



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 **Food Products** and **Produce** for the School Nutrition Program for the term starting January 1, 2018 and ending June 30, 2018. The District is also seeking bids for **Paper & Cleaning Products** items to be awarded as additions to existing purchase agreements or awarded as separate, new agreements for the same term stated above.

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 on or before **1:00 pm Mountain time, Tuesday, November 21, 2017** 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.

Nampa School District is an Equal Opportunity Employer, and welcomes bid participation by local, family-, women-, and minority-owned businesses.

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 October 24 and 31, 2017.

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**NAMPA SCHOOL
DISTRICT**

**Nampa School District No. 131
Nutrition Services
Instructions to Bidders
Distribution to Nampa School District No. 131 for Paper & Cleaning 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 January 1, 2018 through June 30, 2018.

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.

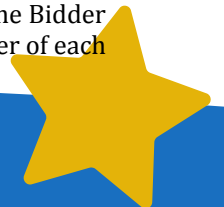
3. As prescribed in Section 11 of the Paper & Cleaning Products bid awarded May 9, 2017, the District is seeking to add items for potential purchase for the 2017-18 school year. For holders of current supply agreements for Paper & Cleaning Products, winning item bids will be added to those agreements in effect and be subject to the same terms as prescribed under the original bid and bid award. For those winning item bids by vendors that do not currently hold a supply agreement, a new agreement will be issued that will be effective January 1, 2018 and lasting through June 30, 2018.

This mid-term bid is open to all interested bidders and should not be construed as to exclude interested bidders that do not have an existing agreement.

4. **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.
5. **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.
6. **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.
7. **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.
8. 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

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returned page with their company name. Bids must be submitted in a sealed envelope or other container, marked with 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.

9. 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.
10. Signatory Authority: All quotations and proposals must be signed in ink by an officer or employee having the authority to bind the company or firm.
11. 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 shall constitute grounds for disqualification of an offered bid.

12. 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.

13. 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.

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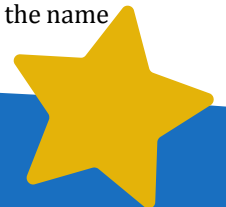


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14. Bid Opening Attendance: All bidders are entitled and invited to attend the bid opening, if so desired.
15. Taxes: Nampa School District is exempt from state and federal sales, use, and excise taxes; no taxes shall be included in any bid price.
16. 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.
17. 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.
18. 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.
19. 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.
20. Any bidder may withdraw or replace their 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.
21. 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 warehouse supervisor one week in advance of the delivery
22. 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.
23. 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.
24. 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.
25. 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

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of any District employee who has, directly or indirectly, an ownership interest in the bidding firm or any of its branches.

26. To most efficiently utilize financial resources, the Nampa School District Nutrition Services office seeks to participate in rebate programs where and when available. Winning bidders are expected to support those efforts and shall provide necessary purchasing reports to the District or to the rebating organization as requested by the District. As the availability of rebates and potential values thereof to the District is not precisely discernable, no adjustment will be made to submitted bid pricing based on any rebate program. Vendor performance under this requirement may be factored into future bid and proposal requests.
27. 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.

28. 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 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.

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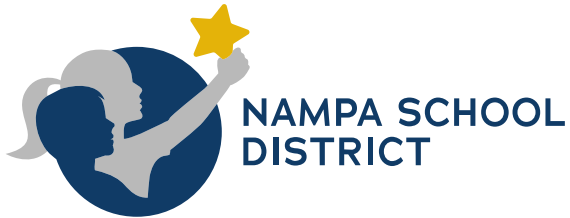
29. Timing of Deliveries: Deliveries are to be made to the address(es) specified on the purchase order. It will be the responsibility of the vendor to coordinate delivery time(s) and other arrangements with the site supervisor at each facility.

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.





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

This institution is an equal opportunity provider.

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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—Paper & Cleaning Products”

Bid due date/time: November 21, 2017, 1:00pm 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/Paper & Cleaning Products Opening date/time: November 21, 2017 at 1:00 pm</p> <p>Tammy Wallen, Clerk of the Board Nampa School District 619 S. Canyon Street Nampa, ID 83686</p>
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Document 0113

PAPER PRODUCTS BID - JAN-JUN 18

1/1/2018 thru 6/30/2018

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Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Paper 00001488	Basket Liner, Paper Liner, 11"x10.5"	Basket Liner, Food grade paper, size approx. 11"x10.5", grease resistant, white OR checked pattern. Packed 12/Boes 500ct. case. Distributor's Choice. SAMPLE MUST be provided BEFORE Bid Opening. "Buy American Provision" required. BRAND _____ MFG# _____ HOW PACKED	Case 12/Box 500ct	5			
Paper 00001405	Bowl w/Lid, 12 oz, Fiber Food Container, Huhtamaki Huhtamaki #71232	Bowl w/Lid , Paperboard Food Container 12 oz. with Plastic Lid, hot or cold. 250ct/case. HUHTAMAKI Brand Item #71232. "Buy American Provision" required. OR approved equal, SAMPLE MUST be provided before bid opening. BRAND _____ MFG _____ HOW PACKED	Case 250ct	10			
Paper 00001404	Bowl w/Lid, 8 oz, Fiber Food Container, Huhtamaki Huhtamaki #71203	Bowl w/Lid , Paperboard Food Container 8/10 oz. with Plastic Lid, hot or cold. 250ct/case. HUHTAMAKI Brand Item #71203. "Buy American Provision" required. OR approved equal, SAMPLE MUST be provided before bid opening. BRAND _____ MFG _____ HOW PACKED	Case 250ct	10			
Paper 00001486	Bowl, 12oz, PTN, Fiber Food Container, Huhtamaki Huhtamaki #70312	Bowl, Paperboard Food Container 12 oz. Color: PATTERN packed 1000ct/case. HUHTAMAKI Brand Item #70312. "Buy American Provision" required. OR approved equal, SAMPLE MUST be provided before bid opening. BRAND _____ MFG _____ HOW PACKED	Case 1000ct	250			

Nampa School District #131

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PAPER PRODUCTS BID - JAN-JUN 18
1/1/2018 thru 6/30/2018

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Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Paper 00001487	Bowl, 12oz, WHT, Fiber Food Container, Huhtamaki Huhtamaki #71226	Bowl, Paperboard Food Container 12 oz. Color: WHITE, packed 1000ct case. HUHTAMAKI Brand Item #71226. "Buy American Provision" required. OR approved equal, SAMPLE MUST be provided before bid opening. BRAND _____ MFG _____ HOW PACKED _____	Case 1000ct	250			
Paper 00001485	Bowl, 8/10 oz, PTN Fiber Food Container, Huhtamaki Huhtamaki #70310	Bowl, Paperboard Food Container 8/10 oz. Color PATTERN, packed 1000ct/case. HUHTAMAKI Brand Item #70310. "Buy American Provision" required. OR approved equal, SAMPLE MUST be provided before bid opening. BRAND _____ MFG _____ HOW PACKED _____	Case 1000ct	350			
Paper 00001484	Bowl, 8/10 oz, WHT Fiber Food Container, Huhtamaki Huhtamaki #71037	Bowl, Paperboard Food Container 8/10 oz. Color WHITE packed 1000ct/case. HUHTAMAKI Brand Item #71037. "Buy American Provision" required. OR approved equal, SAMPLE MUST be provided before bid opening. BRAND _____ MFG _____ HOW PACKED _____	Case 1000ct	350			
Paper 00000328	Cup, Portion - 4 oz, TRANSLUCENT Solo #P400	Cup, Portion Plastic - 4 oz. TRANSLUCENT portion (souffle) cup. 10/250ct/cs. 2500ct/cs. Solo Item #P400. "Buy American Provision" required. OR approved equal, SAMPLE MUST be provided before bid opening. BRAND _____ MFG _____ HOW PACKED _____	Case 10/250ct	150			

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PAPER PRODUCTS BID - JAN-JUN 18

1/1/2018 thru 6/30/2018

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Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Paper 0000245	Cup, Portion - LID - 4 oz - CLEAR Solo #PL4	Cup, Portion - LID Plastic, Flat, to fit 4 oz. CLEAR portion (souffle) cup. 25/100ct/cs. 2500ct/cs. Solo Item #PL4. "Buy American Provision" required. OR approved equal, SAMPLE MUST be provided before bid opening. BRAND _____ MFG _____ HOW PACKED _____	Case 25/100ct	75			
Paper 00001490	Plate, Paperboard -10 1/4" - 3 Compartment	Plate, Paperboard - 10 1/4" - 3 Compartment. Round or Oval shaped. Distributor's Choice. Durable and secure enough for hot and cold foods. 250-500 pack case. "Buy American Provision" required. Sample MUST be provided BEFORE Bid Opening. BRAND _____ MFG# _____ HOW PACKED _____	Case 250 ct	250			