June 13, 2023

TO: SUPPLIERS OF PAPER GOODS & RELATED ITEMS

The Board of Education of Allegany County wishes to receive quotes for the items designated in the attached Vendor’s Quote List. Quotations must be submitted according to the specifications and conditions as set forth.

I. GENERAL CONDITIONS

1. Deliveries shall be made to the Board of Education Warehouse located at 211 Market Street, Cumberland, Maryland, between the dates of July 17, 2023 and August 31, 2023. Warehouse hours are 6:00 a.m. – 2:00 p.m. Monday through Friday.

2. The Board of Education reserves the right to reject any or all quotations.

3. All parts of the information for suppliers shall become part of the specifications.

4. It is the intent of the specifications (Vendor’s Quote List) 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 Food and Nutrition Services Office immediately.

5. At the time of the opening of bids, each supplier will be presumed to have read and to be thoroughly familiar with all conditions and terms as defined in these documents.

6. The specifications contained herein are intended to cover the furnishing and delivery of all items. If delivery problems are anticipated, a letter to this effect must accompany the quotation.

7. At the time of the opening of bids, if any purveyor feels that a competitor has misrepresented or misinterpreted a product specification he/she must notify the Supervisor of School Food and Nutrition Services within two working days.
8. If subsequent to the time limit specified in 7 above, knowledge of an item not meeting specifications is brought to the attention of the Supervisor of Food and Nutrition Services, action may be taken at his discretion.

9. **All items shall be delivered without charge other than that of the contract price per unit quantity.** Any fuel surcharges, administration or processing fees, etc. shall be included in the quoted contract per unit price.

10. All products shall comply with all regulations of the Department of Health, the Food and Drug Administration, and the United States Department of Agriculture.

11. All products shall be packaged in suitable material for ease in storage and handling.

12. Any deviation between the Board of Education’s specifications and the supplier’s proposal shall be clearly defined in writing.

13. All deliveries that are palletized shall be on a pallet exchange basis. Where possible deliveries should be palletized.

14. If more than 25% of any one item is back ordered the Board of Education must be notified prior to delivery. If back ordered items are not delivered by the new projected delivery date as negotiated with the Board of Education Food and Nutrition Services Department, the Board of Education may purchase those items back ordered on the open market and bill the vendor for the difference between the quoted price and the open market price.

15. All products offered must be in conformance with the "**Buy American Act**" passed by Congress.

16. Copies of the specifications are available from the Food and Nutrition Services Office. Any questions concerning the bid can be directed to that office between 8:00 a.m and 4:00 p.m. Monday through Friday. The phone number is 301-722-0638 or 301-876-9202.

II. **QUANTITIES**

1. Quantities listed on the “Vendors Quote List” are intended to be specific amounts to be purchased but could fluctuate due to demand of product and how we are serving meals.

III. **PRICE GUARANTEES**

1. Prices submitted by vendors are to be guaranteed for the ten succeeding work days after the quotations are opened. This is to facilitate our analyzing the proposals, making selections, and notifying vendors of awards.
IV. **AWARDS**

1. Awards shall be made to successful suppliers only after the Food and Nutrition Services Department has been able to duly consider and compare the various quotes submitted.

V. **RETURN OF UNSATISFACTORY PRODUCTS**

1. The Board of Education retains the right to return for full credit any product that does not prove satisfactory in its operation, or does not meet Health Department, Food and Drug Administration, or USDA standards and regulations.

VI. **SAMPLES**

1. Where stated “Send sample with quote” a single item representing that product should accompany the bid submission or be sent separately so as to be in the Food and Nutrition Services Office at the time of the bid opening.

2. Other samples shall be provided upon request.

3. If the vendor quotes a brand other than what is specified in the "Vendor Quote List", it is the vendor’s responsibility to prove or demonstrate equality of product prior to the opening of the quotations.

VII. **VENDOR’S QUOTE LIST INSTRUCTIONS**

1. Suppliers are to list brand, grade, count, pack size, etc. in the column marked, "Vendor Description".
   If further space is needed other than that available to represent items, attachment submitted should reference the item number.

VIII. **PREPARATION OF PROPOSAL**

1. Proposal must be submitted on the prescribed forms attached herein.

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

3. All quotations submitted shall include delivery.

4. All quotes must be submitted in sealed envelopes bearing on the outside the name of the vendor, his/her address, and labeled, "Bid Proposal for Paper Goods".
5. Bids will not be accepted if sent by FAX.

6. All communications should be directed to:

   Todd Lutton  
   Supervisor School Food and Nutrition Services

**UPS/FEDEX delivery address:** 211 Market Street  
Cumberland, Maryland 21502

**Postal delivery address:** PO Box 1724  
108 Washington Street  
Cumberland, Maryland 21501-1724

Quotations will be opened:

   **Time:** 2:00 p.m. EDST  
   **Date:** Wednesday July 5, 2023  
   **Place:** Food and Nutrition Services Office  
      Rear 211 Market Street – Second Floor  
      Cumberland, Maryland 21502
**VENDOR QUOTE LIST**  
**ALLEGANY COUNTY PUBLIC SCHOOLS**  
**FOOD AND NUTRITION SERVICES**

