



Term Contract

Vendor No. 100132370  
 Contact Steve Holland  
 Your reference SP-06-0329

HOLLANDHOUSESALES  
 2414 HWY 35 EAST  
 MONTICELLO AR 71655

Contract No. 4600011324  
 Date 07/31/2006

Contact Amy L. Stoddard  
 Telephone 501 324-9316  
 Fax 501 324-9311

Our ref. ST  
 Incoterms AIR  
 AIRBORNE EXPRESS

Send Invoice To:

AS SPECIFIED ON AGENCY'S PURCHASE ORDER

Ship To:

HOLLANDHOUSESALES  
2414 HWY 35 EAST  
MONTICELLO AR 71655

Valid from: 08/04/2006  
Valid to: 06/30/2008

\*\*\*\*\* Price Increase Effective 07/01/2007 \*\*\*\*\*

REFERENCE TRACKING NUMBER: SP-06-0329  
COMMODITY: GROCERIES  
CONTRACT TYPE: TERM (OUTLINE AGREEMENT)

CONTRACT PERIOD: AUGUST 4, 2006 through JUNE 30, 2008

\* \* \* ZONE TWO AWARD \* \* \*

THIS IS A TERM CONTRACT ISSUED BY THE OFFICE OF STATE PROCUREMENT. THIS IS NOT YOUR AUTHORITY TO SHIP. A SEPARATE PURCHASE ORDER WILL BE ISSUED. THIS CONTRACT CONSTITUTES ACCEPTANCE OF YOUR BID ALONG WITH ALL TERMS AND CONDITIONS THEREIN AND SIGNIFIES THE OFFERER'S KNOWLEDGE AND ACCEPTANCE OF ALL TERMS AND CONDITIONS SET FORTH WITHIN THE INVITATION FOR BID.

VENDOR NAME: Holland House Sales  
VENDOR PHONE #: 870-367-7678  
VENDOR FAX #  
VENDOR E-MAIL ADDRESS: hollandhousesales@sbcglobal.net  
FEDERAL ID#: 43-2617867

F.O.B.: AS SPECIFIED BY AGENCY PURCHASE ORDER

SUMMARY REPORTS

Awarded vendors will be required to issue a summary report on purchases made by item number, brand,

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All purchasing rules and regulations defined by the State of Arkansas apply to this document.

*Joseph A. Didelis*

Purchasing Official/Fiscal Officer

07/01/2007

Date

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zone, pack/size, quantity, and agencies. This report must be sent to the Office of State Procurement by October 1, 2007 to cover orders placed during the first 12 months of this contract.

A second report, covering orders for the second period of this contract, will be required by October 1, 2008, after contract expiration. Both reports should be sent to the attention of Amy Stoddard, Buyer.

**MANDATORY USAGE**

This contract is mandatory for the agencies listed in this document and it shall be up to the successful contractors to extend cooperative participation to other state agencies not listed.

**QUANTITIES:**

Quantities represented herein are estimates only for one (1) year and should not be construed as maximum or minimum requirements. Quantities are accurate to the best of our ability, but do not represent a minimum or maximum requirement. User agency population fluctuations may effect the total requirements for each line item.

**SPECIFICATIONS:**

Agency receiving personnel shall check all products when delivered and notify the Office of State Procurement, Attn: Amy Stoddard, Buyer if they do not conform to specifications. Arrangements may be made for a State or Federal Inspector to examine the product to verify nonconformance.

Drain weights, minimum weights for the items listed shall conform to those specified in the applicable current federal standard for grade for the product.

PRIVATE LABEL PRODUCTS WILL NOT BE ACCEPTED WHEN SPECIFIC BRANDS HAVE BEEN REQUESTED. PACKER BRAND IS NOT ACCEPTABLE AS SPECIFYING BRAND NAME.

No distressed or salvaged food will be accepted.

All products delivered shall be from the latest season's pack. All products will be delivered in first-class condition. No damaged cans or bags will be accepted. Damaged packages, i.e., torn, crushed or otherwise exposed to the elements or damaged in a manner so as to lose eye appeal will be refused. Contractor will be responsible for replacement of any item so refused.

