



## **REQUEST FOR QUOTE (RFQ) 2322**

**FOR**

**WAREHOUSING & DISTRIBUTION (DELIVERY) SERVICES OF  
USDA DONATED FOOD COMMODITIES REGION C –  
COUNTIES OF:**

**CATTARAUGUS, CHAUTAUQUA, ERIE, AND NIAGARA**

**ISSUE DATE: September 5, 2019**

**RFQ DUE DATE: September 12, 2019 at 2:00 pm**

**Designated Contact:**

Dan Schenkman

Voice: 518-474-4642

E-mail: [Daniel.Schenkman@ogs.ny.gov](mailto:Daniel.Schenkman@ogs.ny.gov)

**Alternate Contact:**

Paige Corning

Voice: 518-474-8209

E-mail: [Paige.Corning@ogs.ny.gov](mailto:Paige.Corning@ogs.ny.gov)

**Alternate Contact:**

Erin Datri

Voice: 518-474-5981

E-Mail: [Erin.Datri@ogs.ny.gov](mailto:Erin.Datri@ogs.ny.gov)

# 1. Introduction

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## 1.1 Overview

The Office of General Services, Division of Food Distribution and Warehousing, through this solicitation, seeks a vendor to provide Warehousing and Distribution (delivery) of United States Department of Agriculture (USDA) Food commodities in **Region C – which includes the counties of: Cattaraugus, Chautauqua, Erie, and Niagara.**

The vendor would receive and deliver federally procured foods from frozen, chilled, and dry environments to approximately 130 recipient agencies.

The term of the contract will commence upon OSC approval and will be in effect until 6/30/2020.

## 1.2 Designated Contact

In compliance with the Procurement Lobbying Law, Dan Schenkman, NYS Office of General Services, Division of Financial Administration, has been designated as the PRIMARY contact for this procurement solicitation and may be reached by email, voice or fax for all inquiries regarding this solicitation.

Dan Schenkman, Contract Management Specialist 1  
NYS Office of General Services  
Financial Administration – Agency Procurement Office  
Corning Tower, 32nd Floor, ESP  
Albany, NY 12242  
Voice: 1-518-474-4642  
Email: [Daniel.Schenkman@ogs.ny.gov](mailto:Daniel.Schenkman@ogs.ny.gov)

In the event the designated contact is not available, the alternate designated contacts are:

Paige Corning, Contract Management Specialist 2  
NYS Office of General Services  
Financial Administration – Agency Procurement Office  
Corning Tower, 32nd Floor, ESP  
Albany, NY 12242  
Voice: 1-518-474-8209  
Email: [Paige.Corning@ogs.ny.gov](mailto:Paige.Corning@ogs.ny.gov)

Erin Datri, Contract Management Specialist 3  
NYS Office of General Services  
Financial Administration – Agency Procurement Office  
Corning Tower, 32nd Floor, ESP  
Albany, New York 12242  
Voice: 1-518-474-5981  
Email: [Erin.Datri@ogs.ny.gov](mailto:Erin.Datri@ogs.ny.gov)

## 1.3 Key Events

The Table below outlines the schedule for important action dates.

Action	Date	Time
OGS Issues Request for Quote (RFQ)	September 5, 2019	

<b>Deadline for Submission of Bidder Questions</b>	<b>September 9, 2019</b>	<b>2:00 pm</b>
<b>OGS open conference call to address bidder questions and issue addendum</b>	<b>September 10, 2019</b>	
<b>RFQ Due Date</b>	<b>September 12, 2019</b>	<b>2:00 pm</b>
<b>Contract Start Date</b>	<b>Upon OSC approval</b>	

## 1.4 Minimum Bidder Qualifications

Bidders are advised that the State’s intent is to ensure that only responsive, responsible, qualified and reliable contractors enter into a contract to perform the work as defined in this document.

**The State considers the following qualifications to be a pre-requisite in order to be considered as qualified bidder for purposes of the solicitation.**

The following minimum requirements **must** be met by each bidder:

- Bidder must be able to provide both Warehousing and Distribution (Delivery) Services of USDA donated food commodities throughout region.
- Bidder’s facility must be licensed for food storage by New York State Department of Agriculture and Markets.
- Bidder’s facility must have storage capacities as listed below for frozen, chilled and dry storage environments, all located at one site.
- Bidders facility must meet the following minimum storage area requirements and be available only for the commodities required by this solicitation:
  - 10,000 square feet of frozen storage
  - 2,000 square feet of chilled storage; and
  - 10,000 square feet of dry storage.
- Bidder’s facility must be located in close proximity to the counties included in REGION C or provide proof of prior experience and ability to provide delivery services to each facility within REGION C.

## 1.5 Method of Award

OGS intends to award one contract to the lowest responsive and responsible bidder. The lowest bidder shall be determined by the Grand Total Bid as represented on Attachment 1 – Bid Proposal Form.

