



The School Board of Miami-Dade County, Florida
 SCHOOL BOARD ADMINISTRATION BUILDING
 Bureau of Procurement and Materials Management
 1450 N.E. 2nd Avenue, Room 352
 Miami, Fl. 33132

Direct All Inquiries To
 Procurement Management Services
 Buyer: Vanessa Flores

 PHONE: (305) 995-1379
 TDD PHONE: (305) 995-2400

BID/RFP ADDENDUM

Date: August 14, 2012
 Addendum No. 1

BID/RFP No.: **063-MM03**

BID/RFP TITLE: **Cafeteria Smallwares**

This addendum modifies the conditions of the above referenced BID/RFP as follows:

- **Bid Proposal Form: Removal of items 30, 31 and 32 from Group 3**

The attached pages containing clarifications, additional information and requirements constitutes an integral part of the referenced bid.

- 1 If your bid/proposal has not been mailed, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**

OR

2. If your bid/proposal has been mailed, sign and return this addendum form with the revised pages by the time and date indicated on the Bidder Qualification Form. **BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.**

I acknowledge receipt of Addendum Number

PLEASE NOTE: If your firm has mailed a copy of this bid/proposal to another vendor, it is your responsibility to forward them a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

TELEPHONE NUMBER: _____ E-MAIL I.D. _____ FAX # _____

BY: SIGNATURE (Manual): _____
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
 OF AUTHORIZED REPRESENTATIVE

BID PROPOSAL FORM (FORMAT B)

PLEASE COMPLETE ALL HIGHLIGHTED AREAS

Bid # 063-MM03 Cafeteria Smallwares

NAME OF BIDDER:

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Section I: For Groups 1, 2, 3, 4 and 5 an award will be made on a total low basis within each group. Vendors must bid **ALL** items in a group to be considered for award. Before completing any portion of this bid each bidder should be completely familiar with all the special conditions. Each bid shall be completed as indicated. All prices offered should be FOB delivered and installed, and inclusive of packing, handling, freight, fuel, distribution, inside delivery and installation. Items will be awarded to three (3) vendors offering the lowest firm unit price (Primary, Alternate and Second Alternate). If the primary awardee fails to perform under the terms and conditions of the contract, the Alternate awardees will be contacted.

Item #	M-DCPS #	Item Description	Estimated Quantity	Unit	Manufacturer/ Brand	Model #	Delivery Timeframe	Unit Price Delivery to S&D Warehouse	Unit Price Direct Delivery to Each Location
GROUP 1 - CONTAINERS									
1	2000724	Bin, Food Storage, 27 gallon capacity, white with clear slide or lift polycarbonate cover, body is seamless one piece construction, caster mounting plates molded into the body, superior quality caster, 12-1/2" w x 29-1/2" d x 29" h. Approved Brand(s): CAMBRO #IB 27148	40	Each				\$ _____	\$ _____
2		Replacement lid, Lid ONLY to fit item# 1, Polycarbonate, clear lid. Approved Brand(s): CAMBRO	40	Each				\$ _____	\$ _____
3	2000015	Container, food, 2 quart, with cover, square, plastic. Approved Brand(s): CAMBRO POLY #2SFSP WITH #SFC2 COVER.	30	Each				\$ _____	\$ _____
4	2000016	Container, food, 4 quart, with cover, square, plastic. Approved Brand(s): CAMBRO POLY #4SFSP WITH #SFC2 COVER.	30	Each				\$ _____	\$ _____
5	2000014	Container, food, 6 quart, with cover, square, plastic. Approved Brand(s): CAMBRO POLY #6SFSP WITH #SFC6 COVER	30	Each				\$ _____	\$ _____
6		Container, food, 8 quart, with cover, square, plastic. Approved Brand(s):	30	Each				\$ _____	\$ _____
7		Container, storage, stackable, nesting, perforated, 24-1/2" x 17-1/2" x 7", smooth plastic, food grade. Approved Brand(s):	30	Each				\$ _____	\$ _____
GROUP 2 - PANS/LIDS/MIXING									
8	2000009	Bowl, 4 quart, stainless steel, #6 finish outside, #7 finish inside. Approved Brand(s): VOLLRATH #69040.	30	Each				\$ _____	\$ _____
9		Bowl, 13 quart, stainless steel, #6 finish outside, #7 finish inside. Approved Brand(s):	30	Each				\$ _____	\$ _____
10	2000078	Cover, clear, for full size pan, 12-3/4" x 20-7/8" x 6" with handle or grip, clear polycarbonate. Approved Brand(s): CAMBRO #10CWCH (135). RUBBERMAID #3394. 6/CS.	40	Each				\$ _____	\$ _____
11		Cover, clear, for full size pan, 6-3/8" x 6-15/16" x 4" with handle or grip, 1/6 size, clear polycarbonate. Approved Brand(s):	40	Each				\$ _____	\$ _____
12		Cover, clear, for full size pan, 6-15/16" x 12-3/4" x 4" with handle or grip, 1/3 size, clear polycarbonate. Approved Brand(s):	40	Each				\$ _____	\$ _____
13	2000037	Cover, for steam table pan, dome type, 12" x 20", stainless steel, #4 finish. Approved Brand(s): VOLLRATH 77200, POLAR WARE 2002E	70	Each				\$ _____	\$ _____
14	2000103	Sheet Pan, natural finish, 25-3/4" x 17-3/4" x 1", extra hard, dent resistant, 12 gauge aluminum, sanitary open bead edge, nsf. Approved Brand(s): WEAREVER #5315, VOLLRATH #68374.	530	Each				\$ _____	\$ _____
15	2000079	Pan, salad bar, 6-15/16" x 12-3/4" x 4", (1/3 size) 3.9 quart capacity, white poly-carbonate, smooth exterior and interior, textured bottom, without cover. Approved Brand(s): CAMBRO #34CW (148), 6/CS.	100	Each				\$ _____	\$ _____

