

REQUEST FOR PROPOSAL

RFP COVER SHEET

Administrative Information

RFP Number	RFP1419238015	Title of RFP	Food Products		
Agency	Iowa Department of Administrative Services (DAS) on behalf of the Department of Corrections (DOC)				
Number of years of the initial term of the contract			1	Number of possible annual extensions	
Available to Political Subdivisions?			Yes		
State Issuing Officer: Kelli Sizenbach Phone: 515-725-2275 E-mail: kelli.sizenbach@iowa.gov					
Mailing Address: Iowa Department of Administrative Services Hoover State Office Building, Level 3 1305 East Walnut Street Des Moines, IA 50319-0105					
PROCUREMENT TIMETABLE—Event or Action					Date/Time (Central Time)
State Posts Notice of RFP on TSB website					October 23, 2018
State Issues RFP					October 25, 2018
RFP written questions, requests for clarification, and suggested changes from Respondents due					November 1, 2018
Follow-up RFP written questions, requests for clarification, and suggested changes from Respondents due (no questions accepted or responded to after this date)					November 15, 2018
Proposals Due					November 29, 2018 / 3:00 P.M.
Relevant Websites					
Internet website where Addenda to this RFP will be posted http://bidopportunities.iowa.gov					
Internet website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf					
Number of Copies of Proposals Required to be Submitted: 1 Original, 1 Digital, & 2 Copies					
Firm Proposal Terms					
The minimum number of days following the deadline for submitting proposals that the Respondent guarantees all proposal terms, including price, will remain firm is 120 Days.					

SECTION 1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from Responsible Respondents to provide the goods and/or services identified on the RFP cover sheet and further described in Section 4 of this RFP to the Agency identified on the RFP cover sheet. The Agency intends to award a Contract(s) for the initial period identified on the RFP cover sheet, and the Agency, in its sole discretion, may extend the Contract(s) for up to the number of annual extensions identified on the RFP cover sheet.

1.2 Definitions

For the purposes of this RFP and the resulting contract, the following terms shall mean:

“Agency” or “Department” means the Iowa Department of Administrative Services.

“Contract” means the contract(s) entered into with the successful Contractor(s) as described in Section 6.1.

“Contractor” means the awarded business/person to provide the contractual services agreed upon.

“General Terms and Conditions” means the General Terms and Conditions for Services Contracts as referenced on the RFP cover page.

“Materially Unbalanced Response” means a response in which line item prices are structured so that it is possible that the Respondent who appears to be low will not end up having the lowest overall cost to the State, due to high prices on particular line items.

“Proposal” means the Respondent’s proposal submitted in response to the RFP.

“Respondent” means the company, organization or other business entity submitting a proposal in response to this RFP.

“Responsible Respondent” means a Contractor that has the capability in all material respects to perform the scope of work and specifications of the Contract. In determining whether a Contractor is a Responsible Contractor, the Agency may consider various factors including, but not limited to, the Contractor’s competence and qualifications to provide the goods or services requested, the Contractor’s integrity and reliability, the past performance of the Contractor and the best interest of the Agency and the State.

“Responsive Proposal” means a Proposal that complies with the material provisions of this RFP.

“RFP” means this Request for Proposals and any attachments, exhibits, schedules or addenda hereto.

“State” means the State of Iowa, the Agency, and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFP.

1.3 Overview of the RFP Process

This RFP is designed to provide Respondents with the information necessary for the preparation of competitive Proposals. The RFP process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Respondent is responsible for determining all factors necessary for submission of a comprehensive Proposal.

Contractor should review Attachment 3, Form 22 Request for Confidentiality, for more information if its Proposal contains confidential information. Any Proposal marked "Confidential" or "Proprietary" on every page may be disqualified.

Respondents will be required to submit their Proposals in hardcopy and on digital media (i.e. CD, USB drive, etc.). It is the Agency's intention to evaluate Proposals from all Respondents that submit timely Responsive Proposals, and award the Contract(s) in accordance with Section 5, Evaluation and Selection.

1.4 Background

This RFP is for sourcing of food products for State of Iowa agencies. The awarded Respondent will deliver food products to 15 different locations across the state of Iowa. See Attachment #5 for a map of these locations.

The State of Iowa is looking for a respondent capable of providing a variety of quality foods that are a model for wellness and sustainability in accordance with industry trends, industry standard practices and the industry's latest concepts. The State of Iowa is seeking food that provides healthier and sustainable food choices, while reducing trans-fats, decreasing the sodium content in available foods and allowing Agencies to make informed choices about what they serve.

SECTION 2 ADMINISTRATIVE INFORMATION
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2.1 Issuing Officer

The Issuing Officer identified in the RFP cover sheet is the sole point of contact regarding the RFP from the date of issuance until a Notice of Intent to Award the Contract is issued.

2.2 Restriction on Communication

From the issue date of this RFP until a Notice of Intent to Award the Contract is issued, Respondents may contact only the Issuing Officer. The Issuing Officer will respond only to written questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted as provided in Section 2. Oral questions related to the interpretation of this RFP will not be accepted. Respondents may be disqualified if they contact any State employee other than the Issuing Officer about the RFP except that Respondents may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

This section shall not be construed as restricting communications related to the administration of any contract currently in effect between a Contractor and the State.

2.3 Downloading the RFP from the Internet

The RFP and any addenda to the RFP will be posted at <http://bidopportunities.iowa.gov/>. The Respondent is advised to check the website periodically for addenda to this RFP, particularly if the Respondent downloaded the RFP from the Internet as the Respondent may not automatically receive addenda. It is the Respondent's sole responsibility to check daily for addenda to posted documents.

2.4 Procurement Timetable

The dates provided in the procurement timetable on the RFP cover sheet are provided for informational and planning purposes. The Agency reserves the right to change the dates. If the Agency changes any of the deadlines for Respondent submissions, the Agency will issue an addendum to the RFP.

2.5 Questions, Requests for Clarification, and Suggested Changes

Respondents are invited to submit written questions and requests for clarifications regarding the RFP. Respondents may also submit suggestions for changes to the specifications of this RFP. The questions, requests for clarifications, or suggestions must be in writing and received by the Issuing Officer on or before the date and time listed on the RFP cover sheet. Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, Respondent shall reference the page and section number(s). The Agency will post written responses to questions, requests for clarifications, or suggestions received from Respondents. The Agency's written responses will become an addendum to the RFP. If the Agency decides to adopt a suggestion that modifies the RFP, the Agency will issue an addendum to the RFP.

The Agency assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP through an addendum.

2.6 Amendment to the RFP

The Agency reserves the right to amend the RFP at any time using an addendum. The Respondent shall acknowledge receipt of all addenda in its Proposal. If the Agency issues an addendum after the due date for receipt of Proposals, the Agency may, in its sole discretion, allow Respondents to amend their Proposals in response to the addendum.

2.7 Amendment and Withdrawal of Proposal

The Respondent may amend or withdraw and resubmit its Proposal at any time before the Proposals are due. The amendment must be in writing, signed by the Respondent and received by the time set for the receipt of Proposals. Electronic mail and faxed amendments will not be accepted. Respondents must notify the Issuing Officer in writing prior to the due date for Proposals if they wish to completely withdraw their Proposals.

2.8 Submission of Proposals

The Agency must receive the Proposal at the Issuing Officer's address identified on the RFP cover sheet before the "Proposals Due" date and time listed on the RFP cover sheet. **This is a mandatory specification and will not be waived by the Agency. Any Proposal received after this deadline will be rejected and returned unopened to the Respondent.** Respondents sending Proposals must allow ample mail delivery time to ensure timely receipt of their Proposals. It is the Respondent's responsibility to ensure that the Proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the Proposal. Electronic mail and faxed Proposals will not be accepted.

Respondents must furnish all information necessary to enable the Agency to evaluate the Proposal. Oral information provided by the Respondent will not be considered part of the Respondent's Proposal unless it is reduced to writing.

2.9 Proposal Opening

The Agency will open Proposals after the deadline for submission of Proposals has passed. The Proposals will remain confidential until the Agency has issued a Notice of Intent to Award a Contract. See Iowa Code Section 72.3. However, the names of Respondents who submitted timely Proposals will be publicly available after the Proposal opening. The announcement of Respondents who timely submitted Proposals does not mean that an individual Proposal has been deemed technically compliant or accepted for evaluation.

2.10 Costs of Preparing the Proposal

The costs of preparation and delivery of the Proposal are solely the responsibility of the Respondent.

2.11 No Commitment to Contract

The Agency reserves the right to reject any or all Proposals received in response to this RFP at any time prior to the execution of the Contract. Issuance of this RFP in no way constitutes a commitment by the Agency to award a contract.

2.12 Rejection of Proposals

The Agency may reject outright and not evaluate a Proposal for reasons including, without limitation:

- 2.12.1** The Respondent fails to deliver the Cost Proposal in a separate envelope.
- 2.12.2** The Respondent acknowledges that a mandatory specification of the RFP cannot be met.
- 2.12.3** The Respondent's Proposal changes a material specification of the RFP or the Proposal is not compliant with the mandatory specification of the RFP.
- 2.12.4** The Respondent's Proposal limits the rights of the Agency.
- 2.12.5** The Respondent fails to include information necessary to substantiate that it will be able to meet a specification of the RFP as provided in Section 4 of the RFP.
- 2.12.6** The Respondent fails to timely respond to the Agency's request for information, documents, or references.
- 2.12.7** The Respondent fails to include proposal security, if required.
- 2.12.8** The Respondent fails to include any signature, certification, authorization, stipulation, disclosure or guarantee as provided in Section 4 of this RFP.
- 2.12.9** The Respondent presents the information requested by this RFP in a format inconsistent with the instructions of the RFP or otherwise fails to comply with the specifications of this RFP.
- 2.12.10** The Respondent initiates unauthorized contact regarding the RFP with a State employee other than the Issuing Officer.
- 2.12.11** The Respondent provides misleading or inaccurate responses.
- 2.12.12** The Respondent's Proposal is materially unbalanced.
- 2.12.13** There is insufficient evidence (including evidence submitted by the Respondent and evidence obtained by the Agency from other sources) to satisfy the Agency that the Respondent is a Responsible Respondent.
- 2.12.14** The Respondent alters the language in Attachment 1, Certification Letter or Attachment 2, Authorization to Release Information letter.
- 2.12.15** The Respondent is a "scrutinized company" included on a "scrutinized company list" created by a public fund pursuant to Iowa Code section 12J.3.

2.13 Nonmaterial Variances

The Agency reserves the right to waive or permit cure of nonmaterial variances in the Proposal if, in the judgment of the Agency, it is in the State's best interest to do so. Nonmaterial variances include but are not limited to, minor failures to comply that: do not affect overall responsiveness, are merely a matter of form or format, do not change the relative standing or

otherwise prejudice other Contractors, do not change the meaning or scope of the RFP, or do not reflect a material change in the specifications of the RFP. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP specifications or excuse the Respondent from full compliance with RFP specifications or other Contract specifications if the Respondent is awarded the Contract. The determination of materiality is in the sole discretion of the Agency.

2.14 Reference Checks

The Agency reserves the right to contact any reference to assist in the evaluation of the Proposal, to verify information contained in the Proposal and to discuss the Respondent's qualifications and the qualifications of any subcontractor identified in the Proposal.

2.15 Information from Other Sources

The Agency reserves the right to obtain and consider information from other sources concerning a Respondent, such as the Respondent's capability and performance under other contracts, the qualifications of any subcontractor identified in the Proposal, the Respondent's financial stability, past or pending litigation, and other publicly available information.

2.16 Verification of Proposal Contents

The content of a Proposal submitted by a Respondent is subject to verification. If the Agency determines in its sole discretion that the content is in any way misleading or inaccurate, the Agency may reject the Proposal.

2.17 Proposal Clarification Process

The Agency reserves the right to contact a Respondent after the submission of Proposals for the purpose of clarifying a Proposal. This contact may include written questions, interviews, site visits, a review of past performance if the Respondent has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Respondent's Proposal. The Agency will not consider information received from or through Respondent if the information materially alters the content of the Proposal or the type of goods and/or services the Respondent is offering to the Agency. An individual authorized to legally bind the Respondent shall sign responses to any request for clarification. Responses shall be submitted to the Agency within the time specified in the Agency's request. Failure to comply with requests for additional information may result in rejection of the Proposal.

2.18 Disposition of Proposals

All Proposals become the property of the State and shall not be returned to the Respondent. Once the Agency issues a Notice of Intent to Award the Contract, the contents of all Proposals will be public records and be available for inspection by interested parties, except for information for which Respondent properly requests confidential treatment according to exceptions provided in *Iowa Code Chapter 22* or other applicable law.

2.19 Public Records and Requests for Confidential Treatment

The Agency's release of public records is governed by Iowa Code chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Proposal be treated as confidential at the time of the

submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

2.20 Form 22 Request for Confidentiality

FORM 22 MUST BE COMPLETED AND INCLUDED WITH CONTRACTOR'S PROPOSAL. COMPLETION AND SUBMITTAL OF FORM 22 IS REQUIRED WHETHER THE PROPOSAL DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE PROPOSAL BEING CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION.

2.21 Copyright Permission

By submitting a Proposal, the Respondent agrees that the Agency may copy the Proposal for purposes of facilitating the evaluation of the Proposal or to respond to requests for public records. By submitting a Proposal, the Respondent consents to such copying and warrants that such copying will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in Proposals.

2.22 Release of Claims

By submitting a Proposal, the Respondent agrees that it will not bring any claim or cause of action against the Agency based on any misunderstanding concerning the information provided in the RFP or concerning the Agency's failure, negligent or otherwise, to provide the Respondent with pertinent information in this RFP.

2.23 Respondent Presentations

Respondents may be required to make a presentation. The determination as to need for presentations, and the location, order, and schedule of the presentations is at the sole discretion of the Agency. The presentation may include slides, graphics and other media selected by the Respondent to illustrate the Respondent's Proposal. The presentation shall not materially change the information contained in the Proposal.

2.24 Evaluation of Proposals Submitted

Proposals that are timely submitted and are not rejected will be reviewed in accordance with Section 5 of the RFP. The Agency will not necessarily award a Contract resulting from this RFP to the Respondent offering the lowest cost. Instead, the Agency will award the Contract(s) to the Responsible Respondent(s) whose Responsive Proposal the agency believes will provide the best value to the Agency and the State.

2.25 Award Notice and Acceptance Period

Notice of Intent to Award the Contract(s) will be sent to all Respondents submitting a timely Proposal and may be posted at the website shown on the RFP cover sheet. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award or such other time as designated by Agency. If the successful Respondent fails to negotiate and deliver an executed Contract by that date, the Agency, in its sole discretion, may cancel the award and award the Contract to the remaining Respondent the Agency believes will provide the best value to the State.

2.26 No Contract Rights until Execution

No Contractor shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Contractor and the Agency.

2.27 Choice of Law and Forum

This RFP and the Contract shall be governed by the laws of the State of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Respondents are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

2.28 Preference

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa. Preference application: Tied responses to solicitations, regardless of the type of solicitation, are decided in favor of Iowa products and Iowa-based businesses per 11 IAC 117.5(1)-(2), 117.12(4).

2.29 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Respondents are responsible to determine the applicability of this Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to *Iowa Code section 722.1*, it is a felony offense to bribe or attempt to bribe a public official.

2.30 No Minimum Guaranteed

The Agency does not guarantee any minimum level of purchases under the Contract.

2.31 Post Solicitation Debriefing

A debriefing is available to any Respondent who submitted a proposal in response to this RFP. Respondent shall submit a written request for a debriefing to the Issuing Officer via email or other delivery method. All Respondents will be accorded fair and equal treatment with respect to its opportunity for debriefing. The debriefing shall be scheduled by the Agency as soon as practicable after the receipt of debriefing request.

2.32 Appeals

A Respondent whose Proposal has been timely filed and who is aggrieved by the Notice of Intent to Award of the Department may appeal the decision by filing a written notice of appeal (in accordance with 11—Chapter 117.20, Iowa Administrative Code) to: The Director of the Department of Administrative Services, Hoover State Office Building, Des Moines, Iowa 50319-0104 and a copy to the Issuing Officer. The notice must be filed within five (5) days of the date of the Notice of Intent to Award issued by the Department, exclusive of Saturdays, Sundays, and legal state holidays. The written notice may be filed by fax transmission to 515.725.2064. The notice of appeal must clearly and fully identify all issues being contested by reference to the page, section and line number(s) of the RFP and/or the Notice of Intent to Award. A notice of appeal may not stay negotiations with the apparent successful Respondent.

SECTION 3 FORM AND CONTENT OF PROPOSALS

3.1 Instructions

These instructions describe and define the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

- 3.1.1** The Proposal shall be typewritten on 8.5" x 11" paper and sent in sealed envelope. The Proposal shall be divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be labeled as such and placed in separate sealed envelopes. The envelopes shall be labeled with the following information:

RFP Number: RFP1419238015
RFP Title: Food Products
Kelli Sizenbach
Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, IA 50319-0105

The Agency shall not be responsible for misdirected packages or premature opening of Proposals if a Proposal is not properly labeled.

- 3.1.2** 1 Original, 1 Digital, & 2 Copies of the Technical Proposal shall be timely submitted to the Issuing Officer in a sealed envelope. The Cost Proposal shall be submitted in a separate sealed envelope.

Technical Proposal Envelope Contents
Original Technical Proposal and any copies
Public Copy (if submitted)
Technical Proposal on digital media
Electronic Public Copy on same digital media (if submitted)

Cost Proposal Envelope Contents
Original Cost Proposal
Cost Proposal on digital media

- 3.1.3** If the Respondent designates any information in its Proposal as confidential pursuant to Section 2, the Respondent must also submit one (1) copy of the Proposal from which confidential information has been excised as provided in Section 2 and which is marked "Public Copy".

- 3.1.4** Proposals shall not contain promotional or display materials.

- 3.1.5** Attachments shall be referenced in the Proposal.

- 3.1.6** If a Respondent proposes more than one solution to the RFP specifications, each shall be labeled and submitted in a separate Proposal and each will be evaluated separately.

3.2 Technical Proposal

Any information provided in the Technical Proposal is subject to consideration for consideration, evaluation, and scoring. The following documents and responses shall be included in the Technical Proposal in the order given below:

Exhibit 1 - Transmittal Letter (Required)

An individual authorized to legally bind the Respondent shall sign the transmittal letter. The letter shall include the Respondent's mailing address, electronic mail address, fax number, and telephone number.

Exhibit 2 - Executive Summary

The Respondent shall prepare an executive summary and overview of the goods and/or services it is offering, including all of the following information:

- Statements that demonstrate that the Respondent has read and understands the terms and conditions of the RFP including the Contract provisions in Section 6.
- An overview of the Respondent's plans for complying with the specifications of this RFP.
- Any other summary information the Respondent deems to be pertinent.

Exhibit 3 - Firm Proposal Terms

The Respondent shall guarantee in writing the goods and/or services offered in the Proposal are currently available and that all Proposal terms, including price, will remain firm for the number days indicated on the RFP cover sheet following the deadline for submitting Proposals.

Exhibit 4 - Respondent Background Information

The Respondent shall provide the following general background information:

- Does your state have a preference for instate Contractors? Yes or No. If yes, please include the details of the preference.
- Name, address, telephone number, fax number and e-mail address of the Respondent including all d/b/a's or assumed names or other operating names of the Respondent and any local addresses and phone numbers.
- Form of business entity, e.g., corporation, partnership, proprietorship, or LLC.
- Copy of W-9.
- State of incorporation, state of formation, or state of organization.
- The location(s) including address and telephone numbers of the offices and other facilities that relate to the Respondent's performance under the terms of this RFP.
- Number of employees.
- Type of business.
- Name, address and telephone number of the Respondent's representative to contact regarding all contractual and technical matters concerning the Proposal.
- Name, contact information and qualifications of any subcontractors who will be involved with this project the Respondent proposes to use and the nature of the goods and/or services the subcontractor would perform.
- Respondent's accounting firm.
- Awarded Contractor will be required to register to do business in Iowa before payments can be made.
- For Contractor registration documents, go to:
<https://das.iowa.gov/procurement/vendors/how-do-business>

Exhibit 5 - Experience

The Respondent must provide the following information regarding its experience:

- Number of years in business.
- Number of years of experience with providing the types of services sought by the RFP.
- The level of technical experience in providing the types of services sought by the RFP.
- A list of all goods and/or services similar to those sought by this RFP that the Respondent has provided to other businesses or governmental entities.
- Letters of reference from three (3) previous or current customers or clients knowledgeable of the Respondent's performance in providing goods and/or services similar to the goods and/or services described in this RFP and a contact person and telephone number for each reference.

Exhibit 6 - Financial Information

The Respondent must provide the following financial information:

- One of the following for the last three years:
 - 1). Audited financial statements
 - 2). Profit & loss statements
 - 3). Dun & Bradstreet Reports
 - 4). Tax returns
- A minimum of three (3) financial references.

Exhibit 7 - Termination, Litigation, and Debarment

The Respondent must provide the following information for the past five (5) years:

- Has the Respondent had a contract for goods and/or services terminated for any reason? If so, provide full details regarding the termination.
- Describe any damages or penalties assessed against or dispute resolution settlements entered into by Respondent under any existing or past contracts for goods and/or services. Provide full details regarding the circumstances, including dollar amount of damages, penalties and settlement payments.
- Describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Respondent to engage in any business, practice or activity.
- A list and summary of all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Respondent or its officers have been a party.
- Any irregularities discovered in any of the accounts maintained by the Respondent on behalf of others. Describe the circumstances and disposition of the irregularities. Failure to disclose these matters may result in rejection of the Proposal or termination of any subsequent Contract. The above disclosures are a continuing requirement of the Respondent. Respondent shall provide written notification to the Agency of any such matter commencing or occurring after submission of a Proposal, and with respect to the successful Contractor, following execution of the Contract.

Exhibit 8 - Criminal History and Background Investigation

The Respondent hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Respondent, its officers, directors, shareholders, partners and managerial and supervisory personnel who will be involved in the performance of the Contract.

Exhibit 9 - Acceptance of Terms and Conditions

By submitting a Proposal, Respondent acknowledges its acceptance of the terms and conditions of the RFP and the General Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Respondent takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFP or General Terms and Conditions language it proposes to include in place of the provision. If Respondent's exceptions or responses materially alter the RFP, or if the Respondent submits its own terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Proposal, in its sole discretion.

Exhibit 10 - Certification Letter

The Respondent shall sign and submit with the Proposal, the document included as Attachment #1 (Certification Letter) in which the Respondent shall make the certifications included in Attachment #1.

Exhibit 11 - Authorization to Release Information

The Respondent shall sign and submit with the Proposal the document included as Attachment #2 (Authorization to Release Information Letter) in which the Respondent authorizes the release of information to the Agency.

Exhibit 12 – Mandatory Specifications

The Respondent shall answer whether or not it will comply with each specification in Section 4 of the RFP. Where the context requires more than a yes or no answer or the specific specifications so indicates, Respondent shall explain how it will comply with the specification. Merely repeating the Section 4 specifications may be considered non-responsive and result in the rejection of the Proposal. Proposals must identify any deviations from the specifications of the RFP or specifications the Respondent cannot satisfy. If the Respondent deviates from or cannot satisfy the specification(s) of this section, the Agency may reject the Proposal.

Exhibit 13 – Ordering and Billing

- Describe how orders can be completed online.
- Provide screenshots of the online ordering system.
- Describe the Respondent's billing and invoicing system.
- Describe the ability to provide each facility within the state with a separate account number.
- Provide an example invoice.

Exhibit 14 – Inventory

- Describe how the Respondent ensures regularly ordered items are kept in stock.
- Describe the steps the State of Iowa needs to follow in order to request a new item be kept in stock.
- Describe how the Respondent handles special orders; include the time frame to receive such orders.
- After reviewing Attachment #10, provide a list of items that are not kept in stock in either the listed brand or an equal product.
- Provide a list of items currently kept in stock.
- Describe the size of the Respondent's inventory.
- Describe where the Respondent's inventory is located.

- Describe the fill rate for the most recent complete month at the location(s) that would service this contract.

Exhibit 15 – Reports

- Describe all reports available to the State of Iowa.
- Describe how reports can be broken down by facility and division.
- Provide examples of these reports.

Exhibit 16 – Warehousing and Delivery

- Describe the Respondent's warehousing model.
- Describe how fresh produce is sourced and handled to ensure quality of delivered product and prolonged shelf life.
- Describe how the Respondent will deliver to various State of Iowa facilities, including some with secured perimeters and driver requirements.
- Describe how many semi-tractor trailers will service this contract.
- Describe how many warehouses will service this contract.
- Describe the available frequency of deliveries.
- Describe how the Respondent handles holidays, weather, unforeseen circumstances or any other possible schedule delay.
- Describe how inbound freight will be handled.
- Describe the Respondent's available capacity to supply food items to the 15 Agencies in the State of Iowa. Capacity includes, but is not limited to, warehouse space, transportation, administrative and operational personnel.
- Provide documentation showing that a Hazard Analysis Critical Control Point (HACCP) program is in practice in the warehousing facilities and within delivery vehicles.
- Submit the three latest HACCP/Food Safety inspection audits from outside auditing agencies, along with their auditing HACCP policies.

Exhibit 17 – Customer Service

- Describe the Respondent's customer service processes.
- Provide response times to customer service requests.
- Describe the Respondent's communication plan. Include request tracking and status changes notification.
- Describe how new products and upcoming promotions are communicated.
- Describe how market information is passed along to customers.
- Provide a copy of the Respondent's food recall procedure.
- Describe food recall notification procedures and explain how these will be applied to the State of Iowa.
- Describe the ability to provide an account representative who can become the one point of contact for the State of Iowa.
- Describe the ability to attend the State's Biannual Business Meetings that are conducted in April and October if so requested.
- Describe any customer satisfaction monitoring programs available.
- Describe the process the Respondent employs when a client is dissatisfied with the service it has been provided.
- What location/office will serve as the primary contact office for the State?
- How many client contracts does this account team manage?
- Describe support for employee inquiries including reissuance of forms.

- Describe end user training, “help desk” technical support, order tracking, inventory availability, and order guides.

Exhibit 18 – Cost and Pricing

- Describe how food costs are currently calculated.
- Detail the process used for auditing and include name of documents that will be supplied to support the audit process.
- Describe the Respondent’s past experience with any types of cost reduction, cost incentive, pricing discount and rebate method that have been implemented for customers. The State requires that these discounts be passed on to the State.
- Describe how the Respondent will ensure prices are correct - meaning they meet or exceed the pricing model established in the contract and are invoiced properly.
- Describe how the Respondent will utilize methods and procedures to secure favorable pricing for the State of Iowa.

Exhibit 19 – Political Subdivisions (Counties, Cities, Schools) & Nonprofit Organizations

- Will the Respondent allow political subdivisions in the State of Iowa buy off this contract?
- Will the Respondent allow nonprofit organizations to buy off this contract?
- Would there be a case or dollar minimum requirement per delivery for political subdivisions or nonprofit organizations and if so what is the minimum?

Exhibit 20 – Process Improvements

- Describe any process improvement and quality initiatives currently utilized such as: Lean, Six Sigma, ISO9000/ISO14000, Total Quality Management, Just in Time, Benchmarking, etc.
- Describe how the Respondent implements these process improvement initiatives.
- Describe the training that the Respondent receives and/or conducts regarding these initiatives.
- Describe any training or continuing education the Respondent provides that would be available to State of Iowa Food Service Directors.
- Describe any green initiatives the Respondent implements.
- Describe areas where State facilities could be included in Green programs.

Exhibit 21 – Implementation Plan

- Describe recommended implementation strategy including on-site coordination and support services, best practice consulting options and professional services. Identify any third party Respondents involved in Respondent’s implementation strategy and describe these relationships.
- Describe the skills and time required by State of Iowa personnel for initial implementation of the proposed system.
- Provide an estimate of State of Iowa staff time required to complete the implementation.
- Describe the documentation provided with the product along with applicable costs for any additional documentation.
- Please describe Respondent’s experience with implementations similar in size. Please provide an implementation schedule, based on weekly milestones (not dates).

Exhibit 22 – Optional Features

Provide detailed information for any optional items that may be available. (Include costs for these items in the Cost Proposal)

Exhibit 23 - Warranty

Provide any warranty documentation for your proposed solution.

Exhibit 24 - Addendums

Provide signed copy of posted RFP addendums.

Exhibit 25 - Request for Confidentiality

The Respondent must sign and submit with the Proposal the document included as Attachment #3 Form 22 – Request for Confidentiality.

3.3 Cost Proposal**3.3.1 Category Cost Plus Markup section**

The Respondent is required to provide the cost plus percentage that it would charge to the state for the categories listed should they be awarded the contract.

Attachment 6 – Market Basket Spreadsheet contains a sample of the items that are purchased by the state. This sample contains items from each category. The cost plus markups used in the Market Basket Spreadsheet MUST be the same as those used in the Category Cost plus Markup section. The Respondent is required to fill out the market basket spreadsheet on Attachment 6. The Respondent is required to provide the following information for each of the sample items listed.

- Respondent's case cost from their supplier or manufacturer
- Applicable itemized freight cost
- Respondent's markup also known as cost plus percentage
- Marketing allowance if available
- States case cost
- Brand used
- Unit (pound, each, dozen, oz., etc.)
- States unit cost (cost for one unit)
- Size

3.3.2 Invoice Documentation

The Respondent shall provide invoice documentation from the Respondent's manufacturer or supplier showing the price that the Respondent paid as well as any applicable promotional allowances received. Also include any applicable freight invoices. Required information is as follows:

1. If the prospective Respondent does not stock one of the items on the market basket or an equivalent item the Respondent needs to get a quote from a supplier and submit it in place of an invoice.
2. If the supplier does stock the item but does not have an invoice with an invoice date from the month of August 2018 the supplier needs to include the most recent invoice (based on invoice date) previous to August 2018.
 - The State reserves the right to verify that invoices used with an invoice date prior to August 2018 for backup documentation were in fact the most recent receipt of product.

- If it is found that invoice(s) received do not reflect the requirements above Respondent shall be disqualified from the bid in accordance with 2.12.9.
- 3. Respondent's manufacturer or supplier invoice and corresponding freight invoice if applicable.
- 4. Write the market basket line number on the corresponding Respondent's manufacturer or supplier invoice as well as the corresponding freight invoice.
- 5. Assemble invoices in the same order as the line numbers on the market basket.
- 6. A CD containing a copy of all the items in the Cost Proposal is required utilizing Excel, Word, and/or PDF formatting.

*Backup invoice documentation with invoice dates from the month of August 2018.

3.3.3 Payment Methods

The State of Iowa, in its sole discretion, will determine the method of payment for goods and/or services as part of the Contract. The State Pcard and EAP are preferred payment methods, but payments may be made by any of the following methods: Pcard/EAP, EFT/ACH, or State Warrant. Contractors shall indicate in their Cost Proposals all of the payment methods they will accept. **This information will not be scored as part of the Cost Proposal or evaluated as part the Technical Proposal.**

3.3.3.1 Credit card or ePayables

The State of Iowa's Purchasing Cards (Pcards) and ePayable solution (EAP) are commercial payment methods utilizing the VISA credit card network. The State of Iowa will not accept price changes or pay additional fees if Contractor uses the Pcard or EAP payment methods. Pcard-accepting Contractors must abide by the State of Iowa's Terms of Pcard Acceptance, as provided in Section 6.6 of the RFP. Contractors must provide a statement regarding their ability to meet the requirements I this subsection, as well as identifying their transaction reporting capabilities (Level I, II, or III).

3.3.3.2 Electronic Funds Transfer (EFT) by Automated Clearing House (ACH)

Contractors shall provide a statement regarding their ability to accept payment by EFT by ACH. Payments are deposited into the financial institution of the claimant's choice three working days from the issue date of the direct deposit.

https://das.iowa.gov/sites/default/files/acct_sae/man_for_ref/forms/eft_authorization_form.pdf

3.3.3.3 State Warrant

The State of Iowa's warrant drawn on the Treasurer of State is used to pay claims against the departments of the State of Iowa. The warrant is issued upon receipt of proper documentation from the issuing department.

3.3.4 Payment Terms

Per Iowa Code 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Vendor/Contractor.

3.3.5 Contractor Discounts

Contractors shall state in their Cost Proposals whether they offer any payment discounts, including but not limited to:

3.3.5.1 Prompt Payment Discount

The State can agree to pay in less than sixty (60) days if an incentive for earlier payment is offered.

3.3.5.2 Cash Discount

The State may consider cash discounts when scoring Cost Proposals.

SECTION 4 SPECIFICATIONS

Overview

The successful Contractor shall provide the goods and/or services to the State in accordance with the specifications and technical specifications as provided in this Section. The Respondent shall address each specification in this Section and indicate whether or not it will comply with the specification. If the context requires more than a yes or no answer or the section specifically indicates, Respondent shall explain how it will comply with the specification. Proposals must address each specification. Merely repeating the specifications may be considered non-responsive and may disqualify the Respondent. Proposals must identify any deviations from the specifications of this RFP or specifications the Respondent cannot satisfy. If the Respondent deviates from or cannot satisfy the specification (s) of this section, the Agency may reject the Proposal.

All items listed in this section are Mandatory Specifications. Respondents must indicate either **“yes”** or **“no”** to each specification in their Proposals and provide an explanation as to how the specification is met. By indicating **“yes”** a Respondent agrees that it shall comply with that specification throughout the full term of the Contract, if the Respondent is successful. In addition, if specified by the specifications or if the context otherwise requires, the Respondent shall provide references and/or supportive materials to verify the Respondent’s compliance with the specification. The Agency shall have the right to determine whether the supportive information and materials submitted by the Respondent demonstrate that the Respondent will be able to comply with the Mandatory Specifications. If the Agency determines the responses and supportive materials do not demonstrate the Supplier will be able to comply with the Mandatory Specifications, the Agency may reject the Proposal.

4.1 Mandatory Requirements

- 4.1.1** Respondent must supply food products that meet Food and Drug Administration (FDA) and the United States Department of Administration (USDA) requirements and standards.
- 4.1.2** Respondent must meet the requirements for the Federal Child Nutrition Program.
- 4.1.3** Respondent must utilize first in, first out warehouse principles.
- 4.1.4** Respondent must ensure product shelf life is monitored and products are not outdated.
- 4.1.5** Respondent must ensure products are free of damage and spoilage.
- 4.1.6** Respondent must ensure all products and quantities are correctly selected and quality assured according to orders.
- 4.1.7** Respondent must provide resolution and initiate corrective action to product discrepancies and complaints within 24 hours.
- 4.1.8** Respondent must report USDA initiated recalls to State facilities within 24 hours.
- 4.1.9** Respondent must maintain a fill rate greater than 97%.

4.1.10 Respondent must provide an online ordering system accessible via the internet.

4.1.11 Respondent must pass on all applicable promotional, credits, or marketing allowances to the State of Iowa.

4.2 Implementation

Upon award of a Contract for services the Agency shall negotiate an implementation schedule with the successful Respondent.

4.3 Training

Contractor will provide general user training and administrator training.

SECTION 5 EVALUATION AND SELECTION
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5.1 Introduction

This section describes the evaluation process that will be used to determine which Proposal(s) provides the greatest value to the State. Agency will not necessarily award the Contract to the Respondent offering the lowest cost to the Agency. Instead, the Agency will award to the Respondent whose Responsive Proposal the Agency believes will provide the best value to the State.

5.2 Evaluation Committee

The Agency will use an evaluation committee to conduct a comprehensive, fair, and impartial evaluation of Technical Proposals received in response to this RFP. The evaluation committee will recommend an award based on the results of their evaluation to the Agency or to such other person or entity that must approve the recommendation.

5.3 Technical Proposal Evaluation and Scoring

All Technical Proposals will be evaluated to determine if they comply with the Mandatory Specifications. The evaluation committee will fully evaluate and score all Responsive Proposals submitted by Responsible Respondents in accordance with this Section. In addition to other RFP requirements, to be deemed a Responsive Proposal, the Technical Proposal must:

- Answer “Yes” to all parts of Section 4 and include supportive materials as required to demonstrate the Respondent will be able to comply with the Mandatory Specifications in that section and
- Obtain the minimum score for the Technical Proposal. If a Technical Proposal does not meet the minimum score, it will be rejected and the Respondent’s Cost Proposal will not be evaluated.

An addendum identifying the points assigned to the scoring criteria and identifying the minimum score for the Technical Proposal will be posted prior to the RFP due date.

5.4 Cost Proposal Scoring

After the Technical Proposals are evaluated and scored, the Cost Proposals will be opened and scored.

The cost proposal for each respondent will be evaluated in comparison with the other cost proposals received; however, the number of points possible will be proportional to each respondent’s technical evaluation score.

The technical evaluation points received (numerator) is divided by the technical evaluation points possible (denominator) and multiplied by the maximum number of points in the cost evaluation. This provides the total points possible for the respondent in the cost evaluation.

Points Possible for Respondent =
$$\frac{\text{Technical Evaluation Points Received}}{\text{Technical Evaluation Points Possible}} \times \text{Maximum Points in Cost Evaluation}$$

The lowest cost proposal (numerator) is divided by the cost proposal being evaluated (denominator) and multiplied by the points possible for the respondent. This provides the cost evaluation points awarded.

$$\text{Cost Evaluation Points Awarded} = \frac{\text{Lowest Cost Proposal Received}}{\text{Cost Proposal Being Evaluated}} \times \text{Points Possible for Respondent}$$

For example, suppose there are 10 maximum points in the cost evaluation. A respondent that receives 100% of the points possible in the technical evaluation has the opportunity to earn 100% of the points possible in the cost evaluation (e.g., 10 points). If the cost proposal is the lowest cost, the full 10 points will be awarded.

However, a respondent that receives only 50% of the points possible in the technical evaluation has the opportunity to earn only 50% of the points possible in the cost evaluation (e.g., 5 points). If the cost proposal is the lowest cost, only 5 points are awarded, compared to the 10 points that could have been awarded if the respondent had received the highest technical evaluation score.

5.5 Tied Score and Preferences

- 5.5.1** An award shall be determined by a drawing when responses are received that are equal in all respects and tied in price. Whenever it is practical to do so, the drawing will be held in the presence of the Respondents who are tied in price. Otherwise the drawing will be made in front of at least three non-interested parties. All drawings shall be documented.
- 5.5.2** Notwithstanding the foregoing, if a tied bid involves an Iowa-based Respondent or products produced within the State of Iowa and a Respondent based or products produced outside the State of Iowa, the Iowa Respondent will receive preference. If a tied bid involves one or more Iowa Respondents and one or more Respondents outside the state of Iowa, a drawing will be held among the Iowa Respondents only.
- 5.5.3** In the event of a tied score between Iowa Respondents, the Agency shall contact the Iowa Employer Support of the Guard and Reserve (ESGR) committee for confirmation and verification as to whether the Respondents have complied with ESGR standards. Preference, in the case of a tied bid, shall be given to Iowa Respondents complying with ESGR standards.
- 5.5.4** Second preference in tied scores will be given to Respondents based in the United States or products produced in the United States over Respondents based or products produced outside the United States.
- 5.5.5** Preferences required by applicable statute or rule shall also be applied, where appropriate.

SECTION 6 CONTRACTUAL TERMS AND CONDITIONS

6.1 Contract Terms and Conditions

The Contract that the Agency expects to award as a result of this RFP shall comprise the specifications, terms and conditions of the RFP, written clarifications or changes made by the Agency to the RFP through an amendment to the RFP in accordance with the provisions of the RFP, the General Terms and Conditions, the offer of the successful Respondent contained in its Proposal, and any other terms deemed necessary by the Agency. No objection or amendment by a Respondent to the provisions or terms and conditions of the RFP or the General Terms and Conditions shall be incorporated into the Contract unless Agency has explicitly accepted the Respondent's objection or amendment in writing.

The Contract terms and conditions in this Section 6 and the General Terms and Conditions will be incorporated into the Contract. The General Terms and Conditions may be supplemented at the time of Contract execution and are provided to enable Respondents to better evaluate the costs associated with the RFP specifications and the Contract. The Respondent shall include all costs associated with complying with these specifications should be included in any pricing quoted by the Respondent.

By submitting a Proposal, Respondent acknowledges its acceptance of the terms and conditions of the RFP and the General Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Respondent takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFP or General Terms and Conditions language it proposes to include in place of the provision. If Respondent's exceptions or proposed responses materially alter the RFP, or if the Respondent submits its own terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Proposal, in its sole discretion.

The Agency reserves the right to either award a Contract(s) without further negotiation with the successful Respondent or to negotiate Contract terms with the successful Respondent if the best interests of the State would be served.

6.2 Contract Length

The term of the Contract will begin and end on the dates indicated on the RFP cover sheet. The Agency shall have the sole option to renew the Contract upon the same or more favorable terms and conditions for up to the number of annual extensions identified on the RFP cover sheet.

6.3 Insurance

The Contract will require the successful Contractor to maintain insurance coverage(s) in accordance with the insurance provisions of the General Terms and Conditions and of the type and in the minimum amounts set forth below, unless otherwise required by the Agency.

Type of Insurance	LIMIT	AMOUNT
General Liability (including contractual liability) written on an occurrence basis	General Aggregate Products – Comp/Op Aggregate Personal injury Each Occurrence	\$2 million \$1 Million \$1 Million \$1 Million
Automobile Liability (including contractual liability) written on an occurrence basis	Combined single limit	\$1 Million
Excess Liability, umbrella form	Each Occurrence Aggregate	\$1 Million \$1 Million
Errors and Omissions Insurance	Each Occurrence	\$1 Million
Property Damage	Each Occurrence Aggregate	\$1 Million \$1 Million
Workers Compensation and Employer Liability	As Required by Iowa law	As required by Iowa law

6.4 Quarterly Report

The Contractor shall provide an electronic detailed quarterly report on all sales made under this agreement within the State of Iowa via E-Mail to the Iowa Department of Administrative Services, CPE Procurement, Attn: Issuing Officer Name, e-Mail Address. The report file format shall be Microsoft Excel compatible format. The report at minimum shall include the date of sale, customer name and address, full product description, SKU Numbers, quantity, invoice number, unit and extended invoice prices. Vendor proposals must include a sample report and a description of the reporting that will be provided. The State reserves the right to request more detailed information (ad-hoc reporting) at any time and on an individual or specific basis for a specific product, department, time frame, or for a range of products, departments or time frames.

6.5 Terms and Conditions for State of Iowa Purchasing Cards

The State of Iowa shall pay Contractor's invoices using its Purchasing Card Program (Pcard) whenever possible. The Pcard is a VISA credit card issued by U.S. Bank to allow authorized employees to make purchases on behalf of the State. It is a faster, more convenient alternative to traditional invoicing and remittance processing, allowing US Bank to pay the Contractor directly, generally within 48 hours of the transaction. Contractor shall comply with security measures for Pcard payments including:

- Contractor shall comply with Payment Card Industry Data Security Standard (PCI DSS) to assure confidential card information is not compromised;
- Contractor shall adhere to Fair and Accurate Credit Transactions Act requirements that limit the amount of consumer and account information shared for greater security protection;
- Contractor shall not write down card numbers or store card information. When accepting orders by phone, Contractor shall process the transaction during the call and send itemized receipts (excluding card numbers) to the cardholder by fax, email, or mail (with delivery);
- Contractor shall process payment for items when an order is placed only for items currently in stock and available for shipment, and only for services already rendered;
- Contractor shall confirm that the name of purchaser matches the name on the card;

- Contractor shall ensure Internet orders are processed via secure websites, featuring Verisign, TRUSTe, BBBOnline, or “https” in the web address;
- Contractor shall shred any documentation with credit card numbers.

6.6 Administrative Fee

Without affecting the approved Product or Service prices or discounts specified in the Master Agreement, the State of Iowa shall be entitled to receive a one percent (1.00%) administrative fee on all sales made within the State of Iowa against this agreement. The administration fee due to the State of Iowa shall be paid quarterly by Contractor directly to the State, made payable to the "Iowa Department of Administrative Services – Central Procurement".

6.7 Special Terms

6.7.1 Contract Inclusions

This contract does INCLUDE food and related products purchased by the State facilities. The Contractor will furnish food and related products to the State of Iowa facilities on a regular basis.

6.7.2 Contract Exclusions

This contract does NOT include all food and related products purchased by the State facilities. The following exclusions apply:

- Products available through the State of Iowa Distribution Center.
- Products available through existing and future State of Iowa Purchasing Contracts.
- Products available through the Department of Education Commodity Program.

6.7.3 Problem Resolution

It is the intent of the State to provide the Contractor with a reasonable selection of options to remain in compliance with the contract provisions. It is in the Contractor's best interest to be aware of and to proceed quickly with such options in resolving problem situations. In an effort to resolve problems early, the Contractor and the Food Service Director of the affected facility shall communicate with each other to attempt to resolve the problem(s) themselves. If the Contractor and the Food Service Director of the affected facility are not able to reach an acceptable resolution within 24 hours, the Food Service Director may start the Complaint Process by turning a Complaint Form (Attachment 9) over to the Business Manager.

If a problem arises that is not addressed below, the Contractor and the Food Service Director of the affected facility shall attempt to agree upon a resolution. If the problem is not resolved within 24 hours, the Food Service Director may start the Complaint Process by turning a Complaint Form over to the Business Manager. For problems that are not addressed below, the Business Manager shall determine an appropriate remedy or solution.

6.7.4 Stock and Special Orders

In the event that the State decides to discontinue using a stocked product(s), the State will notify the Contractor and make arrangements to deplete the existing inventory of the product(s). In the event of contract termination, the State agrees to purchase all

remaining inventory (as long as the inventory is not greater than 1.5 times the normal monthly usage) or pay any applicable restocking fees, if that option is available.

If, during the course of the contract, the Contractor makes the decision to discontinue stocking an item, they will notify the State facilities immediately, if a State facility does not wish to use the Special Order option for the discontinued item, the Contractor will respond in writing that they will no longer stock the item. This will release the State facility, without penalty or breach of contract, to purchase the item from another source, following generally accepted State purchasing practices.

There shall be no extra charge for buying and/or storing of stock and special order products. The fixed fee markup for these products shall be the same as the contracted fixed fee markup that the Contractor bid for the same category.

6.7.5 Out of Stock and Substitutions

The Contractor representative must notify the State facility representative or Food Service Director of any out-of-stock items no later than two hours after placement of an order. No regular stock items should be backordered. This notification can be completed by telephone or email.

The State will assign a representative from each facility Food Services Department to perform the ordering functions. The cut off times for the orders be determined by the Contractor. The Contractor account representative shall contact the facility ordering personnel by 2:00 p.m. CST, the weekday prior to the facilities scheduled delivery to discuss any shortages and/or substitutions that need to be made.

Substitutions will not be made without the State facilities approval. This approval will be at the State facilities sole discretion. Any substitution(s) must be equal to or better quality than the original item ordered as determined by the State facility. Substitution items shall be priced at the same price as the originally ordered item or less if that is the case.

When the Contractor determines it will not be able to provide the product(s) ordered by a facility at the time requested by the facility, the Contractor shall:

- Contact designated facility contact or Food Services Director
- Identify the problem
- Offer a selection of alternative delivery of
 - Same product at another time, or through another Contractor.
 - Substitution of another listed acceptable product.
 - Supply satisfactory product through broker or another Contractor.

The options described above are to be made for the free selection or rejection by the Food Service Director of the affected facility. If the Food Service Director, in their sole discretion, does not find any of the options offered by the Contractor to be acceptable and the Contractor and the Food Service Director are not able to agree upon other solutions within 24 hours of the time the Contractor communicated the problem to the Food Service Director, the facility will make alternative arrangements to meet its need, including purchasing the required products from another supplier.

If the facility has to make other arrangements to meet its need, the Food Service Director will submit a complaint to the Business Manager of the facility to resolve in accordance with the procedures describe in the Complaint Process section below. If the Business Manager agrees with the Food Service Director, the Business Manager may apply the following remedies or contractual disincentives:

The Contractor will pay all actual expenses incurred by the facility that exceed the amount the State would have paid the Contractor for the product(s) had the Contractor actually supplied it. In addition, the Contractor shall pay the State an additional 5% of the cost of the replacement product(s) in order to cover the costs to the State and the facility associated with purchasing the product(s) from an alternative source. The State will deduct this amount from the next invoice submitted by the Contractor.

If the facility has to make alternative arrangements to meet its need three or more times in a six (6) month period, the Business Manager may assess a disincentive of \$100.00 in addition to the costs assessed to the Contractor in accordance with the preceding paragraph. This amount is based on an estimate of the amount of additional costs that will be incurred by the facility in these instances. It is in the Contractors' best interest to prevent problems from occurring and work to resolve them before they become a costly problem.

If the facility has to make alternative arrangements to meet its need repeatedly (or more than 5 times in a year), the Business Manager may determine that the Contractor is in material breach of the contract and that termination of the contract with respect to that facility is appropriate, the Business Manager shall inform the Department of Administrative Services of their decision, and the State will review the Contractor's performance at other facilities. The State may determine that it is appropriate to terminate the entire contract as a result of this review.

The State's designated facility representative will be allowed to contact the Contractor by a specified time of the day prior to the scheduled delivery date to add or delete items from the next days scheduled delivery.

6.7.6 Hazard Analysis Critical Control Point (HACCP) – Food and Product Safety

The State reserves the right to conduct additional audits by HACCP certified individuals during the course of the contract. The food safety inspection form in Attachment 8 will be utilized and all finding will be shared with the contractor(s). Failure to comply with this requirement shall constitute a material breach and shall be grounds for termination of the resulting contract.

The Contractor shall make a Material Safety Data Sheets (MSDS) available to State facilities ordering products that require them. As an alternative, the Contractor can make MSDS information available via a computer program or electronic format.

Failure to adhere to a HACCP Food Safety Program during the course of the resulting contract shall constitute a material breach of the contract and will be cause to terminate the contract.

6.7.7 Price Audits

During the contract term, the Contractor shall submit to periodic price verification review and/or contract compliance audits to be performed by the State or its agent which may include utilizing an outside auditor. The Contractor shall provide the State or its agent with the necessary information and documentation to verify that the prices it charges the State in fact reflect the Contractor's costs plus the applicable fixed percentage markup, applicable freight invoice, and any applicable promotional or marketing allowance. The documentation required for the audit shall include, but are not limited to the following:

- Original suppliers copy of invoices documenting the Contractor's purchases.
- Applicable freight invoices.
- Documentation from the manufacturer showing any applicable allowances or discounts off the invoice amount that it provides to the Contractor.
- Availability of, and utilization of, any applicable payment term discount(s).

The State, in its sole discretion may determine the timing and the extent of any price verification reviews or audits that it wishes to conduct. Upon the State's or its agent's request, the contractor must allow the State unrestricted access for the audit purpose. If the State or its agent discovers that the State was overcharged, the State will offset the amount of the overcharge against the Contractor's next invoice, or the Contractor shall repay the overcharge to the State within 60 days.

The State reserves the right to compare prices paid to Contractor, for goods, to prices charged on the same or similar goods to other Contractors that may or may not be under contract with the State of Iowa to ensure the Contractor is providing value to the State of Iowa at the lowest and or competitive cost.

6.7.8 Deliveries

Delivery personnel will be unloading from their truck onto in-house flatbed carts, sorting frozen, dry, and refrigerated items.

Many of the facilities covered by this RFP have limited periods of time in which they will have adequate help available to unpack food delivered by the Contractor. As a result, the compliance Delivery Schedules set forth will be a strict requirement of the resulting contract.

The Contractor shall not change the delivery schedule for a facility without the express written consent of the Food Service Director of that facility. If the Contractor changes the delivery schedule without the Food Service Director shall attempt to reach a resolution that is acceptable to the Food Service Director.

Cherokee Mental Health Institution 1251 W. Cedar Loop Cherokee, IA 51012 No Secured perimeter. No Driver Requirements	2 deliveries per week Tuesday and Friday 7:30 a.m. – 10:00 a.m. or 1:00 p.m. – 3:00 p.m.
North Central Correctional Facility 313 Lanedale Rockwell City, IA 50579 Deliveries are outside the secured perimeter. No driver requirements.	1 delivery per week Wednesday 7:00 a.m. – 1:00 p.m.
Fort Dodge Correctional Facility 1550 L St. Fort Dodge, IA 50501 Deliveries are outside the secured perimeter. No driver requirements.	2 times per week Tuesday and Thursday 7:30 a.m. – 2:00 p.m.
Glenwood Resource Center 711 S. Vine Glenwood, IA 51534 No secured perimeter. No driver requirements	2 deliveries per week Monday and Thursday 7:00 a.m. – 9:00 a.m. Also one large monthly order to storehouse.
Clarinda Correctional Facility 1800 N 16 th St. Clarinda, IA 51632 Deliveries outside the secure perimeter. No driver requirements.	2 deliveries per week Monday and Thursday 7:00 a.m.-3:00 p.m.
Iowa Veterans Home 1301 Summit St. Marshalltown, IA 50158 No secured perimeter. No driver requirements	2 deliveries per week Wednesday and Friday 6:00 a.m. – 7:00 a.m.
State Training School 3211 Edgington St. Eldora, IA 50627 No secured perimeter. No driver requirements	1 delivery per week Wednesday 1:00 p.m. – 3:00 p.m.

<p>Woodward Resource Center 1251 344th St. Woodward, IA 50276</p> <p>No secured perimeter. No driver requirements.</p>	<p>2 deliveries per week</p> <p>Monday and Thursday 7:00 a.m. – 3:00 p.m.</p>
<p>Iowa Correctional Institution for Women 300 Elm St. SW Mitchellville, IA 50169</p> <p>Secured perimeter. 10 minutes to get in, 5 minutes to get out. No driver requirements.</p>	<p>2 deliveries per week</p> <p>Monday and Thursday 8:00 a.m. – 3:00 p.m.</p>
<p>Newton Correctional Facility Box 216 Newton, IA 50208</p> <p>Delivery is outside the secured perimeter of facility. No driver requirements.</p>	<p>1 delivery per week</p> <p>Wednesday 7:00 a.m. – 1:00 p.m.</p>
<p>Anamosa State Penitentiary 406 N. High St. Anamosa, IA 52205</p> <p>Delivery is outside the secured perimeter of the facility. Need the name and SS number of the driver for a security check, the driver must be a non-felon.</p>	<p>1 delivery per week</p> <p>Wednesday or Thursday 6:00 a.m. - Noon</p>
<p>Independence Mental Health Institute 277 Iowa Ave. Independence, IA 50644</p> <p>No secured perimeter. No driver requirements.</p>	<p>1 delivery per week</p> <p>Tuesday, Wednesday, or Thursday 7:00 a.m. - 3:00 p.m.</p>
<p>Iowa Medical & Classification Center 2700 Coral Ridge Ave. Coralville, IA 52241</p> <p>Delivery is outside the secured perimeter.</p>	<p>1 delivery per week</p> <p>Tuesday, Wednesday or Thursday 7:00 a.m. – 11:00 a.m.</p>
<p>Iowa State Penitentiary 31 Ave G Fort Madison, IA 52627</p> <p>Deliveries outside the secured perimeter. No driver requirements.</p>	<p>2 deliveries per week</p> <p>Monday and Thursday 7:00 a.m. – 1:00 p.m.</p>

Mt. Pleasant Corr. Facility 1200 E. Washington Mt. Pleasant, IA 52641 Secured perimeter. 15 minutes to get in, 5 minutes to get out. Driver requirement is no blue jeans. Must lock vehicle when not in it.	2 deliveries per week Tuesday and Friday 6:00 a.m. – 10:00 a.m. Or Monday and Thursday 6:00 a.m. – 10:00 a.m.
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Exceptions for State facilities are the following State holidays:

- New Years
- Martin Luther King’s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- The Friday following Thanksgiving

If a holiday falls during the week, the Contractor shall make another delivery within the same week. This type of situation shall be scheduled and approved by the individual State facilities Food Service Department.

In an emergency situation, the State may request early deliveries (i.e. first off the truck) to get needed products into operation first thing in the morning or may require extra deliveries in addition to the normal delivery schedule. These deliveries will need to be negotiated between the Contractor and the individual facility. Weather related and mechanical delays shall be worked out with the individual facility.

The State expects the Contractor to guarantee delivery on the day designated. If the Contractor fails to deliver as scheduled, the following corrective actions shall be taken:

- Make a special delivery to facility.
- Arrange for delivery by an alternate supplier
- Make other satisfactory arrangements.

The Contractor shall incur any cost difference between the price of the originally ordered products and those of an alternate supplier. The Contractor shall deliver all products individually labeled and invoiced by account to each facility.

All of the Contractors facilities and delivery vehicles must conform to local, state, and federal rules and regulations regarding sanitation and are subject to inspections by the State or other officials at the discretion of the State. The delivery trucks must be dual compartment for the combined handling of dry and refrigerated items, capable of maintaining fresh products between 32 degrees Fahrenheit and 41 degrees Fahrenheit, and frozen products below 15 degrees Fahrenheit until received and accepted by the

ordering facility. Pallets will be loaded in accordance with food safety regulations and in such a manner that will reduce shifting of cases on delivery trucks during transportation and minimizing crushing and damaged goods. To facilitate reduced check-in time for orders, products will be loaded on pallets with product labels on the cases facing outside.

The Contractor delivery personnel may be required to check in at the facility operations office before unloading. They shall deliver and off load all products to an area specified by the facility operations office. The Contractor shall provide any necessary equipment to complete this process. The Contractor shall make an inspection of each State facility to determine if any special delivery requirements are need, i.e. lack of dock, special dock height, whether pallets are acceptable, smaller pallets required, vehicle and personnel security search, etc.

At the time of delivery, a designated State facility employee will receive and check in the order, verifying the accuracy and condition of the order and quality received in comparison to packing slip. Any deviations or problems noted at the time of delivery will be communicated to the delivery personnel who must have the ability to issue and authorize credit(s) for damaged, improper, returning, or missing products at the time of delivery. Following this receiving process, the State faculty designated employee will sign the delivery/receiving document for the delivery personnel. This signature does not relieve the Contractor from responsibility for any damage found after the delivery has been completed. The delivery personnel shall be required to communicate with the State facility personnel regarding any special issues regarding the delivery, i.e. shortage, damage during shipment, etc. Contractor shall also pickup all unused pallets from prior deliveries.

There shall be no extra charge to the State facility for any special, emergency, or deliveries made outside the normal delivery schedule. The State will monitor any chronic deterioration in the order delivery schedule and work to resolve problem. The State will exercise reasonable judgment when placing small orders. If deteriorations in delivery continue it can be considered grounds for contract termination.

If the Contractor makes a late delivery, and any of the products are spoiled or otherwise damaged because of the late delivery, the Contractor shall replace the spoiled or damaged products at the Contractor's expense. If the Contractor fails to remedy this problem or make satisfactory arrangements to remedy the problem within 24 hours, the Food Service Director may forward a complaint to the Business Manager to resolve in accordance with complaint process listed in this section.

The Contractor shall be responsible for any increased cost incurred by the facility as a result of its failure to meet the delivery schedule.

If the Contractor and the Food Service Director are not able to resolve problems related to the Contractor's inability to deliver a particular shipment as scheduled, the Food Service Director may forward the complaint to the Business Manager as described in the Complaint Process. If the Business Manager determines that the Contractor changed the delivery schedule without the express written consent of the Food Service Director,

the Business Manager may assess a disincentive payment of \$100 for each time the Contractor made a delivery on a different time or day than the delivery was scheduled.

If the Contractor repeatedly changes the Delivery Schedule without the express written consent of the Food Service Director, the Business Manager may determine that the Contractor is in material breach of the contract and that termination of the contract with respect to the affected facility is appropriate. If the Business Manager determines that termination is appropriate, the Business Manager shall inform the Department of Administrative Services of their decision, and the State will review the Contractor's performance at other facilities. The State may decide to terminate the entire contract as a result of this review.

6.7.9 Food Safety

If the Contractor fails to maintain products at their proper temperature throughout their staging, loading, transport, and delivery, the Contractor shall replace any damaged or spoiled products at the Contractor's expense. The following is a non-exhaustive list of examples of situations that will trigger the Contractor's obligation to replace damaged or spoiled products:

- Frozen food reaches a temperature of more than 15 degrees.
- Refrigerated food reaches a temperature of more than 41 degrees.
- Packaging of food shows signs of thawing and refreezing.

If the Contractor has not replaced the damaged items, or made satisfactory arrangements to resolve the problem, within 24 hours, the Food Service Director shall submit a complaint to the Business Manager to resolve in accordance with the complaint process.

Repeated violations of food safety requirements constitute a material breach and may be grounds to terminate the contract. If the Contractor repeatedly violated food safety requirements, the Business Manager may determine that the Contractor is in material breach of the contract and that termination of the contract with respect to the affected facility is appropriate. If the Business Manager determines that termination is appropriate, the Business Manager shall inform the Department of Administrative Services of their decision, and the State will review the Contractor's performance at other facilities. The State may decide to terminate the entire contract as a result of this review.

6.7.10 Complaint Process

1. The Food Service Director advises the Contractor of a problem and asks for a resolution to be provided within 24 hours. If resolved, no further steps are necessary.
2. The Food Service Director then fills out the complaint form and turns it over to the Business Manager. The Business Manager then contacts the Contractor to let them present their problem. This can be handled in person or via a telephone conference call as soon as possible following an unsatisfactory resolution between the Food Service Director and the Contractor following the initial notification.

3. The Business Manager issues a proposed decision (per the form in Attachment 9) within two (2) business days after listening to the Food Service Director and the Contractor. When the Business Manager determines that the Contractor has NOT met a contractual obligation, the Business Manager's proposed decision may apply the appropriate contractual remedies or performance disincentives to address the Contractor's failure to meet the obligation. The proposed decision becomes a final action unless appealed to the DAS\CPB Purchasing Administrator within ten (10) days issuance. The Business Manager shall e-mail and/or fax the decision to the Contractor, copy the DAS purchasing agent, and deliver the decision to the Food Service Director on the same day.

4. Either party may appeal the decision of the Business Manager to the DAS\CPB Purchasing Administrator (or designee) by submitting a written appeal to the DAS\CPB Purchasing Administrator within ten (10) business days of issuance by the Business Manager. DAS\CPB must actually receive the appeal within ten (10) business days for the appeal to be timely. The party submitting the appeal must provide a copy of the written appeal to the other party at the same time that it submits the appeal to DAS\CPB. If one of the parties appeals, each party may submit a written documentation supporting its position to the DAS\CPB Purchasing Administrator within ten (10) business days of the appeal. The DAS\CPB Purchasing Administrator (or designee) shall issue a final agency action as soon as practical, but not more than 30 days after the receipt of the appeal.

NOTE: There may be issues that are of a health, safety, or security nature that will require immediate action that bypasses this complaint process. Full documentation will be required to justify the agency action taken. This shall be completed as soon as possible following the successful conclusion of the issue.

NOTE: A copy of the final action taken in any of the above steps must be provided to the purchasing agent responsible for the contract and the designated Food Service Director, who will keep a file. This information will be used to determine Contractor performance during the term of the contract and will be presented to the Food Service Directors at the quarterly meetings.

6.7.11 Expanded Product and Nutritional Information

Upon request, the Contractor must provide the State facilities expanded product information to include but not to be limited to:

- Manufacturer Name
- Manufacturer Product Code Number
- General Description of the Product
- Portion or Serving Size
- Number of Portion per Case
- Whether product is Delivered Frozen, Refrigerated, or Shelf Stable
- Storage Temperature
- Product Shelf Life
- Separation and Cooking Information
- Serving Suggestions

Upon request, the Contractor must provide to the State facilities nutritional information to include, but not to be limited to:

- The list of ingredients as per the product labels portion size in grams.
- Calories in meal per portion.
- The fat, protein, and carbohydrate content in grams per portion.
- Sodium, potassium, and phosphorus content in milligrams per portion.
- Manufacturer contact information for additional information needs.

6.7.12 Business Review

Upon request, the Contractor shall participate in a business review meeting with the facilities Food Service Directors, Business Manager, and or Purchasing Agents. The purpose of the review could include discussion of the following:

- Updates of coming events and changes.
- Contract terms and compliance issues.
- Overall management of the contract program.
- New products and market trends.
- Any other matters or future opportunities for enhancement to the contract.

6.7.13 Operational Demonstrations

Prior to the selection of Contractor, the State reserves the right to require a complete operational demonstration of the system the Contractor maintains in effect with other clients. Also a tour of Contractor's facilities may be requested.

6.7.14 State Facilities Rules and Regulations

The Contractors' personnel, in their performance of contract requirements shall adhere to the following rules and regulations:

Smoke Free Environment – All State of Iowa facilities are smoke free. Smoking is not permitted in any area inside of State buildings. The Contractor and its employees are expected to fully comply with this policy.

Drug Free Workplace – All State of Iowa facilities are considered drug free workplaces. The Contractor agrees that in performance of this contract, neither the Contractor nor any employees shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances.

Sexual Harassment – Federal law and State of Iowa policies prohibit sexual harassment of employees or clients. The Contractor agrees that in performance of this contract, neither the Contractor nor any employees shall engage in any form of sexual harassment of state employees or clients. Any such behavior will be reported to the proper authorities and the Contractor.

Prior to entering each facility, all rules must be followed by all Contractor personnel, including dress code.

Violation of any of the above requirements of this section could lead to cancellation of contract.

6.7.15 Fuel Surcharge

There will be no fuel surcharge allowed.

6.7.16 Food Show

- The Contractor shall advise the State of its food show book program. The State requests the following:
- That food show books be provided to State facilities at least two (2) weeks prior to the show.
- That the books will list the suppliers represented at the food show and all products that may be purchased from the suppliers, including a full description of the items and pack size.
- The State is not required to attend the food show in order to receive the special food show purchase discounts.

**Attachment #1
Certification Letter**

(Date) _____

Kelli Sizenbach, Issuing Officer
Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, IA 50319-0105

Re: Request for Proposal Number RFP1419238015 - PROPOSAL CERTIFICATIONS

Dear Kelli:

I certify that the contents of the Proposal submitted on behalf of **(Name of Respondent)** in response to **Iowa Department of Administrative Services** for Request for Proposal Number RFP1419238015 for a Food Products are true and accurate. I also certify that Respondent has not knowingly made any false statements in its Proposal.

Certification of Independence

I certify that I am a representative of Respondent expressly authorized to make the following certifications on behalf of Respondent. By submitting a Proposal in response to the RFP, I certify on behalf of the Respondent the following:

1. The Proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Proposal has been developed independently, without consultation, communication or agreement with any other Respondent or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Proposal has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Respondent to induce any other Contractor to submit or not to submit a Proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Respondent and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

I certify that, to the best of my knowledge, neither Respondent nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Respondent knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2016)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Contractors to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Proposal in response to the (RFP), the Respondent certifies the following: (check the applicable box)

- ☐ Respondent is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; or
- ☐ Respondent is not a “retailer” or a “retailer maintaining a place of business in this state” as those terms are defined in *Iowa Code subsections 423.1(47) and (48)(2016)*.

Respondent also acknowledges that the Agency may declare the Respondent’s Proposal or resulting contract void if the above certification is false. The Respondent also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

Sincerely,

Signature

Name and Title of Authorized Representative

Date

Attachment #2
Authorization to Release Information Letter

(Date) _____

Kelli Sizenbach, Issuing Officer
Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, IA 50319-0105

Re: Request for Proposal Number RFP1419238015- AUTHORIZATION TO RELEASE INFORMATION

Dear Kelli:

(Name of Respondent) hereby authorizes the **Iowa Department of Administrative Services** ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Respondent in response to Request for Proposal (RFP) Number RFP1419238015.

The Respondent acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Respondent acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Respondent is willing to take that risk.

The Respondent hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to the RFP.

The Respondent authorizes representatives of the Agency or the Evaluation Committee to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Proposal submitted in response to RFP.

The Respondent further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Respondent's Proposal. The Respondent hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Respondent that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to RFP.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

Signature

Name and Title of Authorized Representative

Date

Attachment #3
Form 22 – Request for Confidentiality
SUBMISSION OF THIS FORM 22 IS REQUIRED

THIS FORM 22 (FORM) MUST BE COMPLETED AND INCLUDED WITH YOUR PROPOSAL. THIS FORM 22 IS REQUIRED WHETHER THE PROPOSAL DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE PROPOSAL TO BE CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION. COMPLETE PART 1 OF THIS FORM IF NO INFORMATION PROPOSAL DOES NOT CONTAIN CONFIDENTIAL INFORMATION. COMPLETE PART 2 OF THIS FORM IF THE PROPOSAL DOES CONTAIN CONFIDENTIAL INFORMATION.

1. Confidential Treatment Is Not Requested

A Respondent not requesting confidential treatment of information contained in its Proposal shall complete Part 1 of Form 22 and submit a signed Form 22 Part 1 with the Proposal.

2. Confidential Treatment of Information is Requested

A Respondent requesting confidential treatment of specific information shall: (1) fully complete and sign Part 2 of Form 22, (2) conspicuously mark the outside of its Proposal as containing confidential information, (3) mark each page upon which the Respondent believes confidential information appears **and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION**, and (4) submit a “Public Copy” from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Respondent: (1) enumerates the specific grounds in Iowa Code Chapter 22 or other applicable law that supports treatment of the information as confidential, (2) justifies why the information should be maintained in confidence, (3) explains why disclosure of the information would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Respondent to respond to inquiries by the Agency concerning the confidential status of such information.

The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFP. The confidential information must be excised in such a way as to allow the public to determine the general nature of the information removed and to retain as much of the Proposal as possible.

Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Respondents may not request confidential treatment with respect to pricing information and transmittal letters. A Respondent’s request for confidentiality that does not comply with this form or a Respondent’s request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting Respondent’s Proposal as non-responsive. Requests to maintain an entire Proposal as confidential will be rejected as non-responsive.

If Agency receives a request for information that Respondent has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such information, Respondent shall, at its sole expense, appear in such action and defend its request for confidentiality. If Respondent fails to do so, Agency may release the information or material with or without providing advance notice to Respondent and with or without affording Respondent the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Respondent fails to comply with the request process set forth herein, if Respondent’s request for confidentiality is unreasonable, or if Respondent rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Respondent and with or without affording Respondent the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

Part 1 – No Confidential Information Provided

Confidential Treatment Is Not Requested

Respondent acknowledges that proposal response contains no confidential, secret, privileged, or proprietary information. There is no request for confidential treatment of information contained in this proposal response.

This Form must be signed by the individual who signed the Respondent's Proposal. The Respondent shall place this Form completed and signed in its Proposal.

- ***Fill in and sign the following if you have provided no confidential information. If signing this Part 1, do not complete Part 2.***

_____ Company	_____ RFP Number	_____ RFP Title
_____ Signature (required)	_____ Title	_____ Date

(Proceed to the next page only if Confidential Treatment is requested.)

Part 2 - Confidential Treatment is Requested

The below information is to be completed and signed ONLY if Respondent is requesting confidential treatment of any information submitted in its Proposal.

NOTE:

- ***Completion of this Form is the sole means of requesting confidential treatment.***
- ***A RESPONDENT MAY NOT REQUEST PRICING INFORMATION BE HELD IN CONFIDENCE.***

Completion of the Form and Agency's acceptance of Respondent's submission does not guarantee the agency will grant Respondent's request for confidentiality. The Agency may reject Respondent's Proposal entirely in the event Respondent requests confidentiality and does not submit a fully completed Form or requests confidentiality for portions of its Proposal that are improper under the RFP.

Please provide the information in the table below. Respondent may add additional lines if necessary or add additional pages using the same format as the table below.

RFP Section:	Respondent must cite the specific grounds in <i>Iowa Code Chapter 22</i> or other applicable law which supports treatment of the information as confidential.	Respondent must justify why the information should be kept in confidence.	Respondent must explain why disclosure of the information would not be in the best interest of the public.	Respondent must provide the name, address, telephone, and email for the person at Respondent's organization authorized to respond to inquiries by the Agency concerning the status of confidential information.

This Form must be signed by the individual who signed the Respondent's Proposal. The Respondent shall place this Form completed and signed in its Proposal. A copy of this document shall be placed in all Proposals submitted including the Public Copy.

- ***If confidentiality is requested, failure to provide the information required on this Form may result in rejection of Respondent's submittal to request confidentiality or rejection of the Proposal as being non-responsive.***
- ***Please note that this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Proposal. If signing this Part 2, do not complete Part 1.***

Company

RFP Number

RFP Title

Signature (required)

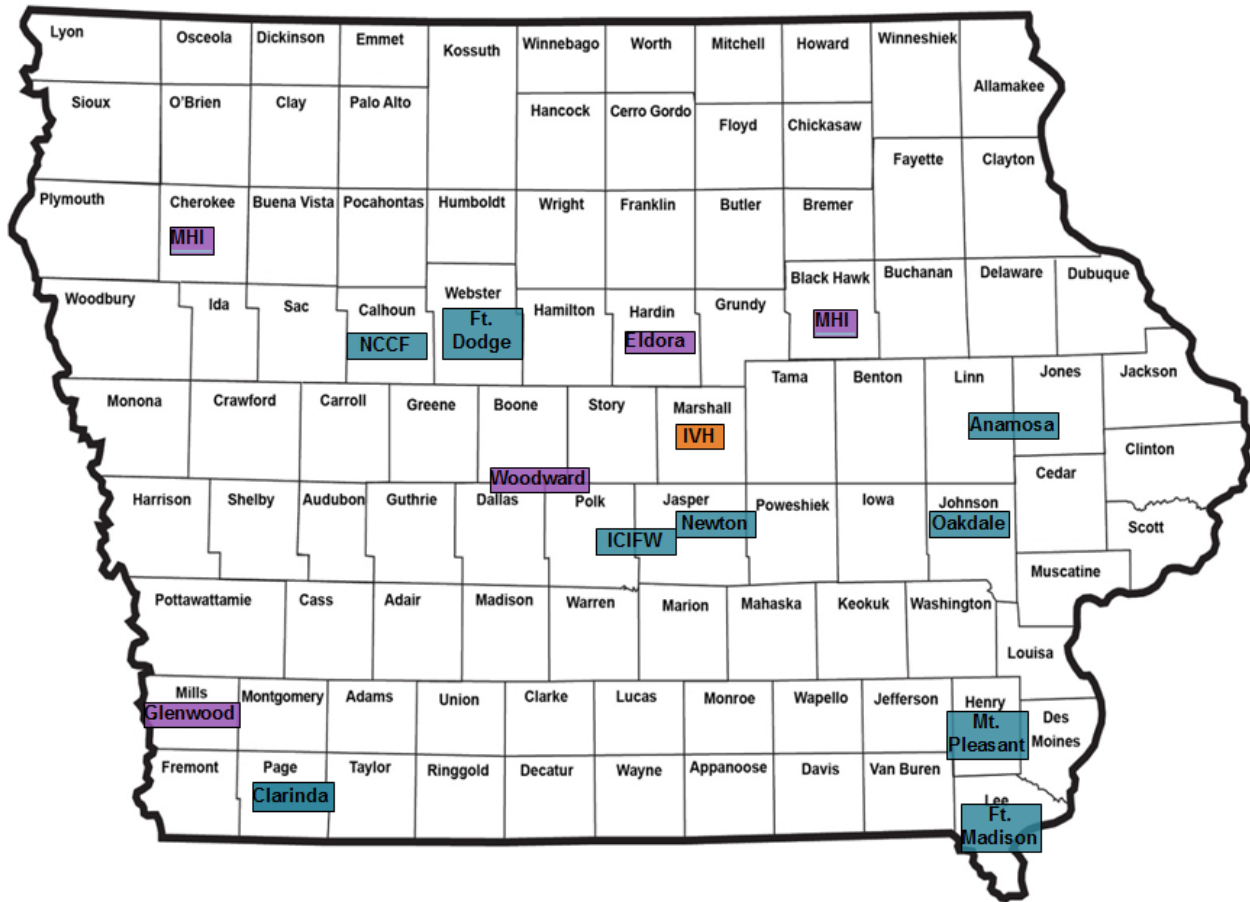
Title

Date

**Attachment #4
Response Check List**

RFP REFERENCE SECTION	RESPONSE INCLUDED	
	Yes	No
One (1) original, two (2) copies of the Bid Proposal and One (1) electronic copy on digital media.		
One (1) Public Copy with Confidential Information Excised (optional)		
Technical Proposal		
Exhibit 1 - Transmittal Letter		
Exhibit 2 - Executive Summary		
Exhibit 3 - Firm Proposal Terms		
Exhibit 4 - Respondent Background Information		
Exhibit 5 - Experience		
Exhibit 6 - Financial Information		
Exhibit 7 - Termination, Litigation, and Debarment		
Exhibit 8 - Criminal History and Background Investigation		
Exhibit 9 - Acceptance of Terms and Conditions		
Exhibit 10 - Certification Letter		
Exhibit 11 - Authorization to Release Information		
Exhibit 12 - Mandatory Technical Specifications		
Exhibit 13 – Ordering and Billing		
Exhibit 14 – Inventory		
Exhibit 15 – Reports		
Exhibit 16 – Warehousing and Delivery		
Exhibit 17 – Customer Service		
Exhibit 18 – Cost and Pricing		
Exhibit 19 - Political Subdivisions & Nonprofit Organizations		
Exhibit 20 – Process Improvements		
Exhibit 21 - Implementation Plan		
Exhibit 22 – Optional Features		
Exhibit 23 - Warranty		
Exhibit 24 - Addendums		
Exhibit 25 - Request for Confidentiality		
Cost Proposal		

Attachment #5 State-Owned Facilities



- | | |
|---|--|
| DHS Facility | DVA |
| DOC Facility | |

Attachment #6
Market Basket

Unit measure	Units per case	Pack Size	Description	Description 2	Brand	Vendor's Case Cost from Manufacturer or Supplier	Vendor's per case freight cost if applicable	Vendors Markup % must match Category Markup	Marketing Allowance (if applicable)	State's Case Cost	Size in units	Unit for unit price calculation	State's Unit Price (price for one unit)
LB		50 LB	Flour, Wheat, All Purpose Bleached								LB		
LB		25 LB	White Rice, Long Grain								LB		
EA	88	EA	Apple, Fancy Fresh								EA		
EA	1	134 EA	Oranges, California Fresh Ref								EA		
LB	40	1 LB	Banana, Fresh Ref								LB		
LB	1	50 LB	Potato Fresh Ref								LB		
LB		50 LB	Onion, Fresh Ref								LB		
LB	4	5 LB	Lettuce, Fresh Shredded or Chopped								LB		
LB	4	5 LB	Salad Mix, Garden of Eatin' Fresh Ref								LB		
OZ	104	1 OZ	Chips, Potato Regular								OZ		
OZ	4	29 OZ	Cereal, Cheerios Bulk								OZ		
OZ	200	.75 OZ	Peanut Butter SS Pouch								OZ		
GA	4	1 GA	Dressing, Ranch Buttermilk Shelf Stable								GA		
CN	6	#10 CN	Prune, Whole Pitted Canned								CN		
LB	8	10 LB	Ground Beef, 81/19								LB		
DZ	15	1 DZ	Egg, Large Grade AA White Fresh Ref								DZ		
OZ	12	46 OZ	Juice, Orange 100% Shelf Stable								OZ		
OZ	96	4 OZ	Juice, Apple 100% SS Frozen								OZ		
LB	4	5 LB	Cheese, Mozzarella Shredded Ref								LB		
LB		20 LB	Vegetable Blend, California Frozen								LB		
LB		10 LB	Pollock, Breaded 1 OZ Nugget								LB		

Category Markup Section	
Categories	Mark up Percentage Example 6.5%
Produce	
Meat, Dairy, Eggs (Refrigerated)	
Frozen Meat & Seafood	
Frozen Products (Bakery, Veg, Fruits, Juices, and Egg Scramble Mx)	
Dry Goods	
Disposable Non - Food	

Vendor supplied information
Vendor may change these items if using different items then listed in the market basket

Please note that the brands listed are for reference only and to be used as a guide. For these items and any other market basket items that the prospective vendor does not carry, the state is asking that they provide **Vendor's case cost, Vendors per case freight cost, markup, marketing allowance, if applicable, state's case cost, brand, size, and the unit cost for the state** for what the vendor believes is an equal product. The state will then validate whether it is an equal product. The state may accept or reject the proposed equal at their sole discretion.

Along with the filled out market basket spreadsheet the supplier will also be required to submit a copy of the product invoices and applicable freight invoices used to calculate the "Market basket." These invoices should be a part of the cost proposal which includes items listed in section 3.3 of the RFP.

Attachment #7
STATE OF IOWA
Hazard Analysis Critical Control Point (HACCP) /FOOD SAFETY AUDIT
Department of Corrections & Department of Human Services

Vendor: _____
 Inspected by: _____
 Date: _____

INSTRUCTIONS: This audit provides general guidance for assessing the overall effectiveness of a Food Safety and HACCP program. The audit includes hazard and regulatory requirements that are common to many operations, but is not all-inclusive. All regulations and rules below are taken from the *Iowa Food Service Establishment Laws & Rules, Iowa Department of Inspections & Appeals 1997*.

Rule# from Iowa Food Service Establishment Laws & Rules Iowa Department of Inspections & Appeals 1997

Demonstrate Evidence That	Rule #	Yes	No	If No, Where Are Improvements Needed?
MANAGEMENT				
Management level personnel are trained in foodborne illness prevention.	2-103.11 2-102			
Written policies, procedures and standards are used to train employees and are continuously improved.	2-1			
Organization chart and job duty sheets specify hazard control duties and responsibilities of all personnel.	2-101			
Effective HACCP self-inspection is completed weekly, results are recorded and kept on file. HACCP program with long-term goals is functioning.	8-103.12			
Employees are trained and certified in safe food handling and receive regular training for improvement.	2-102			
Management allocates adequate funds for the HACCP self-control program.	8-103.12			
Management sets the example by strictly following all policies, procedures and standards.	2-101			
Equipment and facilities provided allows the production of safe, high quality products.	4-501.11			
Documented procedures are in force for handling all emergencies i.e. recalls and breakdowns of refrigeration.	3-302.11 8-201.12 8-404.11			

- 2 -

Smoking/no smoking regulations are enforced.	2-401.11			
ENVIRONMENT				
The area around the facility, including waste storage, is cleaned and maintained on an adequately scheduled basis.	5-501.19			
Water used meets EPA (Environmental Protection Agency) water quality standards.	5-101.11 5-101.13 5-104.11			
Unit complies with local clean indoor air act or smoking/no smoking policy.	2-401.11			
Sewage Systems are maintained to meet established plumbing codes.	5-4			
Pest control program is being followed.	6-501.111 6-501.112 6-202.15 6-202.13			
FACILITIES				
Ventilation system is clean, maintained, and working correctly.	6-501.12 6-202.12 4-301.14			
All garbage containers (inside and outside) are covered, durable, cleaned and sanitized on schedule.	5-501.13			
There is adequate provision for recycling.	5-502.12 5-503.11 5-501.15			
Floors, walls, and ceilings are cleaned and maintained on a regular basis.	6-201.11			
Restrooms, breakrooms, locker rooms are cleaned daily and always supplies with materials necessary for good employee hygiene.	6-301.11 6-305.11 6-501.18			
EQUIPMENT				
Equipment construction and equipment surfaces meet FDA standards.	4-204.13			

Adequate refrigeration is available and calibrated to maintain foods at correct temperatures during storage, preparation, transport and service.	3-501.14 3-501.16			
Dunnage racks, shelving, pallets, dollies, etc. are made of correct materials and designed to store food at least 6 inches above floor.	4-203.122			
All equipment is cleaned, sanitized, and maintained on schedule.	4-501.15 4-602.11			
All items of equipment not necessary for operation of facility are stored or removed from premises. Items needing repair are fixed within 15 days.	6-501.114			
RECEIVING/STORAGE				
All deliveries are inspected upon receipt; substandard items that can cause disgust, alarm, or injury to consumers are rejected or returned.	3-202.15			
Containers and packing materials are discarded promptly and properly.	7-101			
Shelf stable and frozen food items are stored properly and at correct temperatures.	3-501.19 3-602.11			
Food is stored in non-corrosive, food grade containers, covered, labeled and dated as to when received.	3-501.16 3-501.18 3-501.19 3-302.12			

**Attachment #9
Complaint Form**

DEPARTMENT OF GENERAL SERVICES-PURCHASING DIVISION
3rd Floor-Hoover State Office Building
Des Moines, IA 50319-0105

CUSTOMER COMPLAINT REPORT

Complete this form to report complaints pertaining to vendor performance/service,
Product or unsatisfactory service to the Purchasing Section

Agency		Vendor	
Address		Address	
Telephone		Agency Requisition Number	PO Number
Product Covered by Complaint		Contract Award Number	Brand Name
Date Product Received	Date Product First Utilized	Invoice Number	Code Number

**NATURE OF COMPLAINT
QUALITY/QUANTITY**

<input type="checkbox"/>	Quality of product inferior
<input type="checkbox"/>	Unsatisfactory/unauthorized substitute made
<input type="checkbox"/>	Unsatisfactory workmanship in installation
<input type="checkbox"/>	Damaged or defective
<input type="checkbox"/>	Product lacks required inspection or grade certification
<input type="checkbox"/>	Product received was not same as bid or sampled
<input type="checkbox"/>	Less than ordered
<input type="checkbox"/>	More than ordered
<input type="checkbox"/>	Other – Specify:

DELIVERY

<input type="checkbox"/>	Delivery not made within specified delivery
<input type="checkbox"/>	FOB point not as specified on purchase order
<input type="checkbox"/>	No notice of delayed delivery
<input type="checkbox"/>	Received in damaged condition _____ Carrier notified
<input type="checkbox"/>	Incorrect shipping address
<input type="checkbox"/>	Partial delivery-cannot deliver balance of order
<input type="checkbox"/>	Excessive partial shipments
<input type="checkbox"/>	Non-delivery
<input type="checkbox"/>	Method not as specified, before/after hours
<input type="checkbox"/>	Other-Specify:

OTHER

	Improper labeling
	Unsatisfactory packing
	Failure to resolve complaint properly
	Invoice inaccuracies
	Service deficiencies
	Other-Specify:

REMARKS:

Give detailed, specific, factual explanation of complaint in this space. Attach additional sheet if necessary

.

RECOMMENDATION FOR SETTLEMENT OF COMPLAINT:

___For your information

___For return and reimbursement of product

Name:	Title: food service director		
Phone:	FAX:	Date	
Complainant notified of disposition:		Yes	No

GENERAL SERVICES USE ONLY

Disposition of Complaint:	
Purchasing Agent:	Date:

**Attachment #10
2018 Food Purchases**

Product Description	Pack	Cases
APPETIZER, FROZEN	6/2 LB	339.5
APPLE, 125 COUNT FRESH REF	125 EA	5448.5
APPLE, CANNED	6/#10 CN	69
APPLE, DOMESTIC SLICED IQF FROZEN	30 LB	170
APPLESAUCE, CANNED	6/#10 CN	559.49
APPLESAUCE, SS PLASTIC CUP	72/4 OZ	378
APPLESAUCE, UNSWEETENED NATURAL PLASTIC JAR	8/46 OZ	52
APPLESAUCE, UNSWEETENED POUCH SQUEEZABLES	50/3.17 OZ	3
APRICOT, CANNED	6/#10 CN	241
APRON,	1 EA	255
APRON, POLY ADULT WHITE 24X42 EMBOSSED DISPOSABLE PET PLASTIC	10/100 EA	12.2
ASPARAGUS, FROZEN	6/2.5 LB	386
ASSEMBLY, REPLACEMENT BLADE 1/4 S/S	1 EA	2
AVOCADO, HASS RIPE STAGE 4-5 WHOLE 48-60 COUNT FRESH REF	48 EA	2
AVOCADO, PULP CHUNKY PLASTIC FROZEN	12/1 LB	1
BACON SUB, BIT IMITATION MEATLESS KOSHER	12/16 OZ	9.87
BACON, PORK CANADIAN REF	2/5 LBA	35
BACON, PORK COOKED REF	3/100 EA	158
BACON, PORK RAW FROZEN	30 LB	194.5
BACON, PORK REAL DICED .38 SMOKE FLAV CURED COOKED REF BAG BIT	2/5 LB	51
BAG, BUN PAN	200 EA	103.5
BAG, CARRY-OUT	1000 EA	16.5
BAG, FOOD STORAGE	2000 EA	2423.5
BAG, ICE 8 LB PLASTIC CLEAR TWIST	1000 EA	14
BAG, PASTRY 12 PLASTIC COATED COTTON WHITE	1 EA	3
BAGEL, THAW & SERVE FROZEN	12/6/4 OZ	95
BAKING POWDER,	6/5 LB	133.4
BAKING SODA,	12/2 LB	45
BANANA, CHIP DRIED	150/1 OZ	1
BANANA, FRESH REF	40 LB	4945
BANANA, SLICED IMPORTED ECUADOR FROZEN	20 LB	15
BAND, NAPKIN PAPER 1.5X4.25 WHITE	4/2500 EA	40
BATTER, MUFFIN PAIL FROZEN	18 LB	14
BEAN, CANNED	6/#10 CN	1283
BEAN, DRIED RAW	20 LB	69.5
BEAN, FROZEN	12/2 LB	274.92
BEAN, GREEN CUT DIET CANNED	24/#300 CN	76
BEAN, KIDNEY DARK RED CANNED	24/15 OZ	2
BEAN, REFRIED PINTO DEHYDRATED SMOOTH POUCH MIX	6/29.77 OZ	41
BEARD COVER, POLYPROPYLENE WHITE 18 LATEX FREE	10/100 EA	15.3
BEEF SUB, PATTY MEATLESS BURGER	4/12/3.4 OZ	58.75

BEEF, BEEF TOP ROUND SLICED .67 OZ COOK MED SEASONED RE	6/2 LB	10
BEEF, BRISKET COOKED FROZEN	4/5 LB	70.25
BEEF, CHIPPED CREAMED FROZEN TRAY PACK	4/76 OZ	110
BEEF, CUBED IN BROTH COOKED CAN SHELF STABLE	6/48 OZ	53
BEEF, DICED STEW MEAT RAW FROZEN	2/5 LB	582
BEEF, EYE OF ROUND CHOICE 171C RAW REF	12/6-7 LBA	28
BEEF, GROUND RAW REF BRICK	8/10 LBA	723.87
BEEF, LIVER SLICED 1724 RAW FROZEN	40/4 OZ	138.72
BEEF, OUTSIDE ROUND FLAT CHOICE 171B RAW REF	4/16 LBA	196
BEEF, PATTY BREADED	40/4 OZ	356
BEEF, PATTY GROUND COOKED FROZEN	90/3 OZ	150.66
BEEF, PATTY GROUND RAW FROZEN	30/5.33 OZ	382
BEEF, PATTY GROUND RAW FROZEN	40/4 OZ	1057
BEEF, PATTY GROUND RAW FROZEN	20/8 OZ	77.6
BEEF, PHILLY FLAT SIRLOIN RAW FROZEN 4 OZ BREAKAWAY SLICED	40/4 OZ	67
BEEF, RIBEYE SELECT 112A LIP-ON RAW REF	5/17.5 LB-	5.28
BEEF, SALISBURY STEAK PATTY W/ GRAVY COOKED FROZEN TRAY PACK	4/69 OZ	1
BEEF, STEAK CUBED CHOICE 1101 SPECIAL RAW FROZEN	40/4 OZ	85
BEEF, STEAK SWISS FROZEN	40/4 OZ	68
BEEF, STEAK TOP SIRLOIN SEASONED RAW FROZEN	32/6 OZ	131
BEEF, STRIP RAW FROZEN STIR FRY	2/5 LB	8
BEEF, TACO FILLING SEASONED COOKED FROZEN	4/5 LB	7
BEEF, TOP INSIDE ROUND CHOICE ANGUS 168 FAT ON RAW REF	3/24 LBA	23
BEET, CANNED	6/#10 CN	484
BERRY MIX, ASSORTED WHOLE DOMESTIC IQF FROZEN EXTREME	2/5 LB	44
BERRY, ASSORTED PUREE SHAPED FROZEN TRAY	24/2.5 OZ	184
BIN, INGREDIENT 27 GAL POLYETHYLENE WHITE W/ CLEAR SLIDING LID	1 EA	2
BISCUIT, 2 OZ FROZEN	120/2 OZ	276.6
BLEACH, CLEANER VERTEX LIQUID PLASTIC JUG LIGHT YELLOW	6/1 GA	20
BLENDER, FOOD 64 OZ POLYCARBONATE CONTAINER 3 HP 120 VOLT	1 EA	1
BLUEBERRY, DOMESTIC CULTIVATED IQF FROZEN	30 LB	88
BLUEBERRY, FRESH REF	12/.5 PT	15
BOARD, CUTTING	1 EA	21
BOLOGNA, ALL-MEAT SLICED .5 OZ COOKED REF	12/1 LB	26
BOUILLON, CUBE GLUTEN-FREE SHELF STA	12/2 OZ	32
BOWL,	8/125 EA	244
BOX, FOOD STORAGE	50 EA	4
BRACKET, HANGING (2EA) PLASTIC BLACK FOR RAPI-KOOL	1 PR	1
BRATWURST, LINK PORK COOKED FROZEN	2/5 LB	257.5
BRAUNSCHWEIGER, PORK STICK 6 LB COOKED REF	2/6.75 LBA	12
BREAD, BAKED FROZEN	6/33.08 OZ	95
BREAD, BAKED FROZEN TOAST	118/1.73 OZ	89
BREAD, GLUTEN-FREE BAKED	6/14 OZ	34
BREAD, PITA WHITE 6 FROZEN	12/10 EA	46

BREAD, RYE 12 SLICED 7/16 LOAF BAKED FROZEN DELI STYLE	12/1 LB	56
BREAD, WHITE 29 SLICED 7/16 LOAF FROZEN PULLMAN	8/42 OZ	20
BREAD, WHITE 4.25X4.5 SLICED 3/4 LOAF BAKED FROZ TEXAS TOAST	10/24 OZ	4
BREADER,	6/5 LB	40.5
BREADSTICK, FROZEN	168/1.27 OZ	234
BROCCOLI, FRESH REF	20 LB	137.7
BROCCOLI, FROZEN	20 LB	825.2
BROTH, SHELF STABLE PACKET SOUP	6/50/4 GR	13
BRUSH,	1 EA	43
BRUSSEL SPROUT, FRESH REF	3/1 LB	50
BRUSSEL SPROUT, FROZEN	12/2.5 LB	115.2
BUCKET,	1 EA	15
BUN, HAMBURGER WHEAT GREEK YOGURT 4 SLICED BAKED FROZEN	4/12/2.7 OZ	53
BURRITO, BEEF BEAN CHILI GREEN FRIED BULK FROZEN	72/4 OZ	16
BUS BOX,	1 EA	43
BUTTER, SOLID REF	36/1 LB	29
BUTTER, SS CUP 90 COUNT SALTED REF	720/.18 OZ	155
BUTTERSCOTCH, CHIP SELECT	25 LB	15.5
CABBAGE, FRESH REF	50 LB	1458.4
CABBAGE, STUFF BEEF ROLL IN TOM SAUCE COOK TRAY PACK FROZEN	4/92 OZ	13
CAKE, ANGEL FOOD ROUND 8 THAW & SERVE FROZEN	6/22 OZ	81
CAKE, MINI FROZEN	24/2.5 OZ	32
CAKE, SHEET 1/2 TRAY FROZEN	4/48 OZ	20
CANDY, ALMOND DARK CHOCOLATE COATED SS BAG	14/2 OZ	7
CANDY, BAR	10/36/1.92 Z	117
CANDY, BULK	25 LB	20
CANTALOUPE, 9-12 COUNT FRESH REF MELON	9-12 EA	18
CAP,	10/100 EA	102
CAPPUCCINO, FR VANILLA INSTANT POWDER POUCH SHELF STABLE	6/2 LB	1
CARROT, FRESH REF	4/5 LB	3370.77
CARROT, FROZEN	20 LB	629.29
CARROT, SLICED 1.38-1.88 FANCY CANNED	6/#10 CN	80
CASHEW, HALF & PIECE BLANCHED SEA SALT SHELL OFF SS BAG NUT	14/1.6 OZ	1
CASSEROLE, CHICKEN FETT W/ VEG COOKED 1/2 PAN FROZEN	4/73 OZ	8
CASTER, DPI MENU STEM SWIVEL PLASTIC 300 LB CAPACITY 5	1 EA	12
CAULIFLOWER, FROZEN	20 LB	224
CAULIFLOWER, WHITE FRESH REF	12 EA	42
CELERY, STALK FRESH REF	24 EA	897
CELERY, STICK FRESH REF	2/5 LB	667
CEREAL,	12/10.9 OZ	50
CEREAL, BULK SHELF STABLE	4/32 OZ	2896
CEREAL, OATMEAL QUICK BAG SHELF STABLE HOT	50 LB	590
CEREAL, OATMEAL ROLLED INSTANT SS POUCH SHELF STABLE HOT	48/1 OZ	3955
CEREAL, OATMEAL ROLLED OLD FASHIONED BOX SHELF STABLE HOT	12/42 OZ	152

CEREAL, SHELF STABLE HOT	12/28 OZ	865
CEREAL, SS SHELF STABLE	70/.62 OZ	776.9
CHARCOAL, NATURAL BRIQUET BAG	2/18.6 LB	12
CHEESE SUB, CHEDDAR SHRED BAG REF IMITATION	4/5 LB	66
CHEESE, COTTAGE SMALL CURD TUB REF	4/5 LB	133.25
CHEESE, CREAM PLAIN REF	30 LB	14
CHEESE, CREAM PLAIN SPREAD SS PLASTIC CUP REF	100/1 OZ	15
CHEESE, CRUMBLE REF	3/5 LB	4.17
CHEESE, LOAF REF	6/5 LB	335
CHEESE, PARMESAN GRATED REF	6/5 LB	9.5
CHEESE, PARMESAN GRATED SS POUCH SHELF STABLE	200/3.5 GR	25
CHEESE, RICOTTA PART-SKIM NON-WHIPPED REF	4/5 LB	7
CHEESE, SHRED REF	4/5 LB	1139.75
CHEESE, SLICED REF	4/5 LB	532
CHEESE, STICK SS REF	168/1 OZ	149
CHEESECAKE, PLAIN NEW-YORK 10 16 SLICED FROZEN VANILLA CAKE	4/68 OZ	7
CHEESECAKE, TURTLE NEW-YORK 10 14 SLICED GOURMET FROZEN CAKE	2/96 OZ	29
CHERRY, DARK SWEET PITTED IN JUICE CANNED FANCY	6/#10 CN	136.17
CHERRY, MARASCHINO GLASS JAR	6/.5 GA	5.5
CHICKEN, 8 PIECE BATTERED BREADED FROZEN CO	26 LB	179.5
CHICKEN, 8 PIECE RAW IF FROZEN ICE GLAZED	37.5 LB	552.25
CHICKEN, BREAST 4 OZ BREAD FRITTER W/O-ANTIB RAW FROZEN	2/20/4 OZ	113
CHICKEN, BREAST BONELESS-SKINLESS RAW REF CVP	4/10 LB	352.05
CHICKEN, BREAST MEAT FILLET GLAZED BONELESS-SKINLESS COOK FRO	40/4 OZ	365.85
CHICKEN, BREAST STUFFED BREADED RAW FROZEN BAG	36/4 OZ	107
CHICKEN, CHUNK BREADED BREAST MEAT COOKED FROZEN	2/5 LB	67
CHICKEN, CHUNK TFF COOKED CAN SHELF STABLE	6/29.5 OZ	20
CHICKEN, DELI BREAST SEASONED 5 LB SKINLESS COOK BROWNED FRESH-	2/5 LBA	74
CHICKEN, DICED .5 COOKED FROZEN	2/5 LB	818
CHICKEN, DRUMSTICK 4.16 OZ BONE-IN SKIN-ON RAW FROZEN GLAZED	25 LB	8
CHICKEN, GIZZARD BREADED RAW FROZEN	2/5 LB	27
CHICKEN, NUGGET BREADED COOKED FROZEN	12 LB	439.26
CHICKEN, PATTY BREADED WHOLE-GRAIN BREAST MEAT	52/3.1 OZ	19
CHICKEN, POPCORN BREADED FROZEN ORIGINAL	2/5 LB	155.76
CHICKEN, PULLED WHITE & DARK MEAT FOWL COOK FROZEN	10 LB	48
CHICKEN, QUARTER LEG RAW FROZEN	4/10 LB	24.3
CHICKEN, STRIP BREAST MEAT FROZEN BA	2/5 LB	62
CHICKEN, TENDERLOIN BREADED	2/5 LB	26
CHICKEN, THIGH BONELESS-SKINLESS RAW FROZEN	4/5 LB	50.2
CHICKEN, WING	3/5 LB	42
CHIMICHANGA, CHEESECAKE RASPBERRY 2 OZ MINI SS BOX FROZEN	4/6/2 OZ	6
CHIMICHANGA, CHICKEN SHREDDED FRIED IW FROZEN	24/5 OZ	16
CHIP,	6/16 OZ	3425
CHIP, SS BAG SNACK	104 EA	9377.54

CHIP, TORTILLA SS BAG	40/3 OZ	358
CHOCOLATE, CHIP	25 LB	247.2
CHURRO, PLAIN 10 SS BULK FROZEN	100/1.2 OZ	75
CILANTRO, WASHED & TRIMMED FRESH HERB	4/1 LB	26.75
CLEANER,	4/1 GA	99
CLEANER, FRYER K21 ALKALINE POWDER WHITE ODORLESS	15 LB	1
CLEANER, FRYER K52 POWDER PACKET BLUE	26/8 OZ	2
CLEANER, FRYER KLENZER POWDER CAN WHITE ODORLESS POLISH	12/14 OZ	1
COATING, CHOCOLATE SHELF STABLE	8.8 LB	2
COCOA MIX, HOT CHOCOLATE POWDER	12/1.75 LB	8
COCOA MIX, HOT CHOCOLATE POWDER SS REGULAR	6/50/.73 OZ	59.24
COCOA, BAKING	25 LB	55
COCONUT, SHRED FANCY SWEETENED	10/1 LB	11.5
COFFEE, GROUND	6/30.5 OZ	352.5
COFFEE, GROUND OFFICE SERVICE	42/1.5 OZ	122.9
COFFEE, LIQUID DECAF MED ROAST 40:1 FROZ BAG-IN-BOX	2/2 LT	28
COLESLAW MIX, FRESH REF	4/5 LB	1630.75
COLESLAW, REF SALAD	2/11 LB	32.4
CONTAINER,	4/125 EA	141
COOKIE, BULK	10 LB	196.5
COOKIE, CHOCOLATE CHIP OLD FASHIONED	324 EA	113
COOKIE, FORTUNE IW SS	350 EA	28
COOKIE, SS	100/1 OZ	750
CORN DOG,	72/4 OZ	63.66
CORN ON COB, YELLOW SWEET 3 FANCY FROZEN	96 EA	39
CORN STARCH, BULK	25 LB	194
CORN, CANNED	6/#10 CN	389
CORN, KERNEL YELLOW FROZEN	20 LB	409.5
CORN, PUREE FROZEN BOIL IN BAG	6/2 LB	125.63
CORNED BEEF, COOKED	2/5-8 LBA	30
CORNMEAL, YELLOW BAG	25 LB	214
COVER , FOOD CONTAINER	1 EA	109
COVER PAN, BUN RACK PLASTIC 52X80 EXTRA-HEAVY NATURAL	50 EA	45
CRACKER MEAL, CRUMB	25 LB	20.6
CRACKER, BULK	10 LB	120
CRACKER, SLEEVE	150/3 EA	2167
CRACKER, SS BAG	100/.75 OZ	533
CRANBERRY SAUCE, CANNED	6/#10 CN	64
CRANBERRY, DRIED INFUSED SWEETENED BAG	10 LB	7
CREAM, WHIPPING HEAVY 40% BUTTERFAT UHT DAIRY CARTON REF	12/1 QT	2
CREAMER, LIQUID SHELF STABLE PUMP NON-DAIRY	2/1.5 LT	2
CREAMER, LIQUID TFF FROZEN CARTON NON-DAIRY	12/2 LB	23
CREAMER, POWDER NON-DAIRY	18/1.2 LB	13
CREAMER, SS	2000 EA	35.88

CROISSANT, TRAY PACK FROZEN	48/2 OZ	383
CROUTON, CUBE SEASONED SS TFF	250/.25 OZ	5
CROUTON, HOMESTYLE BULK BAG	4/2.5 LB	23
CRUMB, COOKIE OREO MEDIUM PIECE BULK	25 LB	8
CRUMB, GRAHAM CRACKER PLAIN FINE BAG	25 LB	44.6
CRUST, PIZZA PARBAKED FROZEN	20/13.5 OZ	31
CUCUMBER, FRESH REF	24 EA	400
CUP,	40/25 EA	2675.36
CUP, BAKING	20/500 EA	5.25
CUP, SOUFFLE	20/250 EA	201
CUTTER, COOKIE 3X2.5 S/S ROUND	1 EA	3
DANISH, BAKED TRAY PACK FROZEN DEMI	5/10/1.3 OZ	4.72
DECANTER, BEVERAGE 1.5 LITER PLASTIC CLEAR	1 EA	24
DESSERT, COOKIES & CREAM 48 OZ UNSLICED TRAY REF	2/3 LB	32
DISHER,	1 EA	78
DISPENSER, BATTER PANCAKE .5-3 OZ 13 ALUMINUM	1 EA	2
DISPENSER, BEVERAGE 3 GAL GLASS SQUARE W/ ICE CHAMBER	1 EA	1
DISPENSER, SQUEEZE BOTTLE POLYETHYLENE NATURAL WIDE MOUTH	6 EA	19
DISPOSER, FOOD WASTE ALUMINUM COMMERCIAL 5 HP	1 EA	1
DOILY, LINENLIKE 8 ROUND WHITE VIRTUAL PAPER	500 EA	1
DOLLY, BEER KEG PLASTIC RED 16 OD	1 EA	1
DONUT, CAKE ASSORTED READY TO USE PACK TRAY FROZEN	8/6/2.5 OZ	318.5
DONUT, CAKE HOLE PLAIN TFF .4 OZ READY-TO-DECORATE FROZEN	440/0.4 OZ	4
DOUGH, BISCUIT FROZEN	120/2.2 OZ	443
DOUGH, COOKIE FROZEN	200/1.5 OZ	396
DOUGH, PIE CRUST 10X12 SHEET BAG FROZEN	20 EA	2
DOUGH, PIZZA CRUST FROZEN	28/19 OZ	242
DOUGH, ROLL BAKE BULK FROZEN	240/1.5 OZ	528.5
DOUGH, ROLL CINNAMON BULK FROZEN	120/2.5 OZ	266
DOUGH, SCONE ASSORTED BULK FROZEN	96/3.75 OZ	6
DRESSING, PLASTIC JUG SHELF STABLE	4/1 GA	4348.25
DRESSING, SALAD SHELF STABLE	32 LB	1900
DRESSING, SS POUCH SHELF STABLE	120/1.5 OZ	4360.5
DRINK MIX,	12/24 OZ	371.44
DRINK MIX, INSTANT BREAKFAST PACKET SHELF STABLE	6/10/1.26 OZ	399.67
DRINK, PLASTIC BOTTLE WIDE MOUTH SHELF STABLE	24/20 OZ	262
DRINK, SODA COLA CAN	4/6/8 OZ	39
DRINK, SODA ROOT BEER GLASS BOTTLE SUGAR	24/12 OZ	12
EGG ROLL, PORK & VEGETABLE 1.5 OZ TFF COOKED FROZEN APPETIZER	144/1.5 OZ	56
EGG, HARD COOKED	4/5 LB	157
EGG, HARD COOKED PEELED WHOLE REF DRY PACK BAG	12/1 DZ	506
EGG, LIQUID	6/5 LB	1396.4
EGG, PATTY	120/1.5 OZ	173.5
EGG, POWDERED WHOLE BAG SCHOOL	6/3 LB	15

EGG, PUREE OMELETTE COOKED FROZEN BREAKFAST THICK & EASY	24/2.5 OZ	40
EGG, WHITE FRESH REF	15 DZ	4405
ENCHILADA, BEEF COOKED IW FROZEN	24/7 OZ	75
ENGLISH MUFFIN, FROZEN	12/6 EA	512.66
EXTRACT, SHELF STABLE	4/1 GA	431
FILLING, CAN SHELF STABLE	6/#10 CN	98.17
FILLING, POTPIE CHICKEN W/ VEGETABLE COOKED FROZEN	6/8 LB	40
FILM, PLASTIC ROLL CUTTER BOX FOOD WRAP	1 RL	168
FILTER POWDER, SHORTENING SAVER POWDER BOX WHITE	80 EA	3
FILTER, COFFEE URN	2/500 EA	16.5
FILTER, FRYER SHORTENING SHEET 16.5X25.5 PAPER WHITE	100 EA	9
FISH, BONED SKINLESS RAW FARMED	15 LB	441.32
FISH, BREADED FROZEN	15 LB	801.33
FLAVORING, SHELF STABLE	12/32 OZ	163.8
FLOUR,	50 LB	14822.5
FOIL, ALUMINUM CUTTER BOX WRAP	1 RL	18
FOOD COLORING,	6/1 QT	12
FOOD PROCESSOR,	1 EA	3
FORK,	1000 EA	75
FORK, PASTA GRABBER 13 S/S	1 EA	4
FRENCH TOAST, HEAT & SERVE FROZEN	72/2.5 OZ	153.7
FRUIT BAR,	24/4 OZ	40
FRUIT COCKTAIL, CANNED	6/#10 CN	785.83
FRUIT MIX, IMPORTED & DOMESTIC IQF FROZEN DELUXE	2/5 LB	3
FRUIT MIX, SS	36/4 OZ	146
FRUIT SALAD,	6/81 OZ	49.4
FRUIT SNACK, ROLLUP CRAZY COLORS	96/.5 OZ	4
FRUIT, PUREE PLASTIC JAR SHELF STABLE	6/68 OZ	601
GARLIC, CHOPPED TUB REF	6/32 OZ	6.5
GELATIN, SS PLASTIC CUP REF SMART GELS	48/3.5 OZ	13
GLOVE,	6 EA	2
GLOVE,	10/100 EA	392
GRABBER, PAN 8.5X11 100% COTTON TERRY	1 DZ	4
GRAIN, BARLEY PEARL	24/1 LB	9
GRAIN, WHEAT BRAN UNPROCESSED	6/12 OZ	4
GRAPE, FRESH REF	18 LB	538
GRAVY, SAUSAGE COUNTRY STYLE	6/105 OZ	16
GREEN, COLLARD CHOPPED DOMESTIC FROZEN	12/3 LB	17
GRILL BRICK, 4X3.5X8 GLASS DUST SOFT WRAPPED GRIDDLE	12/1 EA	1
GRITS, CORN WHITE QUICK BOX SHELF STABLE HOT	12/2.5 LB	68
GUACAMOLE, TFF FROZEN WESTERN STYLE	4/3 LB	11
HAIRNET,	20/144 EA	360
HAM, BONELESS	2/9-11 LBA	468
HAM, SLICED .5 OZ WATER-ADDED	6/2 LB	90

HANDLE,	1 EA	12
HASH, CORNED BEEF	6/107 OZ	14
HOMINY, WHITE CANNED	6/#10 CN	48
HONEY, AMBER LIGHT PLASTIC JAR SHELF STABLE	6/5 LB	29.4
HONEY, SS CUP	200/.5 OZ	91
HONEYDEW, FRESH REF MELON	8-9 EA	53
HORSERADISH, PREPARED	6/32 OZ	15.17
HOT DOG,	10 LB	529
HUMMUS, TUB REF	2/4 LB	20
HUSH PUPPY, PLAIN FROZEN RAW	2/5 LB	1
ICE CREAM BAR,	2/24/3 OZ	257.75
ICE CREAM CONE, CARAMEL TFF LOVERS	2/12/4.6 OZ	374
ICE CREAM CUP, CHOCOLATE FOAM	48/4 OZ	2693
ICE CREAM MIX, SOFT SERVE	2.33 GA	35
ICE CREAM SANDWICH,	24/4.5 OZ	718.5
ICE CREAM,	3 GA	508
ICING,	2/11 LB	41
ITALIAN ICE, FROZEN TUBE SQUEEZE	24/4 OZ	4
JAM, ASSORTED SS CUP SHELF STABLE	200/.500 OZ	569
JELLY, GRAPE PLASTIC JAR SHELF STABLE	12/30 OZ	19
JUICE BASE, SHELF STABLE	12/25 OZ	200
JUICE CUP,	96/4 OZ	10
JUICE, LEMON SS POUCH	200/4 GR	42
JUICE, SHELF STABLE	12/46 OZ	5485.8
JUICE, SS CUP	96/4 OZ	6366
KETCHUP, TOMATO FANCY 33% CAN SHELF STABLE	6/#10 CN	47
KETCHUP, TOMATO FANCY 33% RED PLASTIC BOTTLE SHELF STABLE	24/14 OZ	186.28
KETCHUP, TOMATO FANCY 33% SS FOIL PACKET SHELF STABLE	1000/9 GR	480.6
KIT, #1 KNIFE & GEAR REPLACEMENT	1 KT	2
KIT, CUTLERY	100 EA	18
KIWI FRUIT, FRESH REF	33-36 EA	181
KNIFE,	1 EA	79
KNIFE, PLASTIC	1000 EA	13
LADLE, SERVING 2 OZ S/S W/ BLUE KOOL TOUCH HANDLE	1 EA	10
LASAGNA, CHEESE STUFFED SANDWICH COOKED FROZEN	54/3.5 OZ	1
LEMON, CHOICE 165 COUNT FRESH REF	165 EA	5
LETTUCE, FRESH REF	4/5 LB	4257.25
LETTUCE, ICEBERG BOX FRESH REF	24 EA	165.75
LID, CONTAINER	10/100 EA	5
LID, CUP	1000 EA	823.7
LIME, 48 COUNT FRESH REF	48 EA	1
LINER, HIGH DENSITY CAN	250 EA	181
LINER, PAN FOOD	1000 EA	125
LUBRICANT,	3/16 OZ	3

LUNCH MEAT, SPAM CLASSIC	12/12 OZ	10
MACARONI & CHEESE, TRAY FROZEN	4/4.75 LB	47
MANGO, PIECE IMPORTED MEXICO IQF FROZEN	20 LB	273
MARGARINE,	30/1 LB	443
MARGARINE, SS CUP REF	900/5 GR	122.5
MARSHMALLOW, MINI	12/16 OZ	86
MAYONNAISE, SHELF STABLE	4/1 GA	174
MAYONNAISE, SS POUCH	200/.437 OZ	840
MEASURE CUP,	1 EA	15
MEAT, PUREE FROZEN HEAT & SERVE	24/3 OZ	885
MEATBALL, FROZEN	10 LB	148
MILK SUB,	6/.5 GA	174
MILK, 2% THICKENED ASEPTIC BOX SHELF ST	27/8 OZ	489
MILK, BUTTERMILK 1% BUTTERFAT LOW FAT RBST FREE PLASTIC JUG REF	6/.5 GA	1
MILK, CONDENSED SWEETENED	6/#10 CN	3
MILK, CONDENSED SWEETENED	24/14 OZ	37
MILK, EVAPORATED VITAMIN D	6/#10 CN	4
MILK, EVAPORATED VITAMIN D	24/12 OZ	31
MILK, POWDERED DRY	25 LB	5
MILK, REF	36/.5 PT	117
MINT, CREME DE MENTHE IW BULK SHELF STABLE	20 LB	5
MITT, OVEN	1 PR	37
MIX, BISCUIT PLAIN TFF ADD WATER COMPLETE	6/5 LB	103
MIX, BROWNIE CHOCOLATE	6/6 LB	30
MIX, CAKE	6/4 LB	457
MIX, CHEESECAKE SUGAR-FREE NO BAKE DIABETIC MINNEHAHA MILLS	6/13 OZ	4
MIX, CORNBREAD	6/5 LB	44
MIX, CUSTARD EGG INSTANT	6/32 OZ	60
MIX, CUSTARD VANILLA DIET	12/20 OZ	32
MIX, DONUT CAKE	50 LB	36
MIX, DRESSING	18/3.2 OZ	16
MIX, GELATIN	12/3 OZ	546.5
MIX, GRAVY	8/12 OZ	1369.25
MIX, ICING WHITE COMPLETE	6/4.5 LB	3
MIX, MERINGUE GLUTEN-FREE TFF ADD WATER	12/1 LB	4
MIX, MOUSSE CHOCOLATE	8/30 OZ	4.2
MIX, MUFFIN	6/5 LB	26
MIX, PANCAKE	6/5 LB	315
MIX, PUDDING & PIE FILLING	12/24 OZ	272
MIX, SAUCE SHELF STABLE	8/32 OZ	305
MIX, STUFFING BREAD WHITE TRADITIONAL	6/58 OZ	41
MOLASSES, LIGHT UNSULPHURED PLASTIC JUG	4/1 GA	106.75
MOP HEAD, LOOP END MEDIUM COTTON BLEND NARROW BAND	2 EA	35
MUFFIN, FROZEN	72/2 OZ	208

MUSHROOM, FRESH REF	10 LB	109
MUSHROOM, PIECE & STEM CANNED	6/#10 CN	81.67
MUSTARD, SHELF STABLE	16/9 OZ	120
MUSTARD, YELLOW SS POUCH	500/5.500 GR	69.4
NAPKIN,	8/125 EA	54.5
NOODLE, CHOW MEIN SHELF STABLE CAN PASTA	6/24 OZ	70
NUT,	3/2 LB	198.5
NUT, SS BAG	48/2.25 OZ	63.75
OIL,	6/1 GA	418
OIL,	35 LB	44.8
OIL, PAN COATING AEROSOL SPRAY	6/17 OZ	147
OKRA, CUT IMPORTED FROZEN	12/3 LB	2
OLIVE, GREEN	4/1 GA	49.25
OLIVE, RIPE CAN SHELF STABLE	6/#10 CN	44.5
OMELETTE, FOLDED BULK FROZEN COOKED EGG	72/3.5 OZ	196
ONION, CHOPPED SS POUCH	200/9 GR	32
ONION, DICED 3/8 FROZEN	6/2 LB	29
ONION, DRIED CHOPPED	15 LB	23.64
ONION, FRESH REF	50 LB	1672.5
ONION, FRIED SLICED RESEALABLE BAG ORIGINAL TOPPING	6/24 OZ	32.33
OPENER, CAN MANUAL S/S EASY CRANK LARGE EXTRA LONG	1 EA	12
ORANGE, CANNED	6/#10 CN	363.5
ORANGE, FRESH REF	138 EA	3577
ORANGE, MANDARIN WHOLE IN JUICE TFF BOWL	36/4 OZ	46
ORANGE, SECTION PLASTIC REF	2/8 LB	46
PAD, HOT 7X7 NEOPRENE ULTRA GRIP BLACK VIRTUAL	1 EA	15
PADDLE, CHILLER COLD 64 OZ POLYCARBONATE BLUE	1 EA	1
PAN,	1 EA	200
PANCAKE, FROZEN	12/12 EA	173
PARSLEY, ITALIAN FLAT LEAF FRESH HERB	1 LB	1
PASTA, COOKED FROZEN	6/3 LB	277.5
PASTA, SHELF STABLE	2/10 LB	1023.5
PASTRY, POP TART CINNAMON WHOLE GRAIN SHELF STABLE SS	120/1.76 OZ	1
PEA,	20 LB	470
PEA, CANNED	6/#10 CN	120
PEACH, CANNED YELLOW CLING	6/#10 CN	447.99
PEACH, SS PLASTIC CUP	36/4 OZ	55
PEANUT BUTTER, CHIP BAKING 1000 COUNT	25 LB	3
PEANUT BUTTER, CREAMY TUB SHELF STABLE	6/5 LB	151
PEANUT BUTTER, SS CUP	200/.75 OZ	1651
PEAR, ANJOU FRESH REF	120 EA	164
PEAR, CANNED	6/#10 CN	622.66
PEAR, DICED IN JUICE RANDOM SS PLASTIC CUP	36/4 OZ	71.94
PEELER, VEGETABLE 6 S/S	1 EA	9

PEPPER STEAK, BEEF FROZEN	4/72 OZ	35
PEPPER, CAN SHELF STABL	6/#10 CN	68
PEPPER, DICED BELL GREEN DICED IMPORTED & DOMESTIC IQF FROZEN	12/2 LB	23
PEPPER, FRESH REF	1.1 BU	695.76
PEPPER, PLASTIC JAR SHELF STABLE	4/1 GA	240.9
PEPPER, STUFFED GREEN IN TOMATO SAUCE COOKED FROZEN TRAY PACK	4/83 OZ	7
PEPPER, SWEET RED DICED SHELF STABLE	24/#300 CN	19
PEPPERONI,	2/12.5 LB	25.5
PICKLE,	4/1 GA	151.5
PIE, FROZEN	6/49 OZ	9
PIE, KEY LIME CREAM GRAHAM CRACKER CRUST MINI BAKED FROZEN SS	24/2.8 OZ	3
PIMIENTO, RED UNPEELED DICED 28 OZ CANNED	24/28 OZ	13
PINEAPPLE, CANNED	6/#10 CN	365.5
PINEAPPLE, GOLDEN FRESH REF	6-9 EA	31
PINEAPPLE, TIDBIT IN PINEAPPLE JUICE GMO FREE SS PLASTIC CUP	48/4.5 OZ	16.5
PIZZA, CHEESE 16 THIN CRUST FROZEN	3/4/24.75 OZ	5
PIZZA, PERSONAL FROZEN	96/4.69 OZ	35.8
PLATE,	500 EA	84.64
PLUM, HALF UNPEELED IN JUICE CANNED 110-130 CT	6/#10 CN	56
POPCORN, POPPED BAG	64/1 OZ	28.81
POPCORN, RAW	4/12.5 LB	43.2
POPSICLE, CHERRY LIME WHITE RASPBERRY BLUE BOMB POP JR IW	6/24/1.75 OZ	25
PORK, BBQ PULLED FROZEN	2/5 LB	158
PORK, BREADED FROZEN	50/6.4 OZ	151.4
PORK, CHOP BONELESS RAW FROZEN	40/4 OZ	185
PORK, CUTLET 3 OZ BONELESS RAW REF	10 LBA	74
PORK, DICED .75	2/5 LB	425
PORK, GROUND 80/20 RAW FROZEN	2/5 LB	641
PORK, LOIN	6/8 LBA	172.62
PORK, PATTY FROZEN	40/4 OZ	71
PORK, ROAST COOKED FROZEN	14-16 LBA	74
PORK, SHOULDER BUTT TRIMMED .25 BONELESS RAW REF COV	4/2/7.75 LBA	1
PORK, SPARERIB ST. LOUIS 2.25-2.5 LB UNPEELED RAW FROZEN 416A	12/2.3-2.5#A	95
POTATO, CANNED	6/#10 CN	108
POTATO, CUBE FROZEN	6/5 LB	260.5
POTATO, FRENCH-FRY FROZEN	6/5 LB	1602
POTATO, FRESH REF	50 LB	3868.3
POTATO, HASH BROWN FROZEN	4/5 LB	681.1
POTATO, MASHED DEHYDRATED ADD WATER INSTANT	6/5.31 LB	136.36
POTATO, PANCAKE	6/5 LB	51.6
POTATO, SLICED DEHYDRATED INSTANT	4/5 LB	466
POTATO, STUFFED CHEESE CHEDDAR TWICE BAKED FROZEN	48/5 OZ	25
POTATO, SWEET MASHED FROZEN ORIGINAL SKINLESS YAM	12/2 LB	117
POTATO, TATER NUGGET	6/5 LB	570.66

POTATO, YAM PATTY 2 OZ CANDIED RAW FROZEN SWEET	7/24/2 OZ	26
POTSTICKER, PORK 1 OZ FROZEN APPETIZER	120/1 OZ	11
PRESOAK, FLATWARE K80 TABLET BOX OPAQUE CITRUS SCENT RTU	48/1 EA	2
PRETZEL, SOFT FROZEN SNOWMAN SHAPE	100/2.2 OZ	4
PRIME RIB, BEEF COOKED RARE SOLUTION ADDED FROZEN UNSLICED	2/11-18 LBA	26
PRUNE, DRIED PITTED	5 LB	43
PRUNE, WHOLE PITTED CANNED	6/#10 CN	105.16
PUDDING, PLASTIC SNACK PACK	12/4/3.5 OZ	1559
PUDDING, SHELF STABLE RTU	6/#10 CN	353.83
PUMPKIN, SOLID PACK CANNED	6/#10 CN	93
RACK, FLATWARE PLASTIC 18.06X18.06X4.12 SQUARE	1 EA	7
RADISH, FRESH REF	14/1 LB	151.2
RAISIN,	30 LB	141.67
RAISIN, SS BOX	24/6/1.5 OZ	31
RASPBERRY, RED IMPORTED & DOMESTIC IQF FROZEN	2/5 LB	43
RAVIOLI, BEEF IN TOMATO SAUCE TFF	6/#10 CN	190
RELISH, PICKLE SWEET PLASTIC JAR SHELF STABLE	4/1 GA	26.5
RELISH, PICKLE SWEET SS POUCH	200/9 GR	42
RHUBARB, FROZEN	30 LB	23
RICE CAKE, CARAMEL CORN SS MINI	60/.91 OZ	3
RICE,	50 LB	1411.75
ROAST BEEF,	22 LB	98
ROLL, FROZEN BREAD	120/1.5 OZ	69
SALAD MIX, BAG FRESH	4/5 LB	5243
SALAD, 3 BEAN	2/5 LB	39
SALAD, CHICKEN WHITE MEAT REF	2/5 LB	196
SALAD, CUCUMBER & ONION REF	2/5 LB	219
SALAD, EGG TUB FRESH REF	2/5 LB	60
SALAD, HAM REF	2/5 LB	53
SALAD, MACARONI DELI REF	2/11 LB	144
SALAD, POTATO	2/12 LB	212
SALAD, SEAFOOD SURIMI & SHRIMP REF SUPREME	2/4 LB	44
SALAD, TUNA REF	2/5 LB	84
SALAMI,	6/2 LB	17.6
SALMON, PINK BONELESS PREMIUM POUCH	6/40 OZ	32
SALMON, STUFFED 4.4 OZ FROZEN BUFFET STYLE	36/4.4 OZ	71
SALSA, CANNED SHELF STABLE	6/#10 CN	152
SALSA, PLASTIC JUG SHELF STABLE	4/1 GA	54
SALSA, SS CUP	60/2 OZ	62
SALT, WATER SOFTENER PELLET SYSTEM SAVER BAG	50 LB	29
SANDWICH, PEANUT BUTTER & JAM FROZEN	72/2.6 OZ	42
SAUCE, ALFREDO BOIL IN BAG FROZEN	4/64 OZ	66.5
SAUCE, BBQ HICKORY PLASTIC JAR SHELF STABLE	4/1 GA	252.25
SAUCE, BBQ SQUEEZE BOTTLE SHELF STABLE ORIGINAL	12/18 OZ	14

SAUCE, BBQ SS POUCH	200/.44 OZ	177
SAUCE, CHEESE SHELF STABLE CAN	6/#10 CN	116
SAUCE, CHILI HOT DOG W/ BEEF CAN SHELF STABLE	6/108 OZ	29.5
SAUCE, COCKTAIL SEAFOOD SS CUP	200/.75 OZ	4
SAUCE, COCKTAIL SEAFOOD W/ HORSERADISH CAN SHELF STABLE	6/#10 CN	11.5
SAUCE, COCKTAIL SEAFOOD ZESTY PLASTIC JAR REF	4/1 GA	3.75
SAUCE, ENCHILADA MILD ALL NATURAL PLASTIC JUG SHELF STABLE	4/138 OZ	50
SAUCE, GENERAL TSO JUG RTU SHELF STABLE	4/.5 GA	1
SAUCE, HORSERADISH SS POUCH	200/12 GR	18
SAUCE, HOT PLASTIC JUG SHELF STABLE	4/1 GA	141
SAUCE, HOT RED GLASS BOTTLE SHELF STABLE ORIGINAL	24/5 OZ	10.6
SAUCE, HOT SS POUCH	200/7 GR	45
SAUCE, MARINARA TOMATO CAN SHELF STABLE DELUXE	6/#10 CN	17.83
SAUCE, MARINARA TOMATO NO SALT ADDED CAN SHELF STABLE	6/104 OZ	62
SAUCE, MARINARA TOMATO SS CUP	60/2 OZ	8
SAUCE, ORANGE ZESTY PLASTIC JUG SHELF STABLE	4/.5 GA	25
SAUCE, PICANTE MEDIUM PLASTIC JUG SHELF STABLE	4/138 OZ	2
SAUCE, PICANTE MILD SS POUCH	200/.5 OZ	247
SAUCE, PIZZA TOMATO CAN SHELF STABLE	6/#10 CN	69
SAUCE, SLOPPY JOE CAN SHELF STABLE	4/107 OZ	10
SAUCE, SOY PLASTIC JUG SHELF STABLE	4/1 GA	13.5
SAUCE, SOY REDUCED SODIUM GLASS BOTTLE SHELF STABLE	12/5 OZ	2
SAUCE, SOY SS POUCH	200/6 ML	93
SAUCE, SPAGHETTI TOMATO CAN SHELF STABLE FANCY PASTA	6/#10 CN	274.32
SAUCE, SPAGHETTI TOMATO NO SALT ADD SHELF STABLE PASTA	6/106 OZ	20
SAUCE, STEAK 57 GLASS BOTTLE SHELF STABLE	12/10 OZ	9
SAUCE, STEAK A-1 PLASTIC JUG SHELF STABLE	2/1 GA	6
SAUCE, STEAK SS POUCH	200/.5 OZ	2
SAUCE, SWEET & SOUR RED PLASTIC JUG SHELF STABLE	6/.5 GA	27
SAUCE, SWEET & SOUR SS CUP	100/1 OZ	178
SAUCE, TACO HOT SS POUCH	500/9 GR	269
SAUCE, TACO MILD SS POUCH	200/9 GR	29
SAUCE, TACO RED MILD PLASTIC JUG SHELF STABLE	4/128 OZ	5
SAUCE, TARTAR PLASTIC JAR SHELF STABLE	4/1 GA	131
SAUCE, TARTAR SS CUP	200/.75 OZ	413
SAUCE, TERIYAKI PLASTIC JUG SHELF STABLE	6/5 LB	2
SAUCE, TOMATO CAN SHELF STABLE	6/#10 CN	71
SAUCE, TOMATO CAN SHELF STABLE	12/#300 CN	11
SAUCE, TOMATO NO SALT ADDED CAN SHELF STABLE	6/105 OZ	64
SAUCE, WORCESTERSHIRE GLASS BOTTLE SHELF STABLE	24/5 OZ	2
SAUCE, WORCESTERSHIRE PLASTIC JUG SHELF STABLE	4/1 GA	11
SAUERKRAUT, SHRED CANNED	6/#10 CN	146
SAUERKRAUT, SHRED PAIL REF	2 GA	123
SAUSAGE, ITALIAN CRUMBLE PORK COOKED FROZEN BAG TOPPING	2/5 LB	16

SAUSAGE, POLISH 4 OZ LINK SKINLESS SMOKED PORK BEEF FROZ	10 LB	22
SAUSAGE, POLISH 3.2 OZ LINK SKINLESS RAW PORK BEEF FROZ	50/3.2 OZ	54
SAUSAGE, PORK CRUMBLE COOKED FROZEN TOPPING BREAKFAST	20 LB	16
SAUSAGE, PORK LINK 1 OZ RAW FROZEN BREAKFAST	160/1 OZ	278
SAUSAGE, PORK PATTY 1 OZ COOKED FROZEN BREAKFAST	160/1 OZ	89
SAUSAGE, PORK PATTY 1.33 OZ COOKED FROZEN BREAKFAST	120/1.33 OZ	24
SAUSAGE, PORK PATTY 1.5 OZ COOKED FROZEN BREAKFAST	10 LB	403
SAUSAGE, PORK PATTY 1.5 OZ 3.25 COOKED IQF FROZEN BREAKFAST	2/53/1.5 OZ	523
SAUSAGE, PORK ROLL RAW FROZEN BREAKFAST	8/3 LB	114
SAUSAGE, PORK WHOLE HOG PATTY 2 OZ RAW FROZEN BREAKFAST	96/2 OZ	109
SAUSAGE, TURKEY PATTY FROZEN BREAKFAST	2/5.12 LB	35
SCALE, PORTION CONTROL	1 EA	4
SCRAPER,	1 EA	70
SCRUBBER,	40/1 EA	183
SEASONING, SHELF STABLE SPICE	25 LB	197.65
SEASONING, SS PACKET SHELF STABLE	500/.6 GR	360
SHAKER, DREDGE 10 OZ ALUMINUM W/ HANDLE	1 EA	9
SHEARS, KITCHEN POULTRY 7.5 S/S W/ SOFT GRIP HANDLE	1 EA	1
SHELL, FLOUR WHOLE-GRAIN 6.25 SALAD BOWL SHELF STABLE TORTILLA	12/12 EA	4
SHELL, PIE SHORTENING 10 RAW FROZEN CRUST	4/40 OZ	20
SHELL, TACO CORN YELLOW 5 HARD SHELF STABLE TORTILLA	8/25 EA	18
SHELL, TARTLET 3 GRAHAM CRACKER SHELF STABLE PASTRY	144 EA	6
SHERBET, CUP	48/4 OZ	382
SHERBET, RAINBOW ALL NATURAL FROZEN	3 GA	5
SHORTENING, FRYING	50 LB	498.66
SHRIMP, BREADED FROZ	4/2.5 LB	255.6
SIFTER, FLOUR 8 CUP S/S ROTARY	1 EA	1
SIGN, CAUTION WET FLOOR 26.5 YELLOW TRILINGUAL	1 EA	17
SLICER, ONION 1/4 CUT ONION KING	1 EA	1
SMOOTHIE, BLAST BERRY NO-SUGAR-ADDED NON-DAIRY REF 100% JUIC	8/15.2 OZ	1
SNACK BAR,	144/.74 OZ	309.63
SNACK BAR, RICE CRISPY PEANUT BUTTER FROZ TRAY SHEET 1/4	4/32 OZ	2
SNACK MIX, ORIGINAL RECIPE	10 LB	42
SNACK MIX, SS	60/1.75 OZ	96.2
SNACK, BEEF HOT SS STICK REF	100/.8 OZ	8
SOUP,	4/8 LB	442.43
SOUP, CAN	24/7.25 OZ	841.99
SOUR CREAM, CULTURED ALL NATURAL TUB REF	4/5 LB	15
SOUR CREAM, CULTURED SS PACKET REF	100/1 OZ	580
SPATULA,	1 EA	69
SPICE, MUSTARD SEED BROWN SHELF STABLE CANADA SE	24 OZ	5
SPICE, PEPPER WHITE GROUND PLASTIC SHAKER	6/18 OZ	690
SPINACH,	4/2.5 LB	684.2
SPINACH, CHOPPED CANNED	6/#10 CN	18.17

SPOODLE,	1 EA	15
SPOON,	1 EA	60
SPOON, PLASTIC	1000 EA	29.8
SPRINKLES,	4/6 LB	1.5
SQUASH, FROZEN	12/3 LB	73.6
SQUEEGEE, WINDOW 12 RUBBER BLADE	1 EA	9
STEW, BEEF CARROT PEA CELERY COOKED HEAT & SERVE NO MSG	6/106 OZ	32
STIRRER,	10/1000 EA	4
STRAINER,	1 EA	5
STRAW, PLASTIC	25/400 EA	2.6
STRAWBERRY,	20 LB	383
SUGAR SUB, SS PACKET	2000/1 GR	106
SUGAR SUB, YELLOW SPLENDA GRANULATED SUCRALOSE	8/9.7 OZ	18
SUGAR, BROWN .46 OZ SS PACKET	96/13 GR	19
SUGAR, BROWN LIGHT CANE	50 LB	48.84
SUGAR, POWDERED CONFECTIONER 6X CANE	50 LB	24
SUGAR, WHITE 1/10 OZ SS PACKET	2000 EA	121
SUGAR, WHITE EXTRA FINE CANE	50 LB	69
SUPPLEMENT, BOOST ASSORTED LIQUID CLEAR SHELF STABLE	27/237 ML	1
SUPPLEMENT, FROZEN	48/4 OZ	1020.25
SUPPLEMENT, MIGHTY-SHAKES CHOCOLATE	50/6 OZ	508
SURIMI, IMITATION CRABMEAT SALAD STYLE COOKED FROZEN	4/2.5 LB	6
SYRUP, CORN LIGHT PLASTIC JUG	4/1 GA	151
SYRUP, PANCAKE MAPLE FLAVORED LIGHT PLASTIC BOTTLE SHELF STABLE	12/24 OZ	329.5
SYRUP, PANCAKE MAPLE FLAVORED PLASTIC JUG SHELF STABLE	4/1 GA	31
SYRUP, PANCAKE MAPLE FLAVORED SS CUP	100/1.5 OZ	213
TABLECOVER, LINENLIKE 50X108 FOLDED WHITE PAPER TABLECLOTH	24 EA	1
TEA BAG,	10/100 EA	25.77
TEA BASE, ICED BLACK UNSWEETENED CAFFEINE-FREE 15:1 SHELF STABLE	2/1.5 GA	179
TEST STRIP, QUATERNARY PAPER 50-400 PPM	100 EA	13
THERMOMETER,	2 EA	249.5
THICKENER,	12/8 OZ	28
THICKENER,	25 LB	15
THICKENER, FOOD LIQUID GEL HONEY CONSISTENCY PACKET	100/12 GR	16.75
TIE, TWIST 4 BAG	2000 EA	7
TIMER, DIGITAL 4 EVENT PLASTIC W/ ADJUSTABLE VOLUME CONTROL	1 EA	2
TOMATO, CHERRY RED CUP FRESH REF	12/1 PT	286
TOMATO, DICED 1 IN JUICE PEELED CANNED	6/#10 CN	76
TOMATO, DICED CANNED	12/28 OZ	23
TOMATO, FRESH REF	25 LB	644.6
TOMATO, PASTE 26% LIGHT NATURAL GMO FREE CANNED CALIFORNIA	24/18 OZ	1
TOMATO, PASTE CANNED	6/#10 CN	4
TOMATO, PUREE CANNED	6/#10 CN	216.83
TONG, UTILITY 9.5 S/S BLACK NYLON ENDS & COATED HANDLE	1 EA	17

TOOTHPICK, WOOD ROUND HOTEL	24/800 EA	2
TOPPING,	2/5 LB	27
TOPPING, ASSORTED SAUCE SHELF STABLE DESSERT	12/16 OZ	24
TOPPING, CARAMEL RTU	6/#5 CN	4
TOPPING, CHOCOLATE LIQUID DELUXE SHELF STABLE SYRUP	6/#10 CN	12.33
TOPPING, MIX WHIPPED	12/1 LB	95
TOPPING, WHIPPED	12/15 OZ	362.66
TORTILLA,	6/160 EA	295.5
TOWEL, PAPER CENTERPULL PERFORATED WHITE 1 PLY 320 SHEET	6 RL	1
TRAY,	4/125 EA	431
TUNA, CAN IMPORTED SHELF STABLE	6/66.5 OZ	189.3
TURKEY, BREAST MEAT COOKED REF	2/8-10 LBA	603
TURKEY, BREAST SLICED COOKED	12/1 LB	171
TURKEY, DICED .5 BREAST MEAT COOKED FROZEN	2/5 LB	71
TURKEY, GROUND 85% LEAN RAW FROZEN CHUB	4/5 LB	61
TURKEY, PATTY BURGER 4 OZ FROZEN BU	40/4 OZ	108.5
TURNER, PANCAKE 4X2.5 S/S	1 EA	22
URN, COFFEE POUROVER 40 CUP ALUMINUM ELECTRIC 120V 1090W	1 EA	2
VEAL, PATTY BREADED 4 OZ RAW FROZEN	40/4 OZ	26
VEGETABLE BLEND, GRADE A IMPORTED & DOMESTIC FROZEN BAG	6/4 LB	1432.67
VEGETABLE BLEND, MIX 5 WAY CUT GRADE A DOMESTIC FROZEN	12/40 OZ	105
VEGETABLE MIX, 7 WAY DICED DOUBLE FANCY CANNED	6/#10 CN	178.83
VINEGAR,	4/1 GA	62.5
VINEGAR,	12/16.75 OZ	2.2
VINEGAR, WHITE SS POUCH	200/9 GR	17
WAFFLE, 4 SQUARE COOKED FROZEN	144/1.39 OZ	98.25
WATER CHESTNUT, SLICED CANNED	12/15 OZ	26
WATER, DISTILLED PLASTIC JUG NON-DEPOSIT	6/1 GA	36
WATER, PURIFIED PLASTIC BOTTLE TWIST CAP	24/16.9 OZ	654
WATER, THICKENED SHELF STABLE	6/48 OZ	170
WATERMELON, RED SEEDLESS DICED 3/4 TRAY FRESH REF	5 LB	2
WATERMELON, SEEDLESS FRESH REF	1 EA	343
WIPE, PROBE PAPER 1.25X2.5 WHITE ANTIBACTERIAL	100 EA	12.52
WRAP, BAKERY 12 X250 WAX PAPER ROLL WHITE	6/250 FT	5
WRAP, FOIL 12X10.75 INTERFOLD POP UP QUILTED SHEET ALUMINUM	12/200 EA	1
WRAP, WAX PAPER	5/1000 EA	26.6
YEAST, BAKER SHELF STABLE INSTANT RED	20/1 LB	3.75
YOGURT MIX, SOFT SERVE FROZEN BAG	2.33 GA	23
YOGURT, ASSORTED SS CUP	4/12/4 OZ	1411.75
YOGURT, TUB REF	2/5 LB	7.8
ZUCCHINI, SLICED CRINKLE-CUT IMPORTED IQF FROZEN SQUASH	12/3 LB	90