

STATE OF DELAWARE



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF MANAGEMENT SERVICES

"DMS Serving Those Who Serve Delaware"

SPECIFICATIONS AND CONTRACT DOCUMENTS NO. #7262

FOR

COOKIES AND CRACKERS

Required for Use By

VARIOUS DELAWARE STATE AGENCIES

APRIL 1, 2009 THROUGH SEPTEMBER 30, 2009

Deposit	WAIVED
Performance Bond	WAIVED
Date Due	FEBRUARY 4, 2009
Time	11:00 AM LOCAL TIME

**DELAWARE HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
PROCUREMENT BRANCH- MAIN ADMIN. BLDG., ROOM 260
HERMAN M. HOLLOWAY SR. HEALTH AND SOCIAL SERVICES CAMPUS
1901 N. DUPONT HIGHWAY
NEW CASTLE, DELAWARE 19720**

INVITATION TO BID #7262

Sealed bids for the COOKIES AND CRACKERS for Various Delaware State Agencies must be received by the Delaware Department of Health and Social Services, Procurement Branch, Main Administration Building, Second Floor, Room 260, 1901 North DuPont Highway, (South Loop) Herman M. Holloway Sr. Health and Social Services Campus, New Castle, Delaware 19720, until **11:00 a.m. local time** on **FEBRUARY 4, 2009**, at which time they will be opened, read and recorded.

Specifications may be obtained at the above office. (302) 255-9295.

PLEASE NOTE: The following paragraphs hereby become part of the General Terms and Conditions of this bid.

1, 2, 3, 3.1, 3.2, 3, 3.4, 4.1, 4.2, 5.1, 5.2, 6.1, 7.2, 7.4, 7.7, 10.1, 11.2, 12.1, 14.3, 16.1, 16.2, 17.2, 18.1, 19.1, 20.1, 20.2, 23 and 24-- Contact Person: Annette Opalczynski (302) 255-9295

Please review the General Rules and Conditions and the General Requirements (For Food Only), which appear on the DHSS website. The following forms must be included with your bid: 1) the Bidder Signature Form, 2) the Vendor Certification Form and 3) the Office of Minority and Women Business Enterprise Forms. All of these documents can be accessed on the DHSS website:

<http://dhss.delaware.gov/dhss/rfp/dhssrfp.htm>

Your bid **must be signed** and all information on the signature page completed.

If you do not intend to submit a bid, please send an e-mail to the buyer for this bid, stating that you do not intend to bid, but would like to remain on the mailing list.

IMPORTANT:

ALL BIDS MUST HAVE ON THE OUTSIDE ENVELOPE OUR FOUR (4) DIGIT CONTRACT NUMBER. IF THIS NUMBER IS OMITTED YOUR BID WILL IMMEDIATELY BE REJECTED.

DELIVERY INSTRUCTIONS:

TO INSURE THAT YOUR BID IS IN THE PROCUREMENT OFFICE ON THE DATE AND TIME SPECIFIED, THERE ARE THREE (3) RECOMMENDED METHODS OF DELIVERY LISTED BELOW:

1. ___ **HAND DELIVERY**
2. ___ **FEDERAL EXPRESS**
3. ___ **UPS**

ALL BIDS MUST BE DELIVERED TO THE ADDRESS ON THE BID ENVELOPE. UNDER NO CIRCUMSTANCES WILL A BID BE ACCEPTED THAT IS:

- LATE
- DELIVERED TO THE WRONG BUILDING
- SIGNED FOR BY A PERSON OTHER THAN A MEMBER OF THE PROCUREMENT STAFF.

