



ADVERTISEMENT DATE: **April 13, 2023**

**HAMILTON COUNTY DEPARTMENT OF EDUCATION  
3074 Hickory Valley Road  
Chattanooga, Tennessee 37421  
(423) 498-7030  
INVITATION TO BID (ITB)**

**BID 23-28, MILK, DAIRY PRODUCTS AND BEVERAGES FOR THE  
SCHOOL NUTRITION PROGRAM**

Sealed envelopes containing bids must be sent to the Purchasing Department and addressed to the Hamilton County Department of Education, 3074 Hickory Valley Road, Chattanooga, Tennessee 37421. Proposers must submit and mark an "original" bid, one "copy", and one "USB Flash Drive" in one (1) sealed envelope. Bid documents may be secured from the Purchasing Department at the above address and on our website at [www.hcde.org](http://www.hcde.org) via vendor registry. Bids received shall be opened by the Purchasing Department at the time and place designated in the Solicitation and/or associated addenda. The opening for the ITB shall be open to the public.

Bids must be received in the Purchasing Department prior to the designated time for opening. Bids received after the designated time of opening will be considered late and shall be considered Non-Responsive.

<b>SOLICITATION NUMBER &amp; TITLE</b>	<b>BID 23-28, MILK, DAIRY PRODUCTS AND BEVERAGES FOR THE SCHOOL NUTRITION PROGRAM</b>
<b>OPENING/DUE DATE &amp; TIME</b>	MAY 15, 2023 at 2:00 pm
<b>LOCATION</b>	3074 Hickory Valley Road, Chattanooga, Tennessee 37421
<b>PROCUREMENT CONTACT</b>	Debbie Jackson
<b>PHONE</b>	423-498-7030
<b>EMAIL</b>	<a href="mailto:doe_purchasing@hcde.org">doe_purchasing@hcde.org</a>

**BIDDER NAME** \_\_\_\_\_

**HAMILTON COUNTY DEPARTMENT OF EDUCATION  
3074 Hickory Valley Road  
Chattanooga, Tennessee 37421  
(423) 498-7030  
INVITATION TO BID (ITB)**

**BID 23-28, MILK, DAIRY PRODUCTS AND BEVERAGES FOR THE  
SCHOOL NUTRITION PROGRAM**

Sealed bids will be received addressed to the **Attention of: Purchasing, Hamilton County Department of Education**, 3074 Hickory Valley Road, Chattanooga, Tennessee 37421, **May 15, 2023 until 2:00PM EST**. Any bid received after the scheduled closing time for receipt of such bid will be considered late and shall be considered Non-Responsive.

**TERMS AND CONDITIONS**

These terms and conditions shall be part of the Contract.

**Note: Throughout this document the terms Proposer, Contractor, Company, Vendor, Firm or Bidder are used interchangeably and refer to any organization submitting a response to any solicitation. Additionally, the words terms, quote, bid, proposal are used interchangeably and refer to the submission in response to any solicitation. Hamilton County Schools, HCS, Hamilton County Department of Education, The District will be used interchangeable. SNP stands for School Nutrition Program.**

- 1. Anticipated Procurement Schedule-** The following is an anticipated timetable for the procurement process. HCS reserves the right to adjust the schedule, as it deems necessary. In the event significant adjustments are necessary, all affected parties will be notified. All times are for the Eastern Time Zone (ET).

#	EVENT	DATE	TIME
1	MILK, DAIRY PRODUCTS AND BEVERAGES FOR THE SCHOOL NUTRITION PROGRAM Bid #23-28 Posted in Vendorregistry.com	April 13, 2023	
2	Vendor to submit pre-approved equal request with nutrition and crediting information	April 27, 2023	3:00pm
3	Vendor clarifications, comments and questions	May 4, 2023	4:30pm
4	Deadline to submit sample product, if requested	May 2, 2023	4:30pm
5	HCS deadline to notify the vendor of pre-approval	May 4, 2023	4:30pm
6	Deadline to submit bids	May 15, 2023	2:00pm
7	Bid will be presented to the Board for approval	June 15, 2023	5:30pm
8	HCS to issue Purchase Order to the awarded vendors	July 01, 2023 or soon thereafter	

