

**REELFOOT AREA CONSORTIUM  
SCHOOL NUTRITION PROGRAMS  
CHEMICAL BID**

**GENERAL**

Attached are instructions and conditions for submitting a Chemical Bid for the School Nutrition Programs of the Reelfoot Area Consortium. The consortium is a consolidated bidding arrangement between the Boards of Education of the Dyer County, Dyersburg City, Lake County, Obion County, and Union City Schools Systems. The districts' enrollments total approximately 12,000 students from 25 schools: i.e., Dyer County - 8, Dyersburg City - 4, Lake County - 3, Obion County -7, and Union City - 3.

The objectives of this consolidated bidding effort are 1) to reduce logistic and distribution costs through consolidation and 2) to select suppliers in such a manner as to provide for open and free competition and comparability.

All purchases (food, supplies, equipment and services) of the Reelfoot Area Consortium will be made by the Food Service Supervisors with authority of the Superintendents of Schools and the Boards of Education or designated county officials. All program operators for program purposes shall follow procurement standards 2 CFR Part 200.317 - 326 which provide reasonable assurance that the best buy is obtained.

**BID PERIOD**

The bid period begins July 1, 2016 and ends June 30, 2017. Sealed written bids will be received at the time and place specified on the Invitation to Bid. Postmark on the Bid by this date will not suffice. Bid must be received on/or before the date and time stated. Faxed bid documents will not be accepted.

**VENDOR QUALIFICATION**

Potential bidders must meet the following criteria:

- Be able to provide a quality product as specified
- Offer reasonable pricing
- Provide dependable delivery of items ordered
- Meet specifications and bid conditions
- Demonstrate successful past performance

A potential bidder may be rejected for one or more of the following reasons:

- Inadequate or unacceptable product lines
- Inability to accommodate changes in the school meal program regulations
- Inadequate facilities with respect to excess capacities, capable of accommodating surges in volume
- Inadequate truck fleets to handle predicted volume of goods
- Inadequate sanitation
- Documented unacceptable product

**BID AWARD**

The items are to bid with a firm fixed price with prospective redetermination after one year. This is an annual bid and will be awarded based on bottom-line award method on an all-or-nothing basis. Bids are to be opened on Friday, April 29, 2016 at 1:00 PM at the Union City Municipal Building, conference room, at 408 South Depot

Street, Union City, TN 38261. The Local Education Agency in each county/city will be responsible for all contracts awarded. The bid will be awarded after approval by the School Nutrition Program Directors or their designees that make up the consortium. Bids will be presented to the Board of Education in each county/city at their next regular or special meeting following the bid opening. Only the bottom line total figure will be read at the bid opening. Bids will also be examined for compliance with specification and conditions outlined in the bid document.

Consideration will be given to all bids properly submitted. Bids will receive appropriate confidentiality before awarding. Upon award, bid documents and tabulations will be available for review. Errors discovered after public opening cannot be corrected, and the bidder will be bound to honor bid as submitted.

This contract will be awarded in writing to the responsive and responsible bidder whose bid is the lowest cost for the Reelfoot Area Consortium. It is the intent of Reelfoot Area Consortium to involve and utilize the best product/services at the best prices and provide small and minority firms, women's business enterprises and labor surplus area firms with increased opportunity to do business with the School Nutrition Program. Regardless of the procurement method used, price is the final determining factor for awarding the contract. In the event that there are one or more bids with exactly the same price, ties will be decided by one or more of the following: quality of products, prior experience with products, record of vendor's past performance, vendor integrity, best delivery or coin toss. The judgment of Reelfoot Area Consortium on such matters will be final.

Reelfoot Area Consortium reserves the right to accept or reject any or all bids. The Local Education Agency in each county/city will be responsible for all contracts awarded. The bid will be awarded after approval by the School Nutrition Supervisors of said systems. All bidders will be notified in writing of the bid award within ten days of bid opening.

The successful bidder is responsible for installing dispensers at no additional cost in each school by July 15, 2016. The vendor should do a pre-inspection of the condition of all equipment before installing their dispensers. Maximum care is to be exercised to protect the dispensers/injectors being removed and the dishwashing machine. Please coordinate with the Food Service Supervisors listed below:

Ann Cook, Dyersburg City	731-286-3600
Judy Denman, Obion County	731-885-9743
Amy Hester, Dyer County	731-286-6712
Lora G. Linder, Union City	731-885-3922
Glenda Whitson, Lake County	731-253-6601

The awarded vendor is responsible to ensure that all dispensers are dispensing the correct amount of chemicals to prevent any damage to the machine. The vendor will be responsible for damages caused by their neglect of responsibilities under the contract. All product used must meet USDA guidelines.

The successful bidder will provide scheduled maintenance checks/scheduled service calls at least twice during the school year, and in addition, emergency calls within twenty-four hours as necessary. As a minimum the service technicians, during the maintenance checks, are to advise the respective cafeteria managers of the dishwashing operation, provide "hands on" instruction as needed, check all equipment, include on the service report any defective parts or malfunctions, insure proper dilution ratio of the compounds, make necessary adjustments, and prepare written service reports to be left with the respective manager and copy forwarded to the supervisor of food service.

If a prospective vendor does not agree with the bid award, they have the right to protest. Disputes arising from the award of this bid must be submitted in writing to Marsha Neal, Business Office Manager, Dyer County Board

of Education, 159 Everett Avenue, Dyersburg, TN 38024 no later than ten days after the published award. The hearing official will disclose the dispute to the Tennessee State Department of Education, School Nutrition office. The steps for dispute resolution are as follows:

1. A meeting with the School Nutrition Directors participating in the bid, the hearing official and representatives from the disputing party to discuss and resolve the complaint will be scheduled within 15 days of the protest.
2. All employees will be notified that they cannot purchase under this procurement until a final decision is rendered. In the event that purchases must be made for school meals before a final decision is rendered, the emergency purchase procedures established by the school system will be used.
3. A written decision letter stating the reasons for the decision will be prepared by the hearing official and submitted in writing and delivered to the protestor and all parties involved. This decision letter will be mailed to the protestor with proof of delivery required. The letter will advise the protestor that he has a right to an additional review. An additional request must be written and addressed to the hearing official no later than 10 days from proof of delivery.

### **BID RENEWAL**

The Reelfoot Area Consortium reserves the right to renew all aspects of the bid one year at a time for an additional four (4) years based on a firm fixed price. The Reelfoot Area Consortium intends to enter into a contract with an effective period of July 1, 2016 to June 30, 2017. This contract period may be renewed at 1 year intervals for up to four additional years, upon mutual agreement of both parties. At the end of each bid period, the prices for individual items on the bid from the previous contract period may be adjusted upward or downward. Petitions for price increases/decreases may be requested by the school district or the distributor. Price increases/decreases must be requested no later than April 15, 2017 with a response due from the other party no later than April 25, 2017. At the time of contract renewal the initial stated contract prices may be revised upward or downward based on the Consumer Price index. The Bureau of Labor Statistics website, Consumer Price Index for all items, not seasonally adjusted, in the Southern urban region will be used in this calculation. Any increase in price cannot exceed the percent change in the CPI from the base month, March of the first year and each following year. Prices cannot increase any more than the Consumer Price Index for the year. Under no condition shall the price of any item increase more than three (3) percent in any one year.

Reelfoot Area Consortium reserves the right to add/or delete products during the contract period. Pricing for added products will be based on a comparison of pricing offered by vendor to the pricing of the same item offered on the open market prior to adding an item to the contract listing.

### **BID PREPARATION**

Bidders must submit one price for each item on the bid. The concentration levels and dilution ratios of each product will be taken into consideration in arriving at the total bottom-line figures. Printed material listing dilution ratio for each product must also be attached to the bid. In addition, an up to date Material Safety Data Sheets for all products bid must be submitted at bid opening. The total bottom line cost will be determined by multiplying each item bid price times the estimated usage figure and adding the extended dollar figures. In the event a vendor fails to quote a price on an item, the highest price for that item from all bids received will be inserted to calculate the bottom line price. Reelfoot Area Consortium will recalculate usage and line extensions to make necessary conversions for differences in pack size. The bottom line total will be adjusted if mathematical conversions and extensions indicate the need for correction. Mathematical calculations involving decimals must be carried to two (2) places.

All bids shall be in accordance with the instructions to bidders and specifications as attached. Specifications are intended to be open and non-restrictive.

Estimated usages are given for each item. The estimated usages do not indicate the actual quantity which will be ordered, since such volume will depend upon requirements which develop during the contract period. Estimated usages are based on last year's purchases and anticipated meals served to students. For new/never used item's estimated usage, the amount is a projected amount based on anticipated acceptance by students. Inclusion of items on bid does not guarantee purchase.

All columns of the bid document must be completed in ink or typewritten. Manufacturer's item numbers must be included on the bid form. The bottom line total (sum of extended prices) must also be printed in ink or typewritten on the proposal form. No erasures shall be permitted. Errors may be crossed out and corrections printed in ink or typewritten and must be initialed in ink by the person signing the bid. **Bidders must attach a calculation page that explains the dilution rate of each item and how the extended price of each bid item was attained.**

Should a bidder find discrepancies or omissions from the bidding document or be in doubt as to their meaning, he/she shall at once request clarification from any RAC member.

It shall be the sole responsibility of the bidder to make certain that all bids in proper form are submitted to Union City Board of Education, 408 South Depot, Union City, TN 38261 by 1:00 PM, April 29, 2016. Item cost must include delivery to schools.

The bid document, contract agreement, debarment/suspension certification statement, Certificate of Lobbying, and Certificate of Independent Price Determination must be filled out and signed. A certificate of insurance must also be provided. All originals must be signed in ink by a person with authority to bind the bid. The Bid must be sealed in an envelope that is clearly marked **"Food Service Bid—Chemical"**.

The sealed bid must then be mailed or delivered to the following addresses:

Union City Board of Education  
Attn: Lora Linder  
408 South Depot  
Union City, TN 38261

### **ADDING ADDITIONAL ITEMS**

The Board of Education reserves the right to add/or delete products during the contract period. Pricing for added products will be based on a comparison of pricing offered by vendor to the pricing of the same item offered on the open market prior to adding an item to the contract listing.

### **ORDERS**

All orders will be placed with a company representative by the School Nutrition Supervisor or her designee of each system as often as appropriate for the item(s) involved. An appointment time will be set which is mutually agreeable and convenient for each one.

The successful bidder will place only a four to six week supply of chemicals in a cafeteria at any given time. Pre-numbered purchase order with firm fixed prices shall be issued to the vendor from the Board of Education Central Offices when the order is placed by the school.

## **DELIVERY**

- A list of schools is included in these bid conditions.
- Deliveries shall be available to the schools Monday thru Friday between the hours of 6:30 a.m. and 2:00 p.m. Deliveries will not be accepted outside of this time frame! Exceptions to this time frame must be approved on a case by case basis by the School Nutrition Program Supervisor of affected system. Each location shall have a constant delivery schedule.
- **All products must be delivered inside the cafeteria/food preparation area.** The manager or designee will check the items delivered against the requisition/purchase order and invoice at the time of delivery with both the manager or designee and the driver signing the appropriate forms for shortages and errors, and/or obviously damaged goods.
- All products are to be delivered with no evidence of damage. The successful bidder agrees to be responsible for damaged packaging and to pick up and replace any products that are damaged, or out of date, at no charge.
- Each School Nutrition Program shall retain the right to reject any or all of a delivery that does not meet product specifications. Rejected items are to be picked up at the supplier's expense and credit memo issued.
- Delivery schedules will be altered to meet holiday **and inclement weather schedules.** A holiday week shall be defined as any week that has less than five (5) school days. If the holiday falls on a scheduled delivery day, the delivery shall be made on a day to be mutually agreed upon by the school district and the successful contractor. The calendar for the school year for each system will be provided to the winning bidder.
- Adjustments for inclement weather, national or local emergencies will include each school utilizing any product delivered prior to the school closing. The system will notify the vendor as soon as possible about necessary delivery delays.
- **Items must be delivered as ordered. Substitution with products not meeting specifications or quality level will not be allowed. Vendor must have all substitutions approved prior to delivery by contacting the School Nutrition Supervisor.**
- Each School Nutrition Program reserves the right to reject the use of any equipment by a carrier if it is not in a clean, sanitary condition, and suitable for hauling of all items.
- The successful bidder shall provide the name and telephone contact number of a company contact person, along with a delivery schedule that includes the delivery person's name and contact number.

## **INVOICES AND STATEMENTS**

All monthly statements are to be issued to include and end with the cut-off date which will be the LAST DAY OF THE MONTH.

Two (2) invoices must be furnished to each school at the time of delivery. Invoices must be signed by the cafeteria manager or designee; show purchase order number, quantity, and price of each item delivered and total amount of the order. **Unsigned invoices will not be paid.** If an item must be returned or is rejected, the invoice must be signed by the manager or designee and the person delivering.

At the end of each month, a separate statement showing invoice numbers and dates of delivery for each school must be mailed to the following address:

**Dyer County Schools**

Food Service Department  
159 Everett Avenue  
Dyersburg, TN 38024

**Dyersburg City Schools**

School Nutrition Program  
509 Lake Road  
Dyersburg, TN 38024

**Lake County Schools**

Lake County High School  
Cafeteria Fund  
300 Cochran Street  
Tiptonville, TN 38079

Margaret Newton School

Cafeteria Fund  
819 Church Street  
Tiptonville, TN 38079

Lara Kendall School

Cafeteria Fund  
200 College Street  
Ridgely, TN 38080

**Obion County Board of Education**

Food Service Department  
1700 North Fifth St.  
Union City, TN 38261

**Union City Schools**

Food Service Department  
Municipal Building, Box 749  
Union City, TN 38261-0749

**PAYMENTS**

Invoices will be balanced with the statement and processed for payment. Statement must include any credits issued during the month.

All schools serviced under this contract are tax exempt.

## **REGULATION COMPLIANCE**

- All contracts awarded in excess of \$10,000.00 by grantees and their contractors or sub-grantees shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and supplemented by the Department of Labor regulations (41CFR, Part 60).
- All contracts over \$100,000.00 will require compliance with the Clean Air Act issued under Section 306, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency regulations.
- Bidders must comply with mandatory standards and policies related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-163, 89 Stat. 871).
- All contracts must comply with 2CFR Part 200.322 this is for States, their political subdivision, and their contractors to comply with section 6002 of the Solid Waste Disposal Act when purchasing items identified in EPA guidance as containing the highest percentage of recovered materials practicable.
- A Certificate of Lobbying must be signed for all contracts over \$100,000.
- A Certificate of Debarment/Suspension must be signed for all contracts over \$25,000.
- All contracts awarded under this procurement cover patent rights with respect to any discovery or invention which arises or is developed in the course of or under this contract.
- All property or services furnished must comply with all applicable Federal, State, and Local laws, codes and regulations.

## **RECORDS**

All contractors are required to retain all books, records and other documents relative to this agreement for three (3) years after final payment and all other pending matters are closed. Contractors must agree that the School Food Authority, the State Agency, the United States Department of Agriculture, or Comptroller General may have full access to any books, documents, papers, and records of the Contractor which are directly pertinent to all negotiated contracts. If an investigation or audit is in progress, records shall be maintained until stated matter is closed.

## **REPORTS**

Contractors shall be required to submit product usage reports as requested by the School Nutrition Program Supervisor.

Based on the request from a School Nutrition Program Supervisor, these reports shall be submitted for total quantity delivered either by school district, or combined consortium total.

## **VENDOR PERFORMANCE**

If the Vendor fails in full or part to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Reelfoot Area Consortium may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of Contract. Vendors with poor performance will be notified at the time of such performance and be given opportunity to correct the problems. Documentation will be kept on file. Any vendor with continued poor performance will be removed from the potential vendor list for one year.

Failure to deliver within the time specified or within a reasonable amount of time, or failure to make replacements of a rejected item immediately will constitute authority to purchase on the open market so as to

replace the item(s) rejected and/or not received. On all such purchases, the Vendor agrees to promptly reimburse schools for excess costs incurred by such a purchase.

Reasons for product rejection may be any one of the following:

- Quality
- Price
- Serviceability of item (damage)
- Product does not meet bid specifications

### **BREACH**

A party shall be deemed to have breached the contract if any of the following occurs:

- Failure to provide products or services that conform to contract requirements or
- Failure to maintain/submit any report required hereunder; or
- Failure to perform in full or in part any of the other conditions of the contract
- Violation of any warranty

### **School System Actions in the Event of a Breach:**

Upon the occurrence of any event of breach, the School System may take any one, or more, or all, of the following actions:

1. Give the Vendor a written notice of the breach requiring it to be remedied within thirty (30) days from the date of the notice, unless another time line is specified; and if the event of breach is not remedied within the time limit, terminate this contract with notice provided to the Vendor;
2. Give the Vendor a written notice specifying the event of breach and suspending all payments to be made under this contract and ordering that the portion of the contract price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as the School Systems determines that the Vendor has cured the breach, shall never be paid to the Vendor;
3. Set off against any other obligation the School Systems may owe to the Vendor any damages the School Systems suffer by reason of any event of breach;
4. Treat the contract as materially breached and pursue any of its remedies at law or in equity, or both.

### **CONTRACT TERMINATION FOR CAUSE**

If the Contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the Contractor violates any terms of this contract, the School Districts shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services. In the event the contract is terminated for due cause by RAC, RAC shall have the option of awarding the contract to the next lowest bidder or bidding again.

### **CONTRACT TERMINATION FOR CONVENIENCE**

Reelfoot Area Consortium, by written notice to the Vendor, terminate this Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by RAC. Reelfoot Area Consortium must give notice of termination to the Vendor at least 30 days prior to the effective date of termination. The Contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall Reelfoot Area Consortium be liable to the Contractor for compensation for any service which has not been rendered. Upon such termination, the Contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.



## **CODE OF CONDUCT**

The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by School Food and Nutrition Program Funds.

- 1) No employee, officer or agent of named School Food Authorities shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

- a. The employee, officer or agent
  - b. Any member of the immediate family
  - c. His or her partner
  - d. An organization which employs or is about to employ one of the above.
- 2) The School Nutrition Program employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
  - 3) Penalties for violation of the code of conduct of named School Nutrition Program should be:
    - a. Reprimand by Board of Education;
    - b. Dismissal by Board of Education;
    - c. Any legal action necessary.

## **SCHOOLS TO BE SERVED**

### **DYER COUNTY**

1. Dyer County High, 1000 West Main St., Newbern, TN 38059
2. Fifth Consolidated, 2377 Millsfield Hwy, Dyersburg, TN 38024
3. Finley Elementary, Poplar Street, Finley, TN 38030
4. Holice Powell, 258 W. Main St., Dyersburg, TN 38024
5. Newbern Elementary, 320 Washington St., Newbern, TN 38059
6. Three Oaks Middle, 3200 Upper Finley Rd., Dyersburg, TN 38024
7. Trimble Elementary, 256 College St., Trimble, TN 38259
8. Northview Middle School, 820 Williams St., Newbern, TN 38059

### **DYERSBURG CITY SCHOOLS**

1. Dyersburg Primary, 1425 Frank Maynard Blvd., Dyersburg, TN 38024
2. Dyersburg Intermediate, 800 Phillips St., Dyersburg, TN 38024
3. Dyersburg Middle, 400 Frank Maynard Blvd., Dyersburg, TN 38024
4. Dyersburg High, 125 Hwy 51 Bypass, Dyersburg, TN 38024

### **LAKE COUNTY**

1. Lake County High, 300 Cochran, Tiptonville, TN 38079
2. Lara Kendall School, 200 College, Ridgely, TN 38080
3. Margaret Newton, 819 Church, Tiptonville, TN 38079

### **OBION COUNTY**

1. Black Oak Elementary, 365 N. Shawtown Rd., Hornbeak, TN 38232

2. Hillcrest Elementary, 605 South Main St., Troy, TN 38260
3. Lake Road Elementary, 1130 E. Hwy. 22, Union City, TN 38261
4. Obion County Central High, 528 N. Hwy 51, Troy, TN 38260
5. Ridgemont Elementary, 1285 N. Hwy 45 W, Union City, TN 38261
6. South Fulton Elementary, 209 John C. Jones Pkwy., South Fulton, TN 38257
7. South Fulton High, 1302 John C. Jones Pkwy., South Fulton, TN 38257

UNION CITY

1. Union City High School, High School Dr., Union City, TN 38261
2. Union City Middle School, High School Dr., Union City, TN 38261
3. Union City Elementary, Miles Ave., Union City, TN 38261

**BIDDER MUST COMPLY WITH, SIGN, AND SUBMIT WITH THE BID:**

- **Bid Document**
- **Contract Agreement**
- **U.S. Department of Agriculture Certification Regarding Debarment (enclosed)**
- **Certification regarding Lobbying (enclosed)**
- **Certificate of Independent Price Determination (enclosed)**
- **Certificate of Insurance must be supplied**

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, religious creed, disability, age, political beliefs, 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, audiotope, 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: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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](mailto:program.intake@usda.gov).

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