



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF RENEWAL**

DATE:	June 19, 2020
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Staples Grocery Items
CONTRACT NUMBER:	1712A
COMMODITY CODE:	385.47
CONTRACT PERIOD:	July 1, 2020 through June 30, 2021
RENEWAL OPTIONS:	2 additional 1-year periods through 2023
USER DEPARTMENT:	Schools and County
Contact Name:	Pam Butler, Jason Smith, Jerry Jackson
Phone Number:	804-226-5532, ext. 4358, ext. 4943
Email Address:	prbutler@henrico.k12.va.us , smi197, jac18
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	J.L. Culpepper & Co Inc.
Address:	201 Haley Road
City, State:	Ashland, VA 23005
Contact Name:	Pat Gibbs
Phone Number:	804-752-7171
Email address:	forpat63@hotmail.com
ORACLE SUPPLIER NUMBER:	8791
BUSINESS CATEGORY:	Small Business
PAYMENT TERMS:	Net 30
DELIVERY:	Weekly
FOB:	County of Henrico
BUYER: Name:	Justin Herbaugh, VCA
Title:	Procurement Analyst I
Phone:	804-501-5680
Email:	her034@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

PRICE SCHEDULE – CONTRACT NO. 1712A

Frozen Breads

Item	Description	Price
1	Biscuit, Whole Grain, EZ Split Bakery Chef 21031 150/2.15 oz.	\$30.75
2	Biscuit, Whole Grain, Mini Pillsbury 32272 175/1 oz.	\$23.08
3	Breadstick, Whole Grain, Garlic Flavored New York 15021 Min. 168 count	\$20.59
4	Cornbread Loaves, Whole Grain, Mini Bake Crafter's 1317 140/ 2 oz.	\$28.90
5	Croissant, Whole Grain, Sliced Hadley Farms 134 210/1.25 oz.	\$40.95
6	English Muffin, Whole Grain, Sliced Bake Crafter's 802 144/2 oz.	\$20.93
7	Waffle, Dutch, 51% Whole Grain J & J Snack Food 4521 48/2.92 oz.	\$20.68
8	Panini Bread, Whole Grain, Bulk Pillsbury 94562-11091 96/1.8 oz.	\$24.28
9	Bun, Hamburger, Whole Grain White, Sliced, 3.75" Bake Crafters 3522 120/2 oz.	\$21.25
10	Bun, Hot Dog, Whole Grain White, 6" Bake Crafters 471 144/2 oz.	\$24.20
11	Bread, Pullman, Whole Grain White, ½ inch Sliced Loaf Bake Crafters 3357 12/ 28 oz.	\$22.10
12	Sliced Bread, Gluten Free Anna B's 38016 6/16 sl.	\$56.50
13	Hamburger Bun, Gluten Free Udi's 80644 24/3.2	\$30.50
14	Hotdog Bun, Gluten Free Udi's 80620 24/2/4	\$26.50
15	Roll, Hawaiian, WGR Rich's 16206 240/1.4 oz.	\$27.46
16	Roll, Parkerhouse Rich's 29399 288/1.2 oz.	\$28.35

Frozen Beef Products

Item	Description	Price
17	Beef, Cheeseburger Sliders, Fully Cooked, Individually Wrapped, Twinpack Don Lee Farms CB640 72/4.74 oz.	\$69.70
18	Beef, Meatballs, Fully Cooked Tyson 24710-928 160/1 oz.	\$28.80
19	Beef, Meatloaf, Fully Cooked Advance 56303-0 100/3 oz.	\$50.90
20	Beef, Patties Fully Cooked, Charbroiled Don Lee Farms CN 182403 200/2.4 oz.	\$96.40
21	Beef, Salisbury Steak, Fully Cooked Advance CN016-530-0 114/3 oz.	\$49.20
22	Beef, Philly Steak, Seasoned JTM CP5813 6/5#	\$144.13

Dairy Products

Item	Description	Price
23	Cheese, American, Processed, Yellow Great Lakes 27038 4/5#	\$45.50
24	Cheese, Cheddar, Shredded Great Lakes 13040 4/5#	\$49.94
25	Cheese, Mozzarella, Shredded Cortona 15032 4/5#	\$51.47
26	Cheese Bites, Bulk Wild Mike's 11003 240/1 oz.	\$64.17
27	Cheese Cubes, Mild Cheddar, Reduced Fat, Bulk Land O Lakes 44751 4/5#	\$66.63
28	Cheese Cubes, Mild Cheddar, Reduced Fat, IW Land O Lakes 44113 200/1 oz.	\$59.70
29	Cheese Cubes, Colby Jack, Reduced Fat, IW Land O Lakes 44115 200/1 oz.	\$59.70
30	Cheese, Sauce, Cheddar, Reduced Fat, Frozen JTM 5715CE 6/5#	\$56.61

31	Cheese, Sauce, Alfredo, Reduced Fat, Frozen JTM 5722 6/5#	\$58.89
32	Cheese, Stick, Marble, IW Bongard 40293-1 168/1 oz.	\$37.28
33	Cheese, Parmesan, Grated Great Lakes 95723 12/1 #	\$3.65
34	Cheese, Provolone, Sliced Great Lakes 15264 6/1.5#	\$26.90
35	Margarine Cups, Single Serve Country Premium 5020119 900/ 5 grams	\$22.29
36	Topping, Dessert, Non-Dairy Rich Products 2559 12/16 oz.	\$34.38
37	Butter, Block Cloverdale 12660 36/1#	\$107.63
38	Margarine, Block Old World 5016372 30/1#	\$22.13
39	Yogurt- Elementary Yoplait 17726 & 17725 48/ 4 oz.	\$13.90
40	Yogurt- Middle & High Upstate Farms 9819, 9815, 9820 & 9818 48/ 4 oz.	\$13.75
41	Yogurt, Bulk, Strawberry, Parfait Pro Yoplait 16631 6/4#	\$26.79
42	Yogurt, Bulk, Vanilla, Parfait Pro Yoplait 16632 6/4#	\$26.79

Frozen Poultry Products

Item	Description	Price
43	Chicken, Boneless Wings, Honey Sriracha Flavor, Fully Cooked Tyson 6147-928 528/.86 oz.	\$85.90
44	Chicken, Drumstick, Breaded, Whole Grain, Fully Cooked Tyson 666010 92/2.8 oz. 29.64#	\$87.11
45	Chicken, Filet, Whole Grain, Whole Muscle, Fully Cooked Tyson 70300-928 120/4 oz.	\$111.23

