



INVITATION FOR BIDS

Food and Grocery Products

IFB #2012-4118-1024

January 25, 2012

City of Newport News

OFFICE OF THE PURCHASING DIRECTOR

2400 Washington Avenue, 4th Floor

Newport News, VA 23607

Phone: (757) 926-8721/ Fax: (757) 926-8038

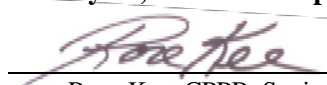
www.nngov.com/purchasing

Sealed bids, subject to the conditions and instructions contained herein, will be received at the above office of the Purchasing Director, 4th Floor, City Hall, 2400 Washington Avenue, Newport News, Virginia, 23607, through the due date and hour shown below (local prevailing time), and then publicly opened, for furnishing the following described equipment, materials, and/or services, for delivery and/or performance F.O.B. NEWPORT NEWS, VIRGINIA.

Scope of Services: Establish a blanket order contract to cover stock requirements for "Food and Grocery Products".

Bid Due: February 14, 2012 at 3:30 p.m.

Contract Officer:


Rose Kee, CPPB, Senior Buyer, (757) 926-8028, email: rkee@nngov.com and copy
Vickie Gwynn, (757) 926-8041, email: vgwynn@nngov.com

AN ORIGINAL AND ONE (1) COPY OF YOUR SUBMITTAL ARE REQUESTED

In compliance with this Invitation for Bids, and subject to all the conditions thereof, the undersigned offers, if this quote is accepted within (60) calendar days from the date of the opening, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named below.

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ FAX No.: _____ E-mail: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

This form must be signed.

CONDITIONS AND INSTRUCTIONS

Rev: 10/12/2011

1. All bids shall be submitted on and in accordance with this form. If more space is required to furnish a description of the goods and/or services bid, or delivery terms, the bidder may attach a letter hereto that will be made a part of the bid. In case of conflict, the bid may be considered non-responsive. The City's published specifications shall supersede any additional writings submitted with the bid. Such writings shall be clearly marked and noted on the exception page.
2. All bids shall be submitted sealed, plainly marked showing the bid number, date and time. The entire solicitation document is to be returned when submitting a bid, unless otherwise directed by the bid document. Failure to return all pages may result in a determination that the submittal is non-responsive.
3. Bids and amendments thereto, if received by the Purchasing Department after the date and time specified for bid opening, will not be considered. It will be the responsibility of the bidder to see that their bid is received by the Purchasing Department as specified. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic and verbal bids will not be accepted. Prices or changes shown on the outside of an envelope will not be considered in determination of low bid.
4. If City Hall is closed for business at the time scheduled for bid opening, for whatever reasons, sealed bids will be accepted and opened on the next business day of the City, at the originally scheduled hour.
5. Receipt of your bid by the City is not to be construed as an award or an order to ship.
6. Each bid is received with the understanding that the acceptance in writing by the City of the bidder to furnish any or all of the goods and/or services described therein, shall constitute a contract between the bidder and the City, which shall bind the bidder to furnish and deliver the goods and/or services quoted at the prices stated and in accordance with the conditions of the accepted bid; and the City on its part to order from such bidder, except for causes beyond reasonable control; and pay for, at the agreed prices, all goods and/or services specified and delivered.
7. Bidders have the right to request withdrawal of their bids from consideration due to error by giving notice not later than two business days after bids are publicly opened. Work papers showing evidence of error(s) may be required. Upon request, administrative withdrawal procedures will be provided that shall be used for that purpose.
8. If issued, addenda to this solicitation will be posted on the Purchasing Department's website (www.nngov.com/purchasing). It is the bidder's responsibility to check the website or contact the Purchasing Department prior to the submittal deadline to ensure that the bidder has a complete, up-to-date package.
9. The solicitation document maintained by the Purchasing Department, in the bid file folder, shall be considered the official copy. In the case of any inconsistency between bid documents submitted to the City, but not clearly listed on the exception page of the document as an exception by the bidder, the language of the official copy shall prevail. Furthermore, any exception or changes to the specifications made by the bidder may be cause to disqualify your bid.
10. Award will be made to the lowest responsive and responsible bidder. The quality of the goods and/or services to be supplied, their conformity with the specifications, their suitability to the requirements, the delivery terms, qualifications and references will be taken into consideration in making an award. Length of time for delivery as well as price may be considered in awarding the bid.

Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted; except that if the bid from the lowest responsible bidder exceeds available funds, the purchasing director may negotiate with the apparent low bidder to obtain a contract price within available funds.

Upon making an award, or giving notice of intent to award, the City will place appropriate notice on the public bulletin board located outside of the Purchasing Department at City Hall. Notice of award may also appear on the Purchasing Website: www.nngov.com/purchasing or www.demandstar.com.

11. The City reserves the right to reject any and all bids, and to waive any informality if it is determined to be in the best interest of the City.
12. If authorized by the bidder(s), the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at contract prices in accordance with contract terms. Any jurisdiction using such contracts shall place its own order(s) directly with the successful contractor(s). The City of Newport News acts only as the contracting agent and is not responsible for placement of orders, payment or discrepancies of the participating jurisdictions. It is the contractor's responsibility to notify the jurisdictions of the availability of contract(s). Bidders not desiring to sell to other jurisdictions under this clause shall so indicate in their response.
13. Prices shall be stated in units of quantity specified. No additional charges shall be passed on to the City, including any applicable taxes, delivery, or surcharges. Prices quoted shall be the final cost to the City.
14. All prices and notations should be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated in ink by the person signing the bid.
15. In case of error in the extension of prices, the unit price shall govern.
16. The time of proposed delivery must be stated in definite terms. If time of delivery for different goods and/or services varies, the bidder shall so state.
17. Samples, when requested, must be furnished free of expense, and upon request, if not destroyed, will be returned at the bidder's risk and expense.
18. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of the manufacturer, brand make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the goods and/or services desired. The goods and/or services on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitting bids on goods and/or services other than as specified, bidder shall furnish complete data and identification with respect to the alternate goods and/or services that they propose to furnish.

