

May 1, 2017

MEMORANDUM

TO: Prospective Bidders

FROM: Bill Carr

RE: 2017-2018 Milk Bid
Bid No. 18-007

The Gulf County School Board will receive bids for **Milk** on the enclosed proposal sheets. The bid must be submitted in a sealed envelope on/before **June 30, 2017, 9:00 A.M., ET.** The envelope is to be marked "**Bid 18-007**" and submitted to Mr. Bill Carr, Assistant Superintendent for Business Services, Gulf County School Board, 170 Middle School Road, Port St. Joe, FL 32456.

1. Contract Period

The contract period shall be **8/1/17 - 6/30/18**

2. Milk Specifications

Bid on fresh Grade A, pasteurized, homogenized, Vitamin D enriched. Milk shall be free from added water, preservatives, neutralizers or other foreign matter. All milk shall meet pasteurization, percent of non-fat milk solids, percent of milk fat and bacteria count specifications consistent with Federal and/or Florida laws, State Board of Health, requirements of Gulf County Health Department and accepted standards of the milk industry. All items furnished under this bid shall be identified as having been officially inspected for wholesomeness and sanitation under a federal or state regulation program.

Low Fat Chocolate Milk - Butterfat content min. 1.0%. Solids content min. 8.25%, 90 parts fructose, 10 parts sucrose. Same specifications as above including wholesome or cocoa ingredients being added in a sanitary manner.

3. Compliance Requirement

No Company's bid shall be considered whose milk processing and distribution plant does not meet the sanitation rating of at least 90% or higher in compliance with U.S. Public Health Service Sanitation Compliance Ratings of Florida Milk Plants and shall be shown on the current compliance list at the time of bid opening.

4. Delivery Temperature

Delivery temperature shall be no greater than 40 deg. F. The code date for milk shall not have expired prior to the time milk is served. Coding information shall be shown on the current compliance list at the time of the bid opening.

5. Pricing

All prices quoted shall include transportation and delivery charges fully paid by the contractor delivered to cafeteria storage unit. Prices quoted are to be firm during the contract period. Milk shall be stacked neatly in refrigerated boxes. It shall be the responsibility of the successful bidder to remove all empty cases in which milk is delivered according to the delivery schedule.

6. Type of Container

Milk cartons shall be gable top, one-half pint plastic impregnated leak proof disposable cartons.

7. Right of Board

The Board reserves the right to accept any bid or to reject any and all bids as the Board deems it to be for the best interest of the schools. The Board further reserves the right to terminate the contract at any time for due cause, which shall include such reasons as unsatisfactory service of unsatisfactory products. Such cancellation shall be within thirty (30) days following written notice.

8. Emergencies

In the event of strikes, fires, or other emergency type situations, milk deliveries will be adjusted accordingly.

The vendor shall be responsible for any additional special deliveries required in case of emergencies during the school day in the event of a shortage of supply.

9. Deliveries

All mechanics for deliveries will be coordinated with the School Food Coordinator and approved prior to any deliveries. A list of schools and delivery times is attached. All milk must be in prime condition at the time of delivery. No Friday afternoon deliveries are permitted.

10. Return of Milk

Milk which is left at the school before the Thanksgiving, Christmas and Spring holidays, and the last day of school for the year shall be picked up by the successful bidder and a credit slip issued to the school showing the number of half-pints and amount credited to the school account.

11. Refrigerated Milk Boxes

The successful bidder shall supply the necessary refrigerated milk coolers as listed on the attached page of this bid designated by the School Food Coordinator. Milk coolers furnished are to hold a temperature of 38 deg F. when closed, be in good condition and have proper fitting gaskets and lids. These milk coolers shall carry Beverage Air Sales Model #SM-34N-W or approved equal or Model #SM-49-W or approved equal. These are used for information regarding approximate capacity and size of cooler.

Drop front coolers are requested for elementary schools. Top loading coolers are to be furnished in secondary schools. Coolers should be mobile and have locks on casters. (SM34N-W capacity 730, SM-49N-W capacity 1,095)

The vendor shall be responsible for keeping the boxes in good serving condition. Any spoilage due to mechanical failure or vendor-supplied equipment must be absorbed by the vendor. The vendor shall assume all responsibility for loss and/or damage to loaned equipment on school board property, except for such loss as may be caused by Board employee's willful act.

