

<b>SCHOOL DISTRICT OF PALM BEACH COUNTY</b> <b>PURCHASING DEPARTMENT</b> <b>3326 Forest Hill Boulevard, Suite A-323</b> <b>West Palm Beach, FL 33406-5813</b>		<b>INVITATION TO BID</b> <b>Bidder Acknowledgement</b>	
BID NO. <u>02C-14R</u>		Date: <u>August 31, 2001</u>	
BID TITLE: <b>TERM CONTRACT FOR FOOD AND SUPPLIES FOR SCHOOL CAFETERIAS (i.e. Frozen, Refrigerated Products, Beverages, Grocery/Dry Goods, Paper Supplies and Other Related Food Service Accessories)</b>			
<b>Bids Must be Received no later than 2:00 P.M September 26, 2001 at which time bids will be opened.</b>			
Vendor Name:		Terms:	
Vendor Mailing Address:		Delivery _____ calendar days after receipt of order.	
City - State - Zip Code:		F.E.I.D. No. (S.S. #)	
Area Code/Telephone Number:	Toll Free Number	Fax Number:	
<b>ANTI-COLLUSION:</b> The signed bidder certifies that he or she has not divulged, discussed or compared his or her bid with other bidders and has not colluded with any other bidder or parties to a bid whatever. (NOTE: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of material. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal from the bid list(s).			
_____ Authorized Signature (Manual)		_____ Authorized Signature (Type or Printed) and Title	

## INVITATION TO BID

This Invitation to Bid, General Conditions, Instructions to Bidders, Special Conditions, Specifications, Addenda, and/or any other pertinent documents form a part of this proposal and by reference are made a part thereof.

**PURPOSE:** It is the purpose and intent of this invitation to secure bids for item(s) and/or services as listed herein for the School District of Palm Beach County, Florida, hereinafter referred to as the District.

**SEALED BIDS:** Sealed bids will be received in the Purchasing Department until the date and time as indicated above. Bids will be opened publicly in the Purchasing Department and all bidders and general public are invited to attend. All bids shall be submitted in sealed envelopes, mailed or delivered to the School District of Palm Beach, Purchasing Department, 3326 Forest Hill Boulevard, West Palm Beach, FL 33406-5813. Outside of envelope shall plainly identify bid by: BID NUMBER, TITLE and TIME and DATE OF BID OPENING using the label provided. It is the sole responsibility of the bidder to ensure their bid reaches the Purchasing Department on or before the closing date and hour as shown above.

**BOARD'S ACCEPTANCE:** Unless otherwise specified herein, the bidder will allow a minimum of ninety (90) days from the last date for receiving of bids for acceptance of its bid by the Board.

**AWARDS:** In the best interest of the District, the Purchasing Department reserves the right to reject any and all bids and to waive any irregularity or minor technicalities in bids received; to accept any item or group of items unless qualified by bidder; to acquire additional quantities at prices quoted on this invitation unless additional quantities are not acceptable, in which case the bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY". All awards made as a result of this bid shall conform to applicable Florida Statutes.

## GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR BIDDERS

**SEALED BIDS:** One copy of this executed Invitation to Bid page and Bid Summary page(s) must be returned with the bid in order for the bid to be considered for award. All bids are subject to all the conditions specified herein; all General Conditions, Special Conditions on the attached bid documents; and any addenda issued thereto. Any failure on the part of the bidder to comply with the specifications, terms and conditions of this invitation to Bid shall be reason for termination of contract.

1. **EXECUTION OF BID:** Bid must contain a manual signature of an authorized representative in the space provided above. Failure to properly sign proposal shall invalidate same, and it shall not be considered for award. All bids must be completed in ink or typewritten. Corrections must be initialed by the person signing the bid. Any corrections not initialed will not be tabulated. The original bid conditions and specifications cannot be changed or altered in any way. Altered bids may not be considered. Clarification of bids submitted shall be in letter form, signed by the bidders and attached to the bid.
2. **NO BID:** If not submitting a bid, respond by returning the enclosed "Statement of No Bid" form and explain the reason. Note: A bidder, to qualify as a respondent, must submit a "no bid" and same must be received no later than the stated bid opening date and hour.
3. **PRICES QUOTED:** Deduct trade discounts and quote firm net prices. Give both unit price and extend total. Prices must be stated in units of quantity specified in bid specifications. In case of discrepancy in computing the amount of the bid, the UNIT PRICE quoted will govern. All prices FOB destination, freight prepaid (unless otherwise stated in special conditions). Discounts for prompt payment: Award, if made, will be in accordance with terms and conditions stated herein. Each item must be bid separately and no attempt is to be made to tie any item or items in with any other item or items. Cash or quantity discounts offered will not be a consideration in determination of award of bid(s). If a bidder offers a discount, it is understood that a minimum of 30 days will be required for payment, and the discount time will be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified.

- A. **TAXES:** The School District of Palm Beach County, is exempt from any taxes imposed by the State and/or Federal Government. State Sales Tax

Exemption Certificate No. 03-00009-22-60 and Federal Excise Tax No. 59-74-0257F appears on each purchase order. This exemption does not apply to purchase of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvements of School District-owned real property as defined in Chapter 192 of the Florida Statutes.

- B. **MISTAKES:** Bidders are expected to examine the specifications, delivery schedules, bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk.
- C. **Bidder warrants** by virtue of bidding that prices shall remain firm for a period of ninety (90) days from the date of Board approval or time stated in special conditions.
- D. **USE OF OTHER CONTRACTS:** The District reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, any other community college/state university system cooperative bid agreement, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012 (6) in lieu of any offer received or award made as a result of this bid, if it is in the best interest to do so. The District also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.
- E. **CONDITIONS AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current production model at the time of the bid). All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
- F. **UNDERWRITERS' LABORATORIES:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall be UL listed or re-examination testing where such has been established by UL for the items offered and furnished.

INVITATION TO BID NO. 02C-14R

FISH - Raw fish as specified herein must bear the PUFI (Packed Under Federal Inspection) shield. Breaded products must bear either a PUFI or JUSDC (Department of Commerce) grade shield. Exceptions are as follows:

Raw fresh-water fish (i.e., catfish) which are not normally packed under federal inspection are exempt.

Packers of breaded fresh-water fish must provide a certificate to show that their breeding specifications conform to the requirements of the buyer's.

EGGS - All eggs shall meet standards established by the USDA and/or State of Florida Poultry Laws. Each box shall bear the USDA Inspection Shield or the Florida Department of Agriculture Inspection Shield. Each lot for delivery shall be inspected within 72 hours prior to delivery. Each case shall be securely sealed with tape.

FROZEN VEGETABLES - All frozen vegetables must meet or exceed official USDA standards for Grade B quality. Product which does not meet these criteria will be rejected and all costs to replace product will be at the expense of the bidder.

**P. FOOD PRODUCT PURCHASING CONDITIONS:**

**RESPONSIBILITIES OF JOBBER:**

1. Brand delivered shall be only those contained in specification and award.
2. The jobber will be responsible to the District for checking the grade certificate against the shipment.
3. The jobber is responsible for checking that each case bears the USDA or USDC stamp as specified.
4. The jobber is responsible for checking that dated product(s) will have normal shelf life as stated or required.
5. The jobber is responsible for storing frozen and refrigerated food items and other special items at appropriate storage temperatures.
6. The jobber is responsible for checking to insure that the product is as specified upon receipt.

**Q. NEW FOOD ITEMS/BRANDS:**

Suppliers wishing to have new food items or new brands of existing food items approved for inclusion on our next bid should contact the Department of School Food Service for information concerning the submittal of samples:

THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
DEPARTMENT OF SCHOOL FOOD SERVICE  
ASSISTANT DIRECTOR  
7061 GARDEN ROAD  
RIVIERA BEACH, FLORIDA 33404  
(561) 881-4650

**Only the "approved brands" listed on this bid at the time it is mailed to the vendor will be considered for award purposes.**

**Alternate package sizes may be bid but the District reserves the right to reject.**

The exact brand and pack size to be provided shall be indicated on the Bid Summary Sheet. Brands shall not be changed or substituted without documentation or proof that the product is being altered or discontinued from the manufacturer.

Payment of Samples: The District will buy no samples and will assume no cost incidental thereto.

