

Nampa School District No. 131
Nutrition Services
Instructions to Bidders
Distribution to Nampa School District No. 131 for Bread Products

NOTE: The following instructions and specifications have been developed specifically for this bid and may or may not be the same as or similar to previous or future solicitations for this type of service or commodity. Bidders are encouraged to fully examine these instructions and specifications in detail before submitting bids.

1. **General Bid Instructions:** These are general instructions for bidding procedures only for Nutrition Services, Nampa School District No. 131, Nampa, Idaho, and can be superseded by special instructions and addenda.

The school district shall not be responsible for oral interpretations given by a school district employee, representative, or others. The issuance of a written addendum and written responses to bidder-submitted questions are the only official methods whereby interpretations, clarifications, or additional information can be given that would change the terms and conditions of the bid. Such addenda or inquiries & responses will be posted in a publicly accessible section of the district website. It shall be the sole responsibility of all prospective bidders to determine if addenda or question responses were issued, either by consulting the district website or contacting Scott Jacobsen, Budget/Purchasing Supervisor, at (208) 468-4600 ext. 1041. Questions concerning this bid should be directed to Scott Jacobsen, Budget/Purchasing Supervisor by any of the following means:

In writing: 619 S. Canyon Street
Nampa, ID 83686

By phone: 208-468-4600, extension 1041

By email: bids@nsd131.org

All questions regarding this bid must be submitted and received by the District NO LATER than 5:00 pm on the day four business days' prior to the bid opening date. Questions received after this time will not be considered.

2. **Bid Pricing:** Bid prices are to be held firm for twelve (12) months from July 1, 2018 through June 30, 2019.

All bid prices are to be on a delivered basis, to the District site as specified on the purchase order. Bidder will assume all responsibility for the costs of necessary arrangements with freight companies or in replacing materials damaged in transit, to the satisfaction of the District.

All prices, including totals, must include any and all discounts. Prices should be stated in the units as specified in item descriptions. In the case of a discrepancy between the unit price and the extended price, the unit price will be considered correct.

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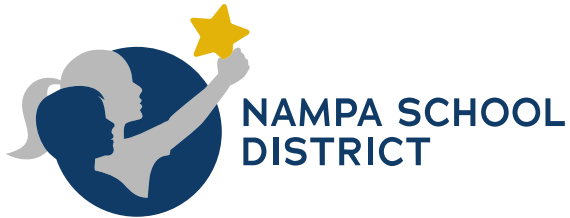
Any requirement by the bidder that certain weights, quantities, or other criteria must be met in order to qualify for bid pricing will result in the disqualification of the bid. Likewise, expiration dates or other constraints in conflict with bid requirements will result in disqualification.

3. **Product Standards:** Where a brand name or particular product is specified, bidder may offer an equivalent alternative. The offered alternate product will be evaluated for equivalency by District nutrition personnel. Such evaluation will be conducted in accordance with generally accepted practices under USDA guidelines, including but not limited to, (a) paper screening, (b) appearance screening, and (c) taste and nutrition screening. Alternate product submissions should include a full description of the alternate (including ingredients, if applicable), a Nutrition Facts label, and enough sample product to allow adequate testing and evaluation. Such sample package must be provided to the Nutrition Services office no fewer than ten (10) business days prior to the bid due date. Submittal of alternative products, and acceptance of offered alternatives for testing shall not be construed by the bidder as approval of the alternative. Bidder will be notified in as timely a fashion as possible of the acceptance or refusal of the offered alternative. Failure to satisfy these requirements shall be sufficient cause for rejection of the offered alternative.
4. **Product Specification Sheets:** Bidders should return with their bid a Product Specification Sheet for each item bid upon. Specification sheets for perishable items must include a shelf life. These submittals should be in electronic format, on a thumb drive or similar storage medium; preferred electronic format is pdf, but bidder may use similar format at its own discretion.
5. **Product Formulation Sheets:** Bidders should return with their bid a Product Formulation Sheet for **Meat/Meat Alternative products** and **Grain products**, detailing the portion size and its creditable amount of the offered item necessary to meet nutrition requirements.
6. **Bid Results, Tabulation, and Award:** Bid tabulations and final award recommendations will be made available to any interested party, depending on the complexity of the bid, following Board action. The Board of Trustees holds regular meetings on the second Tuesday of each month. In accordance with District procedures, all bid recommendations are presented for Board action at the next regularly scheduled meeting following bids evaluation. The complete award recommendation packet will be posted to the District website following such presentation. Bidders are encouraged to review the bid tabulations and recommendations as posted, and invited to contact the District office with related questions.
7. **Bid Quantities:** Quantities listed represent the best estimates of the various products required to support the District's Child Nutrition program. Actual purchase quantities may vary depending on internal changes, including but not limited to USDA commodity availability, student participation, quality refusal, and opportunity purchases. The District reserves the right to purchase more or less than the listed estimates.
8. **Unit Prices:** Unit prices offered may extend up to four (4) decimal places (ex: 0.0000). Extended prices should be rounded to the nearest whole cent.
9. Bidders should complete and return the entire products list, the provided cover page, and the Bidder Certification form included with this packet. Bidders are asked to label the upper right corner of each returned page with their company name. Bids must be submitted in a sealed envelope or other container, marked with

