



# Cartersville School System

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SUPERINTENDENT

KENNETH CLOUSE, Ed.S.  
ASSISTANT SUPERINTENDENT

## REQUEST FOR PROPOSAL

February 7, 2019

Dear Sir or Madam:

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. Marc Feuerbach, Superintendent  
Cartersville School System  
RFP #0460-0207-110 ENCLOSED  
P.O. Box 3310, 15 Nelson Street  
Cartersville, Georgia 30120**

no later than 2:00 p.m., Wednesday, March 6, 2019.

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

We invite your participation.

Respectfully,

Marc Feuerbach  
Superintendent

Enclosures

## INSTRUCTION TO BIDDERS

1. Proposals are due no later than 2:00 p.m., Wednesday, March 6, 2019, and shall be opened publicly at that time.
2. The Board will make the final decision on March 11, 2019.
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 items.
6. The Cartersville School Board reserves the right to accept or reject any and all proposals.
7. Proposals will be evaluated on price as well as references.
9. Vendor must provide a copy of **Certificate of Liability Insurance, E-Verification number, Workers Compensation Insurance and a W-9 form.**
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 22, 2019.
12. Further information regarding the RFP can be obtained by contacting:

*Ms Christina Nichols  
Director of School Nutrition Services  
Cartersville School System  
Phone 770-387-4717  
Mobile 760-579-3026*

## 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

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

Cartersville School System

**CARTERSVILLE HIGH 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 High School no later than 2:00pm EST on Wednesday, May 22, 2019.

Approximate volume to be ordered between May 22, 2019 and July 27, 2019:  
200,000 trays with film as needed to accommodate trays ordered.

| Tray Description         | Tray Dimensions    |
|--------------------------|--------------------|
| 2 Compartment – Ovenable | 6 ½” x 5” x 1 ¾”   |
| 3 Compartment - Ovenable | 6 ½” x 5” x 1 ¾”   |
| 2 Compartment – Ovenable | 6 ½” x 5” x 1 ¾”   |
| 2 Compartment - Natural  | 6 ½” x 5” x 1 7/8” |
| 1 Compartment - Clear    | 6 ½” x 5” x 1 7/8” |

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<br>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 |