in the evaluation process. Business References that are not received, or are not complete, may adversely affect the vendor's score in the evaluation process.

The Evaluation Committee may contact any or all business references for validation of information submitted. If this step is taken, the Procurement Manager and the Evaluation Committee must all be together on a conference call with the submitted reference so that the Procurement Manager and all members of the Evaluation Committee receive the same information. Additionally, the Agency reserves the right to consider any and all information available to it.

Offerors shall submit the following Business Reference information as part of Offer:

- a. Client name;
- b. Project description;
- c. Project dates (starting and ending);
- d. Technical environment; (i.e., Similar background experience performed);
- e. Client project manager name, telephone number, fax number and e-mail address.

3. Mandatory Specifications

- a. Describe other contracts currently or previously held with other senior program providers.
- b. Describe at least two prior project successes and failures that impacted deliveries. Include how each experience improved the Offeror's services.
- c. Describe the quality of service:
 - 1) Ability to order all food & non-food products online. At no added cost to Sandoval County.
 - 2) Ability to deliver to requested locations.
 - 3) Ability to resolve customer issues in a timely.
- d. Quality of products
 - 1) Describe how the offeror's products meet prices through specifications as listed.
- e. Pricing
 - 1) Describe your ability to honor bid proposal prices through the stated fiscal year.

4. BUSINESS SPECIFICATIONS

- **Financial Stability**

Offerors must submit copies of the most recent years independently audited financial statements and the most current 10k, as well financial statements for the proceeding three years, if they exist. The submission must include the audit opinion, the balance sheet, statements of income, retained earnings, cash flows and the notes to the financial statements. If independently audited financial statements do not exist, Offeror must state the reason, and instead, submit sufficient information (e.g. D & B report) to enable the Evaluation Committee to assess the financial stability of the Offeror.

- **Insurance**

ALL RESPONDENTS MUST submit, with their proposal, proof of insurance for Professional Liability in an amount not less than \$1,000,000. Proof shall be by submission of copies of current policies or current Certificates of Insurance, including the effective dates of coverage. Sandoval County requires the following provisions awarded by the vendor:

- Sandoval County to be named as additional insured or an insured on all required policies.
- Sandoval County shall be provided with an unconditional thirty (30) days advance written notice of cancellation or material change (i.e. no limit on the notice of cancellation) on all policies.
- Prior to the execution of the resulting contract, the Sandoval County Purchasing Office shall be supplied with an original certificate of insurance evidencing the stated requirements. This insurance shall be effective for the contract duration and renewal certificates shall also be supplied upon expiration.

APPENDICES

1. Acknowledge of Receipt Form

Potential offerors **should** hand deliver or return by facsimile, registered or certified mail or email the “Acknowledgement of Receipt Form” (see APPENDIX A) that accompanies this document to have their organization placed on the procurement distribution list. The form **should** be signed by an authorized representative of the organization and delivered to the Procurement Manager no later than the date specified in the Sequence of Events. The procurement distribution list will be used for the distribution of important information regarding this procurement.

2. Campaign Contribution Disclosure Form

The Offeror must complete an unaltered Campaign Contribution Disclosure Form and submit a signed copy with the Offeror’s proposal. This must be accomplished whether or not an applicable contribution has been made. (See APPENDIX B)

3. Letter of Transmittal Form

The Offeror’s proposal **must** be accompanied by the Letter of Transmittal Form located in APPENDIX C. The form **must** be completed and must be signed by the person authorized to obligate the company.

4. Resident Business or Resident Veterans Preference

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors must include a copy of their preference certificate in this section. In addition, for resident Veterans Preference, the attached certification Form (APPENDIX

D) must accompany any Offer and any business wishing to receive the preference must complete and sign the form.

5. Conflict of Interest Affidavit

Offerors must include signed and completed Conflict of Interest Form (APPENDIX E) with RFP documents. The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Offeror certifies that the requirements of the Governmental Conduct Code Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.

6. Item Bid List

Offerors must include the Item Bid List as part of the Cost Proposal (APPENDIX F) in a separate sealed envelope as part of the RFP.

7. Reference Questionnaire

Sandoval County, as a part of the RFP process, requires proposing vendors to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

The proposing vendor is **REQUIRED** to send the following Reference Form (APPENDIX G) to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to the Sandoval County Procurement Officer by the RFP submission deadline for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. The business reference may be contacted for validation of prior experience.

V. EVALUATION

A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals by sub-category.

Factors – <i>correspond to section VI</i>	Points Available
Organizational Experience	25 points

Organizational References	15 points
Mandatory Specifications	40 points
SUB-TOTAL TECHNICAL POINTS	80 POINTS
COST - TOTAL POINTS POSSIBLE	30 points
Lowest Responsive offer Bid ----- X Available Award Points This Offeror's Bid	
TOTAL COMBINED POSSIBLE POINTS	110 POINTS
Proof of Financial Stability	Pass/Fail
Proof of Insurance	Pass/Fail
Letter of Transmittal	Pass/Fail
Signed Campaign Contribution Disclosure Form	Pass/Fail
New Mexico Preference – Resident Business Points	
New Mexico Preference – Resident Veterans Point	

Table 1: Evaluation Point Summary

B. EVALUATION FACTORS

- Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response to each of the following:

1. Organizational Experience

2. Organizational References

3. Mandatory Specifications

4. Cost

5. Proof of Financial Stability

- Pass/Fail only. No points assigned.