- R. **PRE-PREPARED FOOD PRODUCTS:** Suppliers must submit the Child Nutrition (CN) label and a complete, legible and accurate nutrient label for all pre-prepared products with the bid.
- S. **MONO-SODIUM GLUTAMATE-MSG:** The District discourages the use of monosodium glutamate. The District reserves the right to award items that contain MSG. A complete, legible and accurate nutrient label for these items must be submitted with bid. Items containing MSG must be identified by line item number and School Food Services inventory number. **Please refer to the instructions in Special Condition W, Supplier Qualifications.**
- T. **PEANUTS, PEANUT PROTEIN OR PEANUT BY PRODUCTS:** The District discourages the use of products that contain peanuts, peanut protein or peanut by products (P/PBP). The District reserves the right to award items that contain peanuts, peanut protein or peanut by products. A complete, legible and accurate nutrient label for those items must be submitted with bid. Item containing same, must be identified by line item number, description and School Food Services inventory number. **Please refer to the instructions in Special Condition W, Supplier Qualifications.**
- U. **INVENTORY TRANSFER:** Upon termination of the contract for any reason whatsoever, the jobber has the obligation to transfer and deliver any inventory consigned to the Palm Beach County School District pursuant to the contract to the successor jobber. Any successor jobber shall honor all deliveries of inventory and costs thereof pursuant to this article.
- V. **ADDITIONAL TERMS:** Items not covered by a supplier bid that are requested for delivery, shall be delivered at cost plus the awarded jobber percentage mark-up. Cost shall be defined as "delivered to distributor's or jobber's warehouse" and shall include all freight related charges. Freight rates shall normally be in carload or truckload quantities of straight or mixed items, except for very small volume items. Costs shall be based on the "latest invoice" from the manufacturer, (prior to merchandise being delivered to the purchaser), or in stock. The District reserves the right to audit all freight bills directly from the freight carrier.
- W. **SUPPLIER QUALIFICATIONS:** Suppliers submitting prices on this bid must be in the mainstream of food industry commerce and provide satisfactory evidence that they are qualified as follows:
1. Suppliers shall have a large food service customer base so as to assure that ample supplies will be available at all times to accommodate, on short notice, fluctuations in demand. Vendors may be asked to provide evidence that the maximum supplies required by the District will not constitute more than 10% of the annual sales of each product bid. Annual sales documentation must be provided upon request of the District.

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BID NO. <u>03C-89R</u>		Date: _____	
<b>BID TITLE: TERM CONTRACT FOR REDUCED FAT ICE CREAM / ICE MILK, AND FROZEN SPECIALTIES</b>			
<b>Bids Must be Received no later than 2:00 P.M. May 14, 2003 at which time bids will be opened.</b>			
Vendor Name:		Terms:	
Vendor Mailing Address:		Delivery _____ calendar days after receipt of order.	
City - State - Zip Code:		F.E.I.D. No. (S.S. #)	
Area Code/Telephone Number:	Toll Free Number:	Fax Number:	
Vendor E-Mail Address:		Vendor Web Address:	
<b>ANTI-COLLUSION:</b> The signed bidder certifies that he or she has not divulged, discussed or compared his or her bid with other bidders and has not colluded with any other bidder or parties to a bid whatever. (NOTE: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of material. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal from the bid list(s).			
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- MISTAKES:** Bidders are expected to examine the specifications, delivery schedules, bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk.
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INVITATION TO BID NO. 03C-89R

