



BUYERS GUIDE FOR



Food Service Products, Type 1 - Grocery, Type 2 - Broadline, and; Type 3 - Truckload

Version 1 dated 10/1/2015

(Before ordering, check ORPIN for the latest version)

AWARDED PRICE AGREEMENTS

For Agreement Suppliers by Type, Commodity and Region see the following Attachments;

Attachment 1 – Grocery
Attachment 2 – Broadline
Attachment 3 - Truckload

DAS PS CONTRACT ADMINISTRATOR CONTACT INFORMATION:

See ORPIN individual Statewide Price Agreement for Contract Administrator.

MANDATORY USE:

Mandatory use contract for State Agencies under DAS Authority.

DESCRIPTION:

The Agreement(s) provide Authorized Purchasers (AP) with Food Service Products and Services to meet the various needs. There are three (3) Service Types available:

Type 1 - **Grocery** suppliers that offer less than all Categories (Tab-9):

Type 2 - **Broadline** Distribution suppliers that offer all Categories (Tab 1-9):

Type 3 - **Truckload** suppliers that offer Truckload quantities Categories (Tab 1, 2, 3, 5, 6, 7, and 9).

NOTE: 1 -

DAS PS award by region does not limit statewide sales by Contractor, or purchases by Authorized Purchasers.

NOTE 2 -

If Contractor expands its business, and can offer Food Service Products in another region, Contractor may offer other regions as requested by Authorized Purchasers.

Categories of “Food Service Products” that may be ordered by Authorized Purchasers are those offered and available from Contractor, as specified in Tab 1 through 9 below:

Tab 1- Dry Goods:

Processed Foods, Canned Goods, condiments, energy bars, seeds, pickles, crackers, chips, croutons, crumbs, eggrolls, pot stickers, flavorings, sauces, glazes, mixes, candy, cereals, grains, rice, jelly, jam, preserves, staples: flour, sugar, pasta, beans, packaged meals, noodles, pasta, seeds, syrups, fillings, pre made food, i.e., pizza, mac & cheese, ravioli, popcorn, snack foods, pudding, salad, i.e., potato, macaroni, seasoning, spices, throat drops, toppings, burritos, food wraps, gravies, gelatin and similar items.

Tab 2- Produce:

Fresh or frozen, whole, chopped, minced or sliced fruits and vegetables including but not limited to herbs, french fries, hash browns and similar items.

Tab 3 - Dairy:

Fresh or frozen dairy products including and not limited to, fluid milk, aged and non-aged cheeses, sour cream, cottage cheese, cream cheese, ice cream, popsicles, butter, eggs, cream, ices, yogurt, and as based on the monthly USDA Federal Milk Marketing Order.

Tab 4 - Bakery:

Fresh or frozen bakery products including and not limited to bread, bagels, cakes, cookies, pastry, crust, dough, muffin, rolls, biscuits, pie, shells and tortillas and similar items.

Tab 5 - Beverage/Juice Bases and Brewing and Dispenser Services:

Beverages including but not limited to bag-n-box liquid concentrate beverage base, (instant) soluble granulated coffee, brewing coffee, smoothie, drink mixes, beverage bases, tea, water, including required brewing and dispensing equipment and maintenance services to support these beverage products at no additional cost.

Tab 6 - Seafood:

Raw, processed, fresh or frozen seafood products including and not limited to cod, tuna, tilapia, salmon, Mahi Mahi, halibut, rockfish, scallops, and similar items.

Tab 7 - Meat:

Raw, processed, fresh or frozen beef, pork, poultry, buffalo and lamb, including and not limited to, bacon, ham, corn dogs, game hen, corned beef, franks, veal, jerky, ground meat, cooked, processed meats, i.e. salami, pepperoni, sausage, puree, meatballs, meat crumbles and topping products and similar items.

Tab 8 - Smallwares:

Utensils, food preparation tools, clothing plastic ware, cutting boards, small appliances, dispensers, towels, gloves knives, heat lamps, mats, mittens, pots and pans, containers, mixer paddles, food pumps, scales, stainless steel flatware, thermometers, plates and tumblers and similar items.

Tab 9 - Disposable Goods:

Disposable Goods including but not limited to beard guards, gloves, hair nets, garments, paper goods i.e., wrapping, containers, napkins, cleaning products, plastic cutlery, films, gloves, straws, towelets, stirrers, soap, labels, flex hose, scouring pads, and supplies available from Contractor, recyclable (compostable) hot and cold plates, bowls, cups, plastic ware utensils, doilies, napkins, aluminum foil, plastic wrap, wax paper, tray papers, containers and similar items.

Authorized Purchasers may request that Contractor provide additional Food Service Products in the scope of, but not listed in, Exhibit B - Categories Pricelist Tab 1-9, if the requested Food Service Products are readily available from a Contractor. Contractor shall provide these Food Service Products at normal Category pricing without additional stocking fees or charges.

NON-STOCKED AND ADDING ITEMS:

Contractor shall not refuse a request from the Authorized Purchaser to add a Food Service Product to Exhibit B, Category Pricelist Tab 1-9, if it is readily available from a Contractor and pricing is reasonable.

- A. Contractor shall stock Food Service Products listed in Exhibit B, Category Pricelist Tab 1-9, that are not normally stocked but for which the Authorized Purchaser has established consistent usage of at least five (5) cases weekly.
 1. Subsequent to Agreement award, consideration may be given to the addition of Food Service Products and associated services to the Contract as a part of the Exhibit B- Food Service Products Pricelist Category Tab 1 – 9, Type 1, Type 2, or Type 3, if such Food Service Products and associated services are:
 - a) Needed by Authorized Purchaser;
 - b) Similar to those already awarded, or are of the same Food Service Product/service line, or are included in Contractor's (and/or subsequently in contractor's) Food Service Product Catalog.
 - c) Prices do not exceed Contractors actual Price including freight and a fixed fee.

AUTHORIZED PURCHASERS:

"Authorized Purchaser" means the State of Oregon, acting by and through DAS PS Authorized Agencies submitting Purchase Orders pursuant to DAS PS purchasing authority and direction and Independent Agencies submitting Purchase Orders pursuant to independent purchasing authority. It may also include ORCPP participants and MCUA participants with appropriate purchasing authority under their applicable statutes, rules, regulations or ordinances who submit Purchase Orders to Contractor.

Note: Agreement may not be appropriate for Authorized Purchasers who received funding from the U.S. Federal Government's National School Lunch Program.

TECHNICAL SPECIFICATIONS:

Read Exhibit A of Agreement for detailed information.

BEST VALUE ANALYSIS INSTRUCTIONS:

Authorized Purchasers may make a Best Value selection in selecting a Contractor based on a determination between Contractors' offers that is the best trade-off between price and performance, in which quality is considered an integral performance factor, that will be effective for one delivery, many deliveries, one year, or a different periods as specified in the Ordering Instrument. Authorized Purchaser may contact Contractor representative listed in ORPIN to arrange for a discussion Food Service Products needs and work with Contractor to meet those needs. Some of the considerations will be to:

- (i) create requirements request, within the scope of the Agreement, that is comprised of many required Food Service Products and services;
- (ii) define the Best Value criteria most important for the purchase, such as: number delivery locations including and not limited to dates and times, lead-time, average dollar amount of the orders, availability, quality, method of payment and early payment discounts, customer service, past performance, credit card acceptance, etc.
- (iii) request quotes from each of the Contractors for the requirements criteria requested;
- (iv) Authorized Purchaser shall then evaluate the Best Value from each Contractor; and
- (v) shall acquire the Food Service Products and services from the evaluation of the quotes received from Contractor(s) who provide the Best Value for the Authorized Purchaser and is in the best interest of the State.

PRICING, SPECIAL ORDERING INSTRUCTIONS:

It is recommended that the Authorized Purchasers (AP) follow the process below when making their selection between the Statewide Price Agreements.

Authorized Purchasers who are ORCPP Participants and/or State Agencies not subject to DAS purchasing authority can make their competitive selection between Contractors according to the procurement laws, rules policies.

Agencies subject to Department of Administrative Services Public Contracting Rules Division 246, 247 and 248 will create an Ordering Instrument (according to Exhibit E, Section 1.2 2 of the Agreement) and follow the processes described in the options below:

Option 1:

- a. The AP is to review all the applicable Price Agreements' Pricelists for the Type of Delivery 1, 2 or 3, Category items required, including additional charges and reductions. After identifying the applicable competitive pricing from the Contractor's posted fixed Pricelist, select a Price Agreement at the prices listed that fit the AP requirements, i.e., pricing, delivery, invoicing etc. Note: Requesting a quote from a Contractor for pricing for a particular delivery requirements, affords the Contractor to reduce pricing, or;
- b. The AP is to review all the applicable Price Agreements' Pricelists for the Type of Delivery 1, 2 or 3, Category items required in a Region, and request pricing for the applicable purchase requirements.

To ensure a competitive purchase, the AP may request pricing from another supplier either under another Type, or a Supplier not on Agreement for the same Category items, with the same delivery requirements to ensure the Price Agreement pricing is competitive.

If the Price Agreement(s) pricing is not as competitive as another Supplier that is not on a Price Agreement, AP is to contact DAS PS, Agreement Administrator, to help negotiate better pricing from the Price Agreement Contractor(s).

Option 2:

The AP may also, use the Best Value analysis and may consider many factors in determining the best overall value to the Agency such as and not limited to (within Scope of the RFP), I.E

- i. Product availability
- ii. Customer Service
- iii. Quality
- iv. Total price
- v. Opportunity Buys
- vi. Local Oregon Business (AP not under Child Nutrition program Grant)
- vii. Service levels and equipment
- viii. Delivery requirement
- ix. Online Ordering
- x. Credit Card Acceptance
- xi. Discounts/Charges
- xii. Opportunity Buys
- xiii. Packaging
- xiv. Security

For either option the AP must prepare written documentation which provides the specific required information that demonstrates the standard of quality, performance, functionality, and other characteristics of the product required by the Agency.

AP is to document their resulting determination and retain a copy of the determination in their contract files for audit.

(Note: AP can only pay price according to Pricelist. AP should never pay a higher price than the current pricelist, but may pay a lower price if offered).

ORDERING INSTRUMENT REQUIREMENTS:

The AP will issue an Ordering Instrument to the selected vendor, that **must** contain the Mandatory language below:

THIS PURCHASE IS SUBMITTED PURSUANT TO STATE OF OREGON SOLICITATION # DASPS-2047-14 AND AGREEMENT # _____ (Ordering Organization will insert Agreement Number). THE PRICE AGREEMENT INCLUDING CONTRACT TERMS AND CONDITIONS AND SPECIAL CONTRACT TERMS AND CONDITIONS (T's & C's) CONTAINED IN THE PRICE AGREEMENT ARE HEREBY INCORPORATED BY REFERENCE AND SHALL APPLY TO THIS PURCHASE AND SHALL TAKE PRECEDENCE OVER ALL OTHER CONFLICTING T's & C's, EXPRESSED OR IMPLIED.

Other information, as agreed upon, is to be included in Ordering Instrument (as applicable);

- i. **The description of the Food Service Products;**
- ii. **Quantity of each Food Service Product ordered;**
- iii. **Price per Food Service Product ordered;**
- iv. **Total Price of the Food Service Product ordered;**
- vi. **Agreed upon Delivery schedule;**
- vii. **Delivery location(s);**
- viii. **Invoicing address;**
- ix. **The Authorized Purchaser and Contractor's authorized representative, relevant contact information, including an e-mail address or fax number.**
- x. **Any information and requirements required by the Authorized Purchaser within Scope of the Agreement.**

UNIQUE CONSIDERATIONS OR HIGHLIGHTS OF PRICE AGREEMENT[S]:

Purchase considerations need to be made for individual purchase programs i.e. Federal Child Nutrition Programs. Know the type your purchase falls under and know that Agency may negotiate better pricing based on Agency ongoing standard requirements for Food Service Products.

CUSTOMER SERVICE:

CUSTOMER SERVICE REPRESENTATIVES to respond to inquiries from any site during normal business hours, from 9 a.m. to 5 p.m. PST, to assist with routine problems related to ordering, shipment, and billing.

FIELD SERVICE REPRESENTATIVE to call sites, as needed, to resolve problems, including and not limited to, billing errors, credits due, substitutions (not authorized), recalls and returns, product additions. [NOTE: A field service representative is not required to make routine weekly calls to each site merely to take orders].

RESPONSE TIME: Service response times vary depending on type of Food Service Products ordered (Agreement Section 3.3).

- * **Replacement of Goods** = 24 hrs. after notification from Purchaser
- * **Substitutions and Backorders** = 72 hrs. or as agreed upon by both parties

Emergency phone number(s) for Customer Service during Weekends and Holidays.

NOTE: FOR COMPLETE DETAILS SEE AGREEMENTS AND PRICELISTS AS POSTED IN ORPIN

ATTACHMENT 1

PRICE AGREEMENTS FOR TYPE 1 - GROCERY - CATEGORY/REGION

Category 1 Dry Goods	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
Type 1					
5613 - Childers Distributing Inc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
Category 2 Produce	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
Type 1					
5614 - Duck Delivery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
5616 - Grasmick Produce Co.	0	0	0	0	<input checked="" type="checkbox"/>
5617 - Northwest Produce	0	0	0	0	<input checked="" type="checkbox"/>
5619 - Charlie's Produce	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Type 1	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
5620 - Spring Valley Dairy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
5621 - Umpqua Dairy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
5619 - Charlie's Produce	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Category 4 Bakery	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
Type 1					
5615 - Franz Bakery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Category 5 - Beverage Base and Dispenser	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
Type 1					
5621 - Umpqua Dairy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
Category 6 Seafood	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
Type 1					
5613 - Childers Distributing Inc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
Category 7 Meat	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
Type 1					
5613 - Childers Distributing Inc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
Category 8 Smallwares	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
Type 1					
NONE	0	0	0	0	0
Category 9 Disposable	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
Type 1					
5612 - Merchant Paper Co	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5622 - Xpedx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ATTACHMENT 2

PRICE AGREEMENT TYPE 2 - BROADLINE- ALL CATEGORY/REGION

Category ALL Type 2	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
5589 - Food Service America Po	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Attachment 3

PRICE AGREEMENTS FOR TYPE 3- TRUCKLOAD - CATEGORY/REGION					
Category 1 Dry Goods fill in when known Type 3	REGION	REGION 2	REGION 3	REGION 4	REGION 5
None	0	0	0	0	0
Category 2 Produce Type 3	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
5617 - Northwest Produce	0	0	0	0	<input checked="" type="checkbox"/>
Category 3 Dairy Type 3	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
5611 - Advanced Commodities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Category 4 Bakery Type 3	NA				
Category 5 - Beverage Base and Dispenser Type 3	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
None	0	0	0	0	0
Category 6 Seafood Type 3	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
5611 - Advanced Commodities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Category 7 Meat Type 3	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
5611 - Advanced Commodities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5610 - Miami Beef Co	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Category 8 Smallwares Type 3	NA				
Category 9 Disposables Type 3	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5
5611 - Advanced Commodities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5612 - Merchant Paper Co	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>