2. **Quality and Guarantee** - All material on which bids are submitted shall be of the quality and grade specified. Each bid must be accompanied with complete descriptions, catalog cuts, or other illustrations of each item upon which a bid is made. The names of manufacturers and stock numbers shall be clearly indicated. Any item bid which does not completely meet stated specifications must be listed as an alternate and go through the pre-approved processed.
3. **Requirements for Submitting Bids** – Only one bid package per vendor will be allowed. Bids made on forms other than the Bid Form will not be considered. No modifications or alterations to the bid documents may be made either by interlineation, supplements or deletions. Any additional materials offered by the vendor to be included in the bid submission that create a material change must be approved prior to the bid opening. The signature of the person submitting the bid shall be in longhand without erasure.
4. **Exceptions**: Bidders taking exceptions to any part or section of this invitation shall indicate such exceptions on the bid form. Failure to indicate any exception will be interpreted as the bidder's intent to comply with and/or supply the requirements as written in the bid document.
5. **Bid amendment**: If it becomes evident that an invitation must be amended, a formal written amendment will be issued to all known Bidders. If necessary, a new due date will be established.
6. **Bid delivery**: HCS requires that all bids be submitted and time/date-stamped by the date and before the time specified in the bid documents to be considered, regardless of method of delivery. The time clock in the Procurement Department shall be the official record of the time. HCS is not responsible for any technical difficulties of any vendor in the delivery of its bid. No late bids will be accepted, opened or returned.
7. **Bid forms**: Vendors must complete bid forms contained in the bid package. Failure to fully complete the bid forms may result in rejection of the bid.
  - a. All information shall be entered in ink or typed/computer generated. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid. Corrections and/or modifications received after the closing time specified will not be accepted.
8. **Bid preparation**: Prospective bidders are solely responsible for their own expenses in Bid preparation and subsequent negotiations with HCS, if any.
9. **Bid submission and transmission**: Bid must be submitted in a sealed envelope with the Bid Number/Name, the closing date and time, as well as your company name provided on the envelope. If your response envelope is enclosed in another envelope/package for delivery, the latter should also be clearly labeled with the same identifying information.
  - b. All bids are to be F.O.B. Hamilton County, TN. All responses to this invitation become the property of HCS. Bids/Bids submitted via e-mail or facsimile machine are unacceptable.
10. **Withdrawal** - Withdrawal of an inadvertent or erroneous bid or proposal by the vendor (before or after opening) may be permitted, when the Purchasing Department determines it to be appropriate. For an unopened manually submitted bid or proposal in exclusive possession of HCS to be withdrawn, a written request for withdrawal must be submitted to the office of the HCS Purchasing Department by a duly authorized representative of the vendor. To take effect, such requests must be received prior to the time set for the opening. A successfully withdrawn submission may be replaced with another sealed bid / proposal if it is received prior to the time set for the opening. In all cases, determination of bid / proposal receipt will be solely governed by the clock-in time as determined by a clock or timepiece designated by the Purchasing Department. No other clock or timepiece will have any bearing on determining whether

or not the bid / proposal has been received prior to the time set for the opening an apparent successful bidder alleging a material mistake may be allowed to withdraw their Bid at the option of HCS.

11. **Rights of Owner** - The Hamilton County Board of Education reserves the right to reject any or all bids or any part thereof, to waive technicalities and informalities, and to award a contract to other than the low bidder.
12. **Clarification of Bid Document** - Should a bidder find discrepancies in or omissions from the bid document or should he be in doubt as to its meaning, he shall at once request clarification from the Purchasing Department, at 423-498-7030 or doe\_purchasing@hcde.org. This must be done prior to the date/time of the bid opening.
13. **Awarding of Contract** – The District reserves the right to award one contract for all items in one group. The District reserves the right to award the Contract to the most responsible and responsive bidder based on lowest price and that meets the specifications listed. This bid is awarded as firm fixed, bottom line tabulation, and as “all or nothing” by **group**.

If the lowest vendor is deemed not responsible or responsive, the District reserves the right to award the contract to the next lowest bidder.

14. **Tie-Bids** - A tie bid exists where two or more vendors offer products that meet all specifications, terms and conditions at identical prices, including cash discount offered for prompt payment. In such case, a tie bid will be broken by the following methods, in descending order:
  - By lot or coin toss.

