

Instructions to Vendors:

1. Proposals:

- a. Proposals must be received no later than: Monday, August 25, 2014 at 11:00am
- b. Proposals must be made on the New Haven USD form provided here and shall be submitted to Angelia Nava, Director, Child Nutrition and District Warehouse Union City, CA 94587. Mailed proposals should be addressed to 831 Faber Street Union City, CA 94587
- c. Pricing and notations must be written in ink; pricing should be stated in units to the third decimal place. Proposal form must be signed by an authorized agent of the organization submitting the proposal; signatures of all individuals shall be in ink, in longhand. Any corrections or notations must be made in ink and initialed adjacent by the person signing the proposal.
- d. This proposal shall cover the period of July 1, 2013 through July 30, 2014 with the option to renew for additional two (2) twelve (12) month periods by mutual written consent (referenced Ed Code 17596).
- e. Quantities listed here are estimates of the New Haven USD District needs for the proposal period. These are estimates only and should not be construed to be a commitment to a minimum or a limitation to a maximum.
- f. Award shall be made based on the lowest responsive, responsible proposal based on pricing for core items, Articles 1.a. through 1e. New Haven USD reserves the right to reject any or all bids, or any part thereof; to waive any informality or irregularity in the proposal; and to accept proposals that are in the best interest of the purchasing group.

2. Product:

- a. All products must comply with CDE and USDA requirements. All milk products shall be hormone free with no rBHT, rBGH or rBST.
- b. Manufacturer's Nutritional Analysis Data Sheets and/or CN label must be submitted with the proposal for every product proposed.

Samples of items, when requested, shall be furnished free of cost. Failure to provide samples within a reasonable period may be cause to reject the related proposal as non-responsive. ^{c.}

3. Terms:

- a. Milk 'use by' dates must be coded to have a minimum 10 day shelf life upon the date of delivery. Milk product is to be rotated at each site with every delivery and out of date product shall be returned and credited. Product shall be picked up and credited at each break period, including winter and spring breaks. Where schools serve breakfast, milk must be available for service first morning back to school from break period no later than 7:30am.
- b. Payment terms are 30 days net. Each District shall be billed individually at the close of each calendar month, on an itemized invoice including delivery date, delivery location and units sold by item.
- c. Pricing will not be increased without prior written authorization of New Haven USD Food Services. Proposed increases must be submitted 30 days in advance with documentation of corresponding consumer index price increase relative to this commodity.
- d. Product shall be delivered as specified by eDistrict to the sites listed on District itemized estimate sheet. If volume increases for any school site to a level that requires an additional delivery, the delivery schedule shall be modified to accommodate additional deliveries as needed. If the scheduled delivery date falls on a holiday, delivery must be made on the next school day within the same time frame designated for each delivery site. Upon award, the successful vendor will submit a District delivery schedule to District for approval. Proposed changes in the delivery schedule must be approved by the District in writing prior to the implementation of any such change.
- e. In no event will additional shipping, handling, fuel or other surcharges apply.

Estimated District Requirements • 2014-15 New Haven USD RFQ: Dairy Bid: D2015

District New Haven USD

2831 Faber Street

Director: Angelia Nava

Billing Union City, CA 94587
Address:

eMail: anava@nhusd.k12.ca.us

Phone: 510-475-3992

Fax: 510-475-3996

Item Description

- | | | |
|----|---|---------------|
| 1. | Milk: 1%, half-pint | 169,200 units |
| 2. | Milk: Non-Fat, Flavored, half-pint | 759,900 units |
| 3. | Cream: Whipped, Real Cream, Light, 14oz can | 518 units |
| 4. | Creamer: Half & Half, Quart | 45 units |
| 5. | Yogurt: Low Fat, Quart, assorted flavors | 513 units |

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Director: Angelia Nava

Billing Address: Union City, CA 94587

eMail: anava@nhusd.k12.ca.us

Phone: 510-475-3992

Fax: 510-475-3996

Delivery Schedule - Day(s) of the Week (Monday, Tuesday, etc) and no later than delivery time (ie 8:30am)

1 x Weekly:

OR Multiple: Monday and Thursday not later than 10:00am No dark deliveries

Single Delivery Site- Facility Name and Address

Contact

Phone

2831 Faber Street UnionCity, CA 94587

Mary Cordoza Center

Theresa Murti

510-475-3992 x60748

Signature Page:

Company

Date

Printed Name of Authorized Representative

Title Position

Signature of Authorized Representative