ST. TAMMANY
PARISH PUBLIC SCHOOLS

Frank J. Jabbia
Superintendent

Pete J. Jabbia
Associate Superintendent

Michael J. Cossé
Assistant Superintendent

Kimberly B. Gardner
Assistant Superintendent

Jeanne B. McCurley, Ph.D.
Assistant Superintendent

District	Board Members
5	C. Brandon Harrell, President
15	Lisa M. Page, Vice President
1	Matthew E. Greene
2	Elizabeth B. Heintz
3	Michael J. Dirmann
4	Stephen J. "Jack" Loup, III
6	Michael C. Nation
7	Shelta J. Richardson
8	Michael E. Winkler
9	Gia R. Baker
10	Ronald "Ron" Bettencourtt
11	Tammy W. Lamy
12	Richard "Rickey" Hursey, Jr.
13	James Braud
14	Dennis S. Cousin

July 7, 2021

Dear Vendor:

The St. Tammany Parish School Board, Child Nutrition Programs, will receive bids during the 2021-2022 school session on Fresh Fruits, Vegetables and Eggs. School Food Service feeds approximately 10,000 persons for breakfast and 24,000 persons for lunch each day. The following is attached for your information:

- Certificate of Independent Price Determination **(To be filled out and returned with bid)**
- Certificate Regarding Debarment **(To be filled out and returned with bid)**
- Certificate Regarding Lobbying **(To be filled out and returned with bid)**
- Disclosure of Lobbying Activities **(To be filled out and returned with bid)**
- Buy American Provision Certification Form **(To be filled out and returned with bid)**
- Non-Collusion Statement **(To be filled out and returned with bid)**
- Procurement Contract Provisions in Child Nutrition Programs
- Copy of Advertisement for Bids
- Sales Tax Information
- School Calendar
- Bid Cycles For The 2021-2022 School Session
- List of Schools/Locations/Managers/Telephone Numbers
- General Rules, Instructions and Conditions
- Specifications/Bid Form

All bid openings will be held at the St. Tammany Parish School Board Office, 321 N. Theard Street, Covington, Louisiana at 2:00 p.m. on designated dates. You are invited to attend all bid openings. (see Bid Cycle Addendum)

The Certificate of Independent Price Determination, Certification Regarding Debarment, Certification Regarding Lobbying, Disclosure of Lobbying Activities, Buy American Provision Certification Form and Non-Collusion Statement forms must be submitted only with your initial bid. Bid forms will no longer be mailed to you. Each vendor will be responsible for making copies of the attached blank bid form to use for all bid openings. The bid opening date and bid period must be filled out for each bid. These dates can be found on the attached bid cycles sheet.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Jennifer Montz, Director
Child Nutrition Program

ST
Attachments

Prototype
Certificate of Independent Price Determination

Both the school food authority and the Vendor (offeror) shall execute this Certificate of Independent Price Determination.

_____ (Name of Vendor)

St. Tammany Parish School Board (Name of School Food Authority)

(A) By submission of this offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
(2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
(3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Vendor certifies that:

(1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
(2) He or she is not the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this Vendor, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

_____	_____	_____
Signature of Vendor's Authorized Representative	Title	Date

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action which may have jeopardized the independence of the offer referred to above.

_____	_____	_____
Signature of School Food Authority's Authorized Representative	Title	Date

Note: Accepting a bidder's offer does not constitute award of the contract.

SUSPENSION AND DEBARMENT CERTIFICATION
UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -

Lower-Tier Transaction

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 2 CFR Part 200.212 and Appendix ll of 2 CFR Part 200). The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the USDA agency with which this transaction originated.

(Before completing certification, read instructions on next page)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

_____ _____
Organization Name PR/Award Number or Project Name

_____
Name(s) and Titles of Authorized Representative(s)

_____ _____
Signature Date

INSTRUCTIONS FOR SUSPENSION DEBARMENT CERTIFICATION

NOTE: Each responsive bidder must include this certification statement with its bid on each contract equaling or exceeding $25,000 or any contract for audit services regardless of amount.

By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page in accordance with these instructions.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The terms covered transaction, debarred, suspended, ineligible, lower-tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

The prospective lower-tier participant further agrees by submitting this form that he or she will include this clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower-Tier Covered Transactions, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles. Each participant may, but is not required to, check the Non procurement List.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS EXCEEDING $100,000 IN FEDERAL FUNDS

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

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub- grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

_____
Name and Address of Vendor

_____
Title of Submitting Official

By_____ Date: _____
(Signature of Official (Executive Director) Authorized to Sign Application)

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

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

1. **Type of Federal Action: (enter letter of choice)** ___ a. contract ___ b. grant ___ c. cooperative agreement ___ d. loan ___ e. loan guarantee ___ f. loan insurance	2. **Status of Federal Action: (enter letter of choice)** ___ a. bid/offer/application ___ b. initial award ___ c. post-award	3. **Report Type:** ___ a. initial filing ___ b. material change **For material change only:** Year _____ quarter _____ Date of last report_____

4. **Name and Address of Reporting Entity:** _____Prime _____ Subawardee Tier___, *if known*: **Congressional District, if known:**	5. **If Reporting Entity in No. 4 is Subawardee,** Enter Name and Address of Prime: **Congressional District, if known:**
6. **Federal Department/Agency:**	6. **Federal Program Name/Description:** CFDA Number, *if applicable*: _____
8. **Federal Action Number,** *if known:*	9. **Award Amount**, *if known:* **$**_____
10. a. **Name and Address of Lobbying Registrant** *(if individual, last name, first name, MI):*	b. **Individuals Performing Services** *(including address if different from No. 10a) (last name, first name, MI):*
11. **Amount of Payment** *(check all that apply):* $_____ ☐ actual ☐ planned 12. **Form of Payment** (check all that apply): ____ a. cash ____ b. in-kind; specify: nature _____ value _____	13. **Type of Payment** *(check all that apply)*: ___ a. retainer ____ b. one-time fee ___ c. commission ____ d. contingent fee ___ e. deferred ____ f. other; specify: _____

14. **Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:**

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

15. **Continuation Sheet(s) SF-LLL-A attached:** _____ Yes _____ No

16. **Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This Disclosure of Lobbying Activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.**	**Signature:** _____ **Print Name:**_____ **Title:**_____ **Telephone No.:** _____ **Date:** _____
Federal Use Only	**Authorized for Local Reproduction** **Standard Form - LLL (Rev. 7-97)**

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

Authorized for Local Reproduction
Standard Form – LLL-A

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; contract, grant, or loan award number; application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

NON-COLLUSION STATEMENT

The Antitrust Division of the United States Department of Justice seeks to prevent collusion, expose monopolies, and preserve competition in public purchasing. Collusion occurs when providers of the same goods or services get together and agree to fix or set prices. In procurement, it is the most commonly known as "price-fixing" or "bid-rigging."

Vendors, by submitting this signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Louisiana or United States law.

We certify that we have not, either directly or indirectly, entered into any agreement or participated in any unlawful act of collusion, no attempt has been made to induce any other person or vendor to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above stated statement is accurate under penalty of perjury.

Name of Firm _____

Complete Address of Firm _____

_____

Telephone Number _____

Signature of Authorized Representative _____

Typed Name of Authorized Representative _____

Title of Authorized Representative _____

Date _____

BUY AMERICAN PROVISION CERTIFICATION FORM FOR FOOD PURCHASES

SFA Name: St. Tammany Parish School Board_____

The Buy American Provision (7 CFR Part 210.21(d)) requires School Food Authorities to purchase, to the maximum extent practical, domestically grown and processed foods. "Domestic" is defined as a product that is grown in the United States, or with processed food items, the product must be processed in the United States of food that is produced and grown domestically in the United States. Any product processed by a responsive vendor must contain over 51% of the food component, by weight or volume, from U.S. origin.

The vendor **must include all food products bid by the company that do not meet the definition of "domestic"**. **This document must be included as a part of the Amendment.** If needed, this document can be copied if vendor needs to add additional food items.

VENDORS MUST CERTIFY EITHER: (CHECK NUMBER 1 OR 2)	
☐	1. I certify that all food products bid by my company are 100% produced in the U.S., or processed in the U.S. with the final processed product including over 51% of food that was grown in the U.S.
☐	2. I certify that all food products bid by my company are 100% produced in the U.S., or processed in the U.S. with the final processed product including over 51% of food that was grown in the U.S. with the EXCEPTION of the following items listed below.

NAME OF FOOD ITEM	COMPLETE BELOW AND CHECK THE APPROPRIATE REASON THE NON-DOMESTIC PRODUCT IS BID FOR EACH ITEM.
_____	This product includes _____ % U.S. Content. The product is grown in _____ ☐ The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality. OR ☐ The cost of the U.S. product is significantly higher than the non-domestic product. List prices and unit pack size below for item to be considered: $_____/_____ Price of Domestic or U.S. Grown Product Per Unit $_____/_____ Price of Non-Domestically Grown Product Per Unit

_____	This product includes _____ % U.S. Content. The product is grown in _____ ☐ The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality. OR ☐ The cost of the U.S. product is significantly higher than the non-domestic product. List prices and unit pack size below for item to be considered: $_____/_____ Price of Domestic or U.S. Grown Product Per Unit $_____/_____ Price of Non-Domestically Grown Product Per Unit
_____	This product includes _____ % U.S. Content. The product is grown in _____ ☐ The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality. OR ☐ The cost of the U.S. product is significantly higher than the non-domestic product. List prices and unit pack size below for item to be considered: $_____/_____ Price of Domestic or U.S. Grown Product Per Unit $_____/ _____ Price of Non-Domestically Grown Product Per Unit
_____	This product includes _____ % U.S. Content. The product is grown in _____ ☐ The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality. OR ☐ The cost of the U.S. product is significantly higher than the non-domestic product. List prices and unit pack size below for item to be considered: $_____/_____ Price of Domestic or U.S. Grown Product Per Unit $_____/ _____ Price of Non-Domestically Grown Product Per Unit

_____	This product includes _____ % U.S. Content. The product is grown in _____ ☐ The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality. OR ☐ The cost of the U.S. product is significantly higher than the non-domestic product. List prices and unit pack size below for item to be considered: $_____/_____ Price of Domestic or U.S. Grown Product Per Unit $_____/ _____ Price of Non-Domestically Grown Product Per Unit

By signing this document, the vendor is certifying that the product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of satisfactory quality or the vendor has provided sufficient documentation for the SFA to determine whether or not the cost of the U.S. product is significantly higher than the non-domestic product.

Company Name: _____

Signature: _____ Title: _____

Date: _____

The SFA has researched all items the vendor is proposing to use that are non-domestic and determined that the product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality or that the cost of the U.S. product is significantly higher than the non-domestic product and is approving the use of the non-domestic product. The following website for the Agricultural Marketing Service can provide guidance to the SFA in determining if domestic products are available https://www.ams.usda.gov/market-news/fruits-vegetables.

SFA Name: St. Tammany Public Schools

Approval from Authorized Representative (Print Name): Jennifer Montz

Approval from Authorized Representative (Signature): _____

Title: SFS Supervisor Date: _____

ATTENTION VENDOR: RETURN WITH YOUR BID

Child Nutrition staff will determine whether to purchase the domestic or the non-domestic product considering the information above and will notify the vendor or the award.

ST. TAMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA

REQUIRED CONTRACT PROVISIONS FOR PROCUREMENT CONTRACTS IN CHILD NUTRITION PROGRAMS

REQUIRED CONTRACT PROVISIONS FROM APPENDIX II OF 2 CFR PART 200

1. Contracts for more than the simplified acquisition threshold currently set at $250,000, which is the inflation adjusted amount determined by the **Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils)** as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

2. 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 effected and the basis for settlement.

3. **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" (Appendix II of 2 CFR Part 200(E).

4. **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 the Department of Labor regulations at 29 C.F.R. 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 sub recipient shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

5. **Contract Work Hours and Safety Standards Act** - (40 U.S.C. 3701-3708). 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 ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

6. **Rights to Inventions Made Under a Contract or Agreement** - If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub recipient 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 sub recipient 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.

7. **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 sub grants 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) (Appendix II of 2 CFR Part 200(G).

8. **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 government wide 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. (Appendix II of 2 CFR Part 200(H).

9. **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.

REQUIRED CONTRACT PROVISIONS FROM 2 CFR PART 200

1. **Procurement of recovered materials** - A non-Federal entity that is a state agency or agency of a political subdivision of a state 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 by 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 (2 CFR Part 200.322)

2. The SPONSOR and VENDOR must take all necessary affirmative steps outlined in 2 CFR 200.321 to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps will 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.

OTHER CONTRACT PROVISIONS

1. The vendor shall comply with the following **civil rights laws**, as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, *Civil Rights Compliance and Enforcement in School Nutrition Programs*.

2. Awarded Vendors must maintain all required books, records and other documents relative to the award of the contract for three (3) years after final payment and all other pending matters (audits) are closed.

3. Access must be granted to duly authorized representatives of the St. Tammany Parish School Board, Louisiana Department of Education, the United States Department of Agriculture (USDA) or Comptroller General to any books, documents, papers and records of the contractor with are directly pertinent to all negotiated contracts.

4. The contractor must recognize mandatory standards/policies related to energy efficiency contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165).

REQUIRED CONTRACT PROVISIONS FROM 7 CFR PART 210

1. The vendor shall comply with the ***BUY AMERICAN PROVISION*** for contracts that involve the purchase of food, USDA Regulation (7 CFR Part 250 and 7 CFR Part 210). The vendor is required to utilize, to the maximum extent practicable, domestic commodities and products. This requirement pertains to component items. It does not include spices, sauces, etc.

The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d). Section 12(n) of the National School Lunch Act defines "domestic commodity or product" as an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. Substantially means over 51% of the final processed product (by weight or volume) must consist of agricultural commodities that were grown domestically. The Buy American provision must be followed in all procurements where funds are used from the nonprofit food service account, whether directly by an SFA or on its behalf.

Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of day 14 days in advance of delivery. The request must include the:

A. Alternative substitute (s) that are domestic and meet the required specifications:

1. The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or

2. Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

The **"Buy American Provision Certification Form For Food Purchases"** must be completed and returned with your bid. The vendor must identify all food products bid by the Company that do not meet the definition of "domestic" on this document. In the event the SFA receives a bid from a vendor that does not include this Information, the SFA is to consider the bid non-responsive.

2. **Cost Reimbursable Contracts** 210.21(f) Cost reimbursable contracts — (1) Required provisions. The school food authority must include the following provisions in all cost reimbursable contracts, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts.

(i) Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;

(ii)(A) The contractor must separately identify each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

(B) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;

(iii) The contractor's determination of its allowable costs must be made in compliance with the applicable Departmental and Program regulations and Office of Management and Budget cost circulars;

iv) The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the State agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;

(v) The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and

(vi) The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the State agency, or the Department.

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, 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, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be found online at: https://www.ocio.usda.gov/document/ad-3027, 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:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:
(202) 690-7442; or

email:
program.intake@usda.gov

This institution is an equal opportunity provider.

ADVERTISEMENT FOR BIDS

The St. Tammany Parish School Board, Child Nutrition Programs, 321 N. Theard Street, Covington, Louisiana 70433, will receive sealed bids during the 2021-2022 school session for Fresh Fruits, Vegetables and Eggs.

Additional information on bid opening dates, specifications, bid cycles, etc. will be furnished upon request at the address listed above. Bid documents can also be found on www.stpsb.org/bids.

The St. Tammany Parish School Board reserves the right to reject any and all bids and to increase or decrease items or quantities.

The St. Tammany Parish School Board is an equal opportunity provider.

ST. TAMMANY PARISH SCHOOL BOARD

/s/ C. BRANDON HARRELL, President

/s/ FRANK J. JABBIA, Superintendent

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To be published in THE ST. TAMMANY FARMER two (2) times as follows:

1st printing – Wednesday, July 7th

2nd printing – Wednesday, July 14th

FRANK J. JABBIA
Superintendent

321 N. Theard St.
Covington, LA 70433
985.892.2276 • Fax 985.898.3267

DATE: July 7, 2021

TO: All Vendors

FROM: Purchasing Department

RE: Sales/Use Taxes

Dear Vendor:

Effective September 1, 1991, House Bill No. 1139 enacts Revised Statute 47:301(8)(c) which states "For purposes of the payment of the state sales and use tax and the sales and use tax levied by any political subdivision, "person" shall not include this state, any parish, city and parish, municipality, district, or other political subdivision thereof, or any agency, board, commission, or instrumentality of this state or its subdivisions".

The Louisiana Department of Revenue and Taxation has released their interpretation of Act 1029 of 1991. Effective September 1, 1991, all purchases made by school boards and all schools using funds generated by the school are exempt from state and local sales/use tax. Purchases by booster clubs and PTAs are not exempt from sales tax.

If you have any questions regarding this memo, please contact the Purchasing Department.

smt

2021-2022 DISTRICT CALENDAR

UPDATED 7/7/21

'21

AUGUST

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'22

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29	30	31				

CALENDAR LEGEND

- ★ First and Last Day of School
- (circle) 1/2 Day for Students
- Professional Development/ Record Keeping (No School for Students)
- Schools Closed (Holiday)

TESTING DATES

November 30- December 17	LEAP 2025 Testing Window (Grades 9-12)
March 8-17	ACT Testing Window (Grade 11)
April 25- May 25	LEAP 2025 Testing Window (Grades 4-8)
April 14- May 13	LEAP 2025 Testing Window (Grades 9-12)
April 27- May 3	LEAP 2025 Testing Window (Grade 3)

IMPORTANT DATES

Aug. 3-4	Teachers' Professional Development
Aug. 5	Teachers' Day
Aug. 6	First Day of School
Sept. 6	Labor Day Holiday*
Oct. 1	Parish Fair Day*
Oct. 7	End of First Grading Period
Oct. 8	1/2 Day Professional Development, 1/2 Day Record Keeping (No School for Students)
Nov. 22-26	Thanksgiving Holidays*
Dec. 17	End of Second Grading Period End of First Semester 1/2 Day for Students, 1/2 Day Record Keeping
Dec. 20-31	Winter/Christmas Break*
Jan. 3	School Re-Opens
Jan. 17	Martin Luther King Holiday*
Feb. 28-March 4	Mardi Gras Holidays*
March 10	End of Third Grading Period
March 11	1/2 Day Professional Development, 1/2 Day Record Keeping (No School for Students)
April 11-18	Spring/Easter Break**
May 20	Last Day of School End of Fourth Grading Period End of Second Semester 1/2 Day for Students, 1/2 Day Record Keeping
May 23	Teachers' Day

The School Board requires an appropriate program for Veterans' Day (Nov. 11). School Administrators are asked to avoid scheduling activities on the following days when possible (observance begins at sundown the day before the date listed): Sept. 6 (Rosh Hashanah); Sept. 15 (Yom Kippur)

** In case of emergency, student make-up days will be taken from existing holidays in the above schedule.*
***It is understood should state testing conflict with the proposed Easter/Spring Break holiday that the Easter/Spring Break holiday will be adjusted accordingly.*

ATTACHMENT A

ST. TAMMANY PARISH SCHOOL FOOD SERVICE
COVINGTON, LOUISIANA

BID CYCLES FOR THE 2021-2022 SCHOOL YEAR

FRESH FRUITS, VEGETABLES AND EGGS

NOTE: The St. Tammany Parish School Board offices located at 321 N. Theard Street are currently closed to the public per Louisiana Governor's Proclamation Number JBE 2020-30. Sealed bids will be received in the drop box on the South side of the School Board Offices (23rd Avenue side). The drop box will be checked at 2:00 p.m. on each bid opening date listed below. Bids should be hand delivered to this drop box, registered or certified mail, UPS or FedEx or submitted electronically. Please find bid related materials and place electronic bids at www.centralbidding.com. All bidders shall be responsible for the timely delivery of their bids. Bids received after the date and time specified above will not be accepted.

In accordance with the Governor's Proclamation, the bid opening will be closed to the public. Bid opening participation will be available via a telephone conference. If you would like to listen to the bid opening, please send your email address and phone number to stacey.toomer@stpsb.org at least 24 hours before the designated bid opening for instructions to join the meeting.

BID OPENING DATE:	BID CYCLE	
	FROM	TO
July 26, 2021	July 29, 2021	September 1, 2021
August 30, 2021	September 2, 2021	September 29, 2021
September 27, 2021	September 30, 2021	October 27, 2021
October 25, 2021	October 28, 2021	December 1, 2021
November 29, 2021	December 2, 2021	January 5, 2022
January 3, 2022	January 6, 2022	February 2, 2022
January 31, 2022	February 3, 2022	March 9, 2022
March 7, 2022	March 10, 2022	March 30, 2022
March 28, 2022	March 31, 2022	April 27, 2022
April 25, 2022	April 28, 2022	May 25, 2022
May 23, 2022	May 26, 2022	June 30, 2022

NOTE: Bids shall be faxed on bid opening dates between the hours of 8:30 a.m. and 2:00 p.m. to (985) 898- 6445. If you have any questions please call Stacey Toomer, Food Service Purchasing at (985) 898-3292.

