

**Bristol County Sheriff's Office  
JULY 1 through DECEMBER 31, 2017 Bid Specifications**

**BID SPECIFICATIONS FOR FOOD AND RELATED PRODUCTS**

<b>ONE (1) ORIGINAL COPY OF THE SEALED BID, MARKED</b>
<b>“BID FOR FOOD &amp; RELATED PRODUCTS FOR BRISTOL COUNTY JAIL &amp; HOUSE OF CORRECTION FACILITIES</b>
<b>MUST BE RECEIVED BY 2:00 P.M. ON JUNE 6, 2016</b>
ADDRESSED TO : BRISTOL COUNTY SHERIFF'S OFFICE/ COMMONWEALTH OF MA ATTN: PURCHASING DEPT. 400 FAUNCE CORNER ROAD NORTH DARTMOUTH, MA 02747
<b>If hand delivering or using overnight mail, the physical address is:</b> BRISTOL COUNTY SHERIFF'S OFFICE/ COMMONWEALTH OF MA ATTN: PURCHASING DEPT. Bldg 1 400 FAUNCE CORNER ROAD NORTH DARTMOUTH, MA 02747

**NOTICE**

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**SUBJECT: *Purchasing and Processing System***

Therefore, in order to facilitate a purchasing process on a smooth routine basis in the interest of control, uniformity, and saving time, the following shall be required.

**Requisition number**- used to tie the purchase transaction to specific numbers to include buyer evaluation, material delivery, etc.

**Placing an order** – Vendors shall be given a purchase order (P.O.) number before placing an order.

**PO number** use by vendor- Receiving slips, and invoices shall include the P.O. # assigned as a control method.

These requirements must be met in order for a review and approval of any invoice to be done, and only done when the invoice (an original and file copy), receiving slip and purchase requisition agree in all particulars.

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A careful check of the purchase order, the receiving slip, and the invoice is required and used to determine that they all agree, thus verifying that the purchase transaction was consummated as contemplated when the order was placed. The P.O. # is used as a means of tying together all paper work and elements of the purchase transaction.

This Purchasing system is the vehicle formalized to facilitate the completion of a purchase requisition.

**Bidder Responsibility**

It is not possible to know who has downloaded a copy of an **Request For Receipt (RFR)** from Commbuys. It is the bidder's responsibility to check Commbuys for any modifications to an RFR.:

"This RFR has been distributed electronically using the Commbuys system. It is the responsibility of every bidder to check Commbuys for any addenda or modifications to a solicitation for which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodation to bidders who submit a response based upon an out-of-date solicitation document. Potential bidders are advised to check the "last change" field on the summary page of solicitations they intend to respond to ensure that they have the most recent solicitation files. "Bidder Modification".

"The bidder may not alter the RFR or its components except for those portions intended to collect the bidder's (cost pages, etc.). Modifications to the body of the RFR, specifications, terms and conditions, or any other documents that would change the intent of this RFR are prohibited. Any modifications other than where the bidder is prompted for a response will disqualify the response."

Bidders Are Directed to Standard Documents and Forms.

The standard RFR Attachments and Forms are available to bidders electronically from the Standard Documents section, of the Commbuys Forms & Information page, at the following address: (<http://www.commbuys.com/commbuys/forms.html>). As the files are already available via the site, you do not need to submit them for inclusion with your solicitation, however, you do need to make reference to the forms within your solicitation.

"Two forms must be completed by a potential bidder prior to doing business with the Commonwealth, the Commonwealth Terms & Conditions and the Verification of Taxation Reporting Information (W-9) - (Massachusetts Substitute W-9 Form) No bidder will be awarded any contract unless both forms are on file with the Office of the

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State Comptroller. Terms and Conditions and W-9's only have to be submitted to the Commonwealth once, unless there is a change in the company, i.e. company name, address or contact information.

Unlike the Commonwealth Terms & Conditions and Request for Verification of Taxation Reporting Information Forms, a copy of the Standard Contract Form must be completed for each contract a Contractor enters into with the Commonwealth. By signing this form, the Contractor agrees to comply with all applicable Mass and federal and regulations and to perform the contract in accordance with the Commonwealth Terms and Conditions. Copies of these forms are available through the Commbuys Forms & Information Page at <http://www.commbuys.com/commbuys/forms.html>.

***General Information:***

1. No delivery charges.
2. Product to be supplied on an "as needed basis" except for perishables that may have multiple orders per week, if needed or as otherwise noted.
3. Vendor is responsible for providing product despite market prices on a weekly basis.
4. **Deliveries are to be made Mondays through Fridays between the hours of 6:00 AM - 12:00 PM and 1:00 PM - 3:00 PM. Ash Street (Court Street) deliveries should be made between 6:00 AM to 12:00 PM and 1:00 PM to 3:00 PM. Prefer to be the first or last delivery on route.**
5. Bread shall be delivered 2 times a week by mid morning or as otherwise specified and shall be fresh upon delivery.
6. Bid prices on cheese, meat, poultry, fish, frozen food, coffee, and tea as well as pails of pie filling, shall be given on a per pound basis in order for the bid to be considered as valid. Eggs shall be given on a per dozen basis.
7. Vendors are to state the brand name on each product on which their bid is predicted. And any difference in size, weight, volume etc that differs from the items specifically requested.
8. Meat and meat products are to be USDA inspected, top quality and approved for institutional use. All cases and cans shall meet the applicable US standards for condition of food containers and shall be in good condition at the time of delivery. No salvage material will be acceptable and all cans shall have a shelf life of 6 months under storage conditions.
9. Bid prices shall be net to include all discounts and / or rebates being offered. The vendor shall do calculations with properly with one final net figure being reflected on the bid sheet.
10. Bidders choosing to bid on item/s to the exclusion of others, and who choose to use only part of the

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specifications bid sheets provided, shall be responsible for making the facility name and time period being bid at the top of the sheets to be considered as being valid.

11. There shall be no substitutions for awarded food and related products **unless** authorized by the Steward in the individual kitchen or the Food Service Director or the Food Service Specialist/ Nutritionist.
12. If a similar item is to be substituted, the original bid price is to be honored.
13. To ensure the health and welfare of all people, vendors shall be required to give a 24-hour notice by fax of the item/s which aren't available in order that the necessary arrangements can be made to purchase said item/s.
14. Payment of invoices-suppliers shall submit invoices (an original ).Food and non-food items shall be made on separate invoicing. Each invoice will require the use of purchase order (P.O.)numbers.
15. Food containers: May be plastic or metal. No glass containers are permitted in the facilities. No aerosol cans.
16. Restrictive provisions: bidders placing restrictions of any kind, for example minimum order requirements on their bid shall not be considered since award are based upon price, quality, quantity and assurance that the vendor will satisfy the County's terms and conditions of the contract.
- 17.All chemicals are to be food service approved, in non-aerosol containers. Massachusetts and OSHA standards that each chemical as the Material Safety Data Sheets (MSDS) provided in advance of use, the chemical shall have the chemical abstract service (CAS) number, to identify the chemical with certainty.
18. Massachusetts' Right to Know (RTK) law requires that CAS number to be written on the MSDS for each ingredient. Failure to produce the MSDS sheets will result in the loss of the bid.

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19. Back orders: When items are unable to be filled with the current order being delivered, that item is not to be back ordered. If a new order is desired by B.C.S.O. a new purchase order and order form will be generated.
20. Bidders and /or vendors are advised that in accordance with departmental security procedures, all drivers and / or delivery people of said contractors who enter the Bristol County Sheriff's Office's property for the purpose of delivery of goods and / or services to any and all Sheriff's Office's facilities are subject to a random "warrant screening" and will be immediately arrested if found to be in violation of an outstanding warrant.
21. All vehicles, persons and foods are subject to search per department policy.
22. Any questions concerning the food specifications, please contact Tom Levesque @ 508-995-6400 ext 2360.
23. Any billing questions, please contact Ana Sousa or Caroline Costa @ 508-995-6400

**No Inspection on Delivery**

Buyers and sellers agree not to inspect for quality or quantity upon delivery. The goods are dropped off, the invoice is signed, accepting it, and the driver leaves. This speeds up delivery and helps the seller. The buyer also is helped, because the goods can later be inspected at leisure and a better and more accurate inspection made. The seller agrees to accept the buyer's findings, without question.

**Please bill all invoices as follows;**

Bristol County Sheriff's Office  
400 Faunce Corner Road  
North Dartmouth, MA 02740

**Ship to addresses are as follows;**

1. Bristol County Ash Street Facility  
226 Ash Street  
New Bedford, MA 02740

2. Bristol County Main Jail Facility  
400 Faunce Corner Road  
North Dartmouth, MA 02747

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***CERTIFICATE OF NON-COLLUSION***

The undersigned certifies under penalties of perjury that this bid or proposal has been made submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group or individuals.

**Name of person signing  
bid or proposal** \_\_\_\_\_

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

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

PURSUANT TO M.G.L.CH 62C, SEC 49A, I CERTIFY UNDER THE PENALTIES OF PERJURY THAT I, TO THE BEST KNOWLEDGE AND BELIEF, HAVE FILED ALL STATE TAX RETURNS AND PAID ALL TAX RETURNS AND PAID ALL TAXES REQUIRED UNDER LAW.

**Signed By;** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**E Mail** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Extension;** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Contact Person/ Salesperson;** \_\_\_\_\_

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<b>Bread: All bread products must have a shelf life of at least one week. It should be delivered at least 2 times a week unless otherwise stated and should be delivered by mid morning. Must be same day fresh with no mold.</b>				
<b>Size, if different than suggested</b>	<b>PRICE</b>	<b>BAKED GOODS</b>	<b>SIZE</b>	<b>DESCRIPTIONS</b>
		White Bread	26 sl/pkg (useable sl)	No Metal Handles
		Whole Wheat Bread	26 sl/pkg (useable sl)	No Metal Handles

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**Canned Goods: Must be commercially prepared, no swollen sides or ends, flawed seals or seams, rust, dents leaks, or foamy or bad smelling contents . All cans must be labeled.**

<b>Size, if different than suggested</b>	<b>PRICE</b>	<b>CANNED GOODS</b>	<b>SIZE</b>	<b>DESCRIPTIONS</b>
		Tuna	6/66.5 oz	Light packed in water

**Frozen Foods: Must be government approved, commercially processed foods. Accepted amounts of food life of at least three months. Meat, poultry, fish must be inspected by USDA or State Department of Health**  
**Vendors must supply written proff of government or state inspected stamp on the packaging and must arrive surrounded by crushed, self draining ice. Accepted amounts of food additives & preservatives.**  
**Must be delivered @ -10 to 0 degrees F . Must have a shelf life of at least 3 months**

<b>Size if different than suggested</b>	<b>PRICE per POUND</b>	<b>FROZEN FOODS</b>	<b>SIZE</b>	<b>DESCRIPTION</b>



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**Dairy & Juice: All products must be made from pasteurized milk. It should be delivered at 40 degrees F. All products must have at least a two week shelf life before the expiration or use date on the container. Multiple deliveries each week. 100% Juice only.**

<b>Size, if different than suggested</b>	<b>PRICE per POUND</b>	<b>DAIRY</b>	<b>SIZE</b>	<b>DESCRIPTION</b>
		Creamers, 1/2 & 1/2	288/ case	1 oz individual
		Milk 1% 8 oz	8 oz	carton, pasteurized, homogenized
		Orange Juice	4 oz cartons	100% Fruit Juice/ <b>Delivered thawed</b>
		Soy Milk	quart	plain
		Yogurt	8 oz	assorted flavors

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**Miscellaneous Items must be delivered in clean insect-free, rodent free trucks. Trucks must have no signs of contamination such as melted ice and dirt. Applicable foods must have government inspected stamps. Expiration dates must be at least 3 weeks away from delivery date. All unacceptable items will be adjusted.**

Size if different than suggested	PRICE per POUND	MISCELLANEOUS	SIZE	DESCRIPTION
		Chocolate Chips	Bulk	25 pounds/ real semi sweet chocolate
		Corn Starch	50 lb	Bulk
		Graham Crackers PC	2/ pkg.	Plain
		Granulated Garlic	10 lb box	Dry
		Granulated Onion	10 lb box	Dry
		Instant Breakfast or equal	12/ 6 ct	Assorted
		Maple Syrup Bulk	4/ 1 gallon	Plastic containers
		Potato Chips	1 oz	
		Raisins	Bag/bulk	15 or 20 pound bag
		Rice Cakes	60/cs	1.9 oz
		Salt Bulk	25 # bag	Fine grain
		Soy Bean Salad Oil	5 gallon	No glass container
		Sugar Brown	1 lb./ 24/ cs	Sealed plastic bags, dark
		Sugar Granulated	50 pound	Granulated white
		Sugar Packets		Bulk
		Sugar Substitute	2 bags/ 1250 ct	Aspartame only

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		Sugar Substitute	2 bags/ 1250 ct	Sweet & Low only
		Sugar Substitute	Bulk	Nutisweet
		Vegetable Shortening	50lb	ALL Vegetable Cube
		Vinegar	4/ 1 gallon	White, No glass container
Bid per ounce		Spice Basil	4/ 2 lb.	Basil leaves, This size only
Bid per ounce		Spice Black Pepper	5 pound	Ground, This size only
Bid per ounce		Spice Celery Salt	10 pound, Only	This size only
Bid per ounce		Spice Chili Powder	5 pound, Only	Ground, This size only
Bid per ounce		Spice Cinnamon	5 pound, Only	Ground, This size only
Bid per ounce		Spice Crushed Red Pepper	12 oz	This size only
Bid per ounce		Spice Cumin	16 oz / 24 / cs	Ground, This size only
Bid per ounce		Spice Ginger	6/ 16 oz	Ground, This size only
Bid per ounce		Spice Mustard Dry	16 oz	Ground, This size only
Bid per ounce		Spice Oregano	2 pounds	Whole leaves, this size only
Bid per ounce		Spice Paprika	4/ 5 lb.	Spanish, This size only
Bid per ounce		Spice Poultry Seasoning	price per ounce	
Bid per ounce		Spice Thyme	price per ounce	
Bid per ounce		Spice White Pepper	price per ounce	Ground, This size only

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<b>NONFOOD ITEMS</b>				
<b>Size if different than suggested.</b>	<b>PRICE</b>	<b>NONFOOD ITEMS</b>	<b>SIZE</b>	<b>DESCRIPTIONS</b>
		Aluminum foil	18" by 500	Heavy duty
		Aprons, poly disposable		
		Baker Paper, Sheet Liners		
		Beard Guards		Light weight
		Brown Paper Bags	6# size	Lunch style
		Clear Food Wrap	18" by 2000	Film #914
		Coffee Cups/ Paper	8 oz	Hot/ Cold Cups, Blue
		Coffee Stirrers		
		Hair Nets	144 ct	Light weight
		Handy-Wipes	Pink wipe cloth only	Disposable cleaning cloths
		Oven Mitts	16"	Double Quilted
		Paper Hats	50 ct	Adjustable
		Paper Napkins, White	8" x 4"	10,000/ case, Dinner Napkins
		Paper Plates, White	7"	
		Paper Plates, Navy	7"	Heavy duty paper or plastic
		Paper Plates, White	9"	
		Paper Plates, Navy	9"	Heavy duty paper or plastic
		Paper Table Cover	54' X 108 "	White

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		Plastic Aprons	100 ct	White
		Plastic Bags, 10.5" x 11"	250 / case	Zip lock, 1.75 ml
		Plastic Forks	1000 / cs	Medium weight
		Plastic Gloves- polyethylene	10,000 ct ONLY	Large only// 10,000 per case
		Plastic Knives	1000 / cs	Medium weight
		Plastic Soup Spoons	1000 / cs	Medium weight
		Plastic Souffle Cups	4 oz.	DART only
		Plastic Souffle Lids	4oz	DART only
		Plastic Teaspoons	1000 / cs	Medium weight
<b>per 250 ct</b>		Plasticware/ Condiment kit	250 ct	Spork, knife, napkin, salt and pepper (NO SUBSTUTION)
<b>per 200/cs</b>		Styro 3 Compartment Trays	200/ cs	Large, w/ folding lid
		Styro Bowl Lids *	12 oz/ 1000 ct	Squat, to match bowls below
		Styro Bowls *	12 oz/ 1000 ct	Squat, to match lids above
		Sytro Cups Lids *4oz	1000 ct /DART only	To match lids above
		Sytro Cups *4oz	1000 ct /DART only	To match lids above
		Styro Cup Lids *8oz	1000 ct/ DART only	To match cups below
		Styro Cups *8oz	1000 ct /DART only	To match lids above
		Waxed Sandwich Bags		1000/ cs

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Size if different than suggested.	PRICE	NONFOOD ITEMS	SIZE	DESCRIPTIONS
		Multi Fold Towels	9.5" by 9.25"	250 ct, bundle 4000/ cs, paper
		Paper Towels		White
		Toilet Paper 1000/80	1 ply roll	4 1/2 X 4 1 ply septic safe
		Toilet Paper 550/80	550 sheet roll	96/ case, white 2 ply
<b>per 100</b>		Trash Bags 10 Gal (1000)	(6mic)	Clear poly, sample needed
<b>per 100</b>		Trash Bags 30 Gal	(16mic)	Clear, poly, sample needed
<b>per 100</b>		Trash Bags Black 60 gal	(16mic)	Black poly, sample needed
<b>per 100</b>		Trash Bags Clear 60 gal	(16mic)	100/cs Clear

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**Due to previous problems with backround checks on drivers that have been entering our facilities for the delivery of goods, we are requesting that you list all drivers expected to deliver within the prison system and supply us with their name. date of birth and social security number. A CORI check will be done on all drivers.**

<b>Name</b>	<b>Date of Birth</b>	<b>Social Security Number</b>