



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

**INVITATION TO BID**

**SPECIFICATIONS**

**2024-2025**

**BREAD SUPPLY**

**BIDS WITH CONDITIONS WILL NOT BE ACCEPTED**

**Proposals Due:**

**April 11, 2024**

**4:00 PM**

**Bid Opening:**

**April 12, 2024**

**11:00 AM**

**INVITATION TO BID**

**FOOD SERVICE  
BREAD SUPPLY 2024-2025**

Proposals for Food Service, Bread Supply Items for the 2024-2025 school year will be received by a representative of the Board of Trustees of Pocatello/Chubbuck School District No.25, Bannock County, Idaho, at 3115 Pole Line Road, Pocatello, Idaho 83201, until 10:00 AM on April 12, 2024.

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 Pocatello/Chubbuck School District No. 25, Bannock County, Pocatello, Idaho.

Rena Johnson, Clerk  
Pocatello/Chubbuck School District No. 25

To be published on the dates of:

March 13 2024  
March 20, 2024

IDAHO STATE JOURNAL

**GENERAL CONDITIONS**

**CONDITIONS OF CONTRACT:**

Notices, conditions and specifications issued incident to the proposal to purchase Bread for the 2024-2025 school year, described herein, together with the purchase policies of Pocatello/Chubuck 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, 2024 through June 30, 2025. 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.

Where domestic products subject to the Buy American Provision are awarded but the awarded bidder seeks to supply non-domestic product, the vendor must seek preauthorization from Pocatello/Chubuck School District No. 25, Food Services Department, for such items, including an explanation supporting the change or product. The District reserves the right to research all such requests and approve or refuse the application for alternative products, and seek Provision-compliant supply otherwise. Awarded bidders who fail to perform under the supply agreement as stipulated under Buy American requirements shall be considered in default of the agreement and subject to penalties under default rules as specified herein.

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 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. Substitutions or major alterations must be indicated upon the proposal sheet at the time of bid submission.

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 5, 2024.***

**DISTRICT REPRESENTATIVE:**

Refer all questions to Heather Canfield, Food Service Coordinator/Purchaser at (208) 235-3256 or e-mail at: canfiehe@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 Pocatello/Chubbuck 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. It is helpful, but not mandatory, to include a thumb drive in the sealed bid envelope as well. 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 12, 2024 AT 10:00 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 11, 2024, 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 Pocatello/Chubbuck School District No. 25, 3115 Pole Line Road, Pocatello, Idaho.

**PAYMENTS:**

Prices must remain firm as quoted by supplier for items procured July 1, 2024 through June 30, 2025. Vendor will be responsible for invoicing School Food Service. 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).

**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.
- 5) Specifications must be submitted at the bid opening when any substitution is made, or the bid will be considered non-responsive.
- 6) Samples must be submitted with the name of the Company origin and/or Broker/Manufacturer origin clearly marked on all samples for proper consideration. For best consideration, samples should be submitted by April 5, 2024.

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.

**REMINDER**

1. All substitutions must be pre-approved by the Food Service Coordinator before product is shipped.
2. There is no current conflict of interest with School District employees and shall not be going forward with regard to manufacturers, vendors, or representatives of such entities.
3. Any or all items subject to individual market price valuation may be accepted or rejected at the District's discretion. A 30-day notice is to be given to the School Food Coordinator.
4. The School Food Coordinator retains the right of refusal of products due to damage, insufficient Use-By dates, non-approved substitutions or major alterations of items.

5. Keep in mind that there would be no service when there is no school, i.e. holidays, teacher in-service days, etc. The district calendar is available by logging onto <https://www.sd25.us/calendar>.

### **USDA Non-Discrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

## 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 PROPOSAL SHEET – 2024-2025 BREAD SUPPLY**

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

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

We, the undersigned, propose to provide, 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. All proposals must include the F.O.B. cost of the transportation to the Warehouse of Pocatello/Chubbuck School District No. 25, 3115 Pole Line Road, Pocatello, Idaho.

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 Pocatello/Chubbuck School District No. 25, Bannock County, Pocatello, Idaho.

**2024-2025 Bread Supply**

| ITEM                                      | DESCRIPTION                                                                                             | UNIT PRICE | TOTAL QUOTE |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------|------------|-------------|
| BREAD, SANDWICH<br>15,300 loaves / 20 oz. | 51 % Minimum Whole Grain<br>USEABLE SLICES PER LOAF: <b>18</b><br><b>1 grain contribution per slice</b> |            |             |
| BUNS, HOT DOG<br>27,000 BUNS              | 51 % Minimum Whole Grain --- Must<br>meet 1.5 grain contribution/bun                                    |            |             |
| BUNS, HAMBURGER<br>337,500 BUNS – 4” bun  | 51 % Minimum Whole Grain ---<br>Must meet 2.0 grain<br>contribution/bun                                 |            |             |

Respectfully submitted,

- 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: \_\_\_\_\_