

**ROCKWOOD SCHOOL DISTRICT CHILD NUTRITION SERVICES
GENERAL CONDITIONS AND SPECIFICATIONS
MILK AND MILK PRODUCTS BID FOR 2021-2022 SCHOOL YEAR**

1. Sealed bids must be received at the Rockwood Child Nutrition Services office, 17146 Manchester Rd., Wildwood, Missouri 63040 no later than 9:40 am on May 11, 2021. At this time, all bids will be publicly opened and read. **There will be no exceptions.**
2. **Two bids are being requested for the 2021-22 school year (July 1, 2021 – June 30, 2022). Bids will be awarded all or none and should be in the following formats:**
 - a. Escalating/De-escalating price
 - b. Firm price

3. Escalating / De-escalating Bid

All prices shall be firm for 30 days, after which prices for milk can increase or decrease in accordance with changes in Class I Skim Milk and Butterfat prices based on monthly Federal Milk Order Announcements for our geographical zone. Prices for milk delivered can be increased or decreased at the rate of \$0.001 per half pint for each full \$0.15 increase/decrease in milk per hundredweight.

4. Firm Bid

The firm bid will be for the period of July 1, 2021 through June 30, 2022. The milk prices should be firm for the school year.

5. Milk and other items specified are to be delivered to schools on days that school is in session in the Rockwood School District or a mutually agreed upon schedule. A map of the school locations is attached.
6. The estimated purchases for this year will be approximately 1,100,000 half-pint cartons of milk and 150,000 cartons of 100% juice.
7. Deliveries are required Monday through Friday between 6:30 A.M. and 10:00 A.M. or after lunch service, between 1:00 P.M. and 2:00 P.M. at all buildings unless otherwise approved and coordinated by the Director of Child Nutrition Services and the successful bidder.
8. If inclement weather forces cancellation of a school day, the supplier will be informed by public radio, television or the Rockwood website before 7:00 A.M. of that day. If the closure has an effect on the delivery schedule, information on an alternate schedule must be emailed to the Rockwood CNS Director.
9. All milk and milk products are to be kept at proper temperature to maintain food safety and quality during transport and delivery to buildings. Refrigerated trucks are the required means of transportation to maintain a safe and sanitary product. Deliveries are to be placed in designated reach-in coolers or walk-in refrigerators at each site and stock is to be rotated.
10. All milk and milk products covered under this contract are to be processed and delivered under the most sanitary conditions. Any products dated or coded for freshness must be delivered prior to the end of its freshness period and with a minimum of 10 days duration prior to expiration or pull date of product. All containers must be clean and delivered in sturdy, clean crates. The processing plant must provide a copy of the report showing a superior approval rating from the state and local Departments of Health.
11. Damaged or partially filled containers **MUST NOT** be used at any time. Leaking or damaged cartons will be returned for credit.

12. Each delivery must be accompanied by a legible delivery ticket with the name of school, date of delivery, quantity of each item delivered and total cost. Successful bidder will provide the Child Nutrition Services office with a **monthly** statement for each building.
13. County and state standards must be maintained during the contract period for all items listed on the bid form.
14. Unsold milk/juice will be returned for credit prior to both Winter and Spring breaks and at the end of the school year.
15. A scoring matrix will be used to determine the best cost benefit to the school district, the highest quality of products, and the best service suited to the school district's needs. Please refer to the table for criteria. In no event shall the District be required to explain the evaluation process or award selection to any Proposer.

Evaluation Components	Points
Price	40
Quality	25
Delivery Timeline	20
Service	10
Student Product Acceptability	5
Total:	100

16. Please provide the minimum order requirement for delivery.

I have read the above conditions and agree to all conditions of the bid.

Bidder's Company Name _____

Authorized Signature _____

Telephone _____

Date _____