46	Chicken, Diced, 100% All Natural, Low Sodium, Fully Cooked Tyson 25308-928 10#	\$31.69
47	Chicken, Fajita Strips, Fully Cooked Tyson 4621 10#	\$98.30
48	Chicken, Pulled, Fully Cooked Tyson 46021 10#	\$32.49
49	Chicken, Taco Meat, Fully Cooked Tyson 19957 4/5.031#	\$53.13
50	Chicken, Filet, Breakfast, Whole Grain, Made with Whole Muscle, Fully Cooked Tyson 70303 226/2.12 oz.	\$95.97
51	Chicken, Filet, Hot ' N Spicy, Whole Grain, Made with Whole Muscle, Full Cooked Tyson 70312-928 132/3.75 oz.	\$100.68
52	Chicken, Boneless Wing, Whole Grain Made with Whole Muscle, Fully Cooked Tyson 21422-928 186 ct. 10# case	\$31.24
53	Chicken, Tenders, Whole Grain Made with Whole Muscle, Fully Cooked Tyson 703322-928 330/1.05 oz.	\$110.19
54	Chicken, Mega Mini, Whole Grain Made with Whole Muscle, Fully Cooked Tyson 26976 113 serv. 30.26#case	\$111.59
55	Chicken, General Tso's, Whole Grain- Elementary Tyson 26074 35.8# case	\$124.21
56	Chicken, General Tso's, Whole Grain- Middle & High Asian Food 72003 6/7.15#	\$133.85
57	Chicken, Tangerine, Whole Grain- Elementary Tyson 26073 35.8#case	\$124.21
58	Chicken, Tangerine, Whole Grain- Middle & High Asian Food 72001 6/7.15#	\$133.85
59	Taquitos with Chicken & Cheese El Monterey 40818 140/2.75 oz.	\$59.10

60	Corn Dog Nugget, Whole Grain, Chicken Foster Farm 96086 239/.67 oz.	\$19.94
61	Hot Dog, Turkey Kunzler 1079 10#/ 80 count	\$10.88
62	Turkey Breast, Sliced, Deli, Browned Jennie-O 230324 4/6.17#	\$114.35
63	Turkey Breast, Sliced, Roasted, Honey Jennie-O 8784-03 3/5.04# average	\$198.86
64	Sausage Patty, Chicken Jones 18859 107/1.5 oz.	\$32.41
65	Italian Turkey Combo Pack, Sliced Jennie-O 2096-12 12/1#	\$45.28
66	Turkey Ham, Sliced, 0.51 oz., 5% Water Added Jennie-O 2565 12/1#	\$44.74
67	Turkey Sausage, Crumble, Spicy Italian Seasoning Jennie-O 639630 30# case	\$126.75
68	Chik'n Nuggets, Vegan Morningstar Farms 212/.75 oz.	\$36.99
69	Chicken Tender, Gluten Free Brakebush 5810 145/1.1 oz.	\$35.63

Frozen Breakfast Products

Item	Description	Price
70	Egg Patty, Round Michael Foods 85017 300/1.25 oz.	\$49.89
71	Whole Grain Breakfast Stick with Apple Filling IW Bosco 703072 72/3.02 oz.	\$35.50
72	Donut, Whole Grain, Yeast Raised Rich's 14839 84/2.45 oz.	\$30.66
73	Donut Holes, Whole Grain, Yeast Raised Rich's 2725 384/.41 oz.	\$28.21
74	Bagels, Mini, Stuffed, IW Pillsbury 38399 & 38413 72/2.43 oz.	\$30.63

75	Bacon, Turkey, Strips Godshall's 1840-801 6/40 count	\$37.13
76	Breakfast Round, Whole Grain, Variety, IW Rich Products 13863,08733, & 14078 126/2.2 oz.	\$50.05
77	French Toast Sticks, Whole Grain Rich, Cinnamon Glaze, IW Michael Foods 75015 100/2.9 oz.	\$73.19
78	Omelet with Cheddar Cheese Michael Foods 85037 144/2 oz.	\$46.68
79	French Toast, Whole Grain, Mini, Chocolate Chip, IW Kellogg's 80801 72/3.03 oz.	\$27.21
80	French Toast, Mini, Whole Grain, Cinnamon, IW Pillsbury 37309 72/2.64 oz.	\$27.19
81	Pancakes, Mini, Whole Grain, Variety, Kellogg's 92562 92560 & 18574 72/3.03 oz.	\$25.63
82	Pancakes, Mini, Whole Grain, Strawberry, IW Pillsbury 37731 72/3.17 oz.	\$27.85
83	Breakfast Pizza, Turkey Sausage Tony's 63912 128/3.31 oz.	\$38.28
84	Breakfast Pizza, Turkey Sausage, IW Tony's 63913 100/3.67 oz.	\$49.54
85	Pancake Wrap, Turkey Sausage, Whole Grain Breading with Maple Flavoring Foster Farms 95127 56/2.85 oz.	\$19.46
86	Pancake Wrap, Turkey Sausage Whole Grain Breading with Maple Flavoring, IW Foster Farms 95127 68/2.85 oz.	\$27.51
87	Crescent, Whole Grain, Grape Filling, IW Pillsbury 49978 72/2.29 oz.	\$31.50
88	Crumb Cake, Whole Grain, IW Sky Blue Bakery CRC272, BCR272 72/3 oz.	\$28.85
89	Breakfast Stick, Whole Grain, Cinnamon Bun Filling, IW J & J Snack Foods 34153 60/2.1 oz.	\$26.68

90	Bread Slice, Variety, IW Super Bakery #6071,#6073, #6072 70/3.4 oz.	\$38.24
91	Sliders, Turkey Sausage, Egg & Cheese, IW Schwann 55227 72/2 count	\$34.87
92	Waffle, Mini, Blueberry, Whole Grain, IW Pillsbury32264 72/2.47 oz.	\$27.87
93	Waffle, Mini, Maple, Whole Grain, IW Kellogg's 92315 72/2.64 oz.	\$25.78
94	Chicken Biscuit, IW Advance 68102 100/2.9 oz.	\$50.00
95	Chicken Sausage Biscuit, IW Snak Time STF914ONL 100/3.5 oz.	\$46.18
96	Cinnamon Roll, Uniced, Bulk, IW Pillsbury 100-94562-11111-0 100/2.7 oz.	\$28.21
97	Cinnamon Roll, Iced, IW Hadley Farms 375IW 36/2.7 oz.	\$13.68
98	Lemon & Pumpkin Bread, Reduced Sugar, IW Super Bakery 6047, 6075 70/3.4 oz.	\$39.16
99	Soft Filled Cereal Bar, Cinnamon Toast Crunch Pillsbury 110978000 72/2.36oz.	\$32.60
100	Breakfast Sandwich, Maple Pancake, WG, Chicken Sausage & Cheese, IW BakeCrafters 9126 168/2.75 oz.	\$111.93

Frozen Pork Products

Item	Description	Price
101	Pork, BBQ, Texas Western Sauce, Low Sodium Brookwood 12013 2/5#	\$38.59
102	Pork Sausage Patty, Light Jones 28511 100/1.6 oz.	\$25.97

Frozen Pasta Products

Item	Description	Price
103	Macaroni and Cheese, Whole Grain, Reduced Fat, Reduced Sodium Land O Lakes 43274 6/5 #	\$57.19

Frozen Pizza Products

Item	Description	Price
104	Pizza, Cheese, Deep Dish, 5" , Bulk Wild Mike's 80550 80/5.49 oz.	\$76.62
105	Pizza, Cheese, Deep Dish, 5" IW-Dinner Program Wild Mike's 80650 80/5.49 oz.	\$81.68
106	Pizza, Pepperoni, Deep Dish, 5", Bulk Wild Mike's 80549 80/5.63 oz.	\$76.62
107	Pizza, Pepperoni, Deep Dish, IW-Dinner Program Wild Mike's 80649 80/5.63oz.	\$81.68
108	Pizza, Pepperoni, Wedge, IW- Code RVA Wild Mike's 90500 90/5.5 oz.	\$84.00
109	Pizza, Cheese, Whole Wheat, Self-Rising 16" Nardone 16WSRFC 8/43 oz.	\$60.55
110	Pizza, Pepperoni, Whole Wheat, Self-Rising 16" Nardone 16WRSRMP1 8/55.32 oz.	\$60.55
111	Pizza, Buffalo Chicken, Whole Wheat, Self- Rising 16" Nardone 16WSRBC 8/50.8 oz.	\$60.55
112	Pizza, Supreme, Whole Wheat, Self-Rising 16" Nardone 16WSRSUP 8/7.51 oz.	\$61.68
113	Pizza, Meateaters, Whole Wheat, Self-Rising 16" Nardone 16WSRME1 8/6.97 oz.	\$60.55

Misc. Frozen Products

Item	Description	Price
114	Potatoes, French Fries, Straight Cut, Thick McCain 03788 6/5#	\$26.63
115	French Fries, Emoticon Shapes McCain 1000006639 6x4 lbs./24#	\$30.46
116	Mozzarella Filled Breadstick, Whole Grain Bosco 2011 144/2.29 oz.	\$50.21
117	Soy Butter and Jelly Sandwich, IW Nat'l Food Group 49870 72/2.4 oz.	\$55.68

118	Chili, Vegetable, Three Bean, Frozen JTM 5383 6/5#	\$49.13
119	Pollock Nuggets, Whole Grain Potato Breading Highliner 06551 160/ 1 oz.	\$26.49
120	Pollock Filet, Whole Grain Potato Breading Highliner 06533 46/3.6 oz.	\$26.14
121	Mixed Vegetables Paris 51558 12/2.5#	\$27.36
122	Sauce, General Tso's JTM 73450 6/5#	\$58.63
123	Potato, Tater Tot, Reduced Sodium McCain 2789 6/5#	\$30.59
124	Ciabatta Cheese Sandwich, IW ES Foods 16944 96/3.9 oz.	\$90.87
125	Cookie, Chocolate Chip, IW Fat Cat Bakery WGCCC130-aw 130/1.75 oz.	\$46.77
126	Cookie, Double Chocolate Mint, IW Fat Cat Bakery WGDCM140-1sw 130/1.75 oz.	\$46.77
127	Turkey Ham & Cheese Lunch Kit- Dinner Program Anytime Foods 10206 48/4.41 oz.	\$72.90
128	Edamame, Shelled, Frozen Simplot 10071179522768 6/2.5#	\$34.63
129	Veggie Burger, Hamburger Style Classic Gardenburger 10084059711169 48/2.5 oz.	\$51.73
130	French Fries, Crinkle Cut, Bakeable, 1/2" McCain 7470 6/5"	\$35.39

Canned, Fresh, & Frozen Fruit

Item	Description	Price
131	Apple, Sliced Musselman 6/#10	\$37.75
132	Apple, Sliced, IW Peterson 100/2 oz.	\$24.50

133	Applesauce, Unsweetened, Canned Nifda/Whitehs. 6/10#	\$25.13
134	Applesauce Cup. Unsweetened Whitehouse #0721,#473 96/4.5 oz.	\$20.04
135	Cherries, Maraschino P/L 536914 Poly Jars 6/.5 gal	\$7.70
136	Cranberries, Dried, Sweetened, Variety, IW Ocean Spray 23445 etc. 200/1.16 oz.	\$48.72
137	Frozen Fruit Cups, 100% Juice, Variety Ridgefield's #2016,#2015,#2009, #2014 84/4.4 oz.	\$29.24
138	Mixed Fruit, Light Syrup Premium USA 9903 6/#10	\$39.50
139	Oranges, Mandarin, Light Syrup Sunfield 703046 6/#10	\$28.00
140	Peaches, Sliced, Light Syrup Premium USA 8030 6/#10	\$39.04
141	Pears, Diced, Packed in Light Syrup Premium USA 81111 6/#10	\$34.68
142	Pears, Slices, Packed in Light Syrup Premium USA 6/#10	\$34.68
143	Pineapple, Tidbits, Packed in 100% Juice Sunfield 6/#10	\$28.63
144	Pineapple, Juice, 100% Leahy 46050 12/46 oz.	\$48.30
145	Cranberry Sauce, Jellied Marquis 100610UNI 6/#10	\$47.85

Portion Pack Condiments

Item	Description	Price
146	Barbecue Sauce, Portion Pack Americana 78000848 200/12 gr.	\$4.88
147	Dressing, Ranch, Lite, PC Naturally Fresh 903470 100/ 1 oz.	\$10.99
148	Dressing, Jalapeno Ranch, Lite, PC Naturally Fresh 820808 100/ 1 oz.	\$11.70

149	Sour Cream, Fat Free, PC Land O Lakes 64407 100/1 oz.	\$15.12
150	Syrup, Maple, Reduced Calorie PPI 78000444 100/ 1 oz.	\$9.38
151	Dressing, Honey French, PC Naturally Fresh 9031003 100/ 1 oz.	\$11.36
152	Dressing, Honey Mustard, PC Naturally Fresh 9035704 100/ 1 oz.	\$11.09
153	Mustard, Prepared, PC Sauer's 6501 500 count/5.5 grams	\$5.63
154	Mayonnaise, Light, PC Sauer's 6346 200 count/ 12 grams	\$12.69
155	Jelly, Variety PPI 78000428 grape & 78000431 straw 200/0.5 oz.	\$8.50 \$9.50
156	Ketchup, Portion Pack Heinz 78000108 1000/ 9 grams	\$14.21
157	Sauce, Taco, Portion Pack Sauer's 06508 200/9 grams	\$5.04
158	Sauce, Sweet and Sour, Portion Pack Cup PPI 78000042 200/12 grams	\$8.01
159	Sauce, Tartar Sauce, PC PPI 78000423 200/12 grams	\$7.32
160	Sauce, Hot, PC Sauer's 6317 200/7 grams	\$5.92
161	No Calorie Sweetener with Sucralose Splenda 82241300 2000/1 gram	\$31.30
162	No Calorie Sweetener, Sacharin Based Sugar Substitute Sweet Source 82053 2000/ 1 gram	\$10.60
163	Pepper Packets, PC Diamond Crystal 14462 3000 count	\$11.13
164	Sugar, PC Sugar Foods 72101 2000/2.8 gram	\$11.48

165	Creamer, Liquid, Half & Half, Shelf Stable Hood 1645 360/0.38 oz.	\$15.45
166	Dressing, Asian Sesame Marzetti 60/1.5 oz.	\$12.54

Canned Vegetables & Sauces

Item	Description	Price
167	Beans, Green, Cut, Low Sodium Hanover USA 13097 6/#10	\$22.46
168	Beans, Black, Low Sodium Hanover USA 13090 6/#10	\$20.68
169	Beans, Kidney, Low Sodium Hanover USA 13092 6/#10	\$22.13
170	Beans, Lima, Low Sodium Margaret Holmes 51315 6/#10	\$27.38
171	Beans, Vegetarian, Low Sodium Hanover USA 13093 6/#10	\$19.74
172	Carrots, Sliced, Low Sodium Sunsorce Senecd 6/#10	\$23.90
173	Corn, Low Sodium Hanover USA 13099 6/#10	\$25.34
174	Peas, Green, Low Sodium Hanover 6/#10	\$28.24
175	Peas, Green, Low Sodium, Frozen Paris Fine Line 51637 12/2.5#	\$31.02
176	Sauce, Spaghetti, with Tomato Bits Angela Mia 42201 6/#10	\$35.99
177	Sauce, Marinara, Multipurpose Red Gold RPKNA9E 6/#10	\$32.89
178	Sauce, Tomato Furman's 6/#10	\$17.77
179	Tomato, Paste, Low Sodium Premium 6/#10	\$34.50
180	Tomatoes, Diced, Low Sodium Red Gold REDBQ9B or Furman's 6/#10	\$22.70

181	Salsa, Mild, Low Sodium Red Gold REDSC99 6/#10	\$30.58
182	Ultimate White Cheese Sauce Blend Land O Lakes 39944, 110629 6/106 oz.	\$75.50
183	Chickpeas, Canned Hanover 6/#10	\$23.30

Misc. Dry & Refrigerated Goods

Item	Description	Price
184	100% Juice, Federal Program Only Sun Cup 410305, 410505, 410805, 412405 40/6.75 oz.	\$8.06
185	100% Juice, Shelf Stable Sun Cup 400805, 402505 40/4.23 oz.	\$6.41
186	100% Fruit & Vegetable Juice, Variety- Middle/High Naked 63072, 63071, 63117, 1037 8/10 oz.	\$10.22
187	100% Juice, Variety- Middle/High Tropicana 02146, 02144, 2145 15/10 oz.	\$11.10
188	100% Juice, Variety- Middle/High Juicy Juice Fr.Punch, Grape, Apple, Orange 24/10 oz.	\$12.55
189	100% Sparkling Juice, Variety- Middle/ High Switch- All Flavors 24/8 oz.	\$13.00
190	Juice, 100% Apple, Orange, Fruit Punch Apple & Eve 59081,59082, 59083 24/8 oz.	\$12.32
191	100% Fruit & Vegetable Juice, Paradise Punch Sun Cup 402800 40/4.23 oz.	\$7.58
192	Sparkling Water, Bottled- High Sparkling Ice- All Flavors 12/17 oz.	\$10.00
193	Water, Bottled Crystal Geyser 35/16.9 oz.	\$5.40
194	Water, Bottled Crystal Geyser 28/8 oz.	\$4.13
195	Breakfast Cereal Kits, Whole Grain ES Foods 61101 60 count	\$51.04

196	Breakfast Cereal Kits, Whole Grain ES Foods 61119 72 count	\$61.19
197	Breakfast Kit with Fruit and Grain Cereal Bar, Graham Crackers & 100% 4 oz. Juice Kellogg's Jump Start Breakfast 18589 44 count	\$36.21
198	Breakfast Kit Cinnamon Bun Flavored Grahams & 100% 4 oz. Juice Kellogg's Jump Start Breakfast 19201 44 count	\$36.21
199	Cereal Bars, Variety General Mills 45577000, 31915000, 45576000, 31914000 96/1.42 oz.	\$28.29
200	Trix Cereal Breakfast Break ES Foods 61114 60 count	\$51.04
201	Crackers, Saltine, Whole Grain, IW Lance 187456 500/2 ct.	\$15.90
202	Crackers, Extra Cheddar, Whole Grain, IW Pepperidge Farm 23088 300/.75 oz.	\$54.00
203	Cracker, Honey Grahams Keebler 91822 150/3 count	\$17.35
204	Donut Glaze, Honey Flavored Rich Products 21506 1/24#	\$41.49
205	Hummus, Taco Flavored, Single Serve Sabra 34474 48/2.1 oz.	\$23.92
206	Mix, Ranch Dressing Naturally Fresh 9053509 18/3.2 oz.	\$19.07
207	Jerky, Beef, Reduced Sodium, Original, IW Jack Link's 7721 48/0.85 oz.	\$60.75
208	Mix, Cilantro Lime Rice Seasoning Foothill Farms S162-F6190 10/6 oz.	\$29.22
209	Jalapeno Peppers, Sliced Mt. Olive 12850 4/1 gal.	\$28.70
210	Jelly, Grape Marquis 31252025004 6/8#	\$48.37
211	Tomato Ketchup, Dispenser Pack Heinz 78000075 2/1.5 gallon	\$19.36

212	Mayonnaise, Light Duke's 6073 4/1 gallon	\$29.85
213	Italian Dressing, Fat Free Marzetti 80087 4/1 gallon	\$21.13
214	Cole Slaw Dressing Marzetti 80000 4/1 gallon	\$34.60
215	Mustard, Prepared Sauer's 6453 4/1 gallon	\$4.15
216	Oil, 100% Vegetable Oil Spray, Plain, Unflavored, Allergen Free Vegalene 17021 6/16.5 ounces	\$27.17
217	Oil, 100% Vegetable Oil Spray, Butter Flavored Buttermist 56217 6/17 oz.	\$23.40
218	Beef Base, Reduced Sodium Major 36986 6/1#	\$4.65
219	Chicken Base, Reduced Sodium Major 36976 6/1#	\$4.50
220	Vegetable Base, Reduced Sodium Major 91426 6/1#	\$6.20
221	Sauce, Buffalo Wings Franks Red Hot 74161 4/1 gallon	\$11.99
222	Sauce, Sriracha Franks Red Hot 90623 4/1/2 gallon	\$9.25
223	Sauce, Enchilada, Red Rosarita 10651 4/1 gallon	\$51.63
224	Snack Pack, Grain & Juice, Individually Wrapped, Variety ES Foods 61282, 61288 30 count	\$24.63
225	Oil, Canola/Virgin Olive Oil Colvavita USA L117 6/1 gallon	\$11.12
226	Sunflower Butter, Peanut Free Sunbutter 19212 5 # tub	\$14.23
227	Vinegar, Cider Admiration 22017 4/1 gallon	\$10.42

228	Sugar, Light Brown Domino 400952 12/2# bag	\$27.02
229	Sugar, Granulated EFG Cargill 2062 10/4#	\$25.00
230	Shortening/ Oil, Liquid Fry Versa 28193 35#	\$21.58
231	Sauce, Barbecue Sauer's 5965 4/1 gallon	\$36.50
232	Sauce, Worcestershire Mrs. C's 7100 4/1 gallon	\$4.48
233	Milk, Shelf Stable, White, 1% Low Fat Hershey 10195 27/ 8 oz.	\$13.13
234	Milk, Shelf Stable, Chocolate, Fat Free Hershey 10202 27/ 8 oz.	\$14.21
235	Milk, Soy, Creamy Vanilla, Single Serve Kikkoman 6184 24/8 oz.	\$16.27
236	Tuna, Chunk Light in Water Starkist 22120 6/43 oz.	\$56.00
237	Pickles, Spears, Dill Hermann Pickles 74739 1/5 gallon	\$26.95
238	Pickles, Chips, Dill Hermann Pickles 1/5 gallon	\$26.95
239	Raisins, Seedless P/L 010 24/15 oz.	\$52.42
240	Pickle Relish, Sweet Mt.Olive 207 4/1 gallon	\$28.32
241	Coffee, Regular Red Diamond 108069 48/2 oz.	\$42.46
242	Tea, Bags, No String S & D 16190 96/1 oz.	\$15.12
243	Vanilla, Imitation Flavoring First Foods 72410 12/1 qt.	\$1.45

244	Toaster Pastry, Whole Grain, Double Pack, Variety- Middle/High Kellogg's 55125, 55133,12073,17196 72/3.53 oz.	\$33.80
245	Tortilla Chips, Whole Grain, Crispy Rounds Frito Lay 62399 8/16 oz.	\$14.97
246	Rice Krispies Treat, Whole Grain, IW Kellogg's 11052 80/1.41 oz.	\$31.50
247	Rice Krispies Treat, Whole Grain, Chocolate Chip IW Kellogg's 14567 80/1.59 oz.	\$31.50
248	Rice Krispies Treat, Whole Grain, Mini, IW Kellogg's 14540 600/.42 oz.	\$79.12
249	Rice Krispies Treat, Whole Grain, Mini, Chocolate, IW Kellogg's 18461 600/.39 oz.	\$79.12
250	Gravy, Chicken, Low Sodium Major 81901 8/1# 16 oz.	\$29.79
251	Gravy, Brown, Low Sodium Major 81501 8/1# 16 oz.	\$28.50

Dry Grains & Potatoes

Item	Description	Price
252	Pasta, Macaroni, Elbow, 51% Whole Grain, Dry Dakota Growers 92109 2/10#	\$16.40
253	Pasta, Spaghetti, Thin, Deluxe, Enriched, Grain Dakota Growers 93321 2/10#	\$14.56
254	Pasta, Penne, Mini, 51% Whole Grain Dakota Growers 92010 2/10#	\$16.40
255	Potatoes, Mashed, Butter Flavor, Reduced Sodium Basic American 10799 12/ 28 oz.	\$58.74
256	Rice, Long Grain, Brown Producers Rice RZPYZ5QCO 1/25#	\$17.54
257	Rice, Fried, with Vegetables Minh 69074 84/5.9 oz.	\$56.45

258	Mix, Stuffing, Instant, Cornbread Uncle Ben's 319858 6/56 oz.	\$64.85
259	Tortilla, Whole Grain, Soft 6" Don Pancho 2203 288 count	\$22.99
260	Tortilla, Whole Grain, Soft 8" Don Pancho 2204 144 count	\$16.69
261	Tortilla, Whole Grain, Soft 10" Don Pancho 2205 144 count	\$20.36

Spices Ground

Item	Description	Price
262	Chili Powder , Ground Gold Medal 2205 16 ounces	\$3.84
263	Cinnamon, Ground Gold Medal 2207 16 ounces	\$5.90
264	Mustard, Dry Gold Medal 2228 16 ounces	\$3.84
265	Garlic, Granulated Gold Medal 2212 25 ounces	\$8.50
266	Garlic, Powder Gold Medal 2214 19 ounces	\$7.00
267	Italian Seasoning Gold Medal 2283 6 1/2 ounces	\$3.50
268	Onion Powder Gold Medal 2223 20 ounces	\$5.50
269	Onion, Dehydrated, Chopped Gold Medal 2220 48 ounces	\$11.60
270	Paprika, Fancy Gold Medal 2237 16 ounces	\$5.21
271	Pepper, Ground Gold Medal 981 16 ounces	\$6.54
272	Salt, Iodized P/L 26 oz.	\$1.15
273	Salt, Seasoned Lawry's 2150000 300 16 oz.	\$3.13

