



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

DATE:	June 21, 2021
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Staple Grocery Items
CONTRACT NUMBER:	1712A
COMMODITY CODE:	385.47
CONTRACT PERIOD:	July 1, 2021 through June 30, 2022
RENEWAL OPTIONS:	1 renewal remaining though June 30, 2023
USER DEPARTMENT:	Schools & County
Contact Name:	Pam Butler, Jason Smith, Jerry Jackson
Phone Number:	804-226-5532, 804-501-4358, 804-501-4943
Email Address:	prbutler@henrico.k12.va.us , smi197@henrico.us , jac18@henrico.us
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:	As needed and requested
FOB:	County of Henrico
BUYER: Name:	Melody E. Jett
Title:	Procurement Analyst I
Phone:	804-501-5679
Email:	jet005@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	Unit Price
Biscuit, Whole Grain, EZ Split Bakery Chef 21031 150/2.15 oz.	\$ 32.63
Biscuit, Whole Grain, Mini Pillsbury 32272 175/1 oz.	\$ 23.50
Breadstick, Whole Grain, Garlic Flavored New York 15021 Min. 168 count	\$ 23.10
Cornbread Loaves, Whole Grain, Mini Bake Crafter's 1317 140/ 2 oz.	\$ 32.27
Croissant, Whole Grain, Sliced Hadley Farms 134 210/1.25 oz.	\$ 46.40
English Muffin, Whole Grain, Sliced Bake Crafter's 802 144/2 oz.	\$ 24.21
Waffle, Dutch, 51% Whole Grain J & J Snack Food 4521 48/2.92 oz.	\$ 21.25
Panini Bread, Whole Grain, Bulk Pillsbury 94562-11091 96/1.8 oz.	\$ 24.79
Bun, Hamburger, Whole Grain White, Sliced, 3.75" Bake Crafters 3522 120/2 oz.	\$ 27.65
Bun, Hot Dog, Whole Grain White, 6" Bake Crafters 471 144/2 oz.	\$ 27.45
Bread, Pullman, Whole Grain White, 1/2 inch Sliced Loaf Bake Crafters 3357 12/ 28 oz.	\$ 23.22
Sliced Bread, Gluten Free Anna B's 38016 6/16 sl.	\$ 56.50
Hamburger Bun, Gluten Free Udi's 80644 24/3.2	\$ 30.50
Hotdog Bun, Gluten Free Udi's 80620 24/2/4	\$ 26.50
Roll, Hawaiian, WGR Rich's 16206 240/1.4 oz.	\$ 28.05

Roll, Parkerhouse Rich's 29399 288/1.2 oz.	\$ 28.95
Frozen Beef Products	
Beef, Cheeseburger Sliders, Fully Cooked, Individually 72/4.74 oz.	\$ 70.34
Beef, Meatballs, Fully Cooked Tyson 24710-928 160/1 oz.	\$ 32.05
Beef, Meatloaf, Fully Cooked Advance 56303-0 100/3 oz.	\$ 51.97
Beef, Salisbury Steak, Fully Cooked Advance CN016-530-0 114/3 oz.	\$ 52.15
Beef, Philly Steak, Seasoned JTM CP5813 6/5#	\$ 160.26
Dairy Products	
Cheese, American, Processed, Yellow Great Lakes 27038 4/5#	\$ 47.57
Cheese, Cheddar, Shredded Great Lakes 13040 4/5#	\$ 57.98
Cheese, Mozzarella, Shredded Cortona 15032 4/5#	\$ 54.05
Cheese Bites, Bulk Wild Mike's 11003 240/1 oz.	\$ 67.06
Cheese Cubes, Mild Cheddar, Reduced Fat, Bulk Land O Lakes 44751 4/5#	\$ 71.65
Cheese Cubes, Mild Cheddar, Reduced Fat, IW Land O Lakes 44113 200/1 oz.	\$ 62.90
Cheese Cubes, Colby Jack, Reduced Fat, IW Land O Lakes 44115 200/1 oz.	\$ 62.90
Cheese, Sauce, Cheddar, Reduced Fat, Frozen JTM 5715CE 6/5#	\$ 59.73
Cheese, Sauce, Alfredo, Reduced Fat, Frozen JTM 5722 6/5#	\$ 62.55
Cheese, Stick, Marble, IW Bongard 40293-1 168/1 oz.	\$ 40.36

