**WEST HARTFORD PUBLIC SCHOOLS**

NUTRITION SERVICES 50 SOUTH MAIN STREET WEST HARTFORD, CT 06107

 June 2, 2020

Dear Vendor,

We are accepting bids for our warewashing bids for the 2020 – 2021 school year, which includes service for the machines as well as the cleaning products needed. We need to receive these bids by June 24th, 2020 in order to begin service for July. The contract will remain in effect for a one year period of July 1, 2020 through

July 1, 2021.

Also enclosed is a copy of “What You Should Know About the Nutrition Services Purchasing Department”.

Please remit bids by email to: lisa\_farrah@whps.org

Or

Mail to:

West Hartford Nutrition Services Department

Attn: Lisa Farrah

50 South Main Street

West Hartford, CT 06107

Thank you for your interest in West Hartford School Nutrition Services.

Sincerely,

Lisa Hallenbeck-Farrah

Administrative Assistan

Nutrition Services Department

School Year 2020 – 2021

WHAT YOU SHOULD KNOW ABOUT THE NUTRITION SERVICES PURCHASING DEPARTMENT

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

(860) 561-6921 Fax

The person to contact within this department for the 2020 – 2021 school year is Lisa Farrah, Administrative Assistant.

1. 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.

2. All product information, pricing and bidding 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 ahead for appointments.

3. 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.

4. We welcome samples, catalogs and brochures and will distribute them as needed. Any demonstrations should be arranged through the Nutrition Services Purchasing Department.

5. 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.

6. The Nutrition Services Purchasing Department must be notified immediately if delivery days are to be rescheduled.

7. All deliveries must be completed by 1:00 p.m. The delivery person is expected to place the goods in an 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.

8. Deliveries will be made to the proper school as agreed upon when the order was placed.

9. Errors in delivery are the responsibility of the vendor. These must be picked up and credited within a reasonable period of time.

1. Bid prices will stay constant for the period indicated on the bid sheet. Please indicate your minimum

delivery per school.

1. The contract may be terminated by either party for cause upon giving not less than (60) days written

 notice.

1. Upon mutual agreement with both parties, this bid contract can be rolled over for additional school years.

WEST HARTFORD SCHOOL NUTRITION SERVICES PROPOSAL FORM

WAREWASHING BID

Having read the warewashing 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 send along with bid by email to: lisa\_farrah@whps.org

Or

Mail to:

West Hartford Nutrition Services

Attention: Lisa Farrah

50 South Main Street

West Hartford, CT 06107

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The board of Education reserves the right to reject any or all bids and to award the contract in a manner which will suit the best interests of the West Hartford Public Schools.