

# STATE OF DELAWARE



**DELAWARE HEALTH  
AND SOCIAL SERVICES**

DIVISION OF MANAGEMENT SERVICES

"DMS Serving Those Who Serve Delaware"

**SPECIFICATIONS AND CONTRACT DOCUMENTS NO. #7239**

**FOR**

**COOKIES AND CRACKERS**

**Required for Use By**

**VARIOUS DELAWARE STATE AGENCIES**

**OCTOBER 1, 2008 THROUGH MARCH 31, 2009**

<b>Deposit</b>	<b>WAIVED</b>
<b>Performance Bond</b>	<b>WAIVED</b>
<b>Date Due</b>	<b>SEPTEMBER 17, 2008</b>
<b>Time</b>	<b>11:00 AM LOCAL TIME</b>

**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 #7239

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 **SEPTEMBER 17, 2008**, 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 **OCTOBER 1, 2008 THROUGH MARCH 31, 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.

9. 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.
  
10. 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.
  
11. 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.
  
12. 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.

	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
100	<b>LANCE INC</b>  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 #01008		case		
102	CHOC-O-LUNCH, LANCE CHOC-O-LUNCH #01005 120/6 pk/cs.		case		
103	LANCE OATMEAL CRÈME, 12/2 1/2 oz./box #02414		box		
104	LANCE MALT CRACKERS, 120/6 pk/cs/ #01010		case		
105	TOASTCHEES, LANCE TOASTCHEE, 120/6 pk/cs. #01007		case		
106	LANCE CHEESE ON CHEESE 120/6pk/cs. (Lance Nip Cheese) #01012		case		
107	CRACKERS, SALTINES, 500 count, 2 crackers, /pack. LANCE SALTINES 500/2pk/cs. #45034		case		
108	TOM'S PLAIN POTATO CHIPS 20/ 3 oz./case #8744		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
109	TOM'S BBQ POTATO CHIP 20/ 3 oz./case		case		
110	POTATO CHIPS, SOUR CREAM & ONION, 48/7/8oz./cs 01279		case		
111	BEEF SNACKS, ORIGINAL, 24/box LANCE BEEF SNACKS, #02315		box		
112	LANCE CHEESEPUFFS, 42/1 oz./cs. #8822		box		
113	POPCORN, CHEESE, 60 7/8 oz./pkg. /case 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 #8774		case		
115	PEANUTS, SALTED, 100/1 1 1/8 oz./bx #88		case		
116	PEANUTS, ROASTED, IN SHELL, 60/1 3/4 oz.pkg./cs. #01026		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
117	COOKIES, CHOC-O-LUNCH, VAN-O-LUNCH Value Pack 24/2.75 oz./pk 10 COOKIES per tube  #8851-Choc #8850-Van		box		
118	PECAN PIES, 12/3 oz/pies/box #02328		box		
119	CRUNCHY CHEESE TWISTS, 60/1 1/8 ounce/pkg/case 60 1 1/8 oz./case LANCE CRUNCHY CHEESE TWISTS #01560		case		
120	NUT-O-LUNCH, 24 COUNT CONVENIENCE PACK, 2.75 oz./bx #8854		box		
121	STRAWBERRY COOKIES 24/2.75oz./bx.. (10cookies per tube) #8853		box		
122	POTATO CHIPS, SALT/VINEGAR, 48/7/8 oz./cs #01433 36 LANCE SALT & VINEGAR 20/ 3 OZ./cs. #126		case  case		
123	TOM'S HOT FRIES 48/7/8 oz./cs. #8780		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
400	<b><u>HERRS POTATO CHIPS, INC.</u></b>  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 48/pkg/case Code #110		case		
410	POTATO CHIPS, BBQ, 48 pkg/case Code # 111		case		
411	POTATO CHIPS, SALT/VINEGAR, 84 pkg/case		case		
412	POTATO CHIPS, SOUR CREAM & ONION, 84 pkg/case- Code # 109		case		
413	MEAT SNACKS, SLIM JIMS, ORIGINAL, 24/box Code # 310		box		
414	MEAT SNACKS, SLIM JIMS, ORIGINAL, 24/box Code # 311		box		
415	MEAT SNACKS, SLIM JIMS, ORIGINAL, 24/box Code # 321		box		
416	PRETZELS, HERRS, 84/pkg/case Code # 615		case		
417	PRETZELS, HERRS CIRCLE H 1 ½ oz. 84/case Code #241		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
418	CHEESE CURLS, 1 ¼ ounce, 84/case- Code # 201		case		
419	POPCORN, CHEESE, 1 1/8 ounce, 24/case, Code # 213		case		
420	POPCORN, REGULAR, 42/case code #210 1/2 oz		case		
421	POTATO STIX, 1 ounce, 60/ case, Code #280		box		
422	CORN CHIPS, REGULAR, 1 ½ oz., 42/case- Code # 565		case		
423	CORN CHIPS, BBQ, 1 ½ ounce, 42/case- Code # 566		case		
424	ANDY CAP- CHETTA FRIES, 1 oz. ounce, 60/case- Code # 602		box		
425	ANDY CAP – HOT FRIES, 1 oz., 60/box- Code #603		box		
426	CHEDDAR ON WHEAT, 1 1/2 oz./ 8 pkg./box  Code # 663-14 boxes/cs		case		
427	PEANUTS, REGULAR, SALTED, 1 oz., 24/box, Code #450 Planters		box		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
428	PEANUTS, DRY ROASTED, 1.2 oz. 24/box		box		
429	COOKIES, MURRAY SUGAR WAFER ANIMAL, DOUBLE FUDGE, VANILLA WAFER, DUPLEX, LEMON, FIG, PEANUT BUTTER, CHOCOLATE CHIP, STRAWBERRY, 24/BOX		box		
430	ALMONDS, 24/box/ 3/4 ounce		box		
431	PECAN FUDGE BROWNIES, 12/box/ 3.0 ounce- code # 465		box		
432	BACON RINDS, 60 count, 1/2 ounce Code # 286		case		
433	VAN KRISP KREEM FUDGE WAFER 8/pak, 24 ct/case		box		
434	CHEESE PEANUT BUTTER CRACKERS, 8/14 pkg./cs. Code # 660		case		
435	TOASTY PEANUT BUTTER CRACKERS, 8/14 pkg./cs Code # 661		case		
436	CHEESE ON CHEESE CRACKERS Code #662 8/14 pkg./cs		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
437	CHIPS, REGULAR, ½ ounce, 50 bags/case- Code 101		case		
438	CHIPS, SALT N' VINEGAR, 1 ounce, 84/case- Code # 106		case		
439	CHIPS, REGULAR, 1 ounce, 84/case Code # 107		case		
440	CHIPS, BBQ, 1 ounce, 84/case Code # 108		case		
441	CHIPS, SOUR CREAM & ONION, 1 ounce, 84/case- Code #109		case		
442	CHIPS, PA DUTCH STYLE, 1 1/8 oz. 36/case- Code #114		case		
443	CHIPS, HOT 1 ounce, 84/case Code # 819		case		
444	CHIPS, RIPPLE, 1.5 oz., 30/case Code # 115		case		
445	CHIPS, REGULAR, 1.5 oz., 30 case- Code #117		case		
446	CHIPS, BBQ, 1.5 oz., 30/case, Code #118		case		