SCHOOL NAME	ADDRESS	MANAGER/PHONE #	EMAIL
10 ***PreK-3*** Abita Springs Elementary	22410 Level Street Abita Springs, LA 70420	Heidie Rodrigue **985-893-0013**	Heidie.Rodrigue@stpsb.org
01 ***4-6*** Abita Springs Middle	72079 Maple Street Abita Springs, LA 70420	Connie Yevcinez **985-892-3569**	Cornelia.Yevcinez@stpsb.org
02 ***1-5*** Abney Elementary	825 Kostmayer Avenue Slidell, LA 70458	Angele Helmstetter **985-643-2242**	Angele.Helmstetter@stpsb.org
03 ***PreK-5*** Alton Elementary	38276 North 5th Avenue Slidell, LA 70460	Takenya Collins (TK) **985-863-7820**	Takenya.Collins@stpsb.org
04 ***4-6*** Bayou Lacombe Middle	27527 St. Joseph Strett Lacombe, LA 70445	Dionne Harrell **985-882-5969**	Dionne.Harrell@stpsb.org
43 ***PreK-3*** Bayou Woods Elem.	35614 Liberty Drive Slidell, LA 70460	Wanda Smith **985-641-1970**	Wanda.Smith@stpsb.org
05 ***K-6*** Bonne Ecole Elementary	900 Rue Verand Slidell, LA 70458	Kris Lairsey **985-643-7876**	Kris.Lairsey@stpsb.org
06 ***7-8*** Boyet Junior High	59295 Rebel Drive Slidell, LA 70461	Melanie Concepcion **985-643-8533**	Melanie.Concepcion@stpsb.org
07 ***PreK-5*** Brock Elementary	259 Brakefield Street Slidell, LA 70458	Paula Frey **985-661-2925**	Paula.Frey@stpsb.org
09 ***4-6*** Carolyn Park Middle	35708 Liberty Drive Slidell, LA 70460	Sharlene Fogarty **985-643-8353**	Sharlene.Fogarty@stpsb.org
11 ***PreK-3*** Chahta-Ima Elementary	27488 Pichon Road Lacombe, LA 70445	Teresa Crawford **985-882-7600**	Teresa.Crawford@stpsb.org
08 ***4-8*** Clearwood Junior High	130 Clearwood Drive Slidell, LA 70458	Pamela Penton **985-641-8681**	Pamela.Penton@stpsb.org
12 ***PreK-3*** Covington Elementary	325 S. Jackson Street Covington, LA 70433	Laramie McLain **985-892-8229**	Laramie.McLain@stpsb.org
13 ***9-12*** Covington High	73030 Lion Drive Covington, LA 70433	Stacey Doescher **985-892-2407**	Stacey.Doescher@stpsb.org
55 ***6-8*** Creekside Junior High	65434 Highway 41 Pearl River, LA 70452	Darlene Myers **985-863-7812**	Darlene.Myers@stpsb.org
38 ***PreK-1*** Cypress Cove Elem.	540 S. Military Road Slidell, LA 70461	Donna Esperance **985-641-8334**	Donna.Esperance@stpsb.org
16 ***PreK-8*** Fifth Ward Junior High	81419 Highway 21 Bush, LA 70431	Lisa Ballard **985-886-3471**	Lisa.Ballard@stpsb.org
17 ***PreK-6*** Florida Avenue Elem.	342 Florida Avenue Slidell, LA 70458	Kathy Coleman **985-643-3297**	Kathy.Coleman@stpsb.org
18 ***PreK-5*** Folsom Elementary	82144 Highway 25 Folsom, LA 70437	Diedra Woodson **985-796-5888**	Deidre.Woodson@stpsb.org
19 ***6-8*** Folsom Junior High	83055 Hay Hallow Road Folsom, LA 70437	Angela Keys **985-796-5557**	Angela.Keys@stpsb.org
46 ***9-12*** Fontainebleau High	100 Bulldog Drive Mandeville, LA 70471	Betty Lewis **985-893-2407**	Betty.Lewis@stpsb.org
51 ***7-8*** Fontainebleau Jr. High	100 Hurricane Alley Mandeville, LA 70471	Vivian Jenkins **985-875-7672**	Vivian.Jenkins@stpsb.org
47 ***2-3*** Honey Island Elementary	500 S. Military Road Slidell, LA 70461	Allyson Bobal **985-641-6932**	Allyson.Bobal@stpsb.org
54 ***4-6*** Lake Harbor Middle	1700 Viola Street Mandeville, LA 70448	Jodie Martin **985-674-3482**	Jodie.Martin@stpsb.org
110 ***9-12*** Lakeshore High	26301 Highway 1088 Mandeville, LA 70448	Kathie James **985-624-5046 ext-7**	Katherine.James@stpsb.org
118 ***3-5*** Lancaster Elementary	133 Pine Creek Drive Madisonville, LA 70447	Beverly Fleming **985-792-5376**	Beverly.Fleming@stpsb.org
21 ***PreK-8*** Lee Road Junior High	79131 Highway 40 Covington, LA 70435	Donna Malbrough **985-892-8811**	Donna.Malbrough@stpsb.org
20 ***4-6*** Little Oak Middle	59241 Rebel Drive Slidell, LA 70461	Wendy Sonnier **985-643-8647**	Wendy.Sonnier@stpsb.org

SCHOOL NAME	ADDRESS	MANAGER/PHONE #	EMAIL
111 ***PreK-K*** Little Pearl Elementary	63829 Highway 11 Pearl River, LA 70452	Susan Carswell **985-863-6325**	Susan.Carswell@stpsb.org
22 ***PreK-3*** Lyon Elementary	1615 N. Florida Street Covington, LA 70433	Rebecca Pond **985-892-0345**	Rebecca.Pond@stpsb.org
23 ***PreK-2*** Madisonville Elementary	317 Highway 1077 Madisonville, LA 70447	Darlene Randolph **985-845-3780**	Darlene.Randolph@stpsb.org
24 ***6-8*** Madisonville Junior High	106 Cedar Street Madisonville, LA 70447	Ann Bankston **985-845-7275**	Ann.Bankston@stpsb.org
44 ***2-3*** Magnolia Trace Elemen	1405 Highway 1088 Mandeville, LA 70448	Melissa Singletary **985-674-0958**	Melissa.Singletary@stpsb.org
25 ***PreK-3*** Mandeville Elementary	519 Massena Street Mandeville, LA 70448	Allyson Sliker **985-626-8127**	Allyson.Sliker2@stpsb.org
26 ***9-12*** Mandeville High	#1 Skipper Drive Mandeville, LA 70471	Monica Brown **985-626-7401**	Monica.Brown@stpsb.org
27 ***7-8*** Mandeville Junior High	639 Carondelet Street Mandeville, LA 70448	Jessica Bowers **985-626-4059**	Jessica.Bowers@stpsb.org
45 ***4-6*** Mandeville Middle	2525 Soult Street Mandeville, LA 70448	Desiree Richard **985-626-5909**	Desiree.Richard@stpsb.org
107 ***PreK-1*** Marigny Elementary	1715 Viola Street Mandeville, LA 70448	Denise Bangs **985-674-3016**	Denise.Bangs@stpsb.org
108 ***PreK-6*** Mayfield Elementary	31820 Highway 190 W Slidell, LA 70460	Tracey Marter **985-643-5506**	Tracey.Marter@stpsb.org
56 ***7-8*** Monteleone Jr. High	63000 Blue Marlin Drive Mandeville, LA 70448	Doreen Doughty **985-951-8867**	Doreen.Doughty@stpsb.org
30 ***9-12*** Northshore High	100 Panther Drive Slidell, LA 70461	Diane Darce **985-641-6261**	Diane.Darce@stpsb.org
29 ***9-12*** Pearl River High	39110 Rebel Lane Pearl River, LA 70452	Michelle Penton **985-863-2620**	Theresa.Penton@stpsb.org
32 ***4-6*** Pine View Middle	1200 W. 27th Avenue Covington, LA 70433	Cassandra Lalanne **985-892-7094**	Casandra.Lalanne@stpsb.org
39 ***7-8*** Pitcher Junior High	415 S. Jefferson Avenue Covington, LA 70433	Lynda Reynier **985-892-6152**	Lynda.Reynier@stpsb.org
48 ***1-5*** Riverside Elementary	38480 Sullivan Drive Pearl River, LA 70452	Robert Carswell **985-863-2017**	Robert.Carswell@stpsb.org
33 ***6-8*** St. Tammany Jr. High	701 Cleveland Avenue Slidell, LA 70458	Donna Naquin **985-641-1037**	Donna.Naquin2@stpsb.org
34 ***9-12*** Salmen High	300 Spartan Drive Slidell, LA 70458	Stacie Prats **985-643-8433**	Stacie.Prats@stpsb.org
35 ***PreK-5*** Sixth Ward Elementary	72360 Highway 41 Pearl River, LA 70452	Annell Dugas **985-863-2172**	Evelyn.Dugas@stpsb.org
36 ***9-12*** Slidell High	#1 Tiger Drive Slidell, LA 70458	Kelly Renaud **985-643-2832**	Kelly.Renaud@stpsb.org
37 ***7-8*** Slidell Junior High	333 Pennsylvania Avenue Slidell, LA 70458	Joyce Bourda **985-643-1316**	Joyce.Bourda@stpsb.org
42 ***4-6*** Tchefuncte Middle	1530 W. Causeway Approach Mandeville, LA 70471	Amy Ducree **985-674-0983**	Amy.Ducree@stpsb.org
49 ***PreK-3*** Whispering Forest Elem.	300 Spiehler Road Slidell, LA 70458	Bridget Fulton **985-646-2756**	Bridget.Fulton@stpsb.org
28 ***PreK-3*** Woodlake Elementary	1620 Livingston Street Mandeville, LA 70448	Christie Lewis **985-626-8747**	Christi.Lewis@stpsb.org
700 **Adult** CJ Schoen	321 N. Theard Street Covington, LA 70433	Jodie Kain **985-898-6461**	Jodi.Kain@stpsb.org
CO **Adult** St. Tammany School Bd	321 N. Theard Street Covington, LA 70433	Cherie Sharp **985-898-6434**	Cherie.Sharp@stpsb.org

Rev. 7/7/2021

ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA

GENERAL RULES, INSTRUCTIONS AND CONDITIONS

* * * * * * * *

Bids shall be submitted on the attached bid form(s). All conventional paper bids shall be either hand delivered or sent by registered or certified mail with a return receipt requested to the St. Tammany Parish School Board Office, 321 N. Theard Street, Covington, Louisiana 70433. Each bid shall be sealed in an envelope clearly marked on the outside **"BID ON FRESH FRUITS, VEGETABLES, AND EGGS."** The date and time for each bid is shown on the Bid Cycle for the 2021-2022 School Session. Bids may also be faxed on **bid opening dates only** between the hours of 8:30 a.m. and 2:00 p.m. to (985)898-6445. All bids arriving after the scheduled date and hour will be returned unopened to the bidders. No bid may be withdrawn for at least thirty (30) days after the scheduled closing time for receipt of bids.

Bidders also have the option to submit bids electronically. Please find bid related materials and place electronic bids at www.centralbidding.com.

At the time set for the opening of bids, their contents will be publicly opened and read aloud for the information of bidders and others properly interested who may be present in person or by representative. (see Attachment A)

Bid prices shall include all delivery and handling charges to St. Tammany Parish Public School Cafeterias.

Sales Tax IS NOT to be included in your bid price. St. Tammany Parish School Board is exempt from sales tax as provided by LA R.S. 47:301(8)(c). Sales tax exemption only applies to purchases between St. Tammany Parish School Board and the contractor/vendor. Sales tax exemption does not apply to purchases made directly by the contractor/vendor to other companies on behalf of the school board. Those purchases are not sales tax exempt.

Bidders must have at least one third party audit per year. A copy of the latest audit must be submitted with the first bid.

The attached Certification Regarding Debarment/Suspension, Certificate of Independent Price Determination, Certificate Regarding Lobbying, Disclosure of Lobbying Activities, Buy American Provision Certification Form, and Non-Collusion Statement must be completed and returned with your bid. Failure to comply will cause your bid to be non-responsive.

Bidders must submit a copy of their current licensed certificate issued under the Perishable Agricultural Act (USDA) with the first bid. Only licensed vendors are eligible to bid. It is the responsibility of the vendor to report if their certification is revoked or denied.

The successful bidder must be authorized by the Secretary of State to do business in Louisiana pursuant to applicable law. Documentation of such authorization must be provided if requested by the St. Tammany Parish School Board.

The successful bidder(s) shall furnish a Certificate of Insurance within fifteen (15) calendar days after award of bid but prior to start of service. Certificate should provide for:

a. Comprehensive General Liability - $1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability.

b. Comprehensive General Automobile Liability Insurance with minimum limits of Bodily Injury – Each Person $1,000,000.00, Bodily Injury – Each Occurrence $1,000,000.00, Property Damage – Each Occurrence $1,000,000.00. Coverage shall be written to include all owned, non-owned and hired vehicles.

b. Workers' Compensation - State of Louisiana, Employer's Liability, Statutory requirements $1,000,000.00.

The St. Tammany Parish School Board reserves the right to select any part of a bid or the whole bid as well as reject any and all bids.

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INSTRUCTIONS AND CONDITIONS

SPECIFICATIONS: Bids must be submitted in strict accordance with the specifications contained herein for each item. If bidder is submitting a bid not conforming to specifications, please indicate on bid form, giving all information needed. All products delivered shall have been processed and packed in accordance with good commercial practice. All products shall conform in all respects to all application standards promulgated under the Federal Food, Drug and Cosmetic Act in effect at the time of delivery. Containers specified are to be representative of the product to be furnished if awarded the bid. **Failure to furnish all information requested on the bid form, furnish samples and specifications when requested in the bid may result in disqualification of such bid.**

BUY AMERICAN PROVISION REQUIREMENTS: The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U. S. substantially using agricultural commodities that are produced in the U. S. as provided in 7 CFR Part 210.21(d). Section 12(n) of the National School Lunch Act defines "domestic commodity or product" as an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. Substantially means over 51% of the final processed product (by weight or volume) must consist of agricultural commodities that were grown domestically. All food items (except for pineapple, mandarin oranges and tuna) must be of domestic origin. Pineapple can be imported from the following areas only: Hawaii, Philippines, Thailand and Indonesia. Tuna can be imported from Ecuador.

Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of day 14 days in advance of delivery. The request must include the:

A. Alternative substitute (s) that are domestic and meet the required specifications:
   1. The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
   2. Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

The "**Buy American Provision Certification Form For Food Purchases"** must be completed and returned with **each bid**. The vendor must identify all food products bid by the Company that do not meet the definition of "domestic" on this document. **In the event the St. Tammany Parish School Board receives a bid from a vendor that does not include this Information, the STPSB is to consider the bid non-responsive.**

GRADES: Grades are based on standards established by the U.S. Department of Agriculture, Productions and Marketing Administration. Fruits and vegetables supplied must be of the grade specified for the item. Grade indications should be the condition of the item upon delivery. Specifications for all produce are on the attached bid form.

SIZE/PACK: The size stated on the bid form represents the approximate size desired. **Country of Origin, Units Per Case, Gross Box/Case Weight, Box/Case Price & Price Per Pound/Head/Each shall be clearly stated on the bid form by the vendor.**

PACKING: Fruits and vegetables shall be packed under modern sanitary conditions in accordance with good commercial practice and in clean containers suitable to the best preservation of quality of the item within. Where count is indicated, this figure refers to machine count and may vary by plus or minus 2%. Weights of produce do not indicate the container.

INSPECTION AND TESTS: Inspection shall be made by or at the direction of the School Food Service Department. Any article(s) that are defective or fail in any way to meet specifications or other requirements of the bid may be rejected. The responsibility and expense of the inspection shall be carried by the vendor if article(s) fail in any way to meet specifications and other requirements. The School Food Service Department shall pay expenses of any inspection if the article(s) meet specifications or other requirements.

BID SUBMISSION: Telephone facsimile bids will be accepted between the hours of 8:30 a.m. and 2:00 p.m. by Stacey Toomer, Purchasing Department, **on the dates listed** on the Bid Cycle for the 2021-2022 School Year. (see Attachment A)

A copy of latest audit report, current licensed certificate, Certification Regarding Debarment/Suspension, Certificate of Independent Price Determination, Certificate Regarding Lobbying, Disclosure of Lobbying Activities, Buy American Provision Certification Form, and Non-Collusion Statement must be submitted with first bid.

BID PRICE: Bid price for all items shall include delivery charges to all St. Tammany Parish Public School Cafeterias. Bids must be submitted on the attached bid form.

ERRORS: Errors and corrections in bid price or in preparation of bid must be initialed by bidder in ink.

CLARIFICATION OF BID: St. Tammany Parish School Board reserves the right to obtain clarification of a vendor's bid or to obtain additional information necessary to properly evaluate their bid. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of the vendor's bid.

TIE BIDS: In the event of a tie bid, bid award will be decided by the flip of a coin.

LOWEST RESPONSIBLE BIDDER: Awards will be made to the lowest bidder whose bid conforms to specifications and consideration given to qualities of the article(s); the purpose for which the article(s) are required; time required for delivery; and approved brands where indicated.

INSPECTION OF WAREHOUSE/FACILITY: The St. Tammany Parish School Board reserves the right to conduct a site visit/inspection of the low bidder's warehouse/facility before making an award.

AWARDS: Produce bids are approximately every three (3) to four (4) weeks. Permission to sell produce to schools when a vendor does not have an award for that week must be obtained through the St. Tammany Parish School Food Service Department.

The award of produce will be based on a percentage system. These percentages are based on the fiscal year purchases (2019-2020) due to Covid and projections for the next year. The vendor with the lowest cost will be awarded the produce bid.

A bid must be given on all produce listed for "Bid Analysis". Vendor will not be penalized if items are unavailable due to extreme weather conditions. Vendor must indicate at time of bid reason(s) for not bidding on "Bid Analysis items".

The produce items listed below are used to determine the award.

Fresh Produce & Eggs	Approximate Usage 2019-2020	% for Year
Apples, Granny Smith, 40 lbs. Case	343	1.71%
Bananas, 40 lb. Box	4,193	20.95%
Broccoli Crowns, US No. 1, 20 lbs. Case	990	4.95%
Cabbage, Red Per 5 lbs.	526	2.63%
Cantaloupe	1,132	5.66%
Cauliflower, 2 Head Count	203	1.01%
Cilantro, pack, 3 bunches	27	0.13%
Eggs, Medium, 30 doz.	352	1.76%
Grapes, Green Seedless	348	1.74%
Grapes, Red Seedless	1,408	7.04%
Honeydew, 8-9 count, 20-25 lb. Case	602	3.01%
Kiwi, 70-75 count, 22-24 lbs. Case	1,497	7.48%
Lettuce, Green Leaf, 24 Heads / 25 lb.	820	4.10%
Onions, Green, Shallots, by the doz. Bunch	209	1.04%
Onions, Yellow Globe, 50 lbs. Sack	149	0.74%
Oranges, 40 lbs. Case	1,879	9.39%
Potatoes, Russet, 80 count, 50 lbs.	483	2.41%
Potatoes, Sweet, 100 count, 40 lbs.	61	0.30%
Spinach, Cello, 12/10oz. bags	3,037	15.17%
Squash, Yellow, 5 lbs.	386	1.93%
Strawberries, 1 lb. Clamshell Container	679	3.39%
Tomatoes, 25 lb. Case	262	1.31%
Watermelon	148	0.74%
Zucchini, med. to dark green, per 5 lbs.	280	1.40%
TOTALS	20,014	100.00%

NOTICE OF ACCEPTANCE: Produce Bid Award will be given by telephone with written notice to follow.

BID or RFP PROTEST PROCEDURES: Any protest to the award/rejection of a bid or proposal must be submitted in writing to the Supervisor of Purchasing, 321 N. Theard Street, Covington, LA 70435 within one (1) week from receipt of award/rejection letter.

ORDERS FOR FOOD: Orders shall originate from the MANAGER of each school. The manager will place the order using an on-line ordering system, if available. If an on-line ordering system is not available, orders may be placed by telephone, fax, or e-mail.

In no event shall delivery be made without proper authorization from the school. Vendors shall not accept orders from individual school employees. Only orders for School Food Service use with payment of all invoices to be made using School Food Funds shall be allowed. Selling to individual school employees shall be cause for the immediate cancellation of all items awarded to the violating vendor. The next low bidder(s) will then be awarded these items.

MINIMUM DELIVERY REQUIREMENTS: There are no minimum delivery requirements, but orders must be placed sufficiently in advance to permit the vendor to coordinate his deliveries

DELIVERIES: The bidder must agree to deliver to all St. Tammany Parish Public School Cafeterias and not just to those of his choice. All produce is to be delivered in refrigerated trucks. All items are subject to final acceptance at point of delivery.

All deliveries shall conform in every respect to the provisions of the Federal Food, Drug and Cosmetic Act and amendments thereto and to subsequent decisions of the U.S. Department of Agriculture and also to the laws of the State of Louisiana. Failure to do so will result in removal from future bid consideration. Unless otherwise stated, items offered must be of the current year's pack.

At time of delivery cafeteria managers will take temperatures of two (2) separate products of choice. The temperature of refrigerated products of choice must read 45 ºF or below at the time of delivery. **Cafeteria managers will not accept any foods at the time of delivery that do not read accurate temperatures.**

All deliveries are made to individual schools on Monday and Tuesday of each week. All deliveries are to be made within the operational hours of each school cafeteria. The successful vendor(s) is responsible for establishing a delivery schedule.

This schedule must be submitted to the School Food Service Department (Attention: Cherie Sharp) upon notice of first bid award and before making any deliveries.

The School Food Service Department must be notified of any schedule changes.

NOTE: Due to safety reasons the following school has restricted delivery times. Please adhere to the following schedule:

Lee Road Jr. High School - No deliveries will be made between 10:30 a.m. through 12:30 p.m. and after 2:15 p.m.

WEIGHT CHECKING: Deliveries shall be subject to re-weighing on an official scale.

INABILITY TO DELIVER: The vendor should give IMMEDIATE NOTICE to the School Food Service Department, Cherie Sharp, (985)898-3371, of inability to deliver. If the vendor is unable to deliver any item requested by the specified delivery date, the School Food Service Manager must be notified so that other arrangements may be made.

The School Board reserves the right to cancel the portion which has not been delivered within the specified time and/or to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the vendor.

DEFAULT TO DELIVER AND PRICE CORRECTION: The School Food Service Department reserves the right to cancel that portion of the order which the vendor has failed to deliver at the time specified. Vendor is responsible for issuing a credit memo or corrected invoice.

FOOD SAFETY: Vendor must comply will all federal, state and local laws and all government and company food safety regulations and requirements. Vendor should adhere to a written food safety plan such as an HACCP- Hazard Analysis Critical Control, SSOP- Sanitation Standardized Operating Procedures or GMP- Good Manufacturing Practices.

St. Tammany Parish School Board reserves the right to request a copy of vendors standardized procedures for sanitation or a written Letter of Guarantee from vendor indicating they follow either a HACCP plan or GMP.

RECALL PROVISION: The awarded vendor shall provide a copy of their recall procedures as well as contact information for the persons responsible for handling food recalls.

All recall notices are to be provided to both of the following persons representing St. Tammany Parish Food Service Department:

- Jennifer Montz, Director of Child Nutrition, St. Tammany Parish Public Schools Phone: 985-898-3371 Fax: 985-898-6499 Email: Jennifer.Montz@stpsb.org
- Cherie Sharp, Assistant to Food Service Director, St. Tammany Parish Public School Phone: (985)-898-6434 Fax: 985-898-6499 Email: Cherie.Sharp@stpsb.org

FUNDING: The St. Tammany Parish School Food Service Program is funded fifty (50) percent with federal funds for a total of approximately $11,761,460 per year.

COST/PRICE ANALYSIS: The estimated value of this bid is $254,000.00. This is an estimated value and St. Tammany Parish will not be held to this dollar value.

PIGGYBACK PROVISION: The St. Tammany Parish School Board will allow up to ten (10) other school systems within Louisiana to purchase items awarded on this bid at the same prices and with the same terms and conditions. If another school system wants to request a "piggyback" on this bid, they will be required to get permission from the St. Tammany Parish School Board and from the awarded vendor prior to submitting an order.

INVOICES: Invoices must contain complete product information (i.e. brand name, packaging information). All illegible or incorrect invoices will be returned for re-working without penalty to the School Food Service Department. Legible invoices for the items delivered and accepted shall be submitted by the vendor, in duplicate, to the place of delivery. Manager will sign all invoices acknowledging merchandise delivered for cafeteria use. Merchandise will be checked for quantities, prices and specification compliance. If discrepancies occur, vendors must send a corrected invoice to the School Food Service Department.

STATEMENTS/PAYMENT: Statements for all foods and supplies shall be submitted to the St. Tammany Parish School Board, 321 N Theard Street, Covington, LA 70433, Attention: Cherie Sharp for one (1) calendar month of deliveries**.** Ship dates and invoice dates are not to be used as delivery dates. Payment will be due 30 days from date of statement. Monthly statements shall be submitted in duplicate on the vendor's regular form, to include the last school day of each calendar month. A statement is needed for each school and must include; school name, invoice number and amount owed per invoice.

RECORD RETENTION: Awarded vendors must maintain all required books, records and other documents relative to the award of the contract for three (3) years after final payment and all other pending matters (audits) are closed.

TERMINATION:

a. Termination for Convenience: The St. Tammany Parish School Board may terminate a contract, in whole or in part, whenever the School Board determines that such termination is in the best interest of the School Board, upon 30 day written notice to the vendor. The vendor will be paid for the work performed. The vendor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination or any costs incurred such as storage and truck rental.

b. Termination of Contract for Cause: Failure to deliver products which do not meet specifications will result in the re-awarding of the item to the second lowest bidder. Repeated failures to make delivery in accordance with specifications will result in disqualification of the vendor until such time as he furnishes satisfactory evidence that he can fulfill future obligations. Failure to render prompt service will be reported to the School Food Service Department, which will ascertain the reason for such services and use it as a consideration in making subsequent awards. Restrictions on dollar amount or delivery location will disqualify a bid.

   Termination of contract for cause includes but is not limited to, the following:

   1. Failure to deliver within the time specified in the contract.
   2. Failure to meet quantity requirements.
   3. Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition.
   4. Misrepresentation by the contractor, administratively, contractually, or any other misrepresentation
   5. Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the SFA
   6. Conflict of contract provisions with constitutional or statutory provisions of state or federal law
   7. Any other breach of contract

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, 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, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be found online at: https://www.ocio.usda.gov/document/ad-3027, 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:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:
(202) 690-7442; or

email:
program.intake@usda.gov

ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA

BID OPENING DATE: _____ (2:00 PM) _____

BID PRICES FIRM FROM: _____ TO: _____

BID, PRODUCE (FRESH FRUITS, VEGETABLES, EGGS)

Stock #	Item and Specification	Estimated Usage (July-June)	Country or Origin	Smallest Purchase Unit	Units per Case	Gross Box/ Case Weight	Box/ Case Price	Price Per Pound / Head / Each
3751	**Apples, Granny Smith, 40 lb. Box, 100-138 count:** Meets technical requirements of Fancy, 100-138 count. Should be well formed with bright green skin; no visible scarring, pitting, bug damage, splits or decay of any kind on the surface of the apple. Whole box, Approximate gross weight 40 pounds/box. By the box.	* 343 Cases		100-138 ct. 40 lb. Case			_____ 40 lb.	
3754	**Bananas, 40 lb. Box:** Meets technical requirement. Turning ripe (between Index #4 and #5), 90% free from defects, 6" minimum lengths. Whole box, Approximate gross weight 40 pounds/box. By the box.	4,193 Cases		40 lb. Case			_____ 40 lb.	
3755	**Broccoli Crowns, US No. 1, 20 lb. Box:** Meets technical requirement of No. 1, Crowns are considered to be fairly uniform if the diameter of the crowns within the container do not vary more than three inches. Must have a useful life of at least 10 days. Approximate gross weight 20 pounds/box. Minimum Net Weight 18 pounds per box. By the box	990 Cases		20 lb. Case			_____ 20 lb.	
3758	**Cabbage, Red, Per 5 lbs.:** Meets technical requirement of No. 1, By the 5 lbs.	* 526 / 5 lb		5 lb.			_____ 5 lb.	
3759	**Cantaloupes, 15-18 count, 38 - 40 lb. / Box:** Meets technical requirement of No. 1. mature, firm, well formed, which are free from decay, and free from damage caused by dirt, aphis stain, rust spots, bruises, cracks, broken skin, sunscald, sunburn, hail, moisture, insects, disease, or other means Ground color turning yellow to yellow, 15-18 count. Whole box, Approximate gross weight 38-40 pounds/Box. By the box.	1,132 Cases		38-40 lb. Case			_____ 38-40 lb.	
3761	**Cauliflower, 2 Head Count :** Meets technical requirement of Commercial, medium, Whole, trimmed, two head count, By the Head.	* 203 2 Head Pk		2 Head Pack			_____ 2 Head	
3763	**Cilantro, By the Pack (3 Bunches, approx. 4-6 oz.):** Fresh, bright green leaves firmly attached to stems, no signs of bug damage or decay. Each Pack is 3 bunches, approx. weight is 4-6 oz. Per pack, By the Pack	27 Packs		Pack (approx. 4-6 oz.)			_____ Pack	
3765	**Eggs, 30 Doz.:** Grade A, medium size, 30 dozen - full case	352 30 Dozen		30 Dozen			_____ 30 Dozen	Each
3766	**Grapes, Green, Seedless, 18 lb. / Lug:** Sweet, seedless, meets technical requirement of No. 1, Whole lug, Approximate gross weight 18 pounds/lug. By the lug.	348 Lugs		18 lb./Lug			_____ 18 lb.	

Stock #	Item and Specification	Estimated Usage (July-June)	Country or Origin	Smallest Purchase Unit	Units per Case	Gross Box/ Case Weight	Box/ Case Price	Price Per Pound / Head / Each
3767	**Grapes, Red, Seedless, 18 lb. / Lug:** Sweet, seedless, meets technical requirement of No. 1, Whole lug, Approximate gross weight 18 pounds/lug. By the lug.	1,408 Lugs		18 lb./Lug			_____ 18 lb.	
3768	**Honeydew, 8-9 count, 20-25 lb. / Box:** Meets technical requirement of No. 1. mature, firm, well formed, which are free from decay, and free from damage caused by dirt, aphis stain, rust spots, bruises, cracks, broken skin, sunscald, sunburn, hail, moisture, insects, disease, or other means 8-9 count. Whole box, Approximate gross weight 20-25 pounds/Box. By the box.	602 Cases		20-25-lb. Case			_____ 20-25 lb.	
3769	**Kiwi, 70-75 count, 22-24 lb., Box:** Meets technical requirement of No. 1. 70-75 count. Whole box, Approximate gross weight 22-24 pounds/carton. By the carton.	1,497 Cases		70-75 ct. / 22-24 lb. Case			_____ 22-24 lb.	
3770	**Lettuce, Green Leaf, 24 Heads / 25 lb.:** Meets technical requirement of No. 1. 24 Heads and 25 lbs. Whole box, Approximate gross weight per case/box. By the Case/Box	* 820 Cases		24 ct. / 25 lb. Case			_____ 25 lb.	
3773	**Onions, Green, Shallots:** Meets technical requirement of No. 2 or better, 12 per bunch. By the dozen/bunch.	209 Dozen		Dozen			_____ Dozen	
3774	**Onions, Yellow Globe, 50 lb. / Sack:** Meets technical requirement of No. 1, medium to large size. Packed in 50 pound sack. By the sack.	* 149 Sacks		50 lb. Sack			_____ 50 lb.	
3775	**Oranges, 125-138 count, 40 lb. / Box:** Meets technical requirement of combination (80% No. 1 Quality) Louisiana, Texas, Florida or California. 125-138 count. Whole box, Approximate gross weight 40 pounds/carton. By the carton.	* 1,879 cases		40 lb. Case			_____ 40 lb.	
3778	**Potatoes, Russet, 80 count, 50 lb. / Box:** Meets technical requirement of No.1. Medium type, Russet, white, for baking. 80 count, each potato weighing approx. 10 oz. each, Whole box, Packed in 50 pound/box. By the box.	483 Cases		80 Count (50 lb. Case)			_____ 50 lb.	
3779	**Potatoes, Sweet, 100 count, 40 lb. / Box, :** Meets technical requirement of No. 1. Medium size, for baking, 100 count, Each potato weighing approx. 6-8 oz., Whole box, Packed in 40 pound / box. By the box.	61 Cases		100 Count (40 lb. Case)			_____ 40 lb.	
3781	**Spinach, 10 oz. Cello Bag:** Meets technical requirement of No. 1. Flat or broad leaf, packed in 10 oz. cello bags. Must be stamped with Expiration Date or Best Used by Date. By the bag.	3,037 Bags		10 oz. Bag			_____ 10 oz.Bag	
3782	**Squash, Yellow, Per 5 lbs.:** Meets technical requirement of Commercial, medium, By the 5 lbs.	386 / 5lbs		5 lb.			_____ 5 lb.	
3783	**Strawberries, 1 lb. Clamshell Container:** Meets technical requirement of No. 1, 8 pints/flat. Whole flat, Approximate gross weight 8-10 lbs./Flat.	* 679 Cases		8-10 lb. Case			_____ 8-10 lb.	
3784	**Tomatoes, Bulk, 25 lb. Box:** Bulk, Red Round US No. 1, Vine ripe stage 5-6 ripeness, Bright shiny skins and firm flesh, 6x6, Packed in 25 pound box. By the box.	262 Cases		25 lb. Case			_____ 25 lb.	

Stock #	Item and Specification	Estimated Usage (July-June)	Country or Origin	Smallest Purchase Unit	Units per Case	Gross Box/ Case Weight	Box/ Case Price	Price Per Pound / Head / Each
3785	**Watermelon, 20-25 lb. Each:** Meets technical requirement of No. 1. Average weight 20-25 pounds each. By the Each	148		Each			_____ Each	
3786	**Zucchini, medium to dark green, Per 5 lbs.:** Meets technical requirement of Commercial, should be cylindrically straight in shape and a medium to dark green color. No stripping allowed. By the 5 lbs.	280 / 5 lbs		5 lb.			_____ 5 lb.	

Revised 7/7/2021

* Quantities may vary due to USDA DoD (Department of Defense) availability

NOTE: Vendor is responsible for indicating Country of Origin, Units Per Case, Gross Case Weight, Case Price, and Price Per Pound or Unit Specified

In compliance with the Request for Bids and subject to all conditions imposed by the General Rules, Instructions and Conditions, the undersigned offers and agrees to furnish any or all of the items at the price set opposite each item.

BID SUBMITTED BY:

Name of Company

Date of Bid

Mailing Address

Typed Name of Representative

City, State, Zip Code

Signature of Representative

Telephone Number