

**BID NUMBER: 0129**

**BID TITLE: Milk**

**BID ENVELOPE/PACKAGE CONTAINING BID:**

**Bids MUST be received in a sealed envelope/package with the bid number, company name and opening date clearly marked. Failure to comply may result in rejection of your entire bid. Late bids, e-mailed bids and faxed bids will not be considered nor returned. Union County will not be responsible for any lost or misdirected mail.**



**UNION COUNTY FINANCE DEPARTMENT  
300 MAIN STREET  
MAYNARDVILLE, TN 37807  
[purchasing@ucps.org](mailto:purchasing@ucps.org)  
(865) 686-5040 Phone  
(865) 329-7428 Fax**



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**INVITATION TO BID  
(Formal)**

Date Issued 4/30/2024

**Bids will be received until 2:00 p.m. May 14, 2024**

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**BID NOTICE**

Union County Board of Education-Food Service is currently accepting Milk bids. Bid packet of detailed specifications and /or requirements may be obtained by email at [purchasing@ucps.org](mailto:purchasing@ucps.org) or on the Finance website at <http://www.unioncountyttn.com/board.php?page=countyfinance>.

Sealed bids must be submitted to Union County Finance Office, 300 Main Street, Maynardville, TN 37807 ATTN: Bid 0129-Milk.

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Sealed bids subject to the General Terms and Conditions of this Formal Bid Invitation to Bid, and any other data attached or incorporated by reference. Bids will be received in the Union County Finance Office until the date and time specified above and at that time publicly opened and read aloud.

The Bid envelope must show the Bid Number, Name and Opening Date

Bid documents must be completed in ink or typed, signed in ink, and free from alterations, erasures or mark-throughs.

## SECTION 1 - GENERAL TERMS AND CONDITIONS

**1.1 ALTERATIONS OR AMENDMENTS:** Alterations, amendments, changes, modifications or additions to this solicitation shall not be binding on Union County without prior written approval.

**1.2 NO CONTACT POLICY:** After vendor receives a copy of this bid, any contact initiated by any vendor with any Union County representative, other than the Finance Department, concerning this invitation for bid is prohibited and agreements made thereto will not be considered binding on Union County. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.

**1.3 QUESTIONS:** Any questions concerning the bid document must be submitted to [purchasing@ucps.org](mailto:purchasing@ucps.org) no less than ninety-six (96) hours before bid opening date.

**1.4 BID STAMP:** The bid/time stamp in the Union County Finance office will be the time of record.

**1.5 TAXES:** Union County is not liable for Federal excise or State sales tax. Tax exemption certificates will be provided upon request.

**1.6 CONFLICT OF INTEREST:** If requested by the Director of Finance, vendors must complete and submit a "Conflict of Interest Affidavit Statement" prior to contract award, see T.C.A. 5-14-114 and T. C. A. 12-4-101.

**1.7 NON-COLLUSION:** Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.

**1.8 NON-DISCRIMINATION:** Vendors, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

**1.9 SAME AS OR EQUIVALENT TO:** Vendors are to bid as specified herein or propose an approved equal. Determination of equality is solely Union County's responsibility. The designated brands are for reference purpose only, not a statement of preference. When an alternate manufacturer, brand, model or make is bid, Union County will determine if the item bid does meet or exceed the items as specified. If the bidder does not indicate that an alternate manufacturer, brand, model or make is being bid, it is understood that the item(s) bid are the same manufacturer, brand, model or make as was requested in the Invitation to Bid. Comparable products of other manufacturers will be considered if proof of comparability is contained in the bid. It shall be the responsibility of the vendors, including vendors whose product is referenced to furnish upon request catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of bid.

**1.10 MULTIPLE BIDS/AWARDS:** Union County will consider multiple bids that meet specifications. Bid awards may include multiple approved vendors and the list of approved vendors may be added to or deleted from at anytime.

**1.11 STATE OF TENNESSEE CONTRACTORS' LICENSE LAW (T.C.A. 62-6-119 b):** No bid will be opened or considered for which the total cost of the project is twenty-five thousand dollars (\$25,000) or more, unless the outside of the sealed bid envelope/package containing the bid provides the following information: the Company Name, the Contractor's license number, license classification, the date of the license expiration and that part of each license classification applying to the bid. In addition, each heating ventilation or air conditioning, plumbing and electrical subcontractor's license number, date of the license expiration and that part of each classification applying to the bid if the value of the work is \$25,000 or greater, must be notated. If the value of either the contractor or the subcontractor's work is less than \$25,000, the bid envelope/package containing the bid is to be notated with the phrase "Contractor or Subcontractor's Bid is Less than \$25,000" after each appropriate heading. In the case of joint ventures, each party submitting the bid must provide this information. If no subcontractors are being used, the outside of the envelope/package containing the bid must state, "No Subcontractors are being used on this project."

