



**MASCOUTAH COMMUNITY UNIT SCHOOL DISTRICT #19**

**NOTICE OF BIDS TO BE RECEIVED**

**GENERAL SPECIFICATIONS**

**BID FORM LISTING ITEMS TO BE BID**

MASCOUTAH COMMUNITY UNIT SCHOOL DISTRICT #19

421 West Harnett Street  
Mascoutah, Illinois 62258

NOTICE OF BIDS TO BE RECEIVED

The Board of Education of Mascoutah Community Unit School District #19 will receive firm bids for the list of food items until 2:00 pm., local time, June 6, 2018 at the Business Office, 421 West Harnett Street, Mascoutah, Illinois, 62258, at which time and place all bids will be publicly opened and contents will be announced. Sealed bids for providing all or a part of the food items must be submitted on the proper bid form to the Mascoutah Community Unit School District #19, Administrative Support Center, 421 West Harnett Street, Mascoutah, Illinois, 62258, and marked "Sealed Bid-Food". Deadline for bidders to ask questions is Wednesday, May 30, 2018 by 3:00 p.m. local time. Selected bidder will be approved at the District's June Board of Education meeting.

It is understood and agreed that the forwarding of the specifications and the entertaining of any proposal or proposals shall impose no obligations or liability whatsoever upon the Mascoutah Community Unit District #19 Board of Education, their employees or agents. The Mascoutah Community Unit School District #19 reserves the right to waive technicalities or irregularities, to reject any or all proposals and to accept the bids in the best interest of the District.

Specifications and bid forms are available at the Administrative Support Center, 421 West Harnett Street, Mascoutah, Illinois, 62258 or via the District's website, [msd19.org](http://msd19.org). For further information, please call Dr. Frank Williams, 618-566-7414.

Dated this 23 day of May, 2018.

Dr. Frank Williams  
Director of Business & Operations

MASCOUTAH COMMUNITY UNIT DISTRICT #19

GENERAL CONDITIONS

Bid Period: Firm bids will be effective from August 1, 2018 through July 31, 2019.

System of Awards: Multiple Awards are expected to be made, with the lowest responsible vendor complying with the specifications to be awarded on an item per item basis. Bidders shall submit price quotes using the packaging as specified. In determining the successful bidder, the BOARD will award bids in accordance with the specifications to the lowest responsive and responsible bidder(s) and also consider overall quality of the item, past experience with the same products, and service qualifications of the bidder.

Packaging: The vendor is responsible to indicate packaging that differs from the specifications under the column marked "vendor packaging".

Estimated Quantities: Quantities indicated on Bid Proposal Forms are estimated total requirements for the bid period based on anticipated use. They will provide the basis for determining the lowest bid complying with specifications for each item and are submitted as information. The School Food Service Department will furnish the successful bidder with actual quantities as needed and will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price quoted.

Orders: All orders will be placed directly with the awardee by the Food Service Director on a weekly basis. The District reserves the right to terminate all or part of the contract at its convenience with a 10 day notice.

Deliveries: Deliveries shall be made to Mascoutah High School, Mascoutah Middle School, Mascoutah Elementary School, Scott Elementary School and Wingate Elementary School Cafeterias between the hours of 7:00 a.m. and 10:00 a.m., on days established by agreement between the District and selected vendors, and deliveries shall be made the storeroom, refrigerator, and/or freezer designated by the District. Vendors shall be responsible for providing all transportation and tools (including delivery vehicles, hand trucks, lifting equipment, etc) required to deliver the items from the Vendor's facilities to the storage area designed by District.

The carrier shall utilize properly insulated mechanical or thermostatic temperature control refrigeration equipment. Such equipment must be capable of maintaining proper temperature to protect the product. The Vendor will pick up and accept responsibility for any items delivered in a damaged or dirty condition or not meeting specifications.

The Vendor shall agree to save and hold harmless as well as defend and indemnify the Mascoutah Community Unit School District #19, its agents, and employees, from any and all actions or causes of action, or claims for damages, including the expense of defending suit arising or growing out of the performance of, or failure to perform its contract.

Invoices and Statements: All items on delivery tickets must be billed according to description of item quoted on bid. Unit prices for all items shall be recorded and invoices be accurately extended. Delivery tickets and credit memos must be signed by an authorized school employee and two copies left with the Food Service Department at the time of delivery. A monthly statement must be sent to Mascoutah Community Unit School District #19, 421 West Harnett Street, Mascoutah, Illinois by the Vendor no later than the fifth of the month following delivery.

Supplier Shortage: Any supplier "shortage" must be brought to the District's attention at the time the supplier's representative accepts the written order. In every instance of a shipping "shortage" the supplying company is to notify the District, as the Food Service Buyer, immediately and without fail prior to delivery of that order. Shortages may be deemed evidence of the Vendor's inability to perform in the future and may result in termination of the District's contract with the Vendor.

Substitution: Any awarded supplier who desires to substitute products for those items included in the awarded contract must notify the District's Food Service Director five (5) days prior to delivery for acceptance or rejection. Substituted items are to be provided at the contract price. If District rejects a substitute, the Vendor shall provide original product.

Grading: Grading included in the specifications of this bid are meant to be only those as specified by the United States Department of Agriculture. Whenever the Bidder's available House Grade is not equal to the U.S.D.A. Grade as specified, do not bid on that item. Food shall be of normal flavor, odor, and bright color.

Coupons: Bids are to be submitted on the basis of supplying food products only. Bid prices shall not include allowances for premiums or coupons.

Bid Price: The bid price shall include all charges including transportation and delivery costs. The prices shall not include any Federal or State taxes as the District is exempt and will not pay such taxes.

Alternate Brand: If an alternate brand is quoted for a specified brand, the alternate brand must be of equal or superior quality and the brand name must be specified. A sample of the alternate item must be submitted within five (5) days of bid opening.