

**Furlow Charter School Nutrition Program Instructions
Bread Bid for School Year 2025-2026**

Products and Packing Requirements:

1. All breads shall be fresh with at least five (5) days expiration date.
2. If substitutions are made, they must be approved by the Director of School Nutrition at least 2 days prior to delivery – at the time order is received.

Orders:

1. Orders must be received from the School Nutrition Director.

Deliveries:

1. Deliveries are to be made to the school.
2. Delivery dates are per delivery schedule established by the vendor.
3. Deliveries are to be made during school operating hours, but not during serving times. No deliveries should be made between 11:00 A.M. and 1:00 P.M.
4. No delivery shall be made without School Nutrition Personnel present.
5. School Nutrition Personnel must sign indicating receipt of the delivery.

Billing:

1. All invoices will be delivered and priced accordingly to the school cafeteria as ordered by the manager. Two copies of each invoice shall be given to the Manager. It is the responsibility of the company to make sure the invoice is signed by cafeteria personnel, as statements are paid on the basis of signed invoices only. Any discrepancies need to be initialed and dated by the driver and SN personnel who checks the orders in.
2. If an error is found in the non-delivery of an item, the item will be delivered the next day or a credit will be issued for the deleted item.
 - A. The credit shall show the original invoice number, date, and error being corrected on the face of said credit or debit.
 - B. The credit shall be sent directly to the School Nutrition Program Office.
3. All invoices are to clearly indicate the School name and exact date.
4. Monthly statements for the school will be submitted to:
Furlow Charter School Nutrition Program
63 Valley Drive
Americus, Georgia 31709
Attn: Stephanie Duff

- 5. Purchases by the School Nutrition Program are not subject to State and Federal Tax. Tax Exemption numbers will be furnished upon request.**
- 6. Monthly bills will be paid after the 15th of the following month.**

General Conditions:

- 1. All bread products are subject to inspection. In any instance where the quality or conditions of an item is questioned, Furlow Charter School reserves the right, at the vendor's expense, to return the product. Failure to deliver any item according to specifications, and/or accepted deviation may result in termination of bid. Furlow Charter School and vendors will collaborate to rectify any items not meeting specifications prior to termination. All items not conforming with above shall be picked up at vendor's expense and removed from premises.**
- 2. A nutritional analysis of all products must accompany the bid. The bread company will be responsible for the accuracy of the nutritional analysis.**
- 3. All grain items must be made from whole-grain flour, whole-grain meal, corn masa, masa harina, hominy, enriched flour, enriched meal, bran, germ, or be an enriched product, such as enriched bread, or if using a cereal it must be whole grain, enriched or fortified.**
- 4. The label must indicate that (1) the food product is made from whole-grain flour, whole-grain meal, corn masa, masa harina, hominy, enriched flour, enriched meal, bran, or germ, or (2) the cereal is whole grain, enriched or fortified. If the food product is labeled enriched, it must meet the Food and Drug Administration (FDA) Standards of Identity (21 CFR Part 136, Part 137, Part 139) for enriched bread, macaroni and noodle products, rice, or cornmeal.**
- 5. The food product must be provided in quantities specified in the appropriate program regulations. One-quarter (0.25) of a serving is the smallest amount allowable to be credited toward the minimum quantities of grains specified in program regulations.**