

# Memorandum

**To:** GST BOCES Component and Participating  
District Superintendents

**From:** David Kabel, GST BOCES Regional Food Service Director

**Date:** April 11, 2013

**Re:** Bid Approval – School Year 2013-2014

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The GST BOCES Food Service Management Program has just received the approval of the GST BOCES Board of Education to seek bids for the 2013-2014 school year. Included in the bidding are grocery, produce, paper, equipment and chemical products. Also included are milk, ice cream and bread for the following school year. We do a total of 13 separate bids throughout the year. Awards are made to the lowest bidder who meets our specifications.

The GST BOCES Food Service Management Program will then do the advertising of these bids for all districts.

At this time we are notifying all participating districts that they can now seek board approval for the entire process of participation in the BOCES bids. This includes the local approval of participation in the BOCES bid as well the approval of awards. We recommend that you seek approval of all bids at this time, as one unit, based on the recommendations of the working committee. Attached is a resolution that you can use to do this.

Once you have received approval would you please return the resolution to me. Thank you for your assistance.

***Dave Kabel, Regional Food Service Director***

GST BOCES c/o Horseheads Middle School  
950 Sing Sing Road  
Horseheads, NY 14845  
(607) 739-6360 Horseheads or 735-3227 Elmira  
FAX: (607) 795-2524 in Horseheads  
[dkabel@gstboces.org](mailto:dkabel@gstboces.org)

**RESOLUTION OF BOARD OF EDUCATION**

**FOR ALL CAFETERIA SUPPLY BIDS  
SCHOOL YEAR 2013-2014 incl. Milk, Ice Cream and Bread for following year**

**WHEREAS,**

It is a plan of a number of public school districts in the Greater Southern Tier (GST) BOCES Area in New York, to bid jointly, Cafeteria Supplies including the following items on the following dates:

**Meat and Grocery** – July 10, 2013, September 4, 2013, November 20, 2013, January 29, 2014, April 2, 2014 and April 2, 2014 (for summer prime vendor award)

**Equipment** – February 12, 2014

**Produce – weekly throughout the school year**

**Paper** – July 10, 2013, October 30, 2013, February 26, 2014

**Ice Cream** – May 7, 2014

**Milk** – May 7, 2014

**Bread** – June 4, 2014 for 14-15 SY

**WHEREAS,**

The School District named below is desirous of participating with other districts in the GST BOCES area in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-o, and

**WHEREAS,**

The School District named below wishes to appoint a committee made up of participating schools to assume responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding bids to the lowest bidder who meets the specifications and reporting the results to the schools; therefore;

**BE IT RESOLVED,**

That the Board of Education of the School District listed below hereby appoints the GST BOCES to represent it in all matters relating above, and

**BE IT FURTHER RESOLVED,**

That the Board of Education of the School District listed below authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the School District listed below agrees to (1) assume its equitable share of the costs of Cooperative Bidding; (2) abide by majority decisions of the participating districts on quality standards; (3) that it will award contracts according to the recommendation of the committee.

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the

\_\_\_\_\_ School District Board of Education

hereby certifies that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature of District Clerk

\_\_\_\_\_  
Date

**Please Return 1 copy to GST BOCES Food Services and keep 1 copy for your records.**

# MEMORANDUM

TO: Cooperative Bid Participants – Food Service Managers  
 FROM: David Kabel  
 DATE: March 7, 2013  
 RE: Group Bids

Following is the 2013-2014 bid schedule:

<b>Bid</b>	<b>Bid Opening</b>	<b>Bid Period</b>		
Meat and Grocery	July 10, 2013	August 14, 2013	to	October 31, 2013
	September 4, 2013	November 1, 2013	to	December 31, 2013
	November 20, 2013	January 1, 2014	to	February 28, 2014
	January 29, 2014	March 1, 2014	to	April 30, 2014
	April 2, 2014	May 1, 2014	to	June 30, 2014
	April 2, 2014	July 1, 2014	to	August 15, 2014
Equipment	February 12, 2014	immediate placement		
Paper	July 10, 2013	August 19, 2013	to	December 6, 2013
	October 30, 2013	December 7, 2013	to	April 6, 2014
	February 26, 2014	April 7, 2014	to	August 15, 2014
Ice Cream	May 7, 2014	Ice Cream opens at 9 AM, Milk at 10:00 AM Bread opens 8 AM - July 1 through June 30 for the 14-15 School Year		
Milk				
Bread				