

## School Nutrition Program INVITATION FOR BID

Bid Issue Date	March 23, 2020
Final Date for Written Questions	March 31, 2020
Bid Due Date and Time	April 24, 2020 @ 10:00
Bid Opening Date and Time	April 24, 2020 @ 10:30
Bid Opening Location	White County Board of Education
Award Date	
Installation	

BID FOR	NAME OF PRODUCT	LABEL SEALED ENVELOPE
x	Food	"IFB FOOD"
	Equipment	"IFB EQUIPMENT- SCHOOL NUTRITION"
	Paper, Chemical	"IFB PAPER AND CHEMICAL PRODUCTS"
	Bread	"IFB BREAD"
	Milk	"IFB MILK AND DAIRY PRODUCTS"
	Kitchen Supplies	"IFB KITCHEN SUPPLIES"
	Décor	"IFB CAFETERIA DECOR"
	Cafeteria Furniture	"IFB CAFETERIA FURNITURE"

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race,

color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## TABLE OF CONTENTS

DEFINITIONS.....	3
SECTION 1 - TRANSMITTAL PAGE .....	5
SECTION 2 - STANDARD TERMS AND CONDITIONS.....	8
SECTION 3 - SPECIAL TERMS AND CONDITIONS.....	16
SECTION 4 - ATTACHMENTS.....	31
ATTACHMENT A - CONTRACT SIGNATURE PAGE.....	31
ATTACHMENT B – SPECIFICATIONS & QUOTE SHEET.....	34
ATTACHMENT C – VENDOR BID FORM.....	35
ATTACHMENT D – DELIVERY SITES .....	37
ATTACHMENT E – LOBBYING CERTIFICATE AND DISCLOSURE .....	44
ATTACHMENT F- DEBARMENT AND SUSPENSION.....	46

## DEFINITIONS

**Addendum** - A change, addition, alteration, correction or revision to a bid or contract document.

**Bidder** - A firm, individual, or corporation submitting a bid in response to this IFB.

**Bid Unit** - The unit designation which shall be applicable to all pricing offered for bid evaluation purposes. Unit cost, freight, fixed fee, estimated usage and the extended cost shall be stated in terms of the designated bid unit. In some instances, the bid unit and the package unit may be the same.

**Board/SNP** – Board of Education/School Nutrition Program.

**Contractor** - The provider of the goods and/ or services under the Contract.

**Contract Documents** - Consist of the Agreement between the School Nutrition Program and the Contractor, terms and conditions, schedule, specifications, drawings, any and all addenda, errata, and bulletins issued prior to execution of the contract, other documents listed in the Agreement, and modifications issued after execution of the contract.

**Damaged Item**- Refers to an item that has sustained damage that would allow spillage from the original container, a loss or disfigurement of a label that would hinder identification, contaminated package that would affect the content of that package or any other happening that would affect the quality and/or quantity of the original item.

**Dry Food Product**- A dry product that does NOT require freezing or refrigeration.

**Invitation for Bid (IFB)** - A type of solicitation document used in competitive sealed bidding, where the primary consideration is cost and the expectation is that competitive bids will be received and an acceptance (award) will be made to the responsive and responsible Bidder whose bid is lowest in price and meets the specifications of the bid. An IFB is a formal method of procurement that uses sealed bidding and results in a fixed price contract with or without adjustment factors. The IFB must be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them with sufficient time to respond prior to the date set for opening the bids.

**Pack size** - With some items the bid unit does not represent a package configuration by which the item would normally be purchased. In such instances, the Bidder will be required to bid according to the designated bid unit and also state how the product will be packaged and to provide a cost for purchase unit.

**Purchase Unit** - The package configuration (case, carton, box, bag, etc.) by which the product would normally be sold. This shall also mean packaging being referred to when the term "case price" is applicable.

**Solicitation** - A document used by the School Nutrition Program to acquire goods and /or services. Solicitations must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Solicitations must also identify all the requirements which the Offerors or Bidders must fulfill and all other factors to be used in evaluating the bids or proposals.

**NSLP** - National School Lunch Program.

**SBP** - School Breakfast Program.

**BHRTUW** - Barrow, Habersham, Rabun, Towns, Union, and White counties.

**SECTION 1  
TRANSMITTAL PAGE**

The Barrow, Habersham, Rabun, Towns, Union and White (BHRTUW) County Boards of Education, School Nutrition Program (Board/SNP) is requesting sealed bids for School Nutrition for Food/Grocery items. Bids are due by the date and time shown on the Invitation to Bid. Bids will be opened at the date, time and location shown on the Invitation to Bid.

Sealed Bids shall be mailed or delivered to: White County School Nutrition, 136 Warriors Path, Cleveland, GA 30528.

Questions regarding this Invitation for Bid shall be directed to: Abby Rowland, School Nutrition Director, Email [abby.rowland@white.k12.ga.us](mailto:abby.rowland@white.k12.ga.us); Tel. 706-865-2315 extension 1703.

**INTENT**

- a) It shall be the intent and purpose of this Invitation for Bid (IFB) to cover the terms and conditions under which a successful Bidder shall be responsible to supply and deliver products to the BHRTUW County Boards of Education, School Nutrition Program through sealed bids.
- b) **The Board/SNP is seeking to identify and select one (1) or more vendors to provide the items as listed in the attached list Attachment B. The bid may be awarded in entirety or by line item, whatever is deemed in the best interest of the districts represented.** The selected vendor(s) shall provide products in accordance with the Standard Terms and Conditions, Special Terms and Conditions, the IFB and any applicable Addenda.
- c) The Board/SNP reserves the right to accept or reject any or all bids, or to accept any part of a bid without accepting the whole thereof, or to accept such bid as they deem to be in the best interest of the Board/SNP.

**I. CONTRACT TIME PERIOD**

- a) **Initial Term** - The initial term of this contract, which results from the award of this IFB, shall commence and terminate on the dates shown on the INVITATION TO BID.
- b) **Extension Option** -The contract may be extended up to three (3) months at the same bid pricing, provided mutual agreement by both parties in written form.
- c) **Renewal Option** - This contract may be renewed for up to (4) four one-year terms at the same terms and conditions by mutual agreement of both parties in written form.

**II. BID SUBMISSION PROCEDURES**

*The County Board of Education/School Nutrition Program is not liable for any costs incurred by Bidders prior to issuance of or entering into a contract. Costs associated with developing the bid, preparing for oral presentations, and any other expenses incurred by the Bidder in responding to this IFB are entirely the responsibility of the Bidder, and shall not be reimbursed in any manner by the School Nutrition Program.*

- a) Bids must be enclosed in a sealed envelope. The outside of the envelope shall be clearly marked as shown on page #1 of this document entitled **“IFB – FOOD/GROCERY ITEMS BHRTUW COUNTY SCHOOL NUTRITION”**. Emailed documents must be followed by a hard copy.
- b) Bids must be received by the Board/SNP no later than the date shown on page #1 of this document entitled INVITATION FOR BID.
- c) Late bids shall not be accepted. The BHRTUW County Boards of Education/School Nutrition Program shall not be responsible for late receipt of bids. Bids must be mailed or delivered to the White County Board of Education.  
Emailed and faxed bids are not acceptable and will not be considered for SEALED BIDS.  
**An Excel electronic copy of the bid Quote Sheet along with any alternate or required information must be included on a flash drive inside the sealed bid package.**  
Bids must be mailed or delivered to: White County School Nutrition, 136 Warriors Path, Cleveland, GA 30528.
- d) If the Bidder submits bid documents with informalities, errors, or omissions such as, but not limited to, non-conforming bid security, non-conforming non-collusion affidavit or samples, or fails to properly execute and seal the said documents the Bidder, in the Board/SNP’s sole discretion, may be given 72 hours from the time of the bid opening in which to provide such information to the Board/SNP.
- e) The Board/SNP has the right to waive any and all informalities.

**III. BID OPENING DATE/TIME/PLACE**

Bids will be opened at the date and time shown below: April 24, 2020 at 10:30 am at the White County Board of Education School Nutrition Office, 136 Warriors Path, Cleveland, GA 30528.

**IV. AWARD DETERMINATION STATEMENT**

- a) **This IFB is intended to be awarded to a single or to multiple vendors** and to result in a firm fixed price contract. All bid prices shall remain firm for the entire contract period.
- b) The award of this IFB is contingent upon available budget funds and approval of the Board of Education.
- c) The BHRTUW School Nutrition Programs will award the contract to the lowest responsive and responsible Bidder(s) meeting all terms, conditions, and specifications of the IFB, within approximately sixty (60) days of the opening of the bids. Submitted bid pricing shall remain valid during this sixty-day period. The School Nutrition Program reserves the right, in its sole discretion, to accept or reject any and all bids or parts thereof.
- d) An official letter of acceptance will be forwarded by the School Nutrition Program to the successful Bidder(s) after bid selection and prior to contract award.

e) Upon acceptance and award of a vendor's bid, the contract between the Bidder and the BHRTUW Board/SNP shall be drafted from (a) the IFB and addenda, (b) the selected bid response to the IFB by the Bidder and any attachments thereto, and (c) all written communications between the Board/SNP and the Bidder concerning the transactions. The contract shall constitute the entire and only agreement and shall supersede all prior negotiations, commitments, understandings, or agreements, whether oral or written.

