

Annual Contract Competitive Proposal Request	CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION	RESPONSES MUST BE RECEIVED BY: 07/25/16 11:00 AM CST
TITLE: FOOD CONTRACT (SUPPLEMENTAL BID)	RETURN BID TO: PURCHASING DIVISION	
FILE NO: A16-0350 Supplemental Bid REQ NO: AD DATES: 07/07 & 07/15	Mailing Address: PO Box 1471 Baton Rouge, LA 70821	Physical Address: 222 St. Louis Street 8 th Floor Room 826 Baton Rouge, LA 70802
SHIP TO ADDRESS: Various Locations (See Attached)	Contact Regarding Inquiries: Purchasing Analyst : Arvin Jones Telephone Number: 225-389-3259 x 310 Email: afjones@brgov.com	
VENDOR NAME	MAILING ADDRESS	
REMIT TO ADDRESS	CITY, STATE, ZIP	
TELEPHONE NO.	FAX NO.	E-MAIL
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER	TITLE	
AUTHORIZED SIGNATURE	PRINTED NAME	
QUESTIONS TO BE COMPLETED BY VENDOR:		
<ol style="list-style-type: none"> 1. _____ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER 2. _____ % discount for payment made within 30 days. Discount for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration. 3. _____ STATE ENUMERATED ADDENDA RECEIVED (IF ANY) 		

F.O.B.: DESTINATION - PAYMENT TERMS: NET 30

ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation.

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

INSTRUCTIONS TO BIDDERS/TERMS & CONDITIONS FOR ANNUAL CONTRACTS

Bidders are urged to promptly review the requirements of these specification, terms and conditions and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications, terms and conditions are clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification, terms and conditions documents will not be considered after bids are opened.

1. Read the entire bid, including all terms and conditions and specifications.
2. This proposal is to establish firm prices for materials supplies and services for the contract period shown. Delivery shall be made or services provided as needed throughout the contract period, or as required by the specification. Quantities, if shown, are estimated only. Smaller or larger quantities may be purchased based upon the needs of the City-Parish. There is no guaranteed minimum quantity.
3. The contract shall be firm through the period indicated on the cover sheet. Upon agreement of both the contractor and the City - Parish, the contract may be extended a second or a third year or other shortened specified time periods. Extension of the contract into the second or third time periods shall be made by letter on or before the expiration of the contract. Extension is only possible if all prices and conditions remain the same.
4. Proposals are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive proposals. Bidders should rely only on advertisements in the local newspaper, and should personally pick up proposals and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
5. The contract title, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
6. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances.
7. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the city has determined the contractor to be in default, the city reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
8. Except for bids submitted through the www.bidexpress.com on-line bidding site, bids shall be accepted only on proposal forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. The City - Parish will only accept bids from those bidders in whose names the proposal forms and/or specifications were issued. Altered or incomplete proposals, or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire proposal package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Division as the bid.
9. All proposals must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.
10. All proposals must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
11. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.

12. If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications. Failure to comply with this request may eliminate your bid from consideration. If requested, literature and/or specifications must be submitted within seven (7) days.
13. Written addenda issued prior to bid opening which modifies the proposal shall become a part of the proposal for bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method.
14. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
15. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
16. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor.
17. The City - Parish reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
18. All bidders should submit with their bid, or have on file with the Purchasing Division, a City - Parish Business Profile Data Form. The Business Profile Data Form is available at the Purchasing Department section of the City of Baton Rouge website, www.brgov.com, or by calling the Purchasing Department at 225-389-3259.
19. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
20. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are exempt from state and local taxes.
21. The City - Parish reserves the right to terminate this contract prior to the end of the contract period on twenty-four (24) hours written notice for unsatisfactory performance. Termination under this paragraph shall not relieve either party of any obligation or liability that may have occurred prior to the effective date of termination.
22. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed?

YES ___NO___. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.
23. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.
24. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana

Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.

25. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
26. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
27. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>
28. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
29. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://brgov.com/dept/purchase/bidresults.asp>.
30. Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.
31. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

FEDERAL CLAUSES, IF APPLICABLE.

