

## **TECHNICAL SPECIFICATIONS**

### **SUPPLYING AND DELIVERING BREAD AND BAKERY PRODUCTS TO CUMBERLAND COUNTY AND PARTICIPATING MEMBERS OF THE CUMBERLAND COUNTY COOPERATIVE PRICING SYSTEM NUMBER 64-CCCPS**

#### **1.0 INTENT**

The intent and purpose of this specification is to adequately describe the requirements for Supplying and Delivering Bread and Bakery Products for the County of Cumberland and participating members of the Cumberland County Cooperative Pricing System Number 64-CCCPS and to list all requirements necessary for entering into a contract, and for being declared winning bidder, for providing the services described herein or as mutually agreed upon.

#### **2.0 SCOPE**

The County of Cumberland, acting as Lead Agency on behalf of itself and the Participating Members of the Cumberland County Cooperative Pricing System, Identifier Number 64-CCCPS, is interested in entering into a contract with a qualified vendor who is able to Supply and Deliver Bread and Bakery Products for the County of Cumberland and is additionally interested in declaring the winning bidder for the Participating Members of the Cumberland County Cooperative Pricing System who have submitted estimates of motor fuel consumption, as listed and described herein.

This shall be an open ended supply contract with the County and the participating cooperative members purchasing bread and bakery products on an as needed basis.

Estimates of product consumption contained in this Bid Document are provided as informational only and the County and the participating cooperative members shall not be obligated to purchase any minimum or maximum amount of product as herein described.

The County reserves the right to eliminate any item, items or groups of items prior to awarding a contract.

#### **3.0 TERMS OF THE AGREEMENT**

The contract shall be for a one (1) year period commencing September 1, 2010, terminating August 31, 2011. Vendors per item bid prices appearing on the Official Bid Document shall be fixed for the one (1) year contract period. The final eight (8) months of this contract shall be contingent upon appropriation of the necessary funds in the year 2011 budget.

Additionally, the County and/or participating cooperative members may, at any time, cancel, without recourse, any contract awarded as a result of this Request for Bid by providing ten (10) calendar days written notification, return receipt, to the contractor, if services provided under this contract are not complete and satisfactorily performed. For County of Cumberland purposes, the Cumberland County Purchasing Agent shall be the sole judge as to what constitutes complete and/or satisfactory/unsatisfactory performance.

The County and/or participating Cooperative members shall give the contractor one (1) written notice for failure to deliver as required or any other failure to comply with these specifications. Thereafter, the County and/or the participating Cooperative member shall have the right to cancel this contract on ten (10) calendar days written notice for failure to deliver as required or other noncompliance to these specifications.

#### **4.0 DESCRIPTION OF SERVICES**

The successful bidder shall Provide and Deliver Bread and Bakery Products for the County of Cumberland and to Participating Members of the Cumberland County Cooperative pricing System, Identifier Number CCCPS-64.

##### **4.0.1 DELIVERIES**

Delivery to County Institutions and Co-op members are to be made on a four day per week basis (Monday, Tuesday, Thursday & Friday) unless specified differently herein. Orders are to be obtained from the kitchen manager at each institution. Daily delivery slips are to be signed by the kitchen supervisor or their representative. Orders not signed for by the managers or their representative shall not be the responsibility of the County or the Co-op member for payment. Orders left outside the building will not be accepted unless agree to in writing prior to the delivery.

It shall be the successful bidder's responsibility to contact each Co-op member who awards a contract to you to establish the required first delivery date for that school system.

If requested by the participating Co-op member, the contractor shall furnish mobile bread storage racks or box trolleys at each location.

Cooperative members will make payments according to their payment policies. The contractor shall obtain the proper billing address from each participating Cooperative member.

If the contractor fails to deliver an ordered item, the County and/or Co-op member shall have the right to obtain the item on the open market. Any difference in cost between the open market price and the contract price shall be deducted from any monies owed to the contractor.

If your delivery is going to be more than 30 minutes late, the contractor shall notify the school district and/or County of this problem.

#### 4.0.2 DELIVERY CONTAINERS

The contractor will remove all delivery containers from each institution on each and every delivery day. The County and/or Co-op members will not be responsible for any delivery containers left at the various locations and will not guarantee their safekeeping.

#### 4.0.3 PRODUCTS

A. Bread to be of the following approximate weight and have said approximate number of slices per loaf.

<u>ITEM</u>	<u>APPROX. WEIGHT</u>	<u>APPROX. # OF SLICES</u>
1) White Bread, pullman size sandwich, enriched, sliced	22 ounce	28, including 2 heels
2) Wheat Bread, pullman size sandwich, enriched, sliced	21 ounce	24, including 2 heels
3) Italian, enriched, sliced	21 ounce	26, including 2 heels
4) Italian, hearth baked 14" min. length, sliced	14 ounce	16, including 2 heels
5) Hot Dog Rolls 5" min length, sliced	21 ounce/dozen minimum	12 rolls
6) Hamburger Rolls 3 3/4" diameter, sliced	21 ounce/dozen Minimum	12 rolls
7) Small Torpedo Rolls, 6" <u>sliced</u> - approx. 2.5 oz. each	28 - 30 ounce	12 rolls
8) Large Torpedo Rolls, 8" <u>sliced</u> - approx. 3 oz. each	33 - 36 ounce	12 rolls
9) Small Kaiser Rolls, 3 1/2 dia, <u>sliced</u> minimum 1.5 oz. each	18 - 24 ounce	12 rolls
10) Large Kaiser Rolls, 4" dia, <u>sliced</u> minimum 2.5 oz. each	30 - 36 ounce	12 rolls

11) Rye Bread, pullman size sandwich enriched	21 ounce	24 including 2 heels
12) Raisin Bread	16 ounce	16
13) Pan Rolls Dinner Type	12 - 14 ounce	12 rolls/tray
14) English Muffins 3 ½" diameter, <u>sliced</u>	20 - 24 ounce	12 muffins
15) Oval Rolls, Steak Roll Type approx. 2 oz./roll	13 - 16 ounce	8 rolls
16) Oval Rolls, aprox 1 oz/roll	10 - 12 ounce	12 rolls
17) Bread Crumbs	1- 5 lb.bag	
18) Jewish Rye (sliced)	42 ounce	
19) Bagels, Plain, <u>sliced</u> 3 - 4 oz. size	36 - 48 ounce	12 bagels
20) Bagels, Cinn. Raisin <u>sliced</u> , 3 - 4 oz. size	36 - 48 ounce	12 bagels
21) Sub Rolls, 16" - 18", sliced		1 each
23) Pumpernickle, <u>sliced</u> , 14"	16 ounce	14 slices
24) Italian, hearth baked, <u>not sliced</u>	14 ounce	bulk
25) Cinnamon Sugar Bun bun approx. 3.5 - 4 oz. Each	42 - 48 ounce	12/box
26) Steak Rolls, small, <u>sliced</u>	28 - 30 ounce	12 rolls

B. All such bread and rolls delivered shall be equal in all standards of quality and freshness to similar bread delivered to the bidders-vendors general retail trade on the same day.

C. The bidder shall designate the price per loaf of bread, per dozen for rolls and per tray of rolls. The bidder is also to provide the weight of each item and the packaging. The number of usable slices per loaf is not to include the heel(s) of the loaf.

D. Unless forbidden by regulations of the United States Government, all white bread furnished shall be that bread known as "Enriched Bread". White bread shall contain not less than the minimum requirements of the various ingredients, vitamin and minerals required by the U.S. Government in their regulations in effect of the time the bread is furnished covering "Enriched Bread".

E. If the U.S. Government changes the said minimum requirements, then the ingredients of the bread and rolls shall be changed so as to contain not less than such minimum requirements.

F. All bread shall be strictly fresh and made from the best quality of flour. Other ingredients shall include nonfat dry milk in the amount of at least minimum required pounds for each 100 pounds of flour, shortening and sugar required by the U.S. Government in their regulations in effect as of the time the bread is furnished. All ingredients shall be pure and of good quality. The loaves shall be well risen, of fine even grain, well baked and of excellent flavor. The crust shall be firm and of uniform good color. The bread, one hour after baking, shall not exceed specified percent of moisture content required by the U.S. Government in conformity with their regulations.

G. The bread, when baked, shall score not less than the minimum rating required according to scoring standards of the American Institute of Baking in effect as of the time the bread is furnished.

H. All items shall be delivered, sliced and wrapped in dust and moisture proof wrappers.

I. Rolls shall be individually baked and must be sliced. They shall be made from the best quality of flour. All ingredients shall be pure and of quality flour. The rolls shall be well risen, of fine even grain, well baked and of excellent flavor. They shall be of uniform size.

J. Rolls shall be wrapped and delivered in clean tight bags.

K. All bread and rolls shall conform to the provisions of the United States Food and Drugs Act of June 30, 1938, Federal Specifications and amendments thereto, as well as to the laws of the State of New Jersey.

L. All bread and rolls shall be manufactured in and furnished from plants and delivery equipment operating under strictly sanitary conditions.

#### **4.0.4. DAMAGE OF PROPERTY**

If any property owned or occupied by the County and/or any participating Cooperative member is damaged by the equipment or employees of the contractor, the contractor shall be liable for the cost of repairs necessary on account of such damage, and the County

and/or participating Cooperative member reserves the right to deduct cost from any sum or sums that may be due or become due to the contractor.

**5.0 COUNTY OF CUMBERLAND DELIVERY LOCATIONS**

Cumberland County Manor  
154 Sunny Slope Drive  
Bridgeton, New Jersey  
Attn: Sue or Rhoda

Cumberland County Juvenile Center  
135 Sunny Slope Drive  
Bridgeton, New Jersey 08302  
Attn: Kathy Kenelia-Smith

Deliveries accepted from 6:00 AM – 10:30 AM

**6.0 PARTICIPATING COOPERATIVE MEMBER REQUIREMENTS**

**1) Bridgeton Bd. of Education**

**Billing Address:** Bridgeton Board of Education  
515 Bank Street  
Bridgeton, NJ 08302  
Attn: Foodservice Bookkeeper  
Vendor to provide separate accounts for breakfast & lunch programs at each location

**Delivery Locations:**

Bridgeton High School  
111 N. West Avenue  
Bridgeton, NJ 08302

**Delivery Time: Key available for early delivery  
(must be delivered prior to 7:30 A.M.)**

**Five (5) day per week delivery**

Contact Person: W. DeShields - 856-455-8030 x 2066

Broad Street School  
251 W. Broad Street  
Bridgeton, NJ 08302

**Delivery Time: Key available for early delivery  
(must be delivered prior to 6:00 A.M.)**

**Five (5) day per week delivery**

Contact Person: To Be Determined - 856-455-8030 x 3028

West Avenue School  
51 N. West Avenue  
Bridgeton, NJ 08302

**Delivery Time: 7:00 A.M. to 8:00 A.M. Only**

**Once per week delivery**

Contact Person: M. Bodine - 856-455-8030 x 1865

Cherry Street School  
11 Cherry Street  
Bridgeton, NJ 08302

**Delivery Time: 7:00 A.M. to 8:00 A.M. Only**

**Once per week delivery**

Contact Person: M. Bodine - 856-455-8030 x 1865

Buckshutem Road School  
550 Buckshutem Road  
Bridgeton, NJ 08302

**Delivery Time: 7:00 A.M. to 8:00 A.M. Only**

**Five (5) days per week delivery including Summer Feeding Program**

Contact Person: L. LaPelusa - 856-455-8030 x 4045

Indian Avenue School  
399 Indian Avenue  
Bridgeton, NJ 08302

**Delivery Time: 7:00 A.M. to 8:00 A.M. only**

**Once per week delivery**

Contact Person: M. Bodine - 856-455-8030 x 1865

Quarter Mile Lane School  
300 Quaker Mile Lane  
Bridgeton, NJ 08302

**Delivery Time: 7:00 A.M. to 8:00 A.M. Only**

**Once per week delivery**

Contact Person: M. Bodine - 856-455-8030 x 1865

**Bread racks are required at each location.**

**2) Cumberland County Technical Education Center**

**Billing Address:** Cumberland County Technical Education Center  
601 Bridgeton Avenue  
Bridgeton, NJ 08302

Attn: Business Office

**Delivery Location:**

Cumberland County Technical Education Center  
601 Bridgeton Avenue  
Bridgeton, NJ 08302

**Delivery Time: Between 7:30 A.M.- 10:00 A.M.**

School Year: September

**3) Vineland Public Schools** - delivery shall be made three (3) days per week (Monday/Wednesday/Friday).

**Billing Address:** Vineland Public Schools  
625 Plum Street  
Vineland, NJ 08360  
Fax # (856) 794-9464

**Delivery Location: Various (See Attachment B)**

**Delivery Time: See Attachment B.**

**Vendor may be able to set up call schedule with the Vineland Public Schools at fax # 856-794-9464.**

## **7.0 SAMPLES**

The County reserves the right to request samples of the products being bid. The sample shall be delivered within five (5) calendar days of said request to such place to be determined by the Director of Purchasing. The sample will be provided to the County at no cost. The County will be the sole judge in determining the quality, flavor and acceptability of the product. Failure to provide sample within the required time frame shall be cause to declare the bidder non-responsive.

## **8.0 PAYMENT**

Payment for the delivery of said products will be made within seven (7) days following the next regular monthly meeting of the Board of Chosen Freeholders subsequent to said delivery. The completed invoice and County Voucher are to be presented to the addresses listed herein on or before the third (3rd) day of the month after completion of said delivery.

Co-op members shall be responsible for their payments. Contractor shall directly bill the Co-op members on such forms as provided by that member.

## **9.0 APPROXIMATE QUANTITIES**

The quantities listed are estimates only based on the County's or Co-op members usage during 2009 through 2010. The quantity ordered during the contract period may be more or less than the listed estimates. The County does not guarantee to purchase any minimum quantity. The estimates are based on the premise that the County will continue to operate the facilities for twelve months during the contract period.

## **10.0 DELIVERY CASES**

Empty delivery cases must be picked up at each institution each day that a delivery is made. If this is not complied with, the County and/or Co-op member will not be responsible for the storage of these items and does not guarantee their safety or return.

## **11.0 CONTRACT AWARD**

**The contract will be awarded to the lowest, responsible, responsive bidder on a total cost basis for County Only. The bidder must bid on all items to be considered for this contract.**

## **12.0 CONTRACT PERIOD**

The contract period shall be September 1, 2010, through August 31, 2011. The final eight (8) months of the contract shall be contingent upon the appropriation of the necessary funds in the 2011 Budget.

## **13.0 COOPERATIVE BID**

Be advised that the County is conducting a voluntary cooperative pricing system for this product. Award of a contract by the County does not guarantee that any or all of the participating cooperative members will award the successful bidder a contract for their bread requirements. It is hoped that as you provide pricing to the County that the bidder considers the potential for a larger volume of business and extend your pricing to the Co-op members. It is anticipated but not guaranteed that if acceptable pricing is received, all Co-op members will award contracts.

## **14.0 PRICING**

If requested, the contractor shall provide pricing on their delivery slips.

## **15.0 NOTES**

Please note that the successful bidder will most likely be serving Cumberland County and the school districts listed herein.

## **16.0 COUNTY OF CUMBERLAND BUSINESS HOURS**

For the purposes of this agreement, normal business hours for the County of Cumberland are Monday through Friday, 8:30 AM to 4:30 PM, excluding holidays observed by the County.

## **17.0 CONTRACT AWARD**

The County of Cumberland shall award a single contract for the provision of the products and services described herein.

Additionally, the County of Cumberland shall declare a winning bidder for the Participating Cooperative Members requirements as described herein.

The County reserves the right to reject any and all bids as allowable by law. The County reserves the right to investigate the bidder's ability and to satisfy itself that the bidder will be able to fulfill the requirements of these specifications and any future service requirements.

The County shall notify all participating and interested entities of the bid results obtained pursuant to the public opening herein scheduled, and shall additionally identify the vendor(s) to whom the County intends to award a contract(s) and which vendor(s) will be declared the winner(s) for cooperative fuel requirements. It shall be the responsibility of the winning vendor(s) to contact said cooperative members and to forward any required documentation necessary to enter into any contracts directly to each individual member. Contract documentation for participating cooperative members shall not be sent to the County for consequent distribution to participating entities.