

INVITATION FOR BIDS  
COUNTY OF PRINCE EDWARD, VIRGINIA

Processing Equipment, Prince Edward Community Cannery

I. INTRODUCTION

Notice is hereby given that the County of Prince Edward is soliciting sealed bids from qualified vendors to supply food processing equipment and other related equipment for the Prince Edward County Community Cannery, located at 7916 Abilene Road, Farmville, Virginia.

II. BID REQUIREMENTS

Bids shall include the following information:

- A. All Bidders shall use the enclosed Bid Form for submitting their bid price.
- B. All bids shall be provided on an item by item basis. The bids will be reviewed and evaluated for purchase as a complete sum or on an item by item basis. Please indicate in your bid the discount percentage if all items or equipment are purchased as a package.
- C. All bids shall include delivery costs to Prince Edward County Community Cannery, located at 7916 Abilene Road, Farmville, Virginia, and estimated delivery time.
- D. Bid Submittal:

**Three copies of the sealed bid, clearly marked "Prince Edward Community Cannery" shall be submitted on or before 2:00 pm, Friday, March 12, 2010 to:**

Alecia Daves-Johnson  
111 South Street, 3<sup>rd</sup> Floor  
PO Box 382  
Farmville, VA 23901  
Telephone: 434.392.8837

**Please note that Federal Express and other overnight delivery services do not guarantee morning delivery to Farmville, VA. Next day delivery usually arrives in mid-to-late afternoon.**

III. COUNTY REPRESENTATIVE

All questions related to this invitation for bids shall be addressed to: Alecia Daves-Johnson, Planner, County of Prince Edward. TEL: 434.392.8837 FAX: 434.392.6683 E: adaves-johnson@co.prince-edward.va.us

All responses will be in writing and distributed to all prospective bidders who have registered their intention to reply to the RFB with the Prince Edward County Administrator's Office. Questions must be received by 2:00 pm on March 5, 2010 to ensure that the answers can be sent and received by prospective bidders prior to the due

date of proposals.

IV. BIDDER'S UNDERSTANDING OF REQUIREMENTS

It is the responsibility of the bidder to inquire about and clarify any requirement(s) of the Invitation for Bid, which he or she does not understand. The bidder may require in writing, by telephone, electronically, or in person to Alecia Daves-Johnson.

V. SCOPE OF SERVICE

Supply the equipment specified in this Invitation to Bid (Attachment I to this Invitation for Bid contains specifications for equipment). Bid should provide information on the manufacturer of equipment, all warranty, available extended warranty, and service provisions, and installation, operation, and parts list with equipment specifications for each item. Bid must include freight costs for shipment and estimated delivery date using contract award date of April 1, 2010.

VI. BID BINDING

The contents, in their entirety, of the successful bid shall become an attachment to and a part of the agreement between the vendor and the County of Prince Edward. Any sealed bid may be withdrawn up until the time set for the opening of the bid. Any sealed bid not so withdrawn shall constitute an irrevocable offer for a period of 120 days to provide to Prince Edward County the goods set forth in this RFB.

VII. EVALUATION OF BIDS

Each bid will be evaluated on the following criteria:

- A. Cost
- B. Availability of Equipment Delivery in a timely manner.
- C. Quality of construction, warranty and availability of extended warranty, and service options.
- D. Bidder meeting all bid requirements and providing a complete bid submittal.

VIII. NEGOTIATION OF BID

The County of Prince Edward reserves the right to accept or reject any or all bids submitted, and to award a contract in whole or in part. The County of Prince Edward reserves the right to purchase all equipment in whole from one supplier or to itemize and purchase individual pieces separately from lowest responsive and responsible bidders.

IX. NEGOTIATION WITH SUCCESSFUL BIDDER

- A. If all bids received exceed the available funds for the proposed purchase, the County, pursuant to Code provisions, may meet with the lowest responsive and responsible bidder to discuss a reduction in the scope for the proposed purchase and negotiate a contract price within the available funds.
- B. After bid negotiations, the lowest responsive and responsible bidder shall submit an addendum to its bid, which addendum shall include the change in scope for the

proposed purchase, the reduction in price, and the new contract value.