The total bid consists of the following components:

- A. Cost per case of food received, stored, and delivered; and
- B. Storage cost per case for items exceeding 60-days

Upon determination of the lowest responsive and responsible bid, a contract will be sent to the successful bidder for signature and shall be returned to the Issuing Office for all necessary State approvals. Upon final approval, a completely executed contract will be delivered to the Contractor.

**The Grand Total bid amount of the successful bidder shall be used to establish the total contract value. The established total contract value shall not be exceeded.**

## 1.6 Price

The prices bid shall be inclusive of all costs including travel, licenses, insurance, administrative, profit and other ancillary costs. Bidders must submit pricing using Attachment 1 - Bid Proposal Form. Any alterations, qualifiers, etc. will result in rejection.

**Bid Form Item A** – The case quantity breakouts provided (1 – 99 cases, 100 – 199, 200+ cases) represent the number of cases delivered per stop / location. Recipients may request deliveries twice per month per location. The price bid per case shall be inclusive of all product handling, storage (up to the first 60 days), and delivery. These charges shall be included on the invoice for the month in which delivery to recipient agency was made.

**Bid Form Item B** – the price bid per case shall be a per month charge for any product stored in excess of 60 days. This charge may recur each month (or portion thereof) for which a product is stored after the initial 60-day period.

**The Contractor agrees that from the effective date of the contract until contract termination, the rates charged by the Contractor and paid for by NYS OGS will be equal to or lower than any rates provided by the Contractor to other tenants for like services.**

## 1.7 Bid Submission

In order for the State to evaluate bids fairly and completely, bidders should provide all of the information requested.

1. **Cover Letter.** The cover letter must confirm that the bidder understands all the terms and conditions contained in this RFQ. The cover letter should indicate the date you would be able to begin accepting deliveries from the USDA and the date you would be able to begin making deliveries. The cover letter must include the full contact information of the person(s) NYS OGS shall contact regarding the bid. A bidder representative authorized to make contractual obligations must sign the cover letter. The letter must also state whether or not subcontractors will be used, and the name and address of each proposed subcontractor.
2. **Minimum Qualifications.** Bidders must provide proof of meeting each of the minimum qualifications as listed in Section 1.4, including a copy of the license from NYS Agriculture and Markets as well as the actual number of square feet in each environment available for this contract. Additionally, evidence and description of the pest management system in place is required. Bidders must submit their most recent NYS Agriculture and Markets Inspection report with no critical deficiencies noted.
3. **Pricing.** Bidder shall list all pricing on Attachment 1 - Bid Proposal Form, for this solicitation.

Note: OGS reserves the right to request any additional information deemed necessary to ensure that the bidder is able to fulfill the requirements of the contract.

The bid documents may be submitted by mail, hand delivery, overnight carrier, certified mail or email (with follow-up in hard copy) in a package showing the following information on the outside:

- Bidder's Complete Name and Address
- Solicitation Number: RFQ #2322
- Bid Due Date and Time: Same as indicated in Section 1.3 - Key Events
- Title: Warehousing and Distribution Services for REGION C – Cattaraugus, Chautauqua, Erie, and Niagara Counties

RFQ No. 2322

Warehousing & Distribution Services Region C – Cattaraugus, Chautauqua, Erie, and Niagara

NYS Office of General Services

Division of Financial Administration – Contract Unit

32<sup>nd</sup> Floor, Corning Tower, Empire State Plaza

Albany, NY 12242

Attn: Dan Schenkman

RFQ #2322

**Or** by email to: [Daniel.schenkman@ogs.ny.gov](mailto:Daniel.schenkman@ogs.ny.gov).

Bids must be received in the above office on or before 2:00 PM on the date indicated in Section 1.3 - Key Events. Bidders assume all risks for timely, properly submitted deliveries.

The received time of bids will be determined by the clock at the above noted location.

## 2. Scope of Work

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### 2.1 Contractor Service Requirements