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the bid name as specified on the cover page. A preprinted cutout label is provided at the end of this packet to assist with this requirement.

10. Bid Delivery: Bids may be submitted via any commonly accepted carrier or in person. Bidder shall bear the sole responsibility for delivery of its bid by the set time and at the appointed location. Bidders are encouraged to verify District receipt of their bid.
11. Signatory Authority: All quotations and proposals must be signed in ink by an individual authorized to legally obligate the company or firm.
12. Bidder Certifications: In accordance with applicable laws or rules, winning bidders shall be subject to requirements of those participating in this bid, seeking to conduct business with Nampa School District Nutrition Services, or seeking to provide items paid for from federal funds. Bidder certification shall be required regarding:
 - Debarment & Suspension
 - Byrd Anti-Lobbying Amendment
 - Anti-Collusion
 - National Sex Offender Registry
 - Equal Employment Opportunity

A Bidder Certification Form is included with this specification packet, detailing these requirements. This form must be completed and returned with any submitted bid; failure to complete and return the Bidder Certification Form may constitute grounds for disqualification of an offered bid.

13. Addition of New Products After Award: Subsequent to the award of the contract, new items may be added to purchasing agreements, either at the request of a vendor or the district. Vendors may propose the inclusion of additional, "new" products only if such product is not already included in the same or similar form in the original bid item listing. Items new to a particular vendor but included in same or similar form will not be considered a new product under this clause, and will not be considered for addition to the purchasing agreement. New items proposed by any vendor will be subject to competitive bidding rules and other contract terms applicable to the category in which the new product is classified.

Should District opt to add items to its purchase contracts that were not included in the original bid listing, such items will be subject to competitive bidding rules. The contract terms of the bidding category in which the item would be classified will apply.

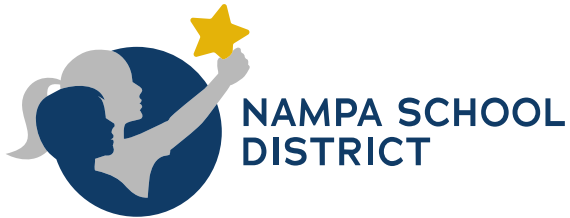
District will screen new products prior to conducting any price solicitation, and reserves the right to accept or reject any new product proposed.

14. Substitutions of Awarded Products: An awarded vendor seeking to substitute a product for that for which the award was originally granted must seek and be granted prior approval of the District for provision of the substituted product. Approved substitution must be provided at or below the bid price of the substituted-for item. Any approval granted shall be effective for no more than two weeks from the date of approval. Vendor

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may request a second two-week substitution, either separately or to run consecutively with the original substitution. Should the original item remain non-fillable at the end of the second approved substitution period, the District shall have the right, at its own option, to:

- a) Re-award the item to the bidder offering the second-lowest price under the original bid, or
- b) Reopen the item to competitive bidding, with the new award effective for the length of the original bid term, or
- c) Purchase the item via open market purchasing,

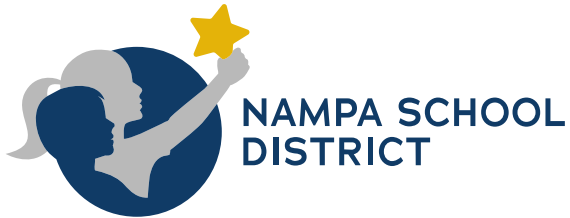
whichever option is deemed to be in the best interest of the District.

