

INVITATION FOR BIDS
BREAD PRODUCTS & DELIVERY
SCOTT COUNTY PUBLIC SCHOOLS

- A. The Scott County School Board is seeking bids for “**Bread Bid**” and delivery services for all schools in our District deliverable to all schools: See attachment (A) for description and locations. This delivery will begin with the Academic Year 2022-2023 and the contract will continue for three consecutive years with an option to renew the fourth year.
- B. The Scott County School Board reserves the right to accept or reject any and all proposals in whole or in part and waive any informality in the competitive negotiation process. Further, the School Board reserves the right to enter in to any contract deemed to be in the best interest of the School division.

The Scott County Board School Board requests price quotes on specific items (As Attached). The items are to be purchased and used in the School Food service. The objective is to select suppliers providing for open and free competition, comparability, and documentation of all purchases. All food must be processed and packaged under the best possible sanitary conditions in accordance with local, State of Virginia and federal Pure Food Laws and Health regulations.

AUTHORITY:

This solicitation is subject to the provision of the Commonwealth of Virginia, Virginia Public Procurement Act, and the Scott County Procurement Policies.

Scott County School Division will be accepting bids effective period of July 20th, 2022 through July 27th, 2022. Please submit bids at Scott County School District's office at 340 E. Jackson St., Gate City, VA 24251, by email in a separate attachment to Jennifer.frazier@scottschools.com you may drop off to the above location, or also mail to the 340 E. Jackson St. Gate City, VA 24251 address. No faxed bids please. Each bid delivered or mailed must be enclosed in a sealed envelope marked: Bread Bid and delivered to the Food Service Director, Scott County School Board, 340 E. Jackson Street, Gate City, VA 24251 on or before 12:00 p.m. on Wednesday July 27, 2022. Bids will be reviewed and awarded by Friday, July 29, 2022. All inquiries should be directed to: Jennifer Frazier-Food Service Director, (276) 386-6118.

Any questions regarding the proposal can be directed to Jennifer Frazier, Director of School Nutrition, 340 E. Jackson St., Gate City, VA 24251 - (276) 386-6118 or at Jennifer.frazier@scottschools.com

LATE BIDS & MODIFICATION OF BIDS

Any bid or modification received at the office designated in the solicitation after the exact time specified for receipt of the bid or modification is considered late. The Scott County School Board will not be responsible for any expenses incurred by a firm in preparing and submitting a proposal, or in engaging in oral presentation, discussions, or negotiations with the Board or its representatives. Proposals must be in a single bound document. Offerors shall submit one (1) signed original and three (3) copies of their proposal.

ETHICS IN PUBLIC CONTRACTING:

The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the Code of Virginia, as amended, shall be all contracts solicited or entered into by the Scott County School Board. By submitting their bids/proposals, all bidders certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with their bid/ proposal, and they have not conferred with any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, service or anything more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

ANTI-DISCRIMINATION:

By submitting their bids, bidders certify the Scott County School Board certifies they will conform to the provision of the Federal Civil Rights Act of 1965, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, The Virginia Disabilities Act, and The American Disabilities Act.

The Scott County School Board does not discriminate against faith-based organizations.

Price quotes must include all charges: shipping, handling, freight, etc. One bid will be accepted for the entire Scott County School District.

** Do not include Federal or State applicable taxes in the bids. If a tax exemption certificate is required, please so state on the bid and the appropriate certificate will be furnished at the time of the award of the bid.

CONTRACT RENEWAL:

The initial term of this contract shall be for twelve months commencing on August 1, 2022 and ending on July 31, 2023. Scott County School Board reserves the right to extend the Bread contract on a year to year basis for four additional (2022-2027); unless terminated due to available by the vendor or by Scott County School Board.