15. **Contract Period**: The Vendor shall be responsible for furnishing and delivery to the HCS School Nutrition Department the products described herein on an “as-needed basis” for the School Year 2023-2024. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for up to four additional years (five years total). The vendor is allowed to petition for price re-determination (price increases/decreases) by March 1 each year. The Contract Period is to begin on July 01, 2023 and end on June 30, 2024.

16. **Renewal Provision**: The contract may be renewed for up to four additional years (five years total). with price redeterminations upon mutual agreement by the vendor and the Hamilton County Department of Education School Nutrition program. The vendor must petition items for price redetermination (price increases/ decreases) by March 1 of each year for consideration in the next contract period:

March 1, 2024 – for contract period of July 1, 2024 – June 30, 2025  
 March 1, 2025 – for contract period of July 1, 2025 – June 30, 2026  
 March 1, 2026 – for contract period of July 1, 2026 – June 30, 2027  
 March 1, 2027 – for contract period of July 1, 2027 – June 30, 2028

Price re-determination is allowed annually at the time of contract renewal. The Bureau of Labor, Consumer Price Index – All Urban consumers, U.S. Food Away from Home will be the comparison index that will be used for price-redeterminations. Since the indexes are subject to revision after originally published, the most current index will be used. Base Index at the time of renewal (latest available) divided by the index at the time of the beginning of the contract period, or last price revision. For the potential contract renewal for July 1, 2024: January 2024 Index divided by July 2023 Index. For the potential contract renewal for July 1, 2025: January 2024 Index divided by July 2024 Index.

The contract value using the price re-determinations must fall within the acceptable range. If the contract value is not within the acceptable price range, the vendor must revisit the pricing. Price increases based on uncontrollable events will not be accepted. If the pricing requirements cannot be met, the bid will not be approved for purchasing and will have to be re-bid.

- 17. Tax Exemption** - Sales and excise taxes do not apply to the equipment purchased by a board of education. These taxes should not be included when submitting bid prices on the attached Bid Form. The necessary exemption certificate properly executed is to be provided by the successful bidder for signature by a representative of the Owner.
- 18. Meeting Specifications** - By my written signature on this bid, I (we) agree and certify that all items included in the bid meet or exceed any and all specifications covering such items. I (we) further agree, if awarded a contract, to deliver merchandise which meets or exceeds the specifications. Failure to comply with this section will result in removal of your firm from our list of bidders for at least six (6) months. This penalty does not preclude action to enforce specific performance.
- 19. Declaration/Statement by Bidder** - The respondent hereby states that he, his company, or any of its employees, agents, officers or proposed sub-contractors have not violated or participated in a violation of, been convicted, or pled "nolo contendere" to any act involving an unlawful restraint of trade such as, but not limited to violations of the Sherman Act (15 U.S.C. § 1-2), the Racketeer Influenced and Corrupt Organizations Act (18 U.S.C. 1961-1968), the Hobbs Act (18 U.S.C. §1961), the mail or wire fraud statutes (18 U.S.C. §1341,1343), the false statements statute (18 U.S.C. §1001), the Tennessee Anti-Trust Act (T.C.A. § 47-25-101) or similar state or federal law. Respondent further states that he, his company or any of its officers, agents, or employees have not been debarred by any governmental agency (Federal, state, or local).
- a. In submitting this bid, you are certifying that you are aware of the requirements imposed by T.C.A. §49-5-413(d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

**20. Regulation Compliance:**

- 1) **Environmental Tobacco Smoke:** Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the Tennessee "Children's Act for Clean Indoor Air of 1995," the Contractor shall prohibit smoking of tobacco products within any indoor premises in which services are provided pursuant to this Contract to individuals under the age of eighteen (18) years.  
This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines.
- 2) **Equal Order 11246, "Equal Employment Opportunity":** All contracts awarded in excess of \$10,000.00 by grantees and their contractors or sub grantees shall be in compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 (October 13, 1967), and Department of Labor regulation (41 CFR Part 60). Additional information can be obtained from the U.S. Department of Labor or the State's Department of Labor.
- 3) **Energy Policy and Conservation Act.** Applies to all contracts. All contracts must recognize appropriate mandatory standards and policies relating to energy efficiency which are contained in the State's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163, 89 Statute 871) (PL94-165).
- 4) **2 CFR Appendix II to Part 200(I) Restrictions on Lobbying** - Applies to contracts renewals in excess of \$100,000.00. Contractors must comply with the certification and reporting requirements of 2 CFR 200.326.

