

LAKELAND CENTRAL SCHOOL DISTRICT
1086 E. Main Street
Shrub Oak, New York 10588

NOTICE TO BIDDERS

BID #4 - 20 - CAFETERIA FOOD/NON FOOD & SUPPLIES

The Board of Education of Lakeland Central School District hereby invites the submission of sealed bids on the following items for use in the district's schools:

SECTION: 1 Bakery
2 Drinks, Frozen, Grocery, Ref., Snacks
3 Paper & Plastics
4 Ice Cream

BID WILL BE OPENED ON: Tuesday, June 25, 2019 AT: 1:00 p.m.

**LOCATION: Lakeland Central School District
Business Office
1086 East Main Street
Shrub Oak, NY 10588**

ALL BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE PLAINLY MARKED

WITH BID #, BID NAME, DATE AND TIME

*****PLEASE CHECK WITH COURIER OF YOUR CHOICE FOR DELIVERY TIME*****

BID PERIOD: 8-15-19 THROUGH 8-15-20

LAKELAND CENTRAL SCHOOL DISTRICT
Shrub Oak, New York

NOTICE TO BIDDERS

INDEX

Articles:

1. Deposit of Bids
2. Bidder's Knowledge of Specifications Presumed
3. Equivalent Materials
4. Bid Opening and Awards; Bid Irrevocable
5. Form of Bid
6. Mistake in Bid; Clerical Error
7. Award of Contract
8. Contract-How Created-Documents Comprising Contract (Single Shipment)
9. Contract-How Created-Documents Comprising Contract (Two or More Shipments)
10. Correlation of Documents-Conflicts Therein
11. Damage to Property of the School District
12. Payment-Bidder to State Discount
13. Exemption from Certain taxes
14. Samples-Except Where Specifications Otherwise State
15. Board May Order Items Within 10%
16. Delivery
17. Guarantees
18. Conflicts Between "Notice to Bidders" and "Specifications"

Index Cont.

19. Compliance With Title IX Regulations

20. Material Safety Data Sheet

21. Delivery Instructions

22. Safety Program, Licenses and Permits

23. Prevailing Wage Rate

24. Insurance

BOARD OF EDUCATION
LAKELAND CENTRAL SCHOOL DISTRICT
SHRUB OAK, NEW YORK

BIDDER CERTIFICATION/PIGGYBACKING

NAME OF BIDDER _____

ADDRESS _____

TELEPHONE NUMBER _____ DATE OF BID _____

The above-mentioned bidder declares and certifies:

FIRST. That the said bidder is of lawful age and the only one interested in this bid, and that no one other than said bidder has any interest herein.

SECOND. That the bid herein has been arrived at independently, and has been submitted without collusion with any other vendor of services, materials, supplies, or equipment of the type herein described, and that vendor's bid has not been communicated by him or, to his best knowledge and belief, by any of his employees and agents to any person not an employee, agent, or surety of the vendor.

THIRD. That no member of the Board of Education of Lakeland Central Schools, Town of Yorktown, County of Westchester, nor any officer or employee or person whose salary is payable in whole or part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or service to which it relates, or in any portion of the profits thereof.

FOURTH. That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the direction of the Board of Education and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, ware, merchandise, services or labor for which this bid is made.

FIFTH. That the prices quoted herein are net and exclusive of all federal, state, and municipal sales and excise taxes.

SIXTH. That said bidder is in full compliance with Title IX, Education Amendments of 1972, as stated in Article 19 of this document.

SEVENTH. That the net price for supplying, as per the attached specifications shall be \$ _____
For single items only

Bidder Certification Con't.

EIGHTH. PIGGYBACKING: The contractor acknowledges that, pursuant to New York General Municipal Law Section 103 (16), the Lakeland Central School District intends to allow all political subdivisions in the State of New York to participate in the contract. These political subdivisions include, but are not limited to local governments (villages, town, etc.), public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. Such political subdivisions shall participate in this contract by entering into their own separate contracts with the contractor that are based upon, incorporate and honor the terms, conditions, specifications and prices of this bid and contract.

Please initial one of the following:

I agree to participate in Piggybacking _____

I do not wish to participate in Piggybacking _____

(Person, Firm, or Corporation)

(Authorized Signature)

IRAN DIVESTMENT ACT CERTIFICATION

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Bidder/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the New York State Education Department (AGENCY) receive information that a person is in violation of the above-referenced certification, AGENCY will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then AGENCY shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

AGENCY reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

ARTICLE 1: RECEIPT OF BIDS:

All bids received after the designated time stated will not be considered and will be returned to the bidder unopened. Bidder Certification Must be Signed.

The bidder assumes the risk of any delay in the mail or in mail handling by employees of the Lakeland Central School District. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time in the Business Office of the LAKELAND CENTRAL SCHOOL DISTRICT DELIVERED TO THE ADMINISTRATION BUILDING, 1086 E. MAIN STREET, SHRUB OAK, NY 10588 – ATTN: BUSINESS OFFICE. It is the bidder's responsibility to confirm the delivery schedule with the carrier of their choice.

ARTICLE 2 BIDDER'S KNOWLEDGE OF SPECIFICATIONS PRESUMED

The submission of a bid will be construed as an indication that the bidder is fully informed as to the extent and character of the supplies, materials, equipment and/or services required and a representation that the bidder can furnish the supplies, materials equipment and/or services satisfactorily in complete compliance with the specifications without any extras.

ARTICLE 3 EQUIVALENT MATERIALS

When any particular catalog number or brand of article is specified, it is to be regarded as a standard. Any other article of equal quality, furnish, design, workmanship, durability, efficiency and economy of operation, and suitability for purpose intended, in the opinion of the Purchasing Agent will be accepted. However, IF THE BIDDER OFFERS A SUBSTITUTE FOR THE BRAND SPECIFIED, HE SHALL SO INDICATE IN HIS OFFER. UNLESS HE SO INDICATES, IT SHALL BE CONCLUSIVELY PRESUMED THAT HE WILL FURNISH THE BRAND SPECIFIED. No exemptions.

ARTICLE 4 BID OPENINGS AND AWARDS: BID IRREVOCABLE

The bids will be opened publicly and read aloud after the time named for the receipt of bids, and shall thereafter be irrevocable for a period of sixty days. The right is reserved to award bids on individual items or on total sum bids whichever will be for the owner's benefit. The award of contract, if at all, shall be made as soon after bid opening as practicable.

Also reserved is the right to reject all bids and to re-advertise.

ARTICLE 5 FORM OF BID

Each bid must be made upon the Bid Proposal sheet, sealed within a standard opaque envelope marked "BID ENCLOSED" with the name and address of the bidder and a summary description of the supplies, materials, equipment and/or services to which the enclosed bid relates, or the bid number.

ARTICLE 6 MISTAKES IN BID: CLERICAL ERROR

In the event of an obvious clerical error in a bid, which appears on its face, such as the failure to multiply properly the number of units by the unit price, the bid may be rejected. If a bid is accepted and a contract awarded thereon, then a plea of mistake in such accepted bid shall not be available to the contractor as a defense to any action based upon the contract resulting from the acceptance of his bid.

ARTICLE 7 AWARD OF CONTRACT

A. Where a bidder is requested to submit a bid on individual items and also on a total sum or sums, THE RIGHT TO AWARD BIDS ON INDIVIDUAL ITEMS OR ON TOTAL SUMS, WHICHEVER WILL BE FOR THE OWNER'S BENEFIT.

SPECIAL INSTRUCTIONS FOR CAFETERIA BID:

The Cafeteria Food/Non-Food & Supplies bid is divided into nine sections and will be awarded separately. Sections one (milk) and two (bakery) will be awarded as a total sum of all items. Section nine (ice cream) is divided into two groups and will be awarded to the lowest bidder meeting specifications of both groups (vendors must bid on both groups). All other sections (three, four, five, six, seven, and eight) will be awarded on individual items or a total sum of all items, whichever is in the district's best interest.

B. The right is reserved to reject all bids or any alternate bids whenever the owner deems it is in its interests to do so. The owner may waive any informality in a bid. The contract will be awarded, if at all, to the lowest responsible bidder as determined in accordance with the provisions of law. In determining whether a bidder is responsible, the financial responsibility of the bidder shall not be the sole criterion. The owner is equally concerned with the proved and probable ability of the bidder to satisfactorily perform his contract so that the supplies, materials, equipment and/or services will be delivered on time and in accordance with the specifications.

