

**BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA**

**OFFICE OF PURCHASING**

213 PALAFOX PLACE § 2<sup>nd</sup> Floor  
PENSACOLA, FL 32502  
TELEPHONE (850)595-4980  
(SUNCOM) 695-4980  
TELEFAX (850)595-4805

<http://www.myescambia.com/Bureaus/ManagementServices/Purchasing.html>

Claudia Simmons  
Purchasing Manager



**CERTIFICATION OF CONTRACT**

**TITLE: ITB; Food Service Supplies**

**CONTRACT NO.: PD 13-14.056**

**AWARD DATE: July 24, 2014**

**EFFECTIVE DATE: July 24, 2014**

**AWARD: an estimated annual amount of \$190,000**

**STATUS: Award a 3-year Contract, with three options for 12-month extension periods, for a term not-to-exceed 80 months.**

**CONTRACTOR (S): Sysco Food Services & Merchants Food d/b/a/ Merchants Food Services**

**ANY QUESTIONS, SUGGESTIONS, OR CONTRACT SUPPLIER PROBLEMS WHICH MAY ARISE SHALL BE BROUGHT TO THE ATTENTION OF Lester L. Boyd, Purchasing Specialist (850) 595-4944 (850)695-4944.**  
**E-MAIL [LLBoyd@co.escambia.fl.us](mailto:LLBoyd@co.escambia.fl.us)**

- A. **AUTHORITY** - Upon affirmative action taken by the Board of County Commissioners on (Month) (Date), (Year), a contract has been executed between the Board of County Commissioners, Escambia County Florida and the designated contractor(s).
- B. **EFFECT** - This contract was entered into to provide economies in the purchase of (**Service or Commodity**) as described within the solicitation. Therefore, in compliance with **County Ordinance Chapter 46 Finance, Article II Division 3, Section 46-81**, all purchases of these commodities shall be made under the terms, prices, and conditions of this contract and with the suppliers specified.
- C. **ORDERING INSTRUCTIONS** - All purchase orders shall be issued in accordance with **Codified County Ordinance, Chapter 46 Finance, Article II Purchases and Contracts; and, as supplemented by Ordinance 2001-9 and Ordinance 2001-60**. Purchases shall be at the prices indicated, exclusive of all Federal, State and local taxes. All contract purchase orders shall show the contract number, product number, quantity, description of item, with unit prices extended and purchase order totaled. (This requirement may be waived when purchase is made by a blanket purchase order.)
- D. **CONTRACTOR PERFORMANCE** - Departments shall report any vendor failure to perform according to the requirements of this contract on Report of Unsatisfactory Materials And/Or Service, Form F0140 to this office.
- E. **VENDOR PERFORMANCE EVALUATION FORM** - Contract Appraisal, form F0190 should be used to provide your input and recommendations for improvements in the contract to the Office of Purchasing for receipt no later than 90 days prior to the expiration date of this contract.

## ORDERING INSTRUCTIONS

### Merchants Food Service

ALL ORDERS SHOULD BE DIRECTED TO: Justin Esser

FEDERAL EMPLOYMENT IDENTIFICATION NUMBER: XX-XXX2800

ESCAMBIA COUNTY VENDOR IDENTIFICATION NUMBER: 132992

VENDOR NAME: **Merchants Food Service**

STREET ADDRESS OR P.O. BOX: 2450 Big "M" Blvd.

CITY, STATE, ZIP CODE: Clanton, AL 35046

CONTACT PERSON: Justin Esser, Director of Program Sales

PHONE #: **(205) 280-1709**      TOLL FREE#: (800) 264-4014      FAX#: **(205) 280-1748**

E-MAIL ADDRESS: n/a

HOME PAGE ADDRESS: n/a

EMERGENCY CONTACT PERSON: Justin Esser

PHONE#: **(205) 280-1709**      CELL#:      PAGER#:

DISASTER SERVICE CONTACT PERSON: Justin Esser

HOME ADDRESS: N/A

HOME PHONE#:      CELL#      PAGER#:

TERMS OF PAYMENT:      NET 30 DAYS   X   2% 10th PROX \_\_\_\_\_

Will accept ESCAMBIA COUNTY VISA PURCHASING CARD:        x   Yes      \_\_\_\_\_ No

Will accept ESCAMBIA COUNTY DIRECT VOUCHER:        x   Yes      \_\_\_\_\_ No

## ORDERING INSTRUCTIONS

### **Sysco Foods Gulf Coast**

ALL ORDERS SHOULD BE DIRECTED TO: JP Caballero

FEDERAL EMPLOYMENT IDENTIFICATION NUMBER: XX-XXX2490

ESCAMBIA COUNTY VENDOR IDENTIFICATION NUMBER: 196366

VENDOR NAME: **Sysco Foods Gulf Coast**

STREET ADDRESS OR P.O. BOX: 2001 W. Magnola Ave

CITY, STATE, ZIP CODE: Geneza, AL 36340

CONTACT PERSON: Justin Esser, Director of Program Sales

PHONE #: **(334) 684-4000** TOLL FREE#: FAX#:

E-MAIL ADDRESS: caballero.john@jc.sysco.com

HOME PAGE ADDRESS: n/a

EMERGENCY CONTACT PERSON: JP Caballero, Marketing Associate

PHONE#: **(850) 723-1900** CELL#: PAGER#:

DISASTER SERVICE CONTACT PERSON: JP Caballero, Marketing Associate

HOME ADDRESS: N/A

HOME PHONE#: CELL# PAGER#:

TERMS OF PAYMENT: NET 30 DAYS  X  2% 10th PROX \_\_\_\_\_

Will accept ESCAMBIA COUNTY VISA PURCHASING CARD:  x  Yes \_\_\_\_\_ No

Will accept ESCAMBIA COUNTY DIRECT VOUCHER:  x  Yes \_\_\_\_\_ No

**ESCAMBIA COUNTY FLORIDA  
INVITATION TO BID  
BIDDER'S CHECKLIST  
FOOD SERVICE SUPPLIES CONTRACT  
SPECIFICATION PD 13-14.056  
HOW TO SUBMIT YOUR BID**

PLEASE REVIEW THIS DOCUMENT CAREFULLY. OFFERS THAT ARE ACCEPTED BY THE COUNTY ARE BINDING CONTRACTS. **INCOMPLETE BIDS ARE NOT ACCEPTABLE.** ALL DOCUMENTS AND SUBMITTALS SHALL BE RECEIVED BY THE OFFICE OF PURCHASING ON OR BEFORE DATE AND HOUR FOR SPECIFIED FOR RECEIPT. LATE BIDS WILL BE RETURNED UNOPENED.

*\* Documents submitted with Bids are to be on the forms provided in the Invitation to Bid and photocopies of other required documents*

**THE FOLLOWING DOCUMENTS SHALL BE RETURNED WITH BID:**

- SOLICITATION, OFFER AND AWARD FORM (IN DUPLICATE WITH ORIGINAL SIGNATURE)
- BID FORMS (IN DUPLICATE WITH ORIGINAL SIGNATURE)
- BID SURETY (BOND, CHECK, ETC.)

**THE FOLLOWING DOCUMENTS SHOULD BE RETURNED WITH BID:**

- DRUG-FREE WORKPLACE FORM
- INFORMATION SHEET FOR TRANSACTIONS AND CONVEYANCES CORPORATE IDENTIFICATION
- CERTIFICATE OF AUTHORITY TO DO BUSINESS FROM THE STATE OF FLORIDA  
OCCUPATIONAL LICENSE: <http://www.sunbiz.org/search.html>
- FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION – LICENSE(S),  
CERTIFICATION(S) AND/OR REGISTRATION(S)
- **BEFORE YOU SUBMIT YOUR BID, HAVE YOU:**

PLACED YOUR BID WITH ALL REQUIRED SUBMITTAL ITEMS IN A SEALED ENVELOPE CLEARLY MARKED FOR SPECIFICATION NUMBER, PROJECT NAME, NAME OF BIDDER, AND DUE DATE AND TIME OF BID RECEIPT?

- **THE FOLLOWING SUBMITTALS ARE REQUIRED UPON NOTICE OF AWARD:**

CERTIFICATE OF INSURANCE

- **HOW TO SUBMIT A NO BID**

IF YOU DO NOT WISH TO BID AT THIS TIME, PLEASE REMOVE THE BIDDER SOLICITATION, OFFER AND AWARD FORM FROM THE BID SOLICITATION PACKAGE AND ENTER NO BID IN THE "**REASON FOR NO BID**" BLOCK, YOUR COMPANY'S NAME, ADDRESS, SIGNATURE, AND RETURN THE BIDDER SOLICITATION, OFFER AND AWARD FORM IN A SEALED ENVELOPE. THIS WILL ENSURE YOUR COMPANY'S ACTIVE STATUS IN OUR BIDDER'S LIST.

**THIS FORM IS FOR YOUR CONVENIENCE TO ASSIST IN FILLING OUT YOUR BID ONLY  
DO NOT RETURN WITH YOUR BID**

**ESCAMBIA COUNTY  
FLORIDA**

**INVITATION TO BID**

**FOOD SERVICE SUPPLIES CONTRACT**

**SPECIFICATION NUMBER PD 13-14.056**

**BIDS WILL BE RECEIVED UNTIL: 10:30 a.m., CDT, Wednesday, May 28, 2014**

**Office of Purchasing, Room 11.101  
213 Palafox Place, Pensacola, FL 32502  
Matt Langley Bell III Building  
Post Office Box 1591  
Pensacola, FL 32597-1591**

**Board of County Commissioners**

Lumon May, Chairman  
Steven L. Barry, Vice Chairman  
Wilson B. Robertson  
Grover Robinson IV  
Gene M. Valentino

**Procurement Assistance:**

Lester L. Boyd  
Purchasing Specialist  
Office of Purchasing  
Matt Langley Bell, III Building  
213 Palafox Place, 2<sup>nd</sup> Floor  
Pensacola, FL 32502  
Tel: (850) 595-4944  
Fax: (850) 595-4805  
LLBoyd@co.escambia.fl.us

**Technical Assistance:**

Larry Bullock  
Food Services Manager  
Road Prison  
601 Hwy 297-A  
Pensacola, FL 32533  
Tel: (850) 937-2100  
Fax: (850) 937-2108  
lebullock@myescambia.com

**SPECIAL ACCOMMODATIONS:**

**Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening. If you are hearing or speech impaired, please contact the Office of Purchasing at (850) 595-4684 (TTY).**

## **NOTICE**

**In accordance with Sec. 46-110(e) of the Escambia Code of Ordinances, all bid solicitation documents shall include the following notice to vendors of the local vendor preference policy:**

Preference in purchase of commodities, and services by means of competitive bid.

