SANITATION & SAFETY TRAINING, SERVICE & MATERIALS BID

SECTION I - INVITATION FOR BIDS

April 26, 2017

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ITEM: Sanitation & Safety Training, Service & Materials

TYPE OF CONTRACT: Annual Bottom Line Bid

PERIOD: July 1, 2017 through June 30, 2018

DUE DATE: May 16, 2017 prior to 2:00 P.M.

BID OPENING: May 16, 2017, 2:00 P.M. Public Opening, Rankin County Schools,

 Administrative Office Bldg., 1220 Apple Park Place, Brandon, MS 39042

ACCEPT OR REJECT: May 24, 2017 at 7:30 A.M. or as soon thereafter as possible

MAIL SEALED BIDS TO: Director of Purchasing, Lance Fulcher

 Administrative Office Building of the Rankin County School District

 1220 Apple Park Place

 Brandon, MS 39042

 Bids must be received by 2:00 P.M.

ENVELOPE SHOULD BE PLAINLY MARKED AS DIRECTED IN SECTION III, NUMBER 9

SANITATION & SAFETY TRAINING, SERVICE & MATERIALS BID

COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONDITIONS: In strict accord with Sections I thru IV.

If you have any questions concerning this Invitation for Bid, please email the Child Nutrition Office at pkirby@rcsd.ms

SECTION IA

BIDDER'S STATEMENT OF ASSURANCES AND COMPLIANCES

The undersigned, as bidder, certifies that the general and special conditions of this bid have been read and understood. The bidder hereby provides assurance that the firm represented in this bid, as indicated below:

 1. Will comply with all requirements, stipulations, terms and conditions as stated in the bid

 document.

 2. Currently complies with all applicable federal and state laws and regulations relative to

 non-discrimination in employment practices.

 3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION: By signing the BIDDER'S

 STATEMENT OF ASSURANCES AND COMPLIANCES, the Bidder certifies, in connection

 with procurement, that they, to the best of their knowledge and belief:

 a) That the price in Section II has been arrived at independently, without

 consultation, communication, or agreement, for the purpose of restricting

 competition; as to any matter relating to such price with any other Vendor or

 Bidder.

 b) That unless otherwise required by law, the price has not been knowingly

 disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior

 to the Bid Opening date and time specified in Section I directly or indirectly with

 any other Vendor or Bidder.

 c) That no attempt has been made or will be made by the Bidder to induce any

 other Person or Bidder to submit a BID PROPOSAL for the purpose of restricting

 competition.

 4. That the agent, as indicated on page 3, is officially authorized to represent the firm in

 whose name the bid is submitted.

 Firm Represented: Agent:

Name of Signature of

Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State: \_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

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

RANKIN COUNTY SCHOOL DISTRICT

CHILD NUTRITION DEPARTMENT

CONTRACT FOR SANITATION & SAFETY TRAINING, SERVICE & MATERIALS

July 1, 2017 - June 30, 2018

SECTION IB

STATEMENT OF CERTIFCAITON

AS TO "DEBARMENT AND SUSPENSION"

REGULATION OF THE UNITED STATES

DEPARTMENT OF AGRICULTURE

(7 CFR PART 3017)

The undersigned bidder does hereby certify and affirm under penalty of perjury or other applicable laws or regulations that neither it nor any of its principals, agents, partners, sub-vendors or employees have been proposed for debarment, debarred, suspended or received a notice relative there to, from any Federal or State agency or the United States Department of Agriculture, that is has been guilty of or is suspected of being guilty of a violation(s) of the laws, rules or regulations associated with 7 CFR Part 3017 issued January 30, 1989 or as thereafter amended. Upon notice of such alleged debarment and/or suspension consideration, the undersigned agrees that it shall immediately notify in writing the within named school food authority of each event and provide unto such school food authority of such event (Rankin County School District) a true and correct copy of such notice and findings upon receipt of same by bidder.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

RANKIN COUNTY SCHOOL DISTRICT

CHILD NUTRITION OFFICE

SECTION II - SANITATION & SAFETY TRAINING, SERVICE & MATERIALS

SCHOOL YEAR 2017-2018

 BOTTOM LINE BID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CITY/STATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendums numbered \_\_\_\_\_\_\_\_\_ thru \_\_\_\_\_\_\_\_\_\_ were received prior to my signing this proposal document.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

CONTRACT SECTION III - GENERAL BID AND CONTRACT REQUIREMENTS

1. **DELIVERY OF BIDS:** The Rankin County School District will receive sealed, competitive bids in the Administrative Office Building of the Rankin County School District, 1220 Apple Park Place, Brandon, Mississippi, as per the date and time specified in Section I, at which time the bids will be publicly opened, read aloud and taken under advisement. All bids must be received on or before the date and time specified in Section I, neither the dating of the bid nor placing it in the mail by this date will meet the legal requirements pertaining to this bid. Any bid received after the bid opening shall be marked "LATE BID" and returned to the bidder unopened.

2. **ADDENDUMS:** No Addendums will be issued five (5) working days prior to the bid opening date listed in Section I.

3. **BOTTOM LINE BID:** For bids to be considered complete, all bidders are required to submit bids on all item(s) listed in this bid. If any bidders do not submit a bid on all item(s), said bid shall be considered incomplete and rejected.

4. **QUANTITIES:** It shall be understood that any contract established as a result of the bid will not obligate Rankin County School District to receive any quantity in excess of actual requirements. The quantities shown are estimates. Rankin County School District will make a reasonable effort to fully utilize projected supplies of items placed in inventory specifically for the district. Within ten (10) days after award of contract, the successful Vendor and the district shall agree on those items that fall into this category.

5. **PROPER EXECUTION:** All bids must be submitted in accordance with Section 31-7-13 of Mississippi Code of 1972 as amended, and must be properly executed, signed by a responsible officer or employee of the bidder. All bids must be typed or written in ink, any alterations or changes that are made must be initialized by the person who signs the BID PROPOSAL FORM. Bids should be checked before submission for accuracy and correctness since the Rankin County Board of Education WILL NOT be responsible for any errors for which the bidder is responsible.

6. **BID WITHDRAWAL and MODIFICATION:** Bids may be modified or withdrawn by written notice from or in person by the Bidder, if received in the Office of the Director of Purchasing, twenty-four (24) hours prior to the bid opening date and time set forth in the BID OPENING SCHEDULE.

NO WITHDRAWALS WILL BE ACCEPTED BY TELEPHONE.

If a bidder withdraws his bid, all documents shall remain in the possession of the Rankin County Board of Education, marked as withdrawn, and included in the permanent file of that bid number.

7. **RIGHT TO REJECT BIDS:** The Rankin County Board of Education reserves the right to reject any and/or all bids or any groups thereof and waive formalities.

8. **DAMAGE OR LOSS:**

(a) Any damage or loss to the Rankin County School District's property as a result of any action by the successful Bidder in the execution or performance of any item or service in this bid, shall be repaired to the satisfaction of the Rankin County Board of Education, at the Bidder's expense, within a reasonable time set forth by the Rankin County Board of Education.

(b) The successful bidder shall hold the Rankin County Board of Education, Rankin County School District, it's Officers, Agents, Employees harmless from liability of any nature or kind whatsoever, because of use of publisher or author, manufacturer or agent of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, environment-sensitive material, or appliance furnished or used under this bid.

9. **LABELING OF BID:** It is imperative that the BID PROPOSAL FORM be delivered in an envelope clearly marked in the lower left-hand corner with the following information:

 PROPSAL Bid # CN18-02

 DATE (date the bid is submitted)

 BID ITEM Sanitation & Safety Training, Service & Materials

 BIDDER'S NAME

10. **VENDOR QUALIFICATION:** Only qualified companies will be allowed to offer bids. The following criteria must be met before a potential Vendor is qualified:

(a) Product Line - The potential Vendor shall provide proof that the items listed in Section IV are in stock or can be obtained.

(b) Capacity - A bidder must clearly demonstrate to school district officials that he has the capacity, physically and financially, to supply items to the school district in economical quantities as required. When distributor stock numbers are not available, distributor must show written proof that he will be able to supply items. Those items not available should be available within fifteen (15) working days of the bid award.

(c) Reliability - A successful bidder must have a proven (or believable) record of service particularly with respect to delivering all items on a regularly scheduled basis, at favorable prices. A DISTRIBUTOR MAY BE DESIGNATED AS UNACCEPTABLE IF THE REQUIREMENTS LISTED HEREIN HAVE BEEN PREVIOULSY VIOLATED AND/OR POOR COMMUNICATIONS EXIST BETWEEN THE SELLER AND THE SCHOOL DISTRICT.

(d) Financial Capacity - The potential Vendor shall have financing adequate to purchase items in economical quantities. At the request of the school district, the potential Vendor shall provide three (3) written references to document adequate financial capacity.

(e) Accounting Practices - A potential Vendor must clearly demonstrate to school district officials the capability to provide accurate, reliable and timely reports. Moreover, a potential Vendor must demonstrate the capability to spontaneously provide data for periodic review of prices by school district officials.

(f) Pre-Proposal Conference Performance - If the district has no historical records to document compliance with the requirements, three (3) letters of reference from other school districts shall be provided.