- 5) **2 CFR Appendix II to part 200 (H)-Suspension and Debarment** - Applies to contracts expected to equal or exceed \$25,000 and contract renewals meeting the applicable dollar thresholds. Potential contractor must certify eligibility by signing the included form.
- 6) **2 CFR 200.319 (a) and (c) Drafting of Bid Specifications** - Requires that any person that develops or drafts specifications, requirements, statements of work, invitations bid, requests for proposals, contract terms and conditions or other documents for use by a State, school or institution conducting a procurement under the school nutrition programs must be excluded from competing for such procurements.
- 7) **2 CFR 200.319 Local Geographical Preferences** – Local geographical preferences shall be prohibited as specified in 2 CFR 200.319 (b), and prohibits the use of statutorily or administratively imposed in-state or local geographic preferences.
- 8) **2 CFR 200.322 Domestic Preference for Procurements** – Requires the District provide a preference for the purchase of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement and other manufactured products).
- 9) **T.C.A. § 50-9-113, Drug-Free Workplace Affidavit** – A form required to be signed to affirm company is in compliance.
- 10) **Certification of Compliance with Tennessee Public Chapter #587** – A background check is not a requirement of the vendor representatives as long as school nutrition staff is present for visits and deliveries. The Public Chapter 1080, (D) was amended to: (C) Exempt delivery or pick-up service providers where those services involve only scheduled visits under the supervision of school personnel.
- 11) **Non-Collusion Affidavit** – The form states the proposer agrees and understands the affidavit and is required to be signed.
- 12) **Certification of Compliance with IRAN Divestment Act.** A local form required to be signed by the vendor for each bid
- 13) **Food, Drug, and Cosmetic Act**, 1938, amended 1990, 21 CFR Part 101; Nutrition Labeling and Education Act of 1990; and the Agricultural Marketing Act 1953, amended 1957 - The vendor will responsibly supply goods for the School Nutrition Department programs meeting the listed regulations for standards of identity, quality and fill; grades of foods; and product definition.
- 14) **Discovery Rights** – After purchasing your product the School Nutrition Program will be the sole user. The School Nutrition Program will respect the patent and copyright of your product and will not share with any other entity.
- 15) **Title VI of the Civil Rights Act of 1964** - No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- 16) **Title IX of the Education Amendments of 1972** - Prohibits discrimination based on gender in all programs or activities that receive Federal financial assistance. Title IX also includes same gender harassment as well as student-to-student harassment.
- 17) **Buy American Certification**– This District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent 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 the contract period, it must be submitted in writing to the School Nutrition Director, a minimum of 3 days in advance of delivery.

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

If the vendor ships items that have not been approved by the SFA during the contract period, the non-compliance will be addressed as a breach of contract.

