Bids are being solicited for Dairy Products for the 2012-13 school year.

General Specifications

Bid Opening: Monday, April 30, 2012, 3:00 p.m.
Enumclaw School District Business Office
2929 McDougall AVE
Enumclaw WA 98022
360-802-7120

1. **DELIVERY OF THE BID**: It shall be the bidder’s sole responsibility to see that the bid is delivered to the school district business office prior to the time set forth above. All bids must be in a sealed envelope marked with Dairy Bid #100. Attn: Tim Madden, Director of Business and Operations.

2. **BID OPENING**: All bids received by the district by April 30, 2012, 3:00 p.m. will be opened at the address indicated above. Any bid received after that time will be returned to the bidder unopened and will receive no consideration by the district. No bidder will be permitted to alter his bid after the time set for opening bids by the district. This includes the addition or deletion of items or signatures. All bidders and other interested persons are invited to be present at the bid opening.

3. **PUBLIC DISCLOSURE OF PROPOSALS**: This procurement is subject to Washington Public Disclosure Act, RCW 42.56. Bids submitted shall be considered public documents unless the documents are exempt under the public disclosure laws. After the selection process has been concluded and a contract has been signed by both parties, bids shall be available for inspection.

4. **AWARD**: Award of the bid will be at the board meeting in May 2012.

5. **DISTRICT CONTACT**: Tracy Holyan, Food Service Supervisor, Enumclaw High School (360) 802-7714

6. **DELIVERY SCHEDULE**: Twice a week, Monday & Thursday or Tuesday & Friday.

7. **DELIVERY SITES**: 5 Elementary Schools, 2 Middle Schools, and 1 High School.

8. **RESERVATIONS**: The Board of Directors reserves the right to accept or reject any or all bids, and to waive any or all informalities.

9. **QUANTITIES**: The quantities are estimates only. Quantities ordered may be more or less depending on school district requirements.
10. **PERFORMANCE:** On failure of the successful bidder to furnish any articles as specified in the bid, of the quality specified, or by the date specified, the District reserves the right to purchase same in the open market. If a greater price is incurred, the District shall have the right to collect the difference from the successful bidder.

11. **BILLING:** Payment will be made from the vendor’s original invoice. An invoice is to be submitted to the ACCOUNTS PAYABLE DEPARTMENT.

12. **CONTRACT PERIOD & COVERAGE.** This contract shall run from August 2012 through July 2013 and shall be renewable for periods of one (1) year each for the next successive two (2) years unless terminated for cause or by written notice for either party within thirty (30) days of the contract renewal date. A yearly priced adjustment will be made based on the current June USDA hundred weight cost of milk for the State of Washington.

13. **PRICE INCREASE:** On each anniversary date of the current contract, for term of contract, the awarded vendor may request an adjustment in prices/discounts not to exceed annual increase in the Tacoma Consumer Price Index. Awarded vendor must submit written request to the Purchasing Agent at least 60 calendar days ahead of the contract anniversary date. This does not prevent the District from receiving advantage of any promotion pricing which may occur during the contract period.

14. **SUSPENSION AND DEBARMENT:** Entities are prohibited from contracting with/or making sub awards to parties that are suspended or debarred or whose principals are suspended or debarred, and all sub recipients are certifying by submission of this bid that the organization and its principals are not suspended or debarred. An entity may rely on this certification unless it knows that it is erroneous

15. **NONDISCRIMINATION STATEMENT:** The contractor assures the Enumclaw School District that its agency/labor union will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities and all contracts for goods and services will be considered and will not be discriminated against on the basis of race, color, national origin, gender or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-136; and Title IX/RCW. 28A 640 of the Education Amendments of 1972, as amended.

   **In the event of non-compliance** by the contractor with any of the non-discrimination provisions of the contract, the Enumclaw School District shall have the right, at its option, to cancel the contract in whole or in part. If the contract is cancelled after part performance, the Enumclaw School District shall be obligated to pay the fair market value or the contract price, whichever is lower, for goods or services which have been received and accepted.

16. **HACCP:** All bidders are required to submit with bid form a statement that they have a formal HACCP manual and are following safety and sanitation procedures.
Specifications: Milk

Milk deliveries will begin at the one week prior to the start of the school year. Access is limited during non-school days. A copy of the school is included with specifications. Questions regarding the specifications should be directed to Tracy Holyan, 360-802-7714.

You are invited to submit a bid, which will include the price per half-pint and full pint waxed paper cartons.

They must adhere to the following specifications:

All 1% white and non-fat chocolate/strawberry milk must meet USDA specifications and contain at least the minimum fortifications of Vitamins A and D as required BY THE USDA.

Milk must be handled in strict accordance with the “best sanitary practices” and delivered in leak-proof, clean cartons and clean cases. Milk cartons must be sealed so that they are easily opened by students of all ages. The supplier of these milk cartons shall be notified of any problems and such problems must be rectified within two (2) weeks.

Orders will be given by the school lead no later than 12:00 p.m. (Noon) on the day before a delivery is scheduled. Enumclaw School District currently orders approximately 4000 cartons of milk per day, 3000 chocolate/strawberry and 1000 white.

The milk must be delivered cool, at approximately forty-degrees Fahrenheit. Temperatures may be taken and documented at time of delivery.

Enumclaw School District reserves the right to reject any or all bids and to cancel the contract at any time, if it is in the opinion of the school board, the standards of the quality, or service as set forth above are not met.

Vendors may be assured they will not have to return to school to pick up small quantities of left over milk on a daily basis. However, drivers will pick up and issue credits for left over milk before Mid-Winter Break, Winter Break, Spring Break and the end of the school year.

Any milk reported by the District as unsatisfactory due to taste, consistency, color, or containing foreign objects, will be picked up within 24 hours by the dairy. The dairy is responsible for analyzing these problems and notifying the Food Service Manager in writing, the results of the findings.
PRICE FORMULA

Unit Prices for milk shall be based upon the April 2012 USDA, published; hundred weight cost of milk for the State of Washington. Bid prices must be held to unless and only if the hundred weight cost of milk increases or decreases. Increases and decreases in the bid price may then occur on a monthly basis only, and must be preceded by notification with current and bid hundred weight prices. Enumclaw School District requests that the successful bidder provide a monthly update on the hundred weight cost of milk, beginning September 2012.

Deliveries will be required at the following locations:

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enumclaw High School</td>
<td>226 Semanski St S, Enumclaw</td>
</tr>
<tr>
<td>Thunder Mountain Middle School</td>
<td>42018 264th Ave SE, Enumclaw</td>
</tr>
<tr>
<td>Enumclaw Middle School</td>
<td>550 Semanski St S, Enumclaw</td>
</tr>
<tr>
<td>Byron Kibler Elementary School</td>
<td>2057 Kibler Avenue</td>
</tr>
<tr>
<td>Sunrise Elementary School</td>
<td>899 Osceola at 244th Ave SE</td>
</tr>
<tr>
<td>Southwood Elementary School</td>
<td>3240 McDougall Ave, Enumclaw</td>
</tr>
<tr>
<td>Westwood Elementary School</td>
<td>21200 SE 416th, Enumclaw</td>
</tr>
<tr>
<td>Black Diamond Elementary School</td>
<td>25314 Baker St, Black Diamond</td>
</tr>
</tbody>
</table>

Quantities listed are approximate, 20 operating days, per month and could be increased or decreased as much as 20%. The District shall not be obligated to accept delivery on more or less mild or mild products than is actually requested.

Deliveries will be twice each week and will need to be coordinated with the cook at each building. Daily deliveries should be no later than 10:00 a.m. on school days. The Enumclaw School District will consider exceptions to delivery schedule, upon special request of the successful bidder. Bidders proposed delivery schedule must be attached to bid proposal.
Enumclaw School District
SPECIFICATIONS
DAIRY PRODUCTS

Food Service Department:

- 1 gal. 1% milk – est. 120 gallons yearly
- ½ pt. cartons 1% white milk – est. 160,000 units yearly
- ½ pt. cartons non-fat Chocolate milk – est. 160,000 units yearly
- ½ pt. cartons Strawberry non-fat
- Ice Cream mix
- Ice Cream Bars:
  - Arctic ice cream bars Each
  - Popsicle – Super Treats Each
  - Dixie Cups Each
  - Fudgesicles Each
  - Strawberry Kernel Crunch Bar Each
  - Vanilla sandwich Each
- Sour cream non-dairy 5 lbs.
- Sour cream non-dairy 32 lbs.
- Yogurt 4 oz.
- Yogurt- Vanilla 32 oz.
- Cottage cheese 1% 5 lbs.
Enumclaw High School Buzzy’s Espresso:

- 1 gal non-fat or skim milk
- 1 gal 2% milk
- 1 gal whole milk
- 1 quart Half and Half
- ½ gal Half and Half
- 1 pint Heavy Whipping Cream
- 1 quart Heavy Whipping Cream
- ½ gal Heavy Whipping Cream
- Aerosol Whip Cream- 14 oz.
- Butter 1 lb. salted
- Butter 1 lb. unsalted
- Butter patties
- 1 dozen eggs
- 5 dozen eggs
- 15 dozen eggs
- Cream Cheese (individual servings)
  - Cream Cheese 3 lbs.
  - Sour Cream 1 lb.
  - Ricotta Cheese 5 lb.
- 1 quart Buttermilk
- Vanilla Yogurt 6 oz.
- Cheeses:
  - Cheddar- block
  - Cheddar-shredded
  - Parmesan- grated
  - Parmesan- shredded
  - Blue Cheese- crumbles
  - Blue Cheese- block
  - Mozzarella- shredded
  - Mozzarella- block
  - Jack Cheese- shredded
  - Jack Cheese- block
  - Swiss Cheese- shredded
  - Swiss Cheese- block
- Sliced Cheeses:
  - Cheddar
  - American
  - Swiss
- Torani and Divinci Syrups
- Jet Tea
- Chargers for Whip Cream Aerosol Containers
- Ice Cream Cups
  - Vanilla Each
  - Chocolate Each
  - Orange/Vanilla Combo Each
The undersigned agrees to all stipulations included in the specifications and to deliver items specified at the prices listed.

Proposed delivery schedule is attached to this bid sheet.  
Debarment Certification Enclosed  
HACCP Program Statement Enclosed  
Delivery Rate above FMO state monthly price per carton of milk  

Date ____________________________

Legal Name of Vendor__________________________________________________________

Address:____________________________________________________________________
____________________________________________________________________________

Phone: ___________________________ /fax ________________________________________

Signature: ______________________Name printed: __________________________

Title:  

__________________________________________