FOR FURTHER BIDDING INFORMATION PLEASE CONTACT:

**BUYER: ANNETTE OPALCZYNSKI
 DEPARTMENT OF HEALTH & SOCIAL SERVICES
 PROCUREMENT BRANCH
 MAIN ADMIN. BLDG. ROOM 260
 1901 NORTH DUPONT HIGHWAY
 DELAWARE HEALTH & SOCIAL SERVICES CAMPUS
 NEW CASTLE, DELAWARE 19720**

PHONE: (302) 255-9295

SPECIAL TERMS & CONDITIONS

1. Prices are to be valid for a period of six (6) months from **APRIL 1, 2009 THROUGH SEPTEMBER 30, 2009** with the option to extend six (6) months to one (1) year if all parties agree.
2. This bid is for unspecified quantities, the State of Delaware **will not be required to buy a specified amount.**
3. **ALL BIDDERS MUST BID ON THE BRANDS SPECIFIED: LANCE, HERR'S AND OTIS SPUNKMEYER. ALTERNATE BRANDS AND PRODUCTS WILL NOT BE ACCEPTED.**
4. **VENDORS MUST SUBMIT A CURRENT COPY OF THEIR DELAWARE BUSINESS LICENSE WITH THEIR BID. TO APPLY FOR A LICENSE CALL 302-744-1085.**
5. Vendor shall state minimum delivery for either case quantity or dollar value. Minimum shipments to cover single item or assorted items on contract to meet shipment requirements, freight, pre-paid.
6. Deliveries shall be F.O.B. Destination to all state agencies.
7. Contract can be utilized by any state facility or agency in the State of Delaware.
8. The successful vendor is required to "Bill As Shipped" to the respective ordering agency.
9. The agencies will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The vendor must accept full payment by procurement (credit) card and or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

10. When an error is made in extending total prices, the unit price will govern. Carelessness in quoting prices, or otherwise in preparation of the bid will not relieve the bidder of their obligation to fulfill the requirements of the submitted bid. Erasures in bids must be explained. All prices must be rounded off to two decimal places. Three decimal places will not be accepted. Example: \$10.624 should be rounded off to \$10.62. Failure to do so will mean disqualification of said item.
11. Vendors are required to have either a local telephone number or toll free number. Each agency is responsible for placing their orders and this may be accomplished by purchase order, telephone, fax or computer online systems.
12. Neither the vendor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to government restriction, strike, flood, fire or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.
13. Vendor Emergency Response Point of Contact: The vendor shall provide the names and telephone numbers of those individuals who can be contacted twenty-four hours a day, seven days a week if there is a critical need for commodities or when the Governor of the State of Delaware declares a State of Emergency. Failure to provide this information could render the bid non-responsive.

	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
100	LANCE INC CRACKERS, SALTINES, 4/PKG./300 CASE, 300/4 PK./CS. Lance Saltines 300/4 pk/cs. #159		case		
101	VAN-O- LUNCH, 6/pkg./ 120/6 pkg/cs. LANCE VAN-O-LUNCH #8		case		
102	CHOC-O-LUNCH, LANCE CHOC-O-LUNCH #5 120/6 pk/cs.		case		
103	LANCE OATMEAL CRÈME, 12/2 1/2 oz./box #414		box		
104	LANCE MALT CRACKERS, 120/6 pk/cs/ #10		case		
105	TOASTCHEES, LANCE TOASTCHEE, 120/6 pk/cs. #7		case		
106	LANCE CHEESE ON CHEESE 120/6pk/cs. (Lance Nip Cheese) #12		case		
107	CRACKERS, SALTINES, 500 count, 2 crackers, /pack. LANCE SALTINES 500/2pk/cs. #34		case		
108	TOM'S PLAIN POTATO CHIPS 20/ 3 oz./case #8740		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
109	TOM'S BBQ POTATO CHIP 20/ 3 oz./case #8742		case		
110	TOM'S POTATO CHIPS, SOUR CREAM & ONION, 48/7/8oz./cs #8743		case		
111	BEEF SNACKS, ORIGINAL, 24/box LANCE BEEF SNACKS, #0315		box		
112	TOM'S CHEESEPUFFS, 42/1 oz./cs. #8163		case		
113	LANCE WHITE CHEDDAR CHEESE POPCORN 60/3/4 oz./cs. #227		case		
114	TOM'S BBQ CORN CHIPS, 50/1 3/8 oz pkg./case #8744		case		
115	PEANUTS, SALTED, 100/1 1 1/8 oz./bx #88		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
116	COOKIES, CHOC-O-LUNCH, VAN-O-LUNCH Value Pack 24/2.75 /box #9350-Choc #9351-Van		box		
117	PECAN PIES, 12/3 oz/pies/box #328		box		
118	NUT-O-LUNCH, 24 COUNT CONVENIENCE PACK, 2.75 oz./bx #9353		box		
119	STRAWBERRY COOKIES 24/2.75oz./bx.. (10cookies per tube) #9354		box		
120	POTATO CHIPS, SALT/VINEGAR, 48/7/8 oz./cs #01433 36 LANCE SALT & VINEGAR 20/ 3 OZ./cs. #126		case case		
121	TOM'S HOT FRIES 48/7/8 oz./cs. #8780		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
400	<u>HERRS POTATO CHIPS, INC.</u> COOKIES, BULK CHOCOLATE CHIP, BUTTER, OATMEAL, COCONUT, 260/box/6 boxes/cases		case		
401	COOKIES, OATMEAL & CHOCOLATE CHIP, 12/box Herr's Code: #421 Chocolate Chip #503 Oatmeal 6/12- 2/pk		case		
402	CRACKERS, SALTINE, 500 COUNT 2 crackers/pack		case		
403	POTATO CHIPS, Regular, 3 lbs. Code #170		Box		
404	POTATO CHIPS, SLIGHTLY SALTED 3 lb.		box		
405	CORN CHIPS 4 lb. Code #583		box		
406	POPCORN, REGULAR, 1.5 lb. Code # 227		box		
407	CHEESE CURLS, 2lbs. #208		box		
408	PRETZEL RODS, 336/box- 7 lb. Code # 255- 24 boxes per case		box		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
409	POTATO CHIPS, REGULAR 84 ct/case Code #107		box		
410	POTATO CHIPS, BBQ, 84 ct./case Code # 108		box		
411	POTATO CHIPS, SALT/VINEGAR, 84 pkg/case Code# 106		box		
412	POTATO CHIPS, SOUR CREAM & ONION, 84 pkg/case- Code # 109		box		
413	MEAT SNACKS, SLIM JIMS, ORIGINAL, 24/box Code # 314		box		
414	PRETZELS, HERRS, 84/pkg/case Code # 615		case		
415	PRETZELS, HERRS CIRCLE H 1 ½ oz. 84/case Code #241		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
416	CHEESE CURLS, 1 ounce, 42ct./case- Code # 202		case		
417	POPCORN, White Cheddar 42ct. /case, Code # 211		case		
418	POPCORN, REGULAR, 42/case code #210 1/2 oz		case		
419	POTATO STIX, 1 ounce, 60/ case, Code #280		box		
420	CORN CHIPS, REGULAR, 1 1/2 oz., 42/case- Code # 565		case		