- C. If the proposed addendum is acceptable to the County, the County may award a contract within funds available to the lowest responsive and responsible bidder based upon the amended bid.
- D. If the County and the lowest responsive and responsible bidder cannot negotiate a contract within available funds, The County reserves the right to negotiate same with the next lowest responsive and responsible bidder, or all bids may be rejected.

X. CONTRACT

This contract is for the scope of work described above. At any time during the contract period, if the County deems the contractor is failing to fulfill its contractual obligation, the County will have the right to terminate this contract purchase order.

XI. COLLUSION

By submitting a bid in response to this Invitation for Bid, the Bidder represents that in the preparation and submission of this bid, the Bidder did not, either directly or indirectly, enter into any combination or arrangement with any person, Bidder or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Section 59.1-9.1 through 59.1-9.17 of Sections 59.1-68.6 through 59.1-68.8 of the *Code of Virginia*.

XII. INVOICING

- A. It is the County's policy not to pay for any goods or services until the same have been received.
- B. In the space indicated on the Bid Form, individual contractors shall provide their Social Security Number or EIN; and Proprietorships, partnerships, and Corporations shall provide their Federal Employer Identification Number.
- C. The County will make one lump sum payment to contractor upon receiving a final invoice for the completion of the contract, upon approval by County Representative. (Freight charges can be handled separately from the goods invoice.) Mail original invoice to: *County of Prince Edward, ATTN: Alecia Daves-Johnson, Post Office Box 382, Farmville, VA 23901.*

XIII. TAX EXEMPTION

The County of Prince Edward, as a public body politic and corporate of the Commonwealth of Virginia, is exempt from any Federal excise tax and Virginia sales and use tax. The tax-exempt number will be provided to successful bidder.

XIV. NONDISCRIMINATION STATEMENT

In accordance with the *Code of Virginia*, this public body does not discriminate against faith based organizations or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

XV. COMPETITION

Nothing contained herein is intended to exclude any responsible offer or in any way restrain or restrict competition. On the contrary, all responsible offers are hereby invited and encouraged to submit qualifications. Small, women, and minority-owned business firms are encouraged to submit bids. The County of Prince Edward reserves the right to reject any and/or all bids submitted.

XVI. PURCHASE FUNDING

Funding for the purchase of this equipment is being provided wholly or in-part by a grant from the Virginia Tobacco Indemnification and Community Revitalization Commission (Commission) through the Agri-Business program. The Commission and the Commonwealth of Virginia shall not be liable for the project or any payment failure or other obligation related thereto. By accepting work on the project, all vendors, contractors, and other parties release and relinquish the Commission and the Commonwealth from any claim which might otherwise be asserted, and that each party accepting such work thereby indemnifies and holds the Commission, its members, employees and agents, harmless against any and all such obligations; and further, that if any action is brought against the Commission, its members, employees or agents, the party accepting such work shall be liable for all legal expenses and other costs related to such action.

COUNTY OF PRINCE EDWARD, VIRGINIA  
INVITATION FOR BIDS  
Processing Equipment, Prince Edward Community Cannery

(Attachment)

**SECTION V. SPECIFICATION FOR EQUIPMENT**

**CAN SEALERS (4):**

- Double Seamer, Direct Drive
- ONE: Customized to close #300 (approx. pint size) metal cans
- ONE: Customized to close #603 (approx. gallon size) metal cans
- TWO: Customized to close #401 (approx. quart size) metal cans
- .65 HP gearhead motor drive, electrically controlled clutch/brake with hand lift system.
- 110/115 VAC, 50/60 Hz, 10 Amps
- Specify rate in bid: e.g. Number of cans per minute

**CAN SEALER:**

- Double Seamer, Air Lift Operation
- Double production; Customized to close #401 (approx. quart size) metal cans
- .65 HP gearhead motor drive, electrically controlled clutch/brake with air lift hand system.
- 110/115 VAC, 50/60 Hz, 20 Amps
- Specify rate in bid: e.g. Number of cans per minute

**CAN SEALER:**

- Heavy Duty Double Seamer, Air Lift Operation
- Customized to close #300 (approx. pint size) metal cans
- .65 HP gearhead motor drive, electrically controlled clutch/brake/air lift/ hand switch system.
- 110/115 VAC, 50/60 Hz, 10 Amps
- Specify rate in bid: e.g. Number of cans per minute

**CAN SEALER:**

- Heavy Duty Double Seamer, Air Lift Operation
- Customized to close #603 (approx. gallon size) metal cans
- .65 HP gearhead motor drive, electrically controlled clutch/brake/air lift/ hand switch system.
- 110/115 VAC, 50/60 Hz, 10 Amps
- Specify rate in bid: e.g. Number of cans per minute

**RETORT (Automated):**

- A.S.M.E. Code Stamp and Registration Certificate for 40 psi working pressure
- Designed for processing bi-metal cans and glass containers. Convex cover and bottom.
- Carbon steel unit (baked on powder coat finish) with PLC controls for automated valve operation to satisfy FDA "Low-Acid Food Processing" criteria

- Five operating modes:
  - Steam Cook — Smaller cans
  - Steam Cook with Pressure Cool — All can sizes
  - Water Cook Atmospheric or Pressure — Cans and Jars
  - Water Cook and Cool with Air Over-Pressure — Cans and Glass
  - Manual Mode to open and close valves
- Provides a permanent record of cycle Time, Temperature, and Pressure.
- Displays the current temperature, pressure and elapsed time
- Steam distribution cross below the crate
- Cooling water inlets 4" below the overflow outlets
- Includes Thermometer, 170-270°F/75-132°C, 3/4"
- Pressure Relief Valve, 1-1/2", set 32 lbs.
- Pressure Gauge Assembly with 3-1/2" face gauge, 0-60 lbs. with 1/4" Air Cock, Straight Syphon and Street Ell
- Perforated Steam Distribution Cross
- Pet Cocks, 1/4" (2)
- Neoprene Gasket for cover
- Crate to fit inside Retort with appropriate stacking trays: Minimum capacity: 30 units of 603x700 cans
- Instructions for Installation and Operation, and Parts List
- Will consider horizontal or vertical unit - with equivalent installation hook-up assemblies, and as space allows.

RETORT:

- Permits automated or manual control of steam or water emersion processing of cans and jars that require pressure cooling or Spray Cooling
- A.S.M.E. Code Stamp and Registration Certificate for 40 psi working pressure
- Designed for processing bi-metal cans and glass containers. Convex cover and bottom.
- Carbon steel unit (baked on powder coat finish)
- Provides a permanent record of cycle Time, Temperature, and Pressure.
- Displays the current temperature, pressure and elapsed time
- Steam distribution cross below the crate
- Cooling water inlets 4" below the overflow outlets
- Steam Pressure Regulator 1/2", 10-50 lbs range
- Pipe Line Strainer 1/2"
- Two Check Valves 1/2"
- Air regulating Valve Assembly
- Cooling Water Inlet allowing fine mist distribution until temperature cools to 190° F, water spray is increased with rapid cooling to 90°F before reducing to zero pressure.
- Will consider horizontal or vertical unit - with equivalent installation hook-up assemblies.
- Brass Pet Cocks, 1/4" (2)
- Perforated Steam Distribution Cross
- Includes Gasket for cover (Neoprene)
- Crate to fit inside Retort with appropriate stacking trays: Minimum capacity: 30 units of 603x700 cans.

- Instructions for Installation and Operation, and Parts List
- Thermometer, 170-270°F/75-132°C, 3/4"
- Pressure Relief Valve, 1-1/2", set 32 lbs.
- Pressure Gauge Assembly with 3-1/2" face gauge, 0-60 lbs., with 1/4" Air Cock, Straight Syphon and Street Ell

#### LINE EXHAUSTER

- Hand Operated; 10' enclosed tunnel with removable hood.
- Shipped ready for connection to steam line.
- Adjustable guide rails for all cans.
- All stainless steel construction except chain, sprocket, and hand wheel
- Perforated steam pipes extend full length on both sides of the tunnel for effective exhausting.
- Tables 24" x 33" at each end.

#### STEAM BLANCHER-COOLER

- All stainless steel construction.
- Shipped complete with 2 quick-opening valves for quick connection to steam and water lines.
- Four (4) smooth flat bed perforated trays for uniform steam blanching.

#### SEPARATOR / PULPER / FINISHER

- Stage I Separator with Chopper
- Leak-proof enclosure, hopper inlet
- Quick connecting pulper attachment to convert from Stage 2 (finisher) to Stage 1 (pulper)
- All food contact parts manufactured in T-316 Stainless Steel
- 2hp motor 230/460 volt, 3 phase, 60 hertz speed range of 585-1750
- Mounted on casters
- Screen for vegetable and fruit processing

#### ELECTRIC HOIST

- Rated 1/2 ton with 16 feet per minute lifting speed
- Push button control, may be operated on 120/240 VAC, 60 Hz current
- Overload protection with an automatic chain brake
- 10 feet minimum coil lift chain
- Hook latches

#### MIXING PADDLES (6)

- High Heat - minimum product temperature range: 176°F. constant, 212°F. intermittent.
- Food Grade Mixing Blade with Holes (Blade minimum 6" x 13")
- FDA approved for food processing.

#### REPLACEMENT LIDS FOR (4) STEAM JACKETED KETTLES

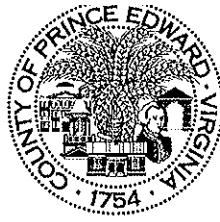
- Food Grade Stainless Steel to fit the following steam-jacketed kettles
  - 30 gallon B H Hubbert & Son, Inc. Baltimore MD Model PH-30
  - 40 gallon B H Hubbert & Son, Inc. Baltimore MD Model PH-40
  - 40 gallon B H Hubbert & Son, Inc. Baltimore MD Model PH-40
  - 40 gallon B H Hubbert & Son, Inc. Baltimore MD Model PH-40

#### REFRIGERATION / FREEZER STORAGE UNIT

- Walk-in Cooler / Walk-in Freezer Combo
- Complete (8' x 6' x 8') Cooler & (8' x 6' x 8') Freezer Combo with Remote Refrigeration. All panels are R-29, 3.5", USDA/NSF/UL Approved.
- 1-standard 34" x 78" service door, 1-light switch, 1-vapor proof light, & 1-2" dial thermometer, floor drain.
- 22ga stainless steel floor in freezer, 26 ga stucco embossed galv. int. and ext. finish.
- Include all expansion valves, solenoids, and t-stats.

#### MANUAL PALLET JACK

- Standard 27" x 48" for commercial use.
- Low Profile.



**BID SUBMITTAL FORM**

PROCESSING EQUIPMENT – COMMUNITY CANNERY

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail \_\_\_\_\_

Company Web-site \_\_\_\_\_

• FEDERAL I.D. NUMBER \_\_\_\_\_

• Or SOCIAL SECURITY NUMBER \_\_\_\_\_

• **CONTRACT BID:**     **TOTAL LUMP SUM BID**                     \$ \_\_\_\_\_

(for all units of equipment – not inc. freight cost)

Indicate any percentage reduction for lump sum purchase

• **Attach an Itemized Cost Breakdown of equipment units included in this bid.**

• Freight / Delivery Costs  
to 7916 Abilene Rd, Farmville VA 23901                     \$ \_\_\_\_\_

• Estimated Delivery Date if contract award on 4/1/2010                     \_\_\_\_\_

MM/DD/YR