

Addendum A

Group 6. Packaging Services

SPECIAL INSTRUCTIONS – PACKAGING SERVICES

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1. Food items will be delivered directly to the awarded bidder's facility by participating districts or their contracted distributors.
2. The awarded bidder shall:
 - Accept deliveries
 - Verify case counts
 - Maintain proper storage
 - Assemble meal kits as directed
 - Deliver packaged meals to designated district sites
3. Production schedules will be coordinated with participating districts.
4. Participating districts reserve the right to inspect facilities at any time.

VENDOR REQUIREMENTS

The successful bidder must:

1. Maintain USDA-inspected facilities.
2. Maintain temperature-controlled storage (dry, refrigerated, frozen).
3. Provide current health inspection documentation.
4. Meet all requirements specified previously in bid documents.

PRODUCT CUSTODY AND RESPONSIBILITY

1. **Transfer of Custody**
Upon receipt and acceptance of food products delivered to the awarded bidder's facility, the awarded bidder shall assume full custody and responsibility for the products until they are delivered to the participating district at the designated delivery location.
2. **Product Care and Handling**
The awarded bidder shall ensure that all food products are stored, handled, assembled, packaged, and transported in accordance with all applicable federal, state, and local food safety regulations, including but not limited to HACCP standards and temperature control requirements.
3. **Protection of Product Integrity**
The awarded bidder shall maintain proper storage conditions for all food products, including:
 - Frozen products maintained at 0°F or below
 - Refrigerated products maintained at 41°F or below
 - Dry storage maintained in clean, pest-free, temperature-controlled environments
4. **Liability for Loss or Damage**
The awarded bidder shall be fully responsible for any loss, spoilage, contamination, or damage to food products that occurs after the products have been received and accepted at the bidder's facility and prior to delivery to the participating districts.
5. **Replacement of Product**
In the event food products are lost, damaged, contaminated, or rendered unusable due to improper storage, handling, packaging, or transportation by the awarded bidder, the

bidder shall be responsible for replacing the affected product at no additional cost to the participating district(s).

6. Delivery Accountability

The awarded bidder shall ensure that all packaged meal kits and food items received for packaging are delivered to the appropriate participating district in accordance with the delivery schedules established by the district.

7. Documentation and Verification

The awarded bidder shall maintain receiving records, production records, and delivery documentation sufficient to verify the chain of custody for all food products received, packaged, and delivered under this contract.

SCOPE OF SERVICES

The awarded bidder shall provide full-service packaging of food items including:

- Receiving and storing food
- Assembling pre-approved menu components
- Proper temperature control during assembly
- Packaging and delivery to district-specified locations

WEIGHT DETERMINATION

1. Billing shall be calculated based on the total net weight of food product as reported by the food manufacturer and labeled on the original product packaging at the time of receipt by the awarded bidder, prior to packaging.
2. Actual weighing by the bidder is not required.
3. Net weight shall:
 - Be determined using manufacturer-labeled net weight per case or unit.
 - Be multiplied by the number of units received and accepted.
 - Exclude packaging materials used in meal assembly.
4. Billing shall be based solely on total manufacturer-labeled net pounds received and accepted.
5. The bidder shall not invoice for:
 - Packaging materials
 - Shrink, spoilage, or waste occurring after receipt
 - Variances due to improper handling

LABELING REQUIREMENTS

(Applicable to Packaging Services – With Labeling Option Only)

Each packaged meal or component must include a clearly printed label containing at minimum:

1. Common name of food item
2. Brand name
3. Complete ingredient statement (descending order by weight)
4. Allergen declaration (Milk, Eggs, Wheat, Soy, Peanuts, Tree Nuts, Fish, Shellfish, Sesame when applicable)
5. Storage instructions
6. Preparation instructions
7. Date of packaging
8. District or program identification if required

Labels must:

- Be legible
- Be moisture-resistant
- Withstand refrigeration/freezing
- Be approved by participating district prior to production

DELIVERY OF PACKAGED MEALS

1. Packaged meals shall be delivered to locations specified by participating districts.
2. Delivery times shall be coordinated in advance.
3. Refrigerated items must be 41°F or below.
4. Frozen items must be 0°F or below.

Item	Qty	Unit	Description	Unit Price From Distributor
1	150,000	lbs	Package provided food items in clear vacuum sealed containers w/label containing food name, ingredients, preparation instructions and allergens.	
2	150,000	Lbs	Package provided food items in clear vacuum sealed containers w/no label	

ALL BIDDERS: Provide any and all details related to minimum quantities for orders/deliveries below:
