

THREE VILLAGE CENTRAL SCHOOL DISTRICT
SETAUKET, NEW YORK

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BOARD OF EDUCATION AGENDA MATERIALS

DATE OF BOARD MEETING: June 22, 2016

DATE MATERIAL SUBMITTED: June 1, 2016

OFFICE OF ORIGIN: Business Services

CATEGORY OF ITEM: Action

TITLE: Authorize Participation in Cooperative Bids for Cafeteria and Food Supplies

STAFF RECOMMENDATION:

Upon recommendation of the Superintendent of Schools, be it resolved that the attached resolution authorizing participation in cooperative bids for cafeteria and food supplies for the Child Nutrition Program for the 2016-2017 school year be approved and that the President of the Board of Education be authorized to execute same.

BACKGROUND - RATIONALE:

The Long Island School Nutrition Directors Association is continuing its cooperative bid for the 2016-2017 school year. Three Village has been participating in this bid for the last several years and, as a result, has been able to take advantage of the economies of scale that the volume ordered by the co-op provides.

The State Education Department requires that the Board of Education adopt a resolution for participation in the co-op.

NOT AN OFFICIAL RECORD; SUBJECT TO CHANGE

Long Island School Nutrition Directors Cooperative Bid ANNUAL MEMBER REQUIREMENTS

for participation in the Long Island School Nutrition Cooperative Bid. 2016-17 School Year

- ☞ This agreement is to be signed annually by all participating school districts and submitted with BOE resolution on or before September 1.
- ☞ Every District must be a member in good standing of the Long Island School Nutrition Directors Association and have a School Lunch Manager or Director operating their program. Membership is \$150.00 per year for the LISNDA.
- ☞ Districts participating in the bidding process must remit \$500.00 (350.00 for website, \$150.00 for cooperative advertising) by September 1, to the Cooperative Treasurer, for the bidding program that is used to organize and analyze our bids. This includes attorney fees and advertising fees. (Please remit when invoice is received, do not send prior to July 1, 2016)
- ☞ A member from each district must work on at least one bid, to assist the cooperative in meeting its goal of competitive and fair bidding. This requires that members step up and take active roles in organizing, preparing, distributing and analyzing bids, as is necessary.
- ☞ There are several **MANDATORY** meetings each year, which must be attended by a representative of the school district. If a district is not represented at these meetings, without prior acceptable notification to the Bid Chair, they will be unable to participate in the bid cycle for that period.
- ☞ Districts must provide yearly, by September 1, a Board approved Resolution, granting the district permission to participate in the cooperative and authority for the Coop to recommend bid awards to the Board. This resolution is passed at the reorganization meeting in school districts, however, **you** are responsible for getting it approved and submitted by September 1 of each year, to the Cooperative Secretary. If the resolution is not received, the district will not have access to bid prices for one year.
- ☞ Districts must provide the names and addresses of the Food Service Director and the Assistant Superintendent of their district. In addition, they must have email or the ability to access email, as much correspondence in the coop is done via email. If district's email or address changes, the district must notify the Cooperative Coordinator and Secretary.

- ☞ It is the district's responsibility to stay involved with other cooperative members to remain aware of dates, requirements, etc. This includes and is not limited to bid development, item specifications, district needs in terms of volumes, deliveries, etc. All established timelines must be met. If any are not met the district forfeits bid participation for that period and/or maybe assessed an additional fee up to \$2,000 for covering cost to complete tasks assigned and not done in a timely fashion. The fee will cover the cost of personnel and time to complete the original task.

- ☞ It is also the district's responsibility to submit the bids to their board of education for award and approval to conduct business with recommended vendors.

Three Village CSD

 Name of School District

Jeffrey Carlson

 Assistant Superintendent for Business- Print Name Signature Date

Jean Jordan-Ecker

 Director of F.S./School Lunch Mgr. - Print Name Signature Date

SCHOOL NAME Three Village CSD

ADDRESS 100 Suffolk Ave.

Stony Brook, NY 11790

RESOLUTION OF BOARD OF EDUCATION

WHEREAS, It is the plan of a number of public school districts in Nassau/Suffolk Counties, New York to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2016-17 school year.

WHEREAS, THREE VILLAGE CENTRAL SCHOOL DISTRICT, is desirous of participating with other districts in Nassau/Suffolk Counties in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0 and,

WHEREAS, THREE VILLAGE CENTRAL SCHOOL DISTRICT, wishes to appoint a committee to assume the responsibility for drafting of specification, advertising for bids, accepting and opening bids, reporting the results to the boards of education and making recommendations thereon; therefore,

BE IT RESOLVED, that the BOARD OF EDUCATION of THREE VILLAGE CENTRAL SCHOOL DISTRICT, hereby appoints Long Island School Nutrition Directors Association Cooperative Bid Committee to represent it in all matters related above, and,

BE IT FURTHER RESOLVED, that THREE VILLAGE CENTRAL SCHOOL DISTRICT'S Board of Education authorized the above-mentioned 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 THREE VILLAGE CENTRAL SCHOOL DISTRICT'S Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and

BE IT FURTHER RESOLVED, that THREE VILLAGE CENTRAL SCHOOL DISTRICT'S Board of Education agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s).

DATE: _____

AUTHORIZED SIGNATURE: _____

TITLE: President of the Board of Education

SCHOOL DISTRICT: _____