Vendors will be selected on the basis and comparison of:

1. Price
2. Quality of product

3. Student acceptance
4. Service-vendors dependability and ability to deliver items ordered
5. Vendor's ability to meet specifications and bid conditions
6. Serviceability of term
7. Past performance of vendor

Scott County School Board reserves the right to reject any and all bids. The successful bidder must have capability to furnish support items upon submission of the bid:

1. Access to computerized printout usage report
2. Access to direct order entry
3. Access to computerized bid file
4. Provide individual schools with order guides
5. Computerized invoices and statements

VENDOR PERFORMANCE:

If a product is not as specified, the following termination procedures and the basis for any settlement for all procurement over \$10,000. Will take place:

1. All Goods and supplies are subject to inspections and rejection upon receipt by the manager or his/her designee or the supervisory' personnel. Rejected items because of damage or not meeting specifications shall be returned at the vendor's expense.
2. The vendor shall correct the deficiency within five days or before the critical date beyond which the need is there. If the vendor cannot correct the deficiency by the critical date, the Board shall have the right to fill the needs through another source. On all such purchases, the vendor agrees to reimburse schools for excess cost caused by such a purchase.

PENALTIES AS FOLLOWS FOR NON-COMPLIANCE OF CONTRACT:

1. Cost adjustment
2. Termination of contract
3. Suspension from future bidding (must include timeframe)
4. Legal action and civil penalties
5. Criminal action

INVOICES AND STATEMENTS:

All monthly statements are to be issued to include and end with the cut-off date which will be the last day of the month which is the date through which the billing should be made. Statements are to be sent to the Scott County School Board, 340 E. Jackson Street, Gate City, VA 24251.

All invoices for the purchases of items must accompany each delivery and include the school name, date number of units, unit description, (brand/trade name, size or weight) unite price, total price, and total invoice price. Two (2) copies of the invoice must remain with the manager. The manager or her designee must sign the invoice at the time of delivery. Unsigned invoices will not be paid.

Credit for all bread that is picked up is to be on a separate invoice.

Scott County Public Schools pays from invoices and the statements are only for reference. Invoices are paid monthly to the vendor when the contract has been met and verified.

REGULATION COMPLIANCE:

All contracts awarded in excess of \$10,000.00 b grantees and their contractors or sub-grantees shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and supplemented in Department of Labor regulations (41 CFP), part 60. All contracts over \$100,000.00 will require compliance with the Clean Air Act issued under section 306 Executive Order 11738.

Bidders must comply with mandatory standards and policies related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165). Positive efforts Will be made to involve minority and small businesses.

Each carrier shall furnish a Certificate of Insurance issued by an insurance company showing that the Scott County School Board will be protected from loss or damage to property of third persons or to the carrier's own property, loss of damage to the Board of Education commodities and injury or death to third persons or the carrier's employees. Carrier will assume full common liability of all shipment.

DELIVERY:

1. When feasible, bread/bakery products are to be delivered within twenty-four hours of baking or delivered from the nearest production run and should be color-coded by preparation date or have sale through date clearly marked. If used, a color code chart shall be provided by the successful bidder to each individual school prior to the first delivery. Delivery times will not begin before 6:00 A.M.
2. Deliveries must be made to each school twice weekly with items to be worked out to the satisfaction of each school.
3. In an emergency, additional bread is to be supplied within two hours of the telephone call requesting such.
4. It is understood that deliveries terminate during regular school vacation periods, as shown by a school calendar. (to be furnished by the school district.) Credit will be issued for any bread picked up prior to a vacation period.
5. The successful bidder agrees to be responsible for damaged packaging and to pick up and replace any products that are damaged, stale, or out of date, at no charge.
6. Credit for pick-ups is to be noted on a separate invoice.

7. Bread/bakery products must be delivered inside the cafeteria. The cafeteria manager, or designee, must sign the invoice at the time of delivery. Two (2) copies of the invoice must remain with the manager. Unsigned invoices will not be paid.
8. Bread/bakery products are to be delivered in quantities requested and in time for meal service.
9. The cafeteria manager in each school shall be responsible for checking the the conditions within this contract are met. The successful bidder shall provide the school district with the name and telephone number of a company contact person, along with a delivery schedule that includes the delivery person's name and telephone number.
10. In the event of failure of the contractor to make deliveries of the bread/bakery products in such quantities as required in accordance with specifications set forth, the Scott County School Board reserves the right to purchase bread in the open market.
11. The successful bidder shall provide the school district with the name and telephone number of a company contact person along with a delivery schedule that includes the delivery person's name and telephone number.

