

**ROCKWOOD SCHOOL DISTRICT CHILD NUTRITION SERVICES  
GENERAL CONDITIONS AND SPECIFICATIONS  
DAIRY AND MILK PRODUCTS BID FOR 2024-2025 SCHOOL YEAR**

1. Sealed bids must be received at the Rockwood Child Nutrition Services office, 17146 Manchester Rd., Wildwood, Missouri 63040 no later than 9:30 am on May 7, 2024. At this time, all bids will be publicly opened and read. **There will be no exceptions.**
2. Contract Time Period:
  - a. **Initial Term:** The initial term of this contract, which results in the award of this bid is July 1, 2024 and ends June 30, 2025.
  - b. **Extension Option:** This contract may be extended up to two additional terms of ONE YEAR at a time at the same terms and conditions upon the mutual agreement of all parties. In no event shall the term of this contract, including renewals, exceed three years.
3. **Two bids are being requested for the 2024-25 school year (July 1, 2024 – June 30, 2025). Bids should be based on the month of May in the following formats:**
  - a. Escalating/De-escalating price
  - b. Firm price

**4. Escalating / De-escalating Bid**

All prices shall be firm for 30 days, after which prices for milk can increase or decrease in accordance with changes in Class I Skim Milk and Butterfat prices based on monthly Federal Milk Order Announcements for our geographical zone. Prices for milk delivered can be increased or decreased at the rate of \$.10/cwt (up or down) and will move the cost of a half pint \$.00054.

**5. Firm Bid**

The firm bid will be for the period of July 1, 2024 through June 30, 2025. The milk prices should be firm for the school year.

6. Milk and other items specified are to be delivered a minimum of two days per week in the Rockwood School District with a mutually agreed upon schedule. Delivery schedules will be altered to meet holiday, inclement weather and other school closures as a result of Acts of God. A holiday is defined as a break of one or more days that the school district is closed. If the holiday falls on a scheduled delivery day, the delivery shall be made on a day to be mutually agreed upon by the Director of Child Nutrition Services and the successful bidder. A map of the school locations is attached.
7. The estimated purchases for this year will be approximately 1,100,000 half-pint cartons of milk and possibly 150,000 cartons of 100% juice.
8. Deliveries are required Monday through Friday between 6:30 A.M. and 10:00 A.M. at all buildings unless otherwise approved and coordinated by the Director of Child Nutrition Services and the successful bidder. If inclement weather forces cancellation of a school day, the supplier will be informed by the website, television or public radio before 7:00 A.M. of that day.
9. All milk and milk products are to be kept at proper temperature to maintain food safety during transport and delivery to buildings. Refrigerated trucks are the required means of transportation to maintain a safe and sanitary product. Deliveries are to be placed in designated reach-in coolers or walk-in refrigerators at each site and stock is to be rotated.

10. All milk and milk products covered under this contract are to be processed and delivered under the most sanitary conditions. Any products dated or coded for freshness must be delivered prior to the end of its freshness period and with a minimum of 10 days duration prior to expiration or pull date of product. All containers must be clean and delivered in sturdy, clean crates. The processing plant must provide a copy of the report showing a superior approval rating from the state and local Departments of Health.
  11. Damaged or partially filled containers **MUST NOT** be used at any time. Leaking or damaged cartons will be returned for credit.
  12. Each delivery must be accompanied by a legible delivery ticket. Successful bidder will provide the Child Nutrition Services office with a **monthly** statement for each building.
  13. County and state standards must be maintained during the contract period for all items listed on the bid form.
  14. Unsold milk/juice will be returned for credit prior to both Winter and Spring breaks and at the end of the school year.
  15. Bid awards will be determined by the use of a Scoring Matrix and Market Basket Analysis. Bids will be reviewed for the best cost benefit to the school district, the highest quality of products, and the best service suited to the school district's needs.
- **Market Basket Analysis:** This will be established to represent approximately 75% of the total estimated value of the contract to be awarded. The most recent velocity/sales report was used to project the balance for the year. As a result, the list of goods represented to be purchased under this solicitation includes the top purchased items per dollar volume. The remaining goods listed in the solicitation should be priced, but they will not be a part of the market basket analysis.
  - **Evaluation Matrix Criteria:** To be used to determine the best cost benefit to the school district, the highest quality of products, and the best service suited to the school district's needs. In no event shall the District be required to explain the evaluation process or award selection to any Proposer.

**Evaluation Matrix:**

Evaluation Components	Points
Price	<b>55</b>
Quality	<b>15</b>
Delivery Timeline	<b>15</b>
Service	<b>10</b>
Student Product Acceptability	<b>5</b>
<b>Total:</b>	<b>100</b>

**I have read the above conditions and agree to all conditions of the bid.**

**Bidder's Company Name** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

**Date** \_\_\_\_\_