

CENTRAL ILLINOIS SCHOOL FOOD SERVICE PURCHASING COOPERATIVE

INVITATION TO BID FOOD PRODUCTS AND MISCELLANEOUS NON-FOOD SUPPLIES

A group of school districts located in Illinois (as listed in Attachment A), have agreed to combine their food service needs into a cooperative bid purchase agreement and purchase in accordance with the following specifications (the name of this cooperating organization shall be the **Central Illinois School Food Service Purchasing Cooperative**, hereinafter referred to as The Cooperative.

I. INSTRUCTIONS TO BIDDERS

A. PROPOSALS:

1. Bids will be received and reviewed at the time and place indicated.

Place:

Granite City CUSD #9

Administrative Offices

Chris McCullough

3200 Maryville Road

Granite City, IL 62040

Date: Friday, April 24, 2026 at 10:00 AM

2. Bids received after this time will not be accepted and will be returned unopened.
3. Bids received prior to the bid opening will be securely kept unopened.
4. Bids should be submitted to:

Granite City CUSD #9

Administrative Offices

Chris McCullough /

Breanne Gordon

3200 Maryville Road

Granite City, IL 62040

5. Bids must be made in accordance with the instructions contained herein, submitted on the forms furnished by the Cooperative, and **SEALED IN AN ENVELOPE PLAINLY MARKED WITH THE BIDDER'S NAME AND ADDRESS, AND THE NOTATION:**

SEALED BID: BROADLINE DISTRIBUTOR BID FOR SCHOOL NUTRITION SERVICES

DUE: FRIDAY, APRIL 24, 2026 BY 10:00 AM

B. CONTRACT INFORMATION

1. The contract terms will be firm for the school year 2026–2027, beginning July 1, 2026, with possible bid extension for school years 2027-2028, 2028-2029, 2029-2030, 2030-2031 provided service and products have been satisfactory.
2. **Usage estimates are based on FY2025 purchases. The usage is subject to change based on customer preferences and USDA Commodity allocation.**
3. Award of the contract will be made no later than June 1, 2026.
4. BID SPECIFICATION: Bid pricing to be “firm” for the school year for Pizza and Commodity Net Off Invoice items.
5. BID SPECIFICATION: Bid pricing to be “distributor’s laid-in cost plus fixed fee for services” for each item.
6. Line item laid-in distributor costs and fixed fee mark-ups are classified as “trade secrets or financial information” in accordance with the **Illinois Freedom of Information Act** and are not subject to public disclosure. Selling cost to the Cooperative for individual items will be made available to any bidder.

C. BIDDING CONDITIONS AND INSTRUCTIONS

1. **All inquiries shall be directed to Chris McCullough (618) 451-5800 Ext 6.**
Each bidder, by submitting their bid, represents (s)he fully understands the bidding documents and is able to fulfill the requirements of the bid. Oversights and errors will not relieve the bidder of requirements contained in the bid.
2. Each bidder shall carefully examine all contract documents and all addenda thereto, and shall familiarize themselves with the requirements prior to submitting a proposal. If a bidder should have errors, discrepancies, ambiguities or omissions in the bid documents, he should submit to the Cooperative a written request for an interpretation or correction no later than ten (10) business days prior to the bid due date. The Cooperative will, at that time, if necessary, send a written addendum to all bidders of record. Such addenda shall take precedence over the original portion of the bid document and shall become part of the contract document. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of a proposal. Bidder will acknowledge receipt of each addendum issued in the space provided on the proposal page. Oral explanation will not be binding.
3. The bidder shall at all times observe and comply with all laws, ordinances, and regulations of the Federal, State, Country and local government agencies, which may in any manner affect the performance of the contract.
4. A vendor providing services under this contract must assure the Cooperative that it is conforming to the provisions of the Civil Rights Act of 1964, as amended.
5. The vendor shall agree to save and hold harmless the Cooperative, its agents, and employees from any actions or causes of action, or claims for damages including the expense of defending suit arising from or growing out of the performance of, or failure to perform its contract.
6. The Member Districts are exempt from Federal, State and Municipal excise and transportation taxes. On articles, which are subject to such taxes, the member district, upon request, will furnish exemption certificates.
7. The undersigned bidder or agent, being duly sworn on oath, says that (s)he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone

at such letting, nor to prevent any person from bidding, nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

8. (S)He further states that no person or persons, firms, or corporations has, have or will receive directly or indirectly, any rebate, fee gift, commission, or thing of value resulting from such sales.
9. An authorized company representative who is legally qualified to sign such documents must sign bid and the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered transactions form.
10. Goods to be delivered in accordance with this bid are to be manufactured and sold in compliance with all applicable Federal, State and local laws and regulations.
11. The successful bidder will be required to carry commercial equivalents to USDA reprocessed items in use at Member Districts.
12. **BID PRICING WILL BE HELD FIRM FOR FIRST SIX MONTHS.**
Thereafter, price adjustments may be made only after submitting written notice to the Cooperative with third-party market report documentation.
13. Bid will be awarded based on total cost, Critical Qualifying Factors, Considered Quality Service Indicators, past service to Cooperative members and opportunity for early payment discounts.

D. BID PRICING AND COMPUTATION

1. Definitions. Please refer to Attachment B for a definition of terms.
2. Computation of bid:
 - A. The computation of the net delivered price shall be based on the distributor's laid-in cost plus a fixed fee for services for each item. The categories for fixed fee shall be refrigerated (dairy/produce), frozen, groceries (canned or dry), disposables, chemicals. The laid-in cost may vary from item to item. The fixed fee remains the same for the contract length.

- B. Prices quoted must be gross prices including such costs (when they apply) as packaging, transportation – F.O.B. Member District. No separate charges, except those clearly recorded on this quotation form will be allowed.
Cooperative must be notified prior to addition of any fuel surcharges.
 - C. Errors in quoted prices or in preparation of quotation form will not relieve the vendor. The vendor must initial corrections in quotations.
 - D. Notarized copies of the vendor's original invoices, reflecting laid-in costs may be requested for inspection by representatives of the Cooperative.
3. Rebates available from the manufacturer to the customer, based on proof of purchase, are not to be included in the bid price.

E. SUBSTITUTIONS OR ALTERNATES TO BID

- 1. All items must meet the specification listed. Where specification indicates a particular approved brand(s) and code number(s), it shall be understood to mean that item only.
- 2. If the bidder elects to bid on an alternate product or item specified, (s)he may do so but only when prior approval is obtained. Product samples must be provided to Cooperative before approval is obtained.

F. ACCEPTANCE / REJECTION OF BID

- 1. The bidder acknowledges the right of the Cooperative to reject any or all bids as it deems it to be in the best interest of the Member District or Cooperative and to waive informality or irregularity in any bid received.
- 2. This agreement will be a primary vendor contract.
 - A. Several facts will be weighed in awarding the contract.
See Attachment D: "Critical Qualifying Factors" and "Considered Qualifying Factors".

G. ORDERS/DELIVERY

- 1. Successful bidders will provide deliveries to designated areas (dry, refrigerated, frozen, etc.,) at the Member Districts (See Attachment C).

2. The Member Districts must be advised of product substitutions at least twenty-four (24) hours in advance of delivery. Substitutions must be approved by the Director of Food Service or designee prior to delivery and will be of equal or higher quality at no additional charge. If the substitution price is lower then we pay that price. If the substitution price is higher we pay the bid price. Should problems arise, the Member Districts reserve the right to order from other sources when the supplier cannot supply product needs.
3. Deliveries to the sites listed on Attachment C will be accepted Monday through Friday, when school is in session, between the hours of 6:30 a.m. and 1:00 p.m. unless prior arrangements have been made with the Director of Food Service.
4. A priced delivery invoice, must accompany all deliveries, including an invoice number, quantities of each item delivered, unit price, and extended price.
5. Credit memos shall be issued at delivery time for items on the invoices but not delivered.
6. An authorized food service employee must sign delivery invoices and credit memos and **TWO COPIES** must be left with the Food Service Department at the time of delivery.
7. The Member Districts reserve the right to reject any goods, which contain defects in material or workmanship or which fail to meet the specifications contained herein or vendor's warranties (express or implied). Rejected goods shall be removed at the expense of the vendor, including transportation both ways, promptly after notification of rejection. Vendors should be prepared to replace rejected items on a timely basis so as not to disrupt program production schedule.

H. PAYMENT TERMS

1. Payment will be made by check at the next regular meeting of the Board of Education of each Member District following the end of the month during which invoices are received.
2. Payment by Member Districts' Boards for goods supplied hereunder shall not constitute acceptance thereof, if subsequent inspection discloses defects in material or workmanship or a failure to meet the specification contained herein.

3. Vendor to include available early payment discounts.

I. TERMS OF CONTRACT

Either party may terminate the contract thirty (30) days after written notification.

J. PROMOTIONS

Notice of any manufacturers' marketing promotions during the effective period should be made available to the Member District as they are announced.

K. NON-PERFORMANCE CLAUSE

Should a winning bidder fail to honor a bid, the Cooperative will award the item(s) to the next qualified bidder.

L. NON-DISCRIMINATION CLAUSE

All of the quoted provisions in Section 202 of Executive Order No. 11246, dated September 24, 1965, are incorporated in this contract by reference. As used therein, the words, "contracting agency" shall be deemed to mean The Cooperative.

M. FAIR EMPLOYMENT ACT STATE OF ILLINOIS (nk/a the Illinois Human Rights Act)

All the provisions in the Illinois Fair Employment Practices Acts, as amended (48 Ill.Rev.State. 1971, as amended Sec. 815-867) and now known as the Illinois Human Rights Act are incorporated in this contract by reference and shall be complied with in its entirety..

N. OSHA

Vendor shall agree to comply with the most current provisions of the Safety and Health Act of 1970, as amended, and the standards and regulations issued thereunder, and shall certify that all items furnished under this bid will conform to, and comply with, said standards and regulations

O. BUY AMERICAN

Food must be produced in the United States except in those instances where food is not produced in the United States in sufficient quantity or satisfactory quality or the cost of food produced in the United States is significantly higher than foreign products.

P. TITLE AND RISK OF LOSS

Title to the goods herein described shall not pass until said goods have actually been received by Member Districts or a consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, any agreement to pay freight, express, or other transportation or insurance charges. Risk or loss prior to such actual receipt by the Member District or its consignee shall be borne by Seller.

Nothing herein contained, however, shall be construed to deprive the Member District of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

Q. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

No contract shall be assigned or any part of the same subcontracted without the written consent of the Cooperative, but in no case shall such consent relieve the contractor from his obligations or change the terms of the contract. The contractor shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Cooperative having first been obtained. The transfer or assignment of any contract funds, either in whole or in part, or any interest therein, which shall be due or to become due to the contractor, shall cause the annulment of said transfer or assignment so far as the Cooperative is concerned.

R. EXEMPT TAXES

All purchases are exempt from the Retailer's Occupation Tax and the Service Use Tax.

II. INSURANCE

General. The Supplier shall not commence work under the Contract until he has obtained all insurance required, nor shall Supplier allow any Subcontractor or Sub-Subcontractor to commence work or any portion of the work unless all insurance required of the Subcontractor and the Supplier has similarly approved Sub-Subcontractor.

1. All such insurance shall be purchased only from companies licensed and duly authorized by the Department of Insurance of the State of Illinois to do business in Illinois and to write the types of insurance policies as herein specified. The companies shall have a policyholder's rating of "A" and financial rating of "AAAAA" as stated in the latest edition of Best's Insurance Guide.
2. The insurance coverages required under this Article shall be maintained by Supplier, Subcontractors, and Sub-Subcontractors until the supplier completes all work and is accepted by the Member Districts.

Automobile Liability. Each supplier shall obtain, at his expense, Comprehensive Automobile Liability Insurance covering all owned, hired and non-owned vehicles, providing for bodily injury and death coverage in limits of an amount not less than \$500,000 per person and \$1,000,000 per accident, and property damage coverage in limits of an amount not less than \$5,000,000 per accident. The Supplier shall be named insured.

Workmen's Compensation. Each supplier shall obtain, at his expense, insurance protecting the supplier from all liabilities that may be imposed under the Worker's Compensation Act and the Worker's Occupational Diseases Act of the State of Illinois. In the event any portion of the work is sublet, each supplier shall require the Subcontractor and Sub-Subcontractor similarly to provide such insurance for all their employees. The limit of liability afforded under the Employer's Liability Section of the Worker's Compensation of and Employer's Liability Policy shall not be less than \$500,000 for any one accident or occupational disease. Certificates of Insurance indicating State approved self-insurance on aggregate excess for Worker's

Compensation and Occupational Disease are acceptable subject to the approval of the Member District.

Comprehensive General Liability and Property Damage. Each supplier shall obtain, at his expense, such Comprehensive General Liability and Property Damage Insurance as shall protect him from claims for damages for bodily injury, including accidental death, as well as from claims for property damage including loss of use resulting from accidental death, as well as from claims from property damage including loss of use resulting therefrom, which may arise from activities under or incidental to the subcontractor or anyone directly or indirectly employed by any of them, or as otherwise may be herein specified.

Public Liability Insurance shall be in an amount not less than \$1,000,000 for bodily injury, including accidental death, to any one person and subject to the same limits for any one occurrence. Property Damage Insurance shall be in an amount not less than \$500,000 for damage to property in any one occurrence with an aggregated limit of not less than \$1,000,000. The comprehensive General Liability Insurance shall include coverage for Operations-Premises; Contractor's Protective Liability; Completed Operations and Contractual Liability. The policy shall be endorsed to protect Cooperative from Property Damage Liability.

Owner's Protection. Each Supplier shall provide, at its expense, Owner's Protective Insurance naming the Member Districts as Co-Insured, and shall include the Member Districts as named insureds under the foregoing Comprehensive General Liability and Property Damage Insurance. Said insurance shall afford the district the same protection and in the same amounts as required in the paragraph above for the supplier and shall protect the district from all claims for bodily injury and property damage arising from ownership of the premise and general supervision or observation of the work, including claims by employees of the supplier, and Subcontractors or Sub-Subcontractors.

The supplier shall furnish the Member Districts copies of the policy, which shall contain a provision that the policy will not be canceled until at least 30-business days' prior written notice has been given to the Member Districts.

Within 15 business days after notice of Award, the supplier shall file with the Member Districts a Certificate of Insurance showing complete coverage of all insurance required by this Article signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the description of the work covered by

such insurance, the insurance policy number, the limits of liability of the policies and dates of their expirations, with further certification from the insurance companies that their policies will not be materially modified, amended, changed, canceled, or terminated without 30 business days prior written notice to the Member Districts.

Certificates of Insurance and letters of indemnification of any form of Umbrella or Excess of Loss coverage of Employer's Liability, General Liability or Auto Liability of not less than \$1,000,000 for any one occurrence and subject to the same aggregate are acceptable in lieu of the limits specified in this Article, subject to the approval of the Member Districts as to form and amount of self-insured retention. The Member Districts reserve the right to require a copy of the entire policy.

III. EQUAL EMPLOYMENT OPPORTUNITY

Pursuant to the regulations of the Illinois Fair Employment Practices Commission and the Human Rights Act, it is hereby the policy of the Cooperative, that the following "Equal Employment Opportunity Clause" is applicable to and shall be incorporated by reference hereto, to all contracts from and after this date for the purchase of good and services by the Member School districts, excluding therefrom all contracts of employment:

"Equal Employment Opportunity"

In the event of the Contractor's non-compliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act, the Illinois Human Rights Act or the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute and regulation.

During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are

underutilized and will take appropriate affirmative action to rectify any such underutilization.

2. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.
4. That it will send to each labor organization or representative of workers with which it has or has been bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Practices Act, the Illinois Human Rights Act and the Commission's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly notify the Illinois Fair Employment Practices Commission or the Illinois Human Rights Agency and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
5. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts or the Illinois Human Rights Agency, furnish all relevant information as may from time to time be requested by the commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act or the Illinois Human Rights Act and the Commission's Rules and Regulations for Public Contracts.
6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission or the Illinois Human Rights Agency for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act, The Illinois Human Rights Act and the Commission's Rules and Regulations for Public Contracts.
7. That it will include verbatim or by reference the provisions of Paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section

2.10(a) of the Commission Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor; and that it will also include the provisions of paragraphs 1, 5, 6 and 7 in every supply subcontract as defined in Section 2.10(1) of the Commissions' Rules and Regulations for Public Contracts so that such provisions will be binding on every subcontractor. In the same manner, as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further, it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission, the Illinois Human Rights Agency in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

With respect to the two types of subcontracts referred to under paragraph 7 of the Equal Opportunity Clause above, following is an excerpt of Section 2 of the FEFC's Rules and Regulations for Public Contracts:

"Section 2.10. The term "subcontract" means any agreement, arrangement, or understanding, written or otherwise, between a contractor and any person (in which the parties do not stand in the relationship of any employer and employee)":

- (a) for the furnishing of supplies or services for the use of real and personal property, including lease arrangements, which, in whole or in part, is utilized in the performance of any one or more contracts; or
- (b) under which any portion of the contractor's obligation under any one or more contracts is performed, undertaken or assumed.

**CENTRAL ILLINOIS SCHOOL
FOOD SERVICE PURCHASING
COOPERATIVE**

ATTACHMENT A

SCHOOL DISTRICT	FOOD SERVICE DIRECTOR	PHONE NUMBER
Bethalto Community Unit School District #8	Chasity Davis	618-377-2436
Brussels Community Unit School District #42	Cindy Kuhn	618-883-2131
Breese Central High School	Julie Peters	618-526-4578
Calhoun Community Unit School District #40	Trisha Swan Stephanie Breden	618-576-2341 618-576-9010
Columbia CUSD # 4	Lora Glowacki	618-281-2521
East Alton Elementary Community Unit School District #13	Erika Powers / Stacey Egan	618-433-2204
East Alton-Wood River District #14	Steve Scroggins	618-254-3151
Edwardsville Community Unit School District #7	Breanna Gordon	618-655-6050
Granite City Community Unit School District #9	Chris McCullough	618-451-5800
Madison Community Unit School District #12	Lucia Simms	618-877-1712
Mount Olive Community Unit School District #5	Stephanie Carle	217-999-7831
Roxana Community Unit School District #1	Scott Haas	618-254-7575
Waterloo Community Unit School District #5	Ruth Mason	618-939-3454, Ext. 224
Wood River-Hartford District #15	Amy Cook	618-254-0205

CENTRAL ILLINOIS SCHOOL FOOD SERVICE PURCHASING COOPERATIVE

ATTACHMENT B – DEFINITIONS

1. **Distributor Laid-In Cost:** The manufacturer's charge for product, FOB distributor's warehouse.
2. **Fixed Fee:** Distributor's service fee, which represents the cost of delivery to member districts. For example: Labor, overhead, warehousing, etc.
3. **Net Delivered Price, Bid Price:** The total of distributor's laid-in cost plus fixed fee, less bid allowance, if any.
4. **Distributor's Choice:** Products must have a label from a national buying group to which the distributor belongs. For example: Comsource, Nifda, etc. (Sample may be requested.)

**CENTRAL ILLINOIS
SCHOOL FOOD SERVICE
PURCHASING COOPERATIVE**

ATTACHMENT C – ORDERS/DELIVERIES

Successful Bidder will provide deliveries to the following Member District locations on days mutually established with the Food Service Director.

SCHOOL DISTRICT	SCHOOL	DELIVERY POINT
Bethalto Community Unit School District #8	Civic Memorial High School	200 School Street Bethalto, IL 62010
	Wilbur Trimpe Jr. High School	910 W Second Street Bethalto, IL 62010
	Bethalto East Elementary School	309 Albers Place Bethalto, IL 62010
	Meadowbrook Elementary School	111 W. Roosevelt DR Moro, IL 62067
	Parkside Elementary School	600 E. Central Street Bethalto, IL 62010
Brussels Community Unit School District #42	Brussels	128 School Street Brussels, IL 62013
Calhoun Community Unit School District #40	Calhoun High School	Hwy. 100 N. RR1 Hardin, IL 62047
	Calhoun Elementary	52 Poor Farm Hollow Road Hardin, IL 62047
Columbia School District	Eagleview Elementary	113 S Rapp St Columiba, IL 62236
	Parkview Elementary	1 Veterans Parkway Columbia, IL 62236
	Columbia Middle School	100 Eagle Dr Columbia, IL 62236
	Columbia High School	77 Veterans Parkway Columbia, IL 62236
East Alton Elementary Community Unit School District #13	East Alton Middle School	1000 Third Street East Alton, IL 62024
East Alton-Wood River District #14	EA WR High School	777 N. Wood River Avenue Wood River, IL 62095

Edwardsville Community Unit School District #7	Woodland Elementary	59 S. State Route 157 Edwardsville, IL 62025
	Edwardsville High School	6161 Center Grove Road Edwardsville, IL 62025
	Lincoln Middle School	145 West Street Edwardsville, IL 62025
	Liberty Middle School	1 District Drive Edwardsville, IL 62025
	Cassens Elementary	1014 Glen Crossing Road Glen Carbon, IL 62025
	Goshen Elementary	101 District Drive Edwardsville, IL 62025
Granite City Community Unit School District #9	Warehouse	1947 Adams Granite City, IL 62040
	ESSC Lake School	2300 West 25th Street Granite City, IL 62040
	Granite City High School	3101 Madison Avenue Granite City, IL 62040
	Coolidge Middle School	3231 Nameoki Road Granite City, IL 62040
	Grigsby Middle School	3801 Cargill Road Granite City, IL 62040
Madison Community Unit School District #12	Madison Middle/High School	600 Farrish Madison, IL 62060
	Bernard Long Elementary	1000 Farrish Madison, IL 62060
Mount Olive Community Unit School District #5	Mount Olive School District 6	804 West Main Street Mount Olive, IL 62069
Roxana Community Unit School District #1	Roxana Senior High School	401 Chaffer Roxana, IL 62084
	Central Elementary	601 Chaffer Roxana, IL 62084
	South Roxana Elementary	400 Michigan Roxana, IL 62084
Waterloo Community Unit School District #5	Zahnow Elementary	301 Hamacher Street Waterloo, IL 62298
	Rogers Elementary	200 N. Rogers Street Waterloo, IL 62298
	Gardner Elementary	One Ed Gardner Place Waterloo, IL 62298
	Waterloo Jr. High	200 Bellefontaine Drive Waterloo, IL 62298
	Waterloo High School	505 E. Bulldog Blvd. Waterloo, IL 62298
Wood River-Hartford School District #15	Wood River-Hartford Jr. High	501 Lenora Street Wood River, IL 62095

DON'T STAPLE NEXT 3 PAGES TO BID

**CENTRAL ILLINOIS SCHOOL FOOD SERVICE
PURCHASING COOPERATIVE**

Page 1 of 6
MUST BE SUBMITTED WITH BID FORM

**A. THIS COVER SHEET TO BE
SUBMITTED WITH BID FORM.**

After having read all the specifications and understanding the same, I hereby submit the following proposal to supply *food and supply products* for the Central Illinois School Food Service Purchasing Cooperative for the 2026-2027 school calendar in accordance with said specifications.

Fixed Fee, Category A: (Refrigerated-produce/dairy/.....)	\$
Fixed Fee, Category B: (Frozen)	\$
Fixed Fee, Category C: (Grocery-canned or dry)	\$
Fixed Fee, Category D: (Disposables)	\$
Fixed Fee, Category E: (Chemicals)	\$

Submitted by _____

Name of Company _____

Street # or P. O. Box _____

City, State, Zip Code _____

Company Telephone Number _____

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MUST BE SUBMITTED WITH BID FORM

B. I acknowledge receipt of the following Addenda:

I have read and accepted the attached Equal Employment Opportunity Clause. I have read and will comply with the "Non-Collusion Certification".

Must return signed copy with bid.

I have read and will comply with the "Disclosure of Lobbying Activities".

Must return signed copy with bid.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

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Print or Type Name and Title

DATE: _____

BID DUE: FRIDAY, April 24, 2026, at 10:00 AM

MUST BE SUBMITTED WITH BID FORM

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MUST BE SUBMITTED WITH BID FORM

CRITICAL QUALIFYING FACTORS

Failure to answer all questions with a yes and supply requested information or failure to provide requested service shall result in disqualification of the vendor.

THIS FORM IS TO BE RETURNED WITH ORIGINAL PROPOSAL.

1. Vendor is able to deliver at least 90% of the items specified to all member sites.

Yes		No	
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2. Vendor will stock the commercial equivalent of reprocessed commodities as needed.

Yes		No	
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3. Vendor has passed USDA and State Warehouse inspections and will provide HACCP Plan or Certificate.

Yes		No	
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4. Vendor will supply periodic recaps of purchases by site, district or co-op as requested.

Yes		No	
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5. Vendor will notify member districts of any manufacturers' marketing promotions in a timely manner to allow full participation.

Yes		No	
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6. Vendor will track the usage and notify member districts of manufacturer's rebates in a timely manner to allow full participation.

Yes		No	
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MUST BE SUBMITTED WITH BID FORM

7. Vendor will stock and distribute reprocessed commodities supplied through the "Net Off Invoice" Program.

Yes		No	
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8. Vendor has an Internet based ordering system that allows customers to check current prices and provides software and/or training for use of on-line ordering at no charge.

Yes		No	
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9. Registered Dietitian on Staff.

Yes		No	
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10. Vendor has the ability to deliver to each Cooperative member site two times per week.

Yes		No	
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11. Vendor provides nutritional analysis information at no charge.

Yes		No	
-----	--	----	--

SIGNATURE OF AUTHORIZED REPRESENTATIVE

.
.

Print or Type Name and Title

DATE: _____

Page 5 of 6
MUST BE SUBMITTED WITH BID FORM

CONSIDERED QUALITY SERVICE INDICATORS:

1. Vendor has supplied accurate calculations and extensions.

Yes		No	
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2. Vendor agrees to maintain 95% of listed bid items in stock.

Yes		No	
-----	--	----	--

3. The computerized ordering system allows customers to check current stock on any item.

Yes		No	
-----	--	----	--

4. The computerized ordering system allows customers to check nutritional information.

Yes		No	
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5. Computerized ordering system allows customers to check and print history of quantities ordered for each item by site or district and by varying timeframes. System must include the following reports:

- Usages with Cases and Dollars
- Case and Dollars by Personal Order Guide
- Usage with Cases Only
- High – Low Usage with Cases
- High – Low Usage with Dollars
- Usage by Vendor/Manufacturer.

Yes		No	
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MUST BE SUBMITTED WITH BID FORM

6. Vendor has Internet e-mail capabilities.

Yes		No	
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7. Vendor will accept and process special orders.

Yes		No	
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8. Manufacturer number is listed on the invoice.

Yes		No	

9. Successful Bidder will provide the services of a sales representative who will provide service to Cooperative Member accounts on an "as needed (with appointment) basis" to answer questions and correct any problem that may arise.

Yes		No	
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SIGNATURE OF AUTHORIZED REPRESENTATIVE

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Print or Type Name and Title

DATE: _____