**1.12 ACCEPTANCE:** Vendors shall hold their price firm and subject to acceptance by Union County for a minimum period of sixty (60) working days from the date of the bid opening, unless otherwise indicated in their bid. to be supplied,

their conformity with specifications, their suitability to the requirements of Union County and the delivery terms. Any or all bids may be rejected for good cause.

**1.13 BID AWARDS:** Bids will be awarded to the lowest and best bidder, taking into consideration the qualities of the articles to be supplied, their conformity with specifications, their suitability to the requirements of Union County and the delivery terms. Union County also reserves the right to not award this bid.

**1.14 PROTEST:** Any vendor wishing to protest the bid award shall notify in writing the Union County Director of Finance, 300 Main Street, Maynardville TN 37807. No protest will be accepted, except those protests made in writing and received within (10) ten calendar days of the bid award. Protests must be in writing and envelopes/package containing protest must be clearly marked with bid number and words "BID PROTEST". The Director of Finance, in conjunction with the Finance Committee, and with the advice and counsel of the County Attorney, shall review and make a final decision as to any bid protest. Appeals shall be filed in the Circuit or Chancery Courts of Union County within sixty (60) days of the final decision.

VENDORS PLEASE NOTE: UNION COUNTY WILL NOT STOP THE PURCHASE PROCESS. THE PURCHASE MAY BE COMPLETED OR THE PROJECT MAY BE RE-BID WHILE THE PROTEST PROCEDURE IS STILL IN OPERATION. IF A RE-BID IS MADE, THE PROTESTING VENDOR SHOULD SUBMIT A NEW BID. OTHERWISE, THEY WILL BE WITHOUT A BID ON THE RE-BID. FURTHER, THE RE-BIDDING WILL NOT END THE APPEALS PROCESS. IT WILL CONTINUE UNTIL A FINAL DECISION IS REACHED OR THE COMPLAINANT WITHDRAWS THE APPEAL.

**1.15 DELIVERY:** Bid pricing is to include complete supply and delivery to Union County, Tennessee. Vendors are to state the delivery time in the bid. Union County requires that vendors deliver all products "free on board" to final destination unless indicated otherwise in their bid, reference Terms & Conditions section 2.4.

**1.16 PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Bidders must, upon the request of Union County, provide satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Union County will make the final determination as to the bidder's ability.

**1.17 VENDOR'S DEFAULT:** Union County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby.

**1.18 DUPLICATE COPIES:** Union County requires that all vendors submit one original and one exact copy of their bids, including brochures; unless additional copies are requested in bid specifications.

**1.19 DRUG-FREE WORKPLACE:** Under the provisions of Tennessee Code Annotated §50-9-113 enacted by the General Assembly effective 2001, all employers with five (5) or more employees who contract with either the state or a local government to provide construction services are required to submit an affidavit stating that they have a drug free workplace program that complies with Title 50, Chapter 9, in effect at the time of submission of a bid at least to the extent required of governmental entities. The statute imposes other requirements on the contractor and contractors should consult private legal counsel if legal questions arise under this section or any other provision of this document. All contractors shall provide a written affidavit signed by the principal officer of a covered employer acknowledging that the contracting entity is in compliance with the Drug Free Workplace laws of State of Tennessee.

**1.20 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the bidder to review the entire Invitation to Bid document and to notify the Finance Department if the Invitation to Bid is formulated in a manner that would unnecessarily restrict competition or if it is ambiguous in what is being requested. The Director of Finance must receive questions regarding the specifications or bid procedures not less than seventy-two (72) hours prior to the time set for the bid opening.

**1.21 SCHOOL CAFETERIA BIDS:** If this bid is for Union County School's Cafeteria Food Service Department, bidders must be in compliance with Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 which requires school and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to "Buy American" to the maximum extent practicable.

**1.22 TERMINATION:** Union County reserves the right to terminate this contract in whole or in part with thirty (30) days written notification to the contractor. In the event of termination, the County shall not be liable for any costs other than the cost of services performed and materials delivered and accepted prior to termination date.

