

**2023-2024
REQUEST FOR BID
BLUE VALLEY UNIFIED SCHOOL DISTRICT NO. 229**

Blue Valley School District
Attention: Teresa Varner
14950 Metcalf,
Overland Park, Kansas 66223

Date: April 5, 2023
Bid No.: 23030
For: Bread Products

BID #23030

EMAIL BID RESPONSE BY:
Date: April 26, 2023
Time: 1:15 PM
purchasing@bluevalleyk12.org

**CONDITIONS UNDER WHICH BIDS ARE REQUESTED ARE INCLUDED.
PLEASE REVIEW THOROUGHLY.**

You are invited to bid prices for bread and bun products for the Food Service Department in the Blue Valley Unified School District.

Attached is sample of our specifications and our estimated annual usage. All deviations from the specifications must be clearly documented, illustrated and duly noted. Blue Valley personnel will be the sole judge of a product's equality and fitness for intended purpose. Vendors will be expected to submit a sample and/or arrange for demonstration of products upon request.

Period of Service:

Effective: July 1, 2023, through June 30, 2024.

All prices must be submitted on company letterhead or other company supplied forms.

Any questions regarding bid procedures or questions regarding bid specifications should be sent in writing to: **purchasing@bluevalleyk12.org** by **April 19, 2023, 5:00 PM CST**. Questions and answers will be distributed to all responding parties via email.

We are including only one copy of the bid. Please return all bid sheets completed. Bid price is to be the unit price of the item and must be F.O.B. Destination. **Do not include sales tax.**

Final results of the bid will be emailed to all participants within 10 days after bid opening.

THIS BID IS NOT TRANSFERABLE

BID TERMS AND CONDITIONS

1. Blue Valley USD 229 (“School District”) reserves the right to reject any or all bids, to accept any item or items in the bid and to waive any informality in bids.
2. Prices quoted are to be free of all federal, state and local taxes, except those taxes from which the School District is not exempt.
3. The supplier represents that the price or prices specified in the bid do not exceed the supplier’s current selling prices for the same or substantially similar items to any other purchaser, taking into account the quantity and/or service under consideration.
4. When submitting a substitute product or service as equal, the full name and illustrated description must be given in the bid response. The School District reserves the right to decide upon suitability of the product or service for the intended use. Upon request, samples of substitute products or services must be submitted. Substitute items furnished must be manufactured in compliance with all existing legal or governmental directives.
5. The date when goods are actually received by the School District shall be the effective date of receipt.
6. The date when invoices are actually received by the School District shall be the effective date of receipt.
7. Deliveries are to be F. O. B. at a stated location and included in your proposal.
8. If the supplier refuses or fails to make deliveries of the materials or supplies within the time specified on the face of the request for bid or the purchase order, the School District may, by written notice to the supplier, terminate the right of the supplier to proceed with deliveries of the materials or supplies as to which there has been delay.
9. Advance written notice is to be given at the District Business Office at least two (2) work days before receipt of goods at the designated location.
10. In the event the School District cannot accept a scheduled delivery, it will notify the supplier of such delay as soon as possible.
11. All items furnished must be free from defects in materials and workmanship. Items will be subject School District inspection and approval at any time within thirty (30) calendar days after delivery.
12. All items must be properly packed or crated to insure delivery in good condition and in accordance with instructions listed on the face of the request for bid or purchase order, if any.
13. Rejected items will be held by the School District at the supplier’s risk and expense. No replacement of defective items shall be made by the supplier unless agreed to by the School District in writing.
14. The supplier shall comply with the provisions of the Kansas Act Against Discrimination (K.S.A. 44-1030) and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry.
15. Contracts entered into on the basis of submitted bids are revocable if contrary to law.