I. Remedies for Breach

Bidder acknowledges that contracts in excess of the simplified purchase threshold (\$150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

II. Termination and Settlement

Bidder acknowledges that contracts in excess of \$10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

III. Access to Records

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

IV. Equal Employment Opportunity

Bidder acknowledges that all contracts shall contain provisions requiring compliance with

E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

V. Copeland "Anti-Kickback" Act

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18

U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

VI. Davis-Bacon Act

Bidder acknowledges that all construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

VII. Contract Work Hours and Safety Standards Act

Bidder acknowledges that all construction contracts in excess of \$2,000, and all other contracts involving the employment of mechanics or laborers in excess of \$2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms Under Governments Grants, Contracts, and Cooperative Agreements"

IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

X. Clean Water Act.

The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities

XI. Energy policy and conservation act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

SPECIAL NOTE: If bidding other than the brands listed, vendor will be required to submit samples for evaluation prior to award. The portion count, fat content, CN label and specification must be stated on bid. Vendor is required to fill in the brand, packer, grades and size of respective product bid. Relabeled canned goods will not be accepted.

Specifications:

The brand and model used in this specification is used only to denote the general style, type, character and quality standard of the supplies requested. Please note the brand and model that you are bidding in the designated spaces provided. If bidding other than specified, sufficient information should be enclosed with the bid to in order to determine quality, suitability, compatibility and compliance with the specifications.

FOOD CONTRACT

GENERAL SPECIFICATIONS

SAMPLES

The City-Parish reserves the right to request samples prior to award. If samples are requested they should be received in the Purchasing Division within five (5) working days of request. Failure to submit samples on request may be cause for rejection of bid.

PRODUCT DATING

All items furnished shall be from the latest product dating available. Under no circumstances will outdated product be accepted.

SIZE OF PACKAGE

If unable to quote on size of package specified, specify alternate size quoted. The City-Parish reserves the right to consider alternate sizes if it deems it is in its best interest and suited to its needs.

GRADES

Grades used are based on standards established by the USDA Production and Marketing Administration, Fruit and Vegetable Division. On items specifying a grade, it is to be understood clearly that the grade will be one of the considerations in selecting the item or items to be purchased. In the case where grade is not specified, the pack, size, uniformity, firmness, color, and flavor are to be considered along with price.

All meat, including breaded fish and chicken, must show ingredients to be 100% meat or carry "M^{CN}" nutrition label.

The City-Parish reserves the right to purchase the items deemed to be in the best interest of the City-Parish.

All items delivered against orders placed on the basis of samples and/or brands submitted and selected must conform to the grade specified in the specifications and purchase order. Deliveries failing to meet the grade specified will be rejected and returned at the vendor's expense.

All meats must meet School Food Program Specifications.

Where product packaging is to be marked with USDA Shield, no merchandise will be accepted unless each case is stamped with the USDA grade shield.

ONLY THOSE NAME BRANDS AND PACKAGE SIZES QUOTED BY THE SUCCESSFUL VENDOR WILL BE ACCEPTED BY THE USING AGENCY. SUBSTITUTIONS WILL NOT BE ACCEPTED UNLESS SPECIFICALLY AUTHORIZED IN WRITING BY PURCHASING. CONTINUED SUBSTITUTION REQUESTS AND / OR UNAVAILABILITY OF PRODUCTS BID MAY BE CAUSE FOR CANCELATION OF CONTRACT.

INSPECTION

If, upon inspection, product fails to meet specifications, cost of inspection will be charged to vendor, and any deliveries already made will be held for vendor's disposition or returned to vendor freight collect.

If vendor fails to make satisfactory replacement within fifteen (15) days, the City-Parish reserves the right to cancel the item and to purchase it elsewhere and charge the defaulting vendor the difference in price.

DELIVERY

Dates of delivery may be a consideration in this award. State in the appropriate space the number of days required for delivery after receipt of order.

JUVENILE SERVICES: Delivery times shall be on Wednesday of each week between the hours of 8:00 a.m. and 10:30 a.m..

HEAD START PROGRAM: Delivery times shall be on Thursday or Friday each week between the hours of 6:30 a.m. and 2:00 p.m.