Consideration will be given to bids submitted on alternate goods to the extent that such action is deemed to serve the best interests of the City. If the bidder does not indicate that the goods and/or services he proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact goods and/or services described.
19. Any equipment delivered must be standard new and unused equipment, latest model, except as otherwise specifically stated in the bid. Where any part or the normal accessories of equipment is not described, it shall be understood that all the equipment and accessories that are usually provided in the manufacturer's stock model shall be furnished.
20. The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
21. All bids must be signed by a responsible officer or employee having the authority to sign the form. The bidder agrees that its contract performance shall be in strict conformance with the contract documents.
22. By signing this bid, the bidder assigns to the City any and all rights that it may have under the antitrust laws of the United States and the Commonwealth of Virginia in any way arising from or pertaining to this bid. This provision is remedial in nature and is to be liberally construed by any court in favor of the City.
23. The bidder certifies by signing this Invitation for Bid that this bid is made without prior understanding, agreement, or accord with any other person or firm submitting a bid for the same goods and/or services and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person or firm engaged in the

same line of business or commerce. Any false statement hereunder may constitute a felony and can result in a fine and imprisonment, as well as civil damages.

24. **Hold Harmless and Indemnification:** The contractor shall defend, indemnify and hold the City, and City's employees, agents, and volunteers, harmless, from and against any and all damage claim, liability, cost, or expense (including, without limitation, attorney's fees and court costs) of every kind and nature (including, without limitation, those arising from any injury or damage to any person, property or business) incurred by or claimed against the contractor, its employees, agents, and volunteers, or incurred by or claimed against the City, City's employees, agents, and volunteers, arising out of, or in connection with, the performance of all services hereunder by the contractor. This indemnification and hold harmless includes, but is not limited to, any financial or other loss including, but not limited to, any adverse regulatory, agency or administrative sanctions or civil penalties, incurred by the City due to the negligent, fraudulent or criminal acts of the contractor or any of the contractor's officers, shareholders, employees, agents, contractors, subcontractors, or any other person or entity acting on behalf of the contractor. Unless otherwise provided by law, the contractor indemnification obligations hereunder shall not be limited in any way by the amount or type of damages, compensation, or benefits payable by or for the contractor under worker's compensation acts, disability benefit acts, other employee benefit acts, or benefits payable under any insurance policy. This paragraph shall survive the termination of the contract including any renewal or extension thereof.
25. The contractor agrees to defend and save the City, its agents, officials, and employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the contractor is not the patentee, assignee, or licensee, to the same extent as provided in the above paragraph.
26. The contractor shall keep fully informed of all federal, state and local laws, ordinances and regulations that in any manner affect the conduct of the work. The contractor shall at all times observe and comply with all such laws, ordinances and regulations.
27. **The contractor certifies that he does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ unauthorized aliens as defined in the federal Immigration Reform and Control Act of 1986, as amended.**
28. All bidders or offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50, as amended, shall include the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50, as amended, or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

Number or Statement: _____

Any business entity that enters into a contract with a public body pursuant to this chapter shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, as amended, to be revoked or cancelled at any time during the term of the contract. The City may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

29. **Payment Terms:**
 - a) Payment terms shall be "2%-20, Net 30 days" unless otherwise stated by the bidder on this submittal form. Alternate terms may be offered by bidder for prompt payment of bills.
 - b) Payment terms shall be considered in determining the low bidder.
 - c) Discount period shall be computed from the date of proper receipt of the contractor's correct invoice, or from the date of acceptable receipt of the goods and/or services, whichever is latest.
 - d) The payment terms stated herein must appear on the contractor's invoice. Failure to comply with this requirement shall result in the invoice being returned to the contractor for correction.

- e) Late payment charges shall not exceed the allowable rate specified by the Commonwealth of Virginia Prompt Payment Act. (1% per month)
30. **Availability of Funds:** A contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such goods and/or services. The City's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
31. In event of default by the contractor, the City reserves the right to procure the goods and/or services from other sources, and hold the contractor liable for any excess cost occasioned thereby. Such actions taken by the City shall not release the contractor from additional remedies that may be allowed by law.
32. **Appeals Procedure:** Upon your request, administrative appeals information will be provided that shall be used for hearing protests of a decision to award or an award, appeals from refusal to allow withdrawal of bids, appeals from disqualification, appeals for debarment or suspension, or determinations of non-responsibility and appeals from decision or disputes arising during the performance of a contract. To be timely, all appeals shall be made within the time periods set forth in Chapter 2, divisions 4 and 5, of the City Code.
33. **It is the policy of the City of Newport News to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the City's procurement activities. Toward that end, the City of Newport News encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. Bidder is requested to complete the SMB, MBE and WBE Business Objectives form within this document.**
34. The City has a directory of Newport News Small, Women-owned and Minority (SWAM) businesses. The directory is available at www.nngov.com/purchasing.
35. This public body does not discriminate against faith-based organizations.
36. **Non-Discrimination:** During the performance of this contract, the contractor agrees as follows:
- (a) It will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by federal or state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the contractor. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
 - (b) The contractor will be and state that he is an equal opportunity employer in all solicitations or advertisements for employees.
 - (c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- The contractor will include the provisions of the foregoing paragraphs (a), (b) and (c) in every subcontract or purchase order of over ten thousand dollars so that the provisions will be binding upon each subcontractor or vendor.
37. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this subsection, “A drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