11. **COVERAGE LIMTIS: CERTIFICATE OF INSURANCE - Bidder shall include as part of the Bid Documents a copy of Certificate of Liability Insurance. The certificate shall specifically provide that the coverage afforded under the policy or policies will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the District.**

12. **PROPOSAL CONFERENCE:** The School District reserves the right to request oral presentations from those firms determined to be in a competitive range and shall use the information derived from these oral presentations, if any, in its evaluation.

TBA - Interview Date between May 17, 2017 - May 23, 2017 (if needed)

13. **REVIEW AND AWARD:**

(a) After the public opening of the bids, school district officials will require a minimum of five (5) working days for review.

(b) The school district will award the contract at the next regularly scheduled meeting of the school board after opening or as soon thereafter as possible.

(c) All bids shall be subject to verification of mathematical extensions and addition. If the errors on math and brands are within the tolerances described in the Bid, the bottom line will be adjusted, and if the bid is still low, the bid disclosure procedures will continue.

(d) Mathematical Accuracy of Proposal Offered - If less than ninety percent (90%) of the mathematical calculations are correct, the school district may elect to reject the bid. The following items will be classified as mathematical calculations:

(1) Any error in line item in conversion, addition, or multiplication which results in an incorrect extension will be counted as one error.

(2) Any error in addition to arrive at the bottom line will be counted as follows:

each 1% change in the bottom line will count as one error.

(e) Drivers and helpers shall deliver merchandise into designated storage areas. Neither drivers nor helpers shall be required to store merchandise on shelves.

(f) Drivers and helpers shall request the authorized school receiver, or the designated representative, to verify the accuracy of quantities of each item, brand and code numbers of each item, and condition of merchandise. A designated school receiver shall sign each delivery ticket/invoice. Variations from the norm., i.e., shortages, damages, etc., shall be noted on each ticket by the designated school receiver. The Vendor shall not be required to issue credits for errors not detected at the time of delivery, except for hidden damage. Tickets shall be checked while driver waits.

DAMAGED MERCHANDISE WILL NOT BE ACCEPTED.

(g) Special or intermediate deliveries shall be required only if a Vendor fails to deliver a product on a regularly scheduled delivery, in which case the Vendor shall make delivery within 24 hours or as otherwise requested by the Child Nutrition Supervisor.

14. **FISCAL FUNDING:** If the effective dates of this contract extend beyond June 30 of the current fiscal year, it shall be understood that purchases in the next fiscal year are conditional on the receipt of federal and/or state funds. In the event of the discontinuance or a decrease in federal and/or state funds, the school district reserves the right to change the item identification, decrease the quantities, and/or delete items.

15. **PAYMENTS:** All invoices for products received and inspected by the 25th day of the month will be paid following the monthly School Board Meeting, which is normally the second Wednesday in the month.

16. **TERMINATION OF CONTRACTS:** The district may terminate the contract, if the successful Vendor fails to perform at the level specified in the contract document. The successful Vendor may terminate the contract if the school district fails to meet the specified payment terms, or other conditions arise that prohibits the Vendor from fulfilling contract obligations. Each party shall follow the procedure outlined below, if a contract is to be terminated:

 Step 1 - Issue warning letter and outline violation(s) and length of time to correct the problem.

 Step 2 - Issue Letter of Intent to Cancel Contract, if the problem is not resolved by given date.

 Step 3 - Issue letter to cancel contract.

17. **STANDARD CONTRACT CONDITIONS:**

(a) This contract shall be governed in all respect - as to validity, construction, capacity, performance, or otherwise --by the laws of the state.

(b) Vendors providing service under this contract, herewith, assure the school district that they are conforming to the provisions of the Civil Rights Act of 1964, as amended.

(c) Vendors shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Labor regulations (41 CFR Part 60).

(d) State Sales and Use Tax Certificate of Exemption form will be issued upon request. Sales tax shall be included in prices where applicable.

(e) Shall comply with applicable federal, state and local laws and regulations pertaining to wages, hours, and conditions of employment because of age, race, religious creed, sex, national origin, or handicap.

(f) Vendor shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857-h), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants or loans of facilities included on the EFPA list of Violating Facilities.

(g) By signing this document the Vendor certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. The Vendor certifies that collusive bidding is a violation of federal law and can result in fines, prison sentences, and civil damage award.

(h) MODIFICATIONS, ADDITIONS, OR CHANGES TO THE TERMS AND CONDITIONS OF THE INVITATION TO BID MAY BE CAUSE FOR REJECTION OF A BID. BIDDERS ARE REQUESTED TO SUBMIT ALL BIDS ON THE SCHOOL DISTRICT'S OFFICIAL FORMS. Bids submitted on company forms will be rejected. This includes computerized price lists.