SPECIAL CONDITIONS

The name, address and quantities will be furnished on a release order to the successful vendor/s for deliveries to the various locations.

Approximately eighty per cent (80%) of the purchases made will be in case lots. The other twenty per cent (20%) will be purchased in broken cases and lots. Vendor must be willing to split cases and lots.

The items listed in the proposal shall be delivered to the different agencies of Human Services and the Juvenile Services Detention Center weekly or monthly, as requested by the agencies. Deliveries also may be requested by any other City-Parish agency.

Specific known locations at this time are:

1. Capital Area Early Head Start 3250 N. Acadian Thruway E. Baton Rouge, LA 70805
2. Children's Early Head Start 7200 Maplewood St. Baton Rouge, LA 70812
3. Discovery Head Start/Early Head Start 9700 Scenic Hwy. Baton Rouge, LA 70807
4. Baker Heights Head Start 3750 Harding Street Baker, La 70714
5. Charlie Thomas Memorial Head Start 8686 Pecan Tree Drive Baton Rouge, LA 70810
6. Child Development & Learning Center 7315 Exchange Place Baton Rouge, LA 70806
7. Creative Head Start 3165 Victoria Drive Baton Rouge, LA 70805
8. Freeman-Matthews Head Start 1383 Napoleon Street Baton Rouge, LA 70802
9. LaBelle Aire Head Start 1919 N. Christy Drive Baton Rouge, LA 70815
10. New Horizon Head Start 1111 North 28th Street Baton Rouge, LA 70802
11. Progress Road Head Start (1) 1881 Progress Road Baton Rouge, LA 70807
12. Progress Road Head Start (2) Campus 1881 Progress Road Baton Rouge, LA 70807
13. Wonderland Head Start 1500 Oleander Street Baton Rouge, LA 70802

Facts About USDA Commodities

BEEF, GROUND, BULK, FROZEN

Product Description

100 percent ground beef. The average fat content is 16 percent.

Pack Size

36-pound case with four or six bags or casings weighing approximately 6 or about 9 pounds each.

Yield

One pound of raw ground beef will provide 11.8 1-ounce servings of cooked meat.

Uses

Serve bulk ground beef as patties or use in mixed dishes, such as in tacos, chili, meat loaf, macaroni, vegetable and/or beef casseroles. Use as a topping on pizza or in sauces for spaghetti and lasagna.

Storage

Store frozen ground beef hard-frozen in original shipping container off the floor at 0° F or below.

Best If Used BY:*

Ground beef is best if used within 9 months.

Preparation

TO THAW:

Thaw only the amount needed for 1 day's use. Avoid leftovers. Schedule thawing so that the meat will be cooked soon after it is thawed. Do not thaw at room temperature or in water.

Remove from carton and thaw in original wrappings in refrigerator (35° to 45 °F). Space blocks or packages of meat on flat pans on refrigerator shelves so air can circulate freely. Allow 1-1/2 hours pre pound of meat thawing or 18 to 24 hours for thawing 12 to 15 pounds of ground beef.

Schedule of Bid Items *Exhibit “B”

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	UNIT PRICE	TOTAL
900-1	Carrots, Diced, U. S. Grade A, 2 lbs. box, 12 boxes / case. NO BULK PACKAGES-BOXES AS SPECIFIED State Brand and Packaging: _____	14	CASE		
900-2	Carrots, sliced, U.S. Grade A, 2-1/2 lbs. Box 12 boxes /case NO BULK PACKAGES-BOXES AS SPECIFIED State Brand and Packaging: _____	14	CASE		
900-3	Peas, Black-eyed type, U.S. Grade A, 3 lbs. box, 12 boxes/case. NO BULK PACKAGES – BOXES AS SPECIFIED State Brand and Packaging: _____	88	CASE		
900-4	Peas, Crowder type, U.S. Grade A, 2-1/2 lbs. box, 12 boxes/case. NO BULK PACKAGES – BOXES AS SPECIFIED State Brand and Packaging: _____	76	CASE		
900-5	Peas & Carrots, minimum dry weight 72 oz., U. S. Grade A. Packed 6#10 cans. Case. Blue Lake, Libbey’s, Sysco Classic, Del Monte, Green Giant, Frosty Acres or approved equal State Brand and packaging: _____	150	CASE		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-6	Cajun Chef, Sysco Classic, Frosty Acres or approved equal State Brand and Packaging: _____	62	CASE		
900-7	Soy-Sauce, low salt, 12ct. case State Brand and Packaging: _____	2	CASE		
900-8	Hot Peppers in vinegar Tobasco green peppers 24/6 oz. case State Brand and Packaging: _____	2	CASE		
900-9	Taco sauce, tomato puree water, tomato paste, sugar, jalapeno pepper. State Brand and packaging: _____	40	CASE		
900-10	Tropical Fruit for Salad, #10 cans, 6-#10 cans/case State Brand and Packaging: _____	36	CASE		
900-11	Plums, Purple whole, Italian prune, 70-90 cts.,. Light syrup, U.S. Grade B. Packed 6#10cans/case. Libby's, Dole, Sysco Classic, Del Monte, Frosty Acres or approved equal State Brand and packaging: _____	120	CASE		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-12	Cereal Bars 96/case (a) Oatmeal State Brand and Packaging: _____	50	CASE		
900-13	Cereal Bars 96/case (b) Fruit Loop State Brand and Packaging: _____	50	CASE		
900-14	Cereal Bars 96/case © Cocoa Puff State Brand and Packaging: _____	50	CASE		
900-15	Cereal Bars 96/case (d) Honey Nut Cheerios State Brand and Packaging: _____	50	CASE		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-16	Cereal Bars 96/case (e) Cinnamon Toast Crunch State Brand and Packaging: _____ 	50	CASE		
900-17	Cereal Bars 96/case (f) Cheerios State Brand and Packaging: _____ 	50	CASE		
900-18	Cereal Bars 96/case (g) Trix State Brand and Packaging: _____ 	50	CASE		
900-19	Cereal Bars 96/case (h) Nutri-Bran State Brand and Packaging: _____ 	50	CASE		
900-20	Special K Strawberry Cereal Bars. 1.4 oz bars. 96/case State Brand and Packaging: _____ 	40	CASE		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-21	<p>Kellogg's Nutri-Grain Raspberry Bars. 1.3 oz bar. 48/case</p> <p>State Brand and Packaging:</p> <p>_____</p>	20	CASE		
900-22	<p>Ritz Crackers, 16 oz packs, 12 packs/case</p> <p>State Brand and Packaging:</p> <p>_____</p>	146	CASE		
900-23	<p>Waffle Stix, Belgian Chef Brand, individually frozen, per cooked, ready to heat and serve packaged 44/case.</p> <p>State Brand and packaging:</p> <p>_____</p>	40	CASE		
	<i>CHEESE & EGGS</i>				
900-24	<p>Cheese, sliced American, pasteurized, shall contain not more than 40% by weight of moisture, shall show not more than slight brittleness or roughness. Packed 120 slices/5lbs, carton. Kraft or approved equal</p> <p>State Brand and Packaging:</p> <p>_____</p>	1140	LBS		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-25	Cheese, Loaf American, pasteurized, shall contain not more than 40% by weight of moisture, shall show not more than slight brittleness or roughness and shall not break when cut. Packed in 5 lbs. carton. Kraft or approved equal State Brand and Packaging: _____	3440	LBS		
900-26	Cheese, Cheddar, natural pasteurized, acidifying agents not permitted, PH shall not exceed 5.7 Packed 10lbs. blocks. Kraft or approved equal (Real Cheese. No Imitation) State Brand and Packaging: _____	880	LBS		
