

WEST HARTFORD PUBLIC SCHOOLS

NUTRITION SERVICES 50 SOUTH MAIN STREET WEST HARTFORD, CT 06107

May 27, 2020

Dear Vendor,

Attached please find our Produce bid for the 2020 - 2021 school year. This bid should be completed using prices for **May 11, 2020**. Remit bids to **lisa_farrah@whps.org**, Or mail to the above address by June 15, 2020.

We will request price updates from you on these items on a weekly basis. We require delivery once a week, preferably Monday, but final delivery day is negotiable. Enclosed is a copy of "What You Should Know About the Nutrition Services Purchasing Department". If you have any questions please call me at (860) 561-6679.

Thank you for your interest in West Hartford School Nutrition Services and we look forward to doing business with you this upcoming school year.

Sincerely,

Lisa Hallenbeck-Farrah
Administrative Assistant

NUTRITION SERVICES DEPARTMENT
SCHOOL YEAR 2020 - 2021

WHAT YOU SHOULD KNOW ABOUT THE NUTRITION SERVICES PURCHASING DEPARTMENT

1. The Nutrition Services Purchasing Department for the West Hartford School Lunch Program is located at:

50 South Main Street
West Hartford, CT 06107
(860) 561-6679
FAX: 561-6921

The person to contact within this department for the 2019 - 2019 school year is Lisa Farrah, Administrative Assistant.

2. Invoices should reflect correct bid prices.
3. All product information, pricing, bidding and ordering must be done only with the Nutrition Services Purchasing Department. Vendor contracts are the responsibility of the Nutrition Services Department. If a meeting with other departmental units within the Department of Nutrition Services or personnel is desired, our office will make the arrangements. Please call us first.
4. Our purchasing is done on a competitive basis with reputable vendors. Please indicate on your bid if you give a cash discount on monthly invoices.
5. The policy of the West Hartford Board of Education prohibits employees from accepting gratuities in the form of entertainment, gifts or otherwise. It is our policy that wherever possible, these “gifts” or discounts be reflected in our food costs.
6. Send complete shipment of all orders. If items are not available for shipment, this department must be notified immediately and in advance of delivery date.
7. The Nutrition Services Purchasing Department must be notified immediately if delivery days are to be rescheduled.
8. We are requesting our delivery date to be Monday each week, but final delivery day is negotiable. All deliveries must be completed by 1:00 p.m. The delivery person is expected to put the food away in the appropriate location per the School Manager's needs. If deliveries are not completed by 1:00 p.m., Nutrition Services reserves the right to reject any or all of the order.

9. Food deliveries are expected to be made to the proper school as agreed upon when the order was placed. All deliveries must be inspected and signed for by a Nutrition Services employee.
10. Errors in delivery are the responsibility of the vendor. These must be picked up and credited within a reasonable period of time.
11. Perishable foods must be packaged and delivered at proper temperatures that meet all federal and state requirements for food safety and quality.
12. **Section 104(d) of the William F. Goodling Nutrition Reauthorization Act of 1998 requires schools and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the contiguous United States to purchase, to the maximum extent practicable, domestic commodities or products for use in meals served under NSLP and SBP.**
13. West Hartford Nutrition Services has a right to inspect trucks at any time during the school year.

WEST HARTFORD SCHOOL NUTRITION SERVICES PROPOSAL FORM
PRODUCE

Having read the produce bid specifications prepared by the West Hartford School Nutrition Services for the 2020 - 2021 school year, we propose to furnish the prices as attached.

Cash discount on monthly bills
(If Payment is made no later than the 15th of the following month_____).

Minimum delivery per school (if any) _____.

Please complete this page and return it to:

West Hartford Nutrition Services
Attention: Lisa Farrah
50 South Main Street
West Hartford, CT 06107

Signed: _____

Printed Name: _____

Company: _____

Phone #: _____

Email: _____

Date _____