- 21. Qualifications of Bidders**- A bidder may be required, before the award, to show to the complete satisfaction of HCS that it has the necessary facilities, ability, insurance, and financial resources to provide the service or goods specified.
- 22. Restrictive or Ambiguous Specifications**- It is the responsibility of the prospective bidder to review the entire invitation to bid (ITB) or Invitation to Bid (Bid) packet and to notify the Procurement Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications of bidding procedures must be received in the Procurement Department *not less than seventy-two hours* prior to the time set for bid opening. These requirements also apply to specifications that are perceived to be ambiguous.
- 23. TN Department Of Revenue Requirements**: Before the Contract resulting from this solicitation is signed, the apparent successful Proposer must be registered with the Department of Revenue for the collection of Tennessee sales and use tax. HCS shall not approve a contract unless the Proposer provides proof of such registration. The foregoing is a mandatory requirement of an award of a contract pursuant to this solicitation.
- 24. No Contact Policy**- After the date and time established for receipt of bids by the HCS Procurement Department, any contact initiated by any bidder with any HCS representative, other than the Procurement Division representative listed herein, concerning this solicitation is prohibited. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.
- 25. Pricing**: Vendors are to quote a firm fixed price for the term of the contract. All orders are to be quoted F.O.B. destination. Price re-determination will be considered at time of contract renewal.
- Exception for Milk products:
- All bidders must hold pricing for fluid milk products for a minimum of 30 days from bid date. Pricing for fluid milk products must be based on April 2023. Pricing for fluid milk products can escalate or de-escalate in accord with changes in the Dairy Farmers of America Southeast Council monthly report on Class I Skim Price per cwt. This price must be tied directly to the Federal Milk Order announcement for the applicable geographical zone. Prices for milk delivered can be escalated or de-escalated at the rate of \$.001 per half-pint for each \$.20 increase in the index. Any changes (up or down) in prices must be announced to the school district as soon as they are available.
- 26. TN Cooperative Purchasing**: also known as piggybacking, HCDE reserves the right to extend the terms, conditions and prices of this contract to other HCDE departments who express an interest in participating in any contract that results from this RFP. Total participation cannot exceed 10% of the total dollar amount of the original contract. Each of the piggyback institutions will issue their own purchasing documents for purchasing of the goods. Bidder agrees that HCDE- School Nutrition Dept shall bear no responsibility or liability for any agreements between Bidder and the other Department(s) who desire to exercise this option.
- 27. Acceptance**: all terms and conditions in this contract are deemed to be accepted by the vendor and incorporated in the bid, except the provision(s) which are expressly excluded by the specifications.
- 28. Additional Information**: vendors are cautioned that any statement made by any individual or employee of HCS that materially changes any portion of the bid document, either before or after the issuance of the bid documents, shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document.

- 29. Alteration or amendments:** no alterations, amendment, changes, modifications or additions to any contract resulting from this bid shall be binding on HCS without the prior written approval of HCS.
- 30. Assignment:** contractors 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 consent of HCS.
- 31. Brand names:** brand names and numbers, when used, are for reference to indicate the character or quality desired. The bid is to be made for the brand and item code specified or pre-approved equal. Pre-approved equal items will be considered, provided they are clearly identified by manufacturer, item code, nutrition information, crediting information and other related material. If the vendor is submitting an item to be approved as an equal, specifications are to be submitted as outlined in the Instructions to Bidders.
- 32. Code of Conduct, 2 CFR 200.318(c)(1),** No employee, officer or agent of the Hamilton County Department of Education School Nutrition Department can participate in the selection, award of administration of a contract supported with Federal Funds if a conflict of interest, real or apparent, would be involved. Real and apparent conflicts of interest exist when:
- The employee, officer or agent; any immediate family member of same; partner or organization that employs or is about to employ any of the above or has a financial or other interest in the firm selected for the award
  - Organizational structures and personnel practices exist that undermine the independence and integrity of the procurement process
  - Gratuities, favors, or anything of monetary value are solicited or accepted from current or potential vendors on behalf of any individual or the organization before, during, or after contract award.
- 33. Code Of Ethics:** all suppliers are expected to adhere to business ethics and professional behaviors as outlined in these documents.
- 34. Compliance With All Laws:** companies submitting bids must agree to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations, including but not limited to title vi of the federal civil rights act of 1964, the equal employment opportunity act and the regulations issued there under by the federal government, the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government, in any manner affecting the provision of goods and/or services, and all instructions, prohibitive orders issued, and shall obtain all necessary permits.
- 35. Declarative Statement:** any statement or word (e.g., must, shall, will) are declarative statements and the vendor must comply with the conditions. Failure to comply with any such statement may result in their bid being deemed non-responsive and disqualified.
- 36. Deliveries:** must be accompanied by delivery tickets or packing slips. These shall contain the following information for each item delivered: purchase order number; school name, item number; name of article; quantity; and supplier.
- 37. Delivery Of Goods And Services** - it is understood and agreed that this bid shall constitute an offer which, when approved by the school board and accepted in writing by the purchasing department, will constitute a valid and binding contract between the undersigned and the Hamilton County Department of Education. Failure to supply needed material and/or services will result in removal of your firm from our list of bidders for at least six (6) months.
- 38. Discounts For Prompt Payment:** vendors may include an option for cash discounts off of their quoted price, with terms of payment to be a minimum of net 15. If a discount for prompt payment is offered by



the bidder, it must be shown in the bidder's response; however, discounts for prompt payment will not be considered in the evaluation of bids or bids. If earned, HCS will take all discounts offered for prompt payment, provided correct and proper invoices, prepared in accordance with the terms of the purchase order or contract, are processed and payment is issued or post-marked to the Successful Bidder within the Stipulated Time Frame.

