

CONTRACT DOCUMENTS
BID FORM AND SPECIFICATIONS
FOR
BID NO. 018-14
JAIL INMATE MEALS
for the
City of Fairhope, AL
Timothy M Kant, Mayor
Jack Burrell, Council President

Set No. _____

ADVERTISEMENT OF BID INVITATION

CITY OF FAIRHOPE

June 4, 2014

Sealed bids will be received by the City of Fairhope of Baldwin County, Alabama, in the City of Fairhope offices, 555 South Section St. Fairhope, Alabama, until 2:00 P.M., Wednesday, July 25, 2014 and then publicly opened thereafter, for furnishing all labor and materials, and performing all work required by the City of Fairhope and described as follows:

Bid Number 018-14 Jail Inmate Meals

Bid documents will be posted on the City of Fairhope Website: www.cofairhope.com or a copy may be obtained by e-mailing: dan.ames@cofairhope.com. Specifications are on file and may be seen in the Purchasing Department of the City of Fairhope, Alabama, 555 S. Section Street. Prior to opening, Bid packages may be picked up at that location during normal operation, between 7:00 am and 4:00 pm local time.

Questions or comments pertaining to this bid must be presented in writing, sent as e-mail to the attention of the Purchasing Manager, Daniel P. Ames, P.O. Drawer 429, 555 South Section St., Fairhope, Al 36532, e-mail: dan.ames@cofairhope.com, Seventy Two (72) hours prior to the bid opening or will be forever waived.

All bids must be on blank bid forms provided in the Bid Documents. Bids shall be accompanied by a Bid Security equal to 5% (percent) of the bid price, but in no event more than \$10,000.00. Bid Security shall be in the form of a Bid Bond signed by a bonding company authorized to do business in the State of Alabama, or a cashier's check payable to The City of Fairhope. No Bid Security is required on bids less than \$10,000.00. **NOTE: BID BOND FOR THIS BID IS WAIVED.**

THERE WILL BE A NON-MANDATORY PRE-BID MEETING ON THURSDAY, June 18, 2014, AT 10:00 a.m. , at the Public Services Building, 555 South Section St., Fairhope, AL 36632.

The City of Fairhope is an Equal Opportunity Employer and requires that all contractors comply with the Equal Employment Opportunity laws and the provisions of the Contract Documents in this regard. The City also encourages and supports the utilization of Minority Business Enterprises on this and all public bids.

All bids, with their guarantee (when required), must be enclosed in a sealed, opaque envelope, clearly identified on the outside as a **"Sealed Bid" with Item Name, Bid Number, City of Fairhope's Name and Address and Bidder's Name and Address**. Each bid must be in a separate envelope. Bids made out in pencil will not be accepted. Failure to observe the instructions contained herein will constitute grounds for rejection of your bid. The City reserves the right to accept or reject all bids or any portion thereof, and to waive informalities and to furnish any item of material or work to change the amount of the Contract, whichever is in the best interest of the City of Fairhope.

The **AWARDED VENDOR** must furnish to the City of Fairhope at the time of the signing of the contract a certificate of insurance coverage as provided in the contract documents which will include comprehensive insurance, **AWARDED VENDOR'S** Automobile Liability Insurance, and where applicable, **CITY'S** Protective Liability insurance, subcontractor's public liability and property damage insurance. The company that is awarded the bid must have Workman's Compensation Insurance on all of its employees if work is to be performed on City of Fairhope premises. General Liability Insurance, specifying coverage, must be maintained to hold the City of Fairhope harmless in the event of an accident. See bid packet for details.

No bids will be considered unless the bidder, whether resident or non-resident of Alabama, is properly qualified to submit a proposal for this type of work in accordance with all applicable laws of the State of Alabama. Where applicable, this shall include evidence of holding a current license from the State Licensing board for General Contractors, Montgomery, Alabama, as required by Chapter 8 of Title 34, of the Code of Alabama, 1975. In addition, the **AWARDED VENDOR**, if non-resident of the State, and if a corporation, shall show evidence of having qualified with the Secretary of State to do business in the State of Alabama, <http://www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx>. Bidder must have a current business license or purchase a business license with the City of Fairhope prior to work performed. No bids shall be withdrawn for the period of thirty (30) days subsequent to the opening of proposals without the consent of the City of Fairhope, Baldwin County, Alabama. Once completed, a tabulation of the responsive and responsible bids will be available for public viewing by visiting the following web address: www.cofairhope.com.

Daniel P. Ames,
Purchasing Manager
City of Fairhope
Posted 6-5-14

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**ITEM II
INSTRUCTIONS TO BIDDERS**

1.0 PREPARATIONS FOR BIDS:

Forms furnished, or copies thereof, shall be used, and strict compliance with the requirements of the invitation, these instructions, and instruction printed on the forms is necessary. Special care should be exercised in the preparation of bids. Bidders must make their own estimates of the facilities and difficulties attending the performance of the proposed contract, including local conditions, uncertainty of weather, and all other contingencies. All designations and prices shall be fully and clearly set forth. The proper space in the bid form shall be suitably filled in.

2.0 LABOR AND MATERIALS NOT TO BE FURNISHED BY CITY OF FAIRHOPE:

The City of Fairhope, Alabama, will not furnish any labor, material, or supplies unless specifically provided for in the Contract documents.

3.0 SIGNATURE TO BIDS:

Each bid must give the full business address of the Bidder and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president", "secretary", "agent" or other designation without disclosing his principal, may be held to be the bid of individual signing. When requested by the City of Fairhope, Alabama, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

4.0 ALTERNATE BIDS:

Alternate bids will not be considered unless called for.

5.0 CORRECTIONS:

Erasures or other changes in the bids must be explained or noted over the signature of the bidder.

6.0 INSURANCE:

AWARDED VENDOR, at its sole expense, shall obtain and maintain in full force the following insurance to protect the **AWARDED VENDOR** and the City of Fairhope at limits and coverages specified herein. The City of Fairhope will be listed as "additional insured" on all applicable certificates. These limits and coverage's specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately protect the **AWARDED VENDOR**. All insurance will be provided by insurers licensed to conduct business in the State of Alabama and shall have a minimum A.M. Best rating of A-VII and must be acceptable to the City. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to the City for prior approval. See the instructions (**ITEM IV**) hereinafter contained with respect to the type, form, and amounts of required insurance policies.

7.0 MARKING AND MAILING BIDS:

Mark and mail bids per the instructions in **Item I, Advertisement of Bid Invitation.**

8.0 TIME FOR RECEIVING BIDS:

Bids received prior to the time of opening will be securely kept, unopened. The **CITY** will decide when the specified time has arrived, and no bid will be considered if received thereafter, except that when a bid arrives by mail after time for opening, but before award is made, and it is shown to the satisfaction of the Owner that the non-arrival on time was due solely to delay in the mails for which the bidder was not responsible, such bid will be received and considered. No responsibility will attach to the City of Fairhope or Fairhope City Council for the premature opening of a bid not properly addressed or identified. Unless specially authorized, telegraphic bids will not be considered.

9.0 WITHDRAWAL OF BIDS:

Bids may be withdrawn on written or telegraph request received from bidders prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

10.0 BIDDERS PRESENT:

At the time fixed for the opening of bids, their contents will be made public for the information of bidders and others properly interested who may be present either in person or by representation.

11.0 AWARD OR REJECTION OF BIDS:

The Contract will be awarded to the lowest responsible bidder complying with conditions of the invitation for bids, provided his bid is reasonable and it is in the interest of the **CITY** to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The **CITY**, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the **CITY**. It also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a bidder who is not, in the judgment of the **CITY**, in a position to perform the Contract.

11.01 Local vendors, within the city limits of the City of Fairhope, will have a 3% favorable allowance in all bids.

11.02 The Contract may be awarded by LUMP SUM or LINE ITEM, whichever is in the best interest of the City

12.0 ERRORS IN BIDS:

Bidders or their authorized agents are expected to examine the specifications and all other instructions pertaining to the work, which will be open to their inspection. Failure to do so will be at the Bidder's own risk, and he cannot secure relief on the plea of error in the bid. In case of error in the extension of prices, the unit price will govern.

13.0 CONTRACT AND BOND:

The bidder to whom award is made must, when requested, enter into written contract on the standard form as set out herein, within the period specified, or, if no period be specified, within 15 days after the required forms are presented to him for signature.

14.0 COLLUSION:

If there is any reason for believing that collusion exists among the Bidders any or all proposals may be rejected, and those participating in such collusion may be barred from submitting bids on the same or other work with the City of Fairhope.

