



**City Of Hammond
Purchasing Department**

RFP # 26-04

Frozen Entrees Delivered

**Sealed Proposals Shall Be Received by the Purchasing
Department,
City of Hammond
310 East Charles Street
P.O. Box 2788
Hammond, Louisiana 70404-2788
Until
10:00 A.M. March 28, 2025**

At Which Time Bids Will Be Opened and Read Aloud

**Advertisement in the Official Journal, Daily Star, To Be
Published Two (2) Times
March 6 & 13, 2025**

**For Additional Information or Questions, Contact:
Jana Thurman - Purchasing Director by email -
purchasing@hammond.org**

This is the Proposal of:**Date:** _____**Company:** _____**Section 3 Business/WBE/SBE/MBE/DBE:** _____**Address:** _____**City:** _____ **State:** _____ **ZIP Code:** _____**Person to Contact:** _____**Phone:** _____ **Fax:** _____**Email:** _____**Your Proposal is important to us.**

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

Section 3 Business/WBE/SBE/MBE/DBE

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

Nondiscrimination Requirements

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

RFP # 26-04

Specifications

Each pre-prepared frozen entrée will be packaged in individual servings as prescribed within this RFP. Each meal will be portioned onto dual microwave-safe/oven-safe food containers (partitioned containers will be used where appropriate) that are hermetically sealed with poly film Instructions for preparation methods; service equipment that can be used in the entrée preparation; proper storage and other appropriate directions and warnings shall be included.

List of Frozen Breakfast, Lunch and Dinner Entrees (but not limited to)

1	Description	Estimated Annual Quantity	Unit	Brand	Unit Price
2	031000109769 Chicken Fried Chicken	350	12/10.1oz./cs	Banquet or equal	
3	031000007300 Classic Salisbury Steak	275	12/11.88oz/cs	Banquet or equal	
4	031000007317 Classic Meatloaf Meal	300	12/11.88oz/cs	Banquet or equal	
5	03100000738 Backyard BBQ	275	12/10.45oz/cs	Banquet or equal	
6	031000109387 Chicken Fried Beef Steak	200	12/10.1oz/cs	Banquet or equal	
7	Scrambled Egg #06390 Sau/Hasbr	250	12/6.25oz/cs	Banquet or equal	
8	031000277598 Brown N' Serve original Sausage Links	200	12/11.0oz/cs	Banquet or equal	
9	Sandwich Maple Pancake Chicken Sausage	200	168/2.5oz/cs	Bake Crafters	
10	Egg & Cheese Slider	200	144/2.35oz/cs	Bake Crafters	
11	Biscuit Chicken Sausage	200	96/3.2oz/cs	Bake Crafters	
12	Egg & Cheese English Muffin	200	96/3.25oz/cs	Bake Crafters	
13	Pancake #06392 w/sausage	280	1/12/6oz/cs	Banquet or equal	

Quantities shown are based estimated usage. However, The City of Hammond will be obligated only for the quantities on orders issued as a result of this contract. All City of Hammond deliveries will be made to the one-drop location on an anticipated bi-weekly basis, F.O.B. destination to: City of Hammond Jail - 303 East Thomas St., Hammond, LA 70401

Price and Contract

Prices for Breakfast Entrees and Lunch/Dinner Entrees submitted in response to this solicitation shall be net, FOB destination and be subject to no additional mark-up during the term of this contract. Escalation clauses for product, services, freight, handling, fuel, etc., are not acceptable.

Instructions to Proposer**Quantities:**

This is an Open-Ended Annual Requirements Contract. All Quantities shown are estimated based on past usage. The Successful Proposer must supply At Proposed Prices Actual Requirements as Ordered Whether the total of Such Requirements Are More Or Less than the Estimated Quantities.

Contract Term:

The term of this contract shall be for the period starting July 1, 2025 – June 30, 2026. At the option of the City of Hammond and acceptance by the supplier, this contract may be extended for two (2) additional twelve (12) month periods at the terms and conditions. Contract is not to exceed thirty-six (36) months.