Cheese, Parmesan, Grated Great Lakes 95723 12/1 #	\$ 3.70
Cheese, Provolone, Sliced Great Lakes 15264 6/1.5#	\$ 27.30
Margarine Cups, Single Serve Country Premium 5020119 900/ 5 grams	\$ 24.63
Topping, Dessert, Non-Dairy Rich Products 2559 12/16 oz.	\$ 35.13
Butter, Block Cloverdale 12660 36/1#	\$ 107.63
Margarine, Block Old World 5016372 30/1#	\$ 27.89
Yogurt- Elementary Yoplait 17726 & 17725 48/ 4 oz.	\$ 14.00
Yogurt- Middle & High Upstate Farms 9819, 9815, 9820 & 9818 48/ 4 oz.	\$ 14.60
Yogurt, Bulk, Strawberry, Parfait Pro Yoplait 16631 6/4#	\$ 27.55
Yogurt, Bulk, Vanilla, Parfait Pro Yoplait 16632 6/4#	\$ 27.55
Frozen Poultry Products	
Chicken, Drumstick, Breaded, Whole Grain, Fully Cooked Tyson 666010 92/2.8 oz. 29.64#	\$ 87.11
Chicken, Filet, Whole Grain, Whole Muscle, Fully Cooked Tyson 70300-928 120/4 oz.	\$ 111.23
Chicken, Diced, 100% All Natural, Low Sodium, Fully Cooked Tyson 25308-928 10#	\$ 31.69
Chicken, Fajita Strips, Fully Cooked Tyson 4621 10#	\$ 103.50
Chicken, Pulled, Fully Cooked Tyson 46021 10#	\$ 33.40

Chicken, Taco Meat, Fully Cooked Tyson 19957 4/5.031#	\$ 53.13
Chicken, Filet, Breakfast, Whole Grain, Made with Whole Muscle, Fully Cooked	\$ 95.97
Chicken, Filet, Hot ' N Spicy, Whole Grain, Made with Whole Muscle, Full Cooked 132/3.75 oz.	\$ 100.68
Chicken, Boneless Wing, Whole Grain Made with Whole Muscle, Fully Cooked Tyson 21422-928 186 ct. 10# case	\$ 32.12
Chicken, Tenders, Whole Grain Made with Whole Muscle, Fully Cooked Tyson 703322-928 330/1.05 oz.	\$ 110.19
Chicken, Mega Mini, Whole Grain Made with Whole Muscle, Fully Cooked Tyson 26976 113 serv. 30.26#case	\$ 114.38
Chicken, General Tso's, Whole Grain- Middle & High Asian Food 72003 6/7.15#	\$ 133.85
Taquitos with Chicken & Cheese El Monterey 40818 140/2.75 oz.	\$ 60.46
Corn Dog Nugget, Whole Grain, Chicken Foster Farm 96086 239/.67 oz.	\$ 20.85
Hot Dog, Turkey Kunzler 1079 10#/ 80 count	\$ 12.85
Turkey Breast, Sliced, Deli, Browned Jennie-O 230324 4/6.17#	\$ 114.35
Turkey Breast, Sliced, Roasted, Honey Jennie-O 8784-03 3/5.04# average	\$ 198.86
Sausage Patty, Chicken Jones 18859 107/1.5 oz.	\$ 33.19
Italian Turkey Combo Pack, Sliced Jennie-O 2096-12 12/1#	\$ 45.28
Turkey Ham, Sliced, 0.51 oz., 5% Water Added Jennie-O 2565 12/1#	\$ 44.74
Turkey Sausage, Crumble, Spicy Italian Seasoning	\$ 126.75

Jennie-O 639630 30# case	
Chik'n Nuggets, Vegan Morningstar Farms 212/.75 oz.	\$ 36.99
Chicken Tender, Gluten Free Brakebush 5810 145/1.1 oz.	\$ 37.21
Frozen Breakfast Products	
Egg Patty, Round Michael Foods 85017 300/1.25 oz.	\$ 51.13
Whole Grain Breakfast Stick with Apple Filling IW Bosco 703072 72/3.02 oz.	\$ 36.30
Donut, Whole Grain, Yeast Raised Rich's 14839 84/2.45 oz.	\$ 31.46
Donut Holes, Whole Grain, Yeast Raised Rich's 2725 384/.41 oz.	\$ 28.77
Bagels, Mini, Stuffed, IW Pillsbury 38399 & 38413 72/2.43 oz.	\$ 31.49
Bacon, Turkey, Strips Godshall's 1840-801 6/40 count	\$ 42.75
Breakfast Round, Whole Grain, Variety, IW Rich Products 13863,08733, & 14078 126/2.2 oz.	\$ 52.10
French Toast Sticks, Whole Grain Rich, Cinnamon Glaze, IW Michael Foods 75015 100/2.9 oz.	\$ 75.29
Omelet with Cheddar Cheese Michael Foods 85037 144/2 oz.	\$ 47.94
French Toast, Whole Grain, Mini, Chocolate Chip, IW Kellogg's 80801 72/3.03 oz.	\$ 27.99
French Toast, Mini, Whole Grain, Cinnamon, IW Pillsbury 37309 72/2.64 oz.	\$ 27.50
Pancakes, Mini, Whole Grain, Variety, Kellogg's 92562 92560 & 18574 72/3.03 oz.	\$ 26.35
Pancakes, Mini, Whole Grain, Strawberry, IW Pillsbury 37731 72/3.17 oz.	\$ 27.99
Breakfast Pizza, Turkey Sausage Tony's 63912 128/3.31 oz.	\$ 39.39

