

BID SPECIFICATION AND REQUIREMENTS

- A. **CONTRACT TERM:** The term of this base contract is for one year beginning July 1, 2018 through June 30, 2019, and may be extended by mutual written agreement of both parties and upon Board approval, for a renewal term not to exceed two additional one year periods.
- B. **DELIVERY:** No fuel surcharges will be levied during the term of this contract. There shall be no required delivery minimum in dollar volume or case counts on all orders placed and delivered to each site. Deliveries are not to be subcontracted out. Bidder must have the capabilities of delivering any and all items on the Bid Form and Agreement in the quantities required by District anytime during the contract period. Partial shipments are not acceptable. All cost for delivery, drayage, freight, or the packing of said articles are to be borne by the vendor. An invoice shall accompany all deliveries. All delivery paperwork shall be identified by site name, vendor name and itemized list of the products delivered. Vendor shall be required to furnish proof of delivery of all items, i.e. signed delivery ticket at no charge to District.
- C. **DAMAGED PRODUCT AND SHORTAGES:** A credit will be required on damaged or unacceptable products and shortages. A legible delivery discrepancy receipt shall be left at the site in the case of a return or shortage. Credit shall be issued in a timely manner. Continued shortages or substitutions will be grounds for termination of this agreement.
- D. **PRODUCT:** If circumstances beyond the vendor's control mandate the need for a substitution, approval must be obtained by authorized personnel of Nutrition Services, shall be notified at least five (5) days in advance of the shortage, and be given options of a product that is of the same or higher quality at the same unit cost. If specified product can be obtained from another vendor, any difference in pricing and cost related to having to procure said product elsewhere may be billed back to the awarded vendor. No product will be represented as being in conformance with the specification when such is not the case.
- E. **ORDERS:** Items will be purchased on an as needed basis at any time during the contract period. District reserves the right to add related items to or delete items from the contract at any time during the period of the contract. Any items that may need to be added to this bid shall exhibit same mark-up percentage as all other awarded products on the bid. The vendor upon request will provide evidence and documentation of cost (at invoice price). The quantities listed for each item are estimates only.
- F. **INSPECTION OF FACILITIES:** As a part of the evaluation process, District reserves the right to inspect the facilities of the bidder prior to the award of a contract. After such inspection, if a representative of District determines the bidder may not be capable of providing proper and satisfactory service/product to District, bidder may not be considered for an award. Additionally, District reserves the right to inspect the vendor's facility during the contract period at any time during normal business hours upon prior notice. Should the vendor vacate an approved facility, a re-inspection will be required under the same conditions for the new facility.
- G. **PEST CONTROL:** District reserves the right to request verifiable evidence of pest control treatment. All product delivered must have an audit trail that clearly demonstrates appropriate handling and storage practices for products, this will include providing proof of established sanitation procedures and an active pest control program to assure proper information.
- H. **INVOICING AND BILLING:** Monthly billing by site and consolidated by product is required.

Invoices are required to include delivery site, date of delivery, product name, quantity, unit size, and unit price. The individual receiving the merchandise and left for the site manager or lead must sign invoice. Statements for all goods purchased within a calendar month shall be made available to authorized personnel of Food and Nutrition Services or Purchasing Departments on an individual school site basis. Statements should be invoiced and mailed by the fifth (5th) of the month following the month of purchase to Food and Nutrition Services Accounting Department at:

Milpitas Unified School District
 Student Nutrition Services
 1585 Roger Street
 Milpitas, CA 95035

- I. **HEALTH AND SAFETY:** The storage, preparation, handling, and delivery of paper and plastic products shall comply with all applicable health and safety laws and regulations. Successful bidder shall immediately notify District in writing of any potential disease, illness, or recalls associated with the paper and plastic products that stem from improper procedures or defective product.
- J. **SERVICE:** Awarded bidder will be held responsible for following-up, or if necessary, estimating an order to ensure complete and on-time deliveries. District will not be held responsible for excess inventory ordered by vendor on behalf of District. The goal is to order all items from one source and to receive complete orders without multiple deliveries or drop shipments for a majority of the orders.
- K. **ALTERNATE, GENERIC BRANDS:** Under Brand Name column, where “Any” is stated or if proposing an alternate or a generic product equal to the brand specified, quote the brand you carry in the Alternate Brand Name column and complete the information requested in the Alternate Brand Product Code, Case Pack and Unit Size, Bid Unit and the Bid Unit Price Columns. Attach specifications for those product (s). Product specifications are based on products and pack sizes currently in use. Alternate pack sizes may be accepted when pack size specified is not available. Some specific brands and specifications shown have been established by the Food and Nutrition Services Department based on the Department’s research and expertise, popularity of a product and/or brand name recognition; therefore, alternates may not be considered in circumstances where the menu, recipes, or sales may be affected. Authorized personnel of Nutrition Services will be the sole judge as to whether such alternate products are, in fact, equal to the specifications set forth herein and whether such deviations are acceptable to District.
- L. **CONTRACT REQUIREMENTS:** All responding bidders must meet the following minimum requirements. Mark a “X” under appropriate “Yes or No” column to certify compliance with the minimum requirements. Bidder must provide or meet:

REQUIREMENT	YES	NO
Have an active online website to accessible to District to allow online ordering.		
Own a sufficient warehousing facility and number of appropriate delivery trucks to be able to provide timely and complete orders as requested, including special deliveries on all items on the Bid Form and Agreement.		

Stock and Deliver all products within a (14) fourteen day lead-time		
Flexibility to accept add-on orders the day before delivery		
Follow-up on our incremental orders to ensure complete and on-time deliveries		
Employees, equipment, and manufacturing plant shall meet state and county health department requirements to assure clean, sound and sanitary product and handled in accordance with HACCP regulations.		
Student Nutrition Services' Warehouse receiving schedule is Monday through Friday, 6:00 a.m. – 10:00 a.m. on a first come, first serve basis. The Warehouse Supervisor reserves the right to refuse deliveries if made before or after said receiving hours and may require a next day delivery within the specified acceptable delivery time. All products must be delivered on full size, 40 x 48, wooden pallets.		
Trucks will be kept in good repair. Maintenance records must be available for inspection by District personnel.		
Proactive and search out rebates and advise what products qualify for manufacturer rebates or incentive programs.		
Help redeem rebates by sending reports to the manufacturer if applicable on incentive programs.		
Advise what action will be taken to maximize rebate and/or incentive point accumulation potential with manufacturers and other incentive program(s)		
Discounts: Do you offer payment discounts? What are the terms? Please specify _____		
Contact Person: A contact person must be available, no later than 7:00 a.m., Monday through Friday for District to report delivery errors or lack of delivery to sites. Name of contact person and phone number must be provided: _____		

Bidder hereby certify under penalty of perjury under the laws of the State of California that all the information submitted by the bidder in connection with this bid and all the representations herein made are true and correct.

Print name of contact person

(____)_____
Phone number

Signature

Date

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	Item Description	Reference Pack Size	Estimated Yearly Usage	Alternate Brand Name, Code No. & Pack Size	Case Pricing for 2018-2019	Alternate Brand Name, Code No. & Pack Size	Case Pricing for 2018-2019
Category 1	Paper						
1	Bag, Brown, #6 Standard Size 6" x 3-5/8" x 11" Reference brand: Duro	4/500 case	5			AJM-6LB	8.30
2	Carton, Regular Fry, 3.25x3.5 8/125 Reference brand: Pactiv	1000 case	60			DOP-DFRY35BW	45.95
3	Container, Soup Hot, Paper 12oz with Lids Reference brand: Dopoco	500 case	50			DOP-D12RBLD	38.95
4	Napkins, Paper, Embossed, Brown 8" X 13 1/2" Recycled paper Reference brand: James River SCA D 3056E, NAT, Tork, Hynap	10,000 case	20			SCA-D3056B	38.95
5	Pail, Food, White 16oz Chinese Take Out Printed, No Handle Reference brand: Foldpak, Golden West	500 case	30			GWP-16FP-RMW	23.85
6	Pan Liner, 16" x 24" Reference brand: Papercon25Q1, Paterson	1,000 case	35			PAT-2405161-0000	25.85
7	Plate, 6" Round Bagasse	8/125 case	10	EP-06 Empress 8-125CT	25.65		
8	Plate, 9" Round Bagasse	4/125 case	45			PRM-PL-09	27.95
9	Plate, 10" 3 Comp. Round Bagasse	500 case	15	Primeware PL-11 500ct	40.62		
10	Tray, Food, 1# (4.19x2.5x1.75) Reference brand: Huhtamaki	4/250 case	35	Golden West FT100KB 4-250ct	12.77		
11	Tray, Food, 2# (4.19x2.88x1.75) Reference brand: Huhtamaki	4/250 case	35	Golden West FT200KB 4-250ct	13.59		
12	Tray, Food, 3# (5.38 x3.38x2.03) Reference brand: Huhtamaki	2/250 case	35	Golden West FT300KB 2-250ct	10.33		
13	Tray, Nested Paper Locked Corner, Printed Design 5" x 8.5" x 2" Reference brand: Golden West Golden West, La Paper Box	500 case	1,300			CHI-R963CT	14.75