12. Delivery Tickets

At the time of each school delivery, the salesman shall leave two invoices, an original and a carbon copy. He shall never leave nor pick up milk without having an invoice signed by an authorized person at the school. Delivery tickets must be legible with the unit price listed and extensions accurately computed.

13. Payment

The vendor shall be paid by monthly payment upon completion of an order for that specific month. Invoices shall be made in triplicate, giving invoice date, number, cost per unit and fully extended. Two copies of the invoice shall accompany the order to the school, and one is to be sent with the monthly statement. The monthly statement shall list the date of delivery, name of school, and the total for each school. Mail statement to Gulf County School Board, 170 Middle School Road, Port St. Joe, FL 32456. Statements should be received by the Finance Office no later than the 5th of each month and should include transactions through the 30th of each month.

Bidders may bid on schools in areas grouped, or bid on all areas. If more than one company is low bidder or if prices are the same, the successful bidder will be determined by the Board.

Each bidder is hereby notified that the successful bidder shall be required to deliver milk in trucks belonging to the successful bidder and may not sublet the contract to other vendors.

Please return quote/bid, U.S. Department of Agriculture Form, and **both** award forms.

If you have any questions, contact Bill Carr at (850) 229-8256.

The Board reserves the right to reject any or all quotes/bids

All vendors must adhere to the following procedure:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property or a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or may not transact business with any public entity in excess of the threshold amount provided in Section 287.018 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

BID AWARD FORM

DATE _____

In compliance with the attached invitation for Bids, and subject to all terms and conditions thereof, the undersigned offers and agrees to sell to the Gulf County School Board of Gulf County, Port St. Joe, Florida, any or all of the items upon which prices are quoted at the price opposite each item listed on the attached BID PROPOSAL SCHEDULE.

Bidder _____

Address _____

By _____

Signature of person authorized to sign this bid

Title _____

Acceptance by the Gulf County School Board
Of Gulf County, Florida

Date _____

Accepted as to items numbered: (SEE ATTACHMENT)

By: _____
Assistant Superintendent for Business Services

Directions: This form is to be executed in duplicate. Submit original and one copy to Gulf County School Board along with the Bid Proposal Schedule. The copy will be filled in and returned to successful bidder as per accepted items.

THANK YOU FOR PARTICIPATING IN OUR BIDDING PROCESS

BID AWARD FORM

DATE _____

In compliance with the attached invitation for Bids, and subject to all terms and conditions thereof, the undersigned offers and agrees to sell to the Gulf County School Board of Gulf County, Port St. Joe, Florida, any or all of the items upon which prices are quoted at the price opposite each item listed on the attached BID PROPOSAL SCHEDULE.

Bidder _____

Address _____

By _____

Signature of person authorized to sign this bid

Title _____

Acceptance by the Gulf County School Board
Of Gulf County, Florida

Date _____

Accepted as to items numbered: (SEE ATTACHMENT)

By: _____

Assistant Superintendent for Business Services

Directions: This form is to be executed in duplicate. Submit original and one copy to Gulf County School Board along with the Bid Proposal Schedule. The copy will be filled in and returned to successful bidder as per accepted items.

THANK YOU FOR PARTICIPATING IN OUR BIDDING PROCESS

BID

In accordance with your Bid Request No. **18-007** for school milk, we quote the Gulf County School Board the following price for one-half pint containers of milk. This quotation is in compliance with and acceptance of all provisions and conditions of the above Bid Request.

White Milk, 1.00%, Butterfat

ITEM	DESCRIPTION	GABLED CARTON PRICE
1	FMO Cost Per One-Half Pint of Milk	cents
2	Other Costs to Contractor	cents
3	Total Cost Per One-Half Pint to School Board	cents Firm

Low Fat Chocolate, 1.00%, Butterfat

ITEM	DESCRIPTION	GABLED CARTON PRICE
1	FMO Cost Per One-Half Pint of Milk	cents
2	Other Costs to Contractor	cents
3	Total Cost Per One-Half Pint to School Board	cents Firm

NAME OF COMPANY: _____

ADDRESS: _____

PHONE NO: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

SCHOOL	APPROXIMATE DELIVER TIME
Port St. Joe Elementary	By 10:00 A.M. (Eastern)
Port St. Joe High	By 10:00 A.M. (Eastern)
Wewahitchka Elementary	By 10:00 A.M. (Central)
Wewahitchka High	By 10:00 A.M. (Central)