Except where federal or state law, or any other funding source, mandates to the contrary, Escambia County may give preference to local businesses in the following manner:

Competitive bid (local price match option). Each formal competitive bid solicitation (i.e. sealed bids) shall clearly identify how the price order of the bids received will be evaluated and determined.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$50,000 and \$249,999, and the bid submitted by one or more qualified and responsive local businesses is within **five percent (5%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e.; the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$250,000 and \$999,999, and the bid submitted by one or more qualified and responsive local businesses is within **three percent (3%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e.; the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount in excess of \$1,000,000, and the bid submitted by one or more qualified and responsive local businesses is within **two percent (2%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e.; the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

In such instances, staff shall first verify whether the lowest non-local bidder and the lowest local bidder are in fact qualified and responsive bidders. Next, the purchasing department shall invite the lowest local bidder in writing to submit a matching offer which shall be submitted in writing to the office of purchasing within five (5) business days thereafter.

If the lowest local bidder does not respond or otherwise submits a written offer that does not fully match the lowest bid from the lowest non-local bidder tendered previously then award shall be made to the lowest overall qualified and responsive non-local bidder.

In the event a local bidder is awarded a contract pursuant to this section, any requests for change orders increasing the cost of the project must be approved by the board of county commissioners.

**FOOD SERVICE SUPPLIES CONTRACT  
PD 13-14.056**

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**Forms marked with an (\* Asterisk) must be returned with Offer.**

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**SOLICITATION, OFFER AND AWARD FORM**

ESCAMBIA COUNTY FLORIDA

**SUBMIT OFFERS TO:  
CLAUDIA SIMMONS**

**Invitation to Bid**

**Chief, Purchasing**

Office of Purchasing, Room 11.101  
213 Palafox Place, 2<sup>nd</sup> FLR, Pensacola, FL 32502  
Post Office Box 1591, Pensacola, FL 32597-1591  
Phone No: (850) 595-4980 Fax No: (850) 595-4805

**FOOD SERVICE SUPPLIES CONTRACT  
SOLICITATION NUMBER: PD 13-14.056**

**SOLICITATION**

MAILING DATE: Monday, May 12, 2014

OFFERS WILL BE RECEIVED UNTIL: **10:30 a.m., CDT, Wednesday, May 28, 2014** and may not be withdrawn within 90 days after such date and time.

**POSTING OF SOLICITATION TABULATIONS**

Solicitation tabulations with recommended awards will be posted for review by interested parties at the County Office of Purchasing and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Office of Purchasing. They will be handled according to the Escambia County Purchasing Ordinance.

**OFFER (SHALL BE COMPLETED BY OFFEROR)**

*\*Failure to execute this Form binding the bidder's offer shall result in this bid/proposal being rejected as non-responsive.*

**FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:** \_\_\_\_\_

**TERMS OF PAYMENT:** \_\_\_\_\_

**DELIVERY DATE WILL BE \_\_\_\_\_ DAYS AFTER RECEIPT OF PURCHASE ORDER.**

**VENDOR NAME:** \_\_\_\_\_

**REASON FOR NO OFFER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, ST. & ZIP:** \_\_\_\_\_

**PHONE NO.:** (\_\_\_\_) \_\_\_\_\_

**BID BOND ATTACHED \$** \_\_\_\_\_

**TOLL FREE NO.:** (\_\_\_\_) \_\_\_\_\_

**FAX NO.:** (\_\_\_\_) \_\_\_\_\_

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER

(TYPED OR PRINTED)

\* \_\_\_\_\_

SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER  
(MANUAL)

I certify that this offer is made without prior understanding, agreement, or connection, with any Corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the offeror and that the offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting an offer to Escambia County Florida, the offeror agrees that if the offer is accepted, the offeror will convey, sell, assign or transfer to Escambia County Florida all rights title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by Escambia County Florida. At the County's discretion such assignment shall be made and become effective at the time the County tenders final payment to the offeror.

**AWARD**

Upon certification of award the contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing.

**CONTRACTOR**

**ESCAMBIA COUNTY FLORIDA**

Name and Title of Signer (Type or Print)

Name and Title of Signer (Type or Print)

Name of Contractor

By \_\_\_\_\_  
County Administrator Date

By \_\_\_\_\_  
Signature of Person Authorized to Sign Date

WITNESS \_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Corporate Secretary Date

WITNESS \_\_\_\_\_  
Date

[CORPORATE SEAL]

ATTEST: \_\_\_\_\_  
Witness Date

Awarded Date \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Witness Date

Effective Date \_\_\_\_\_



**Bid Form Continued**  
**PD 13-14.056**  
**Food Service Supplies Contract**

Attached to bid you shall find a bid bond, cashier' s check or certified check (circle one that applies) in the amount of **\$1,000.00.**

Names and addresses of proposed Subcontractors to be utilized for work on this project:

- 1.
- 2.
- 3.
- 4.

Purchasing Agreements with Other Governmental Agencies  
Accept provisions of purchase agreement with other governmental agencies  Yes  No

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

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to \_\_\_\_\_  
(print name of the public entity)
- by \_\_\_\_\_  
(print individual's name and title)
- for \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is \_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is  
\_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: \_\_\_\_\_)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
- a. *A predecessor or successor of a person convicted of a public entity crime; or*
  - b. *An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.*

- c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- d. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order).**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_

Personally known \_\_\_\_\_

OR produced identification \_\_\_\_\_ Notary Public - State of \_\_\_\_\_

\_\_\_\_\_ My commission expires \_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
(Printed typed or stamped commissioned name of notary public)

## Drug-Free Workplace Form

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that \_\_\_\_\_ does:

\_\_\_\_\_  
Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

**Check one:**

\_\_\_\_\_ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

\_\_\_\_\_  
**Offeror's Signature**

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

**Information Sheet  
For Transactions and Conveyances  
Corporation Identification**

The following information will be provided to the Escambia County Legal Department for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government.

