

**HEWLETT-WOODMERE PUBLIC SCHOOLS
INSTRUCTIONS TO BIDDERS**

TITLE OF BID:

COFFEE SERVICES 02 for the 2025/2026 SCHOOL YEAR

1. The Board of Education, One Johnson Place, Woodmere, New York 11598-1312 (in accordance with Section 103 of Article 5A of the General Municipal Law) hereby invites the submission of sealed bids for Coffee Services for the school district's high school (George W. Hewlett High School) and administrative building (Woodmere Education Center). Bids will be received up to **Thursday August 21, 2025 at 10AM** at the office of the Assistant Superintendent for Finance & Personnel.

Mail to: **Hewlett-Woodmere Public Schools**
 ATT: Mr. Joseph DiBartolo
 One Johnson Place, Room 308
 Woodmere, NY 11598

2. The person, firm or corporation making such proposal shall submit it in a sealed envelope to the office above named before the time noted. Both the mailing envelope and the actual bid envelope must be clearly labeled "*BID PROPOSAL*". The envelope shall be endorsed on the face thereof with the name of the person, firm or corporation making such proposal, the date of its presentation and the title of the items, equipment and supplies for which such proposal is made (i.e. Coffee Service).
3. In accordance with the requirements of General Municipal Law §103-g, the bidder is required to include with its bid either (1) the "Certification of Compliance with the Iran Divestment Act" or, in the case where the bidder is unable to make such certification, (2) the form titled "Declaration of Bidder's Inability to Provide Certification of Compliance with the Iran Divestment Act".
4. In accordance with the requirements of 2 CFR 200.318(c)(1), the bidder is required to include with its bid, a completed conflict of interest certification included herein and certify that this bid is being made in compliance with and in accordance to Board Policy #2160 involving Conflicts of Interest.
5. In accordance with the requirements of 2 CFR 200/ 7 CFR 3019.48, the bidder is required to include with its bid, a completed suspension/disbarment clause included herein and to notify the DISTRICT immediately upon becoming suspended or debarred, should such occur after the submission of the instant bid.
6. The bidder is required to submit the enclosed Certification Regarding Lobbying and Disclosure Form.

7. The bidder is required to certify that the bid price or prices quoted have been arrived at by the bidder independently and has been submitted without collusion with any other vendor of supplies, equipment, or services of the type bid: the contents of the bid have not been communicated by the bidder, or, to his knowledge and belief, by any of his employees or agents, to any person not an employee or agent of the bidder or its surety on bond furnished herewith, prior to the official opening of the bid.
8. The bidder shall list the price per unit of each item which he proposes to furnish, deliver and/or install where called for on our bid form. VENDOR COMPUTER SHEETS OR OTHER FORMS WILL NOT BE ACCEPTED.

<i>The successful bidder must agree that the bid prices submitted for each item will be binding until the end of the school year, June 30, 2026</i>

9. No charges will be allowed for federal, state or municipal sales and excise taxes, in that the Board of Education is exempt therefrom. The price bid shall be net and shall not include the amount of any such tax. Exemption certificate, if required, will be furnished on forms provided by the bidder.
10. The successful bidder must agree to provide, install (district to arrange for electrical/ water connection) and maintain coffee makers at no cost to the district:

1 — Single Cup Coffee System Machines: (George W. Hewlett High School)
Cafection Enterprises TOTAL 1 or comparable system that:

- Offers coffee strength selection
- Provides for dispensing of:
 - Caffeinated coffee
 - Decaffeinated coffee
 - 50/50 Decaffeinated/Caffeinated coffee
 - Flavored hot beverages (Caffeinated & Decaffeinated)
 - Hot water

1— Single Cup Pod Coffee Machine: (George W. Hewlett High School)
Keurig or comparable system (T-Disc or K-Cup) that offers:

- Countertop unit
- Commercial grade
- Accommodates discs offering a variety of coffee **I** hot beverages

11. The successful bidder must agree to deliver the items to the specified building. If applicable, title and risk of loss shall not pass from the contractor to the School District until the commodities have been received by the ordering agency and accepted by the School District. Mere acknowledgment by School District personnel of the delivery or receipt of goods (as in a signed bill of lading) shall not be deemed or construed as acceptance of the commodities

received.

When commodities are rejected, the contractor from the premises of the ordering agency must remove them within ten (10) days of notification of rejection. Rejected items not removed by the contractor within said ten (10) days shall be regarded as abandoned by the contractor, and the School District shall have the right to dispose of the items as its own property. The contractor shall promptly reimburse the School District for any and all costs and expenses incurred in effecting removal and disposition.

DELIVERY - Commodities shall be securely and properly packed for shipment, storage and stocking in shipping containers and according to accepted commercial practice, without extra charge for packing materials, cases or other types of containers. The container shall become and remain the property of the agency unless otherwise specified in the bid specification document.

12. On all bid documents the words "or equal" are understood to apply where a brand name, trade name, catalog reference, or patented commodity is referenced. References to such specific commodities are intended as descriptive, not restrictive, unless otherwise stated. Comparable products will be considered if proof of comparability is provided including appropriate catalog excerpts, descriptive literature, specifications and test data, etc. The Board of Education's decision as to acceptance of the products as equal will be final.

SAMPLES: The Board of Education reserves the right to request from the bidder a representative sample(s) of the commodity offered at any time prior to or after award of contract. Unless otherwise instructed, the sample(s) shall be furnished within ten (10) days of the request. Failure to timely submit such sample(s) may be sufficient cause for rejecting a bid or canceling a contract. In every instance where a substitute item is submitted for bid, a sample must be furnished at the time of the bid opening and clearly marked for which bid item they are submitting an equal substitute. Samples must be submitted free of charge and be accompanied by the bidder's name and address, any descriptive literature relating to the commodity and a statement indicating how and where the sample is to be returned to the bidder.

Submission of a sample (whether or not such a sample is tested by the School District) and acceptance thereof by the School District shall not relieve the bidder from full compliance with all conditions and terms, performance related and otherwise, specified in the bid documents.

When an accepted sample meets or exceeds the minimum specifications included on the bid form, all products delivered must be of the same quality and identity as the sample. Thereafter, in the event a bidder defaults, the School District may procure a commodity substantially equal to the specifications and from other sources, charging the bidder for any additional costs incurred.

If, in the judgment of the Board of Education, the sample submitted is not in accordance with the requirements prescribed in the bid document, the School District may reject the bid. If an

award has been made, the Board of Education may cancel the contract at the expense of the contractors.

All samples are subject to tests in the manner and place designated by the Board of Education. Samples consumed or deemed useless by testing will not be returned to the bidder.

13. **The Board of Education reserves the right to accept this bid by item or as a whole** or, in its discretion, reject any or all bids and readvertise in the manner proved by Section 103 of the General Municipal Law. It also reserves the right to change the quantity or delete any item from the bid.
14. The School District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor area surplus firms are used when possible.
15. The Board of Education reserves the right to make awards within forty-five (45) days after the date of the bid opening, during which period bids shall not be withdrawn pending the decision of the Board of Education.10. As required by Chapter 675 of the laws of 1966 amends Section 103-d of the General Municipal Law, it is necessary for each bidder to sign a non-collusive bidding certificate that is furnished herein.
16. Any percent discount for award of total order or for payment within a certain time limit should be clearly shown on the summary sheet of the bid submitted.
17. Each successful bidder (contractor) furnishing a toxic substance as defined by Section 875 of the State Labor Law to an ordering agency, shall provide such agency with not less than two (2) copies of a material safety data sheet (MSDA), which sheet shall include for each substance the information outlined in Section 876 of the State Labor Law. Compliance with the attached notice regarding toxic substances is required of all bidders.
18. The successful bidder will not discriminate against any employee because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by federal or state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the successful bidder.
19. Unless otherwise provided by statute, contracts shall be let to the lowest responsible bidder as will best promote the public interest, taking into consideration the reliability of the bidder, the qualities of the articles proposed to be supplied, their conformity with the specifications and the terms of delivery.
20. The bidder shall clearly state the minimum total order needed for shipping. This total should be a combination of all bids awarded to your company.
21. Buy American Compliance

As a sponsor of the National School Lunch Program (NSLP) and School Breakfast Programs (SBP), the School District will consider only applicable products which comply with the requirements of the "Buy American" Act.

The Buy American Provision

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 requires schools and institutions participating in the NSLP and SBP in the contiguous United States to purchase, to the maximum extent practicable, domestic commodities or products for the use in meals served under the programs.

The legislation defines "domestic commodity or product" as one that is produced in the United States and is processed in the United States, substantially using agricultural commodities that are produced in the United States.

The report accompanying the legislation stipulated that "substantially" means over 51 percent of the final processed product consists of agricultural commodities that were grown domestically.

22. **TERMINATION FOR CONVENIENCE-** The School District may elect to terminate the contract with the successful vendor(s) for any reason or cause, without penalty from the vendor. Additionally, the successful Bidder may be assessed a reasonable penalty that will be used to assist the School District in finding alternative suppliers and re-issuing this solicitation if unable to fulfill contract.

23. In accordance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by the Regulations of the United States Department of Labor (29 C.F.R. Part 5), the vendor shall be required to compute the wages and hours of every mechanic and laborer, as applicable, on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.

NOTE: The Hewlett-Woodmere Union Free School District is in compliance with Title IX of the Education Amendments of 1972 and the rules and regulations of the Department of Health, Education and Welfare relating to Title IX.

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a proposal in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Proposer/Contractor, any person signing on behalf of any Proposer/Contractor and any assignee or subcontractor and, in the case of a joint proposal, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Proposer/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Proposer/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Proposer/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Proposer/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Proposer/Contractor in default. The School District reserves the right to reject any proposal or request for assignment for a Proposer/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Proposer/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and that neither the Proposer/ Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this

____ day of _____, 2025

NOTARY PUBLIC

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

**DECLARATION OF PROPOSER'S INABILITY TO PROVIDE
CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

Proposers shall complete this form if they cannot certify that the proposer/contractor or any proposed subcontractor is not identified on the Prohibited Entities List. The District reserves the right to undertake any investigation into the information provided herein or to request additional information from the proposer.

Name of the Proposer: _____

Address of Proposer: _____

Has proposer been involved in investment activities in Iran? _____

Describe the type of activities including but not limited to the amounts and the nature of the investments (e.g. banking, energy, real estate)

If so, when did the first investment activity occur? _____

Have the investment activities ended? _____

If so, what was the date of the last investment activity? _____

If not, have the investment activities increased or expanded since April 12, 2012? _____

Has the proposer adopted, publicized, or implemented a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran? _____

If so, provide the date of the adoption of the plan by the proposer and proof of the adopted resolution, if any and a copy of the formal plan. _____

In detail, state the reasons why the proposer cannot provide the Certification of Compliance with the Iran Divestment Act below (additional pages may be attached):

I, _____ being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and the foregoing is true and accurate.

SIGNED

SWORN to before me this

____ day of _____, 2025

NOTARY PUBLIC

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

CONFLICT OF INTEREST CERTIFICATION

Name of Contractor _____

Business Address _____

Telephone Number _____

The Contractor above mentioned declares and certifies:

First That the said Contractor is of lawful age and the only one interested in this proposal, and that no one other than said Contractor has any interest herein.

Second That this proposal is made without any previous understanding, agreement or connection with any other person, firm, or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.

Third That no member of the Board of Education of the Hewlett-Woodmere Union Free School District nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education is directly or indirectly interested in this proposal or in the supplies, materials, equipment, work, or services to which it relates, or in any portion of the profits thereof.

Fourth That said vendor has carefully examined the instructions, schedules, and specification prepared under the direction of the Board of Education, and will, of successful in this proposal, furnish and deliver at the prices proposed and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, or labor for which this proposal is made.

Fifth That the prices quoted are net and exclusive of all federal, state and municipal sales and excise taxes.

Sixth The non-collusive certification applies to this proposal.

SIGNED

SWORN to before me this

____ day of _____, 2025

NOTARY PUBLIC

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

Name of Contractor _____

Business Address _____

Telephone Number _____

Pursuant to the requirements of Appendix II to Part 200 of the Code of Federal Regulations, the undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

2. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US. Code. Any person who

fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

SIGNED

SWORN to before me this

____ day of _____, 2025

NOTARY PUBLIC

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

DISCLOSURE FORM

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

Name

Title

1. Does any Hewlett-Woodmere Union Free School District Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm? _____ If yes, set forth the basis upon which a financial interest exists in the firm:

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with Hewlett-Woodmere Union Free School District? _____ If yes, please describe transaction(s):

3. Does any direct relative of a member of the Board , administrators, or staff possess any financial interest, directly or indirectly, in the firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling). _____ If yes, set forth below the Hewlett-Woodmere Union Free School District Board Member, administrator, or staff member whose relation possess an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND *UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.*

Firm:

Signature:

Print Name:

Title:

Date:

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

NON-COLLUSIVE CERTIFICATION

Firm Name _____

Business Address _____

Telephone Number _____

Date of Proposal _____

I. General Bidder Certification

The proposer certifies that he will furnish, at the prices quoted, the materials, equipment and/or services as proposed on this Request for Proposals.

II. Non-Collusive Bidder Certification

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966. By submission of this proposal, the proposer certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury:

Non-collusive proposal certification.

- (a) By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and,

3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

- (b) A proposal shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the

political subdivision, public department agency or official thereof to which the proposal is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being requested for proposal, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any proposal hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate proposer for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such proposal contains the certifications referred to in subdivision II of this section, shall be deemed to have been authorized by the board of directors of the proposer, and such authorization shall be deemed to include the signing, and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of corporation.

The proposer affirms the above statement as true under the penalties of perjury.

Signature of Proposer: _____

Title: _____

Sworn to before me this _____ day of _____, 2025

NOTARY PUBLIC

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

DEBARMENT/SUSPENSION CERTIFICATION

Name of Contractor _____

Business Address _____

Telephone Number _____

The Contractor above mentioned declares and certifies:

First That said contractor is not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Second That said contractor has not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Third, That said contractor is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) and has not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND *UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.*

Firm: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

VENDOR: _____

VENDOR TO PROVIDE, INSTALL & SERVICE COFFEE MAKERS AS SPECIFIED IN #5 OF BID SPECIFICATIONS

SPECIFY MODELS TO BE PROVIDED:

	# of machines
1 Cafection TOTAL 1	1
2 Keurig Coffee Machine	1
3 Comparable	

A. COFFEE & BEVERAGE - TOTAL 1 SYSTEM

*If providing a comparable system,
provide listing of comparable items.*

	ITEM SIZE (ex. 1 lb. packet)	PER CASE QTY	ACTUAL PER CASE QTY	\$ PRICE PER CASE	EST. ITEM QTY
1. Premium Coffee Beans, 100% Columbian	2 lb bags	qty 6 per case	/	\$	3 cases
2. Premium Coffee Beans, French Roast	2 lb bags	qty 6 per case	/	\$	3 cases
3. Hotte Cappuccino Creamer	2 lb bags	qty 6 per case	/	\$	3 cases
4. Powdered Hot Chocolate	2 lb bags	qty 6 per case	/	\$	3 cases
5. Water Filter	Each	Each	/	\$	6
6. Premium Coffee, 100% Columbian	2 lb bags	qty 6 per case	/	\$	
7. Premium Decaffeinated Coffee	2 lb bags	qty 6 per case	/	\$	
8. Premium Decaffeinated Coffee Beans	2 lb bags	qty 6 per case	/	\$	2 cases

COMPARABLE ITEMS / ADDITIONAL OFFERINGS:

_____	_____	_____	/	\$
_____	_____	_____	/	\$
_____	_____	_____	/	\$
_____	_____	_____	/	\$

(if necessary attach list for 'Additional Items - A')

VENDOR: _____

B. SINGLE POD - KEURIG COFFEE MACHINE

*If providing a comparable system,
provide listing of comparable items.*

	ITEM SIZE (ex. 1 K-Cup)	PER CASE QTY		\$ PRICE PER CASE	EST. CASE QTY
8. K-Cup 100% Columbian Medium Roast	K - Cup	qty___/per case	/	\$	25 CS
9. K-Cup Sumatra	K - Cup	qty___/per case	/	\$	10 CS
10. K-Cup French Vanilla Coffee	K - Cup	qty___/per case	/	\$	5 CS
11. K-Cup Decaffeinated French Vanilla Coffee	K - Cup	qty___/per case	/	\$	3 CS
12. K-Cup Hazelnut Coffee	K - Cup	qty___/per case	/	\$	3 CS
13. K-Cup Decaffeinated Hazelnut Coffee	K - Cup	qty___/per case	/	\$	2 CS
14. K-Cup Cinnabon Classic	K - Cup	qty___/per case	/	\$	5 CS
15. K-Cup French Roast	K - Cup	qty___/per case	/	\$	3 CS
16. K-Cup Seasonal Flavors	K - Cup	qty___/per case	/	\$	3 CS
17. K-Cup Assorted Flavored Teas	K - Cup	qty___/per case	/	\$	2 CS
18. K-Cup Green Mountain Assorted Flavors	K - Cup	qty___/per case		\$	3 CS
19. K-cup Green Mountain Assorted Flavors-Decaf	K - Cup	qty___/per case		\$	3 CS

HEWLETT-WOODMERE PUBLIC SCHOOLS

**COFFEE SERVICES
FOR THE 2025/26 SCHOOL YEAR**

SUMMARY

BID PRICE \$ _____

LESS DISCOUNT (if any) _____

TOTAL BID PRICE \$ _____

We agree to furnish Coffee Products and Services for the 2025/2026 School Year as listed on the attached sheets, including delivery to the separate schools and in accordance with the instructions to bidders.

NOTE: *The successful bidder must agree to hold the bid price on each item from July 1, 2025 through June 30, 2026.*

NAME OF COMPANY _____

ADDRESS _____

SIGNED _____

PRINT NAME _____

TITLE _____

TELEPHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

DATE _____

DATE PUBLISHED: Thursday August 7, 2025
BID OPENING: Thursday August 21, 2025