38. **Assignment of Contract:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.
39. **Governing Law and Venue:** This solicitation and any resulting contract is subject to the laws of the Commonwealth of Virginia and the Newport News City Code. Any litigation with respect thereto shall be brought in the courts of the City of Newport News, Virginia, or the United States District Court for the Eastern District of Virginia, Newport News Division.
40. **Severability:** If any provision of this contract or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this contract, or the application of such provision to persons or circumstances other than those which it is invalid or unenforceable, shall not be affected hereby, and each provision of this contract shall be valid and enforced to the full extent permitted by law.
41. **Termination by the City or the Contractor, or both, for convenience (Not applicable to contracts subject to the Department of Engineering Standard dated August 1, 1983, as amended, or the Department of Public Utilities “General Conditions”):**

The parties may terminate the contract at any time by mutual written agreement.

In addition, if the contract is an extended term contract, after completion of the first contract period, either party may terminate the contract without penalty or financial obligation, except that the parties remain liable for performance of all terms, conditions, and obligations through the date of termination. Written notice of termination shall be given to the other party a minimum of sixty (60) days prior to its effective date.

42. **Termination for Cause (Not applicable to contracts subject to the Department of Engineering Standard dated August 1, 1983, as amended, or the Department of Public Utilities “General Conditions”):**

In the event that the contractor shall for any reason or through any cause be in default of the terms, conditions, or obligations of the contract documents, the City may give the contractor written notice of such default and terminate the contract. All terms, conditions, and obligations of the contract documents are considered material.

The City may, in its discretion, provide the contractor an opportunity to cure the default, if curable, prior to termination. Unless a different duration is provided in the notice of default, or agreed upon by the parties in writing, the contractor shall have fourteen (14) calendar days to cure the default from the date such notice is mailed to the contractor unless notification is by facsimile or personal delivery, in which case the opportunity to cure shall commence upon delivery of the notice. Upon failure of the contractor to cure the default, the City may immediately terminate the contract effective as of the mailing or delivery of the default notice. If the City terminates the contract, the contractor shall remain liable for performance of all terms, conditions, and obligations through the date of termination. Termination by the City shall not constitute a waiver by the City of any other rights or remedies available to the City by law or contract.

43. **Direct contact with City departments other than Purchasing, on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the contracting officer. Violation may result in a determination that your firm is ineligible for award.**
44. **Conflict:** In the event of a conflict between the contract documents, including these Conditions and Instructions, and the terms of a purchase order or related document issued by the Department of Purchasing, the contract documents shall control.

In the event of a conflict between the Department of Engineering Standard Specifications dated August 1, 1983, as amended, HRPDC Regional Construction Standards (5th edition), and the contract documents (including the

General and Special Conditions), the contract documents shall control unless otherwise provided. In addition, Special Conditions take precedence over General Conditions.

In the event of a conflict between the Department of Public Utilities "General Conditions" and the contract documents (including the General and Special Conditions), the contract documents shall control unless otherwise provided. In addition, Special Conditions take precedence over General Conditions.

45. Questions or comments related to this solicitation should be directed to the contracting officer, whose name and contact information appears on the front of this document. All questions must be submitted in writing (facsimile or email); telephonic inquiries will not be considered.
46. The Conditions and Instructions in this solicitation are intended to apply to the resulting contract and shall supersede any conflicting terms offered. Any additional conditions a bidder intends to be considered must be submitted with the bid as an exception. Such exceptions may result in a finding that the submittal is 'non-responsive' to the bid, negating possibility of an award to that bidder. Contractual documents submitted by the successful firm after an award will not be accepted.
47. Failure of the contractor to perform the contract by reason of the City's non-acceptance of additional conditions submitted after the award shall result in termination of the contract by the City, and may result in debarment of the contractor for a period of up to three (3) years. Termination and/or debarment of the contractor shall not constitute a waiver by the City of any other rights or remedies available to the City by law or contract.
48. **Records and Inspection:** The contractor shall maintain full and accurate records with respect to all matters covered under this contract, including, without limitation, accounting records, written policies and procedures, time records, telephone records, and any other supporting evidence used to memorialize, reflect, and substantiate charges or fees related to this contract. The contractor's records shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by the City and its employees, agents or authorized representatives after giving at least three (3) days notice to contractor by the City. The City shall have access to such records from the effective date of this contract, for the duration of the contract, and for five (5) years after the date of final payment by the City to the contractor pursuant to this contract or any renewal or extension of this contract. The City's employees, agents or authorized representatives shall have access to the contractor's facilities, shall have access to all necessary records, and shall be provided adequate and appropriate work space, in order to conduct audits.
49. **Rights and Remedies Not Waived:** In no event shall the making by the City of any payment to the contractor, or the waiver by the City of any provision under this contract including any obligation of the contractor, constitute or be construed as a waiver by the City of any other provision, obligation, breach of covenant, or any default which may exist under this contract on the part of the contractor, and the making of any such payment by the City while any such breach or default exists shall not impair or prejudice any rights or remedies available to the City.
50. **Entire Agreement:** This contract and any additional or supplementary documents incorporated herein by reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto. This contract shall not be modified, altered, changed or amended unless in writing and signed by the parties hereto.
51. **Independent Contractor:** The contractor and any employees, agents, or other persons or entities acting on behalf of the contractor shall act in an independent capacity and not as officers, employees, or agents of the City.
52. **Scheduling and Delays:** The parties to any contract resultant of this solicitation acknowledge that all or part of the work to be performed hereunder may be delayed and extended at the option of the City. Such delays may be caused by delays, denials and modifications of the various state or federal permits, or for other reasons. The City shall not be required to pay any of the Contractor's direct or indirect costs, or claims for compensation, extended overhead, or other damage or consequential damages arising out of or related to any delays or interruptions required or ordered by the City. If the City delays the project for any reason for a continuous period of ninety (90) days or more, the City and Contractor will negotiate a mutually agreeable adjustment to the Contractor's award amount. **Notwithstanding the above, in construction contracts, to the extent that an unreasonable delay is caused by the acts or omissions of the City due to causes within the City's control, the above waiver or release shall not apply.**

