

NAMPA SCHOOL DISTRICT NO. 131
INVITATION TO BID ON NUTRITION SERVICES PRODUCTS

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Board of Trustees of the Nampa School District No. 131, Idaho for **Bread Products, Milk & Dairy Products, and Paper Products & Cleaning Supplies** for the School Nutrition Program for the term starting July 1, 2016 and ending June 30, 2017. Sealed bids will also be received for **Food Products** for the term starting July 1, 2016 and ending December 31, 2016.

All bid respondents must be approved vendors with USDA and must not have been debarred or suspended from being paid by federal grants.

Bid documents and detailed specifications for all sections are available on the Nampa School District website found at <http://www4.nsd131.org/District> or may be acquired by contacting the district office. Inquiries related to the bid should be directed to Scott Jacobsen, Budget/Purchasing Supervisor, via email to bids@nsd131.org or by postal/personal delivery to 619 S. Canyon Street, Nampa, Idaho 83686, between the hours of 8:00 am and 3:30 pm.

Bids must be submitted at or before **1:00 pm Mountain time, Tuesday, May 24, 2016** to the Clerk of the Board, District Office, 619 S. Canyon Street, Nampa, ID 83686. Bids received after this time and date will not be considered. At the stated time and place, the bids will be publicly opened.

The Board of Trustees reserves the right to accept or reject any or all bids and to waive any technicality. No bidder may withdraw its bid after the opening of such bids unless the awarding of the bid is delayed for a period exceeding thirty days.

Clerk, Board of Trustees
School District No. 131
619 S. Canyon Street
Nampa, ID 83686

To publish April 18 and May 2, 2016.

Nampa School District Nutrition Services
8076 E. Executive Avenue
Nampa, Idaho 83687

Please return this cover sheet with your bid

Bids must be submitted on forms provided by the NSD Nutrition Services Office, in sealed envelopes. The face of the envelope should be marked:

“BIDS FOR DISTRICT NUTRITION SERVICES—BREAD PRODUCTS”

Bid due date: May 24, 2016, 1:00 pm Mountain Time
Location: Nampa School District Administrative Office
619 S. Canyon Street
Nampa, ID 83686

*****Bids received after the due date and time will not be considered*****

This bid is submitted by:

Firm: _____

Address: _____

Phone: _____

Email: _____

Prepared by: _____
(signature)

Printed Name: _____

Title: _____ Date: _____

Date: April 18, 2016

FROM: Sheila Keim, Director Nutrition Services Department

TO: Distributors and Suppliers of **Bread Products**

SUBJECT: Instruction to Bidders

TERMS AND CONDITIONS:

1. You are hereby invited to submit a bid for **Bread Products** for the Nampa School District No. 131 for the 2016–2017 school year.
2. Sealed bid must be received by Nampa School District at or before **1:00 pm, Tuesday, May 24, 2016** in the office of the Clerk, 619 South Canyon Street, Nampa, Idaho 83686. Any bids received after this time and date will be returned unopened to the sender. The bids will be publicly opened at the stated date and time in the Nampa School District No. 131 Office, 619 South Canyon Street, Nampa, Idaho.
3. All bids or proposals must be made on the forms supplied and filled in completely. The bid must be appropriately signed in ink.
4. Any bidder may withdraw their bid at any time before the bid opening by either written request or in person. **No bid may be withdrawn after the time of opening.** The school district may require a performance bond of the successful bidder if such is deemed to be in the best interest of said school district.
5. Bid prices are to be held for one (1) year from **July 1, 2016 through June 30, 2017.**
6. **Line Item vs. All or Nothing Bid Award:** Nampa School District, Nutrition Services Department bids are “line item” bids. The Nampa School District reserves the right to award “all or nothing” bids that are deemed to be in the best interest of the school district.
7. The Board of Trustees reserves the right to accept or reject any and/or all bids and waive any formality that is deemed to be in the best interest of the school district.
8. Bids are to be based on a delivered price to the building listed on the purchase order. Bidder will assume all responsibility in making necessary adjustments with freight companies or in replacing any materials damaged in transit, to the satisfaction of purchaser.
9. Bids will be tabulated and the purchasing agent will make recommendations for award of contract to the Board of Trustees. Bids submitted may be reviewed after the Board of Trustees has approved awards.

10. Prices quoted should not include excise or other exempt taxes.
11. If quantity or quality of bid differs from quantity or quality specified, bidder must identify such difference in bid and indicate equivalent quantity needed per bidder's package size. Where specific information is given, only that product will be considered. Where non-specific information is given, the bidder must provide a Sample, a Label, Nutritional Facts and a Full Description of the product, including a List of Ingredients, to the Nutrition Services Office **before** bid opening. This may be provided in a pre-bid conference. Failure to satisfy this request shall be sufficient cause for rejecting the bid of the item.
12. The quantities shown in this bid request represent best estimates of the various food products required to support the District's Child Nutrition Program. The quantities to be purchased may vary depending upon internal changes, including but not limited to USDA commodity availability, student participation, and opportunity purchases.
13. Nampa School District No. 131 does not assume or accept responsibility to purchase the total quantities listed. The District reserves the right to purchase "**more or less**" for the specified deliveries.
14. **Addition of New Products After Contract 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.

DELIVERIES (Timing):

All **Bread Products** are to be delivered to each school site. Delivery may be made

Monday through Friday:

Secondary Sites
6:30am – 10:00am
1:00pm – 2:30pm

Elementary Sites
7:00am – 10:30am
1:00pm – 2:30pm

It will be the responsibility of the successful bidder to coordinate the delivery time with the site kitchen supervisor of each facility. The bidder further agrees to replace all items that are received in a damaged condition.

INSTRUCTIONS FOR PROPER USE OF BID FORMS:

1. Please type or print the firm name in the upper right hand corner of **every bid page** that is submitted. All bidders shall quote unit cost, brand name and pack size of each item. Please return two (2) copies to the school district. Please include any pertinent information on each item. Every bidder will cooperate with this request in order to qualify their bid for consideration.
2. A duly authorized person of the firm submitting the bid must sign the bid. The bidder must initial any corrections or erasures.
3. Any questions regarding bid items or bid process should be submitted via email to bids@nsd131.org. Alternatively, inquiries may be submitted in person or by mail to the District Office at 619 S. Canyon Street, Nampa, Idaho 83686. Inquiries and responses will be posted to the Nampa School District website.

Revised 4/12/2016 sfj

Nampa School District #131

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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, Label & Nutritional Facts MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ HOW PACKED _____	Bag 8ct	18000			
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, Label & Nutritional Facts MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ HOW PACKED _____	Bag - 6ct	3000			
Bread 00001045	Bread, 51% WWW English Muffin, 6 ct	Bread, ENGLISH MUFFIN. 51% White Whole Wheat. Made of Whole Grain White Whole Wheat Flour. 6-12ct bag. Distributor's Choice. "Buy American Provision" required. PRODUCT MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, Label & Nutritional Facts MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ HOW PACKED _____	Bag 6ct	1200			

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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, Label & Nutritional Facts MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ HOW PACKED _____	Bag - 8ct	5000			