



McHenry County  
Purchasing Department  
2200 N Seminary Avenue  
Woodstock, IL 60098

**Bid 22-5706**  
**Food and Dairy Supplies**  
**for Valley Hi Nursing Home Facility**

Contact Person:

Djuana Leonard, C.P.M., Procurement Specialist Email: [dmleonard@mchenrycountyil.gov](mailto:dmleonard@mchenrycountyil.gov)

**Bid Due Date and Time: *December 28, 2022 no later than 9:00 a.m. (CST)***

PDFs should be emailed to [dmleonard@mchenrycountyil.gov](mailto:dmleonard@mchenrycountyil.gov).

Electronic bids ONLY, no onsite bid opening.

**MANDATORY COVER PAGE (1/6)**

**PLEASE TYPE or PRINT CLEARLY**

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

The attention of bidders is directed to the McHenry County Purchasing Ordinance, amended August 1, 2019. This Ordinance is incorporated by reference into this bid as if it were contained herein. If you have not received a copy of the above Ordinance and desire a copy, please contact the Purchasing office.

Any communication regarding this bid between the date of issue and date of award is required to go through the Procurement Specialist listed above (or the Purchasing Administrative Specialist). Unauthorized contact with other McHenry County staff or officers is strictly forbidden.

## SCHEDULE OF EVENTS

December 5, 2022	Bid Available on County Website
December 12, 2022	Questions due <b>no later than 12:00 p.m. (CST). Submit via email</b>
December 15, 2022	Addendum posted on County website no later than 4:00 p.m. (CST)
<b>December 28, 2022</b>	<b>Bids due no later than 9:00 a.m. (CST)</b> Email PDFs to <a href="mailto:dmleonard@mchenrycountyil.gov">dmleonard@mchenrycountyil.gov</a> NO ONSITE BID OPENING
<b>December 28, 2022</b>	<b>Bid opening conducted via WebEx meeting at 1:30 p.m. (CST)</b> Details available on bid page

### **DESCRIPTION OF WORK AND SPECIFICATIONS**

McHenry County Valley Hi Nursing Home & Rehabilitation seeks vendors to provide food and dairy supplies on an as-needed basis. This is a multi-year contract. There may be multiple awardees. Items may be added or removed throughout the term of this contract, as needed. BID ON ANY OR ALL.

Year 1 from 2/1/22-11/30/23, Year 2 from 12/1/23-11/30/24, Year 3, optional, from 12/1/24-11/30/25, and Year 4, optional, from 12/1/25-11/30/26, subject to continuing need and availability of funds.

The County makes no usage guarantee, and items may be added or removed throughout the term of this contract, as needed. Bid price should be based on single UOM listed. Annual quantity is unknown.

**Deliveries must be between 5:00am and 9:00am M-F**

#### **FOOD ITEMS INCLUDE:**

Oatmeal – 50 lb.  
 Bread Flour – 50 lb.  
 All Purpose Flour - 50 lb  
 Coffee Regular, - 2 oz. packages  
 Coffee Decaf, - 1.25-1.5 oz packages  
 Peanut Butter - 4 lb jars  
 Canola Oil/Olive Oil Blend 90/10 - ½ gal-1 gal  
 Butter, Unsalted – 1 lb.  
 Mozzarella Cheese, Shredded  
 Cheddar Cheese, Shredded  
 Eggs, Pasteurized, Whole  
 2% Milk, ½ pint  
 Tomato Paste, #10 cans  
 Diced Tomatoes, #10 cans  
 Applesauce, Unsweetened #10 cans  
 Vanilla Pudding #10 cans  
 Vanilla Ice Cream cups, No Added Sugar  
 Chocolate Ice Cream Cups  
 Ground Beef 80/20

Pork Loin, Boneless, Center Cut, Strap-off  
Pork Shoulder, Bone-in

Water Lem Nect  
Egg Scrambled Frozen  
Banana Green 40#  
Water Lem Hny  
Juice Apple Nect  
Bread Wheat  
Bread White Soft  
Juice Orange 100%  
Chicken Breast  
Beef Patty  
Supplm Magic Cup Van  
Coffee Columbian 100%  
Juice Apple 100%  
Strawberry Clamshell  
Turkey Breast  
Bread Raisin  
Drink Dairy  
Sausage Patty  
Ground Beef  
Brown Sugar  
Vanilla Pudding  
Bacon  
Cranberry Juice 12%  
Applesauce  
Hot Cocoa No Sugar Added  
Spanish Onions Jumbo  
Tomato Juice 100%  
Hamburger Buns  
Cream Wheat Farina Cereal  
Ginger Ale Soda  
Decaf Columbian Coffee 100%

### **THICKENER**

Water Lemon Nectar Thick – 6-46FLZ  
Juice Apple Nectar Thick – 6-46FLZ  
Juice Orange Nectar Thick– 6-46FLZ  
Juice Cran Nectar Thick– 6-46FLZ  
Thickened Coffee Nectar 75-12GM  
GM Thickener Nectar Gel Individual 200-6GM

