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PHYSICAL LOCATION
Montgomery County
Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

PURCHASING DEPARTMENT

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

INVITATION TO BID
Catering of Food Trays

Bid Date:	Bid Number:	Return Quotation By:
October 2, 2019	51988-20B-002	October 15, 2109 10:00 a.m. CST

Please submit a sealed price quotation on the items listed herein. (**Faxed bids will not be accepted.**) The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Complete specifications on items not fully described can be obtained on request. Brand names and catalog numbers are used to indicate levels of quality. If you are unable to furnish an item as specified and desire to furnish a substitute, give full description of the item. Final determination as to equal quality of substitution will be made by the Purchasing Agent.

The Montgomery County Commission reserves the right to award this bid on an all or none basis, to refuse all bids, and to waive technicalities.

Questions regarding this bid should be directed to Tammy Turner, Buyer II, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1603.

Donald L. Mims
County Administrator and Purchasing Agent

GENERAL CONDITIONS AND INSTRUCTIONS

1. The bid number must appear on the outside of the bid envelope.
2. No oral, telephonic, facsimile, modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Three (3) no responses to invitation to bid will be reason for deletion of bidder's name from the bid list. Once deleted from bid list, bidder's name may be returned to bid list with a written request from the bidder.
4. Bidders must submit an original and one (1) copy of its bid. The attached bid form must be completed in its entirety, signed by an authorized agent of the company, and submitted with the bid response. **Bid forms that are not signed will be disqualified.**
5. All pricing shall be F.O.B., Montgomery, Alabama. Deliveries shall be to the site and designated location of the ordering department listed on the purchase order. The bid price shall include all freight/delivery, fuel, surcharge, handling, packaging, services charges, paid by the vendor.
6. Bidders must attach to bid a copy of a current City of Montgomery business license and Montgomery County business license, if required by law, and shall be current on payment of all city and county sales taxes. **If vendor is not required to have a City of Montgomery Business license or a Montgomery County business license, vendor must specify why license is not required.**
7. Vendors having a place of business within the legal boundaries of Montgomery County shall be given a 5% preference over vendors located outside of the legal boundaries of Montgomery County.
8. The contract period will be for one (1) year, beginning from the date of award and ending one (1) year thereafter with an option to renew for additional two (2) years, in one year periods. At the end of the (1) year contract period, a price increase may be allowed, but shall not be more than five percent (5%) per year.
9. The successful bidder awarded the contract/ purchase order must provide documentation of its enrollment in the e-verify program. Successful bidder will maintain such insurance as will protect him and Montgomery County from claim under Workmen's Compensation Acts, and from claims for damage and/or personal injury, including death which may arise from operations under the contract.
10. Bidders must attach a certificate of insurance showing a minimum coverage of \$1,000,000, or the statutory limit, workers comp. (unless bidder employs fewer than five employees) and \$1,000,000 general liability.

11. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the state of Alabama.
12. If a bidder desires to protest a bid, a formal written protest shall be submitted to the Administrator/Purchasing Agent within five (5) working days before the bid opening or proposal due date or within five (5) working days after award. The formal written protest may be hand delivered to the Administrator or Administrator's Office of the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest, or it will not be accepted.

Failure to file the notice of protest within the time limit prescribed herein shall constitute a waiver of any protest to the bid and/or request for proposal process.

The formal written protest shall state with particularity the facts and law upon which the protest is based. Within 30 calendar days of receipt of the timely filed, formal written protest, the Administrator/Purchasing Agent shall issue a written decision with respect to the protest. Should the decision by the Administrator/Purchasing Agent be adverse to the bidder, the bidder may seek relief in accordance with the *Code of Alabama 41-16-31*.

13. The selected vendor agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of the successful vendor, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. The successful vendor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suite at its sole expense. The successful vendor also agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.
14. The selected vendor affirms that it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama for the duration of the agreement. 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.

15. The Montgomery County Commission is committed to increase participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process in Montgomery County; to ensure equal opportunity for M/WBs to participate in the procurement process; to prohibit discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and to achieve a minimum of 30% participation by M/WBs in the procurement process in Montgomery County.

Montgomery County Commission desires to enter into a contract for the catering of food trays on an as needed basis. Price for catering shall include furnishing of paper products (plates, napkins, forks and cups), unless otherwise specified. Price shall include tips and delivery.

SPECIAL REQUIREMENTS

1. Bidder shall have at least five years' experience in the catering business.
2. Bidders shall have a Health Department rating of 95 or above for two of its last three health inspection reports (and none lower than 90), with no critical violations. A copy of the past three (3) health inspection reports or a list of the last three (3) health inspection scores must be attached to the bid. Montgomery County Commission will contact the local health department to verify scores.
3. Bidders shall furnish a copy of current Health Permit.
4. Bidder shall be classified as a Category 3 by the Health Department.
5. Bidder shall furnish a copy of current Food Safety Certifications.
6. The successful Bidder may not assign or transfer the contract to another vendor or caterer.

BID SUBMITTAL FORM

Item	Description	Quantity	Unit Price
1.	Breakfast sandwich tray with bagels, croissants, grilled white and wheat bread with eggs and cheese and assorted breakfast meats. To include plates, napkins and forks	Small: 5 people Medium: 10 people Large: 12 people	\$ _____ \$ _____ \$ _____
2.	Mini croissants stuffed with eggs, cheese and an assortment of breakfast meats; to include plates, napkins and forks	Small: 5 -6 people Medium: 10 – 12 people Large: 15-17 People	\$ _____ \$ _____ \$ _____
3.	Biscuit tray with choice of sausage, ham, bacon or combined; to include plates, napkins and forks.	Small: 24 biscuits Medium: 36 biscuits Large: 48 biscuits	\$ _____ \$ _____ \$ _____
4.	Scrambled eggs, grits, bacon and biscuits served buffet style; to include plates, napkins and forks. Ability to substitute meats at no additional charge.	Small: 6 people	\$ _____
5.	Cheese Grits	4 Servings	\$ _____

6.	Plain Grits	2 Servings	\$ _____
7.	Tray of mini breakfast sweet rolls and assorted muffins	Small: Medium: Large:	\$ _____ \$ _____ \$ _____
8.	Chicken finger tray with dip; to include plates, napkins and forks	Small: 9- 18 People Standard: 8-10 People Medium: 18-36 People Large: 27-54 People	\$ _____ \$ _____ \$ _____ \$ _____
9.	Double decker sandwich tray: An overstuffed assortment of meats, cheeses, breads and toppings quartered double decker style; to include chips, cookies, tea and paper products (Plates, Napkins, Forks and cups)	Small: 9- 18 People Standard: 8-10 People Medium: 18-36 People Large: 27-54 People	\$ _____ \$ _____ \$ _____ \$ _____
10.	Box meal: To include club sandwich, chips, pickles and cookie	Each	\$ _____
11.	Box meal: To include 4 chicken tenders, roll, chips, slaw, pickle, spear, cookie and sauce	Each	\$ _____

12.	Fruit Tray: Seasonal fruit with dip to include plates, napkins and forks	Small: 9- 18 people Standard: 18- 25 people Large: 30-35 people	\$ _____ \$ _____ \$ _____
13.	Fruit and Cheese tray: Seasonal fruit and deli cheese with dip; to include plates, napkins and forks	Small: 9- 18 people Standard: 18- 25 people Large: 30-35 people	\$ _____ \$ _____ \$ _____
14.	Veggie and relish tray: Seasonal vegetables and relish with dip to include plates, napkins and forks	Small: 9- 18 people Standard: 18- 25 people Large: 30-35 people	\$ _____ \$ _____ \$ _____
15.	Chicken salad and pimento cheese finger sandwich tray	Small: 9- 18 people Standard: 18- 25 people Large: 30-35 people	\$ _____ \$ _____ \$ _____
16.	Salad Box Grilled Chicken with cookie or Chef Salad with cookie	Each	\$ _____

17.	Cheese Straws	Small 9 – 18 people Standard 18 – 25 people Large 30 -35 people	\$ _____ \$ _____ \$ _____
18.	Chex Mix	Small: 9- 18 people Standard: 18- 25 people Large: 30-35 people	\$ _____ \$ _____ \$ _____
19.	“Bite- Size” assorted cookie tray	Small: 9- 18 people Standard: 18- 25 people Large: 30-35 people	\$ _____ \$ _____ \$ _____

Total Cost of Items 1-19 \$ _____

Please complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company.

Vendor Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Is the Company Minority Owned: _____ Yes _____ No

Is the Company Owned By: _____ Female _____ Male _____ Both

Is the Company Incorporated: _____ Yes _____ No

Ethnicity of Ownership:

_____ African American

_____ American Indian

_____ Asian American

_____ Disabled

_____ Hispanic

_____ Other (Please Specify) _____

Official Signature

Printed Name and Title

Date: _____

Company Name _____

Federal I.D. # _____

Mailing Address _____

Phone Number _____

Email Address _____

Quote F.O.B. _____

Terms of Payment _____

Delivery Date _____

Official Signature

Printed Name and Title