15. Award Criteria: Nampa School District Nutrition Services bids are awarded on the basis of price, with the lowest offered price that adheres to specifications as listed or amended being deemed the winning bid. In the event any particular item bid is not considered for award, reason for such exclusion will be included in the bid tabulation/award recommendation.
16. Bid Opening Attendance: All bidders are entitled and invited to attend the bid opening, if so desired.
17. Taxes: Nampa School District is exempt from state and federal sales, use, and excise taxes; no taxes shall be included in any bid price.
18. The Board of Trustees reserves the right to accept or reject any and/or all bids and waive any formality if such action is deemed to be in the best interest of the District.
19. Purchase Order: The award of a bid shall not constitute an order. Before shipments may be made, the vendor must receive a purchase order issued by the District. Shipments shall be made as specified on the order, and conforming to bid specifications and instructions.
20. Public Record: All information and materials submitted in response to this bid request shall become and be considered public record upon the opening of submitted bids, and as such available for examination by interested parties upon the completion of the bid award process.
21. Line Item v. All-or-Nothing Bid Award: Nampa School District Nutrition Services bids are "line item" bids. The District reserves the right to award "all or nothing" bids that are deemed in the best interest of the District.
22. Rebates and purchase reporting: Whereas Nampa School District Nutrition Services intends to pursue rebates available from manufacturers, distributors, and other sources in consideration of purchases supporting the School Nutrition Program, awarded vendors shall be required to report eligible purchases to the rebating agency, as directed by the District.
23. Any bidder may withdraw, amend, or replace its bid at any time prior to the time set for bid opening, in writing or in person. No bid may be withdrawn after the set time of opening.

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24. **Product Deliveries:** For deliveries to be accepted, a purchase order number must be listed on all ship tickets or invoices, a dock appointment made, and a confirmation call made with the delivery site supervisor one week in advance of the delivery
25. **Gratuities:** In the event that any gratuity or “kickback” is offered or tendered to any school district employee or subcontractor as an inducement for award of a bid, request for proposal, subcontract, or order, the bidder’s proposal shall be disqualified and shall not be reinstated.
26. **Indemnification/Hold Harmless:** Bidder agrees to indemnify and hold harmless the District from all third party claims and costs, including attorney’s fees, incurred by the District in defending same to the extent such claims are based on a defect in a product or part thereof, supplies of such a part, or part hereof to conform.
27. **Default:** Should any bidder fail to enter into a contract with the District on the basis of the submitted bid by said bidder, or fail to perform under the supply agreement, bidder acknowledges that it shall be liable to the District for the difference between said bid price and the price actually paid by the District to secure the product from an alternative source. Failure to pay said amount to the District upon demand may result in the nullification of all or part of the supply agreement as well as disqualification from subsequent Nutrition Services bids for not less than one (1) year, after which time the bidder may request reinstatement.
28. **Conflict of Interest:** All bidders must disclose, with their bid, the name of any officer, director, or agent who is also an employee of Nampa School District No. 131. Further, all bidders must disclose the name of any District employee who has, directly or indirectly, an ownership interest in the bidding firm or any of its branches.
29. **Buy American Provision:** The William F. Goodling Child Nutrition Reauthorization Act of 1998 directs school food authorities to purchase domestic commodities and products to the maximum extent practicable. A “domestic commodity or product” is defined as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. For listed bid items to which the Buy American Provision applies but non-domestic product is bid, the bidder should include an explanation supporting the use of non-domestic products.

Where domestic products subject to the Buy American Provision are awarded but the awarded bidder seeks to supply non-domestic product, the vendor must seek preauthorization from Nampa School District Nutrition Services for such items, including an explanation supporting the change of product. The District reserves the right to research all such requests and approve or refuse the application for alternative products, and to seek Provision-compliant supply otherwise. Awarded bidders who fail to perform under the supply agreement as stipulated under Buy American requirements shall be considered in default of the agreement and subject to penalties under default rules as specified herein.

30. **Protests:** Participating bidders may object to a bid award, per the requirements of Title 67, Chapter 28, Idaho code.

A bidder who wishes to object to a bid award must do so within seven (7) calendar days of the posting of the award. This objection should be submitted, in writing, to the District’s coordinating party as listed in the publicly posted bid documents. The objection must set forth the express reason(s) for the objection and why the award

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has been made in error. Upon receipt of a proper objection, the governing party for the bid in question will stay its award decision and any procurement under the award until it has addressed the particular objection(s) submitted.

The governing party shall review its decision and will determine to (1) affirm the award, (2) modify the award, or (3) repeat the bid process, setting aside its award, and will set forth the reasons therefor. After completion of the review process, the District may proceed as it deems in the best interest of the District.

For the purpose of bid objections, the governing party shall be whatever person or group is duly empowered and qualified to make an award, under procurement laws and guidelines set forth by the State of Idaho for political subdivision purchasing and Nampa School District purchasing rules.

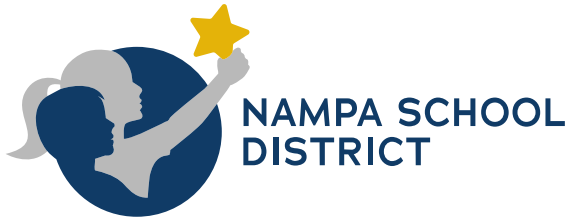
31. **Timing of Deliveries:** Deliveries are to be made to the address(es) specified on the purchase order. It will be the responsibility of the vendor to coordinate delivery time(s) and other arrangements with the site supervisor at each facility.

Prescribed delivery windows are as follows:

Location	Day(s)	Time Range(s)	
Nutrition warehouse	Wednesday	7:00 am - 1:00 pm	
Elementary sites	Monday - Friday	7:00 am - 10:30 am	1:00 pm - 2:30 pm
Secondary sites	Monday - Friday	6:30 am - 10:00 am	1:00 pm - 2:30 pm

Elementary and Secondary deliveries may be made on those days school is open, and other days as arranged by Nutrition Services; alternative days/times may be available with preapproval from Nutrition Services.





Bidder Certification Form

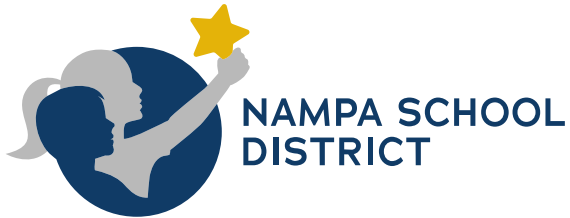
- Debarment and Suspension**—In submitting this bid proposal, we certify our company is not currently debarred, suspended, or otherwise excluded from federal procurement actions by any federal agency. We further understand that that if information contrary to this certification comes available that such information may be grounds for disqualification from bidding, non-award, or nullification of a supply agreement.
- Byrd Anti-Lobbying Amendment**—In submitting this bid proposal, we certify our company will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
- Anti-Collusion**—In submitting this bid proposal, we certify this proposal was developed and prepared without any collusion with any competing bidder or District employee; the content of this bid proposal has not been disclosed to any competing or potentially competing bidder prior to the bid due date and time; and that no action has been taken to persuade any potential bidder to submit or withhold a bid.
- National Sex Offender Registry**--Idaho Code §18-8329 prohibits any person who is registered or required to register under the Idaho Sex Offender Registration Act from being on school property if the person has reason to believe children under the age of 18 are present. In submitting this proposal, we certify that our company will not allow persons subject to this rule to participate in company business that would require them to be present on school property, as stated under the code. We further accept responsibility for cross checking such employees against the National Sex Offender Registry.
- Equal Employment Opportunity**—In submitting this bid proposal, bidder certifies it will, during the term of the contract, adhere to Equal Opportunity rules as prescribed in 41 CFR 60-1.4. Failure to do so may constitute grounds for disqualification from bidding, non-award, or nullification of a supply agreement.

Signed: _____
Printed Name & Title: _____
Company: _____
Date: _____

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USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the UDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AS-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

or

(2) Fax: (202) 690-7442

or

(3) Email: program.intake@usda.gov

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**Nampa School District No. 131
Nutrition Services Department
8076 E. Executive Avenue
Nampa, ID 83686**

Please return this cover sheet with your bid

Bids must be submitted on forms provided by the NSD Nutrition Services office, in a sealed envelope, and clearly marked:

“Nutrition Services Sealed Bid—Bread Products”

Bid due date/time: April 24, 2018, 4:00pm Mountain time
Location: Nampa School District Administrative Office
619 S. Canyon Street
Nampa, ID 83686

Bids received after the time set for bid opening will not be considered

This bid is submitted by:

Firm: _____

Address: _____

Signature of Principal or Agent: _____

Printed Name and Title: _____

Phone: _____

Email: _____

Date: _____

Sealed Bid Label—Cut Out

This label may be cut out along its border and affixed to the sealed envelope/package, to assist the bidder with the proper submission of its sealed bid. Use of this label is not required, it is provided as a convenience to bidders. If the label is not used, bidders should take care to see that the envelope or container is clearly marked with its company name and return address, properly address for delivery as shown, the title of the bid being submitted, and the words “Sealed Bid – Do Not Open” prominently marked on the container.

Should the sealed envelope or other container be enclosed within a shipper’s container, the outside of said shipper’s container should be marked with “Sealed Bid Enclosed” and sent to the address listed on the label.

No responsibility will attach to the school district or any district employee for the pre-opening of, post opening of, or the failure to open a bid not properly addressed and identified.

<p><i>Bidder Name & Address</i></p> <hr/> <hr/> <hr/> <hr/> <p>SEALED BID – DO NOT OPEN Bid: Nutrition Services/Bread Products Opening date/time: April 24, 2018 at 4:00 pm</p> <p>Tammy Wallen, Clerk of the Board Nampa School District 619 S. Canyon Street Nampa, ID 83686</p>
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Nampa School District #131

Document 0118

BREAD PRODUCTS BID 18-19

7/1/2018 thru 6/30/2019

Page 1

Mar 21, 2018

Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Bread 00001044	Bread, 51% WWW Cluster Ham Bun, 8ct	Bread, HAMBURGER BUN. 51% White Whole Wheat. Made of Whole Grain White Whole Wheat Flour. 8ct bag. Distributor's Choice. "Buy American Provision" required. PRODUCT MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, Product Formulation Sheets, Label & Nutritional Facts MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ HOW PACKED _____	Bag 8ct	16000			
Bread 00001244	Bread, 51% WWW Cluster Hoagie Bun, 6ct	Bread, HOAGIE BUN. 51% White Whole Wheat. Made of Whole Grain White Whole Wheat Flour. Total Weight per portion 60 gram. 6ct bag. Distributor's Choice. "Buy American Provision" required. PRODUCT MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, Product Formulation Sheets, Label & Nutritional Facts MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ HOW PACKED _____	Bag - 6ct	500			

Nampa School District #131

Document 0118

BREAD PRODUCTS BID 18-19

7/1/2018 thru 6/30/2019

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Mar 21, 2018

Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Bread 00001045	Bread, 51% WWW English Muffin, 6 ct	Bread, ENGLISH MUFFIN. 51% White Whole Wheat. Made of Whole Grain White Whole Wheat Flour. 6ct bag. Distributor's Choice. "Buy American Provision" required. PRODUCT MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, Product Formulation Sheets, Label & Nutritional Facts MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ HOW PACKED _____	Bag 6ct	2500			
Bread 00001450	Bread, 51% WWW Hoagie Bun, 72ct	Bread, HOAGIE BUN. 51% White Whole Wheat. Made of Whole Grain White Whole Wheat Flour. Total Weight per portion 60 gram. 72 ct Case. Distributor's Choice. "Buy American Provision" required. PRODUCT MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE *or approved equal, Label & Nutritional Facts MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ HOW PACKED _____	Case - 72 ct	1000			

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BREAD PRODUCTS BID 18-19

7/1/2018 thru 6/30/2019

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Mar 21, 2018

Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Bread 00001047	Bread, 51% WWW Hot Dog Bun, 8ct	Bread, HOT DOG BUN. 51% White Whole Wheat. Made of Whole Grain White Whole Wheat Flour. 8ct bag. Distributor's Choice. "Buy American Provision" required. PRODUCT MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, Product Formulation Sheets, Label & Nutritional Facts MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ HOW PACKED _____	Bag - 8ct	4000			
Bread 00001362	Bread, 51% WWW Slider Ham Bun, 24ct	Bread, Slider Hamburger Bun. 51% Whole Wheat. Made of Whole Grain Wheat Flour and enriched unbleached wheat flour. 24/1-oz bun per bag. Distributor's Choice. "Buy American Provision" required. PRODUCT MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, Product Formulation Sheets, Label & Nutritional Facts MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ HOW PACKED _____	Bag 24ct	2500			
Bread 00001406	Bread, Stick WG 1oz, Bake Crafters Bake Crafters #5011	Bread Stick, 1oz, Whole Grain Brown & Serve. Bake Crafters *or approved equal. 240/1oz/case. Each is 1G serving. Sample, Product Formulation Sheets, Label, Product Formulation Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening. "Buy American Provision" required. BRAND _____ MFG# _____ QTY PACKED _____	Case 240ct	1000			

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BREAD PRODUCTS BID 18-19

7/1/2018 thru 6/30/2019

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Mar 21, 2018

Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Bread 00001573	Bread, Stick WG 1oz, Good Source Good Source	Bread Stick, 1oz, Whole Grain Brown & Serve. Good Source *or approved equal. 230/1oz/case. Each is 1G serving. Sample, Product Formulation Sheets, Label, Product Formulation Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening. "Buy American Provision" required. BRAND _____ MFG# _____ HOW PACKED _____	Case 230ct	1000			