16. Kansas State Law prohibits smoking in or on any Blue Valley USD 229 property. Compliance is required.
17. Indemnity and Hold Harmless: The supplier agrees to protect, defend, indemnify, and hold the School District, its Board members, officers, employees and agents, free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, reasonable attorneys' fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of the error, omission or negligent act of the contractor. The supplier further agrees to investigate, handle, respond to, provide a defense for and defend any such claims at supplier's sole expense and agrees to bear all costs and expenses related thereto, even if such claim is groundless, false or fraudulent.
18. Tax Exempt: School District is exempt from state and local sales taxes by virtue of Kansas Statutes Annotated 79-3606.
19. Supplier understands that the School District is subject to the Kansas Open Records Act, K.S.A. 45-215 et seq., as amended (the "Act"), and that any proposals made in response to a request for bid may be disclosed as required, in the sole opinion of the District, by the Act or other applicable law or judicial order. School District assumes no responsibility for such disclosure and will not be held liable for any damage or injury that may result from any disclosure that may occur. By submitting a response to a request for bid, Supplier agrees to defend, indemnify, and hold School District harmless from and against any and all claims, demands, costs, and expenses, including reasonable attorneys' fees, arising as a result of School District's disclosure or refusal to disclose response information provided by Supplier.
20. Payment of the supplier's invoice is subject to adjustment for any shortage or for rejection of any item or items. Individual invoices must be issued for each shipment applying against a purchase order.

BLUE VALLEY USD #229 - PAYMENT TERMS:

- Payment can take 30-60 calendar days depending on when goods or services are received, orders are verified, and the date the invoice is received in Accounts Payable.
- Invoices received by Accounts Payable and orders verified by the 15th day of the month will be paid/mailed on or about the 15th day of the following month. Invoices received and orders verified on or after the 16th day of the month will be paid the second month following, on or about the 15th day of the month.
- The School District is not requiring the acceptance of a credit card as its form of payment and will still offer checks. However, would you accept a credit card as the School District's form of payment for your goods and services understanding the requirements below?
 Yes _____ / No _____

Note: Acceptance of Credit Card Payment

- *Will not change payment terms or timelines.*
- *Cannot increase the proposed costs as outlined in your Bid or RFP response.*
- *The vendor cannot charge any additional fees for the acceptance of credit card payment.*
- *We will need to work with you to setup the payment details.*

ADDITIONAL CONDITIONS

1. Prices will be effective from July 1, 2023 through June 30, 2024. Prices cannot change over the life of the contract.
2. This request for bid contains a bid specification sheet with projected annual usage based on the District's historical purchases. The District reserves the right to increase or decrease the quantity listed for any bid item. The estimated annual product quantities are intended only as a useful guide, and do not imply a guarantee on the part of the District to purchased stated quantities as a minimum or maximum.
3. All items are to be per enclosed specifications. Any clarifications or additional specifications given to one bidder shall be communicated to all other recipients of this bid.
4. Evaluation. The District will evaluate the bids in accordance with the following criteria: pricing, service, delivery ability, experience with school districts, references from school district, financial stability of company, safety and sanitation.
5. References. Each bidder must submit three (3) references from current school district customers. References shall include mailing address, telephone number and name of individual to contact. Company shall have acceptable experience in providing the services as described in this bid document. District shall be the sole judge of what is acceptable experience.
6. Bidders will allow District personnel to inspect annual financial statements, at the site of the bidder. Documents will not be removed from the site of the bidder.
7. Consideration will be given to consolidation of products for cost effective delivery. You have been sent information reflecting the District's historical purchases. The District reserves the right to increase or decrease the quantity listed for any bid item, with notice to all other recipients of this Request for Bid.
8. The contract will be awarded to only one vendor. No minimum delivery charges will be added. The District will do everything possible to purchase in quantities to meet minimum delivery demands.
9. Quantity discounts and delivery terms will be considered in awarding a contract.
10. There are thirty-four delivery locations (kitchens) that will require one delivery a week. Attached is a district map with addresses for all locations. Vendors must submit a tentative delivery schedule showing the day of the week and approximate time each school can anticipate delivery. All high schools must be delivered between 6 am and 10 am, Middle schools may be delivered between 6:30 am and 2:00 pm, and Elementary Schools, Blue Valley Academy and CAPS between 7:00 am and 2:00 pm. Any deviations from the delivery time must be documented and noted by bidder. Emergency deliveries may be necessary to ensure every student has product as required for the National School Lunch Program.
11. Arrangements will be made for Monday holidays and vacation breaks. Alternative delivery days must have prior approval of the Director of Food and Nutrition Services.
12. Deliveries to be F. O. B. stated locations and at defined times. One monthly statement is to be sent to Blue Valley School District, Food and Nutrition Services, PO Box 23901, Overland Park, Kansas 66283-0901.

13. Orders will be submitted by the close of business on Wednesday of the week prior to the delivery week. Only orders received from the central Food and Nutrition Services office can be accepted.
14. Deliveries are to be placed in the designated storage areas at each delivery site.
15. Each delivery must be accompanied with one original delivery receipt at the time of delivery. Delivery receipts must be signed at the time of delivery by cafeteria manger or other designee for authorization of payment. Payment of the supplier's invoices is subject to adjustment for any shortage, or for rejection of any item or items.
16. The agreement and contract can be terminated at any time upon the discretion of the School District for any reason with thirty (30) calendar days' written notice.
17. The supplier shall have General Commercial Liability Insurance at a minimum level of \$1,000,000. Certificate of Insurance will be provided to the District and list Blue Valley School District as additional insured.
18. Vendor shall allow District to visit/inspect facility or operation upon request.
19. Samples of all bread products may be requested by the district.
20. All bread items on the bid must include the Nutrition Facts and Ingredient Description.
21. Whole grain products: whole grain must be listed as the first ingredient.
22. Each package of bread will be dated with the best use by date.
23. List specifications on all whole grain bread products. Blue Valley School District would like a comparison pricing on all whole grain bread were indicated. It is the districts intent to use whole grain bread products when possible. The district may choose to use some, none or all of the whole grain bread products.
24. Provide a complete list of all available bread products available with product name, unit cost, nutritional information, and pack size.
25. Specify the pack size, cost of individual serving or per bread item.
26. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
27. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it 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. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

28. As required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d). The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d).
- a. Substantially is defined as that of which the final processed product contains 51% or more of agricultural commodities which were grown domestically. The CONTRACTOR shall provide to the SPONSOR appropriate documents, i.e. attestation statements, country of origin labeling, to document compliance with the Buy American provision.
 - b. Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of 10 day (s) in advance of delivery. The request must include the:
 - i. Alternative substitute(s) that are domestic and meet the required specifications:
 - 1. Price of the domestic food alternative substitute(s); and
 - 2. Availability of the domestic alternative substitute(s) in relation to the quantity ordered.
 - ii. Reason for exception: limited/lack of availability or price (include price):
 - 1. Price of the domestic food product; and
 - 2. Price of the non-domestic product that meets the required specification of the domestic product.

Bid: 23030

Supplier _____

				Cost per Unit (slice, bun)		Extended Unit Price
	Item	Cost per Package	Pack Size	<i>Cost per Unit = Divide Package Price by Pack Size</i>	Estimated Unit Quantity	<i>Extended Unit Price = Unit Price times Estimated Unit Quantity</i>
1	Hoagie, Hinge Sliced, 6 inch 3.5 oz. Whole Grain				18,000	
2	Hoagie, (Approx. weight 3.3 oz) Hinge Bun 9 inch, Whole Grain				1,000	
3	Sub, (Approx. weight 5.5 oz.) Solid 12 inch, Whole Grain				50	
4	Hot Dog Buns-5-6" Approx. 2 oz., Whole Grain				61,100	
5	Hamburger Buns 4 inch Approx. 2.0 oz., Whole Grain				354,000	
6	Sliced Bread 1.1 oz., Whole Grain				146,200	
7	Sliced Bread 1.4 oz., Whole Grain/Multigrain				200	
8	Ciabatta Line Bun Sliced,				200	

I understand the terms and conditions of this bid:

Company

Authorized Signature

Company Address

Date

Telephone Number

Fax Number

Email Address