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| REQUEST FOR QUOTATION | <p style="text-align: center;">TROY SCHOOL DISTRICT</p> <p style="text-align: center;">1140 RANKIN, TROY, MICHIGAN 48083</p> <p style="text-align: center;">248-823-4052</p> <p style="text-align: center;">FAX: 248-823-4077</p> | REQUISITION |
| No. 9401 | | |
| DUE DATE NO LATER THAN 3-23-07 3 p.m. | | DATE 3-12-07 |

REQUEST FOR QUOTE – NOT AN ORDER

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST
BID ENVELOPE ENCLOSED

THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER

| Quantity | DESCRIPTION | UNIT PRICE | AMOUNT |
|----------|--|------------|--------|
| | <p>Please supply us with your bid to furnish the Troy School District with a SANITATION SERVICES & CLEANING SUPPLIES PROGRAM per the attached specifications.</p> <p style="text-align: center;">Copies of the bid are available at: www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</p> <p style="text-align: center;">Bid recaps will be available at: troy.k12.mi.us/purchasing/index.htm</p> <p style="text-align: center;"><u>FACSIMILE BID IS NOT ACCEPTABLE</u></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonrepsonsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 3 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p> | | |

THIS AREA MUST BE FILLED IN

| | | | |
|-------------------------------|---|------------------------|---------------|
| DELIVERY TIME | PRICES FIRM FOR | NAME OF COMPANY | TELEPHONE NO. |
| TERMS | | NO. & STREET | FAX # |
| FOB DELIVERED | ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN | CITY, STATE & ZIP CODE | E-MAIL |
| CONTACT PERSON (PLEASE PRINT) | | SIGNATURE | DATE |

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the _____ (the "School District") advertisement for construction bids, hereby represent and warrant except as provided below, that no familial relationships exist between the over(s) or any employee of _____ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2006, by _____.

, Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

**TROY SCHOOL DISTRICT
BID 9401 Sanitation Services &
Cleaning Supplies Program**

CONDITIONS OF RFP AND GENERAL SPECIFICATIONS

This RFP is for providing Sanitation Services and Cleaning Supplies for Food Service according to the conditions and specifications set forth in this invitation. For further specific information please contact Ms. Gayle Moran, Food Service Director, 248-823-5089.

RFPs must be delivered to Purchasing Office, 1140 Rankin, Troy, MI 48083. RFPs may be returned by United States Postal Service, hand delivered or by any commercial carrier. It is the Bidder's responsibility to ensure the RFP arrives by the date and time of the opening. **E-mail, fax or telephone RFPs shall not be accepted. There are no exceptions.**

RFPs due on Friday March 2007, 300 p.m.

Tentative timeline for this RFP follows:

| | |
|------------------------------|----------------|
| RFP Released | March 12, 2007 |
| RFP Returned | March 23, 2007 |
| Award by School Board | April 3, 2007 |
| Installation of Equipment | April 9, 2007 |
| Training of School Personnel | April 16, 2007 |

The Board reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposal as may be deemed to its interest, and to award by item, combination of items or lot.

Prices quoted must include transportation and delivery to the location specified on each purchase order.

Modifications, additions or changes to the terms and conditions of this Invitation to RFP may be a cause for rejection of a RFP. Bidders are to submit all RFPs on the forms supplied with this invitation. RFPs submitted on company forms may be rejected.

Contractor must furnish the following insurance:

- Workers' Compensation and Employer's Liability
- Public Liability \$1,000,000 minimum
- Property Damage \$100,000 minimum

A Certificate of Insurance must be filed with the Purchasing Office prior to beginning work and must be kept on file for the duration of the contract.

Troy School District reserves the right to cancel contract if in the staff's opinion the contractor's work is unsatisfactory, his ability to meet completion schedules is unsatisfactory or billing is found to be excessive for work performed.

Troy School District may terminate the contract if the contractor fails to perform at the level specified in the contract document. Contractor may terminate the contract if Troy School District fails to meet the specified payment terms.

Each party shall follow the procedure outlined below, if a contract is to be terminated:

- Step 1 - Issue warning letter and outline violations and length of time to correct the problem.
- Step 2 - Issue letter of Intent to Cancel Contract, if problem is not resolved by given date.
- Step 3 - Issue letter which cancels contract

The successful Bidder shall make provision for the supplying of purchase order numbers as a part of any invoice issued to Troy School District as a result of being awarded this RFP.

Troy School District allocation and accounting system may require the issuance of more than one Purchase Order (PO) for the materials in a RFP/Item and a separate invoice is required for each PO. Although more than one PO is issued for a RFP/Item the purchase shall be considered a single order and the materials in the RFP/Item may be delivered in one shipment to one location, unless specific delivery/installation instructions are given elsewhere in this Invitation.

Successful vendors shall provide two copies of Materials Safety Data Sheet (MSDS) on material covered by OSHA Standard 1910.1200 as a condition of purchase.

The consumption of alcohol or drugs or being under the influence of alcohol or drugs, use of any tobacco products or possession of firearms, while on a job for Troy School District by any worker is strictly prohibited. Any contractor, subcontractor or person working for the contractor or subcontractor who violates rules regarding alcohol, drugs, tobacco products or firearms, is subject to immediate removal from the job site. Violation of rules is considered a breach of contract between the contractor and Troy School District and may lead to the termination of said contract FOR CAUSE by Troy School District.

Service Specifications:

Successful Bidder shall provide a complete Food Service Sanitation System composed of personnel instruction and documented training including, color coded Material Safety Data Sheets, mixing and use posters, management and inventory control system, and a documented routine reporting system for Food Service Management, as an integral part of this proposal. Respondents are to attach a syllabus of their proposed service program including: schedule of routine training to each individual school (each school is to be serviced monthly during the school year), training material (indicating color coding), training outlines, copies of all cafeteria use forms, documentation reports and copies of proposed control forms and reports for management use. Additionally, a list of materials and samples of required dispensing equipment and/or bottles (displaying permanently screened OSHA compliance data) should be submitted with the proposal and subsequently made available to schools at no additional cost.

Vendor Service Requirements:

- Initial ongoing site-based sanitation and safety in- service training. In-service visits every two weeks during initial training period or as needed and or requested by site manager. Initial training period should be for a period that is not less than one month, ongoing training to be provided at least every five weeks, or monthly, during the school year.
- Computerized service reports after each visit, sent to specified food service supervisor or director. Reports shall include date and time spent at each site and a brief description of the training and services provided.
- Implementation of complete program to each school site shall be completed within (30) working days of RFP award and vendor shall provide sufficient service personnel to coordinate complete implementation of program.
- Vendor shall provide direct delivery to each school site of cleaning items, training material, etc.

Vendor Service Requirements - Continued

- Vendor representative shall ensure all necessary Material Safety Data Sheets for all products are posted in each school site in accordance with OSHA's Hazardous Communications Act. Vendor representative shall ensure all mixing/usage cards, charts and other instructional materials are posted throughout the food service area.
- Vendor representative MUST be certified to teach both National Restaurant Association ServSafe Manager and Employee programs.
- Vendor representative MUST have U.S. Department of Labor OSHA Awareness Training Program and be qualified to teach the five (5) OSHA Mandates.
- All charts, posters, instructional materials, support materials, bottles, containers, etc. shall be in English and Spanish. All equipment shall also be labeled with instructions in the before-mentioned languages.
- Vendor shall agree to a 48 –hour response time to any location with re-supply needs or technical needs.

Presentation:

All respondents may be required to give a product and training presentation to the **Troy School District Food Service Department** for evaluation of the service program

Material Specifications:

The vendor shall provide the appropriate quantities of the various premeasured concentrated liquid detergents needed for the program. These are to be readily available for individual distribution and easily opened for use. Package labeling must exhibit clear dilution and use directions in English and Spanish. Respondents to proposal shall specify proportions to be mixed with water under normal usage. Detergents must dilute instantly in hot or cold, hard or soft water. Products shall make a solution that leaves no film, or residue, and shall not stain or discolor equipment when used at recommended proportions. (see attachment A)

Vendors must provide to all schools, **at no additional cost**, a total hand care program to include: a medicated hand lotion/moisturizing creame, USDA approved hand soap, wall charts indicating proper hand washing procedure and dispensing equipment. (see attachment A)

Materials/Ancillary Items Vendor To Provide

- Vendor shall provide MSD sheets, temperature logs, procedures for cleaning materials, charts, posters and any training materials pertinent to employee training and follow-up. Adhesive or method to secure posters etc. at each site must be provided.
- Vendor shall provide notebooks, binders and any materials deemed necessary for proper documentation and training for each school site.
- Vendor shall provide pac cutters, sanitizer test kits, oven scrapers, spray bottles, dispensing equipment, protective gloves and goggles as needed, including re-supply throughout the program but not to exceed (6) six of each type per school year. After the (6) six have been expended, then it is the decision of the vendor to provide additional quantities at no additional cost.
- Vendor shall ensure all bottles, containers, dispensing equipment has OSHA Compliant labeling.
- Vendor shall provide Spanish and English training videos, which shall include all the facets of the program to the Food Service Department to be used for continuous training and retraining of staff and new employees. These videos shall not replace the personalized training provided by the service personnel.

Materials/Ancillary Items Vendor To Provide - Continued

- The amounts of support material for each site shall be mutually agreed upon before the start of service program.
- Vendor to provide procedure and reference manual covering the mixing, use and application of all materials used in the program. Reference guide to be complete with bilingual usage, application tools and task list.
- Vendor to provide after the implementation period, a detailed schedule of all service call times and dates for each site for the entire school year.
- All the "said materials", i.e. charts, booklets, videos, support material, etc. shall be submitted to the Food Service Department at the time of Proposal submission for review and qualification.
- Service shall also be continued for all sites "opened" for summer school.
- Vendor must provide a minimum of (3) three written references (with contact person and phone number included) from school districts or learning centers from within this state where the vendor has the program in use. Each reference must be from a different school district or learning center.
- Vendor shall be sole contractor and shall fulfill all items and requirements of the proposal.
- Vendor shall provide a staff recognition and motivation program tied into the monthly site visits. Recognition shall be on a monthly and yearly basis. The details shall be determined by the Food Service Department and the Vendor.
- Vendor shall train employees on the following, proper racking and unloading of trays, pots, pans and utensils, routine de-liming procedures and personal protective equipment, dish/machine operation/ maintenance, dish room maintenance and general safety. Training program shall include a Loss Prevention Program. Each site shall be provided with a training curriculum designed to reduce, or eliminate common accidents in the food service department. Vendor shall be required to work with the Food Service Department to assess risks and quantify the impact of this program. The progress of the Loss Prevention Program shall need to be monitored, documented and reviewed with the staff during regularly scheduled service calls. Vendor to develop, write and maintain a Hazardous Communication Plan for the Food Service Department. Program to include MSDS, Written Training Plan, Chemical Inventory Roster and Training Documentation.

Since routine scheduled service, training and efficiency analysis are a mandatory part of the requirements of this proposal, quality of service, training program, documentation, cleaning materials and price will be considered in determining the award.

Costing of the Program:

The price quoted shall be for delivery of the specified Sanitation System on a **Set Annual Cost** basis. Monthly service billings shall be based on the annual cost **divided by ten** and billed in equal installments from date of award.

Prices quoted are to be F.O.B. delivered to any and all locations of Troy School District. Quotations should not include city, state sales and federal excise tax.

Contract Period: Beginning April 1, 2007 and ending June 30, 2009

Attachment A

RFP Details and Specifications

Cleaning Product/Materials Specifications

The vendor shall provide the following detergents and hand care products as specified below.

Anti-microbial Liquid Hand Soap:

Product must be an anti-microbial hand cleaner with strong washing power and good skin compatibility. Must clean all light dirt without the use of scrubbers and solvents. Product must prevent excessive swelling of the skin. Must maintain the skin's natural protective acid mantle, which serves to protect it from bacterial or fungal infection. Must be a clear viscous liquid; density (at 20°C) approximate 1.03 g/cm³; pH 6 to 8. Must be packaged in ready to use containers that are used in conjunction with a dispenser or be able to be poured into a dispenser. Product shall be unscented or lightly scented.

All Purpose Cleaner (For floor cleaning and spray applications):

To be used with manual and/or machine cleaning methods. To be low sudsing, easy to rinse detergent. Product to be biodegradable. Product shall make a clear, soluble solution that leaves no film or residue and shall not stain or discolor when used at recommended proportions. Must dilute in hard or soft water. Chemical composition: concentrated liquid blend of organic detergents, solvents, water conditioners and alkaline builders. Pleasant scent. Approximate PH: $9.8 \pm .3$ in solution. Must be portion packed in easy to handle packaging.

Multi-Purpose Degreaser (For degreasing floors and spray applications):

To be used for heavy duty cleaning, degreasing of floors, food service equipment and other difficult to clean surfaces. Product to be biodegradable and must dilute in hard or soft water. Chemical composition: Blend of mixed liquid quaternary ammonium chlorides. Approximate PH: $7.2 \pm .3$ in solution. Must be portion packed in easy to handle packaging.

Pot and Pan Detergent:

Multi purpose compound for medium, soft or hard water that shall cut grease and clean pots and pans. A pre-measured liquid compound is required. The compound should not cause irritation to hands. Product shall demonstrate excellent grease cutting ability, removal of excess cooked on foods and have sustaining sudsing ability. Product must have pleasant fragrance. Must be portion packed in easy to handle packaging.

Sanitizer (Quaternary Solution – no chlorine):

Concentrated liquid blend of quaternary ammonium compounds. Must be EPA registered. Product to be biodegradable and must dilute in hard or soft water. Provide active quaternary sanitizer equivalent to 50-ppm available chlorine. Chemical composition: Blend of mixed liquid quaternary ammonium chlorides. Approximate PH: $7.2 \pm .4$ in solution. Must be portion packed in easy to handle packaging.

Germicidal Detergent (For Cleaning and Disinfecting):

To be concentrated liquid quaternary ammonium compound or equally effective compound to provide a broad spectrum of effectiveness against a variety of gram positive and gram negative organisms including antibiotic resistant staphylococcus. To clean all surfaces including those that are resilient. To rid odors by removing odor forming bacteria. To leave no masking or cover up odor. To be biodegradable and equal to EPA registration No. 8722-1, USDA list Category D-1. Product shall make a clear, soluble solution that shall leave no film or residue and shall not stain or discolor when used at recommended proportions. Must be portion packed in easy to handle packaging.

Liquid Laundry Detergent:

The product shall be an industrial-strength, pre-measured liquid detergent with builders for enhanced removal of stains and soils. It shall not cause the colors of colored laundry to run. When approximately 0.6 grams of the liquid detergent is mixed with 250 milliliters of 300ppm synthetic hard water, heated to 60°C, cooled, no precipitate shall develop as per federal specification PD 245E. Must be in portion-controlled packages labeled with manufacturer's name, product brand and instructions for use and any precautionary instructions needed.

Medicated Hand Cream / Lotion:

Product must be only slightly oily, silicone-free skin care lotion, which spreads easily, works well into skin and leaves no residual fat layer. Product must break the dry skin cycle and restore the skin's natural moisturizing properties. Must be suitable for the face and all parts of the body it may come in contact with. Product must be white or clear, silicone-free of the water-in-oil emulsion type. Must be packaged in ready to use containers that are used in conjunction with a dispenser or be able to be poured into a dispenser.

Protective Barrier Cream

Product to be a water repellent protective cream for the skin for use against aqueous media such as cleaning and disinfectant agents, acids, alkalis and water mixed oils. Slightly or unscented, fatty, silicone free cream of the water in oil emulsion type. Product to be packed in individual portion packets or easy to use tubes.

The above listed products are to be packaged as indicated. Product to be easily opened. Package labeling must exhibit clear directions in English and Spanish. Specific proportions must be listed regarding the product mixing with water under normal usage. Products must dilute instantly in hot or cold water, soft or hard water. Products shall make a solution that leaves no film or residue and shall not stain or discolor equipment when used in the recommended use and proportions. All products shall have a neutral or non-toxic odor. Products must be biodegradable, non-toxic and safe for use around food service preparation, serving, storage and dining areas.

HIGH TEMP DISH DETERGENT**ALUMINUM-SAFE METAL CLEANING DETERGENT CAPSULE**

Especially formulated for commercial food service operations to emulsify heavy soil dishes. Packaged in 1 Gallon Easy to Use Containers

HIGH TEMP RINSE ADDITIVE FOR USE IN RINSE INJECTIONS

Reduces surface tension causing water droplets to form water film that sheets off leaving a spot and streak free surface.

Packaged in 1 Gallon Easy to Use Containers

LIME SCALE REMOVER

Removes lime, food film and scale from stainless steel, aluminum, ceramic, glass and plastic surfaces and equipment in food processing operations. Packaged in 1 Gallon Easy to Use Containers.

Detergents must dilute instantly in hot or cold, hard or soft water. Products shall make an effective cleaning solution, which leaves no film or residue, and shall not stain or discolor equipment when used at recommended proportions

LIME SCALE REMOVER- Continued

Additionally, vendors shall provide a Rinse Additive that shall allow dishes and trays to dry faster and eliminate potential bacteria buildup from storing wet dishes or towel drying.

HOOD & FILTER CLEANER/DE-GREASER

At Athens High School, the school utilizes a hood ventilation/filtration system which requires a special heavy duty cleaner/degreaser/anti-mold chemical. Respondents are specifically pointed to this area which has been problematic in prior years. The specific solution to resolve this concern will be left to responding bidders. District shall be final determinant as to product effectiveness in this area.

NON APPROPRIATION District warrants that it has funds available to pay lease payments until the end of its current appropriation period and warrants that it will request funds to make payments in each appropriation period from now until the end of the contract term. If District periodically requests from its legislative body or funding authority funds to be paid to vendor under this contract and, notwithstanding the making in good faith of such request in accordance with appropriate procedures and with the exercise of reasonable care and diligence, such legislative body or funding authority does not appropriate funds to be paid to vendor for the Equipment, materials or services described in this contract. District may, upon prior written notice to vendor effective 60 days after the giving of such notice or upon the exhaustion of the funding authorized for the then current appropriation period, whichever is later, return the Equipment and materials to vendor, at District's expense; and thereupon, be released of its obligation to make all payments to vendor due thereafter, provided: (i) The equipment and material is returned to vendor as provided, (ii) the foregoing notice states the failure of the legislative body or funding authority to appropriate the necessary funds as reason for cancellation, and (iii) the notice is accompanied by payment of all amounts then due to vendor under this contract.

If the provisions of this paragraph are utilized by District, District agrees not to purchase, lease or rent equipment performing functions similar to those performed through the use of the Equipment described hereunder for the balance of the appropriation period following District's exercise of its termination right hereunder.

TROY SCHOOL DISTRICT

Food and Nutrition Department

Service Specifications, Training Plan, Just-in-Time Delivery of Detergents, Dispensing Bottles and Training Accessories for the School Session from April 2007 through 2009.

MANUAL SANITATION PROGRAM:

EDUCATION

The Education Program shall include in-service training; ongoing individual training and site based training materials in each school. SNA approved training materials include topics of cleaning for health, proper chemical mixing, color-coding, sanitizing techniques, food safety, and loss prevention. Documentation and reports for management use are also provided. Materials required for OSHA compliance will be placed in each school location.

COMMUNICATION

Participate in mutual goal setting meetings; provide a reporting system and follow-up that eliminates the need for requisitions, purchase orders, shipping tickets and inventory control by the school district. A computerized Service Report will be provided after each service call.

SERVICE

The Program will provide a complete Food Service Sanitation System composed of personnel instruction and documented training including, color coded system, and a documented routine reported system for Food Service Management, as an integral part of these specifications. Including: schedule of routine training to each individual school (each school is to be serviced eight times during the school year), training material (indicating color coding), training outlines, copies of all cafeteria use forms, documentation reports and copies of control forms and reports for management use. Materials required for OSHA compliance will be made available to schools at no additional cost. In addition supply monthly inventory and restocking of Materials and Accessories.

MATERIALS

The Program will provide the appropriate quantities of the various pre-measured concentrated liquid detergents needed for the program. These are to be readily available for individual distribution and easily opened for use. Package labeling will exhibit clear dilution and use directions in English and Spanish. Detergents dilute instantly in hot or cold water, hard or soft water. Products provide a solution, which leaves no film or residue, and shall not stain or discolor equipment when used at recommended proportions.

The Program will provide to all schools a **hand care program** to include: USDA approved hand soap, dispensing equipment and wall charts indicating proper hand washing procedures will be provided.

WAREWASH PROGRAM:

MATERIALS

System will provide a total Mechanical dish machine Chemical Program including de-liming agents. Wall charts and Technical Bulletins will be posted and provided at each feasibility study site.

TRAINING

Upon installation of the equipment, all staff will receive in-service training on equipment, proper operation and maintenance of the dish machine. Site-based training will be performed on proper racking, de-liming, appropriate workflow, sanitary loading and unloading and maintenance checkpoints.

TECHNOLOGY

Digital Dispensing to allow for accurate and efficient chemical performance. All equipment is loaned at no charge to the district.

SERVICE

Service Calls will be performed ten times during the school year. A comprehensive Service Check is performed on each visit. This inspection will survey both mechanics and procedures of the dish room. A Service Report will be provided after each call. These reports are designed to communicate areas of success, concern and areas for improvement.

SMART ENZYME DRAIN MAINTENANCE PROGRAM:

MATERIALS

Biologically Enhanced Detergents required to digest organic matter. The bacterium feeds on the organic waste deriving nutrition for growth and reproduction through this chemical reaction. The organic waste is metabolized down to water and carbon dioxide, which provide the bacteria the energy to live. The end result is that the organic wastes being consumed are no longer present to produce clogging of drains, odors, pollution or an unsightly mess.

TECHNOLOGY

System will install the microprocessor based enzyme dispensing system which allows to adjust for proper times and dosing of the enzymes for daily maintenance of the drains. Additionally, Dispensing Container to allow our personnel to visually monitor your system

INSTALLATION

System agrees to install the above, mentioned units in all schools. System will provide units, labor and supplies for routine installations. System agrees to provide said service in compliance with local building codes.

SERVICE

System will provide the equipment and installation, necessary accessories and materials. Service Technician will be responsible for maintenance of the equipment and recharging the system with the Enzyme Drain during regularly scheduled service visits. A service report will be generated after each visit detailing the results of the service call.

Written HACCP Program

Development of a comprehensive food safety system requires:

- Assessment of the current and/or development of standard operating procedures.
- Development of the framework to apply HACCP principles and a flow diagram for each of the potentially hazardous foods to determine where hazards may occur.
- Identification of critical control points and consensus on the department's critical limits/standards.
- Development of written procedures establishing the specific measurable critical limits.
- Development of written procedures for all steps in the HACCP plan.
- Preparation of suggested staff training schedule with objectives and timelines.
- Standardization of all Sanitation and Safety Processes and procedures in each kitchen facility.
- Monthly verification of food safety systems and due diligence documentation.

Summary of Work by Phase:

Phase I - Sanitation System Evaluation, Assemble HACCP Foundation elements in kitchens, HACCP System Design

- General orientation to Nutrition Services, existing facilities and current procedures/products/recipes. This phase employs site visits to assist in developing a strong working knowledge of the current program, as well as establishing a clear gap analysis addressing opportunities for improvement.
- Review, revise and develop standard operating procedures. This phase includes identification of products (food and supply) that may require a different specification to insure minimizing all hazards.
- Develop the HACCP system. All steps are addressed, documents developed and systems established. At all times the consultant will address two clear goals – to keep the system simple and to create a system that is sustainable.
- Establish BioSecurity measures determined by the U.S.D.A.
- Develop training programs. This phase includes training for both managers and staff.
- Service Application and Delivery.

Training

The Program shall include in-service training, individual training, and site based training materials in each individual school on topics including HACCP Prerequisite Systems.

- Temperature Control/Documentation
- Cleaning and Sanitizing
- Personal Hygiene
- Pest Control and Recognition
- Standard Operating Procedures
- Cleaning for Health
- Proper Chemical Mixing
- Color-Coding
- Sanitizing Techniques
- Workplace Safety
- Food service technicians' responsibility
- How to handle a food borne illness outbreak.
- Hazardous Communications Standard
- Bio Security Plan as mandated by OSHA

Training - Continued

Documentation of training is provided for Due Diligence files. Materials required for OSHA compliance will be placed and kept current in each school location. Education will address site needs and will include an ongoing curriculum of monthly sanitation and workplace topics administered at each site in the course of the usual workday. Each Education Module must be approved for 1 hour of Continuing Education Credits (CEU) for School Nutrition Association (SNA).

Program will offer N.R.A. (National Restaurant Association) Serv Safe Training for all eligible staff. Training will compliment site-based visits and offer the 10-hour Sanitation and Safety component towards SNA Certification

Service

The Program will provide a Food Service Sanitation System composed of on-site personnel instruction, documented training and routine reporting to Food Service Management, including a schedule of routine training to each individual school (each school is to be serviced ten times during the school year during all phases).

Service Technicians are to be certified in the administration, instruction, and recognition of HACCP program integrity and verification.

Phase II - HACCP Program Implementation

Education

An HACCP Associate and Manager will conduct Food Flow and HACCP Management Training for School District Director(s), District Executive Administration, Supervisors, Site Managers, and other administrative staff. Training will consist of the administration of a comprehensive food safety management and design, food flow for the operation, forms use, policies, and procedures.

Education will be administered by Bidder's Service Personnel to each site and to those workers not included in the group above.

Materials

All program instruction guides and education tools including HACCP Charts, forms, etc. will be provided as part of this Phase II for each school kitchen.

Phase III (Ongoing) - Program Implementation

Service Technicians will train all site-based staff either in formal in-service or on-site on new program concepts, procedures, and tools including forms, procedures and practices. Focus for Implementation will be the assurance that each site has a firm understanding of HACCP Systems, responsibilities, and accountability.

Ongoing Measurement, Assessment, and Due-Diligence

Critical to the success of the HACCP System is the ongoing measurement and assessment of its application. Service Technicians will survey and audit each kitchen during each site visit. These monthly site-based reviews will include immediate corrective action; staff training, action documentation, and supervisor notification for follow up. The service reports are designed as a measurement of due-diligence and verification to insure system execution and staff motivation, as will give awards for high marks.

Documentation

Monthly, the district supervision will receive service reports outlining program status and areas for further management action. Reports are available both electronically and in paper form.

HACCP Business Reviews (H.B.R.)

Annually, HACCP Specialists will meet with district administration to assess any changes necessary to accommodate menu changes or operational demands. Service Managers will meet at least quarterly with district administration to address objectives and areas for improvement.

Program Criteria

- Comprehensive HACCP/Food Flow Design
- Standard Operating Procedures and Instruction in Each Facility
- Computerized Documentation of Service Activities
- Hazardous Materials Communication
- Monthly Educational Modules
- HACCP Business Reviews
- Parent Group, P.T.A. Awareness and Public Recognition Program
- BioSecurity Program Support
- HACCP Instructions, Forms, and Manuals for each site
- School Nutrition Executive Administrative Sanitation, Safety, and HACCP Education Program
- Knowledge of OSHA and Food Safety Guidelines
- Loss Prevention Activities and Workplace Safety Education
- Environmentally Preferable Sanitation Materials
- HACCP Certified Instructors and Service Technicians
- Audit Verification

COSTING OF PROGRAM:

The price for the program shall be for delivery of the specified Sanitation System on a Set Cost basis. Monthly service billings will be based on the annual set cost billed in **10** equal installments on the 1st day of each month, August - May. **Schools will be visited 10 times per year.**

COSTING OF PROGRAM - CONTINUED

Manual Cleaning Sites: 18 Warewash Sites: 15

| Program | Remainder of 2006-07 School Year | School Year 2007-08 | School Year 2008-09 |
|---|---|------------------------------------|------------------------------------|
| Sanitation and Warewash Programs | | | |
| HACCP Written Program* | | | |

- Must provide documentation or sample of HACCP program prepared for similar K-12 school district.

COSTING OF PROGRAM - CONTINUED

Enzyme Treatment

Per drain per month Sanitation and Warewash Programs \$ _____

Repairs of Dishmachine

Service Call per hour plus parts. \$ _____

NOTES:

1. Program would be billed based upon number of sites and prorated based upon the dates the schools were setup.
2. One or two schools may remain off the program to consume existing supplies.
3. The HACCP Written Program is a two year agreement. Contract maybe canceled at any time providing any outstanding balance associated with this agreement is paid in full.

| TROY SCHOOL DISTRICT Bid 9401 Sanitation Services & Cleaning Supplies Program | Co.Ecolab, Inc. Terms: Net 30 Firms: 1 year | | | Co.Smart Systems Terms: Firms: | | | |
|---|---|------------------------|--|--|--|------------------------|------------------------|
| Program | Remainder of 2006-07 School Year | School Year 2007-08 | School Year 2008-09 | | Remainder of 2006-07 School Year | School Year 2007-08 | School Year 2008-09 |
| Sanitation and Warewash Programs | | | | per month | \$ 3,335.00 | \$ 33,350.00 | \$ 33,350.00 |
| HACCP Written Program* | | | | Total Cost/One Time | \$ 9,150.00 | | |
| <u>Enzyme Treatment</u> Per drain per month Sanitation and Warewash Programs | | \$11.08 per month | \$ 157.65 | | | | \$ 45.00 |
| <u>Repairs of Dishmachine</u> Service Call per hour plus parts | | | | Service calls - No charge parts as needed | | | \$ 75.00 |
| | | | HACCP program not available at this time | | | | |

Amerisource - No Bid

Johnson Diversey - No Response

H.P. Products - No Response