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

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
457	POPCORN, WHITE CHEDDAR .625 ounce, 42/case- Code #271		case		
458	POPCORN, CARMEL, 1.25 ounce, 60/case		case		
459	POPCORN, MICROWAVE, 10.5 ounce 12/case Code # 232		case		
460	POPCORN, CARMEL, 7/8 ounce, 60/case		case		
461	THINS PRETZELS, 2.2 5 ounce, 30/case- Code # 236		case		
462	BULK THINS, 3LB. Box- Code # 252		box		
463	PRETZEL STIX, 1 ounce, 60/box/case- Code #251		box		
464	PRETZEL STIX, 72/1.25 oz. Code #479 Whole Grain Pretzel Stix		box		
465	PRETZELS, BULK STURGIS GEM 6LB.- HERR'S BITE SIZE HARD PRETZEL 6LB. Box- Code # 614		box		
466	CONC. POTATO STIX, 1 ounce, 60/case- Code # 280		case		
467	PEANUT BUTTER GRAHAM COOKIES, 3/pak/24 pkg/box		box		

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

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
480	RED PISTACHIOS, 1.75 ounce, 12 CT.		box		
481	CASHEWS, HONEY ROASTED, 1.75 ounce, 12 Ct.		box		
482	12- PAK CHEESE ON CHEESE CRACKERS, 11.2 OUNCE, 168/ CASE Code # 488		case		
483	12-PAK SOUR CREAM & ONION/ WHEAT CRACKERS, 11.2 ounce 168/case- CREAM CHEESE WAFER- Code # 521		case		
484	KRAFT CHEESE & CRACKERS 15 CT. Code # 501				
485	CHEDDAR WHALE CRACKERS, 1 1/8 OZ		case		
486	CHEDDAR WHALES BULK, 7 lb.		case		
487	CORN CHIPS, REGULAR, 1.5 ounce, 42/case- Code # 565		case		
488	CORN CHIPS, BBQ, 1.5 ounce, 42/case- Code # 566		case		
489	CORN CHIPS, BBQ, 5ounce, 20/case- Code # 574		case		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
490	NACHO TORTILLA CHIPS, 72/case- Code # 567		case		
491	NACHO TORTILLA CHIPS, 1.25 ounce, 72/case- Code # 582		case		
492	BULK TORTILLA, 8-6 ounce- 2 lb. Code #593		box		
493	BULK NACHO, 8-6 ounce- 3lb. Code # 595		box		
530	(SEASONAL PRODUCTS) Flavor Ice Pops, 48 ct. Code #529		box		
531	(SEASONAL PRODUCTS) CARMEL APPLES, 24 ct.		box		
532	BEEF STICK, 100 CT.- Code #333		box		
533	BROWNIE, 20 Ct. per Tray 8 trays/box		box		
534	HOT FRIES, 48 ct.		box		
535	CHEDDAR HOT FRIES, 48 ct.		box		
536	CHOCOLATE COVERED PRETZELS 4 ounce		box		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
537	WHITE COVERED PRETZELS		box		
538	CHOCOLATE PEANUT BUTTER		box		
539	SNACK MIX, 6 oz. 15/box #637		box		
540	BITE SIZE HARD PRETZEL 1.75 ounce- 84 count #615		box		

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
800	<p><b>OTIS SPUNKMEYER</b></p> <p>CHOCOLATE CHIP COOKIE DOUGH FROZEN, UNBAKED PRE-POR-TIONED 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-POR-TIONED 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-POR-TIONED 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		