**1.23 OSHA SAFETY:** The Contractor is responsible for training their employees in Safety and Health Regulations for the job, assuring compliance with Tennessee Occupational Safety and Health regulations and any other Regulatory Agency.

**1.24 PERFORMANCE BOND:** A standard surety or performance bond or an irrevocable letter of credit in favor of Union County Government at a federally insured financial institution will be required to be submitted with bid, if indicated in section four, item six insurance requirement checklist.

**1.25 BACKGROUND CHECKS:** Contractors shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

**1.26 AWARD RESULTS:** As soon as practicable after proposal or bid evaluations, interested parties may view results of bid on the Vendor Registry website or contact [purchasing@ucps.org](mailto:purchasing@ucps.org). Individual notices are normally not mailed or e-mailed except to the successful vendor.

**1.27 PRICE INCREASE/DELIVERY CHARGES:** Request for price or delivery charge increases must be received in writing 30-days prior to implementation. The Union County Director of Finance will review requests and make a determination to continue or cancel services.

**1.28 INDEMNIFICATION/HOLD HARMLESS:** Contractor shall indemnify, defend, save and hold harmless Union County and, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.

**1.29 DECLARATIVE STATEMENT:** Any statement or words (i.e.: must, shall, will, etc) are declarative statements and the proposer must comply with the condition. Failure to comply with any such condition may result in their bid being non-responsive and disqualified.

**1.30 WAIVING OF INFORMALITIES:** Union County reserves the right to waive minor informalities or technicalities when it is in the best interest of Union County.

**1.31 APPROPRIATION:** In the event no funds are appropriated by Union County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

**1.32 ASSIGNMENT:** Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Union County.

**1.33 QUANTITIES:** Union County does not guarantee quantities to be purchased off this bid.

**1.34 UNIT PRICE:** Unit price for each unit bid shall be shown and such price shall include packing unless otherwise specified. A total shall be entered in the amount column of the pricing page for each item bid. In case of discrepancy between any unit price and an extended price, the unit price will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.

**1.35 MODIFICATION OR WITHDRAWAL OF BIDS** When it is certain that a mistake has been made in the preparation of the bid, a request will be made to the bidder to confirm the bid. Provisions must be made so that mistakes can be taken care of and the ambiguity resolved satisfactorily. Bids may be modified or withdrawn by written notice received in the Finance Department prior to the time and date set for the bid opening. The changes or withdrawal of the bids should be in writing and signed by an official of the company. The envelope containing the modification should clearly state "modification to bid: Either the entire bid or a particular item may be withdrawn or modified in this manner.

**1.36 PRE-BID CONFERENCES** – Attendance at Pre-bid Conference is strongly encouraged. When deemed necessary a Mandatory Pre-bid Conference will be held. A company representative **MUST** be in attendance and sign the Pre-bid sign-in sheet in order to be awarded the bid.

**1.37 ADDENDUM** -Union County Government reserves the right to amend this solicitation by addendum. Addendum will be emailed up to 48 hours in advance of the bid/proposals due date and time. It is the bidder's responsibility to check for addendum. If in the County's opinion revisions are of such a magnitude, the deadline for this solicitation may be extended in an addendum. In addition, addendum can change specifications, reply sheets, and times and dates for pre-bid meetings as well as due dates/deadlines for questions and bids/proposals.

### **BID SPECIFICATIONS**

#### **VENDOR QUALIFICATIONS**

Potential bidders must meet the following criteria:

- Be able to provide a quality product as specified
- Offer reasonable pricing
- Provide dependable delivery of items ordered
- Meet specifications and bid conditions
- Demonstrate successful past performance

A potential bidder may be rejected for one or more of the following reasons:

- Inadequate or unacceptable product lines
- Inadequate facilities with respect to excess capacities, capable of accommodating surges in volume
- Inadequate sanitation
- Documented unacceptable product

#### **BID AWARD**

**Bids are to be opened at 2:00pm on May 14, 2024.** Only the bottom line total figure will be read at the bid opening. Bids will also be examined for compliance with specification and conditions outlined in the Bid document. If a bidder fails to provide required information with the bid submission or the information is inaccurate or inadequate, the bid will be deemed non-responsive and will not be evaluated for award.

Consideration will be given to all bids properly submitted. Bids will receive appropriate confidentiality before awarding. Upon award, bid documents and tabulations will be available for review. Errors discovered after public opening cannot be corrected, and the bidder will be bound to honor bid as submitted.