Delivery:

After placing an order for product with the vendor, the City shall receive FOB destination delivery of product, at the designated site, at the earliest available time, but, no later than twenty four (24) hours from the time the order was placed. An Exception to this would be for a “scheduled” delivery in which case, the agreed upon delivery time shall be honored.

Non-Delivery:

In the event a successful proposer is unable to furnish and/or refuses to make delivery of products when requested to do so, the City reserves the right to obtain materials elsewhere.

Instructions to proposers

PROPOSERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE SUBMITTAL PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED TO THE PURCHASING MANAGER DURING THE PROPOSAL PERIOD AND SHALL BECOME PART OF YOUR PROPOSAL PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE PROPOSERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE PROPOSALS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER PROPOSALS ARE OPENED.

RFP Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements in the local newspaper, City Website www.hammond.org, online at www.bidexpress.com or personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street.

These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the RFP states that only the brand name will be considered for reasons of compatibility, etc.

The RFP number, Proposers name, address, Louisiana Contractor License number and RFP opening date shall be clearly printed or typed on the outside of the Proposal envelope, if mailed. Only one (1) proposal shall be accepted from each proposer. Alternates shall not be accepted unless specifically requested in the RFP specifications. Proposals can be delivered, mailed or submitted electronically.

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified RFP opening date and time. Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the RFP form and included in the specifications.

Proposals shall be accepted only on the RFP forms furnished by the City of Hammond Purchasing Department. The City of Hammond shall only accept proposals from those proposers in whose name the RFP forms and or specifications were issued. Altered or incomplete proposals forms, or use of substitute forms or documents, shall render the proposal non-responsive and subject to rejection. The RFP package, including copies of any addenda issued shall be submitted to the Purchasing Department as THE RFP.

All proposals must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the proposer. Failure to initial shall be cause for rejection of the proposal as non-responsive.

All proposals shall be signed. Failure to do so shall cause the proposal to be rejected as non-responsive.

Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Director after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding.

If proposing "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with proposal. Representative samples shall be submitted upon request, if appropriate.

Liability:

The Contractor at all times during the term of the contract shall maintain and pay for property damage and public liability insurance with limits of at least (\$1,000,000.00) one million dollars inclusive of bodily injury and property damage for any one occurrence.

Prior to commencing work under this contract the Contractor must file with the City a "certificate of insurance" meeting aforementioned requirements with the City of Hammond named insured by

added endorsement. All premiums and expense incurred with this insurance shall be paid for by the Contractor.

The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done by them, under and by these conditions, and covenants, and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, all attorney fees, and judgments of every nature and description made, brought or recovered against the City by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.

Worker's Compensation:

The Contractor shall, at all times, pay or cause to be paid, any assessment or compensation required to be paid pursuant to the Worker's Compensation Act.

The Contractor shall, at the time of entering into a Contract with the City, provide satisfactory proof that all assessments or compensation payable to the Worker's Compensation Board have been paid and the City may, at any time during the performance or upon the completion of such Contract require a further declaration such Contract require a further declaration that such assessments or compensations have been paid.

As a qualified proposer for the project, I have carefully examined all of the RFP Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the RFP specifications.

I hereby acknowledge that I have received the following Addenda and they are reflected as part of this proposal,

List by date and Addendum
number _____

****NOTE: Proposers are to list unit prices on page 3** If you have additional items please include pricing with proposal**

Bidder agrees to deliver products/services in complete accordance with all Specifications for the total sums indicated:

(Amounts shall be shown in words and digits, In case of discrepancy, words shall govern.)

Item # 1 - Total Price _____
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Item # 2 - Total Price _____
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Item # 3 - Total Price _____
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Item # 4 - Total Price _____
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Item # 5 - Total Price _____
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Item # 6 - Total Price _____
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Item # 7 - Total Price _____
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Item # 8- Total Price _____
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Item # 9 - Total Price _____
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Item # 10- Total Price _____
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Item # 11- Total Price _____
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Item # 12 - Total Price _____
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Signature of Proposer _____

Name of Company _____ Date _____

