

Hayward Unified School District

Bid 24.116 Milk

EXHIBIT B - Delivery

Deliveries must be made 2 days per week Monday thru Friday (No Weekends). Deliveries must be made to the Amador Warehouse address between 6:00am to 2:00pm. Delivery to all other sites can be made between 7:00am to 10:00am or 1:00pm to 3:00pm to avoid lunch serving times. All sites are listed below. Access will be provided to delivery drivers for dark drops

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| (1) Mt.Eden HS- 2300 Panama Street | (15) Fairview ES-23515 Maud Avenue |
| (2) Hayward HS- 1633 East Avenue | (16) Faith Ringgold ES-1570 Ward Street |
| (3) Tennyson HS-27035 Whitman Street | (17) Glassbrook ES 975 Schafer Rd |
| (4) Winton MS-119 Winton Avenue | (18) Harder ES-585 Willow Avenue |
| (5) Anthony MS- Ochoa 2121 Depot Road | (19) Longwood ES-850 Longwood Avenue |
| (6) Bret Harte MS- 1047 E Street. | (20) Lorin Eden ES-27790 Portsmouth Avenue |
| (7) Dr. Martin Luther King MS-26890 Holly Hill Ave | (21) Palma Ceia ES-27679 Melbourne Avenue |
| (8) Cesar Chavez MS-27845 Whitman Street | (22) Park ES-411 Larchmont Street |
| (9) Amador Warehouse-24400 Amador Avenue | (23) Ruus ES-28027 Dickens Avenue |
| (10) Burbank ES-222 Burbank Street | (24) Schafer Park ES-26268 Flamingo Avenue |
| (11) Cherryland ES-456 Laurel Avenue | (25) Southgate ES-26601 Calaroga Avenue |
| (12) East Ave ES- 2424 East Avenue | (26) Treeview ES-30565 Treeview Street |
| (13) Eden Gardens ES- 2184 Thayer Avenue | (27) Tyrrell ES-27000 Tyrrell Avenue |
| (14) Eldridge ES-26825 Eldridge Avenue | (28) Stonebrae ES-28761 Hayward Blvd. |

Instructions:

- a) Deliveries shall be made in approved clean and safe refrigerated/freezer food service vehicles.
- b) Every Friday prior to the first day of service, the vendor shall provide the District with a delivery schedule for the week
- c) Delivery driver is responsible for unloading and staging of all items.
- d) An itemized shipping document or invoice, specifying the item and amount of each item delivered, shall be signed for by the designated HUSD representative and left at the time of delivery. Any discrepancies are to be noted for reconciliation.
- e) In case of non-delivery, short delivery or damaged item, distributor shall redeliver the shorted items within (2) hours or agreed upon date or time.
- f) The distributor will pick up and issue credit for any items not delivered or products that are otherwise deemed unsatisfactory by the district.
- g) Vendor shall guarantee its delivery staff to have passed an annual DOJ background check.
- h) Delivery staff shall be in uniform and produce a government/company issued photo I.D. upon request from a HUSD staff.
- i) The vendor shall have a Hazard Analysis Critical Control Point (H.A.C.C. P.) and ServSafe program in place.
- j) The vendor shall have an established recall process in place at all times.
- k) In the event of an emergency/disaster, HUSD shall be given priority deliveries as needed for its disaster centers.
- l) The vendor shall not subcontract any portion of this contract.