



Kevin Cross
Director of Purchasing & Supplier Diversity

April 5, 2018

To Whom It May Concern:

The Hazelwood School District is interested in quotations to furnish grocery, produce, bread, paper items, and other miscellaneous items for 30 school cafeterias and other district sites during the 2018-19 school year. The first day of school is August 14, 2018 and the last day will be May 24, 2019.

Total usage is an estimate only and may increase or decrease depending upon student participation.

We are requesting two deliveries per week to all schools for everything except bread which is to be delivered daily. Deliveries are to be made between the hours of 6 a.m. and 2:00 p.m. to avoid serving times in the kitchens. At the 3 high schools we will need deliveries before 9:00 a.m. two times per week.

The bid will be awarded by category. Current nutrition information and ingredient labels are required for all food items. Please submit this information on the day of the bid opening. The information must be easy to read in a well organized manner. It should be in alphabetical order. We are requesting it in a spreadsheet format.

Hazelwood School District is interested in having one to two prime vendors for the entire bid. However, because of the fresh nature of bread and produce, this may be awarded to a separate vendor or in combinations, whichever is to the advantage of the Hazelwood School District.

Deliveries are to be made to the inside of the kitchen as specified on purchase orders.

Any deviation from established standards shall be considered sufficient cause for cancellation of the contract. All dairy products shall be produced and handled in accordance with the best sanitary practices.

The successful bread vendor deliveries should be completed in all of the 30 schools and other school district sites each day by 10:30 a.m. The successful bread vendor is to supply racks, one per each elementary school and several for each secondary school. Bread products are to be delivered on clean, sanitary trays and bread racks need to be provided to each kitchen. All products are to be fresh daily. If at any time we are not satisfied with the quality of your service, our agreement will be terminated with two weeks' notice.

Itemized monthly statements in duplicate shall be mailed to the Business Office by the 5th of the month following deliveries. This address is to be used for mailing statements: Hazelwood School District, 15955 New Halls Ferry Road, Florissant, MO 63031.

On days when there is no school due to inclement weather or holidays, no products shall be delivered.

If you are interested in such a quotation, return this bid in a sealed envelope marked "Food Service Supplies Bid" to reach my office on or before **10 a.m., May 4, 2018**. The price quoted is to include delivery. Purchases will be made in full carton quantities. The successful bidder. **Please read and follow the instructions on the Child & Nutrition Services Food Supply bid document.**

The Hazelwood School District reserves the right to reject any or all bids submitted. We have tax exempt status.

Thank you in advance for your participation in Hazelwood's bid process.

Kevin L. Cross
Director of Purchasing and Supplier Diversity