15.0 SUBLETTING OR ASSIGNING OF CONTRACT:

Limitations: The **AWARDED VENDOR** shall not sublet, assign, transfer, convey, sell, or otherwise dispose of any portion of the contract, his right, title or interest therein, of his power to execute such contract, to any person, firm or corporation without written consent of the City of Fairhope, and such written consent shall not be construed to relieve the **AWARDED VENDOR** of any responsibility for fulfillment of the contract. Unless otherwise stipulated in the proposal or special provisions, the **AWARDED VENDOR** shall perform with his own organization, and with the assistance of workmen under his immediate superintendence and reported on his payroll, all contract work.

16.0 SCOPE OF WORK

See **Item V** for scope of work and specifications.

17.0 BIDDING & PRICING

17.01 Bidders will present their bid as a unit price per each item, and a total price (quantity = one each) for the bid items, separately, one for delivered items, and one for items that are picked up.

17.02 The price bid will remain constant for the entire duration of awarded bid, with the exception that increases in the percentage will be allowed.

18.0 COMPLIANCE

18.01 All provisions and services will comply with all Federal, State and Local laws, and regulations.

18.02 The **AWARDED VENDOR** will be responsible for insuring that all products meet specifications before delivery.

18.03 **AWARDED VENDOR** will make no substitutions for bid items without prior written approval of the City of Fairhope Purchasing Department.

19.0 ORDERING

- 19.01 Purchase Orders will be issued by the City of Fairhope Purchasing Department to the **AWARDED VENDOR** for provisions as needed.
- 19.02 If **AWARDED VENDOR** fails to fill Purchase Order or deliver on time, the City of Fairhope reserves the option to procure needed, comparable provisions from any source, and bill the **AWARDED VENDOR** for associated expenses generated by such failure.

20.0 PACKAGING & DELIVERY OR PICKUP

- 20.01 **AWARDED VENDOR** will supply a list of 'units per case' for each bid item.
- 20.02 At time of delivery or pickup, product will be maintained in proper state (example: frozen foods frozen, not thawed) in unopened, undamaged, manufacturer's original protective packaging, product containers.
- 20.03 Deliver provisions to Fairhope City Jail.
- 20.04 FOB City of Fairhope as directed.
- 20.05 Delivery will be made at time and place set by City of Fairhope representative, within twenty four (24) hours of receipt of Purchase Order.
- 2.06 Pickup—Product will be picked up by the Fairhope Police Department
- 2.07 Pickup—Product will be pre-pulled and ready for pickup at a time designated by the City of Fairhope

21.0 QUANTITY

- 21.01 The exact quantity of purchases for this solicitation is not known. The City of Fairhope does not guarantee that the City will buy any amount. Orders will be placed as needed and will give complete shipping instructions. Minimum order amounts are not applicable to this bid.

22.0 PAYMENT

- 22.01 Invoices -- Upon completion of service and delivery of materials specified in the applicable purchase order, **AWARDED VENDOR** will submit an invoice and signed delivery ticket to:

City of Fairhope
Accounts Payable Department
P.O. Drawer 429
Fairhope, AL 36533

22.02 All invoices must reference appropriate Purchase Order Numbers

- 22.03 Payment of Invoice: All invoices received by the City of Fairhope are payable within thirty (30) days from the date of receipt by the City of Fairhope, provided they are approved by the City of Fairhope.

23.0 EXCEPTIONS / CHANGES

Compliance with or variations from the specifications must be noted as to each item on the Specification Sheet. This requirement must be met even though the Purchasing Manager may alter the specifications in the form of an addendum to accommodate variances. A request for a change in the specifications to accommodate a variation must be called to the attention of the Purchasing Manager at least 72 hours before the bid opening date. All requests for such changes will be considered and the merits weighed. Only those changes in specifications deemed to be in the best interest of the City will be made. In the event of a change in specifications, an addendum will be supplied to bidders. Exceptions may be accepted if they are minor, equal, or superior to that which is specified, and provided that they are listed and fully explained on a separate page entitled, "Exceptions to Specifications". The exceptions shall refer to the specification page and paragraph number the City shall determine which (if any) exceptions are acceptable and this determination shall be final.

**ITEM III
BID RESPONSE**

Date: ____/____/____

Bid No.: 018-14
Bid Name: JAIL INMATE MEALS

Bid Duration: One (1) year from start date specified in contract, with the option to renew bid or contract for up to Two (2) additional years if terms and conditions, including pricing remain the same, and both parties are in agreement to renewing the bid or contract.

Bid Quantity: The exact quantity of purchases for this solicitation is not known. The City of Fairhope does not guarantee that the City will buy any amount. The inmate count per day is approximately Twenty-Five (25) to Thirty (30). Orders will be placed as needed and will give complete shipping or pick up instructions. Minimum order amounts are not applicable to this bid.

Bid will include all labor, materials, equipment, shipping and postage, overhead, profit, bonds, insurance and all other costs necessary to provide the complete services outlined within this contract and scope of work, on a per unit basis.

*****ALL MEALS SHOULD BE MICROWAVABLE*****

THE CITY WILL CONSIDER TWO (2) OPTIONS FOR DELIVERY OF MEALS. INTERESTED BIDDERS MAY QUOTE EITHER OPTION OR BOTH.

We propose to meet or exceed the above specifications at:

OPTION 1 VENDOR DELIVERED

A. \$ _____ total of bid prices per one each for items **DELIVERED TO FAIRHOPE CITY JAIL IN THE CITY OF FAIRHOPE, AL**

**BREAKFAST, FROZEN, INDIVIDUAL SERVING,
(Serving size to meet nutritional specs)**

	BID PRICE PER EACH	UNITS PER CASE	BID PRICE PER CASE
1. EGG & SAUSAGE	_____	_____	_____
2. EGG & BACON	_____	_____	_____
3. PANCAKES & SAUSAGE	_____	_____	_____
4. FRENCH TOAST & SAUSAGE	_____	_____	_____
5. HAM & CHEESE OMELET	_____	_____	_____
6. SAUSAGE & EGG SCRAMBLE	_____	_____	_____

DINNERS, FROZEN, INDIVIDUAL SERVING,

	BID PRICE PER EACH	UNITS PER CASE	BID PRICE PER CASE
(Serving size to meet nutritional specs)			
1. BONELESS FRIED CHICKEN	_____	_____	_____
2. BONELESS BBQ RIBS	_____	_____	_____
3. COUNTRY FRIED CHICKEN	_____	_____	_____
4. CLASSIC FRIED CHICKEN	_____	_____	_____
5. MEATLOAF	_____	_____	_____
6. MEXICAN ENCHILADAS	_____	_____	_____
7. ROASTED TURKEY	_____	_____	_____
8. SALSIBURY STEAK	_____	_____	_____
9. VEAL PARMIGIANA	_____	_____	_____
10. BUFFALO CHICKEN	_____	_____	_____

MISCELLANEOUS PROVISIONS

	BID PRICE PER EACH	UNITS PER CASE	BID PRICE PER CASE
1. BREAD, WHITE, SANDWICH, 20 oz. loaf	_____	_____	_____
2. MILK, 2%, 1 gallon, plastic bottle	_____	_____	_____
3. ORANGES, per each	_____	_____	_____
4. APPLES, per each	_____	_____	_____
5. TEA BAGS, GALLON SIZE, 24 / BOX	_____	_____	_____

OPTION 2 POLICE PICKUP

B. \$ _____ total of bid prices per one each for items PICKED UP BY THE FAIRHOPE CITY POLICE WITHIN THE POLICE JURISDICTION OF THE CITY OF FAIRHOPE.

