

2024–2025 Official NCPA Distributor Bid Special Conditions

Name of School District or Co-op _____

Special Conditions are circumstances that are required of ALL bidders for the LOT(S) BID. NOTE: In bid renewals, Special Conditions that change the original bid parameters of the bid are not allowed.

Special Conditions must be reviewed and agreed upon by the School District and potential Distributors **PRIOR to the Bid Award Opening**. Any change to the Special Conditions by one Distributor requires the School District to issue local addenda to all potential bidders, a minimum of seven (7) working days prior to bid opening, which would be **May 7, 2024**.

Delivery Hours and Invoicing:

1. Delivery to the school locations shall be made between 6:30 am and 2:30 pm, unless otherwise authorized by the School Nutrition Director. The successful vendor will be billed for any hours Orange County Schools School Nutrition managers or assistants work past 3:00 pm.
2. Two (2) copies of the delivery ticket must be left with the School Nutrition Manager.
3. Orange County Schools is requesting delivery of produce on Tuesday and delivery of other purchased items on Wednesday. If this schedule is not feasible, the approved vendor and the School Nutrition Director will discuss an alternate day.

Delivery Required of Awarded Vendor (Lot 4- Produce)

1. Orange County Schools requires receipt of the DOD products from the approved vendor and delivery of products to Orange County Schools. Delivery will be weekly or as agreed upon by the vendor and the School Nutrition Director.
2. The storage is required for cases to be delivered that would include refrigerated goods and dry storage products until ready for delivery.
3. Preferred delivery of fruit with stickers removed.

Commodity Storage and Delivery Required of Awarded Vendor (Lot 1)

1. Orange County Schools requires Receipt/ Storage and Delivery of Frozen and Dry Brown Box Commodities and/or Manufactured Processed Commodities as a condition for the award of the Lot 1. Delivery will be weekly or as agreed upon by the vendor and the School Nutrition Director.
2. The storage is required for cases to be delivered that would include frozen/refrigerated goods and dry storage products.
3. The Vendor price for commodity delivery per case shall be submitted.
4. The Vendor price per case for storage of products over 90 days shall be submitted.
5. The awarded vendor is required to pick up any existing inventory of palletized USDA Commodities from the current vendor location and truck to the awarded bidder's facility in a timely manner and at no charge to Orange County Schools. The School Nutrition Director will work with the awarded distributor to schedule a pick-up time agreeable to all parties and will provide the awarded distributor an accurate inventory of cases to be picked up. The foods must be picked up within ten (10) working days of the first school delivery of the awarded vendor.
6. Out of date commodity inventory will not be moved to the awarded distributor's facility. School district SND and the current distributor holding the inventory shall dispose of out-of-date product in a manner approved by NCDA & CS Food Distribution.
7. NCDA requires a separate Storage/Delivery Agreement for Commodities between the school district and vendor to approve commodity storage and delivery.
8. Orange County Schools requires the vendor awarded Lot 1 provide a means of recordkeeping to capture the district's commodity product value allocated to applicable manufacturers. Monthly inventory must be completed and submitted to the Orange County Schools School Nutrition Office by the third (3rd) day of the following month.

Beverage Coolers and Barrels/ Snack Racks

Orange County Schools may need coolers for the non-vended beverages, water, and juice. Some may request barrels for the beverages also. Some schools may need snack racks for the chips and other items. A list of schools needing coolers and racks will be given.

Ordering

Orange County Schools will process orders through the Education Management System so the distributor will need to have computer access to receive the orders. School Nutrition Director and vendor will have discussion of ordering alternatives.

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Special Conditions are not requirements of the Distributor beyond the parameters of this IFB – i.e. – requirements for special equipment – requirement of putting food on shelves – requirement for training personnel are not allowed.

DISTRIBUTOR AGREEMENT/COMMENTS TO SPECIAL CONDITIONS

The Distributor has read and agrees to
provide the Special Conditions.

Name of Distributor Representative

Title of Distributor Representative

Signature of Distributor Authorized To Sign Bid

Date _____

DRAFT