#### **BID RENEWAL**

The Union County School Nutrition Program reserves the right to renew all aspects of the bid one year at a time for an additional three (3) years based on a firm fixed price with escalated and deescalated clause. The Union County School Nutrition Program reserves the right to add/or delete products during the contract period. Pricing for added products will be based on a comparison of pricing offered by vendor to the pricing of the same item offered on the open market prior to adding an item to the contract listing. The Union County School Nutrition Program will notify the contractor of their intention to renew this contract no later than March 15, 2025. A written response will be due from the contractor no later than April 1, 2025.

#### **BID PREPARATION**

Each Supplier should bid on all items on the bid document. Total bottom line cost will be determined by multiplying each item bid price times the estimated usage figure and adding the extended dollar figures. In the event a vendor fails to quote a price on an item, the highest price for that item from all bids will be inserted to calculate the bottom line price. Union County School Nutrition will recalculate usage and line extensions to make necessary conversions for differences in pack size. The bottom line total will be adjusted if mathematical conversions and extensions indicate the need for correction. All bids shall be in accordance with the instructions to bidders and specification as attached. Specifications are intended to be open and non-restrictive. Nutrition information on all products is required to be submitted with the bid on May 14, 2024. (Nutrition Fact Labels, Ingredient statement and/or CN Label, or product information on manufactures letterhead.)

All food products must contain zero grams trans fat (less than 0.5 gm) per serving and nutrition information provided.

Estimated usages are given for each item for the vendor and for the purpose of bid evaluation. The estimated usages do not indicate the actual quantity which will be ordered, since such volume will depend upon requirements which develop during the contract period. Estimated usages are based on last year's purchases and are estimated for the bid period. For New/Never Used item's estimated usage, the amount is a projected amount based on anticipated acceptance by students. Inclusion of items on bid does not guarantee purchase.

All columns of the bid document must be completed in ink or type written. The bottom line total (sum of extended prices) must also be printed in ink or typewritten on the proposal form. No erasures shall be permitted.

Mathematical calculation involving decimals should be carried to two (2) places.

Should a bidder find discrepancies or omissions from the bidding document or be in doubt as to their meaning. He/she shall at once request clarification from Crystal Flatford, Purchasing Agen, at [purchasing@ucps.org](mailto:purchasing@ucps.org).

It shall be the sole responsibility of the bidder to make certain that all bids in proper form are submitted by **2:00 P.m. May 14, 2024**, to Union County Finance, 300 Main St, Maynardville, TN 37807. Item cost must include delivery to schools.

The bid document, contract agreement, debarment/suspension certification statement, By American waiver form, and bid form must be filled out and signed. All bids must be signed by a person with authority to bind the bid. The bid must be sealed in an envelope that is labeled according to the direction stated below.

**ORDERS**

Each school will submit their own order.

- 1% chocolate- 10,100 half pints
- 1% white- 2,215
- 1% strawberry-1,850

By School Weekly:

|      | 1% choc | 1% white | 1% straw |
|------|---------|----------|----------|
| PES  | 1600    | 400      | 300      |
| BRES | 950     | 250      |          |
| MES  | 2300    | 400      | 400      |
| LES  | 1200    | 400      | 400      |
| SCES | 550     | 200      | 100      |
| HMMS | 1400    | 300      | 300      |
| UCHS | 2100    | 350      | 550      |

Larger schools would like delivery 2 times a week if possible.

**Delivery**

Deliveries shall be made to the school Monday thru Friday between the hours of 6:00 a.m. and 2:00 p.m. Exceptions to this time frame must be approved on a case by case basis by the School Nutrition Program Supervisor.

The School Nutrition Supervisor shall arrange delivery schedule and schedule shall remain constant from delivery to delivery. Deliveries shall NOT be made after 2:00 p.m. Managers will not be expected to extend working hours to receive late deliveries!

Products must be delivered inside the cafeteria/food preparation area and placed in the cooler rotating stock. The managers or designee will check the items delivered against the requisition/purchase order and invoice at the time of delivery with both the manager or designee and the driver signing the appropriate forms for shortages and errors, and/or obviously damaged goods.

All foods are to be delivered with no evidence of damage. The successful bidder agrees to be responsible for damaged packaging and to pick up and replace any products that are damaged, stale, or out of date, at no charge.

If foreign objects are found in foods purchased from vendor and such objects result in injury or sickness to customers, vendor will be responsible for all claims resulting from this injury or sickness and the Board of Education and their employees will not be held responsible.