### **SUPPLIES**

Napkin Dinner 2 Ply White 28-100  
1 M Quilon Liner Pan 16.5 x 2  
1M Spoon Plastic Med White Flx  
1M Fork Plastic Med White Flx  
1M Knife Plastic Med White Flx  
Teaspoon Dominion Heavyweight 5.94in  
1 Gallon Freezer Bags – 90 count  
8 oz Foam Bowl White

## **DAIRY SPECIFICATIONS AND ITEMS INCLUDE:**

*Bidder shall meet all relevant requirements for long-term care.*

*Bidder shall describe size and packaging of all milk products*

<u>PRODUCT</u>	<u>Minimum Butterfat</u>
Milk	3.25
Low-Fat Milk	2.00%
Skim Milk	Less than .50%, but average .25%
Chocolate	1% (minimum)
Sour Cream	Real
Lactose	(acidophilus)
Cottage Cheese	
Margarine Reddies	
Margarine Solids	
Yogurt	
Cheeses	
Ice Cream	

### DATING AND CODING

- ✓ Bidder shall describe coding and dating process used on all products to ensure proper inventory management

### MILK

#### QUALITY OF MILK

- ✓ McHenry County will NOT accept Shelf-Stable products.
- ✓ Milk shall be fresh, clean, cow's milk, free from objectionable odors and flavors, containing not less than 8.25% non-fat milk solids. It should contain no added water, preservatives, neutralizers or other foreign substances. Vitamin D must be added in accordance with good commercial practices. The pasteurized milk shall not have a bacteria count, which exceeds 30,000 per cc after pasteurization.
- ✓ All milk shall be Grade "A", homogenized, and pasteurized.
- ✓ All Federal, State and City regulations for fluid milk production and sale to the general public must be met.
- ✓ Freshness shall be clearly indicated on the label of each product. All goods supplied shall meet Federal Government and State Standards. The Bidder's premises must be licensed according to applicable laws and regulations.
- ✓ The Bidder shall unconditionally guarantee the freshness and wholesomeness of all milk for a period not less than five (5) days beyond day of delivery (not counting the day of delivery).

### COTTAGE CHEESE

#### QUALITY

- ✓ The products shall be of good grade, equal to, or superior to State and Federal regulations. All applicable Federal, State, and Municipal regulations, ordinances and laws shall be adhered to relating to manufacturer, handling, storage, selling, and delivering the products.

### COMPOSITION

- ✓ The cottage cheese is to be made by the lactic acid process or direct set method.
- ✓ The finished product shall contain less than maximum moisture content of 80 percent.
- ✓ SMALL CURD, HIGH ACID, LACTIC ACID TYPE, OR DIRECT SET CREAMED (No Substitutes)

### MATERIALS

- ✓ Bidder shall describe materials used in composition including the fortification levels

### PACKAGING

- ✓ Bidder shall provide detailed explanation of packaging, including size, type, delivery method and any other information used to maintain quality throughout the delivery process.

## **MARGARINE**

### **QUALITY**

- ✓ The products shall be of good grade, equal to, or superior to State and Federal regulations.
- ✓ All applicable Federal, State, and Municipal regulations, ordinances and laws shall be adhered to relating to manufacturer, handling, storage, selling, and delivering the products.

## **MATERIALS**

- ✓ Bidder shall describe materials used in composition including the fortification levels

## **PACKAGING**

- ✓ Bidder shall provide detailed explanation of packaging, including size, type, delivery method and any other information used to maintain quality throughout the delivery process.

## **BUTTER**

### **QUALITY**

- ✓ The products shall be of good grade, equal to, or superior to State and Federal regulations.
- ✓ All applicable Federal, State, and Municipal regulations, ordinances and laws shall be adhered to relating to manufacturer, handling, storage, selling, and delivering the products.

## **MATERIALS**

- ✓ Bidder shall describe materials used in composition including the fortification levels

## **PACKAGING**

- ✓ Bidder shall provide detailed explanation of packaging, including size, type, delivery method and any other information used to maintain quality throughout the delivery process.

## **YOGURT**

### **QUALITY**

- ✓ The products shall be of good grade, equal to, or superior to State and Federal regulations.
- ✓ All applicable Federal, State, and Municipal regulations, ordinances and laws shall be adhered to relating to manufacturer, handling, storage, selling, and delivering the products.

## **MATERIALS**

- ✓ Bidder shall describe materials used in composition including the fortification levels

## **PACKAGING**

- ✓ Bidder shall provide detailed explanation of packaging, including size, type, delivery method and any other information used to maintain quality throughout the delivery process.