<table>
<thead>
<tr>
<th>ACPS Item Number</th>
<th>PURCHASE QUANTITY</th>
<th>PACK</th>
<th>DESCRIPTION</th>
<th>VENDOR DESCRIPTION/BRAND</th>
<th>UNIT PRICE QUOTED</th>
</tr>
</thead>
</table>
| 150025           | 20                | ROLL | ALUMINUM FOIL  
18x500 10 LB. ROLL  
STANDARD GUAGE .0007 OR HEAVIER  
1 ROLL PER CASE | | |
| 150030           | 55                | ROLL | CLING PLASTIC WRAP  
18 X 2,000 FT  
1 ROLL PER CASE | | |
| 150210           | 120               | ROLL | FOOD BAGS CLEAR  
10 X 14 SIZE  
1,000 PER ROLL  
SEND SAMPLE BAG WITH QUOTE | | |
| 180540           | 85                | BOX  | BAG PLASTIC SANDWICH  
6X8” FOLD-OVER OR ZIPLOCK SEAL  
2,000 PER BOX  
SEND SAMPLE BAG WITH QUOTE | | |
| 150205           | 20                | ROLL | BUN PAN COVER  
27x35 RECTANGLE FULL SIZE  
200 PER ROLL  
SEND SAMPLE BAG WITH QUOTE | | |
| 150170           | 35                | CASE | PAN LINER PARCHMENT  
TO FIT FULL-SIZE BUN PAN  
HIGH GRADE PARCHMENT OR BETTER  
1,000 PER CASE | | |
| 150166           | 25                | CASE | FULL SIZE SHALLOW STEAM TABLE NYLON PANLINER 100 PER CASE | | |
| 160026           | 25                | CASE | FOOD CONTAINER 9X9” CLAMSHHELL  
CLEAR PLASTIC WITH HINGED LID  
SINGLE COMPARTMENT  
200 PER CASE | | |
| 160136           | 25                | CASE | CUP SOUFFLE 2 OZ PLASTIC  
NOT PAPER OR STYROFOAM  
2,500 PER CASE | | |
<table>
<thead>
<tr>
<th>ACPS Item Number</th>
<th>PURCHASE QUANTITY</th>
<th>PACK</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>160141</td>
<td>20</td>
<td>CASE</td>
<td>LIDS FOR SOUFFLE CUPS 2 OZ&lt;br&gt;2,500 PER CASE&lt;br&gt; MUST FIT ITEM #160136</td>
</tr>
<tr>
<td>140040</td>
<td>150</td>
<td>CASE</td>
<td>CUP SOUFFLE 5.5 OZ. PLASTIC&lt;br&gt; NOT PAPER OR STYROFOAM&lt;br&gt; 2,500 COUNT PER CASE</td>
</tr>
<tr>
<td>160005</td>
<td>25</td>
<td>CASE</td>
<td>CUP DRINKING 5 OZ&lt;br&gt; PLASTIC&lt;br&gt; 2,500 COUNT PER CASE</td>
</tr>
<tr>
<td>160015</td>
<td>100</td>
<td>CASE</td>
<td>BOWL FOR SOUP COMPOSTABLE OR&lt;br&gt; HEAVY WEIGHT PAPER MOISTURE&lt;br&gt; RESISTANT&lt;br&gt; 1000 PER CASE&lt;br&gt; SEND SAMPLE WITH QUOTE</td>
</tr>
<tr>
<td>150100</td>
<td>75</td>
<td>CASE</td>
<td>PAPER FOOD TRAY&lt;br&gt; BOAT-TYPE ½ POUND CAPACITY&lt;br&gt; 1,000 PER CASE</td>
</tr>
<tr>
<td>140030</td>
<td>250</td>
<td>CASE</td>
<td>TRAY VALISE&lt;br&gt; FIBERBOARD&lt;br&gt; 6-COMPARTMENT SCHOOL LUNCH&lt;br&gt; SMOOTH FINISH&lt;br&gt; NOT STYROFOAM&lt;br&gt; NOT ROUGH FINISH&lt;br&gt; 500 PER CASE</td>
</tr>
<tr>
<td>140025</td>
<td>50</td>
<td>CASE</td>
<td>STRAWS MILK WRAPPED 5 ¾ INCH&lt;br&gt; SLIM ONLY&lt;br&gt; NO JUMBO DIAMETER&lt;br&gt; 24/500 PER CASE&lt;br&gt; SEND SAMPLE STRAW WITH QUOTE</td>
</tr>
</tbody>
</table>
| 140035           | 140               | CASE | NAPKINS<br> TALL FOLD<br> OPEN SIZE 7"X 13"
<p>| 160045           | 350               | CASE | SPOONS&lt;br&gt; PLASTIC&lt;br&gt; MEDIUM WEIGHT&lt;br&gt; OR&lt;br&gt; HEAVY WEIGHT&lt;br&gt; 1,000 PER CASE&lt;br&gt; SEND SAMPLE SPOON WITH QUOTE |</p>
<table>
<thead>
<tr>
<th>ACPS Item Number</th>
<th>PURCHASE QUANTITY</th>
<th>PACK</th>
<th>DESCRIPTION</th>
<th>VENDOR DESCRIPTION/BRAND</th>
<th>UNIT PRICE QUOTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>881080</td>
<td>50</td>
<td>CASE</td>
<td>&quot;KURLEY KATES&quot; STAINLESS STEEL SCOURING SPONGE 72 SPONGES PER CASE (6/1 DOZ.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>160035</td>
<td>200</td>
<td>CASE</td>
<td>GARBAGE CAN LINERS 33&quot; X 39&quot; TO FIT 32 GAL. RUBBERMAID BRUTE CONTAINER (ROUND) 250 PER CASE Must send a sample bag with quote!! IMPORTANT: SPECIFY COUNT!!</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>