**39. Indemnifications/Hold Harmless:** contractor shall indemnify, defend, save and hold harmless HCDE, the school board, administration, and their agents and employees from any and all suits, claims, actions or damages of any nature brought because of, arising out of, or related to the contractor's performance under the terms of this contract, including the work of any sub-contractor, and without regard to any allegations of fault.

**40. Insurance Requirements:** The Vendor shall maintain the following minimum insurance requirements throughout the duration of the Agreement. HCS reserves the right to request additional documentation or additional policies be provided at its sole discretion and where deemed in its best interest. HCS in no way represents that the insurance required is sufficient or adequate to protect the Vendor's interest or liabilities.

Vendor shall provide Worker's Compensation Insurance as required by applicable laws of the State of Tennessee and shall provide liability insurances as required. All insurance must be occurrence based. Vendor shall add Hamilton County Department of Education as additional named insured by policy endorsement and provide a certificate of insurance evidencing such coverage and endorsement number (#) for each additional named insured. Complete copies of insurance policies must be provided, if requested. A failure to provide said documentation will be considered a contract breach and grounds for termination of contract or pending award recommendation.

Insurance Required	
Coverage	Amount
Workers Compensation	Statutory Limits of Tennessee
Employers Liability	\$1,000,000 per occurrence
Commercial General Liability	\$1,000,000 each occurrence; \$2,000,000 aggregate
Auto (Truck) Liability	\$1,000,000 each occurrence

**41. Invoices:** The Proposer agrees that an invoice will be submitted for the project and shall clearly and accurately (all calculations must be extended and totaled correctly) detail the following required information:

- Invoice/Reference Number (assigned by the Proposer);
- Invoice Date;
- P.O. Number
- Proposer Name;
- Proposer Contact (name, phone, and/or fax for the individual to contact with billing questions);
- Proposer Remittance Address; and
- Complete Itemization of Charges
- Total Amount Due.

The invoices will be returned for correction unless they contain all the above information.

**42. Invoices to be submitted to [CN\\_AP@HCDE.ORG](mailto:CN_AP@HCDE.ORG) and [SN-AP@HCDE.ORG](mailto:SN-AP@HCDE.ORG) 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 federal law.

**43. Non-Conflict Statement:** vendors, by submitting a signed bid, agree that it has no public or private interest and shall not acquire directly or indirectly any interest that would conflict in any manner with the

provision of its goods or performance of its services. Supplier warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of HCS as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to the contractor in connections with any goods provided or work contemplated or performed relative to the agreement.

- 44. Non-Discrimination Statement:** supplier must agree that no person on the grounds of age, color, disability, gender, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran's status shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of vendor. Supplier shall upon request show proof of such non-discrimination, and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Suppliers covenants that it complies with the fair wage and hour laws, the national labor relations act, and other federal and state employment laws as applicable. Supplier covenants that it does not engage in any illegal employment practices.
- 45. Payment Method-** The successful bidder shall be issued a purchase order per contract period. This has to be received prior to products being ordered/shipped. Purchase Order will detail the quantity, specific items(s) and the contracted price for each item. The District uses electronic payments (EFT/ACH) upon agreement.
- 46. Payment Terms:** HCS payment terms are Net 30 after receipt/inspection of merchandise and receipt of invoice unless otherwise stated in the contract documents. Payment will be made to the vendor when the contract has been met and verified and has met the procedures for payment. The District does not permit late fees on invoices.
- 47. Public Access to Procurement Information:** Subject to the requirements of the TN Open Records Act, information relating to the award of a particular contract shall be open to the public only after evaluation of that bid or bid has been completed. All public records pertaining to procurement shall be open for inspection during normal business hours as scheduled in advance with the Procurement Department.
- 48. Protest of Award:** Any vendor who has submitted a timely bid or bid in response to a solicitation may protest the recommendation of award for a contract by submitting such protest to HCS's Director of Procurement. Any protest must be submitted in writing and be in the possession of the Procurement Department before noon (ET) of the 2nd working day following the public recommendation of contract award.

