

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

**Administration Offices
3115 Pole Line Road
Pocatello, Idaho**

SPECIFICATIONS

2019-2020

BREAD SUPPLY

BIDS WITH CONDITIONS WILL NOT BE ACCEPTED

**Bid Opening:
April 10, 2019
11:00 AM**

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

INVITATION TO BID

**FOOD SERVICE
BREAD SUPPLY**

Proposals for Food Service, Bread Supply Items for the 2019-2020 school year will be received by a representative of the Board of Trustees of School District No.25, Bannock County, Idaho, at 3115 Pole Line Road, Pocatello, Idaho 83201, until 11:00 AM on April 10, 2019.

Specifications or additional details, (including bid forms), may be secured 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. No unqualified bids will be read

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

Rena Johnson, Clerk
School District No. 25

To be published on the dates of:

February 26, 2019
March 5, 2019

IDAHO STATE JOURNAL

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

GENERAL CONDITIONS

CONDITIONS OF CONTRACT:

Notices, conditions and specifications issued incident to the proposal to purchase Bread for the 2019-2020 school year, described herein, together with the purchase policies of School District No. 25, are on file for examination in the Office of the Director of Business Operations, shall form a part of the contract conditions.

NATURE OF CONTRACT:

Specifications are technical for purposes of establishing high standards of line item material purchasing. Bidders shall indicate the manufacturer's brand names where specified in their proposals. All items bid or under contract stipulate there is no guarantee, promise or commitment to any quantity estimated or service to be rendered other than materials, supplies, equipment or labor authorized by direct orders.

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 approval is made by the Board of Trustees. Contracts will be for the period July 1, 2019 through June 30, 2020. 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.

The Buy American provision was added to the National School Lunch Act (NSLA) by Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336). Section 12(n) to the NSLA (42 USC 1760(n)), requiring school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodity or product.

The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards SFAs must comply with when purchasing commercial food products served in the school meals programs.

QUALITY OF MATERIALS:

IT IS SPECIFICALLY UNDERSTOOD THAT PRODUCTS OFFERED AT THE TIME OF BIDDING SHALL BE EQUAL TO THOSE SPECIFIED. Substitutions or major alterations must be clearly indicated upon the bid response sheet at the time of bid submission and a sample is required.

All pricing will be priced to the unit of measurement specified herein or the bid will not be considered.

SAMPLES must be submitted with the name of Company origin and/or Broker/Manufacturer origin clearly marked on all samples for proper consideration. For best consideration, samples should be submitted by April 1, 2019.

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

DISTRICT REPRESENTATIVE:

Refer all questions to Tom Wilson, Food Service Coordinator/Purchaser at (208) 235-3256 or e-mail at: wilson@sd25.us. Contact with other district staff, Board of Trustees, or Administration will be by written permission only.

RESPONSIBILITY OF VENDOR:

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.

Each contractor shall be responsible for the delivery of materials of such quality and in quantities as is specified. Supplier quoting shall submit with their bid full nutritional information, including all USDA mandated C/N labeling or signed manufacturer's formulation statements. The bidder shall submit his bid on the proposal form furnished and shall plainly mark on the envelope:

"BID – BREAD SUPPLY"
TO BE OPENED ON APRIL 10, 2019 AT 11:00 AM

Bids not delivered by Vendors at time of bid opening must be received by mail or in office no later than 4:00 PM on April 9, 2019, the last working day before the bid opening to ensure receipt prior to formal bid opening.

CONDITIONAL BIDS OR BIDS WITH STIPULATIONS WILL NOT BE ACCEPTED.

DELIVERY:

Delivery will be accepted on an "as needed" basis, according to orders placed by the School Food Service Purchaser. No drop shipments will be accepted. All proposals must include the F.O.B. cost of the transportation to the Warehouse of School District No. 25, 3115 Pole Line Road, Pocatello, Idaho.

PAYMENTS:

Prices must remain firm as quoted by supplier for items procured July 1, 2019 through June 30, 2020.. Vendor will be responsible for invoicing School Food Service. Application for payment on or before the 25th of the month shall be paid by the 15th of the following month. Application for payment dated after the 25th 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).

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

EVALUATION CRITERIA:

Vendor selection on this project will be evaluated based on the following:

- 1) Price
- 2) Vendor reputation for providing quality materials on a timely basis.
- 3) Vendor who best meets the specified item as listed will be given priority in bidding a specific item.
- 4) Multiple vendors may be awarded individual products when it serves in the best interest of the District.

The contract will be awarded to the lowest responsive and responsible bidder or bid/offer most advantageous to the District with price and other factors considered.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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.

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

This institution is an equal opportunity provider.

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

NOTES CONCERNING BID PROPOSAL:

A whole grain food is defined as:

- Purchased Foods: the whole grain must be listed first in the ingredient list.
- Homemade Foods: more than 50% of the grains in the recipe must be whole grains.

What is a Whole Grain?

Whole grains consist of the entire grain seed or kernel. The kernel has three parts—the bran, the germ, and the endosperm.

Terms that *do not* indicate whole grains:

- Flour
- Enriched flour
- Wheat flour
- Bread flour
- Durum flour
- Grits
- Hominy
- Semolina
- Cornmeal
- Degerminated cornmeal
- Corn flour
- Rice
- Rice flour
- Couscous
- Pearled barley/pot barley
- Multi-grain
- Stone-ground
- Seven-grain
- Bran

Sample Ingredient Label:

INGREDIENTS: WHOLE WHEAT FLOUR (WHOLE GRAIN), WATER, WHEAT GLUTEN, BROWN SUGAR, YEAST, RAISIN JUICE, CANOLA OIL (NON-HYDROGENATED) CULTURED WHEY, SALT, CONTAINS 2% OR LESS OF THE FOLLOWING: SODIUM ACID PYROPHOSPHATE, SODIUM BICARBONATE, VINEGAR, DOUGH CONDITIONERS (ETHOXYLATED MONO-DIGLYCERIDES, SODIUM STEAROYL LACTYLATE, DISTILLED MONOGLYCERIDE, CALCIUM PEROXIDE, ASCORBIC ACID, AZODICARBONAMIDE, ENZYMES), CALCIUM SULFATE, SOY FLOUR, CORN STARCH, YEAST NUTRIENTS (MONOCALCIUM PHOSPHATE). **CONTAINS:**

Terms that *do* indicate whole grains:

- Whole wheat
- Whole oats/oatmeal
- Whole grain corn
- Whole grain cornmeal
- Popcorn
- Brown rice
- Wild rice
- Whole rye
- Whole grain barley
- Buckwheat
- Triticale
- Bulgur
- Millet
- Quinoa
- Sorghum

BID SHEET

2019 – 2020 BREAD SUPPLY

Board of Trustees
School District No. 25
3115 Pole Line Road
Pocatello, ID 83201

Date: _____

We, the undersigned, propose to provide various in connection with Bread Supply Items under the supervision of the Food Service Coordinator and the Director of Business Operations, for the sums attached hereto:

Delivery will be accepted on an “as needed” basis, according to orders placed by the School Food Service Purchaser.

SPECIFICATIONS MUST BE SUBMITTED AT THE BID OPENING WHEN ANY SUBSTITUTION IS MADE, OR THE BID WILL BE CONSIDERED NON-RESPONSIVE.

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

2019-2020 Bread Supply

ITEM	DESCRIPTION	UNIT PRICE	TOTAL QUOTE
BREAD, SANDWICH 17,000 loaves / 20 oz.	51 % Minimum Whole Grain USEABLE SLICES PER LOAF 18 1 grain contribution per slice		
BUNS, HOT DOG 30,000 BUNS	51 % Minimum Whole Grain --- Must meet 1.5 grain contribution/bun		
BUNS, HAMBURGER 375,000 BUNS – 4” bun	51 % Minimum Whole Grain --- Must meet 2.0 grain contribution/bun		

Respectfully submitted,

- Attached is our Affidavit of Alcohol and Drug-Free Worksite, as pursuant to Idaho Code 72-1717.
- Attached is Bidder Certification Form.

Company Name

Authorized Signature / Date

Address

Title

City, State, Zip

Phone / Fax Number

Email

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: _____

Date: _____

Name & Title: _____

Phone: _____

Company: _____

Address: _____

City/State: _____

CONTRACTOR'S AFFIDAVIT
CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE

STATE OF _____

COUNTY OF _____

Pursuant to the Idaho Code, Section 72-1717, I, the undersigned, being duly sworn, depose and certify that named contractor is in compliance with the provisions of Idaho Code section 72-1717; that named contractor provides a drug-free workplace program that complies with the provisions of Idaho Code, title 72, chapter 17 and will maintain such program throughout the life of a state construction contract and that named contractor shall subcontract work only to subcontractors meeting the requirements of Idaho Code, section 72-1717(1)(a).

Name of Contractor

Address

City and State

By: _____
(Signature)

Subscribed and sworn to before me this _____ day of _____, 2019.

Commission expires:

NOTARY PUBLIC, residing at