**V. SYSTEM CONTACT INFORMATION**

- a) This Invitation for Bid (IFB) is issued by the BHRTUW County Boards of Education, School Nutrition Program. All inquiries, clarifications, or interpretations regarding this IFB should be directed by email to: [abby.rowland@white.k12.ga.us](mailto:abby.rowland@white.k12.ga.us).
- b) Responses to inquiries that affect the content of this IFB will be provided in writing to all recipients of the IFB. It is the responsibility of each Bidder to inquire about any aspect of the IFB that is not fully understood or is believed to be susceptible to more than one interpretation. The BHRTUW Board/SNP will accept only written inquiries regarding this IFB until the date shown on page #1 of this document entitled INVITATION TO BID, in order for a reply to reach all Bidders before the bid closes and to give bidders ample time to respond to any Addenda. Any information given to a prospective Bidder concerning an IFB will be furnished to all prospective Bidders as an Addendum to the IFB if such information is necessary or if the lack of such information would be prejudicial to uninformed Bidders.

**VI. VENDOR CONTACT INFORMATION**

Vendor Company Name	
Street Address	
City, State, Zip	
Contact Person	
Telephone	
Email address	

## SECTION 2 STANDARD TERMS AND CONDITIONS

*This contract between the BHRTUW County Boards of Education School Nutrition Program and the Vendor shall be governed in accordance with the laws of the State of Georgia and all applicable Federal regulations.*

### I. **LOBBYING CERTIFICATE** (for bids over \$100k)

Per CFR 7.3018 - A Lobbying Certification and Disclosure must be completed for all bids \$100,000 and over. Please see and complete Attachment E. Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

### II. **DEBARMENT AND SUSPENSION VERIFICATION** (for bids over \$25k)

Institutions shall solicit offers from, award contracts to, and consent to subcontracts with responsible contractors and/or principals only. The serious nature of debarment and suspension requires that sanctions be imposed only in the public interest for the Government's protection and not for purposes of punishment. Institutions shall impose debarment or suspension to protect the Government's interest and only for the causes and in accordance with the procedures set forth in 2 CFR 200.213.

The Contractor certifies that the Contractor and/or any of its subcontractors or principals have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or any agency of the Federal government or as defined in the 2 CFR 200.213 which states "Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities." The Contractor will immediately notify the School Food Authority if Contractor is debarred or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity. See Attachment F

By signing this agreement, the Contractor is testifying that they are not debarred, suspended or has any ineligible or voluntary exclusions with the U.S. Department of Agriculture or any other Federal or State Agency. All responses will be verified. Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.



### III. BUY AMERICAN STATEMENT (Food only)

Contractor must comply with the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Buy American Act -7 CFR 210.21) which requires schools and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the contiguous United States to purchase, to maximum extent practicable, domestic commodities or products for use in meals served under the NSLP and SBP. Buy American - (1) Definition of domestic commodity or product. In this paragraph, 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. Substantial means over 51% of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States. The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards SFAs must comply with when purchasing commercial food products served in the school meals programs. Documentation must be received that requests (1.) Consideration on the use of domestic alternative foods before approving an exception and (2.) The use of a non-domestic food exception when competition reveals the cost of domestic food is significantly higher than non-domestic food and (3.) The use of a non-domestic alternative food due to the domestic good not produced or manufactured in sufficient and reasonable available quantities of a satisfactory quality.

### IV. REMEDY FOR NON-PERFORMANCE/ TERMINATION OF CONTRACT

**(a) Immediate Termination** - This contract will terminate immediately and absolutely if the County School Nutrition Program determines that adequate funds are not appropriated or granted or funds are de-appropriated such that the BHRTUW County SNP cannot fulfill its obligations under the Contract, which determination is at the BHRTUW County SNP's sole discretion and shall be conclusive. Further, the BHRTUW County SNP may terminate the Contract for any one or more of the following reasons effective immediately without advance notice:

- (i) in the event the Contractor is required to be certified or licensed as a condition precedent to providing goods and services, the revocation or loss of such license or certification may result in immediate termination of the Contract effective as of the date on which the license or certification is no longer in effect;
- (ii) The BHRTUW County SNP determines that the actions, or failure to act, of the Contractor, its agents, employees or subcontractors have caused, or reasonably could cause, life, health or safety to be jeopardized;
- (iii) The Contractor fails to comply with confidentiality laws or provisions; and/or
- (iv) The Contractor furnished any statement, representation or certification in connection with the Contract or the bidding process, which is materially false, deceptive, incorrect or incomplete.

**(b) Termination for Cause**- All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement. The occurrence of any one or more of the following events shall constitute cause for the BHRTUW County SNP to declare the Contractor in default of its obligation under the Contract:

- (i) The Contractor fails to deliver or has delivered nonconforming goods or services or fails to perform, to the BHRTUW County SNP's satisfaction, any material requirement of the Contract or is in violation of a material provision of the Contract, including, but without limitation, the express warranties made by the Contractor;
- (ii) The BHRTUW County SNP determines that satisfactory performance of the Contract is substantially endangered or that a default is likely to occur;
- (iii) The Contractor fails to make substantial and timely progress toward performance of the Contract;
- (iv) The Contractor becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law including bankruptcy laws; the Contractor terminates or suspends its business; or the BHRTUW County SNP reasonably believes that the Contractor has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law;
- (v) The Contractor has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders when performing within the scope of the Contract;
- (vi) The Contractor has engaged in conduct that has or may expose the BHRTUW County SNP or the State to liability, as determined in the BHRTUW County SNP's sole discretion; or
- (vii) The Contractor has infringed any patent, trademark, copyright, trade dress or any other intellectual property rights of the BHRTUW County SNP, the state, or a third party.

**(c) Notice of Default-** If there is a default event caused by the Contractor; the BHRTUW County SNP shall provide written notice to the Contractor requesting that the breach or noncompliance be remedied within the period of time specified in the BHRTUW County SNP's written notice to the Contractor. If the breach or noncompliance is not remedied within the period of time specified in the written notice, the BHRTUW County SNP may:

- (i) Immediately terminate the Contract without additional written notice; and/or
- (ii) Procure substitute goods or services from another source and charge the difference between the Contract and the substitute contract to the defaulting Contractor, and/or,
- (iii) Enforce the terms and conditions of the Contract and seek any legal or equitable remedies.

**(d) Termination upon Notice-** Following thirty (30) days' written notice, the BHRTUW County SNP may terminate the Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Contractor. Following termination upon notice, the Contractor shall be entitled to compensation, upon submission of invoices and proper proof of claim, for goods and services provided under the Contract to the BHRTUW County SNP up to and including date of termination.

**(e) Termination Due to Change in Law-** The BHRTUW County SNP shall have the right to terminate this Contract without penalty by giving thirty (30) days' written notice to the Contractor as a result of the following:

- (i) The BHRTUW County SNP's authorization to operate is withdrawn or there is a material alternation in the programs administered by the BHRTUW County SNP; and/or
- (ii) The BHRTUW County SNP's duties are substantially modified.

**(f) Payment Limitation in Event of Termination-** In the event of termination of the Contract for any reason by the BHRTUW County SNP, the SFA shall pay only those amounts, if any, due and owing to the Contractor for goods and services actually rendered up to and including the date of termination of the Contract and for which the BHRTUW County SNP is obligated to pay pursuant to the Contract or Purchase Instrument. Payment will be made only upon submission of invoices and proper proof of the Contractor's claim. This provision in no way limits the remedies available to the BHRTUW County SNP under the Contract in the event of termination. The BHRTUW County SNP shall not be liable for any costs incurred by the Contractor in its performance of the Contract, including, but not limited to, startup costs, overhead or other costs associated with the performance of the Contract.

**(g) The Contractor's Termination Duties-** Upon receipt of notice of termination or upon request of the BHRTUW County SNP, the Contractor shall:

- (i) Cease work under the Contract and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work under the Contract, including, without limitation, results accomplished, conclusions resulting there from, and any other matters the BHRTUW County SNP may require;
- (ii) Immediately cease using and return to the BHRTUW County SNP, any personal property or materials, whether tangible or intangible, provided by the BHRTUW County SNP to the Contractor;
- (iii) Comply with the BHRTUW County SNP's instructions for the timely transfer of any active files and work product by the Contractor under the Contract;
- (iv) Cooperate in good faith with the BHRTUW County SNP, its employees, agents, and contractors during the transition period between the notification of termination and the substitution of any replacement contractor; and
- (v) Immediately return to the BHRTUW County SNP any payments made by the BHRTUW County SNP for goods and services that were not delivered or rendered by the Contractor.

## **V. HUB STATEMENT**

It is the intent of the BHRTUW County Board of Education to provide maximum practicable opportunities in its solicitations to minority firms, women's business enterprises and labor surplus area firms. Small businesses, woman and minority-owned business sources will not be given unfair advantage when evaluating competitive purchases i.e. small purchase procedures, sealed bids, competitive proposals or noncompetitive proposals (2 CFR 200.321).

