

Northern Tioga School District
110 Ellison Road
Elkland, PA 16920
Contact person: Judy Quick

Call for bids to supply SFA with bread products.

This solicitation for bread bids is being issued with the intent of entering into an agreement to purchase bread 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 Food Authority (SFA). Bread vendors are invited to submit a bread bid in response to this solicitation to furnish bread products to the SFA, for the **2024-2025**

The estimated value of the awarded contract will be \$ 23,500.00.

If your company is interested in competing for the awarded contract, please respond to this call for bids as directed in this solicitation document. Bids must be returned with the following information clearly marked on the envelope or email response: "Bread Bid" followed by your company's name

Bids can be mailed or hand delivered to: Northern Tioga School District
110 Ellison Road
Elkland, PA 16920

Bids may also be emailed to: Judith.quick@ntiogasd.org

Bids will be accepted until 05/30/2024 at 1:00 PM.

Bid Terms, Specifications, Conditions, and Requirements

- 1) Awarded Contract Period:** The awarded contract issued as a result of this call for bids shall run from 07/01/2024 through 06/30/2025. The bread price submitted shall remain firm and continue in force during the entire contract period.
 - Services and products rendered as a result of the awarded contract must comply with regulations and statutory requirements passed down by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS), and SFA's local governing agency.
- The SFA reserves the right to terminate the award contract and re-awarded the contract to the next most competitive bidder in the event the successful bidder to whom the contract is awarded should fail to supply the SFA with goods and services described herein, not honor bid pricing, or is unable to comply with the terms and conditions described herein.
- 2) Pricing:** Pricing will be fixed price. All prices bid for all products will be net, Free on Board (F.O.B.) SFA will consider individual product price changes as part of a renewal to the awarded contract.
- 3) Product Freshness:** It is the responsibility of the successful bidder to assure product freshness at all times. Previously frozen items are not acceptable without prior consent of the SFA's Kitchen Manager or Nutrition Program Director.
- 4) Packaging Requirements:** All baked products shall be encased in sanitary wrappers or containers, which shall be sufficiently strong and tight to exclude dirt and moisture. Securely sealed to insure freshness of the product and protect contents from contamination.
 1. Packages which are dirty, torn, open, mashed, and/or damaged in any way will not be accepted.

- 5) Delivery:** Deliveries shall be made to the follow SFA sites not less than twice a week, as ordered; unless specified otherwise, and at such hours as specified by and arranged with the receiving SFA's Kitchen Manager or Nutrition Program Director. It is the responsibility of the successful bidder to place all deliveries in proper areas within each SFA site. All sales slips must be reviewed and signed by an authorized SFA employee.

SFA Site Name	Hours of Operation	Phone Number	Address	Contact Person	Average Daily Participation	
					Breakfast	Lunch
Westfield Elem	6:30 am -1:30 pm	814-367-2712	1355 Route 49 Westfield, PA 16950	Patti Tracy	200	260
Clark Wood Elem	7:00 Am – 1:45 pm	814-258-5131	110 Ellison Road, Elkland, PA 16920	Kayla Heck	200	240
RB Walter Elem/ Williamson High	6:15 Am – 2:00 pm	570-827-2171	33 Junction Cross Rd Tioga, PA 16946	Jamie Wilson	500	750
Cowanesque High	6:30 am -2:00 pm	814-367-2233	51 North Fork Road Westfield, PA 16950	Patti Tracy	140	270

Furthermore:

- All delivery personnel will be in uniform with company identification.
- Delivery personnel will possess on their person at time of delivery distributor's employee identification.
- Delivery personnel will allow nutrition receiving staff the opportunity to inspect the inside of the delivery truck.

- 6) Sanitation:** All bakery products shall be prepared from first quality materials and produced under absolute sanitary conditions, both as to premises and employees.
- 7) Substitutes:** Bread shall be ordered by the WEEK (according to the SFA unit's menu) by the SFA's Kitchen Manager or Nutrition Program Director. If a substitute is necessary, delivery of an equal or superior product at an equal or lower price is permitted with prior approval.
- 8) Samples:** It will be the responsibility of the successful bidder to supply samples of all items upon request.
- 9) Credits:** Credits will be given by the supplier for any product shortage, defective packages or unsatisfactory products as deemed by the SFA.
- 10) Statements:** Statements are to clearly identify each SFA site activity by invoice number and show a total amount due for that week's activity for each SFA site. Any errors or past due balances must be submitted for review and payment requested within 30 days of receipt of payment.
- 11) Overall Requirements:** All bread products must be produced in compliance with the conditions, regulations and requirements of USDA FNS, DPI, and SFA's local governing agency for operating the School Nutrition Programs. The overall requirements for bread furnished and delivered to the SFA are as follows:
- 1. Water can be listed as the first ingredient item with a whole grain as the next item.*
 - 2. Meal pattern quantities of grains are based on "ounce equivalencies (oz eq.)."*
 - a. Each 16.0 grams of creditable grain equals 1 oz eq.*
 - b. Creditable grain is 16.0 grams of whole grain, or made with 8 grams whole grain and 8 grams of enriched meal or flour to be considered whole grain-rich.*
 - 3. Most products should be enriched with 51 percent whole grains or 100 percent whole grains.*

4. *Enriched bread contains added thiamin, riboflavin, niacin, and iron. Amount of enrichment coincides with federal regulations. Can contain added calcium.*
5. *Ingredients in product prepared from hard wheat flour, water, salt, yeast and optional ingredients. Optional ingredients include bleaching agents, emulsifiers, and preservatives.*
6. *Be of equal quality to that sold under bidder's brand name in retail stores.*
7. *Child Nutrition (CN) number or Nutritional Analysis and ingredients list of each product must be included in bidder's submission.*
8. *Be fresh at the time of delivery and no more than 24 hours old.*

12) Container Requirements: Bread should be packaged in moisture proof wrapper or bag with production date code clearly marked. Successful bidder must provide rolling bread racks or rolling storage units to shelve the bread at delivery location that are no taller than 6.5 feet. These racks must be kept in safe working condition and free of additional charge. All bread trays should be clean without noticeable dirt and grime. Bread racks will be stored inside the kitchen area for food security.

13) Buy American: School Nutrition programs are required to "Buy American" (7 CFR 210.21), when purchasing domestic commodity or product with Federal funds to the maximum extent practicable. Bidders will need to be able to comply with this requirement.

14) Bidder Contact Information

Name of company submitting this bid: _____
 Printed name of person signing this form: _____
 Telephone #: _____
 Mailing address: _____
 E-mail address: _____ (*Bid notices are furnished via e-mail*)
 Date: _____

Bids must contain the signature of a duly authorized officer of the organization.

- 15) Bidder Agrees to:** The undersigned hereby agrees to furnish to the SFA, bread products as requested in this solicitation document and also certifies that:
- no person acting or employed by the SFA is directly involved in preparation of the bid or in any portion of the profits which may be derived there from; and
 - as required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §3017.510, participants responsibilities, the bidder, 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.

16) Bid Form: The undersigned hereby offers to furnish the following items as specified herein. These columns must be completed.

Item #	Name	Unit	Bidder Pack Size	Bidder Product Code	Bidder Unit Price
1	<i>White whole grain Hamburger Buns</i>	<i>bun</i>			
2	<i>White whole grain Hot Dog Buns</i>	<i>bun</i>			

3	<i>White whole grain Loaf Sandwich Bread</i>	<i>slice</i>			
4	<i>Hoagie/Steak Buns</i>	<i>bun</i>			
5	<i>White whole grain Dinner Roll</i>	<i>roll</i>			

I certify by my signature below that the PRICES quoted in this bid are correct and that the bid conforms to all specifications and requirements outlined in the solicitation. I further certify that I have the authority to obligate the company to perform under the terms and conditions stated in this solicitation, which is hereby incorporated by reference and made a part hereof, and the company agrees to be bound by such terms and conditions and any resulting contract. I further agree that any conflict between the terms and conditions of the solicitation and the company's bid documents will be resolved in favor of the solicitation, except as may be otherwise agreed to in writing by the bread vendor and the SFA.

SIGNATURE (of authorized representative):

Date:

PRINT NAME: _____

TITLE: _____

BIDDERS SHOULD RETAIN A COPY OF YOUR BID INCLUDING BID INSTRUCTIONS, CONDITIONS AND SPECIFICATIONS FOR FUTURE REFERENCE.

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.

Non-Discrimination 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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