

## Fresh Fruits and Vegetables BID 2017-18

Bids for furnishing milk products to **KIPP Delta Public School District** during 2017-18 school year, as specified below, will be accepted until 12:00 p.m. August 30, 2017.

All bids shall be submitted on this prepared proposal blank and addressed to: Steven Bradley, M.Div., Child Nutrition Director, 415 Ohio Street, Helena-West Helena, Arkansas 72342, and marked **FFV BID**.

### **DELIVERY REQUIREMENTS:**

Deliveries are to be made, Monday through Friday to the school sites designated, **including KIPP Delta Public School District 514 Missouri Street, 1020 Plaza Street, 215 Cherry Street Helena-West Helena, AR.** This will be a total of three (3) campuses. **KIPP Delta Campuses will be serviced by company owned routes only.**

Times of delivery are to be worked out with the successful bidder and the purchaser.

All FFV are to be kept at proper temperature during and after delivery. Refrigerated trucks or other means of refrigeration must be used to keep products in perfect condition. Deliveries are to be placed in the designated storage area at each delivery. **Walk in coolers only will be used for storing FFV. Other refrigeration units are NOT to be used. Should extra storage be needed, then another delivery day must be assigned.** At the time of delivery all FFV in the cooler is to be put on top of the FFV delivered that day. In case of spoilage all unsold FFV left in the Cooler is to be replaced with fresh FFV.

Coolers will be supplied by the KIPP Delta. The Produce Company agrees to be responsible for damage to the FFV that is a direct result of carelessness of the delivery man. **This includes but not limited to delivering excess FFV and excess FFV left before a weekend. (This is to help prevent spoilage during a weekend of power outages.**

All Fruits and Vegetable products covered by this contract must be processed and delivered under the most sanitary conditions. All containers must be clean and delivered in sturdy, clean baskets free from dirt. The plant must obtain a superior approval rating from the state and local boards of health.

Damaged or partially filled containers must not be used at any time. Leaking cartons will be returned.

A daily legible delivery receipt shall be left at each school at the time of delivery showing number of one half pints delivered. Unused FFV will be collected by the bidder before all vacation period, also in cases where schools are closed due to inclement weather. Credit for all such FFV is to be noted on the daily delivery slips.

### **BILLS:**

Monthly statements for each school must be sent to: [Kippdelta@avidbill.com](mailto:Kippdelta@avidbill.com), before the 10th of each month for preceding month's deliveries.

### **STANDARDS:**

A copy of the report of the most recent state analysis of but not limited to, bacteria count and other pertinent data must be obtained from the State and sent to the School Child Nutrition Director with the FFV bid. State standards must be maintained during the contract period for all items listed. The Health Department is to take periodic samplings of FFV products delivered. Any deviation from specifications will require replacement or price adjustment.

**Buy American:** SFA by participating in the federal school meal programs is required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially (at least 51 percent) using agricultural commodities that are produced in the U.S. (7CFR210.21, 220.16). Selected Distributor must be able to comply with this requirement. Federal regulations require SFAs to take all necessary affirmative steps, when possible, to assure that small, minority, and women-owned business enterprises are used (2 CFR Part 200.321).

### **RESERVATION:**

The Board of Education reserves the right in its absolute discretion to accept any bid, or any part of any bid, or to reject any or all bids, or any part of any bid, as the board deems it to be in the best interest of the board. The board further reserves the right to terminate the contract at any time for due causes which shall include such reasons as unsatisfactory products. In the event of a tie bid all bids will be considered void and will be rejected.

**BID SECTION:**

The undersigned firm agrees to furnish Fresh Fruits and Vegetables products according to the above specifications in quantities needed, at the price shown for the period as stated in this proposal.

Vendor is to submit firm price, alternate price and escalating price for consideration. If bid is awarded, only one price will be selected.

**PRICE PER 1/2 cs PACKAGED**

**FIRM  
UNIT PRICE:**

**ESCALATING  
UNIT PRICE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRICE PER Case PACKAGED:**

**FIRM  
UNIT PRICE:**

**ESCALATING  
UNIT PRICE:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PRICE PER Pound PACKAGED** \_\_\_\_\_

**Firm Unit Price:**

\_\_\_\_\_  
\_\_\_\_\_

**Please insert all Fresh Fruit and Vegetables your company has to offer under Price per Packaged or attach Price and items to this bid.**

**Bidder** \_\_\_\_\_  
**Address** \_\_\_\_\_  
\_\_\_\_\_  
**Signed By** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Date** \_\_\_\_\_

This institution is an equal opportunity provider.

**DISTRIBUTOR'S STATEMENT OF NO BID**

Due to the limited number of distributors for milk in our area, we are encouraged to seek out and request a STATEMENT OF NO BID in order to maintain compliance with federal and state procurement requirements whenever there is limited or no competitive bidding. If your company does not intend to submit a bid, your submission of the STATEMENT OF NO BID will help us meet the justification requirements for a sole source contract award. All distributors are highly encouraged to submit bids whenever possible.

If returning a STATEMENT OF NO BID please mail it to the following address:  
**Steven Bradley, 415 Ohio Street, Helena-West Helena, AR 72342 or Emailed to, [steven.bradley@kipdelta.org](mailto:steven.bradley@kipdelta.org)**

Date: \_\_\_\_\_

We, the undersigned, have declined to participate in \_\_\_\_\_'s KIPP Delta Public School District invitation for distributors to submit bids in response to this solicitation for milk pricings for the following reasons:

- \_\_\_\_ We do not offer this product
- \_\_\_\_ Unable to meet specifications; please specify: \_\_\_\_\_
- \_\_\_\_ Unable to meet procurement requirement; please specify: \_\_\_\_\_
- \_\_\_\_ Unable to deliver to your location (area): \_\_\_\_\_
- \_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_ Solicitation was too restrictive; please explain: \_\_\_\_\_

If possible, how could our SFA improve its procurement process to encourage more distributors, similar to your company, to respond to solicitations like this one?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE MARK "STATEMENT OF NO BID FROM PRODUCE DISTRIBUTORS" ON THE OUTSIDE OF THE ENVELOPE.**

COMPANY NAME: \_\_\_\_\_  
PREPARED BY: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**ATTACHMENT D: SUSPENSION AND DEBARMENT CERTIFICATION**

**UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)**

**Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion  
Lower-Tier Transaction**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §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 USDA agency with which this transaction originated.

**(Before completing certification, read instructions on next page.)**

1. The prospective lower-tier participant certifies, by submission of this bid, that neither it nor its principals are 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 bid.

\_\_\_\_\_  
Distributor Name

\_\_\_\_\_  
PR/Award Number or Project Name

\_\_\_\_\_  
Name(s) and Titles of Authorized Representative(s)

\_\_\_\_\_  
Signatures

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR SUSPENSION DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page 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 whom this bid 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, and 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 bid 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 he or she 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 on a certification of a prospective participant in a lower-tier covered transaction that 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 principles. Each participant may, but is not required to, check the Non-procurement 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 are 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.

**ATTACHMENT E: LOBBYING CERTIFICATION**

Applicable to Grants, Sub grants, Cooperative Agreements, and Contracts exceeding \$100,000 in federal funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, and U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of U.S. Congress, an officer or employee of U.S. Congress, or an employee of a member of U.S. Congress in connection with awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a member of U.S. Congress, an officer or employee of the undersigned shall complete and submit Standard Form LLL, *Disclosure Form to Report Lobbying*, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub awards exceeding \$100,000 in federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Distributor Name/Address of Organization

\_\_\_\_\_  
Distributor Name/Title of Submitting Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACHMENT F: DISCLOSURE OF LOBBYING ACTIVITIES**  
**STANDARD FORM -LLL** **APPROVED BY OMB**  
**COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT**  
**TO 31 U.S.C. 1352**

**(SEE NEXT PAGE FOR PUBLIC DISCLOSURE)**

<b>1. Type of Federal Action</b> <input type="checkbox"/> A. Contract <input type="checkbox"/> B. Grant <input type="checkbox"/> C. Cooperative Agreement <input type="checkbox"/> D. Loan <input type="checkbox"/> E. Loan Guarantee <input type="checkbox"/> F. Loan Insurance	<b>2. Status of Federal Action</b> <input type="checkbox"/> A. Bid/Offer/Application <input type="checkbox"/> B. Initial Award <input type="checkbox"/> C. Post award	<b>3. Report Type</b> <input type="checkbox"/> A. Initial Filing <input type="checkbox"/> B. Material Change <b>For Material Change Only:</b> Year: _____ Quarter: _____ Date of Last Report: _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <span style="margin-left: 100px;"><input type="checkbox"/> Sub awardee</span> <span style="margin-left: 100px;">Tier _____, if known</span> Congressional District, if known: _____		<b>5. If Reporting Entity in No. 4 is Sub awardee, Enter Name and Address of Prime:</b>  Congressional District, if known: _____
<b>6. Federal Department/Agency:</b>		<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____
<b>8. Federal Action Number: (if known)</b>		<b>9. Award Amount: (if known)</b>
<b>10. a. Name and Address of Lobbying Entity: (if individual, last name, first name, MI)</b>		<b>10. b. Individual Performing Services: (including address if different from No. 10 a) (Last name, first name, MI)</b>
<b>11. Amount of Payment: (check all that apply)</b> \$ _____  Actual <input type="checkbox"/> <span style="margin-left: 100px;">Planned <input type="checkbox"/></span>		<b>13. Type of Payment: (check all that apply)</b> <input type="checkbox"/> A. Retainer <input type="checkbox"/> B. One-Time Fee <input type="checkbox"/> C. Commission <input type="checkbox"/> D. Contingency Fee <input type="checkbox"/> E. Deferred <input type="checkbox"/> F. Other: (specify) _____
<b>12. Form of payment: (check all that apply)</b> <input type="checkbox"/> A. Cash <span style="margin-left: 100px;">Nature _____</span> <input type="checkbox"/> B. In-kind (specify) <span style="margin-left: 100px;">Value _____</span>		
<b>14. Brief Description</b> of services performed or to be performed and date(s) of service, including officer(s), employees, or members) contracted for payment indicated in Item 11. <p align="center">(Attach Continuation Sheets if necessary)</p>		
<b>15. Continuation Sheets Attached:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. The disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. The information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of no less than \$10,000 and no more than \$100,000 for each such failure.</b>		<b>Signature:</b> _____ <b>Print Name:</b> _____ <b>Title:</b> _____ <b>Telephone Number:</b> _____ <b>Date:</b> _____
<b>Federal Use Only</b>		<b>Authorized for Local Reproduction</b>

## INSTRUCTIONS FOR COMPLETION OF DISCLOSURE OF LOBBYING ACTIVITIES FORM

This disclosure form shall be completed by the reporting entity, whether sub awardee or prime federal recipient, at the initiation or receipt of a covered federal action or a material change in a previous filing, pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of U.S. Congress, an officer or employee of U.S. Congress, or an employee of a member of U.S. Congress in connection with a covered federal action. Use a Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget (OMB) for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub award recipient. Identify the tier of the sub awardee, e.g., the first sub awardee of the prime is the first tier. Sub awards include, but are not limited to, subcontracts, sub grants, and contract awards under grants.
5. If the organization filing the report in Item 4 checks *Sub awardee*, then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if know. For example: Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in Item 1; e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency. Include prefixes; e.g., *RFP-DE-90-001*.
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in Item 4 or Item 5.
10. a. Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.  
b. Enter the full name of the individual performing services, and include full address if different from 10a. Enter last name, first name, and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate item. Check all items that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box. Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the dates of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal officials or employees contacted or the officers, employees, or members of U.S. Congress that were contacted.
15. Check whether Continuation Sheets are enclosed.
16. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.