

TAHOMA SCHOOL DISTRICT NO. 409
25720 Maple Valley-Black Diamond Road SE
Maple Valley, Washington 98038

CALL FOR BIDS
DAIRY PRODUCTS

Terms and Conditions

Sealed Bids will be received by the Tahoma School District No. 409, 25720 Maple Valley-Black Diamond Road SE, Maple Valley, Washington 98038, until 11:00AM, on Thursday July 27, 2017 for the purchase of Food Service Dairy Products for the 2017-2018school year.

1. General Instruction to Bidders:

Proposals shall be made on the forms herein provided. All bid prices are to be held firm until August 31, 2018. Bids and documents should be typewritten or legible printed in ink. Bids will be submitted in a sealed envelope addressed to: Tahoma School District No. 409, Director of Finance & Operations, 25720 Maple Valley Black Diamond Road S.E., Maple Valley, Washington 98038 and be clearly marked "Food Service Dairy Products Bid, July 27, 2017". Include the vendor's name and return address along with the bid date and time.

Bid Opening: Will be at 11:00AM, on Thursday July 27, 2017 at the Tahoma School District Administration Office. Any bid received after the closing time for the receipt of bids will be returned to the sender, unopened.

2. Board Right to Reject or Deny:

The Board of Directors of the Tahoma School District reserves the right to reject any or all bids and to waive any informalities or irregularities in the bidding procedure.

3. Consideration of Lowest Bidder:

Bid consideration shall be pursuant to RCW 43.19.1911 with price, delivery dates and dealer service being of primary importance.

4. Modifications:

Any erasures, interlineations or other corrections in the bid must be initialed by the person or persons signing the bid. No oral or telephonic modification of any bid submitted will be considered.

5. Taxes:

State sales taxes and federal excise taxes are **NOT** to be included in any item in this bid for purposes of comparison.

6. Examination of Specifications:

Bidders shall thoroughly examine and be familiar with the specifications. The failure or omission of a bidder to receive or examine any form, instruments, addendum, or other document, shall in no way relieve any bidder from obligations with respect to his bid or to the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

- 7. Hazardous Materials:**
Bidders shall be required to comply with all federal, state, and local laws relating to hazardous materials. In order to comply with WAC 296 62054 all materials furnished which may be classified as hazardous shall require that Material Safety Data Sheet (MSDS) for each hazardous material be furnished to the District at the time of delivery. No payment will be made on any hazardous material until the required MSDS form has been received.

Any hazardous material tax must be included in the price of the product bid. Tahoma School District will not be held responsible for any additional taxes (other than Washington State sales tax) and will not pay them if noted as a separate line item on invoices.
- 8. Interpretations:**
Questions regarding specifications should be addressed in writing to Cindy Darcy, Purchasing Agent, at cdarcy@tahomasd.us at least 72 hours prior to the bid opening date.
- 9. Signatures:**
The bid certification form must be signed in the name of the bidder and must bear the signature in longhand of the person(s) duly authorized as a representative to sign on the signature sheet page. Bids received without signature will not be considered.
- 10. Affirmative Action:**
Vendor agrees to comply with all Local, State, and Federal Laws prohibiting discrimination with regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
- 11. Conflict of Interest:**
No director, employee or agent of the Vendor/Contractor shall give or receive any commission, fee, rebate, gift or entertainment of significant cost or value in connection with the work, or enter into any non-consumer business arrangement with any director, employee or representative of Tahoma School District No. 409, other than as a representative(s) of the District, without prior written notification thereof the District. Any representative(s) authorized by the District's Superintendent may audit all records of the Vendor/Contractor, that pertain to the Tahoma School District, for the sole purpose of determining whether there has been compliance with this paragraph. Information obtained through this process shall be administered confidentially.
- 12. Contract Default:**
Your bid is subject to all terms and conditions as herein established in this bid request form and include price, quality and delivery. Failure to provide items bid in accordance to the purchase order and bid delivery schedule, will constitute contract default, and after due written notification, allows the district to declare the contract void and to purchase the merchandise on the open market. Any additional costs in procuring and distributing replacement product will be charged to the bidder.
- 13. Interpretation of Contract Documents:**
If any bidder is in doubt as to the true meaning of the plans, specifications or other contract documents, the bidder shall submit a written request for interpretation thereof to the Purchasing Agent. Any request for interpretation will be submitted no later than seventy-two (72) hours prior to the time scheduled for bid opening. Interpretation(s) will be made only by addendum duly issued, and a copy of each addendum will be mailed or delivered to each person receiving a set of bid documents. Tahoma School District will not be responsible for any interpretation or explanation of documents not covered by issued addendum.

14. **Hold Harmless:**
Bidder agrees to indemnify and hold harmless the district from all damages assessed against the district as a result of bidder's failure to comply with the acts and the standards issued there under and for the failure of the items furnished under this order to so comply.
15. **Rejection:**
All goods or materials purchased herein are subject to approval by Tahoma School District. Any rejection of goods or materials resulting from non conformity to the terms, conditions and specifications of this bid will be at the successful bidders expense.
16. **Bid Pricing:**
Bid prices shall be based on free delivery to ten school locations as stipulated on the orders for the year 2017-2018 of Tahoma School District No. 409, Maple Valley, WA 98038. Bid prices should be "firm Prices" through the end of the contract period. Proposals for non-firm pricing will be accepted and evaluated. Tahoma School District will award the contract to the vendor with the most competitive pricing and contract period which is in the best interest of the district.
17. **School Locations:**
Lake Wilderness Elementary School
24216 Witte Road Southeast
Maple Valley, WA 98038

Shadow Lake Elementary School
22620 Sweeney Road Southeast
Maple Valley, WA 98038

Glacier Park Elementary
23700 SE 280th St
Maple Valley, WA 98038

Rock Creek Elementary School
25700 Maple Valley/Black Diamond Highway SE
Maple Valley, WA 98038

Cedar River Elementary School
22615 Sweeney Rd SE
Maple Valley, WA 98038

Summit Trail Middle School
25600 SE Summit Landsburg Rd
Ravensdale, WA 98051

Central Kitchen
25638 Maple Valley/Black Diamond Highway SE
Maple Valley, WA 98038

Maple View Middle School
18200 Southeast 240th
Covington, WA 98042

Tahoma Elementary School
24425 Se 216th Way
Maple Valley, WA 98038

Tahoma High School
23499 SE Tahoma Way
Maple Valley, WA 98038

18. Quantity:

The quantity is approximate, based on as accurate an estimate as possible. However, the Tahoma School District does not obligate itself to accept delivery on more or less than is actually required.

19. Delivery:

Delivery days shall be scheduled with the knowledge of the district upon the award of the bid. Quantities shall be determined from a base order prepared by the dairy and then adjusted based upon delivery day's inventory.

Delivery dates will be adjusted during scheduled school holiday closures. Delivery will be required the first morning following each break. Scheduled breaks for the 2017-2018 school year are: Winter break 12/21/2017 – 1/2/2018, Presidents break 2/19/2018 – 2/23/2018, Spring break 4/9/2018 – 4/13/2018.

The delivery person shall place milk in coolers provided by the district at each school. The dairy shall provide a double milk dolly for each school.

20. Pull Dates:

Pull dates will be required to be the same or less than five days apart. Pull dates on all dairy products will be required to have a minimum of a twelve-day shelf life.

21. Days Off

Extra milk must be picked up prior to Winter Break, Presidents Break, Spring Break, end of year and other extended emergency days off. A schedule and a credit are to be arranged through the Food Service Supervisor.

Bid prices and delivery are to continue through the summer of 2018 to accommodate the Extended Enrichment Program – location to be determined each year.

22. Billing:

Separate accounts must be set up for Tahoma Senior High ASB, Tahoma Junior High ASB and Tahoma Extended Enrichment besides the general District Account.

23. Debarment, Suspension, Ineligibility and Voluntary Exclusion

In submitting the proposal to provide products and/or services as outlined in the bid specifications and signing the bid certification form you hereby certify that you have not been suspended or in any way are excluded from Federal procurement actions by any Federal agency. If information becomes available, contrary to the certification, such as evidence may be grounds for non-award or nullification of a bid contract.

**TAHOMA SCHOOL DISTRICT NO. 409
Maple Valley, WA**

Bid Certification Form

I hereby certify that I have read and understand the bid document for **Food Service Dairy Products**. Signature is required for bid to be considered for award.

It is understood that this bid may not be withdrawn, nor may a contract proffered based on this bid be refused within sixty (60) days after the date for opening thereof.

The undersigned, having carefully examined your specifications and request for bid, hereby agrees to **Supply and deliver food service dairy products** in full accordance with the conditions and stipulations herein.

Bids should be delivered in sealed envelopes marked "Food Service Dairy Products Bid, dated July 27, 2017 at 11:00 a.m."

Authorized Signature: _____

Printed Name: _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

TAHOMA SCHOOL DISTRICT NO. 409
FOOD SERVICE DAIRY PRODUCTS
2017 - 2018 School Year
Every other day delivery per site

LINE #	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED
1	Grade A pasteurized, homogenized fat free (skim) chocolate milk (no high fructose corn syrup) in plastic-coated 1/2 pints.	300,000		
2	Grade A pasteurized, homogenized 1% milk in plastic-coated 1/2 pints.	77,000		
3	Grade A pasteurized, homogenized 1% milk in a 1 gallon jug.	165		
4	Grade A pasteurized, homogenized 1% milk in 1/2 gallon plastic-coated 1/2 gallon.	330		
	TOTALS			