6. Proof of Insurance

- Pass/Fail only. No points assigned.

7. Letter of Transmittal

i. Pass/Fail only. No points awarded.

8. Signed Campaign Contribution Disclosure Form

i. Pass/Fail only. No points awarded.

- **New Mexico Preferences**

Percentages will be determined based upon the point based system outlined in NMSA 1978, § 13-1-21 (as amended).

A. New Mexico Business Preference

If the Offeror has provided their Preference Certificate the Preference Points for a New Mexico Business is 5%.

B. New Mexico Resident Veterans Business Preference

If the Offeror has provided their Preference Certificate **and** the Resident Veterans Certification Form the Preference Point are one of the following:

- 10% for less than \$1M (prior year revenue)
- 8% for more than \$1M but less than \$5M (prior year revenue)
- 7% for more than \$5M(prior year revenue)

- **Interview**

If an interview is held, the Purchasing Office will distribute questions and instructions to the finalists prior to the scheduled interview. A maximum of 100 points are possible in scoring each interview for this RFP. The Evaluation Committee may, at their discretion, request additional clarification as to the contents of the RFP submittal from any of the Offeror's.

C. EVALUATION PROCESS

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response as specified in Section II, Paragraph B.6.
3. The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section II, Paragraph C.18.
4. Responsive proposals will be evaluated on the factors in Section IV, which have been assigned a point value. The responsible Offerors with the highest scores will be selected finalist Offerors based upon the proposals submitted. The responsible Offerors whose proposals are most advantageous to the state, taking into consideration the evaluation

factors in Section IV, will be recommended to the County, as specified in Section II, Paragraph B.8. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

APPENDIX A

ACKNOWLEDGEMENT OF RECEIPT FORM

APPENDIX A
REQUEST FOR PROPOSAL

Food, Non-Food and Cleaning Supplies Price Agreement
RFP #FY17-SCSP-01

ACKNOWLEDGEMENT OF RECEIPT FORM

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that s/he has received a complete copy, beginning with the title page and table of contents, and ending with APPENDIX G.

The acknowledgement of receipt should be signed and returned to the Procurement Officer no later than October 5, 2016. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (circle one) intend to respond to this Request for Proposal.

Trish Greene, Senior Procurement Specialist
Sandoval County
1500 Idalia Road, Bldg. D, PO Box 40
Bernalillo, NM 87004
Fax: (505) 867-7605
E-mail: tgreene@sandovacountynm.gov

APPENDIX B

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Campaign Contribution Disclosure Form

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s)

(Attach extra pages if necessary)

Signature

Date

Title (position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

APPENDIX C

LETTER OF TRANSMITTAL FORM

Appendix C
Letter of Transmittal Form

RFP#: _____

Offeror Name: _____ **FED ID#** _____

Items #1 to #7 EACH MUST BE COMPLETED IN FULL

1. Identity (Name) and Mailing Address of the submitting organization:

2. For the person authorized by the organization to contractually obligate on behalf of this Offer:

Name _____

Title _____

E-Mail Address _____

Telephone Number _____

3. For the person authorized by the organization to negotiate on behalf of this Offer:

Name _____

Title _____

E-Mail Address _____

Telephone Number _____

4. For the person authorized by the organization to clarify/respond to queries regarding this Offer:

Name _____

Title _____

E-Mail Address _____

Telephone Number _____

5. Use of Sub-Contractors (Select one)

____ No sub-contractors will be used in the performance of any resultant contract OR

____ The following sub-contractors will be used in the performance of any resultant contract:

(Attach extra sheets, as needed)

6. Please describe any relationship with any entity (other than Subcontractors listed in (5) above) which will be used in the performance of any resultant contract.

(Attach extra sheets, as needed)

7. ____ On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement

____ I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

____ I acknowledge receipt of any and all amendments to this RFP.

_____, 2016
Authorized Signature and Date (Must be signed by the person identified in item #2, above.)

APPENDIX D

RESIDENT VETERANS CERTIFICATION

New Mexico Preference Resident Veterans Certification

Reminder, a copy of Resident Veterans Preference Certificate MUST be submitted with the proposal in order to ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended).

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

- ☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- ☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- ☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under NMSA 1978, § 13-1-21 or 13-1-22, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)* _____
(Date)

*Must be an authorized signatory for the Business. The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or termination of award of the procurement involved if the statements are proven to be incorrect.

APPENDIX E

CONFLICT OF INTEREST AFFIDAVIT

CONFLICT OF INTEREST AFFIDAVIT

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APPENDIX F

Sandoval County Senior Program Item Bid List

Bid Amendment: Food, Non Food, Chemicals and Cleaning Products

Return two original copies of the completed quote form. No other bid form will be accepted.

Please be sure that the name of your company appears on each page of the quote form.

Use typewriter or print clearly.

If signed by an agent of named company, written evidence from the owner of record of his/her authority must accompany this proposal.

Item code required.

If a comparable "House Brand" is available as a substitution, please add it to your quote at the end of the each category or on the blank page provided.

If items are available in split lots, please indicate this in your quote.

If additional and/or different size is available other than that listed, please included it in this quote.

Period Of Bid: February 1, 2017 through January 31, 2018

Company Name: _____

Address: _____

Printed Name of Authorized Signature

Authorized Signature Date

Telephone Number

Fax Number

Email Address

Signature Indicates Knowledge and Compliance with terms and conditions.

