

Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

November 20, 2025

MEMORANDUM

To: Members of the Board of Education

From: Thomas W. Taylor, Superintendent of Schools

Subject: Contract Approval for Bid No. 9143.4, Disposable Cafeteria Trays—Extension

☐ Information ☒ Action

Superintendent Recommendation:

The superintendent recommends that the Board of Education exercise the third and final extension of Bid No. 9143.4, Disposable Cafeteria Trays, under the Annotated Code of Maryland, Education Article §5-112 and Montgomery County Public Schools Regulation DJA-RA, *Procurement of Equipment, Supplies, and Services*.

The Department of Food and Nutrition Services (DFNS) is an enterprise fund, which means that DFNS is designed to be self-sustaining, relying on the revenue generated from the sale of school meals and other food items to cover its operational costs. Thus, no funds from the Montgomery County Public Schools (MCPS) operating budget are used to make these purchases.

All food purchased and served to students meets or exceeds the following federal and state requirements:

- 7 CFR 210.10 meal requirements for lunch
- 7 CFR 220.8 meal requirements for breakfast
- 7 CFR 210.11 competitive food service standards, including Smart Snack standards,
- Maryland Nutrition Standards for All Foods Sold in Schools

This is a request to approve the third and final extension of the annual contract for the purchase of disposable cafeteria trays used in school cafeterias. The trays are 9" x 7" x 1 3/4" unbleached, uncoated, paperboard used daily by students for breakfast and lunch meals. The trays are safe for food contact, allergen-free, biodegradable, hold all meal components, and competitively priced at \$0.11 per tray. The trays contain no polystyrene and are made from recyclable materials. The trays are compostable and can be composted in schools with composting programs. It is recommended that the Board of Education approve this final contract extension for one year through December 6, 2026.

WHEREAS, Funds have been budgeted in the amount of \$1,704,442 for the purchase of Disposable Cafeteria Trays through Bid No. 9143.4, now therefore be it

Resolved, That having been duly advertised, the following contract be awarded to the most responsive and responsible bidder, meeting specifications as follows:

Division of District Operations

9143.4 ***Bid Name:*** Disposable Cafeteria Trays—Extension
Responsible Department: Department of Food and Nutrition
Services

Awardees:

Acme Paper & Supply Co., Inc., Jessup, Maryland \$1,704,442

TWT:IAW:amd