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# Memorandum

To: GST BOCES Component and Participating  
District Superintendents

From: David Kabel, GST BOCES Regional Food Service Director

Date: May 12, 2010

Re: Bid Approval – School Year 2010-2011

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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 2010-2011 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 2010-2011 inc. 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 14, 2010, September 8, 2010, December 1, 2010, February 2, 2011, April 6, 2011 and June 1, 2011

**Equipment** – February 23, 2011

**Produce – weekly throughout the school year**

**Paper** – July 14, 2010, November 3, 2010, March 2, 2011

**Ice Cream** – May 4, 2011

**Milk** – May 4, 2011

**Bread** – June 8, 2011

**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 8, 2010  
 RE: Group Bids

Following is the 2010-2011 bid schedule:

Bid Opening	Bid Period		
July 14, 2010	August 16, 2010	to	October 31, 2010
September 8, 2010	November 1, 2010	to	December 31, 2010
December 1, 2010	January 1, 2011	to	February 28, 2011
February 2, 2011	March 1, 2011	to	April 30, 2011
April 6, 2011	May 1, 2011	to	June 30, 2011
June 1, 2011	July 1, 2011	to	August 12, 2011
February 23, 2011	immediate placement		
July 14, 2010	August 6, 2010	to	November 30, 2010
November 3, 2010	December 1, 2010	to	March 31, 2011
March 2, 2011	April 1, 2011	to	August 5, 2011
May 4, 2011	Ice Cream opens at 9 AM, Milk at 10:00 AM Bread opens 8 AM - July 1 through June 30 for the 11-12 School Year		
June 8, 2011			