

**POCATELLO/CHUBBUCK  
SCHOOL DISTRICT NO. 25  
Bannock County, Idaho**

Administration Offices  
3115 Pole Line Road  
Pocatello, Idaho

SPECIFICATIONS

**MILK**

BID OPENING:

April 28, 2016  
9:15 AM

**POCATELLO/CHUBBUCK  
SCHOOL DISTRICT NO. 25  
Bannock County, Idaho**

**INVITATION TO BID - MILK**

Sealed bids will be received by a representative of the Board of Trustees of School District No. 25, Bannock County, 3115 Pole Line Road, Pocatello, Idaho, 83201, until 9:15 AM, April 28, 2016, for "MILK".

Specifications or additional details (including bid forms) may be secured from the School District No. 25 Business Office at 3115 Pole Line Road, Pocatello, Idaho 83201. All bids must be on the forms furnished, all blank spaces filled in, and signed with the name and address of the Bidder.

The Board of Trustees reserves the right to reject any or all bids or to waive informalities, or to accept the bid or bids deemed best for School District No. 25, Bannock County, Pocatello, Idaho.

Paul Vitale, Clerk  
School District No. 25

To be published on the dates of:

April 14, 2016

April 21, 2016

IDAHO STATE JOURNAL

**POCATELLO/CHUBBUCK  
SCHOOL DISTRICT NO. 25  
Bannock County, Idaho**

**GENERAL CONDITIONS**

**CONDITIONS OF CONTRACT:**

Notice, conditions, and specifications issued incident to the proposal to purchase milk described herein, together with the purchase policies of School District No. 25, on file for examination in the office of the Director of Business Operations shall form a part of the contract conditions.

**NATURE OF CONTRACT:**

The items of manufacture under these proposed contracts are specified under the respective divisions. Specifications are technical for purposes of establishing high standards of product purchasing.

Contracts for purchase will be put into effect by means of a purchase order executed by the Director of Business Operations after tabulations are compiled, and will be for the period July 1, 2016 through June 30, 2017. Summer delivery will be required for the summer lunch program.

The bidder who is awarded the bid may, at his option, subcontract to other suppliers as he deems necessary. All billing for all products awarded by this bid must be a single monthly billing from the bidder who is awarded the bid. The successful bidder will be responsible for all actions of his subcontractor.

**QUALITY OF MATERIALS:**

It is specifically understood that products offered at the time of bidding shall be equal to State and Federal Lunch Requirements.

**DISTRICT REPRESENTATIVE:**

Refer all questions to Tom Wilson, Food Service Coordinator at (208) 235-3208 or e-mail [wilsonto@sd25.us](mailto:wilsonto@sd25.us) . Contact with other district staff, Board of Trustees, or Administration will be by written permission only.

**RESPONSIBILITY OF CONTRACTOR-VENDOR:**

Each contractor shall be responsible for the delivery of materials of such quality and in specified quantities. The bidder shall submit his bid on the proposal form furnished and shall plainly mark on the envelope:

“BID – MILK. TO BE OPENED ON APRIL 28, 2016 AT 9:15 AM”

Bids not delivered by vendors at time of bid opening must be received in mail or in office no later than 4:00 PM on April 27, 2016, the last workday prior to the bid opening.

**VENDOR MUST HAVE A REFRIGERATED WAREHOUSE FACILITY WITHIN A FIFTEEN (15) MILE RADIUS OF POCATELLO. THIS WILL BE NECESSARY TO PROVIDE EMERGENCY DELIVERIES TO SCHOOLS, REPLACE SPOILAGE, AND MAKE UP SHORTAGES.  
VENDOR MUST SUPPLY REFERENCES AS TO SERVICE PROVIDED OTHER INSTITUTIONS, OR MUST HAVE A SATISFACTORY RECORD AS A PREVIOUS SUPPLIER TO SCHOOL DISTRICT NO. 25.**

**RESPONSIBILITY OF CONTRACTOR-VENDOR continued:**

The contractor-vendor shall be responsible for the delivery of the products of such quality and in quantities as is specified.

The contractor-vendor shall be responsible for net revenues lost due to the inability to serve or sell milk that does not meet Idaho Environmental Health or Weights and Measures specifications for quality, wholesomeness, weight, or measure which results in meals that are non-reimbursable and cannot be claimed for federal reimbursement or sold as ala carte. As an option, the vendor may replace the defective milk with milk that meets the State standards before meal service begins so revenues are not lost to the Child Nutrition Program.

**DELIVERIES AND APPROXIMATE MILK CONSUMPTION:**

Daily deliveries will be made directly to the schools listed below:

**APPROXIMATE DAILY USAGE OF 12 OZ. (if available):**

<b>SCHOOL NAME</b>	<b>CHOCOLATE / Fat-Free</b>	<b>STRAWBERRY / Fat-Free</b>
Century High School	12	2
Highland High School	20	10
Pocatello High School	0	0
New Horizon Center	0	0
Alameda Middle School	12	15
Franklin Middle School	16	8
Hawthorne Middle School	0	0
Irving Middle School	10	15
<b>TOTAL=</b>	<b>70</b>	<b>50</b>

**Approximate Daily Usage of Half Pints:**

<b>SCHOOL NAME</b>	<b>CHOC/FF</b>	<b>WHITE/1%</b>	<b>WHITE/FF</b>	<b>TOTAL</b>
Century High School	535	150	20	705
Highland High School	450	150	25	625
Pocatello High School	410	65	15	490
New Horizon Center	150	40	10	200
Alameda Middle School	500	80	20	600
Franklin Middle School	500	80	20	600
Hawthorne Middle School	450	150	15	615
Irving Middle School	525	175	10	710
<b>Sub-total =</b>	<b>3520</b>	<b>890</b>	<b>135</b>	<b>4545</b>
Chubbuck Elementary	430	50	10	490
Edahow Elementary	250	50	10	310
Ellis Elementary	375	75	10	460
Gate City Elementary	235	50	15	300
Greenacres Elementary	300	60	10	370
Indian Hills Elementary	410	100	20	530
Jefferson Elementary	250	100	10	360
Lewis & Clark Elementary	415	50	20	485
Lincoln Head Start	175	50	25	250
Syringa Elementary	350	80	20	450
Tendoy Elementary	320	60	20	400
Tyhee Elementary	375	75	25	475

Washington Elementary	250	100	10	360
Wilcox Elementary	330	40	20	390
Central Kitchen - School Year	45	20	10	75
<b>Sub-total / elementary &amp; CK</b>	<b>4510</b>	<b>960</b>	<b>235</b>	<b>5705</b>
<b>Sub-total / secondary</b>	<b>3520</b>	<b>890</b>	<b>135</b>	<b>4545</b>
<b>Total---school year</b>	<b>8030</b>	<b>1850</b>	<b>370</b>	<b>10,250</b>
Central Kitchen - Summer	2200	500	0	2700

**PAYMENTS:**

Prices must remain firm as quoted by supplier until quantity awarded is received. Application for payment on or before the 25<sup>th</sup> of the month, shall be paid by the 15<sup>th</sup> of the following month. Application for payment dated after the 25<sup>th</sup> of the month, shall be paid within 30 days of the following month.

**OBJECTIONS:**

Written objections to specifications or bid procedures must be received by the clerk, secretary, or other authorized official of the District at least one (1) business day before the date and time upon which bids are scheduled to be received, per Idaho Code Section 68-2806(c).



## BIDDER CERTIFICATION FORM

1. **Debarment and Suspension** – In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
2. **Anti-Collusion** – In submitting this bid proposal, we hereby certify this proposal was developed and prepared without any collusion with any competing bidder or District employee. The content of this proposal has not been disclosed to any competing or potentially competing bidder prior to the proposal due date and time. Furthermore, no action to persuade any person, partnership or corporation to submit or withhold a bid has been made.
3. **Anti-Lobbying** – In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office 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.
4. **National Sexual Offender Registry** – In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: <http://www.nsopr.gov/>

Signed: \_\_\_\_\_

Name & Title: \_\_\_\_\_

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

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

City & State: \_\_\_\_\_

Date: \_\_\_\_\_

## 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, 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).

USDA Child Nutrition Programs recognize the following protected classes: race, color, national origin, sex, age, and disability.

This institution is an equal opportunity provider.

**BID RESPONSE SHEET**

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**BID PRICE FOR 12 OZ. (if available)**

<b>PRODUCT</b>	<b>PRICE PER UNIT PAPER CARTONS</b>	<b>PRICE PER UNIT PLASTIC BOTTLES</b>
Skim (Fat Free)		
Grade A 1 % Low Fat White (Less Than 1% Butter Fat)		
Chocolate Milk MUST BE SKIM		
Strawberry Milk MUST BE SKIM (If available)		

The Federal Market Order Price will affect your bid in what manner?

Bidder

BY: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

DATE: \_\_\_\_\_



**POCATELLO/CHUBBUCK  
SCHOOL DISTRICT NO. 25  
Bannock County**

**BID RESPONSE SHEET**

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**BID PRICE FOR HALF-PINTS**

PRODUCT	PRICE PER HALF PINT PAPER CARTONS	PRICE PER HALF PINT PLASTIC BOTTLES
Skim (Fat Free)		
Grade A 1% Low Fat White (Less Than 1% Butter Fat)		
Chocolate Milk MUST BE SKIM		
Strawberry Milk MUST BE SKIM (If available)		

The Federal Market Order Price will affect your bid in what manner?

Bidder

BY: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

DATE: \_\_\_\_\_