



Department of Purchasing  
100 N. Main Street, 2<sup>nd</sup> Floor  
Suffolk, VA 23434  
(757) 925-6762 Fax (757) 942-4333

May 21, 2020

**To: Interested Parties**

**Re: Request for Quote – Unsealed  
Five-Day prepackaged meals (breakfast and lunch)**

Please provide your lowest price quote for pre-packaged five-day meals for Suffolk Public Schools. Include details of what will be included as important in your quote such as number of days from the award of the purchase order until delivery

	Description	Cost
1.	<p>The quote requires meals that meet the following minimum specifications:</p> <ul style="list-style-type: none"><li>• USDA SFSP Compliant</li><li>• Packed with name brand, kid friendly items</li><li>• Easy to handle and distribute</li><li>• Pre-assembled to reduce labor needs</li><li>• USDA Inspected</li><li>• Heating instructions included</li><li>• 5-day meal kit 5 Breakfast » 5 Lunch that meets all USDA component specifications for National Summer Feeding Program</li><li>• Meal kit does not need to contain milk.</li><li>• Meal kits should be frozen during storage.</li></ul>	<p>\$ _____</p> <p>per five-day package</p> <p>Price is to include delivery to: King's Fork High School 351 King's Fork Road Suffolk VA 23434</p>
2.	Minimum order amount (quantity minimum)	_____
3.	Number of days to deliver order	_____ days

**Terms and conditions:**

1. Notice to the successful vendor will be made in writing immediately after evaluation.
2. **Fax, deliver or email this quote form to Anthony Hinds at the above listed fax, address, email to [anthonyhinds@spsk12.net](mailto:anthonyhinds@spsk12.net) or submit through EVA not later than 2:00 pm on Wednesday, May 27, 2020.**
3. Suffolk Public Schools reserves the right to consider all quotes submitted prior to award as may be in the best interest of the School Division.
4. Any questions concerning this request for price quotes may be submitted to Anthony Hinds at the above phone, fax or emailed to [anthonyhinds@spsk12.net](mailto:anthonyhinds@spsk12.net).
5. The attached Terms and Conditions are to be considered an integral part of this agreement. This procurement activity is being conducted in accordance with the School Board's regulations surrounding small purchases.

**The School Board reserves the right to:**

1. Award this quote as a part of the School Board's small purchasing regulations as may be most advantageous to the School Board, taking into consideration best value criteria, which may include the following:
  - a. Compliance with requirements stated herein
  - b. Timeliness of service provided
  - c. References from previous customers
  - d. Ability of the bidder to meet response times stated
2. Reject any or all quotes or to negotiate with the low bidder in case of insufficient funds.
3. Award to multiple vendors should it be in the best interest of Suffolk Public Schools.

In accordance with new registration requirements effective July 1, 2010 vendors shall include the identification number issued by the State Corporation Commission as proof of registration or justification for non-registration per the requirements in Section 13.1 or Title 50 of the Code of Virginia. Provide your SCC Identification Number below or justification for non-registration. The SCC may be reached at (804) 371-9733 or at [www.scc.virginia.gov/default.aspx](http://www.scc.virginia.gov/default.aspx). Failure to include this information with your submittal may result in rejection of your proposal.

**SCC ID Number**\_\_\_\_\_

**Price Proposal Requested by:**

Anthony Hinds  
Purchasing Manager

**Request for Quote – Unsealed  
Five-Day prepackaged meals (breakfast and lunch)**

**Price Proposal Submitted by:**

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Print or Type Name and Position

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Signed

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Company Name

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Date

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Street Address

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City, State and Zip Code

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Phone Number

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Fax Number

---

Email Address

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Ordering Email Address

**Please provide an email address for ordering purposes in the space indicated.**

## **Required Terms and Conditions**

### **NONDISCRIMINATION**

1. In submitted this quote, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. Suffolk Public Schools does not discriminate against faith-based organizations.

### **DRUG FREE WORKPLACE**

During the performance of this term, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

### **AUTHORITY TO TRANSACT BUSINESS**

Contractor warrants that it is, and for the duration of the Agreement shall remain, authorized to transact business in the Commonwealth of Virginia.

## **COMPLIANCE WITH LAWS**

Contractor agrees to comply with all federal, state, and local laws during the duration of this agreement.

## **CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION**

Upon award, the contractor and any employee who will have direct contact with students shall provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude.

Any person making a materially false statement regarding such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

## **IMMIGRATION LAW**

Contractor warrants that it does not, and shall not during the performance of this Agreement, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986

## **COOPERATIVE PROCUREMENT**

This solicitation is established as a potential cooperative procurement for any government agency that may choose to participate. Any interested entity may enter into an agreement directly with the Successful Offeror or Offerors with all the terms and conditions as set forth in this Competitive quoting process.



## Department of Purchasing

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### Attachment 3: CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION

Pursuant to Virginia Code Section 22.1-296.1.C, prior to the award of a contract for the provision of services that require the contractor or any of its employees to have direct contact with students, the school board is required to have the contractor, and when relevant, any employee who will have direct contact with students, provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude. So as not to place an undue burden or hardship on the day to day operation of the school division and remain in compliance with the aforementioned Code provision, any contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, is required to provide the certification listed below:

**As a contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, I certify that neither the contractor nor any of its employees, whether current employees or those who will be employed in the future, have been (i) convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; nor (ii) convicted of a crime of moral turpitude.**

CONTRACTOR NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CERTIFIED BY \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the

contract to provide such services and, when relevant, the revocation of any license required to provide such services. School boards shall not be liable for materially false statements regarding the certifications required by this subsection. For the purposes of this subsection, "direct contact with students" means being in the presence of students during regular school hours or during school-sponsored activities.

#### SUFFOLK PUBLIC SCHOOLS

#### **Attachment 4: SUBSTITUTE FOR FORM W-9**

FEDERAL ID NUMBER 54-1643533

Pursuant to Internal Revenue Service Regulations, you must furnish your Taxpayer Identification Number (TIN) to Suffolk Public Schools. If this number is not provided, you may be subject to a 31% withholding and to insure that accurate tax information is reported to the Internal Revenue Service, please use this form to provide the requested information. **This form must be typed or printed.**

Owner's Name (if sole Proprietor) \_\_\_\_\_

Legal Business Name \_\_\_\_\_

Address \_\_\_\_\_

State, City, Zip Code \_\_\_\_\_

#### **9 Digit Taxpayer Identification Number**

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Federal Employer Identification Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

#### **Business Designation**

You may select more than one:

_____ Individual	_____ Corporation
_____ Sole Proprietorship	_____ Personal Service Corporation
_____ Partnership	_____ Governmental Entity
_____ Estate/Trust	_____ Non-Profit Organization

#### **Principle Business Activity**

List type of Service or Product Provided

\_\_\_\_\_  
\_\_\_\_\_  
Under penalties of perjury, I declare that the information provided is true, correct, and complete, to the best of my knowledge and belief.

Name and Title (Print or Type) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_