



DALE COUNTY BOARD OF EDUCATION

OFFICE OF BEN BAKER, SUPERINTENDENT

202 S. Hwy 123 Suite E

OZARK, ALABAMA 36360



PHONE (334)774-2355

WEB SITE: www.dalecountyboe.org

FAX (334)774-3503

May 31, 2022

Dear Vendor:

The Dale County Board of Education invites you to bid on bread products for the Dale County Child Nutrition Program. Attached is a copy of Bid Specifications and Instructions for the Bread Bid School Year 2022-23. Please read the instructions and specifications carefully. If the document is not submitted as requested, it may be such that we cannot classify this offer as a legitimate bid and you may be disqualified.

Please submit the following items with your bid: 1) Bread Bid Proposal 2) Debarment Certification 3) Bread Delivery Schedule and 4) Nutrition Fact Sheets for each item on bid.

Sealed bids must be in the office of the Superintendent of Education (202 S. Highway 123, Suite E, Ozark, AL 36360), no later than **10:00 a.m. on Thursday, June 9, 2022**, at which time the bids will be opened. The Dale County Board of Education reserves the right to reject any and all bids and to waive formalities in awarding this bid to the low responsible bidder. Print boldly on the outside of the sealed envelope: **BREAD BID**.

Please note that the preferred payment method of a purchasing card has been specified in this bid. If you are unable to allow this type of payment, an ACH payment will be accepted. If you have any questions concerning this bid, please contact Denisa Clark, CNP Director, at 334-774-2355 ext. 4 or email at dclark@dalecountyboe.org.

Sincerely,

Ben Baker
Superintendent

DALE COUNTY BOARD OF EDUCATION – CHILD NUTRITION PROGRAM
GENERAL INFORMATION AND INSTRUCTIONS

BREAD BID

GENERAL INFORMATION

1. All bidders must use our form for submitting bid.
2. All bids must be sealed and marked – **BREAD BID**.
3. Late bids will not be opened.
4. Bids will not include State Sales Tax or Federal Excise Taxes.
5. Records showing successful bidder and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file.
6. It is not the policy of the Dale County Board of Education to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, past service, and experience are among the factors that may be considered in determining the responsible bidder.
7. Nutritional fact sheets are required for each item on bid.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the bid for any of the following:

1. Failure to seal envelope and mark as required.
2. Failure to sign bid document.
3. Failure to include requested information or other details of the bid.
4. Excessive errors in calculating prices and totals.
5. Failure to sign and include USDA Debarment and Suspension certificate.

METHOD OF AWARD

The award will be made on an all-or-none basis to the lowest responsible bidder. In the event of identical low bids, the Dale County Board of Education reserves the right to divide the award between the identical low bidders. The decision of the Dale County Board of Education shall be final.

TYPE OF CONTRACT

Annual Bottom Line.

CONTRACT PERIOD

This contract shall become effective August 1, 2022 through July 31, 2023. Dale County Board of Education reserves the right to extend the contract an additional four years. **Bid Opening: 10:00 a.m., Thursday, June 9, 2022 at Dale County Government Building, 202 S. Hwy. 123, Suite E, Ozark, Alabama 36360.**

PRICING

Prices are to be quoted by the "unit" indicated on the "Request for Bid" form.

Prices quoted not to exceed four (4) decimal places.

Prices quoted must remain firm for the entire period of contract.

Bids, which in any way qualify or vary the terms of these instructions, conditions and specifications, shall be considered nonrespondent.

QUANTITIES

Definite quantities cannot be determined and stated quantities are estimates based on history. The fact that specific quantities cannot be determined will not relieve the Dale County Board of Education of its obligation to order all needed breads (managers' judgement) for the contract period. It also shall not relieve the successful bidder of his obligation to fill all orders for bread which may be required during the contract period.

All bid items are to be made available to all schools in the Dale County School system.

ORDERS

The individual cafeteria manager will place her order with the successful bidder as bread is required.

DELIVERIES

Deliveries are to be made to each school on the day and by the time required. Delivery days are Monday through Friday. Frequency of delivery shall be a minimum of one per week, with additional deliveries as needed. Preferred times of deliveries are 6:00 a.m. to 2:00 p.m. All deliveries are final inasmuch as the successful bidder will not be required to pick up and credit bread that is left over. However, bread that is delivered in condition that is not suitable for serving shall be picked up and credited at the next scheduled delivery day.

DEFAULT

If at any time the vendor makes a shipment that is not in accordance with the instructions, conditions, and specifications set forth by the Dale County Board of Education, without consent of said Board of Education, such delivery will constitute grounds for the cancellation of the contract/or removal of this vendor from the Dale County Board of Education mailing list, for a period of not less than one (1) year.

BILLING

At the time of delivery to the schools, two copies of the vendor's numbered invoice shall be left with the cafeteria manager. **All payments will be made by Dale County Board of Education purchasing card, unless prior arrangements have been agreed upon between vendor and Dale County Board of Education, in which case, an ACH payment will be allowed.**

OVERALL REQUIREMENTS

The overall requirements for bread furnished and delivered to the Dale County Schools are as follows:

1. Be of equal quality to that sold under bidder's brand name in retail stores
2. Be fresh at the time of delivery

PACKAGE REQUIREMENTS

The packaging in which bread is furnished and delivered to the Dale County Schools to be as follows:

1. Standard commercial packages.
2. Securely sealed to insure freshness of the product and protect contents from contamination.
3. Packages, which are dirty, torn, open, mashed and / or damaged in any way, will not be accepted.
4. A bread tray rack is to be furnished. Trays containing bread products should be clean. Empty trays are to be picked up at the next delivery.

**DALE COUNTY SCHOOLS
BREAD BID PROPOSAL
School Year 2022-23**

Date Bids opened: **June 9, 2022**
Contract period: **August 1, 2022 – July 31, 2023**

Description	Estimated Usage	Bid Unit	How Packed	Unit Price	Extended Total
Bread, Loaf, Whole Grain Rich (at least 50% WG) 1 slice = minimum of 1 oz. Bread/Grain	2500 loaves	Loaf			
Hamburger Buns, Whole Grain Rich (at least 50% WG) 1 Bun = 2 oz. Bread/Grain Equivalent minimum	90,000 buns	Bun			
Hot Dog Buns, Whole Grain Rich (at least 50% WG) 1 Bun = minimum of 2 oz. Bread/Grain Equivalent	30,000 buns	Bun			
Rolls, ready to serve, Whole Grain Rich (at least 50% WG) 1 Roll = minimum of 1 oz. Bread/Grain Equivalent	85,000	Roll			
TOTAL BREAD BID					\$

Bid Opening: **10:00 a.m. June 9, 2022, at Dale County Board of Education, 202 S. Hwy. 123, Suite E, Ozark, Alabama 36360.**

Clearly mark envelope in lower left corner as follows: **BREAD BID**

Company

Signature of Official

Date

Dale County Board of Education Child Nutrition Program

Bread Delivery Schedule

A delivery schedule for bread products is essential for the efficient running of the Child Nutrition Program. This will inform the lunchroom managers when to expect deliveries and to insure deliveries do not interfere with the operations of the lunchrooms. Deliveries are preferred between the hours of 6:00 a.m. – 2:00 p.m.

A Bread Order Form is provided by the Child Nutrition Program for each manager to fill out each week. The white copy is for the person responsible for deliveries of bread, and a carbon copy is for the lunchroom manager. This should help in preventing miscommunications of bread deliveries.

Please fill out the following to set up a tentative delivery schedule for each school:

School	Name of Delivery Person	Phone # for emergency contact	Days of week to expect deliveries	Time of day to expect deliveries
Ariton High School				
Dale County High				
G. W. Long School				
Midland City Elementary				
Newton Elementary				
South Dale Middle School				

Name and phone number of main contact person:

Name

Phone Number

Thank you for this information. Please sign and return one copy with your contract. This will be kept on file with your contract.

Signature of person responsible for schedule

Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

U. S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Names(s) and Titles(s) of Authorized Representative(s)

Signature(s)

Date

REQUIRED FEDERAL PROVISIONS FOR PROCUREMENT IN CNP PROGRAMS

Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS Subpart F—Audit Requirements Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) 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 governmentwide 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.

(I) 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.

(J) See §200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

REQUIRED FEDERAL PROVISIONS FOR PROCUREMENT IN CNP PROGRAMS

Title 7: Agriculture
PART 210—NATIONAL SCHOOL LUNCH PROGRAM
Subpart E—State Agency and School Food Authority Responsibilities §210.21 Procurement.

(d) Buy American—

- (1) Definition of domestic commodity or product. In this paragraph (d), the term 'domestic commodity or product' means—
- An agricultural commodity that is produced in the United States; and
 - A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

(2) Requirement.

(i) In general. Subject to paragraph (d)(2)(ii) of this section, the Department shall require that a school food authority purchase, to the maximum extent practicable, domestic commodities or products.

(ii) Limitations. Paragraph (d)(2)(i) of this section shall apply only to—

- A school food authority located in the contiguous United States; and
- A purchase of domestic commodity or product for the school lunch program under this part.

(f) Cost reimbursable contracts—

(1) Required provisions. The school food authority must include the following provisions in all cost reimbursable contracts, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

- Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
- (A) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or
(B) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
- The contractor's determination of its allowable costs must be made in compliance with the applicable Departmental and Program regulations and Office of Management and Budget cost circulars;
- The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the State agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
- The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
- The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the State agency, or the Department.

(2) Prohibited expenditures. No expenditure may be made from the nonprofit school food service account for any cost resulting from a cost reimbursable contract that fails to include the requirements of this section, nor may any expenditure be made from the nonprofit school food service account that permits or results in the contractor receiving payments in excess of the contractor's actual, net allowable costs.

(g) Geographic preference.

(1) A school food authority participating in the Program, as well as State agencies making purchases on behalf of such school food authorities, may apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When utilizing the geographic preference to procure such products, the school food authority making the purchase or the State agency making purchases on behalf of such school food authorities have the discretion to determine the local area to which the geographic preference option will be applied;

(2) For the purpose of applying the optional geographic procurement preference in paragraph (g)(1) of this section, "unprocessed locally grown or locally raised agricultural products" means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: Cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17FaxMail.pdf>, from any USDA office, by calling (866)632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
 - fax:
(833)256-1665 or (202)690-7442; or
 - email:
program.intake@usda.gov
- This institute is an equal opportunity provider.