SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
INVITATION FOR BID (IFB)
(THIS IS NOT AN ORDER)

IFB Number:	IFB Title:
01-25	**Dairy Products**
IFB Due Date and Time: Oct 31, 2025 1:00 p.m., Pacific Standard Time	**Number of Pages: 23**

ISSUING AGENCY INFORMATION	
South San Francisco Unified School District Nutrition Services Department 398 B. Street South San Francisco, CA 94080	**Phone: (650) 877-8716** **Fax: (650) 872-2241** **Website: www.ssfusd.org**

INSTRUCTIONS TO BIDDERS	
COMPLETE THE INFORMATION BELOW AND RETURN THIS PAGE WITH YOUR BID AND ANY REQUIRED DOCUMENTS TO THE ADDRESS LISTED ABOVE UNDER "ISSUING AGENCY INFORMATION."	**Mark Face of Envelope/Package:** **IFB Number: 01-25 Dairy Products** **IFB Due Date: Oct 31, 2025 by 1 p.m.**
	Note: • **Faxed responses to IFB will not be accepted.**

BIDDERS MUST COMPLETE THE FOLLOWING	
Payment Terms: Net 30 days	**Delivery Date:**
Bidder Name/Address:	**Authorized Bidder Signatory:** **(Please print name and sign in ink)**
Bidder Phone Number:	**Bidder FAX Number:**
Bidder E-mail Address:	**Bidder Web Address:**
A signed W-9 must be submitted before award will be made.	
IMPORTANT: SEE STANDARD TERMS AND CONDITIONS	

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SECTION 1: NOTICE TO BIDDERS

1.0 Notice

In accordance with Public Contract Code 20111, notice is hereby given that the South San Francisco Unified School District (SSFUSD) of San Mateo County, California, acting by and through its Governing Board, will receive sealed Invitation For Bid (IFB) for the following:

IFB #01-25 Dairy Products

Bids must be delivered in sealed envelopes marked "**IFB No. 01-25 Dairy Products". They should be submitted to Nutrition Services, Attn. Robert Chan, 398 B Street, South San Francisco, CA 94080, no later than 1:00 p.m. on Friday, October 31, 2025** at which time they will be opened to check for completeness by representatives of both the Nutrition Services and Business Services departments of the District. All bids must be submitted on forms furnished by the District.

It is each bidder's sole responsibility to ensure its bid is timely delivered and received at the location designated as specified above. Any bid received at the designated location after the scheduled closing time for receipt of bids shall be returned to the bidder unopened. **The South San Francisco Unified School District is not responsible for bids sent via U.S. Mail, UPS, Federal Express or any other delivery service.**

All bidders will be responsible for obtaining any addendums or revisions to the project. Questions or comments regarding this IFB must be addressed in writing and received by the South San Francisco Unified School District no later than 1:00 pm PST on **October 20, 2025**. Questions are to be e-mailed to rchan@ssfusd.org. The South San Francisco Unified School District shall not be obligated to answer any questions received after the above specified deadline or any questions submitted in a manner other than as instructed above.

Questions received by this deadline and corresponding answers will be included in an addendum posted at: https://www.ssfusd.org/apps/pages/request-for-proposals on or before **October 24, 2025**.

The South San Francisco Unified School District reserves the right to reject any or all proposals and to waive any discrepancy or technicality. Refer to the formal request for proposal documents and specifications for additional information, terms, and conditions. To obtain an IFB package, please go to the District's web-page at https://www.ssfusd.org/apps/pages/request-for-proposals or email at rchan@ssfusd.org. No proposal may be withdrawn for ninety (90) days.

This institution is an equal opportunity provider.

Robert Chan
Director, Nutrition Services

Newspaper: San Mateo County Times
Advertise Dates: September 30, 2025 and October 7, 2025

SECTION 2: INSTRUCTION TO BIDDERS

2.0 INSTRUCTIONS TO BIDDERS

2.0.1 Business Services Contact Information. Contact information for the procurement officer is as follows:

Accounting Supervisor: Jennifer Chan
South San Francisco Unified School District
Accounting Department
Address: 398 B. Street
South San Francisco, CA 94080
Telephone Number: (650) 877-5287
Fax Number: (650) 872-2241
E-mail Address: jchan@ssfusd.org

2.0.2 Examination of Solicitation Documents and Explanation to Bidders. Bidders are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might in any way affect the cost or performance of any work. Failure to do so will be at the sole risk of the bidder. Should the bidder find discrepancies in or omissions from the solicitation documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the bidder shall promptly notify the Business Services contact identified above in writing within ten (10) business days prior to the deadline as stated in this IFB. The bidder making such request will be solely responsible for its timely receipt by the Business Services representative. Replies to such notices may be made in the form of an addendum to the solicitation.

2.0.3 Interpretation or Representations. The South San Francisco Unified School District assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.

2.0.4 Acknowledgment of Addendum. If the IFB is amended, then all terms and conditions which are not modified remain unchanged. It is the bidder's responsibility to keep informed of any changes to the solicitation. **Bidders must sign and return with their bid an Acknowledgment of Addendum for any addendum issued.** Bids that fail to include an Acknowledgment of Addendum may be considered nonresponsive.

2.0.5 Extension of Prices. In the case of error in the extension of prices in the bid, the unit price will govern. In a lot bid, the lot price will govern.

2.0.6 Bid Preparation Costs. The costs for developing and delivering responses to this IFB are entirely the responsibility of the bidder. The District is not liable for any expense incurred by the bidder in the preparation and presentation of their bid or any other costs incurred by the bidder prior to execution of a purchase order or contract.