SMALL, MINORITY, WOMEN-OWNED BUSINESS OBJECTIVES

It is an important business objective of the City to promote the economic enhancement of small businesses (SBE), minority businesses (MBE), and women-owned businesses (WBE). The success of the City to track the amount of business received by SBE, MBE and WBE FIRMS (whether as a prime contractor or a subcontractor) is dependent upon the business community partnering with us in this important endeavor.

If you anticipate **sub-contracting** to any of these businesses in the performance of this contract, you are requested to individually report the total dollars for each business classification. Failure to report the dollars in the categories below may result in the application of stronger requirements being placed on bidders to assure that SBE, MBE and WBE firms receive benefits from City contracts.

Complete the following information and return the form with your package.

- 1) If you are a SBE, MBE or WBE, please check one of the following boxes:

SBE

☐

MBE

☐

WBE

☐

- 2) In the spaces below, report the anticipated dollars that you intend to subcontract to each business type if a contract is awarded to your firm. (If you do not intend to sub-contract any work to others, even if you are a S/M/WBE, put zeros in the spaces below).

Total **SBE** Dollars to be Sub-contracted \$ _____

Company Name _____

Total **MBE** Dollars to be Sub-contracted \$ _____

Total **WBE** Dollars to be Sub-contracted \$ _____

- 3) If you are not a SBE, MBE, or WBE and you do not plan to utilize such firms in this contract, please state your reasons:

ANTI-COLLUSION CERTIFICATION

The bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same product and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The bidder understands collusive bidding is a violation of Federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. The bidder also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

Signed: _____ Date: _____

Name of Company: _____

Food and Grocery Products

PURPOSE:

This Invitation for Bid shall be the basis for establishing a Blanket Purchase Order Contract to cover stock requirements for “Food and Grocery Products” for the City of Newport News Adult Corrections (City Farm), and the Parks, Recreation and Tourism Department. The contract may be extended to all City departments as needed. Only those items specified herein may be furnished. Any substitution of material will require prior written approval by the City of Newport News (City).

GENERAL:

Below are the departments currently receiving regular service with the estimated amount expended during the past three fiscal year periods. The City’s fiscal year is from July 1st through June 30th.

Adult Corrections:

7/1/2008 – 6/30/2009 \$58,454.00
 7/1/2009 – 6/30/2010 \$56,723.00
 7/1/2010 – 6/30/2011 \$65,211.00

Parks, Recreation and Tourism (Concessions):

7/1/2008 – 6/30/2009 \$27,517.00
 7/1/2009 – 6/30/2010 \$25,109.00
 7/1/2010 – 6/30/2011 \$26,009.00

CONTRACT TERM:

The initial contract term shall be from date of award through February 28, 2013 with options to renew at the City’s discretion for four (4) additional years in one (1) year increments. Written notice of intent to renew shall not be required. Issuance of a purchase order shall constitute exercise of the renewal option.

CONTRACT SPECIFICATIONS:

The successful bidder shall provide food and grocery products (to be delivered as scheduled to designated locations), and complete order guide set-up. The City department(s) shall have the flexibility to order directly through the order guide set-up, rather than ordering through a contractor’s representative. Initial set-up and training for direct ordering shall be included at no cost to the City.

DELIVERY:

Adult Corrections is the primary user department and receives weekly food deliveries at the following location:

City of Newport News City Prison Farm
 100 City Farm Road
 Newport News, VA 23602-7506

Parks, Recreation and Tourism receives food on an as needed basis at the following:

- 1) Stoney Run Concessions, 2) Riverview Concessions, and 3) Huntington Park Concessions.

A regular delivery schedule shall be established as appropriate with each department/location at the beginning of the contract and may be adjusted from time to time based on City requirements. Regular scheduled deliveries shall be made at no extra charge (including fuel surcharge, tolls, etc...) to the City. *All deliveries shall be FOB destination.*

A predetermined and approved delivery fee may be assessed for special orders, holiday deliveries, emergency deliveries (through no fault of the contractor), inclement weather closing days, etc... The delivery fee shall be approved by the City in advance.

The City of Newport News may consider delivery time in determining the award of this bid. Please specify your earliest delivery date After Receipt of Order (ARO):

- Indicate your delivery time frame (ARO) for locally available items:

_____ Calendar Days.

- Indicate your delivery time frame (ARO) for special order items:

_____ Calendar Days.

Delivery tickets shall show the quantity, item number, unit prices, total price, purchase order number and release number (if release numbers are used).

Delivered products shall be exactly as ordered (Brand, grade/quality, packaged units/size, etc...). *No substitutions shall be made unless pre-approved by the ordering department.* All damaged, incorrect brands and dented or rusted cans shall be exchanged and/or removed within ten (10) days of notification.

