FOOD PURCHASING

The Food Service Director is hereby designated as the person authorized to purchase food supplies and maintain all necessary records pertaining thereto. The Food Service Director will solicit quotations as follows:

1. Fixed quantities of canned foods and dry staples
2. More or less quantities of all other foods, including fresh or frozen fruits, vegetables, bread, and meats, unless procured on a longer term basis. Orders will be placed as needed with the successful vendor during the period covered by the quotation.
3. Milk and ice cream products shall be bid annually.

Any vendor wishing to submit quotations to the Food Service Director shall do so in person, or through his authorized representative. Vendors may be required by the Food Service Director to provide at least two samples of any or all items upon which a quotation is submitted. Samples are to be used for testing purposes, and are to be supplied without cost. The Food Service Director, after making whatever tests are deemed advisable, will decide upon the item which is best suited and most economical for cafeteria use.

The Food Service Director is directed to seek the best price for the quality and quantity of items desired. Records of the competitive prices shall be available for a period of one school year.