

# MILK PROPOSAL

MILK BID 2025

Bid Opening Date **November 10, 2025**

This proposal covers the milk and milk product requirements for the Department of Human Services and its facilities located in the six milk-marketing regions within the Commonwealth of Pennsylvania for January 1, 2026 – December 31, 2026.

**Deliveries:** In most instances, each of the facilities requires two deliveries per week. All deliveries shall be made F.O.B. destination. Deliveries must be made on days and times specified on the Purchase Order from the facility regardless of the contractor's commitments to other customers, (i.e. schools).

**Product Condition at Delivery:** Dairy products must be delivered in a refrigerated truck. The internal temperature on delivery may not exceed 41 degrees Fahrenheit for chilled products and 10 degrees Fahrenheit for frozen products. The temperatures will assure quality products at the time of deliveries.

The facility will return any products that are rejected at the time of delivery. Rejected products must be replaced at the contractor's expense within 24 hours after notice of rejection unless otherwise identified by the Facility Director of Dietetic Services. If the contractor fails to replace the rejected products within the specified period of time, the facility will purchase the products on the open market and surcharge the contractor the additional cost plus \$100.00.

All products shall have a "sell by" date of not less than eight days including the date of delivery.

**Estimated Quantities:** The quantities listed on the purchase orders are estimates only and may be increased or decreased in accordance with the actual requirements of the facility. In accepting a bid, the facility agrees to purchase only the items and quantities listed on the purchase order.

**Specifications for deliveries should be made as listed below:**

<b>1/4 Pint</b>	<b>48 each per case</b>
<b>1/2 Pint</b>	<b>48 each per case</b>
<b>1/2 Pint Lactaid</b>	<b>20 each per case</b>
<b>Quart</b>	<b>16 each per case</b>
<b>1/2 Gallon</b>	<b>9 each per case</b>
<b>Gallon</b>	<b>4 each per case</b>

**Agency Contract:** An agency contract will be awarded for each facility, which will issue a purchase order against this contract. The purchase order constitutes the contractor's authority to make delivery. Contractors may only accept purchase orders which require deliveries within the contract period.

**Special Terms and Conditions:** Awarded contractors shall be responsible for all of the terms and conditions of the contract, including, but not limited to, those listed in this document as well as in the Standard Terms and Conditions.

All specified Dairy Products shall conform with the requirements of Title 7 Pa. Code Ch. 59a, Milk Sanitation. Authorized Commonwealth personnel will inspect products at time of delivery. If random visual inspection of products does not meet specifications, deliveries may be rejected.

In addition to conforming with the requirements of the Milk Marketing Board, milk for use through bulk milk dispensing machines shall be (1) in a container size and shape to accommodate the dispensing equipment of the facility, (2) equipped to permit ready removal of milk there from without contamination of same, and (3) if providing milk in bulk cardboard or corrugated container, said container may not be waxed or coated.

Milk Marketing Board minimum/applicable discount is defined as the milk market wholesale pricing with limited service, including quantity discounts as shown in general orders.

Any milk configuration as recognized by the Milk Marketing Board may be substituted with a 30-day notification by the facility and approved by the contractor.

In the event tie bids are received, after each contractor is cleared in the Contractor Responsibility Program, the tie bids will be broken by a public lottery system.

The bid opening and lottery will be held by the Bureau of Procurement and Contract Management Office in Room 832 of the Health & Welfare building, Harrisburg, PA. Each bidder is invited to have a representative at the bid opening; however, a bidder need not be present to receive an award.

Any facility may change quantity or delivery requirements by notification to the awarded contractor. If the change affects the applicable milk marketing discount, it is the responsibility of both the facility and contractor to make the appropriate changes. Any orders issued as a result of this proposal are subject to cancellation. The facility is only responsible for the portion of the order that was actually received.

Since the prices are based on the Milk Marketing Board minimum/applicable discounts, pricing will be adjusted upon notification of changes by the Milk Marketing Board. Copies of price computations will be sent to the contractor by the facility.

It is the Commonwealth's intent that the legal minimum prices shall include all mandatory and optional discounts and allowances permitted by the Pennsylvania Milk Marketing Board.

In any dispute between the requirements of the facility and the schedule of the awarded contractor, the requirements of the facility shall prevail, and the awarded contractor will not be granted relief from the bid due to a conflict.

**Bidding Instructions:** Minimum deliveries and applicable discounts will be obtained by using formulas as directed by current Milk Marketing Board (see link below).

[https://www.mmb.pa.gov/Pricing Information/Wholesale or Retail](https://www.mmb.pa.gov/Pricing%20Information/Wholesale%20or%20Retail)

If not bidding minimum, circle "NO" and indicate the cost above minimum applicable discount in space provided.