

**INVITATION TO BID
FOOD PRODUCTS AND MISCELLANEOUS NON-FOOD SUPPLIES**

The Board of Education of District 308, Washington, Tazewell County, Illinois, invites sealed proposals for food products and miscellaneous non-food supplies, pursuant to specifications, for the Food Service Department.

PROPOSALS: Bids will be received and publicly read aloud as indicated below:

1. **BID PERIOD:** Price quotes are to be firm for the period, as indicated below, unless otherwise qualified by a bidder. Please make copies of this bid form to submit for the following periods.

BID OPENING: May 28, 2020

10:00 a.m.

DELIVERY PERIOD: August 1, 2020

Remaining 2020-21 School Year

ATTENTION: Dr. Joe Sander, Assistant Superintendent
Washington Community High School, District 308
115 Bondurant Street
Washington, Illinois 61571

2. Proposals received after these times will not be accepted.
3. All bids must be signed. Unsigned bids will not be accepted.
4. Proposals must be made in accordance with the instructions contained herein, submitted on the form furnished by the District and sealed in an envelope plainly marked with the bidder's name and address and the notation:
SEALED BID: Food Products and Miscellaneous Non-Food Supplies

DUE: May 28, 2020

6. Prices must be recorded in ink or with a typewriter and corrections must be crossed out and initialed by the person signing the bid. No typewriter correction fluid or erasures are permitted.
7. No revisions of bid after opening date shall be considered.

MILK BID

The Washington, Illinois School Districts 50, 51, and 308 are accepting bids to supply dairy products to each of the schools for the school year 2020-2021.

We are requesting both firm bids and escalator bids for the entire 2020-2021 school year. The escalator bid should be quoted as a factor associated with the milk one hundred weight price.

Please submit your sealed bids to:

Dr. Joe Sander, Assistant Superintendent
Washington Community High School
115 Bondurant Street
Washington, IL 61571

All sealed bids must be in the District Office prior to 10:00 a.m. on Thursday, May 28, 2020. All sealed bids will be opened on that date at 10:00 a.m. in the District Office.

The Board of Education will review all bids at its regular meeting on Monday, June 8, 2020. The Board of Education reserves the right to reject any or all parts of any and all bids.

| <u>DROP OFF POINTS</u> | | <u>ESTIMATED ANNUAL UNIT BREAKDOWN PER SCHOOL</u> |
|------------------------|---|---|
| District 50 | 2 | 100,000 |
| District 51 | 2 | 200,000 |
| District 308 | 1 | 75,000 |

SPECIFICATIONS AND REQUIREMENTS

1. Cartons must be **clean** and **free from leaks**, containing exactly 1/2 pint of homogenized fluid milk and meeting sanitation standards and butterfat requirements for the specific type of milk. To be delivered in clean, plastic case and in **temperature controlled milk trucks maintained at 40 degrees or below** with dairy products only. Truck temperature logs must be available per request.
2. Bidder agrees to provide and maintain milk coolers to all schools (where needed) with said coolers being both operable and in good aesthetic condition.
3. Supplier shall pick up and credit milk on hand prior to holidays or closings of longer than 5 days duration. The calendar provided is to be strictly adhered to at all times.
4. Dairy products may be tested by State Weights and Measures representatives.
5. Providers agree to pick-up empty crates weekly at delivery of products or within a reasonable agreed upon time with the drop-off point.

6. Remedies that will take place if products fail to meet contract or label specifications:
 - Cash reimbursement or in-kind replacement at the discretion of the School District for the total lot which fails;
 - Payment of the value of all meals served which did not meet minimum requirements for reimbursement because of short-weighted products;
 - Time frames set, at the discretion of the School District for providing restitution and payments;
 - A notice that repeated short changes is a breach of contract which may result in termination; and
 - A requirement that the Contractor bear all costs resulting from termination of Contract.
7. Suppliers will be immediately notified in writing via certified mail when products fail State Weights and Measures Test, along with the directions for replacing the product in cash or in-kind and any other funds payable to the School District pursuant to Contractual terms and conditions.
8. Contracts will be terminated in a timely manner or within 30 days of certified mail notification for failure to comply.

INVOICES AND STATEMENTS

1. An invoice showing the School Name, Quantity and Type delivered must be left at the School with each delivery.
2. Individual Monthly Statements for each School must be sent to that School District by the 1st Day of the Following Month.

FIRM PRODUCT BID SECTION

| <u>ITEM</u> | <u>BID</u> | <u>YEARLY ESTIMATE</u> |
|---|------------|------------------------|
| A. 1% white milk | _____ | 140,000 |
| 1% chocolate milk | _____ | 150,000 |
| Skim white milk | _____ | 5,000 |
| 1% strawberry milk | _____ | 5,000 |
| B. Cottage cheese, lowfat 5# containers | _____ | 500 |
| Yogurt, assorted flavors 5# flavored yogurt | _____ | (as needed) |
| C. 1% white milk-1 gal | _____ | 300 |
| D. Parfait Pro Lowfat Yogurt Pouches: Tear, Squeeze, Toss - 64 oz | _____ | 1,000 |
| E. Lowfat Sour cream packets 1 oz. | _____ | 900 |

Company Submitting Bid:

Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

ESCALATOR PRODUCT BID SECTION

| <u>ITEM</u> | <u>BID</u> | <u>YEARLY ESTIMATE</u> |
|---|------------|------------------------|
| A. 1% white milk | _____ | 140,000 |
| 1% chocolate milk | _____ | 150,000 |
| Skim white milk | _____ | 5,000 |
| 1% strawberry milk | _____ | 5,000 |
| B. Cottage cheese, lowfat 5# containers | _____ | 500 |
| Yogurt, assorted flavors 5# flavored yogurt | _____ | (as needed) |
| C. 1% white milk-1 gal | _____ | 300 |
| D. Parfait Pro Lowfat Yogurt Pouches: Tear, Squeeze, Toss - 64 oz | _____ | 1,000 |
| E. Lowfat Sour cream packets 1 oz. | _____ | 900 |

Company Submitting Bid:

Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

WASHINGTON COMMUNITY HIGH SCHOOL DISTRICT 308
115 BONDURANT STREET
WASHINGTON, ILLINOIS 61571

PROPOSAL FOR FOOD PRODUCTS AND MISCELLANEOUS NON-FOOD SUPPLIES

Effective Period: August 1, 2020 – Remaining 2021 School Year

THIS COVER SHEET TO BE SUBMITTED WITH BID FORM
THE SIGNATOR OFFERS THE ATTACHED PRICES WITH THE TERMS AND CONDITIONS SET FORTH

PUBLIC ACT 85-1295 CERTIFICATION:

The bidder certifies that he is not barred from bidding on this contract as a result of a conviction for either bid rigging or bid rotating under Article 33E of the Criminal Code of 1961.

ACKNOWLEDGMENT:

The bidder acknowledges that the Board of Education has the right to reject or accept any or all parts of all bids submitted and to waive any irregularities in the bidding. The signature below indicates that all conditions and specifications have been read in full, the bidder understands same, and is willing to comply with same.

SUBMITTED BY:

(Name of Firm)

(Address)

(City, State, Zip)

(Phone)

(Authorized Signature)

(Print or Type Name)

(Date)

FOR FURTHER INFORMATION, CONTACT LAURA MCCUE-NEWPORT, FOOD SERVICE DIRECTOR AT 309-444-5544.

Thursday, May 28, 2020

Bid Due