

**ROCKWOOD SCHOOL DISTRICT CHILD NUTRITION SERVICES
GENERAL CONDITIONS AND SPECIFICATIONS
BREAD & BAKERY BID
2022-23 SCHOOL YEAR**

1. Sealed bids must be received either electronically or at the Rockwood Child Nutrition Services office, 17146 Manchester Rd., Wildwood, Missouri 63040 no later than 10:00 A.M. on May 11, 2022. At this time, all bids will be publicly opened and read. There will be no exceptions.
2. Provide a detailed nutrient analysis of products included on the bid. The analysis must include calories, fat, saturated fat, cholesterol, sodium, carbohydrate, fiber, protein, vitamin A, vitamin C, iron, and calcium. Indicate the percentage of whole wheat in each product. We prefer a bread/bakery product free of azodicarbonamide.
3. Bids will be awarded all or none.
4. Bread products specified are to be delivered according to a mutually agreed upon schedule with possible delivery options listed below to be determined after the award.
 - Thirty individual school locations per the provided map.
 - All 4 high schools (Eureka HS, Marquette, Lafayette, Rockwood Summit) and all 6 middle schools (Crestview, LaSalle, Rockwood South, Rockwood Valley, Selvidge, Wildwood), as well as the School Services Center in the Rockwood School District
 - One central delivery location at the School Services Center Warehouse
5. Deliveries are required Monday through Friday between 6:30 A.M. and 10:00 A.M. or after lunch service, between 1:00 P.M. and 2:00 P.M., at buildings determined by the Director of Child Nutrition Services and the successful bidder. A map of our school locations and School Services Center is attached.
6. Each delivery must be accompanied by a legible delivery ticket with the name of the school, date of delivery, quantity of each item delivered and total cost. Successful bidder will provide the Child Nutrition Services office with a **monthly** statement for each building.
7. If inclement weather forces cancellation of a school day, the supplier will be informed by public radio, television, or Rockwood website before 7:00 A.M. of that day. If the closure has an effect on the delivery schedule, information on an alternate schedule must be emailed to the Rockwood CNS Director.
8. All bread and bakery products covered under this contract are to be processed and delivered under the most sanitary conditions. All delivery containers must be sanitary and sturdy. The packaging plant must obtain a superior approval rating from the state and local departments of health. **You must provide documentation of the last sanitation inspection with the bid.**

9. County and state standards must be maintained during the contract period for all items listed on the bid form.
10. A scoring matrix will 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. Please refer to the table for criteria. In no event shall the District be required to explain the evaluation process or award selection to any Proposer.

Scoring Matrix:

Evaluation Components	Points
Price	40
Quality	25
Delivery Timeline	20
Service	10
Student Product Acceptability	5
Total:	100

11. Please provide the minimum order requirement for delivery:

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

Company Name _____

Authorized Signature _____

Email _____

Telephone _____

Date _____