

**Northern Tioga School District
110 Ellison Road
Elkland, PA 16920**

Northern Tioga School District is inviting distributors to submit bids in response to this solicitation

This solicitation is requesting milk bids from qualified milk distributors with the intent to award a contract to procure milk in accordance with applicable state and federal laws governing federally-funded Child Nutrition programs for Northern Tioga School District, herein after referred to as the "school district". The school district is requesting bids for "**milk and dairy products**" for the 2019-2020 school year.

If bidder has any questions regarding the requirements, specifications, and terms and conditions in this solicitation, bidder must contact Joann Banik, banikj@ntiogasd.org or 814-258-5644, x1024.

Submission of bids: All bids must be received by 1:00 PM on 05/21/2019. Send the paper copy to 110 Ellison Road, Elkland, PA 16920 or electronic copy to banikj@ntiogasd.org. It is the bidder's responsibility to insure bid has been received by the school district by the appropriate date and time.

AWARDING OF THE CONTRACT WILL BE ON **06/13/2019**; this award will be contingent on receiving a paper or electronic copy of the bid.

MILK PRODUCTS Skim = Fat Free (FF) and 1% = Low Fat	
1% white FF skim 1% Chocolate, vanilla and strawberry	
Deliver to: 110 Ellison Road, Elkland, PA 16920. Attention: Joann Banik on or before 05/21/2019 .	
All milk products bid must be acceptable by students for bid to be considered responsive.	

School district intends to purchase the following items as describe through the distributor that is awarded the contract:

Purchase Units: 1/2 pint cartons

Requirements: All milk must meet federal, state, and local specifications
All flavored milk must be equal to that sold retail
No more than 22 gm of total sugar per 8 oz in flavored milks
Include prices for sucrose formulated milk if available
Milk must be Grade A, pasteurized, and homogenized
Milk solids (not fat) no less than 8.25 percent
Vitamin A minimum 2000 I.U. per quart
Vitamin D minimum 400 I.U. per quart
All dairy products must be produced and sold in compliance with all federal and state health laws and regulations.

Packaging: Easy to open, leak proof containers, gable or flat top type
Each container to be code dated or dated at time of packaging
Code date not to be less than eight (8) days from the date of delivery
Cases and cartons must be clean and free of unpleasant odors
Case size: 13" x 13" x 11"

Packaging according to good commercial practices

Attachments: Bidder must complete (sign) and return attachments with bid.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with federal law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

The USDA prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at USDA, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

USDA is an equal opportunity provider and employer.

DISTRIBUTOR'S STATEMENT OF NO BID

Due to the limited number of distributors for milk in our area, we are encouraged to seek out and request a STATEMENT OF NO BID in order to maintain compliance with federal and state procurement requirements whenever there is limited or no competitive bidding. If your company does not intend to submit a bid, your submission of the STATEMENT OF NO BID will help us meet the justification requirements for a sole source contract award. All distributors are highly encouraged to submit bids whenever possible.

If returning a STATEMENT OF NO BID please mail it to the following address:

Northern Tioga School District

Joann Banik
110 Ellison Road, Elkland, PA 16920
814-258-5644, x1024
banikj@ntiogasd.org

Date: _____

We, the undersigned, have declined to participate in Northern Tioga School District's invitation for distributors to submit bids in response to this solicitation for milk pricings for the following reasons:

- _____ We do not offer this product
 - _____ Unable to meet specifications; please specify: _____
 - _____ Unable to meet procurement requirement; please specify: _____
 - _____ Unable to deliver to your location (area)
 - _____ Other _____
 - _____ Solicitation was too restrictive; please explain: _____
- _____

If possible, how could our school district improve its procurement process to encourage more distributors, similar to your company, to respond to solicitations like this one?

PLEASE MARK "STATEMENT OF NO BID FROM MILK DISTRIBUTORS" ON THE OUTSIDE OF THE ENVELOPE.

COMPANY NAME: _____

PREPARED BY: _____

SIGNATURE: _____

TELEPHONE: _____

EMAIL: _____

Request for Milk Bids from Milk Distributors Terms:

- **Method of Award:** Bids that are submitted timely and are not subject to disqualification will be reviewed in accordance with the evaluation criteria set forth in this solicitation. In addition, the school district may conduct a pre-award audit. A contract will be awarded to a responsive and responsible bidder with the lowest Total Extended Costs.
- **Conformity:** All bid items must conform with federal, state, and local laws or regulations in effect at the time of purchase.
- **Quantity:** The quantities listed are estimates.
- **Quality:** All items furnished will meet or exceed specification as listed. Any sub-standard merchandise will be returned at the distributor's expense.
- **Deviations:** If a product deviates from the written specification, a complete description of the replacement item should be in writing with an explanation.
- **Price/Price Changes:** Quote net price of each item in units requested including delivery. Electronic price change notification must be sent to school district. A **state or federal escalator/de-escalation formula must be submitted** with your bid.
- **Shipping:** All delivery and transportation charges for items specified must be Free on Board (F.O.B.) destination.
- **Information and Interpretation:** If any bidder is in doubt as to the true meaning and intent of any part of the specification please direct questions to Joann Banik.
- **Reservation of Rights:** The school district expressly reserves the following rights:
 1. To reject all bids;
 2. To reject any part of the bid not meeting the specifications set forth herein;
 3. To waive any irregularities and technicalities and at its sole discretion, request a clarification, or other information to evaluate any or all bids.
 4. To re-award the solicitation to another bidder in the event the bidder to whom a bid is awarded defaults in executing the formal agreement; and
 5. In the best interests of the school district, to accept or reject any and all portions thereof, select the next most responsive bid, or if necessary issue a new solicitation or take other action as the school district deems appropriate.

Bidder has the right to withdraw its bid if school district changes the type of award as described herein.

Contract Award Dates: The awarded contract(s) will be in effect from 08/01/2018 through 06/30/2019.

Bid Submitted by:

Company Name _____
Prepared by _____
Billing Address _____
Phone Number _____ Fax Number _____

Signature: _____ Date: _____
Print Name: _____ Title: _____

Item Description	Unit Size	Total Annual (estimated)	Prices
Fat Free (skim)	half pint	8955	\$
1% white	half pint	62710	\$
1% Chocolate	half pint	303300	\$
1% Strawberry	half pint	18650	\$
1% Vanilla	half pint	16295	\$
Lactaid milk	half pint	1960	

ATTACHMENT B: SUSPENSION AND DEBARMENT CERTIFICATION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733).

(Before completing certification, read instructions on next page.)

1. The bidder certifies, by submission of this bid, that neither it nor its principals are 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 bidder is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

Distributor Name

Name(s) and Titles of Authorized Representative(s)

Signature

Date

INSTRUCTIONS FOR SUSPENSION DEBARMENT CERTIFICATION

1. By signing and submitting this form, the bidder is providing the certification set out on the previous page in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the bidder knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The bidder shall provide immediate written notice to the person to whom this bid is submitted if at any time the bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower-tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this bid is submitted for assistance in obtaining a copy of those regulations.
5. The bidder agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The bidder further agrees by submitting this form that he or she will include this clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion* without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely on a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.