274	Taco Seasoning Mix Lawry's 2150080 110 6 per case/9 ounce	\$21.78
275	Dry Hot Sauce Flavored Seasoning Texas Pete 679963 10 ounces	\$5.99
276	Seafood Seasoning Old Bay 982346 16 ounces	\$5.98

Cleaning Products

Item	Description	Price
277	Antibacterial Produce Cleaner Health Pro 11128 4/1 gallon	\$26.20
278	Oven Cleaner, Easy Off Reckit & Coleman 74017 6/24 oz.	\$35.25
279	Stainless Steel Cleaner & Polish Chase C5197 12/16 oz.	\$40.00
280	Glass Cleaner Clorox 409 35293 9/32 oz.	\$29.46
281	Scrubber, Stainless Steel, Curly ACS 6/12 ct. per cs.	\$2.90
282	Hair Nets Royal PPH100DB 10/100 per case	\$14.30

SCOPE OF WORK/SERVICES

GENERAL HCPS REQUIREMENTS:

1) Bidder Specifications

- a. The Successful Bidder shall furnish and provide inside delivery of Staple Grocery Items, to Henrico County Public Schools (HCPS) locations. During the contract period, HCPS may add additional schools to the list.
- b. The Successful Bidder shall be a firm regularly engaged in the sale of Staple Grocery Items.
- c. The Successful Bidder shall be a full-line distributor and have a stocking warehouse for all bid items. A stocking warehouse shall be defined as a facility that has storage on premises for Staple Grocery items.
- d. The Successful Bidder shall have a Hazard Analysis and Critical Control Point (HACCP) plan available upon request.

- e. If product is produced in a facility in which peanut or tree nut products are also manufactured, SNS requires a manufacturer's statement detailing Bidder's Standard Operating Procedure (SOP) to prevent cross-contact.

2) Staple Grocery Items Specifications

- a. All staple grocery products must meet the specifications stated in current and/or proposed USDA federal guidelines.
- b. Successful Bidder shall supply products in this bid that are processed, packaged, and delivered in accordance with the regulations of the Virginia Health Department, U.S. Department of Agriculture, and requirements of the Federal Food, Drug and Cosmetic Act.
- c. All products shall be free from spoilage, contamination, deterioration, and other visible and non-visible damage.
- d. All products shall be packaged and labeled in accordance with accepted trade practices, in sufficiently sturdy, clean, and sealed containers and wrappers.
- e. A packer's grading for fruits and vegetables may be requested. Such a grading would include score, grade, and code of canned product. A USDA grading certificate may also be requested at the expense of the Successful Bidder.
- f. Where brand names are specified, approved equals will be considered. However, such designation as 'Packer's Label' or Distributor's Label' will not be considered or accepted as a brand name.

3) Facility Product Inspection Testing and Samples

- a. School Nutrition Services will have the right to inspect the premises, facilities, and processing methods for producing items covered by this contract.
- b. School Nutrition Services reserves the right to conduct any tests or evaluations deemed necessary to determine conformance of offered product with the specification and/or conduct a sensory evaluation (e.g. student taste tasting) on the variables of flavor, color, and texture before award of bid. Standard test may be conducted for any items delivered for the purpose of insuring satisfactory contractor performance. All products in this contract will also be subject to random product testing during the term of the contract.

4) No Substitutions

No substitution of products under contract will be allowed without the written approval of the Director or Assistant Director of SNS or their appointed representative.

5) Product Changes

The SNS Director or Registered Dietitian shall be informed immediately of any changes to size or content of contract items. A nutritional analysis shall be provided immediately. Failure to do so may be grounds to cancel the existing contract. SNS will make the determination if the product meets school nutrition requirements.

6) Product Recalls

- a. The Successful Bidder shall have a Standard Operating Procedure (SOP) in place to effectively respond to food recalls. This process shall include immediate notification to the Director of SNS and assurance that recalled products are identified and removed from school sites in the most expedient manner.
- b. The Director of SNS must be notified by Successful Bidder within 24 hours of a product recall via phone or email. A written manufacturer's media statement explaining the recall must be provided to the Director of SNS for immediate release to HCPS.
- c. The Successful Bidder shall either issue a credit or deliver a comparable substitute at the discretion of SNS.
- d. All costs associated with the product recall, which include, but are not limited to transportation and handling costs, may be borne by the Successful Bidder and are not the responsibility of COH or HCPS.

7) No Sub-Contract Services

The Successful Bidder shall not sub-contract any services, deliveries, or other responsibilities set forth in this contract.

8) Product Shortages/Poor Performance

Poor performance including frequent product shortages without justification, inferior products, and inferior service/delivery may be grounds for the potential termination of contract.

9) Orders and Deliveries

- a. **Exact Brand:** Items delivered to HCPS shall be the exact brand and item as listed on the Successful Bidder's Bid Form.
- b. **Inferior Product:** If any delivered product is found to be inferior or is not the original product bid; the Successful Bidder will be given notice to pick up the product and issue credit to SNS. The County of Henrico reserves the right to terminate the contract for said product.
- c. **No Minimum Orders:** No minimum order amounts shall be allowed under this contract.
- d. **No Additional Charges:** No added delivery or fuel charges shall be allowed under this contract.
- e. **Individual Orders:** SNS will place individual orders directly with the Successful Bidder. SNS shall provide electronic order submission to the Successful Bidder through either a PDF, CSV, or EDI file. This file shall be sent directly to the Successful Bidder via a vendor-hosted FTP service or E-Mail submission. SNS will work with Successful Bidder to ensure the file matches the Successful Bidder's formatting requirements.

- f. **Weekly Deliveries:** All schools shall receive weekly deliveries as needed and required by the Successful Bidder. All products shall be delivered and placed in a kitchen location designated by the SNS Manager.
- g. **Deviation to Delivery Schedules:** Any deviations to the delivery schedules by the Successful Bidder shall require written approval by the SNS office.
- h. **Delivery Unfulfilled:** Should there be any issue with not fulfilling orders on normal delivery days; the Successful Bidder shall notify the SNS Manager by email no later than designated delivery date that the products will not be there for whatever reason. The Successful Bidder must also confirm that special delivery will be made the next day.
- i. **Out-of-Stock:** It is the responsibility of the Successful Bidder to notify the SNS office of out-of-stock items at least twenty-four (24) hours in advance and offer an approved substitute.
- j. **Late Deliveries:** When late deliveries are expected for any reason, the Successful Bidder must contact SNS and all schools affected either by phone or email. Persistent failure to meet delivery schedules is grounds for cancelling the contract.
- k. **Delivery Days:** Successful Bidder shall provide SNS a schedule of specific delivery days designated for each school and received by the Director of SNS at the beginning of the contract.
- l. **HCPS Calendar:** SNS shall provide a HCPS school calendar to the Successful Bidder. It is the responsibility of the Successful Bidder to make delivery adjustments for inclement weather, school closings and delays.
- m. **Summer Program:** Successful Bidder should anticipate and plan for deliveries associated with the Summer Program which is administered from June through August each calendar year. Delivery schedules associated with the Summer Program will be coordinated with the SNS office. Summer schedule is Monday through Thursday from 7 AM until Noon.
- n. **Delivery Vehicles:** The Successful Bidder shall deliver all products in vehicles which are maintained in sanitary condition and shall assure that all delivered products have been maintained in proper temperature state when warranted.
- o. **Delivery Hours:** Deliveries shall be between the hours of 7:00 AM and 2:00 PM. Hours of operation for Elementary School locations end at 1:30 PM and all Middle and High School locations end at 2:00 PM. There will be no Saturday, Sunday, or HCPS holiday deliveries. Deliveries made on weeks that include HCPS holidays shall be coordinated with the SNS Manager.
- p. **No Deliveries Before 7 am:** Deliveries shall not be made before 7:00 AM and no products shall be left outside the kitchen (i.e., by the door or on the loading dock). SNS will not accept responsibility for items that are damaged or missing when left outside, nor will they accept responsibility for payment if any items are delivered and the delivery ticket is not signed by authorized SNS personnel.
- q. **Deliveries Received:** All deliveries are to be checked and signed for by each local SNS personnel only. Non-SNS personnel including custodial staff are not authorized to sign for products. SNS will not accept responsibility for deliveries signed by non-SNS personnel.

- r. **Delivery Ticket/Invoice:** The Successful Bidder shall leave two (2) copies of the delivery ticket/invoice with the SNS Manager when a delivery is made to any school locations.
- s. **Driver Signature on Shortages/Returns:** Delivery drivers are required to sign or initial each delivery invoice if changes are made regarding shortages or returns.
- t. **Unapproved Goods:** SNS has the right to refuse any goods delivered to school locations that have not been approved or ordered by SNS prior to delivery. Delivery of non-approved items will be returned at the expense of the Successful Bidder.
- u. **Damaged Products:** Products delivered damaged shall be exchanged (picked up from HCPS and replaced by the Successful Bidder by the next business day or their value credited to SNS.) Product credits shall be indicated on the delivery invoice. Credit memos shall be sent to the main office of SNS.
- v. **Expired Products:** Products delivered with expiration dates less than seven (7) days, the Successful Bidder shall be notified and the product shall be exchanged (picked up from HCPS and replaced by the Successful Bidder the next business day or their value credited to SNS.) Product credits shall be indicated on the delivery invoice. Credit memos shall be sent to the main office of SNS.
- w. **Failure to Comply:** Failure to deliver items when ordered, to the location ordered, and according to the conditions set forth herein shall result in the purchase(s) being made at locally available sources with the difference between the contract price and the price actually paid, being charged to the Successful Bidder. Such sums may be deducted from funds already due the Successful Bidder.
- x. **Unit Price Adjustments:** An adjustment to unit prices shall be made for any item that has been decreased in individual serving size. Adjustment shall be made according to the per ounce price. Any price increases due to unforeseen circumstances incurred to COH and HCPS shall be the result of actual increased cost passed from the manufacturer to the supplier excluding any additional profits to the supplier. Proof of such increases from the manufacturer will be required before adjustments are considered for approval by the Director of SNS for specified contract items. Price increases shall be in accordance with Part II, General Terms and Conditions, Section J.
- y. **Slow Moving Products:** SNS will, over the course of the contract, determine how to reduce or eliminate slow moving items.

10) Billing

- a. **Monthly Billing Statements:** The Successful Bidder shall provide monthly statements for Henrico County School Nutrition Services no later than the fifth of each month or the first business day after the fifth of each month. At a minimum, the statements shall include the contract number, delivery ticket/invoice number, order number, credit memo (if applicable), a summary of the total quantity purchased, unit of measure, unit cost, and total by school location. School locations should be listed in alphabetical order. The Successful Bidder's monthly statement shall support the information listed on the individual delivery tickets/invoices.
- b. **Multiple Contracts:** If the Successful Bidder has multiple contracts with the County or HCPS, statements must be prepared separately and shall not be combined. All agencies involved shall receive invoices independent of the other agencies.

- c. **Non-Contract Items:** HCPS agrees to only pay the contract price for items listed on the contract. If during the life of the contract, non-contract products are requested by SNS Managers, the Successful Bidder must first obtain permission from the Director of School Nutrition Services or Assistant Director of School Nutrition Services before delivery of the products. If permission is not granted, HCPS will not take financial responsibility for the products.
- d. **Incorrect Billing:** HCPS will check the Successful Bidder's monthly statements against the delivery tickets/invoices to verify all charges. If the Successful Bidder doesn't provide monthly statements as requested, or if any discrepancy is discovered, HCPS reserves the right to return such statements to the Successful Bidder. Payment shall not be made until corrected statements are received by HCPS. Invoices will be paid monthly by the Henrico County School Board.
- e. **Usage Report:** Upon request, the Successful Bidder shall supply SNS with a current product-usage report that will provide monthly and year-to date usage of individual products. Individual product usage by school location is preferable.
- f. **Billing Address:** Monthly statements and credit memos referencing the contract number and order number shall be sent to the following:

Henrico County School Nutrition Services Accounts
Payable
3751A Nine Mile Road
Henrico, VA 23223

a. **HENRICO COUNTY GENERAL GOVERNMENT AGENCIES REQUIREMENTS:**

1. Bread Specifications

- 1. The Successful Bidder shall be a firm regularly engaged in the sale of Staple Grocery Items. All Staple Grocery must meet the specifications stated in current and/or proposed USDA federal guidelines.
- 2. The Successful Bidder shall supply products in this bid that are processed, packaged, and delivered in accordance with regulations of the Virginia Health Department, U.S. Department of Agriculture, and requirements of the Federal Food, Drug and Cosmetic Act. All products shall be free from spoilage, contamination, deterioration, and/or other visible and non-visible damage. All products shall be packaged and labeled in accordance with accepted trade practices, in sufficiently cleaned and sealed wrappers.
- 3. A packer's grading for fruits and vegetables may be requested. Such a grading would include score, grade, and code of canned product. A USDA grading certificate may also be requested at the expense of the Successful Bidder.
- 4. Where brand names are specified, approved equals will be considered. However, such designation as 'Packer's Label' or Distributor's Label' will not be considered or accepted as a brand name.

2. Facility Product Inspection Testing and Samples

- a. The County of Henrico will have the right to inspect the premises, facilities, and processing methods for producing items covered by this solicitation and resultant contract.

- b. The County of Henrico reserves the right to conduct any tests or evaluations deemed necessary to determine conformance of offered product with the specification and/or conduct a sensory evaluation (e.g. student taste tasting) on the variables of flavor, color, and texture before award of bid. Standard test may be conducted for any items delivered for the purpose of insuring satisfactory contractor performance. All products in this solicitation and resultant contract will also be subject to random product testing during the term of the contract.
- c. If requested by Henrico County, the Bidder shall furnish samples of any bid item submitted within five (5) business days of request. Failure to submit requested samples may eliminate Bidder from further consideration. Samples shall be packed in original container and marked 'SAMPLE' with Bid Number and Bidder's name and address. Samples will be evaluated to determine compliance with all major characteristics of indicated brand name. Samples that fail to conform to all said characteristics shall result in rejection of bid. Samples shall be sent to:
 - Henrico County Juvenile Detention Facilities, Attn: Jerry Jackson, 4201 E. Parham Road, Henrico, VA 23273
 - Henrico County Employee Cafeteria, Attn: Sharlene Ladd, 4301 E. Parham Road, Henrico, VA 23273.

3. Product Changes

The County shall be informed immediately of any changes to size or content of bread products. A nutritional analysis shall be provided immediately. Failure to do so may be grounds to cancel the existing contract. The County will make the determination if the product meets necessary food requirements.

4. Product Shortages/Poor Performance

Poor performance including frequent product shortages without justification, inferior products, and inferior service/delivery may be grounds for the potential termination of contract.

5. Orders and Deliveries

- a. **Exact Brand:** Items delivered to Henrico County shall be the exact brand and item as listed on the Successful Bidder's Bid Form. If any delivered product is found to be inferior or is not the original product bid; the Successful Bidder will be given notice to pick up the product and issue credit to Henrico County. The County of Henrico reserves the right to terminate the contract for said product.
- b. **No Minimum Orders:** No minimum order amounts shall be allowed under this contract.
- c. **No Additional Charges:** No added delivery or fuel charges shall be allowed under this contract.
- d. **Individual Orders:** Henrico County will place individual orders directly to the vendor utilizing a form or method preferred by the Successful Bidder.

- e. **Delivery Unfulfilled:** Should there be any issue with not fulfilling orders on normal delivery days; the Successful Bidder shall notify Henrico County Employees by email no later than designated delivery date that the products will not be there for whatever reason. The Successful Bidder must also confirm that special delivery will be made the next day.
- f. **Out- of- Stock:** It is the responsibility of the Successful Bidder to notify Henrico County of out-of-stock items at least twenty-four (24) hours in advance and offer an approved substitute.
- g. **Delivery Vehicles:** The Successful Bidder shall deliver all products in vehicles which are maintained in sanitary condition and shall assure that all delivered products have been maintained in proper temperature state when warranted.
- h. **Delivery Hours:** The Successful Bidder shall notify County of Henrico representatives immediately if there is an issue with delivery. Deliveries for Henrico County General Government shall be made during business hours of 7:00 AM thru 2:00 PM, Monday through Friday. There shall be no deliveries on Saturday, Sunday or the County holidays (New Year's Day, President's Day , Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day).
- i. **Deliveries Received:** All deliveries are to be checked and signed for by assigned Henrico County Employees only. The Successful Bidder shall leave two (2) copies of the delivery ticket/invoice with the Henrico County Employee when a delivery is made to any location.
- j. **Unapproved Goods:** The County has the right to refuse any product delivered that have not been approved or ordered by County of Henrico authorized representatives. Delivery of non-approved items will be returned at the expense of the Successful Bidder.
- k. **Damaged Products:** The Successful Bidder shall not leave any products outside the kitchen, by the door or on the loading dock, etc. of any County locations. The County will not accept responsibility for damaged or missing products left outside or deliveries of products with delivery tickets/invoices not signed by County of Henrico authorized representatives. Damaged products shall be exchanged, or credit shall be issued on delivery ticket/invoice, via credit memo.
- l. **Expired Products:** Products delivered with expiration dates less than seven (7) days, the Successful Bidder shall be notified and the product shall be exchanged (picked up from Henrico County and replaced by the Successful Bidder the next business day or their value credited to Henrico County.) Product credits shall be indicated on the delivery invoice.
- m. **Unit Price Adjustments:** An adjustment to unit price shall be made for any item that has been decreased in individual serving size. Adjustment shall be made according to the per ounce price. Any price increases due to unforeseen circumstances incurred to the County of Henrico shall be the result of actual increased cost passed from the manufacturer to the supplier excluding any additional profits to the supplier. Proof of such increases from the manufacturer will be required before adjustments are considered. Price increases shall be in accordance with Part II, General Terms and Conditions, Section J.

6. Billing

- a. **Monthly Billing Statements:** The Successful Bidder shall provide monthly statements for each County of Henrico General Government locations no later than the fifth of each month or the first working day after the fifth of each month. At a minimum, the statements shall include the contract number, delivery ticket/invoice number, order number, credit memo (if applicable), a summary of the total quantity purchased, unit of measure, unit cost, and total. The Successful Bidder's monthly statement shall support the information listed on the individual delivery tickets/invoices.
- b. **Multiple Contracts:** If the Successful Bidder has multiple contracts with the County, statements must be prepared separately and shall not be combined.
- c. **Non-Contract Items:** The County agrees only to pay the prices listed in the contract for all contract items. If during the life of the contract non-contract products are requested, the Successful Bidder must first obtain permission before delivery of the products. If permission is not granted, the County will not take financial responsibility for such products.
- d. **Incorrect Billing:** The County will check the Successful Bidder's monthly statements against the delivery tickets/invoices to verify all charges. If the Successful Bidder doesn't provide monthly statements as requested, or if any discrepancy is discovered, the County reserves the right to return such statements to the Successful Bidder. Payment shall not be made until corrected statements are received by the County.
- e. **Billing Addresses:** Monthly statements and credit memos referencing the contract number and order number shall be sent to the following:

Café 1611/Employee Café
P. O. Box 90775
Henrico, VA 23273-0775

Henrico County Juvenile Detention Facilities
4201 E. Parham Road
Henrico, VA 23273