- L. **BRANDS OFFERED:** Bids will be accepted only on the brands specified. If a bidder wishes to have a brand placed on the list for future bidding, it will be necessary for bidder(s) to furnish to the School Food Service Department a sample of the item for testing purposes. If brand is accepted, a recommendation will be made to include this item on future bids for Reduced Fat Ice Cream/Ice Milk, and Frozen Specialties. Samples should be forwarded to School Food Service Department, ATTN: Dick Hardman, 3661 Interstate Park North, Riviera Beach, FL 33404.
- M. **NO SUBSTITUTIONS:** Items are designated as "no substitute" purchase specifications and bidders must bid these items as specified. Failure to bid "no substitute" items as specified will result in rejection of items.
- N. **ADDITIONAL ITEMS:** Additional products within the ice milk / ice cream and frozen specialty product line may be added during the term of the contract upon completion of successful price negotiations between the District and the awarded vendor(s). This includes new / improved products, additional flavors or different size capacities. Price shall be defined as "all costs including freight and inside delivery" and placed in designated areas at the individual school sites.
- O. **AREA REPRESENTATIVE:** Bidder should indicate in space provided on the Bid Summary Sheet the name, address, phone number and email address of the vendor representatives who will make periodic scheduled visits to the schools and departments and will be available, upon request, to resolve billing and delivery problems.
- P. **FAILURE TO DELIVER:** Failure to deliver as specified and at bid price will authorize the School District to purchase these items on the open market. On all such purchases, the vendor failing to meet the bid requirements will be charged the additional cost. Further, the Purchasing Department may recommend to the School Board that the vendor failing to deliver as specified be removed as a future bidder on all bids for a period of up to three years.
- Q. **NUTRITIONAL ANALYSIS, INGREDIENT STATEMENTS:** Proposers shall provide information to support the School District standards in the area of child nutrition. Proposers shall supply to the Purchasing Department complete, legible & accurate nutrient label information containing the following "Nutrition Facts" for each awarded item with bid or within 3 days upon request. Failure to submit this information will result in the rejection of this bid. Vendors shall submit the proper nutrient label for each item bid.
- Serving Size including the "base" weight
  - Total Calories / Calories from fat
  - Total Fat / Saturated Fat
  - Protein
  - Calcium
  - Iron
  - Vitamin A
  - Vitamin C

In addition, vendors shall forward an additional copy to the School Food Service Department at the address listed below:

School District of Palm Beach County  
School Food Service Department  
Attention: Dick Hardman, Specialist  
3661 North Interstate Park  
Riviera Beach, FL 33404

NEW PRODUCT PRICING  
 TO: DICK HARDMAN  
 PALM BEACH COUNTY SCHOOLS  
 FOOD SERVICE

FROM: SYSCO FOOD SERVICES OF SOUTHEAST FLORIDA, LLC.  
 1999 HIGHWAY 710  
 RIVIERA BEACH, FL 33404

RE: PRODUCT QUOTE BID #02C-14R CAT II

DATE: 02/13/03

Sfs inv #	Product Description	Sysco SUPC	Brand/Pack	MFG. Code #	Base *Price	Del. *Price	Est. Usage	Availability
3112	Burrito Beef & Bean Red	6232573	Los Cabos	1057CN		\$17.35		02/21/03
3113	Entree Lasagna cheese Rollup IQF	4902623	East Side Entree	00808		29.56		02/17/03

Please allow up to 4 weeks for stocking. \* Pricing subject to change

Pricing Accepted by: Dick Hardman

Date: 2/14/03  
 Palm Beach County School Food Service

## CAT II PRICING CHANGE

To: Dick Hardman  
Catering and Food Services Specialist

From: Margaret C. Wheeler  
Sysco Food Services of South East Florida, LLC

Re: Change in product notification

Date: 02/28/03

PRODUCT DESCRIPTION: Taco Sauce  
SFS INVENTORY #: 2260

	Current		NEW
SUPC #	7448319	SUPC #	4987640
Unit Price	\$35.04	Unit Price	\$35.04
Pack Size	4/1 gal	Pack Size	4/ 1 gal
Brand	Ortega	Brand	Ortega
Split Y or N	N	Split Y or N	N

Price change has been made for the reasons below.

	Recent price change on this item purchased on the open market.
	Cat. II, Item not on Bid
	Product unsatisfactory, substitute new product
X	SUPC change

Changes approved by: Dick Hardman

Date: 3/3/03

Cc: Robert Bruno, Purchasing Agent, Palm Beach County Schools

## CAT II PRICING CHANGE

To: Dick Hardman  
Catering and Food Services Specialist

From: Margaret C. Wheeler  
Sysco Food Services of South East Florida, LLC

Re: Change in product notification

Date: 03/27/03

PRODUCT DESCRIPTION: Coffee Reg Ground  
SFS INVENTORY #: 2342

	Current		NEW
SUPC #	6957799	SUPC #	6957799
Unit Price	\$37.96	Unit Price	\$38.05
Pack Size	18/ 14 oz	Pack Size	18/ 14 Oz
Brand	STNWDSP	Brand	STNWDSP
Split Y or N	N	Split Y or N	N

Price change has been made for the reasons below:

X	Recent price change on this item purchased on the open market.
X	Cat. II, Item not on Bid
	Product unsatisfactory, substitute new product

Changes approved by: Richard Hardman

Date: 4 1 03

Cc: Robert Bruno, Purchasing Agent, Palm Beach County Schools



CAT II PRICING CHANGE

To: Dick Hardman  
Catering and Food Services Specialist

From: Margaret C. Wheeler  
Sysco Food Services of South East Florida, LLC

Re: Change in product notification

Date: 03/27/03

PRODUCT DESCRIPTION: Vinegar Balsamic Italy  
SFS INVENTORY #: 2455

	Current		NEW
SUPC #	6077747	SUPC #	6077747
Unit Price	\$19.56	Unit Price	\$20.32
Pack Size	2/5ltr	Pack Size	2/5ltr
Brand	Roland/Consul	Brand	Roland/Consul
Split Y or N	N	Split Y or N	N

Price change has been made for the reasons below:

X	Recent price change on this item purchased on the open market.
X	Cat. II, Item not on Bid
	Product unsatisfactory, substitute new product

Changes approved by: Richard Hardman

Date: 4 1 03

Cc: Robert Bruno, Purchasing Agent, Palm Beach County Schools

## CAT II PRICING CHANGE

To: Dick Hardman  
Catering and Food Services Specialist

From: Margaret C. Wheeler  
Sysco Food Services of South East Florida, LLC

Re: Change in product notification

Date: 03/27/03

PRODUCT DESCRIPTION: Bag Cooking Poly Clear  
SFS INVENTORY #: 7665

	Current		NEW
SUPC #	4438859	SUPC #	4438859
Unit Price	\$81.01	Unit Price	\$87.49
Pack Size	150 ct	Pack Size	150 ct
Brand	Reynolds	Brand	Reynolds
Split Y or N	N	Split Y or N	N

Price change has been made for the reasons below:

X	Recent price change on this item purchased on the open market.
X	Cat. II, Item not on Bid
	Product unsatisfactory, substitute new product

Changes approved by: Richard Hardman

Date: 4 1 03

Cc: Robert Bruno, Purchasing Agent, Palm Beach County Schools

## CAT II PRICING CHANGE

To: Dick Hardman  
Catering and Food Services Specialist

From: Margaret C. Wheeler  
Sysco Food Services of South East Florida, LLC

Re: Change in product notification

Date: 03/27/03

PRODUCT DESCRIPTION: Brown Bag 6 lb  
SFS INVENTORY #: 7693

	Current		NEW
SUPC #	5113402	SUPC #	5113402
Unit Price	\$18.86	Unit Price	\$15.61
Pack Size	2/500 ct	Pack Size	2/500 ct
Brand	SYSCO	Brand	SYSCO
Split Y or N	N	Split Y or N	N

Price change has been made for the reasons below:

X	Recent price change on this item purchased on the open market.
X	Cat. II, Item not on Bid
	Product unsatisfactory, substitute new product

Changes approved by: Richard Hardman

Date: 4 1 03

Cc: Robert Bruno, Purchasing Agent, Palm Beach County Schools

CAT II PRICING CHANGE

To: Dick Hardman  
Catering and Food Services Specialist

From: Margaret C. Wheeler  
Sysco Food Services of South East Florida, LLC

Re: Change in product notification

Date: 03/03/03

PRODUCT DESCRIPTION: Pan Coating-Food Release Aero.  
SFS INVENTORY #: 2288

	Current		NEW
SUPC #	4257960	SUPC #	4257960
Unit Price	\$22.72	Unit Price	\$23.16
Pack Size	6/22 oz	Pack Size	6/ 22 oz
Brand	SYS IMP	Brand	SYS IMP
Split Y or N	N	Split Y or N	N

Price change has been made for the reasons below:

	Recent price change on this item purchased on the open market.
X	Cat. II, Item not on Bid
	Product unsatisfactory, substitute new product

Changes approved by: Dick Hardman

Date: 3/3/03

Cc: Robert Bruno, Purchasing Agent, Palm Beach County Schools