

**OBION COUNTY BOARD OF EDUCATION
SCHOOL NUTRITION PROGRAM
1700 N. FIFTH STREET
UNION CITY, TN 38261
BREAD AND GRAIN BID**

GENERAL

Attached are instructions and conditions for submitting a Bread and Grain Bid for the School Nutrition Program of the Obion County Board of Education.

The objective of this bid is to select suppliers in such a manner as to provide for open and free competition and comparability.

All food must be processed and packaged in accordance with local, State of Tennessee, and FDA regulations contained in the Sanitary Food Transportation Act of 1990.

All food products offered on this bid must be documented with a Nutrition Facts Label, an ingredient statement and/or a CN label or Product Formulation Statement on manufacturer's letterhead. This documentation MUST demonstrate how the product contributes to the meal pattern requirements and provide calories, saturated fat, trans fat, and sodium contribution per serving.

Food products and ingredients used to prepare school meals must contain zero grams of trans fat (less than 0.5 grams) per serving. Documentation for food products and food ingredients must indicate zero grams of trans fat per serving. The Nutrition Facts Panel must indicate zero trans-fat.

NOTE: A COPY OF "EXHIBIT A: SCHOOL LUNCH AND BREAKFAST WHOLE GRAIN-RICH OUNCE EQUIVALENCY (OZ EQ) REQUIREMENTS FOR SCHOOL MEAL PROGRAMS" is found with the attached bid conditions. Obion County Schools has received a waiver enabling us to purchase certain enriched (white) bread products for the 2018-2019 school year. **All items requested are fresh enriched (white) NOT whole grain or whole grain white products.** We are still required to abide by the OUNCE EQUIVALENCY REQUIREMENTS on EXHIBIT A even though we do not have to serve all Whole Grain-Rich items.

Schools are required to meet lower sodium limits. We are asking you as a vendor to continue to urge manufacturers to develop lower sodium products which will help us reach future lower targets.

IF a BIDDER fails to provide required information with the bid submission or the information is inadequate or inaccurate then the bid will be deemed non-responsive and will not be evaluated for award.

All SNP operators are required to follow regulations in place at time of purchase. As those regulations change, there may be a need to revise product requirements. Obion County Schools reserves the right to delete or add products to comply with meal pattern regulations. Any items added must have price comparison documentation as stipulated in "Adding Additional" Items on page 4.

BID PERIOD

The bid period begins September 15, 2018 and ends June 30, 2019. 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

Bids are to be opened at **Friday, August 24, at noon** at the Obion County Board of Education at 1700 N. Fifth Street, Union City, TN 38261. 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 School System. It is the intent of the Board of Education 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 the Board of Education on such matters will be final.

The Board of Education reserves the right to accept or reject any or all bids. The Local Education Agency will be responsible for all contracts awarded. The bid will be awarded after approval by the School Nutrition Supervisors and the Board of Education. All bidders will be notified in writing of the bid award within ten days of bid opening or the day following approval by the School Board at their next scheduled meeting after bid opening.

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 Directors of Schools at 1700 N. Fifth Street, Union City, TN 39261 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 Obion County Board of Education 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 Board of Education intends to enter into a contract with an effective period of September 15, 2018 to June 30, 2019. This contract period may be renewed at 1 year intervals for up to four additional years. The Board of Education will notify the contractor of the intention to renew this contract no later than April 1, 2019. A written response will be due from the contractor no later than April 10, 2019. At the end of each bid period, the prices for individual items on the bid 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 10, 2019. The total projected cost of price increases and decreases multiplied by the projected usage for each item cannot exceed the percent change in the CPI for the following index: All Urban Consumers, South-Size Class D, Food away from home, for most current month posted compared to the same month of the previous year.

BID PREPARATION

Each supplier should bid all items (items B1-B4). The bid will be awarded on an all-or-nothing basis based on total bottom line price. In the event a vendor fails to quote a price on a specified item, the highest price from an alternate bidder will be inserted to calculate the bottom line price. NOTE: For non-domestic products, see the section on the Buy American Provision, and the enclosed form. If a vendor requests an exception based on price, two prices must be submitted on the Buy American form, one for the specified item and one for the alternative item. The School Nutrition Program of the Obion County Board of Education will determine which product to buy (domestic or non-domestic) and will include the appropriate pricing in the bid tabulation. If the vendor requests an exception because an item is not available domestically, only one price is required. Any non-domestic products must be marked with an asterisk, instead of price on the bid tabulation sheet.

Item cost must include delivery to the schools. 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. The School Nutrition Program supervisor 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. Items B5-B7 are optional items and will not be considered when awarding the bid. We may or may not order these items.

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 next year's menus and are estimated for the bid period. 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.

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 Judy Denman, Foodservice Supervisor, at 731-885-9743, ext. 2026, or jdenman@ocboe.com.

It shall be the sole responsibility of the bidder to make certain that all bids in proper form are submitted to Obion County Board of Education, 1700 N. Fifth Street, Union City, TN 38261 by **noon, Friday, August 24, 2018.**

The bid document, contract agreement, debarment/suspension certification statement, Certificate of Lobbying, Certificate of Independent Price Determination, and Buy American waiver form must be filled out and signed. A copy of the Nutrition Facts label and ingredient statement for each item must be included with the bid. Documentation to support the meal component contribution must be submitted with the bid and additional documentation may be requested prior to the bid award. 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—Bread**".

The sealed bid must then be mailed or delivered to the following address:
Obion County Board of Education
Attn: Judy Denman
1700 N. Fifth Street
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 as often as appropriate for the item(s) involved. An appointment time will be set which is mutually agreeable and convenient for each one.

Pre-numbered purchase orders with firm fixed prices will be used after formal bidding.

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.
- **Bread 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 foods 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, stale, or out of date, at no charge.
- If foreign objects are found in foods purchased from vendor and such objects result in injury or sickness to customers, vendor will be responsible for all claims resulting from this injury or sickness and the Board of Education and their employees will not be held responsible.
- The 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 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.**
- 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:

Obion County Board of Education

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

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.**

BUY AMERICAN PROVISION

Obion County Schools participate in the National School Lunch Program and School Breakfast Program and are required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d). Note that products must be both produced and processed in the U.S.

Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be completed using the "Buy American Certification Form" and submitted with the bid. If a request for an exception occurs after time of bid and during the contract period, it must be submitted in writing to: Reelfoot Area Consortium, Attn: Judy Denman, 1700 N. Fifth Street, Union City, TN 3826, a minimum of 7 days in advance of delivery. Failure to complete and sign the Buy American Certification form and include it with the bid response will be considered a non-responsive bid.

If the bidder ships items that have not been approved by the SFA during the contract period, the non-compliance will be addressed as a breach of contract.

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 \$150,000.00 will require compliance with the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C 1251-1387).
- 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 (42 U.S.C. 6201).
- 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.
- Bidders must comply with the "Buy American" provision as outlined in Policy Memorandum SP 24-2016.
- 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 the School Nutrition Program Supervisor, these reports shall be submitted for total quantity delivered either by school, or combined district 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, the Obion County Board of Education 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 contact 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 District 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 Obion County Schools, the school district shall have the option of awarding the contract to the next lowest bidder or bidding again.

CONTRACT TERMINATION FOR CONVENIENCE

Obion County Schools may, 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 the Obion County Schools. Obion County Schools 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.

NON-COLLUSION

Potential vendors/contractors shall not participate in any actions or agreements with other entities that would result in any fraudulent or illegal activities. Independent Price Determination certification must be completed.

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

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

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)**
- **Certification regarding "Buy American" (enclosed)**
- **Certificate of Independent Price Determination (enclosed)**
- **Nutrition facts labels for each item must be supplied**
- **Ingredient statements for each item must be supplied**
- **Documentation stating contribution to meal pattern for each item must be supplied**

The successful bidder must also supply a certificate of liability insurance within 10 days of the award of the bid.

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: 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.

This institution is an equal opportunity provider.