

# Memorandum

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

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

**Date:** April 9, 2015

**Re:** Bid Approval – School Year 2015-2016

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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 2015-2016 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. We do a total of 11 separate bids throughout the year plus weekly produce bids. 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 2015-2016 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 8, 2015, November 18, 2015, Feb 24, 2016, and Feb 24, 2016 for summer prime vendor award.

**Equipment** – February 10, 2016

**Produce** – weekly throughout the school year

**Paper** – July 8, 2015, November 18, 2015, March 23, 2016

**Ice Cream** – May 11, 2016

**Milk** – May 11, 2016

**Bread** – June 1, 2016 for

**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 9, 2015  
 RE: Group Bids

Following is the 2015-2016 bid schedule:

Bid	Bid Opening	Bid Period		
Meat and Grocery  <i>(summer prime vendor) →</i>	July 8, 2015	August 17, 2015	to	December 31, 2015
	November 18, 2015	January 1, 2016	to	March 31, 2016
	February 24, 2016	April 1, 2016	to	June 30, 2016
	<b>February 24, 2016</b>	<b>July 1, 2016</b>	<b>to</b>	<b>August 19, 2016</b>
Equipment	February 10, 2016	immediate placement		
Paper	July 8, 2015	August 17, 2015	to	December 31, 2015
	November 18, 2015	January 1, 2016	to	April 30, 2016
	March 23, 2016	May 1, 2016	to	August 19, 2016
Ice Cream	May 11, 2016	Ice Cream opens at 9 AM, Milk at 10:00 AM Bread opens 8 AM - July 1 through June 30 for the 16-17 School Year		
Milk				
Bread				