**FAILURE OF A VENDOR TO FOLLOW THE PROTEST REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED IN THIS SECTION CONSTITUTES A WAIVER OF THE PROTEST AND ANY RESULTING CLAIMS.**

- 49. Right to Audit:** During all phases of the work and services to be provided hereunder the Provider agrees to permit duly authorized agents and employees of HCS to enter the Provider's offices for the purpose of inspections, reviews and audits during normal working hours. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places. The Provider will maintain all books, documents, papers, accounting records, and other evidence pertaining to the fee paid/charged under this Contract and make such materials available at their offices at all reasonable times during the period of this Contract and for seven (7) years from the date of payment under this Contract for inspection by HCS or by any other governmental entity or agency participating in the funding of this Contract, or any authorized agents thereof; copies of said records to be furnished if requested.
- 50. Severability:** If any provisions of these Rules or any application thereof to any person or under any circumstance is held to be invalid, such invalidity shall not affect the provisions or applications of these rules which can be given effect without the invalid provision or application, and to this end the provisions of these Rules are declared to be severable.

- 51. Taxes:** HCS is a tax-exempt organization. Sales, use or federal excise taxes should not be included in your bid.
- 52. Termination for Cause:** In the event of any breach of contract by the successful service provider(s), HCS may serve written notice to the service provider of its default, setting forth with specificity the nature of the default. If the defaulting party fails to cure its default within thirty (30) days after receipt of the notice of default, then HCS shall have the right to terminate the contract upon thirty (30) days written notice and pursue all other remedies available to HCS, either at law or in equity. In the event the contract is terminated for due cause by HCS, HCS shall have the option of awarding the contract to the next lowest vendor or reissuing a bid.
- 53. Termination for Convenience:** Contract may be terminated for convenience by either party by giving written notice to the other, at least sixty (60) days before the effective date of termination unless otherwise specified in the solicitation and/or contract documents. Said termination shall not be deemed a Breach of Contract.
- 54. Termination Due To Non-Appropriation:** HCS shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of HCS's future fiscal years unless and until HCS appropriates funds for this Contract in HCS's Budget for each such future fiscal year.
- 55. Terms and Conditions:** In the event of a conflict between the specifications and these terms and conditions, the specifications will govern.
- 56. Vendor Performance -** The School Nutrition Director or designee shall be responsible for verifying contract 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, Hamilton 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 the rest of the school year and the next bid cycle.

Failure to deliver within the time specified or within a reasonable amount of time, or failure to make replacements of a rejected item 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 incurred by such a purchase. Reasons for product rejection may be any one of the following:

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

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

- 1) Failure to provide products or services that conform to contract requirements or
- 2) Failure to maintain/submit any report required hereunder; or
- 3) Failure to perform in full or in part any of the other conditions of the contract
- 4) Violation of any warranty

Hamilton County School Nutrition Program 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 thirty days from the date of the notice, unless another time line is specified; and in 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 HCS SNP determines that the Vendor has cured the breach, shall never be paid to the Vendor;
3. Set off against any other obligation the HCS SNP may owe to the Vendor any damages the HCS SNP suffers by reason of any event of breach;
4. Treat the contract as materially breached and pursue any of its remedies at law or in equity, or both.

**57. Warranties:** Vendor warrants to HCS that all items delivered shall conform to the specifications, bid and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased, of merchantable quality, good workmanship, and free from defects.

**58. Waiving of Informalities:** HCS reserves the right to waive minor informalities or technicalities when it is in the best interest of HCS.

**59. Assurance Statement:**

The vendor hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or

donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

**60. Governing Law/Jurisdiction: The Agreement shall be governed by the laws of the State of Tennessee. Any action brought in law or in equity to enforce any provision of the entire Agreement shall be filed in the appropriate state court in Hamilton County, Tennessee. In any action to enforce this Agreement, the prevailing party shall be entitled to recover its costs and expenses, including reasonable attorney's fees. By submission of a proposal and acceptance of a Purchase Order or Contract, