

**GARRETT COUNTY BOARD OF EDUCATION
FOOD & NUTRITION SERVICES
770 DENNETT ROAD
OAKLAND, MD 21550**

Invitation to Bidders

You are invited to submit a bid on supplying the Board of Education Garrett County Food and Nutrition Services Department (FNS) with the products defined in the attached specifications and conditions for the school year 2025-2026.

Copies of the specifications are available from the FNS Office. The bid documents may also be obtained by:

1. Download the document from the Board's website at: garrettcountryschools.org.
2. Access solicitations on eMaryland Marketplace @<https://ebidmarketplace.com>
3. Contact the Food & Nutrition Service Department between 8:00 a.m. and 4:00 p.m. Monday through Friday. The phone number is 301-334-8917.
4. Visit the Food & Nutrition Service Department between the hours of 8:00 AM and 4:00 PM, Monday through Friday, excluding holidays. The Food Service Department is located at 770 Dennett Road, Oakland, MD 21550

Proposals must be submitted on the prescribed form attached herein.

Item prices given must be final net cost after all deductions, tax exemption, and discounts.

All bids must be submitted in sealed envelopes bearing on the outside the name of the bidder, bidder's address, and labeled, "**Bid Proposal for Chemicals**", in accordance with the attached specifications.

It is imperative that you take the time to read the attached General Conditions and Specifications. No alternatives or exceptions shall be granted after the opening of the bid unless it is in the best interest of the Board of Education.

Bid Quotations will be accepted until 1:00 p.m. May 1st, 2025, at the Garrett County Board of Education. Bids will be opened at the Board of Education FNS Department at 1:00 p.m.

Please note that a copy of each label must be included for every item on the bid. Label must be reviewed before an item is awarded. Any Product that is on hold or recalled must have the included contact form filled out and returned to the school district immediately.

Bids should be mailed to:

Scott Germain
Food & Nutrition Service Program Manager
770 Dennett Road
Oakland, Maryland 21550

Chemicals and Supplies

The Board of Education of Garrett County (“The Board”) invites all interested and qualified vendors to submit **sealed bids** for the procurement of goods and services in accordance with the directions specified in the General Terms and Conditions and these Specific Terms and Conditions in supplying Chemicals and Supplies to the Garrett County Public Schools. Bid prices will be in effect for the school year 2025-2026.

I. GENERAL CONDITIONS

- A. Deliveries shall be made to each school in quantities as required by the individual programs.
- B. The Board of Education reserves the right to reject any or all bids.
- C. The Board of Education retains the right to waive any informality in the bidding process it feels is in the best interest of the Board of Education.
- D. All parts of the invitation to bid and the information for bidders shall become part of the specifications.
- E. It is the intent of the specifications to provide complete information on all items specified; any omissions, errors, conflicts, or discrepancies in the specifications shall be called to the attention of the Board of Education FNS Office immediately.
- F. The Board shall receive sealed bids until the date and time indicated on the bid cover sheet. At the time of the opening of bids, each bidder will be presumed to have read and to be thoroughly familiar with the Specifications and Contract Documents, including all addenda. The failure or omission of any bidder to receive or examine any form, instrument or document shall in no way relieve him or any obligation in respect of his bid.

G. New schools which open during the year or any additional operations coming under the jurisdiction of the Board of Education shall be entitled to purchase and be served at the accepted bid price.

A. All products offered must be following the “Buy American” Act passed by Congress. Schools and institutions in the National School Lunch Program and School Breakfast Program in the contiguous United States are required by law to comply with the Buy American provisions found in the regulations of the National School Lunch Program (NSLP) at CFR 210.21(d) and the School Breakfast (SBP) at 7 CFR 210.21(d). As a result, schools are required to purchase, to the maximum extent practicable, domestic products.

A domestic product is defined as a product that is manufactured in the United State, or a United States Territory and contains at least 51% of its product from the United States, or a United States Territory. Documentation that products meet these requirements must be submitted upon request.

H. This will be a twenty-four (24) month contract effective July 1, 2025, through June 30, 2027. Garrett County Board of Education reserves the right to extend this contract for four (4) additional twelve-month period at the same terms and conditions.

II. SPECIFIC CONDITIONS

A. Quantities of items required as shown on the description sheet are estimates only. Actual requirements may be more or less than the quantities shown.

B. The items bid on the description sheet shall be delivered during the bid period. ***No substitutions will be accepted without prior approval of the FNS office.*** Substitutions will be approved only if they are considered equal to or better than the brand and quality awarded.

C. All items shall be delivered to the various schools without charge other than that of the contract price per unit of quantity.

- D. Any deviation between the Board of Education's specifications and the bidder's contractual proposal shall be clearly defined in an accompanying written form.
- E. *All prices must be firm for the duration of the contract.*
- F. No product of any kind may be sold or delivered to schools that have not been approved by the FNS office.
- G. Credit is given for items that have been damaged, and in the opinion of the cafeteria manager are not acceptable.

III. DELIVERY

- A. The successful bidder will be contacted by the FNS office to place the orders in accordance with quantities, and number of items required for each specific school need and delivery locations. All products shall be delivered as needed between the hours of 7:30 a.m. and 2:00 p.m. If deliveries are to be made at times other than the specified above, special arrangements must be made with proper school personnel. The delivery shall not be complete until all bid items are placed at a point within the building designated by the school cafeteria manager.
- B. The contractor shall be responsible for being informed of any emergency closing of schools due to snow, lack of heat, etc. The contractor will receive a calendar, which indicates school holidays and days closed. If school is closed on a normal delivery day, then the contractor shall deliver on the next day school is open.
- C. The delivery day shall be agreed upon between the successful bidder(s) and the Garrett County Board of Education's FNS Office. Orders will be placed by the FNS office and will be received by the vendor at an agreed upon time.
- D. Under no circumstances shall any products be sold or delivered to school personnel on school property through the cafeteria.

IV. DAMAGE

- A. The successful contractor shall be held responsible for and be required to make good at his own expense all damages done or caused by him or his workmen in the execution of this contract.
- B. Drivers of trucks and service personnel must cooperate with and always adhere to school regulations.
- C. The contractor shall, during the entire period that his work is in progress, save the owner harm against all damages to person or property occurring in connections with his work caused by negligence of himself, his employees, or subcontractor, or any accident and shall adequately insure against same.

V. LAWS AND ORDINANCES

- A. All products shall be processed, packaged, and delivered in accordance with the Regulations of the Maryland Health Department, the United States Department of Agriculture, and the requirements of the Federal Food, Drug and Cosmetic Act, and regulations promulgated thereunder.

VI. PAYMENTS

- A. The delivery person shall provide a delivery ticket to be left at the school at the time of delivery. Delivery tickets are to show the quantity, brand name, and description of each item. Only cafeteria managers or the design representative's signature will be accepted on the delivery tickets.
- B. A monthly statement shall be submitted to the Board of Education FNS Department, no later than the fifth day after the finish of the previous month's business. The Board of Education will check the invoices and pay the contractor for the merchandise delivered to the schools. A tracking report will be provided on all items monthly.

- C. *Only bid items that are awarded can be invoiced. No exceptions unless pre-approved by the FNS office.*

VII. AWARDS

Awards shall be made to successful bidders only after the Board of Education has been able to duly consider and compare the various bids submitted.

VIII. RIGHT OF CANCELLATION OF CONTRACT

The Board of Education reserves the right to cancel a contract if the quality of the product furnished is not satisfactory, and/or service is not satisfactory.

IX. SAMPLES

Samples shall be submitted when specified in the bid and will be returned only at the bidder's expense. The right is reserved to test samples without liability for any damage done to the sample.

X. RESERVATIONS AND ANNULMENTS

- A. The right is reserved by the Board of Education to reject any or all bids, if in its judgment, the interest of the County shall so require.
- B. It will be the responsibility of the successful bidder to supply required quantities when orders are placed in advance. Failure to complete deliveries in time to meet menu requirements will cause the Board of Education to purchase required quantities on the open market and back charge the vendor for any additional cost to the Board of Education.

The Board of Education reserves the right to adjust orders. If orders must be adjusted, every effort will be made to notify the vendor as soon as the need for adjustment

is known. However, there will be no additional charges made for these last-minute changes.

XI. PROPOSALS

- A. All bids are to be addressed to:
Scott Germain
Food & Nutrition Service Program Manager
770 Dennett Road
Oakland, Maryland 21550
- B. All bids are to be in sealed envelopes and clearly labeled - **Bid Proposal for Chemicals and Supplies.**

Garrett County Board of Education

Request for Quotations 2025-2026

Chemicals and Supply Descriptions and Quantity Needed

| Item # | Description | Bid Unit | Bid Price | Average per Load Cost |
|--------|---|----------------------|-----------|-----------------------|
| | Dish washing detergent. Noncaustic Solid Fusion Ecolab | Distributor's Choice | | |
| | Rinse Agent Noncaustic Crystal Fusion Ecolab | Distributor's Choice | | |
| | Delimer-Limeaway | Distributor's Choice | | |
| | Bleach | Distributor's Choice | | |
| | Laundry detergent | Distributor's Choice | | |
| | Dish Soap | Distributor's Choice | | |
| | Pot & Pan Detergent 4/1gal. (for hook-up to sinks) | Cleanforce | | |
| | Sanitizer-4/1gal. (for hook up to sinks) | Quatramine A | | |
| | Degreaser 4/1ga. | Cleanforce | | |
| | Oven & Grill Cleaner | Cleanforce | | |
| | General Purpose Cleaner | Cleanforce | | |

I/We certify that this bid is made without previous understanding, agreement, or connection with any person, firm or corporation submitting a bid for the same items and/or services and is, in all respects fait without collusion of fraud: that none of this company's officers, directors, partners or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the law of any state or federal government: and that no member of the Board of Education of Garrett County, Administrator or Supervisory Personnel or other Employees of the Board of Education has interest in the bidding company except as follows: (complete if applicable)

Vendor: _____
Billing Address: _____

Name: (Print) _____
Signature: _____ **Date:** _____
Title: _____
Contact Person: _____ **Phone:** _____

***Include Material Safety Data Sheets on all
products.***

