



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

DATE:	April 1, 2022
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Food Service Paper Products
CONTRACT NUMBER:	2H1A
COMMODITY CODE:	640.50
CONTRACT PERIOD:	April 1, 2022 through June 30, 2022
RENEWAL OPTIONS:	None
USER DEPARTMENT:	Schools
Contact Name:	Pam Butler
Phone Number:	804-226-5532
Email Address:	<a href="mailto:prbutler@henrico.k12.va.us">prbutler@henrico.k12.va.us</a>
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Riverside Paper Supply Company Inc.
Address:	240 Enterprise Drive
City, State:	Newport News, VA 23603
Contact Name:	J.P. Hill, John Orange
Phone Number:	757-249-3312
Email address:	<a href="mailto:jorange@riversidepaper.net">jorange@riversidepaper.net</a>
ORACLE SUPPLIER NUMBER:	31408
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:	<a href="mailto:jet005@henrico.us">jet005@henrico.us</a>

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.

Appendix A

Item No.	Product Description	Brand	Stock No.	Size Pack	Unit Price Per Case, Roll or Bundle
1	3 compartment aluminum W/L 3 comp pan	n/a	5139L250	250	\$ 88.35
2	Bag, Bun Pan, plastic, 27"x37"	Elkay	VSBUN	200	\$ 24.15
3	Bag. Food Storage, clear plastic, unprinted, .68mi1, 8" x 3" x 15"	Elkay	7G83015	1000	\$ 21.13
4	Bag, Lunch, brown paper, 5 lb	Dura	5KP	500	\$ 30.16
5	Bag, Sandwich, 6" x 8", low density poly, zip lock top only	Elkay	F20608	1000	\$ 24.07
6	Brown Grocery Bag, Paper	Duro	1657	500	\$ 110.21
7	Clear 9" x 12" x 3" Bottom Gusset. 1.25 MIL thickness with handle	Custom	9128LB	1000	\$ 30.61
8	Container, w/Hinged Lid, clear plastic, 9" x 9" x 3", large 3- compartment	Durable	PXT933	200	\$ 58.75
9	Container. w/Hinged Lid, 5" x 5" x 3". clear plastic	Durable	PXT11600	500	\$ 50.13
10	Container. w/Hinged Lid. 8-7/8" x8" x 3". clear plastic	Durable	PXT880	250	\$ 60.76
11	Containers- 6 inch. Square- 4 compartment. Clear & Lid	Darnel	D7524400	200	\$ 87.50
12	Cup, clear, plastic, 5.5 oz.	Fabrikal	PP550	2500	\$ 89.80
13	Cup, Parfait, squat, 12 oz. clear plastic	Amhil	ACR12	1000	\$ 89.24
14	Cup, Portion - 5.5 oz.. black plastic	AMHIL	PP5508	2500	\$ 95.50
15	Cup, Portion, 4 oz. clear plastic	AMHIL	PP400	2500	\$ 64.47
16	Cup, Portion.1 oz. black plastic	Amhil	PP100	2500	\$ 54.44
17	Cup, white foam, 14 oz., CFC free	Dart	14FJ12	1000	\$ 64.31
18	Cup, white foam, 8 oz., CFC free	Dart	8J8	1000	\$ 49.13
19	Cup. Portion - 2 oz.. black plastic	AMHIL	PP2008	2500	\$ 54.75
20	Cup. Squat Food, 12 oz. round, white foam. CFC free	Dart	12SJ20	500	\$ 50.28
21	Cup. Squat Food, 6 oz. round, white foam, CFC free	Dart	6SJ12	1000	\$ 64.69
22	Foil Sandwich Bag	Brown Paper	5A04	1000	\$ 65.70
23	Full Size Aluminum Pan Lids	Western	5000	50	\$ 45.86

24	Full Size Aluminum Pans	Western	5130	50	\$	72.00
25	Gloves - Large, vinyl w/powder	Amercare	VP003	1000	\$	55.00
26	Gloves - Extra-Large vinyl powder-free	Amercare	VF004	100	\$	19.00
27	Gloves - Large, vinyl powder-free	Amercare	VF003	1000	\$	38.00
28	Gloves - Large, clear poly foodservice, disposable,	Amercare	14993	2000	\$	24.50
29	Gloves - Medium, clear poly foodservice, disposable	Amercare	14992	2000	\$	24.50
30	Gloves - Medium vinyl, powder-free	Amercare	VF002	1000	\$	38.00
31	Gloves. Extra-Large vinyl w/powder	Amercare	VP004	100	\$	27.50
32	Half Size Aluminum Pan Lids	Western	5001	100	\$	42.92
33	Half Size Aluminum Pans	Western	5132	100	\$	65.72
34	HE Laundry Detergent	BETCO	4750400	4/case	\$	90.97
35	Lid - Dome, No Hole, for Parfait Cup, clear plastic, no slit. (Lid to fit Parfait Cup KC12S)	Amhil	ADL626NH	1000	\$	69.18
36	Lid - Flat, No-Slot, for Parfait Cup, clear plastic, (Lid to fit Parfait Cup KC12S)	Amhil	A626PNS	1000	\$	45.78
37	Lid - for Portion Cup - 5.5 oz.. clear plastic. leak resistant, (Lid to fit Portion Cup PC550-8)	Amhil	SL345	2500	\$	52.00
38	Lid for 6 oz. Squat Food Cup, translucent, vented (Lid to fit Cup 6SJ12)	Dart	12JL	1000	\$	40.25
39	Lid for Squat Food Cup, translucent, vented(Lid to fit Cup 12SJ20)	Dart	20JL	1000	\$	53.38
40	Lid -White Foam Cup - 14 oz.	Dart	12FTLS	1000	\$	45.08
41	Lid for Portion Cup 2 oz. clear plastic, leak resistant. (Lid to fit Portion Cup PC200)	Amhil	SL200	2500	\$	38.78
42	Liners for sheet pan, 16-3/8" x 24-318"	Durable	162-1	1000	\$	49.00
43	Napkins Tork Universal Xpressnap Dispenser Refill, Kraft, one-ply 8.5" x 13"	SCA	DX906E	6000	\$	47.81
44	Plate, 3-Compartment, Hinged, 9" foam CFC free	Ecopax	AP91253	500	\$	36.74
45	Plate, Dinner 9" foam CFC free	Ecopax	AP9125	500	\$	36.74
46	Spork Kit Spork, Napkin & Straw	Prestige	MSPWKIT	1000	\$	28.50
47	Milk Straws, white wrapped plastic, 5.75"	Prestige	575MSW	12000	\$	59.43
48	Thank You Plastic Bags	Inteplast	1923TY	1000	\$	32.00
49	Tray Insert, 4 oz., clear plastic (dessert inserts) 3" x 3" x 1"	Parpak	29421	2500	\$	56.90
50	Tray, Food, Paper, 3# waxed	SCT	425	500	\$	37.79
51	Tray, Food, Paper 1# waxed	SCT	413	1000	\$	46.24
52	Tray, Food, Paper 4 oz. waxed	SCT	401	1000	\$	31.30

53	Tray, Hinged 3-compartment foam white, CFC free 9.18" x 9.18"	Ecopax	RE993	200	\$	36.09
54	Trays, Lunch 5-compartment white foam, CFC free 8.25" x 10.25"	Huhtamaki	21032	240	\$	50.00
54a	Trays, Lunch 5-compartment white foam, CFC free 8.25" x 10.25"	Pactiv	TH10500B	500	\$	38.65
55	Utensil - Fork, plastic, white, medium weight	Prestige	MFW	1000	\$	12.45
56	Utensil - Spoon, Soup, plastic, white, medium weight	Prestige	MSSW	1000	\$	14.82
57	Utensil - Spoon, Teaspoon, plastic. white. medium weight	Prestige	MTSW	1000	\$	12.65
58	Wrap, Aluminum. Heavy, Cutterbox, 18" x 500' (.0007 gauge)	Western	286P	18"x500	\$	42.27
59	Wrap, Foil, Blue, 10.5" x 13" sheets	Volflex	FS009	5/500	\$	109.12
60	Wrap, Foil, Red. 10.5" x 13" sheets	Volflex	FS006	5/500	\$	109.12
61	Wrap, Foil, Solid Silver. 10.5" x 14" sheets	Volflex	FS004	5/500	\$	109.12
62	Wrap, Foil, Yellow, 10.5" x 13" sheets	Volflex	FS007	5/500	\$	109.12
63	Wrap, Food, 24" clear. HD, poly-film w/ Zip Safe Slide Cutter, 24" x 2000'	Western	142P	24"x200	\$	28.60

## **I. SCOPE OF WORK/SERVICES**

### **A. Purpose.**

The intent and purpose of this Invitation for Bid is to establish a term contract with a qualified supplier to furnish and provide inside delivery of Food Service Paper Products to Henrico County Public Schools (“HCPS”) and other Henrico County General Government Agencies (“the County”), as needed and requested in accordance with the enclosed general terms, conditions and specifications.

### **B. Cooperative Procurement.**

This procurement is being conducted by the County of Henrico, 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 Bidder shall deal directly with any public body it authorizes to use the resulting contract. The County, 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 County contract. The 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.

### **C. Specifications.**

1. The Successful Bidder shall furnish all tools, labor, equipment, and supervision necessary to provide inside delivery of Food Service Paper Products to seventy (70) HCPS schools as listed on Attachment I. During the contract period, the County may add additional locations to the list.
2. After the award of the Contract, the Successful Bidder shall NOT substitute any products, sub-contract services or deliveries without written approval from School Nutrition Services (SNS) Director, Assistant Director, Controller, or Registered Dietitian.
3. Should the Successful Bidder fail to deliver products as specified, the County may procure products from other sources and hold the Successful Bidder responsible for any excess cost. Such sums may be deducted from funds already due the Successful Bidder. The County reserves the right to cancel the resulting Contract at any time during the school year should the Successful Bidder fail to furnish products meeting the standards and quantities established in the Contract.

4. The County shall not be obligated to purchase or pay for products unless and until they are ordered and received by the School Nutrition Services Manager or School Nutrition Services authorized representative.
5. If at any time during the contract period a product becomes discontinued or no longer available, the Successful Bidder shall inform the County authorized representative immediately. The Successful Bidder shall provide the substitute product details to include size, description, stock number, brand, unit of measurement, price, etc. Failure to do so may be grounds for termination of contract. The County will make the determination if the substitute product is acceptable and added to the Contract. The substituted product shall be offered at the same price, or less than that of the product that is no longer available.
6. Poor performance including frequent product shortages without justification, inferior products, and inferior service/delivery may be grounds for the potential termination of contract.
7. School Nutrition Services Managers or designated representatives 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.
8. The County reserves the right to cancel the Contract at any time should the Successful Bidder fail to furnish products meeting the standards and quantities established in the contract.

D. General Requirements.

1. 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 01.21(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:
  - a. The product cannot be produced in the United States;
  - b. The product cannot be produced in sufficient quantities to meet the terms of the request; and,
  - c. The price of the product is cost prohibitive.

A Request for an exception must be submitted in writing to the Director or the Registered Dietician in School Nutrition as soon as possible.

2. **USDA REQUIREMENTS: ADDITIONAL GOODS OR INCREASED QUANTITIES** Modifications of Contracted Product Lists to acquire additional Goods or Increase Quantities of Listed Goods. During the terms 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 \$440,000.00.

USDA Child Nutrition Program Regulations at 7 CFR 210.21, 215.14(a), 220.16, 225.17, 225.22, 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.

3. If bidding an “equal” product, the Bidder shall include complete product specifications with their bid submission. Failure to provide this documentation may result in your bid being declared non-responsive.
4. Product pricing must include all associated costs (i.e., shipping/freight charges, inside delivery, fuel, etc.).
5. Bids with minimum order amounts, additional delivery or fuel charges will not be accepted and declared non-responsive.
6. Product changes: The SNS Director, Assistant Director, Controller, or Registered Dietitian shall be informed immediately of any changes to size or content of contract products. SNS will make the determination if the product meets requirements.

E. Delivery Requirements.

1. The Successful Bidder shall provide **bi-weekly deliveries**. There shall be no additional delivery or fuel charges.
2. Successful Bidder shall anticipate and plan for paper deliveries associated with the Summer Feeding Program which is administered from June through August each calendar year. Delivery schedules associated with the Summer Feeding Program will be coordinated with the SNS Office.
3. After the Contract is awarded, the Director of School Nutrition Services shall provide the Successful Bidder with the delivery schedule and designated delivery days for each school.
4. The Successful Bidder shall notify the SNS Café Managers, their authorized representatives or County of Henrico authorized representatives via email no later than two (2) days prior to the designated delivery date of any issues fulfilling orders and provides the expected delivery day. If the Successful Bidder is unable to provide two (2) days’ notice or missed the delivery for the designated date, the Successful Bidder shall notify the SNS Café Managers, their authorized representatives or County of Henrico authorized representatives via email and delivers the product(s) the next business day.

5. **Deliveries for Schools** shall be made between the hours of 7:00 am thru 2:00 pm. Hours of operation for Elementary school locations end at 1:30pm, and all Middle and High School locations end at 2:00pm, Monday through Friday. There will be no deliveries on Saturday, Sunday, HCPS holidays, or when schools close due to inclement weather. Deliveries made on weeks that include HCPS holidays, or school closures shall be coordinated with the SNS Café Manager(s).
6. **Deliveries for County of Henrico General Government Agencies** 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, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and day after Thanksgiving, Christmas Eve and Christmas Day).
7. The Successful Bidder shall not make deliveries before 7:00 am or leave any products outside the buildings (i.e., kitchen door, by the door, or on the loading dock) of any County locations. The County will not accept responsibility for damaged or missing products left outside.
8. School Nutrition Services and General Government authorized representatives will check and sign for all products delivered. The Successful Bidder shall leave two (2) copies of the delivery ticket/invoice with the School Nutrition Manager when a delivery is made to the school locations. HCPS SNS will not accept responsibility for products delivered with delivery ticket/invoice signed by unauthorized personnel (i.e., custodial staff). Damaged or out-of-date products are to be exchanged or credit, via credit memo, shall be issued on delivery ticket/invoice. Credit memo should be sent to the main office at School Nutrition Services at:
9. School Nutrition Services Attention: Accounts Payable 3751 A Nine Mile Road Henrico, VA 23223
10. Delivery drivers are required to sign or initial each delivery ticket/invoice after all items are delivered to the applicable location.
11. School Nutrition Services and General Government authorized representatives has the right to refuse any goods delivered to the applicable location that have not been approved or ordered prior to delivery. Delivery of non-approved items will be returned at the expense of the Successful Bidder.

F. Invoicing Requirements.

1. The Successful Bidder shall provide monthly billing statements for School Nutrition Services no later than the 5th of each month or the first business day after the 5th of each month. At a minimum, the billing statement shall include 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. Individual invoices should support the information listed on the Successful Bidder's monthly billing statement.

2. Upon request, the Successful Bidder shall supply the School Nutrition Services with a current product-usage report that shall provide monthly and year-to-date usage of individual product. Individual product usage by school's location is preferable.
3. If the Successful Bidder has multiple contracts with the County, statements must be prepared separately and shall not be combined.
4. The County agrees to pay prices quoted only for products included in the contract. If non- contract product(s) is requested, the Successful Bidder must first obtain permission from the Director of School Nutrition Services or the Purchasing Division before delivered of product(s). If permission is not granted, the County will not take financial responsibility for such product(s).
5. The County will check the Successful Bidder's monthly statements against the delivery tickets/invoices to verify all charges. If the Successful Bidder fails to prepare monthly statements as requested, or if invoices are calculated incorrectly, the County reserves the right to return all such statements/invoices to the Successful Bidder and payment shall not be made until corrections are received by the School Nutrition Services office or the General Government Agencies.
6. Unit Price Adjustment: 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 unit price. Any price increases incurred by Successful Bidder due to unforeseen circumstances, shall be the result of actual increased cost passed from the manufacturer to the Successful Bidder excluding any additional profits. Proof of such increases from the manufacturer will be required before adjustments are considered for approval by the County for specified contract items. Price increases shall be in accordance with section II.J.
7. Damaged products are to be exchanged or credit indicated on delivery ticket. Credit memo for County of Henrico General Government Agencies should be sent to the billing address for the General Government department; and credit memos for HCPS should be sent to the main office of School Nutrition Services at:

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



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

**Goods Contract**  
**Contract No. 2337A**

This Goods Contract (this "Contract") entered into this 30th day of June 2022, by County School Board of Henrico County, Virginia ("HCPS") and Riverside Paper Supply Company, Inc., a Virginia Corporation, and its successors it assigns (the "Contractor").

**SCOPE OF CONTRACT:** The Contractor shall furnish all materials, equipment, and labor necessary to provide Food Service Paper Products to HCPS as set forth in the Contract Documents.

**COMPENSATION:** The compensation HCPS will pay to the Contractor under this Contract shall be in Appendix A.

**CONTRACT TERM:** The Contract term shall be for a period of one year beginning July 1, 2022 and ending June 30, 2023. HCPS may renew the Contract for up to 4 additional one-year terms giving 30 days' written notice before the end of the term unless Contractor has given HCPS written notice that it does not wish to renew at least 90 days before the end of the term.

**CONTRACT DOCUMENTS:** This Contract hereby incorporates by reference the documents listed below (the "Contract Documents") which shall control in the following descending order:

1. This Goods Contract between HCPS and Contractor.
2. Invitation for Bid No. 22-2337-4MEJ, dated June 1, 2022, including all terms and conditions (as modified by any addenda or attachments).
3. The Contractor's bid dated June 13, 2022.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

Riverside Paper Supply Company, Inc.

240 Enterprise Drive  
Newport News, VA 23603

Signature

J.P. Hill President  
Printed Name and Title

7-20-22  
Date

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

Signature

Oscar Knott  
Oscar Knott, CPP, CPPO, VCO  
Purchasing Director

7/25/22  
Date

Approved as to form:

R. Jewell  
Rachel Hart Jewell  
Assistant County Attorney

7/19/22  
Date