

**ROCKWOOD SCHOOL DISTRICT CHILD NUTRITION SERVICES
GENERAL CONDITIONS AND SPECIFICATIONS**

**ICE CREAM PRODUCTS BID
2024-25 SCHOOL YEAR**

1. Sealed bids must be received either via e-mail or at the Rockwood Child Nutrition Services Office at 17146 Manchester Rd., Wildwood, Missouri 63040 no later than 9:30 A.M. on April 26, 2024. Based on the 2024-25 school year, an average of 640 cases of ice cream were purchased each month. At this time, all bids will be publicly opened and read. There will be no exceptions.
2. Ice cream products are to be delivered to schools in the Rockwood School District on days that school is in session or a mutually agreed upon schedule. A map of the school locations is attached.
3. No delivery or fuel charges will be paid by Rockwood Child Nutrition.
4. Ice cream products 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. unless otherwise approved and coordinated by the Director of Child Nutrition Services and the successful bidder.
5. If inclement weather forces cancellation of a school day, the supplier will be informed by public radio, television or the 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.
6. All ice cream products are to be kept at proper temperature to maintain food safety and quality during transport and delivery to buildings. Freezer trucks are the required means of transportation to maintain a safe and sanitary product. Deliveries are to be placed in designated walk-in freezers or ice cream freezers at each site and stock is to be rotated.
7. 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.

8. Provide the minimum order requirement for delivery (Either Qty or Dollar Amt):

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

Date_____

Company Name_____

Authorized Signature _____

Printed Name _____

Telephone_____

Email_____

Products to Bid:

- 1) Please provide a spreadsheet with the following details for all items available.
 - a) Manufacturer or Vendor Item #
 - b) Name of Item
 - c) Qty per Case
 - d) Price per Case
 - e) Unit Cost

Example:

Item#	Name of Item	Quantity / Case	Price / Case	Unit Cost
Item# 1234	Cone, Cookies N Cream	24 Cones/Case	\$6 / Case	.25
Item# 1235	Ice Cream Sandwich, Vanilla	24 Ice Cream Sandwich/Case	\$2.40 / Case	.10

- 2) A brand and description of each item with nutritional information is required.
- 3) All products are to be Smart Snack compliant. Please refer to page 7 of the USDA guide:
https://fnsprod.azureedge.net/sites/default/files/resourcefiles/USDA_SmartSnacks_508_62019.pdf
- 4) A blank spreadsheet for the bid is attached if needed.