



Fargo Public Schools

General Bid Conditions and Instructions

Nutrition Services – Fresh Breads

Due April 17, 2025 at 2:00 p.m.

Introduction:

Fargo Public Schools is accepting bids to serve as the prime vendor of Fresh Breads for the Nutrition Services Department for the 2025/2026 school year.

Bid Submittal Process:

All submissions must be submitted through the online Bonfire Portal at:

<https://fargok12.bonfirehub.com/portal/?tab=openOpportunities>

Vendors should contact the Euna Support team at Support.Bonfire@eunasolutions.com for technical questions. Vendors can also visit Bonfire’s help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.

Any communication related to submissions, including the posting of Addenda, will be available on <https://fargok12.bonfirehub.com> Any questions can also be asked through the available communication tools. Vendors must be registered and logged in to ask questions.

Bid Timeline:

Legal Ad Publication	April 2 & 9, 2025
Bids Due and Public Opening	April 17, 2025
Board Approval	May 13, 2025

Required Products and Services

Item Specifications: Specifications for requested items are provided along with an estimated quantity to be purchased throughout the school year. Reference to a brand name and manufacturer number for each item may be included as a means of fully describing the item and quality standards. Bidding alternative equivalent items is permissible. In some instances, specific brands and models may be required to coordinate with the department’s existing resources. These items will be specified as requiring the brand name and model.

Product formulation statement, or equivalents, must be provided upon request for the bid items. Allergens must be clearly identified. Any vague allergen statements regarding the possibility of allergens due to cross contamination will be considered as a present allergen and used to determine bid specifications.

Service Requirements: The Department prefers to place orders with a minimum notice of three business days. The Department prefers delivery to seven locations at a minimum of 2 times per week

regardless of order size. Delivery days are restricted to Monday through Friday. Delivery times and adjustments due to closures will be negotiated with the successful bidder.

Sales representatives will be required to visit the office of Fargo Public Schools upon request. Upon request, the distributor will provide monthly product purchase reports, and summary information at the end of the contract period.

Product Requirements: Products must be delivered with a minimum 4-day shelf life. No damaged or expired packages will be accepted. The distributor will provide credit on damaged product. No substitutions will be allowed without authorization by the Nutrition Services Department. Products must be delivered in their original package from the manufacturer and transported using clean equipment.

The Department must be notified promptly if there are changes in ingredients or nutrition information throughout the duration of the contract. The Department retains the right to change vendors for any product that is modified and deemed no longer acceptable. In the event of a product recall, the vendor will immediately notify the Department both verbally and in writing.

Selection Procedure

The successful submission will be awarded to the vendor bidding the lowest Overall Annual Cost and meeting all proposal specifications. Cost will be calculated by multiplying the proposed product price by the estimated quantity to be purchased annually. The sum of the specified items will be the Overall Annual Cost.

Jackie Gapp, Chief Financial Officer, will be responsible for leading the evaluation process and maintaining bid evaluation records. Ultimate approval will be given by the Fargo Public Schools Board of Education. By submitting a bid, a vendor is signifying agreement to the outlined terms and conditions. Quoted prices must stay in effect for the term of the contract. The contract term is one (1) year from July 1, 2025 to June 30, 2026. The contract will allow the opportunity for up to four (4) 1-year contract renewals contingent on the school determining any proposed price adjustments made by the distributor are valid and justified based on market assessments and any changes from the original contract are immaterial.

Geographic Preference: No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School, Fargo Public Schools may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

Buy American: Fargo Public Schools will adhere to “Buy American” for the food service program. Therefore, Nutrition Services is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. Exceptions are allowed when:

- Food preferences can only be met with foreign goods, such as bananas.
- Insufficient quantity and/or quality is available in the USA.
- Domestic cost is significantly higher.

Fargo Public Schools requires successful bidder(s) to be certified as Equal Employment Opportunity Affirmative Action Employers and comply with Civil Rights regulations and the Americans with Disabilities Act.

Submission Procedure:

- A. An excel **Bid Worksheet** provides responders with the product specifications and estimated quantities to be purchased in the 2025.26 school year. In the worksheet, bidders are to enter the product, case count and case price for each item they intend to provide.
- B. Prices are to be held fixed or firm for all purchases made during the duration of the contract.
- C. Bidders must propose a compliant product for all items listed.
- D. **All submissions must be submitted through the online Bonfire Portal at:**
<https://fargok12.bonfirehub.com/portal/?tab=openOpportunities>
- E. Submissions by other methods will not be accepted. Minimum system requirements: Microsoft Edge, Google Chrome, Safari, or Mozilla Firefox. Javascript and browser cookies must be enabled.
- F. Vendors should contact the Euna Support team at Support.Bonfire@eunasolutions.com for technical questions. Vendors can also visit Bonfire's help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.
- G. Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible to be evaluated.
- H. Submissions may be amended, but only before the Submission Deadline. Vendors wishing to amend their Submissions may amend before the Submission Deadline directly on the Bonfire portal.
- I. Late proposals will not be considered.
- J. Any communication related to submissions, including the posting of Addenda, will be available on <https://fargok12.bonfirehub.com> Any questions can also be asked through the available communication tools. Vendors must be registered and logged in to ask questions.

Content of Proposal:

Proposals must include:

1. A thoroughly completed **Bid Worksheet**.

Nondiscrimination 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, disability, age, 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: [How to File a Complaint](#), 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.

This institution is an equal opportunity provider.

Sales Tax: Prices should NOT include Sales Tax. Do NOT include Federal Excise Tax, as the District is exempt.

Delivery Charges: All delivery charges, if applicable, must be included in the bid price.

Award of Bid: Upon Board approval, the successful bidder(s) will be contacted to establish an ordering procedure for 2025/2026 purchases.



Fargo Public Schools

Bid Proposal Form

Nutrition Services - Fresh Breads

Company Name _____

Address _____

City, State, Zip Code _____

Phone _____ Email _____

BID AMOUNT \$ _____

I certify by my signature below that the terms and conditions of this bid are understood and accepted, and that I have the authority to obligate the company listed above to perform under the conditions outlined in the attached bid and response remains valid for 30 days following the submittal date.

Authorized Representative _____

Signature _____

Date _____