

2025-2026 Official NCPA Vendor Bid Special Conditions

Name of School District or Co-op: Orange County Schools

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 Vendors **PRIOR to the Bid Award Opening**. Any change to the Special Conditions by one Vendor 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 2, 2025**.

Orange County Schools reserved the right to purchase on the open market any item not contained within the bid document.

Delivery and Invoicing

1. Weekly deliveries are expected for all school sites. Any expectations must be approved by the School Nutrition (SN) Director or designee.
2. Two (2) copies of delivery tickets shall be left with the School Nutrition manager. All drivers must initial delivery tickets and note any ordered product not delivered.
3. Managers hours for excepting deliveries are 6:00am to 2:30pm, Monday – Friday. Any exceptions prior to 6:00am or after 2:30pm must have prior approval from the School Nutrition Director or designee. The awarded vendor may be billed for any hours the district School Nutrition managers or assistants work past 3:00 pm to receive deliveries. The district is unable to accept Saturday deliveries.
4. Listed below are schools in which special delivery times will be needed due to access availability as the lane to the loading dock is in the car rider line: Central Elementary, Grady A. Brown Elementary, River Park Elementary, A.L Stanback Middle School, Orange Middle, and Orange High.
5. Schools listed do not have a loading dock so delivery trucks will need capability to unload the truck without a dock: Central Elementary, Efland Cheeks Elementary, Hillsborough Elementary, Pathways Elementary, River Park Elementary, Gravelly Hill Middle, Orange Middle, Cedar Ridge High, and Orange High.
6. Electronic ordering capability requirements of the awarded vendor.
7. Requirements for **ALL** Product Substitutions and/or Discontinued Products - anytime the school district has ordered a product that is "out of stock" or a product that has been "discontinued", the Distributor **MUST** notify the School District SN Director or designee **by e-mail 24 hours prior to scheduled delivery**. (This e-mail notification **MUST** be sent Monday-Friday between 8:00 am - 2:00 pm.) In the e-mail sent by the distributor, a comparable replacement and the nutritional facts for the replacement **MUST** be provided so that the SN Director or designee can make an appropriate decision on substitute.

Commodity Storage/Delivery Requirement (Lot – 1)

The ability to receive, store and deliver scheduled USDA commodity food items and Net-Off Invoice items is required as part of this contract

1. Storage is required for cases to be delivered that would include frozen/ refrigerated goods and dry storage products.
1. The vendor price for commodity delivery per case shall be submitted.
2. The vendor price per case for storage of products over 90 days shall also be submitted.
3. OCS commodity items shall be clearly marked.
4. The awarded vendor is required to pick up any existing inventory of palletized USDA commodities from the previously contracted vendor location and truck items to the new storage facility in a timely manner and at no charge to the district. The School Nutrition Director will work with the awarded vendor to schedule a pick-up time and date agreeable to all parties; and, the current vendor shall provide an accurate list of inventory or cases to be picked up. Cases must be picked up no later than ten (10) working days of the first day of school. Any out of date commodity inventory will not be moved to the awarded vendor's facility. School Nutrition Director and the current vendor holding the inventory shall dispose of any out-of-date product in a manner approved by NCDA&CS.
5. The NCDA&CS Terms and Conditions Agreement must also be signed and returned as part of this contract.
6. Net-Off invoice recordkeeping shall be tracked to capture commodity product value and all transactions must be done in a timely fashion to applicable manufacturers.
7. An up to date commodity inventory shall be made available to the district on a weekly basis.
8. Farm to School storage and delivery may also be required as part of this contract.

FFVP Program Sponsor (Lot 4)

Five schools have applied for the grant to offer the FFVP program. Anticipated usage to be added to the spreadsheet.

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Vendor should also provide any special order/no bid items which can be utilized as part of this program.

VENDOR AGREEMENT/COMMENTS TO SPECIAL CONDITIONS

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

Name of Vendor Representative

Signature of Vendor Authorized To Sign Bid

Title of Vendor Representative

Date _____