

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Foods – Halal Frozen Food Meals for the Rockland County Correctional Center**

Contract Period: **November 4, 2023, through November 3, 2024 w/ (4) 1-year options**

Original Date of Issue: November 3, 2023

Date of Revision:

RFQ No: RFQ-RC-2023-126

Catalog: Food & Water

Authorized Users: **Rockland County Correctional Facility**

Address Inquiries to:

Name: Raheela Akhter
Title: Asst. Purchaser
Phone: 845-364-3813
Fax: 845-364-3809
E-mail: akhterr@co.rockland.ny.us

Description

This contract is to provide Halal Frozen Food Meals for the Jail.

Contract #	Vendor #	Contractor & Address	Telephone No.
RFQ 23-126	0000007568	Jamac Frozen Food 570 Grand Street Jersey City, NJ 07302 Contact: Edward Marbach jamacfroze@aol.com , edfrozen@aol.com , mattr@jamac.net and kurt@jamac.net	201-333-6200 FAX: 201-333-1035

Food - Halal Frozen Food Meals for the Rockland County Correctional Center						
Jamac Frozen Food Corp						
Item No	Description	Peoplesoft Catalog item#	Manufacturer	Part #	UOM	Price
1	CHICKEN ENCHILADAS POBLANO WITH BLACK BEANS AND RICE- SAFFRON FOOD #SR58, 8 -10 OZ each- QUANTITY AS NEEDED	38547600001	SAFFRON ROAD	SR58	Each	\$ 34.63
2	CHICKEN BIRYANI WITH BASMATI RICE, SAFFRON FOOD #SR39, 8 10 OZ 8 -10 OZ each - QUANTITY AS NEEDED	38547600003	SAFFRON ROAD	SR39	Each	\$ 34.63
3	LAMB SAAG WITH BASMATI RICE, SAFFRON FOOD #SR37, 8 -10 OZ each, QUANTITY AS NEEDED	38547600004	SAFFRON ROAD	SR37	Each	\$ 34.63
4	VEGETABLE PAD THAI WITH RICE NOODLES, SAFFRON FOOD #SR55, 8 -10 OZ each, QUANTITY AS NEEDED	38547600005	SAFFRON ROAD	SR55	Each	\$ 34.63
5	CHICKEN PAD THAI WITH RICE NOODLES, SAFFRON FOOD #SR35, 8 10 OZ. 8 -10 OZ each, QUANTITY AS NEEDED	38547600006	SAFFRON ROAD	SR35	Each	\$ 34.63
6	LEMONGRASS BASIL CHICKEN WITH BASMATI RICE, SAFFRON FOOD #SR40, 8 -10 OZ QUANTITY AS NEEDED	38547600008	SAFFRON ROAD	SR40	Each	\$ 34.63
7	PALAK PANEER WITH BASMATI RICE, SAFFRON FOOD #SR56, 8 -10 OZ each QUANTITY AS NEEDED	38547600010	SAFFRON ROAD	SR56	Each	\$ 34.63

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8	Chicken Tikka Masal with Basmati Rice, 8 -10 OZ each, Saffron Road, SR # 102 , QUANTITY AS NEEDED	38547600013	SAFFRON ROAD	SR102	Each	\$ 34.63
9	Coconut Chicken with Basmati Rice, 8 - 10 Oz each. Saffron Road, SR103, QUANTITY AS NEEDED	38547600014	SAFFRON ROAD	SR103	Each	\$ 34.63
10	Butter Chicken Frozen Meal with Basmati Rice , 8-10 Oz each. Saffron Road, QUANTITY AS NEEDED	38547600015	SAFFRON ROAD	NA	Each	\$ 34.63
11	Chickpea Masala with Basmati Rice Frozen Meal with Basamti Rice, 8-10 oz each, QUANTITY AS NEEDED	38547600016	SAFFRON ROAD	NA	Each	\$ 34.63
12		38547600017	SAFFRON ROAD	NA	Each	\$ 34.63
13	Pineapple Fried Rice with Chicken Frozen Meal with Chicken, 8-10 oz Each, QUANTITY AS NEEDED	38547600018	SAFFRON ROAD	NA	Each	\$ 34.63

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 BLDG. A., 2ND FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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SPECIFICATIONS

NOTICE – Pricing for this solicitation is to be entered electronically through the BidNet system. All required forms shall be completed and emailed to akhterr@co.rockland.ny.us, Attn: Raheela Akhter by October 3, 2023.

**TERM: PRICES SHALL REMAIN FIRM FOR THE PERIOD OF ONE (1) YEAR FROM DATE OF AWARD WITH THE OPTION TO RENEW FOR AN ADDITIONAL FOUR (4) ONE(1) YEAR OPTIONS.
 SEE ITEM 11 ON THIS DOCUMENT FOR PRICE ADJUSTMENT POLICY.**

GENERAL INFORMATION AND REQUIREMENTS FOR FOOD PRODUCTS

1. All products shall conform to the provisions of Federal and State regulator laws, including the U.S. Pure Food, Drug and Cosmetic Act, and subsequent decisions of the U.S. Dept. of Agriculture. All grading will conform to the standards of the U.S.D.A.
2. Deliveries shall be made in closed trucks, maintained in a sanitary manner. All products that require refrigeration or freezing shall be delivered in trucks with freezer and/or refrigeration equipment, otherwise delivery will be rejected.
3. The successful bidder guarantees that all items shall be the same as specified on bid. Package, size and weight as shown on specifications may be changed to meet industry standards, any changes must be noted on bid.
4. Containers shall be sanitary and packed according to good commercial practice. Shipping containers shall be plainly printed or stenciled showing name of commodity, brand and/or net weight or numerical count. Items requested by weight shall be on a basis of net weight.
5. Deliveries, unless otherwise stated, will be made as follows:
 - 5.1. Rockland County Correctional Center, 53 New Hempstead Road, New City, NY 10956
6. Unloading and placing of the products in the designated areas is the responsibility of the successful bidder, the County accepts no responsibility of the successful bidder nor does the County accept responsibility for the unloading and placing of products.
7. Designated personnel in each location has the right and the authority to ascertain if the flavor and appearance of the delivered products are acceptable to the County, and to reject a part, or all of any shipments with the approval of the Food Service Director and the knowledge of the Purchaser. The bidder shall promptly remove all rejected products at his own expense and replace the rejected products with acceptable products within 48 hours of communication to him or his agent from the County by telephone or otherwise that replacement is demanded. If this is not done to the satisfaction of the County, the County reserves the right to purchase the balance of the entire bid from other sources at the successful bidder's expense. If the bidder should deliver more than one shipment, all of which or part of which consists of unacceptable products, the County reserves the right to immediately, upon ascertainment of unacceptability and with the approval of the Purchasing Department, cancel the entire balance of the bid, and to purchase the balance of the bid from the other sources at the successful bidder's expense. The County also reserves the right to retain a small

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representative sample of unacceptable products for analysis purposes and should the bidder replace the unacceptable products with acceptable products, vendor shall not have the right to bill or make an additional charge for the retained representative sample.

- 8. Should it be necessary for any reason and at any time for the County to process, cook, or otherwise consume delivered unacceptable products, the bidder shall still be required to replace all the unacceptable products within the specified 48 hour time period and as liquidated damages for the bidders breach of bid specification, the bidder shall forego his right to make an additional charge for that portion of the processed, cooked or otherwise consumed unacceptable products.
- 9. The County reserves the right to deduct and offset against any bill or invoice submitted by the bidder an amount, which would correspond to the bid price for all delivered unacceptable products, which the bidder did not replace with acceptable products.
- 10. Orders may be written or telephoned. Vendor shall receive a Purchase order before or after placing an order. Vendor shall submit that invoice to County of Rockland A/P address indicated on the purchase order.
- 11. The County reserves the right to request a representative sample of the item quoted upon either prior to the award or before shipments are made. If the sample is not in accordance with the requirements of the specifications, the County may reject the bid; or, if an award has been made, cancel the contract at the expense of the successful bidder.
- 12. Where a brand name or particular pack is specified, substituted products must be of equal pack. If such a substitution is offered in this bid, it must be indicated as a substitution for the required brand and samples must be submitted upon demand.
- 13. All samples submitted must be clearly labeled with the following information: Name of Product, Weight, Date, & Name of Vendor. Samples of items may be taken from the delivered items & submitted to the Department of Agriculture or Health Department for inspection.

THE NEW YORK STATE SANITATION CODE DIRECTLY STATE:

TRAFFIC OF UNAUTHORIZED INDIVIDUALS THROUGH FOOD PREPARATION AND Service AREAS IS CONTROLLED IN ORDER TO DECREASE CONTAMINATION POTENTIAL.

CORRECTIONAL CENTER CONTACT (845-638-5605) KAREN MILLER

DO NOT WALK THROUGH THE KITCHEN AT ANY TIME.

ACCESS TO ALL STORAGE AREAS IS THROUGH THE BACK SERVICE AREA CORRIDOR.

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1. SCOPE

- 1.1. Supply Halal Frozen Food Meal items for the Rockland County Correctional Center.

2. TERM

- 2.1. 1(one) Year with 4 additional 1(one) year options.

3. GENERAL

- 3.1. **PLEASE READ THESE INSTRUCTIONS CAREFULLY!!!**
- 3.2. **FAILURE TO COMPLY MAY RESULT IN BID BEING DECLARED NON-RESPONSIVE AND DISQUALIFIED.**
- 3.3. Bidder(s) responding to this solicitation shall have the capability to receive purchase order(s) via Email. Vendor must provide an email to receive purchase orders if awarded.
- 3.4. The County of Rockland reserves the right to cancel this bid with thirty days notice for any reason. The County of Rockland also reserves the right to rescind any award for poor service, quality, or any other valid reasons.
- 3.5. This contract may result in Usage of up to \$20,000.00 annually depending on the number of inmates requiring Halal Food. A new quote or Bid will be issued if usage reaches near maximum allowed of \$20,000 in a year.

4. REQUIREMENTS

- 4.1. All required information and documents may be attached to the quote electronically.
- 4.2. Bidder shall enter the HALAL Manufacture Name, Brand and Product Number and complete packaging details, if different than those stated in this quote (RFQ).
 - 4.2.1. Unit price entered shall reflect the unit size stated.
- 4.3. Bid only what you can supply. If unable to supply product, you may be disqualified from bidding.
- 4.4. All items must have brand name. **"Packers"** label not acceptable.
- 4.5. Purchase order number, Item Description, Brand, Product Number and Packaging must be referenced on all packing slips and invoices.
- 4.6. Halal Food Certification (See Item 8.3 of this document.)

5. QUANTITIES/SIZES

- 4.1. All quantities shown are estimates and for pricing purposes. The successful bidder will be required to furnish quantities even if different than those used whether it be more or less during the term of the contract. The estimates listed are for Islamic month of Ramadan meals and are dependent on the census for inmates requiring these meals.
- 4.2. Price bid must be per unit. Check unit sizes. It is the bidder's responsibility to note any changes in packaging or product sizes or weights.

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4.2.1. If you don't note differences in packaging size or product information, you will be obligated to deliver product and size listed in this quote.

4.3. **We do not accept any conditional bids. Bids must meet the listed specifications.**

5. ORDERS

- 5.1. The County may order a combined minimum of ten (10) cases per order. Any bids with greater restrictions shall be rejected. All orders 10 cases or greater must be honored and shipped on time.
- 5.2. The ten case minimum orders may be assorted meal types.
- 5.3. County orders can range from 10 cases to 100 cases depending on the number of inmates requiring Halal Meals and the time of the year (ex. Islamic Holidays and Ramadan month).

6. SAMPLES

- 6.1. Brands listed in this quote are the preferred brand of the Rockland County Correctional Center.
- 6.2. If bidding brands other than requested, alternative brands, samples may be required for testing and evaluation. Samples for testing and evaluation must be received within 5 business days of receiving a request.
- 6.3. All samples must be marked with bidder's name, Quote Line Item number, brand name and Manufacturer product number.
- 6.4. If bidding alternative brands, the County of Rockland reserves the right to award product based on appearance, presentation, acceptable taste, yield differentials, etc.

7. DELIVERIES

- 7.1. Deliveries to be made between the hours of 8:00 am and 3:00 pm for the Correctional Center. All initial deliveries to be made by Wednesday of the scheduled week. No split shipments. No deliveries later than Wednesday. Failure to deliver on time may result in default of bid.
- 7.2. All orders must be filled in their entirety. If the successful bidder cannot do this, it is his responsibility to notify the Correctional Center. If the successful bidder fails to do this, the County of Rockland may purchase from other sources to take the place of the items not delivered. The County of Rockland will then purchase products on the open market and charge back the difference to the vendor.
- 7.3. If deliveries are short shipped, supplier must make delivery of such items during the same delivery week. Failure to do so may disqualify the vendor from the item or the entire bid.
- 7.4. The effective dates of award are based on purchase order dates and are not based on delivery dates. All orders placed during the effective dates of award will be invoiced at quoted prices regardless of delivery date.

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- 7.5. Vendor agrees to pick up any damaged goods or incorrect shipments prior to, or during, next delivery. The Rockland County Correctional Center shall advise vendor in writing of goods to be picked up and returned.
- 7.6. Correctional Center can accept Large Tractor Trailers
- 7.7. Correctional Center has a loading dock and pallet jack to use.
- 7.8. Driver and Trucks would be subject to inspection and background checks to be able to enter and deliver to County of Rockland Correctional Facility.
- 7.9. Advance notice of deliveries and driver information shall speed up deliveries.

8. Halal Certifications

- 8.1. All food packages must show Halal Certification stamp from a recognized Islamic Food certification organization such as HFSAA, ISWA, IFANCA or Halal Food Council of America.
- 8.2. Currently meals being provided are Saffron Road Halal items and are certified by IFANCA, Islamic Food and Nutrition Council of America.
- 8.3. Vendor must provide a Certificate copy or authorization to sell Halal foods from a recognized Islamic Council or organization.

9. QUALITY ASSURANCE PROGRAM

- 9.1. Vendor agrees to participate in the County of Rockland's quality assurance program which requires a vendor to have a meeting with Purchasing Buyer to address any quality issues may occur during the Contracted Term.

10. PRICING

- 10.1. Prices submitted shall be delivered prices. Fuel charge or shipping cost must not be added to invoices.

11. PRICE ADJUSTMENT

- 11.1. The County recognizes this product or service has a price component that may have a commodity with changing costs. The Contractor/Supplier may request a Price Adjustment no more frequently than (6-month period).

A Price Adjustment request must be made in writing and include the reason for the request, documentation supporting the request (ie, commodity increases), the current pricing, and the requested revised pricing.

The County will review the Price Adjustment request. If the Price Adjustment is deemed reasonable the Price Adjustment request will be accepted by written acknowledgement. If the request is not accepted the County may entirely reject the request or may counter with revised pricing. In either case the County will provide a written explanation in support of the decision.

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The Director of Purchasing may use available indexes (e.g. CPI or PPI) to determine if the requested Price Adjustment is reasonable. Typically, a Price Adjustment that exceeds 5% will not be approved unless very unusual and significant changes have occurred in the industry.

In the event industry costs decline, the County shall have the right to receive, from the Contractor, a reasonable reduction in prices/pricing that reflect such cost changes in the industry. The County will make a written request to the Contractor for a Price Adjustment in writing with supporting documentation.

12. **AWARD**

12.1. Award shall be made in its entirety to the lowest responsible responsive bidder.

12.2. Awards may be cancelled with thirty days written notice for any reason.

BIDDER'S CHECK LIST

Your response to our above referenced RFQ may be considered unresponsive and may be rejected if the following forms are not included at the time of the bid opening.

- Experience / References form
 - Disclosure of Supplier Responsibility Statement
 - Certification of Compliance With The Iran Divestment Act

 - Samples and/or Specifications as required
 Bidders must send materials, marked with Company Name, Bid No. and Item No. on bid when bidding on or equal items. These must be received prior to bid opening.

 - County of Rockland requires a current insurance certificate, with the County of Rockland listed as additional insured, to be on file in the Purchasing Department. You will be given five (5) business days from notice of award to supply this form or the award will be rescinded.

 - OTHER:
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