2.1 BID SUBMISSION

2.1.1 Bids Must Be Sealed and Labeled. IFBs must be sealed and labeled on the outside of the package to clearly indicate that they are in response to IFB No. 01-25 Dairy Products. Faxed IFBs will not be accepted. ***IFBs must be received by the SSFUSD Nutrition Services Department, 398 B. Street, South San Francisco, CA 94080, no later than 1:00 p.m., Pacific Standard Time on the Due Date specified on the coversheet.*** All prices and notations must be printed in ink or typewritten. Errors should be crossed out, corrections entered, and initialed by the person signing the bid.

2.1.2 Late Bids. ***Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration.*** It shall be the bidder's sole risk to assure delivery at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.

2.1.3 Bidder's Signature. The solicitation must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this IFB guarantees that the offer has

been established without collusion and without effort to preclude the District from obtaining the best possible supply or price.

2.2 CHANGE OR WITHDRAWAL OF BIDS

2.2.1 Change or Withdrawal PRIOR to Bid Opening. Should any bidder desire to change or withdraw a bid prior to the scheduled opening, the bidder may do so by making such request in writing to the Nutrition Services Department contact listed in Section 2.0.1 above. This communication must be received prior to the date and hour of the bid opening in writing.

2.2.2 Change AFTER Bid Opening But Prior to Bid Award. After bids are opened, they may not be changed except to correct patently obvious mistakes. The bidder shall submit verification of the correct bid to the SSFUSD Nutrition Services Department prior to the final award by the District. No bidder may withdraw their bid for a period of forty-five (45) days after the date set for the opening of said IFB.

2.3 BID AWARDS

2.3.1 Basis for Award. Bid award, if made, will be to the responsive and responsible bidder who offers the lowest cost to the SSFUSD Nutrition Services Department in accordance with the specifications set forth in the invitation for IFB.

2.3.2 Rejection of Bids. While the SSFUSD has every intention to award a contract as a result of this IFB, issuance of the IFB in no way constitutes a commitment by the District to award and execute a contract. Upon a determination such actions would be in its best interest, the District, in its sole discretion, reserves the right to waive any irregularities, accept or reject any or all IFBs, and to accept or reject any items thereon.

2.3.3 Previous Performance. Distributors are advised that the District reserves the right to reject an IFB from a bidder that cannot demonstrate the ability to provide the necessary products and services required under this agreement. Distributors are required to submit an attachment listing their currently serviced school districts. The list will include district name, food service director's name and phone number. Bidders that are not currently servicing at least 3 school districts in Northern California may not qualify for participation in this bid. Distributors may be required to verify that they have been in the business called for in this IFB for at least two (2) years. Service is a factor in the award of this IFB. A Distributor's recent delivery and performance under any previous or existing contract will be examined. Poor performance may be cause for disqualifying a distributor for any section or item in this IFB.

2.4 CONTRACT TERM. The contract term is for the remaining of the school year 2025-2026, ending June 30, 2026. The district reserves the right to renew the contract for two (2) additional twelve (12) month periods not to exceed three (3) years.

SECTION 3: DELIVERY REQUIREMENTS

3.0 DELIVERY REQUIREMENTS

3.0.1 Delivery Schedule. Milk will be delivered Daily (Monday to Friday) to one (1) location: no later than 7:00 A.M. and as directed. No delivery during school holidays and vacations, and no delivery on Saturday or Sunday. (Upon award Nutritional Services to provide vendor with school vacation and holiday schedules).

3.0.2 Delivery Location.

398 B St, South San Francisco, CA94080.

**An exception would be during our holiday breaks.

Weekends and holidays excepted, deliveries shall be **F.O.B. DESTINATION**, to the location shown below. The term "F.O.B. destination, within the District's premises," as used in this clause, means free of expense to the District and delivered to the location specified.

3.1 Delivery Location Background Information.

3.1.1 Location. The District's **walk-in refrige**rator is located on the ground floor next to the warehouse, just past the Main Gate. A map is provided to show its exact location.



Background Information: Delivery timeframes must not conflict with the loading hours of the District Nutrition Services' delivery trucks. The District's trucks deliver meals daily from the warehouse to multiple school sites. Should a vendor's trucks fail to vacate the warehouse by 7:00 a.m., it will cause a significant disruption to the District's meal service operations. The District is committed to providing timely meal delivery to all sites and requires the vendor's full cooperation to ensure this objective is met daily.

Bidders may inspect the delivery location as specified above in order to verify all requirements associated with the contract. Failure to do so shall not relieve the Vendor from the necessity of furnishing and delivering goods to locations without additional expense to the District. Arrangements for a tour of delivery sites can be made with Nutrition Services Department by calling (650) 877-8716.

3.1.2 Vehicles. The Vendor's facilities and delivery vehicles must conform to local, state and federal rules and regulations regarding sanitation and are subject to inspections by the District or other officials at the discretion of SSFUSD. Products must be transported in refrigerated trucks.

3.1.3 Off-load, Stock & Rotate Merchandise. The Vendor's driver will deliver and off-load all merchandise from the refrigerated truck into the walk-in refrigerator referenced above. The Vendor's driver will stock and rotate

all products according to the pull date. The Vendor is responsible for any equipment needed to accomplish this process**.**

3.1.4 ON-SITE REQUIREMENTS/CLEANUP. Each potential Vendor should visit the job site to verify measurements and to become fully aware of the conditions relating to the project and the labor requirements. Failure to do so will not relieve the successful Vendor of their obligation to furnish all materials and labor necessary to carry out the provisions of the contract.