OPPORTUNITY/SPECIAL BUYS:

The City encourages the successful contractor(s) to make available “Opportunity Buys” and “Special Buys” defined as follows:

- Opportunity Buys – one time inventory liquidations available due to oversupply, discontinued labels, change of pack or other reason(s) which do not affect food product quality or health safety.
- Special Buys – Imperfect products that do not meet the standard for a manufacturer’s #1 quality product. These products may have slight cosmetic imperfections, but shall be current pack, and have the same nutritional value as the manufacturer’s #1 quality product.

“Opportunity and Special Buys” shall be from qualified sources of supply and all food products shall meet Federal and State health laws.

The City reserves the right to purchase “special” or “opportunity” buys when they are deemed in the best interest of the City.

Please list at least three Opportunity or Special Buys you have extended to customers in the last year (Use the reference form on page 22).

PRICING SCHEDULE:

The pricing schedule that follows is a market basket sampling of food and grocery products ordered by various City departments in the past. It is not intended to be an all-inclusive representation of City requirements. Foods groups are based on the United States Department of Agriculture's (USDA) established Standard Reference 18. Descriptions include generally preferred size and/or packaged units in parentheses. Bidders shall clearly indicate size and packed unit(s) they are bidding. Do not leave items blank. Use the entry 'No Bid' (N/B) for items as appropriate.

FOOD GROUP 0100: DAIRY AND EGG PRODUCTS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Cheese, American, White, Sliced, (160, 4/5#)			\$
2	Cheese, Amer., Yellow, Sliced, (160, 4/5#)			\$
3	Cheese, Cheddar, Shredded, (4/5#)			\$
4	Cheese, Cream, Ind. Cups, (100 ct.)			\$
5	Cheese, Mozzarella, Shredded, (4/5#)			\$
6	Cheese, Parmesan, Grated, Shaker, (12/16z)			\$
7	Eggs, Whole, Large, Grade-A, (30 dz.)			\$
8	Milk, Evaporated, (48/16 oz.)			\$
9	Yogurt Cups, Frozen, (32/4oz.)			\$
TOTAL (DAIRY AND EGG PRODUCTS):				\$

FOOD GROUP 0200: SPICES AND HERBS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Extract, Vanilla, (6/16 oz)			\$
2	Mustard, Ind., (500 ct.)			\$
3	Nutmeg, (6/16 oz.)			\$
4	Pepper, Ind., (2000 ct.)			\$
5	Salt, Box, (24/16 oz.)			\$
6	Salt, Ind., (2000 ct.)			\$
7	Vinegar, White, (4/1-gal)			\$
TOTAL (SPICES AND HERBS):				\$

FOOD GROUP 0400: FATS AND OILS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Dressing, Salad, French, 9200 ct., Ind.)			\$

FOOD AND GROCERY PRODUCTS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
2	Dressing, Salad, Italian, (200 ct., Ind.)			\$
3	Dressing, Salad, Ranch, (200 ct., Ind.)			\$
4	Margarine, Ind., (1080 ct.)			\$
5	Margarine, Solid, All Vegetable, (30/1#)			\$
6	Mayonnaise, (4/1-gal.)			\$
7	Mayonnaise, Ind., (200 ct.)			\$
8	Oil, Pan Coating, (6/14 oz.)			\$
9	Oil, Vegetable, (6/1 gal.)			\$
10	Pan Coating, Aerosol, (6/17oz.)			\$
TOTAL (FATS AND OILS):				\$

FOOD GROUP 0500: POULTRY PRODUCTS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Base, Chicken, (12/1#)			\$
2	Chicken Biscuit Patty, (60/oz.)			\$
3	Chicken Fried Steak (30/5.33 oz.)			\$
4	Chicken Fryz (680 ct.)			\$
5	Chicken, Cut-Up, (64 Servings)			\$
6	Chicken, CVP, Quartered, Trim, (16/2.75#)			\$
7	Chicken, Leg Quarters, Fresh, (4/10#)			\$
8	Chicken, Nuggets, (560 ct.)			\$
9	Chicken, Patty Brd., (90 ct.)			\$
10	Chicken, Pulled, (2/8# avg.)			\$
TOTAL (POULTRY PRODUCTS):				\$

FOOD GROUP 0600: SOUPS, SAUCES AND GRAVIES

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Gravy, Sausage, (6/#10)			\$
2	Sauce, Barbeque, (4/1-gal)			\$
3	Sauce, Barbeque, Ind., (200 ct.)			\$
4	Sauce, Cheese, Cheddar, Aged, (6/#10)			\$
5	Sauce, Hot, Ind., (500 ct.)			\$
6	Sauce, Spaghetti, (6/#10)			\$
7	Soup, Cream of Celery, (12/50 oz.)			\$
8	Soup, Cream of Chicken, (12/50 oz.)			\$

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
9	Soup, Cream of Mushroom, (12/50 oz.)			\$
10	Soup, Vegetable Beef, (12/50 oz.)			\$
TOTAL (SOUPS, SAUCES AND GRAVIES):				\$

FOOD GROUP 0700: SAUSAGES AND LUNCHEON MEATS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Bologna, , Gwaltney, (4/10#)			\$
2	Bologna, Stk, All-Meat, (4/10# avg.)			\$
3	Hot Dog, All Beef, (10#)			\$
4	Hot Dog, All Beef, Foot Long, (10#)			\$
5	Hot Dog, All Meat, (10#)			\$
6	Hot Dog, All Meat, Foot Long, (10#)			\$
7	Sausage Links (10#)			\$
8	Sausage Patties, (125 ct.)			\$
9	Sausage, Links, Pork, Raw, (160/1oz, 10#)			\$
10	Sausage, Patty, Pork, (1.5oz, 10#)			\$
11	Turkey Ham, (2/6-8#)			\$
12	Turkey Roll, (2/10#)			\$
TOTAL (SAUSAGES AND LUNCHEON MEATS):				\$

FOOD GROUP 0800: BREAKFAST CEREALS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Grits, (8/5#)			\$
2	Cereal, Apple Jacks, (96 ct.)			\$
3	Cereal, Corn Flakes, (96 ct.)			\$
4	Cereal, Corn Pops, (96 ct.)			\$
5	Cereal, Frosted Flakes, (4/40oz.)			\$
6	Cereal, Oatmeal, Quick, (12/42 oz)			\$
7	Cereal, Rice Krispies, (96 ct.)			\$
TOTAL (BREAKFAST CEREALS):				\$

FOOD GROUP 0900: FRUITS AND FRUIT JUICES

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Apples, sliced (6/#10)			\$
2	Applesauce, (6/#10)			\$
3	Fruit Cocktail, (6/#10)			\$
4	Juice, Lemon, (12 qt/cs.)			\$
5	Peaches, (6/#10)			\$
6	Pears, sliced, (6/#10)			\$
7	Pineapple tidbits, (6/#10)			\$
TOTAL (FRUITS AND FRUIT JUICES):				\$

FOOD GROUP 1000: PORK PRODUCTS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Bacon Lay-flat, sliced, (15#)			\$
2	Pork Butt, B/I 1/4", (5-19# avg.)			\$
3	Pork Chops (Economy), (40/4 oz.)			\$
TOTAL (PORK PRODUCTS):				\$

FOOD GROUP 1100: VEGETABLE AND VEGETABLE PRODUCTS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Bean, Lima, Frozen, (1/30#)			\$
2	Beans, Baby Lima, (6/#10)			\$
3	Beans, Green, (6/#10)			\$
4	Broccoli, Cuts, Frozen, Grade A (1/30#)			\$
5	Broccoli, Frozen (12/2#)			\$
6	Carrots, (6/#10)			\$
7	Catsup, (6/#10)			\$
8	Corn, Whole Kernal, Frozen, (1/30#)			\$
9	Corn, Whole Kernel, (6/#10)			\$
10	Greens, Mixed, (6/#10)			\$
11	Onion, dehydrated, (6/5)#			\$
12	Peas & Carrots, Frozen, (1/30#)			\$
13	Peas, Green, (6/#10)			\$
14	Pickle, Chips, (4/1 gal.)			\$

FOOD AND GROCERY PRODUCTS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
15	Pickle, Relish, (200 ct., Ind.)			\$
16	Pickle, Relish, (4/1 gal.)			\$
17	Potato, Instant, Mashed, (6/5.5#)			\$
18	Potato, Sliced Dehy, (4/5#)			\$
19	Potato, Tater Barrel, (6/5#)			\$
20	Potatoes, Au Gratin, (6/bx.)			\$
21	Potatoes, Baby, (6/#10)			\$
22	Potatoes, French Fries, (6/5#)			\$
23	Potatoes, French Fries, Curley, (6/4#)			\$
24	Potatoes, Hash Brown Patty, (120 ct.)			\$
25	Potatoes, Instant, (6/#10)			\$
26	Potatoes, Sweet (yams), (6/#10)			\$
27	Succotash, Frozen, (12/2.5)			\$
28	Tomato, Paste, Fcy, 26%, (6/#10)			\$
29	Vegetable, Mixed, Frozen, (1/30#)			\$
30	Vegetables, Mixed, (6/#10)			\$
31	Vegetables, Stir Fry			\$
TOTAL (VEGETABLE AND VEGETABLE PRODUCTS):				\$

FOOD GROUP 1300: BEEF PRODUCTS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Base, Beef, (12/1#)			\$
2	Beef, Barbeque, (10#)			\$
3	Beef, Diced, (10#)			\$
4	Beef, Ground, Fresh, Frozen, (8/10# avg.)			\$
5	Beef, Nuggets, (10#)			\$
6	Beef, Patties, (100 ct.)			\$
7	Beef, Patties, Grnd, 75/25/, (40/4oz.)			\$
8	Beef, Steak, Fritters, (Chkn-Fry), (60/4oz.)			\$
9	Beef, Steak-ums, (2/6#)			\$
10	Beef, Wafer Steak (Sandwich Meat), (6z)			\$
TOTAL (BEEF PRODUCTS):				\$

FOOD GROUP 1400: BEVERAGES

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Drink Mix, Fruit Punch, (12/24 oz.)			\$
2	Drink Mix, Grape, (12/24 oz.)			\$
3	Drink Mix, Lemonade, (12/24 oz.)			\$
4	Drink Mix, Orange, (12/24 oz.)			\$
5	Drink Mix, Pink Lemonade, (12/24z.)			\$
TOTAL (BEVERAGES):				\$

FOOD GROUP 1500: FINFISH AND SHELLFISH PRODUCTS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Fish Portions, (44 ct.)			\$
2	Fish, Pollock, Alsk Brd, Portion Squares, 3.6, (1/10#)			\$
3	Fish, Whiting, Skin on, 4-6z, (4/10#)			\$
4	Shrimp Poppers, (10#)			\$
5	Tuna, (6/6.66)			\$
TOTAL (FINFISH AND SHELLFISH PRODUCTS):				\$

FOOD GROUP 1600: LEGUMES AND LEGUME PRODUCTS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Beans, Vegetarian, (6/#10)			\$
2	Sauce, Soy, (4/1 gal.)			\$
TOTAL (LEGUMES AND LEGUME PRODUCTS):				\$

FOOD GROUP 1800: BAKED PRODUCTS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Bagels, (72/2.3 oz.)			\$
2	Biscuit, large (120 ct.)			\$
3	Bread Sticks, Garlic			\$
4	Cookie, Fortune, (96 ct.)			\$
5	Cookie, Oatmeal, Frozen, (1 oz.)			\$
6	Cookie, Peanut Butter, (576 ct.)			\$

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
7	Cookie, Sugar, (576 ct.)			\$
8	Cookies, Vanilla Wafers, Nabisco, (6/13.3oz.)			\$
9	Crackers, Animal, (100/1oz.)			\$
10	Crackers, Graham, (150 ct, 3 pk.)			\$
11	Crackers, Saltine, (500/2pk)			\$
12	Danish, Assorted 2 oz, (96 ct.)			\$
13	French Toast Sticks, (140 ct.)			\$
14	French Toast, (144 ct.)			\$
15	Mix, Brownie, (6/5#)			\$
16	Mix, Cake, Devils Food (6/5#)			\$
17	Mix, Cake, Yellow, (6/5#)			\$
18	Mix, Corn Muffin			\$
19	Mix, Muffin, Blueberry, (6/5#)			\$
20	Mix, Pancake, (6/5#)			\$
21	Muffin, English, (144 ct.)			\$
22	Pop Tarts, Assorted, (72 ct.)			\$
23	Stuffing Mix, (6/58 oz.)			\$
24	Tortilla Shells 8", (12/2 oz.)			\$
25	Waffle Sticks, Belgian (144 ct.)			\$
26	Waffle, Square, Ht & Srv, 4", (144/1.4oz.)			\$
TOTAL (BAKED PRODUCTS):				\$

FOOD GROUP 1900: SWEETS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Candies, M & M, Milk Chocolate (King Size)			\$
2	Candies, M & M Peanut Choc. (King Size)			\$
3	Candies, Reese's Peanut Butter Cups (King)			\$
4	Candies, Skittles Original			\$
5	Candies, Skittles Tropical			\$
6	Candies, Starburst, Original			\$
7	Candies, Starburst, Wild berry			\$
8	Candies, Twizzlers			\$
9	Candy Bars, Hershey Chocolate (King size)			\$
10	Candy Bars, Hershey w/Almonds (King Size)			\$
11	Ice Cream Cups, (48/4 oz.)			\$
12	Jelly, Apple, Ind., (200 ct.)			\$

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
13	Jelly, Grape, Ind., (400 ct.)			\$
14	Pie Filling, Apple, (6/#10)			\$
15	Pie Filling, Cherry, (6/#10)			\$
16	Pie Filling, Peach, (6/#10)			\$
17	Pudding, Mix, Vanilla			\$
18	Sugar, Brown, (32/2#)			\$
19	Sugar, Brown, Light, 24/1#			\$
20	Sugar, Confectioners, (32/2#)			\$
21	Sugar, Granulated, (50#)			\$
22	Sugar, Granulated, Ind., (2000 ct.)			\$
23	Sugar, Packets, Ind., (3000/1/10oz)			\$
24	Syrup, (4/1 gal.)			\$
25	Topping, Hot Fudge, (6/#10)			\$
TOTAL (SWEETS):				\$

FOOD GROUP 2000: CEREAL GRAINS AND PASTA

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Corn Starch, (24/1#)			\$
2	Flour, Bulk, (50#)			\$
3	Pasta, Egg Noodles, (10#)			\$
4	Pasta, Lasagna, (10#)			\$
5	Pasta, Macaroni, (10#)			\$
6	Pasta, Spaghetti, (10#)			\$
7	Rice, Parboiled, Long Grain, (25#)			\$
TOTAL (CEREAL GRAINS AND PASTA):				\$

FOOD GROUP 2100 - 2500: FAST FOODS, MEALS, ENTREES, SIDE DISHES AND SNACKS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Chips, Corn, Regular (104/1oz.)			
2	Chips, Nacho, round, (5/1#)			\$
3	Chips, Nacho, round, (5/1#)			\$
4	Chips, Nacho, Cheese, (104/1oz.)			
5	Chips, Potato, B.B.Q., (104/1oz.)			\$
6	Chips, Potato, Regular, Plain, (104/1oz.)			\$
7	Corn Dog Nuggets, (10#)			\$

FOOD AND GROCERY PRODUCTS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
8	Corn Dog, 72 ct., (4oz.)			\$
9	Corn Dog, All-Meat, (60/2.67oz.)			\$
10	Corned Beef Hash, (6/#10)			\$
11	Meatballs, (10#)			\$
12	Pancake and Sausage, (56 ct.)			\$
13	Pizza, Cheese, (96 ct.)			\$
14	Pizza, Cheese, Deep Dish, 5", (60/5oz.)			\$
15	Pizza, Pepperoni, 4x6m, (96 ct.)			\$
16	Pizza, Pockets, Breakfast, (96 ct.)			\$
17	Pizza, Wedge Pepperoni, (96 ct.)			\$
18	Ravioli, Jumbo Cheese, (324 ct.)			\$
TOTAL (FAST FOODS):				\$

GROCERY PRODUCTS

	DESCRIPTION	BRAND (LABEL)	PACKAGED UNIT	PRICE
1	Cleaner Oven & Grill, aerosol (6/20 oz.)			\$
2	Film Wrap, (18" x 2000 ft)			\$
3	Foil, Aluminum, (18" x 500 ft)			\$
4	Foil, Aluminum, heavy duty (18" x1000 ft)			\$
5	Fork, Plastic, Heavy/Medium Weight			\$
6	Hot Dog Trays Medium Weight (8")			\$
7	Knife, Plastic, Heavy/Medium Weight			\$
8	Liner, Pan Grease Proof Lift off (16 x 24)			\$
9	Plate, 3 Section, (10")			\$
10	Plate, Medium Weight, Paper, (9")			\$
11	Scouring Pad, General Purpose			\$
12	Spoon, Plastic, Heavy/Medium Weight			\$
13	Stir Sticks, Plastic, Unwrapped, (5 1/2")			\$
14	Straw, Jumbo, Wrapped, (7.75")			\$
TOTAL (GROCERY PRODUCTS):				\$

TOTAL BIDS

DAIRY AND EGG PRODUCTS (0100)	
SPICES AND HERBS (0200)	
FATS AND OILS (0400)	
POULTRY PRODUCTS (0500)	
SOUPS, SAUCES AND GRAVIES (0600)	
SAUSAGES AND LUNCHEON MEATS (0700)	
BREAKFAST CEREALS (0800)	
FRUITS AND FRUIT JUICES (0900)	
PORK PRODUCTS (1000)	
VEGETABLE AND VEGETABLE PRODUCTS (1100)	
BEEF PRODUCTS (1300)	
BEVERAGES (1400)	
FINFISH AND SHELLFISH PRODUCTS (1500)	
LEGUMES AND LEGUME PRODUCTS (1600)	
BAKED PRODUCTS (1800)	
SWEETS (1900)	
CEREAL GRAINS AND PASTA (2000)	
FAST FOODS, MEALS, ENTREES, SIDE DISHES AND SNACKS (2100)	
GROCERY PRODUCTS	
TOTAL BID	\$

YOUR COMPANY NAME: _____

Indicate payment terms if other than "2% 20, Net 30 days": _____

PRICE:

Prices bid shall remain firm through June 30, 2013. Beginning July 1, 2013, prices may be adjusted annually according to the *Price Escalation/De-Escalation* terms below.

PRICE ESCALATION/DE-ESCALATION:

Contract prices may be adjusted annually on July 1st based upon the Consumer Price Index – All Urban Consumers (**CPI - U**), South Urban, not seasonally adjusted for series Id Food.

Annual adjustments shall equal the average percentage increase/decrease (as published by the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available). New prices will not be charged until the city has been notified. The contractor shall notify the City in writing, one month in advance (Not later than June 1st) of price changes. Consumer Price Index information and detailed statistics including current percentage changes can be accessed at <http://www.bls.gov/cpi/>.

The City reserves the right to negotiate reductions in price due to changes in market conditions at any time during any contract term.

AWARD:

Award will be made in accordance with Chapter 2, Article XX, Section 2-563, Newport News City Code. It will be made to the lowest **responsible** and **responsive** bidder based on **Total Bid**. In determining the lowest responsive, responsible bidder, in addition to price, the City shall consider quality, delivery time, payment terms, warranties, safety, availability of items, suitability of components offered, options available and suitability of the product offered for the intended use, as well as the capacity, character, integrity, and reputation, of the bidder and any past experience with the product offered or the bidder.

The City reserves the right to make award to a primary vendor and a secondary vendor based on the availability of products.

QUESTIONS:

Questions regarding this IFB, should be directed to the Department of Purchasing, Rose Kee by email: rkee@nngov.com and copy Vickie Gwynn vgwynn@nngov.com (email preferred), or facsimile at (757) 926-8038, and received no later than 5:00 p.m. on February 9, 2012 prior to the bid due date. All questions must be submitted in writing; telephonic inquiries will not be considered.

REFERENCES (MUST BE FOR EQUIVALENT PRODUCTS AND SERVICES):

Provide information pertaining to 3 Opportunity/Special Buys your firm offered to customers within the last year.

Reference 1

Name of Business, City, County or Agency	Street Address	City & State	Contract Dates
Contact	Title	Telephone	Email Address
Description of Opportunity/Special Buy:		Contract Amount: \$	

Reference 2

Name of Business, City, County or Agency	Street Address	City & State	Contract Dates
Contact	Title	Telephone	Email Address
Description of Opportunity/Special Buy:		Contract Amount: \$	

Reference 3

Name of Business, City, County or Agency	Street Address	City & State	Contract Dates
Contact	Title	Telephone	Email Address
Description of Opportunity/Special Buy:		Contract Amount: \$	

The City reserves the right to request additional information.

- **Additional Contractor Data:**

a. Years in Business supplying like services as outlined in these specifications:
_____years _____months.

b. Business Location: proximity to the job-site; _____ miles.

Offeror maintains that he/she is able to provide qualified personnel, working equipment, specified materials, storage of materials/equipment, etc. within a reasonable period of time to the job-site in order to complete the described work in an effective and efficient manner.

c. Briefly describe your company's size and organization:

d. Alternative Contacts for Firm: Please print clearly the data for the following alternative contacts:

Email Address: _____

Cell Phone(s): _____

Fax Number: _____

Upon contract award the firm shall provide, as available, the above alternative contacts for key personnel and supervisors responsible for the project.

- **Plan to Utilize Small, Minority, and Women Businesses:** - SBE, MBE, and WBE (small business utilization): Provide a statement of how your firm intends to utilize minority and female applicants during the course of this contract. Although no specific goals are set by the City of Newport News, participation of such enterprises is encouraged.

EXCEPTIONS:

Note: Bidder must sign the appropriate statement below, as applicable:

- () Bidder understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm:

Signature: _____

- () Bidder takes exception to terms, conditions, requirements, or specifications stated herein (Bidder must itemize all exceptions below, and return with this IFB submittal):

Firm:

Signature: _____

Vendors should note that any exceptions taken from the stated terms and or specifications may be cause for their submittal to be deemed “non-responsive”, risking the rejection of their submittal.

BID RESULTS

Bid results may also be obtained from our website at: www.nngov.com/purchasing or www.demandstar.com
