



INVITATION TO BID
Solicitation No: 19-0014

For the Provision of
Dairy Products

ITB Closing (Due Date & Time):
April 25, 2019 at 2:00 PM Pacific Time

Issued by:
Beaverton School District 48J
16550 SW Merlo Road
Beaverton, Oregon 97003
March 22, 2019

INVITATION TO BID (ITB)

Solicitation No: ITB 19-0014

Summary

The purpose of this Invitation to Bid (Solicitation) is to obtain competitive Bids from qualified Bidders interested in the provision of Dairy Products.

No Pre-Bid Conference will be held for this Solicitation.

Interested Bidders must submit a Bid pursuant to the provisions of this Solicitation to Justin Sweet, Contract Specialist, or designee, at the District Administration Center Main Reception, 16550 SW Merlo Road, Beaverton, Oregon 97003 **NOT LATER THAN:**

SOLICITATION CLOSING: April 25, 2019 at 2:00 PM Pacific Time

LATE BIDS WILL NOT BE ACCEPTED

Timely submitted Bids will be opened in public and read aloud immediately after Closing at the address above.

Bidders are solely responsible for ensuring that the Beaverton School District receives its Bid.

Prospective Bidders must register with ORPIN – <http://orpin.oregon.gov/> to obtain the Solicitation documents and plan sets.

Bidders must familiarize themselves with the entire Solicitation.

All questions and comments about this solicitation must be directed ONLY IN WRITING to Justin Sweet, Contract Specialist, by e-mail to: contracts@beaverton.k12.or.us

THE DISTRICT MAY REJECT ANY BID NOT IN COMPLIANCE WITH ALL PRESCRIBED REQUIREMENTS.

SECTION I – INTRODUCTION
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1. INTRODUCTION:

This Solicitation is issued pursuant to ORS 279A, ORS 279B and the Oregon Attorney General Model Rules Divisions 46 and 47.

2. DEFINITIONS:

The term "District" or "Owner" throughout this document means the Beaverton School District (BSD). The term "Bidder" means the person or firm that submits a Bid in response to this Solicitation. The term "Bid" or "Offer" means a written response to provide Goods or Services in response to this Solicitation. "Closing" means the date and time specified in the Solicitation as the deadline for submitting Bids. "Contractor" or "Supplier" means the firm awarded a Contract as a result of this Solicitation.

3. SOLICITATION REVIEW:

Bidders must carefully review the Solicitation documents and are responsible for knowing and understanding all terms and conditions. Unless defects, ambiguities, omissions, or errors are brought to the District's attention by protest pursuant to QUESTIONS/CLARIFICATIONS/CHANGES AND SOLICITATION PROTEST in Section III, protests or appeals based on such defects, ambiguities, omissions or errors received after issuance of the Notice of Intent to Award (NOI) may not be favorably considered.

4. BACKGROUND:

- a. The Beaverton School District encompasses approximately 57 square miles in northwestern Oregon in Washington County. The District, located in the Portland, Oregon metro area, is the third largest School District in Oregon.
- b. The Beaverton School District has approximately 4,700 employees. The District is responsible for educating approximately 41,000 students in kindergarten through grade 12 at thirty-four (34) Elementary Schools, eight (8) Middle Schools, six (6) High Schools, and five (5) Options Schools.
- c. Potential work is to be performed on an as needed basis, or as otherwise directed, at these sites and any future properties or interests of the District.

5. SCOPE OF WORK:

This Solicitation is to obtain the year-round provision and distribution of dairy products, and frozen juices on a requirements basis District-wide.

6. CONTRACT:

The successful Bidder, selected by the District, will receive a Master Price Agreement. A sample is enclosed herein (see SECTION V - ATTACHMENTS).

- a. Bidders are advised to thoroughly review and familiarize themselves with the standard contract. Certain contract terms reflect state statute and may not be altered.
- b. The Contractor will be expected to promptly sign a contract including all standard terms and conditions contained in the sample contract. The District will execute the Contract only after it has obtained all applicable required documents and approvals.

Individual Purchase Orders (PO) will be issued by the District as needed.

7. AMENDMENTS:

The District may amend a Contract without additional competition pursuant to OAR 137-047-0800.

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8. CONTRACT PERIOD/EXTENSION:

- a. Selected Bidder will be issued a Contract effective upon full execution, through June 30, 2020.
- b. Should the District elect to extend the Contract for an additional one (1) year term, the District will send correspondence to the Contractor on or about two (2) months prior to Contract End Date for each consecutive contract period.
- c. The District may elect to extend the Contract for a total of four (4) one (1) year terms. In no event will the contract be extended beyond June 30, 2024.

9. PRICE ESCALATION/DE-ESCALATION. This Solicitation requires cost reimbursable monthly pricing with a fixed fee per item (Contractor's mark-up). The fixed fee per item must remain unchanged for the initial Contract term, upon Contract execution through June 30, 2020, and through June 30 of each Contract extension, if any. Per 2 CFR 200.323 (d) the cost plus a percentage of cost must not be used.

a. Monthly Price Escalation/De-Escalation.

- i. Prices must be updated on a monthly basis.
 - A. Prices for the upcoming month must be submitted to the District Representative electronically in Microsoft Excel format not later than 9:00 AM Pacific Time on the 25th of the preceding month.
- ii. Monthly escalations and de-escalations must be calculated on the current legal price of milk as directly related to the USDA Agricultural Marketing Service Dairy Programs Federal Milk Order Report for the Northwest Region obtainable at <http://www.fmmaseattle.com/>.
- iii. Monthly escalations and de-escalations must include the following information:
 - A. Contractor's product number
 - B. District's product number
 - C. Unit of Measure (Example ½ Pint, Quart)
 - D. Contractor's cost
 - E. Fixed fee (Contractor's mark-up)
 - F. Total cost per case
 - G. Country of origin if NOT the United States
 - H. Identification of Oregon grown or processed product
- iv. See Attachment Dairy Monthly Price Changes for the format that must be used for communicating the monthly price changes.

b. Fixed Fee Escalation-De-escalation.

- i. Upon receipt of the District's Contract extension (renewal), Contractor may request to increase or decrease the fixed fee (Contractor's mark-up). Increases to the fixed fee must be based on the Consumer Price Index (CPI) for all Urban Consumers for the preceding twelve (12) month period as calculated using the CPI Inflation Calculator located at https://www.bls.gov/data/inflation_calculator.htm, and must be supported by documentation stating the reason for the price increase. The Contractor's fixed fee must remain unchanged through June 30 of each Contract extension, if any.

10. DISTRICT REPRESENTATIVE:

The District Representative for this Contract is the Nutrition Services Administrator, *and* Nutrition Services Purchasing Agent, or designee.

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11. SOLICITATION SCHEDULE:

The milestones for the selection process are set forth below. The dates are specific and will be followed to the extent reasonably possible. The purpose of this schedule is for Bidder information only. The District reserves the right to deviate from this schedule.

Solicitation Milestone

Deadline for Questions

Submit Bids

Completion Date

April 15, 2019 at noon

April 25, 2019 at 2:00 PM

12. CONTACT DURING SOLICITATION:

Questions must be submitted in writing via email to contracts@beaverton.k12.or.us as indicated on the Summary page of this Solicitation. No other contact regarding this solicitation during the solicitation process is permitted. Unauthorized contact regarding this solicitation may subject the offender's Bid to rejection.

SECTION II – STATEMENT OF WORK

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1. **PURPOSE AND INTRODUCTION.** The purpose of this Solicitation is to establish a contract for the year-round provision and distribution of dairy products and frozen fruit juices on a requirements basis to all of the District's schools, currently fifty-two (52).
2. **BUY AMERICAN PREFERENCE.** Contractor must purchase for resale through the Contract, to the maximum extent practicable, domestic Food Service Products, and must comply, as applicable, and must cause each of its sub-vendors to comply, with the applicable requirements and responsibilities set forth in the Buy American Provision of federal regulations 7 CFR 210.21(d) and 7 CFR 220.16(d).
 - a. Domestic Food Service Products mean:
 - i. An agricultural commodity that is produced in the United States, and;
 - ii. A Food Service Product that is processed in the United States substantially using agricultural commodities that are produced in the United States.
 1. As required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d).
 2. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d).
 3. Substantially means over 51% of the final processed product (by weight or volume) must consist of agricultural commodities that were grown domestically.
 4. Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to the District Representative, a minimum of fifteen (15) days in advance of delivery.
 - A. The request must include the:
 - i. Reason for exception: limited/lack of availability, or price (include price): Price of the domestic food product; and Price of the non-domestic product that meets the required specification of the domestic product.
 - B. Alternative substitute (s) that are domestic and meet the required specifications:
 - i. Price of the domestic food alternative substitute (s); and
 - ii. Availability of the domestic alternative substitute (s) in relation to the quantity ordered.
 - b. Contractor shall be responsible for providing documentation of compliance, or non-compliance with the Buy American Provision for all food products offered during the Contract term, including items used as temporary substitutions.
 - i. If documentation of compliance with the Buy American Provision is not available, or the item has been identified as being non-compliant, Contractor must submit a waiver request using Attachment – Waiver Request to Use Foreign Food Products (see Section V – Attachments). Requests will be approved at the District's sole discretion.
 3. **PRICE SCHEDULE.** The attached Price Schedule identifies the District's need(s): estimated quantity, units, and specifications. In the event of a difference between written words and figures, the amount stated in written words shall govern. In the event of a difference between a unit price and the extended price, the unit price shall govern.
 4. **AUDITING.** The Contractor must extend audit privileges to the District or any other agency having jurisdiction and their duly authorized representatives. These representatives shall have access to Contractor's price sheet, documents, papers, and applicable records which are directly pertinent to the

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purpose of conducting audits, examinations, excerpts, and transcriptions. The contractors must maintain all required records for a minimum of three (3) years after the District makes final payment.

- a. The District reserves the right to audit with a minimum of seven (7) days notice.
- b. The Contractor must supply, upon request, access to any and all verifications of Contractor's costs, freight charges, promotional allowances, sell prices, and fixed fee costs as they relate to this Contract. The District will provide the Contractor with a list of the products and date of pricing period to be verified.
- c. All audits will be conducted to the District's auditing standards.
- d. The District will monitor the following performance indicators through-out the course of the Contract and may be used in the decision to renew the contract.
 - i. Percentage of items substituted.
 - ii. Percentage of items shorted.
 - iii. Adherence to product speculations.
 - iv. Errors in invoice price compared to Contract pricing.
 - v. On time deliveries.

5. **PRODUCTS AND SPECIFICATIONS.** Contractor must provide only the products listed on the Price Schedule (see Section V – Attachments), or District approval equals. Product Specifications must meet or exceed District's requirements as listed on the Price Schedule. The following general specifications must be used on all products:

- a. General Product Specifications:
 - i. All milk and milk products must be U.S. Grade A, homogenized, pasteurized and must meet or exceed the Salient Characteristics as prescribed within the United States Department of Agriculture's (USDA's) Commercial Item Descriptions (CIDs) retrievable at <http://www.ams.usda.gov/AMSv1.0/>
 - ii. All milk and dairy products must be produced from cows that have not been treated with artificial Recombinant Bovine Growth Hormone (rBGH) or Bovine Somatotroping (rBST).
 - iii. All products must be dated for freshness.
 - iv. All drink products must be in easy to open containers, and not require straws to consume them.
 - v. Any product sold to the District must be warranted and guaranteed to be merchantable by the Contractor and fit for the purpose for which is intended.

6. **ADDING/DISCONTINUING PRODUCTS ON CONTRACT.** The District reserves the right to change the product mix during the Contract term. If new products are added, Contractor must provide District with Contractor's direct cost, and the mark-up price on the product, mark-up must be consistent with the proposed mark-up in response to this Solicitation.

7. **SAMPLES.** Upon request, samples must be provided to the District at no charge and must be delivered within one (1) week of request. Sample items, if added to the Contract, may be retained by the District to determine if the quality and workmanship of the delivered items are comparable to the sample submitted. All samples provided by Contractor not consumed in testing, or retained by the District, will be disposed of by the District.

8. **BRAND, PACK SIZE, AND PRODUCT SPECIFICATION CHANGES.** The Contractor must not change the brand, pack size, or product specifications, including but not limited to ingredients and product formulations, unless these changes are outside of the Contractor's control. Written notice of product changes must be provided to the District Representative at minimum fifteen (15) business days prior to the change.

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9. **QUANTITIES AND ORDER VOLUME.** Contractor must not set a minimum order quantity or a minimum order dollar amount for the District, and must not charge the District for smaller than normal orders.
 - a. The District provides estimated quantities in the Price Schedule (see Section V – Attachments), these indefinite quantities are based on estimated usage and the average meals served to students daily. The District reserves the right to increase or decrease quantities in the Price Schedule at the District's sole discretion.
 - b. Contractor must not hold the District liable for excess inventories maintained by the Contractor.
10. **SELL BY, FRESHNESS DATE OR PULL DATE.** Products must have a minimum of 90% left on the sell by, freshness date, or pull date at time of delivery.
 - a. For the purposes of this Solicitation, any of these terms (sell by, freshness date, or pull date) must indicate the expiration date of the product's shelf life.
11. **NON-STOCK, REMOTE STOCK, SPECIAL-ORDER ITEMS.** Contractor must stock all awarded products at the Contractor's location from which the District's orders are fulfilled. All products must be available to deliver on the next scheduled delivery day. Products specified in this Solicitation must not be non-stock, remote stock, or special-order items at any point during the Contract term.
12. **ORDERING.** The District will order on an as needed basis. Ordering may be done directly with delivery personnel or via orders placed by the District Representative using the District's Food Service Management System (FSMS). The District will work with the awarded vendor to determine the appropriate ordering procedure.
 - a. The District must not be required to verbally, or manually enter orders into the Contractor's order management system.
13. **SHORTAGES ON ORDERS**
 - a. The Contractor must provide a list of shortages, in a format agreed to by the District, not later than 10:00 AM on the day prior to the day orders are scheduled to be delivered to the District. This list must provide a possible substitution for the shorted item.
 - b. The list of shorted items must be provided in Microsoft Excel or another editable format and must contain:
 - i. Vendor's product identification number
 - ii. Description/name of shorted or delayed item
 - iii. Quantity being shorted
 - iv. Names of schools affected by the shortage
 - v. Recommended substitution(s), see the Section Temporary Substitutions of this solicitation for information.
 - c. See attachment Substitute Item Information in Section V - Attachments for acceptable format.
14. **TEMPORARY SUBSTITUTIONS.** All substituted products offered must be approved by the District before shipment of the order.
 - a. All substitute items must be of equal or better quality than the original item.
 - i. The determination of equivalency will be based solely on the opinion of the District.
 - b. If there is a difference in the unit price (unit as determined by the District) between the original item and the substitute item, then the District must be charged whichever is the lower.
 - c. All recommended item substitutions must be accompanied by a completed Attachment - Substitute Item Information form, ingredients list, nutrition facts, and applicable product formulation statements, if any.

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- d. The District reserves the right, and the Contractor must accept, return of any substituted items not pre-approved by the District, any that are later found to not meet specifications, the District determines to be not equivalent to the specified item, or does not meet the requirements of the Buy American Provision. Such return expenses for shipping/return shipping and any associated cost including the cost of the substituted product must be born solely by the Contractor.
15. **UNAUTHORIZED SHIPMENT/SUBSTITUTION.** The Contractor must deliver only those brands and items awarded from this Solicitation, or District approved substitutions. The Contractor must contact the District for approval to ship any unauthorized items due to a change in product code number, brand, pack change, etc.
- a. If an unauthorized shipment or substitution occurs the Contractor shall be responsible for recovering all items at no charge to the District.
 - b. If a change is necessary, a written explanation for the change must be given to the District at the time approval is requested.
16. **LOSS OF FUNDS.** In the event of a loss of state or federal funds to the District due to Contractor's failure to meet Child Nutrition (CN) Label, Product Analysis, or Buy American Provision Requirements, the Contractor must reimburse the District for all loss of federal or state reimbursement, and other applicable revenue. Contractor must reimburse the District within thirty days (30) of receipt of invoice from the District.
17. **ORDER SHIPMENT REQUIREMENTS.** Contractor must fill ninety-eight percent (98%) of the original order on the scheduled day of the delivery. The remaining two percent (2%) must be delivered within twenty-four (24) hours of the scheduled delivery day, unless, at the District's sole discretion, a new delivery date is scheduled.
- a. Approved substitutions will count towards complete measurement and must be delivered on designated delivery day.
 - b. Shortage on products will be counted as a non-delivery and are subject to LATE DELIVERIES/NON-DELIVERY detailed below.
 - i. Expedited delivery is encouraged to fill shortages and back stocks, Contractor must not charge the District additional delivery, service charges, or other fees.
18. **EQUIPMENT.** Contractor shall be responsible for providing all delivery trucks, equipment, tools, and materials required to complete the Work for the term of the Contract. Contractor is solely responsible to keep delivery trucks, equipment, and tools in good working order and appearance.
19. **DELIVERY REQUIREMENTS.** Contractor must make deliveries to the District as requested throughout the school year and for the duration of summer programs. Deliveries must be made twice per week, to all sites and within the time frame requested for each delivery. A list of the schools and addresses is attached see Attachment Delivery Location Information.
- a. Potential work is to be performed on an as needed basis, or as otherwise directed, at these sites and any future properties or interests of the District. The Contractor must not limit the number of, or location of delivery sites.
 - b. It is the Contractor's responsibility to conduct site visits to all delivery locations to familiarize their personnel with the conditions at each location.
 - c. Delivery sites for the summer program will be determined by June 1st of each year. The locations and quantity of delivery sites (the number and locations may vary from year to year) will be communicated by the District to the contractor at this time. The summer programs generally run from the week after school ends through the summer until the week before school starts.

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- i. The Contractor must not limit the number of deliveries for the summer program.
- d. Delivery times during the school year must be between the hours of 6:30 AM and 2:00 PM Pacific Time.
 - i. Delivery windows during summer program operating dates will vary depending on site and year.
 - ii. In instances where the delivery location at the school is such that the contractor's equipment may impact the safety of children, parents or staff or create a dangerous traffic situation during pick up, drop off and lunch then the contractor must NOT deliver within fifteen (15) minutes either side of the bell schedule, see Attachment – Delivery Location Information, for start of school or end of school. Schools with these issues are noted on Attachment – Delivery Location Information.
- e. Contractor must only deliver the quantity of products ordered by Nutrition Services staff. Contractor must not ship or deliver any products until receipt of a District order.
- f. Products that do not meet specifications may be rejected at the sole discretion of the District, and replacement of the rejected products must occur within twenty-four 24 hours of the delivery date at no additional cost to the District.
- g. The Contractor must furnish proof of delivery for signature in every instance and all deliveries must be accompanied by proof of delivery documents, see PROOF OF DELIVERY AND INVOICING.
- h. All orders must be delivered in a clean truck, and organized for easy off loading and receipting. Stacked loads must be no higher than five (5) feet with the heaviest of items on the bottom.
- i. Contractor must ensure all delivery staff wears a uniform or identification (ID) badge that identifies them as working for the Contractor's company.
- j. Contractor must provide inside delivery and must unload and place the product in the school or building as directed.
 - i. Any cost incurred due to the failure of the Contractor to comply with this requirement will be charged back to the Contractor.
- k. All products requiring refrigeration must be placed in coolers, and must be delivered in a refrigerated state with an internal temperature not exceeding forty (40) degrees F. Refrigerated products must show no signs of freezing.
 - i. Milk and dairy products must be delivered and placed inside in the cooler or milk cooler on a first-in first-out basis.
- l. All frozen products must be delivered in a frozen state at a temperature of zero (0) degrees Fahrenheit (F) with a maximum temperature of positive ten (+10) degrees F, and placed into the freezer. This temperature range must be maintained during transit and delivery. A temperature above ten (10) degrees F is subject to further examination and may result in the rejection of the product. There must be no signs of freezer burn and no evidence of thawing at the time of delivery. All refrigerated products will be delivered in a refrigerated state with an internal temperature not exceeding forty (40) degrees F. There must be no sign of freezing with refrigerated products.
- m. Contractor must remove all debris and rubbish resulting from delivery off site in a responsible manner. The premises must be left in a neat, unobstructed condition upon completion of the delivery.
- n. If deliveries are made during meal times, the Contractor must deliver the ordered goods into the appropriate storeroom/refrigerator/freezer for each site. The delivery slip must be marked, "Not Counted", and if there are any item discrepancies between the delivery slip and the actual count of items delivered, then the Contractor must be responsible for any shortages by bearing the cost of the missing items and by sending replacement items within one (1) business day if it is determined the product cannot be reordered for the next scheduled delivery day.
 - i. If deliveries are made outside the negotiated delivery times, then the same conditions outlined above for deliveries during meal times must apply.
- o. Replacement of rejected products must occur within one (1) business day and at no cost to the District, if it is determined the product cannot be reordered for the next scheduled delivery day.

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- p. In the event of a truck breakdown or other delay(s) during the delivery day, the Contractor must make plans for immediate recovery. The Contractor must be responsible for immediately contacting the District Representative and Nutrition Services Staff at the schools affected.
- q. The Contractor must have delivery capability for emergencies that are defined, but not limited to theft, product recall, and refrigeration/freezer breakdown and food spoilage.
 - i. The District requires the Contractor to have the capacity to provide delivery to the affected location(s) within four (4) hours.
- r. The Contractor shall be responsible for the delivery of items in good condition to the point of destination. The receiving Nutrition Services staff will note for the benefit of Contractor when packages are not received in good condition.

20. **TITLE AND LIABILITY.** Title to the goods shall pass to the District upon receipt and acceptance at the destinations indicated herein. Until acceptance, the Contractor retains the sole insurable interest in the goods.

21. **SHORTED, DAMAGED, INCORRECT ITEMS, ITEMS DELIVERED TO INCORRECT LOCATION.** The Contractor, at the District's request, shall be responsible for correcting within one (1) business day any errors related to shortages, damages, incorrect items, or items delivered to incorrect locations. Corrections must be completed at no additional cost to the District.

22. **HOLIDAY/SCHOOL CLOSURES.** Contractor must not deliver on legal holidays, days schools are closed, or during closures for inclement weather. Deliveries must be made the next business day, or as directed at the sole discretion of the District.

23. **LATE DELIVERIES/NON-DELIVERY.** Timely delivery of all orders is expected of the Contractor to all sites.

a. Late Deliveries

- i. If the Contractor is unable to deliver to any school by 2:00 PM Pacific Time of an agreed upon scheduled delivery day, the Contractor must notify the District Representative by phone or email and the affected school(s) by phone, of the delay and communicate all pertinent information. If there is a change in delivery time of more than thirty (30) minutes after the first communication the Contractor must notify the affected school(s).
- ii. The District reserves the right to refuse a late delivery and will assume no financial obligation if the District refuses to receive the late delivered items. Upon refusal, the District may require redelivery the next business day during the normal delivery window. Redelivery must be at no cost to the District.
- iii. Continued failure to meet the 2:00 PM deadline without a good faith effort on the part of the Contractor, or despite the good faith efforts of the Contractor to resolve the issues causing the continued tardiness may result, at the District's sole discretion, in the application of a penalty in the form of \$100 short pay on the invoice of each site delivered after 2:00 PM on the scheduled day of delivery.
 - A. In order to provide the Contractor with an opportunity to correct the issues causing late delivery, the District will give the contractor fifteen (15) business days' notice before applying the penalty.
 - B. If during the fifteen (15) day notice the Contractor has two (2) consecutive weeks, not including the week of Thanksgiving, Winter Break and Spring Break, where all scheduled deliveries are delivered before 2:00 PM, the implementation of the penalty will be canceled.
 - C. After the end of the fifteen (15) day notice or once the penalty has been applied one (1) time there must be four (4) consecutive weeks where all orders are delivered before 2:00 PM, before

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the application of the penalty will be lifted. The four (4) consecutive weeks may begin during the warning period.

- D. Continued tardiness after the application of penalties may result, at the District's sole discretion, in the Contractor being recommended for default and breach of contract by the Contractor, which may subject the Contractor to termination under terms and conditions of the resultant contract.

b. Non-Delivery.

- i. If the Contractor is unable to meet the delivery dates as established by the District, the District reserves the right to purchase substitutes on the open market for the non-delivered items to meet the menu cycle, as established by the District.
- ii. The Contractor must reimburse the District for any price difference between the original price and the price of the substituted item(s).
- iii. Continued failure to meet delivery dates without a good faith effort on the part of the Contractor to resolve the issues causing the continued lack of delivery may result, at the District's discretion, in the Contractor being recommended for default and breach of contract by the Contractor which may subject the Contractor to termination under terms and conditions of the resultant contract.

24. **PROOF OF DELIVERY AND INVOICING.**

a. Proof of Delivery.

- i. Contractor must provide proof of delivery documentation with each shipment, consisting of one (1) of the following: packing slip, bill of lading, or invoice. Proof of delivery must include at minimum:
 - A. Document number
 - B. Ship to Location
 - C. Ship date
 - D. Contractor's item number
 - E. Product description
 - F. Quantity ordered
 - G. Quantity delivered
 - H. District Purchase Order (PO) number
 - I. District order number
- ii. If an invoice is used as proof of delivery, the following additional information must also be included:
 - A. Invoice number
 - B. Account Number
 - C. Price per product
 - D. Extended price per product
 - E. Total invoice amount
 - F. Invoice date
- iii. Contractor must indicate on the proof of delivery whether shorted items are on back order, have been substituted, or whether the order is considered shipped complete without the shorted item.

b. Invoicing.

- i. Invoices must include at minimum:
 - A. Customer Number
 - B. Bill to
 - C. Ship to
 - D. Account Number
 - E. District PO Number
 - F. District order number
 - G. Distributer's Product Code

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- H. Product Description
- I. Billed Quantity
- J. Price per product
- K. Extended price per product
- L. Total invoice amount
- M. Invoice date

- ii. If invoices are not used as proof of delivery and left at the delivery location, invoices must be sent to the District's Nutrition Services Department, 18640 NW Walker Road, Suite 1400, Entrance D1, Beaverton, OR 97006, within two (2) days of the delivery date.
- iii. Invoices may be provided via email in PDF file format, or a mailed hard copy.
- iv. Credit and discount periods must be computed from the date of receipt of the invoice to the date the District's check is mailed. Payment will be made within thirty (30) days after acceptance by the District of a proper invoice.
- v. Payment shall not be made prior to receipt of a valid invoice.
- vi. The District shall not pay any additional charges or fees unless specifically agreed to in writing by the District.

25. **MONTHLY STATEMENT.** Contractor must provide the District with a monthly statement (a list of all invoices and credits for the month) in Microsoft Excel file format. The monthly statement must include at minimum the following information:

- a. Statement Date
- b. Invoice or Credit Date
- c. Invoice or Credit Number
- d. Invoice Amount
- e. Payment Received Amount or Credit Amount

26. **MONTHLY REPORT OF BILLED ACTIVITY.** Contractor must provide the District by 5:00 PM Pacific Time Friday of the first full week of each month, a report of billed activity for the previous month.

- a. Contractor must provide the report in Microsoft Excel file format, which must include at minimum the following for each item shipped:
 - i. Invoice or Credit Number
 - ii. Ship To/Customer number
 - iii. Ship To/Customer Name (school name)
 - iv. Address
 - v. City
 - vi. State
 - vii. Zip Code
 - viii. Item Number
 - ix. Brand Id
 - x. Pack
 - xi. Size
 - xii. Item Description
 - xiii. Manufacturer Product Code
 - xiv. District PO Number
 - xv. Pay by date
 - xvi. Shipped Quantity
 - xvii. Unit Price
 - xviii. Net Sales Dollars

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27. **FOOD SAFETY.** Contractor must incorporate the Hazard Analysis Critical Control Point (HACCP) principles in its standard operating procedures, and must have a HACCP plan on file that meets with District approval and must be followed. This plan must include recall/hold control procedures including but not limited to:
- Traceability systems in place from receipt of food products to delivery of food products to designated delivery site.
 - Provision of 24 hour/7 days a week accessibility to Contractor staff in the event of a USDA Hold/Recall.
 - This plan must be made available to the District upon request.

28. **STORAGE AND SECURITY POLICIES.**

- Throughout the Contract term, Contractor's premises, equipment, supplies, and warehouse facilities must be maintained in conditions satisfactory to the District, at the sole discretion of the District, and in compliance with the Health and Sanitation Code of the State in which the Contractor stores the food items including, but not limited to:
 - Contractor's warehouse facilities must be maintained with safeguards to prevent theft or loss of product.
 - Contractor's warehouse facilities must be maintained such that the same types of foods are stored together, and spaced to permit easy identification and provide accountability.
- All products furnished must be warehoused in facilities owned and operated by the Contractor unless specifically approved by the District Representative.
- Refrigeration and Climate Control. Product temperature FOR EACH PRODUCT STORED must be maintained at a suitable temperature to maintain freshness, quality, shelf life, and nutritional value in accordance with the Health and Sanitation Code of the State in which the Contractor stores the food product.
- Food Security Measures must be employed by the Contractor to minimize the risk that food under their control is subject to tampering, criminal, or terrorist actions.
- The Contractor must adhere to the highest standards of cleanliness and sanitary practices, including the food distributor's employee's appearance and performance in the preparation, service, transportation, and storage of food and related products.
- The Contractor's facility shall be subject to inspection at all times. If, in the sole opinion of the District, sanitary conditions are unsatisfactory, the Contractor will be given three (3) days to correct the conditions. If, in the sole opinion of the District, the conditions have not been satisfactorily remedied, the Contract shall be subject to cancellation. Any losses incurred by the District as a result of such a cancellation shall be charged to the Contractor.

29. **HEALTH INSPECTION.** Contractor must receive and maintain satisfactory results from regularly scheduled health inspections performed by one or more of the following: the state or local agency in which the Contractor's facility(s) reside, USDA, or a USDA recognized food safety certifying agency such as NSF.
- A satisfactory health inspection is defined at the sole discretion of the District.
 - Failure to maintain this standard without a good faith effort to resolve any critical violations, as determined at the sole discretion of the District, may result in cancellation of the Contract.
 - Health inspection reports must be made available to the District upon request.

30. **PRODUCT RECALL.** If a product recall is instituted on a product that has been delivered, the Contractor must contact the District Representative by telephone immediately.
- Contractor must communicate with the District's Nutrition Services Administrator, Nutrition Services Operations Supervisor, or Nutrition Services Purchasing Agent via telephone. Voice mails shall not be accepted as communication.

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- b. Contractor must NOT call individual District schools/sites.
- c. The District will be responsible for contacting individual schools/sites affected by the recall.
- d. Contractor shall be responsible for all costs associated with the replacement of recalled items, shipping charges, and/or product credit.
- e. If at any time it is determined that the health and/or safety of the District's customers are affected by the usage of manufacturer recalled product, the Contractor and/or Contractor's processor shall assume full liability.

31. **PACKAGING.** All packaging must be wholesome, safe, and in sanitary condition in accordance with good commercial practice. Package size must be manufacturer's standard unless otherwise specified.

- a. Contractor must ensure all cases, cartons, and containers are unblemished and sealed as received from the manufacturer.
- b. Labeling of all containers must comply with Federal Food, Drug, Cosmetic Acts, and related legislation including latest revisions.
- c. Packaging must:
 - i. Protect the taste, aroma, visual, and other palatable properties measured by the senses and other quality characteristics of the product;
 - ii. Protect the product against microbiological and other contamination;
 - iii. Protect the product from dehydration;
 - iv. Not pass on to the product any odor, taste, color, or other foreign characteristics throughout the processing (where applicable), and distribution of the product up to the time of receipt by the District.
- d. Packing containers must be constructed of recyclable materials wherever feasible, and where shipment within the recyclable container does not diminish the quality or sanitary requirements of the product.
- e. Each packaging container must be labeled legibly to show:
 - i. Name of product contained
 - ii. Manufacturer's Product Number
 - iii. Net weight
 - iv. Expiration date
- f. Cartons and carriers used to transport products from the Contractor's facility must be clean and sanitary at all times in accordance with good commercial practice.

32. **SPLIT CASES.** Contractor must split cases if necessary, as requested by the District. No case split case fees shall apply as a result of this request.

33. **PRODUCT TESTING.**

- a. The District reserves the right to submit a sample of any product to an independent laboratory for analysis as listed for each product. Testing of perishable products may include monitoring acceptable chemical levels and maximum bacteria levels on designated products. Random sample testing may be performed during the Contract as required by the District. Such analysis will be paid for by the District if the product meets the specifications.
- b. If the product fails to meet specification analysis, the Contractor will be billed for the analysis by the laboratory and must pay all such billings within thirty (30) days of receipt of invoice. Additionally, the Contractor must immediately replace, or refund the District for all remaining affected product within five (5) business days of notification. Contractor shall be responsible for all shipping, disposal, return, and restocking fees.

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- i. In the event the five (5) business day deadline is not met, the District reserves the right to have non-compliant products shipped to and stored in commercial storage facilities at the Contractor's expense.
 - c. Failure of the product to meet specifications, and acceptable chemical and bacterial levels warrant cancellation of the contract. All products in the District's possession at the time of analysis must be removed by the Contractor and a refund issued to the District within thirty (30) days of notification.
- 34. **INSPECTION.** Contractor must provide the District the opportunity to inspect the Contractor's operations facility, and/or trucks with no advance notice.
 - a. Contractor must maintain all required licenses and satisfactory inspection reports during the Contract term.
 - b. At the District's sole discretion, Contractor may be given up to three (3) business days to resolve all identified issues. If at the end of this period identified issues are not resolved in manner satisfactory to the District, the Contractor may be found in default.
 - c. Any losses incurred by the District as a result of such a default will be charged back to the Contractor.
- 35. **RECYCLED MATERIALS AND SUSTAINABLE PRODUCTS AND SERVICES PROCESSES.** Contractor must use recycled and recyclable products to the maximum extent economically feasible during the performance of the Contract. As required by Law, the District shall prefer materials or supplies manufactured from recycled material if the recycled product is available, and meets the requirements set forth in this Solicitation. The District supports and encourages the use of sustainable products by the Contractor. To contribute to a clean environment for present and future generations, Contractor must utilize sustainable products to the maximum extent feasible during the performance of this Contract. Products and practices utilized by the Contractor shall be based upon reducing long-term environmental impact, social costs, and operational costs.
- 36. **LOCALLY/REGIONALLY SOURCED PRODUCTS.**
 - a. Contractor must identify any products Proposed that are grown, manufactured, or processed in the State of Oregon.
 - b. During the Contract term, within five (5) business days of request, Contractor must provide reports detailing which contracted products are grown, manufactured, or processed in the State of Oregon.
- 37. **DEFAULT.** In the event of default by the Contractor of their obligation, the District reserves the right to obtain the required products on the open market. The defaulted Contractor shall be responsible for documented variances in price between contracted product and the replacement product purchased by the District. Contractor must reimburse the District within thirty days (30) of receipt of invoice from the District.
- 38. **SMALL, MINORITY, AND WOMEN BUSINESS.** Pursuant to 2 CFR 200.321 and Oregon Revised Statute (ORS) Chapter 200, and as a matter of commitment, Beaverton School District encourages the participation of minority, women, and emerging small business enterprises in all contracting opportunities. Beaverton School District also encourages joint ventures or subcontracting with minority, women, and emerging small business enterprises. For more information, please visit <http://www.oregon4biz.com/How-We-Can-Help/COBID/>. If the Contract results in subcontracting opportunities, the successful Bidder may be required to submit a completed Attachment - COBID Outreach Plan prior to execution.
- 39. **USDA NON-DISCRIMINATION STATEMENT.**
 - a. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender

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identity, religion, reprisal, and where applicable political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

- b. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.
- c. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

40. CERTIFICATION REGARDING FEDERAL MATTERS. Because this contract will use federal funding to make purchases against the awarded contract the Bidder shall comply and require all sub-vendors to comply, with all federal laws, regulations, and executive orders applicable to a Contract. These may include but are not limited to:

- a. If the Contract is for more than \$10,000, compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). A religious organization's exemption from the Federal prohibition on employment discrimination on the basis of religion, in section 702(a) of the Civil Rights Act of 1964, 42 U.S.C. 2000e-1, is not forfeited.
- b. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3).
- c. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5).
- d. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5).
- e. If the Contract is for more than \$100,000, compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection DAS regulations (40 CFR part 15).
- f. Compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- g. Compliance with mandatory standards and policies that relate to resource conservation and recovery pursuant to the Resource Conservation and Recovery Act (codified at 42 USC 6901 et. seq.). Section 6002 of that Act (codified at 42 USC 6962) requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection DAS. Current guidelines are set forth in 40 CFR Part 247.
- h. Compliance with applicable audit requirements and responsibilities set forth in the Office of Management and Budget Circular A-133 entitled "Audits of States, Local Governments and Non-Profit Organizations." Sub recipients shall also comply with applicable Code of Federal Regulations (CFR) sections and OMB Circulars governing expenditure of federal funds.
- i. Compliance with the Pro-Children Act of 1994 (codified at 20 USC section 6081 et. seq.). 42

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- j. Debarment and Suspension. Vendor certifies and shall not permit any person or entity to be a sub-vendor if the person or entity is listed on the non-procurement portion of the General Service Administration's "List of Parties Excluded from Federal Procurement or Non-procurement Programs" in accordance with Executive Orders No. 12549 and No. 12689, "Debarment and Suspension". (See 2 CFR Part 180.) This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and Vendors declared ineligible under statutory authority other than Executive Order No. 12549. Sub-vendors with awards that exceed the simplified acquisition threshold shall provide the required certification regarding their exclusion status and that of their principals prior to award.
- k. National School Lunch Program: Vendor must comply with the requirements of the National School Lunch Program, 7 CFR §210; title IX of the Education Amendments of 1972; section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Department of Agriculture regulations on nondiscrimination (7 CFR Parts 15, 15a, and 15b); and FNS Instruction 113-1.
- l. That the Vendor certifies, to the best of the Vendor's knowledge and belief that:
 - i. No federal appropriated funds have been paid or will be paid, by or on behalf of Vendor, to any person for influencing or attempting to influence an officer or employee of an DAS, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
 - ii. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any DAS, a Member of Congress, an officer or employee of Congress, or an employee of Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the Vendor shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
 - iii. The Vendor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients and sub-vendors shall certify and disclose accordingly.
 - iv. This certification is a material representation of fact upon which reliance was placed when this Contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this Contract imposed by section 1352, Title 31 of the U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

42. **SUB-CONTRACTING.** Sub-contracting, in part or in whole, of the awarded contract is NOT allowed, unless approved in writing by the District.

43. **ADDITIONAL REQUIREMENTS:**

- a. Background Checks. All personnel on-site will be required to be badged and must be subject to a background check per District Standards. See sample Contract attached to this Solicitation.
- b. Contractor must employ only persons duly licensed by the State of Oregon to perform the Work required under this Contract for which applicable Oregon Law requires a license.

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1. **FORMAL SELECTION PROCEDURE:** Pursuant to OAR 137-047-0255

The District may procure Goods or Services by competitive sealed Bids as set forth in ORS 279B.055.

2. **PRE-BID CONFERENCE:** Pursuant to OAR 137-047-0420

- a. **Purpose.** The District may hold pre-Bid conferences with prospective Bidders prior to Closing, to explain the procurement requirements, obtain information, and/or to conduct site inspections.
- b. **Required Attendance.** If the District's pre-Bid conference is mandatory (as indicated on the Summary Page) a Bid submitted by a Bidder who did not attend the mandatory pre-Bid conference will be rejected.
- c. **Statements Not Binding.** Statements made by the District's representative at the pre-Bid conference do not change the Solicitation Document unless the District confirms such statements with a Written Addendum.

3. **BIDS ARE OFFERS:** Pursuant to OAR 137-047-0310

A Bid submitted in response to this Solicitation is the Bidder's offer to enter into a Contract.

- a. By signing and submitting a Bid, the Bidder acknowledges it has read, understands and agrees to be bound by the terms and conditions contained in this Solicitation.
- b. The Bid is a "firm offer," and must be held open by the Bidder for the District's acceptance for sixty (60) days.
- c. The District's Award of a Contract constitutes acceptance of the Bid and binds the Bidder to the Contract.
- d. The Bidder must not make its Bid contingent upon the District's acceptance of any terms or conditions (including Specifications) other than those contained in this Solicitation.

4. **BID PREPARATION:** Pursuant to OAR 137-047-0400

A Bidder must sign and submit its Bid in accordance with the instructions set forth in this Solicitation.

Failure to submit Bids in accordance with the provisions of this Solicitation will be grounds to declare the Bid as non-Responsive. Bidders must:

- a. Submit a complete Bid (a Bid that meets all requirements of this Solicitation);
- b. Provide the District with all required and requested documents and descriptive literature;
- c. Initial any corrections or erasures to their Bid prior to Closing;
- d. Identify (on the Bidder Certification) whether the Bidder is/is not a "resident Bidder", as defined in ORS 279A.120(1);
- e. Provide (on the Bidder Certification) certification of nondiscrimination in obtaining any required subcontractors in accordance with ORS 279A.110(4); and
- f. Provide (on the Bidder Certification) Written acknowledgment of receipt of all Addenda.

5. **BID SUBMISSION:** Pursuant to OAR 137-047-0410

- a. To ensure proper identification and handling, Bids must be submitted in a **sealed** envelope appropriately marked with the Bidder's name and address and the Solicitation number clearly legible in large block numbers. Bids must only be mailed or hand delivered to the person and location indicated on the Summary page of this Solicitation. Facsimile and electronic Bids will not be accepted.
- b. The District is not responsible for Bids submitted in any manner, format or to any delivery point other than as required in this Solicitation.
- c. Bidders are solely responsible for ensuring that the District receives their Bid at the required delivery point prior to Closing.

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6. **ADDENDA:** Pursuant to OAR 137-047-0430

- a. **Issuance; Receipt.** The District may change this Solicitation only by Written Addenda. A Bidder must provide written acknowledgement of receipt of all issued Addenda in the space provided on the Bidder Certification.
- b. **Notice and Distribution.** The District will publish notice of any and all Addenda on the ORPIN (Oregon Procurement Information Network) website. Addenda may be downloaded from the ORPIN website. It is the Bidders' responsibility to inquire about Addenda. Bidders should frequently check the ORPIN website until the Solicitation Closing (due date and time) about any Addenda issued, i.e., at least once weekly until the week of Closing and at least once daily the week of the Closing.
- c. **Timelines; Extensions.** The District will issue Addenda within a reasonable time to allow prospective Bidders to consider the Addenda in preparing their Bid. The District may extend the Closing if the District determines prospective Bidders need additional time to review and respond to Addenda. Except to the extent required by public interest, the District will not issue Addenda less than 72 hours before the Closing unless the Addendum also extends the Closing.
- d. **Invitation to Change or Protest.** Unless a different deadline is set forth in the Addendum, a Bidder may submit a Written Invitation to change or protest to the Addendum, as provided in OAR 137-047-0730, by the close of the District's next business day after issuance of the Addendum, or up to the last day allowed to submit a Invitation to change or protest under OAR 137-047-0730, whichever date is later. If the date established in the previous sentence falls after the deadline for receiving protests to the Solicitation Document in accordance with OAR 137-047-0730, then the District may consider a Bidder's Invitation to change or protest to the Addendum only, and the District will not consider a Invitation to change or protest to matters not added or modified by the Addendum.

7. **QUESTIONS/CLARIFICATIONS/CHANGES AND SOLICITATION PROTEST:**

Bidders may request changes or clarifications to, or protest, any provision, specification or Contract term contained in this Solicitation:

- a. **Questions, Clarifications, Changes.** All questions regarding this Solicitation must reference the Solicitation number and must be submitted in writing via e-mail to the attention of the person indicated on the Summary page of this Solicitation. No oral questions will be accepted other than at the pre-Bid conference (if any). Questions received by the District prior to deadline will be answered in written addenda.
- b. **Protest.** Pursuant to OAR 137-047-0730, a prospective Bidder may protest the Procurement Process or the Solicitation Document for a Contract solicited under ORS 279B.060 as set forth in ORS 279B.405. Written protests must include:
 - i. A detailed statement of the legal and factual grounds for the change, clarification, or protest;
 - ii. A description of the resulting prejudice to the Bidder; and
 - iii. A statement of the form of relief requested or any proposed changes to the Solicitation provisions, specifications, or contract terms and conditions.Written protests must be clearly marked with the Solicitation number and submitted in writing to the Purchasing Manager by email to contracts@beaverton.k12.or.us, hand delivered or mailed to the attention of Purchasing at 16550 SW Merlo Rd, Beaverton, OR 97003.
- c. **Deadline.** Questions, changes, clarifications, or protests must be received by the District by noon Pacific Time not later than ten (10) calendar days prior to the date Bids are due, or as stated in Section I SOLICITATION SCHEDULE. The District will not consider any protest or Invitation to change that is submitted after the submission deadline.
- d. **Response.** Responses to questions/clarifications and notice of the District's protest determination will be provided in written addenda pursuant to ADDENDA above. The District's response to a Bidder, whether orally or in Writing, does not change the Solicitation and is not binding on the District unless the District amends the Solicitation by written Addendum.

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e. Protesters must exhaust all administrative remedies before seeking judicial review.

8. PRE-CLOSING MODIFICATION OR WITHDRAWAL OF BIDS: Pursuant to OAR 137-47-0440

A Bidder may modify or withdraw its Bid in Writing only prior to Closing. Modification or withdrawal must:

- a. Be clearly marked “Bid Modification” or “Bid Withdrawal” and marked and delivered as described in BID SUBMISSION above;
- b. Include the Bidder's statement that the modification amends and supersedes the prior Bid; Bidders are responsible for ensuring that the District receives its modification or withdrawal. Modifications and/or withdrawals must be prepared and submitted on the Bidder's letterhead, signed by an authorized representative of the Bidder.

9. RECEIPT, OPENING, AND RECORDING OF BIDS: Pursuant to OAR 137-47-0450

- a. The District will electronically or mechanically time-stamp or hand-mark each Bid and any modification upon receipt. The District's official Bid time clock is located in District Administration Center, Facilities Development Main Portable, 16550 SW Merlo Road, Beaverton, Oregon 97003. In the event a Bid is too large to be time stamped, a separate piece of paper will be time stamped and attached to the Bid, or the envelope will be marked by hand with the date and time received.
- b. The District will not be responsible for the premature opening or failure to open a Bid that is not properly addressed and/or identified.
- c. Bids will be opened and recorded. The number of Bids received, the identity of Bidders, or the contents of any Bid will not be disclosed to the public until all Bids have been evaluated, negotiations completed if required, and a recommendation for Award has been published.

10. LATE BIDS, LATE WITHDRAWALS, AND LATE MODIFICATIONS: Pursuant to OAR 137-47-0460

Any Bid received after Closing is late. A Bidder's Invitation to withdrawal or modification of a Bid received after Closing is late. The District will not consider late Bids, withdrawals or modifications except as permitted in MISTAKES below. The District reserves the right to consider Bids that have been delayed or mishandled by the District.

11. MISTAKES: Pursuant to OAR 137-47-0470

To protect the integrity of the competitive Procurement process and to assure fair treatment of Bidders, the District will carefully consider whether to permit waiver, correction or withdrawal of Bids for certain mistakes. The District will not allow a Bidder to correct or withdraw a Bid for an error in judgment. If mistakes in a Bid are discovered after Opening, but before Award of the Contract, the District may take the following action:

- a. The District may waive, or permit a Bidder to correct, a minor informality. A minor informality is a matter of form rather than of substance that is evident on the face of the Bid, or an insignificant mistake that can be waived or corrected without prejudice to other Bidders.
- b. The District may correct a clerical error if the error is evident on the face of the Bid, or other documents submitted with the Bid, and the Bidder confirms the District's correction in writing.
- c. The District may permit a Bidder to withdraw a Bid based on one or more clerical errors in the Bid only in accordance with OAR 137-47-0470(2)(c) and (d).
- d. The District will reject any Bid in which a mistake is evident on the face of the Bid and the intended correct Bid is not evident or cannot be substantiated from documents accompanying the Bid.

12. AWARD: Pursuant to OAR 137-47-0600

- a. Award in part or in whole is contingent upon available funding. In the event adequate funds are not appropriated and allocated by the School Board, the District reserves the right to cancel any Solicitation at no penalty.

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- b. If awarded, the District will award a Purchase Order to the Responsible Bidder(s) that submitted the most advantageous responsive Bid(s), and that meets the minimum requirements of this Solicitation.
- c. The District may award by item, groups of items or the entire Bid.
- d. The District may Award multiple Contracts if beneficial to the District for adequate availability, delivery, service, competition, pricing, product capabilities, or other factors deemed significant by the District. This notice of Multiple Awards does not preclude the District from awarding a single Contract.
- e. The District may award a Contract for parts of the Solicitation for which acceptable Bids have been received.
- f. The District may award all or none Offers if the evaluation shows an all or none Award to be the most Advantageous or in the best interest of the District.
- g. The District may reject all or part of Bids and may issue a new Solicitation on the same or revised terms, conditions and Specifications.
- h. When Bids are identical the District must Award the contract Pursuant to OAR 137-046-0300.

13. NOTICE OF INTENT TO AWARD: Pursuant to OAR 137-047-0610

The District will provide a written Notice of Intent to Award (NOI) to all Bidders at least seven (7) calendar days before the Award of a Contract, unless the District determines that circumstances require prompt execution of the Contract. The District's Award will not be final until the later of the following:

- a. SEVEN (7) calendar days after the date of the NOI, or
- b. Until the District provides written response(s) to all timely filed protest(s) denying the protest(s) and affirming the Award.

14. BID REJECTION. Pursuant to OAR 137-047-0640 and OAR 137-047-0650

- a. The District may reject any Bid as set forth in ORS 279B.100:
 - i. When the rejection is in the best interest of the District.
 - ii. When the Bid is contingent upon the District's acceptance of terms and conditions (including Specifications) that differ from the Solicitation.
 - iii. When the Bid takes exception to terms and conditions (including Specifications) set forth in the Solicitation.
 - iv. That attempts to prevent public disclosure of matters in contravention of the terms and conditions of the Solicitation or applicable law.
 - v. That fails to meet the Specifications of the Solicitation.
 - vi. That is submitted late.
 - vii. Not in substantial compliance with the Solicitation or with all prescribed public procurement procedures.
 - viii. Not in compliance with ORS 279B.120, 279B.130, OAR 137-046-0210(3), 279A.105, ORS 279A.110(4).
 - ix. When the Bidder is not Responsible pursuant to ORS 279B.110.
- b. The District may reject all Bids as set forth in ORS 279B.100. The District will notify all Bidders of the rejection, along with the reasons for rejection. Bids may be rejected based upon the following criteria:
 - i. The content of or an error in the Solicitation or the Procurement Process unnecessarily restricted competition for the Contract.
 - ii. The price, quality or performance presented by the Bidders are too costly or of insufficient quality to justify acceptance of any Bid.
 - iii. Misconduct, error, or ambiguous or misleading provisions in the Solicitation threaten the fairness and integrity of the competitive process.
 - iv. Causes other than legitimate market forces threaten the integrity of the competitive process, such as collusion, corruption, unlawful anti-competitive conduct, and/or inadvertent or intentional errors in the Solicitation.
 - v. The District cancels the Solicitation in accordance with OAR 137-047-0660.

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- vi. Any other circumstance indicating that awarding the Contract would not be in the public interest.

15. SOLICITATION CANCELLATION: Pursuant to OAR 137-047-0660

The District may cancel, delay or suspend a solicitation, or reject all Bids, in accordance with ORS 279B.100 when it is in the best interest of the District as determined by the District. In the event of any such cancellation, delay, suspension or rejection, the District is not liable to any Bidder for any loss or expense caused by or resulting from any such cancellation, delay, suspension or rejection.

16. BID COSTS: Bidders responding to solicitations are responsible for all costs they may incur in connection with submitting Bids.

17. CONTRACT AWARD PROTEST: Pursuant to OAR 137-047-0740

- a. Bidders may protest the Award of a Contract, or the intent to Award a Contract if the conditions set forth in ORS 279B.410(1) are satisfied. Bidders must deliver a written protest to the District within seven (7) Days after the issuance of the NOI.
- b. The Bidder's protest must be in writing and must specify the grounds for the protest to be considered by the District pursuant to ORS 279B.410(2). A protest must be submitted to the Purchasing Manager and may be e-mailed to contracts@beaverton.k12.or.us, or hand delivered or mailed to 16550 SW Merlo Rd, Beaverton, OR 97003. The Bidder is responsible for ensuring the District receives the protest.
- c. The District will not consider any protest that is submitted after the submission deadline.
- d. Resolution of Protests. The District's Purchasing Manager will settle or resolve a written protest submitted in accordance with the requirements of this Rule and will issue a written decision on the protest in a timely manner as set forth in ORS 279B.410(4).
- e. Decision. If a protest is not settled, the Superintendent, or designee, has the authority to resolve the protest.
- f. Bidders must exhaust all administrative remedies before seeking judicial review. Judicial review of this decision will be in accordance with ORS 279B.415.
- g. If the District upholds the protest, in whole or in part, the District may in its sole discretion either Award the Contract to the successful Protestor or cancel the Procurement or Solicitation.

18. ADDITIONAL REQUIREMENTS:

- a. The District reserves the right to seek clarifications of submitted Bids, which may or may not affect the evaluation scoring.
- b. The District reserves the right to negotiate a final Contract that is in the best interest of the District.
- c. Failure of the District to insist on strict performance will not constitute a waiver of any of the provisions of this Solicitation or resulting Contract or waiver of any other default of the Bidder.

19. CONFIDENTIALITY OF BIDS:

The District is subject to the Oregon Public Records Law (ORS 192.410 to 192.505), which requires the District to disclose all records generated or received in the transaction of District business, except as expressly exempted in ORS 192.501, 192.502, or other applicable law. The District may withhold from disclosure confidential information pursuant to ORS 192.501 or 192.502.

- a. The District will not disclose records submitted by a Bidder that are exempt from disclosure under the Public Records Law, subject to the following procedures and limitations.
 - i. All pages containing the records exempt from disclosure must be marked "confidential" and segregated in the following manner:
 - A. It must be clearly marked in bold and on each page of the confidential document.
 - B. It must be kept separate from the other Bid documents in a separate envelope or package and electronic folder.

SECTION IV – RESPONSE AND EVALUATION

Solicitation No: ITB 19-0014

Dairy Products

- C. Where this specification conflicts with other formatting and response instruction specifications, this specification will prevail.
 - D. Where such conflict (in C. above) occurs, the Bidder is instructed to respond with the following: “Refer to confidential information enclosed.” This statement “Refer to confidential information enclosed.” must be inserted in the place where the requested information was to have been placed.
- b. Bidders who desire that additional information be treated as confidential must mark those pages as “confidential”, cite a specific statutory basis for the exemption, and the reasons why the public interest would be served by the confidentiality. The entire Bid must not be marked confidential. Should a Bid be submitted in this manner, no portion of it will be held as confidential unless that portion is segregated in the above manner and meets the above criteria.
 - c. Notwithstanding the above procedures, the District reserves the right to disclose information that the District determines, in its sole discretion, is not exempt from disclosure or that the District is directed to disclose by the District Attorney or a court of competent jurisdiction. Prior to disclosing such information, the District will notify the Bidder. If the Bidder disagrees with the District decision, the District may, but is not required to, enter into an agreement not to disclose the information so long as the Bidder bears the entire cost, including reasonable attorney’s fees, of any legal action, including any appeals, necessary to defend or support a no-disclosure decision.

SECTION V – ATTACHMENTS
Solicitation No: ITB 19-0014
Dairy Products

1. BID PREPARATION:

- a. Bidder must complete and return as its Bid, the required Affidavit, Certifications and Forms included as Attachments to this Solicitation. (See Attached Bid Submission Checklist)
- b. Failure to complete, **sign**, and submit these and any other document(s) as requested or required in accordance with this Solicitation may be grounds to declare the Bid nonresponsive.

2. FORMS

- a. The attached forms are to be included in Bid.
- b. Copies of the included forms (See Attached Bid Submission Checklist) are to be completed and submitted by the Bidder along with other required documents as required by the Instructions to Bidders.
- c. **Price Schedule.**
 - I. All pricing must be entered in the Attachment - Price Schedule no other document may be submitted.
 - II. All proposed prices must be F.O.B. Beaverton School District and shall be inclusive of all associated charges and fees. Prices submitted must be exclusive of federal, state, and local taxes. If the Proposer believes that certain taxes are payable by the District, the Proposer may list such taxes separately, directly next to the unit price for the affected item.
 - III. Instructions and explanation
 - i. Bid Item and Specification – the Bid item and specifications for said item.
 - ii. Approved Pack Size – the pack size required for the Bid Item
 - iii. Qty – the District’s estimated yearly usage of the Bid Item
 - iv. Unit of Measure (U/M) – the unit of measure the Bidder will be entering prices for in Vendor Response
 - v. Vendor Response
 1. Brand/Manufacturer – enter the brand name and the manufacturer name (if different from the brand) for the item being bid.
 2. Manufacturer Item # - enter the brand and manufacturer for the Bid Item
 3. Contractor’s Code # - enter the Bidder’s item code #
 4. Pack Size – enter the pack size of the bid item
 5. USDA Federal Order for Milk Pricing as of 3/1/19 – where applicable enter the USDA Federal Order for Milk Pricing as of 3/1/19.
 6. Contractor’s Cost per U/M for March 2019 – enter the contractor’s cost for the Bid Item for March 2019.
 7. Fixed Fee per U/M – enter the fixed fee to be charged to the District for the item for the first twelve (12) months of the contract.
 8. Total Price (Contractor’s Cost + Fixed Fee) – calculated field
 9. Extended Cost Based on Annual Quantity – the District’s estimated cost for the year, calculated field.
 10. Meet’s Buy American Y/N – enter Y if the item being bid meets the Buy American Preference, enter N if the item being bid does NOT meet the Buy American Preference.
 - a. **IMPORTANT – Attachment O Waiver Request to Use Foreign Food Products – found in Section V - Attachments MUST be completed for any product being bid that does NOT meet the Buy American Preference.**

SECTION IV – RESPONSE AND EVALUATION
Solicitation No: ITB 19-0014
Dairy Products

BID SUBMISSION CHECKLIST

**ALL CERTIFICATIONS, FORMS, AFFIDAVITS AND DETAILED BID CONTENT REQUIREMENTS
AS SPECIFIED IN SECTION IV MUST BE INCLUDED IN BIDS.**

_____ REQUIRED AFFIDAVIT, CERTIFICATIONS AND FORMS

The following certifications and forms must be completed and signed by the person authorized to represent the Bidder regarding all matters related to the Bid and authorized to bind the Bidder to the agreement. Failure to submit any of the required, completed and signed certifications/forms shall result in disqualification of the proposing firm.

- _____ BIDDER CERTIFICATION - This serves as the cover sheet for your Bid. (Attachment A)
- _____ INDEPENDENT CONTRACTOR CERTIFICATION. (Attachment B)
- _____ AFFIDAVIT OF NON-COLLUSION / COMPLIANCE WITH TAX LAWS. (Attachment C)
- _____ NON-CONFLICT OF INTEREST CERTIFICATION. (Attachment D)
- _____ BIDDER RESPONSIBILITY FORM – All Pages. (Attachment E)
- _____ BIDDER REFERENCE FORM – (Attachment F)
- _____ PRICE SCHEDULE – (Attachment G)
- _____ BUY AMERICAN STATEMENT OF UNDERSTANDING AND RESPONSIBILITY – (Attachment H)
- _____ RECALL CONTACT INFORMATION – (Attachment I)
- _____ CERTIFICATION REGARDING FEDERAL MATTERS – (Attachment J)
- _____ SUSPENSION AND DEBARMENT CERTIFICATION – (Attachment K)
- _____ LOBBYING CERTIFICATION – (Attachment L)
- _____ CLEAN AIR AND WATER CERTIFICATE – (Attachment M)
- _____ CONTRACTOR INFORMATION FORM – (Attachment N)

The following attachment(s) must be returned with the Proposal where required by the Solicitation.

- _____ WAIVER REQUEST TO USE FOREIGN FOOD PRODUCTS – (Attachment O)
- _____ OREGON CERTIFICATION OF BUSINESS INCLUSION AND DIVERSITY PLAN – (Attachment P)

SECTION IV – RESPONSE AND EVALUATION

Solicitation No: ITB 19-0014

Dairy Products

The following attachment(s) are **NOT** to be returned with the Bid. The content of these attachment(s) must be reviewed by the Bidder. The terms and conditions are incorporated in this Solicitation and will apply to the Contract to be executed for the work.

ATTACHMENT 1A	SAMPLE MASTER PRICE AGREEMENT
ATTACHMENT 1B	SUBSTITUTE ITEM INFORMATION
ATTACHMENT 1C	BUY AMERICAN PROVISION
ATTACHMENT 1D	USDA MEMO SP 38-2017
ATTACHMENT 1E	ORDER EXAMPLE
ATTACHMENT 1F	DELIVERY LOCATION INFORMATION
ATTACHMENT 1G	DAIRY MONTHLY PRICE CHANGE

The Bidder is **encouraged** to use the following attachment to identify their Bid, it is provided for the Bidder's convenience, and is not required.

ATTACHMENT 1H	SEALED BID LABEL
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This checklist is provided for the Bidder's convenience in assembling your Bid and is NOT required to be returned with the Bid.

SECTION V – ATTACHMENTS
ATTACHMENT A
Solicitation No: ITB 19-0014

BIDDER CERTIFICATION

Legal Name of Bidder (Firm): _____

Physical Address: _____

Mailing Address: _____

The Bidder certifies and agrees:

1. The prices in this Bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Bidder relating to: the intention to submit a Bid, or the methods or factors used to calculate the prices Bid.
2. The Bidder has read and understands all terms and conditions of this Solicitation.
3. The Bidder agrees to provide insurance as required in the sample Contract Terms and Conditions (see Attachments).
4. The Bidder has, or has available, the equipment, personnel, materials, equipment, facilities, and equipment as well as the technical and financial ability necessary to complete and execute all Work in a sound and suitable manner for the use specified and intended.
5. The Bidder acknowledges that the person that signs this Certification is fully authorized to sign on behalf of the Bidder listed and to fully bind the Bidder to all conditions and provisions thereof.
6. The Bidder certifies that Bidder has complied or will comply with all requirements of local, state, and national laws, and that no legal requirement has been or will be violated in making or accepting this Bid.
7. The Bidder, pursuant to ORS 279A.120 (1), (check one) is ____ / is not ____ a resident Bidder.
If not, indicate State of residency_____.
8. The Bidder certifies that it has not discriminated and will not discriminate, in violation of ORS 279A.110, against any disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055 in obtaining any required subcontract.
9. The Bidder agrees to comply with Oregon tax laws in accordance with ORS 305.385.
10. The Bidder acknowledges receipt of the following addenda: (list by number and date appearing on addenda.)

Addendum Number	Date	Addendum Number	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Respectfully submitted this _____ day of _____, 20_____.

Signature: _____

Printed Name: _____

Phone: _____

Title: _____

Fax: _____

Email Address: _____



INDEPENDENT CONTRACTOR DETERMINATION WORKSHEET

Email: purchasing@beaverton.k12.or.us Fax: (503) 356-4536

Provider: Please complete this form along with a W9 if Self-Employed, Partnership, or Professional Corporation to determine whether or not the District can consider contracting with the Provider as an Independent Contractor or if the Provider should be hired as casual labor. Contact Purchasing at, Email: purchasing@beaverton.k12.or.us, Fax: (503) 356-4536.

BUSINESS NAME: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____ DATE: _____

SCHOOL OR DEPARTMENT PROVIDER IS WORKING WITH: _____

INDICATORS OF INDEPENDENT CONTRACTOR STATUS	YES	NO
1. Is the Provider employed by another PERS employer OR has been an employee of Beaverton School District within the last 18 months(i.e. paid any money by our payroll department)?	Go to # 2	Go to # 3
2. Is the Provider doing the same work for this project that the Provider did when employed by Beaverton School District?	Go to # 4	Go to # 3
3. Does the Provider meet the legal definition of an Independent Contractor (ORS 670.600) as evidenced by the ability to certify to a majority of the statements below? Read the statements below: Check Yes or No as each applies to the Provider. There is no established point as to what answers constitutes an Independent Contractor or Casual Labor - the District will make the final decision.	Go to # 5	Go to # 4
3a. Provider, in the provision of the services:		
Is free from direction and control over the means and manner of providing the services?		
Is customarily engaged in an independently established business?		
Pays his/her own business travel expenses?		
Is licensed under ORS Chapter 671 (Architects; Landscape Professions) or 701 (Construction Contractors) as required, and/or is responsible for obtaining other licenses or certificates?		
3b. Provider, in the independence of the service work shall:		
Maintain a separate business location from the District (a home office is acceptable)?		
Determine how the desired results will be achieved?		
Retain significant control over the means and methods of performing work, including hiring and firing its employees?		
Bear the risk of business loss in providing the services, as shown by factors such as: a) enters into fixed-price contract; b) required to correct defective work; c) provides warranty and/or insurances such as indemnification, liability, performance bonds, or errors and omissions insurance?		
Provide services or do similar work for other agencies with a 12 month period, or routinely engages in business advertising, solicitation or other marketing efforts reasonably calculated to obtain new contracts to provide similar services?		
3c. Provider has a substantial investment in his/her chosen trade or business such as:		
Furnish her/her own tools?		
Independently maintain business registrations, professional or occupational licenses (or both)?		
File Federal and State income tax returns in the name of his/her business?		
4. The Provider must be hired as Casual Labor. Provider must contact School or Department work will be performed for.		
5. The Provider may be hired as an Independent Contractor. Email or Fax this form with a W9 to Purchasing (see above).		

SECTION V – ATTACHMENTS
ATTACHMENT C
Solicitation No: ITB 19-0014

AFFIDAVIT OF NON-COLLUSION / COMPLIANCE WITH TAX LAWS

(Bidder)

I state that:

- (1) The correct taxpayer identification numbers are:
A. Federal Employer ID Number (EIN): _____ B. Employer's Oregon ID Number: _____
- (2) Bidder is not subject to backup withholding because (i) Bidder is exempt from backup withholding, (ii) Bidder has not been notified by the IRS that Bidder is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Bidder that Bidder is no longer subject to backup withholding;
- (3) The price(s) and amount of this Bid must be arrived at independently and without consultation, communication or agreement with any other Supplier, Bidder or potential Bidder, except as disclosed on the attached appendix.
- (4) That neither the price(s) nor the amount of this Bid, and neither the approximate price(s) nor approximate amount of this Bid, will be disclosed to any other firm or person who is a Bidder or potential Bidder, and they will not be disclosed before Contract award.
- (5) No attempt has been made or will be made to induce any firm or person to refrain from proposing on this Solicitation, or to submit any noncompetitive Bid or other complementary Bid.
- (6) The Bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Bid.
- (7) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by the Beaverton School District in awarding the contract(s) for which this Bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and will be treated as fraudulent concealment from the Beaverton School District of the true facts relating to the submission of Bids for this contract. I am authorized to act on behalf of Bidder, and have authority and knowledge regarding Bidder's payment of taxes, and to the best of my knowledge, Bidder is not in violation of any Oregon tax laws, including, without limitation, those tax laws listed in ORS 305.380(4), the elderly rental assistance program under ORS 310.630 to 310.706; and any local taxes administered by the Oregon Department of Revenue under ORS 305.620.

(Affiant's Signature)

STATE OF OREGON

County of _____

Signed and sworn to before me on _____ by _____
(date) (Affiant's name)

Notary: _____

My Commission Expires: _____

SECTION V – ATTACHMENTS
ATTACHMENT D
Solicitation No: ITB 19-0014

NON-CONFLICT OF INTEREST CERTIFICATION

Issuing Agency: Beaverton School District

I, _____ hereby certify I have read the statement defining conflict of interest as quoted below; that I understand the statement; that no conflict of interest exists as therein defined, which precludes an impartial Bid/Bid to be submitted by myself or the entity/company for which the Bid/Bid is submitted, and that if such a conflict should arise, I will immediately notify the Beaverton School District and disqualify my Bid/Bid.

"NO OFFICER, EMPLOYEE, OR AGENT OF THE BIDDER/BIDDER HAS ANY PERSONAL FINANCIAL INTEREST, DIRECT OR INDIRECT, IN THE OPERATION OF THE BEAVERTON SCHOOL DISTRICT OR WITH ANY PARTY CONNECTED WITH THE OREGON SCHOOL AND DISTRICT IMPROVEMENT NETWORK, DIRECTLY OR INDIRECTLY."

Bidder Name (signature)

Bidder Name (printed)

Bidder Title (printed)

Entity/Company Name (printed)

Date

**BIDDER RESPONSIBILITY FORM
(BIDDER’S QUALIFICATIONS AND FINANCIAL INFORMATION)**

DECLARATION AND SIGNATURES

The undersigned hereby declares that the he or she is duly authorized to complete and submit this Bidder Responsibility Form and that the statements contained herein are true and correct as of the date set forth below. Incomplete, incorrect or misleading information will be reason for a determination by the District of Bidder non-responsibility.

Date: _____

By: _____
(Signature of authorized official)

Name: _____
(Please type or print)

Title: _____
(Please type or print)

For: _____
(Firm’s name) (Please type or print)

Instructions

1. The information provided in this form is part of the District inquiry concerning Bidder responsibility. Please print clearly or type.
2. If you need more space, use plain paper. Submit completed form with Bid response.
3. Answer all questions. Submission of a form with unanswered questions, incomplete or illegible answers may result in a finding that the Bidder is not a responsible Bidder.

SECTION V – ATTACHMENTS
ATTACHMENT E
Solicitation No: ITB 19-0014

RELIABILITY

Has your company ever been declared in breach of any contract for unperformed or defective work? ☐ Yes. ☐ No.

If “yes”, explain.

Has any employee or agent of your company ever been convicted of a criminal offense arising out of obtaining, attempting to obtain, or performing a public or private contract or subcontract? ☐ Yes. ☐ No.

If “yes,” explain.

Has any employee or agent of your company been convicted under state or federal law of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty? ☐ Yes. ☐ No.

If “yes,” explain.

Has your company or any employee or agent of your company been convicted under state or federal antitrust laws? ☐ Yes. ☐ No.

If “yes,” explain.

Has any Officer or Partner of your organization ever been an Officer or Partner of another Organization that failed to complete a construction contract? ☐ Yes. ☐ No.

If “yes,” explain.

SECTION V – ATTACHMENTS
ATTACHMENT E
Solicitation No: ITB 19-0014

FINANCIAL RESOURCES

Has your firm ever been at any time in the last ten years the debtor in a bankruptcy case? ☐ Yes. ☐ No.

If “yes,” explain.

Does your firm have any outstanding judgments pending against it? ☐ Yes. ☐ No.

If “yes,” explain.

In the past ten years, has your firm been a party to litigation, arbitration or mediation where the amount in dispute exceeded \$10,000? ☐ Yes. ☐ No.

If “yes,” explain. (Include court, case number and party names.) _____

In the past ten years, has your firm been a party to litigation, arbitration or mediation on a matter related to payment to subcontractors or work performance on a contract? Check “yes” even if the matter proceeded to arbitration or mediation without court litigation. ☐ Yes. ☐ No.

If “yes,” explain. (Include court, case number and party names.)

Have you or any of your affiliates discontinued business operation with outstanding debts? ☐ Yes. ☐ No.

If “yes,” explain.

SECTION V – ATTACHMENTS
ATTACHMENT E
Solicitation No: ITB 19-0014
KEY PERSONNEL

List the principal individuals of your company, their current job title, the total years of experience they have in the industry and their current primary responsibility for your company. Corporations list current officers and those who own 5% or more of the corporation's stock. Limited liability companies list members who own 5% or more of the company. Partnerships list all partners. Joint ventures list each firm that is a member of the joint venture and the percentage of ownership the firm has in the joint venture.

ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Position	
D. Current Primary Responsibility	
ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Position	
D. Current Primary Responsibility	
ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Position	
D. Current Primary Responsibility	
ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Position	
D. Current Primary Responsibility	

Person who will be in direct charge of work if your company is awarded this Contract:

ITEM	PERSON IN DIRECT CHARGE
A. Name	
B. Position	
C. Years in Position	
D. Largest Project Supervised - \$	
E. Largest number of employees ever supervised	

Attachment

Date(s) Work Performed _____

Annual Value of Project(s) \$ _____

Brief Description of work performed _____

Name of Customer/Client _____

Address _____

Contact Name _____ Position _____

Phone _____ Email _____

Date(s) Work Performed _____

Annual Value of Project(s) \$ _____

Brief Description of work performed _____

Name of Customer/Client _____

Address _____

Contact Name _____ Position _____

Phone _____ Email _____

Date(s) Work Performed _____

Annual Value of Project(s) \$ _____

Brief Description of work performed _____

Name of Customer/Client _____

Address _____

Contact Name _____ Position _____

Phone _____ Email _____

“USDA and this institution are equal opportunity providers and employers.”

SECTION V – ATTACHMENTS
ATTACHMENT G
Solicitation No: ITB 19-0014

PRICE SCHEDULE

A separate Price Schedule is available, and must be submitted as a Microsoft Excel file.

Attachment H

Buy American Statement of Understanding and Responsibility

The undersigned Proposer to Beaverton School District Solicitation # _____ understands the requirements of 7 CFR §210.21(d) Procurements (210.21(d), the Buy American Provision) and the guidance offered in USDA Memo SP 38-2017 Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program.

Furthermore, it is the intention of the Proposer to offer food products that comply with the Buy American Provision and the guidance in USDA Memo SP 38-2017 where ever possible and where it is not possible, to notify the District.

The Proposer also understands it is solely the decision of the District to use or not use a product not meeting the Buy American Provision or the guidance in USDA Memo SP 38-2017.

_____ Name	_____ Title
_____ Signature	_____ Date

Attachment I

Recall Contact Information

Proposer Name: _____ Date: _____

Primary Contact:

Name: _____

Title: _____

Email: _____

Office Phone: _____

Cell Phone: _____

Back Up Contact:

Name: _____

Title: _____

Email: _____

Office Phone: _____

Cell Phone: _____

Attachment J

Certification Regarding Federal Matters

Because certain Authorized Purchasers may utilize federal funding to purchase Goods and Services under a Contract, all Proposers must complete and submit this certification as part of submitting a Proposal. If federal terms and conditions are applicable to a Contract, the Sponsor will attach and incorporate the specific relevant federal provisions into the purchase order form.

Certification

Proposer certifies that Proposer shall comply, and require all sub-vendors to comply, with all federal laws, regulations, and executive orders applicable to a Contract. These may include but not be limited to:

- 1) If the Contract is for more than \$10,000, compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). A religious organization's exemption from the Federal prohibition on employment discrimination on the basis of religion, in section 702(a) of the Civil Rights Act of 1964, 42 U.S.C. 2000e-1, is not forfeited.
- 2) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3).
- 3) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5).
- 4) Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5).
- 5) If the Contract is for more than \$100,000, compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection DAS regulations (40 CFR part 15).
- 6) Compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- 7) Compliance with mandatory standards and policies that relate to resource conservation and recovery pursuant to the Resource Conservation and Recovery Act (codified at 42 USC 6901 et. seq.). Section 6002 of that Act (codified at 42 USC 6962) requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection DAS. Current guidelines are set forth in 40 CFR Part 247.
- 8) Compliance with applicable audit requirements and responsibilities set forth in the Office of Management and Budget Circular A-133 entitled "Audits of States, Local Governments and Non-Profit Organizations." Sub recipients shall also comply with applicable Code of Federal Regulations (CFR) sections and OMB Circulars governing expenditure of federal funds.
- 9) Compliance with the Pro-Children Act of 1994 (codified at 20 USC section 6081 et. seq.).
- 10) Debarment and Suspension. Vendor certifies and shall not permit any person or entity to be a sub-vendor if the person or entity is listed on the non-procurement portion of the General Service Administration's "List of Parties Excluded from Federal Procurement or Nonprocurement Programs" in accordance with Executive Orders No. 12549 and No. 12689, "Debarment and Suspension". (See 2 CFR Part 180.) This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and Vendors declared ineligible under statutory authority other than Executive Order No.

- 11) National School Lunch Program: Vendor must comply with the requirements of the National School Lunch Program, 7 CFR §210; title IX of the Education Amendments of 1972; section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Department of Agriculture regulations on nondiscrimination (7 CFR Parts 15, 15a, and 15b); and FNS Instruction 113-1.
- 12) That the Vendor certifies, to the best of the Vendor's knowledge and belief that:
- a) No federal appropriated funds have been paid or will be paid, by or on behalf of Vendor, to any person for influencing or attempting to influence an officer or employee of an DAS, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
 - b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any DAS, a Member of Congress, an officer or employee of Congress, or an employee of Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the Vendor shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
 - c) The Vendor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients and sub-vendors shall certify and disclose accordingly.
 - d) This certification is a material representation of fact upon which reliance was placed when this Contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this Contract imposed by section 1352, Title 31 of the U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I, the official named below, certify that I am duly authorized to legally bind Proposer to this Certification Regarding Federal Matters:

Proposer Name (Printed)

By (Authorized Signature of Person with Authority to Obligate the Proposer), and Date

Printed Name

Title of Person Signing

ATTACHMENT K

Suspension and Debarment Certification

NOTE: This certificate must be completed for all new and renewal contract years when the contract exceeds \$100,000.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Names(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Suspension and Debarment Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Attachment L

Certification Regarding Lobbying Disclosure of Lobbying Activities

(Complete the form that is applicable.)

NOTE: This certificate must be completed for all new and renewal contract years when the contract exceeds \$100,000.

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name/Address of Organization

Name/Title of Submitting Official

Signature

Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: _____

- a. contract
- b. grant
- c. cooperative agreement
- d. loan
- e. loan guarantee
- f. loan insurance

2. Status of Federal Action: _____

- a. bid/offer/application
- b. initial award
- c. post-award

3. Report Type: _____

- a. initial filing
- b. material change

For Material Change Only:

Year _____

Quarter _____

Date of Last Report _____

4. Name and Address of Reporting Entity:

_____ Prime _____ Subawardee Tier _____, if known:

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, if known:

Congressional District, if known:

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, if applicable: _____

8. Federal Action Number, if known:

9. Award Amount, if known:

\$

10a. Name and Address of Lobbying Entity:

(if individual, last name, first name, middle)

10b. Individuals Performing Services (include address if different from 10a.) (last name, first name, middle)

11. Amount of Payment (check all that apply):

\$

____ Actual ____ Planned

12. Type of payment (check all that apply):

____ a. retainer

____ b. one-time fee

____ c. commission

____ d. contingent fee

____ e. deferred

____ f. other; specify: _____

13. Form of Payment (check all that apply):

____ a. cash

____ b. in-kind; specify:

Nature _____

Actual _____

14. Continuation Sheet(s) SF-LLL-A Attached:

Yes _____ (Number _____)

No _____

15. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11:

Attach Continuation Sheet(s) SF-LLL-A (if necessary)

16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____ **Print**

Name: _____ **Title:**

Telephone: _____ **Date:**

Federal Use Only:

Authorized for Local Reproduction Standard
Form - LLL

This disclosure form shall be completed by the reporting entity, whether sub awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. If the space on the form is inadequate, use of SF-LLL-A Continuation Sheet for additional information. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at Sponsorst one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) Number, Invitation for Bid (IFB) Number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
- 10(a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
- 10(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check type of payment. Check all that apply.
13. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment. Check all that apply. If other, specify nature.
14. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached. If yes, list number of sheets attached.
15. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

The certifying official shall sign and date the form, print his/her name, title, and telephone number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-00046), Washington, DC 20503.

Attachment M

Clean Air and Water Certificate

NOTE: This certificate must be completed for all new and renewal contract years when the contract exceeds \$150,000.

Applicable if the contract exceeds \$150,000, or the Vending Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$150,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7401-7671q.) or the Federal Water Pollution Control Act (33 U.S.C. 1251-1387) and is listed by EPA, or the contract is not otherwise exempt. The Vendor shall execute this Certificate.

NAME OF VENDOR

THE VENDOR AGREES AS FOLLOWS:

- A. To comply with all the applicable standards, orders or regulation issued pursuant to the Clean Air Act, as amended, 42 U.S.C 7401-7671q and the Federal Water Pollution Control Act, as amended, 33 U.S.C.1251-1387 respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
- B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency list of violating facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
- C. To use his/her best efforts to comply with Clean Air standards and Clean Water standards at the facilities in which the contract is being performed.
- D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

- A. The term "Air Act" means the Clean Air Act, as amended (42 U.S.C 7401-7671q, as amended by Public Law 91-604).
- B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387, as amended by Public Law 92-500).
- C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Clean Air Act or Executive Order 11738, an applicable implementation plan as described in section 42 U.S.C.7410(d) of the Clean Air Act (42 U.S.C. 7410), an approved implementation procedure or plan under Section 42 U.S.C 7405-7411, or approved implementation procedure under (42 U.S.C. 7412).
- D. The term "Clean Water Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Federal Water Pollution Control Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by the Water Act (33 U.S.C. 1317).

- E. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedules, plans, and orders approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Clean Air Act or Federal Water Pollution Control Act and regulations issued pursuant thereto.
- F. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, sponsored, or supervised by the Vendor.

SIGNATURE/TITLE OF THE VENDOR AUTHORIZED REPRESENTATIVE

DATE

Attachment N

Contractor Information Sheet

Proposer: _____

Please provide the following contact information for the individuals who will be responsible for administering the contract if awarded to the proposer:

1. Primary Contact: _____

Title: _____ Telephone Number: _____

E-mail: _____

2. Problems and Emergencies provide 2 representatives:

Name: _____

Title: _____ Telephone Number: _____

E-Mail: _____

Name: _____

Title: _____ Telephone Number: _____

E-Mail: _____

Vendor Information Sheet Compiled by:

Name: _____

Title: _____ Telephone Number: _____

Fax Number: _____ E-Mail: _____

Signature: _____

Attachment O**Waiver Request to Use Foreign Food Products**

Contractor shall purchase for resale through the Agreement, to the maximum extent practicable, domestic Food Service Products and shall comply, as applicable, and shall cause each of its sub-vendors to comply, with the applicable requirements and responsibilities set forth in the Buy American Provision of federal regulations 7 CFR 210.21(d) and 7 CFR 220.16(d).

Domestic Food Service Products mean:

1. An agricultural commodity that is produced in the United States, and;
2. A Food Service Product that is processed in the United States substantially using agricultural commodities that are produced in the United States.
 - a. As required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d).
 - b. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d).
 - c. Substantially means over 51% of the final processed product (by weight or volume) must consist of agricultural commodities that were grown domestically.
 - d. Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of 10 days in advance of delivery.

The request must include the:

1. Reason for exception: limited/lack of availability or price (include price): Price of the domestic food product; and Price of the non-domestic product that meets the required specification of the domestic product.
2. Alternative substitute (s) that are domestic and meet the required specifications:
 - a. Price of the domestic food alternative substitute (s); and
 - b. Availability of the domestic alternative substitute (s) in relation to the quantity ordered

Contractor shall provide the district with point of origin for all products and alert the district if product cannot reasonably be provided domestically due to lack of availability or without a significant price increase.

RFP #*	RFP Item*	Reason for Waiver Request	Price per Serving	Distributor's Code	Domestic Alt Manf #	Alternative's Name	Availability of Alternative	Price Per Serving

Attachment P

Oregon Certification of Business Inclusion and Diversity Plan

“Certified Firm” means a small business certified under ORS 200.055 by the Oregon Certification Office for Business Inclusion and Diversity (COBID) as a minority-owned business, woman-owned business, service-disabled veteran-owned business, or emerging small business.

Certified Firm Participation

As noted in Governor Kitzhaber’s Executive Order 12-03, “Minority-owned and Woman-owned businesses continue to be a dynamic and fast-growing sector of the Oregon economy. Oregon is committed to creating an environment that supports the ingenuity and industriousness of Oregon’s Minority Business Enterprise [MBE] and Woman Business Enterprise [WBE]. Emerging Small Business [ESB] firms are also an important sector of the state’s economy.” In 2015, HB 3303 revised ORS 200.055 to also include a certification for “. . . business[es] that a service-disabled veteran owns”.

According to ORS 200.090, Contracting agencies must aggressively pursue a policy to provide opportunities to Certified Firms. As such, Certified Firms must have an equal opportunity to participate in the performance of contracts financed with state funds. By submitting its offer, Proposer certifies that it has taken, and if there are further opportunities, will take reasonable steps to ensure that Certified Firms are provided an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement. Proposer has not discriminated and will not discriminate against a sub-vendor in the awarding of a subcontract because the sub-vendor is a Certified Firm.

Proposer further certifies and agrees that it has not discriminated and will not discriminate in its employment practices with regard to ethnicity, creed, age, religious affiliation, gender, disability, sexual orientation, or national origin.

Following bid due date and prior to Contract Award, the Proposer with the apparent highest scoring Proposal must provide, within five days of Notice of Intent to Award, a Certified Firm Outreach Plan using the form on the following page. The information submitted in response to this clause will not be considered in any scored evaluation.

Oregon Certification of Business Inclusion and Diversity Plan (continued)

1. Is Proposer an Oregon Certified Firm? Yes ☐ No ☐

If yes, indicate all certification type(s): DBE ☐ MBE ☐ WBE ☐ SDV ☐ ESB ☐

Oregon State Certification Number: _____

2. Does Proposer foresee any subcontracting opportunities for this procurement? Yes ☐ No ☐

If no, do not complete the rest of this form.

3. The Proposer shall provide a narrative description of its experience in obtaining a certified firm's participation as a sub-vendor, consultant, or supplier on previous projects, and discuss any innovative or particularly successful measures that the Proposer has undertaken. The Proposer shall include a list of Certified Firms with which it has had a contractual relationship during the past 24 months immediately preceding the date this solicitation document was issued. If none, mark the following checkbox: ☐ *No prior experience obtaining participation from Certified Firms.*

4. The Proposer shall provide examples where participation was achieved by Certified Firms, along with information regarding the subcontracting participation levels of Certified Firms for up to three projects/contracts that the Proposer is either currently performing or has completed within the past 24 months immediately preceding the date this solicitation document was issued. Participation by Certified Firms should be described as the percentage of the dollar value of subcontracts and material or supply contracts awarded as compared with the total dollar value of subcontracts and material or supply contracts let for each identified project or contract. The Proposer shall describe any technical assistance or mentoring the Proposer provided to Certified Firms subcontracting on each project. If none, mark the following checkbox: ☐ *No prior experience obtaining participation from Certified Firms.*

Project 1 Name _____

Award Date __/__/__ Completion Date __/__/__ Contract Award Amount \$ _____

Certified Firms goal percentage, if applicable _____ % Certified Firms achievement percentage _____ %

Certified Firms subcontract award amount \$ _____ Certified Firms spend achieved \$ _____

Describe any technical assistance or mentoring provided to Certified Firms subcontracting on this project.

Project 2 Name _____

Award Date __/__/__ Completion Date __/__/__ Contract Award Amount \$ _____

Certified firms goal percentage, if applicable _____ % Certified firms achievement percentage _____ %

Certified firms subcontract award amount \$ _____ Certified firms spend achieved \$ _____

Describe any technical assistance or mentoring provided to Certified Firms subcontracting on this project.

Oregon Certification of Business Inclusion and Diversity Plan (continued)

Project 3 Name _____

Award Date ___/___/___ Completion Date ___/___/___ Contract Award Amount \$ _____

Certified firms goal percentage, if applicable _____ % Certified firms achievement percentage _____ %

Certified firms subcontract award amount \$ _____ Certified firms spend achieved \$ _____

Describe any technical assistance or mentoring provided to firms subcontracting on this project.

5. If the total cost of the awarded contract is expected to be greater than \$100,000, the Proposer shall describe the outreach and subcontracting plan it will use, if awarded the contract, to provide Oregon Certified Firms an equal opportunity to perform any subcontracts under the contract. The plan must be realistic and based on Proposer's successful past experience. If Proposer has no previous outreach experience, the Proposer shall describe the outreach plan it intends to use if awarded the contract.

The Proposer must include the following in its plan:

- i. A description of the steps that the Proposer will take to solicit participation by Certified Firms;
- ii. A description of the mentoring, technical, or other business development assistance the Proposer will provide to sub-vendors needing or requesting such services.

If awarded the contract, the Proposer must accept, as contract performance obligations, the outreach and subcontracting plan described in this section. ***If Certified Firms are unavailable for type of work to be performed, please indicate in this section.***

Company Name: _____

Authorized Signature: _____

Name of Authorized Representative: _____

Title: _____



MASTER PRICE AGREEMENT

Contract No [REDACTED]

This is not an order

This Contract sets forth all the covenants, conditions, and promises between the following parties:

	Beaverton School District 16550 SW Merlo Road Beaverton, Oregon 97003 Attn: Business Services Purchasing
--	---

STATEMENT OF WORK: [REDACTED]

SUPERSEDING EFFECT.

There are no covenants, promises, agreements, conditions or understandings between the Parties, either oral or written, other than those contained in this Contract. This Contract and all exhibits and attachments hereto together constitute the entire agreement between the Parties (listed in order of precedence): (1) This Contract; (2) Exhibit A - Terms and Conditions; (3) District Solicitation, including issued Addenda, Specifications and Drawings (if any); and (4) Supplier Offer/Response.

Any Supplier Response (bid/proposal) attached to this Agreement is incorporated solely for: (i) any statement of fees and schedule that is consistent with the entire Agreement as defined above; and (ii) any statement of Supplier's and its sub-Suppliers' scope of services that is consistent with the remainder of this Agreement or that provides basic services in addition to those stated in this Agreement. No other provisions of any proposal are part of this Agreement, including without limitation any purported limitation on liability. To the extent that a proposal term otherwise conflicts with the terms of this Agreement or is not included in this agreement, such proposed terms are void and are expressly and wholly subject to the terms of this Agreement. In the event of overlap or inconsistency between the provisions of such proposals and the other terms of this Agreement, the provision that provides a better quality or quantity of service to the District shall control.

CONSIDERATION:

Contractor shall perform/deliver the Work required, on an as needed basis, in consideration for which the District agrees to pay for the Work in a manner further described in the contract and pursuant to the proposal pricing. Individual Purchase Orders (PO) are required prior to any work being performed and will be issued by the District on a requirements basis. The District is not required to make any purchases under this Contract.

CONTRACT PERIOD.

The contract period shall be upon contract execution through [REDACTED].

RENEWAL OPTION:

The contract may be renewed upon mutual agreement of the Parties for four (4) additional one (1) year periods.

DISTRICT REPRESENTATIVE:

The District Representative for this Contract is [name], [title], at [name]@beaverton.k12.or.us (email), (503) 356-[XXXX] (phone). The District Representative shall be the initial point of contact for all matters related to performance, authorization and to carry out the responsibilities of the District.

In consideration of the mutual covenants, stipulations and agreements, the Parties hereto do Contract and acknowledge that they have read and understand this Contract and agree to be bound by its terms and conditions:

Beaverton School District			
District Representative	Date	(typed or printed name of officer)	
Department Administrator	Date	Signature	
District Purchasing	Date	Title: _____	
Not a valid Contract until all signatories are complete		Phone/Fax: _____	
		Date: _____	
		Employer Id Number or Social Security Number	

This contract is pursuant to Oregon Revised Statutes (ORS 279 A, B and C) and Beaverton School District Public Contracting Rules.

EXHIBIT A – BEAVERTON SCHOOL DISTRICT MASTER PRICE AGREEMENT GENERAL TERMS AND CONDITIONS

These terms and conditions apply to all purchases of services by or on behalf of the Beaverton School District unless specifically provided otherwise in writing.

- 1. Assignment.** Provider shall not subcontract, assign, or transfer any of its interest in this Contract without the District's prior written consent.
- 2. Compliance with Laws.** Provider certifies that in performing this Contract they will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders. Provider expressly agrees to comply with: (i) Title VI and VII of Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended, and ORS 659.425; (iv) Executive Order 11246, as amended; (v) The Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vi) The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (vii) ORS Chapter 659, as amended; (viii) all regulations administrative rules established pursuant to the foregoing laws; (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations; and (x) all federal and state laws governing the handling, processing, packaging, storage, labeling, and delivery of food products, if applicable. All laws, regulations and executive orders applicable to the Contract are incorporated by reference where so required by law.
- 3. Changes.** The District may make written changes to this contract. If such change causes an increase or decrease in the consideration or the time required to perform, an equitable adjustment shall be made and the agreement modified in writing.
- 4. Force Majeure.** Neither the District nor Provider shall be held responsible for delay or default caused by any contingency beyond their control, including, but not limited to war or insurrection, strikes or lockouts by the parties' own employees, walkouts by the parties' own employees, fires, natural calamities, riots, or demands or requirements of governmental agencies other than the District.
- 5. Contact With Students:** All Providers are subject to Law Enforcement Data System background check. The Provider must not have unsupervised contact with students. When unsupervised contact with students is requested by the District, Provider must be fingerprinted (\$75.00 fee).
- 6. Governing Law.** The laws of the State of Oregon shall govern this contract. Any action or suit commenced in connection with this contract shall be in the Circuit Court of Washington District or the Federal District Court for Oregon. The prevailing party shall be entitled to reasonable attorney fees and costs as awarded by the Court, including any appeal. All rights and remedies of District and Consultant shall be cumulative and may be exercised successively or concurrently.
- 7. Indemnification and Hold Harmless.** Except for claims arising out of acts caused by the sole negligence of the District, its Administrators or employees, the Provider agrees to indemnify and hold harmless the District and its board members, administrators, teachers, employees and agents, from acts or omissions of any nature whatsoever of the

Provider, its agents, servants and employees, causing injury to, or death of person(s) or damage to property during the term of this contract, and from any expense incident to the defense of the District there from. The Provider agrees to indemnify and hold harmless the District and its board members, administrators, teachers, employees and agents, from and to defend it against, any and all claims arising from the purchase, installation, and/or use of the equipment, articles and/or materials which are the subject of this Contract.

- 8. Independent Contractor.** The services provided under this Contract are those of an independent contractor. Provider is not an officer, employee or agent of the District. Although the District reserves the right (i) to determine (and modify) the delivery schedule for the Work to be performed and (ii) to evaluate the quality of the completed performance, the District cannot and will not control the means or manner of Provider's performance.
- 9. Insurance.** Provider shall purchase and maintain:
 - a. WORKER'S COMPENSATION as required by law.
 - b. EMPLOYER'S LIABILITY in the minimum amount of \$500,000 when the Provider has one or more employees performing services under the contract.
 - c. COMPREHENSIVE AUTOMOBILE LIABILITY including owned, non- owned and hired vehicles: \$1,000,000 Combined Single Limit Bodily Injury and Property Damage any one occurrence and in the aggregate. May be waived if Provider has no vehicle while providing work under the contract.
 - d. COMPREHENSIVE GENERAL LIABILITY to include premises operations, independent Providers, products/completed operations, and blanket contractual: \$1,000,000 Combined Single Limit Bodily Injury, Property Damage, and personal injury any one occurrence and in the aggregate. May be waived only by the District Risk Management Department.
 - e. CERTIFICATES OF INSURANCE. The District, its employees, officials, and agents shall be named as an Additional Insured on general liability and automobile policies and shall be provided a copy of the additional insured endorsement. Such insurance shall be primary. Certificates of Insurance shall be issued, prior to the commencement of the contract, to Beaverton School District, Attn: Risk Department, 16550 SW Merlo Rd, Beaverton, OR 97003. The Provider agrees to pay for the insurance specified and agrees to provide the District with a 30 days' notice of cancellation if non- renewal occurs during the contract period. Insurance companies must have an A rating.
 - f. The District reserves the right to require additional insurance which will be delineated in an attachment to this agreement.

- 10. Ownership of Work Product.** All work product of Provider that results from this Contract is the exclusive property of the District. Provider hereby irrevocably assigns to the District all of its right, title, and interest in and to any and all of the work product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Provider forever waives

EXHIBIT A – BEAVERTON SCHOOL DISTRICT MASTER PRICE AGREEMENT GENERAL TERMS AND CONDITIONS

any and all rights relating to the work product including any and all rights arising under Title 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or modifications.

11. Representations. Provider represents and warrants to the District that (1) Provider has the power and authority to enter into and perform this Contract, (2) the Work under this Contract shall be performed in a good and workmanlike manner and in accordance with the highest professional standards, (3) Provider shall, at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work.

12. Responsibility for Taxes and Withholding. Provider shall be responsible for all federal or state taxes applicable to compensation paid to Provider under this Contract. The District will not withhold from such compensation any amount(s) to cover Provider's federal or state tax obligations. Provider is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation paid to Provider under this Contract.

13. Severability. If any provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

14. Termination.

- a. Terminate For Convenience. This Contract may be terminated at any time by mutual written consent of the parties, or the District may, at its sole discretion, terminate this Contract, in whole or in part, upon 30 days' notice to Provider.
- b. The District's Right to Terminate For Cause. The District may terminate this Contract, in whole or in part, immediately upon notice to Provider, or at such later date as the District may establish in such notice, upon the occurrence of any of the following events:
 - (i) The District fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient to pay for Provider's Work;
 - (ii) Federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Work under this Contract is prohibited, or the District is prohibited from paying for such Work from the planned funding source;
 - (iii) Provider no longer holds any license or certificate that is required to perform the Work; or
 - (iv) Provider commits any material breach or default of any covenant, warranty, obligation or agreement under this Contract, fails to perform the Work under this Contract within the time specified herein or any extension thereof, or so fails to pursue the Work as to endanger Provider's performance under this Contract in accordance with its terms, and such breach, default or failure is not cured within 10 business days after delivery of the District's notice, or such period as the District may specify in such notice.

- c. Provider's Right to Terminate for Cause. Provider may terminate this Contract upon 30 days' notice to the District if the District fails to pay Provider pursuant to the terms of this Contract and the District fails to cure within 30 business days after receipt of Provider's notice.
- d. Enforcement. Termination under any provision of this Contract shall not extinguish or prejudice the District's right to enforce this Contract with respect to any breach of a Provider warranty or any defect in or default of Provider's performance that has not been cured, including any right of the District to indemnification by Provider. If this Contract is so terminated, Provider shall be paid in accordance with the terms of the contract for services rendered and accepted.
- e. Remedies. In the event of termination pursuant to above, Provider's sole remedy shall be a claim for the sum designated for accomplishing the Work multiplied by the percentage of Work completed and accepted by the District, less previous amounts paid. If previous amounts paid to Provider exceed the amount due to Provider under this subsection, Provider shall pay any excess to the District upon demand.
- f. Provider's Tender Upon Termination. Upon receiving a notice of termination of this Contract, Provider shall immediately cease all activities under this Contract, unless the District expressly directs otherwise in such notice of termination. Upon termination of this Contract, Provider shall deliver to the District all documents, information, works-in-progress and other property that are or would be deliverables had the Contract been completed.
- g. Limitation of Liabilities. Neither party shall be liable for (i) any indirect, incidental, consequential or special damages under the contract or (ii) any damages of any sort arising solely from the termination of this contract in accordance with its terms.

15. Confidential information. Provider acknowledges that it or its employees, sub-contractors, or agents may, in the course of performing their responsibilities under this Contract, be exposed to or acquire information that is the confidential information of District or District's clients. Any and all information provided by District and marked confidential, or identified as confidential in a separate writing, that becomes available to Provider or its employees, sub-contractors, or agents in the performance of this Contract shall be deemed to be confidential information of District ("Confidential Information"). Any reports or other documents or items including software, that result from Provider's use of the Confidential Information and any Work Product that District designates as confidential are deemed Confidential Information. Confidential Information shall be deemed not to include information that: (a) is or becomes (other than by disclosure by Provider) publicly known; (b) is furnished by District to others without restrictions similar to those imposed by this Contract; (c) is rightfully in Provider's possession without the obligation of nondisclosure prior to the time of its disclosure under this Contract; (d) is obtained from a source other than the District without the obligation of confidentiality; (e) is disclosed with the written consent of the District; or (f) is independently developed by employees or

EXHIBIT A – BEAVERTON SCHOOL DISTRICT MASTER PRICE AGREEMENT GENERAL TERMS AND CONDITIONS

agents of Provider who can be shown to have had no access to the Confidential Information.

- a. **NON-DISCLOSURE.** Provider agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Provider uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to the District under this Contract, and to advise each of its employees, sub-contractors, and agents of their obligations to keep Confidential Information confidential. Provider shall use its best efforts to assist the District in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the generality of the foregoing, Provider shall advise the District immediately in the event Provider learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Contract and Provider will at its expense cooperate with the District in seeking injunctive or other equitable relief in the name of the District or Provider against any such person. Provider agrees that, except as directed by the District, Provider will not at any time during or after the term of this Contract disclose, directly or indirectly, any Confidential Information to any person, except in accordance with this Contract, and that upon termination of this Contract or at the District's request, Provider will turn over to the District all documents, papers, and other matter in Provider's possession that embody Confidential Information.

- b. **INJUNCTIVE RELIEF.** Provider acknowledges that breach of this Section, including disclosure of any Confidential Information, will give rise to irreparable injury to the District that is inadequately compensable in damages. Accordingly, the District may seek and obtain injunctive relief against the breach or threatened breach of this Section, in addition to any other legal remedies that may be available. Provider acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interests of the District and are reasonable in scope and content.

16. FERPA. Provider agrees to comply with both FERPA and corresponding Oregon law respecting student education records. Personally identifiable information obtained from the District by the Provider in the performance of their services: (i) will not be disclosed to third parties, except as expressly provided for in FERPA §§99.31, without signed and dated written consent of the student, or if the student is under eighteen (18) years of age, signed and written consent of the student's parents/guardians and (ii) will be used only to fulfill the Provider's responsibilities under this Agreement.

17. Waiver. No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party

with its obligations hereunder, and not custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

18. Invoicing and Payment. A separate invoice must be issued for each shipment, and must include the Order number. Invoices must not be issued prior to delivery of goods, or completion of services. Payment will not be made prior to receipt of goods, or completion of services, and receipt of invoice. Credit and discount periods will be computed from the date of receipt of the invoice to the date the District's check is mailed. Payment will be made thirty (30) Days after the latter of (1) receipt of goods, or completion of services, (2) receipt of proper billing for goods. The District will not pay any additional charges including charges for state/local taxes, interest, late charges, or extra charges for boxing, packing, cartage, or other extras unless specifically agreed to in writing by the District.

19. Prices. All pricing is considered fixed and firm for the initial Contract term except as allowed in Price Escalation/De-Escalation below. The Contractor warrants that the price of the Goods covered by this Contract are not in excess of the Contractor's lowest prices in effect on the date of this Contract for comparable quantities of similar Goods.

20. Price Escalation/De-escalation. On or about sixty (60) Days prior to the contract expiration date the District will initiate a contract extension (if any). During this extension period the Contractor may pass on to the District verifiable increases in its supplier's price or increases in shipping costs. The District shall have the right to accept or reject any proposed price change. Conversely, the Contractor shall pass on to the District any decrease of like costs. In either case, the Contractor may maintain the same margin. The Contractor shall be prepared to provide the District documentary evidence to support price changes. The District reserves the right to terminate this contract, in whole or in part, without prejudice, if the Contractor increases prices. Additionally, the District reserves the right to terminate this contract, in whole or part, if there is a reduction in price for a Good on this Contract in the general market and the Contractor's price does not reflect this reduction. The District reserves the right to audit the Contractor's financial records as they pertain to administration of this clause.

21. Cooperative Participation. This Contract is not a cooperative procurement.

22. Identification of Employees. Contractor shall ensure that its employees have identifying uniforms or other designation of identity (ID badge, hat, coat with Contractor logo/name) while on District property.

23. Continuing Obligation. Notwithstanding the expiration date of this Contract, the Contractor is obligated to fulfill his responsibilities until warranty, guarantee, maintenance, and parts availability requirements have completely expired.

*District Public Contracting Rules can be found on the following website: <https://www.beaverton.k12.or.us/depts/business/purchasing/Pages/default.aspx> - END -

Attachment 1B

Substitute Item Information

Original Item Information										
		Distributor's Code	Item	Pack Size	Portion Size	Portions/ Eaches per Case	Current Manufacturer's Price	Current Fixed Fee	Current Total Cost/Case	Price per Portion/ Each
										\$0.0000
Proposed Substitute Information										
Vendor's Code	Manufacturer's Code	Description	Brand	Pack Size	Portion Size	Portions/ Eaches per Case	Manufacturer's Cost	Fixed Fee	Total Cost per Case	Price per Portion/ Each
										\$0.0000

*Pack Size Example: 5/5lb, 4/200 ea, 120/2 oz

**Portion size should be in ounces or grams for food items, leave empty for non-food items.

ATTACHMENT 1C - Buy American Provision

7 CFR §210.21(d) Procurements (210.21(d))

(d) *Buy American*—(1) *Definition of domestic commodity or product.* In this paragraph (d), the term ‘domestic commodity or product’ means—

(i) An agricultural commodity that is produced in the United States; and

(ii) A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

(2) *Requirement.* (i) *In general.* Subject to paragraph (d)(2)(ii) of this section, the Department shall require that a school food authority purchase, to the maximum extent practicable, domestic commodities or products.

(ii) *Limitations.* Paragraph (d)(2)(i) of this section shall apply only to—

(A) A school food authority located in the contiguous United States; and

(B) A purchase of domestic commodity or product for the school lunch program under this part.

(3) *Applicability to Hawaii.* Paragraph (d)(2)(i) of this section shall apply to a school food authority in Hawaii with respect to domestic commodities or products that are produced in Hawaii in sufficient quantities to meet the needs of meals provided under the school lunch program under this part.



ATTACHMENT 1D

Food and Nutrition Service
Park Office Center
3101 Park Center Drive
Alexandria
VA 22302

DATE: June 30, 2017

MEMO CODE: SP 38-2017

SUBJECT: Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

The Food and Nutrition Service (FNS) has continued to receive a number of inquiries relating to the details and enforcement of the Buy American provision in 7 CFR 210.21(d). This memorandum replaces SP 24-2016, *Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program*, dated February 03, 2016. This guidance provides several updates, including suggested contract language to be utilized in solicitations, and serves to reinforce the importance of the Buy American provision to our economy and its positive effects on small and local businesses.

Buy American provision requirements. Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a provision, Section 12(n) to the National School Lunch Act (NSLA) (42 USC 1760(n)), requiring school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. This Buy American provision supports the mission of the Child Nutrition Programs, which is to serve children nutritious meals and support American agriculture.

The Buy American provision applies to SFAs located in the 48 contiguous United States and is one of the procurement standards these SFAs must comply with when purchasing commercial food products served in the school meals programs. Although Alaska, Hawaii, and the U.S. territories are exempt from the Buy American provision, SFAs in Hawaii are required to purchase food products produced in Hawaii in sufficient quantities, as determined by the SFA, to meet school meal program needs per 7 CFR 210.21(d)(3). Likewise, SFAs in Puerto Rico are required to purchase food products produced in Puerto Rico in sufficient quantities, under 42 USC 1760(n)(4).

Section 12(n) of the NSLA defines “domestic commodity or product” as an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially using agricultural commodities produced in the U.S. Report language accompanying the legislation noted that “substantially means over 51% from American products.” Therefore, over 51% of the final processed product (by weight or volume) must consist of agricultural commodities that were grown domestically. Thus, for foods that are unprocessed, agricultural commodities must be domestic, and for foods that are processed, they

must be processed domestically using domestic agricultural food components that are comprised of over 51% domestically grown items, by weight or volume as determined by the SFA.

For products procured by SFAs for use in the Child Nutrition Programs using nonprofit food service account funds, the product's food component is considered the agricultural commodity. FNS defines food component as one of the food groups which comprises reimbursable meals. The food components are: meats/meat alternates, grains, vegetables, fruits, and fluid milk. Please refer to 7 CFR 210.2 for full definitions. Any product processed by a winning vendor must contain over 51% of the product's food component, by weight or volume, from U.S. origin. This definition of domestic product serves both the needs of schools and American agriculture. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are considered domestic products under this provision as these products are from the territories of the U.S.

Implementing the Buy American provision. SFAs are reminded that for all procurement transactions for food when funds are used from the nonprofit food service account, whether directly by an SFA or on its behalf, procurement transactions must comply with the Buy American provision. Implementation of the Buy American provision should be done by: including Buy American in documented procurement procedures, State agency prototypes documents, and all procurement solicitations and contracts; including domestic requirements in bid specifications; contract monitoring; and verifying cost and availability of domestic and non-domestic foods using data in the USDA Agricultural Marketing Service's (AMS) weekly market report at <https://marketnews.usda.gov/mnp/fv-report-config-step1?type=termPrice>.

The Buy American provision supports local and small businesses. Using food products from local sources supports local farmers and provides healthy choices for children in the school meal programs while supporting the local economy. Requiring compliance with the Buy American provision also supports SFAs working with local, or small, minority, and women-owned businesses as required by Federal regulations (see 2 CFR 200.321). FNS also encourages purchasing food products from local and regional sources when expanding farm to school efforts.

USDA Foods comply with Buy American requirements. FNS encourages SFAs to maximize their use of USDA Foods, which comply with Buy American requirements. USDA Foods are domestic, and purchasing from 100% domestic origin sources is a longstanding USDA policy based on Section 32 of the Agriculture Act of 1935 (P.L. 74-320 as amended; 7 U.S. Code 612c). However, processed end products that contain USDA Foods need to meet the 51% domestic requirement, by weight or volume.

Limited exceptions to the Buy American provision. There are limited exceptions to the Buy American provision which allow for the purchase of foods not meeting the “domestic” standard as described above (i.e., “non-domestic”) in circumstances when use of domestic foods is truly not practicable. These exceptions, as determined by the SFA, are:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

It should be noted that FNS has not defined a dollar amount or percentage triggering an exception requiring consideration of alternatives. Before utilizing an exception, alternatives to purchasing non-domestic food products should be considered. For example, SFAs should ask:

- Are there other domestic sources for this product?
- Is there a domestic product that could be easily substituted, if the non-domestic product is less expensive (e.g. substitute domestic pears for non-domestic apples)?
- Am I soliciting bids for this product at the best time of year? If I contracted earlier or later in the season, would prices and/or availability change?
- Am I using third-party verification, such as through USDA AMS, to determine the cost and availability of domestic and nondomestic foods?

If an SFA is using one of the above exceptions, there is no requirement to request a waiver from the State agency or FNS in order to purchase a non-domestic product. SFAs must, however, keep documentation justifying their use of exception(s). FNS has provided sample language of such, to be used as a reference in solicitation and contract documents; these are found in Question 5 in the Questions and Answers document below. Monitoring of contractors by the SFA and oversight by the State agency are critical functions in enforcing the Buy American provision, including review of exceptions, as further outlined below.

Compliance with, and monitoring of, the Buy American provision by SFAs. To ensure compliance with the Buy American provision the SFA must ensure solicitation and contract language includes the requirement for domestic agricultural commodities and products. The SFA must also include the Buy American requirement in its documented procurement procedures and retain records documenting any exceptions. SFAs should ask the supplier, i.e., manufacturer or distributor, for specific information about the percentage of U.S. content in any processed end product. In order for SFAs to be able to document the domestic content, they should include in their procurement process a requirement for certifying the domestic percentage of the agricultural food component of commodities and products.

Further, solicitation and contract language must be monitored by the SFA to determine contractor compliance as required by 2 CFR 200.318(b), in order to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Monitoring is also accomplished by reviewing products and delivery invoices

or receipts to ensure the domestic food that was solicited and awarded is the food that is received. SFAs also need to conduct a periodic review of storage facilities, freezers, refrigerators, dry storage, and warehouses to ensure the products received are the ones solicited, and awarded, and comply with the Buy American provision.

Monitoring of the Buy American provision by State agencies. State agencies conducting procurement reviews in conjunction with, or as a separate review from, the administrative review process must ensure SFA compliance with the Buy American provision. During a procurement review, State agencies should: (1) determine if SFAs are purchasing domestic commodities as defined in 7 CFR 210.21(d); (2) check that solicitations and contracts contain the Buy American certification language recommended in Questions 6 and 7 below; and (3) review a sample of supplier invoices or receipts to determine whether the solicited-for domestic foods were provided by the awarded contractor. If the SFA is non-compliant with the Buy American provision, the State agency must issue a finding and require corrective action which may include:

- Requiring contract amendments to include language to supply domestic foods, or a new solicitation if the contract amendment is determined, by the contracting parties or State agency, to be a material change;
- Attending a procurement training to increase compliance with procurement standards, including the Buy American provision; and
- Fiscal action for repeat or egregious findings, on a case-by-case basis with approval by the appropriate FNS Regional Office.

During an on-site administrative review, State agencies should look at the labels on a variety of food products in SFA storage facilities and if the State agency identifies non-domestic foods, the State agency must request documentation justifying the limited exception(s) outlined above. If such is not provided, the State agency must issue a finding and require corrective action, which may include:

- Requiring review of food deliveries for contractor compliance;
- Monitoring to ensure the correct domestic food components contracted for are delivered;
- Prior to accepting foods, ensuring that an alternative domestic food component, or an exception to purchase non-domestic foods, has been approved for delivery; and
- Fiscal action for repeat or egregious findings, on a case-by-case basis with approval by the appropriate FNS Regional Office.

Both the administrative review and procurement review teams should work together and communicate findings in order to provide comprehensive monitoring of the Buy American requirement.

Regional and State Directors
Page 5

State agencies are reminded to distribute this memorandum to SFAs immediately. SFAs should direct any questions concerning this guidance to their State agency. State agencies with questions should contact the appropriate FNS Regional Office.

Original Signed

Sarah E. Smith-Holmes
Director
Program Monitoring and Operational Support
Child Nutrition Programs

Questions and Answers for the Buy American Provision

1) How would an SFA determine that an item is a “domestic commodity or product”?

Answer: To determine if a food item meets the Buy American provision, the SFA would need to ensure that the solicited-for domestic foods were included in the vendor response, and provided by the awarded contractor in the foods delivered to the SFA. Section 12(n) of the NSLA defines “domestic commodity or product” as an agricultural commodity produced in the U.S. and a food product processed in the U.S. substantially using agricultural commodities that are produced in the U.S. Reports accompanying the legislation noted that “substantially means over 51% from American products.”

For products procured by SFAs for use in the Child Nutrition Programs, the food component of the product is the agricultural commodity. FNS defines food component as one of the food groups which comprise reimbursable meals. The food components are: meats/meat alternates, grains, vegetables, fruits, and fluid milk. Please refer to 7 CFR 210.2 and 210.10 for full definitions and use of the terms, respectively. Any product processed by a responsive vendor must contain over 51% of the food component, by weight or volume, from U.S. origin.

When considering juice for example, in order for the product to be considered “domestic” in accordance with the Buy American provision, the juice must contain over 51% of the juice or juice concentrate, by volume, from fruits or vegetables grown in the U.S. FNS does not consider water – whether tap or bottled – to be a domestically grown agricultural commodity for purposes of this provision. Likewise, packaging and labor are not agricultural commodities. For products procured by SFAs to be served in the Child Nutrition Programs, the fruit/vegetable component of the product, by volume, is the agricultural commodity. For fruit/vegetable juices, in order to be considered responsive, the juice provided by a vendor must contain over 51% of the fruit/vegetable component of the juice, by volume, from U.S. origin.

2) Does the Buy American provision apply to entities that purchase on behalf of an SFA, such as a purchasing cooperative or a food service management company?

Answer: Yes. Any entity that purchases food or food products on behalf of the SFA must follow the same Buy American provisions and exceptions that the SFA is required to follow.

3) Are all agricultural commodity or food products purchased using the nonprofit food service account subject to the Buy American provision?

Answer: Yes. SFAs must ensure that all agricultural commodity or food products procured using funds from the nonprofit school food service account comply with the Buy American provision. Pursuant to Child Nutrition Program regulations, all Federal funds, all money received from children as payment for program meals, all proceeds from the sale of competitive foods, and all other income generated by the school food service must accrue to the nonprofit food service account. As a consequence, the entire nonprofit school food service account becomes subject to Federal procurement standards. Therefore, all agricultural commodity or food product purchases made from the nonprofit school food service account are subject to the

Buy American provision, subject to the limited exceptions noted in the memorandum above.

4) What can an SFA do to comply with the requirements of the Buy American provision?

Answer: To ensure compliance with the Buy American provision the SFA must ensure solicitations and contracts include the requirement for domestic agricultural commodities and products, include this requirement in its documented procurement procedures, and retain records documenting any exceptions. Examples of specifications that SFAs may use in solicitations and contracts to comply with the Buy American provision include:

- Utilizing the Buy American definitions in 7 CFR 210.21(d) in all food product specifications, invitations for bids (IFBs), and requests for proposals (RFPs) for food products, contracts, purchase orders, and other procurement documents issued;
- Require a certification of domestic origin for products which do not have country of origin labels; and
- Including the following language: “The District/State agency/Territory participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A ‘domestic commodity or product’ is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).”

Additionally, SFAs are required by 2 CFR 200.318(b) to monitor contractor performance to ensure compliance with all contractual requirements. This includes compliance with the Buy American provision. SFAs can also require their suppliers to provide certification of domestic origin on food products delivered and on invoices submitted as discussed in more detail in Questions 6 and 7, below.

For example, Program operators may require vendors to provide a certification of domestic origin for all food products listed in all procurement documentation, from a bid or proposal to receipts and invoices. Program operators may deem a bid or response unresponsive and ineligible for contract award for noncompliance with the terms and conditions of contract award, if such certifications are solicited for, but not included. Further, the program operator may establish penalties, including contract termination, if vendors fail to comply with the Buy American provision and no documentation of any exceptions exists.

5) How can SFAs comply with the requirement to retain records, which should include documentation of exceptions in adhering to the Buy American provision?

Answer: Below is sample language that SFAs should use in solicitations and contracts to comply with the requirement to retain records documenting any exceptions to the Buy American provision:

- I. Exceptions to the Buy American provision are very limited; however, an alternative or exception may be approved upon request. To be considered for an alternative or exception, the request must be submitted in writing to a designated official, a minimum of ____day (s) in advance of delivery. The request must include the:

- (1) Alternative substitute(s) that are domestic and meet the required specifications:
 - (a) Price of the domestic food alternative substitute(s); and
 - (b) Availability of the domestic alternative substitute(s) in relation to the quantity ordered.
- (2) Reason for exception: limited/lack of availability or price (include price):
 - (a) Price of the domestic food product; and
 - (b) Price of the non-domestic product that meets the required specification of the domestic product.

SFAs may document exceptions by maintaining records of communications between them and their food supplier; this may include emails, documentation of telephone communications, etc. The documentation must be maintained for review by the State agency during procurement reviews of local agency procurement practices.

One resource SFAs and State agencies may use in order to document exceptions is the market news reports available from AMS. AMS provides free, unbiased price and sales information on farm commodities at: <https://marketnews.usda.gov/mnp/fv-report-config-step1?type=termPrice>. Using this website, SFAs and State agencies can find third-party verification of cost and availability of domestic and nondomestic foods. Further, SFAs may use the information to communicate alternatives with food suppliers and document purchase decisions.

6) What is sample language contractors can use to document their compliance with the Buy American provision?

Answer: Below is sample language contractors may use to comply with the Buy American provision; however, language should be tailored to the needs of the contracting parties.

Sample Language:

"We certify that ____ (insert product name) ____ was processed in the U.S. and contains over 51% of its agricultural food component, by weight or volume, from the U.S.," with space for the supplier to fill in the name of the product and its specific percentage of the domestic agricultural food component contained therein.

7) How should an SFA document the domestic commodity food components for a processed end product?

Answer: SFAs should ask the supplier, i.e., manufacturer or distributor, for specific information about the percentage of U.S. content in the processed end product. In order for SFAs to be able to document the domestic content, they should include in their bidding process a requirement for certification such as: "We require that suppliers certify the food product was processed in the U.S. and certify the percentage of U.S. content, by weight or volume, in the food component of processed food products supplied to us."

SFAs may also include the following statement in the bidding process: "We require bidders to certify that ____ (insert product name) ____ was processed in the U.S. and contains over ____ (insert % of weight or volume) of its agricultural food component from the U.S.," with

space for the supplier to fill in the name of the product and its percentage of the domestic agricultural food component (by weight or volume) contained therein.

State agencies should also include such language in any prototype solicitation documents and contracts provided to the SFAs.

8) Can a product made from a U.S. agricultural product but manufactured in another country be purchased from the nonprofit school food service account absent a limited exception?

Answer: No. Section 12(n) of the National School Lunch Act defines “domestic commodity or product” as one that is produced and ***processed*** in the U.S. substantially using agricultural commodities that are produced in the U.S.” This means that the product must be processed entirely in the U.S. and must substantially use domestic agricultural commodities. A large number of items received by schools state on the label that they are “packed” in the U.S. Non-domestic foods packed in the U.S. or non-domestic foods in packaging produced in the U.S. do not meet the Buy American requirements.

9) Can FNS or a State agency provide a list of foods that are not available domestically and therefore not subject to the Buy American provision?

Answer: No. Neither FNS nor a State agency may make the determination that a domestic commodity or product is not available. Although the Federal Acquisition Regulations (FAR) contain such a list, this applies to procurement by the Federal government only. Each SFA should determine on an individual basis, whether domestic alternatives exist first, and if not, whether an exception is warranted. Exceptions are warranted only when (1) the food product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or (2) competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product. Again, there is not a specific amount or percentage that is considered “significantly higher” and it is the SFA’s responsibility to determine the threshold. Records and documentation must be retained justifying any exception as outlined above. SFAs can maintain documentation of exceptions for domestic foods that are prohibitively costly or not available in sufficient quantities and present this during reviews by the State agency.

Orders Report
District: BEAVERTON SD
Site: Aloha High

Solicitation No: ITB 19-0014
ATTACHMENT 1E - Order Example
Site Type: All

Generated 1/24/2019 2:53:27 PM by Daniel Kolp

Order #73059
Order Date: 01/17/2019
Delivery Date: 01/22/2019

Order Status: Closed
Order Comments:

Ship to Site:

Aloha High
18550 SW Kinnaman Rd
Beaverton, OR 97078
Phone: 5033562781

Vendor:

XYZ
1234 SW John Doe Drive
Beaverton, OR 97070
Contact Name: John Doe
Phone: 123-123-4567

			Ordered			
Vendor Item #	Item #	Item Description	WU	BU	WU Price	Amount
Category: Beverages - Flavored Water						
7389756	1715	Water Flavored Kiwi Strawberry [Case=24 Bottle]	1 Case	0 Bottle	3.00	3.00
1488859	1914	Water Black Raspberry Sparkling Ice [Case=12 Bottle]	3 Case	0 Bottle	3.00	9.00
Category: USDA Diversion - Poultry						
2378380	1179	Chicken Nugget Whole Muscle Commodity [Case=30 Pound]	1 Case	0 Pound	1.00	1.00
2378323	1181	Chicken Patty Spicy Commodity [Case=33 Pound]	1 Case	0 Pound	1.00	1.00
3140037	1182	Chicken Popcorn Crispy Smacker Commodity [Case=6 Bag]	1 Case	0 Bag	1.00	1.00
2554374	1183	Chicken Popcorn Spicy Commodity [Case=33 Pound]	1 Case	0 Pound	1.00	1.00
9886037	1326	Ham Turkey Sliced 12 Lb Commodity [Case=12 Pound]	1 Case	0 Pound	1.00	1.00
					Total:	18.00

Order Status selection(s):

WU: Whole Unit, BU: Broken Unit

ATTACHMENT 1F

Beaverton School District Delivery Location Information

* Sites marked as having a delivery location conflict MUST be avoided at least 15 minutes either side of School Start and End Times

School	Lead Name	Email Address	Phone	Address	School Start	School End	Delivery Location Conflict
ACMA Option	Christina Nigma	christina_nigma@beaverton.k12.or.us	503-356-3682	650 NW 118th Ave, Portland, OR 97229 (for 19-20 and 20-21 school years only)	7:30 AM	2:05 PM	x
Aloha HS	Devadas Murali	devadas_murali@beaverton.k12.or.us	503-356-2781	18550 SW Kinnaman Rd. Beaverton 97078	7:45 AM	2:30 PM	
Aloha Huber Park K-8	Kari Stockton	kari_stockton@beaverton.k12.or.us	503-356-2009	5000 SW 173rd Ave Beaverton OR 97007	8:30 AM	3:05 PM	
Barnes ES	Sucheta Panditrao	sucheta_panditrao@beaverton.k12.or.us	503-356-2138	13730 SW Walker Rd Beaverton OR 97005	8:00 AM	2:35 PM	x
Beaver Acres ES	Elizabeth McDonnell	elizabeth_mcdonnell@beaverton.k12.or.us	503-356-2027	2125 SW 170th Ave, Beaverton, OR 97006	8:30 AM	3:05 PM	x
Beaverton HS	Jill Cady	jill_cady@beaverton.k12.or.us	503-356-2857	13000 SW Second St Beaverton OR 97005	7:45 AM	2:30 PM	
Bethany ES	Enedelia Rockwell	enedelia_rockwell@beaverton.k12.or.us	503-356-2037	3305 NW 174th Beaverton OR, 97006	8:00 AM	2:35 PM	x
Bonny Slope ES	Telia Rusin	telia_rusin@beaverton.k12.or.us	503-356-2049	11775 NW McDaniel Rd. Portland, OR 97229	8:30 AM	3:05 PM	
Cedar Mill ES	Cheryl Houser	cheryl_houser@beaverton.k12.or.us	503-356-2057	10265 N.W. Cornell Road Portland OR 97229	8:30 AM	3:05 PM	x
Cedar Park MS	Bonny Osburn	bonny_osburn@beaverton.k12.or.us	503-356-2572	11100 SW Park Way Portland, OR 97225	9:15 AM	3:50 PM	
Chehalem ES	Lori Lamantain	irma_lamantain@beaverton.k12.or.us	503-356-2067	15555 SW Davis Road Beaverton, OR 97007	8:30 AM	3:05 PM	x
Conestoga MS	Kate Penziol	kate_penziol@beaverton.k12.or.us	503-356-2587	12250 SW Conestoga Dr. Beaverton OR 97008	9:15 AM	3:50 PM	x
Cooper Mountain ES	Judith Olsen	judith_olsen@beaverton.k12.or.us	503-356-2077	7670 SW 170th Avenue Beaverton OR 97007	8:30 AM	3:05 PM	x
Elmonica ES	Helen Tzakis	helen_tzakis@beaverton.k12.or.us	503-356-2087	16950 SW Lisa St. Beaverton, Oregon 97006	8:30 AM	3:05 PM	x
Errol Hassell ES	Wanda Hurrle	wanda_hurrle@beaverton.k12.or.us	503-356-2097	18100 SW Bany Road Beaverton OR 97007	8:00 AM	2:35 PM	
Findley ES	Yvette Mahaffey	yvette_mahaffey@beaverton.k12.or.us	503-356-2108	4155 NW Saltzman Road Portland OR 97229	8:30 AM	3:05 PM	
Fir Grove ES	Laurie Langford	laurie_langford@beaverton.k12.or.us	503-356-2117	6300 S. W. Wilson Ave. Beaverton OR 97008	8:00 AM	2:35 PM	x
Five Oaks MS	Genevieve Shields	genevieve_shields@beaverton.k12.or.us	503-356-2613	1600 NW 173rd Ave. Beaverton OR 97006	9:15 AM	3:50 PM	
Greenway ES	Deborah Reynolds	deborah_reynolds@beaverton.k12.or.us	503-356-2127	9150 SW Downing Drive Beaverton OR 97008	8:30 AM	3:05 PM	x
Hazeldale ES	Nancy Zoucha	nancy_zoucha@beaverton.k12.or.us	503-356-2017	20080 SW Farmington Road Beaverton OR 97007	8:30 AM	3:05 PM	x
Health & Science HS	Melissa Zimmerman	melissa_zimmerman@beaverton.k12.or.us	503-356-3641	18640 NW Walker Rd, Beaverton, OR 97006	7:30 AM	2:05 PM	
Highland Park MS	Joanne Lewis	joanne_lewis@beaverton.k12.or.us	503-356-2632	7000 SW Wilson Ave. Beaverton OR 97008	9:15 AM	3:50 PM	
Hiteon ES	Valerie Lawrence	valerie_lawrence@beaverton.k12.or.us	503-356-2148	13800 SW Brockman Rd Beaverton OR 97008	8:00 AM	2:35 PM	x
International School of Beaverton Option	Jenny Dejardin	jenny_dejardin@beaverton.k12.or.us	503-356-3705	17770 SW Blanton St. Beaverton OR 97007	7:30 AM	2:05 PM	
Jacob Wismer ES	Maxine Bulmann	maxine_bulmann@beaverton.k12.or.us	503-356-2158	5477 NW Skycrest Parkway Portland OR 97229	8:30 AM	3:05 PM	
Kinnaman ES	Linda Rangel	linda_rangel@beaverton.k12.or.us	503-356-2427	4205 SW 193rd Ave Beaverton OR 97007	8:30 AM	3:05 PM	x
Mckay ES	Kimberly Desully	kimberly_desully@beaverton.k12.or.us	503-356-2177	7485 S.W. Scholls Ferry Road Beaverton OR 97008	8:30 AM	3:05 PM	
Mckinley ES	Debbie Madland	debbie_madland@beaverton.k12.or.us	503-356-2188	1500 NW 185th Ave Beaverton OR 97006	8:30 AM	3:05 PM	x
Meadow Park MS	Peggy Brunelle	peggy_brunelle@beaverton.k12.or.us	503-356-2654	14100 SW Downing St. Beaverton OR 97006	9:15 AM	3:50 PM	

* Sites marked as having a delivery location conflict MUST be avoided at least 15 minutes either side of School Start and End Times

School	Lead Name		Email Address	Phone	Address	School Start	School End	Delivery Location Conflict
Merlo Station HS Option	Annette	Palladino	annette_palladino@beaverton.k12.or.us	503-356-3662	1841 SW Merlo Drive Beaverton, OR 97006	7:30 AM	2:05 PM	
Montclair ES	Helen	Tzakis	helen_tzakis@beaverton.k12.or.us	503-356-2197	7250 SW Vermont St, Portland, OR 97223	8:30 AM	3:05 PM	
Mountain View MS	Amabell	Perez	amabell_perez@beaverton.k12.or.us	503-356-2673	17500 SW Farmington Rd.Beaverton OR 97007	9:15 AM	3:50 PM	
Mountainside HS	Christy	Locke	christy_locke@beaverton.k12.or.us	503-356-3519	12500 SW 175th Ave Beaverton, OR 97007	7:45 AM	2:30 PM	
Nurition Services Central Office	Dan	Kolp	daniel_kolp@beaverton.k12.or.us	503-356-3960	18640 SW Walker Rd ENTRANCE D1 Beaverton, OR 97006	6:00 AM	3:30 PM	
Nancy Ryles ES	Sue	Franco	sue_franco@beaverton.k12.or.us	503-356-2407	10250 SW Cormorant Drive Beaverton, OR 97007	8:30 AM	3:05 PM	x
Oak Hills ES	Jenifer	Hiatt	jenifer_hiatt@beaverton.k12.or.us	503-356-2417	2625 NW 153rd Avenue Beaverton, OR 97006	8:00 AM	2:35 PM	
Raleigh Hills K-8	Antoinette	Marchese	antoinette_marchese@beaverton.k12.or.us	503-356-2186	5225 SW Scholls Ferry Road Portland, OR 97225	8:30 AM	3:05 PM	
Raleigh Park ES	Kami	Clevenger	kami_clevenger@beaverton.k12.or.us	503-356-2507	3670 SW 78th Avenue Portland, OR 97229	8:30 AM	3:05 PM	
Ridgewood ES	Wendy	Warner	wendy_warner@beaverton.k12.or.us	503-356-2447	10100 SW Inglewood St Portland, OR 97229	8:30 AM	3:05 PM	
Rock Creek ES	Shelley	Kephart	shelley_kephart@beaverton.k12.or.us	503-356-2457	4125 NW 185th Ave, Portland, OR 97229	8:30 AM	3:05 PM	x
Sato ES	Wanda	Fields	wanda_fields@beaverton.k12.or.us	503-356-2538	7775 NW Kaiser Rd Portland, OR 97229	8:30 AM	3:05 PM	x
Scholls Heights ES	Roberta	Johnson	roberta_johnson@beaverton.k12.or.us	503-356-2467	16400 SW Loon Dr Beaverton, OR 97007	8:30 AM	3:05 PM	
Sexton Mountain ES	Susan	Knapp	susan_knapp@beaverton.k12.or.us	503-356-2477	15645 SW Sexton Mountain Drive Beaverton, OR 97007	8:30 AM	3:05 PM	x
Southridge HS	Sandra	Shepherd	sandra_shepherd@beaverton.k12.or.us	503-356-2930	9625 SW 125th Beaverton, OR 97008	7:45 AM	2:30 PM	
Springville K-8	Rosslynn	Bennett	rosslynn_bennett@beaverton.k12.or.us	503-356-2487	6655 NW Joss Avenue Portland, OR 97229	8:30 AM	3:05 PM	
Stoller MS	Danelle	Nako'Oka	danelle_nako'oka@beaverton.k12.or.us	503-356-2690	14141 NW Laidlaw Rd, Portland, OR 97229	9:15 AM	3:50 PM	x
Sunset HS	Diane	Egan	diane_egan@beaverton.k12.or.us	503-356-2980	13840 NW Cornell Rd. Portland, OR 97229	7:45 AM	2:30 PM	
Terra Linda ES	Julie	Poleykett	julie_poleykett@beaverton.k12.or.us	503-356-2497	1998 NW 143rd, Portland, OR 97229	8:30 AM	3:05 PM	x
Vose ES	Rita	Allen	rita_allen@beaverton.k12.or.us	503-356-2438	11350 S.W. Denney Rd Beaverton, OR 97008	8:00 AM	2:35 PM	x
West TV ES	Lisa	Hackney	lisa_hackney@beaverton.k12.or.us	503-356-2517	8800 SW Leahy Road Portland, OR 97225	8:30 AM	3:05 PM	
Westview HS	Kim	Kennedy	kim_kennedy@beaverton.k12.or.us	503-356-3059	4200 NW 185th Ave. Portland, OR 97229	7:45 AM	2:30 PM	
Whitford MS	Tami	Frieden	tami_frieden@beaverton.k12.or.us	503-356-2711	7935 SW Scholls Ferry Rd. Beaverton, OR 97008	9:15 AM	3:50 PM	
William Walker ES	Holly	Lett	holly_lett@beaverton.k12.or.us	503-356-2527	2350 SW Cedar Hills Blvd Portland, OR 97225	8:30 AM	3:05 PM	

ATTACHMENT 1G**Monthly Price for Dairy, Eggs, Frozen Juice****Instructions:**

- Fixed fee shall remain the same for the first 12 months of the contract.
- Contractor shall enter the monthly price to the Contractor in the Cost to Vendor column.
- The total of the Fixed Fee and Cost to Vendor shall be the invoice price for the month.
- Contractor shall provide the updated pricing not later than 9 am of the 25th of the preceding month.

Vendors Product ID	District Product Id	Product	Unit of Measure (UoM)	Fixed Fee	July	Cntry Of Origin (if not US)	Cost to Vendor	Total \$ Per UoM
	1435	Milk, 1% White, Half Pint	.5 Pint					\$0.0000
	1440	Milk, Non Fat, White, Half Pint	.5 Pint					\$0.0000
	1439	Milk, Chocolate, Non-Fat, Half Pint	.5 Pint					\$0.0000
	1441	Milk, 1% White, Gallon	1 Gallon					\$0.0000
	1636	Sour Cream, Low Fat, Tub	Tub #5					\$0.0000
	1354	Juice, Apple, Frozen	4 oz Container					\$0.0000
	1358	Juice, Orange, Frozen	4 oz Container					\$0.0000
	1357	Juice, Grape, Frozen	4 oz Container					\$0.0000
	1298	Eggs, Fresh	Carton/1 Dozen					\$0.0000

SECTION V – ATTACHMENTS
ATTACHMENT 1H
Solicitation No: ITB 19-0014

SEALED BID LABEL

SEALED BID ENCLOSED

DELIVER TO:

Beaverton School District
Administration Center
16550 SW Merlo Road
Beaverton, Oregon 97003

SEALED BID # 19-0014 DATE: **April 25, 2019**

BID MUST BE RECEIVED NO LATER THAN **2:00 PM PACIFIC TIME**

FOR: **DAIRY PRODUCTS**

BIDDER: _____

Please attach label to outside of Bid package.