

FOOD/NON-FOOD BID PROCEDURE (CHN-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for competitively procuring food and non-food items for the Child Nutrition Department's operation.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Child Nutrition Director

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer (CFO)

4.0 DEFINITIONS:

- 4.1 Formal Bid: If the aggregate amount of purchases is more than \$10,000 per purchase order, the formal bid process will be used as required in Clarksville-Montgomery County Formal Bid Procedure (PUR-P004) by 7 CFR (3016.36).
- 4.2 Qualified Vendors: Vendors must meet Hazard Analysis Critical Control Point (HACCP) standards certification based on demonstrated practices in food handling safety and sanitation.

5.0 PROCEDURE:

- 5.1 Public is notified periodically through the local newspaper of the Child Nutrition Department's intentions to request bids for food/non-food items.
- 5.2 Child Nutrition staff identifies products and specifications required for its operational needs.
- 5.3 Bid lists are compiled by various categories (as viewed below) on the basis of single items. Various procurement methods, timeframes, and award methods may be viewed by contacting the Child Nutrition Department of the Clarksville-Montgomery County School System, 621 Gracey Avenue, Clarksville, TN. Phone:: 931-648-5600.

Safety Shoes
Processed Commodities
Uniforms
Milk
Bread
Ice Cream
Chemicals
Linens
Beverages
Small Wares
Miscellaneous
Food/Non-Food
Produce/Eggs
Grease Traps
Hood Cleaning
Fruit Smoothies

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- 5.4 Invitations to bid are distributed to qualified vendors.
- 5.5 Vendors are given approximately two to six weeks to prepare their bid proposals.
- 5.6 Sealed bids are submitted to the Child Nutrition Department by designated date and time.
- 5.7 A list of all qualified vendors is maintained at the bid openings. Public is invited to attend.
- 5.8 Bids are recapped based on a line-by-line item analysis, selecting the lowest bid meeting specifications and, in the case of food items, student preference.
- 5.9 Further analysis of items is required to adjust for categories of items and the historical usage.
- 5.10 The vendor is selected based on the highest dollar savings as a result of items awarded.
- 5.11 Recommendation of vendor is submitted to the CFO for final approval.
- 5.12 All vendors submitting bids are notified of vendor selected and provided a copy of the recap.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 General Special Bid Conditions
- 6.2 Invitation to Bid
- 6.3 Bid Recap
- 6.4 Formal Bid ([PUR-P004](#))
- 6.5 Child Nutrition Administrative Policy ([CHN-A001](#))
- 6.6 Vendor Information Packet (CHN-V001)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Bid	Child Nutrition Department	5 years	Recycled	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/09/02		Initial Release
5/29/03	A	Add critical to 4.1, change bidders to vendors in 5.7, clarify flowchart
4/26/04	B	Add Formal Bid to 4.0, expand 5.3

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5/21/04	C	Change six to eight weeks to four to six weeks in 5.5 and update flowchart
8/24/04	D	Change \$10,000 to \$5,000 in 4.1, rework 5.3, change “top two” vendors to vendor in 5.10, 5.11 and 5.12, update flowchart
1/11/07	E	Change \$5,000 to \$10,000 in 4.1, add to and revise information under 5.3
5/18/07	F	Update 5.3 information, add Vender Packet to 6.0
4/18/09	G	Add “in the case of food items, student preference” to 5.8
10/28/09	H	Generalize information in section 5.3. Remove Procurement Method and Time Frame/Aware Method.

9.0. FLOWCHART:

9.1 A flowchart detailing this process can be found in “Exhibit A” of this procedure.

***** End of Procedure *****