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16	2000081	Pan, salad bar, 6-3/8" x 6-15/16" x 4", (1/6 size) 1.7 quart capacity, white poly-carbonate, smooth exterior and interior, textured bottom, without cover.	30	Each				\$ _____	\$ _____
		Approved Brand(s): CAMBRO #CW64 (148), 6/CS.							
17	2000077	Pan, salad bar, 12-3/4" x 20-7/8" x 6", 20 quart capacity, white polycarbonate, smooth exterior and interior, textured bottom, without cover.	50	Each				\$ _____	\$ _____
		Approved Brand(s): CAMBRO CAM-WEAR #16CW (148), 6/CS.							
18	2000094	Pan, serving, full size, 12" x 20" x 2-1/2", amber transparent plastic for serving hot foods, must withstand temperatures from 40 degrees to 300 degrees f, impact resistant, stackable, without cover.	140	Each				\$ _____	\$ _____
		Approved Brand(s): CAMBRO #12HP (150), RUBBERMAID #3490, CS/6.							
19	2000033	Pan, steamtable, 12-3/4" x 6-7/8" x 2-1/2" (1/3 size), min. of 2-3/8 quart capacity, 20 gauge stainless steel, nsf seal.	30	Each				\$ _____	\$ _____
		Approved Brand(s): POLAR WARE CLASSIC PAN #S-12062-0.							
20	2000467	Pan, steamtable, 12" x 10" x 4", 7 quart, stainless steel, finish #4, 20-gauge, shall have four corner shoulders, pan bead shall have horizontal return and polished finish, nsf seal.	160	Each				\$ _____	\$ _____
		Approved Brand(s): POLAR CLASSIC #S12104, VOLLRATH #3024-0							
21	2000034	Pan, steamtable, 12" x 20" x 2-1/2", 9 quart, stainless steel, finish #4, 20-guage, shall have a minimum of a ten degree taper on sidewalls, pan bead shall have horizontal return and polished finish, nsf seal.	470	Each				\$ _____	\$ _____
		Approved Brand(s): POLAR CLASSIC #S20122, VOLLRATH #3002-0.							
22	2000312	Pan, steamtable, 12" x 10" x 6", 10 quart, stainless steel, finish #4, 20-guage, shall have corner shoulders, pan bead shall have horizontal return and polished finish, nsf seal.	150	Each				\$ _____	\$ _____
		Approved Brand(s): POLAR CLASSIC #S12106, VOLLRATH #2026-0.							
23	2000035	Pan, steamtable, 12" x 20" x 4", 15 quart, stainless steel, finish #4, 20-gauge, shall have four corner shoulders, pan bead shall have horizontal return and polished finish, nsf seal.	170	Each				\$ _____	\$ _____
		Approved Brand(s): POLAR CLASSIC #S20124, VOLLRATH #3004-0.							
24	2000038	Pan, steamtable, 12" x 20" x 2-1/2", stainless steel, perforated, finish #4, for use with steamers only.	20	Each				\$ _____	\$ _____
		Approved Brand(s): VOLLRATH #3002-3, POLAR CLASSIC #P20122,							
GROUP 3 - MEASURING									
25	2000018	Measuring cup, 1 cup size, clear plastic polycarbonate.	50	Each				\$ _____	\$ _____
		Approved Brand(s): CAMBRO #25MCCW.							
26	2000019	Measuring cup, 1 quart size, clear plastic polycarbonate.	70	Each				\$ _____	\$ _____
		Approved Brand(s): CAMBRO #100MCCW.							
27	2000020	Measuring cup, 2 quart size, clear plastic polycarbonate.	80	Each				\$ _____	\$ _____
		Approved Brand(s): CAMBRO #200MCCW							

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28	2000021	Measuring cup, 4 quart size, clear plastic polycarbonate. Approved Brand(s): CAMBRO #400MCCW.	60	Each				\$ _____	\$ _____
29	2000351	Scale, portion, weight 32 oz x 1/4 oz, graduations, stainless steel construction with airdash pot and approx. 8" x 8" oversized platforms. Approved Brand(s): PELOUZE - PELSTAR BRAND MODEL # 632 SRW	20	Each				\$ _____	\$ _____
30	2000351	Scale, bakers, 8 lb. with 10" x 19" plastic scoop, and with weights, #1, #2 and #4. Approved Brand(s): PELOUZE - PELSTAR BRAND MODEL # 632 SRW	20	Each				\$ _____	\$ _____
31		Replacement plastic scoops only to fit item # 30 Approved Brand(s):-	20	Each				\$ _____	\$ _____
32		Replacement weights only for item#30, #1 #2 and #4. Approved Brand(s):-	20	Each				\$ _____	\$ _____
33	2000063	Thermometer, all-purpose with double- faced adhesive. Approved Brand(s): TAYLOR #5380.	500	Each				\$ _____	\$ _____
34	2000065	Thermometer, food, range 0 degrees to 220 degrees f. Approved Brand(s): TAYLOR #6072-1. COMARK # T22	200	Each				\$ _____	\$ _____
35		Thermometer, refrigerator, clear open dial with numerals and graduations of 100F increments, starting at -40, hanging or standing, to enable use in all refrigeration equipment, stainless steel preferred, durable, easy to read, accuracy insured. Approved Brand(s):	100	Each				\$ _____	\$ _____
36		Thermometer, pocket, for hot and cold, 100F increments, starting at -40, stainless steel preferred, durable, easy to read, accuracy insured. Approved Brand(s):	100	Each				\$ _____	\$ _____
37	2000062	Thermometer, oven, bitherm dial type, hangs or stands, clear open dial with numerals and graduations of 100F increments, starting at 200F, easy to read, accuracy insured, nsf. Approved Brand(s): TAYLOR #5931, COMARK DOT 2A	130	Each				\$ _____	\$ _____
38	2000064	Thermometer, roast, stainless steel, clear open dial with numerals and graduations of 100F increments, starting at 100F, pointed tip for checking interior temperature of food, hermetically sealed, washable, easy to read, accuracy insured, nsf. Approved Brand(s): TAYLOR #5939, UEI #20D.	50	Each				\$ _____	\$ _____
GROUP 4 - KNIVES/SCOOPS/LADLES									
39	2000028	Fork, cook's, stainless steel, blade approximately 5-1/4", min. overall length of 12", non-slip handle. Approved Brand(s): MUNDIAL WS654-12	40	Each				\$ _____	\$ _____
40		Knife, carton opener, stainless steel, adjustable and two sided blade, easy grip, slip resistant Approved Brand(s):	50	Each				\$ _____	\$ _____
41	2000463	Knife, fruit (small utility), 6" serrated stainless steel blade, non-slip handle, overall length, 8 - 9", each knife to be carded and shrink wrapped in a clam pack or p.c. packs. Approved Brand(s): RUSSELL #SI56SC, ADCRAFT #6WAWH	190	Each				\$ _____	\$ _____

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42	2000030	Knife, french cook's, stain free, high carbon steel, easy grip, non-slip handle, 10" blade, approximately 15" overall length, individually packaged on cardboard backing with heavy-duty plastic calm-pak or shrink-type overwrap or p.c. packs. Approved Brand(s): DEXTER 31601, LAMSON #60240, MUNDIAL WS610-10.	120	Each				\$ _____	\$ _____
43	2000099	Knife, paring, approximately 3-1/4" stainless steel blade, non-slip handle, overall length 12", each knife to be carded and shrink wrapped in a clam pack or p.c. packs. Approved Brand(s): DEXTER 31611, MUNDIAL #W56013 1/4, LAMSON #32280, ADCRAFT #3.25/2WH	140	Each				\$ _____	\$ _____
44	2000462	Knife, utility slicer, 8" serrated stainless steel blade, non-slip handle, overall length 12", individually packaged on cardboard backing with heavy-duty plastic calm-pak or shrink-type overwrap or p.c. packs. Approved Brand(s): DEXTER_# S158CS, MUNDIAL #6522-8, ADCRAFT #8/WAWH	150	Each				\$ _____	\$ _____
45	2000032	Can opener, complete with clamp style stainless steel base, reversible knives, heavy duty table model, slide bar and handle, nsf. Approved Brand(s): EDLUND #S11C,	10	Each				\$ _____	\$ _____
46		Replacement blades, reversible, to fit item#45. Approved Brand(s): EDLUND #S11C,	10	Each				\$ _____	\$ _____
47		Ladle, 1 ounce capacity, approximately 10-1/2" length, stainless steel, angles handle. Approved Brand(s):	50	Each				\$ _____	\$ _____
48		Ladle, 2 ounce capacity, approximately 10-1/2" length, stainless steel, angles handle. Approved Brand(s):	50	Each				\$ _____	\$ _____
49		Ladle, 3 ounce capacity, approximately 10-1/2" length, stainless steel, angles handle. Approved Brand(s):	50	Each				\$ _____	\$ _____
50		Ladle, 4 ounce capacity, approximately 10-1/2" length, stainless steel, angles handle. Approved Brand(s):	50	Each				\$ _____	\$ _____
51		Ladle, 6 ounce capacity, approximately 10-1/2" length, stainless steel, angles handle. Approved Brand(s):	50	Each				\$ _____	\$ _____
52	2000046	Scoop, #16, stainless steel bowl & sweep, color coded handle. Approved Brand(s): HAMILTON BEACH, CRESTWARE D-16, WINCO ICD-16	220	Each				\$ _____	\$ _____
53	2000043	Scoop, #8, stainless steel bowl & sweep, color coded handle. Approved Brand(s): HAMILTON BEACH, CRESTWARE D-8, WINCO ICD-8	500	Each				\$ _____	\$ _____
54	2000465	Scoop, ice, 64 oz, clear plastic. Approved Brand(s): CAMBRO #SCP64CW, RUBBERMAID #2886, CONTINENTAL/SILITE #N4364.	90	Each				\$ _____	\$ _____
55	2000049	Scoop, sugar, 24 oz. clear plastic polycarbonate. Approved Brand(s): CAMBRO #SCP24CW.	50	Each				\$ _____	\$ _____
56	2000044	Scoop, #10, stainless steel bowl & sweep, color coded handle. Approved Brand(s): CRESTWARE D-10, WINCO ICD-10	350	Each				\$ _____	\$ _____

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57	2000045	Scoop, #12, stainless steel bowl & sweep, color coded handle. Approved Brand(s): HAMILTON BEACH, CRESTWARE D-12, WINCO ICD-12	340	Each				\$ _____	\$ _____
58	2000047	Scoop, #20 stainless steel bowl & sweep, color coded handle. Approved Brand(s): HAMILTON BEACH, CRESTWARE D-20	210	Each				\$ _____	\$ _____
59	2000048	Scoop, #30, stainless steel bowl & sweep, color coded handle. Approved Brand(s): HAMILTON BEACH, CRESTWARE D-30	30	Each				\$ _____	\$ _____
60	2000237	Scoop, #40, stainless steel bowl & sweep, color coded handle. Approved Brand(s): HAMILTON BEACH, CRESTWARE D-40, WINCO ICD-40	30	Each				\$ _____	\$ _____
61	2000068	Scoop, #6, stainless steel bowl & sweep, color coded handle. Approved Brand(s): HAMILTON BEACH, CRESTWARE D-06	280	Each				\$ _____	\$ _____
62	2000070	Spoodle, perforated, 3 ounce portion control, one piece heavy gauge stainless steel with plastic non-slip, heat resistant handle, flat bottomed bowl, capacity stamped on handle, hole for hanging, overall length. 11-11/16". Approved Brand(s): NSF LISTED. VOLLRATH #61165, POLAR T1303.	40	Each				\$ _____	\$ _____
63		Spoodle, solid, 3 ounce portion control, one piece heavy gauge stainless steel with plastic non-slip, heat resistant handle, flat bottomed bowl, capacity stamped on handle, hole for hanging, overall length. 11-11/16". Approved Brand(s): NSF LISTED.	40	Each				\$ _____	\$ _____
64		Spoodle, perforated, 4 ounce portion control, one piece heavy gauge stainless steel with plastic non-slip, heat resistant handle, flat bottomed bowl, capacity stamped on handle, hole for hanging, overall length. 11-11/16". Approved Brand(s): NSF LISTED.	40	Each				\$ _____	\$ _____
65		Spoodle, solid, 4 ounce portion control, one piece heavy gauge stainless steel with plastic non-slip, heat resistant handle, flat bottomed bowl, capacity stamped on handle, hole for hanging, overall length. 11-11/16". Approved Brand(s): NSF LISTED.	40	Each				\$ _____	\$ _____
66	2000107	Spoon set, measuring, heavy duty stainless steel, capacities of 1/4, 1/2, 1 teaspoon, and 1 tablespoon, all with extra long (approx. 4") handles. Approved Brand(s): BASIC #863.	30	Each				\$ _____	\$ _____
67		Spoon, basting, approximately 15" length, stainless steel, non-slip grip/handle, heat resistant. Approved Brand(s):	50	Each				\$ _____	\$ _____
68		Spoon, slotted, approximately 15" length, stainless steel, non-slip grip/handle, heat resistant. Approved Brand(s):	50	Each				\$ _____	\$ _____
69		Spreader, sandwich, steel blade with serrated edge, non-slip grip/handle, approximately 3-1/2" blade, total length approximately 7-1/2", width of blade approximately 1-1/2". Approved Brand(s):	50	Each				\$ _____	\$ _____

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70		Spoon, slotted, hollow handle buffetware, stainless steel, mirror finish, approximately 10" length, shiny metal, approximately 3/4 ounce, non-slip grip. Approved Brand(s):	50	Each				\$ _____	\$ _____
71		Spoon, solid, hollow handle buffetware, stainless steel, mirror finish, approximately 10" length, shiny metal, approximately 3/4 ounce, non-slip grip. Approved Brand(s):	50	Each				\$ _____	\$ _____
72		Spoon, notched, hollow handle buffetware, stainless steel, mirror finish, approximately 10" length, shiny metal, approximately 3/4 ounce, non-slip grip. Approved Brand(s):	50	Each				\$ _____	\$ _____
73	2000340	Tongs, heavy duty utility, stainless steel, 9" to 9-1/2", scalloped edged spoon shaped ends, one piece, easy grip handle. Approved Brand(s): VOLLRATH #47309, EDLUND #4409HD, POLARWARE 51981H DURA-WARE #7559.	160	Each				\$ _____	\$ _____
74	2000083	Tongs, salad, 9", plastic, color: black, one piece, design plastic styled with a scallop grip surface, one piece, easy grip handle. Approved Brand(s): CAMBRO 9TGS SHIP MIXED COLORS IN FULL CASES OF 12 EA. BEIGE(133),RED(440), WHITE(148), BLACK	90	Each				\$ _____	\$ _____
GROUP 5 - MISCELLANEOUS									
75	2000259	Cutting Board, pastry, 18" x 24" x 1/2", plastic, white. Approved Brand(s): VOLLRATH #52003, WINCO CBI #1824	70	Each				\$ _____	\$ _____
76	2000069	Brush, pastry, 3" nylon bristles, white plastic handle with molded in hook. Approved Brand(s): CSI #40402-02.	230	Each				\$ _____	\$ _____
77	2000431	Brush, wire with scraper, offset plastic handle, 4 x 16 rows of 1-3/8" tempered steel tufts, brush surface approximately 5" L with oal approximately 11-1/2". Approved Brand(s):	20	Each				\$ _____	\$ _____
78	2000466	Cutter, pizza, removable blade, stainless steel, non-slip plastic handle, blade diameter 2-3/4", individually carded. Approved Brand(s): DEXTER #P3ACP, AMERICAN METALCRAFT #PPC-2.	80	Each				\$ _____	\$ _____
79		Dispenser, napkin, 3-1/2" x 7", stainless steel, 125 count capacity. Approved Brand(s):	25	Each				\$ _____	\$ _____
80	2000074	Gloves, freezer, for freezer protection, light weight, flexible, liquid repellent, size: medium. Approved Brand(s): EDMONT WINTER TUFF DUCK #31-791.	60	Each				\$ _____	\$ _____
81	2000076	Oven mitts, approximately 15" overall length, 3/4" length style, padded, quilted, teflon coated, pair. Approved Brand(s): DUO-KOOL #1722. (PAIR). CHAS-CRAFT K1-764-1276-DP.	90	PR				\$ _____	\$ _____
82	2000042	Pitcher, 2 quart, (64 oz) clear plastic with cover, stackable. Approved Brand(s): SERVICE IDEAS #S12LITCL.	140	Each				\$ _____	\$ _____
83	2000255	Pot holder, square, teflon coated, 7" x 7", washable. Approved Brand(s): JUNIOR PANHANDLER #J-724, INTEDGE 317, CHARLES KRAFT #KI-7640-1276BK, BEST VALUE 812TPH.	80	Each				\$ _____	\$ _____

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Item #	M-DCPS #	Item Description	Estimated Quantity	Unit	Manufacturer/ Brand	Model #	Delivery Timeframe	Unit Price Delivery to S&D Warehouse	Unit Price Direct Delivery to Each Location
84	2000110	Pourer, 48 oz., clear polycarbonate, screw-on cap with wide gate opening fitted with removable slide and molded-in integral handle: unprinted identification collar and attenuator. Approved Brand(s): TABLECRAFT SELECT-N-SERVE #L48A.	90	Each				\$ _____	\$ _____
85	2000211	Scraper, high heat, rubber 13-1/2" length, rubber blade is heat resistant, notched at side and top, handle constructed with integral hook. Approved Brand(s): RUBBERMAID #1963.	20	Each				\$ _____	\$ _____
86	2000056	Spatula, approximately 10-1/2" x 1-1/2" blade size. Approved Brand(s): WEAREVER #69610, DEXTER-RUSSELL SANISAFE #17453.	30	Each				\$ _____	\$ _____
87	2000299	Towel, kitchen, 15" x 26", all white, 100% cotton, packed 12 per pkg., min. weight per dozen 1.58 lbs, 74/31 thread per square inch, cloth made with fillers will not be accepted, no iron, lint free, yarn dyed. Approved Brand(s): CALICO #13DT4,_BEST VALUE # 705MSK INTEDGE #310	1050	PK				\$ _____	\$ _____
88	2000027	Turner, flat, perforated, stainless steel offset trowel blade approximately 3" x 6", square end, non-slip handle, high heat. Approved Brand(s): DEXTER-RUSSELL "SANI SAFE" 31645, LAMSON #33850., MUNDIAL #W9685	40	Each				\$ _____	\$ _____

Section II: In addition, all bidders meeting the qualifications on the bidder's checklist below will be awarded as preapproved vendors on this bid. As additional items for this category of food purchases are needed the preapproved vendors will be requested to compete for the School Board's business, via a written competitive Request for Quotations (RFQ). The low bidding vendor will be the only Primary awardee for the item(s) on the RFQ, and all terms and conditions of this bid will apply.

Bidder's checklist of items that shall determine award of preapproved vendor list:	✓
Bidders Qualification Form Signed	
Vendor Information Sheet	
Bid Proposal Form Price Sheets Completed	
Valid Occupational License/Business Tax License	
Valid e-mail address for SAP system communications (i.e. PO's)	
A letter indicating the following: delivery contact, hours in which orders may be placed, deadlines to place orders, and any other pertinent ordering information	
Three (3) reference letters, with dates, clients and contact information	
Return Policy	