

**Houston Community College System  
Procurement Operations**



**INVITATION FOR BIDS (IFB)**

**FOR**

**Beverages, Food, Dairy & Paper Products**

**PROJECT NO. 07-19**

# INVITATION FOR BIDS

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Exhibit E Contractor & First Tier Subcontractor/Supplier Participation Form, if appropriate	
Exhibit F Insurance Requirements, if appropriate	

**HOUSTON COMMUNITY COLLEGE SYSTEM**

**INVITATION FOR BIDS - SUMMARY**

**Date:** March 26, 2007

**Project Title:** Supply and Deliver (f.o.b. destination) Beverages, Food, Dairy & Paper Products

**Project No.** 07-19

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**ISSUED BY:**

Houston Community College System  
Procurement Operations  
3100 Main Street (11<sup>th</sup> Floor)  
Houston, Texas 77002  
Post Office Box 667517  
Houston, Texas 77266-7517

**SUBMIT INQUIRIES TO:**

Name: Pam Ferreira  
Title: Senior Buyer  
  
Telephone: (713) 718-5003  
Fax: (713) 718-2113  
Email: pam.ferreira@hccs.edu

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**Project Overview:** The Houston Community College System ("HCC") is soliciting sealed bids from qualified firms to supply and deliver (f.o.b. destination) Beverages, Food, Dairy & Paper Products on an "as needed" basis. All deliveries will be made to the HCC Neo Market & Bakery located at 3100 Main Street (1<sup>st</sup> floor), Houston, Texas 77002.

**Contract Approval:** This procurement is subject to approval by HCC Board of Trustees. Subsequent to Board approval, the only person authorized to commit HCC contractually is the Chancellor or his designee.

**Pre-Bid Meeting:**

A non-mandatory pre-bid meeting will be held on April 10, 2007 at 10:00 a.m. local time in the Purchasing Department, 3100 Main (11<sup>th</sup> Floor, Room #11A07). All vendors are highly encouraged to attend this meeting.

**Bid Opening Time/Location:** Sealed bids in original form for items described herein will be received until April 23, 2007 at 2:00 p.m. (local time) at the Purchasing Department, 3100 Main (11<sup>th</sup> Floor), Houston, Texas 77002, and at that time publicly opened and read aloud.

**Contract Term:** The contract term for contract(s) awarded from this solicitation will be five (5) years from the effective date of contract award unless terminated sooner by HCC.

**Small Business Development Program (SBDP):** The small business participation goal for this solicitation is Best Efforts. (See Instructions to Bidders, Paragraph 8).

**Obligation:** This Invitation for Bids does not obligate HCC to award a contract or pay any costs incurred by the bidder in the preparation and submittal of a bid.

HCC is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age or disability.

## INSTRUCTIONS TO BIDDERS

### 1. **Review of Bid Documents**

A complete set of bid documents shall be used in preparing a bid. Each prospective bidder should carefully review the bid documents and take such steps as may be reasonably necessary to ascertain the resulting contract performance requirements. Failure to do so will not relieve bidders from the responsibility of estimating properly the difficulty/level of effort or cost of successfully performing the resulting contract.

### 2. **Explanation to Bidders**

Any explanation desired by a prospective bidder regarding the meaning or interpretation of the bid documents must be requested in writing and with sufficient time allowed (a minimum of seven (7) calendar days before the date set to receive bids) for a response to reach prospective bidders before the submission of their bids. Any HCC response will be in the form of an amendment of the solicitation or an information letter. The response will be made available to all prospective bidders on HCC website at [www.hccs.edu](http://www.hccs.edu). Receipt of any amendment(s) issued by HCC shall be acknowledged by the bidder with the bid submission.

### 3. **Bidder Eligibility for Contract Award**

- a. Each bidder shall complete, and submit with the bid, the applicable forms contained in the solicitation. When a special license or permit is required by Federal, State or Local law or ordinance, the bidder must be properly licensed prior to submitting a bid to HCC and must furnish evidence of such with the bid.
- b. In order for a bidder to be eligible to be awarded a contract, the bid must be responsive to the solicitation and HCC must be able to determine that the bidder is responsible to perform the resulting contract satisfactorily.
- c. Responsive bids are those complying with all material aspects of the solicitation. Bids that do not comply with the terms and conditions of the solicitation will be rejected as non-responsive.
- d. Responsible bidders as a minimum must:
  - Have adequate financial resources or ability to obtain such resources as required during the performance of the contract.
  - Be able to comply with the required delivery or performance schedule, taking into consideration all existing business commitments.
  - Have a satisfactory history of past performance.
  - Have necessary management and technical capability to perform the contract.
  - Provide evidence satisfactory to HCC that the bidder will comply with the Small Business Development Program requirements contained in the solicitation.
  - Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; signing and submitting the bid is so certifying.
  - Be qualified as an established firm regularly engaged in the type of business to provide the items/work required by this solicitation.
  - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- e. A bidder may be requested to submit written evidence verifying that he/she meets the minimum criteria necessary to be determined a responsible bidder. Bids deviating or taking exceptions to the solicitation requirements will not be considered.

#### 4. **Preparation for Bid**

- a. A bid shall be prepared on the forms furnished by HCC; shall be completed in ink, and shall be manually signed by an authorized official of the company. The person signing the bid shall initial any changes or erasures appearing on the bid forms. Bids submitted via e-mail or facsimile (fax) will not be accepted by HCC.
- b. A bid shall be submitted so as to be received no later than the exact date/time and at the place indicated in the solicitation, and shall be enclosed in a sealed envelope clearly identified as a bid with the project title, project number and bid opening date and time. The envelope shall also identify the name and address of the bidder and shall contain the bid security, if required, and other required documents.

#### 5. **Opening of Bids**

- a. Bids will be publicly opened immediately following the time set for receipt in the solicitation. The bid prices will be read aloud for the information of bidders and others present.
- b. If HCC receives two or more bids from responsible bidders that are identical in nature and amount, the Board of Trustees shall review. The Board of Trustees may reject all bids, in the best interest of HCC.
- c. HCC reserves the right to reject any and all bids, to waive any informalities in bids received, and to reject all non-responsive or conditional bids.

#### 6. **Contract Award**

Award of a contract, if awarded, will be made to the responsive and responsible bidder offering the lowest bid price and offers the best value to the Houston Community College System and whose bid conforms to the solicitation documents.

HCC reserves the right to waive any technicalities or irregularities in the bid documents and consider the bid for award. HCC also reserves the right to award one (1) or more contracts (by categories, line items, or both) under this solicitation.

#### 7. **Taxes**

HCC is tax exempt as a governmental subdivision of the State of Texas.

#### 8. **Small Business Development Program (SBDP)**

- a. HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process.
- b. Small businesses whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standards as specified in 13 CFR Part 121 are eligible to apply for participation in the program.
- c. For this solicitation, HCC has established best efforts as its goal for Small Business participation.
- d. **Good Faith Efforts:** HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses.

The subcontracting goal applies to all vendors regardless of their status. By implementing the following procedures, a contractor shall be presumed to have made a good faith effort:

- To the extent consistent with industry practices, divide the contract work into reasonable lots.
- Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
- Document reasons for rejecting a firm that proposes or bids on subcontracting opportunities.

e. Small Business Compliance Review: To ensure compliance with any stated small business participation goal, the selected vendor/contractor will be required to meet with the HCC Buyer and/or other HCC designated representative(s) at the 50% and 75% completion phases/dates of the project, to verify small business participation activity and to ensure compliance with the stated small business goal, if any.

**9. Prime Contractor/Contracts for Services**

If the resulting contract is for services, the prime contractor must perform a minimum of 30% of any contract for services with its labor force and or demonstrate management of the contract for services to the satisfaction of HCC.

**10. Prohibited Communications**

Except as provided in exceptions below, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- Between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any Trustee;
- Between any Trustee and any member of a selection or evaluation committee; and between any Trustee and administrator or employee.

The communications prohibition shall be imposed on the date that responses to the solicitation are due or received, whichever is first.

The communications prohibition shall terminate when:

- The contract is awarded by the Chancellor or his designee; or
- The award recommendations are considered by the Board at a duly-noticed public meeting.

In the event the Board refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- Duly noted pre-bid or pre-proposal conferences.
- Communications with the HCC General Counsel.
- Emergency contracts.
- Presentations made to the Board during any duly-noticed public meeting.
- Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

**11. Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, or use of illegal drugs or alcohol by vendors or contractors while on HCCS premises are strictly prohibited.

12. **Bid Submittals**

Each bidder must complete and return the following documents, if appropriate:

- Bid/Award Form (Attachment No. 1)
- Schedule of Items and Prices form (Attachment No.2)
- Determination of Good Faith Effort (Attachment No.4)
- Small Business Unavailability Certificate (Attachment No. 5)
- Contractor & First Tier Subcontractor/Supplier Participation Form (Attachment No. 7)
- Non-Discrimination Statement (Attachment No. 8)
- Certification & Disclosure Statement (Attachment No. 9)
- Affidavit Form (Attachment No. 10)
- Business Questionnaire (Attachment No. 11)
- Assurance of SBDP Goal (Attachment No. 12)
- Conflict of Interest Questionnaire (Attachment No. 16)

The envelope containing a bid shall be addressed as follows:

- Name, Address and Telephone Number of Bidder;
- Project Description/Title;
- Project Number
- Bid Opening Date/Time.

All bids shall be submitted to:

**Houston Community College System  
Procurement Operations  
3100 Main Street (11<sup>th</sup> Floor, Room #11A06)  
Houston, Texas 77002  
Reference: Project No. 07-19  
Attn: Pam Ferreira**

13. **Appropriated Funds**

The purchase of service or product, which arises from this solicitation, is contingent upon the availability of appropriated funds. HCCS shall have the right to cancel the resulting contract at the end of the current fiscal year if funds are not allotted for the next fiscal year to continue this contract. If funds are withdrawn or do not become available, HCCS reserves the right to cancel the contract by giving the contractor ninety (90) calendar days written notice of its intention to cancel without penalty. Upon cancellation of the contract, HCCS shall not be responsible for any payment of any service or product received that occur after the of the current contract period. HCCS fiscal year begins on September 1 and ends on August 31<sup>st</sup>.

14. **Texas Public Information Act**

HCC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature, and therefore, shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded.

15. **Conflict of Interest**

If a firm responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in the contract resulting from this solicitation, the firm must disclose this to HCC. Persons submitting a response to this solicitation must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code. As applicable, the person submitting a response to this solicitation must complete and submit **Attachment No. 16, Conflict of Interest Questionnaire Form**. This completed form must be signed and submitted with the solicitation response.

16. **Special Conditions**

- a. The quantities listed in Attachment No. 2, Schedule of Items, are **estimated** usage figures for a one (1) year period based on past experience and anticipated future usage. The estimated quantities do not represent a commitment or obligation by HCC to purchase any of those quantities. Purchases of any item will depend on actual requirements during a particular twelve (12) month time period, on an "as needed" basis.
- b. Specifications on items being bid as well as sample items may be required during the bid evaluation process. All samples shall be clearly labeled and submitted to the HCC Neo Food Operations Manager upon his/her request.
- c. When brand name products are specified in Attachment No. 2, the brand name product specified shall be bid and supplied under the resulting contract. Alternate equivalent brand name products are not acceptable and shall not be bid.



**ATTACHMENT NO. 1/Exhibit A**  
**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**INVITATION FOR BIDS**  
**BID/CONTRACT AWARD FORM**

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PROJECT TITLE: Supply and Deliver (f.o.b. destination) Beverages, Food, Dairy &  
Paper Products on an "as needed" basis.

PROJECT NO.: 07-19  
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Name of Bidder/Contractor: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Receipt of Bid Amendments Number(s): \_\_\_\_\_

-----  
The undersigned hereby proposes to furnish all labor, materials, supervision and any other services necessary to complete the above referenced project for the bid amount(s) listed on the Schedule of Items and Prices, Attachment No. 2.

The undersigned certifies that the amount(s) contained in Attachment No. 2 have been carefully checked and are submitted as correct and final.

Signed By: \_\_\_\_\_

Name: \_\_\_\_\_  
(Type or Print)

Title: \_\_\_\_\_  
(Type or Print)

ATTEST: \_\_\_\_\_  
(Secretary, if Bidder is a Corporation)

SEAL: \_\_\_\_\_ (If Corporation)

**ACCEPTANCE AND CONTRACT AWARD FORM**

(This page to be completed by HCC.)

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Purchase Order No.: Various purchase orders (for payment purposes only)  
Project No. 07-19  
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Contractor to perform the work required herein in accordance with Purchase Order(s) issued by HCC and the Terms and Conditions of Purchase posted on the HCC website at [www.hccs.edu](http://www.hccs.edu), incorporated herein by reference, and the prices, scope of services and general terms and conditions attached hereto and made a part hereof.

HOUSTON COMMUNITY COLLEGE SYSTEM

Executed for and on behalf of the Houston Community  
College System pursuant to approval by the Board of Trustees  
on \_\_\_\_\_, 2007

Signed By: \_\_\_\_\_

Name: Michael Kyme  
Title: Executive Director, Procurement Operations

**ATTACHMENT NO. 2**  
**SCHEDULE OF ITEMS AND PRICES**  
**For**  
**Beverages, Food, Dairy & Paper Products**

**Categories: Soda**

<b>Item</b>	<b>Product Number</b>	<b>Brand/Name</b>	<b>Size</b>	<b>Packaged</b>	<b>Est. Qty.</b>	<b>Units</b>	<b>Unit Bid Price</b>	<b>Extension</b>
PowerAde, fruit punch		PowerAde	20 oz	24/cs	14	cs		
PowerAde, lemon-lime		PowerAde	20 oz	24/cs	8	cs		
Soda, berry highland		Hanks	12 oz	24/cs	10	cs		
Soda, black cherry vanilla coke		Coca-Cola	20 oz	24/cs	14	cs		
Soda, caffeine diet coke		Coca-Cola	20 oz	24/cs	32	cs		
Soda, cherry coke		Coca-Cola	20 oz	24/cs	33	cs		
Soda, classic coke		Coca-Cola	20 oz	24/cs	209	cs		
Soda, coke w/lime		Coca-Cola	20 oz	24/cs	13	cs		
Soda, coke zero		Coca-Cola	20 oz	24/cs	41	cs		
Soda, cream		IBC	12 oz	24/cs	12	cs		
Soda, diet black cherry vanilla coke		Coca-Cola	20 oz	24/cs	7	cs		
Soda, diet cherry		Coca-Cola	20 oz	24/cs	42	cs		
Soda, diet coke		Coca-Cola	20 oz	24/cs	182	cs		
Soda, diet coke w/splenda		Coca-Cola	20 oz	24/cs	44	cs		
Soda, diet root beer, IBC		IBC	12 oz	24/cs	8	cs		
Soda, diet sprite zero		Coca-Cola	20 oz	24/cs	63	cs		
Soda, diet vanilla		Coca-Cola	20 oz	24/cs	12	cs		
Soda, minute maid berry kiwi		Coca-Cola	20 oz	24/cs	10	cs		
Soda, minute maid fruit punch		Coca-Cola	20 oz	24/cs	18	cs		
Soda, minute maid lemonade		Coca-Cola	20 oz	24/cs	15	cs		
Soda, minute maid limeade		Coca-Cola	20 oz	24/cs	10	cs		
Soda, minute maid pink lemonade		Coca-Cola	20 oz	24/cs	19	cs		
Soda, minute maid strawberry passion		Coca-Cola	20 oz	24/cs	9	cs		
Soda, Nestea cool sweeten w/lemon		Coca-Cola	20 oz	24/cs	34	cs		
Soda, Nestea diet green tea w/peach		Coca-Cola	16 oz	24/cs	4	cs		
Soda, Nestea diet w/lemon		Coca-Cola	16 oz	24/cs	13	cs		
Soda, Nestea raspberry		Coca-Cola	20 oz	24/cs	20	cs		
Soda, pibb xtra		Coca-Cola	20 oz	24/cs	42	cs		
Soda, root beer Barq's		Coca-Cola	20 oz	24/cs	24	cs		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories: Soda**

<b>Item</b>	<b>Product Number</b>	<b>Brand/ Name</b>	<b>Size</b>	<b>Packaged</b>	<b>Est. Qty.</b>	<b>Units</b>	<b>Unit Bid Price</b>	<b>Extension</b>
Soda, root beer, IBC		IBC	12 oz	24/cs	8	cs		
Soda, root beer, Sioux		Sioux	12 oz	24/cs	5	cs		
Soda, sprite		Coca-Cola	20 oz	24/cs	73	cs		
Soda, sprite remix tropical		Coca-Cola	20 oz	24/cs	8	cs		
Soda, vanilla coke		Coca-Cola	20 oz	24/cs	7	cs		
Soda, vault zero		Coca-Cola	20 oz	24/cs	3	cs		

- Notes:**
- (1) All Quantities shown in the Schedule of Items and Prices (pages 11 – 42) are Estimated for a twelve (12) month period.
  - (2) Bidders shall indicate the product number and product brand that is being bid wherever a product or brand name is not specified.

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories: Water**

<b>Item</b>	<b>Product Number</b>	<b>Brand/Name</b>	<b>Size</b>	<b>Packaged</b>	<b>Est. Qty.</b>	<b>Units</b>	<b>Unit Bid Price</b>	<b>Extension</b>
Water, Dasani		Dasani	20 oz	24/cs	110	cs		
Water, sparkling mineral		Perrier	16.9 oz	24/cs	12	cs		
Water, sparkling mineral		San Pellegrino	8.45 oz	24/cs	5	cs		
Water, spring		Ozarka	16.9 oz	32/pack	141	cs		
Water, spring		Ozarka	8 oz	48/pack	6	cs		
Water, spring		Ozarka	liter	12/pack	80	cs		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories: Juice**

Item	Product Number	Brand/ Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Juice, apple cider			gal		4	gal		
Juice, apple juice		Minute Maid	16 oz	24/cs	55	cs		
Juice, cranberry cocktail		Ocean Spray	8 oz	24/cs	12	cs		
Juice, cranberry cocktail		Tropicana	16 oz	24/cs	24	cs		
Juice, cranberry apple raspberry		Minute Maid	16 oz	24/cs	34	cs		
Juice, cranberry cocktail		Ocean Spray	46 fl oz	12/cs	2	cs		
Juice, cranberry grape		Minute Maid	16 oz	24/cs	44	cs		
Juice, fruit punch twister		Tropicana	20 oz	24/cs	17	cs		
Juice, orange		Minute Maid	16 oz	24/cs	81	cs		
Juice, orange fresh			gal		8	gal		
Juice, orange Oak Farms 100%		Oak Farms	pt		1,304	pt		
Juice, orange pure premium no pulp		Tropicana	14 oz	12/cs	34	cs		
Juice, pineapple dole		Dole	46 fl oz	12/cs	1.25	cs		
Juice, ruby red grapefruit		Minute Maid	16 oz	24/cs	43	cs		
Juice, strawberry kiwi twister		Tropicana	20 oz	24/cs	15	cs		
Juice, strawberry raspberry		Minute Maid	16 oz	24/cs	23	cs		
Juice, vegetable bottle		V-8	12 oz	24/cs	19	cs		
Oragina, glass		Oragina	10 oz	24/cs	10	cs		
Smoothie, mixed berry		Tropicana	11.5 oz	12/cs	10	cs		
Smoothie, strawberry banana		Tropicana	11.5 oz	12/cs	17	cs		
Smoothie, tropical orange		Tropicana	11.5 oz	12/cs	17	cs		
Tea, brambleberry		Tazo	13.8 oz	12/cs	19	cs		
Tea, giant peach		Tazo	13.8 oz	12/cs	57	cs		
Tea, lemon green		Tazo	13.8 oz	12/cs	8	cs		
Tea, tazoberry		Tazo	13.8 oz	12/cs	8	cs		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Cheese**

Item	Product Number	Brand/ Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Cheese, American sliced			5 lb/pk g	pkg	75	pk		
Cheese, blue crumbles small		Treasury Cave	5 lb/pk g		30	ea		
Cheese, brie-60% french dbl cream wheel			1 kg	2/ 1 kg/cs	4	cs		
Cheese, camembert tins		President	4.5 oz	12 ea/cs	38	ea		
Cheese, cheddar grated high grade			5 lb	5 lb/package	91	pk		
Cheese, cheddar med yellow print high grade			lb		96	lb		
Cheese, cottage non fat			5 lb	5 lb/containe r	44	cont		
Cheese, cream loaf plain		Philadelp hia	3lb	6/3lb to a cs	25	cs		
Cheese, cream portion pack			1 oz	100 ea/cs	49	cs		
Cheese, feta-goat milk			7 oz	12 ea/cs	9	cs		
Cheese, fontina		Cefalu	7 lb/wh eel		3	ea		
Cheese, goat log packer		Le Petit	11 oz	12 ea/cs	45	ea		
Cheese, gruyere king cut		Swiss	lb		50	lb		
Cheese, mascarpone			5 lb	5 lb/ container	25	cont		
Cheese, monterey jack print		Pauly	10 lb	10 lb/cs	1	cs		
Cheese, monterey jack shredded			5 lb/pk		37	pk		
Cheese, mozzarella fresh ovoline			3 lb/con t	2 ea/cs	6	cont		
Cheese, mozzarella shredded			5 lb/pk g		31	pkg		
Cheese, parmesan grana ¼			lb	18 lb/cs	93	lb		
Cheese, parmesan grated			5 lb/bo x		23	box		
Cheese, parmesan reggiano 1/4			lb	18 lb/cs	18	lb		
Cheese, parmesan shredded 5lb			5 lb		3	pk		
Cheese, pepper jack print			lb		40	lb		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS****Categories – Cheese**

<b>Item</b>	<b>Product Number</b>	<b>Brand/ Name</b>	<b>Size</b>	<b>Packaged</b>	<b>Est. Qty.</b>	<b>Units</b>	<b>Unit Bid Price</b>	<b>Extension</b>
Cheese, ricotta		Polly-O	5.5 lb	2x5.5 lb/cs	7	cs		
Cheese, romano-pecorino qtr					14	lb		
Cheese, swiss big eye			Lb		57	lb		
Cheese, swiss sliced			5 lb pkg		46	pkg		



**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories: Chemical/Cleaning Supplies**

Item	Product Number	Brand/ Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Cleaner, Encompass, heavy duty multi-purpose		Ecolab	Gallon	4/1 gal/cs	2	cs		
Cleaner, freezer kool kelene liquid		Ecolab	Gallon	4/1 gal /cs	2	cs		
Cleaner, glass kleerview		Kleerview	Quart	6/1 qt /cs spray bottle	2	cs		
Cleaner, all-purpose lemon scent		Simple Green	Quart	24/ea /cs spray bottle	4	cs		
Cleanser, clean & smooth, hand liquid antibacterial soap		Ecolab	Gallon	4/1 gal/cs	5	cs		
Detergent, omega solid machine		Ecolab	2.75 lb	8/2.5 lb/bx	9	bx		
Detergent, omega rinse additive		Ecolab	.95 lb	2/.95 lb/bx	9	bx		
Detergent, solid fun, for pot and pan		Ecolab	Gallon	4/1 gal/cs	12	cs		
Lime-a-way		Ecolab	Gallon	4/1 gal/cs	1	cs		
Oven Cleaner, aerosol foam		Mr. Muscle	24 oz	6/ea/cs	2	cs		
Polish, liquid satin shine			Quart	6/1 qt/cs spray bottle	3	cs		
Sanitizer, ster-bac blue, quaternary ammonium		Ecolab	Gallon	4/1 gal/cs	14	cs		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS****Categories: Butter**

<b>Item</b>	<b>Product Number</b>	<b>Brand/ Name</b>	<b>Size</b>	<b>Packaged</b>	<b>Est. Qty.</b>	<b>Units</b>	<b>Unit Bid Price</b>	<b>Extension</b>
Butter, continental chips		Land O'Lakes	25oz	60 ct/cs	15	cs		
Butter, plugra solid unsalted			1 lb (36lb cs)	36 lb/cs	1,200	cs		
Butter, unsalted GR AA		Land O'Lakes/ Cabot	1 lb (36lb cs)	36 lb/cs	4,104	cs		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories: Milk**

Item	Product Number	Brand/ Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Cream, heavy qt sterile		Oak Farms or Equal Quality	Quart	12 ea/cs	1,099	ea		
Cream, qt half and half sterile		Oak Farms or Equal Quality	Quart	12 ea/cs	1,392	ea		
Cream, sour		Daisy	4/5lb	20 lb/cs	64	cs		
Creamer, half & half shelf stable		Oak Farms	3/8 oz	400 ct/cs	9	cs		
Milk pt, 2%		Oak Farms or Equal Quality	Pint		1,323	ea		
Milk pt, choco		Oak Farms or Equal Quality	Pint		1,175	ea		
Milk pt, whole		Oak Farms or Equal Quality	Pint		779	ea		
Milk, hgal plst buttermilk		Oak Farms or Equal Quality	Half Gallon		150	ea		
Milk, hpt 1 % chocolate		Oak Farms or Equal Quality	Half Pint		773	ea		
Milk, hpt 1 % econ		Oak Farms or Equal Quality	Half Pint		1,187	ea		
Milk, hpt skim		Oak Farms or Equal Quality	Half Pint		15	ea		
Milk, hpt whl econ		Oak Farms or Equal Quality	Half Pint		840	ea		
Milk, whole, gal		Oak Farms or Equal Quality	Gallon		310	gal		
Yogurt, plain lowfat		Mountain High	32 oz		21	ea		
Yogurt, variety 6 oz		Yoplait	6 oz		204	ea		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories: Egg**

<b>Item</b>	<b>Product Number</b>	<b>Brand/ Name</b>	<b>Size</b>	<b>Packaged</b>	<b>Est. Qty.</b>	<b>Units</b>	<b>Unit Bid Price</b>	<b>Extension</b>
Egg, fresh grade AA large			large	15 dz / cs	342	cs		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories - Dry Goods**

Item	Product Number	Brand/ Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
AJI-Mirin rice wine		Kikomn	17 fl oz	12/ea to a cs	1	cs		
Almond, paste		American Almond	7 lb	7 lb/tub	17	tub		
Anchovy fillet		Roland	13 oz/tin	12 ea/ cs	7	ea		
Apricot halves		Morocco	# 10 can	6 / cs	3	cs		
Apricot/dry whole			5 lb	bag	4	bag		
Artichoke hearts 40-50 ct can			10 lb		8	ea		
Baking Powder		Clabber Girl	24 oz		27	can		
Baking Soda		Arm & Hammer	2 lb box		20	box		
Bean, black dry		U. S. # .1 or equivalent		20 lb/box	7	box		
Bean, kidney dry			20 lb		8	cs		
Bean, lentil dry			20 lb		2	bx		
Bean, chick peas garbanzo		Cefalu	14 oz/can		1	case		
Bean, navy dry		U. S. # .1 or equivalent		20 lb / box	11	box		
Bean, pinto dry		U. S. # .1 or equivalent		20 lb / box	13	box		
Breadcrumbs, Japanese panko		Kikomn		25 lb /bag	16	bag		
Bronze Leaf book				25 sheets/book	1	ea		
Capers, 32 oz		Del Destino	32 fl oz/jar		9	jar		
Cereal, assorted bowl pk		GM	1 oz	96/1 oz/cs	5	cs		
Cereal, assorted bowl pk		Kellogg	Individual	72/cs	2	cs		
Cereal, cheerio bowl pk		GM	1 oz	96/1 oz/cs	1	cs		
Cereal, raisin bran bowl pk		Kellogg	1.25 oz	96/cs	4	cs		
Cherries, dried				20 lb / cs	4	cs		
Chipotle peppers w/adobo sauce		San Marcos	7 oz	24 / cs	4	ea		
Chocolate bars-batons 44%		Noel Cacao		15/300 ct	2	box		
Chocolate chunks semi sweet		Cocoa Barry		25 lb / cs	14	cs		
Chocolate cocoa pure unswt		Patisfrance	4.4 lb/pkg		4	pkg		
Chocolate white chunks		Cocoa Barry		25 lb / cs	2	cs		
cinnamon korinthe		West co		5 lb/cs	4	cs		
Cinnamon Stick		McCormick	8 oz/jar		1	jar		
Citric Acid			1 lb/tub		2	ea		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories - Dry Goods**

Item	Product Number	Brand/ Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Clam ,chopped, can			51 oz	12 cans/cs	4	case		
Clam Juice, can (sea clam juice)			46 fl oz	12 ea / cs	2	cs		
Cloves, whole		McCormick	11 oz/jar		1	jar		
Cocoa Butter, pail		Callebaut	11 lb		3	ea		
Cocoa Mix, instant, packet, Nestles		Nestles		6/50 ct	1	cs		
Cocoa Powder, 22-24%		Massud 20-22% Extra Red	1 kg		11	ea		
Coconut, angel flake bakers		Bakers	25 lb	25 lb /bag	1	bag		
Coconut, macaroon sweeten				50 lb/bag	2	bag		
Coconut Milk, can			13.5 oz	24 ea/cs	63	ea		
Coffee extract		Patisfrance	liter		6	liter		
Coffee, DE 2 liter 100% Colombian decaffeinated		Douwe Egberts	2 liter/box	2 box to a pack	23	box		
Coffee, DE 2 liter Excellence Dark Roasted		Douwe Egberts	2 liter	2 box to a pack	122	box		
Corn Meal, yellow			25 lb	25 lb /bag	8	bag		
Corn Syrup, 42de			60 lb	60 lb	4	ea		
Cornstarch			16 oz/box	24 box to a cs	44	box		
Cracker Meal, med grind			5lb		12	ea		
Crackers, assort/for cheese			7 oz/box	12 box to a cs	5	bx		
Cranberries, dried				5 lb/box	9	bx		
Crepe shape A (feuille de brick)				250/sheets	1	pk		
Crisco, shortening			3 lb/ can	12 ea to a cs	2	cs		
Crouton, seasoned			2.5 lb/bag	4 bag to a cs	8	cs		
Dextrose				5 lb/case	1	cs		
Dressing, bleu cheese packet			1.5 oz/packet	60/cs	6	cs		
Dressing, caesar creamy			1 gal/jar	4 jar/cs	3	cs		
Dressing, Caesar packet			1.5 oz/packet	60/cs	5	cs		
Dressing, honey mustard			1.5 oz/packet	60/cs	8	cs		
Dressing, Italian			1 gal/jar	4 jar/cs	5	cs		
Dressing, Italian fat free individual packet			1.5 oz/packet	60/cs	8	cs		
Dressing, Italian individual packet			1.5 oz/packet	60/cs	8	cs		
Dressing, ranch packet			1.5 oz/packet	60/cs	17	cs		
Dressing, ranch packet light			1.5 oz/packet	60/cs	9	cs		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories - Dry Goods**

Item	Product Number	Brand/ Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Dummy round ¼ sheet			12x8x2		2	ea		
Dummy round 6x3			6x3		2	ea		
Dummy round 6x4			6x4		2	ea		
Dummy round 8x3			8x3		2	ea		
Equal, packet				2000/cs	6	cs		
Essence, bitter almond		Siebin	Liter		2	Liter		
Essence, lemon		Siebin	Liter		2	Btl		
Essence, orange		Siebin	Liter		2	Btl		
Figs, dried			Lb		30	Lb		
Flax seed organic			50 lb	50 lb/bag	1	bag		
Flour, almond meal blanch very fine ground				5 lb	140	lb		
Flour, cake mix, white PILLS				25 lb /bag	10	bag		
Flour, cake pureassnow				50 lb /bag	19	bag		
Flour, dary rye fine				50 lb /bag	1	bag		
Flour, H&R				50 lb /bag	40	bag		
Flour, Idaho pacific potato				50 lb/bag	3	bag		
Flour, nine (9) grain cereal				50 lb/bag	2	bag		
Flour, oat				50 lb/bag	1	bag		
Flour, oat bran				50 lb /bag	1	bag		
Flour, pastry ra/rse trtd				50 lb /bag	24	bag		
Flour, rice				50 lb/bag	2			
Flour, semolina				2 lb /bag	9	bag		
Flour, Sir Galahad				50 lb/bag	42	bag		
Flour, sir lancelet				50 lb/bag	30	bag		
Flour, special spring king arthur (bread)				50 lb/bag	60	bag		
Flour, unbleached ultm highs performance				50 lb /bag	2	bag		
Flour, US 500				50 lb/bag	1	bag		
Flour, whole wheat medium				50 lb/bag	1	bag		
Fondant, crème				50 lb	3	ea		
Fondant, rolling satin ice				20 lb	38	ea		
Framboise mathilde			liter		2	ea		
Gelatin powder			1 lb		16	pk		
Gelatin sheets			2.2 lb/box	400/box	11	box		
Ginger, powered			5 lb		2	ea		
Ginger-pickled sliced			16 oz/jar	24 / cs	1	ea		
Glaze, gelstar-cristal apricot			26.5 lb		1	ea		
Glaze, neutral			8.8 lb		1	ea		
Glucose			50 lb		8	ea		
Gluten, vital wheat				50 lb /bag	1	bag		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**
**Categories - Dry Goods**

Item	Product Number	Brand/ Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Gold leaf book				25 sheets/pk	4	pk		
Grits, quick Quaker		Quaker	2.5 lb/ box	12/cs	7	cs		
Gumbo file'			15 oz/jar		1	jar		
Gumpaste, satin ice			2 lb		3	ea		
Hazlenut paste praline		Belcolade		11 lb/tub	4	tub		
Honey		Clover	1 1/2 gal/ea	1000/cs	12	ea		
Horseradish prepard			1 gal/jar	4/cs	1	jar		
Jalapenos, sliced		Embassa	# 10 can	4/ #10/cs	8	cs		
Jelly, assorted packet		PPI	½ oz	200/cs	25	cs		
Ketchup red plastic bottle squeeze		Heinz	14 oz/bottle	24/cs	21	cs		
Ketchup, packet		Heinz		1000/cs	57	cs		
Ketchup, tomato			# 10 can		9	can		
Liquid smoke seasoning			gal		2	gal		
Lychee can		Roland	20 oz	55 lb/bag	2	cs		
Mayonnaise Packet		Hellmanns			103	cs		
Mayonnaise plastic jar		Hellmanns	Gallon		33	cs		
Milk, condensed			14 oz can		3	cs		
Milk, evaporated		Pet	12 oz can		1	cs.		
Milk, powder high heat				55 lb/bag	2	bag		
Mint, patis arome mint					1	ea		
Miroir pur Kosher					1	ea		
Molasses			gal		14	gal		
Mustard packet		Heinz		1000/cs	42	cs		
Mustard, classic yellow French's		French's	gal	4/cs	1	cs		
Mustard, Dijon			30 oz/jar		12	jar		
Mustard, Guldens			gal	4 / cs	3	cs		
Neutral glaze		Patisfrance	18 lb/ea		2	ea		
Nulomline				50 lb/tub	3	tub		
Nutmeg, whole		McCormick	20 oz/jar		1	jar		
Oat, quick rolled				50 lb/bag	6	bag		
Oil, olive pure		Borges	5 liter	3/cs	29	cs		
Oil, canola			2.5 gal	2 ea/cs	9	cs		
Oil, extra virgin olive tin Italian		Cefalu-Colavita	2 liter/tin		23	ea		
Oil, olive blend 75/25			1 gal	6 ea/cs	204	ea		
Oil, peanut			35 lb (5 gal)	35 lb/cs	110	cs		
Oil, sesame			gal		1	gal		
Oil, walnut			16.9 oz/ea		1	ea		
Olive, green sicilian pitted			1 gal		3	gal		
Olive, ripe med black pitted spain			# 10 can	6/cs	42	cs		
Olive, calamata large pitted		Vasiliko	9lb		22	ea		
Pasta, bowtie		De Cecco	1 lb/box	20/cs	4	cs		
Pasta, elbow macaroni		De Cecco	1 lb/box	20/cs	61	cs		
Pasta, egg noodle wide ½"				10 lb/cs	2	cs		
Pasta, fettuccine		De Cecco	1 lb/box	20/cs	21	cs		
Pasta, fussilli		De Cecco	1 lb/box	20/cs	5	cs		



