



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 942-4333

March 14, 2022

To All Interested Parties:

**Subject: Invitation to Bid #1807-B
Milk and Juice**

The Suffolk City School Board (School Board) is inviting bids to provide Milk and Juice for twenty (20) schools. All documents enclosed are to be considered an integral part of this invitation to bid. Please read carefully all information contained in the bid. Any requirement set forth in any attachment is to be adhered to fully.

All bids must be submitted in a sealed envelope marked "**Bid # 1807-B Milk and Juice for Suffolk Public Schools**" and must be received in the Purchasing Office, on or before **2:00 p.m. on Tuesday, April 4, 2023**. All bids must be sealed in an envelope or package clearly marked with the bid number, due date, time and delivered to:

Linda Bates, NIGP-CPP, VCO
Department of Purchasing
Suffolk Public Schools
100 N. Main Street, 2nd Floor (**entrance at rear of building**)
Suffolk, VA 23434

Bids shall be publicly opened and read aloud at the above stated date and time at the above listed location. Any bid received after the time designated above will be returned unopened. Any questions concerning this matter shall be submitted in writing to Linda Bates at lindabates@spsk12.net.

Issued by:

Linda Bates, NIGP-CPP, VCO
Buyer

Enclosures

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The cover letter (Invitation to Bid) and each section attached as listed below constitute this Invitation to Bid. All potential bidders will be required to adhere to all requirements, schedules, terms and conditions as set forth in these sections.

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US Department of Agriculture Certification for Primary Covered Transactions

Terms and Conditions

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SCOPE OF WORK

The successful bidder shall provide milk and juice to each school facility as listed below:

School Locations

Booker T. Washington Elementary School, 204 Walnut Street, Suffolk, Virginia

Creekside Elementary School 1000 Bennett's Creek Park Road, Suffolk, Virginia (Sept 2006)

Elephant's Fork Elementary School, 2316 William Reid Drive, Suffolk, Virginia

Florence Bowser Elementary School, 4540 Nansemond Parkway, Suffolk, Virginia

Hillpoint Elementary School, 1101 Hillpoint Road, Suffolk, Virginia

Kilby Shores Elementary School, 111 Kilby Shores Drive, Suffolk Virginia

Mack Benn, Jr. Elementary School, 1253 Nansemond Parkway, Suffolk, Virginia

Nansemond Parkway Elementary School, 3012 Nansemond Parkway, Suffolk, Virginia

Northern Shores Elementary School, 6701 Respass Beach Road, Suffolk, Virginia

Oakland Elementary School, 5505 Godwin Boulevard, Suffolk, Virginia

Southwestern Elementary School, 150 Pioneer Road, Suffolk, Virginia

Colonel Fred Cherry Middle School, 7401 Burbage Drive, Suffolk, Virginia

Forest Glen Middle School, 200 Forest Glen Drive, Suffolk, Virginia

John F. Kennedy Middle School, 2325 E. Washington Street, Suffolk, Virginia

John Yeates Middle School, 4901 Bennett's Pasture Road, Suffolk, Virginia

King's Fork Middle School, 350 King's Fork Road, Suffolk, Virginia

King's Fork High School, 351 King's Fork Road, Suffolk, Virginia

Lakeland High School, 214 Kenyon Road, Suffolk, Virginia

Nansemond River High School, 3301 Nansemond Parkway, Suffolk, Virginia

Turlington Woods School, 629 Turlington Road, Suffolk, Virginia

Delivery

Delivery of all items shall be at the expense of the successful bidder and shall be delivered and set up at each school facility as indicated herein for a term contract period effective **July 1, 2023**, through August 23, 2024. Deliveries will be made daily to all schools between the hours of 6:30 a.m. and noon. The Food & Nutrition Services Supervisor must approve any other delivery times. The initial orders for the exact quantities for deliveries on August 29, 2023, unless otherwise requested by the Food Services Supervisor, and will be provided to the successful bidder by August 19, 2023 by a school representative. Subsequent orders will be provided by each school cafeteria manager to a company designee on a daily basis. Empty crates shall be removed from the schools at the time of product delivery. The School Board reserves the right to add or delete a facility as required.

Unauthorized of Damaged Goods

Any damaged or unauthorized product delivered by the successful bidder shall be replaced the **next working day**, at the bidder's expense, unless otherwise instructed by the Food & Nutrition Services Supervisor.

Product out of Stock

Out of stock products must not exceed 2% of total goods delivered in a month. Items not supplied on valid orders will be purchased at other purveyors and any cost differences will be passed on to the successful bidder. Food & Nutrition Services **will not** except substitute products without prior approval from the Food & Nutrition Services Supervisor.

Rejected Product

Any product rejected by the Food & Nutrition Services manager must be removed from the school location by the successful bidder within (10) ten days from notification to the successful bidder. Any product left after the ten days will be considered abandoned by the vendor and may be disposed of as School Board property.

Term of Agreement

Notification to the successful bidder shall be made in writing immediately following award. Term of the contract shall begin on **July 1, 2023** and continue through August 23, 2024 and will be automatically be extended for four additional one-year periods unless canceled by either party 30 days prior to August 1, of each year. The School Board may approve price increase for each subsequent year based on the Consumer Price Index, All Urban Consumers South. Justification for such price increase should be submitted to the Purchasing Agent 60 days prior to July 1 of each year.

Billing

All invoices shall be provided in triplicate. Two (2) copies will be left with the respective school cafeteria manager upon delivery. One invoice and the statement from each school shall be billed directly to Suffolk Public Schools, Food & Nutrition Services, 3264 Pruden Blvd., Suffolk, Virginia, 23434.

Buy American Requirement

"The District/State Agency/Territory 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 practicable, 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 210.21(d)."

All food products are to be certified by the seller to be produced or manufactured in the United States and that any exceptions to this must be stated in the proposal submitted. A contract will be awarded only on those items certified to be produced or manufactured in the United States unless one of the following three exceptions apply:

1. For unusual or ethnic food preferences which cannot be produced or manufactured in the United States.
2. The product is not produced or manufactured in the United States in sufficient quantities to be reasonably available.
3. The cost of the United States food products is significantly higher than foreign products.

Exceptions to the Buy American provision are very limited; however, an alternative or exception may be approved upon request. To be considered for an alternative or exception, the request must be submitted in writing to a designated official, a minimum of ____ day(s) in advance of delivery.

The request must include the:

1. Alternative substitute(s) that are domestic and meet the required specifications:
 - (a) Price of the domestic food alternative substitute(s); and
 - (b) Availability of the domestic alternative substitute(s) in relation to the quantity ordered.
2. Reason for exception: limited/lack of availability or price (include price):
 - (a) Price of the domestic food product; and
 - (b) Price of the non-domestic product that meets the required specification of the domestic product.

Small, Women and Minority (SWAM)

Suffolk Public Schools will assure that all small, women and minority vendors are solicited when they are potential sources of the goods and/or services sought by the school division. Suffolk Public Schools will document, in writing, the efforts made to include SWAM certified vendors in both formal and informal solicitations and when quotes are obtained for the purchase of goods and/or services.

US Department of Agriculture Certification

Each bidder shall complete and submit with the Bid Form both US Department of Agriculture certifications found on the next two pages of this document.

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, 7CFR 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.

1. The prospective lower tier participant certified, 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

Name of Authorized Representative

Title of Authorized Representative

Signature

Date

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension and Other Responsibility
Matters – Primary Covered Transactions**

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 7CFR 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 offering the proposed covered transaction.

1. The prospective primary participants certifies to the best of its knowledge and belief, that is and its principals:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- b. have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charge by a governmental entity(Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d. have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

2. Where the prospective primary 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

Name of Authorized Representative

Title of Authorized Representative

Signature

Date

**SUFFOLK PUBLIC SCHOOLS
SPECIFICATIONS/BID FORM
BID #1807-B – Milk, Milk Products and Juice**

Proposal of _____ (hereinafter called the bidder), a corporation, organized
and existing under the laws of the State of _____.

To: The School Board, City of Suffolk, Virginia. The Bidder, in compliance with your invitation or bid to provide **Milk, Milk Products and Juice** goods, having carefully examined the Specifications, the undersigned proposes to furnish, the product for the unit price set forth below:

Milk & Juice

No.	Item Description	Bid Unit	Quantity	Unit Price	Total Cost
1.	Chocolate Flavored Fat Free Milk ½ pint cartons	½ pint	545,066		
2.	Strawberry Flavored- 1% milk, ½ pint cartons	½ pint	172,636		
3.	Low Fat 1% Milk, Unflavored Milk ½ pint cartons	½ pint	250,000		
4.	Skim Milk, Unflavored Fat Free Milk ½ pint cartons	½ pint	225		
5.	Orange Juice 4 oz cartons	4 oz	362,000		
6.	Apple Juice, 4 oz cartons	4 oz	372,706		

This bid will be awarded as an all or none bid.

- Quantities listed are estimates only.
- Low fat milk is to be homogenized and pasteurized with a butterfat content equal to state specification and regulation, but not less than 1% milk fat.
- Skim milk is to be homogenized and pasteurized with a butterfat content equal to state specification and regulation, but not more than ½ % milk fat.
- Apple and Orange juice are to be made from 100% pure concentrate, pasteurized, and packed under continuous USDA inspection.
- All beverages should be delivered to the schools at a temperature below 41 degrees F and must have a *minimum* of 4 days shelf life at the time of receipt.

The School Board reserves the right to:

- 1) Award a contract or contracts for all services as may be most advantageous to the School Board, price, time of completion and other factors in consideration
- 2) Reject any or all bids or to negotiate with the low bidder in case of insufficient funds,
- 3) Purchase additional equipment without an increase in price.

Is your business a minority owned? _____ Woman Owned _____ Minority _____ Other

Company Name

(Signature in Longhand)

Address

Name & Position (Typed)

City, State, & Zip Code

Date

Telephone Number

Fax Number

Email