Breakfast Pizza, Turkey Sausage, IW Tony's 63913 100/3.67 oz.	\$ 50.97
Pancake Wrap, Turkey Sausage, Whole Grain Breeding with Maple Flavoring Foster Farms 95127 56/2.85 oz.	\$ 21.90
Pancake Wrap, Turkey Sausage Whole Grain Breeding with Maple Flavoring, IW Foster Farms 95127 68/2.85 oz.	\$ 30.55
Crumb Cake, Whole Grain, IW Sky Blue Bakery CRC272, BCR272 72/3 oz.	\$ 29.57
Bread Slice, Variety, IW Super Bakery #6071,#6073, #6072 70/3.4 oz.	\$ 37.46
Waffle, Mini, Blueberry, Whole Grain, IW Pillsbury32264 72/2.47 oz.	\$ 27.87
Waffle, Mini, Maple, Whole Grain, IW Kellogg's 92315 72/2.64 oz.	\$ 27.25
Chicken Sausage Biscuit, IW Snak Time STF914ONL 100/3.5 oz.	\$ 47.48
Cinnamon Roll, Uniced, Bulk, IW Pillsbury 100-94562-11111-0 100/2.7 oz.	\$ 29.97
Cinnamon Roll, Iced, IW Hadley Farms 375IW 36/2.7 oz.	\$ 14.60
Lemon & Pumpkin Bread, Reduced Sugar, IW Super Bakery 6047, 6075 70/3.4 oz.	\$ 37.46
Soft Filled Cereal Bar, Cinnamon Toast Crunch Pillsbury 110978000 72/2.36oz.	\$ 32.96
Breakfast Sandwich, Maple Pancake, WG, Chicken Sausage & Cheese, IW BakeCrafters 9126 168/2.75 oz.	\$ 119.41
Frozen Pork Products	
Pork, BBQ, Texas Western Sauce, Low Sodium Brookwood 12013 2/5#	\$ 38.98
Pork Sausage Patty, Light Jones 28511 100/1.6 oz.	\$ 26.31
Frozen Pasta Products	
Macaroni and Cheese, Whole Grain, Reduced Fat, Reduced Sodium	\$ 58.63

Land O Lakes 43274 6/5 #	
Frozen Pizza Products	
Pizza, Cheese, Deep Dish, 5" , Bulk Wild Mike's 80550 80/5.49 oz.	\$ 80.09
Pizza, Cheese, Deep Dish, 5" IW-Dinner Program Wild Mike's 80650 80/5.49 oz.	\$ 85.63
Pizza, Pepperoni, Deep Dish, 5" , Bulk Wild Mike's 80549 80/5.63 oz.	\$ 82.99
Pizza, Pepperoni, Wedge, IW- Code RVA Wild Mike's 90500 90/5.5 oz.	\$ 90.01
Pizza, Cheese, Whole Wheat, Self-Rising 16" Nardone 16WSRFC 8/43 oz.	\$ 62.99
Pizza, Pepperoni, Whole Wheat, Self-Rising 16" Nardone 16WRSRMP1 8/55.32 oz.	\$ 62.99
Pizza, Buffalo Chicken, Whole Wheat, Self- Rising 16" Nardone 16WSRBC 8/50.8 oz.	\$ 62.99
Pizza, Supreme, Whole Wheat, Self-Rising 16" Nardone 16WSRSUP 8/7.51 oz.	\$ 63.99
Pizza, Meateaters, Whole Wheat, Self-Rising 16" Nardone 16WSRME1 8/6.97 oz.	\$ 63.99
Misc. Frozen Products	
Potatoes, French Fries, Straight Cut, Thick McCain 03788 6/5#	\$ 27.40
French Fries, Emoticon Shapes McCain 1000006639 6x4 lbs./24#	\$ 31.33
Mozzarella Filled Breadstick, Whole Grain Bosco 2011 144/2.29 oz.	\$ 51.21
Soy Butter and Jelly Sandwich, IW Nat'l Food Group 49870 72/2.4 oz.	\$ 55.68
Chili, Vegetable, Three Bean, Frozen JTM 5383 6/5#	\$ 49.63
Pollock Nuggets, Whole Grain Potato Breeding Highliner 06551 160/ 1 oz.	\$ 26.49

Pollock Filet, Whole Grain Potato Breading Highliner 06533 46/3.6 oz.	\$ 26.14
Mixed Vegetables Paris 51558 12/2.5#	\$ 30.10
Sauce, General Tso's JTM 73450 6/5#	\$ 58.63
Potato, Tater Tot, Reduced Sodium McCain 2789 6/5#	\$ 31.47
Cookie, Chocolate Chip, IW Fat Cat Bakery WGCCC130-aw 130/1.75 oz.	\$ 48.05
Turkey Ham & Cheese Lunch Kit- Dinner Program Anytime Foods 10206 48/4.41 oz.	\$ 76.10
Edamame, Shelled, Frozen Simplot 10071179522768 6/2.5#	\$ 34.63
Veggie Burger, Hamburger Style Classic Gardenburger 10084059711169 48/2.5 oz.	\$ 54.85
French Fries, Crinkle Cut, Bakeable, 1/2" McCain 7470 6/5"	\$ 36.40
Canned, Fresh, & Frozen Fruit	
Apple, Sliced Musselman 6/#10	\$ 38.81
Apple, Sliced, IW Peterson 100/2 oz.	\$ 24.99
Applesauce, Unsweetened, Canned Nifda/Whitehs. 6/10#	\$ 25.39
Applesauce Cup. Unsweetened Whitehouse #0721,#473 96/4.5 oz.	\$ 20.60
Cherries, Maraschino P/L 536914 Poly Jars 6/.5 gal	\$ 8.45
Cranberries, Dried, Sweetened, Variety, IW Ocean Spray 23445 etc. 200/1.16 oz.	\$ 48.72
Frozen Fruit Cups, 100% Juice, Variety Ridgefield's #2016,#2015,#2009, #2014 84/4.4 oz.	\$ 29.24

Mixed Fruit, Light Syrup Premium USA 9903 6/#10	\$ 40.60
Oranges, Mandarin, Light Syrup Sunfield 703046 6/#10	\$ 28.75
Peaches, Sliced, Light Syrup Premium USA 8030 6/#10	\$ 40.13
Pears, Diced, Packed in Light Syrup Premium USA 81111 6/#10	\$ 38.75
Pears, Slices, Packed in Light Syrup Premium USA 6/#10	\$ 38.75
Pineapple, Tidbits, Packed in 100% Juice Sunfield 6/#10	\$ 33.74
Pineapple, Juice, 100% Leahy 46050 12/46 oz.	\$ 59.86
Cranberry Sauce, Jellied Marquis 100610UNI 6/#10	\$ 47.85
Portion Pack Condiments	
Dressing, Ranch, Lite, PC Naturally Fresh 903470 100/ 1 oz.	\$ 12.33
Dressing, Jalapeno Ranch, Lite, PC Naturally Fresh 820808 100/ 1 oz.	\$ 12.89
Sour Cream, Fat Free, PC Land O Lakes 64407 100/1 oz.	\$ 15.12
Syrup, Maple, Reduced Calorie PPI 78000444 100/ 1 oz.	\$ 10.11
Dressing, Honey French, PC Naturally Fresh 9031003 100/ 1 oz.	\$ 11.52
Dressing, Honey Mustard, PC Naturally Fresh 9035704 100/ 1 oz.	\$ 12.37
Jelly, Variety PPL 78000428 grape 200/ 0.5 oz.	\$ 11.17
Jelly, Variety PPL 78000431 straw200/0.5 oz.	\$ 12.99
Ketchup, Portion Pack Heinz 78000108 1000/ 9 grams	\$ 20.15

Sauce, Tartar Sauce, PC PPI 78000423 200/12 grams	\$ 10.99
No Calorie Sweetener with Sucralose Splenda 82241300 2000/1 gram	\$ 31.30
No Calorie Sweetener, Sacharin Based Sugar Substitute Sweet Source 82053 2000/ 1 gram	\$ 14.60
Pepper Packets, PC Diamond Crystal 14462 3000 count	\$ 15.56
Sugar, PC Sugar Foods 72101 2000/2.8 gram	\$ 16.10
Creamer, Liquid, Half & Half, Shelf Stable Hood 1645, 360/0.38 oz.	\$ 15.45
Dressing, Asian Sesame, Marzetti, 60/1.5 oz.	\$ 12.54
Canned Vegetables & Sauces	
Beans, Green, Cut, Low Sodium Hanover USA 13097 6/#10	\$ 24.10
Beans, Black, Low Sodium Hanover USA 13090 6/#10	\$ 21.21
Beans, Kidney, Low Sodium Hanover USA 13092 6/#10	\$ 22.68
Beans, Lima, Low Sodium Margaret Holmes 51315 6/#10	\$ 28.16
Beans, Vegetarian, Low Sodium Hanover USA 13093 6/#10	\$ 21.14
Carrots, Sliced, Low Sodium Sunsorce Senecd 6/#10	\$ 24.57
Corn, Low Sodium Hanover USA 13099 6/#10	\$ 27.46
Peas, Green, Low Sodium Hanover 6/#10	\$ 29.04
Peas, Green, Low Sodium, Frozen Paris Fine Line 51637 12/2.5#	\$ 35.15
Sauce, Spaghetti, with Tomato Bits Angela Mia 42201 6/#10	\$ 37.84