421	CORN CHIPS, BBQ, 1 1/2 ounce, 42/case- Code # 566		case		
422	ANDY CAP- CHETTA FRIES, 1 oz. ounce, 72 ct/case- Code # 634		box		
423	ANDY CAP – HOT FRIES, 1 oz., 72 ct- Code #603		box		
424	CHEDDAR ON WHEAT, 1 1/2 oz./ 8 pkg./box Code # 663-14 boxes/cs		case		
425	PEANUTS, REGULAR, SALTED, 1 oz., 24/box, Code #450 Planters		box		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
426	ALMONDS, 24/box/ 1.5 oz. Smoked		box		
427	PECAN FUDGE BROWNIES, 12/box/ 3.0 ounce- code # 465		box		
428	BACON RINDS, 44 ct., 1/2 ounce Code # 286		case		
429	VAN KRISP KREEM FUDGE WAFER 8/pak, 24 ct/case		box		
430	CHEESE PEANUT BUTTER CRACKERS, 8/14 pkg./cs. Code # 660		case		
431	TOASTY PEANUT BUTTER CRACKERS, 8/14 pkg./cs Code # 661		case		
432	CHEESE ON CHEESE CRACKERS Code #662 8/14 pkg./cs		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
433	CHIPS, REGULAR, ½ ounce, 50 bags/case- Code 101		case		
434	CHIPS, SALT N' VINEGAR, 1 ounce, 84/case- Code # 106		case		
435	CHIPS, REGULAR, 1 ounce, 84/case Code # 107		case		
436	CHIPS, BBQ, 1 ounce, 84/case Code # 108		case		
437	CHIPS, SOUR CREAM & ONION, 1 ounce, 84/case- Code #109		case		
438	RAGIN RANCH, 1 ounce, 84/case Code # 198		case		
439	BUFFALO WING RIPPLES, 1 oz., 84 ct. Code # 770		case		
440	CHIPS, REGULAR, 1.5 oz., 30 case- Code #117		case		
441	CHIPS, BBQ, 1.5 oz., 30/case, Code #118		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
442	CHIPS, SOUR CREAM & ONION, 1.5 oz., 30/case- Code # 119		case		
443	CHIPS, REGULAR, 2.75 oz., 24 ct/case- Code # 120		case		
444	CHIPS, BBQ, 2.75oz., 24 ct./case- Code #121		case		
445	CHIPS, SOUR CREAM & ONION, 2.75 oz., 24 ct./case – Code #122		case		
446	CHIPS, OLD BAY, 1.5 oz., 30/case- Code #124		case		
447	CHIPS, SALT 'N VINEGAR, 1.5 oz., 30/case- Code # 123		case		
448	CHEESE CURLS, 1.75 oz., 30/case Code # 203		case		
449	CHEESE CURLS, CRUNCHY, 1 oz., 48/case- Code #237		case		
450	POPCORN, REGULAR 1 ounce, 42/case- Code #210		case		
451	POPCORN, CHEESE, 1 ounce, 42/case- Code #220		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
452	POPCORN, WHITE CHEDDAR .625 ounce, 42/case- Code #271		case		
453	POPCORN, CARMEL, 1.25 ounce, 60/case		case		
454	POPCORN, MICROWAVE, 10.5 ounce 12/case Code # 232		case		
455	POPCORN, CARMEL, 1.9 ounce, 48 ct. Code# 152		case		
456	THINS PRETZELS, 2.2 5 ounce, 30/case- Code # 236		case		
457	PRETZEL STIX, 1 ounce, 60/box/case- Code #251		box		
458	PRETZEL STIX, 72/1.25 oz. Code #479 Whole Grain Pretzel Stix		box		
459	CONC. POTATO STIX, 1 ounce, 60/case- Code # 280		case		
460	PEANUT BUTTER GRAHAM COOKIES, 3/pak/24 pkg/box		box		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
461	CHOCOLATE CRÈME COOKIES 8/pak/24 pak/box		box		
462	SLIM JIMS, TABASCO SUPER, (89 CENTS) OUNCE, 24 ct. Code # 315		box		
463	FIRECRACKER GIANT, 1 ounce, 15 CT- Code # 342		box		
464	HOT FRIES, 3.5 ounce, 30/ct. Code # 307		case		
465	BEEF JERKY, 24 CT. – Code #314		box		
466	BIG JERKY, 24 CT.- Code #321		case		
467	FIRECRACKER, 50 CT.- Code 382		box		
468	SUMMER SAUSAGE, 15 ct.		case		
