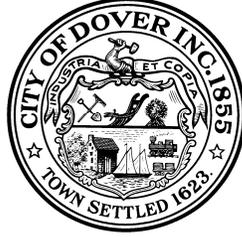


DANIEL R. LYNCH
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ANN M. LEGERE, CPPB
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City of Dover, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

February 13, 2014

REQUEST FOR PROPOSAL #B14033 **Arena Concessions Food & Snacks**

You are cordially invited to submit a bid for various foods and snacks in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One copy of the Proposal must be submitted in a sealed envelope, plainly marked:

Bid #B14033- Arena Concession Food and Snacks
Purchasing/Finance Office
City of Dover
288 Central Ave 2nd. Floor
Dover NH 03820

All proposals/bids must be received by **March 10, 2014 at 11:00 a.m. EST**

Ann M. Legere
Purchasing Agent

AML:kjn
Attachments

***IMPORTANT:** *If you haven't already* In order to be notified of any future bids associated with your service, please visit our new web page, www.dover.nh.gov proceed to the Finance/Purchasing/Bids page and add your company to our vendor database.. **Supplies code 29, Food Distributors**

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) business days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Bid Number: **B14033**
Title **Arena Concession Food and Snacks**
Date February 13, 2014

I. INTRODUCTION

The City of Dover New Hampshire is requesting price quotations for food and snack items delivered to the Dover Arena and ordered as needed. The pricing shall hold for a one year period of time beginning April 1, 2014. Please read the entire bid document prior to filling it out. Complete Attachment A - pricing information and the vendor contact information sheets. It is the city's intention to lock in pricing for one year. If this is not possible due to lack of manufactures commitment, please indicated which items you cannot lock in. Due to the economy and the fluctuation of food pricing, please indicate any anticipated increase.

II. GENERAL REQUIREMENTS

Vendors making proposals must respond in writing to all requirements of this Request for Bid (RFB). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFB shall be the sole responsibility of the vendor submitting the proposal. The City of Dover reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The City reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The City reserves the right to waive defects and informalities of the proposals.

Questions should be directed in writing to Ann M. Legere, at a.legere@dover.nh.gov no later than 7 days prior to bid date and time on cover page of this document.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A: 4 and RSA 91-A: 5 and shall be available to the public. Proprietary information shall be considered a governmental record.

The City of Dover supports the concept of purchasing products that are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

III PROJECT REQUIREMENTS

1. **Delivery Time:** The successful bidder will be required to accomplish delivery of any item ordered within (3) three working days from placement of the order.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Bid Number: **B14033**
Title **Arena Concession Food and Snacks**
Date February 13, 2014

2. Return of Goods: Successful vendor must resolve all order and invoice discrepancies within (5) five business days from notification. Products returned due to quality issues, duplicate shipments or over shipments must be picked up within (5) five business days of notification with no restocking or freight charges.
3. Invoicing shall clearly indicate the quantity, description, packaging, date delivered and bid price.
4. Minimum Orders: Please indicate any minimum order that you are requesting on the pricing sheet.
5. Estimated quantities: The quantities indicated in this bid invitation are an estimate only. The city reserves the right to increase or decrease quantities on this list or add & delete items as needed.
6. The award shall be based upon a combination of the lowest net total extrapolated from the bid prices indicated on price sheet multiplied by the estimated usage. Brand names must be indicated for comparison purposes. Packaging other than what is listed on the price sheet must be clearly noted.
7. The city reserves the right to award the food items and snack items to separate vendors if it is deemed most advantageous to the city.
8. Currently, the vendor that supplies the coffee and hot chocolate also provides the dispensing machines free of charge, if we purchase their supplies, this shall continue to be the practice from the vendor awarded the bid.

IV SUBMITTAL REQUIREMENTS

Insurance

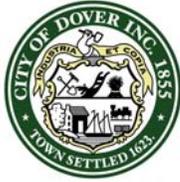
The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000.00, types of liability coverage and workers compensation participation. Thirty day notice is required for cancellation of policy.

Commitments

Submit a description of the vendors overall capability, resources and assurance that it can meet its' commitment to successfully ship these products within the specified time frame.

V SELECTION

Vendor selection shall be based on possession of the necessary experience, organization, professional qualifications, and facilities, ability to comply with proposed or required time of delivery times, and possession of a satisfactory record of performance as well as cost.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Bid Number: **B14033**
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 Date February 13, 2014

Do you anticipate and increase? Yes or No _____%

References

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been successfully provided.

1. _____
2. _____
3. _____

Pricing to be listed in attachment – A – list of most commonly purchased items. These items are estimates and there are no guarantees of quantities. If you would like the excel version please email a.legere@dover.nh.gov

CONTACT INFORMATION: SIGNATURE REQUIRED:

Official Entity Name		FOB Information:	
Address:			
City, State, Zip		Availability:	
Email address:		State of Incorporation	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ **(X) NO BID**
Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be so stipulated by the bidder.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type	Bid	Number:	B14033
Title	Arena Concession Food and Snacks		
Date	February 13, 2014		

Bid Protests

- A. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
- B. If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Purchasing Agent, the person submitting the protest shall submit a written appeal to the City Manager within three (3) calendar days of a decision by the Purchasing Agent.
- C. Purchasing procedures shall be stayed pending a decision of the City Manager unless the City Manager decides that the award of a contract is necessary to protect substantial interests of the City.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Bid Number: B14033
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Date February 13, 2014

BID, RFP AND QUOTE TERMS AND CONDITIONS

- BID ACCEPTANCE AND REJECTIONS:** The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
- FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
- LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
- PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
- BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
- SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
- PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
- BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at www.dover.nh.gov, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.