

Memorandum

To: GST BOCES Component and Participating District Superintendents
From: Joseph Kilmer, GST BOCES
Regional Food Service Director | Coordinator Southern Tier Cooperative Bid
Date: March 24, 2021
Re: Bid Approval – School Year 2021-2022

The GST BOCES Food Service Management Program, upon approval of the GST BOCES Board of Education, is seeking bids for the 2021-2022 school year. Included in the bidding are grocery, produce, paper, equipment, and bread products. Also included are milk, ice cream and bread for the following school year. Bid details are outlined in the following resolution and supporting documents. Awards are made to the lowest responsible bidder who meets our specifications.

The GST BOCES Food Service Management Program will advertise, award, and work to comply with USDA, NYSED, and other applicable purchasing laws and regulations while soliciting these bids for participating 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 as 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 our food service office. Thank you for your assistance.

Joseph Kilmer

Regional Food Service Director | Coordinator Southern Tier Cooperative Bid
GST BOCES c/o Horseheads Middle School
950 Sing Sing Rd.
Horseheads NY 14845
607-739-6360
jkilmer@gstboces.org

RESOLUTION OF BOARD OF EDUCATION

FOR ALL CAFETERIA SUPPLY BIDS

SCHOOL YEAR 2021-2022 including Milk, Ice Cream and Bread for following year

WHEREAS,

It is a plan of a number of public school districts associated with the Greater Southern Tier (GST) BOCES Area in New York, to bid jointly, cafeteria supplies including the following items on or about the following dates:

Meat and Grocery (NOI/FFS) – May 26, 2021,

Commodity addendum items quarterly- September 8, 2021, December 1, 2021, March 2, 2022

Equipment – February 16, 2022

Produce – Weekly throughout the year

Paper – July 7, 2021, January 19, 2022

Ice Cream – May 5, 2021

Milk – May 4, 2022

Bread – June 1, 2022

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, reporting the results to the schools, and where applicable providing the procurement plan for the School Food Authority; 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 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 one copy to GST BOCES Food Services and keep one copy for your records.

MEMORANDUM

TO: Cooperative Bid Participants – Food Service Managers
FROM: Joseph Kilmer
Date: March 24, 2021
RE: Group Bids

Following is the anticipated 2021-2022 bid schedule:

Bid/Revision	Opening Date	Bid Period
Meat & Grocery - Yearly	May 26, 2021	July 1, 2021 to June 30, 2022
Commodity Revision	May 26, 2021	July 1, 2021 to September 30, 2021
Commodity Revision	September 8, 2021	October 1, 2021 to December 31, 2021
Commodity Revision	December 1, 2021	January 1, 2022 to March 31, 2022
Commodity Revision	March 2, 2022	April 1, 2022 to June 30, 2022
NOI/FFS*	January/February 2022*	July 1 through June 30 for the 2022-2023 School Year
Equipment	February 16, 2022	Immediate Placement
Paper	July 7, 2021	August 16, 2021 to February 28, 2022
	January 19, 2022	March 1, 2022 to August 19, 2022
Ice Cream	May 4, 2022	Ice Cream opens at 9:00 am Milk at 10:00 am Bread opens at 8:00 am July 1 through June 30 for the 2022-2023 School Year
Milk		
Bread	June 1, 2022	

All dates subject to change

Commodity Revision

The prices set forth on the items included in the addendum may be revised quarterly, according to the dates outlined in the addendum to reflect any increase or decrease in manufacturing and delivery cost for the next period of time (every 3 months). Price changes are not effective unless mutually agreed to in writing along with any supporting documentation requested. The change shall be effective on invoices after the agreement. Bid coordinator reserves the right to audit supplier to substantiate cost increases/decreases requested. In the event costs are lower and the supplier does not provide this benefit to the bid participants, bid coordinator reserves the right to request and obtain retroactive credit on lower priced items. Dates may be subject to change if mutually agreed upon.

*For participating schools in Food Service Management Program. Bid Opening date to be determined pending NYS OGS Commodity Diversion Calendar for 2022-2023.