



Long Island School Nutrition Director's Association Coop 2025 Bid Submission Instructions

The Long Island School Nutrition Director's Association is requesting bids and proposals from responsive and responsible vendors to provide items to our districts for the 2025-2026 school year, which runs 7/1/2025-6/30/2026.

2025-2026 Bid Categories:

Bagel
Bread
Dairy
Drinks
Frozen
Geo-Preference
Grocery
Ice Cream
Kitchen Equipment and Smallwares
Meat
NYS/NYS Thursday
Paper and Disposables
Snack

Bid submission will be online through our Vendor Portal at <https://www.lifoodcoop.org/>. Instructions for submitting a bid on the portal are included in this document.

For these upcoming bids, we are also requiring submissions to be mailed on a single flash drive to the address below and must arrive no later the Friday, April 25, 2025, at 11 AM. Vendors must clearly indicate the company name, bid or bids being submitted, and the wording "Do not open before Friday, April 25, 2025, 11:00 AM" on the face of the envelope.

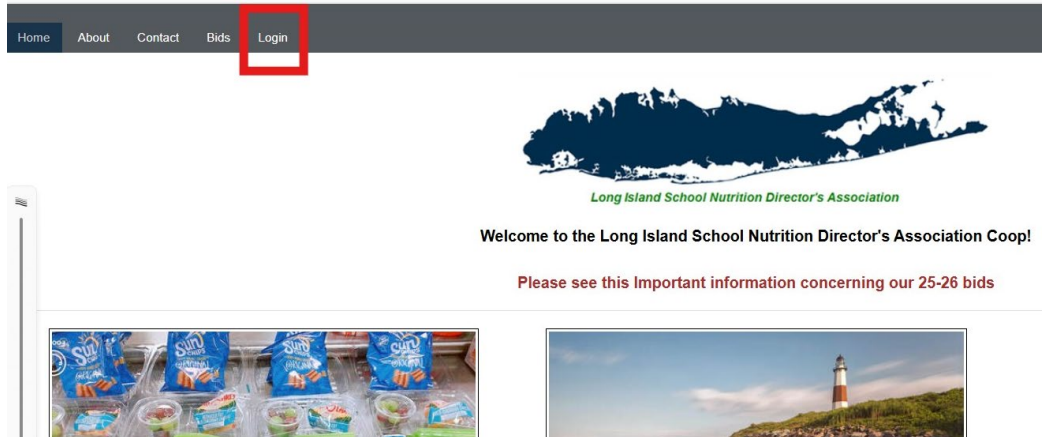
South Huntington School District
60 Weston Street
Huntington Station, NY 11746 - Attention: Sheila Buhse

**BID OPENING DATE: Friday, April 25, 2025, beginning at 11:00 AM
NO BIDS WILL BE ACCEPTED AFTER THE DATE AND TIME LISTED ABOVE.**

Please submit **ONLY** your price sheet(s) in Excel and required signed documents in PDF on the flash drive. Any product information is to be submitted online only. Vendors may include multiple bids on a single flash drive but must indicate all bids being submitted on the face of the envelope. Both the online submission **AND** the flash drive must be complete and received by the group no later than 11:00 AM, Friday, April 25, 2025, to be considered.

Online Submission Instruction using the Vendor Portal

1. Navigate to the LISNDA website at <https://www.lifoodcoop.org/> and select **Login**:



If you already have a Vendor login, enter your email and password to access the Portal. If you need to register as a Vendor, click **Sign Up**:



Login

Enter your email address and password to login.

Email Address

Password (forgot?)

Sign In

[Need an account?](#)

Sign Up

Enter your First Name, Last Name, email address and password, then confirm the password. You will most likely select Distributor and then enter your Company and click **Submit**. You will receive an email confirmation once your login is approved. You can then return to the site and login.

Sign Up

[Back to Main Login](#)

Please register

Name *

Email *

Password *

Confirm Password

I am a...

District or Company

Submit

2. Once logged in, you will be on the main page of the Vendor Portal. If there are any open bids, you will see that indicated at the top of the screen. To see the Open Bids, click on the **Open Bids** link:

Food for Schools LLC

Welcome Tim Goossens

Tim's Company

There are currently 13 open LISNDA bids. Please click on the Open Bids button below for details.

View or Edit Vendor Details **Open Bids** Awarded Group Bids Search for an item

Suggest a New Item

My Bid Workspace

My Bid Submissions

Contact Bid Coordinator Vendor Website Video

3. You will see a grid with any Open Bids listed, including the Bid Number, important dates, and information about any addenda. To see the details of the bid and access the documents, click **VIEW** for the bid you are interested in:

Open Bids

Showing 1-13 of 13

Bid Number	Bid Release Date	Start Date	End Date	Opening Date and Time	View Details	# Addenda	Last Au
2025-2026-Bagel	03/28/2025	July 01, 2025	June 30, 2026	04/25/2025 11:00am	view	0	
2025-2026-Bread	03/28/2025	July 01, 2025	June 30, 2026	04/25/2025 11:00am	view	0	
2025-2026-Dairy	03/28/2025	July 01, 2025	June 30, 2026	04/25/2025 11:00am	view	0	
2025-2026-Drinks	03/28/2025	July 01, 2025	June 30, 2026	04/25/2025 11:00am	view	0	
2025-2026-Frozen	03/28/2025	July 01, 2025	June 30, 2026	04/25/2025 11:00am	view	0	
2025-2026-Geo-Preference	03/28/2025	July 01, 2025	June 30, 2026	04/25/2025 11:00am	view	0	
2025-2026-Grocery	03/28/2025	July 01, 2025	June 30, 2026	04/25/2025 11:00am	view	0	
2025-2026-Ice Cream	03/28/2025	July 01, 2025	June 30, 2026	04/25/2025 11:00am	view	0	
2025-2026-Kitchen Equipment & Smallwares	03/28/2025	July 01, 2025	June 30, 2026	04/25/2025 11:00am	view	0	
2025-2026-Meat	03/28/2025	July 01, 2025	June 30, 2026	04/25/2025 11:00am	view	0	
2025-2026-NYS/NYS Thursday	03/28/2025	July 01, 2025	June 30, 2026	04/25/2025 11:00am	view	0	
2025-2026-Paper and Disposables	03/28/2025	July 01, 2025	June 30, 2026	04/25/2025 11:00am	view	0	
2025-2026-Snack	03/28/2025	July 01, 2025	June 30, 2026	04/25/2025 11:00am	view	0	

4. On the Bid Details page, you will find all the associated documents and details of the bid. The items that need to be completed and returned are the **Vendor Price Sheet** and the **Required Forms**. These items need to be downloaded to your computer, completed, and then included as a part of your bid submission. All the other files are for your information only and are not to be included with your submission:

Bid Details

Please download the price sheet and the required forms to your computer. These are to be completed and attached to your bid submission.

Bid Name	Frozen	Bid Chair	MaryAnne Metzak
Bid Number	2025-2026-Frozen	Chair email	mmetzak@copiague.net
		Chair Phone	(631) 842-4010

Vendor Price Sheet	frozenbidpricesheet25.xlsx
Required Forms	requiredforms25.pdf
Submission Instructions	frozensubmissioninstructions.pdf

Start Date	July 01, 2025	Terms and Conditions	frozentermsandconditions25final.pdf
End Date	June 30, 2026	LISNDA Buy American Exception Form	lisndabuyamericanexceptionform.pdf
Anticipated Opening Date	04/25/2025 11:00am	Bid Specifications	25frozenbidspecifications.pdf
Legal Advertisement	newsdayaffidavit.pdf	Participating Districts	25frozendistricts.pdf
		Participating Schools	25frozenschools.pdf

5. Return to the Vendor Portal main page and select **My Bid Workspace**:

Food for Schools LLC

Welcome Tim Goossens

Tim's Company

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View or Edit Vendor Details Open Bids Awarded Group Bids Search for an item

Suggest a New Item

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6. At the top of My Bid Workspace, you will see **Vendor Details**. Please ensure this information is correct and current. If you need to edit any of the information, select **Update Vendor Information**. Please make sure your current W9 is in the system as the districts will need this after any awards. Additionally, please add or edit any Vendor Reps. This information will be made available to the districts:

My Bid Workspace



Vendor Details

Please update as necessary

Company Name	Tim's Company	Submitter Name	Tim Goossens	W9	w2foodforschoolsllc.pdf
Address	123 Main Street Hometown, NY 11777	Submitter Title	Owner	Credit Application	creditapp.pdf
Company Phone	(555) 555-5555	Submitter Email	tgoossens@food4schools.com	Other Document	
Company Fax	(555) 555-5556				

Update Vendor Information

Vendor Reps

Showing 1-1 of 1

Name	Title	Email	Office Phone	Cell Phone	Edit Vendor Rep	Delete
Mickey Mouse	Bid Specialist	mmousee@food4schools.com	(555) 252-5255	(252) 455-5558	edit	delete

Add Vendor Rep

7. Below the Vendor Information you will find your Bid Submissions. To create your first submission, click **Add Bid Submission**:

Add Bid Submission

In Process Submissions

Bid	Submission Status	Bids Due:	Days until Bids due	Details/Edit	Price Sheet	Required Documents	Number of attachments	Last Edited Date	Last E
No data									

8. To add a submission, verify your Company, select the bid, and enter the Submitter's Name, Title, Email and Phone, and click **Submit**. You may have different submitters for different bids within the company.

Add Bid Submission

Verify your Company: *

Select Bid:

Submitter Name *


Submitter Title *

Submitter email *

Submitter Phone *

You will see confirmation that the submission has been created. You can now work with the submission from your **In Process Submissions**. The submitter will also receive an email notification.

Add Bid Submission



Bid Submission successfully added. You may now access this bid from **In Process Submissions**.


You need to create a separate submission for each bid, however anyone with a Vendor login associated with the company may access the submission.

9. At the bottom of the page, you will see all your In Process submissions, including the status, due date, days until due, submitter, and the last edited user and date. To work on the submission, click **View**:

[Add Bid Submission](#)

In Process Submissions

Showing 1-1 of 1

Bid	Submission Status	Bids Due:	Days until Bids due	Details/Edit	Number of attachments	Submitter Name	Last Edited Date
2025-2026-Frozen	In Process	02/14/2025 11:00am		 view	0	tim Goossens	02/18/2025 12:04pm

10. The Submission details page is where you will upload your completed Price Sheet (Excel only), as well as your completed and signed Required Documents (PDF only), to include any initialed addenda. All required documents and addenda are to be contained in a single PDF. You may also upload a Misc. document, such as company information, etc. You may edit the submitter information at the bottom of the page if needed. The Price Sheet and Documents may be replaced by clicking **Add or Edit** at any time until the submission is due if errors are noticed, or changes are needed.

There are 72 days remaining until bids are due!

Tim's Company

2025-2026-Frozen

Price Sheet (Excel only) Add or edit Price Sheet	Required Documents (PDF only) Add or Edit Required Docs	Submission Status In Process Edit
Misc Document Add or edit Misc Document		
Last Edited by Tim Goossens Last Edited Date 02/11/2025 10:59am		
Submitter Name Tim Goossens Submitter Title Owner Submitter email tgoossens@food4schools.com Submitter Phone (036) 307-3225 Edit Submitter		

11. If you are submitting a proposed alternate item for consideration, you need to create a **Submission Attachment** for each item. This is done at the bottom of the page by clicking **Add Attachment**. **No attachment is needed for Distributor's Choice items or lines with no approved example items listed:**

[Add Attachment](#)

Submission Attachments

For proposing alternate items. Not needed for Distributor's Choice or lines with no Approved Brand. Click in cell to edit an item

LISNDA Code ¹	LISNDA Bid Item	Requested Alternate Brand	Case Size	Spec Sheet	CN/PFS if needed	Buy American Exception if needed	Vendor Comment	Edit	Delete
No data									

12. For each attachment, the LISNDA code, LISNDA Bid Item name, Requested Alternate Brand and Code, Case Size and Spec Sheet are required. You may include a CN/PFS and Buy American Exception form, as well as any brief comments, then click submit.

2025-2026-Frozen

LISNDA Code *

LISNDA Bid Item *

Requested Alternate Brand *

Case Size *

Requested Alternate Specs
 No file chosen
PDF or Word only

Requested Alternate CN/PFS if appropriate
 No file chosen
PDF or Word only

Requested Alternate Buy American Exception if appropriate
 No file chosen
PDF or Word only

Vendor Comment (optional)

You will see all your attachments listed at the bottom of the page, with a link to edit or delete if necessary.

13. Once your submission is complete, which means you have attached your completed Price Sheet, all Required Documents and Attachments, set the Submission Status to Complete. This is our indication that your submission is ready to be considered. Submissions will automatically be visible to the group ONLY AFTER the opening date and time has occurred:

Price Sheet (Excel only) Add or edit Price Sheet	Required Documents (PDF only) Add or Edit Required Docs	Submission Status In Process Edit
Misc Document Add or edit Misc Document		

14. Once the Bid Opening date and time occurs, you will still be able to see your submission, but no further editing is permitted:

The Bid Opening deadline has passed. No further editing of this submission is permitted.

Tim's Company
2025-2026-Frozen

Price Sheet (Excel only)	Required Documents (PDF only)
Misc Document	
Last Edited by	Tim Goossens
Last Edited Date	02/11/2025 10:59am
Submitter Name	Tim Goossens
Submitter Title	Owner
Submitter email	tgoossens@food4schools.com
Submitter Phone	(036) 307-3225

Notes:

For 72 hours after the bid opening time, all submitted price sheets from all vendors will be available for review on the bottom of the **Open Bids** page from the Vendor Portal.

Bid Submitters will receive email notifications of any addenda, as well as reminders as the bid due date approaches.