

**CITY OF MARTINSVILLE, VIRGINIA  
REQUEST FOR SEALED BID  
11-17-17**

**Food Bid for Martinsville City Jail & Annex  
Located at 55 W Church Street and 302 Clearview Drive  
Martinsville, Virginia.**

Sealed bids will be received until **2:00 p.m. on Monday, December 11, 2017**, by the City of Martinsville to contract with firms to supply food items to the City Jail and City Annex for the period January 1, 2018 thru June 30, 2018. Proposals will be received in the office of the Purchasing Agent, Karen Mays, Central Warehouse, 990 Fishel Street, Martinsville, Va. You may also mail your proposal to the City of Martinsville Purchasing Department, P O Box 1112, Martinsville, Va. 24114-112. There will not be a formal opening. Prices will be compared and awarded by the representatives of the Jail and Annex. Once the prices are received, Darla and Brenda reserve the right to evaluate their selection of the successful vendor for each item based on price, quality of merchandise and delivery schedule. They reserve the right to determine equality. Quoted prices should be valid as of January 1, 2018. It is the responsibility of the successful vendor to make sure all new prices are entered into their system to begin January 1, 2018.

**General Specifications:**

The City of Martinsville, Virginia, solicits interested firms to respond to a six (6) month **fixed price** bid on supplying food to the Martinsville City Jail and City Annex. The delivery of items and bid effective date is intended to start on January 1, 2018 until June 30, 2018. However, the City of Martinsville reserves the right to negotiate and extend this contract with awarded vendors if determined in advance that it is beneficial to the City of Martinsville, for an additional six (6) month contract ending on December 31, 2018, or to end the contract at the end of the first six months.

The cooks from the City Jail (Darla) and City Annex (Brenda) will choose where to place an order from the food price list completed by your company. The attached list indicates only items that are frequently used and the **estimated** quantity that will be ordered for each month. Other items that the jail or annex system uses will be left up to the Jail/Annex administration and Jail/Annex cooks to determine/decide where to procure at this time. The attached list of items has been pre-approved by our Jail/Annex cooks and management. Any substitutions of items shall be equal or better to that of the items listed on the attached list. **Any vendor using substitutions of name brands or products that are already indicated within the attached sheet shall be pre-approved by our Jail Cooks prior to the Bid Due Date to be deemed as acceptable. Substitutions are to be honored at bid prices.** Due to the regulations from the state on food for inmates

and the knowledge/experts from our Jail/Annex Cooks, the approved equal will be determined by the Jail/Annex Cooks.

If at any time the awarded vendor doesn't supply products that are requested within a pre-determined time by the Jail/Annex Cooks, then the issue of warnings will begin. Issuance of a warning will be followed by a letter and could result in cancellation of contract with vendor on this current contract and future potential bid contracts. Therefore, a continuation of out of stock items is unacceptable and will be looked at as a breach of contract. Furthermore the City reserves the right to cancel such contracts at anytime within the contract period indicated, and justification will be so stated in a written form that shall stand final and conclusive. Such notice shall be given to awarded vendor seven (7) calendar days prior to cancellation.

The City reserves the right to return items for a satisfactory exchange at no extra cost if the product is unsatisfactory.

Darla Crigger at the City Jail requests that each vendor supply a list of bowl cereals with name brand, name of cereal and price for a pack of 96 bowls. It is acceptable to offer a generic brand as a substitution, but also give this information concerning the name brand cereals such as Kelloggs. The average quantity used is listed on page 1 of this bid request. Darla reserves the right to select the brand desired and reject those not desired.

Darla Crigger at the City Jail requests milk to come in ½ pints, not in gallon size in plastic containers. We do not have the facility to store the large plastic containers. She also requests that milk be provided in the same week as requested and without a 1 week notice. She reserves the right to choose the successful vendor with the best delivery.

When vegetarian beans are requested, we will not accept pork-n-beans as a substitute.

If prices are not listed on the invoices as quoted on the bid, both Darla and Brenda will mark the invoice correct and will short pay the invoice.

Brenda Eggleston with the City Annex orders Lemon X Regular Lemonade. She currently has to give a 2 week notice. Preference may be given to the vendor who can supply this item in a timelier period.

For more information contact my office by email at [kmays@ci.martinsville.va.us](mailto:kmays@ci.martinsville.va.us)

Karen Mays, Purchasing Agent