## **CHEESE**

### **QUALITY**

- ✓ The products shall be of good grade, equal to, or superior to State and Federal regulations.
- ✓ All applicable Federal, State, and Municipal regulations, ordinances and laws shall be adhered to relating to manufacturer, handling, storage, selling, and delivering the products.

## **PACKAGING**

- ✓ Bidder shall provide detailed explanation of packaging, including size, type, delivery method and any other information used to maintain quality throughout the delivery process.

**List of Dairy Products:**

Milk, 2%  
Milk, Whole/Homo  
Milk, 2%  
Milk, Skim  
Milk, Chocolate  
Lactose (acidophilus)  
Creamers (non-dairy)  
Sour Cream (real)  
Cottage Cheese  
Margarine Reddies  
Margarine Solids  
Butter  
Yogurt  
Cheese, Sliced, American Pasteurized, Processed  
Cheese, Sliced, Swiss/American, Pasteurized, Processed  
Cheese, Shredded, Natural Cheddar, Sharp  
Cheese, Shredded, Mozzarella  
Ice Cream, 3 gallon tubs, Vanilla NSA  
Ice Cream, 3 gallon tubs, Fudge Swirl NSA  
Ice Cream, 3 gallon tubs, Butter Pecan NSA  
Ice Cream Cups, Vanilla  
Ice Cream Cups, Chocolate  
Ice Cream Cups, Strawberry  
Ice Cream Cups, Vanilla NSA  
Ice Cream Cups, Chocolate NSA  
Ice Cream Cups, Fudge Sundae  
Ice Cream Cups, Strawberry Sundae

# **REFER TO THE MANDATORY EXCEL BID PAGES “Bid 22-5706 Food & Dairy Supplies”**

**COMPLETE THE EXCEL BID PAGES AND SUBMIT WITH THE  
MANDATORY PAGES FROM THIS BID DOCUMENT:**

- • COVER SHEET
- • REFERENCES
- • CERTIFICATION/SIGNATURE
- • W9
- • STATUS OF OWNERSHIP FORM

**DO NOT PDF THE EXCEL BID PAGES**

**REFERENCES**

List three (3) references, other than The County of McHenry, that you have done similar work, service or supplied similar products to within the last twelve (12) months. **It is the bidder's responsibility to ensure references respond upon request. Email addresses are required.**

Entity: \_\_\_\_\_

Address: \_\_\_\_\_ City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Contact Person \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_ City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Contact Person \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_ City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Contact Person \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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**MANDATORY PAGE (4of6)**  
**CERTIFICATONS and SIGNATURE PAGE**

- I acknowledge to have read, understand, and agree to the **Bid or Request Documents** Provided for this Bid or Request as posted on McHenry County's Website  Yes
- I acknowledge to have read, understand, and agree to the policies contained within the **McHenry County Purchase Ordinance**, amended June 1, 2021  Yes
- I acknowledge I have read, understand, and agree to the **Standard Terms and Conditions** provided for this Bid or Request as posted on McHenry County's website.  Yes
- I acknowledge to have read, understand, and agree to all **Addenda** provided for this Bid or Request as posted on McHenry County's website.  Yes
- Vendor certifies it has reviewed, completed & *submitted the* **Mandatory Page 5of6** *County of McHenry Status of Ownership Information*  Yes
- I acknowledge there to be **six (6) Mandatory Pages, including the W-9 (6of6)** to be completed and/or submitted for my Bid or Submission to be considered.  Yes
- Submitter certifies it has not been barred from contracting with a unit of State or Local Government because of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.  Yes
- Vendor certifies it is aware that all contracts for the Construction of Public Works are subject to the **Illinois Prevailing Wage Act** (820 ILCS 130/1-12) and this Bid or Request  Is Subject to,  Is NOT Subject to the Illinois Prevailing Wage Act.  Yes
- Vendor acknowledges this Bid or Request  Is Subject to,  Is NOT Subject to the **Employment of Illinois Workers in Public Works Act** (30 ILCS 570/3) and will comply with the requirements set forth in this Act.  Yes
- I acknowledge this Bid or Request  Requires,  Does NOT Require a **Bid Bond**  Yes
- In addition, under penalties of perjury, I certify that my correct **Federal Taxpayer Identification Number** is: \_\_\_\_\_
  
- I am doing business as a (please indicate one):  Sole Proprietorship  
 Corporation: State of Incorporation: \_\_\_\_\_  
 Partnership  
 Other \_\_\_\_\_

I have carefully examined the Bid or Request, Scope of Work, Specifications, and any other documents accompanying or made a part of this Request. I certify I am duly authorized to submit on behalf of the firm, and the firm is ready, willing, and able to perform if awarded the contract. I further certify, under oath, this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service.

Individual/Company/Corporation: \_\_\_\_\_

Business Address: \_\_\_\_\_ City, State and Zip Code: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Witness Name & Title: \_\_\_\_\_ **Witness Signature:** \_\_\_\_\_

*End of Document*