- A. The Contractor agrees to adhere to all State and Federal regulations in connection with the handling, storage and distribution of any commodities.
- B. The Contractor agrees to accept, unload, remove, and place into storage in their facility, shipments of USDA commodities allocated by NYS OGS for distribution to eligible recipient agencies. Incoming USDA loads must be accepted for delivery at minimum, between 7:00 A.M and 2:00 P.M. Contractor may not charge USDA carrier any fees for the delivery of USDA commodities or further processed USDA commodities.
- C. Contractor agrees to clearly mark each pallet of USDA foods received for this account to ensure that these items are easily identified. This may include adding a label to the outside of each pallet.
- D. USDA foods will begin to arrive immediately after approval of the contract and April will typically be the last month USDA deliveries will be made. Deliveries to schools will begin immediately and typically end in May with light “clean up” deliveries occurring in June. It is not NYS OGS’ intention to carry over any product during the summer months.
- E. Contractor must distribute USDA commodities for the Summer Feeding Program in June each year.
- F. The Contractor agrees to immediately tally commodities being placed for unloading and storage and prepare any reports or tallies that are required by OGS and forward such reports and tallies promptly to OGS. Quantities and varieties of food can change without notice. If quantities of food rise beyond current estimates, the Contractor’s facility will be capable to store and handle all foods allocated to it. The State of New York bears no responsibility to the Contractor if quantities drop below current estimates as indicated on the Bid Proposal Form. The Contractor agrees to physically segregate all USDA foods. The Contractor must track all cases received by the pack date or best if used by date. These lots/products must be rotated on a first-in, first-out basis except in cases where the packaging date of the incoming shipment precedes that of earlier shipments. In such instances, the packaging date will determine order of distribution. If a truck arrives at the facility and the arriving load was pre-scheduled with the Contractor by OGS, and the unloading of the trailer is delayed for an unreasonable amount of time causing the trucker to incur any additional costs, payment of said costs will be the sole responsibility of the Contractor.
- G. The Contractor agrees to receipt for each load in the USDA web-based system within 2 calendar days of receiving the load.
- H. The Contractor agrees to immediately notify OGS of any shortages / overages on a delivery.
- I. The Contractor shall store such commodities into dry, chilled or frozen storage environments in accordance with the nature of the product, accepted practice and any instructions forwarded to the Contractor by NYS OGS with each advice of shipment (Bill of Lading). Storage environments should be maintained at the following temperatures: Dry - between 50 °F and 70 °F; Cooler - at or below 40 °F, Freezer - 0 °F. Daily freezer / refrigerator logs must be maintained to ensure product safety. Those commodities requiring refrigeration or frozen storage will be kept under protection of mechanical refrigeration. The freezer temperature shall be maintained at ‘0’ degrees Fahrenheit or below, while the cooler temperature shall be maintained at 40 degrees Fahrenheit or below for both storage and distribution of foods. Quantities and varieties of food can change without notice. If quantities of food rise beyond current estimates, the facility will be expected to handle all foods allocated to it. New York State bears no fiscal responsibility to the facility if quantities drop below current estimates as indicated on the Bid Proposal Form.

- J. The minimum square footage requirements are listed below:
1. 10,000 square feet of dry storage (Ventilated area needed to maintain a 70-degree Fahrenheit environment)
  2. 10,000 square feet of frozen storage (0 degrees Fahrenheit or below)
  3. 2,000 square feet of chilled storage (32 to 40 degrees Fahrenheit depending on the item being stored)
- K. The minimum square footage requirements (above) are based in part on the estimated annual per case volume of each of the storage environments listed below:
1. Dry - 42,000 cases
  2. Frozen - 30,000 cases
  3. Cooler - 10,000 cases
- L. The Contractor shall deliver the commodities for OGS to designated recipient agencies. Each agency must sign for all commodities received. All cases will be allocated to a recipient agency, and thus all contents of each incoming truckload will be accounted for. The Contractor will be responsible for downloading the agency allocation breakdown for each incoming USDA load utilizing a USDA web-based system.
- Attached is a list of current recipient agencies in REGION C. Please note that the list is subject to change during the term of the contract. Also, each recipient agency can have multiple delivery locations.
- M. The Contractor must have an active high-speed Internet connection in order to utilize the USDA web-based system for reviewing and receiving of USDA commodities.
- N. The Contractor must provide all recipient agencies with a weekly electronic report of USDA foods that are allocated to each agency and are therefore available to order. In addition, the Contractor must also provide OGS with a weekly electronic master list, which is to include the information for every agency.
- O. The Contractor must generate delivery paperwork for recipient agency signature. A copy of signed paperwork is to be maintained by contractor and recipient agency.

## 2.2 Care of Commodities

- A. The Contractor must exercise the highest degree of diligence to prevent loss or damage of such commodities due to fire, theft, infestation, or deterioration, or any other cause during the time when said commodities are stored in its facility or subject to the control of the Contractor.
- B. Any loss of USDA food must immediately be reported to NYS OGS. The Contractor must replace these items with an equal quality product to the recipient agency. Any replacement must be 100% domestic origin, no international substitutions will be allowed. Overages and shortages between physical inventory and book inventory shall be reconciled by the total value of such commodities. Reconciliation shall take place at the annual physical inventory with the Contractor providing any documentation of replacement items to assist in the offset process. Any overages continue to be the property of NYS OGS.
- C. The Contractor shall obtain and provide copies to NYS OGS of all necessary licenses and permits. Additionally, Contractor shall maintain good care of warehouse premises, fixtures and appurtenances. The Contractor must comply with all laws, rules, orders, ordinances and regulations, which are applicable to the premises, of the borough, city, county, municipality, bureau or official board thereof (i.e.: Board of Fire Underwriters) having jurisdiction.
- D. The Contractor must have, or agree to install and maintain, a heat or smoke activated fire alarm system with central station monitoring or a working sprinkler system.

- E. The Contractor must have, or agree to install and maintain, accurate continuous recording temperature devices with attached charts. These charts are to be kept on file during the term of this contract and for six months following the end of the contract. Charts shall be available to NYS OGS for inspection at any time.
- F. The Contractor shall keep the premises clean and protected from infestation and at all times and maintain a passing score from NYS Department of Agriculture and Markets. Approved rodent bait traps must be installed and maintained and a chart of their location noting maintenance dates kept for visual inspection by NYS OGS. It is recommended that Integrated Pest Management (IPM) methods be utilized. Food products must be stacked no closer than 12" from any wall or partition and 6" from the floor.
- G. The Contractor shall not leave any damaged product exposed in rooms where good product is stored. Floors must be swept and kept free of dust and debris. Cartons and bags must be free from dust or dirt.
- H. The Contractor must have a current and active 'food safety' plan in place. Contractor's facility must have proper sanitation, construction, inventory control procedures and security. At any time NYS OGS can perform an on-site inspection to verify these requirements are met, subsequent to the contract award.
- I. The freezer temperature shall be maintained at '0' degrees Fahrenheit, while the cooler temperature shall be maintained at 40 degrees Fahrenheit or below for both storage and distribution of foods.

## 2.3 Damages

- A. The Contractor shall examine each shipment for possible shortage or damage and shall immediately notify NYS OGS of any shortage or damage. In the case of shipments containing damaged or poor condition commodities not exceeding fifty percent of total load capacity, the Contractor shall immediately notify NYS OGS, by telephone, of gross damage, shall proceed to take necessary steps to salvage such damaged commodities and shall, not more than five days thereafter, notify NYS OGS of net damages. In the case of shipments containing damaged or poor condition commodities exceeding fifty percent of total load capacity, the Contractor shall immediately notify NYS OGS, by telephone, of the condition of such shipment but shall not unload or otherwise handle the same until instructions are received from NYS OGS. Commodities found unfit for human consumption shall be disposed of in accordance with specific instructions to be given in each case by NYS OGS. Contractor shall be responsible for the disposal of any defective product(s) by order of NYS OGS Division of Food Distribution and Warehousing as instructed.
- B. It is understood and agreed that any cost incurred by the Contractor in connection with the disposition or salvage of damaged commodities shall be reimbursed by the delivering carrier or such other party as may be found to be responsible for the damage.

## 2.4 Deliveries

- A. Contractor vehicles used for commodity distribution must be either:
  - 1. Vans and/or trucks for delivery of dry items
  - 2. Dual compartment trucks for combined deliveries of dry items and refrigerated/frozen items
  - 3. Single compartment refrigerated trucks ("0" degrees Fahrenheit) for separate or integrated deliveries of dry items and refrigerated/frozen items.
- B. The number of vehicles required will depend on the size and functionality of the trucks used for distribution.



- C. Deliveries to schools shall be made twice each month, during the months of September and June. All deliveries must be made Monday through Friday between the hours of 7:00 A.M and 2:00 P.M., unless special arrangements are made between the recipient and the Contractor.

A single delivery can be to multiple buildings within a school district. If a district has three buildings than they can request two deliveries to each location twice per month. A breakdown of all current locations is attached as Appendix D but may be modified during the contract period.

Recipient agencies are required to provide a list of observed holidays and other closings to the Contractor. Contractors will deliver on the same day of each scheduled week, unless there is an emergency at which time the Contractor shall notify each recipient agency affected by the emergency and reschedule the delivery. Contractors are not allowed to charge for unscheduled deliveries which the recipient agency is unable to accept. An alternate delivery schedule can be used, if written consent exists between both the Contractor and the recipient agency.

**Please note that if multiple drops are made within the same school campus, this will be considered to be one drop for the purposes of billing.**

- D. No “case minimum delivery order” shall be applied to this contract.
- E. The Contractor must review, verify and enter all incoming loads on USDA’s web-based system. Should the Contractor, for any reason, be unable to store any or all of a commodity scheduled for delivery, Contractor shall notify OGS as soon as a potential problem is known to exist.
- F. It is agreed by the Contractor that upon receiving a load of USDA food, the Contractor will promptly store such commodities in its warehouse and will electronically receive each shipment utilizing a USDA web-based system within two calendar days of receiving the load. Any discrepancies in amounts of commodities received and amounts shown on notices of shipment must be noted in the USDA web-based system.
- G. The Contractor will be responsible for any charges for detention / demurrage or other charges which may accrue after a truck has been placed for unloading by order of OGS. If the Contractor omits an item(s) in error, the item(s) can be included in the school’s next scheduled delivery, but only if the school agrees. If the school does not agree to wait for their next scheduled delivery, the Contractor has three working days to deliver the omitted item(s), at no additional charge.
- H. Drivers and/or helpers shall deliver merchandise to designated staging areas at each delivery site. Drivers and/or helpers shall not be required to place merchandise in holding rooms, cabinets, coolers, or freezers. Drivers and/or helpers shall request the authorized school receiver, or the designated representative to verify the accuracy of items, quantities of each item, total quantities, and condition of merchandise. Each delivery ticket/slip must be signed and accepted by a designated school receiver and one copy left at the school. The designated school receiver shall note shortages, damages, etc. on each ticket/slip. The recipient agency must provide signed withdrawal orders for any commodities received.
- I. Contractors may deliver donated foods in straight loads containing only donated foods or in mixed loads with other commercially purchased items, as long as the other terms of this contract are satisfied.
- J. USDA foods may not be delivered with chemicals or other products which may be harmful to the quality or safety of the Food or Commodities.

## 2.5 Commodity Holds and Recalls

Periodically, the USDA may announce that a particular commodity must be placed on “Hold”. In more serious situations, the USDA may actually “Recall” the product. If a commodity “Recall” occurs, OGS retains the authority to contact the Contractor and direct that a particular commodity be disposed of. It is expressly

understood that the disposal process may in many cases cause the Contractor to incur charges. In these cases, OGS will work on behalf of the Contractor to seek full reimbursement of said charges from the USDA. Although OGS would react timely on behalf of the Contractor, it could be several months before the Contractor will receive their reimbursement. In addition, OGS can only seek a reimbursement when the Contractor can provide documented proof that disposal charges were incurred.

## 2.6 Emergency Services

Contractor must be available on a 24 hour, seven days a week basis to respond to an emergency call within one hour and be readily available off hours to accommodate USDA retrieval of donated foods from the contractor's warehouse in the event of an emergency. For example, an emergency call from OGS may be executed during a State of Emergency where locally stored USDA donated foods are required in emergency situations (i.e., Hurricane Sandy).

## 2.7 Staffing Expectations

The Office of General Services expects that all services will be conducted diligently and effectively under the oversight of OGS staff. Further, it is expected that:

- All Contractor's staff shall conduct themselves in a professional manner with OGS staff and with the general public.
- All Contractor's staff shall comply with all rules and requirements of this contract, including the drug and alcohol policies.

## 2.8 Administrative and Reporting Requirements

The Contractor will be responsible for the completion of a variety of administrative and reporting requirements, at no additional cost to OGS. The Contractor shall provide OGS with a monthly inventory taken from the warehouse records. Such reports shall be submitted within five days after the close of business for that month to [OGSDonatedFoods@ogs.ny.gov](mailto:OGSDonatedFoods@ogs.ny.gov).

A physical inventory shall be taken annually, or at any such time as determined by OGS. Contractor shall provide reasonable access to the commodities when physical inventories are conducted at no extra charge to OGS.

The Contractor shall maintain accurate records and accounts of all services rendered under this contract. Reports must provide the following information:

- Provide all recipient agencies with a weekly electronic report of USDA foods that are allocated to each agency and are therefore available to order. In addition, the Contractor must also provide OGS with a weekly electronic master list, which is to include the information for every agency.
- Sales Orders received for the monthly reporting period:
  - Beginning inventory by material;
  - Total received by material;
  - Total distributed by material;
  - Adjustments;
  - Ending Inventory by Material.
- List the distribution of Sales Orders to Recipients;
- List the deliveries to Recipients by:
  - Recipient;
  - Delivered by stop / location.

During the term of this contract, the Contractor shall maintain a designated officer or employee as its representative for contact with the State and for all communication and transactions relating to this contract.

The Commissioner's designated representative for all purposes of this contract shall be the Director of the Division of Food Distribution and Warehousing for the Office of General Services.

## 2.9 OSHA (Occupational Safety & Health Administration) Training Requirements

### 2.9.1 OGS Facility Manager's Obligations

Prior to beginning contract work/work assignment, the OGS Facility Manager or Designee shall inform or make available the Contractor/Contractor's representative(s) of the known specific hazard(s) and chemical(s) they may encounter while performing their contract obligations. For example; testing of materials may be performed or previous reports may be available to inform on the location of Asbestos Containing Materials, lead or other environmental concerns if present, and any site-specific work practices that may be necessary to conduct work safely and in compliance with federal or state standards and OGS procedures such as those involving Lockout/Tagout and electrical procedures.

The Contractor/Contractor's Representative(s) shall also be provided with information about the use and provisions for Personal Protective Equipment required for the work. **Contractor/Contractor's Representative shall provide a signed acknowledgement to the OGS Facility Manager or OGS Designee that they were provided with this information.**

### 2.9.2 Contractor / Contract Employee Obligations

#### A. General Contract Obligations:

Prior to or upon first reporting to the work location for assignment, the Contractor/Contractor employee(s) and employees of Sub-Contractors must present to the OGS Facility Manager or OGS Designee proof of completion of the OSHA required training for the following, topic areas including but not limited to:

- 1) Hazard Communication,
- 2) Personal Protective Equipment.

For environmental health and safety emergencies, an emergency contact must be provided for the facility manager or designee to contact prior to any work commencing. Any changes to this contact, including name and or contact information must be communicated to the OGS Designee immediately.

#### B. Specific Field-of-Work Requirements:

In circumstances where specific OSHA or NYS Department of Labor regulated work is required, the Contractor/Contract Employee(s) shall have all pertinent and up-to-date certifications beyond the "awareness" level as required by regulations for the specific work. Onsite employee will be trained to do the work, supervised by higher knowledge/training,

It is the Contractor's responsibility to provide the OGS Facility Manager or OGS Designee with all employee updates and/or renewals for the above general contract obligations and specific field of work requirements specified training.

The Contractor must coordinate with OGS to be informed of the site's Emergency Action Plan.

**Note:** Contractor's/Contractor's Employee(s) and employees of Sub-Contractors failure to provide such documentation to the OGS Facility Manager or OGS Designee upon or prior to employee reporting to their initial work assignment may result in OGS rejecting the employee(s) until that documentation is provided.

**BID PROPOSAL FORM**

NYS Office of General Services  
 Financial Administration  
 32nd FL - Corning Tower, Empire State Plaza  
 Albany, NY 12242

CONTRACT NO. \_\_\_\_\_  
 (to be completed by agency)

Contractor's Name \_\_\_\_\_

**NOTE: This Bid Proposal Form must be completed and signed.**

The above Contractor Agrees to provide all warehousing, storage, handling and delivery of USDA food commodities and processed commodities in Region C – for the Counties of Cattaraugus, Chautauqua, Erie, and Niagara in accordance with the specifications in this RFQ for the prices bid below:

**Item A: Cost per case for received, stored and delivered commodities (see Section 3.3 - Price):**

<u>*# of Cases</u>	<u>**Est. #of Cases</u>	<u>X</u>	<u>\$ Amount/case</u>	<u>X</u>	<u>***# of months</u>	<u>Total</u>
	<u>/Month</u>					
1) 1 to 99	5,000	X	\$_____/case	X	10	= \$_____
2) 100 to 199	2,500	X	\$_____/case	X	10	= \$_____
3) 200+ cases	<u>2,200</u>	X	\$_____/case	X	10	= \$_____

Total est. # of cases /mo = 9,700

**A4) SUBTOTAL** of A1 through A3 = \$\_\_\_\_\_

**Item B: Monthly Storage Cost per Case (for items exceeding 60 days - See Section 3.3 - Price)**

1) Estimated 600 cases /mo (x) \$\_\_\_\_\_/case = \$\_\_\_\_\_/mo (x) 2 months

**B1) Total** = \$\_\_\_\_\_

**GRAND TOTAL ANNUAL BID (A4 + B1) = \$\_\_\_\_\_**

\* See Section 1.6 - Price  
 \*\* Estimates are for bid evaluation purposes only.  
 \*\*\* The food distribution program is based on 10 months per year.

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 PRINT NAME / TITLE

No.	Name	Address 2	City	ZIP Code
C001	Akron Central School	47 Bloomingdale Avenue	Akron	14001
C002	Niagara Falls City Schools	630 66th St	Niagara Falls	14304
C003	Alden Central School	13190 Park Street	Alden	14004
C004	St.John Lutheran School	6950 Ward Road	North Tonawanda	14120
C005	Lake Shore Central Schools	8855 Erie Road	Angola	14006
C007	Cattaraugus-Little Valley CS	25 Franklin Street No.	Cattaraugus	14719
C009	Pioneer Central School	PO Box 579, County Line Road	Yorkshire	14173
C010	Community Charter School	404 Edison Avenue	Buffalo	14215
C012	Bolivar-Richburg CSD	100 School Street	Bolivar	14715
C013	Trinity Lutheran Church	146 Reserve Road	West Seneca	14224
C014	Gowanda Central School	10674 Prospect Street	Gowanda	14070
C015	Westminister Community Charter School	24 Westminister Avenue	Buffalo	14215
C016	Brocton Central School	138 W. Main Street	Brocton	14716
C017	Lewiston Porter Central School	4061 Creek Road	Youngstown	14174
C018	Global Concepts Charter School	1001 Ridge Road	Lackawanna	
C019	Salamanca Public Schools	50 Iroquois Drive	Salamanca	14779
C020	Desales Catholic School	6914 Chestnut Ridge Road	Lockport	14094
C022	Clymer Central School	8672 E.Main St.,PO Box 580	Clymer	14724
C025	Catholic Academy of West Buffalo	1069 Delaware Avenue	Buffalo	14209
C026	Cheektowaga Central School	3600 Union Road	Cheektowaga	14225
C028	Cleveland Hill Schools	105 Mapleview Road	Cheektowaga	14225
C029	St.John The Baptist School	1085 Englewood Avenue	Kenmore	14233
C030	Franklinville Central School	31 No. Main Street	Franklinville	
C031	Our Lady of Blackrock	16 Peter Street	Buffalo	14207
C032	Ellicottville Central School	5873 Route 219S	Ellicottville	14731
C033	Falconer Central School	2 East Avenue No.	Falconer	14733
C034	Erie2 -Chautauqua Catt Boces	8685 Erie Road	Angola	14006
C035	Forestville Central School District	4 Academy Street	Forestville	14062
C039	Frewsburg Central School	26 Institute Street	Frewsburg	14738
C040	Maryvale High School	1050 Maryvale Drive	Cheektowaga	14225
C041	Clarence Central School	9625 Main Street	Clarence	14031
C042	St. John Vianney School	2950 Southwestern Blvd.	Orchard Park	14127
C046	Depew UFSD	1780 Como Park Blvd.	Depew	14043
C047	East Aurora Public Schools	430 Main Street	East Aurora	14052
C048	Our Lady of the Blessed Sacrament	20 French Road	Depew	14043
C049	Queen of Heaven School	839 Mill Rd.	West Seneca	14224
C050	Eden Central School	3150 School View Rd.	Eden	14057
C051	Western New York Maritime Charter School	266 Genesee Street	Buffalo	14204
C054	Randolph Academy UFSD	336 Main Street	Randolph	14772
C055	Christian Central Academy	39 Academy Street	Williamsville	14221
C056	Iroquois Central School	2111 - Girdle Road	Elma	14059
C057	Portville Central School	POB 790	Portville	14770
C059	St.Peters Church School	140 N. 6th Street	Lewiston	14092
C061	Dunkirk Public Schools	525 Eagle Street	Dunkirk	14048
C062	Ripley Central School	12 No.State Street	Ripley	14775
C063	Grand Island Central School	1100 Ransom Road	Grand Island	14072
C065	Wayland Cohocoton Central School	2350 Route 63	Wayland	14572
C066	Hamburg Central School	360 Division Street	Hamburg	14075
C067	Sherman Central School	127 Park St.,PO Box 950	Sherman	14781
C068	Starpont Central School	4363 Mapleton Rd.	Lockport	14094
C069	Silver Creek Central School	1 Dickinson Street, PO Box 270	Silver Creek	14136
C070	Holland Central School	103 Canada Street	Holland	14080
C071	Pine Valley Central School	7755 Rte 83	South Dayton	14138
C072	Fredonia Central School	425 E.Main Street	Fredonia	14063
C073	Jamestown Public School	159 Buffalo Street	Jamestown	14701
C074	Kenmore-Tonawanda School District	1500 Colvin Blvd.	Buffalo	14223
C075	Wellsville Central School	50 School Street	Wellsville	14895

No.	Name	Address 2	City	ZIP Code
C076	Westfield Central School	203 E.Main Street	Westfield	14787
C077	Lackawanna City School District	500 Martin Road	Lackawanna	14218
C078	Lancaster Central School	177 Central Avenue	Lancaster	14086
C079	St.Mary's Elementary School	2 St. Mary's Hill	Lancaster	14086
C080	St.Mary's High School	142 Laverack Avenue	Lancaster	14086
C081	Tonawanda City Schools	100 Hinds Street	Tonawanda	14150
C083	Archbishop Walsh High School	208 N. 24th Street	Olean	14760
C085	Cassadaga Valley Central School	PO Box 540	Sinclairville	14782
C087	Olean City School District	410 West Sullivan Street	Olean	14760
C088	Southtowns Catholic School	PO Box 86, 2052 Lakeview Rd.	Lake View	14085
C089	West Valley Central School	5359 School Street	West Valley	14171
C090	Chautauqua Lake Central School	100 North Erie Street	Mayville	14757
C091	Southwestern Central School	600 Hunt Road	Jamestown	14701
C093	Niagara-Wheatfield CSD	2292 Saunders Settlement Rd.	Sandborn	14132
C095	Niagara Catholic HS	520 66th Street	Niagara Falls	14304
C096	St.Andrews Country Day Sch.	1545 Sheridan Drive	Kenmore	14217
C097	St.Mark's School	399 Woodward Avenue	Buffalo	14214
C098	North Collins CSD	2045 School Street	North Collins	14111
C100	Oracle Charter School	888 Delaware Avenue	Buffalo	14209
C102	Fourteen Holy Helpers RC Sch	1345 Indian Church Road	West Seneca	14224
C103	Orchard Park CSD	4040 Baker Road	Orchard Park	14127
C104	St Francis High School		Athol Springs	14010
C107	Allegany-Limestone CS	3131 Five Mile Rd.	Allegany	14706
C108	Mary Queen of Angels	170 Rosewood Terrace	Cheektowaga	14225
C110	St.Marys School of Swormville	6919 Transit Road, Bx 460	Swormville	14051
C112	Tapestry Charter School	65 Great Arrow Avenue	Buffalo	14216
C115	Charter School for Applied Technologies	2303 Kenmore Ave	Buffalo	14207
C116	Notre Dame Academy	1125 Abbott Rd	Buffalo	14220
C122	Hinsdale Central School	3701 Main Street	Hinsdale	14743
C127	Amherst Central School District	55 Kings Highway	Amherst	14226
C131	Springville-Griffith Inst CSD	267 Newman Street	Springville	14141
C132	St.Amelia's Parish School	2999 Eggert Road	Tonawanda	14150
C133	St.Gregory the Great RC School	250 St. Gregory Court	Williamsville	14221
C134	St.Joseph's School-Univ Heights	3275 Main Street	Buffalo	14214
C135	West Seneca Central School	1445 Center Road	West Seneca	14224
C136	Williamsville Central School	105 Casey Road	East Amherst	14051
C138	Bemus Point Central School	Dutch Hollow Road	Bemus Point	14712
C139	Frontier Central School	S-4432 Bay View Road	Hamburg	14075
C140	Stella Niagara Education Park	4421 Lower River Road	Stella Niagara	14144
C143	St.Francis Assisi Church	70 Adam Street	Tonawanda	14150
C144	Sweet Home Central School	1741 Sweet Home Road	Buffalo	14228
C145	Our Lady of Sacred Heart School	3144 Abbott Road	Orchard Park	14127
C146	St.John the Baptist School	2028 Sandridge Road	Alden	14004
C156	Cheektowaga-Sloan School District	305 Cayuga Creek Road	Cheektowaga	14227
C157	Attica CS	3338 E. Main St.	Attica	14011
C159	Cardinal O'Hara High School	39 O'Hara Road	Tonawanda	14150
C161	Health and Sciences Charter School	1140 Ellicott Street	Buffalo	14209
C162	Nativity of Blessed Virgin Mary	8550 Main Street	Williamsville	14221
C164	Heritage Centers-Erie NYSARC	205 Yorkshire Road	Tonawanda	14150
C168	Panama Central School	School Street	Panama	14767
C170	Stanley G. Falk School	848 Delaware Avenue	Buffalo	14209
C175	Pembroke Central School Dist	Rte #'s 5 and 77, PO Box 308	Corfu	14036
C177	Mount Mercy Academy	88 Red Jacket Parkway	Buffalo	14220
C178	Sts.Peter & Paul Elem. Sch.	5480 Main Street	Williamsville	14221
C179	Lyndonville Central School	25 Housel Avenue	Lyndonville	14098
C180	North Tonawanda City Schools	1500 Vanderbilt Avenue	No.Tonawanda	14120
C181	Fillmore Central School	104 W.Main St.,PO Box #177	Fillmore	14735

No.	Name	Address 2	City	ZIP Code
C183	Medina Central School	Two Mustang Dr.	Medina	14103
C185	Middleport Middle School	78 State Street	Middleport	14105
C186	Scio Central School	3968 Washington Street	Scio	14880
C187	Andover Central School	31-35 Elm Street	Andover	14806
C189	Cuba-Rushford Central School	5476 Rt 305 No.	Cuba	14727
C190	Friendship Central School	46 W.Main Street	Friendship	14739
C191	Whitesville Central School	692 Main Street	Whitesville	14897
C193	Notre Dame High School	73 Union Street	Batavia	14020
C194	Newfane Central School	6273 Charlotteville Road	Newfane	14108
C195	Albion Central School	324 East Avenue	Albion	14411
C197	Barker Central School	1628 Quaker Road	Barker	14012
C201	Lockport City School District	130 Beattie Avenue	Lockport	14094
C202	Universal School	1957 Genesee Street	Buffalo	14211
C203	Belfast Central School	1 King Street	Belfast	14711
C300	Erie County Holding Center	10 Delaware Avenue	Buffalo	14202
C301	Cattaraugus County Jail	301 Court Street	Little Valley	14755
C303	Erie County Correctional Facility	11581 Walden Avenue	Alden	14004
C305	Chautauqua Opportunities Inc	14-16 E. 6th St	Jamestown	14701
C306	St.Mary's School for the Deaf	2253 Main Street	Buffalo	14214
C307	Autistic Services,Inc	4444 Bryant Stratton Way	Williamsville	14221
C315	Cantalician Ctr for Learning	3233 Main Street	Buffalo	14214
C388	Alcoholism Services - Erie County	291 Elm Street	Buffalo	14203
C390	Connor's Children Center	824 Delaware Avenue	Buffalo	14209
C392	Baker Victory Services	777 Ridge Road	Lackawanna	14218
C394	Gateway Longview	6350 Main Street	Williamsville	14221
C397	Gustavus Adolphus Learning Ctr	200 Gustavus Avenue	Jamestown	14701
C398	Compass House	370 Linwood Avenue	Buffalo	14209
C407	Bethel Head Start Program	1461 Main Street	Buffalo	14209
C414	Community Action Orgn of Erie Co.	70 Harvard Place	Buffalo	14209