900-27	Cheese, Mozzarella, texture shall be smooth, moisture content not to exceed 52%, butter-fat content 30-45. Packed 5 or 6 lbs. loaves Kraft or approved equal (Real Cheese, No Imitation) State Brand and Packaging: _____	940	LBS		
900-28	Cheese, Shredded Cheddar, 5 lb bags. 4/5 lb. bags/ case Kraft or approved equal State Brand and Packaging: _____	100	LBS		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-29	Natural Cheese Sticks, 2% Mozzarella. 6-2lb, 12lb per case Kraft or approved equal State Brand and Packaging: _____	128	CASE		
900-30	Cheese, Parmesan, grated, packed 1 lb. containers, 12 to case. Kraft or approved equal State Brand and Packaging: _____	102	LBS		
900-31	Cheese, Swiss, loaf. Packed 6/5 lbs. cartons /case Kraft or approved equal State Brand and Packaging: _____	240	LBS		
900-32	Eggs, Louisiana Procurement Grade 1 eggs, at least 80% "A" quality and not more than 5% below "B: quality, large, 15 dozen / case. Salmonella negative, aspectically packed with expiration date clearly marked. #92900 State Brand and Packaging: _____	2200	DOZ		
900-33	Simply Eggs, 2-20 lbs. Bag-in-box Liquid refrigerated eggs under continuous USDA inspection. Fresh-never frozen. Citric acid only additive. Ultra Pasteurized. Salmonella negative, aspectically packed with expiration date clearly marked. #92900 State Brand and Packaging: _____	76	CASE		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-34	<p>Easy Eggs, 2-20 lbs. bag – in-box Ultra-pasteurized liquid whole eggs. Liquid refrigerated whole eggs. Made with good quality eggs under continuous USDA inspection. Fresh-never frozen. Citric acid only additive. Salmonella negative, aspectically packed with expiration date clearly marked. #88900</p> <p>State Brand and Packaging: _____</p>	42	CASE		
FRESH & FROZEN MEAT & MEAT PRODUCTS					
NOTE: NO HYDE, CREST OR CRAWFORD MEAT ACCEPTED					
900-35	<p>Ham Hocks, shoulder, cured & smoked, minimum 2” in length, packed in 5 lbs. boxes. Swift, Manda or approved equal State Brand and Packaging: _____</p>	1940	LBS		
BEEF, SEAFOOD & PORK- BY PRODUCTS					
900-36	<p>Pork Roast 10 lb or 12 lb per case State Brand and Packaging: _____</p>	20	CASE		
900-37	<p>Diced Pork 10 lb. per case State Brand and Packaging: _____</p>	20	CASE		
900-38	<p>BEEF Beef Brisket, corned, boneless, whole, deckle off, corned with 9-12 lbs. Swift, Manda, Boyles or approved equal State Brand and Packaging: _____</p>	1610	LBS		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-39	Beef, Chop Steaks, per beef la. Or U.S. Good 5 oz. patties. Layer packed in 10 lbs. carton, cut from inside top round. Swift, Manda, Boyles or approved equal State Brand and Packaging: _____	1680	LBS		
900-40	Burritos, Beef and Bean. (CN label Required) (State Meat & Bread Ratio) State Brand and Packaging: _____	36	CASE		
900-41	Beef, Ground, frozen, Utility grade, containing at least 16% with no more than 19% integral fat, packed in 10 lbs. bags. Swift, Manda, Boyles or approved equal State Brand and Packaging _____	9280	LBS		
900-42	Beef, Patties, Hamburger Grind, 16% maximum fat, La. Or U.S. Utility, 4 oz. patty, frozen uncooked. Swift, Manda, Boyles or approved equal State Brand and Packaging: _____	2760	LBS		
900-43	Beef, Short Ribs, U.S. Choice, lean sliced, frozen, 10 lbs. carton. Manda, Morrell (LEAN) or approved equal State Brand and Packaging: _____	1600	LBS		
900-44	Beef Liver, layer packed, sliced, frozen slices must be approximately 5/16" thick, with 38-42 slices/10 lbs. yield 4 oz. serving Manda, Swift or approved equal State Brand and Packaging: _____	6180	LBS		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-45	Beef Patties, breaded, frozen, 3.2 oz. each serving, 10 lbs. box. Tyson, Sysco Classic or approved equal *MUST HAVE CHILD NUTRITION (CN) LABEL State Brand and Packaging: _____	1600	LBS		
