

UNION COMMUNITY SCHOOL DISTRICT  
200 ADAMS STREET, LA PORTE CITY, IA 50651  
Tina Hanna , Food Service Director 319-476-5100 / 319-404-3957(cell)  
District Office: 319-342-2674

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 Union Community 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 2020-2021 school year.

**The estimated value of the awarded contract will be \$ 9,500.**

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: Union Community School District  
District Office  
200 Adams Street  
La Porte City, IA 50651

Bids may also be emailed to: t\_hanna@union.k12.ia.us

Bids will be accepted until June 5, 2020 at 12:00(noon).

### **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 July 1, 2020 through June 30, 2021. 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), Iowa Department of Public Instruction (DPI), and SFA's local governing agency. This includes financial and statutory requirements for operating the School Nutrition Programs including but not limited to the following:

- 7 CFR Part 3016 and Part 3019;
- USDA Program regulations (7 CFR Part 210, Part 215, and Part 220), guidance, and instructions;
- State law, regulations, and policies that are not in conflict with federal requirements; and
- Local law, regulations, and policies that are not in conflict with federal requirements.

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. Product price changes

may not exceed the U.S. Department of Labor-Bureau of Labor statistics Midwest BLS region not seasonally adjusted consumer price index percentage change annual average for the previous 12 months.

- 3) **Taxes:** Price quoted shall not include state or federal taxes from which the SFA is exempt. The necessary exemption certificate will be furnished upon request by the bidder.
- 4) **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.
- 5) **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. The packaging in which bread is furnished shall be as follows:
  - 1. Standard commercial packages (when applicable)
  - 2. Securely sealed to insure freshness of the product and protect contents from contamination
  - 3. Packages which are dirty, torn, open, mashed, and/or damaged in any way will not be accepted.
- 6) **Delivery:** Deliveries shall be made to the follow SFA sites not less than once 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
Union High School	6:00am – 2:00pm	319-342-2697	200 Adams Street La Porte City, IA 50651	Head Cook		
Union Middle School	6:00am – 2:00pm	319-476-5100	505 West Street Dysart, IA 52224	Head Cook		

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.

- 7) **Sanitation:** All bakery products shall be prepared from first quality materials and produced under absolute sanitary conditions, both as to premises and employees.
- 8) **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. Items not on the quotation listing shall not be delivered without prior approval from 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.
- 9) **Samples:** It will be the responsibility of the successful bidder to supply samples of all items upon request.

10) **Payments:** Payment of account will be made within 30 days from receipt of invoice. All bills are to be sent to the following address: Union Community School District

**11)Credits:** Credits will be given by the supplier for any product shortage, defective packages or unsatisfactory products as deemed by the SFA.

**12)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.

**13)Specification for Bread Products:**

- 1. Hamburger Buns – Each bun should measure four inches in diameter, be sliced, and be a 2 oz eq. per serving.*
- 2. Hot Dog Buns – Each bun should measure five and one-half inches in length, be sliced, and be 2 oz eq. per serving.*
- 3. Loaf Sandwich Bread – Each slice should measure about four inches by four inches by nine-sixteenths inch in thickness, evenly sliced, and be a 1 oz eq. per serving.*
- 4. Dinner Roll – Pre-cooked country roll (e.g., dinner or pan roll) and be a 1 oz eq. per serving.*

**14)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. 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.*

**15)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.

**16)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.

**17)HACCP:** Successful bidder must submit documentation of HACCP compliance upon notification of being selected for the awarded contract. Any bidder without HACCP compliance documentation will be eliminated as a potential vendor to SFA cafeterias.

**18)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.

- 19) 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.

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

Item #	Name	Unit	Estimated Annual Quantity	Bidder Pack Size	Bidder Product Code	Bidder Unit Price	*Bidder Extended Cost
1	<i>Hamburger Buns</i>	<i>bun</i>	<i>26,500</i>				
2	<i>Hot Dog Buns</i>	<i>bun</i>	<i>2,500</i>				
3	<i>Loaf Sandwich Bread</i>	<i>slice</i>	<i>17,500</i>				
4	<i>Dinner Roll</i>	<i>roll</i>	<i>15,500</i>				
5							
*Extended Cost = ( Estimated Annual Quantity ) X ( Bidder Unit Price )							
<b>Total Extended Cost:</b>							

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):  
PRINT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_

\_\_\_\_\_  
Date:

\_\_\_\_\_  
SIGNATURE  
PRINT NAME: \_\_\_\_\_  
TITLE: Union Community School Board President

\_\_\_\_\_  
Date:

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