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	Item Description	Reference Pack Size	Estimated Yearly Usage	Alternate Brand Name, Code No. & Pack Size	Case Pricing for 2018-2019	Alternate Brand Name, Code No. & Pack Size	Case Pricing for 2018-2019
Category 2	Plastic						
14	Container, Versapak Plastic w/Lid, 24 oz Reference brand: Par-Pak	250 case	120			SPK-DLC024	44.40
15	Cutlery Kit, Spork Packet, Polypropylene, Sealed in clear food grade plastic, includes 5 1/2" medium weight spork, 5 1/2" milk straw made of food grade plastic in white with colored stripe acceptable and fully embossed 10"x10" napkin	1,000 case	1,000			NAT-01319	9.85
16	Cutlery, Soup Spoon, Polypropylene, Medium weight, bulk pack, Approximately: 6", White Reference brand; DART S6BW, I PACK	1,000 case	20			NTR-3643	4.95
17	Liner, Half Pan Long, 4" Deep	100/cs	10			PAN-42639	33.40
Category 3	Aluminum Foil and Trays						
18	Foil Wraps, Printed Blue Check Design, 10-1/2x14"	4/500 case	25			PPC-300844	54.00
19	Foil Wraps, Green, "Chicken", 10-1/2x14"	2,000 case	20			PPC-300855	54.00
20	Foil Wraps, Printed Red Check Design, 10-1/2x14"	4/500 case	15			PPC-300842	54.00
21	Foil, Aluminum Sheets Interfold PopUp 10 3/4" x 12" Reference brand: Wilkinson M20, Alcan #1205, Pactiv W69	6/500 case	5	Western Plastics 6-500ct #635	50.91		
22	Foil, Aluminum, 18" x 1000', Heavy Duty 0.001 Gauge Reference brand: Bridegategate #BG181HD	Roll	15			HFA-11807	36.95

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	Item Description	Reference Pack Size	Estimated Yearly Usage	Alternate Brand Name, Code No. & Pack Size	Case Pricing for 2018-2019	Alternate Brand Name, Code No. & Pack Size	Case Pricing for 2018-2019
Category 4	Food Service Preparation & Other Supplies						
23	Apron, Plastic, White with Ties, Disposable, 36" x 28" 0.084 thickness Reference brand: Handguard EMW	1,000 case	10			GOL-1532	27.40
24	Glove, Disposable Polyethylene food service, clear List available sizes Reference brand: Handguard's OEG-100	10/100 case	35			GOL-1501 (LARGE) GOL-1502 (MEDIUM) GOL-1503 (SMALL)	3.60
25	Gloves, Disposable Vinyl powder free, 5 MIL thickness, Food Grade List available sizes Reference brand: ANSELL 34-600	10/100 case	40			NET-754629 (SMALL) NET-754631 (MED) NET-754633 (LARGE) NET-754639 (XL)	19.20
26	Hairnet, 22" light brown Reference brand:	10/144 case	40			CEL-HN400LB	88.80
27	Oven Mitts, Extra Heavy Duty Lined, 17" Reference brand: IMPACT, Connect One	1 each	40			ARD-2PX27BET	4.35
Category 5	Cleaning Supplies						
28	Detergent, Pot and Pan, Liquid, Translucent, No lotion detergent Reference brand: Dawn	4/1 gal	20	(market, special order)	53.54		
29	Gloves, Dishwashing, Nitrile, 18" Length List available sizes Reference brand: Impact, Dispozo, Foodhandler 1214-02	12 Pair	1			NET-HHG7.0 (SMALL) NET-HHG8.0 (MED) NET-HHG9.0 (LG) NET-HHG10.0 (XL)	4.80/DZ
30	Surface Disinfectant, Spray bottle	6/QT Bottles	10			GOT-3341-06	24.95
31	Scouring Pad, Green, Medium Duty Approximately 6" x 9" Reference brand: Scotch Brite #96, Disco MD 69	3/20 case	10			ACS-S096	10.25
32	Towel, General Use, Blue, 13 x 17 Dine-A-Wipe Reference brand: Chicopee 8253	180 case	50			CHX-8253	31.95
33	Wipes, Thermometer Probe antibacterial packets, 70% Isopropyl Alcohol Reference brand: Cooper Atkins	200 box	5			DMW-F2449PKT	17.15