**(Please Circle One)**

**Is this a Florida Corporation** Yes or No

**If not a Florida Corporation,**

In what state was it created: \_\_\_\_\_

Name as spelled in that State: \_\_\_\_\_

**What kind of corporation is it:** "For Profit" or "Not for Profit"

**Is it in good standing:** Yes or No

**Authorized to transact business in Florida:** Yes or No

State of Florida Department of State Certificate of Authority Document No.: \_\_\_\_\_

**Does it use a registered fictitious name:** Yes or No

**Names of Officers:**

President: \_\_\_\_\_ Secretary: \_\_\_\_\_  
Treasurer: \_\_\_\_\_ Treasurer: \_\_\_\_\_  
Director: \_\_\_\_\_ Director: \_\_\_\_\_  
Other: \_\_\_\_\_ Other: \_\_\_\_\_

**Name of Corporation** (As used in Florida):

\_\_\_\_\_  
(Spelled exactly as it is registered with the state or federal government)

**Corporate Address:**

Post Office Box: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

(Please continue and complete page 2)

**Federal Identification Number:** \_\_\_\_\_  
(For all instruments to be recorded, taxpayer's identification is needed)

**Contact person for company:** \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

**Name of individual who will sign the instrument on behalf of the company:**

\_\_\_\_\_

(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

**(Spelled exactly as it would appear on the instrument)**

**Title of the individual named above whom will sign on behalf of the company:**

\_\_\_\_\_

END

---

(850) 488-9000      Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

## **ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS**

**The following General Terms and Conditions are incorporated by reference and have the same legal effect as if printed in its entirety.**

A full textual copy of these conditions may be obtained by visiting the Office of Purchasing Home Page (see Bid Information), by telephoning the Office of Purchasing at (850) 595-4980 or by Fax at (850) 595-4805.

**NOTE:** Any and all Special Terms and Conditions and specifications referenced within the solicitation which vary from these General Terms and Conditions shall have precedence. Submission of the Bidder/Proposal Solicitation, Offer and Award Form and Bid/Proposal Form(s) in accordance with these General Terms and Conditions and Special Terms and Conditions constitutes an offer from the Offeror. If any or all parts of the offer are accepted by Escambia County Florida, an authorized representative of the county shall affix his signature hereto, and this shall then constitute a written agreement between parties. The conditions incorporated herein become a part of the written agreement between the parties.

**Bid Information** See Home Page URL: <http://www.co.escambia.fl.us/purchasing>  
Click on **ON-LINE SOLICITATIONS**

1. **Sealed Solicitations**
2. **Execution of Solicitation**
3. **No Offer**
4. **Solicitation Opening**
5. **Prices, Terms and Payment**
  - 5.01 **Taxes**
  - 5.02 **Discounts**
  - 5.03 **Mistakes**
  - 5.04 **Condition and Packaging**
  - 5.05 **Safety Standards**
  - 5.06 **Invoicing and Payment**
  - 5.07 **Annual Appropriations**
6. **Additional Terms and Conditions**
7. **Manufacturers= Name and Approved Equivalents**
8. **Interpretations/Disputes**
9. **Conflict of Interest**
  - 9.01 **County Procedure on Acceptance of Gifts**
  - 9.02 **Contractors Required to Disclose any Gift Giving**
  - 9.03 **Gratuities**
10. **Awards**
11. **Nonconformance to Contract Conditions**
12. **Inspection, Acceptance and Title**
13. **Governmental Restrictions**
14. **Legal Requirements**
15. **Patents and Royalties**
16. **Price Adjustments**
17. **Cancellation**
18. **Abnormal Quantities**
19. **Advertising**
20. **Assignment**
21. **Liability**
22. **Facilities**
23. **Distribution of Certification of Contract**

**ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS**  
**The following General Terms and Conditions are incorporated by reference (continued).**

24. **The Successful Bidder(s) must Provide**
25. **Addition/deletion of Items**
26. **Ordering Instructions**
27. **Public Records**
28. **Delivery**
29. **Samples**
30. **Additional Quantities**
31. **Service and Warranty**
32. **Default**
33. **Equal Employment Opportunity**
34. **Florida Preference**
35. **Contractor Personnel**
36. **Award**
37. **Uniform Commercial Code**
38. **Contractual Agreement**
39. **Payment Terms/Discounts**
40. **Improper Invoice; Resolution of Disputes**
41. **Public Entity Crimes**
42. **Suspended and Debarred Vendors**
43. **Drug-Free Workplace Form**
44. **Information Sheet for Transactions and Conveyances**
45. **Copies**
46. **License and Certifications** - For access to Certification/Registration Form for doing Business in Florida go to the Department of State, Division of Corporations,  
URL:<http://ccfcorp.dos.state.fl.us/corpweb/inquiry/search.html>
47. **Execution of Contract**
48. **Purchase Order**
49. **No Contingent Fees**
50. **Solicitation Expenses**
51. **On-Line Auction Services**

## **SPECIAL TERMS AND CONDITIONS**

The Board of County Commissioners, Escambia County, Florida, invites your company to submit a sealed offer on the item(s) as listed in this solicitation request.

All terms and conditions below are a part of this request, and no offer will be accepted unless all these conditions have been complied with. The County reserves the right to waive informalities in any offer; to reject any or all offers, in whole or in part, and/or to accept the offer(s) that in its judgment is from the lowest and most responsible and responsive offeror(s).

### **Instructions to Offerors**

#### **1. General Information**

All offers to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Offers may be mailed to 213 Palafox Place, Room 11.101 Pensacola, Florida 32502 or delivered to the Office of Purchasing, 2nd floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, Florida 32502, in a sealed envelope clearly marked:

**Specification Number PD 13-14.056 "Food Service Supplies Contract", Name of Submitting Firm, Time and Date due.**

**Note: If you are using a courier service; Federal Express, Airborne, UPS, etc., you must mark air bill and envelope or box with Specification Number and Project Name.**

Regardless of the method of delivery, each Offeror shall be responsible for his offer(s) being delivered on time as the County assumes no responsibility for same. Offers offered or received after the time set for solicitation closing will be rejected and returned unopened to the Offeror(s).

#### **Conduct of Participants**

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

#### **Definitions**

**Blackout period** means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

**Lobbying** means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

### **Sanctions**

The Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

### **Scope of Work**

The purpose of this Invitation for Bid is to establish a Multiple Price Agreement to provide Escambia County Road Prison Department with quality food supplies and prompt reliable service from multiple sources of supplies at fair and reasonable prices from responsive and responsible vendors.

## **2. Bid Surety**

Each offer shall be accompanied by a bid bond, cashier's check or certified check in the amount of **\$1,000.00**.

Checks or bonds are to be made payable to Escambia County, Florida. The amount of the Bond, or check is the amount of liquidated damages agreed upon should the Offeror fail or refuse to enter into a contract with the County.

A County warrant in the amount of the bid check(s) of the successful Offeror(s) will be returned immediately after the Offeror and the County are mutually bound by contract as evidenced by signatures thereto by an authorized representative of both the Offeror and the County, and/or the Offeror accepts the purchase order by signing the solicitation, offer and award form/acceptance copy of same and returning to the County Purchasing department. Any unsuccessful Offeror(s) will have the amounts of his cashier's or certified check returned via county warrant promptly after award.

All Offerors agree that any interest earned on any bid surety while in possession of the County, or its agents, shall be retained by the County.

## **3. Procurement Questions**

**Procurement questions** may be directed to:

**Lester Boyd, Purchasing Specialist**  
850-595-4944, (Telephone), 850-595-4805 (Fax).

**Technical questions** may be directed to:

**Larry Bullocks, Food Services Manager, Road Prison**  
850-937-2105, (Telephone), 850-937-2108 (Fax).

4. **Bid Forms**

This Solicitation contains a Solicitation, Offer and Award Form and Bid Forms “A” & “B” which shall be submitted in a sealed envelope, in duplicate with Original signatures in indelible ink signed in the proper spaces. Responses on vendor forms will not be accepted.

The Offerors Checklist included in this solicitation provides instructions to the Offeror on the documentation to be submitted during the procurement process.

5. **F.O.B. Point**

The F.O.B. point shall be destination within Escambia County. The prices offered shall include all costs of packaging, transporting, delivery and unloading (**this includes inside delivery if requested**) to designated point within Escambia County.

6. **Delivery**

Delivery time is of the essence in the award of this Solicitation. Delivery shall be no later than three (3) calendar days from receipt of purchase order. Offers submitted which fail to meet this requirement shall be cause for rejection.

Failure of the awarded vendor to meet this delivery requirement shall be a result in default and immediate termination of the purchase order or contract.

It is hereby understood and mutually agreed to by and between parties hereto that the time of delivery is an essential condition of this contract.

The vendor shall, within seven (7) calendar days from the beginning of such delay, notify the Purchasing Manager, Office of Purchasing in writing of the cause(s) of the delay.

If the vendor shall be delayed in the delivery of the commodities or equipment by reason of unforeseeable causes beyond its control and without fault or negligence, including, but not restricted to, acts of god or neglect of any other contractor, the period herein above specified for the completion of delivery shall be extended by such time as shall be approved by the Office of Purchasing.

7. **Payment**

Partial billing will be accepted only for items received within the specified delivery period. Payment for items delivered after this specified delivery period will be made after the entire order is completed and accepted by Escambia County. Payment for accepted equipment/supplies/services will be accomplished by submission of an **original** invoice, in duplicate, to:

**Clerk of the Circuit Court  
Attention: Accounts Payable  
223 Palafox Place, Room 204  
Pensacola, FL. 32502**

8. **Information and Descriptive Literature**

Offerors shall furnish all information requested and in the space provided on the bid form, if any. Furthermore, each Offeror offering an alternate other than the brand(s) specified shall submit with his offer, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous offer will not satisfy this provision. Offers which do not comply with these requirements shall be subject to rejection.

**9. Brand/Manufacturer Referenced**

Reference manufacturer indicated. Products similar in design and equal in function and performance may also be considered. Alternate offers shall include detailed specifications and/or descriptive literature. Failure to include such specifications or literature may be cause for disqualification of the offer.

**10. Packaging/Shipping Labels**

Shipping labels shall be attached to each carton and shall contain the following information: purchase order number, quantity contained in each package and total number of items being delivered.

The awarded vendor shall at all times guard against injury to Escambia County employees. The vendor shall properly fence and secure the construction site(s) at all times, including evenings and weekends.

**Contract Information**

**11. Contract Term/Renewal/Termination**

A. The contract resulting from this Solicitation shall commence effective upon execution by both parties, and extend for a period of thirty-six (36) months. The contract may be renewed for an additional three (3) twelve (12) months periods, up to a maximum of seventy-two (72) months upon mutual agreement of both parties. If any such renewal results in changes in the terms or conditions, such changes shall be reduced to writing as an addendum to this contract and such addendum shall be executed by both parties.

Renewal of the contract shall be subject to appropriation of funds by the Board of County Commissioners.

B. The initiation County department(s) shall issue release (purchase) orders against the term contract on an "as needed" basis.

C. The contract may be canceled by the awarded vendors, for good cause, upon ninety (90) days prior written notice.

D. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.

E. In the event of termination by either party as provided herein, the awarded vendor shall be paid for services performed through the date of termination.

**12. Price Adjustment**

The contract resulting from this Solicitation may include provisions for up twelve (12) month, price adjustments. Written request for price adjustment may be made every twelve (12) months, no less than 30 days prior to the requested effective date. Any increase price adjustment(s) shall be accompanied by written justification attesting that the request is a bona fide cost increase to the vendor. All price adjustments shall be accepted by the County's designated representative. Adjustment in price shall be accomplished by written amendment to this contract.

**13. Purchasing Agreements with other Government Agencies**

The submission of any offer in response to this Solicitation constitutes an offer made under the same terms and conditions, for the same contract price, to other governmental agencies within Escambia, Santa Rosa Counties, unless otherwise stipulated by the Offeror on the bid/proposal form.

Each governmental agency desiring to accept these offers, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials ordered and received by it, and no agency assumes any liability by virtue of this solicitation.

**14. Ordering**

The County will issue release (purchase) orders against the contract on an as needed basis for the supplies or services listed on the bid form.

**15. Licenses, Certifications, Registrations**

The Offeror shall at any time of bid submission meet the license, certification, registration and any other requirements of the State, County, City and/or any other agency of authority with jurisdiction in such matters as necessary to perform the contractual services requested in this solicitation.

Copies of such licenses, certifications, registrations and any other requirements should be provided with the bid submission; and, the Offeror shall provide follow-up evidence that as the contractor they maintain such credentials throughout the period of agreement.

**16. Permits**

Escambia County permit requirements have been researched and noted as required by law on the bid form. Permits required by governmental agencies with jurisdiction in addition to or in lieu of shall be the responsibility of the awarded vendor to research and obtain as required to complete this contractual service. Permits are to be amortized into the bid offered with no additional allowance. These permits shall be readily available for review by the Purchasing Manager or his/her designee and the Construction Manager or his/her designee.

**17. Award**

Escambia County reserves the right to award on an "all-or-none" basis to multiple Offerors or to award on an "item-by-item" basis, whenever it is in the best interest of and/or most advantageous to the County.

**18. Termination**

The purchase order or contract will be subject to immediate termination if either product or service does not comply with specifications as stated herein or fails to meet the county's performance standards. In the event that any of the provisions of the contract are violated by awarded vendor, Escambia County may serve written notice upon the awarded vendor of its intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate contract. The liability of the vendor for any and all such violation(s) shall not be affected by any such termination and his surety, if any, shall be forfeited.

## **Insurance Requirements**

### **19. Standard Insurance Requirements and Certificates**

This offer contains an extensive insurance requirement. Offerors are encouraged to review these requirements with their insurance agents before submitting offers.

It is not necessary to have this level of insurance in effect at the time of submitting the offer, but certificates indicating that the insurance is currently carried, or a letter from the carrier indicating upgrade availability will speed the review process.

#### **County Insurance Required**

The contractor shall procure and maintain the following described insurance, except for coverage specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VIII according to the latest edition of the AM Best Rating Guide. An A or better Best Rating is "preferred"; however, other ratings if "Secure Best Ratings" may be considered. Such policies shall provide coverage for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subcontractors obtain and maintain until the completion of that subcontractor's work, such of the insurance coverage described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the contractor.

The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the contractor's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the contractor's insurance policies shall be endorsed to name Escambia County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

The contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The contractor is responsible for the amount of any deductible or self-insured retention.

Insurance required of the contractor or any other insurance of the contractor shall be considered primary, and insurance of the county, if any, shall be considered excess, as may be applicable to claims obligations which arise out of this agreement, contract or lease.

#### **Workers Compensation Coverage**

The contractor shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with Section 440.02(13)(d) and 440.10 (1) (g) Florida Statutes.

Contractor shall also purchase any other coverage required by law for the benefit of employees.

**General, Automobile and Excess or Umbrella Liability Coverage**

The contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the workers compensation coverage section) and the total amount of coverage required.

**General Liability Coverage - Occurrence Form Required**

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverage, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

**Business Auto Liability Coverage**

Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

**Excess or Umbrella Liability Coverage**

Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverage. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

**Evidence/Certificates of Insurance**

Required insurance shall be documented in certificates of insurance. If and when required by the County, certificates of insurance shall be accompanied by documentation that is acceptable to the County establishing that the insurance agent and/or agency issuing the certificate of insurance has been duly authorized, in writing, to do so by and on behalf of each insurance company underwriting the insurance coverage(s) indicated on each certificate of insurance.

New certificates of insurance are to be provided to the County at least 30 days prior to coverage renewals. Failure of the contractor to provide the County with such renewal certificates may be considered justification for the County to terminate this agreement, contract or lease.

Certificates should contain the following additional information:

1. Indicate that Escambia County is an additional insured on the general liability policy.
2. Include a reference to the project and the Office of Purchasing number.
3. Disclose any self-insured retentions in excess of \$1,000.
4. Designate Escambia County as the certificate holder as follows:

**Escambia County**  
**Attention: Lester L. Boyd , Purchasing Specialist**  
**Office of Purchasing, Room 11.101**  
**P. O. Box 1591**  
**Pensacola, FL. 32597-1591**  
**Fax: (850) 595-4805**

3. Indicate that the County shall be notified at least 30 days in advance of cancellation.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the county, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the contractor's obligation to fulfill the insurance requirements herein.

If requested by the County, the contractor shall furnish complete copies of the contractor's insurance policies, forms and endorsements, and/or such additional information with respect to its insurance as may be requested.

For commercial general liability coverage the contractor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

**20. Indemnification**

Contractor agrees to save harmless, indemnify, and defend County and Architect/Engineer and their, agents, officers and employees from any and all claims, losses, penalties, interest, demands, judgments, and costs of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, whether for personal injury, death, property damage, direct or consequential damages, or economic loss, including environmental impairment, arising directly or indirectly on account of or in connection with the Work done by Contractor under this Agreement or by any person, firm or corporation to whom any portion of the Work is subcontracted by Contractor or resulting from the use by Contractor, or by any

one for whom Contractor is legally liable, of any materials, tools, machinery or other property of County. County and Contractor agree the first \$100.00 of the Contract Amount paid by County to Contractor shall be given as separate consideration for this indemnification, and any other indemnification of County by Contractor provided for within the Contract Documents, the sufficiency of such separate consideration being acknowledged by Contractor by Contractor's acceptance and execution of the Agreement. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance. The Contractor agrees to pay on behalf of Escambia County, as well as provide a legal defense for the County, both of which will be done only if and when requested by the County, for all claims made. Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

**FOOD SERVICE SUPPLIES CONTRACT  
PD 13-14.056**

**SCOPE OF WORK**

The purpose of this Invitation for Bid (ITB) is to establish a Multiple Price Agreement to provide Escambia County Road Prison Department with quality food supplies and prompt reliable service from multiple sources of supplies at fair and reasonable prices from responsive and responsible vendors.

The successful vendors shall be reasonable to furnish food supplies for use by Escambia County Road Prison Department, allowing for the capability of the County to utilize a stockless warehouse methodology.

Central Stores/Stockroom: The County does not now operate, nor do we anticipate establishing, any type of central stores or stockroom for food supplies. The Road Prison Department maintains an inventory of only those supplies necessary to meet its immediate needs.

Volume: Estimated total dollar volume for this contract is \$190,000.00 per year. Quantities shown herein are estimated requirements for a (1) one year period and are for the purpose of bid evaluation. The County reserves the right to order such quantities as may be required during said period but does not guarantee any minimum or maximum to be ordered during this period specified. All orders received by the contractor during the term of the contract shall be filled in accordance with the terms and conditions set forth herein.

Brand Name or Equal: Some items called for have been identified by a brand name or equal description, shown on the bid solicitation form. Such identification is intended to be descriptive, but not restrictive, and is intended to indicate the quality, characteristic, and performance of products that will be satisfactory.

**A) SERVICE**

- (1) CONTRACTOR shall provide Food Products at the Escambia County Road Prison.
- (2) CONTRACTOR shall be responsible for providing food products service and delivery for approximately 180-236 inmates to include delivery on an as needed basis. Including but not limited to order fulfillment and timely order delivery freight free.
- (3) CONTRACTOR shall not, at any time, make substitutions for out of stock items without prior approval of ECRP Facility Kitchen Manager.
- (4) CONTRACTOR shall provide products listed on attached menu and/or submit a list of items to be approved by the Escambia County Road Prison.
- (5) CONTRACTOR shall provide quality, accurate, and dedicated service pertaining to the product orders for the Escambia County Road Prison.
- (6) CONTRACTOR shall communicate with the kitchen manager items that are on special sale or discontinued and provide samples of new items.
- (7) CONTRACTOR to provide invoices upon delivery:

**Escambia County Road Prison**  
**601 Hwy 297A**  
**Cantonment, FL. 32577**

Contact: **Candace Knapp**  
**Senior Office Support Assistant**  
850-937-2105 phone  
850-937-2108 fax  
[cmknapp@myescambia.com](mailto:cmknapp@myescambia.com)

**Larry Bullock**  
**Food Service Manager**  
850-937-2103 phone  
850-937-2108 fax  
[lebullock@myescambia.com](mailto:lebullock@myescambia.com)

**(B) TERMS**

- (1) The terms being requested on the effective date shall be for a period of three (3) year unless extended or terminated.
- (2) At the end of the initial term a renewal for up to three (3) additional one (1) year periods upon mutual agreement by both parties.
- (3) Escambia County shall provide a thirty (30) day written notice of its intent to renew or cancel.

