

## **SPECIAL TERMS AND CONDITIONS OF THE IFB**

### **SERVICE SPECIFICATIONS:**

The successful vendor will provide a complete Food Safety and Sanitation Service System to each school site in the Butts County School District. Training, on-site monitoring, timely delivery of chemicals/cleaning supplies, and a standardized system of reporting are integral parts of the service required. The service should include, but not be limited to:

- A set of laminated, color-coded Material Safety Data Sheets on all chemicals and detergents Supplied by the successful vendor and used in the kitchens, posted in accordance with OSHA's Hazardous Communication Act. The vendor will ensure all mixing and usage charts and other instructional materials are posted in food service areas.
- Annual and/or as-needed, back to school training and monthly on-site training with subsequent site monitoring on effective use and inventory control of chemicals and cleaning supplies.
- Personnel instruction on food safety following industry best practices under the direction of a certified HACCP instructor. To include: Annual or as needed Two (2) day ServSafe Certification training for Managers and Assistant Managers and a Four (4) hour ServSafe course for all employees
- Annual and/or as needed back to school training and monthly on-site training with subsequent site monitoring on workplace safety.
- A Procedure and Reference Manual in a washable binder for each site, outlining the safe and effective use of cleaning chemicals and supplies, safe food handling and workplace safety (prior to publishing, the Director of School Nutrition must approve the procedures).
- A clean, concise system of reporting by site and collectively, all service calls, training experiences, site observations and cleaning supplies/chemicals delivered to Butts County Schools kitchens; reporting in an electronic format is preferred.
- A detailed master schedule showing routine service calls and training experiences planned for each individual school (at minimum, each kitchen is to be serviced monthly during the school year).
- Service for year round site will be mutually agreed upon by School Nutrition Director and Vendor at a later date.
- Timely delivery of cleaning supplies and chemicals to each site in sufficient quantity to enable each kitchen to meet Butts County School Nutrition Department's required level of sanitation.

### **Vendor Service Requirements**

- Initial ongoing site-based sanitation and safety in-service training. In-service visits every two weeks during initial training period or as needed and or requested by site manager.
- Initial training period should be for a period that is not less than one month.
- Computerized service reports after each visit, sent to specified food service supervisor or director. Reports will include date and time spent at each site and a brief description of the training and services provided.
- Computerized summary of any identified areas of concerns/ violations.
- Implementation of complete program to each site will be completed on or before July 29, 2026.
- Vendor will provide sufficient service personnel to coordinate complete implementation of program.
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- Vendor representative will ensure all necessary Material Safety Data Sheets for all products are posted in each school site in accordance with OSHA's Hazardous Communications Act. Vendor representative will ensure all mixing/usage cards, charts and other instructional materials are posted throughout the food service area. All charts, posters, instructional materials, support materials, bottles, containers, etc. will be in English and Spanish. All Equipment will also be labeled with instructions in the before mentioned languages.
- Vendor will agree to a 48-hour response time to any location with re-supply needs or technical Needs. A 1-800 number or e-mail address will be provided for School Nutrition Director and any

- additional shipping costs will be incurred by Vendor.
- When there is a change in vendor, the previous vendor will be responsible for removal of all materials, containers, dispensing equipment, etc. with fifteen (15) working days from the last day of the previous contract period.

## **MATERIAL SPECIFICATIONS**

The successful vendor must provide and deliver F.O.B. destination, freight prepaid to each site, as a condition of this contract and at no additional cost, cleaning chemicals and supplies in sufficient quantity to meet the levels of sanitation required by the Health Department and the local School Nutrition Department. Package labeling must exhibit clear dilution and use directions in English and Spanish. Detergents must dilute instantly in hot or cold, hard or soft water. Products shall make an effective cleaning solution, which leaves no film or residue, and shall not stain, discolor or damage equipment when used at recommended proportions.

### **Other items to be included, but not limited to:**

- Elbow-length pot and pan gloves
- Green scouring pads
- Oven scrapers
- Safety Goggles
- Sanitizer test strips
- Dispensing equipment\* (with OSHA compliant labeling and instructions)

**\*Dispensing equipment for these products must be provided, installed at each hand-washing sink in every school kitchen and maintained as a condition of this contract.**

## **LIST OF CHEMICALS TO BID**

### **At minimum, these chemicals and supplies must include:**

**All-Purpose Cleaner** (for floor cleaning and spray applications) To be used with manual and/or machine cleaning methods. To be low sudsing, easy to rinse detergent. Product to be biodegradable and make a clear, soluble solution which leaves no film or residue and not stain or discolor when used at recommended proportions. Must dilute in hard or soft water. Chemical composition: Concentrated liquid blend of organic detergents, solvents, water conditioners and alkaline builders; pleasant scent. Must be portion-packed in easy to handle packaging.

**Concentrated Liquid Pot and Pan Detergent** Concentrated liquid blend of high-foaming detergents, solvents and water conditioning agents. Biodegradable. USDA list: Category A-1, requires a potable water rinse following use on food preparation or serving surfaces. Portion control package; each package makes one quart bottle of concentrate or 25 gallons in three-compartment sink.

**Sanitizer (quaternary solution-no chlorine)** Concentrated liquid blend of quaternary ammonium compounds. Must be EPA registered. Product to be biodegradable and must dilute in hard or soft water. Provide active quaternary sanitizer equivalent to 50 ppm available chlorine. Chemical composition: Blend of mixed liquid quaternary ammonium chlorides. Must be portion-packed in easy to handle packaging.

**Germicidal Detergent** (for cleaning and disinfecting) Concentrated liquid quaternary ammonium compound or equally effective compound to provide a broad spectrum of effectiveness against a variety of gram positive and gram negative organisms including antibiotic resistant staphylococcus; clean all surfaces including those that are resilient; rid odors by removing odor-forming bacteria; leave no masking or cover-

up odor. Must be biodegradable and equal to EPA registration No. 8722-1, USDA list category D-1. Product shall make a clear, soluble solution which will leave no film or residue and shall not stain or discolor when used at recommended proportions.

**Multi-Purpose Degreaser** (for degreasing floors and spray applications) To be used for heavy-duty cleaning, degreasing of floors, Child Nutrition equipment and other difficult-to-clean surfaces. Product to be biodegradable and must dilute in hard or soft water. Chemical composition: Blend of mixed liquid quaternary ammonium chlorides. Must be portion-packed in easy to handle packaging.

**Hand Sanitizer** Hand Sanitizer gel must function in a self-dispensing container. Must be waterless anti-bacterial gel sanitizer for general purpose use. Must be regulated by the US Food and Drug Administration. Dispensers to be provided by vendor.

**Medicated Hand Cream/Lotion\*** Product must be only slightly oily, silicone -free skin care lotion, which spreads easily, works well into skin and leaves no residual fat layer. Product must break the dry skin cycle and restore the skin's natural moisturizing properties. Must be suitable for the face and all parts of the body it may contact. Product must be white or clear, silicone-free of the water-in-oil emulsion type. Must be packaged in ready-to-use containers that are used in conjunction with a dispenser or be able to be poured into a dispenser. Stockhausen-Stocko Lotion or approved equal.

#### **MATERIALS/ANCILLARY ITEMS VENDOR TO PROVIDE**

- Vendor will provide MSD sheets, temperature logs, procedures for cleaning materials, charts, posters and any training materials pertinent to employee training and follow-up.
- Adhesive or method to secure posters etc. at each site must be provided.
- Vendor will provide notebooks, binders and any materials deemed necessary for proper documentation and training for each school site.
- Vendor will provide pack cutters, sanitizer test kits, sanitizer logs, oven scrapers, spray bottles, dispensing equipment, dishwashing gloves and goggles as needed, including re-supply throughout the program.
- Vendor will ensure all bottles, containers; dispensing equipment has OSHA Compliant labeling.
- Vendor will provide Spanish and English training videos, which will include all the facets of the program to be used for continuous training and retraining of staff and new employees. These videos will not replace the personalized training provided by the service personnel.
- Vendor to provide procedure and reference manual covering the mixing, use and application of all materials used in the program. Reference guide to be complete with bilingual usage, application tools and task list.
- Service will also be continued for all sites "opened" for summer school. Service will be continuous for sites that have year-round sessions.

#### **FOOD SAFETY SYSTEMS**

Butts County Schools requests bids on a comprehensive, custom-designed food safety system with documented, ongoing results. The continuing program should offer ongoing support with HACCP experts at regular intervals to accommodate menu offering changes, menu expansion, etc. In such instances, the Butts County Schools School Nutrition Department will have access to HACCP professionals for plan changes and on-site instruction to ensure that the changes are instituted to each site on an ongoing basis.

This comprehensive Sanitation, Safety, and HACCP system should be included in the proposed monthly service fee. All installation, services, materials, delivery and consultation fees are to be included in this price.

## **Official Vendor Product Info and Bid Tabulation Page**

We, the undersigned, agree to provide the services as outlined in the Bid. Total program to include but not limited to: all services, products, dispensing equipment, employee training, training aids, requested reports and all ancillary items necessary to provide complete food safety and sanitation services program for the Butts County Schools.

### **All Purpose Cleaner**

Product Name \_\_\_\_\_  
Packaging \_\_\_\_\_  
How Dispensed \_\_\_\_\_  
Dilution Ratio \_\_\_\_\_  
Portions Per Case \_\_\_\_\_

### **Concentrated Liquid Pot and Pan Detergent**

Product Name \_\_\_\_\_  
Packaging \_\_\_\_\_  
How Dispensed \_\_\_\_\_  
Dilution Ratio \_\_\_\_\_  
Portions Per Case \_\_\_\_\_

### **Sanitizer**

Product Name \_\_\_\_\_  
Packaging \_\_\_\_\_  
How Dispensed \_\_\_\_\_  
Dilution Ratio \_\_\_\_\_  
Portions Per Case \_\_\_\_\_

### **Germicidal Detergent**

Product Name \_\_\_\_\_  
Packaging \_\_\_\_\_  
How Dispensed \_\_\_\_\_  
Dilution Ratio \_\_\_\_\_  
Portions Per Case \_\_\_\_\_

### **Heavy Duty Degreaser**

Product Name \_\_\_\_\_  
Packaging \_\_\_\_\_  
How Dispensed \_\_\_\_\_  
Dilution Ratio \_\_\_\_\_  
Portions Per Case \_\_\_\_\_

## **Official Vendor Product Info and Bid Tabulation Page**

### **Hand Sanitizer**

Product Name \_\_\_\_\_  
Packaging \_\_\_\_\_  
How Dispensed \_\_\_\_\_  
Dilution Ratio \_\_\_\_\_  
Portions Per Case \_\_\_\_\_

### **Hand Cream/Lotion**

Product Name \_\_\_\_\_  
Packaging \_\_\_\_\_  
How Dispensed \_\_\_\_\_  
Dilution Ratio \_\_\_\_\_  
Portions Per Case \_\_\_\_\_

**Complete Bid, per school site per month**                      \$ \_\_\_\_\_/Month  
(Total of 5 school sites)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized By (Signature)

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Authorized by (typed/printed)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Fax Number

## **SPECIFIC SITES OF DELIVERY**

Jackson Elementary School Cafeteria  
1105 Brownlee Road  
Jackson, GA 30233  
770-775-9480 Ext. 8610

Daughtry Elementary  
150 Shiloh Road  
Jackson, Georgia 30233  
770-504-2356 Ext. 6610

Stark Elementary School Cafeteria  
209 Stark Road  
Jackson, GA 30233  
770-775-9470 Ext. 7610

Henderson Middle School Cafeteria  
494 George Tate St.  
Jackson, Georgia 30233  
770-504-2310 ext. 3510

Jackson High School Cafeteria  
323 Harkness Street  
Jackson, GA 30233  
770-504-2340 ext. 2610

## **BILLING ADDRESS:**

Butts County School Nutrition  
181 North Mulberry Street  
Jackson, Ga. 30233  
SNP Director: Nicole James  
Bookkeeper: Melinda Johnson  
E-mail: [Melinda.johnson@bcssk12.org](mailto:Melinda.johnson@bcssk12.org)  
E-mail: [jamesn@butts.k12.ga.us](mailto:jamesn@butts.k12.ga.us)  
Phone: 770-504-2300 ext. 1700 or 1705

## REQUIRED VENDOR CONTACT INFORMATION FORM

Vendor: Please provide the following information:

**Company Name:**

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**Contact Person for Orders:**

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Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Contact Person for Product Specifications:**

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Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Contact Person for Billing Questions, Credits, Damaged or Incorrect Products, etc.:**

Name \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_