DATE SENT: _____ DATE RETURNED: _____		Sandoval County Senior Program Annual Bid Amendment		RECEIVED BY: _____ DATE RECEIVED: _____	
ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	DRY AND CANNED				
	Baking Powder	5#		12 EA	
	Baking Soda	24/1#		12 CS	
	Base Soup Beef	6/1#		124 CS	
	Base Soup Chicken	6/1#		124 CS	
	Base Soup Pork	6/1#		36 CS	
	Base Soup Vegetable	6/1#		72 CS	
	Bean Garbanzo	6/#10		36 CS	
	Bean Kidney	6/#10		36 CS	
	Bean Pinto Canned	6/#10		144 CS	
	Bean Pinto Dry Triple Cleaned	50#		48 EA	
	Bean Pinto Refried	6/#10		72 CS	
	Bean Pork and Beans	6/#10		36 CS	
	Bean Ranch Style	6/#10		36 CS	
	Bean Small White	6/#10		36 CS	
	Cereal Oatmeal	12/24 oz.		36 CS	
	Chip Frito Corn	8/1#		72 CS	
	Chip Potato 1 oz.	104/1oz		48 CS	
	Cookie Almond	270 CT		24 CS	
	Cookie Fortune	350 CT		24 CS	
	Corn Syrup	Gal		24 EA	
	Cornstarch	124/1#		36 CS	
	Couscous Israeli	4/5#		24 CS	
	Cracker Club	500 2pk		24 CS	
	Cracker Saltine	500/2pk		24 CS	
	Crouton Homestyle	6/2#		24 CS	
	Crouton PC .25 oz.	200-300 ea.		12 CS	
	Crumb Bread Plain	25#		36 EA	
	Dressing 1000 Island	4/1 Gal		72 CS	
	Dressing 1000 Island PC	500 CT		72 CS	
	Dressing Buttermilk Ranch	4/1 Gal		124 CS	
	Dressing Caesar	4/1 Gal		72 CS	

ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Dressing Caesar Lite	4/1 Gal		72 CS	
	Dressing French	4/1 Gal		72 CS	
	Dressing French PC	500 CT		72 CS	
	Dressing Ginger Sesame Fat Free	2/1 Gal		24 CS	
	Dressing Honey Mustard	4/1 Gal		72 CS	
	Dressing Italian Golden	4/1 Gal		72 CS	
	Dressing Italian PC	500 CT		72 CS	
	Dressing Mix Ranch	18/3.2 oz.		36 CS	
	Dressing Ranch PC	500 CT		144 CS	
	Fish Tuna Chunk Light Water Packed	6/66.5 oz.		72 CS	
	Flour AP	50#		48 EA	
	Fruit Apple Sliced Water Packed	6/#10		96 CS	
	Fruit Applesauce Unsweetened	6/#10		144 CS	
	Fruit Apricot Halves in LS Unpeeled	6/#10		96 CS	
	Fruit Cranberries Dried	5#		24 CS	
	Fruit Dried Raisin	10#		36 CS	
	Fruit Dried Raisin	30#		36 CS	
	Fruit Cocktail in LS	6/#10		144 CS	
	Fruit Mixed Diced in LS	6/#10		144 CS	
	Fruit Orange Mandarin Seg LS	6/#10		48 CS	
	Fruit Peaches Diced	6/#10		144 CS	
	Fruit Peaches Sliced	6/#10		144 CS	
	Fruit Pears Diced	6/#10		144 CS	
	Fruit Pears Sliced	6/#10		144 CS	
	Fruit Pineapple Chunks	6/#10		72 CS	
	Fruit Pineapple Crushed	6/#10		36 CS	
	Fruit Pineapple Slices	6/#10		72 CS	
	Fruit Pineapple Tidbits	6/#10		72CS	
	Gelatin Citrus Assorted	12/24 oz.		24 CS	
	Gelatin Red Assorted	12/24 oz.		24 CS	
	Juice Lemon Reconstituted	1 Gal		8 CS	
	Juice Lemon Reconstituted	4/1 Gal		6 CS	
	Ketchup Fancy 33%	6/#10		48 CS	
	Ketchup PC	500 CT		24 CS	

ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Ketchup PC	1000 CT		24 CS	
	Mayonnaise Heavy Duty	4/1 Gal		72 CS	
	Mayonnaise PC	500 CT		48 CS	
	Mix Cake Chocolate	6/5#		24 CS	
	Mix Cake White	6/5#		48 CS	
	Mix Cornbread	6/5#		24 CS	
	Mix Drink Fruit Punch	12/2 Gal		24 CS	
	Mix Stuffing Cornbread	6/62.25 oz.		24 CS	
	Mix Stuffing Traditional	6/62.25 oz.		24 CS	
	Molasses	Gal		12 EA	
	Mustard Dijon	1 Gal		12 EA	
	Mustard Yellow	1 Gal		36 EA	
	Mustard Yellow PC	500 CT		24 CS	
	Nut Almond Slivered	30#		6 CS	
	Nut Almond Slivered	5#		25 CA	
	Nut Pecan Chopped	30#		6 CS	
	Nut Pecan Chopped	5#		25 CS	
	Oil Canola	1 Gal		72 Ea	
	Oil Canola	4/1 Gal		24 CS	
	Oil Liquid Fry Zero Trans Fat	35#		48 EA	
	Olives Sliced Black Ripe	6/#10		12 CS	
	Pan Release Spray	6/17 oz.		72 CS	
	Pasta Egg Noodle	20#		36 CS	
	Pasta Fettuccini	20#		72 CS	
	Pasta Lasagna	20#		48 CS	
	Pasta Macaroni	20#		48 CS	
	Pasta Rotini Tri Color	20#		36 CS	
	Pasta Spaghetti	20#		144 CS	
	Pepper Jalapeno Nacho Style	1/5 Gal		36 EA	
	Pepper Jalapeno Nacho Style	4/1 Gal		72 CS	
	Pepper Red Roasted Diced	24/#300		6 CS	
	Pepper Red Roasted Diced	6/#10		6 Case	
	Pickle Chip 1/8" Dill Chip	4/1 Gal		24 CS	
	Pickle Chip 1/8" Dill Chip	1/5 Gal		12 EA	
	Pickle Relish	4/1 Gal		12 CS	
	Potato Au Gratin	6/2.5#		72 CS	
	Potato Mashed Instant Complete	12/28 oz.		144 CS	

ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Potato Scalloped	6/2.5#		72 CS	
	Pudding Banana	6/#10		24 CS	
	Pudding Butterscotch	6/#10		24 CS	
	Pudding Chocolate	6/#10		24 CS	
	Pudding Vanilla	6/#10		24 CS	
	Rice Brown Parboiled	25#		144 EA	
	Rice White Parboiled	25#		144 EA	
	Salad 3 Bean RTU	6/#10		36 CS	
	Sauce BBQ	4/1 Gal		36 CS	
	Sauce Cheese Cheddar Aged	6/#10		24 CS	
	Sauce Hot Tabasco	24/2 oz.		12 CS	
	Sauce Picante Medium	4/135 oz.		12 CS	
	Sauce Soy	1 Gal		36 EA	
	Sauce Soy	4/1 Gal		24 CS	
	Sauce Soy Light	4/1 Gal		24 CS	
	Sauce Sweet and Sour	4/1 Gal		24 CS	
	Sauce Tartar	4/1 Gal		24 CS	
	Sauce Tartar PC	500 CT		48 CS	
	Sauce Teriyaki	4/1 Gal		24 CS	
	Sauce Teriyaki Glaze	4/1 Gal		24 CS	
	Sauce Tomato Fancy	6/#10		150 CS	
	Sauce Tomato Paste	6/#10		72 CS	
	Sauce Worcestershire	1 Gal		16 EA	
	Smoke Liquid	1 Gal		36 EA	
	Snack Craisins 1.16 oz.	200/1.16 oz.		72 CS	
	Snack Craisins Cherry 1.16 oz.	200 1.16 oz.		72 CS	
	Snack Craisins Strawberry 1.16 oz.	200/1.16 oz.		72 CS	
	Spice Allspice	10-16 oz.		6 EA	
	Spice Basil Whole Leaf	10-16 oz.		12 EA	
	Spice Bay Leaf Whole	10-16 oz.		12 EA	
	Spice Caraway Seed	10-16 oz.		12 EA	
	Spice Celery Seed	10-16 oz.		12 EA	
	Spice Cinnamon Ground	5#		12 EA	
	Spice Clove Ground	10-16 oz.		12 EA	
	Spice Cumin Ground	10-16 oz.		24 EA	
	Spice Fennel Seed	10-16 oz.		24 EA	
	Spice Garlic Granulated	5#		144 EA	

ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Spice Garlic Granulated	25#		12 EA	
	Spice Ginger Ground	10-16 oz.		24 EA	
	Spice Italian Seasoning	10-16 oz.		72 EA	
	Spice Lemon Pepper	10-16 oz.		24 EA	
	Spice Marjoram Whole	10-16 oz.		24 EA	
	Spice Nutmeg Ground	10-16 oz.		24 EA	
	Spice Onion Granulated	5#		72 EA	
	Spice Onion Minced	5#		72 EA	
	Spice Oregano Ground	10-16 oz.		72 EA	
	Spice Oregano Whole leaf	10-16 oz.		72 EA	
	Spice Paprika	5#		36 EA	
	Spice Parsley Flakes	10oz		24 EA	
	Spice Pepper Black Fine Grind	5#		36 EA	
	Spice Pepper Red Flakes	10-16 oz.		24 EA	
	Spice Pepper Shaker Disposable	48/1.5 oz.		12CS	
	Spice Pumpkin Pie	10-16 oz.		12 EA	
	Spice Red Powder Mild	5#		12 EA	
	Spice Rosemary Ground	10-16 oz.		36 EA	
	Spice Rosemary Whole Leaf	10-16 oz.		36 EA	
	Spice Sage Rubbed	10-16 oz.		36 EA	
	Spice Salt Disposable Shaker	48/4 oz.		12 CS	
	Spice Salt Food Grade	25#		36 EA	
	Spice Seasoning Taco	10-16 oz.		36 EA	
	Spice Sesame Seed	10-16 oz.		12 EA	
	Spice Tarragon Leaves Whole	10-16 oz.		36 EA	
	Spice Thyme Ground				
	Spice Thyme Whole	10-16 oz.		36 EA	
	Sugar Brown	25#		72 EA	
	Sugar Granulated	25#		96 EA	
	Sugar Powdered	24/1#		12 CS	
	Tomato Diced in Juice	6/#10		144 CS	
	Vegetable Beet Diced	6/#10		72 CS	
	Vinegar Apple Cider	4/1 Gal		36 CS	
	Vinegar Rice Seasoned	4/1 Gal		12 CS	
	Vinegar White	4/1 Gal		36 CS	
	Water Drinking	32/16 oz.		144 CS	
	Water Drinking	48/8 oz.		24 CS	

ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Yams Sweet Fancy	6/#10		124 CS	
	Yeast Dry Active	2#		12 EA	

ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	FROZEN FOODS				
	Bread and Rolls, etc...				
	Bread Biscuit Buttermilk 2.5 oz.	144 CT		250 CS	
	Bread Bowl 2oz	90 CT		48 CS	
	Bread Dinner Roll White 1 1/2 oz.	192 CT		250 CS	
	Bread Dinner Roll Wahl Wht 1 1/2 oz.	192 CT		250 CS	
	Bread Hamburger Bun White 4"	120-144 CT		148 CS	
	Bread Hamburger Bun Wht 4"	120-144 CT		148 CS	
	Bread Hoagie Roll 8"	48 - 96 CT		72 CS	
	Bread Hot Dog Bun White 6"	144 CT		250-300 CS	
	Bread Hot Dog Bun Wht 6"	144 CT		250-300CS	
	Bread Pita Handmade	120 CT		24 CS	
	Bread Roll Dinner Kings Hawaiian	10/24 CT		75 CS	
	Bread Sandwich White 1/2"	10/20oz		148 CS	
	Bread Sandwich Wht Wheat 1/2"	10/20 oz		148 CS	
	Danish Otis Spunkmeyer Asstd	96 CT		12 CS	
	Muffin Asstd Otis Spunkmeyer 2.25 oz.	72 CT		12 CS	
	Tortilla Corn Yellow 6"	6/10 DOZ		72 CS	
	Tortilla Flour 6"	12/1 DOZ		144 CS	

ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Dough, Bread and Cookie, Etc....				
	Dough Cobbler Crust Sheet 11.5x9.5	24/1#		72 CS	
	Dough Biscuit	192/1.25 oz.		48 CS	
	Dough Cookie Choc Chip	170 CT		72 CS	
	Dough Cookie Oatmeal Raisin	170 CT		72 CS	
	Dough Cookie Peanut Butter	170 CT		72 CS	
	Dough Puff Pastry	2o 12 oz. SHEET		72 CS	
	Dough Cookie Sugar	170 CT		72 CS	
	Dough WW Dinner Roll	192/1.25 oz.		48 CS	
	Desserts				
	Ice Cream, Strawberry	3 Gal		12 EA	
	Ice Cream, Vanilla	3 Gal		12 EA	
	Pie Cherry 8 Slice, Cooked, Pre Cut	6/case		12 CS	
	Pie, Pumpkin 8 slice, Cooked, Pre Cut	6/case		24 CS	
	Fruit, Vegetables, Potatoes, Etc...				
	Chili Green 3/8" Frzn Mild	5/5#		144 CS	
	Chili Red Puree Mild Frozen	6/56 oz		144 CS	
	Fries, Steak, Ovenable	6/5#		48 CS	
	Fruit Cranberry Frzn	12/12 oz		24 CS	
	Fruit Strawberry Whl IQF	30#		24 CS	
	Fruit, Strawberry Sliced 4x1	6/6.5#		24 CS	
	Pasta, Lasagna Sheet 4 oz. PreCooked	10#		72 CS	
	Pasta, Lasagna Sheet 4 oz. PC Ridged	10#		72 CS	
	Vegetable Pea Green	30#		72 CS	
	Vegetable Blend California	30#		144 CS	
	Vegetable Blend Capri	12/2#		48 CA	
	Vegetable Blend Chateau	6/4#		72 CS	

ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Vegetable Blend Chuckwagon Corn	12/2#		72 CS	
	Vegetable Blend Country	30#		72 CS	
	Vegetable Blend Italian	12/2#		144 CS	
	Vegetable Blend Monte Carlo	6/4#		72 CS	
	Vegetable Blend Oriental	30#		48 CS	
	Vegetable Blend Peas/Carrots	30#		36 CS	
	Vegetable Blend Sicilian	12/2#		72 CS	
	Vegetable Blend Stew IQF	20#		72 CS	
	Vegetable Blend Winter	12/2#		72 CS	
	Vegetable Brussels Sprouts	12/2#		96 CS	
	Vegetable Carrot Crinkle Cut	30#		196 CS	
	Vegetable Cauliflower Floret	12/2#		144 CS	
	Vegetable Corn Cut Bulk	30#		72 CS	
	Vegetable Green Bean Italian	12/2#		144 CS	
	Vegetable Grn Bean Cut Bulk	30#		200 CS	
	Vegetable Lima Bean	30#		24 CS	
	Vegetable Mixed 5 Way	30#		144 CS	
	Vegetable Posole, Frzn	12/2#		24 CS	
	Vegetable Roasted Corn and Blk Bean	12/2#		200 CS	
	Vegetable Spinach Grade A Chopped	12/3#		72 CS	
	Vegetable Broccoli Floret	12/2#		200 CS	
ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Non Food				
	Bag Paper Brown 8#	500CT		144 CS	
	Bag Ziploc 6x6 Poly Sandwich	1000 CT		36 CS	
	Bag Ziploc Gallon Poly	250 CT		36 CS	
	Bleach 6%	6/96 oz		36 CS	
	Bowl Styrofoam 12 oz.	8/125 CT		72 CS	
	Broom Angled	1 ea		36 EA	
	Cleanser Ajax O2 w/ Bleach Powder	24/21 oz		6 CS	

ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Container 8 oz. Squat	1000 EA		250 CS	
	Container Lid 8 oz. Squat	10/100		250 CS	
	Container To Go Med 1 Comp	2/100 CT		36 CS	
	Cup Soufflé 2 oz. Plastic	10/250 CT		172 CS	
	Cup Soufflé 4 oz. Plastic	10/250 CT		172 CS	
	Cup Soufflé Lid 2 oz. Plastic	25/100 CT		172 CS	
	Cup Soufflé Lid 4 oz. Plastic	25/100		172 CS	
	Cup Styrofoam 10 oz. Hot/Cold	1000 CT		124 CS	
	Cup Styrofoam 8 oz. Hot/Cold	1000 CT		124 CS	
	Cutlery Fork White Plastic MW	1000 CT		24 CS	
	Cutlery Kit K,F,S Sal,Pep, Nap	250 CT		144 CS	
	Cutlery Knife White Plastic MW	1000 CT		24 CS	
	Cutlery Spoon White Plastic MW	1000 CT		24 CS	
	Dust Mop Head Med White Washable	EA		72 EA	
	Foil Aluminum Std Wgt 18x1000'	EA		36 EA	
	Foil Sheets	500 CT		12 EA	
	Glove Latex Powder Free Large	4/100 PR		52 CS	
	Glove Latex Powder Free Med	4/100 PR		52 CS	
	Glove Latex Powder Free Small	4/100 PR		52 CS	
	Glove Latex Powder Free X Large	4/100 PR		52 CS	
	Glove Synthetic Powder Free LG	4/100 PR		52 CS	
	Glove Synthetic Powder Free MED	4/100 PR		52 CS	
	Glove Synthetic Powder Free SM	4/100 PR		52 CS	
	Glove Synthetic Powder Free XL	4/100 PR		52 CS	
	Hairnet Black or Brown	1/144 CT		144 EA	
	Hat Overseas White	10/100 CT		18 CS	
	Label Food Service	200 CT Roll		144 EA	
	Label Use First	100 CT Roll		36 EA	

ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Liner Quilon 17 x 24"	1000 CT		24 EA	
	Liner Trash 10 Gal	20/50CT		36 CS	
	Liner Trash 60 Gal	100 CT		124 CS	
	Mitt Oven 15"	1/PR		72 EA	
	Mitt Pan Grabber 8.5 x 11"	3 EA		72 CS	
	Mop head Cotton Loop Med Wideband	EA		72 EA	
	Napkin Dinner 15 x 17"	20/500CT		72 CS	
	Napkin Tall fold Dispenser 7 x 13"	12/250 CT		72 CS	
	Pad Scouring Green Med Duty 6x9	1/20 CT		36 CS	
	Pad Scouring S/S	12 CT		36 CS	
	Paper Patty 5 x 5 Approx.	1000 CT		12 EA	
	Plate Styrofoam 6"	8/125 CT		36 CS	
	Plate Styrofoam 9-10"	8/125 CT		36 CS	
	Stirrer Coffee Wood 5"	10/1000 CT		6 CS	
	Taylor Lube 4 oz.	1/tube		36 EA	
	Thermometer Digital	1 EA		48 EA	
	Thermometer Pocket Dial	1 EA		48 EA	
	Tissue Bathroom 2 Ply Jumbo Roll	12/1000 SHT		6 CS	
	Tissue Bathroom Small Roll	96 CT		36 CS	
	Towel Bar 17 x 20" Ribbed Terry	24 CT		48 CS	
	Towel Multifold White	16/250 CT		24 CS	
	Towel Paper White Kitchen Perf	36 Roll		24 CS	
	Towel Roll Nat Embossed N Perf	12/350'		24 CS	
	Tray Foam 6 Comp School Lunch HD	4/125 CT		72 CS	
	Utensil Fork Stainless Steel	36 CT		96 EA	
	Utensil Knife Stainless Steel	12 CT		144 EA	
	Utensil Spoon Stainless Steel	36 CT		96 EA	
	Wipe Probe Antibacterial	200 CT		200 EA	
	Wrap Plastic 18 x 2000'	1/Roll		72 EA	

ITEM	ITEM & SPECIFICATIONS	PK	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Fresh Produce				
	Apple PC	64/2 oz.		144 CS	
	Apple Red 138 CT	40#		36 CS	
	Banana Green Tip	40#		244 CS	
	Broccoli Bunched	1/14 PK		200 CS	
	Broccoli Floret	4/3#		350 CS	
	Cabbage Grn 18-24 PK Fresh	1/18 PK		36 CS	
	Cabbage Shred w/Car, Red Cab	4/5#		250 CS	
	Carrot Shredded Fresh	4/5#		72 CS	
	Cauliflower Cello Pak Fresh	1/12 PK		200 CS	
	Cauliflower Floret	2/3#		200 CS	
	Celery Jumbo	40#		144 CS	
	Cucumber Select	40#		72 CS	
	Garlic Fresh Minced	5#		36 EA	
	Garlic Fresh Peeled	5#		24 EA	
	Grape Seedless Green	18-22#		200 CS	
	Grape Seedless Red	18-22#		200 CS	
	Grapes Red Lunch Bunch	18#		200 CS	
	Lettuce Grn Leaf 24 CT	24 EA		200 CS	
	Lettuce Romaine Blend	4/5#		172 CS	
	Lettuce Romaine Hearts	48/CS		144 CS	
	Lettuce Romaine Spring Mix	4/2#		72 CS	
	Lettuce Shredded Fresh	4/5#		124 CS	
	Lettuce Spring Mix Bulk	4/3#		72 CS	
	Lettuce Tossed Mix	4/5#		400 CS	
	Melon Cantaloupe	15-18 CT		124 CS	
	Melon Cantaloupe	9-12CT		124 CS	
	Melon Honeydew	4-5 CT		124 CS	
	Melon Honeydew	6-8 CT		124 CS	
	Melon Watermelon	3 CT		124 CS	
	Mushroom Sliced	10#		72 CS	
	Onion Grn Iceless	2#		24 EA	
	Onion Grn Iceless	4/2#		12 cs	
	Onion Red Fresh	10#		36 CS	
	Onion Red Fresh	50#		36 CS	