The Vendor shall adequately protect the work, adjacent property, and the public in all phases of the work. The Vendor shall be responsible for all damages or injury due to their action or neglect.

The Vendor shall maintain access to all phases of the project pending inspection by the SSFUSD or its representative.

All work rejected as unsatisfactory shall be corrected prior to final inspection and acceptance.

The Vendor shall respond within seven (7) calendar days after notice of observed defects has been given and shall proceed to immediately remedy these defects. Should the Vendor fail to respond to the notice or not remedy the defects, the District may have the work corrected at the Vendor's expense.

3.1.5 Delivery/Fuel, Surcharges/Taxes. Absolutely no delivery/fuel surcharges will be accepted under this contract and the addition of such charges shall not be permitted during the period of the term of this contract. Unless otherwise definitely specified, the prices quoted herein do not include sales, use, or other taxes.

**The school district Nutrition Services Department does not pay federal excise taxes. Do not include these taxes in your proposal price, but do indicate on the proposal of the bid the amount of any tax. The Nutrition Services Department will furnish an exemption certificate in lieu of such tax

SECTION 4: SPECIAL TERMS AND CONDITIONS

4.0 HACCP PLAN or FOOD SECURITY AND SAFETY PROGRAM. The Vendor shall follow appropriate handling and storage practices; this will include providing proof of established sanitation procedures and an active pest control program to assure proper information. A copy of the vendor's Hazard Analysis Critical Control Point (HACCP) system OR Food Safety & Security Program must be submitted with its proposal.

The Vendor shall provide products from manufacturers with a Hazard Analysis Critical Control Point (HACCP) system in place. Additionally, the Vendor shall ensure that all products received under this contract shall be prepared, handled and are stored in accordance with the health and sanitation standards for the County of San Mateo or local city/county agency in which product was produced, State of California, and/or Federal Government, whichever is higher.

In the event of a product contamination issue, the Vendor shall provide trace back capabilities for all products to the point of origin. Evidence of such procedures should be submitted with proposal (HACCP Plan OR Food Security and Safety Program including Pest Control Policy & Recall Procedures).

4.1 Clean Air Act and Energy Policy and Conservation Act: Vendor shall comply with Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), as applicable, as well as the Energy Policy and Conservation Act, Pub. L. 94-163, 89 Stat. 871, and any related state energy laws, as applicable. Vendor shall report all violations to the SFA and to the relevant federal or state agency as appropriate.

4.2 Buy American: Vendor will comply with the Buy American requirement, which dictates that SFAs participating in the federal school meal programs are required to purchase domestic commodities and products for SFA meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially (at least 51 percent) using agricultural commodities that are produced in the U.S. (7CFR210.21, 220.16).

4.3 Lobbying Certification: The Vendor must sign the Lobbying Certification, Attachment A, which was attached as an addendum to this Agreement and which is incorporated and made a part of this Agreement. If applicable, the Vendor has also completed and submitted Standard Form-LLL, Disclosure of Lobbying Activities (Attachment B), or will complete and submit as required in accordance with its instructions included in Attachment B.

4.1 CRIMINAL BACKGROUND CHECKING/FINGERPRINTING. The Vendor agrees to comply with Education Code Section 45125.1 et. Seq concerning fingerprinting employees and conducting criminal background checks through the California Department of Justice. The District extends this requirement to all types of Vendors/Contractors if they are deemed to have more than limited contact with District students. The Vendor/Contractor shall assume all expenses associated with these background checks and shall immediately remove any employee or agent from District property who has been arrested or convicted of any serious or violent felony, as defined by the California Penal Code, Section 667.5 and 1192.7. The District shall be the final arbiter of what constitutes "limited contact"

4.2 ANTI-DISCRIMINATION. It is the policy of the South San Francisco Unified School District Board of Education that all programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Therefore, the Vendor shall certify that it is an Equal Opportunity Employer and has made a good faith effort to improve minority employment and agrees to meet Federal and State guidelines and that there shall be no discrimination against any prospective or active employee engaged in the work of this contract based on the above factors.

The District further notifies all Bidders that the District will affirmatively insure that in any contract entered into pursuant to this solicitation, minority business enterprises will be afforded full opportunity to submit its response to this IFB, and no respondent will be discriminated against based on the factors above in consideration for the award.

The successful Vendor shall certify that it is an Equal Opportunity Employer and has made a good faith effort to improve minority employment and agrees to meet Federal and State guidelines. No discrimination shall be made in the

employment of persons upon public works in this project because of the sex, race, color, national origin or ancestry, religion, or handicap of such personnel.

4.3 INDEPENDENT CONTRACTOR. While engaged in carrying out and complying with terms and conditions of the contract, the vendor agrees by his/her signature on the IFB form that he/she is an independent contractor and not an officer, employee or agent of the District.

4.4 COMPLIANCE WITH WORKERS' COMPENSATION ACT

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure, and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

_____

Name of BIDDER (Person, Firm, or Corporation)

_____

Signature of BIDDER's Authorized Representative

_____

Print Name & Title of Authorized Representative

_____

Date of Signing

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Work under this Contract.)

4.5 SUSPENSION AND DEBARMENT.

SUSPENSION AND DEBARMENT CERTIFICATION
U.S. DEPARTMENT OF AGRICULTURE

INSTRUCTIONS: SFA to obtain from any potential vendor or existing contractor for all contracts in excess of $100,000. This form is required each time a bid for goods/services over $100,000 is solicited or when renewing/extending an existing contract exceeding $100,000 per year (Includes Food Service Management and Food Service Consulting Contracts).

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, 7 CFR Part 3017, Section 3017.510, Participants' 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 REVERSE)

(1) The prospective lower tier participant 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 attach an explanation to this proposal.

_____ _____

Name of School Food Authority Agreement Number

Potential Vendor or Existing Contractor (Lower Tier Participant):

_____

Printed Name Title Signature Date

DO NOT SUBMIT THIS FORM. RETAIN WITH THE APPLICABLE CONTRACT OR BID RESPONSES.

4.6 REFERENCES. Bidders must be qualified and experienced in the type and size of work as indicated by this IFB. As proof of this, bidders must submit evidence that they have sufficient experience and financial capability to meet the needs of this contract by providing as references at least three (3) School Districts served and have direct knowledge of the bidder's performance and provide the telephone numbers of contact persons at each reference. Failure to submit this evidence may result in rejection of a bidder's bid.

SCHOOL DISTRICT/AGENCY REFERENCES:

List a minimum of **three** (3) references from Bay Area School Districts in Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano or Sonoma counties for contracts you have completed in the last three years that are of similar scope and complexity.

District Name: _____

Address: _____

_____

Contact Name: _____

Contact Title: _____

Telephone Number :

Email address: _____

District Name: _____

Address: _____

_____

Contact Name: _____

Contact Title: _____

Telephone Number :

Email address: _____

District Name: _____

Address: _____

_____

Contact Name: _____

Contact Title: _____

Telephone Number :

Email address: _____

4.7 CONTRACTOR PERFORMANCE ASSESSMENTS. The District may conduct assessments of the Vendor's performance. The contract may be terminated for one or more poor performance assessments. The Vendor will have the opportunity to respond to poor performance assessments. The District will make any final decision to terminate this contract based on the assessment and any related information, the Vendor's response, and the severity of any negative performance assessment. The Vendor will be notified with a justification of contract termination. Performance assessments may be considered in future solicitations.

4.8 CONTRACT TERMINATION

4.8.1 PROBLEM RESOLUTION. The Vendor is required to meet with the Nutrition Services Director, or designated SSFUSD representatives, to resolve technical or contractual problems that may occur during the term of the contract or to discuss the progress made by the Vendor and the District in the performance of their respective obligations, at no additional cost to the District. Meetings will occur as problems arise and will be coordinated by the District. The Vendor will be given a minimum of three full working days' notice of meeting date, time, and location. Face-to-face meetings are desired. However, at the Vendor's option and expense, a conference call meeting may be substituted. Consistent failure to participate in problem resolution meetings, two consecutive missed or rescheduled meetings, or to make a good faith effort to resolve problems, may result in termination of the contract

4.8.2 Termination for Cause with Notice to Cure Requirement. The District may terminate this contract for failure of the Vendor to perform any of the services, duties, or conditions contained in this contract after giving the Vendor written notice of the stated failure. The written notice must demand performance of the stated failure within a specified period of time of not less than thirty (30) days. If the demanded performance is not completed within the specified period, the termination is effective at the end of the specified period. The South San Francisco Unified School District reserves the right to cancel the contract, or products, for unsatisfactory service after supplying a thirty (30) day written notice.

4.8.3 TRANSITION ASSISTANCE. If the Contract is not renewed at the end of this term, or is terminated prior to the completion of a project, or if the service on the agreement is terminated for any reason, the Vendor must provide for a reasonable period of time after the expiration or termination of this agreement or Contract, all reasonable transition assistance requested by the District, to allow for the expired or terminated portion of the services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such services to the District or its designees. Such transition assistance will be deemed by the parties to be governed by the terms and conditions of the Contract, except for those terms or conditions that do not reasonably apply to such transition assistance. The District shall pay the Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract. If there are no established contract rates, then the rate shall be mutually agreed upon. If the District terminates a service or this contract for cause, then the District will be entitled to offset the cost of paying the Vendor for the additional resources the Vendor utilized in providing transition assistance with any damages the District may have otherwise accrued as a result of said termination.

4.8.4 FAILURE TO MEET TERMS AND CONDITIONS. The District shall hold the successful Vendor liable and responsible for all damages which may be sustained because of its failure to comply with any conditions herein. If the successful Vendor fails to furnish or deliver any material, supplies, equipment, or services at the prices quoted, or at the times and places stated, or otherwise fails to comply with the terms of the documents in their entirety, the District may purchase the items herein specified elsewhere, without notice to the successful Vendor. Additional costs accrued by the District through this purchase may be deducted from unpaid invoices or must be paid to the District by the successful Vendor. Prices paid by the District shall be considered the prevailing market prices at the time such purchase is made.

4.8.5 Reduction of Funding. The District may terminate this contract if funds are not appropriated or otherwise made available to support the Nutrition Services' program continuation of performance of this contract in a subsequent fiscal period.

SECTION 5: INSURANCE

5.0 INSURANCE REQUIREMENTS

5.0.1 General Requirements. The Vendor shall maintain for the duration of the contract, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by the Vendor, agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission.

5.0.2 Primary Insurance. The Vendor's insurance coverage shall be primary insurance as respect to the District, its officers, officials, employees, and volunteers and shall apply separately to each location. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be in excess of the Vendor's insurance and shall not contribute with it.

5.0.3 Specific Requirements for Commercial General Liability. The Vendor shall purchase and maintain occurrence coverage with combined single limits for bodily injury, personal injury, and property damage of **$1,000,000** per occurrence and **$2,000,000** aggregate per year to cover such claims as may be caused by any act, omission, or negligence of the Vendor or its officers, agents, representatives, assigns, or subcontractors.

5.0.4 Additional Insured Status. The SSFUSD, its officers, officials, employees, and volunteers are to be covered and listed as additional insured's for liability arising out of activities performed by or on behalf of the Vendor, including the insured's general supervision of the Vendor; products and completed operations; premises owned, leased, occupied, or used.

5.0.5 Specific Requirements for Automobile Liability. The Vendor shall purchase and maintain coverage with split limits of **$500,000** per person (personal injury), **$1,000,000** per accident occurrence (personal injury), and **$100,000** per accident occurrence (property damage), OR combined single limits of $**1,000,000** per occurrence to cover such claims as may be caused by any act, omission, or negligence of the Vendor or its officers, agents, representatives, assigns, or subcontractors.

5.0.6 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by the District. At the request of the agency either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees, and volunteers; or (2) at the expense of the Vendor, the Vendor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses

5.0.7 Certificate of Insurance/Endorsements. Insurance must be placed with an insurer with a Best's rating of no less than A- The certificate must also include the District's solicitation number. This insurance must be maintained for the duration of the contract. South San Francisco Unified School District, Business Services Department, 398 B. Street, South San Francisco, CA 94080 must receive all required certificates and endorsements within **7 days** from the date of the Request for Documents notice before a contract or purchase order will be issued. Work may not commence until a contract or purchase order is in place. The Vendor must notify the District immediately of any material change in insurance coverage, such as changes in limits, coverage, change in status of policy, etc. The District reserves the right to require complete copies of insurance policies at all times.

BIDDER'S STATEMENT REGARDING INSURANCE COVERAGE

To Be Submitted With Bid

THE BIDDER HEREBY CERTIFIES that the BIDDER has reviewed and understands the insurance coverage requirements specified in the IFB No. 01-25, for Dairy Products. Should the BIDDER be awarded the contract for the work, BIDDER further certifies that the BIDDER can meet the specified requirements for insurance, including insurance coverage of the subcontractors, and agrees to name the South San Francisco Unified School District as Additional Insured for the work specified.

Name of DISTRIBUTOR (Person, Firm, or Corporation)

Signature of DISTRIBUTOR's Authorized Representative

Print Name & Title of Authorized Representative

Date of Signing

SECTION 6: Protest Procedures

6.0 INSURANCE REQUIREMENTS

1) Protest Procedures: Any Bidder may file a Protest. Only those Bidders who have actually submitted a proposal on the project shall have the right to file a Protest. The protest shall be received in writing by the District's Nutrition Services Director no later than 3:00 p.m. at the conclusion of the third (3rd) business day following the date of the proposal opening. Untimely Protests will not be reviewed by the District and will be returned to the Bidder. An e-mail address shall be provided and by filing the protest, protesting Bidder consents to receipt of email notices for purposes of the Protest and Protest related questions and Protest Appeal, if applicable.

2) Content of Protest: The Protest must contain a complete statement of all grounds (both factual and legal) for the Protest. The Protest must contain all facts, refer to the specific portion(s) of any document relied upon, and shall include copies of all documents referred to in the protest. Any grounds not set specifically forth in the Protest are waived. The party filing the Protest must concurrently transmit a copy of the Protest to the Bidder whose proposal is being challenged pursuant to these procedures.

3) Resolution of Controversy: Once the Protest is received, the affected Bidder will be notified of the protest and the evidence presented. If appropriate, the affected Bidder will be given an opportunity to rebut the evidence and present evidence that the Bidder should be allowed to perform the Work. District will issue a written decision within fifteen (15) business days of receipt of the Protest, unless factors beyond the District's reasonable control

prevent such resolution. The District shall not be required to hold an administrative hearing to consider the Protest, but may do so at the option of the District, or if otherwise legally required. The Decision on the Protest will state the reasons for the actions taken by the District and will be copied to all parties involved in the Protest.

4) Appeal: If the protesting Bidder or the affected Bidder is not satisfied with the Decision, the matter may be appealed to the Assistant Superintendent-Business Services, or their designee, within three (3) business days after receipt of the District's written Decision on the Protest. The appeal must be in writing, set forth all factual and legal grounds for the Appeal, and be sent via overnight registered mail with all accompanying information relied upon for the appeal and an e-mail address from which questions and responses may be provided to:

South San Francisco Unified School District
Nutrition Services Department
398 B Street, South San Francisco, CA 94080

1) Appeal Review and Finality: The Assistant Superintendent- Business Services or designee shall review the Decision on the Protest from the Nutrition Services Director and issue a written response to the Appeal, or if appropriate, appoint a Hearing Officer to conduct a hearing and issue a written decision. The written decision of the Assistant Superintendent- Business Services or the Hearing Officer shall be rendered within fifteen (15) business days and shall state the basis for the decision. The decision concerning the Appeal will be final and not subject to any further Appeals.

2) Reservation of Rights to Proceed with Contract Pending Appeal: The District reserves the right to proceed to award the contract and commence services pending the Decision on the Protest and any Appeal. If there is State Funding or a critical completion deadline, the District may choose to shorten the time limits set forth in paragraph 12 if written notice is provided to the protesting party. E-mailed notice with a written confirmation sent by First Class Mail shall be sufficient to constitute written notice. If there is no written response to a written notice shortening time, the District may proceed with the award.

3) Waiver: The procedures and time limits set forth in this Protest procedure are mandatory and are the Bidders' sole and exclusive remedy in the event of a Protest. The Bidder's failure to comply with any of this Protest Procedure shall constitute a waiver of any right to pursue a Protest or in any way challenge the award, including but not limited to, any challenge pursuant to the California Public Contract Code, filing of a claim pursuant to the California Government Code, or filing of any other legal proceedings.

SECTION 7: SPECIFICATIONS AND PRICING SCHEDULE

6.0 ALL-OR-NONE AWARD. Awards will be made on an **all-or-none** basis. Failure of a bidder to provide prices for all line items listed on the Pricing Schedule may be cause for rejection of the entire bid. However, a bidder may enter "No Cost" in the unit price and extended amount columns to indicate that the item is being offered at "No Cost." If a bidder is not bidding an item, the bidder should so indicate by entering "No Bid" in the unit price column and the extended price column.

BIDDER MUST RESPOND TO EACH REQUIREMENT. IF BIDDER IS PROPOSING PRODUCTS/SERVICES THAT MEET THE REQUIREMENT THEN BIDDER MUST ACKNOWLEDGE THAT IT UNDERSTANDS AND WILL COMPLY WITH EACH REQUIREMENT BY INITIALING THE LINE TO THE LEFT OF EACH REQUIREMENT. IF BIDDER CANNOT MEET ANY PARTICULAR REQUIREMENT, PLEASE PROVIDE DETAIL EXCEPTIONS NEXT TO THAT REQUIREMENT. *BIDDERS THAT CANNOT MEET ALL REQUIREMENTS WILL BE DEEMED NON-RESPONSIVE AND NOT ELIGIBLE FOR AWARD. THIS INFORMATION MAY BE CONSIDERED FOR WRITING FUTURE BIDS' SPECIFICATIONS.*

6.1 GENERAL REQUIREMENTS

6.1.1 (_____) Taxes, Shipping, and Invoicing. The prices herein specified, unless otherwise expressly stated, shall exclude all taxes and duties of any kind which either party is required to pay with respect to the sale of products covered by this IFB, but shall include all charges and expenses in connection with the packing of the products and their carriage to the place of delivery to the District unless specifically excluded. Bid prices shall include any and all transportation costs. No additional charges will be allowed for packing, unloading, storage, stocking, fuel charges or partial shipments. The Vendor shall be paid, except as otherwise stated in this IFB, upon submission of a proper invoice, the prices stipulated herein for products, and/or services delivered to and accepted at the specified District location(s).

6.1.2 (_____) Invoices. Separate invoices are to accompany every delivery for each area at each SSFUSD location. The original invoice must be left in a designated area in the receiving food service unit. At the time of delivery, an SSFUSD Nutrition Services lead or designee will sign the invoice or tag provided. This signature will only indicate that the order has been received and the invoice must be reconciled to the actual items delivered. All invoices must contain the following information:

- Name of Food Service delivery site.
- Purchase order number.
- Product Name/Description and item code number
- Quantity of each item delivered.
- Pack or Unit size, which must be in the same unit as listed on this IFB.
- Unit cost, consistent with the pack size as listed on this IFB.
- Total Cost

Invoices shall have the original amount of each product when the District ordered it. If there are any differences in the delivery amounts due to product shortages or any other reason(s), the delivered amount shall also be shown on the invoice. Hence, the ordered amount and the delivered amount should be identical. This invoice checking method will be used to determine the level and degree of service received by the District.

Invoices shall be mailed to:

South San Francisco Unified School District
Nutrition Services Department,
398 B. Street, South San Francisco, CA 94080

*Billing questions should be directed to Nutrition Services (650) 877-8716 at the above address or email rchan@ssfusd.org

6.1.3 (_____) Other Ordering Entities. Orders which are not for the Nutrition Services Program (i.e. PTA, Home and School Clubs, Student Groups, etc.) will be identified and billed directly to the organization and in no way obligates the Nutrition Services Department of the South San Francisco Unified School District to issue payment.

6.1.4 (_____) Monthly Reports/Statements. Successful vendor will be required to provide to Nutritional Services a computer generated sales analysis report on a request basis. This report must include items purchased and aggregate quantities, year-to-date purchase quantities per item and average unit cost. Please include sample report. Monthly Reports and Product Usage Reports are to be provided to Nutrition Services Department Director or designated staff within the **5th** working day of the month following delivery. Information shall include month and dates of reports, total usage amount purchased by the District for each line item with cost extensions and total product cost for each month. Reports may be sent by mail or emailed to mben@ssfusd.org, whichever method is agreed upon by both parties. Mailed reports should be sent to same address as statements as identified below:

South San Francisco Unified School District
Nutrition Services Department,
398 B. Street, South San Francisco, CA 94080

6.2 ORDERING REQUIREMENTS

6.2.1 (_____) The SSFUSD will generate an Open Purchase Order for the specified contract period. Upon Board approval of the Open Purchase Order, all orders will be placed with vendor through the online ordering system or by phone. All delivery packing lists and invoices must reference the appropriate Purchase Order number, along with the vendor's generated order number.

6.2.2 (_____) Winter Break. Bidder understands that SSFUSD cafeteria service operations will be closed from December 22, 2025 through January 06, 2026.

6.2.3 (_____) Unused Product. Pick up and/or issue credit for excess milk on hand at El Camino Central Kitchen the last day before a period when school is closed for longer than five (5) days (upon award Nutritional Services Department to provide vendor with school vacation and holiday schedules).

6.3 PRICING. All prices provided by Bidder must be typed or written in ink. Prices which are written in pencil will not be accepted. Verify all quotations before submission, as they cannot be corrected after the proposals are opened.

Price quotes on equal items other than those listed on our request will be considered, provided the quote clearly describes the product offered and it is equal in quality and nutritional value. Please state the brand and specifications on each item, if offering other than the brand and specifications in this IFB.

Provide price quote on each item separately and state in units specified in this IFB.

Time of delivery is a critical component, must be specified in the bid, and adhered to – NO exceptions.

A responsible officer or employee must sign with the firm name on all bid requests for quotation. Obligations assumed by such signature must be fulfilled.

The provision for price adjustments will be a 30 day written notice of any price increase.

6.3.1 Price Increase/Decrease. The bid contains items which are sensitive to market fluctuations. Vendor agrees to secure monthly priced items and to provide written documentation to demonstrate any price fluctuations. Any price fluctuation must be submitted in writing to SSFUSD Nutrition Services Department, along with documentation a minimum of five **(5)** working days prior to the end of the month.

Milk prices shall be adjusted to reflect any changes in the level of minimum prices for Class I daily components as announced by the California Bureau of Milk Stabilization. Such changes shall be measured at the minimum price for Class I price levels in effect at the time this proposal is submitted. Price adjustments for these products shall be expressed at the fourth decimal place per container size with flavored milk products receiving the same price adjustments as their unflavored counterparts.

Note: SSFUSD reserves the right to purchase products not readily available from the Vendor from an alternate Vendor and to purchase up to 10% of annual purchases outside of the Contract.

6.4 PRODUCT REQUIREMENTS

6.4.1 (_____) Containers. Milk must be delivered in clean, lightweight cases, and the empty cases should be picked up daily. Each case should be packed with (No More Than) 60 pint cartons or 12 cartons of ½ gallon containers to a case. (Case weight may not exceed 30 pounds per case)

6.4.2 (_____) Dates. All dairy items must be date coded. Milk is to be rotated by the **Delivery Person** so that the earliest expiration date on the milk is located in the front of the refrigerator.

6.4.3 (_____) Quantities Delivered. Shortages are not acceptable. **In extreme emergencies,** we will accept equivalent substitutions **with prior notification**. Bidder understands that quantities are estimates only. The District reserves the right to purchase more or less than stated.

6.5 PRODUCT LIST

SSFUSD IFB 1-25

Item #	Item Description	CA Made Product Section 4.2.2	Estimated Quantity 2025-26	Unit Size	Unit Price	Extended Price
2	**MILK: 1% Low-fat.** 1/2 gallon containers. Homogenized, to be fortified with Vitamin D and so labeled Number of ½ gallon container per Case:	**YES** ☐ **NO** ☐	4,000	½ Gallon		
4	**CHOCOLATE MILK: Fat-free.** ½ pint containers. Homogenized, to be fortified with Vitamin D and so labeled. Number of ½ Pints per Case:	**YES** ☐ **NO** ☐	400,000	½ Pint		
3	**MILK: 1% Low-fat.** ½ pint containers. Homogenized, to be fortified with Vitamin D and so labeled. Number of ½ Pints per Case:	**YES** ☐ **NO** ☐	100,000	½ Pint		
6	**VANILLA BULK YOGURT, Quart (Low Fat)** Reference Dannon Number of containers per Case:	**YES** ☐ **NO** ☐	3,000	Quart		
5	**STRAWBERRY MILK: Fat-free.** 1/2 pint containers. Homogenized, to be fortified with Vitamin D and so labeled Number of ½ Pints per Case:	**YES** ☐ **NO** ☐	4,500	½ Pint		
7	**Orange Juice / Apple Juice** 4 oz cartons Number of containers per Case:	**YES** ☐ **NO** ☐	67,000	4 oz		
				TOTAL $		

South San Francisco Unified School District
Nutrition Services Department
Standard Terms and Conditions

By submitting a response to this invitation for bid, request for proposal, limited solicitation, or acceptance of a contract or purchase order, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES: The District reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the District. Bids, proposals, and limited solicitation responses will be firm for forty-five (45) days, unless stated otherwise in the text of the invitation for bid, request for proposal, or limited solicitation. It is the intention of the Board of Trustees of the South San Francisco Unified School District to award orders on the basis of quality, service and price. Orders will not be awarded to the lowest bidder irrespective of quality and service.

ACCESS AND RETENTION OF RECORDS: The contractor agrees to provide South San Francisco Unified School District, access to any records necessary to determine contract compliance. The vendor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the District or third party.

ALTERATION OF SOLICITATION DOCUMENT: In the event of inconsistencies or contradictions between language contained in the District's solicitation document and a vendor's response, the language contained in the District's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible debarment.

ASSIGNMENT, TRANSFER AND SUBCONTRACTING: The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the District.

COMPLIANCE WITH LAWS: The Vendor shall, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules, and regulations. Any subletting or subcontracting by the Vendor subjects subcontractors to the same provision.

CONFLICT OF INTEREST: The Vendor hereby certifies that no current Board member or employee of the South San Francisco Unified School District (hereon also referred as "District"), and no one who has been a Board member or who has been employed by the District within the past two years has participated in bidding, selling or promoting this contract. Furthermore, the Vendor certifies that no such current or former Board member or employee has an ownership interest in this Contract, nor shall any such current of former Board member or employee derive any compensation, directly or indirectly, from this Contract. The Vendor understands that any violation of this provision of the Contract shall make the agreement violable by the District.

Government Code of the State of California, Section 87100 et. Seq. Public Officials; state and local; financial interest: No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.

CONFORMANCE WITH CONTRACT: No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the contract shall be granted without the District's prior written consent. Product or services provided that do not conform to the contract terms, conditions, and specifications may be rejected and returned at the Vendor's expense.

DEBARMENT: The vendor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the District.

DISABILITY ACCOMMODATIONS: The District does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative document formats, or services for effective communications or other disability related accommodations in the programs and services offered are invited to make their needs and preferences known to the District. Interested parties should provide as much advance notice as possible.

RESPONSES: Facsimile responses will not be accepted for Invitation for Bid (FIB). Responses to this FIB must be received by District by the date and time set in the IFB document. Bids, or portions thereof, received after the due time will not be considered. Facsimile responses to the Invitation for Bid are ONLY accepted on an exception basis with prior approval of the designated Business Services Department representative.

FAILURE TO HONOR BID/PROPOSAL: If a bidder to whom a contract is awarded refuses to accept the award (PO/contract) or fails to deliver in accordance with the contract terms and conditions, the District may, in its discretion, suspend the bidder for a period of time from entering into any contracts with the District.

FORCE MAJEURE: Neither party is responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the nonperforming party, so long as such party uses its best efforts to remedy such failure or delays. A party affected by a force majeure condition shall provide written notice to the other party within a reasonable time of the onset of the condition. In no event, however, shall the notice be provided later than 5 working days after the onset. If the notice is not provided within the 5 day period, then a party may not claim a force majeure event. A force majeure condition suspends a party's obligations under this contract, unless the parties mutually agree that the obligation need not be performed because of the condition.

GIFTS: The South San Francisco Unified School District does not accept gifts from vendors; therefore no additional products are to be delivered to any of the kitchens or department staff.

HOLD HARMLESS/INDEMNIFICATION: The Vendor agrees to protect, defend, and save the District, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the Vendor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the Vendor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the District, under this agreement.

LATE BIDS AND PROPOSALS: Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

PAYMENT TERM: All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted in the solicitation document, the District is allowed 30 days to pay such invoices.

REDUCTION OF FUNDING: The contract is subject to the budget and fiscal policies of the District. Charges will accrue only after prior written authorization certified by the District's Board of Trustees and any amount of the District's obligation hereunder shall not at any time exceed the amount certified for the purpose and periods stated in such advance authorization. If funds are appropriated for a portion of a fiscal year, this agreement will terminate, without penalty, at the end of the term for which funds are appropriated, unless additional funds are appropriated. This section shall control against any and all other provisions of the Contract.

REFERENCE TO CONTRACT: The contract or purchase order number MUST appear on all invoices, packing lists, packages, and correspondence pertaining to the contract.

SAMPLES: The South San Francisco Unified School District reserves the right to require samples on any and all bid items prior to awarding the bid, and also an inspection of the facility supplying said products. Samples should be delivered to the Director of Nutrition Services Department at 398 B. Street, South San Francisco, CA 94080.

SEVERABILITY CLAUSE: A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

SHIPPING: Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

SOLICITATION DOCUMENT EXAMINATION: Vendors shall promptly notify the designated Business Services Department representative of any ambiguity, inconsistency, or error which they may discover upon examination of a solicitation document.

TAX EXEMPTION: SSFUSD Nutrition Services Department does not pay Federal Excise Taxes. These taxes must be excluded in the bid price, but they shall be indicated on the face of the bid the amount of any tax. The Nutrition Services Department will furnish an exemption certificate in lieu of such tax.

U.S. FUNDS: All prices and payments must be in U.S. dollars.

AGREEMENT VENUE: The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, excluding its conflict of laws rules. Venue for all litigation relative to the formation, interpretation and performance of this agreement shall be in California.

WARRANTIES: The Vendor warrants that the products offered conform to the specifications requested, are fit and sufficient for the purpose produced, are safe, and are free from defect. Exceptions will be rejected.

> **WARRANTY FOR SERVICES:** The contractor warrants that it performs all services using reasonable care and skill and according to its current description (including any completion criteria) contained in this contract. The District agrees to provide timely written notice of any failure to comply with this warranty so that the contractor can take corrective action.

IFB Checklist

- ☐ Bidder Information Requested in IFB Cover Page
- ☐ Compliance with Workers' Compensation Act (pg. 9)
- ☐ Suspension and Debarment (pg. 10)
- ☐ References (pg. 11)
- ☐ Distributor's Statement Regarding Insurance Coverage (pg. 13-14)
- ☐ Initialed consent to requested statements under Section 6: Specifications and Pricing Schedule (pg. 16-18)
- ☐ Product List (pg. 19)
- ☐ Bid is sealed and labeled per Section 2.1: Bid Submission (pg. 4)
- ☐ Submit IFB response to SSFUSD, Business Services Department no later October 31, 2025, 1:00pm (PST) as specified in IFB Coversheet.
- ☐ Attachment A – Certification Regarding Lobbying
- ☐ Attachment B - Disclosure of Lobbying Activities

U.S. Department of Agriculture 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 the Filing a Program Discrimination Complaint as a USDA Customer page, 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.

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