

May 1, 2017

MEMORANDUM

TO: Prospective Bidders

FROM: Bill Carr

RE: 2017-2018 Processed and Frozen/Chilled Food Bid  
Bid No. 18-006

The Gulf County School Board will receive bids for **Processed and Frozen/Chilled Food Items** on the enclosed proposal sheets. The bid must be submitted in a sealed envelope on/before **June 30, 2017, 9:00 AM., ET.** The envelope is to be marked "Bid 18-006" and submitted to Mr. Bill Carr, Assistant Superintendent for Business Services, Gulf County School Board, 170 Middle School Road, Port St. Joe, FL 32456.

**BID "WHOLE GRAIN" FOR ANY ITEMS CONTAINING FLOUR/MEAL**

The bid must include a **UNIT COST AND CASE COST.** If bid specifications are changed, please indicate on quote/bid. 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.

GULF COUNTY SCHOOL BOARD  
170 Middle School Road  
Port St. Joe, FL 32456

PROCESSED AND FROZEN/CHILLED BID REQUEST NO. **18-006**

The Gulf County School Board requests bids for PROCESSED AND FROZEN/CHILLED FOOD PRODUCTS to be used in the School Cafeteria during the period **8/1/17 thru 6/30/18**. You are invited to submit bids in accordance with information noted below. Bids will be received until **9:00 a.m., ET, June 30, 2017**.

1. Delivery: All priced bid FOB school cafeterias. Delivery shall be by vendor's vehicle during Hours 7:45A.M.-1:30P.M. EST on regular school days. Items must be delivered in first class condition and placed in school storeroom by vendor unless otherwise directed. Delivery to schools is desired weekly. Vendor will coordinate with the School Food Service Coordinator for an agreeable delivery schedule.
2. Orders, Invoices and Payments: Successful vendors will pick up orders from the School Food Service Coordinator at a mutually agreeable time. Orders will not be given to vendors by individual schools. Invoices will be submitted in accordance with instructions from the School Food Service Coordinator. Payments will be made by the 17<sup>th</sup> of the month following the invoice if dated prior to the 1<sup>st</sup>.
3. Product Identification: All items must bear commercial or USDA labels. Vendor must indicate on bid form the brand or trade name by which each product is identified. If the item is not identified with brand or trade name, the bidder shall indicate the name of the packer or manufacturer of such product. Successful vendors must deliver the same brands noted in their quotations.
4. Packing and Quantities: Any alternate packaging offered must be substantially equivalent to the specified; vendor must clearly indicate on the quotation form size containers and containers per case, if different from specifications.
5. Quality: Meat items must be labeled so that they may be readily identified as having been officially inspected for wholesomeness. Grades for foodstuffs are based on standards established by USDA, Agricultural Marketing Service and contents shall be in food condition at time of delivery and shall have a shelf life of at least six (6) months when stored under proper conditions. Successful bidders must guarantee delivered products against swells for a period of six (6) after delivery unless specifications state otherwise, all cans shall be filled B slack cans are not acceptable.
6. Bid Prices are to be UNIT COST AND CASE COST.

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