SECTION IV - SANITATION & SAFETY TRAINING, SERVICE, AND MATERIALS

Rankin County School District requests bids on a comprehensive, custom-designed food safety system with documented ongoing results. The bidder will provide a complete HACCP Food Safety System composed of personnel instruction and documented training including, color coded Material Data Sheets, mixing and use posters, management and inventory control system, and a documented routine reporting system for management, as an integral part of this proposal. Respondents are to attach a syllabus of their proposed service program including: schedule of routine training to each individual school (each school is to be serviced monthly during the school year), training material (including color coding), training outlines, copies of all cafeteria used forms, documentation reports and copies of proposed control forms and reports for management use.

The continuing program should offer ongoing support with HACCP experts at regular intervals to accommodate menu offering changes, menu changes, menu expansion, etc. In such instances, the Rankin County Child Nutrition Department will have access to HACCP professionals for plan changes and on-site instruction to ensure that the changes are instituted to each site on an ongoing basis.

This comprehensive Sanitation, Safety, and HACCP system should be included in the proposed monthly service fee. All installation, services, materials, and consultation fees are to be included in this price.

Additionally, a list of materials and samples of required dispensing equipment and/or bottles (displaying permanently silk screened OSHA compliance data) should be submitted with the bid and subsequently made available to schools at no additional cost.

**1. SERVICE**

 1. Initial ongoing site-based sanitation and safety in-service training. In-service visits every two

 weeks during initial training period or as needed and/or requested by site manager. Initial

 training period should be for a period that is not less than one month.

 2. Service reports after each visit should be sent to the Child Nutrition Director. Reports will

 include date and time spent at each site and a brief description of the training services.

 3. The successful vendor will provide sufficient service personnel to coordinate complete

 implementation of program to each school site within thirty (30) working days of bid award.

 4. Vendor will provide direct delivery to each school site of chemical products, training material,

 dispensing equipment, etc.

 5. Trained service personnel will ensure all necessary Safety Data Sheets for all products

 are posted in each school site in accordance with OSHA's hazardous communications Act.

 Trained service personnel will ensure all mixing/usage cards; charts and other instructional

 materials are posted throughout the food service area.

 6. All charts, posters, instructional materials, support materials, bottles, containers, etc. will be

 in English and Spanish. All equipment will also be labeled with instructions in the before-

 mentioned languages.

 7. Vendor will agree to a 48-hour response time to any location with re-supply of needs or

 technical needs.

 8. Vendor to provide after the implementation period, a detailed schedule of all service call

 times and dates for each site for the entire school year.

 9. Vendor to perform annual Hazardous Materials Audit at each site to access potential liability.

 Within ten (10) working days of audit, submit written recommendations to the Child Nutrition

 Director with plans and recommendations for elimination of potential liabilities and hazards.

 10. A Procedure and Reference Guide in a washable binder for each site, outlining the safe and

 effective use of cleaning chemicals and supplies, safe food handling and workplace safety (**prior**

 **to publishing, the Director of Food and Nutrition Services must approve the procedures).**

**2. PRODUCT SPECIFICATIONS**

 The Vendor must provide and deliver F.O.B. destination, freight prepaid to each site, as a condition of this contract and at no additional cost to the Rankin County Child Nutrition Department, cleaning chemicals and supplies in sufficient quantity to meet the levels of sanitation required by the Rankin County Health Department and the Rankin County School District, Child Nutrition Department.

 Where protocols exist, all cleaners must be certified as Green Seal, EcoLogo, or carry the Safer Choice, an EPA Partnership Program) label. **Proof of certification or labeling must be included in Request for Proposal packet with product descriptions.**

 Package labeling must exhibit clear dilution and use directions in English and Spanish. Detergents must dilute instantly in hot or cold, hard or soft water. Products shall make an effective cleaning solution, which leaves no film or residue, and shall not stain or discolor equipment when used at recommended proportions. At a minimum, these chemicals and supplies must include:

 1. Anti-Microbial Liquid Hand Soap

 Product must be an anti-microbial hand cleaner with strong washing power and good

 skin compatibility. Must clean all light dirt without the use of scrubbers and solvents.

 Product must prevent excessive swelling of the skin. Must maintain the skin’s natural

 protective acid mantel, which serves to protect it from bacterial or fungal infection.

 Must be a clear, viscous liquid: density (at 20C) approximate 1.03g/cm 5. Must be

 packaged in ready to use containers that are used in conjunction with a dispenser or be

 able to be poured into a dispenser. Product will be unscented or lightly scented.

 2. All-Purpose Cleaner (for floor cleaning and spray applications)

 To be used with manual and/or machine cleaning methods. To be a low sudsing, easy to

 rinse detergent. Product to be biodegradable and make a clear, soluble solution which

 leaves no film or residue and does not stain or discolor when used at recommended

proportions. Product must dilute in hard or soft water. Chemical composition: Blend of mixed liquid ammonium chlorides. Portion packed in easy to handle packaging.

 3. Sanitizer (quaternary solution - no chlorine)

 Concentrated liquid blend of quaternary ammonium compounds. Must be EPA

 registered. Product to be biodegradable and must dilute in hard or soft water. Provide

 active quaternary sanitizer equivalent to 50ppm available chlorine. Chemical

 composition: Blend of mixed liquid quaternary ammonium chlorides. Portion packed in

 easy to handle packaging.

 4. Multi-Purpose Degreaser (for degreasing floors and spray applications)

 To be used for heavy-duty cleaning, degreasing of floors, food and nutrition equipment

 and other difficult-to-clean surfaces. Product to be biodegradable and must dilute in

 hard or soft water. Chemical composition: Blend of mixed liquid quaternary

 ammonium chlorides. Must be portion-packed in easy to handle packaging.

 5. Concentrated Liquid Pot and Pan Detergent

 Concentrated liquid blend of high-foaming detergents, solvents and water conditioning

 agents. Biodegradable. USDA list: Category A-1 requires a potable water rinse

 following use on food preparation or serving surfaces. Portion control package: each

 package makes one quart bottle of concentrate of 25 gallons in three-compartment sink.

 6. Germicidal Detergent (for cleaning and disinfecting)

 Concentrated liquid quaternary ammonium compound or equally effective compound

 to provide a broad spectrum of effectiveness against a variety of gram positive and

 gram negative organisms including antibiotic resistant staphylococcus; clean all surfaces

 including those that are resilient; rid odors by removing odor-forming bacteria; leave no

 masking or cover-up odor. Must be biodegradable and equal to EPA registration No.

 8722-1; USDA list category D-1. Product shall make a clear, soluble solution, which will

 leave no film or residue and shall not stain or discolor when used at recommended

 proportions.

 7. Medicated Hand Cream/Lotion

 Product must be slightly oily, silicone-free skin care lotion, which spreads easily, works

 well into skin, and leaves no residual fat layer. Product must break the dry skin cycle

 and restore the skin's natural moisturizing properties. Must be suitable for the face and

 all parts of the body it may contact. Product must be white or clear, silicone-free of the

 water-in-oil emulsion type. Must be packaged in ready-to-use containers that are used

 in conjunction with a dispenser or be able to be poured into a dispenser.

 8. Protective Barrier Cream

 Product to be a water-repellent protective cream for the skin for use against aqueous

 media such as cleaning and disinfectant agents, acids, alkalis and water mixed oils.

 Slightly scented or unscented, fatty, silicone-free of the water-in-oil emulsion type.

 Product is to be packed in individual portion packets or easy to use tubes.

 9-11. Dish Machine and Lime Remover Chemicals

 Automatic dispensing equipment for product items 9 & 10 must be provided and

 installed at each dish machine in every school kitchen that has a dish machine, and

 maintained as a condition of this contract.

 9. Dish Machine Detergent

 A 100 percent concentrated, automatically dispensed, closed-capsule product

 system. Highly effective on various soil conditions. Packed with extra water

 conditioners and soil suspension agents to control minerals and re-deposition

 of soils. Surfactants strip away film that causes spots, streaks and stains.

 10. Dish Machine Rinse Additives

 Eliminates filming and reduces drying time on all types of ware products

 including plastics. Surfactants work with the rinse water for exceptionally fast

 sheeting action. Effective in hard water conditions and yet is low foaming when

 used in soft water.

 11. Lime Removal (Descaler)

 Mild acid plus liquid detergent formulation removes lime film, iron stains and

 scale on many washable surfaces. Designed for use in dish machines and other

 applications.

The Following Other Items To Be Included, But Not Limited To:

a. Elbow-length pot and pan gloves

b. Flexible gloves appropriate to wear when cleaning

c. Green scouring pads

d. Oven scrapers

e. Goggles

f. Sanitizer test kits

g. Dispensing equipment (with OSHA complaint labeling and instructions)

The RCSD reserves the right to negotiate the quality of the items proposed by the vendor for this category. In all cases the Rankin County School District shall be the sole judge of what is considered equal.

**3. MATERIALS/ANCILLARY ITEMS VENDOR TO PROVIDE**

 1. Vendor will provide MSDS sheets, temperature logs, procedures for cleaning materials,

 charts, posters and any training materials pertinent to employee training and follow-up.

 2. Adhesive or method to secure posters, etc., at each site much be provided.

 3. Vendor will provide notebooks, binders and any materials deemed necessary for proper

 documentation and training for each school site.

 4. Vendor will provide pac cutters, sanitizer test kits, sanitizer logs, oven scrapers, spray

 bottles, dispensing equipment, dishwashing gloves and goggles as needed, including re-

 supply throughout the duration of this program.

 5. Vendor will ensure all bottles, containers and dispensing equipment has OSHA-

 compliant labeling.

 6. Vendor will provide English and Spanish training videos, which will include all the facets

 of the program to the Rankin County Child Nutrition Department to be used for

 continuous training and retraining of staff and new employees. These videos will not

 replace the personalized training provided by the service personnel.

 7. Vendor to provide procedure and reference manual covering the mixing, use and

 application of all materials used in the program. Reference guide to be complete with

 bilingual usage, application tools and task list.

 8. Vendor to provide after the implementation period, a detailed schedule of all service

 call times and dates for each site per semester.

 9. Vendor will provide a staff recognition and motivation program tied into the monthly

 site visits utilizing a site visit, grade sheet, or rating sheet. Recognition will be on a

 monthly and yearly schedule, based on the Child Nutrition Director's request. The

 Child Nutrition Department and Vendor will jointly determine the details.

 10. Service will also be continued for all sites "remaining open" for summer school, or for

 any other program(s), which include the Child Nutrition Department.

 11. Vendor shall be sole Vendor and shall fulfill all items and requirements of the proposal.

 12. Dispensing equipment for these products must be provided and installed at each hand- washing sink and each dish machine in every school kitchen (where and when

 applicable) and maintained as a condition of this contract.

**4. HACCP DEVELOPMENT & TRANING**

 1. Vendor will develop the framework to apply HACCP principals with flow diagrams for

 each of the potentially hazardous foods.

 2. Vendor will work with department to identify critical control points using the

 department & state's limits/standards.

 3. Vendor will develop written procedures establishing the specific measurable critical

 limits.

 4. Vendor will develop written procedures for all steps in the HACCP plan.

 5. Vendor will coordinate and participate in staff training with objective and timelines.

 6. Vendor will develop standardized sanitation and safety processes and procedures in

 each kitchen facility.

 7. Vendor will conduct monthly verification of food safety systems and the due diligence

 documentation.

 8. Vendor must submit sample HACCP plan with bid.

 PRESENTATION

 Bidder is required to give a presentation to an evaluation committee made up of District

 Administrators, Child Nutrition Managers, Child Nutrition Staff, and local Health Department

 representatives. The presentation will include an overview of the Service & Safety Training

 Program, Service Reports, Products, and materials along with samples of each. Maximum time

 for each presentation will be one hour.  **CHILD NUTRITION OFFICE WILL SCHEDULE TIME FOR**

 **PRESENTATION AFTER BID OPENING.**

**5. TERMS**

* Vendor will provide proposed program at twenty-five (25) sites for ten months
* Service will also be continued for all sites open for Summer Feeding Programs
* Service will be continuous for any school with year round service
* Vendor will submit the staff's education, training, position in the firm, and relevant experience for administering program
* Vendor must provide a minimum of three (3) written references from school districts that use this Sanitation & Safety Training Program
* Vendor shall be sole Vendor and shall fulfill all items and requirements of the proposal

**6. PROGRAM COSTING**

 The proposed price shall be for implementation and delivery of the specified sanitation and

 safety training program, service and materials on an **annual basis**. Monthly billings will be based

 on the annual program cost divided by the number of months in the academic year (August thru

 May). Billing will be in equal installments starting August 2017.

 Prices quoted shall be F.O.B. destination to all school locations listed in Section VI. The District

 reserves the option to expand the scope of this RFP for two (2) consecutive years.

**7. EXTENSION**

 This contract for the 2017-2018 school year may be extended for three years, with one year

 renewal options, at the discretion and consensus of both parties. Cost increases or decreases

 may be absorbed by the school district based on the consumer price index or wholesale price

 index, but may not exceed 5%. In the event of more than a 5% increase or decrease this

 contract must be renegotiated.

SECTION IV - STANDARD CONDITIONS OF BID - SANITATION & SAFETY TRAINING, SERVICE & MATERIALS

A.

 1. Delivery and service once a month to 25 school sites.

 2. Delivery charge to be INCLUDED in price quotations.

 3. Substitutions to be approved by Child Nutrition Office prior to delivery.

 4. Bid quantities will be met as nearly as possible based on budgetary guidelines.

 5. Prior 10-day approval of equal brands required.

 6. Substitution without prior approval is cause for disqualification of entire Bid.

 7. Orders SHALL be addressed (and delivered to) cafeteria managers.

 8. Rankin County School District will not be responsible for merchandise delivered to

 locations other than cafeteria and signed for by unauthorized parties.

B. REQUIRED CRITERIA

 Sanitation & Safety Training, efficiency and safety analysis and routine scheduled services are a mandatory part of this bid. The Sanitation & Safety Training Program, including HACCP Plan, Service, Materials, Quality of Presentation and Cost documentation must be submitted with the

 bid packet. Each item outlined below must be addressed specifically to be in compliance with

 the requirements of this bid.

**SANITATION & SAFETY TRAINING PROGRAM**

* Safety Training Program Packet
* Reference Guide for Chemical Usage
* Staff Recognition/Motivation Program
* Training Videos for Program Training & Retraining

**HACCP PLAN**

* Proposal for Standard Operation Procedures
* Staff Qualifications
* Staff Training Plan
* Program Verification

**SERVICE**

* Schedule of Service
* Service Report
* Trained Service Personnel/Number of Service Personnel
* Reference of Current Operational Program

**MATERIALS**

* Product Appropriateness for School Food Service
* Effectiveness of Cleaning Product
* Method of Dispensing
* Clarity of Instructions for Product
* Ware washing -color coded etc.

**QUALITY OF PRESENTATION**

* **Overview of Program**
* **Preparedness for Multi-Site Training**
* **Demonstration of Training Materials/Samples**
* **Knowledge of Food Service Operations, OSHA Regulations, Sanitation Requirements**

SECTION IV: SANITATION & SAFETY TRAINING, SERVICE & MATERIALS

BID PERIOD: July 1, 2017 thru June 30, 2018

C. CHARGE FOR TWENTY FIVE (25) SITES Charge per Location per Month

Brandon Elementary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brandon High \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rouse Elementary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brandon Middle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stonebridge Elementary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steen's Creek Elementary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Florence Elementary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Florence Middle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Florence High \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flowood \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

McLaurin Elementary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

McLaurin High \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Northwest Elementary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Northwest Middle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Northwest High \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pelahatchie A.C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pisgah A.C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Puckett A. C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Richland Elementary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Richland Upper Elementary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Richland High \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Northshore Elementary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oakdale Elementary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Highland Bluff Elementary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learning Center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 BOTTOM LINE TOTAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Note: Service to additional facilities, if built during the year, would be subject to negotiation for service during the remainder of the year.

**SCHOOL ADDRESSES-MANGAERS NAMES AND SCHOOL NUMBERS**

 **Rouse Elementary (K-1)**

151 Boyce-Thompson Dr.

 Brandon, MS 39042

 Lisa Cross - 601-825-6034

 **Stonebridge Elementary (2-3)**

115 Stonebridge Blvd.

 Brandon, MS 39042

 601-824-9885

 Kathy Teator 601-382-5788

 **Brandon Elementary (4-5)**

125 Overby Street

 Brandon, MS 39042

 601-825-4856

 Myra Washburn 601-310-4170

 **Brandon Middle (6-8)**

408 College Street

 Brandon, MS 39042

 601-825-3149

 Sharon Taylor 601-665-5953

 **Brandon High (9-12)**

3090 Hwy 18

 Brandon, MS 39042

 601-825-5886

 Terri Elliott 601-927-9392

 **Steen's Creek Elementary (K-2)**

300 Hwy 469 N.

 Florence, MS 39073

 601-845-1919

 Sue Andrews 601-672-7185

 **Florence Elementary (3-5)**

285 Hwy. 469 N.

 Florence, MS 39073

 601-845-8170

 Mary McLaurin 601-503-6591

 **Florence Middle (6-8)**

123 Beverly Drive

 Florence, MS 39073

 601-845-8174

 Cathleen Nixon 601-670-5421

 **Florence High (9-12)**

232 Hwy 469 N.

 Florence, MS 39073

 601-845-1839

 Evelyn Lynchard 601-951-3344

 **McLaurin Elementary (K-6)**

2693 Star Road

 Florence, MS 39073

 601-845-1595

 Becky Grantham 601-573-2261

 **McLaurin High (7-12)**

130 Tiger Drive

 Florence, MS 39073

 601-845-6133

 Sunnie Blakeney 601-259-2447

 **Northwest Elementary (K-5)**

500 Vine Drive

 Flowood, MS 39232-6976

 601-992-0952

 Dottie Dupree 601-540-6454

 **Northshore Elementary (K-5)**

110 Northshore Parkway

 Brandon, MS 39047

 601-992-5338

 Angela Perry 601-954-8466

 **Oakdale Elementary (K-5)**

171 Oakdale Road

 Brandon, MS 39047

 601-829-2840

 Monique Green 601-870-8958

 **Flowood Elementary (K-5)**

102 Winner's Circle

 Flowood, MS 39232

 601-992-5832

 Rebecca Seall 601-543-2175

 **Highland Bluff (K-5)**

5970 Hwy 25

 Brandon, MS 39047

 601-992-6051

 Angela Crapps 601-259-4392

 **Northwest Middle (6-8)**

One Paw Print Place

 Flowood, Ms 39232-6675

 601-992-0672

 Tanya Preble 601-906-5854

 **Northwest High (9-12)**

5805 Hwy 25

 Flowood, MS 39232-6196

 601-992-1638

 Nina Wall 601-260-8765

 **Pelahatchie A.C. (K-12)**

213 Brooks Street

 Pelahatchie, MS 39145

 601-854-7341

 Cathy Phillips 601-278-2628

 **Pisgah A.C. (K-12)**

125 Pisgah High Road

 Sandhill, MS 39161

 601-829-1746

 Cindy Stepp 601-953-6262

 **Puckett A.C. (K-12)**

6382 Hwy 18

 Puckett, MS 39151

 601-825-0934

 Jessica May 601-832-8843

 **Richland Elementary (K-2)**

200 Spell Drive

 Richland, MS 39218

 601-932-1888

 Chonnan Johnson 601-937-0917

 **Richland Upper Elementary (3-6)**

175 Wilson Drive

 Richland, MS 39218

 601-932-2579

 Shannon Williams 769-572-1977

 **Richland High (7-12)**

1202 Hwy 49 S.

 Richland, MS 39218

 601-932-1888

 Connie Gilmore 601-941-7635

 **Brandon Learning Center**

200 School Road

 Brandon, MS 39042

 601-825-0320

 Dianna Harrell 601-379-7441

**ATTACHMENT A**

Using the Product Specification section, please complete the following:

This product data is for informational purposes only.

|  |
| --- |
| **ANTI-MICROBIAL LIQUID HAND SOAP**Product Name: STOKO Estesol Food Handler Soap - SFS87 or pre-approved equalPackaging: 2000 ml container How Dispensed: Self dispensing container Dilution Ratio: N/APortions per Case: 6 containers  |
| **ALL PURPOSE CLEANER**Product Name: All Purpose Detergent - SFS5 or pre-approved equalPackaging: 1 fluid ounce unit dose PacHow Dispensed: "Rule of One" - portion controlled dilution Dilution Ration: 1 to 256Portions per Case: 132 Pacs |
| **SANITIZER**Product Name: Santizer - SFS17 or pre-approved equal Packaging: 4.5 fluid ounce unit dose PacHow Dispensed: "Rule of One" - portion controlled dilution Dilution Ration: 1 to 484Portions per Case 32 Pacs |
| **MULTI-PURPOSE DEGREASER** Product Name: Degreaser - SFS30 or pre-approved equal Packaging: 5.25 fluid ounce unit dose pacHow Dispensed: "Rule of One" - portion controlled dilution Dilution Ration: 1 to 98Portions per Case 30 Pacs  |
| **GERMICIDAL DETERGENT** Product Name: Germicidal Detergent - SFS20N or pre-approved equalPackaging: 1 fluid ounce until dose PacHow Dispensed: "Rule of One" - portion controlled dilution Dilution Ratio: 1 to 128Portions per Case: 24 Pacs |
| **MEDICATED HAND CREAM/LOTION** Product Name: STOKO Lotion - SFS90 or pre-approved equalPackaging: 1000 ml container How Dispensed: Self dispensing container Dilution Ratio: N/APortions per Case: 4 containers  |
| **PROTECTIVE BARRIER CREAM**Product Name: STOKO Durapro - SFS95 or pre-approved equalPacking: 100 ml tubes How Dispensed: Individual tubes Dilution Ratio: N/APortions per Case: 12 tubes  |
| **DISH MACHINE DETERGENT** Product Name: MyTerra DfE Liquid Mechanical Wash - PA00043 or pre-approved equalPackaging: 1 gallon container How Dispensed: self dispensing container Dilution Ratio: N/APortions per Case: 2 containers  |
| **DISH MACHINE RINSE ADDITIVES** Product Name: MyTerra DfE Rinse - PA00041 or pre-approved equalPackaging: 1 gallon container How Dispensed: self dispensing container Dilution Ratio: N/APortions per Case: 2 containers  |
| **LIME REMOVAL (DESCALER)** Product Name: MyTerra DfE Lime Safe Descaler - PA00042 or pre-approved equalPackaging: 1 gallon container How Dispensed: self dispensing container Dilution Ratio: N/APortions per Case: 4 containers  |
| **PH NEUTRAL FLOOR CLEANER**Product Name: MopPac Lite - 1804 or pre-approved equal Packaging: 1.5 Fluid ounce unit dose PacHow Dispensed: "Rule of One" - portion controlled dilution Dilution Ratio: 1 to 341Portions per Case: 108 Pacs |