**BID FORM "B"**

<b>Description</b>	<b>Est Qty/Mon</b>	<b>Unit of Measure</b>	<b>Bid Amount</b>
Corn Flakes	3	CS	\$
Peanut Butter	70	LB	\$
Beef Base (16oz)	12	OZ	\$
Chicken Base (16oz)	12	OZ	\$
Kidney Beans (#10 can)	4	CS (24/cs)	\$
HI-C /Assorted (Assorted)	12	CS (12 Bottles/cs)	\$
Apple Jelly (#10 cans)	4	CS	\$
Grape Jelly (#10 cans)	5	CS	\$
Shortning Liqu Fry	5	Gal	\$
Pork N Beans (#10 can)	6	CS	\$
Shortning Solid	5	LB	\$
Instant Potato	5.5	CS	\$
Salt Packets(2,000/case)	3	CS	\$
Pepper Packets(2,000/case)	3	CS	\$
Potato Yams (#10 can)	4	CS	\$
Vanilla Pudding (#10 can)	4	CS	\$
Pineapple Chunks (#10 can)	4	CS	\$
Sweet Pickle Relish	2	CS (4/case)	\$
Choco Pudding (#10 can)	4	CS (6 #10/case)	\$
Ketchup Packs(2,000/case)	3	CS	\$
Salt Table (1lb box)	1.5	CS (24/case)	\$
Brown Sugar (1lb box)	1	CS (24/csae)	\$
Syrup (1 gal)	1	CS (4/case)	\$
Tea Bag (4.5 oz)	1.5	CS (96/case)	\$
Powder Sugar (1 lb)	1.5	CS (24/case)	\$
Crush Tomato (#10 cans)	2	CS (6/case)	\$
Tomatao Paste (#10 cans)	1	CS (6/case)	\$
Dice Tomato (#10 cans)	2	CS (6/case)	\$
Stewed tomatos (#10 cans)	2	CS (6/case)	\$
Field Peas (#10 can)	5	CS (6/case)	\$
Tuna (5lb can)	2	CS (6/case)	\$
Coffee pack granuals	1 ½	CS (96/cs)	\$
Veg pan coating (18oz can)	1	CS (6/case)	\$
cheese sauce (#10 can)	3	CS (6/case)	\$
B.B.Q. sauce (1 gal)	2	CS (4/case)	\$
Teriyaki sauce (1 gal)	1	CS (4/case)	\$
Baby dry limas(20lb)	5	CS	\$
Kidney beans(50lb)	2	LB	\$
Navy beans (20lb)	5	LB	\$

<b>Description</b>	<b>Est Qty/Mon</b>	<b>Unit of Measure</b>	<b>Bid Amount</b>
Pinto beans(20lb)	5	LB	\$
Grits white (40lb)	3	CS	\$
All purpose flour (50lb bag)	20	LB	\$
Blackeye peas (20lb)	5	CS	\$
Yellow corn meal (25lb)	40	LB	\$
American cheese (20lb)	19	CS	\$
Oat meal (16lb)	2	CS	\$
Mustard packs(2000/cs)	10	CS	\$
Lasagna noodles(10lb)	4	CS	\$
Spaghetti noodles(20lb)	2	CS	\$
Rice par boil (15lb)	15	CS	\$
Granulated sugar (50lb bag)	10	LB	\$
Elbo macaroni (20lb)	5	CS	\$
Cheddar cheese(20lb)	2	CS	\$
Grade A eggs(30dz)	25	CS	\$
Ground beef frozen(80lb)	3	CS	\$
chicken breasts (4oz)	12	CS ( 40/cs)	\$
Ground beef patty 94oz0	12	CS (40/cs)	\$
Hash brown (30lb)	8	CS	\$
Bacon slices (10lb)	4	CS	\$
Bologna all meat (9lbs)	10	CS	\$
Pork patties	12	CS ( 40/cs)	\$
Pork chop bone in	12	CS (40/cs)	\$
Chuck wagon travis	12	CS (40/cs)	\$
Hot dogs (1oz)	16	CS (100/cs)	\$
Luncheon meat	4	CS (32lb/cs)	\$
French fries	10	CS(30lb/cs)	\$
Rib patties BBQ (3.5oz)	10	CS (55/cs)	\$
Ckn Patties Breaded (4oz)	12	CS(40/cs)	\$
Broccoli frozen cut (20lb)	10	CS(20lb/cs)	\$
Sausage patties	30	30 cases 96 per case / 2oz.	\$
Margarine solid	8	8 cases 24 / 1lb per case	\$
Sausage links	30	30 cases 196 per case	\$
Salami	10	10 cases 10lb per cae for 120 total	\$
Waffles	15	15 cases 144 per case	\$
Pollock fish	20	20 cases 55 per case	\$

<b>Description</b>	<b>Est Qty/Mon</b>	<b>Unit of Measure</b>	<b>Bid Amount</b>
baby lima beans QF	10	10 cases 20 lb per case	\$
C / sell Beef patty	12	12 cases 40 / 4oz per case	\$
Buff ham smoked	8	8 cases at 20lb per case	\$
Whipped margarine cups	4	4 cases 900 per case	\$
Mix vegetables	10	10 cases 20lb per case	\$
Charbroiled chicken breast	12	12 cases 40 per case	\$
Corn frozen	10	10 cases 20lb per case	\$
Turkey roll white	8	8 cases 18lb per case	\$
Roped sausage	10	10 cases 10lb per case	\$
Buff turkey ham	8	8 cases 18lb per case	\$
beef bologna	10	10 cases 9lb per case for 90lbs	\$
Corn dogs	8	8 cases 72 per case	\$
Green beans frozen	10	10 cases 20lb per case	\$
Veal patties	10	10 cases 40 per case	\$
chicken leg quarters	20	20 cases 40lb per case	\$
Peas & Carrots	10	10 cases 20lb per case	\$
Pear halves	2	2 cases (6 #10 cans per case)	\$
Pear slices	2	2 cases (6 #10 cans per case)	\$
Mozzarella cheese	2	2 cases 20lb per case for 40lb	\$
Mayonaise	1	1 case 4gal per case	\$
Mustard	1	1 case 4gal per case	\$
Pork butt	2	2 cases 40lb per case for 80lbs	\$
Okra frozen	8	8 cases 20lb per case	\$
Total			

