

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—MILK AND DAIRY 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 **Milk and Dairy Products**

SUBJECT: Instruction to Bidders

TERMS AND CONDITIONS:

1. You are hereby invited to submit a bid for **Milk and Dairy 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 Mountain Time, 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.

SPECIAL TERMS AND CONDITIONS:

15. We are requesting price quotes on milk items for the 2016-2017 school year:

- 8100 ea. ½ pint FF chocolate milk
- 1200 ea. ½ pint FF strawberry milk
- 1300 ea. ½ pint 1% white milk
- 250 ea. ½ pint skim milk

OR, if FF flavored milk is not available:

11,000 ea. ½ pint 1% white milk
250 ea. ½ pint skim milk

To be delivered **daily**, and bottled under State and County Health regulations, fortified Vitamin D and so marked on the container. The vendor will be responsible for net revenues lost due to the inability to serve or sell milk that does not meet Idaho Environmental Health weights and measures specifications for quality, wholesomeness, weight or measure which results in meals that are non-reimbursable and cannot be claimed for Federal reimbursement or sold as ala carte. As an option the vendor may replace the defective milk with milk that meets the State standards before meal service begins so revenues are not lost to the Child Nutrition Program.

16. Due to fluctuations in raw milk cost; “All prices shall be firm for 30 days, after which prices for milk can increase or decrease in accord with changes in Class 1 raw milk prices based on monthly Federal Milk Order Announcements for the applicable geographical zone. In accordance with the USDA Federal Milk Order, Nampa School District is located within the Pacific Northwest #124 geographical zone. Prices for milk delivered can be increased or decreased at the rate of \$0.001 per half pint for each full \$0.20 increase/decrease in raw milk per hundredweight.” This is based on the Federal Milk Order for April 2016. **(Please include the April 2016 FMO with Bid Packet)** This report is available at:

<http://www.ams.usda.gov/AMSV1.0/ams.fetchTemplateData.do?startIndex=1&template=TemplateV&page=IndividualMilkOrderPricesYeartoDate>

Raw milk cost is the net cost paid by a vendor for raw milk purchased from a raw milk co-op or producer. This cost consists of the Federal Milk Order minimum raw milk price for the relevant period, plus premiums and assessments charged by the co-op or producers and regulatory agencies. It also reflects the effect of the butterfat differential announced by the USDA. Within twelve (12) days after the date vendor receives notice from the supplier(s) of any such change in cost giving rise to a price adjustment, the vendor will notify the school’s representative of such change and the anticipated adjustment to be made in the prices for the dairy products. Any such change in the price of the dairy product shall take effect on the first day of the succeeding month.

Fluctuations in raw milk cost only affect fluid milk pricing in this bid document. All other Milk and Dairy product pricing is firm for one (1) year. The awarded bidder may adjust (increase or decrease) a succeeding month’s invoice in the cost for raw milk by providing approved documentation of the change to the District.

DELIVERIES (Timing):

All **Milk & Dairy Products** are to be delivered to each school site. Delivery may be made

Monday through Friday:

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

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.

Nampa School District #131

Document 0098
MILK & DAIRY BID 16-17
7/1/2016 thru 6/30/2017

Page 1

Apr 15, 2016

Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Dairy 00013364	Cheese, American, Sliced, PUR Land 'O Lakes/Schrieber/Bongard	Cheese, American, Pasteurized, Processed, Yellow, Sliced. LAND 'O LAKES/SCHRIEBER or BONGARD brand. Pasteurized process American Cheese. A blend of fresh and aged natural cheese (such as cheddar, colby, etc.) that has been melted, pasteurized, and mixed with an emulsifier according to FDA's Standard of Identity. 40 ribbon, .5 oz/slice, 160 slice/loaf, Case 4/5#. CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening. "Buy American Provision" required. *USDA Item. BRAND _____ MFG# _____ HOW PACKED _____	Case 4/5#	100			
Dairy 76222235	Cheese, Stick, Colby Jack, PUR, 168ct	Colby Jack Cheese Stick, 1oz. Reduced Fat Colby Jack Cheese Sticks. Distributor's Choice. Cultured Pasteurized Reduced Fat Milk. 168/1oz/case. 10.5# case. "Buy American Provision" required. CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening. *USDA Item. BRAND _____ MFG# _____ HOW PACKED _____	Case 168ct	50			

Nampa School District #131

Document 0098

MILK & DAIRY BID 16-17

7/1/2016 thru 6/30/2017

Page 2

Apr 15, 2016

Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Dairy 00000537	Cheese, Stick, String, Mozz 1oz, PUR	Cheese, String, Mozzarella. Distributor's Choice. 1 oz single serve. Pasteurized part-skim milk, cheese culture, salt, enzymes. Low-moisture. "Buy American Provision" required. CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening. *USDA Item. BRAND _____ MFG# _____ HOW PACKED _____	Case 168ct	50			
Dairy 00000896	Cheese, String Mozz 1oz, PUR, Site Delivery	Cheese, String, Mozzarella. Distributor's Choice. 1 oz single serve. Pasteurized part-skim milk, cheese culture, salt, enzymes. Low-moisture. MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. "Buy American Provision" required. CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening. *USDA Item. BRAND _____ MFG# _____ HOW PACKED _____	Case 168ct	50			
Dairy 76221840	Dairy - Cheese, Cheddar, Shredded, Site Delivery	Cheese, Cheddar, Mild, Shredded (Feather or Fancy), 5# Bag. Cultured pasteurized milk. Distributor's Choice. MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ SHRED _____	Bag 5#	700			

Nampa School District #131

Document 0098
MILK & DAIRY BID 16-17
7/1/2016 thru 6/30/2017

Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Dairy 76221880	Dairy - Cheese, Mozz, Shredded, Site Delivery	Cheese, Mozzarella Shred (Feather or Fancy), 5# Bag. Lm/Ps 2%. Pasteurized part skim milk. Distributor's Choice. MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ SHRED	Bag 5#	700			
Dairy 00000413	Dairy - Cheese, Swiss, Sliced, Schrieber, Site Del Schrieber #10738	Cheese, Swiss, Pasteurized, Processed, White, Sliced. Pasteurized process Swiss cheese. 40 ribbon, .5 oz/slice, 160 slice/loaf, Case 4/5#. Schrieber Item #10738. MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening.	Case 4/5#	100			
Dairy 76221820	Dairy - Eggs, WHOLE, Large - Dozen, Site Delivery	Eggs, WHOLE - LARGE. Distributor's Choice. Grade A. MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. Label & Nutritional Facts MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ HOW PACKED?	Dozen	50			
Dairy 76221889	Dairy - Milk - Gal WHITE 112 - 1%	Milk, WHITE - 1% - GALLON. Distributor's Choice. Grade A, pasteurized, homogenized, low fat milk. 1% milk fat, Vitamin A palmitate and Vitamin D. MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, CN Label or signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening.	Gallon	30			

Nampa School District #131

Document 0098

MILK & DAIRY BID 16-17

7/1/2016 thru 6/30/2017

Page 4

Apr 15, 2016

Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Dairy 00000300	Dairy - Milk - HP CHOC - 540 SKIM/FF - PP	Milk, SKIM/FAT FREE - CHOCOLATE - HALF PINT PAPER CARTON. Distributor's Choice. Grade A pasteurized, homogenized fat free milk, Vitamin A palmitate and Vitamin D. MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening.	Half Pint	1135000			
Dairy 76222127	Dairy - Milk - HP SKIM 530 - PP	Milk, SKIM/FAT FREE - WHITE - HALF PINT PAPER CARTON. Distributor's Choice. Grade A pasteurized, homogenized fat free milk, Vitamin A palmitate and Vitamin D. MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening.	Half Pint	1500			
Dairy 00000301	Dairy - Milk - HP STRAW - 525 SKIM/FF - PP	Milk, SKIM/FAT FREE - STRAWBERRY - HALF PINT PAPER CARTON. Distributor's Choice. Grade A pasteurized, homogenized fat free milk, Vitamin A palmitate and Vitamin D. MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening.	Half Pint	150000			

Nampa School District #131

Document 0098

MILK & DAIRY BID 16-17

7/1/2016 thru 6/30/2017

Page 5

Apr 15, 2016

Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Dairy 76222129	Dairy - Milk - HP WHITE 520- 1% - PP	Milk, WHITE - 1% - HALF PINT PAPER CARTON. Distributor's Choice. Grade A pasteurized and homogenized, low fat milk. 1% milk fat, Vitamin A palmitate and Vitamin D. MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening.	Half Pint	174600			
Dairy 76222130	Dairy - Milk - HP WHOLE 500 - PP	Milk, WHOLE - HALF PINT PAPER CARTON. Distributor's Choice. Grade A, pasteurized, homogenized whole milk. Vitamin D. MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. SAMPLE, CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening.	Half Pint	1500			
Dairy 00001198	Dairy, Yogurt, STRAW, LF, 32 oz	Yogurt, STRAWBERRY - LOW FAT - 32 oz. container. Distributor's Choice. Made from cultured pasteurized lowfat cow's milk. It contains a low amount of lactose and has a thick, creamy texture. CN crediting: 4-oz portion yogurt provides 1-oz equivalent meat alternate. MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening.	Tub 32 oz	7500			

Nampa School District #131

Document 0098
MILK & DAIRY BID 16-17
7/1/2016 thru 6/30/2017

Page 6

Apr 15, 2016

Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Dairy 00001199	Dairy, Yogurt, VANILLA, LF, 32oz	Yogurt, VANILLA - LOW FAT - 32 oz. container. Distributor's Choice. Made from cultured pasteurized lowfat cow's milk. It contains a low amount of lactose and has a thick, creamy texture. CN crediting: 4-oz portion yogurt provides 1-oz equivalent meat alternate. MUST BE DELIVERED TO INDIVIDUAL SCHOOL SITES. CN Label or Signed MFG Spec Sheet & Nutritional Facts MUST be provided BEFORE Bid Opening.	Tub 32 oz	7500			