ARTICLE 8 CONTRACT-HOW CREATED-DOCUMENTS COMPRISING CONTRACT (SINGLE SHIPMENT)

Where the supplies, materials, equipment and/or services are not to be delivered over an extended period of time, the notification of the successful bidder of the award of the bid to him will be deemed an acceptance by the owner of the offer of such bidder to furnish immediately the supplies, materials, equipment and/or services set forth in his bid offer. The contract documents shall consist of the following:

1. "Notice to Bidders"
2. The "Specifications"
3. The "Bid Proposal"
4. The "Notification of Award of Contract"

ARTICLE 9 CONTRACT-HOW CREATED-DOCUMENTS COMPRISING CONTRACT (TWO OR MORE) SHIPMENTS

If the supplies, materials, equipment and/or services are to be delivered over an extended period of time or if the specifications so state, then the bidder whose bid has been accepted, may be required to execute an agreement in relation to the performance of his contract, such agreement to be executed by the bidder within 15 days after notification to execute such contract. If the specifications so state, the successful bidder also may be required to furnish a performance bond equal to the full amount of the contract to guarantee the faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract shall have been fully performed. The surety company furnishing such performance bond shall be authorized to do business within the State of New York and must be satisfactory to the attorney for the owner. The performance bond shall be executed by the contractor and the Board.

ARTICLE 10 CORRELATION OF DOCUMENTS: CONFLICTS THEREIN

In case of any ambiguity, inconsistency, or error in any of the Contract Documents, or of a conflict between the provision of a Contract Document and provisions of a State Law or regulation, the bidder is required to draw such matter to the attention of the Purchasing Agent before he submits his bid. If the bidder fails to do so, his bid will be construed and conclusively presumed to have been based upon the interpretation of such ambiguity or inconsistency which may subsequently be given by the Purchasing Agent.

ARTICLE 11 DAMAGE TO PROPERTY OF THE BOARD

The Contractor shall repair or replace to the satisfaction of the owner any or all damage done to the buildings or their contents as a result of negligence in the delivery of any supplies, materials, equipment and/or services, or resulting from defective equipment, material, equipment and/or services furnished by such contractor.

ARTICLE 12 PAYMENT-BIDDERS TO STATE DISCOUNT

A. Payment will be made after presentation of properly executed claim form, which must be submitted subsequent to delivery. Unless specifications indicate otherwise, the bidder shall state discount which will be allowed, if payment is made within 30 days after presentation of voucher showing delivery.

B. Except where specifications state otherwise, the discount offer by bidders will be taken into consideration in determining who the lowest bidder is.

ARTICLE 13 EXEMPTION FROM CERTAIN TAXES

Purchases by political subdivisions of the State of New York are not subject to any Sales or Federal Excise Tax. School district purchase orders are satisfactory evidence of exemption from Sales and Excise Taxes. There is no exemption, however, for social security, unemployment insurance, and like taxes.

ARTICLE 14 SAMPLES-EXCEPT WHERE SPECIFICATIONS OTHERWISE STATED

The right is reserved to require any bidder to submit a sample either before or after the awarding of the bid to ascertain whether or not the product will be suitable for the purpose for which it is to be used. If sample submitted after award of contract is not deemed suitable, the right is reserved to cancel the contract.

ARTICLE 15 QUANTITIES ORDERED

The quantities listed in the bid specifications are estimated. The Board reserves the right to order quantities as are required by the school district.

ARTICLE 16 DELIVERIES

THE SUCCESSFUL BIDDER SHALL PAY ALL FREIGHT AND DELIVERY CHARGES. THE SUCCESSFUL BIDDER SHALL BE RESPONSIBLE FOR DELIVERY, TO THE PLACE SET FORTH IN THE SPECIFICATIONS WITHIN 5 DAYS OF RECEIPT OF THE PURCHASE ORDER UNLESS OTHERWISE SPECIFIED. All damaged merchandise or merchandise which does not comply with the specifications will not be accepted and title thereto will not vest in the owner until such merchandise is accepted. The successful bidder must replace without cost such damaged merchandise or merchandise which does not comply with the specifications before payment. Delivery hours are from 6 AM – 2 PM
See article 21 for Custodial, Electrical, Plumbing and Paint Bid terms.

General Food Service Department Information

The Lakeland CSD is a large public school system located in upper Westchester County, New York. We are approximately one hour north of NYC. Our district has five elementary schools, one middle school, and two high schools. Our enrollment is almost 6,000 and we serve between 3,400 and 3,500 meals per day in addition to many a la carte items.

Lakeland CSD spends approximately \$800,000 on food/drink items and \$100,000 on paper/disposable/cleaning products. Checks are issued every Friday.

A good relationship with our distributors is essential to our success. We have continued to work effectively and efficiently with all companies to ensure the best service possible for our district.

SITE NAMES & LOCATIONS

LAKELAND HIGH SCHOOL
1349 E. MAIN STREET
SHRUB OAK, NEW YORK 10588
(914) 603-9111

Deliveries between 7:00 a.m. & 2:00 p.m. only

WALTER PANAS HIGH SCHOOL
300 CROTON AVENUE
CORTLANDT MANOR, NEW YORK 10567
(914) 603-9211

Deliveries between 7:00 a.m. & 2:00 p.m. only

LAKELAND COPPER BEECH MIDDLE SCHOOL
3401 OLD YORKTOWN ROAD - RT. 132
YORKTOWN HEIGHTS, NEW YORK 10598
(914) 603-9011

Deliveries between 7:00 a.m. & 2:00 p.m. only
This site has two separate kitchens. Delivery must be made to both.

BENJAMIN FRANKLIN ELEMENTARY
3477 KAMHI DRIVE
YORKTOWN HEIGHTS, NEW YORK 10598
(914) 603-9880

Deliveries between 7:30 a.m. & 2:00 p.m. only

THOMAS JEFFERSON ELEMENTARY
3636 GOMER STREET
YORKTOWN HEIGHTS, NEW YORK 10598
(914) 603-9411

Deliveries between 7:30 a.m. & 2:00 p.m. only

LINCOLN TITUS ELEMENTARY SCHOOL
10 LINCOLN AVENUE
CROMPOND, NEW YORK 10517
(914) 603-9511

Deliveries between 7:30 a.m. & 2:00 p.m. only

GEORGE WASHINGTON ELEMENTARY
3634 LEXINGTON AVENUE
MOHEGAN LAKE, NEW YORK 10547
(914) 603-9311

Deliveries between 7:30 a.m. & 2:00 p.m. only

VAN CORTLANDTVILLE ELEMENTARY
3100 EAST MAIN STREET
MOHEGAN LAKE, NEW YORK 10547
(914) 603-9611

Deliveries between 7:30 a.m. & 2:00 p.m. only

Food Service Contacts:

<u>Name</u>	<u>Position</u>	<u>Contact Information</u>
Jo-Anne Ricapito	Director, Food Services	(914) 603-9046 jricapito@lakelandschools.org
Janet Hernandez	Asst. Dir. Food Services	(914) 603-9054 jthernandez@lakelandschools.org
Donna Cavort	Account Clerk	(914) 603-9055 dcavorti@lakelandschools.org

A hard copy of the vendor's product catalog is requested but not required.

Deliveries - Account numbers identifying each site will be set-up with each vendor to whom an award has been given. The vendor and Food Service Director will determine delivery days and times.

Invoices are processed on a weekly basis.

The Food Service Department will place all orders electronically. All orders must be confirmed.

If you have any questions regarding this bid, please e-mail Jo-Anne Ricapito at:
jricapito@lakelandschools.org

SPECIAL INSTRUCTIONS:

*******IMPORTANT INFORMATION*******

ALL VENDORS MUST SUBMIT BIDS AS FOLLOWS:

BID MUST BE SUBMITTED ON A FLASH DRIVE/MEMORY STICK WITH TWO HARD COPIES.

BOTH FLASH DRIVE/MEMORY STICK AND HARD COPIES MUST BE DELIVERED IN A SEALED ENVELOPE PLAINLY MARKED WITH BID#, BID NAME, DATE, AND TIME OF BID OPENING.

Alternate brands may be submitted for all items; however, vendors are required to submit a sample with their bid if bidding an alternate brand. Failure to submit a sample with the bid may result in a loss of bid award.

All bidders must indicate if they are submitting a bid price for a brand other than specified on the bid. If the vendor does not indicate an alternate brand it will be assumed that they are bidding the product as specified. If after the bid is awarded, it is realized that the vendor bid

SPECIAL INSTRUCTIONS, CONTINUED:

an alternate product and did not indicate it on their bid the vendor shall be responsible for supplying the item as specified or be billed for any difference in price which may be charged to the district after the bid award.

The vendor must indicate if any items bid are a special order meaning that these items are not stocked.

All items in this bid must have zero grams of trans fat and meet specifications for the National School Lunch Program (NSLP). All items must be manufactured in the USA (pineapples and mandarin oranges may be purchased outside the USA). Vendors must provide nutritional data and meal contribution accountability documents upon request.

ESCALATOR CLAUSE – 60 DAYS – SECTION TWO ONLY:

In the event a vendor receives a significant price increase, the District will permit the vendor to increase their bid price providing the vendor submits written proof substantiating their claim of increased cost. Increased cost is defined as cost of goods from the manufacturer (substantiated by invoice) to the distributor. The vendor must submit complete written notification to the district 30 days prior to the date the increased price is to take effect.

Written notification will not be considered complete unless invoices containing the original cost and the increased cost to the vendor are attached to the notification.

Upon receipt of the completed written notification, the District will accept the price increase, offer the bid to the next lowest bidder, or conduct a new bid, at the discretion of the Food Service Director. **Under no circumstances** will the price increase be enforced without compliance of the above stated rules.

RIGHT TO CANCEL CONTRACTS

Purchaser reserves the right to cancel supply contracts awarded pursuant to these specifications and this solicitation of bids. The grounds for cancellation shall be failure of contractors to supply products meeting the standards of quality required by these specifications. Tests of quality shall be made by school authorities and decisions of such authorities as to quality of products supplied shall be final. Written notice by school authorities to contractors of cancellation on grounds of sub-standard products supplied shall immediately terminate purchase contracts previously awarded. In the event of exercise of the right of cancellation pursuant to this provision, purchaser shall have the right to award contract based on these specifications to the next lowest responsible bidder.

PROPOSAL FORM INSTRUCTIONS

This bid has been prepared in excel format. Calculations will be made automatically.

Vendors must complete all areas shaded in yellow for each item bid.

This bid is one file. Each section is named on individual work sheets (tabs located at the bottom of the page).

The following is a description of each category:

ITEM #: This is the number designated by the Food Service Department, which identifies the product bid.

DESCRIPTION/SPECIFICATION: This is a description/specification for the product bid. When a **SPECIAL INSTRUCTIONS, CONTINUED:**

specific brand is named it will be assumed that the vendor will furnish that brand unless specified otherwise. Vendor must submit a sample with bid for all alternate brands bid. If a sample is not submitted with the bid, it may not be considered.

BIDDER'S BRAND: The vendor **MUST** specify the brand name of the product bid. In sections two and three, some products list a specific brand. In section two, if the bidder is supplying the brand specified then a check should be entered in the appropriate column acknowledging that the product bid is what was specified. In section three, the bidder only needs to indicate a brand if supplying a brand other than what was specified on the bid.

BID UNIT: This is the unit you must use to enter your bid price. **BE SURE TO ENTER A PRICE FOR THE UNIT SPECIFIED ON THIS BID. FAILURE TO DO SO MAY RESULT IN LOSS OF BID AWARD.**

ESTIMATED QUANTITY: Vendors should not use this number to place orders. This is an estimate of the quantity the district anticipates it will use for the bid period. **In section two**, items that have a double line under the estimated quantity are actual numbers taken from vendor reports for the period of August 2018 through May 2019.

BID PRICE: The vendor must enter the amount bid per unit as specified on the bid (ounce, pound, case, etc.) in the yellow shaded box under bid price. **IMPORTANT** – PLEASE REVIEW THE BID UNIT BEFORE ENTERING A BID PRICE. VENDORS CANNOT CHANGE BIDS SUBMITTED AFTER BID OPENING. IF THE BID IS ASKING FOR A PRICE PER OUNCE, DON'T SUBMIT A PRICE PER CASE. THIS MAY RESULT IN A LOSS OF AWARD.

EXTENSION: This is the amount of the unit price multiplied by the estimated quantity. This is automatically calculated for you.

VENDOR CODE #: This is the number designated by the vendor, which identifies the product bid. **This is a required field and must be completed.** If the vendor does not list a vendor code number, the bid may be considered incomplete.

SIGNATURE: Complete the Certification and Signature Form with the required information. Keep a copy of the proposal form for your records. Return the entire proposal form by the bid deadline and date.

SECTION DESCRIPTIONS/HOW AWARDS ARE MADE:

SECTION ONE – BAKERY:

This section will be awarded as one total to the lowest bidder meeting specifications.

Bread (and any fresh baked items) is to be delivered fresh daily to four sites as follows:

- Lakeland High School
- Walter Panas High School
- Lakeland Copper Beech Middle School – Café A
- Lakeland Copper Beech Middle School – Café B

SPECIAL INSTRUCTIONS, CONTINUED:

All elementary schools will receive a weekly bread delivery on Monday. These schools are as follows:

- Van Cortlandtville Elementary School
- Benjamin Franklin Elementary School
- George Washington Elementary School
- Thomas Jefferson Elementary School
- Lincoln Titus Elementary School

If bread is not delivered inside to the kitchen, a breadbox will be provided by the district outside each building. All fresh baked items must be delivered in a clean sealed box, bag, or container to ensure proper food safety.

SECTION TWO – DRINKS, FROZEN, GROCERY, REF., SNACKS:

This section lists over 300 items in four different categories (drinks, frozen foods, groceries/dry goods, refrigerated goods, and snacks).

In the past, the district has awarded these items line by line to numerous vendors, which has been problematic. It is, therefore, the districts intent to limit the number of vendors delivering to the district. This section has been prepared as a total award bid. The district will consider awarding this section to two vendors, if it is in the district's best interest to do so. The district may also consider awarding a particular item(s) to a local business within 10 miles if they meet the specifications and are low bidder for an item(s).

Since this is a total award bid, vendors must bid on at least 85% (272) of the items listed in this section. Items that are similar except for brand will be counted as one item (ex. frozen breaded chicken bites, fillets, tenders, etc.). Local businesses (10 miles or less) are exempt from this requirement).

Canned Tuna: Canned tuna shall be solid white, packed in water and comply with regulations as stated in Code of Federal Regulations Title 21, Part 161 (Fish & Shellfish), Subpart B, Section 161.190

SECTION THREE – PAPER/PLASTICS

This section will be awarded as one total or as one total in combination with other sections to the vendor submitting the lowest bid for all items combined that meet bid specifications.

Deliveries for these products are made monthly (unless agreed upon otherwise by both the vendor and the district) to the schools named in this bid.

SPECIAL INSTRUCTIONS, CONTINUED:

SECTION FOUR – ICE CREAM

This section is divided into two groups (Group I and Group II) and will be awarded to a single vendor submitting the lowest bid for all items combined in Group I and the highest bid for commission in Group II. All vendors must bid on both groups. Group I represents ice cream sold over the line in all elementary schools only. Group II represents ice cream sold through vending machines in the secondary schools only.

All ice cream product bid must meet the new HHFKA (Smart Snack) guidelines.

GROUP I:

Vendor must deliver new ice cream freezers to the five elementary schools prior to August 31, 2019. These freezers must have a secure locking device and be able to hold a one-week supply of ice cream.

Vendors must bid a price per dozen for all items in Group I in addition to a total bid amount for all items combined. Failure to bid a total price for all items in Group I may result in an elimination of your bid.

GROUP II - ICE CREAM VENDING:

Vendors must bid a percentage of commissions paid to the district for monthly gross vending sales in Group II.

Vendor must be able to provide and prove that they can provide all technical and maintenance support for all machines. Same day service or service not to exceed 24 hours from time of service call is required.

All vendors must supply new or like new (less than two years old), state of the art, Robotic Fastcorp ice cream vending machines which must be operated and maintained by the vendor.

Vendor must use a dedicated ice cream truck for delivery purposes. Truck temperature must be maintained at –10 degrees.

The District will not permit a vendor to subcontract this bid.

The District will establish both the items to be sold and the prices to be charged through the vending machine. Prices may not be changed without prior District approval.

All ice cream vending machines must be equipped with daily non-resettable sales and cash meters, allowing School District personnel the ability to audit any machine performance on an as needed basis.

Vendor must supply a computerized itemized statement of dollar sales (showing each delivery) along with that month's corresponding starting and ending meter readings

each month. The commission checks must accompany the monthly statements and must be paid to the Lakeland School Lunch Fund by the 15th of the following month.

SPECIAL INSTRUCTIONS, CONTINUED:

Vendor is responsible for all refunds. Vendor must have a workable refund system in place with each cafeteria manager for refunding monies, which may be lost due to malfunction of the machine or related problems.

The District will supply all necessary electrical connections. All machines must be installed in place before August 31, 2019.

The vendor will assume responsibility for all lost merchandise in the event of power or mechanical failure. The District is not responsible for damage or theft to any machine.

Each school shall reserve the right to have a machine removed within 30 days if service does not meet acceptable standards. The District will, however, give the vendor 30 days' notice to remedy the situation prior to removal.

VENDOR CONTACT INFORMATION

ALL VENDORS SUBMITTING A BID MUST COMPLETE THE FOLLOWING:

COMPANY NAME:

COMPANY ADDRESS:

COMPANY REPRESENTATIVE (PRINT NAME):

REPRESENTATIVE'S TELEPHONE NUMBER:

REPRESENTATIVE'S E-MAIL ADDRESS:

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