

Santa Clara County Office of Education  
Bid # 01-23-24 Dairy  
EXHIBIT B - Delivery

**1) Walden West 15555 Sanborn Road Saratoga, CA 95070 (items highlighted in Green in Exhibit "A")**

SCCOE Contact Person Jesus Hernandez  
Phone number 408-573-3062

Deliveries required per week M-F

- Dairy- 2 x per week Delivery Time: 6-10:00 AM

**Special Information/Instructions Road restrictions on Sanborn Rd: limit 5 tons, 25 feet and 2 axle vehicles only**

- a) Deliveries shall be made in approved clean and safe refrigerated/freezer food service vehicles.
- b) Prior to the first day of service, the vendor shall provide the SCCOE with a delivery schedule.
- c) Delivery driver is responsible for unloading of all items.
- d) An itemized shipping document or invoice, specifying the item and amount of each item delivered, shall be signed for by the designated SCCOE representative and left at the time of delivery. Any discrepancies are to be noted for reconciliation.
- e) In case of non-delivery, short delivery or damaged item, distributor shall redeliver the shorted items within (2) hours or agreed upon date or time.
- f) The distributor will pick up and issue credit for any items not delivered or products that are otherwise deemed unsatisfactory by SCCOE.
- g) Vendor shall guarantee its delivery staff to have passed an annual DOJ background check.
- h) Delivery staff shall be in uniform and produce a government/company issued photo I.D. upon request from SCCOE staff.
- i) Vendor shall have an H.A.C.C.P. and ServSafe program in place.
- j) Vendor shall credit the SCCOE for all returned items regardless of reason.
- k) Vendor shall have an established recall process in place at all times.
- l) In the event of an emergency/disaster, SCCOE shall be given priority deliveries as needed for its disaster centers.
- m) Vendors shall not sub-contract any portion of this contract.