469	SLIM JIM, GIANT, 24 ct. Code # 315		box		
470	SUPER JERKY, 24 ct.- Code #321		case		
471	PEANUTS, HONEY ROASTED, 1.0 ounce, 24 ct.		box		
472	CASHEWS, 1.75 ounce, 12 ct.		box		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
473	RED PISTACHIOS, 1.75 ounce, 12 CT.		box	No Bid	
474	CASHEWS, HONEY ROASTED, 1.75 ounce, 12 Ct.		box		
475	12- PAK CHEESE ON CHEESE CRACKERS, 11.2 OUNCE, 168/ CASE Code # 488		case		
476	12-PAK SOUR CREAM & ONION/ WHEAT CRACKERS, 11.2 ounce 168/case- CREAM CHEESE WAFER- Code # 521		case		
477	KRAFT CHEESE & CRACKERS 15 CT. Code # 501				
478	CHEDDAR WHALE CRACKERS, 1 1/8 OZ		case		
479	CHEDDAR WHALES BULK, 7 lb.		case		
480	CORN CHIPS, REGULAR, 1.5 ounce, 42/case- Code # 565		case		
481	CORN CHIPS, BBQ, 1.5 ounce, 42/case- Code # 566		case		
482	CORN CHIPS, BBQ, 5ounce, 20/case- Code # 574		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
483	NACHO TORTILLA CHIPS, 72/case- Code # 567		case		
484	NACHO TORTILLA CHIPS, 1.25 ounce, 72/case- Code # 582		case		
485	BULK TORTILLA, 8-6 ounce- 2 lb. Code #593		box		
486	BULK NACHO, 8-6 ounce- 3lb. Code # 595		box		
487	BEEF STICK, 100 CT.- Code #333		box		
488	BROWNIE, 20 Ct. per Tray 8 trays/box		box		
489	HOT FRIES, 48 ct.		box		
490	CHEDDAR HOT FRIES, 48 ct.		box		
491	CHOCOLATE COVERED PRETZELS 4 ounce		box		
492	WHITE COVERED PRETZELS		box		
493	CHOCOLATE PEANUT BUTTER		box		
494	SNACK MIX, 6 oz. 15/box #637		box		
495	BITE SIZE HARD PRETZEL 1.75 ounce- 84 count #615		box		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
800	<p>OTIS SPUNKMEYER</p> <p>CHOCOLATE CHIP COOKIE DOUGH FROZEN, UNBAKED PRE-PORTIONED NUGGETS PER CASE 20LBS. PER CASE. NO ADDITIVES, PRESERVATIVES, ANIMAL FATS, BULK PACKED, FREEZER TO OVEN #1412642</p>		case		
801	<p>CHOCOLATE CHIP WALNUT COOKIE DOUGH –FROZEN , UNBAKED, PRE-PORTIONED NUGGETS, 240 NUGGETS PER CASE, 20 LBS. NO ADDITIVES, PRESERVATIVES, ANIMAL FATS, BULK PACKED. FREEZER TO OVEN #1426881</p>		case		
802	<p>CHOCOLATE CHIP PECAN COOKIE DOUGH-FROZEN, UNBAKED PREPORTIONED NUGGETS, 240 NUGGETS PER CASE, 20 LBS. PER CASE. NO ADDITIVES , PRESERVATIVES- ANIMAL FATS, BULK PACKED, FREEZER TO OVEN. #1598135</p>		case		
803	<p>DOUBLE CHOC. CHIP COOKIE DOUGH FROZEN, UNBAKED PRE-PORTIONED NUGGETS, 240 NUGGETS PER CASE. 20 LBS./CASE, NO ADDITIVES, PRESERVATIVES, ANIMAL FATS, BULK PACKED, FREEZER TO OVEN, #1412659</p>		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
804	OATMEAL RAISIN COOKIE DOUGH FROZEN, UNBAKED PREPORTIONED NUGGETS. 240 NUGGETS/CASE. NO ADDITIVES, PRESERVATIVES, ANIMAL FATS, BULK PACKED. FREEZER TO OVEN #1412667		case		
805	PEANUT BUTTER COOKIE DOUGH FROZEN, UNBAKED PREPORTIONED NUGGETS, 240 NUGGETS/CASE. 20 LBS./CASE. NO ADDITIVES, PRESERVATIVES, ANIMAL FATS, BULK PACKED. FREEZER TO OVEN #1412683		case		
806	BUTTER SUGAR COOKIE DOUGH FROZEN, UNBAKED PREPORTIONED NUGGETS, 240 NUGGETS/CASE. 20 LBS./CASE. NO ADDITIVES, PRESERVATIVES, ANIMAL FATS, BULK PACKED, FREEZER TO OVEN #1454474		case		
	ALSO AVAILABLE: BITE SIZE FROZEN NUGGETS- 410 PER 20 LB., #58		case		