**SHELF LIFE OF FOOD:**

SIX MONTHS - Powdered milk, dried fruit and vegetables and crackers.

ONE YEAR - Canned condensed meat and vegetable soups, canned fruits, fruit juice and canned vegetables, peanut butter, jelly, nuts.

All other items must have a 60-day shelf life from the time of delivery.

**AUTHORIZATION FOR SHIPMENT:**

Purchase order from the using agency will authorize shipment. Orders from the agency shall be placed with the vendor seven (7) days prior to the specified delivery date.

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**PACKAGING/TRANSPORTING:**

Products delivered shall be processed and packed in accordance with good commercial practice and shall conform to all applicable standards promulgated under the Federal Food, Drug and Cosmetic Act in effect at time of shipment.

Shipping cases shall be plainly marked on one end describing name and brand of product, quantity and weight of cartons.

**DELIVERY:**

DELIVERY IS F.O.B. DESTINATION PREPAID FREIGHT - INSIDE DELIVERY WITH SEVEN (7) CALENDAR DAYS AFTER RECEIPT OF PURCHASE ORDER OR AS SPECIFIED ON AGENCY PURCHASE ORDER TO VARIOUS FOB POINTS AS LISTED IN BID.

All transportation expenses will be the responsibility of the contractor.

**DELIVERY REQUIREMENTS:**

The contractor shall deliver products in accordance with the contracted delivery times stated herein to the state agency upon receipt of an authorized order. Delivery shall include unloading shipments at the state agency's dock or other designated unloading site as requested by the state agency.

Some agency's have special limitations as to truck size, delivery dock and material handling capabilities that must be adhered to. Such special instructions will be indicated on the agency's purchase order. Actual examples of limitations include but are not limited to: Southeast Arkansas Community Corrections, Pine Bluff, AR has no delivery dock; Omega Center, Malvern, AR can not accept trucks larger than 48 foot; Arkansas School for the Blind, Little Rock, AR has no delivery dock, inside delivery location below ground level with very limited usage of elevator.

"Working days" shall be defined as Monday thru Friday of each week exclusive of all official State holidays.

All deliveries must be coordinated with the state agency. Vendors unable to make scheduled deliveries for any reason shall notify recipient agency in advance (preferably 24 hours, if possible) of delivery schedule problems.

All purchase orders received on the last day of the contract must be shipped at the contract price.

Any item listed herein that is not delivered in a timely manner or when delivered does not conform to the requirements of the purchase order, may be purchased on the open market by the using agency. The contract vendor may be charged for any product cost incurred by the state that is in excess of the contracted price.

Damaged packages, i.e., torn, crushed or otherwise exposed to the elements or damaged in a manner so as to lose eye appeal will be refused. Contractor will be responsible for replacement of any item so refused.

**REIMBURSEMENT FOR DAMAGED (UNUSABLE) PRODUCTS:**

All returns, such as dented cans, broken cases or unusable product shall be picked up by the vendor within thirty days. After thirty days the agency may discard product. If replacement or credit is not

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made within thirty (30) days the credit will be deducted from the vendor's unpaid invoice.

**PRICE ESCALATION:**

For the initial contract all prices quoted shall be firm through October 31, 2006.

It should be noted that item(s) price decrease will be expected and accepted at any time during the contract period.

During the term of this contract the opportunity for item(s) price increases will be made available once every 4 months. The vendor must submit a written request for price increases during the time frame as outlined below for their effectiveness date to the Office of State Procurement, Attn: Amy Stoddard, Buyer.

For price changes effective November 1, 2006 through February 28, 2007 requests must be submitted between October 1, 2006 through October 15, 2006.

For price changes effective March 1, 2007 through June 30, 2007 requests must be submitted between February 1, 2007 through February 15, 2007.

For price changes effective July 1, 2007 through October 31, 2007 requests must be submitted between June 1, 2007 through June 15, 2007.

For price changes effective November 1, 2007 through February 28, 2008 requests must be submitted between October 1, 2007 through October 15, 2007.

For price changes effective March 1, 2008 through June 30, 2008 requests must be submitted between February 1, 2008 through February 15, 2008.

Written price increase requests shall be supported by documentary evidence, including manufacturer/broker discounts and charge backs to justify the increase. National commodity pricing and futures provided by independent and industry accepted market report can also be used when documentation includes the bid opening date as a base period. Price increases will be limited to the actual dollar increase per case incurred by the awarded contractor from their supplier or manufacturer. Invoices including manufacturer/broker rebates, discounts and charge backs, both prior and current to date of request, must be submitted to support your price adjustment request.

In the event of a State or National Emergency, Natural Disaster, Weather Phenomenon, State or Federal Executive Order price increase requests will be considered.

Note: Vendors shall not delay or stop deliveries pending price changes. Price changes will be effective on items with an order date after the effectiveness date. The order date is the date of the State issued purchase order to the vendor. Items that have an order date prior to the newest effectiveness date will be invoiced at the current effective price on the date of the purchase order regardless of when delivery is accepted.

The State reserves the right to reject any price adjustment request within 30 days of the request. No further requests for item price increase adjustment shall be considered. If the price change is not

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acceptable due to any reason, price will then be negotiated with the Office of State Procurement.

Should the Office of State Procurement refuse to grant a price escalation the Vendor may withdraw a line item bid if the continuance of providing such item is detrimental to the company's operations. In the event a line item is withdrawn, it will remain withdrawn for the full term of this contract. In the event an item being withdrawn is part of an "All or None" grouping the entire grouping may be withdrawn from the requesting Vendor. The Office of State Procurement reserves the right to determine if allowing the Vendor to continue supplying the remaining "All or None" grouping is in the best interest of the State.

THE AGENCIES ARE AS FOLLOWS:

ZONE 1

Arkansas Department of Correction  
Warehouse Dist.  
7600 Correction Circle  
Pine Bluff, AR 71601

Arkansas Health Center  
6701 Hwy 67  
Benton, AR 72015

Human Development Center  
Alexander Unit  
Alexander, AR 72002

School for the Blind  
2600 W. Markham  
Little Rock, AR 72205

School for the Deaf  
2400 W. Markham  
Little Rock, AR 72205

Human Development Center  
Conway Unit  
Siebenmorgan Road  
Conway, AR 72032

Hot Springs Rehab. Center  
105 Reserve  
Hot Springs, AR 71902

Southeast Arkansas  
Community Correction Ctr.  
7301 West 13th  
Pine Bluff, AR 71602

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Central Arkansas  
Community Correction Ctr.  
4823 West 7th  
Little Rock, AR 72204

Omega Center  
104 Walco Lane  
Malvern, AR 72104

ZONE 2  
Human Development Center  
Booneville Unit  
Hwy. 116 South  
Booneville, AR 72927

ZONE 3  
Human Development Center  
4701 Colony Drive  
Jonesboro, AR 72401

Northeast Arkansas  
Community Correction Center  
1351 Cyro Road  
Osceola, AR 72370

ZONE 4  
Human Development Center  
Warren Unit  
#1 Center Circle  
Warren, AR 71671

ZONE 5  
Human Development Center  
Arkadelphia Unit  
Hwy. 390 (Caddo Valley)  
Arkadelphia, AR 71923

Arkansas Law Enforcement  
Training Academy  
East Camden, AR 71701

Southwest Arkansas

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Community Correction Center
506 Walnut
Texarkana, AR 71854

Table with 5 columns: Item, Material/Description, Target QtyUM, Unit Price, Amount. Rows include items 0010 (Sauce, Hot), 0020 (Sauce, Worcestershire), and 0030 (Spices, Pepper, Black, Pure, Ground) with associated pricing and validity dates.

OUTLINE AGREEMENT AWARD TERMS AND CONDITIONS

- 1. GENERAL: All terms and conditions stated in the invitation for bid govern this contract.
2. PRICES: Prices are firm and not subject to escalation, unless otherwise specified in the invitation for bid.
3. DISCOUNTS: All cash discounts offered will be taken if earned.
4. TAXES: Most state agencies must pay state sales tax. Before billing, the contractor should contact the ordering agency to find out if that agency must pay sales tax. Itemize state sales tax when applicable on invoices.
5. BRAND NAME REFERENCES: The contractor guarantees that the commodity delivered is the same as specified in the bid.

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6. **GUARANTY:** All items delivered are to be newly manufactured, in first- class condition, latest model and design, including, where applicable, containers suitable for shipment and storage unless otherwise indicated in the bid invitation. The contractor guarantees that everything furnished hereunder will be free from defects in design, workmanship, and material; that if sold by drawing, sample or specification, it will conform thereto and will serve the function for which furnished. The contractor further guarantees that if the items furnished hereunder are to be installed by the contractor, such items will function properly when installed. The contractor also guarantees that all applicable laws have been complied with relating to construction, packaging, labeling, and registration. The contractor's obligations under this paragraph shall survive for a period of one year from the date of delivery, unless otherwise specified in the invitation for bid.

7. **AWARD:** This contract award does not authorize shipment. Shipment against this contract is authorized by the receipt of a purchase order from the ordering agency. A written purchase order mailed or otherwise furnished to the contractor results in a binding obligation without further action by either party.

8. **DELIVERY:** The term of the contract is shown on the face of the contract award. The contractor is required to supply the state's needs during this term. The number of days required to place the commodity in the receiving agency's designated location under normal conditions is also shown. Consistent failure to meet delivery without a valid reason may cause removal from the bidders' list or suspension of eligibility for award.

9. **BACK ORDERS OR DELAY IN DELIVERY:** Back orders or failure to deliver within the time required may be default of the contract. The contractor must give written notice to the Office of State Procurement and ordering agency of the reason and the expected delivery date. If the reason is not acceptable, the contractor is in default. The Office of State Procurement has the right to extend delivery if reasons appear valid. If the date is not acceptable, the agency may buy elsewhere.

10. **DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval of the Office of State Procurement. Delivery shall be made during agency work hours only, 8:00 a.m. to 4:30 p.m., unless prior approval for other delivery has been obtained from the agency. Packing memoranda shall be enclosed with each shipment.

11. **STORAGE:** The ordering agency is responsible for storage if the contractor delivers within the time required and the agency cannot accept delivery.

12. **DEFAULT:** All commodities furnished will be subject to inspection and acceptance of the ordering agency after delivery. Default in promised delivery or failure to meet specifications authorizes the Office of State Procurement to cancel this contract or any portion of same and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting contractor.

13. **VARIATION IN QUANTITY:** The state assumes no liability for commodities produced, processed or shipped in excess of the amount specified herein.

14. **INVOICING:** The contractor shall submit an original and two copies of an itemized invoice showing the bid number and purchase request number when itemized in the invitation for bid. Invoices must be sent to "Invoice to" point shown on the purchase order.

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**15.STATE PROPERTY:** Any specifications, drawing, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the contractor hereunder or in contemplation hereof or developed by the contractor for the use hereunder shall remain property of the state, be kept confidential, be used only as expressly authorized, and be returned at the contractor's expense to the F.O.B. point, properly identifying what is being returned.

**16.ASSIGNMENT:** This contract is not assignable nor the duties hereunder delegable by either party without the written consent of the other party to the contract.

**17.OTHER REMEDIES:** In addition to the remedies outlined herein, the contractor and the state have the right to pursue any other remedy permitted by law or in equity.

**18.LACK OF FUNDS:** The state may cancel this contract to the extent funds are no longer legally available for expenditures under this contract. Any delivered but unpaid for goods will be returned in normal condition to the contractor by the state. If the state is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the contractor may file a claim with the Arkansas Claims Commission. If the contractor has provided services and there are no longer funds legally available to pay for the services, the contractor may file a claim.

**19.QUANTITIES:** The state may order more or less than the estimated quantity in the invitation for bid.

**20.DISCLOSURE:** Failure to make any disclosure required by the Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

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