

May 6, 2024

**INVITATION FOR BID FOR BREAD PRODUCTS
2024-2025 SCHOOL YEAR**

Papillion La Vista Community Schools requests bid pricing for bread products listed on the enclosed form. Please note that the quantities listed are annual usage based on best estimates and are not intended to be a maximum or minimum. Should you have any questions, please call Julie Denker, Director of Food Service, at 402-537-6250.

The Bread Bid Conditions section lists the schools to which deliveries will be made. Deliveries are to be F.O.B. to those locations.

Mail sealed bid marked '**Bread Bid**' to Julie Denker, Director of Food Service, Papillion La Vista Community Schools, 420 S. Washington Street, Papillion, NE 68046 on or before Friday, May 31, 2024, at 2:00 p.m. at which time an opening will be held in the Administrative Office Conference Room. Please note that samples and product labels and nutritional information are required to be submitted at the time of the bid as outlined in Bread Bid Conditions 12 and 13. Both price and product acceptability will be considered in the award of the bid. Vendors will be notified of bid results in writing within two weeks of the bid opening.

On behalf of Papillion La Vista Community Schools, I thank you for consideration of this bid invitation.

Sincerely,



Julie Denker
Director of Food Service



**PAPILLION LA VISTA COMMUNITY SCHOOLS
FOOD SERVICE
BREAD BID CONDITIONS**

1. BID PERIOD/PRICES

The bid will cover the period of August 12, 2024 to June 30, 2025. All prices submitted must be held firm for this period.

2. BID AWARD

The bid contains two parts – Part I and Part II. Each part will be awarded to a single vendor on an ‘all or none’ basis. Both price and acceptability of product will be considered in the award of the bid as outlined below.

- a) Vendor product lines containing samples that are deemed to be of unacceptable quality will be ineligible for the bid award.
- b) Price will be the determining factor in the bid award for vendor product lines that are of acceptable quality.
- c) Price will be assessed for each vendor product line as a total bid package price, using estimated annual quantities and vendor bid prices.
- d) If the total bid package price is the same for two or more vendors, a random drawing will be conducted to determine the bid award.

3. DELIVERY LOCATIONS AND SCHEDULE

Deliveries are to be F.O.B. to the following schools. Weekly delivery is requested for all elementary schools. Once to twice per week delivery is required for Middle and High Schools. Delivery drivers must be bonded by the vendor. Vendor will be provided a set of keys to schools. Vendor will be responsible for paying the cost of replacement keys.

Ashbury Elementary
11740 S. 120th Street, Papillion

Papillion-La Vista Senior High
402 Centennial Road, Papillion

Anderson Grove Elementary
11820 S. 37th Street, Omaha

Papillion – La Vista South High
10799 Highway 370, Papillion

Bell Elementary School
7909 Reed Street, Papillion

Parkview Heights Elementary
7609 S. 89th Street, La Vista

Carriage Hill Elementary
400 Cedardale Road, Papillion

Patriot Elementary
1701 Hardwood Drive, Papillion

G. Stanley Hall Elementary
7600 S. 72nd Street, La Vista

Prairie Queen Elementary
10520 S. 123 Avenue, Papillion

Golden Hills Elementary
2912 Coffey Ave., Omaha

Portal Elementary School
9920 Brentwood Drive, La Vista

Hickory Hill Elementary
1307 Rogers Dr., Papillion

Rumsey Station Elementary
110 Eagle Ridge Road, Papillion

La Vista Middle School
7910 Edgewood Blvd., La Vista
La Vista West Elementary
7821 Terry Drive. La Vista

Tara Heights Elementary
700 Tara Road, Papillion
Trumble Park Elementary
500 Valley Road, Papillion

Liberty Middle School
10820 Witmuss Drive, Papillion

Walnut Creek Elementary
720 Fenwick Street, Papillion

Papillion Middle School
423 S. Washington, Papillion

4. CANCELLATION OF SCHOOL

Orders may be adjusted or cancelled when school is cancelled due to weather or other reasons. Vendors will be contacted regarding necessary adjustments.

5. SANITATION REQUIREMENTS

Vendors agree to comply with all local and state standards of sanitation in their operations. The district reserves the right to inspect the vendor's operating facilities at any time. All items are to be delivered in clean, pest-free vehicles. Dry goods are to be stored and delivered at the appropriate temperature. The district reserves the right to refuse or return items which show evidence of temperature abuse or are damaged in any way. The district will be inspecting delivery trucks and products on delivery as outlined in the district HACCP plan. Vendor agrees to cooperate with such inspections and make necessary corrections because of them.

6. QUALITY AND SHELF LIFE

All bread products must be delivered freshly baked with a minimum of a 10-day shelf life. Products that have been frozen will not be accepted except for gluten free items listed under Part II of the bid. The determination of quality or acceptability of products offered will be made by the School District.

7. SUBSTITUTIONS

The School District will not accept product substitutions on delivery after the bid has been awarded unless the substitutions have received prior approval from the School District. Unauthorized substitutions may be grounds for termination of the contract and may jeopardize any future business with the School District.

8. INVOICES

An invoice must be furnished with each delivery, listing product name, item number, quantity delivered, unit price, total price by item and invoice total.

9. PRICING ERRORS

It is the responsibility of the vendor to make sure that invoice pricing is consistent with bid pricing. The School District reserves the right to pay invoices with pricing errors short in accordance with bid pricing or to hold invoices for payment until a written credit memo is received. All credit memos should be emailed to grace.tingstad@plcschools.org or mailed to the attention of the Director of Food Service, Papillion La Vista Community Schools, 420 South Washington, Papillion, NE 68046. Sending credit memos directly to schools will delay payment of invoices to which they relate.

10. PAYMENT

Payment is made from weekly statements for items received by the 25th of a calendar month following approval from the Papillion La Vista Community Schools Board of Education which is usually by the 15th of the following month.

11. COMPLETION OF BREAD BID PRICE SHEET

All areas of the Bread Bid Price Sheet must be completed fully. Submission of bid letters in lieu of this sheet may be cause for disqualification of a bid. See item #14 for clarification regarding completion of the section on whole grain content. Vendors may complete the Bread Bid Price Sheet electronically (Excel spreadsheet) but they must return a printed copy by the bid due date.

12. SAMPLES

The vendor is required to submit samples for each item bid at the time of the bid. An acceptable sample is one package of an item. All samples should be clearly marked with item number. It is the vendor's responsibility to ensure that item numbers indicated on samples match item numbers stated on Bread Bid Price Sheet.

13. PRODUCT AND NUTRITIONAL INFORMATION

Vendors must submit a product label for each item bid along with their bid. Label must include product name and code number, nutrition facts including nutrition content, whole grain content, ingredient list and allergen information.

14. WHOLE GRAIN CONTENT

Whole grain-rich bread items are required for all items listed in Part I of the bid. These items can contain 100% whole grain (i.e. whole wheat) flour or a blend of whole wheat and enriched flour that is at least 50% whole wheat. As indicated on the Bread Bid Price sheet, items bid must meet **one** of the following criteria to qualify as whole grain-rich:

- a) Whole grain (whole wheat flour, etc.) must be the first ingredient listed in the ingredient list with the exception of water. **OR**
- b) The item must contain 8 grams or more of whole grains per 1 oz serving. **OR**
- c) The product includes one of the following FDA-approved whole grain health claims on its packaging: "Diets rich in whole grain foods and other plant foods, and low in total fat, saturated fat, and cholesterol, may reduce the risk of heart disease and certain cancers." or "Diets rich in whole grain foods and other plant foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease."

The basis for qualification as whole grain-rich must be indicated on the Bread Bid Price sheet for each item bid under the 'Qualification as Whole Grain-Rich' columns. If the item does not qualify as whole grain-rich, the bidder must state "does not qualify" in this column.

15. FUEL SURCHARGE ALLOWANCES

All fuel surcharge proposals must be submitted by vendors with their bid. Proposals must outline specific rates and detail how they will be charged. Fuel surcharges not submitted and approved at the time of the bid will not be paid by the District.

GENERAL BID CONDITIONS

SUBMISSION OF BIDS

Bids must be submitted in a sealed envelope, with the bid name and due date noted on the lower left-hand corner of the envelope. Bids that arrive late will not be accepted. It is the vendor's responsibility to ensure that bids are received prior to the bid opening.

TAX EXEMPT STATUS

The Papillion La Vista School District is a tax-exempt organization (05-0601969). Vendors are not to include any local or state sales taxes in their bid prices.

FEDERAL EXCISE TAX

Papillion La Vista Community Schools, a governmental subdivision, is exempt from the payment of Federal excise tax. Bidders should exclude excise tax on all taxable items in their bid submissions. A Federal Excise Tax Certificate will be furnished for all taxable items. Please indicate on your bid the items requiring the exemption certificate.

BUY AMERICAN PROVISION-COMPLETION OF DOCUMENTS REQUIRED

Vendors are required to bid foods of domestic origin to the maximum extent practical. To qualify, a food item must be grown in the United States or, in the case of a processed food item, over 51% of the final processed product must consist of agricultural commodities that were grown domestically. See attached Buy American Bid Process and Required Documentation. Vendors must complete the Buy American Verification Form for each item bid. Food service equipment, paper products and packaging are excluded from this provision.

DEBARMENT CERTIFICATION-COMPLETION OF DOCUMENT REQUIRED

Vendors must submit a completed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions form with their bid. Refer to attached form and instructions.

CERTIFICATION REGARDING LOBBYING-COMPLETION OF DOCUMENT REQUIRED

Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Refer to the form included.

EQUAL OPPORTUNITY

Papillion La Vista Community Schools is an equal opportunity employer and actively recruits a well-qualified and diverse staff including minority applicants and does not discriminate against any employee or applicant for employment, and/or any contractor or subcontractor by reason of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, disability, or other protected status. Vendor agrees, by signing this Proposal, to actively continue and implement this policy throughout any awarded project or contract.

CIVIL RIGHTS

The successful bidder agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulations of the Department of Education (34 C.F.R. Part 100) issued pursuant to the title, to the end that, in accordance with Title VI of that Act and Regulation, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Papillion La Vista Community Schools receives federal financial assistance from the department; and hereby gives assurance that the successful bidder will take any measures necessary to effectuate this agreement. The successful bidder further agrees to comply with all applicable requirements of state and local laws, ordinances, and regulations regarding nondiscrimination in employment.

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

As required by 2 C.F.R. 200.321, it is the intent of Papillion La Vista Community Schools to provide the maximum practical opportunities in its solicitations to small businesses, minority firms, women's enterprises, and labor surplus area firms.

LAWS AND REGULATIONS

The selected Vendor and all employees, agents or independent contractors shall be at all times be fully licensed and authorized under all state and federal law to provide the contracted products/services and shall all at all times comply with rules and regulations when providing contracted products/services. The selected Vendor shall also comply with all Papillion La Vista Community Schools policies, rules, regulations, practices, directives and procedures applicable to any of the contracted products/services.

EXCLUSION OF PERSONS WITH CRIMINAL RECORDS

Papillion La Vista Community Schools requires that firms agree to not assign any individual or agent to any work on an awarded project, requiring work on a PLCS school site, with a criminal record of a serious nature as defined by PLCS policy, regulations, practices or directives, including but not limited to any of the following: (a) a felony; (b) rape, including statutory rape, or any other sexual assault; (c) sexual conduct with a minor of any kind; (d) abuse of a minor or child of any kind; (e) endangerment of a child or debauching a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery; (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or a witness.

The Vendor shall certify that it shall not assign any individual or agent to work on any PLCS property with a criminal record of a serious nature as defined by PLCS policy, regulations, practices or directives. Vendor authorizes and gives consent and agrees to cooperate in obtaining any additional authorization or consent necessary to assure compliance with this requirement; to actively continue and implement this policy throughout the contract period and to require implementation of this policy by any subcontractors and/or agents involved by the Vendor in the performance of the contract. Vendor authorizes and gives consent, and agrees to cooperate in obtaining any additional background check authorization or consent necessary to assure compliance with this requirement.

ASSURANCE OF NON-COLLUSION

The bidder's submission of its bid response is the bidder's representation and guarantee to the Papillion La Vista School District that the prices quoted have been arrived at without collusion with any other eligible bidders and without an attempt to preclude Papillion La Vista School District from obtaining the lowest possible competitive price, influencing the prices quoted by any other eligible bidder or discouraging other potential bidders from bidding.

ASSIGNMENT OF CONTRACT

Successful bidder shall not assign the contract to another vendor without prior consent of the School District.

SUBCONTRACTING

If the vendor intends to subcontract any part of the contract or services, it is the vendor's responsibility to supervise the subcontractor's performance and to ensure that the subcontractor meets all bid requirements. Failure to do so may result in termination of the bid.

FAILURE TO PERFORM

In the event the successful bidder fails to perform in good faith or in accordance with the terms and conditions of this bid, the bid shall be terminated, and the School District may award the bid to another vendor.

OWNER'S RIGHTS

The School District reserves the right to accept or reject any or all bids and any part thereof and to waive all technicalities. Awards will be made in the best interest of the District.

**Papillion La Vista Community Schools
INVITATION FOR BID SIGNATURE PAGE**

Date Issued: **May 6, 2024**

Title of Bid: **BREAD**

Time and Date Due: **2:00 p.m. on May 31, 2024**

Mail Bid Packet containing: *Invitation for Bid Signature Page, Bread Bid Price Sheet, Verification Forms to Support USDA Buy American Requirements, Debarment Certification, and Certification Regarding Lobbying to:*

Julie Denker
Director of Food Service
Papillion La Vista Community Schools
420 S. Washington St
Papillion, NE 68046

Refer to the enclosed bid conditions. Quantities listed are based on average past usage and are not to be construed as minimum or maximum amounts.

Submitted By:

Company Name

Address

Printed Name

Signature

Phone Number

E-mail address

Buy American Bid Process and Required Documentation

The Buy American provision (7 CFR Part 210.21 (d)) of the National School Lunch Act.

All vendors will be required to follow the procedure outlined herein to ensure that only foods that contain 51%, or greater, U.S. agricultural products are provided for use in meals served by Papillion La Vista Community Schools.

A Domestic Commodity or Product is:

- An agricultural commodity that is produced in the United States or its territories.
- A food product that is processed in the United States using substantial agricultural commodities in which over 51% of the final processed product consists of agricultural commodities that were grown domestically. (United States territories where agriculture products are allowed to be grown include: Guam, American Samoa, Virgin Islands, Puerto Rico and the Northern Mariana Islands.)

PRIOR TO BID AWARDS

1. Bidders must submit the attached *Verification Form to Support USDA Buy American Requirements* for each food product for which a quote will be submitted. The form(s) must be completed and returned to Sue Sucha, Director of Food Service, prior to the bid opening.
2. Bidders may submit a request to bid a non-domestic product prior to submitting the bid by completing the appropriate section of the *Verification Form to Support USDA Buy American Requirements*. The request along with appropriate documentation must be submitted and approved by Sue Sucha, Director of Food Service, prior to the bid due date. The following are the primary reasons why an exception may be requested:
 - a. The product is not produced or manufactured in the U.S in sufficient reasonable and available quantities of a satisfactory quality, or
 - b. Competitive proposals reveal the cost of a U.S. product is significantly higher than the cost of a non-domestic product.
3. Prior to approving an exception Papillion La Vista Community Schools must consider whether there are other domestic sources for the product; if there is a domestic product that could be easily substituted; and whether bids for the product are being solicited at the best time of year.
4. Failure to complete and return the Buy American verification form, or to request an exception prior to the bid due date may disqualify the product bid.

POST BID AWARD

1. Successful vendors are expected to provide the domestic products they were awarded throughout the bid period.
2. Vendors may request that Papillion La Vista Community Schools grant an exception to allow substitution of a non-domestic product during the bid period if documentation related to reason a. or b. above is provided.
3. All documentation related to seeking an exception must be submitted and approved by Papillion La Vista Community Schools PRIOR to shipment of any product to school sites.
4. Any non-domestic product delivered to a site without the prior written approval from Papillion La Vista Community Schools shall be rejected at the vendor/distributor's expense.

5. Local School Food Service Managers will conduct periodic reviews of all storage facilities, freezers, refrigerators, dry storage, and warehouses, including during the monthly inventory process and routine visits by District Food Service administrators, to monitor compliance with the Buy American requirement.

*Only products receiving a prior exception should be found in storage facilities, freezers, refrigerators, dry storage, and warehouses.

Verification Form to Support USDA Buy American Requirements

To be considered for an award from this solicitation, vendors must certify the percentage of U.S. agricultural product content in products to be supplied to Papillion La Vista Community Schools. If you are unable or unwilling to make such certification, Papillion La Vista Community Schools reserves the right to disqualify the product bid.

_____ certifies that our
Vendor/Distributor/Company Name

_____ has/have at least 51% U.S. agricultural products
content.

List complete product name including brand

OR

_____ is requesting an exception to the Buy American
requirement

Vendor/Distributor/Company Name

for the following product _____ because:

List complete product name including brand

Check one

- a. ___ The product is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality; or
- b. ___ Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

SATISFACTORY DOCUMENTATION FROM THE MANUFACTURER MUST BE ATTACHED.

Printed Name

Signature

Position

Date

**Return to: Julie Denker, Director of Food Service, Papillion La Vista Community Schools
420 South Washington St, Papillion, NE 68046**

**Certification Regarding Debarment, Suspension, Ineligibility
And Voluntary Exclusion – Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017.510, Participant’s responsibilities. 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 Department of Agriculture agency with which this transaction originated.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS
ON THE FOLLOWING PAGE)**

- (1) The prospective lower tier participation certifies, by submission of this proposal, that neither it nor its principals is 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 each attach an explanation to this proposal.

Company Name

Name and Title of Authorized Company Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. 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.
3. 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.
4. 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.
5. 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.
6. The prospective lower tier participant further agrees by submitting this form that it 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.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it 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 principals. Each participant may, but is not required to, check the Nonprocurement List.
8. 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 is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. 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

The undersigned, on behalf of the Vendor, 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 Vendor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, 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 Proposer shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Vendor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

Date: _____

Vendor: _____

Signature: _____

Title: _____

Name: _____