**BREAKFAST, FROZEN, INDIVIDUAL SERVING,
(Serving size to meet nutritional specs)**

	BID PRICE PER EACH	UNITS PER CASE	BID PRICE PER CASE
7. EGG & SAUSAGE	_____	_____	_____
8. EGG & BACON	_____	_____	_____
9. PANCAKES & SAUSAGE	_____	_____	_____
10. FRENCH TOAST & SAUSAGE	_____	_____	_____
11. HAM & CHEESE OMELET	_____	_____	_____
12. SAUSAGE & EGG SCRAMBLE	_____	_____	_____

DINNERS, FROZEN, INDIVIDUAL SERVING,

	BID PRICE PER EACH	UNITS PER CASE	BID PRICE PER CASE
(Serving size to meet nutritional specs)			
1. BONELESS FRIED CHICKEN	_____	_____	_____
2. BONELESS BBQ RIBS	_____	_____	_____
3. COUNTRY FRIED CHICKEN	_____	_____	_____
4. CLASSIC FRIED CHICKEN	_____	_____	_____
5. MEATLOAF	_____	_____	_____
6. MEXICAN ENCHILADAS	_____	_____	_____
7. ROASTED TURKEY	_____	_____	_____
8. SALSIBURY STEAK	_____	_____	_____
9. VEAL PARMIGIANA	_____	_____	_____
10. BUFFALO CHICKEN	_____	_____	_____

MISCELLANEOUS PROVISIONS

	BID PRICE PER EACH	UNITS PER CASE	BID PRICE PER CASE
1. BREAD, WHITE, SANDWICH, 20 oz. loaf	_____	_____	_____
2. MILK, 2%, 1 gallon, plastic bottle	_____	_____	_____
3. ORANGES, per each	_____	_____	_____
4. APPLES, per each	_____	_____	_____
5. TEA BAGS, GALLON SIZE, 24 / BOX	_____	_____	_____

Each bid must give the full business address of the bidder and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president," "secretary," "agent," or other designation without disclosing his principal, may be held to be the bid of the individual signing. When requested by the City of Fairhope, Baldwin County, Alabama, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

The undersigned agrees to furnish the goods/services as requested by you for the City of Fairhope, Baldwin County, Alabama in your invitation to bid, and certifies that they will meet or exceed the specifications called for. The undersigned has read all information pertaining to this bid and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. described in the bid documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

Witness our hands this ____ day of _____, 2014

If Individual or Partnership

(Name of Individual or Partnership)

(Print Name of Partner)

(Print Name of Representative Authorized to sign Bids and Contracts for the firm)

(Print Name of Partner)

(Signature of Representative Authorized to sign Bids and Contracts for the firm)

(Address)

(Address)

(Address)

Phone Number () _____ Fax Number () _____

Primary E-mail address _____

AL Contractor's License) _____
(If required)

Foreign Corporation Entity ID _____
(outside AL)

If Corporation or LLC

Company _____ State of Incorporation _____

Company Representative _____
(Print Name of Representative Authorized to sign Bids and Contracts for the firm)

Company Representative _____
(Signature of Representative Authorized to sign Bids and Contracts for the firm)

(Address)

(Address)

Phone Number () _____ Fax Number () _____

Primary e-mail address _____

Alabama Contractor's License No. _____ Foreign Corporation Entity ID _____
(If required) (outside AL)

NOTARY FOR AWARDED VENDOR

STATE OF _____

COUNTY OF _____

I, the undersigned authority in and for said State and County, hereby certify that

_____, as _____,
(Print name of bid signer here) (Print bid signers Title here)
respectively, of _____
(Print company name here)

whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this ____ day of _____, 2014.

Notary Public
My Commission Expires: _____

END OF BID RESPONSE FORM

**ITEM IV
INSURANCE**

3.0 INSURANCE REQUIREMENTS

AWARDED VENDOR, at its sole expense, shall obtain and maintain in full force the following insurance to protect the **AWARDED VENDOR** and the City of Fairhope at limits and coverages specified herein. The City of Fairhope will be listed as an additional insured under the **AWARDED VENDOR's** General Liability insurance and automobile liability insurance policies, and all other applicable policies and certificates of insurance. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately protect the awarded bidder.

3.01 All insurance will be provided by insurers by admitted carriers in the State of Alabama, shall have a minimum A.M. Best rating of A-VII and must be acceptable to the City. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to the City for prior approval.

3.02 NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAS BEEN RECEIVED BY THE CITY.

3.03 Worker's Compensation and Employer's Liability

Part One: Statutory Benefits as required by the State of Alabama		
Part Two: Employer's Liability	\$100,000	each accident
	\$100,000	each employee
	\$500,000	Policy Limit

3.04 U.S. Longshoreman & Harbor Workers Act (USL&H)

Required if contract involves work near a navigable waterway that may be subject to the USL&H law.

3.05 Maritime Endorsement (Jones Act)

Endorsement required if contract involves the use of a Vessel. Or include coverage for "Master or Member or Crew" under "Protection and Indemnity" coverage (P&I) unless crew is covered under Workers Compensation.

Bodily injury by accident	\$1,000,000	each accident
Bodily injury by disease	\$1,000,000	aggregate

3.06 Commercial General Liability

Coverage on an Occurrence from with a combined single limit of (Bodily Injury and Property Damage combined as follows:

Each occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products/Completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000

Coverage to include:

- Premises and operations
- Personal injury and Advertising Injury
- Products/completed operations
- Independent Contractors
- Blanket Contractual Liability
- Explosion, Collapse and Underground hazards
- Broad Form Property Damage
- Railroad Protective Liability Insurance if work involves construction, demolition, or maintenance operations on or within 50 feet of a railroad.

3.07 Automobile Liability

Covering all owned, non-owned and hired vehicles with a limit of no less than \$1,000,000 combined single limit of Bodily injury and property damage per occurrence.

3.08 Certificates of Insurance

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by the City PRIOR to commencement of any work on the contract. Each policy shall be endorsed to provide ten (10) days written notice of cancellation to the City.

- 3.08.1** The **AWARDED VENDOR** shall require certificates of insurance from sub-Contractors. Sub-Contractors will carry limits of insurance equal to or greater than those carried by the **AWARDED VENDOR**. These certificates shall evidence waivers of subrogation in favor of the **AWARDED VENDOR** and the City, and shall be made available to the City upon request.

ITEM V
SCOPE OF WORK AND SPECIFICATIONS
BID NO. 018-14
JAIL INMATE MEALS

SCOPE OF WORK

Service to include:

- a. Provide meal provisions to Fairhope City Jail, as per specifications.
- b. The City of Fairhope will consider two delivery options: Option one, delivery of provisions to Fairhope City Jail, or other designated City site. Provide delivery within 24 hours of receipt of order, delivery time every week specified by **CITY**, inside delivery if required; and option two, pickup of provisions by Fairhope Police Department personnel, from vendors within the Police jurisdiction of the City of Fairhope.

Weekly Estimate (Example)

<u>20 inmates per day</u>	<u>for 7 days</u>	<u>quantity needed</u>
40 Dinner Meals	280 Meals	23 Cases
20 Breakfast Meals	140 Meals	12 Cases
3 Bread Loafs	21 Loafs	21 Loafs
1.5 Gallons of Milk	10.5 Gallons	11 Gallons
20 Oranges	140 Oranges	12 Bags of Oranges

(Inmates are given (1) one, (8) eight ounce cup every meal)

Recommended Daily Nutrition:

All meals MUST meet or exceed the following:

Calories:	2000
Total Fat:	55g or 25% of total calories
Saturated Fat:	no more than 10% of total calories
Carbohydrates:	275g or 55% of total calories
Protein:	100g or 20% of total calories

SPECIFICATIONS

Meals that are bid must contain the following to be considered: A minimum of 2000 calories, total fat 55g or 25% of total calories, saturated fat no more than 10% of total calories, carbohydrates 275 g or 55% of total calories, and protein 100 g or 20% of total calories.

ITEMS ON WHICH TO BASE DAILY MEALS:

Meal: **BONELESS FRIED CHICKEN**
Contains: Boneless fried chicken patties, Mashed potatoes, corn and chocolate brownie
Weight: (approx.) 16 oz
Calories (min) 860
Fat (total) 39g
Carbohydrates 85g
Protein 38g

Meal: **BONELESS BBQ RIBS**
Contains: Pork patties w/BBQ sauce, mashed potatoes, mixed vegetables and chocolate brownie
Weight: (approx.) 16 oz
Calories (min) 810
Fat (total) 36g
Carbohydrates 98g
Protein 25g

Meal: **COUNTY FRIED CHICKEN**
Contains: Fried Chicken patties with country gravy, mashed potatoes mixed vegetables and apple Dessert
Weight: (approx.) 16 oz
Calories(min) 570
Fat (total) 27g
Carbohydrates (total) 53g
Protein 20g

Meal: **CLASSIC FRIED CHICKEN**
Contains: White and dark meat chicken portions, mashed potatoes, corn, and chocolate brownie
Weight: (approx.) 16 oz
Calories (min) 1030
Fat (total) 62g
Carbohydrates (total) 63g
Protein 51g

Meal: **MEATLOAF**
Contains: Meatloaf and brown gravy, mashed potatoes, mixed vegetables and chocolate brownie
Weight: (approx.) 16 oz
Calories (min) 660
Fat (total) 35g
Carbohydrates (total) 61g
Protein 26g

Meal: MEXICAN ENCHILADAS

Contains: Beef enchiladas covered in chili cheese sauce, Mexican-style rice, refried beans and pudding

Weight:(approx.) 17 oz
Calories: (min) 600
Fat: (total) 24g
Carbohydrates (total) 86g
Protein 18g

Meal: ROASTED TURKEY

Contains: White meat turkey w/gravy, seasoned stuffing, mashed potatoes, mixed vegetables and chocolate brownie

Weight: (approx.) 16 oz
Calories (min) 460
Fat (total) 12g
Carbohydrates (total) 64g
Protein 20g

Meal: SALISBURY STEAK

Contains: Salisbury steak patties in mushroom and onion gravy, mashed potatoes, green beans and chocolate brownie

Weight: (approx.) 16 oz
Calories: (min) 600
Fat (total) 35g
Carbohydrates (total) 50g
Protein 24g

Meal: VEAL PARMIGIANA

Contains: Breaded chopped veal patties, covered in mozerella cheese, pasta in tomato sauce, green beans and chocolate brownie

Weight (approx.) 15.5 oz
Calories: (min) 640
Fat (total) 25g
Carbohydrates (total) 79g
Protein 28g

Meal: BUFFALO CHICKEN

Contains: Fried chicken strips with buffalo sauce, mashed potatoes, and Sweet corn

Weight:(approx.) 14.5 oz
Calories: (min) 730
Fat (total) 34g
Carbohydrates (total) 58g
Protein: 37g

Vendor **must acknowledge** **VENDOR COMPLIANCE**. If **NO**, a full explanation must be made on or below line, or on an extra sheet attached to back of bid form, with “see attachment” in the appropriate blank. Attach support data for substitution being equal to or better than specified. If vendor does not acknowledge **VENDOR COMPLIANCE**, it will be understood that vendor cannot fulfill said specifications.

*****ALL MEALS ARE TO BE MICROWAVABLE*****

The provisions will be:

BREAKFAST, FROZEN, INDIVIDUAL SERVING,

(Serving size to meet nutritional specs)

	COMPLY (YES / NO)
1 EGG & SAUSAGE	_____
2 EGG & BACON EGGS	_____
3 PANCAKES & SAUSAGE	_____
4 FRENCH TOAST & SAUSAGE	_____
5 HAM & CHEESE OMELET	_____
6. SAUSAGE & EGG SCRAMBLE	_____

DINNERS, FROZEN, INDIVIDUAL SERVING,

(Serving size to meet nutritional specs)

1. BONELESS FRIED CHICKEN	_____
2. BONELESS BBQ RIBS	_____
3. COUNTRY FRIED CHICKEN	_____
4. CLASSIC FRIED CHICKEN	_____
5. MEATLOAF	_____
5. MEXICAN ENCHILADAS	_____
6. ROASTED TURKEY	_____
7. SALSIBURY STEAK	_____
8. VEAL PARMIGIANA	_____
9. BUFFALO CHICKEN	_____

MISCELLANEOUS PROVISIONS

1. BREAD, WHITE, SANDWICH, 20 oz. loaf	_____
2. MILK, 2%, 1 gallon, plastic bottle	_____
3. ORANGES, per each	_____
4. APPLES, per each	_____
5. TEA BAGS, GALLON SIZE, 24 / BOX	_____

END SCOPE OF WORK AND SPECIFICATIONS

ITEM VI
CITY OF FAIRHOPE, ALABAMA
STANDARD TERMS AND CONDITIONS

1. ACCEPTANCE OF AGREEMENT

This Agreement contains all terms and conditions agreed upon by the Owner and Winning bidder. No other agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto. The Winning Bidder shall not employ Subcontractors without the express written permission of the Owner. No waiver, alteration, consent or modification of any of the provisions of the Agreement shall be binding unless in writing and signed by the Owner and Contractor. This Agreement shall not be construed against the party or parties preparing it. It shall be construed as if all the parties and each of them jointly prepared this Agreement, and any uncertainty or ambiguity shall not be interpreted against one or more parties.

2. ACCEPTANCE OF WORK

The City of Fairhope will be deemed to have accepted the Work after the City of Fairhope agrees the Work is completed by signature on delivery or service tickets. In the event Work furnished under the Contract / Agreement / Purchase Order is found to be defective or does not conform to the intent of the Contract / Agreement / Purchase Order, the awarded vendor shall, after receipt of notice from the City of Fairhope, correct the deficiencies. Failure on the part of the awarded vendor to properly correct the deficiencies within the time period allowed will constitute the City of Fairhope's right to cancel the Contract / Agreement / Purchase Order immediately, upon written notice to the awarded vendor.

3. ADDENDA

All Addenda are part of the Contract Documents. Include resultant costs in the Bid. Addenda will be issued by email to all Bidders on record, and posted to the City of Fairhope website www.cofairhope.com. It is the responsibility of the bidder to verify that all addenda have been received, and to include all signed addenda in the bid submission

4. ADDITIONAL ORDERS

Unless it is specifically stated to the contrary in the bid response, the City of Fairhope reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions; to extend the renewal date until a new bid is in place, if it is mutually agreeable.

5. APPLICABLE LAW

This Agreement is deemed to be under and shall be governed by and construed according to the laws of the State of Alabama. Any litigation arising out of the Agreement shall be heard in the Courts of Baldwin County, Alabama.

6. ASSIGNMENT

The awarded vendor shall not assign the Contract / Agreement /Purchase Order or sublet it as a whole without the express written permission of the City of Fairhope. The awarded vendor shall not assign any payment due them hereunder, without the express written permission of City of Fairhope. The City of Fairhope may assign the Contract / Agreement / Purchase Order, or sublet it as a whole, without

the consent of the awarded vendor.

7. ASSURANCE OF NON-CONVICTION OF BRIBERY

The bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors, or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or Federal government.

8. AWARD CONSIDERATION

The following factors will be considered in determining the lowest **responsible** bidder: Overall quality, Conformity with specifications both general and specific, Purposes for which materials or services are required, Delivery dates and time required for delivery, Unit acquisition cost, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs, and other objective and accountable factors which are reasonable.

9. AWARD OR REJECTION OF BIDS

The Bid will be awarded to the lowest responsible bidder complying with conditions of the invitation for bids, provided his bid is reasonable and it is in the interest of the City of Fairhope to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The City of Fairhope, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest to the City of Fairhope.

10. BACK ORDERS

If it is necessary to back order any items, the vendor must notify the Purchasing Department and advise as to the expected shipping or delivery date. If this date is not acceptable, the City of Fairhope may seek remedies for default.

11. BID AND PERFORMANCE SECURITY

If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany the bid and be made payable to The City of Fairhope of Baldwin County, Al. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the City and underwritten by a company licensed to issue bonds in the State of Alabama. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Purchasing Manager deems the failure to be non-substantial. All checks will be returned to the bidders after the contract has been approved. If a performance bond is required, the successful bidder will be notified after the awarding of the contract.

12. BRAND NAMES

Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality thereby indicated will be considered, providing the bid clearly describes the article

offered and indicates how it differs from the referenced brands. Descriptive literature or manufacturers specifications plus any supplemental information necessary for comparison purposes should be submitted with the bid or the bid on that item may be rejected. Reference to literature submitted with a previous bid or on file with the Division of Purchasing will not satisfy this requirement. The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified in the ITB. Bids without sufficient documentation to fully support equality, may be considered non-responsive. Reference by the City of Fairhope in the ITB to available existing specifications shall be sufficient to make the terms of such specifications binding on the bidder. Unless the bidder specifies otherwise in its bid, it is understood the bidder is offering a referenced brand item as specified in the ITB or is bidding as specified when no brand is referenced. Failure to examine drawings, specifications and instructions will be at the bidder's risk.

13. BUSINESS LICENSE

The vendor selected to enter into a Contract / Agreement with the City of Fairhope must be licensed to do business in the City of Fairhope prior to commencement of any work under the contract. Delivery of goods or services to the City of Fairhope by Purchase Order have detailed and varied Business License requirements. In all instances that require a business license. Awarded vendor will provide proof of possessing a current City of Fairhope Business License. Prospective bidders will not be required to possess a City of Fairhope Business License prior to award.

14. CANCELLATION OF / CONTRACT / AGREEMENT / PURCHASE ORDER / LEASE

A purchase order can be canceled in whole or in part when awarded vendor fails to deliver or perform as specified. Cancellation of a purchase order can only be made by a written purchase order change (POC) from the City of Fairhope. A term contract, lease or agreement can be canceled by the City of Fairhope, for justifiable cause, or convenience, by written notice.

15. CERTIFICATION PURSUANT TO ACT NO. 2006-557

Alabama law (section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with act no. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false. All corporations must register to do business in Alabama with the Office of the Secretary of State. Their address is:

Office of the Secretary of State
P.O. Box 5616
Montgomery, AL 36103
(334) 242-5324

Fax: (334) 240-3138

<http://www.sos.state.al.us/index.aspx>

The Foreign Corporation form is online at
<http://www.sos.state.al.us/downloads/dl1.cfm>.

16. COST OF REMEDIATING DEFECTS

All defects, indirect and consequential costs of correcting, removing or replacing any or all of the defective materials or equipment will be charged against the awarded vendor.

17. DELIVERY OF BID

Bids must be received in the Purchasing Office by the date and time specified on the bid cover. All bids will be accepted until the time and date stated on the bid cover. No bids will be accepted that extend past the time and date on the bid cover. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bids submitted by U.S. Mail must be received by the City of Fairhope of Baldwin County, Alabama, in the City of Fairhope offices, 555 South Section St., Fairhope, Al., unless otherwise specified.

18. DELIVERY

The number of calendar days required for delivery after receipt of a purchase order shall be stated in the RFQ / ITB / RFP and /or Purchase Orders. When no time is stated in the document, the time shall be fourteen (14) calendar days after receipt of order. If a shipment is not made within the time period specified, the Purchase Order may be canceled.

19. ENVIRONMENTAL REQUIREMENTS

All products will be clearly labeled for their intended use. Each delivery of product or materials will include a Material Safety Data Sheet (MSDS) for all materials that require an MSDS. All manufacturers/distributors of hazardous substances, including any of the items listed on this bid/quote/ contract and subsequent award must include completed material safety data sheet (MSDS) for each hazardous material. Additionally, each container of hazardous materials must be appropriately labeled with:

- a) The identity of the hazardous material,
- b) Appropriate hazard warnings, and manufacturer, importer, or other responsible party.

20. EQUIPMENT DEMONSTRATION

The City of Fairhope may require equipment/ product materials or service techniques to be demonstrated at a time, date and location to be specified by the City of Fairhope.

21. EQUIPMENT ELECTRICAL CERTIFICATION

All electrical equipment purchased shall conform to, and be identified in, the applicable standard(s), or otherwise be certified as applicable, as of the bid opening date and time, by Underwriters Laboratories, Inc. or other recognized laboratory facility. Bidder must provide satisfactory documentation with returned bid that all such equipment meets the applicable product standard or has otherwise been certified as outlined above. Unless indicated in the bid document, the above certification shall apply to the equipment itself, not the individual components of that equipment.

22. ERRORS IN BID

Bidders are assumed to be informed regarding conditions,

requirements and specifications prior to submitting bids. Failure to do so will be at the bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after the bid opening may not be corrected.

23. FORCE MAJEURE

Neither the City nor the awarded vendor shall be deemed in breach of any contract / Purchase Order or Agreement which may result from this proposal submission if it is prevented from performing any of the obligations hereunder by reason of Acts of God, acts of the public enemy, acts of superior governmental authority, strikes or labor disputes, floods, riots, rebellion, sabotage, or any similar other unforeseeable causes beyond its control and not due to its fault or negligence. Each party shall notify the other immediately in writing of the cause of such after the beginning period thereof. The awarded vendor may request cancellation and the City of Fairhope may grant the request if performance is prevented by any of the above referenced causes, or other unavoidable circumstances not attributable to the fault or negligence of the vendor. The burden of proof for such relief rests with the vendor. All correspondence pertaining to cancellation of a purchase order or term contract must be addressed to the City of Fairhope Purchasing Manager.

24. HAZARDOUS AND TOXIC SUBSTANCES

Bidder must comply with all applicable Federal, State, County and City laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to information hazardous and toxic substances, and as amended from time to time. Bidder shall provide the City of Fairhope with a "Material Safety Data Sheet" for all goods that carry one.

25. INDEMNITY

Indemnity: The awarded vendor hereby agrees to indemnify and save harmless the City of Fairhope, its officers, agent, and employees, from and against any and all liabilities, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including reasonable attorneys fees for trial and on appeal, of any kind and nature, arising or growing out of, or in any way connected with the performance of this Contract / Agreement / Purchase Order, to the extent caused by a negligent act or omission of the awarded vendor, their agents, servants, employees, Subcontractors, or others associated with the awarded vendor. The awarded vendor shall be responsible for damage to any equipment excluded from this agreement, or damage or injury caused by any equipment excluded from this agreement, only to the extent that the damage or injury is caused by a negligent act or omission of the awarded vendor, or caused by failure of the awarded vendor's supplied product to perform as specified.

26. INSPECTION

All materials, workmanship, equipment, and supplies are subject to inspection and test at any source or time. Final inspection, acceptance or rejection will be made at delivery destination. Goods that do not meet specifications will be rejected unless substitutions have been approved by the City of Fairhope. Failure to inspect or to reject upon receipt,

however, does not relieve the awarded vendor of liability. When subsequent tests, after receipt, are conducted and when such tests reveal a failure to meet specifications, the City of Fairhope will reject the goods and the awarded vendor shall immediately supply goods meeting specifications or the City of Fairhope may seek damages including but not limited to the testing expense, regardless of whether a part of or all of the goods have been consumed through the testing process. Rejected goods shall be removed by the awarded vendor promptly after rejection, at his expense. If not removed in fourteen (14) calendar days, they may be disposed of at the discretion of the City of Fairhope. Disposal costs will be the awarded vendor's responsibility.

27. INSPECTION OF PREMISES

At reasonable times, the City may inspect those areas of the awarded vendor's place of business that are related to the performance of a Contract / Agreement / Purchase Order. If the City makes such an inspection, the awarded vendor must provide reasonable assistance. The City of Fairhope reserves the right on demand and without notice all the vendor's files associated with a subsequent Contract / Agreement / Purchase Order where payments are based on the awarded vendor's record of time, salaries, materials, or actual expenses. This same clause will apply to any subcontractors assigned to the Contract / Agreement / Purchase Order.

28. INSURANCE

If a Contract / Agreement / Purchase Order results from this RFQ /ITB /RFP, or other form of solicitation, the awarded vendor shall maintain such insurance as will indemnify and hold harmless the City of Fairhope from Workmen's Compensation and Public Liability claims from property damage and personal injury, including death, which may arise from the awarded vendor's operations under this Contract / Agreement / Purchase Order, or by anyone directly or indirectly employed by him/her.

29. INVITATION TO BID

Any provisions made in the RFQ / ITB / RFP, or other form of solicitation, supersedes any provisions outlined here in the General Terms and Conditions.

30. INVOICING, DELIVERY, PACKAGING

Invoices shall be prepared only after ordered materials have been delivered. All invoices must show the purchase order number. Unless otherwise specified in writing, vendors shall not ship any material without an authorized Purchase Order from the City of Fairhope Purchasing Department. All packages delivered must show the purchase order number. The awarded vendor will be required to furnish all materials, equipment and/or service called for at the bid price quoted. In the event the awarded vendor fails to deliver within a reasonable period of time, as determined by the City of Fairhope, the right is reserved to cancel the award and subsequent purchase order and purchase from the next lowest responsible bidder the items needed. The original awarded vendor will be back charged the difference between the original contract price and the price the City of Fairhope has to pay as a result of the failure to perform by the original

awarded vendor. All bids will remain firm for acceptance for 60 days from the date of bid opening. Prices shall be net F.O.B., Prepaid and Allow, City of Fairhope chosen site, Baldwin County, Al. The title and risk of loss of the goods will not pass to the City of Fairhope until receipt and acceptance takes place at the F.O.B. point.

31. LABELING

Individual shipping cartons shall be labeled with the name "City of Fairhope", Purchase Order Number, and where applicable, Contract Number, date of manufacture, batch number, storage requirements, conditions, and recommended shelf life. Bidders are encouraged to offer product packaging with recycled content.

32. LOSS OR DAMAGE IN TRANSIT

Delivery by a vendor to a common carrier does not constitute delivery to the City of Fairhope. Any claim for loss or damage incurred during delivery shall be between the vendor and the carrier. The City of Fairhope accepts title only after satisfactory receipt at the delivery point. The City of Fairhope shall note all visible damages on the freight bill and may refuse the damaged goods. The vendor shall make immediate replacement of the damaged merchandise or be subject to damages for breach of contract. If damage is to a small portion of a total shipment and the City of Fairhope will not be inconvenienced because of the shortage, the vendor may be permitted by the Purchasing Manager to deduct the amount of damage or loss from its invoice, in lieu of replacement. Risk of loss during delivery is borne by the vendor until the goods have been accepted by the City of Fairhope, unless otherwise specified in the RFQ / ITB / RFP or other form of solicitation.

33. MANDATORY SITE VISIT

If the RFQ / ITB / RFP or other form of solicitation requires a mandatory site visit, bidders must inspect the site where installation or service is to take place to obtain a full understanding of scope of work outlined therein. Date of site visit will be determined by the City of Fairhope.

34. MONITORING OF SERVICES

Performance of services will be monitored by the requisitioning department and/or the Purchasing Department, and evaluation reports may be filed with the Purchasing Department. Performance not meeting specifications will result in cancellation of Contract / Agreement / Purchase Order and may result in vendor being removed from the vendor list.

35. NONCONFORMING MERCHANDISE

When merchandise received from the lowest responsible bidder is not in accordance with the purchase order, it will be returned to the bidder, at bidder's expense.

36. NON-DISCRIMINATION

The City of Fairhope is an Equal Opportunity Employer and requires that all contractors comply with the Equal Employment Opportunity laws and the provisions of the Contract / Agreement / Purchase Order documents in this regard. The City also encourages and supports the utilization of Minority Business Enterprises on this and all public bids.

37. NON EXCLUSIVE

Unless otherwise specified, this Contract / Agreement / Purchase Order is considered a non-exclusive Contract / Agreement / Purchase Order between the parties.

38. NOTIFICATION AND ACCIDENT REPORTS

In the event of accidents of any kind, in the performance of a Contract / Agreement / Purchase Order, the awarded vendor shall notify the City of Fairhope immediately and furnish, without delay, copies of all such accident reports to the City of Fairhope. If in the performance of their Work, the awarded vendor fails to immediately report an accident to the City of Fairhope, of which the awarded vendor has knowledge of and which results in a fine levied against the City of Fairhope then the awarded vendor shall be responsible for all fines levied against the City of Fairhope.

39. PACKAGING

All goods must be packaged in new packing containers. Packing that meets the requirements of common carriers is acceptable, unless otherwise required. A packing slip or invoice must accompany all shipments and must reference the purchase order number. Unless otherwise specified, goods are to be packaged in cartons meeting federal specifications and shipped on non-returnable pallets.

40. PATENTS

Awarded Vendor guarantees that the sale and / or use of goods will not infringe upon any U.S. or foreign patent. Awarded vendor will at his / her own expense, indemnify, protect and save harmless the City of Fairhope, on any patent claims arising from the purchase of goods or services.

41. PAYMENT

Invoices -- Upon completion of service and delivery of materials specified in the applicable purchase order, awarded vendor will submit an invoice and signed delivery ticket to:

City of Fairhope
Accounts Payable Department
P.O. Box 429
Fairhope, Al. 36533

All invoices must reference appropriate Purchase Order Numbers Payment of Invoice: All invoices received by the City of Fairhope are payable within thirty (30) days from the date of receipt by the City of Fairhope, provided they are approved by the City of Fairhope.

42. PAYMENT WITHHELD

Payment may be withheld until all items have been delivered and all requirements of the Contract / Agreement / Purchase Order have been fulfilled

43. PRODUCT TESTING

Vendor shall incur all cost involved in obtaining an Independent Laboratory Test if the City deems necessary during the term of the Contract / Agreement / Purchase Order. The City of Fairhope reserves the right to request a demonstration of any and all items bid before making the

award

44. PERMITS LICENSES AND CERTIFICATES

The awarded vendor is to procure all permits, licenses, and certificates, or any approvals of plans or specifications as may be required by Federal, State, Local Laws, ordinances, rules, and regulations, for the proper execution and completion of Work covered under the Contract / Agreement / Purchase Order.

45. PREPARATION OF BID

All bids / proposals shall be typewritten or in ink on the form(s) prepared by the City of Fairhope. Bids / proposals prepared in pencil will not be accepted. All bids / proposals must be signed by officials of the corporation or company duly authorized to sign bids / proposals. Any bid / proposal submitted without being signed will automatically be rejected. All corrections or erasures shall be initialed and dated by the person authorized to sign quotations / bids / proposals. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.

46. QUESTIONS / CONTACT

. Commencing with the issuance of the RFQ / ITB / RFP, or other form of solicitation, no vendor or anyone acting on a vendor's behalf, shall make direct or indirect contact with City personnel or undertake any activities or take any action to otherwise promote its quotation / bid / proposal to the City or its personnel. All communications shall be made to the contact identified in the quotation / bid / proposal documents. Violation of this requirement may, at the City's sole and absolute discretion, be grounds for disqualifying a vendor from further consideration.

47. RECEIPT BY CITY OF FAIRHOPE

If not otherwise stated in the order, the City of Fairhope will be said to have received goods when they have been delivered, unloaded and placed on the agency's dock or if there is no dock, inside an accessible building, and signed for by an authorized City employee. Shipments will be checked against the receiving copy of the Purchase Order. If the purchase order requires grading certificates, USDA Stamps, or any proof of quality, such proof must accompany the shipment.

48. REJECTION OF BIDS

The City of Fairhope reserves the right to accept or reject any or all bids in whole or in part for any reason, to waive technicalities or informalities, or to advertise for new proposals, if, in the judgment of the awarding authority, the best interest of the City of Fairhope will be promoted thereby. Bidders may be disqualified and rejection of proposals may be recommended for any of (but not limited to) the following causes: Failure to use the bid forms furnished by the City of Fairhope, Lack of signature by an authorized representative on the bid form, Failure to properly complete the bid form and vendor compliance, Evidence of collusion among bidders, Unauthorized alteration of the bid form.

50. RIGHT TO AUDIT

The awarded vendor shall maintain documentation of all work

performed. The awarded vendor shall make any and all documentation available to the City of Fairhope at all reasonable times, for inspections and audit by the City of Fairhope, during the entire term of the Contract / Agreement / Purchase Order and for a period of Three (3) years after expiration of the Contract / Agreement / Purchase Order.

51. SAMPLES

Bidders will not be required to furnish samples at the time of bid opening, unless specifically called for. The City of Fairhope reserves the right to request samples after bid opening to assist in the evaluation of proposals submitted.

52. SAFETY MEASURES

The awarded vendor shall take all necessary precautions for the safety of the City of Fairhope's and awarded vendor's employees at the Work site, and shall erect and properly maintain at all times, all necessary safeguards for the protection of the workmen and the public. The awarded vendor shall post signs warning against hazards in and around the Work site.

53. SET-UP AND INSTALLATION

Unless otherwise specified, bid / quotation to include cost of all uncrating, disposal of shipping materials, set-up, testing and initial instruction to agency personnel.

54. SPILL CLEAN UP

The awarded vendor shall be responsible for spillage caused by their negligence, which occurs during transit or unloading operations. The awarded vendor shall immediately report and clean up any spillage. Upon failure to do so, the awarded vendor shall remain responsible for all actual related costs

55. SUBSTITUTIONS

Substitutions on a purchase order shall require the approval of the Originating Buyer. The City of Fairhope reserves the right to reject at destination and hold at the vendor's risk and expense any goods supplied by the vendor which do not conform to the specification or description embodied in the order or are inferior in any respect to the good specified. Any good bought by sample which is inferior in quality to the sample submitted by vendor will be rejected. Any goods delivered that do not meet specifications may be returned to the vendor at its expense. When a good is returned, the vendor must make immediate replacement with acceptable merchandise or the City of Fairhope may seek remedies for default.

56. TABULATION

Bid results are posted on The City of Fairhope's web site: www.cofairhope.com. The awarded vendor will be sent a written notification via mail.

57. TAXES

Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The City will assume no transportation or handling charges other than specified in the RFQ, ITB, RFP or other form of solicitation. The City is tax exempt by law – Code of Alabama 1975.

58. TERMINATION FOR CONVENIENCE

Any Contract / Agreement / Purchase Order may be terminated for convenience by the City of Fairhope, in whole or in part, by written notification to the awarded vendor.

59. TERMINATION FOR DEFAULT

Performance of Work under the Contract / Agreement / Purchase Order Agreement may be terminated by the City of Fairhope, in whole or in part, in writing, whenever the City of Fairhope determines that the awarded vendor has failed to meet the requirements of the Contract / Agreement / Purchase Order.

60. TERMINATION FOR NON-APPROPRIATION

Termination for Non-appropriation – The continuation of any financial obligation beyond the current fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the local source, State Legislature and/or federal sources. The City of Fairhope may terminate any financial obligation, and awarded vendor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the City of Fairhope’s funding from local, State and/or federal sources is not appropriated, withdrawn or limited.

61. TIME IS OF THE ESSENCE

The City of Fairhope and awarded vendor agree that time is of the essence in the performance of work called for under this Contract / Agreement / Purchase Order. The awarded vendor agrees that all work will be accomplished regularly, diligently and uninterrupted at such a rate of progress as will ensure full completion thereof within reasonable time periods.

62. TITLE

All titles, fees, as well as other charges, are to be paid by awarded vendor. Awarded vendor is to furnish prepaid certificate of title in the name of the City of Fairhope, Title shall change upon acceptance of delivery at the City of Fairhope approved delivery location.

63. VENDOR LIST

A vendor may be removed from the City of Fairhope’s Bidders List if a vendor fails to respond to three (3) consecutive ITB’s. A properly submitted “No Bid” is considered as a response and the vendor will receive credit for the response.

64. WARRANTY

The awarded vendor expressly warrants that all articles, materials, and work offered shall conform to each and every specification, drawing, sample, or other description which is furnished to or adopted by the City of Fairhope, and that it will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defects. The awarded vendor further warrants all items for a period of one year, unless otherwise stated, from the date of acceptance of the items delivered and installed or work completed. All repairs, replacements, or adjustments during the warranty period will be at the awarded vendor’s sole expense. Awarded vendor will provide written warranty for all parts and labor for a period of (1) one year commencing from date of written acceptance of delivery by City of Fairhope. Awarded vendor will provide written copies of all other applicable warranties, such as, Manufacturer’s warranty. Those warranties, if any, will be in addition to the awarded vendor’s warranty, and the terms of which will not be altered by the awarded vendor’s warranty.

65. IMMIGRATION LAW

The Contractor agrees that it shall comply with all of the requirements of the **Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No 2011-535**, Alabama Code (1975) Section 31-13-1, et. Seq., (also known as the Alabama Immigration Act) see Section 31-13-9, and the provisions of said Act, including all penalties for violation thereof, are incorporated herein.

**ITEM VII
CONTRACT**

This **CONTRACT** is made this ____ day of _____, 2014 by and between the City of Fairhope (hereinafter "**CITY**") and _____ of _____ (hereinafter "**AWARDED VENDOR**"), for the **WORK**:

Bid No 018-14 Jail Inmate Meals

The **CITY** and **AWARDED VENDOR** agree as set forth below:

The CONTRACT consists of all of the items contained within this bid package, associated addenda and/or amendments. The AWARDED VENDOR shall perform all the WORK described herein.

1.0. DURATION

The term of the Agreement shall be for a period of one (1) year commencing on ___/___/___ ending on ___/___/___ with the option to renew the contract for up to Two (2) additional years if terms and conditions, including pricing, remain the same and both parties are in agreement to renewing the contract.

2.0 PRICING

The **AWARDED VENDOR** will supply contracted items at the quoted unit prices on the Bid Response form. All terms and conditions, including price, will remain constant for the duration of the Contract and during any Extension thereof.

3.0 ORDERING

The **CITY** will issue Purchase Orders for items to be supplied by the **AWARDED VENDOR** .

4.0 PAYMENT

4.01 Invoices: **AWARDED VENDOR** is to invoice **CITY** upon completion of work specified in the applicable Purchase Order.

4.02 **Purchase Order Number must be referenced on all communications including delivery tickets and invoices.**

4.03 **Payment of Invoice:** All invoices received by the **CITY** are payable within thirty (30) days from the date of receipt by the **CITY**, provided they are approved by the **CITY**.

5.0 PAYMENT WITHHELD

5.01. The **CITY** may withhold approval for payment on any request and the **CITY** may withhold payment to such extent as may be necessary to protect the **CITY** from loss on account of.

5.01.1 Negligence on the part of the Awarded Vendor to execute the work properly or fail to perform any provision of this Agreement.

5.01.2 The **CITY**, after verbal or written notice to the Awarded Vendor, may without prejudice to any other remedy, make good such deficiencies and may deduct the cost thereof from the overall Agreement sum.

5.01.3 Claims filed or reasonable evidence indicating probable filling of claims.

5.01.4 Failure of the Awarded Vendor to make payments properly to Subcontractors for material or labor.

5.01.5 Damage to City facilities, or another contractor or another contractor's work.

When the above grounds are removed, payment shall be made for the amount withheld because of them. The **AWARDED VENDOR** waives all cancellation rights under the agreement, if payment is withheld for one or more of the above reasons.

6.0 GENERAL CONDITIONS

6.01 **Indemnity:** The **AWARDED VENDOR** hereby agrees to indemnify and save harmless the **CITY**, its officers, agent, and employees, from and against any and all liabilities, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including reasonable attorneys' fees for trial and on appeal, of any kind and nature, arising or growing out of, or in any way connected with the performance of this Contract, to the extent caused by a negligent act or omission of the **AWARDED VENDOR**, their agents, servants, employees, Subcontractors, or others associated with the **AWARDED VENDOR**. The **AWARDED VENDOR** shall be responsible for damage to any equipment excluded from this agreement, or damage or injury caused by any equipment excluded from this agreement, to the extent that the damage or injury is caused by a negligent act or omission of the **AWARDED VENDOR**.

6.02 **Notification and Accident Reports:** In the event of accidents of any kind, the **AWARDED VENDOR** shall notify the **CITY** immediately and furnish, without delay, copies of all such accident reports to the **CITY**. If in the performance of their Work, the **AWARDED VENDOR** fails to immediately report an accident to the **CITY**, of which the **AWARDED VENDOR** has knowledge of and which results in a fine levied against the **CITY** then the **AWARDED VENDOR** shall be responsible for all fines levied against the **CITY**.

7.0 TERMINATION OF AGREEMENT

7.01 **Termination for Default:** Performance of Work under this Agreement may be terminated by the **CITY**, in whole or in part, in writing, whenever the **CITY** determines that the **AWARDED VENDOR** has failed to meet the requirements of this Agreement.

7.01.1 Failure on the part of the **AWARDED VENDOR** to deliver or perform the Work within the time specified, or within a reasonable time as determined by the **CITY**, or failure on the part of the **AWARDED VENDOR** to make replacements of rejected articles, or Work when so requested, immediately or as directed by the **CITY**, shall constitute authority for the **CITY** to purchase in the open market, articles or Work of comparable grade to replace the articles or Work rejected, not delivered or completed. On all such purchases, the **AWARDED VENDOR** shall reimburse the **CITY** within a reasonable time specified by the **CITY** for any expense incurred in excess of Agreement prices.

7.01.2 If public necessity demands it, the **CITY** reserves the right to utilize services or use and/or consume articles delivered, which are standard in quality, subject to an adjustment of price to be determined by the **CITY**.

7.02 **Termination for Convenience:** The **CITY** has the absolute right to terminate the Agreement upon "Award of Contract" to another **AWARDED VENDOR**, to perform work referenced herein. In such event, payment of the monthly Contract fee shall cease on the date of cancellation of the Contract the **CITY**.

8.0 TIME OF COMPLETION:

The **CITY** and **AWARDED VENDOR** understand and agree that time is of the essence in the performance of this Agreement. The **AWARDED VENDOR** or **CITY**, respectively, shall not be liable for any loss or damage, resulting from any delay or failure to perform its contractual obligations within the time specified, due to acts of God, actions or regulations by any governmental entity or representative, strikes or other labor trouble, fire, embargoes, or other transportation delays, damage to or destruction of, in whole or in part, equipment or manufacturing plant, lack of ability to obtain raw materials, labor, fuel or supplies for any reason or any other causes, contingencies or circumstances not subject to the Fairhope Police Department's or **AWARDED VENDOR**'s control, respectively, whether of a similar or dissimilar nature, which prevent or hinder the performance of the **CITY**'s or **AWARDED VENDOR**'s contractual obligations, respectively. Any such causes of delay,

even though existing on the date of the Agreement, or on the day of the start of Work, shall extend the time of the **CITY'S** or **AWARDED VENDOR'S** performance respectively, by the length of the delays occasioned thereby, including delays reasonably incident to the resumption of normal Work schedules. **However, under such circumstances as described herein, the CITY may, at their discretion, cancel this Agreement for their own convenience.**

9.0 INSURANCE REQUIREMENTS—Please see ITEM IV

10.0 SCOPE OF WORK – Please see ITEM V

11.0 CORRECTION OF WORK

The **AWARDED VENDOR** shall promptly correct all product rejected by the **CITY** as faulty, defective or failing to conform to the Agreement, whether observed before or after delivery of the product. The **AWARDED VENDOR** shall bear all costs of correcting such rejected Work.

12.0 TIME IS OF THE ESSENCE:

The **CITY** and **AWARDED VENDOR** agree that time is of the essence in the performance of Work called for under this Agreement. The **AWARDED VENDOR** agrees that all work will be accomplished regularly, diligently and uninterrupted at such a rate of progress as will ensure full completion thereof within reasonable time periods.

13.0 SAFETY MEASURES:

The **AWARDED VENDOR** shall take all necessary precautions for the safety of the **CITY'S** and **AWARDED VENDOR'S** employees, and general public, while on **CITY** property.

14.0 EXTRA WORK AND ASSOCIATED COSTS:

14.01 **Changes in the Work:** The **CITY**, without invalidating the Agreement, may order changes in the Work within the general scope of this Agreement, consisting of additions, deletions, or other revisions, the Agreement price and time for execution of the Work being adjusted accordingly.

14.02 All such changes in the Work shall be authorized by a written Amendment to the Agreement or a separate Change Order, or Purchase Order, and shall be executed under the applicable conditions of the Agreement.

15.0 FAMILIARITY WITH THE WORK:

The **AWARDED VENDOR**, by executing this Agreement, acknowledges full understanding of the extent and character of the Work required and the conditions surrounding the performance thereof. The **CITY** will not be responsible for any alleged misunderstanding of the Work to be furnished or completed, or any misunderstanding of conditions surrounding the performance thereof. It is understood that execution of the Agreement by the **AWARDED VENDOR** serves as his stated commitment to fulfill all requirements and conditions referred to in this Agreement.

16.0 MISCELLANEOUS PROVISIONS

16.01 This Contract is considered a non-exclusive Agreement between the parties.

16.02 This Contract is deemed to be under and shall be governed by and construed according to the laws of the State of Alabama.

16.03 Any litigation arising out of the Contract shall be heard in the Courts of Baldwin County, Alabama.

16.04 This Contract contains all terms and conditions agreed upon by the **CITY** and **AWARDED VENDOR**. No other agreement, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind either party hereto.

16.05 This Contract shall not be construed against the party or parties preparing it. It shall be construed as if all the parties and each of them jointly prepared this Contract, and any uncertainty or ambiguity shall not be interpreted against one or more parties.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written.

THE CITY OF FAIRHOPE, ALABAMA

ATTEST:

LISA A. HANKS, MMC
City Clerk

TIMOTHY M. KANT, Mayor

NOTARY FOR THE CITY

STATE OF ALABAMA}
COUNTY OF BALDWIN}

I, the undersigned authority in and for said State and County, hereby certify that TIMOTHY M. KANT as Mayor of the City of Fairhope, whose name is signed to the foregoing document, and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document he executed the same voluntarily on the date the same bears date.

Given under my hand and Notaries Seal on this ____ day of _____, 2014.

NOTARY PUBLIC _____

MY COMMISSION EXPIRES: __/__/__

AWARDED VENDOR

IF INDIVIDUAL

_____ Doing Business As, _____
(SIGNATURE of Individual Bidder) (Business name)

_____ Business

_____ Business Mailing Address

_____ E-mail _____
City, State, Zip code

IF CORPORATION, PARTNERSHIP, OR JOINT VENTURE

Name of Corporation, Partnership or Joint Venture

BY:

(SIGNATURE of Officer authorized for sign Bids and Contracts for the firm)

(Position or Title)

(PRINT name of Officer authorized for sign Bids and Contracts for the firm)

(PRINT NAME(S) OF OTHERS IF IN PARTNERSHIP)

Business

Business Mailing Address

City, State, Zip Code

Email

GENERAL CONTRACTOR'S LICENSE

Foreign Corporation Entity ID

(Required of Out of State vendors)

NOTARY FOR AWARDED VENDOR

STATE OF _____ }

COUNTY OF _____ }

I the undersigned authority in and for the said State and County, hereby certify that

Print name of Bid signer and _____, as _____ and

Title, respectively, of _____
Print Company name

whose name(s) is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this _____ day of _____, 2014.

Notary Public _____

My Commission Expires ___/___/___

ITEM VIII
Alabama Immigration Act Contract Requirements

1.0 Background

The **Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No 2011-535, as amended by Act No 2012-491, Code of Alabama (1975) Section 31-13-1** through **Section 31-13-30** (also known as and hereinafter referred to as “the Alabama Immigration Act”) is applicable to contracts with the City of Fairhope, Alabama. All business entities entering into contracts with the City of Fairhope, Alabama will comply with the Alabama Immigration Act.

2.0 Definitions

ALIEN. Any person who is not a citizen or national of the United States, as described in 8 U.S.C. § 1101, et seq., and any amendments thereto.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. Business entity shall include but not be limited to the following:

- a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
- b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

AWARDED VENDOR. A person, employer, or business entity that enters into an agreement to perform any service or work or to provide a certain product in exchange for valuable consideration. This definition shall include, but not be limited to, a general **AWARDED VENDOR**, sub-**AWARDED VENDOR**, independent **AWARDED VENDOR**, contract employee, project manager, or a recruiting or staffing entity.

EMPLOYEE. Any person directed, allowed, or permitted to perform labor or service of any kind by an employer. The employees of an independent **AWARDED VENDOR** working for a business entity shall not be regarded as the employees of the business entity, for the purposes of this chapter. This term does not include any inmate in the legal custody of the state, a county, or a municipality.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

E-VERIFY. The electronic verification of federal employment authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, P.L. 104-208, Division c, Section 403 (a); 8 U.S.C. §1324(a), and operated by the United States Department of Homeland Security, or its successor program.

STATE-FUNDED ENTITY. Any governmental entity of the state or a political subdivision thereof or any other entity that receives any monies from the state or a political subdivision thereof; provided, however, an entity that merely provides a service or a product to any governmental entity of the state or a political subdivision thereof, and receives compensation for the same, shall not be considered a state-funded entity.

SUBCONTRACTOR. A person, business entity, or employer who is awarded a portion of an existing contract by a **AWARDED VENDOR**, regardless of its tier.

UNAUTHORIZED ALIEN. An alien who is not authorized to work in the United States as defined in 8 U.S.C. § 1324a (h) (3) .

3.0 Mandatory Clause

All contracts or agreements to which the state, a political subdivision, or state-funded entity are a party shall include the following clause:

"By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

For purposes of this section, "contract" shall mean a contract awarded by the state, any political subdivision thereof, or any state-funded entity that was competitively bid or would, if entered into by the state or an agency thereof, be required to be submitted to the Contract Review Permanent Legislative Oversight Committee.

4.0 Contracts Involving Business Entity, or Employer

As a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, the business entity or employer shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

As a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the state of Alabama, **the business entity or employer shall provide documentation establishing that the business entity or employer is enrolled in the E-Verify program.** During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

5.0 Contracts Involving Subcontracting

Any sub-contractor on a project paid for by contract, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama and shall also enroll in the E-Verify program prior to performing any work on the project. Furthermore, during the performance of the contract, the sub-contractor shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. This subsection shall only apply to sub-contractors performing work on a project subject to the provisions of this section and not to collateral persons or business entities hired by the sub-contractor.

6.0 Proof of E-Verify documentation will be in the form of a copy of the signed Memorandum Of Understanding (MOU) generated upon completion of the E-Verify program.

INVITATION SUMMARY
Bid No. 018-14
Jail Inmate Meals

Invitation for Bid No.:	018-14 Jail Inmate Meals
Issue Date:	06-05-14
Bid Bond Requirements:	WAIVED
Certificate of Insurance Requirements:	See Standard Terms and Conditions
Non Mandatory Pre-Bid Meeting:	06-18-14, Wednesday, 10:00 A.M.
Deadline for Questions Date:	07-22-14, Tuesday, 10:00 A.M.
IFB Closing Date:	07-25-14, Wednesday, 2:00 P.M.
City Internet Site:	www.cofairhope.com
Bid Copies:	1
Purchasing Department Contact:	Daniel P Ames, Purchasing Manager Dan.ames@cofairhope.com (251) 928-8003

END OF INVITATION SUMMARY

COMPANY INFORMATION

This Section must be printed, completed and turned in with your bid response

Bid 018-14 Jail Inmate Meals

Business Organization

Name of Bidder (exactly as it appears on W-9):

Doing-Business-As Name of Bidder: _____

Principal Office Address: _____

Telephone Number: _____

Fax Number: _____

Email address: _____

Website: _____

Form of Business Entity [check one ("X")]

Corporation _____

Partnership _____

Individual _____

Joint Venture _____

Other (describe): _____

Corporation Statement

If a corporation, answer the following:

Date of incorporation: _____

Location of incorporation: _____

The corporation is held: Publicly ___

Privately ___

Partnership Statement

If a partnership, answer the following:

Date of organization: _____

Location of organization: _____

The partnership is: General ___

Limited ___

Joint Venture Statement

If a Joint Venture, answer the following:

Date of organization: _____

Location of organization: _____

JV Agreement recorded? Yes ___

No ___

Contact _____ Email _____

Phone _____

END OF BIDDER INFORMATION SECTION