City Of Hammond
Purchasing Department

RFP # 20-02

Frozen Dinners

Bids Shall Be Received by the Purchasing Department,
City of Hammond
310 East Charles Street
P.O. Box 2788
Hammond, Louisiana 70404-2788
Until
10:00 A.M. May 24, 2019

At Which Time Bids Will Be Opened and Read Aloud

Advertisement in the Official Journal, Daily Star, To Be Published Two (2) Times
May 1 & 8, 2019

For Additional Information or Questions, Contact:
Jana Thurman - Purchasing Manager- (985) 277-5633

This is the Proposal of:

Date: _____

Company: _____

Section 3 Business/WBE/SBE/MBE/DBE: _____

Address: _____

City: _____ **State: ZIP Code:** _____

Person to Contact: _____

Phone: _____ **Fax:** _____

Email: _____

Your Proposal is important to us.
However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

Section 3 Business/WBE/SBE/MBE/DBE
The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

Nondiscrimination Requirements
By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

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SPECIFICATIONS:

Description	Estimated Quantity	Unit	Brand	Unit Price
Dinner, #10925 Fried Chicken	300	12/10.1oz./cs	Banquet or equal	
Dinner, #10928 Salisbury Steak	275	12/11.88oz/cs	Banquet or equal	
Dinner, #10930 Meatloaf	300	12/11.88oz/cs	Banquet or equal	
Dinner, #10926 Backyard BBQ	275	12/10.45oz/cs	Banquet or equal	
Scrambled Egg #06390 Sau/Hasbr	250	1/12/6.25/cs	Banquet or equal	
Pancake #06392 w/sausage	280	1/12/6oz/cs	Banquet or equal	

Food for Hammond City Jail Annual Requirements Contract delivered F.O.B. our destination.

Instructions to Bidders

Quantities:

This is an Open-Ended Annual Requirements Contract. All Quantities shown are estimated based on past usage. The Successful Bidder must supply At Bid Prices Actual Requirements as Ordered Whether the total of Such Requirements Are More Or Less than the Estimated Quantities.

Contract Term:

The term of this contract shall be for the period starting at the date of signing though July 1, 2019. At the option of the City of Hammond and acceptance by the supplier, this contract may be extended for two (2) additional twelve (12) month periods at the terms and conditions. Contract is not to exceed thirty-six (36) months.

Delivery:

After placing an order for product with the vendor, the City shall receive delivery of product, at the designated site, at the earliest available time, but, no later than twenty four (24) hours from the time the order was placed. An Exception to this would be for a “scheduled” delivery in which case, the agreed upon delivery time shall be honored.

Non-Delivery:

In the event a successful bidder is unable to furnish and/or refuses to make delivery of products when requested to do so, the City reserves the right to obtain materials elsewhere.

Special Note

BIDDERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE BID PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED IN WRITING TO THE PURCHASING AGENT DURING THE BID PERIOD AND SHALL BECOME PART OF YOUR BID PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE BIDDERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE BIDS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER BIDS ARE OPENED.

Bid Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for bidders to receive bid packages. Bidders should rely only on advertisements in the local newspaper, and should personally pick up bid packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street or by calling (985) 277-5633

These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the invitation to bid states that only the brand name will be considered for reasons of compatibility, etc.

The Public Bid number, Bidder's name, address and bid opening date shall be clearly printed or typed. Only one (1) bid shall be accepted from each bidder. Alternates shall not be accepted unless specifically requested in the bid specifications. Submission of more than one (1) bid or alternates not requested may be grounds for rejection of all bids by the bidder.

The method of delivery of bids is the responsibility of the bidder. All bids shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified bid opening date and time. Late bids shall not be accepted under ANY circumstances. It is the bidders' sole responsibility to insure that their bid has been delivered and accepted with ample time to meet all specified deadlines.

Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the bid form and included in the specifications.
Bids shall be accepted only on the bid forms furnished by the City of Hammond Purchasing Department. The City of Hammond shall only accept bids from those bidders in whose name the bid forms and or specifications were issued. Altered or incomplete bid forms, or use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire bid package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Department as THE BID.

All bids must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the bidder. Failure to initial shall be cause for rejection of the bid as non-responsive.

All bids shall be signed. Failure to do so shall cause the bid to be rejected as non-responsive.

Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Manager, after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding.

If bidding "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with bid. Representative samples shall be submitted upon request, if appropriate.

Bid Proposal Form

NOTE: Bidders are to list unit prices on page 3

As a qualified bidder for the project, I have carefully examined all of the Bidding Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the bidding specifications.

I hereby acknowledge that I have received the following Addenda and they are reflected as part of this bid,

_____

List by date and Addendum number

Bidder agrees to deliver products/services in complete accordance with all Specifications for the sum indicated:

(Amounts shall be shown in words and digits, In case of discrepancy, words shall govern.)

Item # 1 - Total Price_____
(_____)

Item # 2 - Total Price_____
(_____)

Item # 3 - Total Price_____
(_____)

Item # 4 - Total Price_____
(_____)

Item # 5 - Total Price_____
(_____)

Item # 5 - Total Price_____
(_____)

Item # 7 - Total Price_____
(_____)

_____
Signature of Bidder

The above signature on this Bid certifies that bidder has carefully examined the instructions to bidders, terms and specifications applicable to and made a part of this Bid Package. Bidder further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this Bid.