

# **COUNTY OF JASPER, MISSOURI**

REQUEST FOR PROPOSALS 2017-006

Food Distribution/ Services to the  
Jasper County Detention Center  
A Division of the Jasper County Sheriff's Office

## REQUEST FOR PROPOSALS

The County of Jasper (MO) is seeking proposals for food distribution to the facility which is located at 405 East 5th Street, Carthage, Missouri, 64836, as described in specifications that can be picked up at the following locations:

Jasper County Detention Center  
405 E 5<sup>th</sup> Street  
Carthage, MO. 64836

Jasper County Commissioner's Office  
302 S. Main  
Jasper County Courthouse, Room 101  
Carthage, MO. 64836

Specifications can also be found at [www.jaspercountysheriff.org](http://www.jaspercountysheriff.org), under the RFP Projects Tab.

**Sealed proposals will be received at the Jasper County Commissioner's office, 302 S. Main, Room 101, Carthage, MO., 64836 until August 8, 2017 @ 10:30 AM** at which time they will be publicly opened and read aloud in the Commissioner's Office.

Equal Opportunity Employer

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John Bartosh  
Presiding Commissioner  
County of Jasper (MO)  
302 S. Main Street,  
Carthage, MO. 64836  
417-358-0421

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## **1. Information for Bidders**

This Request for Proposals is intended to solicit proposals from qualified bidders for food distribution to the Jasper County Detention Center, a division of the Jasper County Sheriff's Office, located in Carthage, MO. Bidders are encouraged to bid all components and services listed and certify that they are capable of successfully meeting the specifications and requirements. The County of Jasper reserves the right to make a single award, multiple awards, adjust quantities either up or down, or make no award on an item by item basis as determined to be in the best interests of all agencies involved, based on the available funding.

### **1.1 Identification of Contact Person**

All questions, requests for clarifications or interpretations shall be directed to:

Capt. Becky Stevens

Jasper County Detention Administrator

405 East 5th Street, Carthage, MO 64836

417-358-8177 ext. 1104

### **1.2 Qualifications of Bidders**

The County may make such investigations as deemed necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by the bidder or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

### **1.3 Government Regulations**

Purchase of food supplies and equipment shall meet requirements of the United States Department of Agriculture (USDA) and Food and Drug Administration (FDA).

### **1.4 Basis of Award**

The County of Jasper reserves the right to make an award on the basis of the lowest and/or best bid as received from a responsible bidder. The County of Jasper retains the right to accept or reject any or all bids, to waive informalities and to advertise for new bids as the interest of the County may require. The County of Jasper may accept the bid which is judged best, although it may not be the lowest bid.

## 2. Proposal Response Preparation and Submission

Each proposal response shall be prepared in accordance with the instruction set forth within this document. The box or envelope which the vendor delivers their bid in shall include labels identifying the name of the project, bid number, and name of the bidder submitting the response. No responsibility will attach to the County of Jasper or Sheriff's Office for premature opening of bids not properly submitted as instructed. Use the following format for labels:

**Food Distribution**

**BID NO.: 2017-006**

**<INSERT NAME OF BIDDER>**

**OPENS: August 8, 2017 10:30AM**

2.1 Submit one (1) original and four (4) printed copies. The original shall be marked as such with each of the copies being marked appropriately. Failure to provide the required number of copies may be grounds for rejection of the bid.

2.2 Bids must be submitted using the format examples provided where applicable. Failure to submit bids in the stated format may be grounds for rejection of the bid. Changes, additions or limiting provisions made to the format may render the bid informal and may cause its rejection.

2.3 Each bid must be signed in ink and include the full business address of the bidder. Bids by partnerships must be signed in the partnership name by one or more of the general partners. Bids by a corporation must be signed by an officer of the corporation or other person authorized to bind the corporation to the bid. The names and titles of all persons signing shall be typed or printed below their signatures.

2.4 Bids must be received by the County of Jasper no later than the date and time designated. Method of delivery is at the sole discretion and risk of the bidder. Bidders mailing their bids should allow sufficient time to insure receipt of their bids by the date and time designated. Bids will be publicly opened and read aloud at the designated date and time.

2.5 **Electronically transmitted or faxed copies of the proposal are not acceptable.**

2.6 The bidder may withdraw the bid after depositing with the Commissioner's Office at any time prior to the stipulated time of receipt for such bids. No bid shall be withdrawn within ninety (90) days after the opening thereof, unless material errors are apparent.

2.7 The County of Jasper and all entities represented in this request are tax exempt by law. Federal tax exempt certificate will be furnished if requested. Pursuant to Section 144.030.1 RSMo, the Sheriff's Office has been approved as exempt from Missouri sales/use tax. Do not include this tax in the amount bid, as the Sheriff's Office will provide the necessary tax exemption certificates on applicable items.

2.8 The County of Jasper will not pay costs incurred, including but not limited to the preparation, printing, delivery, demonstration or site visits undertaken to respond to this RFP. All costs will be borne by the bidder.

### **3. Evaluation, Award, and Protest Procedure**

3.1 An evaluation committee will review all proposals. Award recommendation will be based upon the lowest and/or best proposal.

#### **3.2 Protest Procedure**

For all bids not exempted from the competitive bidding procedures, the Jasper County Commission will provide a tabulation of bids and recommendation for award by telephone, fax, or mail to all responding bidders. Bidders wishing to challenge the award decision must submit their protest in writing to the Jasper County Commission. Protests must be received by the Commissioner's Office (located at 302 S. Main, Carthage, MO 64836) within ten (10) business days of the date of the award.

The protest must specify the grounds upon which the protest is based. A valid protest must 1) come from an actual bidder or offeror for the request, and 2) who claim to be the rightful award. That is, a protest is not valid if filed by a bidder who cannot show they would be awarded the contract if their protest were accepted.

The Commission, along with the Sheriff (or his designated appointee), and County legal counsel will review the protest and issue a written decision within thirty (30) calendar days. All decisions are final and not subject to any appeal.

**Product Pricing and Delivery**

Bidders should utilize the following page for formatting their proposals. Any additional relevant information which does not fit within the provided format should be included on a supplement page. Do not include tax.

Menu included of food items desired or equivalent food items.

**Itemized List of Proposed Project Components**

<u>ITEM and DESCRIPTION</u>	<u>DESCRIPTION (if necessary)</u>	<u>COST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Other Miscellaneous Items (not included above)**

<u>ITEM</u>	<u>DESCRIPTION (if necessary)</u>	<u>COST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Labor (not included above)**

<u>ITEM</u>	<u>DESCRIPTION (if necessary)</u>	<u>COST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL COST OF PROJECT: \$ \_\_\_\_\_**

**Other Optional Items (not included above)**

<u>ITEM</u>	<u>DESCRIPTION (if necessary)</u>	<u>COST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PANCAKE MIX EGGS POTATOES WEDGE MILK 2% CEREAL WHITE BREAD OATMEAL MUFFIN MIX FROZEN BISCUITS WHITE GRAVY TURKEY SAUSAGE
CHEESE SLICES SLOPPY JOE MIX FRENCH FRIES HAMBURGER BUN HAMBURGER PATTY BEEF & BEAN BURRITO CORN CANNED PEAN. BUTTER COOKIE MIX COOL AID MIX MACARONI SALAD
LIMA BEANS CHICKEN TENDERS BBQ CHIPS CARROTS CAKE MIX MASHED POTATO MIX CANNED FRUIT COOL AID SCALLOP POTATO MIXED VEGIES TURKEY DOGS HOT DOG BUNS MAC & CHEESE COLESLAW PUDDING TURKEY CORN DOG BROWNIE MIX

References: Provide a minimum of three (3) references where services of a similar scope and size have been completed. Please provide response in the format below.

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

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Project Date \_\_\_\_\_

Brief Description of Scope and Size: