

NDCS-owned or controlled property. Such products must remain in Contractor's locked vehicle while on NDCS-owned or controlled property.

Contractor's personnel shall be aware that they, their vehicles and items being delivered may be subject to searches upon entering and leaving each facility. Cell phones, pagers and any other item as dictated by the safety, security and good order of the facility will be left with the officer processing the vehicle and will not be allowed into secure institutions. Contractor's personnel should be aware that these checks upon entry and exit can take time, depending upon availability of NDCS staff to provide such checks.

The Department of Correctional Services may require the successful completion of a background check on all employees at any facility maintained by the Department of Correctional Services.

**2. AGENCY SPECIFIC SECURITY REQUIREMENTS:
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Contractors are prohibited from using or distributing tobacco materials anywhere on DHHS facility campuses/grounds. This No-Tobacco Policy applies seven (7) days a week, 24 hours a day. Tobacco materials may include, but are not limited to, cigarettes, pipes, pipe tobacco, tobacco substitutes, electronic cigarettes, chewing tobacco, cigars, matches, clove cigarettes, cigarette lighters, and other smoking and tobacco-related paraphernalia.

E. CUSTOMER SERVICE

Vendors please provide the following information of the customer service representative who will be assigned to service the State of Nebraska's account:

Name: Scott St. Germaine

Phone Number: 402-452-1022 Fax Number: _____

Email: SSTGERMAINE@FARMERBROS.COM

VI. TECHNICAL SPECIFICATIONS

A. CONTRACTOR INSTRUCTIONS

Contractor must respond to each of the following statements. Specifications listed are minimum conditions that must be met in order for a Contractor to qualify for the award.

"YES" response means the Contractor guarantees they can meet this condition.

"NO" response means the Contractor cannot meet this condition and will not be considered.

"NO & PROVIDE ALTERNATIVE" responses should be used only with a narrative response in the NOTES/COMMENTS section explaining in detail any deviation from the Contractor's ability to meet the condition, and an explanation of how this would be determined to be an acceptable alternative to meeting the condition. Alternatives must be detailed in such a way that allows such deviations to be fully evaluated. The State shall determine at its sole discretion whether or not the Contractor's alternative is an acceptable alternative.

B. NON-COMPLIANCE STATEMENT

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Read these specifications carefully. Any and all exceptions to these specifications must be written on or attached to solicitation response. Any noncompliance may void your bid. Non-compliance to any single specification can void your bid.
✓			2. It is the responsibility of Contractors to obtain information and clarifications as provided below. The State is not responsible for any erroneous or incomplete understandings or wrongful interpretations of this solicitation by any Contractor.
✓			3. No interpretation related to the meaning of solicitation specifications or other pre-bid documents will be made orally to any Contractor by the State. Any solicitation interpretation must be put in writing by the Contractor to the State Purchasing Bureau by the last day to submit written questions per the Schedule of Events. (Inquiries received after the last day to submit written questions may not be addressed).
NOTES/COMMENTS:			

C. TECHNICAL SPECIFICATIONS: GENERAL EQUIPMENT COFFEES, TEAS AND/OR JUICE DISPENSERS – SEE ATTACHMENTS F & G

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Shall be of a type designed to hold and dispense the product per manufacturers recommendations for said product. All machines provided shall be in good working condition upon installation by the contractor.
✓			2. The equipment will have the capacity to be secured, i.e. lock-able, so the product is unable to be removed from the dispenser without a key.
✓			3. Dispenser provided shall meet the needs of each facility's usage needs – see EQUIPMENT LISTS
✓			4. Manual lever, push button or equivalent technology for dispensing product
✓			5. Dispensers shall be UL and NSF approved. Below are the links: http://www.nsf.org/ http://ul.com/

✓			6. All equipment must maintain manufacturer's suggested dispensing temperature for (cold or hot) products.
✓			7. Coffee equipment should also be able to dispense hot water when coffee not being used
✓			8. Bidder must identify Make/Model of equipment they are providing on Attachments F & G. Provide specification literature for equipment to be provided.
✓			9. See facility usage needs and list of existing equipment as guideline for bidding purposes; please see Attachments F through I.
NOTES/COMMENTS:			

D. TECHNICAL SPECIFICATION: ELECTRICAL CONNECTIONS: EQUIPMENT – SEE ATTACHMENTS F & G

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Contractor will be responsible for all electrical components within the beverage machines themselves.
✓			2. Bidder is to include on Attachments F & G the electrical voltage needed for the Make and Models of the equipment they will be providing for dispensing the beverage products bid.
✓			3. Upon contract award, Contractor and facility will determine the most appropriate method of installation.
✓			4. Contractor will be responsible for disconnecting and removing their equipment at the end of full contract period.
NOTES/COMMENTS:			

E. TECHNICAL SPECIFICATIONS: ENERGY STAR PRODUCTS

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. The contractor must provide products that earn the Energy Star and meet the Energy Star specifications for energy efficiency. The contractor is encouraged to visit https://www.energystar.gov/ for complete product specifications and updated lists of qualifying products.
NOTES/COMMENTS:			

F. TECHNICAL SPECIFICATION: BEVERAGE PRODUCTS

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Coffee and Tea Containers must be clearly identified as to regular or decaffeinated.
✓			2. Frozen Product must be delivered as per manufacturer's recommendation

✓			3. Product packages will be clearly marked with contents and storage/handling instructions.
✓			4. Product must be clearly dated for quality assurance.
✓			5. Shelf life shall be a minimum of three (3) months
✓			6. The Bidder shall provide a bid for each Beverage Product core item listed in NDCS Attachments A & B.
✓			7. The Bidder shall provide a bid for each Beverage Product core item listed in DHHS and NDVA Attachments C & D.
NOTES/COMMENTS: <i>NO Bid on Juice</i>			

G. CATALOG OR PRICE LIST BEVERAGE PRODUCTS AND PRICING

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. The Bidder shall provide a catalog list of items or a link to their website showing a comprehensive list of all additional Beverage Products available from the vendor, but not listed as part of Beverage Product Core List, see combined DHHS, NDCS and NDVA Attachment E.
NOTES/COMMENTS:			

H. CHANGES DURING LIFE OF CONTRACT

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. During the life cycle of the contract, facility population growth, program changes, new construction or other factors may impact the need for additional machines, upgraded machines or reduction/elimination of machines entirely.
NOTES/COMMENTS:			

I. ANNUAL USAGE, ESTIMATED

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Annual usage figures provided are estimates and are not to be construed as either a minimum or maximum purchase quantity. The orders shall be for the actual quantities of each item ordered by or for any agency during the life of the contract. Vendor shall not impose minimum order requirements.
✓			2. Estimated usage of products can be found on Attachments H and I.
NOTES/COMMENTS:			

J. USAGE REPORT

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. The contractor shall, upon request, provide a usage report of this contract by state agencies and political subdivisions. Information will include agency name, item(s), and dollar amount and shall include the information of the time period requested. Information may be requested at any time by the SPB.
NOTES/COMMENTS:			

K. MAINTENANCE AND SERVICE REQUIREMENTS

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Contractor shall maintain and repair all dispensers.
✓			2. Contractor shall provide a contact number for the reporting of equipment failures or problems.
✓			3. Service shall be available seven (7) days a week, including holidays. These facilities operate on a 24/7 basis and servicing equipment failures as soon as possible is necessary for the safety, security, good order and comfort of the clientele. State below response time for technician arrival (Bidder may attach a separate sheet , if necessary). On site response times greater than four (4) hours may be a factor in the award of bid: _____
✓			4. Emergency service loaner equipment must be available to facilities if the machine cannot be fixed during the initial service call. Contractor should be prepared to provide a replacement machine during initial service call if necessary.
✓			5. When maintenance/repair is done on any machine, a report will be left at the using facility describing the nature of work, i.e., repair/replacement, checking/cleaning water lines, adjustments to ratio, etc.
✓			6. Annual maintenance checks are required and shall include at the minimum checking dilution ratios, checking water lines for lime, etc. and cleaning any and all parts as necessary.

✓			7. Contractor shall supply mechanical equipment & training to facilities for checking dilution ratios on a periodic basis, as requested.
✓			8. Contractor shall train State personnel on the proper daily maintenance routine of equipment.
✓			9. Maintenance costs, repair costs and costs of facilities use of contractor owned dispensers shall be included in the cost of the product sold to the facilities.
NOTES/COMMENTS:			

L. ORDERS

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Orders will be placed either by, phone, fax, e-mail or Internet (if available and not to the exclusion of the other methods). All orders must reference a purchase order number and the purchase order number must be referenced on the packing slip, and invoice. Invoices are to be sent to the "Invoice to" address on the purchase order.
✓			2. Back Orders/Substitutes: Contractor is responsible for notifying facilities via telephone of items that are back ordered. In order to prevent shortages, items may be substituted; provided, prior approval is obtained from the Food Service Director of the State facility involved. A substituted item does not automatically become identified as an acceptable contract item. Each time a substitute item needs to be delivered to an ordering facility, the Vendor will be required to contact the facility Food Service Director for authorization prior to the substituted item being invoiced and shipped. The substitute item "shall" be equivalent in quality and billed at the contracted price. (In the event the substitute item cost less than the original ordered item, the State will be charged at the lower price). In the event that a shortage occurs, facility shall be notified of the shortage prior to delivery. Any substitutes that can be offered at that time will be determined and agreed upon by the facility Food Service Director and the vendor representative.
✓			3. DHHS & NDVA Facility Ordering: A firm order will be provided to the successful bidder(s) by the ordering State facility at least seventy-two (72) hours before delivery is required.
✓			4. NDCS Facility Ordering: A firm order will be provided to the successful bidder(s) by the ordering State facility at least forty-eight (48) hours before delivery is required.
NOTES/COMMENTS:			

M. DELIVERY LOCATIONS/INSTRUCTIONS (BIDDER IS CERTIFYING THAT THEY CAN MEET THE DELIVERY LOCATIONS/INSTRUCTIONS)

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Delivery service to each State facility shall be available weekly. Facility address and delivery contracts and times are posted on the SPB website along with all other documents for this solicitation..
NOTES/COMMENTS:			

N. WESTERN NEBRASKA VETERANS' HOME (WNVH), SCOTTSBLUFF, NE

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Bidder is able to deliver beverage products to the Western Nebraska Veterans' Home in Scottsbluff..
✓			2. Bidder list delivery time ARO: _____
NOTES/COMMENTS:			

O. PRODUCT PACKAGING

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Packaging shall be a closed system. Closed is defined as an air-tight unit installed into the dispensing apparatus.
✓			2. System shall be secure, defined as tamper resistant, prevents contamination of contents of container without actually destroying the container.
✓			3. Packing should be environmentally sensitive, either recyclable or biodegradable.
✓			4. Shelf life shall be a minimum of three (3) months
NOTES/COMMENTS:			

P. QUALITY

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Product quality must meet specifications and be consistent for the term of the contract. All materials must be of first quality, under standard production by the manufacturer and be of standard design, complete as regularly advertised and marketed and be of proven performance.
✓			2. A guarantee of satisfactory performance by the contractor and meeting delivery dates are considered to be an integral part of the purchase contract resulting from this bid invitation.
✓			3. Products are to be fully guaranteed and may be returned for full credit or replacement (at the State's option) for any reason during the initial warranty period with no additional charges for shipping or restocking.

NOTES/COMMENTS:

Q. AUTHORIZED DEALER & WARRANTY

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. To the extent required by the manufacturer, the Contractor shall be an authorized dealer. Contractor may be required to substantiate that he/she is an authorized dealer. Proof, if required, must be submitted to SPB within three (3) business days of the request and prior to the award of any contract.
✓			2. The terms of the original manufacturer's standard warranty shall apply to all equipment acquired from this solicitation for the entire warranty period.
NOTES/COMMENTS:			

R. SAMPLES

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Samples of materials proposed may be required prior to an award, or at any time during the term of the contract.
✓			2. Samples are to be provided within seven (7) business days of a written request.
✓			3. Failure to provide samples or samples not meeting the specifications may void the bid or constitute a breach of the contract resulting from this bid invitation.
✓			4. Upon a written request from the State of Nebraska Purchasing Bureau, sample(s) shall be shipped to the location identified in the written request along with any delivery instructions.
NOTES/COMMENTS:			

S. SUBSTITUTIONS

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Contractor will not substitute any Core List item that has been awarded without prior written approval of State Purchasing Bureau
✓			2. See Section VI.L. Orders #2 above.
NOTES/COMMENTS:			

Form A
Contractor Contact Sheet
Invitation To Bid Number 6793 OF REBID

Form A should be completed and submitted with each response to this solicitation. This is intended to provide the State with information on the Contractor's name and address, and the specific person(s) who are responsible for preparation of the Contractor's response.

Preparation of Solicitation Contact Information	
Contractor Name:	FARMER Brothers Coffee
Contractor Address:	3217 Nebraska Ave Council Bluffs IA 51501
Contact Person & Title:	Scott St Germaine ARM
E-mail Address:	SSTGERMAINE@FARMERBROS.COM
Telephone Number (Office):	402-452-1022
Telephone Number (Cellular):	712-713-9480
Fax Number:	

Each Contractor shall also designate a specific contact person who will be responsible for responding to the State if any clarifications of the Contractor's response should become necessary.

Communication with the State Contact Information	
Contractor Name:	
Contractor Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	