ITEM	ITEM & SPECIFICATIONS	PK	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Onion Yellow Jumbo Fresh	50#		144 CS	
	Onion Yellow Medium Fresh	50#		144 CS	
	Orange 138 CT	Case		275 CS	
	Pepper Green Bell Chopper	25#		72 CS	
	Potato Red utility	50#		144 CS	
	Potato Russet	50#		288 CS	
	Spinach Fresh	4/2.5#		72 CS	
	Spinach Fresh	1/2.5#		24 EA	
	Squash Yellow Fresh	22#		144 CS	
	Squash Zucchini Fresh	22#		144 CS	
	Strawberries Fresh	8/1#		36 CS	
	Tomato Red 5 x 6 1 Layer	10#		150 CS	
	Tomato Red 5 x 6 2 Layer	20#		150 CS	
ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	BEEF, CHICKEN, FISH, AND PORK				
	Beef Brisket Fresh	Catch Weight		100 CS	
	Beef Corned Fully Cooked	Catch weight		20 CS	
	Beef Eye of Round Fresh	Catch weight		50CS	
	Beef Fajita Meat	10#		72 CS	
	Beef Fritter FC 3 oz.	54/3 oz.		250 CS	
	Beef Ground Fresh 80/20	40#		200 CS	
	Beef Ground Fresh 80/20	80#		100 CS	
	Beef Ground Frozen 80/20	40#		200 CS	
	Beef Ground Frozen 80/20	80#		100 CS	
	Beef Hot Dog All Beef 5 x 1 Skinless	10#		100 Cs	
	Beef Patty 5 x 1 Raw	10#		75 CS	
	Beef Patty Pre Cooked 3 oz.	50-90 per case		75 CS	
	Beef Sausage Polish All Beef 5 x 1	10#		60 CS	
	Beef Steak Salisbury Fully Cooked	53/3 oz.		300 CS	

ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Beef Stew Meat Frozen 3/4" Dice	10#		175 CS	
	Beef Top Round Fresh	Catch Weight		50 CS	
	Beef Top Round Frozen	Catch weight		50CS	
	Chicken Breast Fully Cooked	48/3oz		300 CS	
	Chicken Breast Strips Breaded F/C	145/1.1 oz.		160 CS	
	Chicken Breast B/S	48/4 oz		900CS	
	Chicken Brest Patty Brd (For Chx Parm)	10#/3-3 1/2 oz. Prtn		72 CS	
	Chicken Diced 1/2" FC Dark/White	10#		175 CS	
	Fish Patty (For Sandwiches)3 - 4 oz.	10#		72 CS	
	Fish Tilapia Lemon Pepper Brd	10#/3 oz portion		250 CS	
	Fish Tilapia or other Tortilla Crust	10#/3 oz portion		250 CS	
	Meatball FC 1 oz. (Fontinetti)	10#		120 CS	
	Pork Chop CC AL Tender	40/4 oz		250 CS	
	Pork Diced 1/2" or 3/4"	10#		250 CS	
	Pork, Ham Diced 1/4"	10#		50 CS	
	Pork Ham Buffet	10#		150 CS	
	Pork Loin Bnls Frozen	Catch weight		150 CS	
	Pork Loin Bnls Raw	Catch weight		150 CS	
	Pork Rib Patty Shaped BBQ FC	53/3 oz		48 CS	
	Turkey Bnls Whl Raw	2/10-12#		24 CS	
	Turkey Breast FC Rstd Skinless	2/10#		100 CS	
ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	DAIRY AND CHEESE				
	Butter	30#		100 CS	
	Cheese Cottage 4%	6/5#		20CS	
	Cheese Cottage 4%	2/5#		20 CS	

ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Chase American Sliced 160 Count	4/5#		20 CS	
	Cheese Cheddar Shredded	4/5#		50 CS	
	Cheese Cottage Low Fat 2%	2/5#		20 CS	
	Cheese Cottage Low Fat 2%	4/5#		12 CS	
	Cheese Cream	3#		36#	
	Cheese Feta Crumbles	2/5#		10 CS	
	Cheese Jack/Cheddar Shredded	4/5#		50 CS	
	Cheese Mozzarella WM	4/5#		50 CS	
	Cheese Parm Grated	2/5#		24 CS	
	Cheese Parm Grated	4/5#		24 CS	
	Cheese Parm Shred	4/5#		20 CS	
	Cheese Parm Shred	2/5#		10 CS	
	Cheese Ricotta	5#		36#	
	Cheese Swiss Sliced	12/1#		10 CS	
	Eggs Hard Cooked	10#		20 CS	
	Eggs Hard Cooked	20#		15 CS	
	Eggs Med Grad AA Fresh	15 Doz		25 CS	
	Margarine Cups Country Crock	900 CT		200 CS	
	Margarine Cups Gold n Sweet	900/912 CT		200 CS	
	Margarine Solid Pure Vegetable	30#		250 CS	
	Milk 1% 1/2 Pint	50 ct		100 CS	
	Milk 1% Chocolate (No Tru Moo)	50 ct		250 CS	
	Milk 2% 1/2 Pint	50 ct		2000 CS	
	Milk Buttermilk Low-fat	9-1/2 Gal		36 CS	
	Milk Buttermilk Low-fat	1-1/2 Gal		150 EA	
	Milk Low Fat 2%	6/1 Gal		36 CS	
	Milk Whole 4%	6/1 Gal		36 CS	
	Milk Low Fat 2%	6/1 Gal		36 CS	
	Sour Cream PC	100/1 oz		48 CS	
	Sour Cream Real	2/5#		24 CS	
	Sour Cream Real	4/5#		12 CS	
	Whipped Topping Aerosol	12/14 oz		12 CS	
	Whipped Topping RTU Bag	12/16 oz		36 CS	

ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	Cleaning and Chemicals				
	Biozyme Drain Cleaner	4/1 Gal		24 CS	
	Bleach 6%	6/96 oz		36 CS	
	Cleaner Lemon Disinfectant	4/1 Gal		24 CS	
	Cleaner Oven Foaming	6/20 oz		12 CS	
	Cleaner SS Polish	6/30 oz		6 CS	
	Cleaner Toilet Bowl (Pretty Potty)	6/32 oz		12 CS	
	Cleanser Ajax O2 w/ Bleach Powder	24/21 oz		6 CS	
	Degreaser Heavy Duty	4/1 Gal		24 CS	
	Delimer and Descaler	4/1 Gal		24 CS	
	Detergent Citrus Green	4/1 Gal		36 CS	
	Dish Machine Low Temp Mar Det	5 Gal		24 EA	
	Dish Machine Low Temp Mar Det	4/1 Gal		12 CS	
	Dish Machine Low Temp Sanitizer	5 Gal		24 EA	
	Dish Machine Low Temp Sanitizer	4/1 Gal		12 CS	
	Dish Machine Rinse Aid Low Temp	5 Gal		24 EA	
	Dish Machine Rinse Aid Low Temp	4/1 Gal		12 CS	
	Glass Cleaner 4 to 1	4/1 Gal		12 CS	
	Murphy's Oil Soap	Gal		12 EA	
	Sanitizer Foaming Hand	3/1250 ml		12 CS	
	Sanitizer Hand Liquid Bag in Box	6/800 ml		12 CS	
	Sanitizer Pro Quat	4/1 Gal		24 CS	
	Soap Lotion Anti Microbial Hand	3/1250 ml		24 CS	
	Wood Floor Cleaner	4/1 GAL		4 CS	
ITEM	ITEM & SPECIFICATIONS	REQUESTED	ADDITIONAL	APPROX	PRICE BY CASE
CODE	ACCEPTABLE BRANDS	PACK SIZE	SIZE AVAILABLE	QTY NEEDED	OR UNIT
	ADDITIONAL ITEMS OR SIZES				

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APPENDIX G

REFERENCE QUESTIONNAIRE

Sandoval County, as a part of the RFP process, requires proposing vendors to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

The proposing vendor is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to the Sandoval County Procurement Officer by the RFP submission deadline for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. The business reference may be contacted for validation of prior experience.

RFP# FY17-SCSP-01
REFERENCE QUESTIONNAIRE
FOR:

(Name of company requesting reference)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to Sandoval County, Senior Program via facsimile or e-mail at:

Name: Trish Greene, Senior Procurement Specialist
Sandoval County Finance Department
Address: 1500 Idalia Road, Building D
Bernalillo, NM 87004

Telephone: 505-404-5873
Fax: 505-867-7605
Email: tgreene@sandovalcountynm.gov

Please return no later than October 17, 2016, and **must not** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the Sandoval County Procurement Officer listed above. When contacting us, please be sure to include the Request for Proposal number listed at the top of this page.

CONFIDENTIAL INFORMATION WHEN COMPLETED

Company providing reference:	
Contact name and title/position	
Contact telephone number	
Contact e-mail address	

QUESTIONS:

1. In what capacity have you worked with this vendor in the past?
COMMENTS:

2. How would you rate this firm's knowledge and expertise?
_____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

3. How would you rate the vendor's flexibility relative to changes in the project scope and timelines?

_____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

4. What is your level of satisfaction with hard-copy materials produced by the vendor?

_____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

5. How would you rate the dynamics/interaction between the vendor and your staff?

_____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

6. Who were the vendor's principal representatives involved in your project and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?

(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

Name: _____ Rating: _____

Name: _____ Rating: _____

Name: _____ Rating: _____

Name: _____ Rating: _____

COMMENTS:

7. How satisfied are you with the products developed by the vendor?
_____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
COMMENTS:

8. With which aspect(s) of this vendor's services are you most satisfied?
COMMENTS:

9. With which aspect(s) of this vendor's services are you least satisfied?
COMMENTS:

10. Would you recommend this vendor's services to your organization again?
COMMENTS: