



EUFAULA CITY SCHOOLS

333 State Docks Road • Eufaula, AL 36027
(334) 687-1100 • Fax (334) 687-1150

March 16, 2023

NOTICE TO BIDDERS:

The Eufaula City Board of Education invites you to bid on **bread products** for use in the Eufaula City Schools Child Nutrition Program as specified on the attached pages.

Bids will be received until **10:15 a.m. Thursday, April 6, 2023**, at the above address at which time they will be opened publicly and read. All bids must be sent to the Superintendent's office in time for the bid opening. No bids will be received by telephone nor will previous bid prices be accepted.

The Board of Education reserves the right to reject any and/or all bids, to waive all formalities in bidding, to be the sole judge of quality and equality of the several bid proposals and to award the contracts to the most desirable bidder of each item.

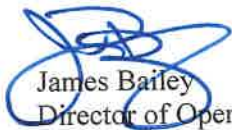
Any questions regarding the specifications or the bid process should be directed to:

Dena Fortson, Child Nutrition Program Supervisor
Eufaula City Board of Education
333 State Docks Road
Eufaula, Alabama 36027
(334) 687-1100, Ext. 1028

In order to be eligible, bidders must provide Eufaula City Schools Board of Education with proof of compliance with H.B.56 – Alabama Immigration Law. The enclosed memorandum and affidavit detail those requirements.

Envelopes containing bids must be sealed and marked in the lower left hand corner: **BREAD BID, April 6, 2023, 10:15 a.m.** All bid prices must be submitted on the attached forms and signed by the bidder.

Sincerely,



James Bailey
Director of Operations

Attachments

****NOTE:** It is requested that the bidder carefully read all the information and specifications contained in this document and that the document be retained for future reference.

"Building our Future on a Tradition of Excellence"

EUFAULA CITY SCHOOLS
BREAD BID
April 6, 2023, 10:15 a.m.

MISCELLANEOUS:

Eufaula City Schools is exempted from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4 (15) Code of Alabama 1975.

The unit price shall include all charges for shipping, handling, and delivery.

BIDDING:

Bidders must quote unit prices for each item. Please be sure to specify the count of each item per package. Bid will be awarded on a “**BOTTOM LINE**” total bid amount.

If a bid differs in any way from the specifications, the bidder must submit a statement with his bid telling exactly where and how the bid deviates from said specifications. If this statement is not submitted with the bid, it will be presumed the bidder proposes to meet the specifications in every respect; and if awarded a contract, performance on this basis will be required. Items not conforming to specifications may be rejected at the vendor’s expense.

The intent of the specifications on this bid request is to obtain bread for use in the food service program that will give the best possible quality at a price schools can afford to pay. Price is a primary consideration, but judgment of the Child Nutrition Program Supervisor must be reserved as to certain desirable characteristics, such as color, flavor and texture. If the quality of any bid item is judged not to be up to the standards of taste and appearance, that item may be rejected.

GUARANTEE:

Bids must include a guarantee that the vendor will provide the items quoted at the bid prices from July 1, 2023 through June 30, 2024.

Eufaula City Schools Board of Education reserves the right to extend the contract annually for up to an additional four (4) years.

Price Escalations: All prices shall be firm for 90 days, after which prices may be changed up or down in accord with changes in the cost of flour, F. O. B. the bakery. Bread prices can change at the same rate as flour on the basis that one pound of bread, hamburger buns or hot dog rolls requires .622 pounds of flour. If, at proposal time, flour costs 11.056 cents per pound or 6.88 cents for .622 pounds, a 10 percent increase in the cost of flour would be .69 cents per one pound of bread. If the proposal price of bread is 36 cents, the price could be escalated to 36.69 cents. Petitions for price escalation must be substantiated by independent verifiable market bulletins reflecting the price of flour (1) at the time of the bid award and (2) at the time of petition for escalation. Invoices for the purchase of flour reflecting the increase in price should accompany the petition and market bulletins. Petitions with in-house developed spreadsheets or company news announcements are not acceptable as documentation. Petitions for price escalations must be approved by school district officials.

DELIVERY: We also request that the vendor awarded the bid submit an order day and delivery schedule for each school.

All bid quotations shall include daily delivery to the following locations:

EUFUALA HIGH SCHOOL -	530 Lake Drive
ADMIRAL MOORER MIDDLE SCHOOL -	101 St. Francis Road
EUFAULA PRIMARY SCHOOL -	520 Pump Station Road
EUFAULA EARLY CHILDHOOD -	333 State Docks Road
EUFAULA ELEMENTARY SCHOOL -	422 Sanford Avenue

Shipments are not to be made to any school without written or verbal orders from the respective Cafeteria Manager or the Child Nutrition Supervisor. Deliveries may be made to the schools between the hours of 7:30 A. M. and 2:00 P. M. Monday through Friday. No orders are to be left unless the Manager or designee signs the invoice or delivery ticket. Items temporarily out of stock shall be a minimum. When this occurs, mark “**OUT**” on the delivery ticket and “**DO NOT BACK ORDER.**” No item in the bid is to be canceled without prior consent of the Child Nutrition Director.

No substitutions on items, brands, grades, etc. are to be made by the vendor. Any substitutions made without prior notice will be refused. The vendor is not to request authority to substitute unless the quality of the item to be substituted is **equal to or higher in value** than the item originally requested. All substitutions must be priced equal to the original bid price for the item for which the substitutions are being made. No substitutions on items, brands, grades, etc., are to be made without the prior consent of the Child Nutrition Supervisor. Any substitution made without prior consent will be considered grounds for cancellation of the bid contract.

INSPECTION:

Samples of any product must be furnished on request for quality test or for approval of new items.

BILLING/PAYMENT:

Under no circumstances can vendors charge more than the bid price.

At the time of delivery to the schools, two copies of the vendor’s invoice will be given to the cafeteria manager. The vendor shall post his records to agree with the invoice left with the cafeteria manager. Each invoice shall indicate the date, item number as set forth in the documents, item name and description, number of units delivered, unit price and the extended price. All copies of the invoice shall be legible and uniform in size. Each invoice shall have authorized signatures to certify receipt of order.

Payment of all invoices is the responsibility of the Eufaula City Schools Child Nutrition Department. Payment of the invoices shall be made by the 15th of each month for the previous month’s invoices. The Head Start Program will be responsible for payment of their invoices as well as purchase of estimated quantities (listed separately on the summary sheet).

In the event of errors, a credit or debit (as the case may be) is to be issued against the invoice as it was presented to the cafeteria manager. Written credit memos for returned items, overcharges, or charged items not delivered should be received at the school by the last day of the month in which the credit is being given.

DEFAULT:

If at any time the vendor makes a delivery that is not in accordance with the instructions, conditions and specifications set forth by the Eufaula City Board of Education without the consent of the Child Nutrition Supervisor, such delivery will constitute grounds for the cancellation of the contract and/or the removal of the vendor from the Eufaula City Board of Education bid list for not less than one year.

SPECIFICATIONS:

All products delivered shall have been processed and packed in accordance with good commercial practice. All products delivered shall conform in all respects to all applicable standards promulgated under the Federal Food, Drug and Cosmetic Act in effect at the time of delivery. Specific contents of all containers shall be clearly marked on the outside.

<u>ITEM</u>	<u>DESCRIPTION</u>
Bread, Wheat	King, wheat sandwich bread. Each loaf should have a net weight of one and one-half pounds. Each slice should measure four inches by four inches by one-half inch thick.
Bread, White Wheat	King, white wheat sandwich bread. Each loaf should have a net weight of one and one-half pounds. Each slice should measure four inches by four inches by one-half inch thick.
Hamburger Buns Wheat	Each bun should measure three and one-half inches in diameter. Sliced.
Hamburger Buns White Wheat	Each bun should measure three and one-half inches in diameter. Sliced.
Hot Dog Buns, Wheat	Weiner Buns, Wheat. Each bun should measure five and one-half inches in length. Sliced.
Hot Dog Buns, White Wheat	Weiner Buns, Wheat. Each bun should measure five and one-half inches in length. Sliced.
Hoagie Bun	7" Deli split, yellow or white.
Rolls	Whole white wheat rolls
Texas Toast	¾" slices

NOTE: ALL WHEAT BREAD MUST CONTAIN AT LEAST 51% WHOLE GRAIN. BIDS MUST MATCH UNIT WEIGHTS AND DESCRIPTIONS AS SPECIFIED FOR EACH ITEM.

Eufaula City Schools
Bread Bid
Thursday, April 6, 2023, 10:15 a.m.

Bid Summary Form:

Item	Description	Unit	Estimated purchase Qty	Unit Price	Extended Total
1	Bread, Whole Wheat Sandwich Bread, 4" by 4" 1/2 " slices	Slice	80,000		\$ -
2	Bread, White Whole Wheat Sandwich Bread, 4" by 4" 1/2 " slices	Slice	166,000		\$ -
3	Buns, Hamburger Wheat, 3 1/2" diameter Sliced	Bun (ea)	39,000		\$ -
4	Buns, Hamburger White Whole Wheat, 3 1/2" diameter Sliced	Bun (ea)	200,000		\$ -
5	Buns, Hot Dog wheat, 5 1/2" in length Sliced	Bun (ea)	5,000		\$ -
6	Buns, Hot Dog White Whole Wheat 5 1/2" in length Sliced	Bun (ea)	26,280		\$ -
7	Hoagie Bun, 7" Deli Split	Bun (ea)	12,720		\$ -
8	Rolls, Whole White Wheat	Roll (ea)	100,000		\$ -
9	Texas Toast, 3/4" slices	Slice	15,600		\$ -

**EUFAULA CITY SCHOOLS
BREAD BID**

Thursday, April 6, 2023, 10:15 a.m.

BOTTOM LINE TOTAL BID AMOUNT: _____

BIDDER: _____

ADDRESS: _____

PHONE: _____ **DATE:** _____

SUBMITTED BY: (Type or Print) _____

SIGNATURE: _____

EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS:

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side 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 prospective lower tier participant 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 prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant 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 proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered 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 prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” 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 upon a certification of a prospective participant in a lower tier covered transaction that it 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 principals. Each participant may, but is not required to, check the Non-procurement List.
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 is 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.

**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 4722-1733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS – NEXT PAGE)

- (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.

Organization Name

PR/Award Number or Project Name

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


Signature(s)

Date

USDA NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation*), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#)  from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. **Fax:** (202) 690-7442; or

3. **Email:** program.intake@usda.gov.

This institution is an equal opportunity provider.

*The enclosed "non discrimination" language herein was added pursuant to the May 5, 2022, USDA memorandum. However, although included as currently required for audit compliance by the USDA, the State of Alabama objects to its **inclusion, applicability** and the **application** of this language due to currently pending legal challenges in the matter of *The State of Tennessee, et al. v. USDA, et al.*, Case No. 3:22-cv-00257, and may be subject to change or removal.

Esta entidad es un proveedor que brinda igualdad de oportunidades.