**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Dry Goods**

Item	Product Number	Brand/Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Pasta, linguine		De Cecco	1 lb/box	20/cs	17	cs		
Pasta, orzo			1 lb/box		2	cs		
Pasta, penne		De Cecco	1 lb/box	20/cs	15	cs		
Pasta, rigatoni		De Cecco	1 lb/box	20/cs	2	cs		
Paste burgundy wine			20 oz		1	ea		
Paste gel color deep pink			20 oz		1	ea		
Paste gel color sunset orange			20 oz		1	ea		
Paste pistachio			2.2 lb/tub	6 / cs	1	ea		
Paste, gel violet			20 oz		1	ea		
Paste, banana			2.2 lb		1	ea		
Paste, gel color super black			20 oz		1	ea		
Paste, gel leaf green			20 oz	1000 / cs	2	ea		
Paste, gel royal blue			20 oz		1	ea		
Paste, lemon yellow			20 oz		1	ea		
Paste, nut brown			20 oz	4/1 gal / cs	1	ea		
Paste, orange			2.2 lb	50 lb/bag	5	ea		
Paste, raspberry			2.2 lb		2	ea		
Paste, rose pink			20 oz	24/cs	1	ea		
Paste, tulip red			20 oz	24/cs	1	ea		
Pea, blackeyed		U. S. # .1 or equivalent		20 lb / box	2	box		
Peanut butter, creamy		Skippy	40 oz	8 / cs	17	cs		
Pear, bartlett halves		Smokist	# 10 can	6 / cs	3	cs		
Pectin pure apple powdered			1 lb/tub		2	ea		
Pepper, pepperoncini, whole			gal	4/1 gal/cs	1	cs		
Pickles, dill sliced			gal	4/1 gal/cs	35	cs		
Pineapple tidbits in juice		Dole	# 10 can	6/case	22	cs		
Pineapple, chunk in syrup		Dole	# 10 can	6/cs	9	cs		
Pistachio, paste					2	ea		
Pistoles choc mi-amere dk 58%		Cocoa Barry	11 lb/box	4/cs	61	box		
Pistoles choc milk super 38%		Cocoa Barry	11 lb/box	4/cs	21	box		
Pistoles choc white		Cocoa Barry	11 lb/box	4/cs	17	box		
Pistoles guyaquil 64%		Cocoa Barry	11 lb/box	4/cs	14	box		
Praline paste			11 lb		2	ea		
Pumpkin, canned		Libby's	# 10 can	6/cs	2	cs		
Raisin midget dark				30 lb/cs	17	cs		
Rice, Arborio			2.2 lb/bag	10 bag/cs	33	pk		
Rice, long grain				50 lb/cs	2	bag		
Rice, parboiled				50 lb/box	25	box		
Rice, tamaki for suchi				20 lb /bag	1	bag		
Saffron thread			1 oz/tin		2	tin		
Salt packet			1000 ct	6/1000/cs	6	cs		
Salt sea- -GIUSTOS				50 lb/bag	5	bag		
Salt, coarse kosher			3 lb/box	12/cs	9	cs		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories - Dry Goods**

Item	Product Number	Brand/ Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Salt, grinder sea		Cefalu	6 oz	12 ea/pack	78	pk		
Salt, table		Morton	26 oz/box	24/cs	9	cs		
Sauce, barbecue classic		Cattleman	gal	4/ 1 gal/cs	7	cs		
Sauce, enchilada			gal	4/1 gal/cs	12	gal		
Sauce, Louisiana hot			gal		2	gal		
Sauce, picante mild			gal	4 ea/cs	7	cs		
Sauerkraut fresh			2 lb jar		12	jar		
Seaweed roasted nori wraps			8x7 / .70 oz	10 ea / pack	4	ea		
Silver Dragees #1					1	ea		
Silver leaf foil			2 ½ “		2	ea		
Soy sauce gal			gal		11	gal		
Spice fennel seed, whole			14 oz /jar		3	jar		
Spice, allspice			12 oz		2	jar		
Spice, anise seed stars		McCormick	16 oz/jar		2	jar		
Spice, arrowroot powder			20 oz/jar		3	jar		
Spice, basil leaves, dried		McCormick	5 oz/jar		9	jar		
Spice, bay leaf whole		McCormick	2 oz/jar		11	jar		
Spice, Cajun seasoning			18 oz		41	jar		
Spice, chili powder dark		McCormick	18 oz/jar		3	jar		
Spice, coriander ground			16 oz		1	jar		
Spice, coriander whole			9 oz		1	jar		
Spice, cumin ground			14 oz /jar		3	jar		
Spice, cumin whole			16 oz		2	jar		
Spice, garlic powder			19 oz/jar		14	Jar		
Spice, garlic, granulated			7.25 lb/jar		3	jar		
Spice, ginger, ground			16 oz/jar		1	jar		
Spice, herbs d'Provence			7 oz/jar		4	jar		
Spice, juniper berries			12 oz/jar		1	jar		
Spice, marjoram dried			5 oz		1	jar		
Spice, mustard powder dry		Colman's	16 oz		7	ea		
Spice, mustard seed yellow			27 oz		1	ea		
Spice, old bay seasoning			16 oz/can		12	can		
Spice, onion powder		McCormick	20 oz/jar		1	jar		
Spice, oregano, dried		McCormick	5 oz/jar		35	jar		
Spice, paprika		McCormick	18 oz/jar		9	jar		
Spice, pepper mix grinder		Cefalu	6 oz	12 ea/pack	2	ea		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Dry Goods**

Item	Product Number	Brand/ Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Spice, pepper packet				6/1000/cs	7	cs		
Spice, pepper, black coarse ground		McCormick	16 oz/jar		8	jar		
Spice, pepper, black whole		McCormick	18 oz/jar		12	jar		
Spice, pepper, cayenne		McCormick	14 oz/jar		7	jar		
Spice, pepper, crushed red		McCormick	14 oz/jar		3	jar		
Spice, pepper, ground black		McCormick	18 oz/jar		42	jar		
Spice, pepper, ground white		McCormick	18 oz/jar		22	jar		
Spice, poultry seasoning			12 oz/jar		4	jar		
Spice, sesame seeds			18 oz/jar		2	jar		
Spice, thyme, dried			6 oz/jar		17	jar		
Spice, tumeric			16oz/jar		3	jar		
Spice, pepper, ground black		McCormick	18 oz/jar		42	jar		
Spice, pepper, ground white		McCormick	18 oz/jar		22	jar		
Spice, poultry seasoning			12 oz/jar		4	jar		
Spice, sesame seeds			18 oz/jar		2	jar		
Spice, thyme, dried			6 oz/jar		17	jar		
Spice, tarragon, dried			3.5 oz/jar			jar		
Sugar, in the raw individual packets				1200/cs	4	cs		
Sugar, brown medium				1 lb/bag	12	bag		
Sugar, brown medium				50 lb/bag	20	bag		
Sugar, granulated				50 lb/bag	104	bag		
Sugar, packet				1000/cs	4	cs		
Sugar, powdered				50 lb/bag	28	bag		
Sugar, splenda individual packet				2000/cs	8	cs		
Sugar, white coarse crystal				40 lb/cs	1	cs		
Sunflower Seed, unsalted			2 lb	3 pk/2lb/cs	13	cs		
Sweet Potatoes, mashed			# 10 can	6/cs	3	cs		
Syrup, almond, plastic bottle		Laurentis	25.4 fl oz	2 bottle/box	10	ea		
Syrup, amaretto, plastic bottle		Laurentis	25.4 fl oz	2 bottle/box	6	ea		
Syrup, caramel, plastic bottle		Laurentis	25.4 fl oz	2 bottle/box	14	ea		
Syrup, hazelnut, plastic bottle		Laurentis	25.4 fl oz	2 bottle/box	12	ea		
Syrup, vanilla, plastic bottle		Laurentis	25.4 fl oz	2 bottle/box	12	ea		
Syrup, maple, 55% (real maple)			1 gal		7	gal		
Tabasco Sauce			12 fl oz	6/cs	5.5	cs		
Tahini / Sesame Paste			lb	2 lb/jar	1	jar		
Tamari Soy Sauce			8.5 fl oz	12/cs	2	cs		
Tea Bag, assorted individual bags		Pickwick		20 bags/8box/cs	4	cs		
Tea Bag, lemon, individual				25 bags/box	4	box		
Tea Bag, zen green, individual				25 bags/box	3	box		
Tea Bag, green jasmine, individual			1.4 oz	20/cs	3			
Tea Bag, iced filter pk Luz			4 gal/bag	24 bags/cs	1	cs		
Tea Bag, earl grey, individual				25 bags/cs	3	cs		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Dry Goods**

Item	Product Number	Brand/Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Tea, English, breakfast				25 bags/box	12	bx		
Tomato Paste		Centio	12 oz/can	24/cs	12	cs		
Tomato, sun dried			5 lb/pk		8	pk		
Tomatoes, Italian pear peeled whole			# 10 can	6/cs	44	cs		
Transfer sheet coffee beans			16x10		1	ea		
Transfer sheet music notes			16x10		1	ea		
Transfer sheet rhodoies					4	ea		
Transfer sheet spots gold			16x10		1	ea		
Transfer sheet stars gold			16x10		2	ea		
Truffle white chocolate shell					1	ea		
Tube, 104 standard rose tip					2	ea		
Tube, 3 standard					2	ea		
Tube, 67 leaf tip					2	ea		
Tube, 8 standard tip					2	ea		
Tube, 86 standard ruffle					10	ea		
Tuna, albacore chunk white			66.5 oz/can	6/cs	44	cs		
Vanilla beans gahara			8 oz/pk		4	ea		
Vanilla extract, pure			gal		15	gal		
Vanilla paste			quart		2	ea		
Vinegar, apple cider			gal		8	gal		
Vinegar, balsamic			33.8 fl oz		13	ea		
Vinegar, champagne wine			5 liter	2/cs	1	cs		
Vinegar, distilled white			gal	6/cs	3	cs		
Vinegar, red wine			5 liter		3	ea		
Vinegar, rice unseasoned			24 fl oz	12/cs	3	cs		
Vinegar, sherry wine			12.5 fl oz		6	ea		
Vinegar, white wine			gal		8	ea		
Wasabi Powder			17.5 oz/jar		2	jar		
Water Chestnut, sliced			8 oz		11	ea		
Wine, red (burgundy) Franzia			5 liter		12	box		
Wine, sherry dry cooking			1.5 liter		6	bottle		
Wine, white chardonnay, Franzia			5 liter		24	box		
Yam, mashed			# 10 can	6/cs	3	cs		
Yeast, dry instant SAF			16.5 oz	20/cs	3	CS		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Fish**

<b>Item</b>	<b>Product Number</b>	<b>State</b>	<b>Packaged</b>	<b>Size</b>	<b>Est. Qty.</b>	<b>Units</b>	<b>Unit Bid Price</b>	<b>Extension</b>
Catfish, fillet - <b>farm raised, skinned American's Catch</b>		frozen	lb	5 -7 oz	1315	lb		
Clams, littleneck		fresh	sack 100 ct		8	sack		
Crab meat claw pasteurized		frozen	can	1 lb	61	lb		
Crab, frozen soft shell medium		frozen	dz		2	dz		
Crabmeat, lump		fresh	tub	1 lb	6	lb		
Crabmeat, lump jumbo		fresh	tub	1 lb	3	lb		
Crabmeat, lump regular		fresh	tub	1 lb	1	lb		
Crawfish tailmeat 80/100 spilt		frozen			176	lb		
Crawfish, meat		frozen		80-100 ct	23	lb		
Fish Bones – flat fish only <b>no heads</b>		fresh	cs		4	lb		
Flounder, whole fresh – <b>gutted and scaled</b>		fresh	each	1-2 lb	99	lb		
Flounder, whole fresh - <b>gutted and scaled</b>		fresh	each	2-3 lb	159	lb		
Grouper		Fresh		3 - 5 lb	10	lb		
Halibut fillets – <b>gutted and scaled</b>		fresh	each	8-20 lb	60	lb		
Lobster		Fresh		1.25 lb	88	lb		
Mahi-Mahi					30	lb		
Monkfish, fillets – <b>skinned</b>		fresh	lb		10	lb		
Mussels – P.E.I. (Small)		fresh			4	bag		
Mussels – west coast cultivated (Large)		fresh	bag 10 lb	10 lb	1	bag		
Mussels in shell		frozen		2 lb	10	lb		
Oysters				4 lb/gal	7	ea		
Oysters, gulf		fresh	sack 100 ct select		4	sack		
Pollock (IQF)		frozen		2-4 oz	30	lb		
Redfish - <b>farm raised, gutted &amp; scaled whole</b>		fresh	each	1-3 lb	10	lb		
Redfish, fillet fresh		fresh		1-3 lb	10	lb		
Rockfish		Frozen	Cs	6-8 oz	100	lb		
Salmon, Atlantic whole - <b>farm raised, gutted and scaled</b>		fresh	each	6-8 lb	59	lb		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**  
**Categories – Fish**

<b>Item</b>	<b>Product Number</b>	<b>State</b>	<b>Packaged</b>	<b>Size</b>	<b>Est. Qty.</b>	<b>Units</b>	<b>Unit Bid Price</b>	<b>Extension</b>
Salmon, Atlantic whole - <b>farm raised, gutted and scaled</b>		fresh	each	8-12 lb	460	lb		
Salmon, fillet, skin on		fresh		8-10 lb	1,100	lb		
Scallop		fresh	tub 8 lb	10-20 ct	24	lb		
Scallop		fresh		20-30 ct	25	lb		
Scallop, fresh		fresh		95-110 ct	24	lb		
Shrimp (g/h) - <b>Ocean Garden or equivalent</b>		frozen	5 lb/box	16-20 ct	35	lb		
Shrimp (g/h) - <b>Ocean Garden or equivalent</b>		frozen	5 lb/box	26-30 ct	365	lb		
Shrimp (g/h) - <b>Ocean Garden or equivalent</b>		frozen	5 lb/box	36-42 ct	10	lb		
Shrimp, pud p+d		frozen	5 lb box	70-90 ct	60	lb		
Snapper, red, fillet fresh		fresh		1.5-3 lb	30	lb		
Snapper, red, whole - <b>genuine red snapper/ gutted and scaled AMERICAN</b>		fresh	each	4-6 lb	100	lb		
Snapper, whole		fresh	each	1.5-2 lb	15	lb		
Sole, lemon fillets		Fresh		4 - 6 oz	40	lb		
Squid – <b>tubes and tentacles, cleaned</b>		frozen	box 5 lb	3-5 oz	68	1b		
Striped Bass, whole		fresh	each	2-3 lb	62	1b		
Swordfish loin steak		fresh			109	lb		
Tilapia filet IQF		frozen	10 lb	5/7 oz	450	lb		
Trout, rainbow clear cut - <b>whole fish boneless</b>		fresh	each	7-9 oz	125	lb		
Tuna, #3 grade, yellow fin		fresh			90	lb		
Tuna loin – no bloodline		fresh	each		20	lb		
Tuna loin, no bloodline		fresh			43	lb		
Tuna, sushi steak - <b>individual portion pack</b>		frozen	cs	6-8 oz	10	lb		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Frozen/Refrigerated Goods**

Item	Product Number	Brand/ Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Apple, IQF sliced frozen Granny Smith		Flav.R.P ac		40 lb/cs	4	cs		
Apricot, puree frozen		Ravifruit	2.2 - 3 lb		10	ea		
Bagel, blueberry frozen			4 oz	72/cs	26	cs		
Bagel, cranberry/raisin frozen			4 oz	72/cs	24	cs		
Bagel, everything frozen			4 oz	72/cs	18	cs		
Bagel, plain frozen			4 oz	72/cs	22	cs		
Bean, green, whole frozen			2 lb	12/2 lb/cs	50	cs		
Beef Base, no msg			16 oz		20	ea		
Black Currant, puree frozen					5	ea		
Blackberries, puree frozen					9	ea		
Blueberries, IQF frozen			10 lb	10 lb/ cs	25	cs		
Bread, pita pocket whole wheat			6"	6 ea/12 pk/cs	2	cs		
Cafi Lait - 2 liter box		Douwe Egberts	67.6 fl oz/	4 ea to a cs	42	ea		
Cherries, IQF whole frozen		Packer	40 lb		1	cs		
Cherry, frozen puree		Ravifruit	2.2 - 3 lb	1b	9	ea		
Chicken Base, no msg			16 oz		44	ea		
Coconut, puree frozen		Ravifruit	2.2 - 3 lb	1b	1	ea		
Corn, sweet cut frozen			2.5 lb	12/2.5 lb/cs	40	cs		
Cranberries, whole frozen					10	cs		
Croissant, ham cheddar omelette			5.3 oz	48/cs	17	cs		
Croissant, extra large unbaked		Pillsbury	3.75 oz	90/cs	22	cs		
Croissant, jumbo cinnamon swirl			4.5 oz	72/cs	44	cs		
Croissant, sausage cheddar omelette		VD France	5.3 oz	48/cs	24	cs		
Currant Red IQF					4	cs		
Egg white, dried frozen				50 lb/cs	1	cs		
Guava, puree frozen		Ravifruit	2.2 -3 lb	1b	1	ea		
Juice, orange concentrated, frozen					1	cs		
Litchi, frozen puree		Ravifruit	2.2 -3 lb	1b	2	ea		
Mango, chunk IQF					1	cs		
Mango, puree frozen		Ravifruit	2.2 -3 lb	1b	10	ea		
Okra, cut IQF frozen				20 lb/cs	31	cs		
Onion Ring, homestlye breaded fz		Sysco Imperial	3/8"	12/2.5 lb/cs	50	cs		
Passion fruit, puree frozen		Ravifruit	2.2 -3 lb	1b	16	ea		
Pasta, tortellini cheese			4 lb		4	lb		
Peach sliced IQF frozen			10 lb	2/5 lb/cs	3	cs		
Peas green frozen			2.5 lb	12/2.5 lb/cs	29	cs		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Frozen/Refrigerated Goods**

Item	Product Number	Brand/ Name	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Potato, french fries regular cut			3/8"	6/5 lb/cs	350	cs		
Puff Pastry Sheet, 12 oz			10x15	20 ea/12 oz/cs	6	cs		
Raspberries, IQF frozen		Ravifruit	2.2 -3 lb	1b	13	cs		
Raspberry, puree frozen		Ravifruit	2.2 -3 lb	1b	28	ea		
Rhubarb IQF				30 lb/cs	1	case		
Shrimp Base			16 oz		4	ea		
Spinach chopped frozen			3 lb	12/3 lb/cs	40	cs		
Strawberries, puree frozen					13	ea		
Tortilla, Corn, yellow			6"	12 pk/cs	5	cs		
Tortilla, Flour			8"	24 pk/cs	12	cs		
Wrap, tortilla spinach herb			12"	6 pk/cs	10	cs		
Wrap, tortilla tomato basil			12"	6 pk/cs	8	cs		



**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Meat**

Item	Product Number	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Bacon, slab – packer		14/18		1,610	lb		
Beef, 80/20 ground			10 lb/cs	785	lb		
Beef, 90/10 ground			10 lb/cs	57	lb		
Beef, bones – cut 4"			10 lb/cs	835	lb		
Beef, brisket – packer		14-17 lb		458	lb		
Beef, brisket smoked sliced				458	lb		
Beef, corned brisket cooked		5-6 lb/pk	6/cs	106	lb		
Beef, cutlets inside round		7 oz		374	lb		
Beef, fajitas inside skirt				410	lb		
Beef, flank steak		1-2lb	70 lb /cs	137	lb		
Beef, ground patties		6 oz	10 lb/cs	2,960	lb		
Beef, inside round - Grade USDA Choice, yield grade 3 or better, or equivalent		17-20 lb		698	lb		
Beef, new york strip steak 1 in Grade USDA Choice, yield grade 3 or better, or equivalent		9-11 lb		70	lb		
Beef, ribeye l/o		13 lb +		111	lb		
Beef, roast top round – “Hormel”		7 lb		137	lb		
Beef, roast top round (deli) Charlie’s Pride		7 lb	2/cs	124	lb		
Beef, short rib				60	lb		
Beef, sirloin top butt				30	lb		
Beef, stew meat				747	lb		
Beef, tenderloin – PSMO-packer		5 lb down		173	lb		
Ham buffet bnls (deli) – “Hormel Cure 81”			Lb	517	lb		
Ham, bone in				79	lb		
Lamb, leg - Grade USDA Choice, or equivalent		9-12 lb		23	lb		
lamb, loin chop Aussie - AMERICAN		4-5 oz		45	lb		
Lamb, rack bone in - Grade USDA Choice or equivalent - AMERICAN		2-3 lb		200	lb		
Lasagna w/meat sauce			4/cs	32	cs		
Pancetta, smoked		5lb	3 / cs	6	lb		
Pepperoni slice				20	lb		
Pork, butt bnls				1,188	lb		
Pork, chop end to end		6 oz		811	lb		
Pork, fatback skinned			10 lb / cs	7	cs		
Pork, loin bone-in - Grade USDA No.1 or equivalent				352	lb		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS****Categories – Meat**

<b>Item</b>	<b>Product Number</b>	<b>Size</b>	<b>Packaged</b>	<b>Est. Qty.</b>	<b>Units</b>	<b>Unit Bid Price</b>	<b>Extension</b>
Pork, loin boneless - Grade USDA No.1 or equivalent		8-10 lb		123	lb		
Pork, rib St. Louis				564	lb		
Pork, tenderloin – Citterio				84	lb		
Prosciutto slices tray		1 lb		29	ea		
Rabbit, whole		2.5-3 lb		47	lb		
Sausage, andouille rope				20	cs		
Sausage, beef link br&srv		1 oz		68	cs		
Sausage, Italian link				48	lb		
Sausage, pork patty breakfast		1.5 oz		45	cs		
Veal, bones				450	lb		
Veal, ossobuco 1.5"		1.5"		193	lb		
Veal, top round Provimi NO DROP				52	lb		
Veggie Burger Patties, griller prime				27	cs		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Nuts**

<b>Item</b>	<b>Product Number</b>	<b>Brand</b>	<b>Size</b>	<b>Packaged</b>	<b>Est. Qty.</b>	<b>Units</b>	<b>Unit Bid Price</b>	<b>Extension</b>
Almonds, sliced & blanched		Blue Diamond		25 lb	50	lb		
Almonds, slivered & blanched				25 lb	104	lb		
Hazelnut, blanched filberts		Blue Diamond		25 lb	60	lb		
Macadamia, halves & pieces		Hamkua		25 lb	60	lb		
Macadamia, nut, no salt				25 lb	75	lb		
Nut, pine				5 lb	15	lb		
Nut, pistachio unsalted green				5 lb	5	lb		
Peanuts, blanched unsalted				25 lb	50	lb		
Pecan pieces		Terri Lynn		30lb	210	lb		
Pistachios, meat raw		California		25 lb	50	lb		
Walnut, half & pieces		Gibson or Gurra		25 lb	525	lb		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Paper Products**

<b>Inventory Item</b>	<b>Product Number</b>	<b>Brand</b>	<b>Size</b>	<b>Packaged</b>	<b>Est. Qty.</b>	<b>Units</b>	<b>Unit Bid Price</b>	<b>Extension</b>
Apron, poly disposable large			24x46	100 ct	1	box		
Bag bun pan plastic clear with dispenser box		Monogram	21x6x35	200 ct	7	cs		
Bag plastic gal reclosable 10.5x11		Ziploc	Gallon	250/bx	9	bx		
Bag plastic pt reclosable 7x8		Ziploc	Quart	500/bx	3	bx		
Bag poly bread			5.5x4.75x19	1000 ct	1	cs		
Bag poly perforated 6x28"			6x28"	2000 ct	2	cs		
Bag, 1/6 plastic-T-Sak Thank You w/handle white		Monogram	12x7x22	1000 ct	30	cs		
Bag, clear/poly sandwich			6.5x8"	2000 ct	3	cs		
Bag, cover rack plastic clear with dispenser box			52x80	50/rl	5	box		
Board 1/2 sheet cake			18x14	50/pk	1	pk		
Board full sheet			27x19	25 ct	2	cs		
Board, cake circle white			9"	250/cs	1	cs		
Board, cake circle white			10"		3	cs		
Board, round			20"		1	pk		
Bowl black disposable			160 oz	36/cs	4	cs		
Bowl, foam beige			10-12 oz	8/125 ct	3	cs		
Box, bakery			9x9x2.5		3	pk		
Box, bakery			10x10x4	100 ct	7	cs		
Cheesecloth		Regency	60 yd	1/60 yd	10	cs		
Coffee clutch hot cup sleeves		Plain Kraft		1200/cs	15	cs		
Container, 1comp foam hinged white			9 x9 x3	200/cs	71	cs		
Container, 3comp foam hinged white			9 x9 x3	200/cs	132	cs		
Container, 6x6 foam hinged white			6"		24	cs		
Container, plastic clear hinged 1comp 5"			5x5		6	cs		
Container, plastic clear hinged 1comp 6"			6x6	500/cs	14	cs		
Container, plastic clear hinged hoagie 1 comp			9 5/8" x 4 5/8" x 3 1/4"	250/cs	47	cs		
Container, plastic hinged 3comp black base/clear top		Culinary Classics	9x9x3	100/cs	18	cs		
Cup, clear plastic			10 oz	1000/cs	2	cs		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Paper Products**

Item	Product Number	Brand	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Cup, foam white disposable			2 oz	1000/cs	3	cs		
Cup, foam white disposable			8 oz	1000/cs	16	cs		
Cup, hot insulated touch w/coffee design		Dixie	12 oz	need sample/must be approved 20/50ct	24	cs		
Cup, portion, plastic clear			2 oz	2500/cs	2	cs		
Cutlery, kit (k,f,s,s & p) & napkin				250/cs	1	cs		
Deco Box			21x21x16		1	ea		
Food Container, foam white sqt			8 oz	1000/cs	9	cs		
Food Container, foam white sqt			12 oz	500/cs	17	cs		
Film, food roll, #122		Western	12 "	2000 ft	4	ea		
Film, food roll, #182		Western	18 "	2000 ft	37	ea		
Foil, aluminum, roll #286		Western	18 "	1000 ft	5	ea		
Fork, plastic clear				1000/cs	2	cs		
Fork, plastic black individual wrapped				1000/cs	50	cs		
Glove, vinyl exam extra large powder free			100/bx	10 bx/cs	13	cs		
Glove, vinyl exam large powder free			100/bx	10 bx/cs	18	cs		
Glove, vinyl exam, medium powder free			100/bx	10 bx/cs	25	cs		
Glove, vinyl exam, small powder free			100/bx	10 bx/cs	18	cs		
Guest Check, carbon 2 part green			3.5x6.75	50/50 ct	4	cs		
Hat, chef, paper pleated white			7 "	28/cs	29	cs		
Hat, chef, royal white			10 "	24/cs	11	cs		
Knife plastic clear					1	cs		
Knife, plastic black individual wrapped				1000/cs	46	cs		
Lid, dome, for coffee cup		Dixie	12 & 16 oz	1000/cs	19	cs		
Lid, for 8 & 12 oz bowl			8 & 12 oz		9	cs		
Lid, plastic, clear dome for 12" trays			12"		2	cs		
Lid, plastic, clear dome for 16" trays			16 "	36/cs	7	cs		
Lid, plastic, clear dome for 18" trays			18 "	36/cs	9	cs		
Lid, plastic, clear for portion cup lid			2 oz	2500/cs	4	cs		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Paper Products**

Item	Product Number	Brand	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Lids for Bowl (for 160 oz disposable bowl)			160 oz	36/cs	2	cs		
Linen, paper, table cover white			52 x 108	24/cs	1	cs		
Liner, pan			16x24	1000/cs	37	cs		
Liner, trash bags 56 gal 1.6 mil			30x14x55	100/cs	5	cs		
Liner, trash, black or gray 1.7 mil			39x46	50/cs	129	cs		
Masking Tape			2"x60yd		9	ea		
Mop Head - cotton blend /white fold or clamp only		Monogram	16 oz	2/pk	10	ea		
Napkin, 1ply, qtr fold, white, SCA DX 900		SCA	8.5x13	12pk/cs	31	cs		
Napkin, white, beverage 1 ply			10x10	8/500 ct	1	cs		
Napkin, white, dinner 3 ply			17 x 17	8/500 ct	1	cs		
Pad, scouring, med duty nylon				1/20 ct	4	box		
Pail, sanitizing, kleen-pail red			12 oz		6	ea		
Pan, disposable, hotel full deep 1174		Reynolds	4 "	50/cs	1	cs		
Pan, disposable, hotel full med 1170		Reynolds	2 "	50/cs	1	cs		
Pastry Bags, disposable			12 "		14	ea		
Pastry Bags, disposable			18 "	100/ct	15	ea		
Plate, foam beige			6 "	1000/cs	3	cs		
Plate, foam beige/honey 3 compartment			10"	500/cs	10	cs		
Plate, foam black			9 "	1000/cs	1	cs		
Plate, foam black			6 "	500/cs	7	cs		
Plate, plastic clear			6 "	500/cs	1	cs		
Plate, plastic clear			9"		1	cs		
Pot, pie, 5" foil bake cups/deep			5"	1000/cs	3	cs		
Scrubbers (stainless steel) pad scrub			1.25 oz	1/12 ct/ split cs	4	cs		
Skewers, bamboo			6"		3	bx		
Spoon, plastic, black individual wrapped				1000/cs	32	cs		
Spoon, soup, plastic white				1000/cs	44	cs		
Sterno, fuel wick 6 hr				24 can/cs	4	cs		
Stirrer, coffee plastic- red w/white stripe			5"	10/1000 ct	4	cs		
Straw, plastic wrapped jumbo					2	cs		
Tong, salad clear			9"	6 ct/box	10	box		
Toothpick, wood frill			4"	1000/cs	2	ea		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Paper Products**

<b>Item</b>	<b>Product Number</b>	<b>Brand</b>	<b>Size</b>	<b>Packaged</b>	<b>Est. Qty.</b>	<b>Units</b>	<b>Unit Bid Price</b>	<b>Extension</b>
towel paper center pull 1-ply 560 sheet/roll		Georgia-Pacific	7.8"x15"	Need sample/must be approved white/6 rolls	80	cs		
Tray, cater 12" black round flat			12"	36/cs	4	cs		
Tray, cater 16" black round flat			16"	36/cs	9	cs		
Tray, cater, round flat black			18"	36/cs	12	cs		
Twine, string butter heavy duty					2	ea		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Poultry**

Item	Product Number	State	Packaged	Size	Est. Qty.	Units	Unit Bid Price	Extension
Chicken, 8 pc cut		fresh	22 hd/cs	3.0-3.25 lb	1,848	lb		
Chicken, bones		fresh	50 lb /cs		1,800	lb		
Chicken, breast airline		fresh		8-10 oz	26	lb		
Chicken, breast random		fresh		16oz & up	110	lb		
Chicken, breast single lobe skinless		fresh		6 oz	470	lb		
Chicken, breast split w/back		fresh		10-12 oz	121	lb		
Chicken, breasts, skinless/boneless - <b>double lobe</b>		fresh	50 lb/cs	6 oz	3,460	lb		
Chicken, broiler fryer wog whole - <b>USDA grade "A' or equal.</b>		fresh	22 hd/cs	3 – 3.25 lb	66	lb		
Chicken, broiler fryer wog whole - <b>USDA grade "A' or equal.</b>		fresh	28 hd/cs	2.25-2.50lb	2,338	lb		
Chicken, drumsticks		fresh			10	lb		
Chicken, fajitas whole		fresh		2/5lb	545	lb		
Chicken, leg quarters		fresh			95	lb		
Chicken, tenders 1.75oz & up - <b>USDA grade "A' or equal</b>		fresh	40/cs	10 lb	1,255	lb		
Chicken, thigh boneless		fresh			1,040	lb		
Chicken, wings mid joint & tip		fresh			38	lb		
Cornish Hen, whole		frozen	24/cs	20 oz	1	cs		
Duck, breast skin-on Maple Leaf Farms		frozen		5-6 oz	5	lb		
Duck, Long Island whole - 5lb down		frozen	6/cs	5 lb down	321	lb		
Turkey Breast, bone in		frozen	4/cs	10-12 lb	400	lb		
Turkey Breast, boneless raw		frozen	2/8lb/cs		1,030	lb		
Turkey Breast, smoked (deli) Just Perfect Premium		refrigerated		2/8-9lb	729	lb		
Turkey, whole		frozen	2/cs	20-22 lb	125	lb		
Turkey, whole hens		frozen	10-12 lb	4/cs	250	lb		



**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Snack Products**

Item	Product Number	Brand	Size	Packaged	Est. Qty.	Units	Unit Bid Price	Extension
Cashews		Lance	1 1/2 oz		252	ea		
Cheese Puff		Lance	4 oz		296	ea		
Chews, cinnamon		Lance	1.06 oz	24/box	96	ea		
Chews, fruit		Lance	1.06 oz	24/box	105	ea		
Chews, mint		Lance	1.06 oz	24/box	545	ea		
Chews, strawberry tower		Lance		24/box	120	ea		
Chips, multigrain orig big grab		Sun Chip	1.5 oz	60/cs	13	cs		
Chips sea salt vinegar		Cape Cod	3 oz	24/box	523	ea		
Chips, 40% reduced fat		Cape Cod	3 oz	24/box	356	ea		
Chips, barbecue		Tom's			41	ea		
Chips, beachside barbecue		Cape Cod	2.75 oz	24/box	625	ea		
Chips, classic		Cape Cod	3 oz	24/box	1,246	ea		
Chips, fire cracker BBQ		Cape Cod	3 oz	24/box	625	ea		
Chips, golden russet		Cape Cod	3 oz	24/box	512	ea		
chips, jal & cheese		Cape Cod	3 oz	24/bx	717	ea		
Chips, mesquite BBQ		Tom's			116	ea		
Chips, original BBQ		Tom's			125	ea		
Chips, original classic 99c		Lance	3.5 oz		473	ea		
Chips, plain		Tom's			166	ea		
Chips, ranch		Tom's	4.5 oz		94	ea		
Chips, ripple		Tom's			106	ea		
Chips, rob russet		Cape Cod	3 oz	24/bx	512	ea		
Chips, salt & vinegar		Tom's			12	ea		
Chips, sea salt & cracked		Cape Cod	3 oz	24/box	226	ea		
Chips, Thunder 99c BBQ		Thunder	3.5 oz	20/cs	263	ea		
Chips, Thunder 99c buf/blu chs		Thunder	3.5 oz	20/cs	217	ea		
Chips, Thunder 99c chd/sc		Thunder	3.25 oz	20/cs	236	ea		
Chips, Thunder 99c hot & spicy		Thunder	3.5 oz	20/cs	202	ea		
Chips, Thunder 99c salt & vinegar ch		Thunder	3.5 oz	20/cs	229	ea		
Chips, Thunder 99c sco ch		Thunder	3.5 oz	20/cs	368	ea		
Chips, white popcorn		Thunder	3.5 oz	20/cs (2 1/4oz)	99	ea		
Chips, Thunder cheese twt		Thunder	4 oz	25/cs	191	ea		
Cookies, choc-o-lunch		Lance	1 1/2 oz	120 / 6pk/cs	39	ea		
Cookies, nekot		Lance			630	ea		
Cookies, van-o-lunch		Lance	1 1/2 oz	120 / 6pk/cs	82	ea		

**ATTACHMENT NO. 2 SCHEDULE OF ITEMS**

**Categories – Snack Products**

<b>Item</b>	<b>Product Number</b>	<b>Brand</b>	<b>Size</b>	<b>Packaged</b>	<b>Est. Qty.</b>	<b>Units</b>	<b>Unit Bid Price</b>	<b>Extension</b>
Crackers, cheese on wheat		Lance	1 3/8 oz	120/6pk/cs	99	ea		
Crackers, cream cheese captain wafer		Lance	1 3/8 oz	individual 6/pkg	252	ea		
Crackers, honey captain		Lance	1 3/8 oz	individual 6/pkg	121	ea		
Crackers, malt		Lance	1 3/8 oz	individual 6/pkg	284	ea		
Crackers, nip cheese		Lance	1 3/8 oz	individual 6/pkg	65	ea		
Crackers, reduced fat cream		Lance	1 3/8 oz	individual 6/pkg	45	ea		
Crackers, reduced fat toast cheese		Lance	1 3/8 oz	individual 6/pkg	33	ea		
Crackers, smoke house cheddar		Lance	1 3/8 oz	individual 6/pkg	96	ea		
Crackers, swiss cheese on wheat		Lance	1 3/8 oz	individual 6/pkg	105	ea		
Crackers, toast cheese		Lance	1 3/8 oz	individual 6/pkg	419	ea		
Crackers, toasty		Lance	1 3/8 oz	individual 6/pkg	254	ea		
Crackers, wafers 500		Lance		2 pk	37	cs		
Gold-n-Cheese baked crackers		Lance	2.75 oz		383	ea		
Gold-n-Cheese tube mix		Lance	2.75 oz		78	ea		
Kellogg's Bar, nutri-grain apple		Kellogg's	1.3 oz	48/cs	4	cs		
Kellogg's Bar, nutri-grain blueberry		Kellogg's	1.3 oz	48/cs	3	cs		
Kellogg's Bar, nutri-grain strawberry		Kellogg's	1.3 oz	48/cs	3	cs		
Nekot cookies		Lance	1.65 oz		630	ea		
Nipchee, cheddar cheese		Lance	2.75 oz		65	ea		
Peanut Bar		Lance	2.21 oz		383	ea		
Peanuts, salted (2/\$1)		Lance	1.75 oz		542	ea		
Peanuts, honey toasted		Lance	1.75 oz		326	ea		
Peanuts, hot & spicy		Lance	1.75 oz		96	ea		
Pistachio, salted		Lance	1.75 oz		66	ea		
Pretzel, twist braids, honey wheat		Tom's			26	ea		
Quaker Granola Bar, choc chunk		Quaker	.84 oz		2	cs		
Quaker Oatmeal, bowl, apple		Quaker	1.9 oz		14	cs		
Quaker Oatmeal, bowl, brown sugar		Quaker	1.9 oz		14	cs		
Quaker, snack bar cereal strawberry		Quaker			1	cs		
Quaker Snack Bar Cereal, very berry		Quaker			1	cs		
Sunflower Seeds, kern		Lance	1.75 oz	12 ea/box	144	ea		
Sunflower Seeds, salted		Lance	2.25 oz	12 ea/box	216	ea		

**Attachment No. 3  
SCOPE OF SERVICES**

**For  
Beverages, Food, Dairy and Paper Products**

**1. General**

This Scope of Service covers the requirements for the Contractor to provide all necessary resources and transportation to supply and deliver (F.O.B. destination) beverages, food, dairy and paper products on an "as needed" basis to Houston Community College System's Neo Market and Bakery, located at 3100 Main Street, Houston, Texas 77002.

**2. Ordering**

Houston Community College will issue written or verbal orders to purchase beverages, food, dairy, paper, or other products listed in the Schedule of Items and Prices. Item/products ordered shall be delivered the next business day unless the Neo Food Operations Manager or Designee approves extended delivery. There may arise the need for an expedited delivery. The Contractor shall make a best effort attempt to accommodate such infrequent requests.

**3. Delivery of Products**

Delivery **must be made between 6:30 a.m., - 10:00 a.m.,** Monday through Friday, or other times as approved by the Neo Food Operations Manager. Business hours are Monday through Friday, 8:00 a.m., to 4:30 p.m. All deliveries shall be made to the following address:

Houston Community College System  
Neo Café' and Bakery  
Attn: Cora Lewis  
3100 Main Street, 1<sup>st</sup> Floor  
Houston, Texas 77002

**4. Delivery Schedule**

Delivery frequency may vary by category from daily to weekly. The Contractor shall also make any weekday emergency deliveries as requested by the Neo Food Operations Manager. If the Contractor is unable to accommodate the emergency needs for a contract item or items, HCC reserves the right to utilize an alternate vendor on a case-by-case basis and such action shall not be in violation of this contract. A delivery schedule shall be developed by the Contractor and shall be mutually agreed upon by both parties.

**5. Quality of Products**

All products which are not fresh, clean, wholesome, or otherwise deemed unacceptable by the Neo Food Operations Manager, will be refused on delivery or shall be picked up within two (2) days after notice by the Contractor and credit given or replacement made to the satisfaction of the Neo Food Operations Manager. In the event that the Contractor is unable to provide an acceptable replacement product within an hour, or a longer time deemed satisfactory by the Neo Food Operations

Manager, HCC reserves the right to use an alternate vendor for that product, and all future products of this nature, until the Contractor can supply products that are acceptable to the Neo Food Operations Manager.

If at any time the quality and freshness of products are not complied with, and/or for any other sufficient cause, HCC may terminate this Contract for default, by giving ninety (90) calendar days written notice thereof to the Contractor.

6. **Acceptance of Products/Deliveries**

All deliveries of products shall be accepted by one of the following persons: Martin Enriquez/Neo Food Operations Manager, Cora Lewis and Susan Porter.

7. **Credit for Outdated Dairy Products**

The Contractor shall issue a reasonable price credit to HCC for all dairy products that have reached the expiration date of the product. Dairy products should have a shelf life of at least 10 days.

8. **Contact Person(s)**

The Contractor shall provide the name and telephone number of a primary contact person, for ordering purposes, and shall inform the Neo Food Operations Manager or his designee of any change in the named contact person.

## Attachment No. 4

### GENERAL TERMS AND CONDITIONS

#### 1. **Contract Award**

A response to the solicitation is an offer to contract with Houston Community College System ("HCC") based on the terms and conditions contained therein. Bids do not become contracts until they are accepted by HCC through issuance of written purchase orders or other duly executed documents.

#### 2. **Contract Term**

The Contract performance period shall be for Five (5) years, unless otherwise terminated by the Houston Community College System in accordance with the terms and conditions of this Contract. This Contract may be terminated by HCC with or without cause upon ninety (90) calendar days prior written notice to the Contractor.

#### 3. **Interpretation, Jurisdiction and Venue**

The Contract shall be construed and interpreted solely in accordance with the laws of the State of Texas. Venue of any suit, right or cause of action arising under or in connection with the contract shall be exclusively in Harris County, Texas.

#### 4. **Compliance with Laws**

The Contractor shall give all notices and comply with all Federal, State of Texas and local laws. Upon request, the Contractor shall furnish to HCC certificates of compliance with all such laws.

#### 5. **Taxes**

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1.

#### 6. **Termination for Convenience**

HCC may, at its option and discretion, terminate or reduce the statement of work or other requirements of the contract at any time, without any default on the part of the Contractor, by giving Ninety (90) calendar days written notice thereof to the Contractor.

#### 7. **Termination for Default**

HCC may terminate the contract immediately for default, by giving written notice thereof to the Contractor, if the Contractor neglects to execute the work properly; performs in an unsatisfactory manner or fails to perform any provisions of the contract. In the event of termination for default, HCC shall have against the Contractor, all remedies provided by law and equity.

## 8. **Ethics Conduct**

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

## 9. **Small Business Development Program (SBDP)**

The Contractor hereby agrees to attain small business participation in the amount of **15%** of the total contract amount. The Contractor agrees to enter into agreements for the Work identified in Attachment No. 8, entitled Contractor and First Tier Subcontractor/Supplier Participation. The subcontracting goal applies to all vendors regardless of their status. The Contractor's failure to comply with the aforementioned small business participation provisions may result in:

- Withholding of payment until such compliance is achieved or a waiver of the provisions is provided by HCC.
- Revocation of any benefits and incentives provided under the program or suspension or termination of the contract in whole or in part.

## 10. **Small Business Compliance**

The Contractor shall meet with the HCC Buyer and the HCC Small Business Representative at the 50% and 75% completion phases/dates of the contract, to verify small business participation activity and to ensure compliance with the small business goal stated in the contract, if any.

## 11. **Prime Contractor/Contract for Services**

If this contract is for services, the Contractor shall perform a minimum of 30% of the work with its labor force or demonstrate management of the work to the satisfaction of HCC.

## 12. **Changes**

HCC shall have the right, at any time, to make changes within the scope of the contract. If such change causes a material increase in the contractor's cost and/or the time for performance, the Contractor shall so notify HCC in writing within ten (10) calendar days from the date of the contractor's receipt of the notice of change, and an equitable adjustment in the price and/or the time of performance shall be mutually agreed upon between the parties. No such change shall be effective in the absence of express written direction of HCC.

13. **Insurance Requirements**

The Contractor agrees to comply with the insurance requirements contained herein, if any.

14. **Indemnification**

The Contractor shall hold HCC, its agents, employees, trustees and other officers harmless from any claim or liability asserted against it by reason of the negligence of the Contractor, its agents, servants and employees in the performance of the Contract.

15. **Independent Contractor**

It is agreed and understood that the Contractor shall be deemed to be an independent contractor in all its operations and activities hereunder; that the employees furnished by the Contractor to perform the services required by the contract shall be deemed to be Contractor's employees or independent subcontractors; that the Contractor's employees shall be paid by the Contractor; and the Contractor and its employees shall be responsible for all obligations and reports covering social security, unemployment insurance, income tax, and other reports and deductions required by State and Federal law.

16. **Assignment**

The Contractor may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of HCC. This Contract shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

17. **Notices**

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid addressed as follows:

**Houston Community College System:**  
Procurement Operations  
Houston, Texas 77002  
ATTN: Michael Kyme,  
Executive Director, Procurement Operations

**Contractor:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attn: \_\_\_\_\_

18. **Invoicing and Payment**

The Contractor shall submit an original invoice to the address shown below for the goods or services which have been inspected and accepted by HCC:

Houston Community College System  
Accounts Payable  
P.O. Box 667460  
Houston, Texas 77266-7460

Reference: Project No. 07-19 and the applicable purchase order(s) number.

Generally, payment will be made within thirty (30) calendar days after receipt of a properly prepared invoice or acceptance of the goods or services, whichever is later. Payment shall be considered made when HCC deposits the Contractor's payment in the mail or the date on which an electronic transfer of funds occurs.

19. **Appropriated Funds**

The purchase of any service or product under this contract beyond the initial contract period is contingent upon the availability of appropriated funds. HCCS shall have the right to cancel this contract at the end of the current fiscal year if funds are not allotted for the next fiscal year to continue this contract. If funds are withdrawn or do not become available, HCCS reserves the right to cancel this contract by giving the Contractor a ninety (90) calendar days written notice of cancellation without penalty. Upon cancellation of this contract, HCCS shall not be responsible for any payment of any service or product received that occur after the end of the current contract period.

20. **Entire Agreement**

This Contract and its accompanying exhibits contain the entire understanding of the parties regarding the services or materials provided and supersede all prior agreements, oral or written, and all other communications between the parties relating to the subject matter. This Contract shall not be amended or modified, except by mutual written agreement between the parties hereto.

21. **Price Changes**

Price changes will be considered by the Executive Director, Procurement Operations, upon receipt of a written request from the Contractor at least 30 calendar days before the price change is to occur. The Contractor may request price changes every three (3) months. Written documentation, based on Independent Industry Standards, shall support all price change requests.



**ATTACHMENT NO. 5**

**PROJECT NO. 07-19**

**HOUSTON COMMUNITY COLLEGE SYSTEM  
DETERMINATION OF GOOD FAITH EFFORT**

Bidder \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

In making a determination that a good faith effort has been made, HCC requires the Bidder to complete this form and submit supporting documentation explaining in what ways the Bidder has made a good faith effort to attain the goal. The Bidder will respond by answering "yes" or "no" to the following and provide supporting documentation.

- \_\_\_\_\_ (1) Whether the Bidder provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.
- \_\_\_\_\_ (2) Whether the Bidder divided the work into the reasonable portions in accordance with standard industry practices.
- \_\_\_\_\_ (3) Whether the Bidder documented reasons for rejection or met with the rejected small business to discuss the rejection.
- \_\_\_\_\_ (4) Whether the Bidder negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Bidder is unable to meet the solicitation goal or if any of the above items (1-4) are answered "no", the Bidder must submit a letter of justification.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ATTACHMENT NO. 6  
SMALL BUSINESS UNAVAILABILITY CERTIFICATE**

I, \_\_\_\_\_, \_\_\_\_\_, of  
 (Name) (Title)

\_\_\_\_\_,  
 (Name of bidder's company) certify that on the date(s) shown, the small businesses listed herein were contacted to solicit Bids for Materials or Services to be used on #07-19.

DATE CONTACTED	SMALL BUSINESS Name	TELEPHONE NO.	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

To the best of my knowledge and belief, said small business was unavailable for this solicitation, unable to prepare a bid or prepared a bid that was rejected for the reason(s) stated in the RESULTS column above.

The above statement is a true and accurate account of why I am unable to commit to awarding subcontract(s) or supply order(s) to the small business listed above.

**NOTE: This form to be submitted with all Bidder documents for Waiver of small business participation. (See Instructions to Bidders)**

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

**ATTACHMENT NO. 7  
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

**Note:** Vendors are to complete this form along with a **copy** of the Contractor and First Tier Subcontractor/Supplier Participation Form and return it in a separate envelope to:

**Houston Community College System  
Procurement Operations/Small Business Development  
Post Office Box 667517  
Houston, Texas 77266-7517  
Ref: HCC Project No. 07-19**

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON'S NAME AND PHONE NO. \_\_\_\_\_

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: \_\_\_\_\_

NAME AND TITLE (Type or Print): \_\_\_\_\_

**COMPANY MAJORITY OWNERSHIP** (Check one in each column)

ETHNICITY

GENDER

LOCATION

- |   |                                 |  |
|---|---------------------------------|--|
| <input type="checkbox"/> African American (AA)        | <input type="checkbox"/> Male   | <input type="checkbox"/> Houston (H)       |
| <input type="checkbox"/> Asian Pacific American (APA) | <input type="checkbox"/> Female | <input type="checkbox"/> Texas (T)         |
| <input type="checkbox"/> Caucasian ( C)               |                                 | <input type="checkbox"/> Out of State (O)  |
| <input type="checkbox"/> Hispanic American (HA)       |                                 | <input type="checkbox"/> Specify State     |
| <input type="checkbox"/> Native American (NA)         |                                 | <input type="checkbox"/> Public Owned (PO) |
| <input type="checkbox"/> Other (O) Specify _____      |                                 |  |

**BUSINESS CLASSIFICATION**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>DBE</b> Disadvantaged Business Enterprise   | <input type="checkbox"/> <b>SB</b> Small Business                |
| <input type="checkbox"/> <b>WBE</b> Women Owned Business Enterprise     | <input type="checkbox"/> <b>MBE</b> Minority Business Enterprise |
| <input type="checkbox"/> <b>HUB</b> Historically Underutilized Business | <input type="checkbox"/> Other: _____                            |

Please provide information regarding certifying agency (if any)

Name of Agency	Certificate Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ATTACHMENT NO. 8**

**CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION**

Bidder/offerer presents the following participants in this solicitation and any resulting Contract. All bidders / offerers, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their bid submissions as subcontractors and/or suppliers.

CONTRACTOR	Type of Work to be Performed or Materials Supplied	Indicate if Small Business, DBE, HUB, MBE, etc.	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUBCONTRACTORS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUPPLIERS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				

Submitted by: \_\_\_\_\_ Business Name: \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

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

Contractor \$ \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_ Date: \_\_\_\_\_

Subcontractor(s) \$ \_\_\_\_\_

Supplier (s): \$ \_\_\_\_\_

**ATTACHMENT NO. 9**

**NON-DISCRIMINATION STATEMENT**

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training, including apprenticeship.

Name/Title: \_\_\_\_\_  
(Type or Print)

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

Company Name: \_\_\_\_\_  
(Type or Print)

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

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

**ATTACHMENT NO. 10  
CERTIFICATION AND DISCLOSURE STATEMENT**

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual:  
Have you been convicted of a felony? YES or NO

If a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? \_\_\_\_\_

Has any operator of your business entity been convicted of a felony? \_\_\_\_\_

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence.

I attest that I have answered the questions truthfully and to the best of my knowledge.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Entity: \_\_\_\_\_

Signature of Firm's Authorized Official: \_\_\_\_\_

**State of Texas**

sworn to and subscribed before me at \_\_\_\_\_

Texas, this the \_\_\_\_\_ day of \_\_\_\_\_, 2007

\_\_\_\_\_  
Notary Public for the State Of: \_\_\_\_\_

**ATTACHMENT NO. 11**

**STATE OF TEXAS AFFIDAVIT**

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

**State of Texas**

Sworn to and subscribed before me at \_\_\_\_\_ Texas,

this the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Notary Public for the State Of: \_\_\_\_\_

**ATTACHMENT NO. 12  
BUSINESS QUESTIONNAIRE**

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):  
\_\_\_\_\_

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: \_\_\_\_\_

NAME AND TITLE (Type or Print): \_\_\_\_\_

Do you or any officer, partner, owner, sales representative and/or spouse work for the Houston Community College System? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify: \_\_\_\_\_

State in which your home office / headquarters is located? \_\_\_\_\_

If headquarters is located out of state, does that state have preferential treatment on Bids?  
\_\_\_\_\_

If yes, list percentage. \_\_\_\_\_%

Name of Financial Institution \_\_\_\_\_ Contact Person \_\_\_\_\_  
Title \_\_\_\_\_

Please indicate how you became aware of this procurement? Source:  
\_\_\_\_\_

*Example: Newspapers (Chronicle, El Dia, Houston Star, African American News, etc.)  
Houston Minority Business Council, HCC Website, Chamber of Commerce, etc.)*





**ATTACHMENT NO. 13**

**ASSURANCE OF SBDP GOAL**

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the **CONTRACTOR AND FIRST TIER SUBCONTRACTOR PARTICIPATION** form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal =   15   %

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Bidder may be subject to the loss of the contract or the termination thereof resulting from this bid and could be ineligible for future HCC contract awards.

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date of Signing \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

## **ATTACHMENT NO. 14 VENDOR APPLICATION INSTRUCTIONS**

The Houston Community College System Purchasing department has developed an online vendor application system. This system is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within Houston Community College System. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College System Purchasing department website and register as a vendor. The website address to access the vendor registration form is  
[http://216.119.142.201/HCCS/Supplier\\_Registration\\_Form.asp](http://216.119.142.201/HCCS/Supplier_Registration_Form.asp)

Once you have completed your application, please print out a copy of the completed application and submit it with your completed bid package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

## ATTACHMENT# 15

### INSURANCE REQUIREMENTS HOUSTON COMMUNITY COLLEGE SYSTEM

The insurance coverage and limits listed below are the minimum limits that the Vendor/Contractor shall carry during performance of the contract for Beverage, Food, Diary and Paper Products, Project#07-19.

#### 1. Commercial General Liability for Bodily Injury / Property Damage

##### Limits:

Occurrence / Personal Injury / Advertising / Products / Completed Operations	\$1,000,000 CSL
Annual Aggregate	\$2,000,000 CSL
Products Aggregate	\$2,000,000 CSL
Fire, Lightning or Explosion	\$1,000,000 CSL
Medical Expense	\$5,000 Per Person

#### 2. Automobile Liability:

Bodily Injury / Property Damage	\$1,000,000
---------------------------------	-------------

#### 3. Workers Compensation:

Part A - Statutory	
Part B - \$1,000,000 Each Accident	
\$1,000,000 Policy Limits	
\$1,000,000 Each Employee	

The following endorsements are required on the Certificate of Insurance:

- 90 Day Notice of Cancellation;
- Houston Community College System be named as Additional Insured on all policies except the Workers Compensation;
- Waiver of Subrogation added by endorsement on all policies;
- The assigned HCC project number and/or purchase order.

The original certificate of insurance, indicating the coverage, limits and endorsements stated herein, shall be furnished to Houston Community College System within 14 calendar days after receipt of a written purchase order or some other duly executed contractual document. Mail the original certificate to: Houston Community College, PO Box 667517 (MC-1119), Houston, TX 77266, Attn: Risk Management Office.

**ATTACHMENT NO. 16**  
**CONFLICT OF INTEREST QUESTIONNAIRE**

<b>CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ</b> <b>For vendor or other person doing business with local government entity</b>	
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the government entity.</p> <p>By Law this questionnaire must be filled with the records administrator of the local government not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 76.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p style="text-align: center;"><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p>1 Name of Person doing business with local government entity.</p>	
<p>2 . Check this box if you are filing an update to a previous questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later that the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p>3 Describe each affiliation or business relationship with an employee or contractor of the local government entity who makes recommendations to a local government officer of the local government entity with respect to the expenditure of money.</p>	
<p>4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local government entity that is the subject of this questionnaire.</p>	

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ  
For vendor or other person doing business with local government entity

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to the Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10% or more?

Yes No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7 \_\_\_\_\_ Date  
Signature of person doing business with the government entity

**Houston Community College System  
Procurement Operations**



**SAMPLE CONTRACT DOCUMENTS**

**By and Between**

**HOUSTON COMMUNITY COLLEGE SYSTEM**

**And**

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**FOR**

**PROJECT NO. \_\_\_\_\_**

**SAMPLE CONTRACT EXHIBITS**

**EXHIBIT A  
BID / AWARD FORM**

Note: (Attachment No. 1 of this solicitation may become Exhibit A in the resulting contract.)

**EXHIBIT B  
SCHEDULE OF ITEMS AND PRICES**

Note: (Attachment No. 2 of this solicitation may become Exhibit B in the resulting contract.)

**EXHIBIT C  
GENERAL TERMS AND CONDITIONS**

Note: (Attachment No. 3 of this solicitation may become Exhibit C in the resulting contract.)

**EXHIBIT D  
CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION FORM**

Note: (Attachment No. 4 of this solicitation may become Exhibit D in the resulting contract.)

**EXHIBIT E  
INSURANCE REQUIREMENTS**

Note: (Attachment No. 5 of this solicitation may become Exhibit E in the resulting contract.)