



# Cartersville School System

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J. HOWARD HINESLEY, Ed.D.  
*SUPERINTENDENT*

KENNETH CLOUSE, Ed.S.  
*ASSISTANT SUPERINTENDENT*

## REQUEST FOR PROPOSAL

April 13, 2018

Dear Gentlemen:

The Cartersville School System invites you to submit a proposal on the following items.

### Trays for Sealing Machine

Return your sealed pricing bid clearly marked **on the outside of the envelope or package to:**

**Dr. J. Howard Hinesley,  
Superintendent  
Cartersville School System  
RFP # 0160-413-230 ENCLOSED  
P.O. Box 3310, 15 Nelson Street  
Cartersville, Georgia 30120**

no later than 2:00 p.m., Tuesday, May 8, 2018.

The Cartersville School Board reserves the right to accept and/or reject any and all bids.

We invite your participation.

Sincerely,

J. Howard Hinesley, Ed. D.  
Superintendent

Enclosures

## INSTRUCTION TO BIDDERS

1. Proposals are due no later than 2:00 p.m., Tuesday, May 8, 2018, and shall be opened publicly at that time.
2. The Board will make the final decision on May 14, 2018.
3. Proposals must be submitted on the forms enclosed and must be **the first item of your bid package**. Bidders may attach other appropriate information to best evaluate the proposal.
4. Proposals must meet the requirements relating to any and all Georgia Department of Education guidelines.
5. Proposals submitted shall include delivery and shipping costs of equipment.
6. All Delivery packaging must be removed from the location.
7. The Cartersville School Board reserves the right to accept or reject any and all proposals.
8. Proposals will be evaluated on price as well as references.
9. Bidder must submit a current W9 and e-verify documentation.
10. Bidder must submit at least six (6) samples of each individual tray.
11. Trays must be delivered within 7-10 calendar days of order being placed, with the first delivery occurring no later than May 24, 2018.
12. Further information regarding the RFP can be obtained by contacting:

*Christina Nichols*  
*Director of School Nutrition Services*  
*Cartersville School System*  
*Phone 770-387-4717*

**CARTERSVILLE PRIMARY SCHOOL  
TRAYS FOR SEALING MACHINE**

Trays must be fully compatible with the Form Plastics HCM100. In addition to meeting tray millage and dimensions, trays must have the following characteristics, which will be evaluated based on samples submitted.

1. Sit properly in sealing plates without sticking up or moving.
2. Allow adequate space between trays to be cut once they go through the sealing machine (i.e. no overlap of flanges).
3. Have smooth edges in order to ensure that the trays do not cut staff or students.

Bidders must submit at least six (6) samples of each size/style of tray.

Delivery must be within 7-10 days of each order placed with the first delivery arriving at Cartersville Primary School no later than 2:00pm EST on Thursday, May 24, 2018.

Approximate volume to be ordered between May 24, 2018 and July 27, 2018:

		Number of trays	Number of tray cases
2 Compartment – Ovenable	6 ½” x 5” x 1 ¾”	61600	40
3 Compartment - Ovenable	6 ½” x 5” x 1 ¾”	26400	25
2 Compartment – Ovenable	6 ½” x 5” x 1 ¾”	52800	40
2 Compartment - Natural	6 ½” x 5” x 1 7/8”	13200	15
1 Compartment - Clear	6 ½” x 5” x 1 7/8”	39600	30
Film as needed to accommodate trays ordered.			

Tray specifications are in the table on the following page.

Description	Tray Dimensions	Case Pack	Cases/Pallet
<b>Cold Trays</b>			
1 Compartment – Clear	6 ½" x 5" x 1 3/8"	1500	18
1 Compartment – Clear	6 ½" x 5" x 1 5/8"	1500	18
1 Compartment - Clear	6 ½" x 5" x 1 7/8"	1500	18
2 Compartment Nacho – Clear	6 ½" x 5" x 1 5/8"	1500	18
2 Compartment Nacho – Clear	6 ½" x 5" x 1 7/8"	1500	18
2 Compartment Hamburger-Natural	6 ½" x 5" x 1 ½ "	1500	18
3 Compartment Tray- Clear	6 ½" x 5" x 1 7/8"	1500	18
2 Compartment - Natural	6 ½" x 5" x 1 7/8"	1500	18
3 Compartment – Clear	8 7/16" x 6 13/32" x 2 1/8"	630	18
<b>Hot Trays</b>			
1 Compartment – Ovenable	6 ½" x 5" x 1 3/4"	1100	36
1 Compartment Nacho- Ovenable	6 ½" x 5" x 1 3/4"	1100	36
2 Compartment – Ovenable	6 ½" x 5" x 1 3/4"	1100	36
2 Compartment – Ovenable	6 ½" x 5" x 1 3/4"	1100	36
2 Compartment – Ovenable Hotdog	6 ½" x 5" x 1 3/4"	1100	36
3 Compartment - Ovenable	6 ½" x 5" x 1 3/4"	1100	36

<b>Film</b>	
8 7/8" X 5100' 985 Clear View	1 roll
10 3/8" X 2000' Dual Oven Perforated	1 roll
10 3/8" X 5100' Clear View	1 roll
10 3/8" X 5100' Dual Ovenable	1 roll

## PROPOSAL FORM

*Please include this cover sheet as (page 1) of your proposal*

Cartersville School System  
P.O. Box 3310  
15 Nelson Street  
Cartersville, Georgia 30120

Gentlemen:

We have carefully examined and fully understand the Instructions to Bidders and other documents found in the specifications as prepared by you.

We propose to enter into a contract to furnish, install items as specified at prices quoted.

Total bid proposal price for items listed:

\$ \_\_\_\_\_

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Company Representative Authorized to Submit this Proposal

\_\_\_\_\_  
Printed Name of Representative

\_\_\_\_\_  
Business Address/ Street, City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email

Office use only