



ALEXANDRIA
Public Schools

Our Mission

To achieve educational excellence and
to inspire a life-long passion for learning.

Our Vision

To be an extraordinary school district that tailors
learning for each child, by working together!

DATE: May 7, 2024

TO: Milk Vendors

FROM: Janeen Peterson, Director of Food Service
Independent School District No. 206
1410 South McKay Ave, Suite 201
PO Box 308
Alexandria, MN 56308

RE: **Invitation for bids for school milk, frequency of delivery and necessary equipment for the district's school milk programs for the 2024-2025 school year.** In Addition, price quotes are requested for related dairy products listed.

The Board of Education of Independent School District No. 206, Alexandria, Minnesota, will accept sealed bids for milk and frequency of delivery for the school milk programs, according to specifications and conditions enclosed in this letter, for the 2024-2025 school year, with the possibility of renewing the milk vendor bid for two additional one year terms (2025-2026 and 2026-2027 school years). Bids must be submitted on specific forms, also enclosed in this packet.

Sealed bids must be received in the office of the Director of Food & Nutrition Services at 1410 South McKay Ave, Suite 201, Alexandria, MN, 56308, no later than Monday, June 10, 2024, at 10:00 a.m. **LABEL SEALED ENVELOPE "MILK BID"**. The bids will be opened and tabulated by Janeen Peterson, Director of Food & Nutrition Services.

On June 17, 2024, at 7:00 p.m., the School Board will meet to evaluate the bids and act thereon. The school district reserves the rights to accept, reject, or waive any informality of any bid and to make an award for this bid, which is deemed most favorable and advantageous to the school district. If further information is desired, please contact **Janeen Peterson, Director of Food & Nutrition Services**, at phone number **320-762-3315 x4982 before 4:00 p.m., June 4, 2024.**

Food & Nutrition Services

1410 South McKay Avenue, Suite 201, P.O. Box 308, Alexandria, MN 56308 | P: (320) 762-3315 | F: (320) 762-2765 | www.alexschools.org/fns

This institution is an equal opportunity provider.

INDEPENDENT SCHOOL DISTRICT #206
Alexandria, Minnesota

SPECIFICATIONS AND CONDITIONS FOR SCHOOL MILK AND RELATED PRODUCT
REQUIREMENTS AND REQUIRED FREQUENCY OF DELIVERIES FOR THE 2024-2025
SCHOOL YEAR.

SECTION I GENERAL CONDITIONS

- A. Invitation to Bid: the Office of the Food & Nutrition Services at 1410 South McKay Ave, Suite 201, Alexandria, MN, 56308, will receive sealed bids.
- B. Specifications and bid forms are combined and bid proposals MUST be on the forms provided. Failure to comply with this provision may cause rejection of a bid.
- C. It shall be the responsibility of the bidders to acquaint themselves with all factors relative to this bid and all conditions that might affect the goods and/or services to be supplied under the bid call.
- D. Bidder's Qualifications: The district reserves the right to refuse to consider the bid of a bidder who is not known to be reliable, skilled, and regularly engaged in providing the service and goods for which bids were invited. In addition, the district may require of any bidder evidence satisfactory to the district of the bidder's financial responsibility, and ability to efficiently, economically and satisfactorily perform the services and deliver the goods required by the district.
- E. Bid and Award Options: A bidder may submit either a firm price bid or a bid subject to the escalator clause, or both, and the district may make the award to either a firm price bidder or a bidder whose bid is subject to the escalator clause.
- F. General Criteria of Award: Bid awards for those goods and/or services will be made based upon, but not limited to, pricing; ability of bidder to fulfill contract and specification requirements; and prior experience along with performance of the bidder in regard to product quality, adherence to delivery schedules, equipment considerations and accuracy of billing.
- G. Guarantee: The successful bidder shall agree to unconditionally guarantee all goods supplied against inferiority as to specifications and conditions. All products delivered to the district shall be packaged under applicable federal, state and local requirements and shall be delivered before the freshness coding dates inscribed on the individual packages. Any items that are rejected by the district because of damage or defect, including items delivered beyond their freshness coding dates, and leaky cartons, shall be removed and replaced without cost to the district.
- H. Delivery: Costs of delivery shall be included in the bid price.
- I. Delivery Schedule Specifications: Delivery requirements are listed in Section II below as per school.
- J. Correspondence: All correspondence regarding these specifications or other matters relating to this bid call should be directed to: Janeen Peterson, Director of Food & Nutrition Services, ISD 206 – Alexandria Area Schools, 1410 South McKay Ave, Suite 201, Alexandria, Minnesota, 56308. (320) 762-3315 x4982.

SECTION II DELIVERY SCHEDULE

- A. **Delivery Days:** It is agreed that the undersigned vendor will provide delivery of milk and dairy products on the following days of the week as specified below for the 2024-2025 school year.

<u>SCHOOL</u>	<u>DELIVERY DAYS</u>
Discovery Middle School	2 days/week M/TH by 10:00 a.m.
Alexandria Area High School	2 days/week M/TH by 10:00 a.m.
Voyager Elementary School	2 days/week T/TH by 10:00 a.m.
Lincoln Elementary School	2 days/week M/F by 10:00 a.m.
Woodland Elementary School	2 day/week M/TH by 10:00 a.m.
St. Mary's Elementary School	2 days/week T/F by 9:00 a.m.
Carlos Elementary School	1 days/week Tues., by 11:00 a.m.
Garfield Elementary School	1 days/week Mon., by 10:00 a.m.
Miltona Elementary School	1 days/week Tues., by 11:00 a.m.

1. Milk will be delivered to each site's storage cooler and rotated for maximum freshness, including stand-alone milk chests.

An alternate delivery schedule may be considered. Please notify Janeen Peterson, Director of Food & Nutrition Services, to discuss an alternate delivery schedule. (320) 762-3315 x4982

- B. **Scheduling:** Due to specific areas being closed to "bus only" traffic or children on the playgrounds, deliveries **CANNOT** be made during these times at the following schools:

Voyager Elementary School	7:30 a.m. to 8:10 a.m. and 2:10 p.m. to 2:45 p.m.
Lincoln Elementary School	7:55 a.m. to 8:30 a.m. and 2:30 p.m. to 3:00 p.m.
Woodland Elementary School	7:30 a.m. to 8:10 a.m. and 2:10 p.m. to 2:45 p.m.
St. Mary's Elementary School	8:00 a.m. to 8:30 a.m. and 2:30 p.m. to 3:00 p.m.
Carlos Elementary School	7:30 a.m. to 8:15 a.m. and 2:00 p.m. to 2:45 p.m.
Garfield Elementary School	7:30 a.m. to 8:15 a.m. and 2:00 p.m. to 2:45 p.m.
Miltona Elementary School	8:10 a.m. to 8:50 a.m. and 2:40 p.m. to 3:20 p.m.

- C. **Delivery Locations:**

Alexandria Area School	4300 Pioneer Road, Alexandria, MN 56308
Discovery Middle School	510 McKay Ave N, Alexandria, MN 56308
Voyager Elementary School	203 Voyager Drive, Alexandria, MN 56308
Lincoln Elementary School	1120 Lark St, Alexandria, MN 56308
Woodland Elementary School	1410 South McKay Ave, Alexandria, MN 56308
St. Mary's Elementary School	421 Hawthorne St, Alexandria, MN 56308
Carlos Elementary School	20 Douglas Ave, Carlos, MN 56319
Garfield Elementary School	303 Sanstead St East, Garfield, MN 56332
Miltona Elementary School	271 Dale St., Miltona, MN 56354

SECTION III ASSIGNMENTS: The contractor shall not assign the whole or any part of this contract without written consent of the Owner.

SECTION IV COLLUSION OF BIDDERS: Collusion between bidders is cause for rejection of all bids of bidders involved.

SECTION V OWNER'S RIGHT: In the event of substantial changes in the school meals program and subsequent volume usage, the Owner reserves the right to re-negotiate prices with the successful bidder(s).

SECTION VI ALTERATIONS and ERASURES: All bids must be typewritten or in ink. As stated in MN Statute 123.37, a bid containing an alteration or erasure of any prices contained in the bid which is used in determining the lowest responsible bid shall be rejected unless the alteration or erasure is corrected as herein provided: An alteration or erasure may be crossed out and correction thereof printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

DETAILED SPECIFICATION

SECTION A MILK

1. Contract period July 1, 2024 through June 30, 2025. The District retains the option to renew the contract for two additional one year terms for a total of three years. Price changes for renewal must be submitted by April 1 of each year and will be approved only with documented cost increases to the vendor. All terms and conditions of this bid specification will apply to all contract renewals.
2. The milk shall be processed and bottled in a dairy plant which has been approved by the Public Health Service Food and Drug Administration, Department of Health, Education, and Welfare and is listed in the publication "Sanitation Compliance and Enforcement Rating of Interstate Milk Shippers", prior to submission of offer.
3. The milk shall be pasteurized and homogenized.
4. The successful vendor will deliver predetermined quantities and varieties of milk to school site coolers. All details of this service must be negotiated with, and satisfactory to, the Food & Nutrition Services Director prior to the award of this contract.
5. Cartons and bags used for packaging products must state exactly what is contained inside. Carton and bag must yield accurate measures of fluid ounces of milk. The milk shall be maintained at 39 °F or below in storage and not exceed 40°F at the time of delivery.
6. Prior to extended holiday or vacation, the successful vendor agrees to remove all of the unused milk supply that does not have a satisfactory expiration date on the carton from each school site of the District in order to insure fresh stock at all times. Full credit will be issued for unused milk returned to the vendor.

7. The Owner reserves the right to change the quantities and varieties of milk to be delivered, as well as changing the delivery sites and/or days during the contract period.
8. All milk products must be available for every day that school is in session. All product shortages must be communicated to the FNS Director prior to delivery. Substitutions must be pre-approved by the FNS Director. Discontinuation of products listed in this contract may be cause for nullification of the contract.
9. Commercial, brand and/or National School Lunch and Breakfast logo markings shall be acceptable. All cartons shall be marked with the date of packaging. Logo markings shall all be the same in each case.
10. The undersigned vendor agrees to furnish pasteurized, fortified Vitamin A & D Grade A milk for the school breakfast, lunch and milk programs for the 2024-2025 school year.
11. Milk must be delivered to all sites by Thursday, August 29, 2024 by 12:00 p.m. for Alexandria schools to ensure complete delivery for the first day of school. Any unused milk must be removed from the schools by Friday, June 6, 2025, and full credit issued.
12. All products must be delivered in clean, sealed, and sanitized cartons or bags. All products should be fresh and serving dates should fall well within the maturity date stamped on the product. Milk cases are to be clean, plastic material, no galvanized or metal material.
13. The successful vendor will be given orders for each building. Invoices must also be by building.
14. Vendor to supply usage report for contract period, by item, monthly and in mid-June 2025.
15. Bids will be considered with firm pricing and optional escalation/de-escalation pricing. Bids with escalation/de-escalation pricing must state all factors, which will affect pricing and must be indexed to the Federal Milk Order. Vendors submitting bids must specify month the pricing was based upon.

MILK PRODUCT	<u>FIRM BID</u>	<u>ESCALATOR BID</u>
Fat Free Skim, half-pint <small>paper carton</small>		
Fat Free Skim, half-gallon		
Fat Free Skim, gallon		
Fat Free Skim, 5 gallon		
Chocolate Fat Free Skim, half-pint <small>paper carton</small>		
Chocolate Fat Free Skim, 5 gallon		

1%, half-pint		
1%, half-gallon		
1%, gallon		
1%, 5 gallon		
2%, half-gallon		
2%, gallon		
Lactose Free/Sweet Acidophilus, Skim HPT		
Sweet Acidophilus, skim half- gallon		

SECTION B OTHER PRODUCTS

In addition, please quote prices on the following products:

<u>PRODUCT</u>	<u>FIRM BID</u>	<u>ESCALATOR BID</u>
Small Curd Cottage Cheese 2%, 5# container		
Low Fat Cottage Cheese, 5# container		
Half & Half Cream - pint		
Buttermilk - quart		
Buttermilk – half-gallon		
NON FAT Sour Cream, 16 oz		
NON FAT Sour Cream, 4-5# container		

Please submit nutritional information for all items to include the following information:

- Calories
- Saturated Fat
- Vitamin A
- Vitamin C
- Iron
- Protein
- Calcium
- Other nutritional information available

No guarantee of minimum or maximum quantity is made or implied. The school district shall neither be compelled to order any quantity of any item nor be limited in the total quantity ordered on any item.

SECTION V BID FORM

School Board
Independent School District #206
1410 South McKay Ave, Suite 201
Box 308
Alexandria, MN 56308

School Board Members:

In accordance with the general specifications and with these specifications (as outlined), the undersigned bidder hereby proposes, and if this proposal is accepted, agrees to enter into contract with the Independent School District No. 206, Alexandria, Minnesota, to furnish and deliver milk products and adhere to delivery schedules for the 2024-2025 school year as required and specified on the specific forms enclosed for the firm unit prices or escalation/de-escalation unit prices, as indicated and directed by the Food & Nutrition Services Director for Alexandria School District No. 206.

BIDDER TO STATE ESCALATION/DE-ESCALATION FACTORS:

Bidder Company Name _____

Bidder Address _____

Bidder Phone Number _____ Bidder Fax Number _____

Printed Name _____ Title _____

Signature _____ Date _____

It is understood that if the bidder provides a bid for a firm price only, that price shall apply without regard to any fluctuations in the market or in premium handling charges.

If an escalated/de-escalated price bid is used, enter under "Escalated/De-escalated Price Adjustment" the bid price first, then the amount of price adjustment which will be made each time the price of raw milk increases _____ cents per hundred weight, based on the applicable Federal Market Order, and /or on premium handling charges.

Current Federal Market Order Price Per Hundred weight _____ as of this date _____

Current Premium Handling Charges _____ as of this date _____

BIDDER'S ASSURANCE OF COMPLIANCE

The Board of Education
ISD 206 – Alexandria Area Schools
Alexandria, MN 56308

School Board Members:

The undersigned, being familiar with the provisions and conditions of these specifications for the purchase of milk products and miscellaneous dairy products, hereby proposes to furnish and deliver, as specified and directed to Alexandria School District No. 206.

The bidder has carefully checked all items as to description listed on the specifications form, has properly identified or described proposed substitutions on the bid proposal, including all special provisions, and any deviation or exceptions have been clearly cited herein. It is understood that these deviations and exceptions will be considered a conclusive and an official part of this bid proposal.

In submitting this bid, it is understood that the right is reserved by the Owner to reject any or all bids, and it is agreed that this bid may not be withdrawn during a period of sixty (60) days from the time of the opening of the bid.

Bidder Company Name _____

Bidder Address _____

Bidder Phone Number _____ Bidder Fax Number _____

Printed Name _____ Title _____

Signature _____ Date _____

ISD 206 Printed Name _____ Title _____

Signature _____ Date _____