

GENERAL CONDITION

Product Bids are requested on behalf of the following School District:

**Jerome School District
125 – 4th Avenue West
Jerome, ID 83338
Carolyn Sullivan, Food Service Director
(208) 324-5311 work (208) 324-3185 home**

1. **You are hereby invited to submit a bid for school food and supplies to the above School District Bid person.**
2. **Any bid received after due date and time will be returned unopened to the sender. The bids will be publicly opened immediately after the due date and time in the presence of the Bid persons.**
3. **All bids or proposals must be made on the forms supplied and must be signed by the bidder in ink. No faxed forms will be accepted.**
4. **No bid may be withdrawn after the time of opening. The Bid person may, at his or her option require a Performance Bond of the successful bidder if such is deemed to be in the best interest of said School Districts'.**
5. **Bids are to be based on a delivered price to Jerome School District, as required. Each contractor shall be responsible for the delivery of materials of such quality and in quantities as is specified. The failure to adhere to accepted proposals will be deemed sufficient reason for forfeiting the bid bond. The bidder shall submit his or her bid on the proposal form furnished and shall be plainly marked on the envelope "BID PROPOSAL – SCHOOL LUNCH GOODS".**
6. **Bids are to be made Freight On Board without additional shipping or surcharges to the participating School Districts. All prices quoted must be delivered price.**
7. **Bid prices are to be held firm for a period from **August 22, 2016 through December 31, 2016** We will not accept bids being raised during this period.**
8. **The Bid person reserves the right to accept or reject any and/or all bids, portions thereof, and waive any formality which is deemed to be in the best interest of the Food Service.**
9. **Bids will be tabulated and recommendations for award of contract will be made by the Supervisor.**
10. **Prices quoted should not include excise or other taxes.**
11. **Payments: Payments will normally be made with 30 days. Purchases are not subject to State or Federal taxes. All materials secured under term of contract may be billed for payment following delivery. Prices must remain firm as quoted by supplier until quantity awarded is received.**
12. **All quantities for items comprising this bid are approximate (based on our best present estimates), and covering orders may vary in lesser amounts than shown depending on prices bid and commodity availability. If there is a quantity limit to**

which your bid price cannot be lessened, please indicate.

13. ***Enclose Product Specification Sheets on all non pre-approved items bid.***
14. ***Nutrient analysis must be with first delivery.***
15. ***Each Contractor shall be responsible for the delivery of materials of such quality and quantities and in the time frame specified, if not available contractor will be responsible for the difference in price purchased from another company.***
16. ***Time and date of deliveries shall be made with the approval Jerome School District. No drop shipments will be accepted without prior approval.***
17. ***It is specifically understood that products offered at the time of bidding shall be equal to those specified. Substitutions or major alterations must be submitted at bid opening when any substitution of specified brand name or number is made on bid.***
18. ***All billing invoices must reference the purchase order number. If a partial shipment is sent, invoice must note date for the completion of shipment.***
19. ***Deliveries 2 weeks overdue may be refused and purchased from another vendor. No backorders allowed.***
20. ***Delivery date to be beginning August 29, 2016***
21. ***The various items of manufacture under these proposed contracts are specified under the respective divisions. Specifications are technical for purposes of establishing high standards of material purchasing. Bidders shall indicate the manufacture's brand names. Contracts for purchase will be put into effect by means of purchase order executed by the Supervisor of the respective School Lunch after tabulations are compiled. All products must be current year pack.***
22. ***Absolutely no substitutions are allowed. Must ship what was specified on bid.***
23. ***Vendor needs to specify non-stock items.***
24. ***Bid prices cannot be raised for the length of the bid time. If you are going to raise your price during the time specified, please do not bid!***
25. ***Please send information regarding the CN labels or a manufactures letter with their letter head, information regarding m/ma oz. and servings of bread, and signed by appropriate official.***
26. ***A protest must be filed in writing with the Superintendent or designee with five business days after opening of bids. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to timely file a protest shall constitute a waiver of his/her right to protest the award of the contract.***

Please return this sheet with your bid.

Bids must be made on forms provided and submitted in sealed envelopes marked on the face of the envelope "BIDS PROPOSAL – SCHOOL LUNCH GOODS". Bids may be mailed or hand delivered to the address below for the location of the bid opening. Please also send a computer disk with bid information on it. Please do not change the format that is currently on the bid sheets. If you want to add other items, please do so on another sheet.

Bid due Date: August 3, 2016 9:00 a.m.

Location of Bid Opening:

**Jerome School District
125 – 4th Avenue West
Jerome, ID 83338
Phone # 208 324-5311**

Bids received after due date/time will not be considered.

This bid has been submitted by:

Firm: _____

Address: _____

Phone: _____

Prepared by: _____

Signature: _____

Title: _____

Date: _____