



Real Services. Real Heart. Real Impact.

East Tennessee Human Resource Agency, Inc.

Administrative Office  
9111 Cross Park Drive, Suite D-100  
Knoxville, TN 37923  
Voice (865) 691-2551  
Fax (865) 531-7216  
TDD (865) 681-1990  
[www.ethra.org](http://www.ethra.org)

January 21, 2020

Bid Administrator

Dear Administrator:

Enclosed is an invitation released to food service management companies for the provision of food and consumable supply products to be distributed at various locations within a six (6) county service area.

The East Tennessee Human Resource Agency meet's the IRS definition of a non-profit organization and are eligible for any pricing discounts that are available. In addition, each agency presently participants in the USDA Bonus Dairy Commodity Program.

The enclosed bid represents food products that will be utilized during a twelve (12) month cycle menu that has been developed by our Registered Dietician. Quantities are approximate and will vary depending on existing inventories at the various preparation sites.

All bids will be evaluated based on USDA Grade A products. Other grades may be included in the bid if the product is not available in Grade A from your organization.

We are requesting that you base your bid on a twelve (12) month cycle, beginning February 1, 2020. Your organization may bid on any or all portions of the invitation to bid.

Although the bid is authorized for a twelve (12) month cycle, there will be a negotiation period for specific price adjustments at the end of the first six (6) month billing period. The East Tennessee Human Resource Agency must review all price adjustments before changes are initiated.

Attached with invitation to bid, is a list of all delivery sites in the six (6) county area. This information has been included to inform you of the various site locations and the delivery time's products may be received.

The East Tennessee Human Resource Agency reserves the right to award or refuse any and all bids.

January 21, 2020  
Page 2

All bids must be received by Wednesday, January 29, 2020 before 4:00 p.m. to the address listed below.

East Tennessee Human Resource Agency, Inc.  
9111 Cross park Dr. Suite D-100  
Knoxville, TN 37923

Written notification to all respondents will be no later than Wednesday, February 12, 2020

If you have any questions please feel free to contact me.  
Sincerely,

  
Janice Johnson  
ETHRA Senior Nutrition Director

Enclosures

**BID COVER SHEET**

**FOOD SERVICE AND CONSUMABLE SUPPLY RFB 2020-2021**

Company: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**REQUEST FOR BID  
(RFB 2019-2020)**

**ETHRA - EAST TENNESSEE HUMAN RESOURCE AGENCY  
FOOD SERVICE AND CONSUMABLE SUPPLY BID**

**February 1, 2020 to January 31, 2021**

**INSTRUCTIONS TO BIDDERS**

1. **INVITATION:** The ETHRA - East Tennessee Human Resource Agency (ETHRA), 9111 Cross Park Drive Suite D-100, Knoxville Tennessee 37923, invites you to submit a bid for food and consumable supply products, as identified in the attached list, in accordance with the following specifications.

The Request for Bid has been released for the provision of food and consumable supply products to be distributed for (2) non-profit agency at various locations within an eight-(8) county service area.

The ETHRA will serve as the facilitator and contact between the vendors and the contracting agencies during the bid process.

2. **SUBMISSION OF BIDS:** All bids must be received no later than 4:00 p.m. EST, Wednesday, January 29, 2020, at the ETHRA office, at which time they will be dated received. Bids must include the Bid Cover Sheet with the signature, name, address and phone number of the company, and the name of the person submitting the bid. Marked on the front of the bid envelope must be the statement:

If you would like the bid in Excel format, please make your request via email to JJohnson@ethra.org.

**ETHRA FOOD SERVICE AND CONSUMABLE SUPPLY BID  
(RFB 2020-2021)**

The date and time will be stamped on the bids as they are received by ETHRA. Bids received later than the deadline will not be considered. The vendor is responsible for ETHRA timely receipt of their bid.

3. **SPECIFICATIONS:** All bid items must be available for the calendar months indicated above at the price quoted. All bid items must be equal to or better than the quality specified. Poultry USDA Grade A, Beef USDA Grade A, Pork USDA Grade 1, Fruit and Vegetables USDA Grade A. Fancy.

ETHRA and its contractors meet the IRS definition of a non-profit organization and are eligible for any pricing discounts that are available. In addition, each agency presently participates in the USDA Bonus Dairy Commodity Program.

ETHRA request that you base your bid on a twelve-(12) month cycle, beginning February 1, 2020 to January 31, 2021. Although the bid is authorized for a twelve-(12) month cycle, there will be a negotiation period for specific price adjustments at the end of the first six- (6) month billing period. ETHRA must review any and all price adjustments before adjustments are initiated.

4. **COST:** ETHRA and its contractors are subject to any discount and are tax exempt.

5. **TERMINATION:** The Request for Bid (RFB) in no matter obligates ETHRA to the eventual purchase of any items described, implied, or which may be proposed, until confirmed by a written notice of award. ETHRA reserves the right to cancel this RFB at any time, for any reason, and to reject any or all bids.

6. **EVALUATION:** To qualify for evaluation, a bid must be responsive, must have been submitted on time, and must materially satisfy all mandatory requirements throughout the RFB. To be considered responsive, a bid must reasonably and substantially conform to all of the specified requirement in the RFB. Any deviation from requirements indicated herein must be stated on an attached sheet(s). Otherwise, it will be considered that bids are in strict compliance with all requirements, and any successful vendor will be held responsible therefore. Terms of the RFB that any vendor considers particularly unwarranted, and to which that vendor would have to take a significant exception in the response, should be stated in the bid clearly and concisely. Evaluation will be on an item-by-item basis.

7. **BID AWARD AND NOTIFICATION:** Written notification to all respondents will be mailed by Wednesday, February 12, 2020. Any respondent may review the bids at the ETHRA office for 45 days following written notification.

8. **QUESTIONS CONCERNING BID REQUEST AND AWARD:**

Address all communications regarding food items and specifications to:

Janice Johnson  
Nutrition Manager  
(865) 691-2551 ex 4210  
or Nick Pappada ex 4207

**ATTACHMENT I**  
**FOOD SERVICE PRODUCTS**

**ETHRA and DCEA Food Bid  
FOR THE PERIOD OF January 1, 2020 - December 31-2020**

Item #	Item Name	Specification	Quantity	Size	Bid Price
201	Stew Beef	90% lean, packed 10# frozen	20		
202	Ground Beef	80/20 lean, frozen	100		
203	Hamburger Patties	4 oz. Patties, IQF, round in shape, char-grilled, pre-cooked, 80/20 lean, 48/4	150		
204	Beef Patties	100% beef, IQF, 1/15#	70		
205	Meatloaf Mix	Ckd, sliced, 10#	30		
206	Chicken Patties	Breaded Breast, IQF, precooked, must yield 3 oz cooked meat, packed 40/4 oz	25		
207	Barbecued Pork	Chipped, packed in 5# tubs, maximum of 3% TVP, 4/5#	45		
208	Chicken Breast patty	Pre-cooked, IQF, must yield 3 oz cooked meat, 10#	125		
209	Pulled Chicken	Tyson or equiv, pulled, fully cooked, 100% white meat in 10# poly bag	10		
210	Fish Patties	Cod, breaded, pre-cooked, oven ready, must yield 3 oz. cooked fish flesh, 10#	40		
211	Turkey Breast, deli-sliced	U.S. Grade A, 6-2#	10		
212	Turkey Breast	Pre-cooked, boneless, U.S. Grade A, 1#	30		
213	Ham	90 % lean without bone, U.S. Grade No. 1, 1 #	50		
214	Beef Stew	Libbys or equiv, not less than 30% of volume being meat product, packed 6/10	25		
215	Chili with Beans	Horme!, beans and meat being not less than 30% of volume, packed 6/10	25		
216	Chicken and Dumplings	Packed 12/48	20		
217	Sloppy Joe Mix	Packed 6/10	5		
218	Pollock	Hidden Bay or equiv, breaded crunchy potato, 3.6 oz oven ready, 10#	40		
219	Frozen Meals	Traditions or equiv., packaged 5/case, minimum variety of 4 cases	500		
220	Frozen Meals	Traditions or equiv., packaged 2/case, minimum variety of 4 cases	3000		
221	Salisbury Steak	Patty, must yield 3 oz, packed 40/4 oz	80		
222	Beef franks	Packed 10 #	20		
223	Egg patty	Frozen, 120/1.5 oz	30		
224	Sausage	Fully cooked, 106/1.5 oz	30		
225	Whole Sausage Patties	4 oz patty, packed 10# frozen	5		
		All Vegetables packed 6/10, Grade A Fancy unless otherwise noted			
401	Green Beans	Short cuts	50		
402	Baked Beans	Bush's or equiv.	30		
403	Beets, Pickled	Sliced	5		
404	Beets, Sliced		2		
405	Carrots, Sliced		30		
406	Corn, Whole Kernel	min. drained wt 70-75 oz (vacuum pack)	25		
407	Corn, Cream Style		10		
408	Mixed Vegetables		10		
409	Peas, Green	Seive 3, early peas or other smooth skin varieties	30		
410	Peas, Blackeyed	Min drained wt. 72 oz.	0		
411	Beans, Pinto	Average wt. 71 oz	30		
412	Italian Green Beans		30		
413	Great Northern Beans		5		
414	Lima beans		5		
415	Navy beans		5		
416	Potatoes, dehydrated granules	Milk and vit C added, rehydrated by addition of milk or water	25		
417	Potatoes - Whole		10		

Item #	Item Name	Specification	Quantity	Size	Bid Price
418	Stewed tomatoes		25		
419	Sweet Potatoes	cut or broken pieces, packed in light syrup or water	40		
420	Tomatoes - Diced		5		
421	Turnip Greens		5		
422	Vegetables for Stew		10		
423	Cream of Chicken Soup	Packed 12/5	5		
424	Spaghetti Sauce		30		
425	Broccoli - Cut/Frozen	Packed 12/2.5	30		
426	Broccoli-Chopped/Frozen	Packed 12/2.5	20		
427	Brussel Spouts - Frozen	Packed 12/2	20		
428	Carrots - Whole Baby/Frozen	Packed 12/2 and 20#	20		
429	California Blend Vegetables	Mix of Broccoli, carrots & cauliflower	20		
430	Collard Greens - Frozen	Packed 12/3	2		
431	Mixed Greens - Frozen	Packed 12/3	2		
432	Turnip Greens - Frozen	Packed 12/3	2		
433	Lima Beans - Frozen	Baby #2 size, packed 12/2.5	5		
434	Spinach - Chopped/Frozen	Packed 12/3	5		
435	Mixed Vegetables - Frozen	Packed 20#	5		
436	Peas & Carrots - Frozen	Packed 12/2.5	5		
437	Green Peas - Frozen	Packed 12/2.5 and 20#	5		
438	Sweet Potato Patties, frozen	Packed 224/1.5 oz	5		
439	Cauliflower - Frozen	Packed 12/2.5	25		
440	Tater Tots	Packed 6/5#	25		
441	Corn, whole kernel, frozen	Packed 20#	5		
442	Tri-tater - Frozen		5		
501	Apples - Sliced	Min. drained wt. 96 oz	20		
502	Applesauce - Canned	Unsweetened, not less than 9.0 degrees brix	30		
503	Fruit Cocktail	light syrup	30		
504	Mixed Fruit	light syrup	10		
505	Peaches, Clingstone Regular Slice	115/155, light syrup, 14-18 degrees brix	30		
506	Mandarin Oranges	Light syrup or natural juice	30		
507	Peaches, Diced	Natural juice	30		
508	V-8 Juice, Low sodium	Packed 48/5.5	20		
509	Pineapple, Tidbits	Dole or equiv., packed in own juice	20		
510	Pears, Sliced	Natural juice	30		
511	Pears, Diced	Natural juice	30		
512	Strawberries - Frozen	Sliced, packed 1/6.5	20		
513	Cranberry Sauce	jellied	0		
514	Tropical Fruit Mix	Packed 6/10	10		
515	Three Bean Salad		5		
516	Apple Juice	unsweetened, packed 48/5.5	20		
517	Orange Juice	unsweetened, packed 48/5.5	40		
518	Tomato Juice	unsweetened, packed 48/5.5	40		
519	Grape Juice	unsweetened, packed 48/5.5	20		
601	Biscuit - Southern Style - Frozen	Pillsbury, 2.2 oz	30		
602	Yellow Cake Mix	packed 6/5 #	5		



Item #	Item Name	Specification	Quantity	Size	Bid Price
603	Oatmeal Raisin	baked, thaw & serve	10		
604	Rolls, Sister Shubert	90/2 oz	150		
605	Krusteaz Cornbread Mix	packed 6/5 #	10		
606	Commeal - Self-rising	packed 10/5, 2/25#	5		
607	Sugar - Granulated	packed 12/5, 25, 50#	5		
701	Macaroni - Elbow	pack/10#	10		
702	Noodles, Medium egg	pack 10#	10		
703	Pasta, spaghetti	pack/10#	20		
704	Banana Pudding	ready to serve, pack 6/10	3		
705	Buttermilk Ranch Dressing	pack 500/12 GM	15		
706	Tomato Ketchup	pack 1000/9 gm	10		
707	Mustard	pack 500/.2	2		
708	Saltine crackers	pack 500/2	5		
709	Mayonnaise	packed 4/1 gal.	15		
710	Mayonnaise	ind. packs, 200/12 Gm	20		
711	BBQ Sauce	Classic Cattlemans, 4/1	2		
712	Tartar Sauce	200 ct	10		
713	Gelatin - Assorted	packed 12/24 oz	5		
714	Brown Gravy Mix	pack 8/1#	10		
715	Margarine	main ingredient liquid veg oil, packed 30/1#	20		
716	Margarine	individual packs, 500/5	5		
717	Country Crock	whipped oleo cups	10		
718	Processed Cheese - Sliced	packed 4/5#	2		
719	Tuna	packed in water, 6/66.5 oz	2		
720	Tuna Salad	2/5 lb. Tub	30		
721	Chicken Salad	2/5 lb. Tub	30		
722	Potato Salad	packed 2/5#	20		
723	Cooking Oil, spray	packed 6/17 oz can	2		
724	Baked Lays Potato Chips	packed 64/1.13 oz	75		
725	Cheese Sauce	packed 6/10	3		

**ATTACHMENT II**  
**CONSUMABLE SUPPLIES**

**ETHRA and DCEA Consumable Service Bid  
FOR THE PERIOD OF January 1, 2020 - December 31, 2020**

Item #	Item Name	Specification	Quantity	Size	Bid Price
801	Aluminum Oblong Trays & Lids	3-compartment, Reynolds or equiv., 35 gauge alum, 250 cnt	175		
802	Aluminum Foil	18" X 1000'	15		
803	Styrofoam Drinking Cups	6 oz, standard	10		
804	Styrofoam Squat Container	8 oz, extra squat container w/lid, combination pack	5,000		
805	Styrofoam Squat Container	6 oz, with lid, combination pack	50,000		
806	Styrofoam Tray	5 Compartment Styrofoam, Gen.pack, 4/125 cnt	30		
807	Plastic Aprons	Disposable, 100 per roll	5		
808	Plastic Gloves	Disposable, size medium, standard	10		
809	Brown Paper Bags	6 lb., standard, 500 cnt	30		
810	Bakery Bags	6x3x15, clear, standard, 1000 cnt	30		
811	Sandwich Bags	Plastic, Flip top, clear, 5/2000 cnt	2		
812	Paper Towels	Household roll, standard, 30 cnt	50		
813	Cutlery kit	Plastic medium weight knife, spoon, fork napkin, 250 cnt	60		
814	Plastic container	12 oz w/lid, packed 1000	5		
815	Toilet Tissue	2 ply, standard	2		
816	Dishwashing Liquid	Dawn or equiv, 4/38 oz	10		
817	Clear PVC Film	18" width roll, standard, mile long	5		
818	Cloth Dish Towel		3		
819	Disposable Dish Towel	12"x24"	5		
820	Bleach	6/1 gal Clorox or equiv	10		
821	Degreaser	12/32 oz, standard	2		
822	Scouring Pads	#96, Scotch Bright	2		
823	Garbage Can Liners	33 gal, 250/cs	2		
824	Garbage Can Liners	60 gal, 200/cs	15		

**ATTACHMENT III**  
**DELIVERY SITES/LOCATIONS**

EAST TENNESSEE HUMAN RESOURCE AGENCY KITCHEN LOCATIONS

PATTERSON'S CATERING

148 Fowler Street

Oliver Springs, TN 37840

865-435-2844

Margaret Patterson

\*\*\*Delivery accepted Monday-Tuesday- Wednesday, Friday (PREFER WEDNESDAY)\* BEFORE 11:00 A.M.

HARROGATE SENIOR CENTER

310 Londonderry Road

Harrogate, TN 37752

423-973-3673

Lisa Bailey

\*\*\*Delivery accepted Monday-Friday\*\*\* BEFORE 11:00 A.M.

SCOTT COUNTY NUTRITION SITE

215 Sunset Drive

Oneida, TN 37841

423-569-6729

Shonda Lawson

\*\*\*Delivery accepted Monday-Tuesday-Thursday-Friday\*\*\* BEFORE 11:00 A.M.

UNION COUNTY SENIOR CENTER

298 Main Street

Maynardville, TN

865-992-4801

Linda Ball

\*\*\*DELIVERY ACCEPTED Monday-Tuesday-Thursday-Friday\*\*\*BEFORE 11:00 A.M.

**ATTACHMENT IV**

**SAMPLE THREE (3) MONTH CYCLE MENU**

## October - December 2019 Menu

	Oct 28 Nov 25 Dec 23	Monday	Oct 01 Oct 29 Nov 26 Dec 24	Tuesday	Oct 02 Oct 30 Nov 27 Dec 25	Wednesday	Oct 03 Oct 31 Nov 28 Dec 26	Thursday	Oct 04 Nov 01 Nov 29 Dec 27	Friday
Meat or Alternate 3 oz. cooked edible portion	Baked ham	Hamburger (condiments)	Chicken patty or oven fried chicken	Beef stew	Turkey					
Vegetables & Fruit 2 1/2 cup servings	Green beans	Baked beans	California blend	Cole slaw or tossed salad	Whipped potatoes or sweet potatoes					
	Sweet potatoes	Tater tots	Potatoes of choice	Baked apples	Green peas					
Bread or Alternate 1 serving	Roll	Bun	Roll or biscuit	Cornbread	Roll					
Dessert	Chilled pineapple	Strawberry shortcake	Fruit in season or fruit juice	Oatmeal raisin cookie	Cranberry orange salad or pumpkin pie					
Diet dessert	Chilled pineapple	Strawberry shortcake	Fruit in season or fruit juice	Graham crackers	Cranberry orange salad or tangerine					

Note: All menus include fortified margarine and 1/2 pint milk.

Prepared by: Paula Nelson, RD

Date: 31-Aug-19

# October - December 2019 Menu

	Oct 07 Nov 04 Dec 02 Dec 30	Oct 08 Nov 05 Dec 03 Dec 31	Oct 09 Nov 06 Dec 04	Oct 10 Nov 07 Dec 05	Oct 11 Nov 08 Dec 06
	Monday	Tuesday	Wednesday	Thursday	Friday
Meat or Alternate 3 oz. cooked edible portion	Sausage/egg (biscuit)	Sloppy joe or BBQ	Pinto beans	Oven fried chicken or chicken patty	Spaghetti w/meat sauce
Vegetables & Fruit 2 1/2 cup servings	Baked apples	Green beans	Greens of choice	Steamed broccoli	Tossed salad
Bread or Alternate 1 serving	V-8 or tomato juice	Corn	Macaroni & tomatoes or stewed tomatoes	Carrots	Italian green beans.
Dessert	Biscuit	Bun	Cornbread	Roll or whole wheat bread	Italian bread
Diet Dessert	Fruit cup or banana	Fruit in season or fruit juice	Fruit cocktail	Mandarin oranges or Sliced peaches	Chilled pears
	Fruit cup or banana	Fruit in season or fruit juice	Fruit cocktail	Mandarin oranges or Sliced peaches	Chilled pears

*Clinton*  
*96 130*  
*012. 324*  
*11/11/19*

Note: All menus include fortified margarine and 1/2 pint milk.

Prepared by: Paula Nelson, RD

Date: 31-Aug-19



## October - December 2019 Menu

	Oct 14 Nov 11 Dec 09	Oct 15 Nov 12 Dec 10	Oct 16 Nov 13 Dec 11	Oct 17 Nov 14 Dec 13	Oct 18 Nov 15 Dec 14
	Monday	Tuesday	Wednesday	Thursday	Friday
Meat or Alternate 3 oz. cooked edible portion	Hamburger (lettuce, tomato)	Baked ham	Chicken & noodles or chicken pot pie	Chili	Oven fried fish (tartar sauce)
Vegetables & Fruit 2 1/2 cup servings	Baked beans	Sweet potatoes	Green beans	Corn or cheesy potatoes	Green peas
Bread or Alternate 1 serving	Baked potato chips or potato salad	Cauliflower	Baby carrots	Coleslaw	Scalloped potatoes
Dessert	Bun	Biscuit or whole wheat roll	WW bread or roll	Corn chips (fritos) or crackers	Bun or cornbread
Diet Dessert	Bananas or fruit in season	Chilled pineapple	Fruit in gelatin	Fruit in season	Chilled peaches
	Bananas or fruit in season	Chilled pineapple	Fruit in gelatin	Fruit in season	Chilled peaches

Note: All menus include fortified margarine and 1/2 pint milk.

Prepared by: Paula Nelson, RD

Date: 31-Aug-19

## October - December 2019

	Oct 21 Nov 18 Dec 16	Oct 22 Nov 19 Dec 17	Oct 23 Nov 20 Dec 18	Oct 24 Nov 21 Dec 19	Oct 25 Nov 22 Dec 20
	Monday	Tuesday	Wednesday	Thursday	Friday
Meat or Alternate 3 oz. cooked edible portion	Macaroni & cheese	Chicken & dumplings or oven roasted chicken	Meatloaf	BBQ chicken or pork	Salisbury steak
Vegetables & Fruit 2 1/2 cup servings	Broccoli	Lima beans	Potatoes of choice	Creamed corn	Whipped potatoes
Bread or Alternate 1 serving	Sliced or stewed tomatoes	Carrots	California blend	Green beans	Peas and carrots or brussel sprouts
Dessert	W W bread or roll	Roll or biscuit	Whole wheat bread	Bun	Roll
Diet Dessert	Fruit in season or chilled pears	Fruit in gelatin	Fruit in season	Applesauce or strawberry shortcake	Fruit in season or fruit cup
	Fruit in season or chilled pears	Fruit in gelatin	Fruit in season	Applesauce or strawberry shortcake	Fruit in season or fruit cup

Note: All menus include fortified margarine and 1/2 pint milk.

Prepared by: Paula Nelson, RD

Date: 31-Aug-19