



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

DATE:	July 20, 2022
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Staple Grocery Items
CONTRACT NUMBER:	2365A
COMMODITY CODE:	385.47
CONTRACT PERIOD:	July 1, 2022 through June 30, 2023
RENEWAL OPTIONS:	4 additional one-year terms though 2027
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:	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:	<a href="mailto:Forpat63@hotmail.com">Forpat63@hotmail.com</a>
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, VCA
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**

<b>Item #</b>	<b>Description</b>	<b>Unit Price</b>
1	BISCUIT, WHOLE GRAIN, EZ SPLIT, 2.1 OZ.	\$ 43.75
2	BISCUIT, WHOLE GRAIN, MINI, 1 OZ.	\$ 26.91
3	BREAD, PULLMAN, WHOLE GRAIN WHITE, 1/2 INCH SLICED LOAF	\$ 30.60
4	BREAD, SLICED, GLUTEN FREE	\$ 56.50
5	BUN, HAMBURGER, WHOLE GRAIN WHITE, SLICED, 3.75"	\$ 28.24
6	BUN, HAMBURGER, GLUTEN FREE	\$ 31.50
7	BUN, HOT DOG, WHOLE GRAIN WHITE, SLICED, 6"	\$ 34.19
8	BUN, HOT DOG, GLUTEN FREE	\$ 27.50
9	BREADSTICK, WHOLE GRAIN, GARLIC FLAVORED	\$ 41.97
10	CORNBREAD LOAVES, WHOLE GRAIN, MINI, 2 OZ.	\$ 48.80
11	CORNBREAD POPPERS, WHOLE GRAIN, 0.5 OZ.	\$ 35.84
12	CROISSANT, WHOLE GRAIN, SLICED, 1.25 OZ.	\$ 58.21
13	ENGLISH MUFFIN, WHOLE GRAIN, SLICED, 3.5"	\$ 30.75
14	WAFFLE, DUTCH, 51% WHOLE GRAIN, 5"	\$ 26.09
15	BEEF, CHEESEBURGER SLIDERS, FULLY COOKED, INDIVIDUALLY WRAPPED, TWINPACK, 4.55 OZ.	\$ 104.70
16	BEEF, MEATBALLS, FULLY COOKED, 1 OZ.	\$ 40.93
17	BEEF, MEATLOAF, FULLY COOKED, 3 OZ.	\$ 66.98
18	BEEF, PATTIES, FULLY COOKED, CHARBROILED, 2.25 OZ.	\$ 169.33
19	BEEF, SALISBURY STEAK, FULLY COOKED, 3 OZ.	\$ 70.27
20	CHEESE, AMERICAN, PROCESSED, YELLOW	\$ 53.96
21	CHEESE, CHEDDAR, SHREDDED	\$ 66.38
22	CHEESE, MOZZARELLA, SHREDDED	\$ 63.16
23	CHEESE, SAUCE, CHEDDAR, REDUCED FAT, FROZEN	\$ 66.54
24	CHEESE, SAUCE, QUESO BLANCO, REDUCED FAT, FROZEN	\$ 69.54
25	CHEESE, SAUCE, ALFREDO, REDUCED FAT, FROZEN	\$ 68.83
26	CHEESE, STICK, MARBLE, IW	\$ 45.76
27	CHEESE, PARMESAN, GRATED	\$ 3.70
28	CHEESE, PROVOLONE, SLICED	\$ 34.09
29	CHEESY BITES, BULK	\$ 72.82
30	MARGARINE CUPS, SINGLE SERVE, 5 GRAM	\$ 39.10
31	TOPPING, DESSERT, NON-DAIRY	\$ 46.16
32	BUTTER, BLOCK	\$ 148.80
33	MARGARINE, BLOCK	\$ 42.11
34	YOGURT, 4 OZ.	\$ 16.63
35	YOGURT, BULK	\$ 31.13
36	SMOOTHIES, SINGLE SERVE	\$ 46.69
37	CHICKEN, DRUMSTICK, BREADED, WHOLE GRAIN, FULLY COOKED	\$ 98.63

38	CHICKEN, FILET, WHOLE GRAIN, WHOLE MUSCLE, FULLY COOKED, 4 OZ.	\$ 132.70
39	CHICKEN, FILET, WHOLE GRAIN, MADE WITH WHOLE MUSCLE, FULLY COOKED, 3.75 OZ.	\$ 113.16
40	CHICKEN, DICED, 100% ALL NATURAL, LOW SODIUM, FULLY COOKED	\$ 49.69
41	CHICKEN, FAJITA STRIPS, FULLY COOKED	\$ 116.63
42	CHICKEN, TACO MEAT, FULLY COOKED	\$ 53.46
43	CHICKEN, FILET, BREAKFAST, WHOLE GRAIN, MADE WITH WHOLE MUSCLE, FULLY COOKED, 2.12 OZ.	\$ 111.04
44	CHICKEN, FILET, HOT 'N SPICY, WHOLE GRAIN, MADE WITH WHOLE MUSCLE, FULLY COOKED, 3.75 OZ.	\$ 117.85
45	CHICKEN, BONELESS WING, WHOLE GRAIN, MADE WITH WHOLE MUSCLE, FULLY COOKED, 0.85 OZ.	\$ 37.37
46	CHICKEN, TENDERS, WHOLE GRAIN, MADE WITH WHOLE MUSCLE, FULLY COOKED, 1.5 OZ.	\$ 123.28
47	CHICKEN, MEGA MINI, WHOLE GRAIN, MADE WITH WHOLE MUSCLE, FULLY COOKED, 0.42 OZ.	\$ 128.80
48	CHICKEN, GENERAL TSO'S, WHOLE GRAIN	\$ 202.78
49	CHICKEN, TANGERINE, WHOLE GRAIN	\$ 199.37
50	CHIK'N NUGGETS, VEGAN, 0.75 OZ.	\$ 38.69
51	CHIK'N TENDER, GLUTEN FREE, 1.1 OZ.	\$ 46.10
52	CORN DOG NUGGET, WHOLE GRAIN, CHICKEN, 0.67 OZ.	\$ 30.17
53	HOT DOG, TURKEY, 8/1 LB.	\$ 15.00
54	TURKEY BREAST, SLICED, DELI, BROWNE	\$ 126.60
55	TURKEY BREAST, SLICED, ROASTED, HOLIDAY	\$ 5.41
56	SAUSAGE PATTY, CHICKEN, 1.5 OZ.	\$ 46.26
57	TURKEY SAUSAGE PATTY, CHICKEN, 1.44 OZ.	\$ 27.05
58	ITALIAN TURKEY COMBO PACK, SLICED	\$ 49.79
59	TURKEY HAM, SLICED, 0.51 OZ., 5% WATER ADDED	\$ 49.52
60	TURKEY SAUSAGE, CRUMBLE, SPICY ITALIAN SEASONING	\$ 138.31
61	SANDWICH, HOAGIE, WG, TURKEY BREAST AND CHEESE, IW	\$ 117.46
62	SANDWICH, HOAGIE, WG, TURKEY HAM AND CHEESE, IW	\$ 103.75
63	HALAL CHICKEN BREAST PATTIES, 3 OZ.	\$ 121.75
64	HALAL CHICKEN BREAST NUGGETS, 3-4 OZ.	\$ 188.80
65	HALAL PURE GROUND BEEF PATTIES, 4 OZ.	\$ 100.74
66	EGG PATTY, ROUND, 3.5"	\$ 57.77
67	WHOLE GRAIN BREAKFAST STICK WITH APPLE FILLING, IW, 7"	\$ 57.35
68	DONUT, WHOLE GRAIN, YEAST RAISED, 2.45 OZ.	\$ 36.51
69	DONUT HOLES, WHOLE GRAIN, YEAST RAISED, 0.41 OZ.	\$ 33.46
70	BAGELS, MINI, STUFFED, IW, 2.43 OZ.	\$ 34.93
71	BACON, TURKEY, STRIPS	\$ 55.97
72	BREAKFAST ROUND, WHOLE GRAIN, VARIETY OF FLAVORS, IW	\$ 57.49
73	FRENCH TOAST STICKS, WHOLE GRAIN RICH, CINNAMON GLAZED, IW	\$ 79.92
74	FRENCH TOAST STICKS, WHOLE GRAIN RICH, BULK	\$ 46.90

75	OMELET WITH CHEDDAR CHEESE, 2 OZ.	\$ 51.99
76	FRENCH TOAST, WHOLE GRAIN, MINI, CHOCOLATE CHIP FLAVORED, IW	\$ 30.09
77	FRENCH TOAST, MINI, WHOLE GRAIN, CINNAMON FLAVORED, IW	\$ 30.83
78	PANCAKES, MINI, WHOLE GRAIN, VARIETY OF FLAVORS, IW	\$ 28.35
79	BREAKFAST PIZZA, TURKEY SAUSAGE	\$ 46.77
80	BREAKFAST PIZZA, TURKEY SAUSAGE, IW	\$ 58.63
81	PANCAKE WRAP, TURKEY SAUSAGE, WHOLE GRAIN BREADING WITH MAPLE FLAVORING, 2.85 OZ.	\$ 25.88
82	PANCAKE WRAP, TURKEY SAUSAGE, WHOLE GRAIN BREADING WITH MAPLE FLAVORING, IW, 2.85 OZ.	\$ 37.46
83	CRUMB CAKE, WHOLE GRAIN, IW, 3.0 OZ	\$ 38.99
84	BREAD SLICE, VARIETY OF FLAVORS, IW, 3.4 OZ.	\$ 48.04
85	WAFFLE, MINI, BLUEBERRY, WHOLE GRAIN, IW, 2.47 OZ.	\$ 31.21
86	WAFFLE, MINI, MAPLE, WHOLE GRAIN, IW, 2.65 OZ.	\$ 29.02
87	WAFFLE, ARTISAN BELGIAN LIEGE, IW, 2.3 OZ.	\$ 36.46
88	CINNAMON ROLL, WG, IW, 2.7 OZ.	\$ 18.19
89	SOFT FILLED CEREAL BAR, CINNAMON TOAST CRUNCH, WG, IW, 2.36 OZ.	\$ 35.25
90	PORK, BBQ, TEXAS WESTERN SAUCE, LOW SODIUM	\$ 44.46
91	PORK SAUSAGE PATTY, LIGHT, 2 OZ.	\$ 32.49
92	PIZZA, FOUR CHEESE, 51% WHOLE GRAIN, 16" ROUND	\$ 76.24
93	PIZZA, PEPPERONI, 51% WHOLE GRAIN, 16" ROUND	\$ 76.63
94	PIZZA, CHEESE, WHOLE GRAIN, 5" ROUND, BULK	\$ 85.26
95	PIZZA, CHEESE, WHOLE GRAIN, 5" ROUND, IW	\$ 94.47
96	PIZZA, PEPPERONI, WHOLE GRAIN, 5" ROUND, BULK	\$ 90.36
97	PIZZA, BUFFALO CHICKEN, WHOLE GRAIN, 16" ROUND	\$ 76.21
98	PEPPERONI STUFFED SANDWICH, WHOLE GRAIN, IW (DINNER PROGRAMS)	\$ 46.48
99	PEPPERONI STUFFED SANDWICH, WHOLE GRAIN, BULK	\$ 43.19
100	BUFFALO-STYLE CHICKEN STUFFED SANDWICH, WHOLE GRAIN, IW (DINNER PROGRAMS)	\$ 46.48
101	POTATOES, FRENCH FRIES, STRAIGHT CUT, THICK, 3/8", 30#	\$ 38.98
102	POTATOES, FRENCH FRIES, CRISPY MASHED POTATO SHAPES, EMOTICONS	\$ 40.90
103	POTATOES, FRENCH FRIES, CRISPY MASHED POTATO SMILES	\$ 40.90
104	POTATOES, FRENCH FRIES, CRINKLE CUT, BAKEABLE, 1/2"	\$ 48.78
105	POTATOES, FRENCH FRIES, FLAVOR CRISP SELECT SPICY, 3/8" STRAIGHT CUT	\$ 30.16
106	MACARONI AND CHEESE, WHOLE GRAIN, REDUCED FAT, REDUCED SODIUM	\$ 67.41
107	PREMIUM THREE CHEESE CAVATAPPI, WHOLE GRAIN	\$ 61.74
108	MOZZARELLA FILLED BREADSTICK, WHOLE GRAIN, 6"	\$ 54.95
109	CHILI, VEGETABLE, THREE BEAN, FROZEN, 6/5# BAGS	\$ 57.76
110	POLLOCK NUGGETS, WHOLE GRAIN POTATO BREADING, 1 OZ.	\$ 29.23
111	POLLOCK FILET, WHOLE GRAIN POTATO BREADING, 3.6 OZ.	\$ 31.46

112	MIXED VEGETABLES, 12/2.5#	\$ 42.38
113	SAUCE, ENCHILADA, RED, 4/1 GALLON	\$ 55.14
114	SAUCE, GENERAL TSO'S	\$ 65.27
115	POTATO, TATER TOT, REDUCED SODIUM	\$ 45.53
116	COOKIE, CHOCOLATE CHIP, WHOLE GRAIN, IW	\$ 64.29
117	TURKEY HAM & CHEESE LUNCH KIT (DINNER PROGRAMS)	\$ 83.74
118	CHEESE PIZZA LUNCH KIT (DINNER PROGRAMS)	\$ 81.65
119	PEPPERONI PIZZA LUNCH KIT (DINNER PROGRAMS)	\$ 86.59
120	VEGGIE BURGER, GRILLERS PRIME, 2.5 OZ.	\$ 31.46
121	VEGGIE BUFFALO NUGGETS, 0.66 OZ.	\$ 39.01
122	ITALIAN SAUSAGE STYLE VEGGIE CRUMBLES	\$ 49.30
123	CIABATTA CHEESE MELT SANDWICH, WHOLE GRAIN, IW, 3.9 OZ.	\$ 113.08
124	CIABATTA CHEESE MELT SANDWICH, PEPPER JACK, WHOLE GRAIN, IW, 3.9 OZ.	\$ 116.13
125	CHEESY PULL-APARTS, IW	\$ 58.09
126	APPLE, SLICED, 6/#10 CANS	\$ 51.18
127	APPLE, SLICED, IW, 2 OZ.	\$ 30.65
128	APPLESAUCE, UNSWEETENED, CANNED, 6/#10 CANS	\$ 38.47
129	APPLESAUCE CUP, UNSWEETENED, 4.5 OZ.	\$ 30.13
130	CHERRIES, MARASCHINO	\$ 13.60
131	CRANBERRIES, DRIED, SWEETENED, VARIETY OF FLAVORS, IW, 1.16 OZ.	\$ 53.25
132	FROZEN FRUIT CUPS, 100% JUICE, VARIETY OF FLAVORS, 4.4 OZ.	\$ 33.15
133	MIXED FRUIT, LIGHT SYRUP, 6/#10 CANS	\$ 62.80
134	ORANGES, MANDARIN, LIGHT SYRUP, 6/#10 CANS	\$ 51.04
135	PEACHES, SLICED, LIGHT SYRUP, 6/#10 CANS	\$ 61.57
136	PEARS, DICED, PACKED IN LIGHT SYRUP, 6/#10 CANS	\$ 63.09
137	PEARS, SLICES, PACKED IN LIGHT SYRUP, 6/#10 CANS	\$ 63.09
138	PINEAPPLE, TIDBITS, PACKED IN 100% JUICE, 6/#10 CANS	\$ 49.19
139	CRANBERRY SAUCE, JELLIED, 6/#10 CANS	\$ 46.67
140	BARBECUE SAUCE, PORTION PACK	\$ 13.98
141	DRESSING, RANCH, LITE, PC, 1 OZ.	\$ 16.30
142	DRESSING, JALAPENO RANCH, LITE, PC, 1 OZ.	\$ 17.04
143	SOUR CREAM, FAT FREE, PC, 1 OZ.	\$ 16.67
144	SYRUP, MAPLE, REDUCED CALORIE	\$ 17.67
145	DRESSING, HONEY MUSTARD, PC, 1 OZ.	\$ 16.98
146	MUSTARD, PREPARED, PC	\$ 18.35
147	MAYONNAISE, LIGHT, PC	\$ 17.99
148	JELLY, VARIETY OF FLAVORS, PC	\$ 14.87
149	KETCHUP, PORTION PACK, 9 GRAMS	\$ 22.80
150	SAUCE, TACO, PORTION PACK, 9 GRAMS	\$ 11.30
151	SAUCE, SWEET AND SOUR, 1 OZ. PORTION CONTROL CUP	\$ 16.70
152	SAUCE, TARTAR, PC	\$ 17.86
153	SAUCE, HOT, PC	\$ 12.75

154	NO CALORIE SWEETENER WITH SUCRALOSE	\$ 35.13
155	NO CALORIE SWEETENER, SACHARIN BASED SUGAR SUBSTITUTE	\$ 21.21
156	PEPPER PACKETS, PC	\$ 18.04
157	SUGAR, PC	\$ 20.93
158	CREAMER, LIQUID, HALF & HALF, SHELF STABLE	\$ 19.85
159	BEANS, GREEN, CUT, LOW SODIUM, 6/#10 CANS	\$ 28.69
160	BEANS, BLACK, LOW SODIUM, 6/#10 CANS	\$ 28.32
161	BEANS, KIDNEY, LOW SODIUM, 6/#10 CANS	\$ 28.32
162	BEANS, LIMA, LOW SODIUM, 6/#10 CANS	\$ 35.14
163	BEANS, VEGETARIAN, LOW SODIUM, 6/#10 CANS	\$ 28.32
164	CARROTS, SLICED, LOW SODIUM, 6/#10 CANS	\$ 31.61
165	CORN, LOW SODIUM, 6/#10 CANS	\$ 38.88
166	PEAS, GREEN, LOW SODIUM, 6/#10 CANS	\$ 37.13
167	PEAS, GREEN, LOW SODIUM, FROZEN, 12/2.5#	\$ 46.28
168	SAUCE, SPAGHETTI, WITH TOMATO BITS, 6/#10 CANS	\$ 46.84
169	SAUCE, MARINARA, MULTIPURPOSE, 6/#10 CANS	\$ 43.63
170	SAUCE, TOMATO, 6/#10 CANS	\$ 27.03
171	TOMATO, PASTE, LOW SODIUM, 6/#10 CANS	\$ 34.22
172	TOMATOES, DICED, LOW SODIUM, 6/#10 CANS	\$ 26.19
173	SALSA, MILD, LOW SODIUM, 6/#10 CANS	\$ 42.21
174	100% JUICE, 6.75 OZ., FEDERAL PROGRAM ONLY	\$ 11.69
175	100% JUICE, 4.23 OZ., SHELF STABLE	\$ 9.09
176	100% JUICE, 8 OZ., VARIETY OF FLAVORS	\$ 13.45
177	100% JUICE, 10 OZ., VARIETY OF FLAVORS - MIDDLE & HIGH	\$ 11.86
178	100% SPARKLING JUICE, 8 OZ., VARIETY OF FLAVORS - MIDDLE & HIGH	\$ 13.93
179	100% FRUIT AND VEGETABLE JUICE, PARADISE PUNCH, 4.23 OZ.	\$ 11.09
180	SPARKLING WATER, BOTTLED, 17 OZ. - HIGH	\$ 12.07
181	WATER, BOTTLED, 8 OZ.	\$ 6.14
182	WATER, BOTTLED, 16.9 OZ.	\$ 6.36
183	BREAKFAST CEREAL KITS, WHOLE GRAIN	\$ 64.80
184	BREAKFAST CEREAL KITS, WHOLE GRAIN	\$ 78.08
185	BREAKFAST CEREAL KITS, WHOLE GRAIN	\$ 78.08
186	BREAKFAST CEREAL KITS, WHOLE GRAIN	\$ 64.80
187	BREAKFAST CEREAL BOWL, WHOLE GRAIN, 2 OZ.	\$ 34.90
188	CEREAL BARS, WHOLE GRAIN, 1.42 OZ.	\$ 32.28
189	CALORIE-FREE, SPORTS DRINK, BOTTLED, VARIETY OF FLAVORS, 20 OZ.	\$ 22.07
190	CRACKERS, SALTINE, WHOLE GRAIN, IW	\$ 20.00
191	CRACKERS, HONEY GRAHAMS WITH FIBER, WHOLE GRAIN, IW	\$ 20.08
192	CRACKERS, EXTRA CHEDDAR, WHOLE GRAIN, IW	\$ 74.24
193	DONUT GLAZE, HONEY FLAVORED	\$ 47.58
194	HUMMUS, TACO FLAVORED, SINGLE SERVE, 2.1 OZ.	\$ 31.62
195	MIX, RANCH DRESSING	\$ 35.10

196	JERKY, BEEF, REDUCED SODIUM, ORIGINAL, IW, 0.85 OZ.	\$ 65.63
197	MIX, CILANTRO LIME RICE SEASONING	\$ 30.82
198	JALAPENO PEPPERS, SLICED, 4/1 GALLON	\$ 35.78
199	JELLY, GRAPE, 6/#10 CANS	\$ 58.68
200	TOMATO KETCHUP, DISPENSER PACK	\$ 30.87
201	MAYONNAISE, LIGHT, 4/1 GALLON	\$ 52.40
202	ITALIAN DRESSING, FAT FREE, 4/1 GALLON	\$ 27.80
203	COLE SLAW DRESSING, 4/1 GALLON	\$ 58.80
204	GRAVY, BROWN, INSTANT	\$ 33.19
205	GRAVY, CHICKEN, INSTANT	\$ 34.35
206	OIL, 100% VEGETABLE OIL SPRAY, PLAIN, UNFLAVORED, ALLERGEN FREE	\$ 30.00
207	OIL, 100% VEGETABLE OIL SPRAY, BUTTER FLAVORED	\$ 25.98
208	BEEF BASE, REDUCED SODIUM	\$ 5.50
209	CHICKEN BASE, REDUCED SODIUM	\$ 5.35
210	VEGETABLE BASE, REDUCED SODIUM	\$ 5.95
211	SAUCE, BUFFALO WINGS	\$ 15.15
212	SNACK PACK, GRAIN & JUICE, INDIVIDUALLY WRAPPED, VARIETY OF FLAVORS	\$ 28.10
213	OIL, CANOLA/VIRGIN OLIVE OIL	\$ 21.60
214	SUNFLOWER BUTTER, PEANUT FREE, 2-5# TUBS	\$ 40.95
215	VINEGAR, CIDER, 4/1 GALLON	\$ 16.75
216	SUGAR, LIGHT BROWN, 12/2# BAGS	\$ 38.25
217	SUGAR, GRANULATED EFG	\$ 38.79
218	SHORTENING/OIL, LIQUID FRY	\$ 53.19
219	SAUCE, BARBECUE, 4/1 GALLON	\$ 50.25
220	SAUCE, WORCESTERSHIRE, 4/1 GALLON	\$ 5.75
221	MILK, SHELF STABLE, WHITE, 8 OZ., 1% LOW FAT	\$ 16.90
222	MILK, SHELF STABLE, CHOCOLATE, 8 OZ., FAT FREE	\$ 17.80
223	MILK, SOY, CREAMY VANILLA, SINGLE SERVE, 8 OZ.	\$ 20.80
224	TUNA, CHUNK LIGHT IN WATER	\$ 57.00
225	PICKLES, SPEARS, DILL	\$ 33.90
226	PICKLE, CHIPS, DILL	\$ 33.90
227	RAISINS, SEEDLESS	\$ 55.55
228	PICKLE RELISH, SWEET , 4/1 GAL	\$ 32.66
229	COFFEE, REGULAR	\$ 51.58
230	TEA, BAGS, NO STRING	\$ 15.10
231	TOASTER PASTRY, WHOLE GRAIN, DOUBLE PACK, VARIETY OF FLAVORS, 3.53 OZ. - MIDDLE & HIGH	\$ 36.29
232	TORTILLA CHIPS, WHOLE GRAIN, CRISPY ROUNDS	\$ 16.83
233	CHATSNAX VANILLA GRAHAMS, IW	\$ 46.35
234	PASTA, MACARONI, ELBOW, 51% WHOLE GRAIN, DRY, 2/10#	\$ 22.30
235	PASTA, SPAGHETTI, THIN, DELUXE, WHOLE GRAIN, 2/10#	\$ 22.30
236	PASTA, PENNE, MINI, 51% WHOLE GRAIN, 2/10#	\$ 22.30
237	POTATOES, MASHED, LOW SODIUM, 12/25.2 OZ. POUCHES	\$ 49.38

238	RICE, LONG GRAIN, BROWN, 25# BAG	\$ 20.07
239	RICE, FRIED, WITH VEGETABLES	\$ 66.19
240	MIX, STUFFING, INSTANT, CORNBREAD, 6/3.5 OZ.	\$ 80.59
241	TORTILLA, WHOLE GRAIN, SOFT, 6"	\$ 37.50
242	TORTILLA, WHOLE GRAIN, SOFT, 8"	\$ 28.00
243	TORTILLA, WHOLE GRAIN, SOFT, 10"	\$ 37.13
244	CHILI POWDER, GROUND, 1#	\$ 6.94
245	CINNAMON, GROUND, 1#	\$ 8.32
246	MUSTARD, DRY, 1#	\$ 7.55
247	GARLIC, GRANULATED	\$ 10.09
248	GARLIC, POWDER	\$ 7.50
249	ITALIAN SEASONING	\$ 5.03
250	ONION POWDER , 20 OZ.	\$ 9.63
251	ONION, DEHYDRATED, CHOPPED, 3# CONTAINER	\$ 23.85
252	PAPRIKA, FANCY, 1#	\$ 6.15
253	PEPPER, GROUND, 1#	\$ 9.75
254	SALT, IODIZED, 26 OZ. CONTAINER	\$ 1.00
255	SALT, SEASONED, 1#	\$ 4.25
256	TACO SEASONING MIX, 6/9 OZ.	\$ 27.27
257	SEAFOOD SEASONING, 1#	\$ 8.50
258	ANTIBACTERIAL PRODUCE CLEANER, 4/1 GAL	\$ 120.00
259	OVEN CLEANER, EASY OFF, 6/24 oz.	\$ 43.42
260	STAINLESS STEEL CLEANER AND POLISH, 12/16 OZ.	\$ 58.77
261	GLASS CLEANER, 9/32 OZ.	\$ 22.89
262	SCRUBBER, STAINLESS STEEL, CURLY	\$ 6.38
263	HAIR NETS, 100 COUNT	\$ 14.30



## **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 Staple Grocery Items to the Henrico County Public Schools (“HCPS”), 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’s staple grocery products must meet the requirements stated in the 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.
2. The 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.
3. The Successful Bidder products shall be free from spoilage, contamination, deterioration, and other visible and non-visible damage.
4. All products shall be packaged and labeled in accordance with accepted trade practices, in sufficiently sturdy, clean, and sealed containers and wrappers.
5. 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.

6. Facility Product Inspection Testing and Samples:

- a) SNS will have the right to inspect the premises, facilities, and processing methods for producing the products covered in this bid and resulting contract.
- b) SNS 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 a contract. Standard test may be conducted for any products delivered for the purpose of insuring satisfactory performance. All products in this bid and resulting contract will also be subject to random product testing during the term of the contract.
- c) If requested by SNS, the Bidder shall furnish samples of any bid product 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

7. No substitutions of products under contract will be allowed without the written approval of the Director, Assistant Director, or Registered Dietitian of SNS authorized representatives.

8. Product Changes.

- a) SNS Director, Assistant Director, or Registered Dietitian shall be informed immediately of any changes to size or content of contract products. A nutritional analysis shall be provided immediately. Failure to do so may be grounds for termination of existing contract. SNS will make the determination if the product meets the nutrition requirements.

9. 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 with assurance that recalled products are identified and removed from schools in the most expedient manner. Bidder shall provide a copy of their firm SOP with their bid.
- b) 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 and the authorized representatives for immediate release.

- c) The Successful Bidder shall either issue a credit or deliver a comparable substitute at the discretion of the County.
  - 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 the County.
12. The Successful Bidder shall not sub-contract any services, deliveries, or other responsibilities set forth in this IFB.
  13. Poor performance including frequent product shortages without justification, inferior products, and inferior service/delivery may be grounds for the potential termination of contract.

#### D. Orders and Deliveries.

1. Products delivered to the County shall be the exact brand and product listed on the Successful Bidder's Bid Form.
2. 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. The County reserves the right to terminate the contract for said product.
3. SNS will place individual orders directly with the Successful Bidder via 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.
4. SNS 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 Food Service Managers.
5. Any deviations to the delivery schedules by the Successful Bidder shall require written approval by SNS.
6. Should there be any issue with not fulfilling orders on normal delivery days; the Successful Bidder shall notify the SNS authorized personnel 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.
7. 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.
8. When late deliveries are expected for any reason, the Successful Bidder must contact SNS either by phone or email. Persistent failure to meet delivery schedules is grounds for cancelling the contract.
9. The Successful Bidder shall provide SNS a schedule of specific delivery days designated for each location at the beginning of the contract.
10. SNS will provide a 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.

11. The 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 7:00 am until Noon.
12. 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.
13. Deliveries to HCPS sites 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 holiday deliveries. Deliveries made on weeks that include holidays shall be coordinated with the SNS Office.
14. 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 personnel.
15. All deliveries are to be checked and signed for by each local authorized personnel only. Non- authorized personnel including custodial staff are not authorized to sign for products.
16. The Successful Bidder shall leave two (2) copies of the delivery ticket/invoice with the SNS authorized personnel when a delivery is made.
17. Delivery drivers are required to sign or initial each delivery invoice if changes are made regarding shortages or returns.
18. SNS has the right to refuse any goods delivered 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.
19. A list of HCPS delivery locations addresses has been provided in Attachment I.
20. Products delivered damaged shall be exchanged (picked up from the county locations and replaced by the Successful Bidder by the next business day or their value credited to the proper location.) Product credits shall be indicated on the delivery invoice.
21. 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 the county locations and replaced by the Successful Bidder the next business day or their value credited.) Product credits shall be indicated on the delivery invoice. Credit memos shall be sent to the address provided in section I.G.5. below.
22. 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.

E. 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, Assistant Director, or the Registered Dietitian 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 \$ 400,000.00.

USDA Child Nutrition Program Regulations at 7 CFR 210.21, 215.14(a), 220.16, 225.17, 225.22, and 250.4(d) direct 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 must 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. If minimum order amounts are required, Bidder must submit the amount with their bid response.
6. No added delivery or fuel charges shall be allowed under this contract.
7. Bidders must bid on all line items to be considered for award. Unit price must be indicated for each line item on the pricing schedule. If the item has been discontinued by the manufacturer, documentation shall be provided with the bid

submission. The discontinued item will be removed from evaluation on all bids submitted.

F. Invoicing Requirements.

1. The Successful Bidder shall provide monthly statements for SNS 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.
2. If the Successful Bidder has multiple contracts with SNS, statements must be prepared separately and shall not be combined. All agencies involved shall receive invoices independent of the other agencies.
3. SNS will only pay the contract price for products listed on the contract. If during the life of the contract, non-contract products are requested by SNS, the Successful Bidder must first obtain permission from the Director, Assistant Director, Dietitian or Controller of School Nutrition Services before delivery of the products. If permission is not granted, SNS nor Juvenile Detention will not take financial responsibility for the products.
4. SNS 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, reserves the right to return such statements to the Successful Bidder. Payment shall not be made until corrected statements are received by SNS.
5. Monthly statements and credit memos referencing the contract number and order number shall be sent to the following:

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



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

**Goods Contract**  
**Contract No. 2365A**

This Goods Contract (this “Contract”) entered into this 29<sup>th</sup> day of June 2022, by the County School Board of Henrico County, Virginia (“HCPS”) and J.L. Culpepper & Co. Inc. dba RRS Foodservice, 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 Staple Grocery Items 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:

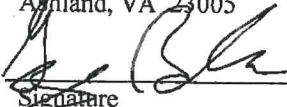
1. This Goods Contract between HCPS and Contractor.
2. Invitation for Bid No. 22-2365-6MEJ, dated June 13, 2022 (as modified by any addenda and including the terms and conditions of any attachments).
3. The Contractor’s bid dated June 22, 2022.

**ADDITIONAL TERM:** The Contractor shall comply with the following mandatory provisions of the Virginia Public Procurement Act (Va. Code § 2.2-4300 *et seq.*): Article 6 of the VPPA (§§ 2.2-4367 through 2.2-4377) (“Ethics in Public Contracting.”).

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

J.L. Culpepper & Co. Inc. dba RRS Foodservice

201 Haley Road  
Ashland, VA 23005



Signature

*George Boutos, VP of Purchasing*

Printed Name and Title

*7-18-22*

Date

County School Board of Henrico County,  
Virginia

P.O. Box 23120  
Henrico, VA 23223



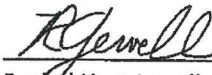
Signature

Oscar Knott, CPP, CPPO, VCO  
Purchasing Director

*7/20/22*

Date

Approved as to form:



Rachel Hart Jewell  
Assistant County Attorney

*7/18/22*

Date