900-46	BEEF & PORK BY PRODUCTS Franks, All Meat, Beef & Pork, skinless, packed in 24/1 lb., cello pack. Morrell, Swift, Ball Park or approved equal State Brand and Packaging: _____	2256	LBS		
900-47	Hot Pockets, 24/ 4 oz pockets/case. Pepperoni Pizza Meatball w/ Mozzarella State Brand and Packaging: _____	50	CASE		
900-48	Hot Pockets, 24/ 4 oz pockets/case. Ham and Cheese State Brand and Packaging: _____	50	CASE		
900-49	Hot Pockets, 24/ 4 oz pockets/case. Sausage and Cheese State Brand and Packaging: _____	50	CASE		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-50	Spiced Luncheon Meat w/ natural juices. See attached label with specs. John Morrell or approved equal State Brand and Packaging: <hr/>	20	CASES		
900-51	Seafit fish nugget, 1 oz. 10 lbs./case. Iceland Seafood Corporation or approved equal. State Brand and Packaging: <hr/>	1600	LBS		
900-52	Shrimp, Tid Bits, breaded, large, U.S. Grade A, packed 5 lbs./box. Captain Joe, Gulf Stream, Sea Best or approved equal (No Imitation) *MUST HAVE CHILD NUTRITION (CN) LABEL State Brand and Packaging: <hr/>	1760	LBS		
900-53	Catfish, fillets, Channel Cat, fresh, cleaned, boneless & sliced, U.S. Grade A. Packed 15 lbs. box, 5-7 oz. portion before cooking. Southern Pride or approved equal State Brand and Packaging: <hr/>	3660	LBS		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-54	Catfish, fillets, Channel Cat, fresh, cleaned, boneless & sliced, U.S. Grade A. Packed 15 lbs. box, 3-3 oz. portion before cooking. Southern Pride or approved equal State Brand and Packaging: <hr/>	20	CASE		
900-55	Seafit fish nugget, 1 oz. 10 lbs./case. Iceland Seafood Corporation or approved equal. State Brand and Packaging: <hr/>	1600	LBS		
900-56	Crabs, Gumbo, 3 oz./crab, frozen, packed 6/2 lbs. per box. State Brand and Packaging: <hr/>	1728	LBS		
900-57	Fish Sticks, Cod, 2 oz. portions, frozen, precooked cornmeal breading, packed 6/6 lbs./box. Sea Best, Gorton's, Samband or approved equal *MUST HAVE CHILD NUTRITION (CN) LABEL State Brand and Packaging: <hr/>	242	BOXES		
900-58	Crawfish, tails, frozen, packed in 1 lb. bag, 12 bags/case. State Brand and Packaging: <hr/>	1752	LBS		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-59	Chicken Nuggets, breaded, chopped & formed, enriched breading, precooked, 320/.5 oz./10 lbs. box, each 1/2 oz. portion yields 1/3 oz. cooked chicken. *MUST HAVE CHILD NUTRITION (CN) LABEL State Brand and Packaging: <hr/>	1540	LBS		
900-60	Cod Portion, with cornmeal breading, frozen, precooked. Approximate 4 oz. portions to yield 2 oz. cooked fish. No tripolyphosphate or any other added chemical designed to absorb water, U.S. Inspected, packed 6/6 # boxes/case. Sea Best, Gorton's, Samband or approved equal *MUST HAVE CHILD NUTRITION (CN) LABEL State Brand and Packaging: <hr/>	82	CASES		
900-61	Pork Spare Ribs, 3-1/2 down, lean, 30 lbs. /case. Swift, John Morrell (Lean) or approved equal State Brand and Packaging: <hr/>	2460	LBS		
900-62	Beef, Roast, uncooked, selection #1, inside Top Round, U.S. Choice, boneless, 1/4" fat, 15 lbs. per roast. Manda or approved equal State Brand and Packaging: <hr/>	2380	LBS		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-63	Turkey Ham, cured and smoked with spices and seasonings made with turkey thigh meat that has been formed and pressed lean, low salt. State Brand and Packaging: <hr/>	10	LBS		
900-64	51% Whole Grain Biscuit easy split 216/2.51oz. Pillsbury or approved equal. State Brand and Packaging: <hr/>	10	CASE		
900-65	Whole Grain Pancake 12/12ct. 1.14oz. State Brand and Packaging: <hr/>	10	CASE		
900-66	Whole Grain Waffle 114/1.3oz State Brand and Packaging: <hr/>	20	CASE		
900-67	Tony's 51% Whole Grain Turkey Sausage Breakfast Pizza 128/3.32oz. or approved equal. State Brand and Packaging: <hr/>	20	CASE		
900-68	Turkey Wiener 10-1 CN Label 1.6oz State Brand and Packaging: <hr/>	40	CASE		
900-69	Whole Grain Muffin Blueberry 48/2oz. State Brand and Packaging: <hr/>	40	CASE		

ITEM	DESCRIPTION	Estimated Annual Usage	Unit of Measure	Unit Price	TOTAL
900-70	Honey Nut Cheerios bowlpak 96/1oz. State Brand and Packaging: _____	100	CASE		
900-71	Turkey Turkeys U.S. or La. Grade A. Young Toms, extra heavy, shall weigh not less than 21lbs. and not more than 30lbs. each. (eviscerated weight). Fresh frozen, (NO Self-Basting) Tyson, Swift, Marvel, Louis Rich or approved equal CN LABEL REQUIRED. State Brand and Packaging: _____	20	EACH		
900-72	Breakfast Turkey Sausage patty 90/1.6oz State Brand and Packaging: _____	40	CASE		
900-73	Mustard 500/5.5 oz	5	CASE		
900-74	Ranch Light Dressing 100/1.5oz	5	CASE		
900-75	Ketchup 1000/9gm.	5	CASE		
900-76	Mayonnaise Light 200/12gm.	5	CASE		
900-77	Taco Sauce 200/9gm.	5	CASE		
900-78	Salsa 200/14gm	5	CASE		
900-79	Cottonseed Oil 35lb for the fryer.	40	EACH		

AGREEMENT

THIS AGREEMENT, made and entered into at Baton Rouge, Louisiana, effective the ____ day of _____, 20__, by and between the City of Baton Rouge and Parish of East Baton Rouge (herein after called "Owner") and _____ (herein after called "Contractor").

The Contractor shall perform all work required by the Contract Documents for the following services:

Annual Contract Number and Title _____ Contract Period _____

1. The following Contract Documents are all hereby made a part of this Agreement to the same extent as if incorporated herein in full:
 - A. Bid Documents complete with terms and conditions
 - B. The Contractor's Proposal with all attachments.
 - C. The Specifications
 - D. The following enumerated addenda:
2. No amendment to this Contract shall be made except upon the written consent of the parties.
3. Insurance and Indemnity requirements shall conform to those stated in the specifications.
4. Contractor shall be paid an amount based on the attached Exhibit "B":
5. Right to Audit/Records Retention. The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract. Louisiana Revised Statute 44:36 Preservation of Records states that public records shall be preserved and maintained for a period of at least (3) three years from the date on which the public record was made.
6. Payment terms for services will be Net 30 days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first written above.

CITY OF BATON ROUGE
AND PARISH OF EAST BATON ROUGE
Owner

WITNESS:

By _____
Melvin L. "Kip" Holden, Mayor-President

WITNESS:

Contractor

By _____

(Typed Name and Title)

CORPORATE RESOLUTION

A meeting of the Board of Directors of _____,
a corporation organized under the laws of the State of _____ and domiciled in
_____ was held this _____ day of _____, 20__ and was attended by a
quorum of the members of the Board of Directors.

**The following resolution was offered, duly seconded and after discussion was unanimously adopted
by said quorum:**

BE IT RESOLVED, that _____ is hereby authorized
to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and
Parish of East Baton Rouge.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and
effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until
the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said
resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____
a corporation created under the laws of the State of _____ domiciled in _____
that the foregoing is a true and exact copy of a resolution adopted by a quorum of the
Board of Directors of said corporation at a meeting legally called and held on the _____ day of
20 ____, as said resolution appears of record in the Official Minutes of the Board of Directors in my
possession. This _____ day of _____, 20

SECRETARY

**BIDDER'S ORGANIZATION BIDDER IS:
AN INDIVIDUAL**

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A CORPORATION

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST BE SUBMITTED WITH BID.

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID MUST COMPLETE THIS FORM.