Positive efforts include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

**VI. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE STATEMENT** (for bids over \$10k)

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992. (Voice) Individuals who are hearing impaired 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. (Equal Employment Opportunity. Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of "federally assisted construction contract" in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with [Executive Order 11246](#), "Equal Employment Opportunity" ([30 FR 12319](#), 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by [Executive Order 11375](#), "Amending [Executive Order 11246](#) Relating to Equal Employment Opportunity," and implementing regulations at [41 CFR part 60](#), "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.")

**VII. ENERGY POLICY AND CONSERVATION ACT STATEMENT**

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 (Public Law 94-163, 89 Stat.871).

**VIII. CLEAN AIR/ CLEAN WATER STATEMENT** (for bids over \$100k)

Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)) Clean Air and Water Certification. Contractor certifies that none of the facilities it uses to produce goods provided under the Contract are on the Environmental Protection Authority (EPA) List of Violating Facilities. Contractor will immediately notify the School Food Authority of the receipt of any communication indicating that any of Contractor's facilities are under consideration to be listed on the EPA List of Violating Facilities. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended

(33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**IX. CIVIL RIGHTS STATEMENT AND ASSURANCE**

"The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement."

**Non-discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age and disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**X. RECORD RETENTION AND ACCESS CLAUSE**

The Contractor shall maintain books, records and documents in accordance with generally accepted accounting principles and procedures and which sufficiently and properly document and calculate all charges billed to the County Board of Education, School Nutrition Program throughout the term of the Contract for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later. Records to be maintained include both financial records and service records.

The Contractor shall permit the Auditor of the State of Georgia or any authorized representative of the School Food Authority, and where federal funds are involved, the Comptroller General of the United States, or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of the Contractor relating to orders, invoices or payments or any other documentation or materials pertaining to the Contract, wherever such records may be located during normal business hours. The Contractor shall not impose a charge for audit or examination of the Contractor's books and records. If an audit discloses incorrect billings or improprieties, the State and/or the County Board of Education reserves the right to charge the Contractor for the cost of the audit and appropriate reimbursement. Evidence of criminal conduct will be turned over to the proper authorities.

#### **XI. BID PROTEST PROCEDURES**

- a) Any protest shall be in writing and shall be delivered to the BHRTUW County Board of Education designated Protest official at BHRTUW County Board of Education. A protest of a solicitation shall be received by the named individual before the offer due date. The protest shall be filed within ten (10) days from the award notice and shall include:
1. The name, address, and telephone number of the protestor;
  2. The signature of the protestor or an authorized representative of the protestor;
  3. Identification of the purchasing agency and the solicitation or contract number;
  4. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents;
  5. The form of relief requested.
- b) A written response to the protest will be made within 30 days from receipt of the protest and all items indicated above.
- c) The BHRTUW County Board of Education shall in all instances disclose information regarding protests to State Agency.

#### **XII. NON-COLLUSION STATEMENT**

"I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the Bidder per O.C.G.A.50-5-67. I further certify that the provisions of the official code of Georgia annotated 45-10-20 et seq. have not and will not be violated in any respect."

#### **XIII. CODE OF CONDUCT**

- I. The following conduct will be expected from all persons who are engaged in the procurement process that uses School Nutrition Program funds including award, administration of contracts, and receipt of

products. No employee, officer, or agent of the BHRTUW County Board of Education shall participate in selection or in award or administration of a contract supported by the School Nutrition Program funds if conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

The employee, officer, or agent;

Any member of his/her immediate family;

His or her partner;

An organization which employs or is about to employ one of the above.

Further, the employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub-agreements; and the purchase of any food or service from a contractor for individual use is prohibited; and the removal of any food, supplies, equipment, or school property, such as records, recipe books, supplies and the like is prohibited; and outside sale of such items as used oil, empty cans, and the like will be sold by contract between the Board of Education and an outside agency. Individual sales by any school person to an outside agency or other school person is prohibited.

Failure of any employee, officer, or agent to abide by the above states code could result in a fine, suspension, or both, or dismissal. Interpretation of the code will be given at any time by contacting the School Nutrition Department.

The Board of Education will not be responsible for any other explanation or interpretation which anyone presumes to make on behalf of the Board of Education.

#### **XIV. DUTY TO EXAMINE**

It is the responsibility of each bidder to examine the entire solicitation, seek clarification in writing, and check its offer for accuracy before submitting the offer. Lack of care in preparing an offer shall not be grounds for withdrawing the offer after the offer due date and time not shall it give rise to any contract claim.

#### **XV. EXCEPTIONS TO TERMS AND CONDITIONS**

A bid that takes exception to a material requirement of any part of this solicitation, including a material term and condition, shall be rejected.

[continued on next page]



**SECTION 3  
SPECIAL TERMS AND CONDITIONS**

**I. HACCP REQUIREMENTS (N/A to Equipment)**

The School Nutrition Program expects a Hazard Analysis Critical Control Point (HACCP) plan to be in place by potential vendors and their manufacturers. Prior to awarding the bid, the School Nutrition Program may require documentation verifying that a written HACCP plan is followed.

The successful bidder (s) must have Hazard Analysis Critical Control Point (HACCP) plan on file for recall/hold control procedures including but not limited to:

- traceability systems in place from receipt of commodity product to delivery of processed items to designated delivery site.
- provision of 24/7 accessibility to successful bidder(s) staff in the event of a food/USDA Hold/Recall
- public notification capability on website to provide updates on food/USDA Hold and Recall data for customers.

Bidder(s) shall provide ability to District of conducting a mock recall for product once per year.

Bidder(s) will be responsible for all costs associated with replacement product(s), including but not limited to labor, shipping charges and product credit.

**II. PROPRIETARY INFORMATION:**

If a bidder submits any document with the bid that is considered to be proprietary in nature or is considered to be a trade secret, the bidder shall notify the school district that the documents are included in the bid. The school district will honor the request unless or until a competing bidder asks to have access to the information. In such case, the school district will notify the affected bidder that a challenge has been made. If the affected bidder can produce a court issued restraining order within ten calendar days subsequent to the notification, the information will remain confidential and shall not be released pending subsequent court action. If the restraining order is not received within the ten working day period, the information will be released, and the school district shall not be held liable.

**III. TRADE NAME, LABELS AND OTHER REQUESTS**

- a) Bidders are required to operating manual for equipment, instructions for chemical use, and training as stated in Attachment B.
- b) Upon request, the vendor shall submit instructions for use, nutrition and crediting information and any other documents deemed necessary for compliance with specifications.
- c) All items shall be properly labeled.

**IV. METHOD OF PAYMENT and PRICING INFORMATION**

- a) **Prices** - All prices shall remain fixed throughout the term of the contract. A single fixed fee shall be quoted per shipping carton. The fixed fee shall be bid in dollars and cents, and NOT as a percentage (%). The distributor's fixed fees shall remain firm for the initial term of the contract and shall include ALL overhead, profit and handling charges. The fee for broken cases



shall be prorated based on the number of units ordered from the full case. The Entities will keep broken case orders to a minimum. It is anticipated that these will be mostly spices, condiments and some non-food items. During the contract period the Entities reserves the right, in its sole discretion, to add new items and new manufacturers to the contract as companies continue to offer new products. New items will be purchased according to the following procedure:

- The Entities will submit product specifications to the awarded distributor.
- Distributor shall solicit costs for more than one approved product that meets the intended specifications.
- If requested, samples for testing shall be provided at no cost to the Entities. Each sample should include the product nutrition information, allergy information, and preparation instructions.
- Purchase prices for new items will be determined by: FOB shipping carton cost + freight – any bill backs + fixed fee per shipping carton.
- The Entities reserve the right to change products as needed throughout this contract.
- The Entities reserve the right to remove items from this contract if product is no longer needed.

At twelve month intervals the distributor must request in-place manufacturers to either extend or lower in-place costs for the following twelve month period. If a manufacturer increases the cost the distributor must solicit and document cost from other approved sources in the same manner as the initial product pricing.

- b) The successful Bidder warrants that the bid price(s), terms and conditions stated in his/her bid shall be firm through the bid process and until the time the award is made at which time prices shall remain firm and fixed for the entire contract period.
- c) All bid prices must include all charges for packing and transporting to the individual schools listed at the addresses on the attached sheet.
- d) Prices will not include Federal Excise Tax or State Sales Tax.
- e) The School Nutrition Program will make payment within thirty (30) days of receipt of the invoice for properly received goods and services after inspection and acceptance of the product by the Board/SNP. Advance billings are not allowed. Where partial delivery is made, invoice for such part shall be made upon delivery, and payment made within thirty (30) days under conditions as above.
- f) Invoicing
  - i) Invoices, at minimum, shall consist of the following information:
    1. Delivery location
    2. Item description and cost
    3. Extended cost for total quantity purchased
    4. Total cost of all products purchased
  - ii) Monthly statements will be broken down by school invoice and mailed to: BHRTUW County Board of Education

**V. METHOD OF SHIPMENT/DELIVERY (where applicable)**

- a) **Orders and deliveries** - Orders and deliveries shall be supplied by the vendor as requested and specified except during an emergency and on holidays. No partial deliveries will be accepted.
- b) All orders are to be delivered F.O.B. to addresses as indicated on Attachment E.
- c) In an emergency situation in which the School Nutrition Program requires delivery in less than 2 days and the vendor cannot provide the goods within the emergency delivery period, the School Nutrition Program has the option to purchase those goods from another source with no penalty to either party.
- d) Delivery schedules that fall on a holiday will be made the following business day.
- e) Delivery of product must be made in a well-maintained refrigerated truck. All deliveries shall be placed in the area designated by the designee. Under no circumstances may a delivery be left outside the building. Deliveries must be received as specified.

**The Three Strikes Rule:**

- (i) After vendor's first offense of providing sub-par quality product, late delivery and/or poor customer service, the School Nutrition Program will call vendor to report contract violation. The SNP will follow-up with a written letter to the vendor documenting occurrence and putting the vendor on notice that the documented occurrence is unacceptable.
- (ii) After vendor's second offense of providing sub-par product, late delivery and/or poor customer service, the SNP will send a certified notice to the vendor documenting that this is the second offense and a third offense will result in termination of the contract for cause. If the offense is providing sub-par product, then the vendor agrees to pay the School Food Authority to purchase quality product at the vendor's expense.
- (iii) After the vendor's third and final offense of the aforementioned, the SNP will terminate the contract for cause in writing via email and regular mail, copying the District Purchasing Compliance Officer.

**VI. EVALUATION FACTORS**

- a) Bids will be evaluated in accordance with the required specifications as listed in this IFB. At the School Nutrition Program's discretion, a bid may be eliminated from consideration for failure to comply with any required specification, depending on the nature and extent of non-compliance. In addition to meeting mandated specifications, bids will be evaluated for the ability of the Bidder to provide, in the School Nutrition Program's opinion, **the best overall solution to meet the School Nutrition Program's specifications.**
- b) **The School Nutrition Program reserves the right to award a single contract for the total requirement of the IFB or award multiple contracts on a group or line item basis in any combination that best serves the interest of the School Nutrition Program.**

## VII. SUBSTITUTION CLAUSE

Shipments of items with brand name or specifications other than those listed on the bid shall be rejected or returned to the vendor at the vendor's expense unless prior arrangements have been made with the Director of School Nutrition. **Substitutions may be made only with prior approval of the Director of School Nutrition.** All substitutions must be of equal or greater quality. In no case will an item be accepted if the quality is lower than stated in the bid. **Substitutions are to be priced at the same cost as the original awarded item.**

## VIII. ADDITIONAL BID INSTRUCTIONS

- a) **Bid modifications** - Bids cannot be modified after receipt of bids. Care should be taken to ensure that information provided is accurate, complete, and consistent. Omission of any of the required information may subject the Bidder to disqualification. The Board/SNP reserves the right to request information or respond to inquiries for clarification purposes only.
- b) **Bid withdrawal** - Bidders may withdraw bids at any time up to the scheduled time for receipt of bids. Bidders desiring to withdraw their bid must submit the purpose for withdrawal in writing to the School Nutrition Board/SNP before the bid opening deadline (bid close date). Bidders may resubmit bids provided it is prior to the scheduled time for receipt of bids.
- c) **Addenda** -If clarification of the specifications/instructions is required the request shall be made in writing not later than seven working days prior to the time and date set for the bid opening. The school district will respond to the request in the form of an addendum issued to all potential bidders. No addenda will be issued within five working days of the date and time of bid opening. Should a question arise which requires clarification during this time period the date and time of bid opening will be delayed allowing issuing an addendum.
- d) **Bid examination**
  - i) Bidders shall carefully examine all documents in the solicitation to obtain knowledge of existing conditions, limitations, and requirements. Failure to examine the documents will not relieve the Bidder of responsibility for same nor will extra payment or change order requests be considered for conditions which could have been determined by examining the solicitation.
  - ii) Bids will be considered as conclusive evidence of complete examination and understanding of the terms and conditions of the bid documents including the specifications and all requirements thereof of the IFB. It is understood that submission of a bid indicates full acceptance of the same by the parties submitting the bid. Furthermore, by submitting a bid the Bidder waives the right to claims for additional time or monetary compensation for all work without limit required to complete the contract which could have been obtained by the Bidder through examination of all documents, or raising a question regarding requirements prior to submitting a bid.
- e) **Rejection or Disqualification of bids**
  - i) A bid that is incomplete, obscure, conditioned or contains additions not called for or

irregularities of any kind, (including alterations or erasures), which are not initialed, may be rejected as non-conforming.

- ii) The School Nutrition Program reserves the right to waive a bid's minor irregularities if rectified by Bidder within three business days of the School Nutrition Program's issuance of a written notice of such irregularities.
- iii) The School Nutrition Program reserves the right to disqualify bids upon evidence of collusion with intent to defraud or other illegal practices upon the part of the Bidder.
- iv) Issuance of this IFB in no way constitutes a commitment by the School Nutrition Program to award a contract. The School Nutrition Program reserves the right to accept or reject, in whole or part, all bids submitted and/or to cancel this solicitation if it is determined to be in the best interest of the School Nutrition Program.
- v) Any Bidder who has demonstrated poor performance during a current or previous Agreement with the School Nutrition Program may be considered a non-responsible Bidder and their bid may be rejected. The School Nutrition Program reserves the right to exercise this option as is deemed proper and/or necessary.
- vi) The School Nutrition Program reserves the right to accept or reject any or all bids, or to accept any part of a bid without accepting the whole thereof, or to accept such bid as they deem to be in the best interest of the School Nutrition Program.

f) **Evidence of Financial Capabilities (not required - best practice)** - After the bid opening, Bidders must be prepared to present suitable evidence of their financial standing within three (3) business days after request by the Board/SNP. This evidence would include an income statement, balance sheet and statement of cash flow accompanied by an auditor's report attesting to the accuracy of the financial statements.

g) **Offer Acceptance Period** - Bid proposals are an irrevocable offer for 60 days after the bid opening time and date.

## IX. ORDERING INFORMATION

a) **Credit** - A credit or replacement will be issued for damaged or unacceptable items. All such transactions are to be worked out with each designee. Replacement of damaged or unacceptable items will be made upon a mutually agreed time.

b) **Inspection** - Upon delivery of product, the items will be inspected by the facility, and if found to be defective or failing in any way to meet specifications as indicated, the items may be rejected or returned. Problems found with products due to concealed damage will be addressed on a case by case basis. Rejected product must be picked up immediately.

c) **Emergency orders** - In an emergency situation in which the Contractor cannot provide the supplies within the emergency delivery period, the School Nutrition Program has the option to purchase those supplies from another source with no penalty to either party.

**X. AMENDMENTS AND MODIFICATIONS OF CONTRACT**

The contract between the School Nutrition Program and the vendor shall not be amended or modified, nor shall any of its terms be waived, except in writing and executed by both parties.

**XI. ASSIGNMENT**

The vendor shall not assign, transfer, convey, delegate, sublet, or otherwise dispose of its agreements with the School Nutrition Program, or its rights, title, or interest herein, or its power to execute such agreement, to any other person, company, or corporation without the previous consent and written approval by the School Nutrition Program.

**XII. INDEPENDENT CONTRACTOR AND INDEMNITY**

The vendor shall act as an independent Contractor and not as an employee of the School Nutrition Program. Vendor agrees to indemnify and hold harmless the School Nutrition Program, its elected officials, employees and agents from and against any and all liability, damages, claims, suits, liens, and judgments (including reasonable attorney's fees), of whatever nature, for injuries to or death of any person or persons, or loss of or damage to property, to the extent attributable to the negligent acts of vendor, its subcontractors or its respective agents, servants, or employees or such parties' failure to perform in accordance with the provisions of the contract resulting from this IFB.

**XIII. TIME OF PERFORMANCE**

- a) Notwithstanding any delay in the preparation and execution of the formal contract agreement, the Contractor shall be prepared, upon written notice of bid award, to commence delivery of goods pursuant to the award on "Start Date" shown on page #1 of this document entitled "INVITATION FOR BID".
- b) The Contractor must comply with the time of performance.

**XIV. FORCE MAJEURE**

If the School Nutrition Program, in its reasonable discretion, determines that the Force Majeure Event is likely to delay Contractor's performance for more than thirty (30) days, the School Nutrition Program reserves the right to cancel the agreement between the parties. In that event, neither party shall have any further liability to the other, subject only to the School Nutrition Program's obligation to pay the Contractor for work already completed by the Contractor and the Contractor's warranty for work already completed.

**XV. EVIDENCE OF INSURANCE**

- a) The successful bidder, at its expense, shall carry and maintain in full force at all times during the term of the contract resulting from this IFB the following insurance:

Coverage	Limits of Liability
Workmen's	Statutory
General Liability/Property	\$500,000 each occurrence
Personal Injury	\$500,000 each occurrence
Automobile	\$500,000 each
Bodily Injury	\$500,000 each occurrence

- b) Prior to commencement of performance of this Agreement, Contractor shall furnish to the School Nutrition Program a certificate of liability insurance evidencing all required coverage in at least the limits required herein, naming the County Board of Education, its elected officials, agents, and employees as additional insured under the Comprehensive General Liability coverage, and providing that no policies may be cancelled without ten (10) days advance written notice to the School Nutrition Program. Such certificate shall be issued to County Board of Education, School Nutrition Program.
- c) Said policies shall remain in full force and effect until the expiration of the terms of the contract or until completion of all duties to be performed hereunder by the Contractor, whichever shall occur later.

**XVI. EXCEPTIONS**

A Bid submitted in response to this IFB constitutes a binding offer to comply with all terms, conditions, special conditions, general specifications, and requirements stated in this IFB, except to the extent that a Bidder takes exception to such provisions. To take exception to a provision of this IFB, the Bidder must clearly identify in the BID EXCEPTION FORM: (a) the number and title of each section of this IFB that the Bidder takes exception to; (b) the specific sentence within such section that the Bidder takes exception to; and (c) any alternate provision proposed by the Bidder.

**XVII. WARRANTY**

Successful Bidder shall fully warrant all PRODUCTS furnished under the terms of this contract, against poor and inferior quality. Time is of the essence of this contract. While under warranty, successful Bidder shall replace any damaged or inferior product in a timely manner to minimize the disruption of the School Nutrition Program's operations.

**XVIII. GIFTS AND GRATUITIES**

Acceptance of gifts from contractors and the offering of gifts by contractors are prohibited. No employee of the school district purchasing products under provisions of the contract issued as a result of this invitation shall accept, solicit, or receive, either directly or indirectly, from any person, firm or corporation any gift or gratuity.

**XIX. SAMPLES**

The School Nutrition Program reserves the right to request samples of any/all items indicated on the bid schedule. Samples shall be provided within five (5) business days upon request. It will be the responsibility of the supplier to incur all costs associated with the request of samples. Each sample is to be labeled with the bidder's name, the item number as indicated on the Quote Sheets, and the bid number. Each sample must have a minimum of five (5) servings to be evaluated. Product labels on selected samples will be kept for verification when shipments are received. Products without such information may not be considered.

**XX. PRE-BID CONFERENCE**

If a pre-bid conference has been scheduled under this solicitation, the date, time and location of it appear on the solicitation's cover sheet or elsewhere in the IFB or RFP. An Offeror should raise any questions it may have about the solicitation or the procurement at that time. An Offeror may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the solicitation shall be answered solely through a solicitation addendum.

**XXI. SEVERABILITY**

The provisions of this contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the contract.

**XXII. WAIVER AND REJECTION RIGHTS**

Notwithstanding any other provisions of the solicitation, the school district reserves the right to:

- Waive any immaterial defect or informality;
- Reject any and all offers or portions thereof; or
- Cancel a solicitation.

**XXIII. RELEASE FROM CONTRACT**

In the event the market for a product covered by this request escalates to a point that the vendor is delivering product at less than cost, the vendor may petition for release from the contract. The petition shall be supported by a third-party market bulletin. The decision to release the vendor from the contract will be based on the difference between the market at the time of the bid opening and the current market for this item.

**XXIV. FOOD RECALLS AND BIOSECURITY**

Vendor shall be expected to voluntarily comply with all federal, state, and local mandates regarding the identification and recall of foods from the commercial and consumer marketplace. Vendor shall have a process in place to effectively respond to a food recall. The process must include accurate and timely communications to the SFA and assurance that unsafe products are identified and removed from SFA sites in an expedient, effective, and efficient manner. Selected Vendor will be expected to maintain all paperwork required for immediate and proper notification of recalls for full and split cases. Vendor will define their policy and procedures for handling food recalls on a separate document to be submitted



along with bid. Vendor will provide the contact person and the backup person's contact information, whom will handle food recalls, to the school nutrition director or designee. Are the food recall procedures in compliance with 7 CFR 250? (NOTE: SFA responsibilities include: Implementing the recall procedures upon notification of a recall of USDA Foods; "&"Assigning a food safety coordinator and alternate, and provide the names, titles, email addresses, and telephone and fax numbers of the coordinator and alternate "&"to the SA; Maintaining a contact list for SFA serving sites, distributors, and other recipients. This list should have two recall contacts per site and be verified annually; Notifying all sites re: recall immediately – 24 hours or less, and ensure that the affected products are isolated and labeled "Do Not Use" to avoid accidental use; Identifying the locations of the affected products, and verify that the products have the correct product identification codes; Contacting further processors to track redirected food affected by the recall; Conducting an inventory assessment – 48 hours or less, of affected product: Served; Remaining in-stock at schools, warehouses, and distributors; Further distributed to program participants; Redirected for further processing; Submit the inventory assessment information to the SDA Food Distribution Unit; and follow applicable destruction/disposal instructions provided by the SDA.")

Biosecurity: Vendor must have a written policy regarding biosecurity and the food supply, in accordance with the Bioterrorism Act 2002 under the U.S. Department of Health and Human Services, FDA and under the USDA, Food Safety, and Inspection Service. Vendor will define their biosecurity policy and procedures on a separate document to be submitted along with bid.

**XXV. CONTRACT WORK HOURS / SAFETY STANDARDS ACT (40 U.S.C. 3701-3708)  
(for contracts in excess of \$2500)**

Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles.

**XXVI. DAVIS BACON ACT (for construction contracts in excess of \$2,000) [Appendix II to 2 CFR 200/7 CFR 3019.48]**

[Davis-Bacon Act](#), as amended ([40 U.S.C. 3141-3148](#)). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the [Davis-Bacon Act](#) ([40 U.S.C. 3141-3144](#), and [3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in



each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

**XXVII. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT** (if applicable) [Appendix II to 2 CFR 200/7 CFR 3019.48]

If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

**XXVIII. PROCUREMENT OF RECOVERED MATERIALS** (2 CFR 200.322) (if applicable)

An SFA and its [contractors](#) must comply with section 6002 of the [Solid Waste Disposal Act](#), as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**XXIX. SCOPE OF SERVICES**

- 1) All products furnished shall comply with the latest standards and regulations established by USDA.
- 2) BHRTUW purchases only trans-fat free products, except for naturally occurring small amounts of trans-fat that may be present in animal proteins.
- 3) BHRTUW reserves the right to determine whether or not the distributor has complied with product specifications and to choose which product best suits district needs.
- 4) All bad or damaged merchandise shall be either replaced or credits issued as per request of Cafeteria Manager, within twenty-four hours of notification.
- 5) All merchandise shall be in good condition upon delivery.
- 6) No substitutions of any products, items, brands, or grades originally in the specifications or by addendum thereof, shall be made by the Distributor without the prior approval of BHRTUW’s authorized representative before delivery can take place. Substitutions without prior approval

will not receive payment. Substitute products must abide by specifications. Payment for approved substitutions will be made per serving based on contracted pricing.

- 7) All food products shall be kept in the proper state of frozen or refrigeration, for each item, at all times, and shall be handled in accordance with the best commercial practices.
- 8) All items shall meet the USDA Buy American Requirement. BHRTUW will request both domestic and import pricing for specified fruits and vegetables.
- 9) The supplier agrees to permit access to its facilities at reasonable times for inspection of the materials covered under this contract, and the supplier's facilities.
- 10) Included in proposal submissions, Distributors will need to provide an electronic copy of product data sheets for all items bid. Data sheets should include, but are not limited to, manufacturer ingredient and nutrition fact panel, allergy information, pack size, instructions for preparation and serving, and child nutrition product specification sheet (if available). The Distributor must notify BHRTUW whenever there is a change of sources and provide appropriate documentation.
- 11) BHRTUW must be notified by the Distributor of any ingredient or nutritional changes or preparation process changes within ten (10) days of Distributor receiving this information from the manufacturer.
- 12) Distributors must notify BHRTUW of any manufacturer's recalls regarding items under this contract. Upon notification of a recall, the Distributor should contact BHRTUW via telephone and then follow up in writing within 24 hours. All products, lot numbers or any other pertinent information available must be given to the district representative in writing within 24 hours. Failure to comply with this requirement may be cause for termination of this contract.
- 13) Random sampling and testing of products received may be performed. Should any item fail to meet specifications, quality or condition as sampled, BHRTUW shall require the Distributor to remove any such item from every school, and full credit shall be given to each program for the total amount of product received.
- 14) The information concerning the specifications, manufacturer's name, product code number, or pack size is based on the latest available information that BHRTUW has. If the information listed concerning the specifications, manufacturer, product code number, or pack size is incorrect, please note it on the item in question when quoting. BHRTUW may decide that the item needs to be re-bid if an error has occurred in the product specified.

### **Brand Name**

Any reference to brand names and code or model number in these specifications is offered as a point of reference in order for bidders to consider style, sizes, weights, and similar characteristics. Specifications used are intended to be open and non-restrictive. The use of Brand names within this document should not be interpreted as the exclusive brand desired, unless clearly specified. Bids for products that have been pre-approved by the District as Equal or Equivalent identified in this solicitation will be accepted without further clarification. Bids for products with different brand names than those pre-approved by the District must be approved prior to bid closing

### **Samples**

Upon notification by the District the apparent successful bidder shall provide, within three (3) days, samples as requested. Samples will be provided at the expense of the bidder. If the samples for any

line item are unacceptable to the District, the District may reject the bid for that line item on the grounds that it is non-responsive.

## **Pricing**

All unit prices quoted must include delivery to the schools and include all charges for fuel and distribution. The awarded Distributor must provide Net Off Invoice (NOI) and Modified Fee for Services (MFFS) for USDA at a reasonable fee. The Distributor must bring to BHRTUW's attention all rebates, incentives or any other form of remuneration which in effect lowers cost to the distributor. The distributor must pass on the BHRTUW fair compensation for rebates or bill-backs from manufacturers.

### **USDA Commodity Warehousing and Delivery Fee for Service**

**Included in this Bid, the Distributor may bid on a contract to receive, store and deliver to each school site BHRTUW USDA commodities. This service must be quoted as a fixed fee per case upon delivery to each site under separate invoice or separate subtotals with divided categories on a single invoice.**

### **DELIVERY OF COMMODITY PROCESSED END PRODUCT**

It is the distributor's responsibility to ensure that the manufacturer processing USDA commodity foods listed in **Attachment B**, has an approved processing agreement, an approved Summary End Product Data Schedule (SEPDS), and are approved for NOI with the Georgia School Nutrition Program (GSNP).

NOI Requirements:

- o Processor has approved SEPDS with GSNP
- o FNS has a positive inventory "on the books" or "in the bank"
- o Distributor must sell at a net price + distribution fees
- o Poultry Processors with Substitution Approval
- o Fully Substitutable Commodities
- o Identical Commodity/Commercial Products
- o Processor sells to distributor at gross price
- o Distributor sells product to any customer
- o Sales Verification
- ☒ Processor responsible to conduct FNS sales verification
- ☒ FNS responsible to confirm receipt of NOI product AND commodity value
- ☒ FNS takes title of product once the distributor delivers product.
- ☒ Distributor invoices FNS the net price. The invoice must identify the gross case price and on a separate line the value of donated food(s) per case.
- ☒ Distributor must have the technology in place to meet the reporting requirements of the processors for NOI commodity processed items, K12 Foodservice or Processor Link.

## **Pricing**

A single fixed fee shall be quoted per shipping carton. The fixed fee shall be bid in dollars and cents,

and NOT as a percentage (%). The distributor's fixed fees shall remain firm for the initial term of the contract and shall include ALL overhead, profit and handling charges. The fee for broken cases shall be prorated based on the number of units ordered from the full case. The Entities will keep broken case orders to a minimum. It is anticipated that these will be mostly spices, condiments and some non-food items.

During the contract period the Entities reserves the right, in its sole discretion, to add new items and new manufacturers to the contract as companies continue to offer new products. New items will be purchased according to the following procedure:

- o The Entities will submit product specifications to the awarded distributor.
- o Distributor shall solicit costs for more than one approved product that meets the intended specifications.
- o If requested, samples for testing shall be provided at no cost to the Entities. Each sample should include the product nutrition information, allergy information, and preparation instructions.
- o Purchase prices for new items will be determined by: FOB shipping carton cost + freight-any bill backs + fixed fee per shipping carton.
- o The Entities reserve the right to change products as needed throughout this contract.
- ☒ The Entities reserve the right to remove items from this contract, if product is no longer needed.

At twelve month intervals the distributor must request in-place manufacturers to either extend or lower in-place costs for the following twelve month period. If a manufacturer increases the cost the distributor must solicit and document cost from other approved sources in the same manner as the initial product pricing.

### **Utilization Reports**

The awarded Distributor must provide a monthly usage report to the District that shows the totals purchased for each food product. In order to meet manufacturer rebate deadlines, the District must receive reports via email or soft copy by the 15<sup>th</sup> of each month. Distributor must provide usage reports by specific manufacturer, specific time frame and/or by school as requested.

### **Participation in Value Pass Through (Net Off Invoice) System Required**

USDA value is an expense to the District and will be taken in consideration with Distributors' bids when calculation the base value cost. The Georgia Department of Education has approved the Value Pass Through (Net Off Invoice) system and the awarded Distributor must be capable of participation.

### **Emergency Orders**

Emergency orders may be placed occasionally. The awarded Distributor is expected to make delivery within twenty-four (24) hours of notification. If the awarded Distributor cannot provide the supplies within the emergency delivery period, the District has the option to purchase those supplies from another source with no penalty to either party and without engaging in a separate solicitation process.

## Delivery Requirements

Distributors must be able to meet the following delivery requirements or they will be determined to be non-responsive or non-responsible and not eligible for award. A Distributor that cannot meet one of these delivery requirements should either not participate in the solicitation or should seek a request for material substitution as set forth in Section V. Requests for material substitution of products, services, or contract terms above.

The District will be submitting weekly food orders for all delivery sites throughout the school year, which includes summer feeding. It is the district policy that no school receive an after-hours delivery. The distributor must submit a delivery schedule to the District within one week of award, noting the day of the week that deliveries will be made to each school.

A list of schools, addresses and phone numbers was provided to Distributor through the solicitation process giving rise to this Agreement and an updated list of schools, address and phone numbers may be provided to Distributor from time to time by the District or upon request by the Distributor. Deliveries shall be made as ordered by the Districts central School Nutrition Program by school, Monday through Friday according to the schedule provided by the Distributor between the hours of 5:30am and 2:00pm, unless expressly arranged and agreed to by a school's cafeteria manager. If delivery will be made on days other than listed on the schedule, the distributor must contact the districts central school nutrition program at least forty-eight (48) hours before scheduled delivery date to obtain approval for the delivery. If the delivery date is on a district holiday, the delivery shall be made of the next business day for the district following the holiday. BHRTUW will provide school calendar for each district to distributor. The SNP reserves the right to cancel deliveries in the event of an unforeseen school closure.

Time of delivery is a material term of the Agreement. If the distributor cannot meet the required delivery date, the distributor may be declared to be in breach of the agreement by the district. Only an authorized school nutrition representative, such as a cafeteria manager, may accept and sign for deliveries. However, cafeteria managers do not have authority to vary the terms of the agreement. If it is subsequently determined through an audit or otherwise that a cafeteria manager has accepted for delivery goods and or services that do not comply with the specifications or pricing terms of this agreement, then Distributor agrees to correct its delivery or nonconforming goods and/or services by replacing the non-conforming goods and/or services at distributor's expense, cancelling any charges for non-conforming goods and/or services, or reimbursing the district for the price paid for any non-conforming goods and/or services.

All deliveries made to district sites shall require inside delivery. The prices included in attachment B of this agreement must include any and all delivery charges. District staff will not participate in the removal of merchandise from any truck or transport vehicle.

All delivery trucks must be clean, sanitary, and free from dirt and debris. The cafeteria manger or designee may refuse a delivery if the truck is not clean and sanitary.

The district reserves the right to require distributor to reimburse the district for overtime payments made by the district to school employees due to late deliveries by distributor.

If the goods and have not been delivered by the specified delivery date and no written extension of such delivery date has been granted by the district, the district reserves the right to cancel the purchase of the bid items and/or any other pending purchase orders to the same vendor. If delivery of goods or services is not completed by the specified delivery date, then the district may, without liability and in addition to any other rights or remedies, terminate the agreement by notice, effective when received as to goods not yet delivered or rendered. The district may purchase substitute goods and/or services and charge vendor for the difference between the price listed in

Schedule A and the cost of the substitute goods from the other vendor.

The number of delivery sites and delivery site addresses are subject to change due to the needs of the District.

### **Minimum Order Clause**

Any minimum order requirements imposed by the Distributor shall be stated on bids prior to bid opening and contract award. Order limitations placed on the Districts after contract award will not be accepted. If the successful Distributor fails to honor orders placed by the District for the entire period of the contract, then the Distributor will be held responsible for any cost incurred by BHRTUW to resolicit for the items.

The Districts reserves the right to negotiate minimum orders whether by total dollar amount and/or by volume in association with the total amount to the Distributor in terms of total dollar amount and/or volume. If mutual agreement cannot be reached as to the minimum order amount, the District reserves the right to find the Distributor non-responsive and to make the award to the next low bidder who is responsible and responsive or to resolicit for those items, whichever is deemed in the best interest of BHRTUW. The decision of the District shall be final and unappealable.

### **Piggyback Clause**

This solicitation allows for other State and local government agencies within the state of Georgia to buy off the awarded contract at the same prices quoted during the effective term, pending agreement between Distributor and the third party entity.

### **Performance Period**

This agreement shall establish a contract to remain open for one year from the Effective Date. BHRTUW reserves the right to renew the agreement for four (4) one year terms.

[continued on next page]

**ATTACHMENT A  
CONTRACT SIGNATURE PAGE**

This agreement is dated as of \_\_\_\_\_ by and between the BHRTUW County Boards of Education, School Nutrition Departments (hereinafter called School Nutrition Program) and \_\_\_\_\_ (hereinafter called CONTRACTOR).

The School Nutrition Program and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agrees as follows:

**ARTICLE 1. PRODUCTS**

CONTRACTOR shall provide all products as specified or indicated in the Contract Documents. Contractor shall supply and deliver specified equipment to the School Nutrition Program's school designated.

**ARTICLE 2. CONTRACT TIME**

The food, equipment, supplies or goods shall be in accordance with this Agreement, and are to be completed as specified in IFB.

**ARTICLE 3. CONTRACT PRICE**

School Nutrition Program shall pay CONTRACTOR for delivery of specified goods in accordance with CONTRACTOR'S bid, which is attached hereto. School Nutrition Program shall pay CONTRACTOR net 30 days from date of delivery unless other terms of payment are agreed upon.

**ARTICLE 4. INVOICE PROCEDURES**

Invoices for payment with appropriate supporting documents shall be sent to the following addresses:

- Barrow County School Nutrition  
Lesa Wilson  
179 West Athens Street  
Winder, GA 30680  
Tel: (678) 425-2848  
Email: [lesa.wilson@barrow.k12.ga.us](mailto:lesa.wilson@barrow.k12.ga.us)
  
- Habersham County School Nutrition  
Sylvia Gerrin  
132 Stanford Mill Road, P.O. Box 70  
Clarkesville, GA 30523  
Tel: (706) 754-2110  
Email: [sgerrin@habershamschools.com](mailto:sgerrin@habershamschools.com)
  
- Rabun County School Nutrition  
Marie Carver  
963 Tiger Connector Road  
Tiger, GA 30576  
Tel: (706) 212-4350  
Email: [mcarver@rabuncountyschools.org](mailto:mcarver@rabuncountyschools.org)

- Towns County School Nutrition  
Rebecca Mullins  
1400 Highway 76 East  
Hiawassee, GA 30546  
Tel: (706) 896-2279 ext. 4015  
Email: [bmullins@townscountyschools.org](mailto:bmullins@townscountyschools.org)
  
- Union County School Nutrition  
Janet Stephens  
124 Hughes Street  
Blairsville, GA 30512  
Tel: (706) 835-4309  
Email: [jstephens@ucschools.org](mailto:jstephens@ucschools.org)
  
- White County School Nutrition  
Sabine Sharpton  
136 Warriors Path  
Cleveland, GA 30528  
Tel: (706) 865-2315 ext. 1704  
Email: [sabine.sharpton@white.k12.ga.us](mailto:sabine.sharpton@white.k12.ga.us)

#### **ARTICLE 5. CONTRACTOR'S REPRESENTATIONS**

In order to induce School Nutrition Program to enter into this Agreement, CONTRACTOR makes the following representations:

5.1 CONTRACTOR has examined and carefully studied the Contract Documents and all other related data identified in the Bidding Documents.

5.2 CONTRACTOR is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress, performance and furnishing of the products.

#### **ARTICLE 6. CONTRACT DOCUMENTS**

The Contract Documents, which comprise the entire agreement between School Nutrition Program and CONTRACTOR concerning the work, consist of the following:

- Transmittal Page
- Standard Terms and Conditions
- Special Terms and Conditions
- Attachment A - Contract Signature Page
- Attachment B - Specifications & Quote Sheet
- Attachment C - Vendor Bid Form
- Attachment D - Delivery Site
- Attachment E - Lobbying Certificate Disclosure

There are no Contract Documents other than those listed above in this Article 6. The Contract Documents may only be amended, modified or supplemented by written agreement between both parties.



IN WITNESS WHEREOF, School Nutrition Program and CONTRACTOR have signed this Agreement. One counterpart each has been delivered to School Nutrition Program and CONTRACTOR.

This Agreement will be effective \_\_\_\_\_, 2020.

\_\_\_\_\_ Board of Education

\_\_\_\_\_ Signature of Board member or designee

\_\_\_\_\_ Name of Board member or designee

\_\_\_\_\_ Date

\_\_\_\_\_ Vendor Company Name

\_\_\_\_\_ Signature of Company Representative

\_\_\_\_\_ Name of Company Representative

\_\_\_\_\_ Date

**ATTACHMENT B**

**SPECIFICATIONS & QUOTE SHEET**

See separately posted Excel spreadsheet

“BHRTUW Invitation for Bid – Food – FY21 – Attachment B – Bid Specifications and Quote Sheet”



**Authorized Signature of Bidder:** (This bid form must be signed by an individual with actual authority to bind the company.)

\_\_\_\_\_

Company Type (check one):

Sole Proprietorship       Partnership       Corporation       Joint Venture

Bidder attests that:

He/she has thoroughly reviewed this IFB and that this Bid response is submitted in accordance with the IFB requirements.

Company Name: \_\_\_\_\_

Federal ID#1: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature\*\* : \_\_\_\_\_

Signatory's Name: \_\_\_\_\_

Signatory's Title: \_\_\_\_\_

Witness's Signature\*\* : \_\_\_\_\_

Witness's Name: \_\_\_\_\_

Witness's Title: \_\_\_\_\_

**\*\*For Corporations:** The bid must be signed by the President or Vice President and the signature must be attested by the Corporate Secretary or Treasurer.

If any employee other than the President or Vice President signs on behalf of the corporation, or if the President's or Vice President's signature is not attested to by the Corporate Secretary or Treasurer, a copy of the corporate resolution authorizing said signature(s) must be attached to this bid. Failure to attach a copy of the appropriate authorization, if required, may result in rejection of the bid.

**ATTACHMENT D  
DELIVERY SITES  
BHRTUW County School Nutrition Program**

**Barrow County Schools:**

Auburn Elementary School  
1334 6<sup>th</sup> Avenue  
Auburn, GA 30011  
Manager: Kay Wilkerson  
Tel: (770) 338-1346  
Email: [kay.wilkerson@barrow.k12.ga.us](mailto:kay.wilkerson@barrow.k12.ga.us)

Apalachee High School  
940 Haymon Morris Road  
Winder, GA 30680  
Manager: Mary Maples  
Tel: (770) 867-2253  
Email: [mary.maples@barrow.k12.ga.us](mailto:mary.maples@barrow.k12.ga.us)

Bethlehem Elementary School  
47 McElhannon Road  
Bethlehem, GA 30620  
Manager: Tina Edwards  
Tel: (770) 338-1346  
Email: [tina.edwards@barrow.k12.ga.us](mailto:tina.edwards@barrow.k12.ga.us)

Bramlett Elementary School  
622 Freeman Brock Road  
Auburn, GA 30011  
Manager: Nidya Gonzalez  
Tel: (770) 307-0557  
Email: [nidya.gonzalez@barrow.k12.ga.us](mailto:nidya.gonzalez@barrow.k12.ga.us)

County Line Elementary School  
334 Rockwell Church Road, N. W.  
Winder, GA 30680  
Manager: Connie Christian  
Tel: (770) 867-2482  
Email: [connie.christian@barrow.k12.ga.us](mailto:connie.christian@barrow.k12.ga.us)

Holsenbeck Elementary School  
445 Holsenbeck School Road  
Winder, GA 30680  
Manager: Sheila Tucker  
Tel: (770) 867-2621  
Email: [sheila.tucker@barrow.k12.ga.us](mailto:sheila.tucker@barrow.k12.ga.us)

Kennedy Elementary School  
200 Matthew School Road  
Winder, GA 30680  
Manager: Rhonda Gilbert  
Tel: (770) 867-2663  
Email: [rhonda.gilbert@barrow.k12.ga.us](mailto:rhonda.gilbert@barrow.k12.ga.us)

Statham Elementary School  
1970 Broad Street  
Statham, GA 30666  
Manager: Lottrell Sims  
Tel: (770) 725-7112  
Email: [lottrell.sims@barrow.k12.ga.us](mailto:lottrell.sims@barrow.k12.ga.us)

Yargo Elementary School  
1000 Haymon Morris Road  
Winder, GA 30680  
Manager: Christie England  
Tel: (770) 867-2864  
Email: [christie.poole@barrow.k12.ga.us](mailto:christie.poole@barrow.k12.ga.us)

Russell Middle School  
364 W. Candler Street  
Winder, GA 30680  
Manager: Susan White  
Tel: (770) 867-2744  
Email: [susan.white@barrow.k12.ga.us](mailto:susan.white@barrow.k12.ga.us)

Bear Creek Middle School  
228 Jefferson Street  
Statham, GA 30666  
Manager: Betsy Sheffield  
Tel: (770) 725-5261  
Email: [betsy.sheffield@barrow.k12.ga.us](mailto:betsy.sheffield@barrow.k12.ga.us)

Haymon Morris Middle School  
1008 Haymon Morris Road  
Winder, GA 30680  
Manager: Charlotte Park  
Tel: (770) 867-1045  
Email: [charlotte.park@barrow.k12.ga.us](mailto:charlotte.park@barrow.k12.ga.us)

Westside Middle School  
240 Matthews School Road  
Winder, GA 30680  
Manager: Esther Grigsby

Tel: (770) 307-2972  
Email: [esther.grigsby@barrow.k12.ga.us](mailto:esther.grigsby@barrow.k12.ga.us)

Winder Elementary School  
197 McNeal Road  
Winder, GA 30680  
Manager: Tracy Simmons  
Tel: (770) 867-4527  
Email: [tracy.simmons@barrow.k12.ga.us](mailto:tracy.simmons@barrow.k12.ga.us)

Winder Barrow High School  
272 N. Fifth Avenue  
Winder, GA 30680  
Manager: Vikki Mobley  
Tel: (770) 868-1568  
Email: [vikki.mobley@barrow.k12.ga.us](mailto:vikki.mobley@barrow.k12.ga.us)

Barrow Arts and Science Academy  
1007 Austin Road  
Winder, GA 30680  
Manager: Carol Bales  
Tel: (770) 867-7467  
Email: [carol.bales@barrow.k12.ga.us](mailto:carol.bales@barrow.k12.ga.us)

**Habersham County Schools:**

Baldwin Elementary School  
894 Willingham Avenue  
Baldwin, GA 30511  
Manager: Sonya Frost  
Tel: (706) 778-6435  
Email: [sfrost@habershamschools.com](mailto:sfrost@habershamschools.com)

Clarkesville Elementary School  
6539 State Highway 115 West  
Clarkesville, GA 30523  
Manager: Lisa Watkins  
Tel: (706) 754-2442  
Email: [lwatkins@habershamschools.com](mailto:lwatkins@habershamschools.com)

Cornelia Elementary School  
375 Old Cleveland Road  
Cornelia, GA 30531  
Manager: Jeri Lynn Lewallen  
Tel: (706) 778-6526  
Email: [jlewallen@habershamschools.com](mailto:jlewallen@habershamschools.com)

Demorest Elementary School  
3116 Demorest – Mount Airy Highway  
Demorest, GA 30535  
Manager: Christina Cunningham  
Tel: (706) 778-4126  
Email: [ccunningham@habershamschools.com](mailto:ccunningham@habershamschools.com)

Fairview Elementary School  
2925 Cannon Bridge Road  
Demorest, GA 30535  
Manager: Ann Fry  
Tel: (706) 778-2030  
Email: [afry@habershamschools.com](mailto:afry@habershamschools.com)

Hazel Grove Elementary School  
6390 Dicks Hill Parkway  
Mount Airy, GA 30563  
Manager: Ann Yardley  
Tel: (706) 754-2942  
Email: [ayardley@habershamschools.com](mailto:ayardley@habershamschools.com)

Level Grove Elementary School  
2525 Level Grove Road  
Cornelia, GA 30531  
Manager: Tammy Barnes  
Tel: (706) 778-3087  
Email: [tbarnes@habershamschools.com](mailto:tbarnes@habershamschools.com)

Woodville Elementary School  
911 Historic Old Highway 441  
Clarkesville, GA 30523  
Manager: Liz Martin  
Tel: (706) 754-4225  
Email: [eamartin@habershamschools.com](mailto:eamartin@habershamschools.com)

North Habersham Middle School  
1500 Wall Bridge Road  
Clarkesville, GA 30523  
Manager: JoAnn Greenway  
Tel: (706) 754-2915  
Email: [jgreenway@habershamschools.com](mailto:jgreenway@habershamschools.com)

South Habersham Middle School  
237 Old Athens Highway  
Cornelia, GA 30531  
Manager: Janice Welborn



Tel: (706) 778-7121

Email: [janicewelborn@habershamschools.com](mailto:janicewelborn@habershamschools.com)

Wilbanks Middle School

3115 Demorest – Mount Airy Highway

Demorest, GA 30535

Manager: Jamie Thomas

Tel: (706) 894-1341

Email: [jthomas@habershamschools.com](mailto:jthomas@habershamschools.com)

Habersham Ninth Grade Academy

171 Raider Circle

Mount Airy, GA 30563

Manager: Pam Daniel

Tel: (706) 778-0830

Email: [pdaniel@habershamschools.com](mailto:pdaniel@habershamschools.com)

Habersham Central High School

2059 State Highway 197 South

Mount Airy, GA 30563

Manager: Caryl Loudermilk

Tel: (706) 778-7161

Email: [cloudermilk@habershamschools.com](mailto:cloudermilk@habershamschools.com)

**Rabun County Schools:**

Rabun County Primary School

801 East Boggs Mountain Road

Tiger, GA 30576

Manager: Reneta Hollifield

Tel: (706) 212-4372

Rabun County Elementary School

1115 East Boggs Mountain Road

Tiger, GA 30576

Manager: Ronda Lancaster

Tel: (706) 782-5398

Rabun County Middle / High School

230 Wildcat Hill Drive

Tiger, GA 30576

Manager: Nacoma Speed

Tel: (706) 782-2914

**Towns County Schools:** (1 central kitchen)

Towns County High School  
1400 Highway 76 East  
Hiawassee, GA 30546  
Managers: Kathy Dills, Becky Mullins

**Union County Schools:**

Union County Primary School  
592 School Circle  
Blairsville, GA 30512  
Manager: April McGaha  
Tel: (706) 835-4308

Union County Elementary School  
165 Elementary Way  
Blairsville, GA 30512  
Manager: Joey Conley  
Tel: (706) 835-4307

Union County Middle School  
367 Wellborn Street  
Blairsville, GA 30512  
Manager: Dawn Von Hof  
Tel: (706) 835-4306

Union County High School  
372 Panther Way  
Blairsville, GA 30512  
Manager: Rachel McBride  
Tel: (706) 835-4305

Woody Gap School  
2331 State Highway 60  
Suches, GA 30572  
Manager: Sheila Green  
Tel: (706) 747-2401 ext. 1650

**White County Schools:**

Jack P. Nix Elementary School  
342 West Kytile Street  
Cleveland, GA 30528  
Manager: Robbie Walden  
Tel: (706) 865-6928

Email: [robbie.walden@white.k12.ga.us](mailto:robbie.walden@white.k12.ga.us)

Tesnatee Gap Elementary School  
2696 Tesnatee Gap Valley Road  
Cleveland, GA 30528

Manager: Angie Carder

Tel: (706) 219-1791

Email: [angie.carder@white.k12.ga.us](mailto:angie.carder@white.k12.ga.us)

Mount Yonah Elementary School  
1161 Duncan Bridge Road  
Sautee, GA 30571

Manager: Becky Lingerfelt

Tel: (706) 865-4901

Email: [rebecca.lingerfelt@white.k12.ga.us](mailto:rebecca.lingerfelt@white.k12.ga.us)

Mossy Creek Elementary School  
128 Horace Fitzpatrick Drive  
Cleveland, GA 30528

Manager: Montie Majors

Tel: (706) 865-5003

Email: [montie.majors@white.k12.ga.us](mailto:montie.majors@white.k12.ga.us)

White County Middle School  
283 Old Blairsville Road  
Cleveland, GA 30528

Manager: Linda Parker

Tel: (706) 865-2250

Email: [linda.parker@white.k12.ga.us](mailto:linda.parker@white.k12.ga.us)

White County High School  
2600 Highway 129 North  
Cleveland, GA 30528

Manager: Brenda Freeman

Tel: (706) 865-2312

Email: [brenda.freeman@white.k12.ga.us](mailto:brenda.freeman@white.k12.ga.us)

**ATTACHMENT E - LOBBYING FORM & DISCLOSURE**

Approved by OMB  
0348-0046

**Disclosure of Lobbying Activities**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<p><b>1. Type of Federal Action:</b>                  a. contract                  _____ b. grant                  c. cooperative agreement                  d. loan                  e. loan guarantee                  f. loan insurance</p>	<p><b>2. Status of Federal Action:</b>                  a. bid/offer/application                  _____ b. initial award                  c. post-award</p>	<p><b>3. Report Type:</b>                  a. initial filing                  _____ b. material change</p> <p><b>For material change only:</b>                  Year _____ quarter _____                  Date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b>                  _____ Prime    _____ Subawardee                  Tier _____, if known:</p> <p align="center"><i>Congressional District, if known:</i></p>	<p><b>5. If Reporting Entity in No. 4 is Subawardee,</b>                  Enter Name and Address of Prime:</p> <p align="center"><i>Congressional District, if known:</i></p>	
<p><b>6. Federal Department/Agency:</b></p>	<p><b>7. Federal Program Name/Description:</b></p> <p align="center">CFDA Number, if applicable: _____</p>	
<p><b>8. Federal Action Number, if known:</b></p>	<p><b>9. Award Amount, if known:</b>                  \$ _____</p>	
<p><b>10. a. Name and Address of Lobbying Registrant</b>  <i>(if individual, last name, first name, MI):</i></p>	<p><b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i>  <i>(last name, first name, MI):</i></p>	
<p><b>11. 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.</b></p>	<p><b>Signature:</b> _____</p> <p><b>Print Name:</b> _____</p> <p><b>Title:</b> _____</p> <p><b>Telephone No.:</b> _____ <b>Date:</b> _____</p>	
<p><b>Federal Use Only</b></p>	<p align="center"><b>Authorized for Local Reproduction                  Standard Form - LLL (Rev. 7-97)</b></p>	

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee 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. 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 followup 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 least 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; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included 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 registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(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. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

---

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 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 (0348-0046), Washington, DC 20503



**The Civil Rights Assurance:**

"The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement."

**Non-Discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider