



**Invitation to Bid
ITB No. 22-23/01**

**SPRINGFIELD PUBLIC SCHOOLS,
SCHOOL DISTRICT #19,
LANE COUNTY, OREGON**

PURCHASING SERVICES

640 A Street
SPRINGFIELD, OR 97477
(541) 726-3348, Fax (541) 726-3314

Purchasing Manager: Melissa Stalder
E-mail: melissa.stalder@springfield.k12.or.us
Phone: 541-726-3348

Nutrition Services Bakery Products

**PROPOSALS DUE: NOT LATER THAN 2:00 PM, May 30th, 2023
LATE BIDS WILL NOT BE ACCEPTED**

INVITATION TO BID
NUTRITION SERVICES BAKERY PRODUCTS

Notice is hereby given that Springfield Public Schools will receive Sealed Bids and E-mailed Bids for furnishing Bakery Products for the School Nutrition Services Programs for the 2023-24 school year with the option to renew in subsequent years. The total contract shall in no case exceed three years.

Bids will be accepted at:

Springfield Public Schools
Purchasing Department
640 A Street
Springfield, Oregon, 97477

And until, and no later than:

BID OPENING:
2:00 P.M.
THURSDAY
May 30th, 2023

Bids must be clearly marked "NUTRITION SERVICES BAKERY PRODUCTS BID", and are to be delivered to the Purchasing Department, (address above). E-Mailed Bids will be accepted. E-mail Bids to melissa.stalder@springfield.k12.or.us clearly stating "NUTRITION SERVICES BAKERY PRODUCTS BID" in the subject line. Bids will be opened publicly in the District Conference Room at the time, date, and location specified above.

Copies of the bid specifications may be obtained from the Purchasing Department of the Springfield Public Schools, (address above). Electronic copies may be obtained from the District Website and OregonBuys on the web at <https://oregonbuys.gov/bsa/view/login/login.xhtml>

All bidders are required to comply with the provisions of Oregon Revised Statutes. Attention is directed to: ORS 244. Government Ethics; ORS 279A & 279B Public Contracting; and OAR Chapter 137, Division 46 and 47 as documented in the most current version of the State of Oregon Department of Justice Attorney General's Public Contracts Manual. Bidders must clearly indicate resident status as required in ORS 279A.120.

Springfield School District reserves the right to (1) reject any or all Proposals not in compliance with all public proposal procedures and requirements, (2) postpone award of the Contract for a period not to exceed sixty (60) days from the date of proposal opening, (3) waive informalities in the Proposals, and (4) select the Proposal which appears to be in the best interest of the District.

Melissa Stalder
Purchasing Manager
Springfield Public Schools

Publish: May 10, 2023, Daily Journal of Commerce, Springfield School District Website

GENERAL CONDITIONS:

All bakery goods are to meet the Oregon State Department of Agriculture's standards for school bread products. Bakeries serving this area who can guarantee that the needs of the District can be satisfied in regard to quality and quantity of the products offered and the quality of the service offered, are invited to submit sealed bids for the 2023-24 school year. The District prefers a firm bid for the entire year.

THE BOARD OF DIRECTORS OF PUBLIC SCHOOLS RESERVES THE RIGHT TO REQUIRE A PERFORMANCE BOND FROM THE SUCCESSFUL BIDDER PRIOR TO SIGNING OF A CONTRACT.

In an emergency, substitution of the regular standard loaf for the 22 oz sandwich loaf is permissible, provided that the school receives an equal number of slices of bread of equal or better quality. **"DAY OLD" BAKERY PRODUCTS ARE NOT ACCEPTABLE.**

Bakery items are to be delivered during days school is in session beginning, Tuesday, September 4, 2023 and ending at the close of the school year, Thursday, June 14, 2024. The base bid will include delivery once per week to each of 3 secondary school sites in Springfield (page 6 base bid) between the hours of 7:00 AM and 10:00 AM. Delivery for the other Springfield schools will be made to the District Warehouse by 7:15 AM for distribution by District staff.

Alternate #1 would require deliveries to **all Springfield sites by 10:00 AM once per week**.

The delivery schedule shall be coordinated with the Springfield Nutrition Services Supervisor. Orders will be called, faxed, or electronically transmitted to the bakery a minimum of two days prior to the scheduled delivery. Addresses are provided for all proposed delivery locations along with Schools with breakfast or ala-carte programs (page 6).

Orders may be adjusted or canceled due to changes in school schedule or other emergencies. In case of inclement weather forcing the cancellation of a school day, the supplier will be informed by radio or other electronic means before 7:00 AM on that day. Deliveries will not be required during two weeks of the Winter Break period, the week of Spring Break, or during the Summer Vacation months unless Summer School Sessions are scheduled.

Size and brand name information is requested to clearly identify a product from other similar items carried by the bidder(s). Bakery Products listed on the Base Bid Response Form are bid ALL OR NONE and awarded to a single provider.

GENERAL INSTRUCTIONS TO BIDDERS:

1. Please bid on attached sheets in the spaces provided, the lowest price at which you furnish the items specified. **Bidders must provide nutritional labeling information for all bakery products bid as an attachment to the vendor response forms provided.** Unless bidder states otherwise, it is understood that offers are submitted on exact specifications as described in the bid. All prices must be quoted NET. Bid sheets shall be signed with ink.
2. If you are unable to furnish the items in accordance with our description and wish to offer a substitute then such substitute or approved bids will be considered when accompanied with samples and/or complete details. Samples must be delivered to the designated location prior to the stated bid opening time. All samples submitted which are not consumed in testing must be picked up within ten (10) days after notification by the Nutrition Service Department or they become the property of the District.
3. Sealed bids and E-mailed bids will be received by Springfield Public Schools for Bakery Products until 2:00 PM, Tuesday, May 30, 2023. Under no circumstances will a bid be considered if filed after the hour specified. Said bids will be publicly opened at the District Administration Building, 640 A STREET, Springfield, Oregon.
4. Bids shall be submitted in a sealed envelope. The name and address of the bidder and title of the bid, identical in wording to that appearing upon the cover of these specifications, must be plainly marked on the outside of the envelope. Bids shall be submitted via e-mail to the following E-mail, melissa.stalder@springfield.k12.or.us until 2:00 PM, Tuesday, May 30, 2023. In the subject line, must state "NUTRITION SERVICES BAKERY PRODUCTS BID".
5. The District reserves the right to announce its intent to award prior to formal Contract award by posting the tabulation sheet of Bid results, or by letter or fax ("Intent-to-Award Announcement"). The Intent-to-Award Announcement shall serve as notice to all Bidders that The District intends to make an award.
6. Adversely affected or aggrieved Bidders shall have five (5) calendar days from the date of the Intent-to-Award Announcement within which to file a written protest. Protests submitted after that date will not be considered. Protests must specify the grounds upon which the protest is based.

In order to be an adversely affected or aggrieved Bidder, the Bidder must claim to be eligible for award of the Contract as the lowest responsible and responsive Bidder and that any and all lower Bidders are ineligible to receive Contract award.

An actual Bidder who is adversely affected or aggrieved by the award of the Contract to another Bidder may protest award, in writing, within five (5) calendar days following the issuance of the Intent-to-Award Announcement. The written protest shall state the grounds upon which the protest is based. No protest of award shall be considered after the deadline.

7. The District will respond in writing to intent-to-award protests submitted by adversely affected or aggrieved Bidders. The District may also respond to intent-to-award protests

submitted by other Bidders for purposes of clarification. However, any response provided by The District is not intended to, and shall not in and of itself constitute, confirmation that the Bidder is, in fact, adversely affected or aggrieved, and therefore entitled to protest an intent to award, or that the protest was timely filed.

8. After expiration of the five (5) calendar-day intent-to-award protest period, and resolution of all protests, The District will proceed with final award. (If the District receives only one Bid, The District may dispense with the intent-to-award protest period and proceed with award of a Contract.). Announcement of bid award will be made to the successful bidder as soon as possible after Board approval and a purchase order subsequently issued. All Bids must be F.O.B. delivery site location(s) as indicated on page 6 of this document.
9. Award of a bid shall constitute a public contract of which the conditions and specifications are those prescribed for each item category bid. The public contract, as such, is subject to ORS, Chapter 279A & 279B.
10. The Board of Directors of Springfield School District expressly reserves the following rights:
 - a. To reject all bids.
 - b. To reject any bid not in compliance with prescribed public bidding procedures and requirements.
 - c. To reject any bid not meeting the specifications as set forth.
 - d. To waive any or all irregularities in bids submitted.
 - e. To consider the competency and responsibility of bidders in making any award.
 - f. In the event two or more bids shall be of the same amount, to award the contract by lot or otherwise as deemed appropriate.
11. All goods or materials are subject to the approval of the District. Any rejection of goods or materials, whether held by the District or returned, will be at the vendor's risk and expense. In the event of a breach by the vendor of any of the provision of the contract, including delivery, the District reserves the right to cancel and terminate the contract upon giving 15 days written notice. Upon termination, Springfield School District may, at its sole option, elect to award the contract to the next apparent low bidder to allow for uninterrupted service during the remainder of the school year. Upon mutual agreement of the newly awarded vendor and the District, the vendor will qualify for renewal options periods as if originally awarded the agreement.
12. **CONTRACT EXTENSION:** At the option of the District, and with the vendor's concurrence, the contract may be extended for additional periods upon 30 days written notice. The total term of the contract, including extensions, **may not exceed three years**. Contract extension will be based on competitive pricing and vendor performance during the previous contract period(s).

Price adjustments may be considered at contract renewal. An increase will only be allowed in proportion to a documented increase in vendor costs. The District will either accept the increase or re-bid the contract. The District may request the renewal, and if the vendor accepts, they will provide continued service through the contract extension period. The District will be given the benefit of any price decreases at contract renewal as well.

13. RIGHT TO ADD PRODUCT AND SERVICES: The District reserves the right to add new products to the contract “Authorized Products List” based on programmatic needs during the course of this agreement. Pricing will be provided at the same percentage markup as the base contract items and the contractor shall provide documentation to substantiate pricing of new contract items. The “Authorized Products List” shall not be altered without written consent of the Nutrition Services Supervisor.

The District will choose to exercise either the Base Bid response, or one Alternate bid response to begin the 2023-24 school year. The District reserves the right to add or change delivery locations over the course of this agreement or implement any of the bid delivery scenarios identified (base bid, Alternate #1) at a future date. This will be negotiated on a case-by-case basis with the successful contractor.

14. Below are product specific volume figures for items utilized during the 2021-22 school year for Springfield School District. Quantities provided are **estimates only** and in no way constitute a guarantee of volume to be purchased in subsequent contact years.

| | |
|--|--------|
| Sandwich Loaf – Whole Wheat (21 sl)..... | 7,400 |
| Hamburger Buns - Whole Wheat (8 pk)..... | 18,800 |
| Hot Dog Buns – Whole Wheat (8 pk)..... | 8,800 |
| Hoagie Rolls - Whole Wheat (6 pk)..... | 1,800 |
| Dinner Rolls - Whole Wheat (16 pk) | 15,050 |
| Plain Bagel – Whole Wheat (6 pk sliced)..... | 9,950 |
| Blueberry Bagel – Whole Wheat (6 pk)..... | 6,400 |
| English Muffins – Whole Wheat (6 pk sliced)..... | 11,950 |
| Gluten Free 7 Grain (14 sl)..... | 12 |
| Gluten Free White (14 sl)..... | 50 |
| Gluten Free Plain Bagel (4 pk)..... | 115 |
| Gluten Free Raisen Bread (14 sl)..... | 40 |
| Gluten Free Hamburger Buns (4 pk)..... | 60 |
| Gluten Free Sandwhich Roll (4 pk)..... | 35 |

15. Pursuant to the intent of Oregon Statute, any publicly funded city, county, district, agency or similar entity shall have the authority to purchase goods directly from the contractor under the terms and conditions of this contract, provided that said agency has met the requirements of ORS 279A.205 & 279A.215. Public agencies may elect to purchase from the contractor without further bidding under the terms and conditions of this contract.

Springfield Public Schools cannot commit to purchase on behalf of any other agency or party. Any contracting, ordering, billing, or problem resolution shall take place directly between the contractor and such other agency. The contractor shall provide a listing of agencies utilizing this provision upon request of Springfield Public Schools.

16. For additional information, please contact Melissa Stalder, Purchasing Manager, 640 A STREET, Springfield, Oregon. Phone (541) 726-3246 or e-mail at melissa.stalder@springfield.k12.or.us.

BAKERY DELIVERY DROP POINTS:

Springfield Public Schools

| <u>School Name(s)</u> | <u>Address</u> | <u>Bkfst</u> | <u>Lunch</u> |
|------------------------------|-----------------------------|---------------------|---------------------|
| Centennial Elementary | 1315 Aspen Way | Y | Y |
| Douglas Gardens Elementary | 3680 Jasper Road | Y | Y |
| Elizabeth Page Elementary | 1300 Hayden Bridge Road | Y | Y |
| Guy Lee Elementary | 755 West Harlow Road | Y | Y |
| Maple Elementary | 2109 J Street | Y | Y |
| Mt. Vernon Elementary | 935 Filbert Lane | Y | Y |
| Ridgeview Elementary | 526 North 66th Street | Y | Y |
| Thurston Elementary | 7345 Thurston Road | Y | Y |
| Two Rivers-Dos Rios | 1084 G Street | Y | Y |
| Yolanda Elementary | 2350 Yolanda Avenue | Y | Y |
| Riverbend Elementary | 320 51st Street | Y | Y |
| Walterville Elementary | 40589 McKenzie Hwy | Y | Y |
| Briggs Middle School | 2355 Yolanda Avenue | Y | Y |
| Hamlin Middle School | 326 Centennial Blvd. | Y | Y |
| Thurston Middle School | 6300 Thurston Road | Y | Y |
| *Agnes Stewart Middle School | 900 S. 32nd Street | Y | Y |
| *Springfield High School | 875 North 7th Street | Y | Y |
| *Thurston High School | 333 North 58th Street | Y | Y |
| Brattain Campus | 425 10 th Street | Y | Y |
| *District Warehouse | 1898 N 42nd Street | N | N |

LEGEND

Bkfst= Breakfast program Y= yes N=no

*= **Required delivery site in base bid**

RETURN THIS PAGE AND SUBSEQUENT PAGES

AUTHORIZATION

The person whose signature appears below warrants that they are duly authorized to bind the bidding firm to this contract.

Firm Name: _____

Address: _____ City/State: _____

Phone/FAX: _____

Name of Bidder: _____

(Print or type)

Title of Bidder: _____

(Print or type)

Authorized by: _____

(Signature)

Date: _____ Federal Employer Identification#: _____

VENDOR INFORMATION

Resident Bidder Status as defined in ORS 279A.120. The above-signed bidder hereby states their bidder status as follows:

1. Is bidder an Oregon resident as defined in ORS 279A.120? YES _____ NO _____

If yes, Oregon Taxpayer Identification # _____

If non-resident bidder, indicate percent of preference given (if any) to bidders in the state or area in which you reside. _____% State of residence

2. Years in business: _____ 3. Location of distribution facility: _____

4. REFERENCES: List three public agencies that you have done business with during the last year.

| Agency Name | Address | Phone | Contact |
|-------------|---------|-------|---------|
|-------------|---------|-------|---------|

5. A schedule indicating proposed delivery days to each delivery site should be submitted with the bid.

6. Additional information, **including nutritional labeling with associated product names for all products bid.** Attach additional pages as necessary.

Vendor Response Form – Base Bid

1. White Whole Wheat Sandwich Loafs, enriched.
Thin slices, 21 slices per loaf, including ends.
Weight approximately 690g per loaf. Weight/sl per loaf _____
Price per loaf _____
Brand name _____

2. Hamburger Buns, regular 4-inch, enriched.
White Whole Wheat, plain top. Bulk wrap and
dozen pack. Weight approximately
684g per package Pack _____
Price per pack _____
Brand name _____

3. Hotdog Buns, regular 6-inch, enriched.
White Whole Wheat. Prefer 8 pack approximately
400g per package. State pack and price per pack. Pack _____
Price per pack _____
Brand name _____

4. Hoagie Rolls, 7-inch, White Whole Wheat, enriched.
Prefer 6 pack approximately 372g per package
State pack and price per pack. Pack _____
Price per pack _____
Brand name _____

5. Dinner Rolls, White Whole Wheat 4-inch, enriched.
Bulk wrap and 16 pack. Weight approximately
496g per package. State pack and price per pack. Pack _____
Price per pack _____
Brand name _____

6. English Muffins, White Whole Wheat split.
Prefer 6 pack approximately 372g per package. Pack _____
Price per pack _____
Brand name _____

7. Bagel – White Whole Wheat, enriched - Plain
Prefer 6 pack approximately 372g per package. Pack _____
Price per pack _____
Brand name _____

8. Gluten Free White Sandwich Loaf, 14 slice Weight/sl per loaf _____
Price per loaf _____
Brand name _____

9. Gluten Free Plain Bagel, 4 pk Pack _____
Price per pack _____
Brand name _____

10. Gluten Free Hamburger Buns, 4 pk Pack _____
Price per pack _____
Brand name _____

*All bread is expected to be at least 51% Whole Grain rich to meet USDA guidelines. Please provide documentation to confirm.

Vendor Response Form – Alternate #1
(Delivery to all school locations once per week)

- | | |
|---|--|
| 1. White Whole Wheat Sandwich loafs, enriched. Thin slices, 21 slices per loaf, including ends. Weight approximately 690g per loaf. | Weight/sl per loaf _____ Price per loaf _____ Brand name _____ |
| 2. Hamburger Buns, regular 4-inch, enriched. White Whole Wheat, plain top. Bulk wrap and dozen pack. Weight approximately 684g per package | Pack _____ Price per pack _____ Brand name _____ |
| 3. Hotdog Buns, regular 6-inch, enriched. White Whole Wheat. Prefer 8 pack approximately 400g per package. State pack and price per pack. | Pack _____ Price per pack _____ Brand name _____ |
| 4. Hoagie Rolls, 7-inch, White Whole Wheat, enriched. Prefer 6 pack approximately 372g per package State pack and price per pack. | Pack _____ Price per pack _____ Brand name _____ |
| 5. Dinner Rolls, White Whole Wheat 4-inch, enriched. Bulk wrap and 16 pack. Weight approximately 496g per package. State pack and price per pack. | Pack _____ Price per pack _____ Brand name _____ |
| 6. English Muffins, White Whole Wheat split. Prefer 6 pack approximately 372g per package. | Pack _____ Price per pack _____ Brand name _____ |
| 7. Bagel – White Whole Wheat, enriched - Plain Prefer 6 pack approximately 372g per package. | Pack _____ Price per pack _____ Brand name _____ |
| 8. Gluten Free White sandwich loaf, 14 slice | Weight/sl per loaf _____ Price per loaf _____ Brand name _____ |
| 9. Gluten Free Plain Bagel, 4 pk | Pack _____ Price per pack _____ Brand name _____ |
| 10. Gluten Free Hamburger Buns, 4 pk | Pack _____ Price per pack _____ Brand name _____ |

*All bread is expected to be at least 51% Whole Grain rich to meet USDA guidelines. Please provide documentation to confirm.