Sauce, Marinara, Multipurpose Red Gold RPKNA9E 6/#10	\$ 33.96
Sauce, Tomato Furman's 6/#10	\$ 19.02
Tomato, Paste, Low Sodium Premium 6/#10	\$ 34.50
Tomatoes, Diced, Low Sodium Red Gold REDBQ9B or Furman's 6/#10	\$ 22.70
Salsa, Mild, Low Sodium Red Gold REDSC99 6/#10	\$ 31.46
Ultimate White Cheese Sauce Blend Land O Lakes 39944, 110629 6/106 oz.	\$ 79.25
Chickpeas, Canned Hanover 6/#10	\$ 23.30
Misc. Dry & Refrigerated Goods	
100% Juice, Federal Program Only Sun Cup 410305, 410505, 410805, 412405 40/6.75 oz.	\$ 8.76
100% Juice, Shelf Stable Sun Cup 400805, 402505 40/4.23 oz.	\$ 6.89
100% Fruit & Vegetable Juice, Variety- Middle/High Naked 63072, 63071, 63117, 1037 8/10 oz.	\$ 10.49
100% Juice, Variety- Middle/High Tropicana 02146, 02144, 2145 15/10 oz.	\$ 11.40
100% Juice, Variety- Middle/High Juicy Juice Fr.Punch, Grape, Apple, Orange 24/10 oz.	\$ 12.55
100% Sparkling Juice, Variety- Middle/ High Switch- All Flavors 24/8 oz.	\$ 13.30
Juice, 100% Apple, Orange, Fruit Punch Apple & Eve 59081,59082, 59083 24/8 oz.	\$ 12.32
100% Fruit & Vegetable Juice, Paradise Punch Sun Cup 402800 40/4.23 oz.	\$ 8.56
Sparkling Water, Bottled- High Sparkling Ice- All Flavors 12/17 oz.	\$ 10.21

Water, Bottled Crystal Geyser 35/16.9 oz.	\$ 5.40
Water, Bottled Crystal Geyser 28/8 oz.	\$ 4.13
Breakfast Cereal Kits, Whole Grain ES Foods 61101 60 count	\$ 53.46
Breakfast Cereal Kits, Whole Grain ES Foods 61119 72 count	\$ 64.16
Breakfast Kit with Fruit and Grain Cereal Bar, Graham Crackers	\$ 36.96
Breakfast Kit Cinnamon Bun Flavored Grahams & 100% 4 oz. Juice Kellogg's Jump Start Breakfast 19201 44 count	\$ 36.96
Cereal Bars, Variety General Mills 45577000, 31915000, 45576000, 31914000 96/1.42 oz.	\$ 29.70
Trix Cereal Breakfast Break ES Foods 61114 60 count	\$ 53.46
Crackers, Saltine, Whole Grain, IW Lance 187456 500/2 ct.	\$ 16.35
Crackers, Extra Cheddar, Whole Grain, IW Pepperidge Farm 23088 300/.75 oz.	\$ 55.35
Cracker, Honey Grahams Keebler 91822 150/3 count	\$ 17.80
Donut Glaze, Honey Flavored Rich Products 21506 1/24#	\$ 43.65
Hummus, Taco Flavored, Single Serve Sabra 34474 48/2.1 oz.	\$ 23.92
Mix, Ranch Dressing Naturally Fresh 9053509 18/3.2 oz.	\$ 35.10
Jerky, Beef, Reduced Sodium, Original, IW Jack Link's 7721 48/0.85 oz.	\$ 60.75
Mix, Cilantro Lime Rice Seasoning Foothill Farms S162-F6190 10/6 oz.	\$ 29.22
Jalapeno Peppers, Sliced Mt. Olive 12850 4/1 gal.	\$ 28.70

Jelly, Grape Marquis 31252025004 6/8#	\$ 55.95
Tomato Ketchup, Dispenser Pack Heinz 78000075 2/1.5 gallon	\$ 22.51
Italian Dressing, Fat Free Marzetti 80087 4/1 gallon	\$ 21.13
Cole Slaw Dressing Marzetti 80000 4/1 gallon	\$ 34.60
Oil, 100% Vegetable Oil Spray, Plain, Unflavored, Allergen Free Vegalene 17021 6/16.5 ounces	\$ 27.93
Oil, 100% Vegetable Oil Spray, Butter Flavored Buttermist 56217 6/17 oz.	\$ 23.40
Beef Base, Reduced Sodium Major 36986 6/1#	\$ 4.65
Chicken Base, Reduced Sodium Major 36976 6/1#	\$ 4.50
Vegetable Base, Reduced Sodium Major 91426 6/1#	\$ 6.20
Sauce, Buffalo Wings Franks Red Hot 74161 4/1 gallon	\$ 13.70
Sauce, Sriracha Franks Red Hot 90623 4/1/2 gallon	\$ 10.60
Sauce, Enchilada, Red Rosarita 10651 4/1 gallon	\$ 51.63
Snack Pack, Grain & Juice, Individually Wrapped, Variety ES Foods 61282, 61288 30 count	\$ 25.85
Oil, Canola/Virgin Olive Oil Colvavita USA L117 6/1 gallon	\$ 13.50
Sunflower Butter, Peanut Free Sunbutter 19212 5 # tub	\$ 14.35
Vinegar, Cider Admiration 22017 4/1 gallon	\$ 10.69

Sugar, Light Brown Domino 400952 12/2# bag	\$ 27.78
Sugar, Granulated EFG Cargill 2062 10/4#	\$ 25.70
Shortening/ Oil, Liquid Fry Versa 28193 35#	\$ 35.40
Sauce, Worcestershire Mrs. C's 7100 4/1 gallon	\$ 4.60
Milk, Shelf Stable, White, 1% Low Fat Hershey 10195 27/ 8 oz.	\$ 13.70
Milk, Shelf Stable, Chocolate, Fat Free Hershey 10202 27/ 8 oz.	\$ 14.80
Milk, Soy, Creamy Vanilla, Single Serve Kikkoman 6184 24/8 oz.	\$ 16.70
Tuna, Chunk Light in Water Starkist 22120 6/43 oz.	\$ 56.00
Pickles, Spears, Dill Hermann Pickles 74739 1/5 gallon	\$ 27.97
Pickles, Chips, Dill Hermann Pickles 1/5 gallon	\$ 27.97
Raisins, Seedless P/L 010 24/15 oz.	\$ 52.42
Pickle Relish, Sweet Mt.Olive 207 4/1 gallon	\$ 28.32
Coffee, Regular Red Diamond 108069 48/2 oz.	\$ 42.46
Tea, Bags, No String S & D 16190 96/1 oz.	\$ 15.12
Vanilla, Imitation Flavoring First Foods 72410 12/1 qt.	\$ 1.48
Toaster Pastry, Whole Grain, Double Pack, Variety- Middle/High Kellogg's 55125, 55133,12073,17196 72/3.53 oz.	\$ 35.30
Tortilla Chips, Whole Grain, Crispy Rounds Frito Lay 62399 8/16 oz.	\$ 15.39

Rice Krispies Treat, Whole Grain, IW Kellogg's 11052 80/1.41 oz.	\$ 32.38
Rice Krispies Treat, Whole Grain, Chocolate Chip IW Kellogg's 14567 80/1.59 oz.	\$ 32.38
Rice Krispies Treat, Whole Grain, Mini, IW Kellogg's 14540 600/.42 oz.	\$ 82.75
Gravy, Chicken, Low Sodium Major 81901 8/1# 16 oz.	\$ 29.79
Gravy, Brown, Low Sodium Major 81501 8/1# 16 oz.	\$ 28.50
Dry Grains & Potatoes	
Pasta, Macaroni, Elbow, 51% Whole Grain, Dry Dakota Growers 92109 2/10#	\$ 16.87
Pasta, Penne, Mini, 51% Whole Grain Dakota Growers 92010 2/10#	\$ 16.87
Potatoes, Mashed, Butter Flavor, Reduced Sodium Basic American 10799 12/ 28 oz.	\$ 62.68
Rice, Long Grain, Brown Producers Rice RZPYZ5QCO 1/25#	\$ 17.54
Rice, Fried, with Vegetables Minh 69074 84/5.9 oz.	\$ 58.03
Mix, Stuffing, Instant, Cornbread Uncle Ben's 319858 6/56 oz.	\$ 64.85
Tortilla, Whole Grain, Soft 6" Don Pancho 2203 288 count	\$ 31.45
Tortilla, Whole Grain, Soft 8" Don Pancho 2204 144 count	\$ 23.68
Tortilla, Whole Grain, Soft 10" Don Pancho 2205 144 count	\$ 31.10
Spices Ground	
Chili Powder , Ground Gold Medal 2205 16 ounces	\$ 3.90

Cinnamon, Ground Gold Medal 2207 16 ounces	\$ 5.90
Mustard, Dry Gold Medal 2228 16 ounces	\$ 3.90
Garlic, Granulated Gold Medal 2212 25 ounces	\$ 8.50
Garlic, Powder Gold Medal 2214 19 ounces	\$ 7.00
Italian Seasoning Gold Medal 2283 6 1/2 ounces	\$ 3.50
Onion Powder Gold Medal 2223 20 ounces	\$ 5.50
Onion, Dehydrated, Chopped Gold Medal 2220 48 ounces	\$ 11.60
Paprika, Fancy Gold Medal 2237 16 ounces	\$ 5.21
Pepper, Ground Gold Medal 981 16 ounces	\$ 6.55
Salt, Iodized P/L 26 oz.	\$ 1.15
Salt, Seasoned Lawry's 2150000 300 16 oz.	\$ 3.20
Taco Seasoning Mix Lawry's 2150080 110 6 per case/9 ounce	\$ 22.41
Dry Hot Sauce Flavored Seasoning Texas Pete 679963 10 ounces	\$ 6.15
Cleaning Products	
Antibacterial Produce Cleaner Health Pro 11128 4/1 gallon	\$ 26.20
Oven Cleaner, Easy Off Reckit & Coleman 74017 6/24 oz.	\$ 35.25
Stainless Steel Cleaner & Polish Chase C5197 12/16 oz.	\$ 40.00

Glass Cleaner Clorox 409 35293 9/32 oz.	\$ 30.31
Scrubber, Stainless Steel, Curly ACS 6/12 ct. per cs.	\$ 2.98
Hair Nets Royal PPH100DB 10/100 per case	\$ 14.30



Annual Contract for Staple Grocery Items
Contract No. 1712A
Amendment No. 4
May 27, 2021

Whereas, the County of Henrico, Virginia (the “County”) and J.L. Culpepper & Co., Inc. (“J.L. Culpepper”) entered into Contract No. 1712A (the “Contract”) dated August 10, 2018 to provide Staple Grocery Items when needed and requested by the County; and,

Whereas, the original Contract term was from September 1, 2018 to June 30, 2019; and,

Whereas, the Contract has been renewed since the original term expired, with the current term set to expire on June 30, 2021; and

Whereas, the parties wish to renew the Contract for an additional one-year term beginning July 1, 2021 and ending June 30, 2022; and;

Whereas, by fax dated May 7, 2021, J.L. Culpepper proposed to increase the monthly costs for Staple Grocery Items because of pricing increases in the food service, transportation & raw material commodity markets, as noted in supply chain letters by Conagra Food Service, T. Marzetti Company, Bake Crafters, Hadley Farms Bakery, Tyson Foods, Inc., Tyson Prepared Foods, Inc., J.T.M. Food Group, Bongards Creameries, S.A. Piazza & Associates, LLC, G&C Foods, Ventura Foods, Diversified Foods Inc., Kraft Heinz Foodservice, Hanover Foods Corporation, Paris Foods Corporation, Upstate Niagara Cooperative, Inc., Foster Farms, Kunzler & Company, Inc., Brakebush Brothers, Inc., Godshall’s Quality Meats, Rich Products Corporation, Kellogg’s, General Mills, Nardone Bros. Pizza, Tasty Brands, Nemco Food Trading Inc., TreeHouse Foods, Land O Lakes, Gregory Packaging, Inc., ES Foods, Colavita USA, LLC, Hermann Pickle Co., Basic American Foods, Reser’s Food Service; and

Whereas, the County desires to accept J.L. Culpepper’s proposal.

Now, therefore, the parties agree to renew and amend the Contract as follows:

1. The Contract is hereby renewed for an additional one-year term beginning July 1, 2021 and ending June 30, 2022, at the new pricing in Exhibit A.
2. During the renewal term, Contract pricing will increase as shown in Exhibit A, which is hereby incorporated by reference.
3. The County School Board of Henrico County, Virginia (“HCPS”) is added as a party and shall be bound by the same obligations and entitled to the same rights as the County.
4. All other provisions of the Contract remain in full force and effect.

HCPS is signing this Amendment No. 4 to acknowledge its consent to being a party to the Contract.

In witness whereof, the parties have caused this Amendment No. 4 to the Contract to be executed by the following duly authorized individuals:

J.L. Culpepper & Co., Inc.
201 Haley Road
Ashland, VA 23005

County of Henrico, Virginia
P.O. Box 90775
Henrico, VA 23273

County School Board of Henrico County,
Virginia
P.O. Box 23120
Henrico, VA 23223

Patricia C. Gibbs

Patricia Gibbs
Vice President

June 14, 2021

Date

Oscar Knott, CPP, CPPO, VCO
Purchasing Director

June 17, 2021

Date

APPROVED AS TO FORM

Myra D. Brown

ASSISTANT COUNTY ATTORNEY

I. SCOPE OF WORK/SERVICES

Cooperative Procurement

This procurement is being conducted by Henrico County, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with the provisions of 2.2-4304 of the Code of Virginia, as amended. If agreed to by the Successful Bidder, other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Bidder agrees. The Successful Bidders shall deal directly with any public body it authorizes to use the resulting contract. Henrico County, Virginia, its officials and its staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Successful Bidder and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Henrico County contract. Henrico County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Bidder may conduct such notification.

Buy American

The Henrico County School District participates in the National School Lunch and Breakfast Programs, the Child and Adult Care Food Program and the Summer Feeding and After School Snack Programs. It is required to use the nonprofit food service funds to the maximum extent practical, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d).

Exceptions to the Buy American provision may be approved upon request. To be considered for the alternative or exception, one of the following conditions must apply:

- The product cannot be produced in the United States
- The product cannot be produced in sufficient quantities to meet the terms of the request
- The price of the product is cost prohibitive

A request for an exception must be submitted in writing to the Director or Registered Dietitian in School Nutrition Services.

USDA REQUIREMENTS: ADDITIONAL GOODS OR INCREASED QUANTITIES

Modifications of Contracted Product Lists to Acquire Additional Goods or Increase Quantities of Listed Goods

During the term of this contract awarded under this solicitation, additional purchases not included in this solicitation list and resulting awarded contract, may become necessary and benefit the Program. Both parties agree that the combined value of added purchases during each year of the contract, if renewable, shall not exceed 10 % of the estimated value of this contract which is \$5,000,000.

USDA Child Nutrition Program Regulations at 7 CFR 210.21, 215.14a, 220.16, 225.17, 226.22 and 250.4(d) direct HCPS to comply with procurement requirements as outlined in those parts. In addition, all procurements should be undertaken consistent with state and local requirements.

A. 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 as listed on Attachment E. 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. Therefore, a nutritional analysis of all staple grocery products is required and must be submitted with bid. Failure to do so may result in your bid being considered non-responsive.
- 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.

4. Brand Name or Equal Requirements

Items bid that are different from the original requirements must meet or exceed original specifications to be considered as equivalent. The Successful Bidder is responsible for making sure that items submitted (including specifications) with their bid are "approved equals." All submitted items shall be from a nationally recognized brand.

5. 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 solicitation and resultant 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 solicitation and resultant contract will also be subject to random product testing during the term of the contract.

- c. If requested by HCPS, 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 School Nutrition Services — Director SNS, 3751A Nine Mile Road, Henrico, VA 23223.

6. 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.

7. 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.

8. 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.

9. No Sub-Contract Services

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

10. 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.

11. Orders and Deliveries

- a. **Exact Brand:** Items delivered to HOPS 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.

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.

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.
- 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.
- 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. **School Locations:** A list of schools and their addresses has been provided in Attachment E

- v. **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.
- w. **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.
- x. **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.
- y. **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.
- z. **Slow Moving Products:** SNS will, over the course of the contract, determine how to reduce or eliminate slow moving items.

12. **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: HOPS 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, HOPS reserves the right to return such statements to the Successful Bidder. Payment shall not be made until corrected statements are received by HOPS. 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

B. HENRICO COUNTY GENERAL GOVERNMENT AGENCIES REQUIREMENTS:

1. Bidder Specifications

The Successful Bidder shall furnish and provide inside delivery of Staple Grocery Items to Juvenile Detention Facilities, Belmont Golf Course and Café 1611 as listed in 2.Orders and Deliveries. During the contract period, the County may add additional Departments to the list.

2. Bread Specifications

- a. 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. Therefore, a nutritional analysis of all staple grocery items is required and must be submitted with bid. Failure to do so will result in your bid being considered non-responsive.

- b. 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.
- c. 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.
- d. 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. 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 Belmont Golf Course, Attn: Fairway Grill Manager, 1600 Hilliard Road, Richmond, VA 23228
 - 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.

4. 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.

5. 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.

6. 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.

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.

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).

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.

- I. **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.

7. 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 noncontract 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

Belmont Golf Course
1600 Hilliard Road
Henrico, VA 23228

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