CONDITIONS:

1. Standards and specifications apply to all bread product delivered to all Scott County Public Schools:
 - i To meet USDA minimum grain/bread serving size, 1 slice of bread or ½ of a bun must weigh 25 grams or .9 oz.
2. All bread products are to be fully enriched in accordance with the standards of the Federal Food, Drug, and Cosmetic Act and so labeled and must be processed and packaged under the best possible sanitary conditions in accordance with local, state and federal pure food laws and health regulations. The successful vendor shall provide product information sheets or nutrition facts information for each bread item bid.
 - i Forms: round top, tradition loaf. Flat top, Pullman or sandwich load. Sliced loaf, slices approximately ½ inch thick. Thick sliced (Texas toast) slices approximately 1 inch thick, hamburger buns should be no less than 4 inches in diameter and without seeds.
 - ii Waiting on specs.
3. Bread should be packaged in moisture proof wrapper or bag with production date or code with sale through date clearly marked.
4. Bid prices shall firm, fixed price for the stated contract period.
5. The vendor shall retain all books, records, paper, and other documents relative to this agreement for three (3) years after final payment or until any other pending matters are closed. Scott County School's Food Service Director, the State Agency, the United States Department of Agriculture, or Comptroller General and their authorized representatives shall have full access to, and the right to examine any of said material during said periods which are directly pertinent to this specific contract for the purpose of audits, examinations, excerpts, and / or transcripts.

6. Contractors shall be required to submit product utilization reports to the Scott County Schools Food Service Director at the end of the contract period. These reports shall be submitted for total quantities delivered per item in terms of bid units.
7. The successful vendor shall provide adequate bread storage racks at each cafeteria site. Racks shall be in sufficient condition to pass environment health inspections and must be kept in safe working condition and free of additional charge.
8. The school district reserves the right to terminate any bid if the bidder fails, neglects or refuses to comply with the terms of the bid.

SCOTT COUNTY PUBLIC SCHOOLS
W/Cafeteria's 2022-2023- Attachment: A

DUFFIELD PRIMARY SCHOOL

663 Duff Patt Hwy Duffield, VA 24244
Phone: 276-431-2244 Fax: 276-431-2131

DUNGANNON INTERMEDIATE SCHOOL

113 Fifth Avenue Dungannon, VA 24245
Phone: 276-467-2281 Fax: 276-467-2654

FORT BLACKMORE PRIMARY SCHOOL

214 Big Stoney Creek Road Fort Blackmore, VA 24250
Phone: 276-995-2471 Fax: 276-995-2654

GATE CITY HIGH SCHOOL/GATE CITY MIDDLE SCHOOL

170 Harry Fry Drive Gate City, VA 24251
Phone: 276-386-6065 Fax: 276-386-2556

HILTON ELEMENTARY SCHOOL

303 Academy Road Hilton, VA 24258
Phone: 276-386-7430 Fax: 276-386-3192

NICKELSVILLE ELEMENTARY SCHOOL

P.O. BOX 136/11415 Nickelsville Hwy Nickelsville, VA 24271
Phone: 276-479-2676 Fax: 276-479-2121

RYE COVE HIGH SCHOOL

164 Eagle's Nest Lane Duffield, VA 24244
Phone: 276-940-2701 Fax: 276-940-2277

RYE COVE INTERMEDIATE SCHOOL

158 Memorial School Lane Duffield, VA 24244
Phone: 276-940-2322 Fax: 276-940-4161

SHOEMAKER ELEMENTARY SCHOOL

218 Shoemaker Drive Gate City, VA 24251
Phone: 276-386-7002 Fax: 276-386-7932

TWIN SPRINGS HIGH SCHOOL

273 Titan Lane Nickelsville, VA 24271
Phone: 276-479-2185 Fax: 276-479-3103

WEBER CITY ELEMENTARY SCHOOL

322 Jennings Street Weber City, VA 24290
Phone: 276-386-7981 Fax: 276-386-9289

YUMA ELEMENTARY SCHOOL

130 Grover Cleveland Lane Gate City, VA 24251
Phone: 276-386-3109 Fax: 276-386-3274