



*Superintendent of Schools
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Food and Nutrition Services

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June 10, 2022

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 11, 2022 and August 19, 2022. 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 6, 2022
Place: Food and Nutrition Services Office
Rear 211 Market Street – Second Floor
Cumberland, Maryland 21502**

PURVEYOR: _____

BID OPENING
2:00 P.M.

ON July 6, 2022

**VENDOR QUOTE LIST
ALLEGANY COUNTY PUBLIC SCHOOLS
FOOD AND NUTRITION SERVICES**

ACPS Item Number	PURCHASE QUANTITY	PACK	DESCRIPTION	VENDOR DESCRIPTION/ BRAND	UNIT PRICE QUOTED
150025	55	ROLL	ALUMINUM FOIL 18X500 10 LB. ROLL STANDARD GUAGE .0007 OR HEAVIER 1 ROLL PER CASE		
150030	70	ROLL	CLING PLASTIC WRAP 18 X 2,000 FT 1 ROLL PER CASE		
150170	50	CASE	PAN LINER PARCHMENT TO FIT FULL-SIZE BUN PAN HIGH GRADE PARCHMENT OR BETTER 1000 PER CASE SPECIFY COUNT		
150167	20	CASE	PAN LINER PLASTIC OVEN SAFE TO FIT FULL SIZE BUN PAN 18X26 200 PER CASE		
150210	60	ROLL	FOOD BAGS CLEAR 10X14 SIZE 1000 PER ROLL SEND SAMPLE BAG WITH QUOTE SPECIFY COUNT		
150205	30	ROLL	FOOD BAGS CLEAR 35X27 BUN PAN SIZE 200 PER ROLL SEND SAMPLE BAG WITH QUOTE SPECIFY COUNT		
150166	35	CASE	FULL SIZE STEAM TABLE NYLON PAN LINER FITS 2-4" DEEP PANS NON STICK 100 PER CASE		

ACPS Item Number	PURCHASE QUANTITY	PACK	DESCRIPTION	VENDOR DESCRIPTION/ BRAND	UNIT PRICE QUOTED
180540	100	BOX	BAG PLASTIC SANDWICH 6X8" FOLD OVER OR ZIPLOCK SEAL 2000 PER BOX SEND SAMPLE BAG WITH QUOTE SPECIFY COUNT		
150150	100	BUNDLE	BAG PAPER LUNCH 8# 500 PER BUNDLE		
160136	15	CASE	CUP SOUFFLE 2OZ PLASTIC NOT PAPER OR STYROFOAM 2500 PER CASE SPECIFY COUNT		
140040	50	CASE	CUP SOUFFLE 5.5OZ PLASTIC NOT PAPER OR STYROFOAM 2500 PER CASE SPECIFY COUNT		
160005	10	CASE	CUP DRINKING 5OZ PLASTIC 2500 PER CASE		
150100	100	CASE	PAPER FOOD TRAY BOAT-TYPE ½ POUND CAPACITY 1000 PER CASE		
160020	10	CASE	TRAY 3 COMPARTMENT ALUMINUM WITH LID 200 PER CASE SPECIFY COUNT		
160015	125	CASE	12 oz BOWL FOR SOUP COMPOSTABLE OR HEAVY WEIGHT PAPER MOISTURE RESISTANT 1000 PER CASE MUST SEND A SAMPLE WITH QUOTE SPECIFY COUNT		

ACPS Item Number	PURCHASE QUANTITY	PACK	DESCRIPTION	VENDOR DESCRIPTION/ BRAND	UNIT PRICE QUOTED
160150	5	CASE	FOOD CONTAINER 6X6" CLAMSHELL CLEAR PLASTIC WITH HINGED LID SINGLE COMPARTMENT 500 PER CASE SPECIFY COUNT		
160025	10	CASE	FOOD CONTAINER 9X9" CLAMSHELL CLEAR PLASTIC WITH HINGED LID SINGLE COMPARTMENT 200 PER CASE SPECIFY COUNT		
160040	450	CASE	FORKS PLASTIC MEDIUM WEIGHT OR HEAVY WEIGHT 1000 PER CASE MUST SEND SAMPLE WITH QUOTE		
160045	300	CASE	SPOONS PLASTIC MEDIUM WEIGHT OR HEAVY WEIGHT 1000 PER CASE MUST SEND SAMPLE WITH QUOTE		
140035	120	CASE	NAPKINS TALL FOLD OEPN SIZE 7"x13" 40/250 PER CASE SEND SAMPLE WITH QUOTE		
140025	80	CASE	STRAWS MILK WRAPPED 5 3/4" SLIM ONLY NO JUMBO DIAMETER 24/500 PER CASE		
881080	5	CASE	KURLEY KATES STAINLESS STEEL SCOURING SPONGE 72 SPONGES PER CASE (6/1DOZ.)		
160035	200	CASE	GARBAGE CAN LINES 33"X39" TO FIT 32 GAL. RUBBERMAID BRUTE CONTAINER (ROUND) 250 PER CASE MUST SEND SAMPLE SPECIFY COUNT		