The School Nutrition Program shall retain the right to reject any or all of a delivery that does not meet product specifications. Rejected items are to be picked up at the supplier's expense and credit memo issued.

Delivery schedules will be altered to meet holiday and inclement weather schedules. Holiday shall be defined as any week that has less than five (5) school days. If the holiday falls on a scheduled delivery day, the delivery shall be made on a day to be mutually agreed upon by the school district and the successful contractor. School year calendars for all systems participating in the bid are included in the bid packet.

Adjustments for inclement weather, national or local emergencies will include each school utilizing any product delivered prior to school closing. The system will notify the vendor as soon as possible about necessary delivery delays.

The School Nutrition Program reserves the right to reject the use of any equipment by a carrier if it is not in a clean, sanitary condition and suitable for hauling of all items.

The successful bidder shall provide the name and telephone contact number of a company contact person, along with a delivery schedule that includes the delivery person's name and contact number.

Milk that is below temperature will not be accepted.

Pickups and out of dates should be credited to our account.

## **VENDOR PERFORMANCE**

If the Vendor fails in full or part to perform or comply with any provision of this contract or the terms or conditions of any documents referenced and made a part hereof, The Union County School Nutrition Program may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of Contract. Vendors with poor performance will be notified at the time of such performance and be given opportunity to correct the problems. Documentation will be kept on file. Any vendor with continued poor performance will be removed from the potential vendor list for one year.

Failure to deliver within the time specified or within a reasonable amount of time, or failure to make replacements of a rejected commodity immediately will constitute authority to purchase on the open market so as to replace the item(s) rejected and/or not received. On all such purchases, the Vendor agrees to promptly reimburse schools for excess costs caused by such a purchase.

Reasons for product rejection may be any one of the following:

- Quality
- Serviceability of Item (damage)
- Product does not meet bid specifications

A party shall be deemed to have breached the contract if any of the following occurs:

- Failure to provide products or services that conform to contract requirements or

Failure to maintain/submit any report required hereunder; or  
Failure to perform in full or in part any of the other conditions of the contract  
Violations of any warranty.

### **SCHOOL SYSTEM ACTIONS IN EVENT OF A BREACH**

Upon the occurrence of any event of breach, the School system may take any one, or more, or all, of the following actions:

1. Give the Vendor a written notice of the breach requiring it to be remedied within (30) days from the date of the notice, unless another time line is specified; and if the event of breach is not remedied within the time limit, terminate this contract with notice provided to the Vendor
2. Give the Vendor a written notice specifying the event of breach and suspending all payments to be made under this contract and ordering that the portion of the contract price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as the School System(s) determines that the Vendor has cured the breach, shall never be paid to the vendor;
3. Set off against any other obligation the School System(s) may owe to the Vendor any damages the School System(s) suffers by reason of any event of breach;
4. Treat the contact as materially breached and pursue any of its remedies at law or in equity, or both.

### **CONTRACT TERMINATION FOR CAUSE**

If the Contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the Contractor violates any terms of this contract, the School District(s) shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.

In the event the contract is terminated for due cause by the System, the System shall have the option of awarding the contract to the next lowest bidder or bidding again.

### **CONTRACT TERMINATION FOR CONVENIENCE**

The School District(s) may, by written notice to the Vendor, terminate this Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the School System(s). The School System(s) must give notice of termination to the Vendor at least 3() days prior to the effective date of termination. The Contractor shall be entitled to receive compensation for satisfactory authorized service completed as of the termination date, but in no event shall the School District be liable to the Contractor for compensation for any service which has not been rendered. Upon such termination, the Contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

### **INVOICES AND STATEMENTS**

All monthly statements are to be issued to include and end with the cut-off date which will be the LAST DAY OF THE MONTH.

Two (2) invoices must be furnished to each school at the time of delivery. Invoices must be signed by the cafeteria manager or designee; show purchase order number, quantity, and price of each item delivered and total amount of the order. Unsigned invoices will not be paid. If an item must be returned or is rejected, the invoice must be signed by the manager or designee and the person delivering.

At the end of each month, a separate statement showing invoice numbers and dates of delivery for each school shall be mailed to the following addresses:



Union County Finance, 300 Main Street, Maynardville, TN 37807.

### **PAYMENTS**

Invoices will be balanced with the statement and processed for payment. Statement should include any credits issued during the month.

All schools serviced under this contract are tax exempt.

### **REGULATION COMPLIANCE**

- All contracts awarded in excess of \$10,000.00 by grantees and their contractors or sub-grantees shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and supplemented by the Department of Labor regulations (41CFR, Part 60).
- All contracts over \$100,000.00 will require compliance with the Clean Air Act issued under Section 306, Section 508 of the Clean Water Act. , Executive Order 11738 and Environmental Protection Agency regulations.
- Bidders must comply with mandatory standards and policies related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL94-163,89 Stat. 871). ● A Certificate of Lobbying must be signed for all contracts over \$100,000.00
- A Certificate of Debarment/Suspension must be signed for all contracts over \$25,000.00
- Bidders must comply with the "Buy American" provision as outlined in Policy Memorandum 210.21-14
- Small, minority, and women's business enterprises and labor surplus firms are used when/where possible. ● All property or services furnished must comply with all applicable Federal, State, and Local laws, codes and regulations.

### **RECORDS**

All contractors are required to retain all books, records and other documents relative to this agreement for three (3) years after final payment and all other pending matters are closed. Contractors must agree that the Union County Board of Education, the State Agency, the United States Department of Agriculture, or Comptroller General may have full access to any books, documents, papers, and records of the Contractor which are directly pertinent to all negotiated contracts. If an investigation or audit is in progress, records shall be maintained until stated matter is closed.

### **REPORTS**

Contractors shall be required to submit product usage reports.

Based on the request from the School Nutrition Program Supervisor, these reports shall be submitted for total quantity delivered either by school site or combined district total.

### **CODE OF CONDUCT**

The following conduct will be expected of all persons who are engaged in the awarding and administration of contract supported by School Food and Nutrition Program Funds.

- 1) No employee, officer or agent of named School Food Authorities shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

- a. The employee, officer or agent
  - b. Any member of the immediate family
  - c. His or her partner
  - d. An organization which employs or is about to employ one of the above
- 2) The School Nutrition Program employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
- 3) Penalties for violation of the code of conduct of named School Nutrition Program should be:
- a. Reprimand by Board of Education;
  - b. Dismissal by Board of Education;
  - c. Any legal action necessary.

### **BUY AMERICAN REOUIREMENT**

This SFA participates in the National School Lunch Program and is required to use the nonprofit food service funds, to the maximum extent practical, 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 Part 210.21 (d). Note that products must be both produced and processed in the U.S. Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be completed using the "Buy American Certification Form" and submitted with the bid. If a request for an exception occurs after time of bid and during contract period, it must be submitted in writing to Melany Bunch at Union County Board of Education at 423-626-3543 a minimum of days in advance of delivery.

Failure to complete and sign the Buy American Certification form and include it with bid response will be considered a non-responsive bid.

## **BID SUBMISSION CHECKLIST**

1. Complete Bidder information Signature Page and Contract Agreement
2. Sign the following enclosed documents
  - Certification Regarding Debarment
  - Certification Regarding Lobbying
  - Waiver form regarding Buy American Requirements
  - Drug Free Workplace Requirements
  - Criminal History Records Check
3. Complete bid pricing form.
4. Include Nutrition information on all products :( Nutrition Fact Label, ingredient statement and/or CN label or product formulation on manufactures letterhead.
5. Submit bid packet so that it arrives in the Union County Finance office by 3:00 p.m. June 19, 2018.

"In accordance with Federal civil rights law and U.S. Department Q/Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, Offices, and employees and institutions in or administrating USDA programs are prohibited from discriminating on the basis Q/race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large point, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a complaint Q/ discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [HTTP://www.ascr.usda.gov/complaint\\_tiling\\_cust.html](http://www.ascr.usda.gov/complaint_tiling_cust.html) , and at any USDA Office, or write a letter addressed to USDA and provide in the letter all "the information requested in the form. To request a copy Q/ the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue SW  
Washington, D.C. 20250-9410
- 2) Fax: (202) 690-7442
- 3 ) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Small, Minority, and women's business enterprises and labor surplus firms are used when/possible



BID NUMBER: 0129

BID TITLE: MILK

**Section 3. BID INFORMATION**

**Section 4. VENDOR INFORMATION**

2.1 I acknowledge the receipt of:  
(Please write "Yes" if you received)

Addenda 1 \_\_\_\_\_ Addenda 2 \_\_\_\_\_

Addenda 3 \_\_\_\_\_ Addenda 4 \_\_\_\_\_

2.2 Please list and include in your bid packet all warranty information concerning length and coverage below  
("Standard Mfg Warranty" is unacceptable)

\_\_\_\_\_

2.3 Guaranteed days till deliver after receipt of purchase order

\_\_\_\_\_

2.4 Additional Shipping, Freight, or Handling Fees  
\$ \_\_\_\_\_ Total (To be added to bid)

2.5 If bid varies from specification, make full explanation

2.6 Payment terms shall be \_\_\_\_\_% \_\_\_\_\_ days  
Offers of less than 20 days will not be considered in bid evaluation. Union County's normal payment terms of Net 30 days will be adopted if no other terms are quoted and accepted

2.7 Bid pricing will remain stable \_\_\_\_\_ days from bid opening

2.8 Bidding on "all or none" basis  
Bidding on "low item" basis (Please check one)

2.9 Will you honor additional purchases at this same price? Yes \_\_\_\_\_ No \_\_\_\_\_

2.10 Cooperative Purchasing Agreement: Vendor are to indicate if it is permissible for other governmental agencies in the State of Tennessee to purchase these items or services at the same price. Freight charges may be adjusted to reflect differences in delivery cost to other locations

Please indicate vendor's approval of the Cooperative Purchasing Agreement  
\_\_\_\_\_ Yes \_\_\_\_\_ No

The undersigned agrees if bid is accepted, to furnish all license information

Vendor Name

Vendor Address

City, State

Zip Code

Telephone

Fax Number

Contact Person (Please Print)

Email Address

Tax Payer Identification Number: Social Security, Employer Identification Number:

What is the major service or product your company provides?  
(Explain/Describe)

Authorizing Signature

Please sign original in blue ink)

I agree to abide by all Terms and conditions of this Invitation to Bid and certify that I am authorized to sign this bid for the vendor. Failure to include any information mentioned in the bid or to comply with these bid instructions may result in rejection of our bid.



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, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1)

The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:

Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a 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;

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

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

Date \_\_\_\_\_

By \_\_\_\_\_

Name and Title of Authorized Representative

Signature of Authorized Representative

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. 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 the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal 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 entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. 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 ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. 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.
10. Except for transactions authorized under paragraph 6 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 may terminate this transaction for cause or default.

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to 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 Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. 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 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 followup 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 Federal 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 subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks 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 known. 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; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included-DE-prefixes,90-001." e.g., "RFP
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 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing 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 this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503



BID NUMBER: 0129  
BID TITLE: MILK

CERTIFICATION REGARDING LOBBYING

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 Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any 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 an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. 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.

Organization: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
CERTIFIED BY : (type or print)

\_\_\_\_\_  
TITLE:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

BID NUMBER: 0129

BID TITLE: MILK

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.

1352 See reverse for public burden disclosure.

|  |  |  |
|--|--|--|
| 1. Type of Federal Action:<br>a. contract<br>b. grant<br>c. cooperative agreement<br>d. loan<br>e. loan guarantee<br>f. loan insurance   | 2. Status of Federal Action:<br>a. bid/offer/application<br>_____ b. initial award<br>c. post-award                      | 3. Report Type:<br>a. initial filing<br>_____ b. material change<br><br>For material change only:<br>Year _____ quarter _____<br>Date of last report _____ |
| 4. Name and Address of Reporting Entity:<br>_____ Prime _____ Subawardee<br>Tier _____, if Known:<br><br>Congressional District, if known:   | 5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:<br><br>Congressional District, if known: |  |
| 6. Federal Department/Agency:  | 7. Federal Program Name/Description:<br><br>CFDA Number, if applicable: _____  |  |
| 8. Federal Action Number, (fknown):  | 9. Award Amount, if known:   |  |
| 10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI)  | b. Individuals Performing Services (including address if different from No. 10a)<br>(last name, first name, MI)          |  |
| II. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | Signature: _____<br>Print Name: _____<br>Tithe: _____<br>Telephone No.: _____ Date: _____                                |  |

BID NUMBER: 0129  
BID TITLE: MILK

## Buy American Certification

If the bidder ships items that have not been approved by the SFA during the contract period, the noncompliance will be addressed as a breach of contract.

We require that suppliers comply with the Buy American provision in all program meals and:

- 1) certify that the products they are offering are domestic; or
- 2) request permission to provide an alternative item when domestic is not available or is priced substantially higher than the non-domestic item.

Requests for alternatives or exceptions should be made as a last resort. However, if you do not have a domestic item to provide for any line item specification on this bid, we will entertain a request for exception at this time of bid. Requests for exceptions during the bid period must be made in writing using the same form. All requests must be submitted at least (15 ) days prior to the scheduled delivery date.

| Item as specified (include vendor Number) | Reason for exception (check one: "Limited or Lack of availability" or "Price") |       | Alternative substitute item (Include vendor Number) | Price of Specified item | Price of Alternative item |
|---|--|-------|---|-------------------------|---------------------------|
|   | Limited or lack of availability  | Price |   |                         |                           |
|   |  |       |   |                         |                           |
|   |  |       |   |                         |                           |
|   |  |       |   |                         |                           |
|   |  |       |   |                         |                           |
|   |  |       |   |                         |                           |

In all cases, the school food authority is the determining official that makes the decision to accept nondomestic items. Unless a specific exception has been granted, non-domestic items may not be shipped.

I/We \_\_\_\_\_ certify that all food items on this bid have at least \_\_\_\_\_ percent U.S. content and were processed in the U.S., except for those listed above.

### Vendor Certification

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

BID NUMBER: 0129

BID TITLE: MILK

AFFIDAVIT OF COMPLIANCE

WITH

DRUG-FREE WORKPLACE REQUIREMENTS OF

TENNESSEE CODE ANNOTATED, S 50-9-113

(To be submitted with bid by contractor with 5 or more employees)

I, \_\_\_\_\_, President or other Principal

Officer of, swear or affirm that the

\_\_\_\_\_  
Name of Company

Company has a drug-free workplace program that complies with Title 50, Chapter 9, Tennessee Code Annotated, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, S 50-9-113.

\_\_\_\_\_  
President or Principal Officer

For:

\_\_\_\_\_  
Name of Company

STATE OF TENNESSEE }

COUNTY OF

Subscribed and sworn before me by

\_\_\_\_\_  
President or Principal Officer of

On this \_\_\_\_\_ day of \_\_\_\_\_ 2024

\_\_\_\_\_  
Notary Public

My Commission expires:

\_\_\_\_\_

BID NUMBER: 0129

BID TITLE: MILK

AFFIDAVIT OF COMPLIANCE

WITH

TENNESSEE CRIMINAL HISTORY RECORDS CHECK

TENNESSEE CODE ANNOTATED, SECTION 49-5-413

(To be submitted with bid by contractor)

I, \_\_\_\_\_, President or other Principal

Officer of, swear or affirm that the

\_\_\_\_\_  
Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated 49-5-413, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, 49-5-413.

\_\_\_\_\_  
President or Principal Officer

For:

\_\_\_\_\_  
Name of Company

STATE OF TENNESSEE } COUNTY OF  
Subscribed and sworn before me by

\_\_\_\_\_  
President or Principal Officer of

On this \_\_\_\_\_ day of \_\_\_\_\_ 2024

Notary Public

My Commission expires:

\_\_\_\_\_

BID NUMBER: 0129

BID TITLE: Milk Bid

Section 3. VENDOR INFORMATION AND PRICING

BID SUBMISSION FORM:

UNION COUNTY SCHOOL NUTRITION MILK BID

Vendor Name \_\_\_\_\_

Vendor Address \_\_\_\_\_

City\_\_\_\_State\_\_\_\_Zip\_\_\_\_\_

Telephone Number\_\_\_\_\_Fax Number\_\_\_\_\_

Contact Person\_\_\_\_\_

Contact Person 's Email Address\_\_\_\_\_

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated 12-12-106.

(Sign in blue ink)

Authorizing Signature\_\_\_\_\_

| Item # | Specifications  | Preferred Packaging | Estimate Usage | Price Each | Extended Price |
|--------|---|---------------------|----------------|------------|----------------|
| 1      | Milk, Lowfat, less than or equal to skim milkfat, paper container         | half pint           | 200,000        | _____      | _____          |
| 2      | Milk, Chocolate lowfat, less than or equal to Skim Milk, Paper container  | half pint           | 475,000        | _____      | _____          |
| 3      | Milk, Strawberry lowfat, less than or equal to Skim Milk, Paper container | half pint           | 6,000          | _____      | _____          |

Milk, Vanilla lowfat, less than or equal to Skim Milk

|   |  |           |       |       |       |
|---|--|-----------|-------|-------|-------|
| 4 | Paper container                          | half pint | 2,250 | _____ | _____ |
| 5 | Milk, Skim, 1% milk fat, Paper container | half pint | 500   | _____ | _____ |
|   |  |           | TOTAL |       | _____ |

Authorizing  
Signature \_\_\_\_\_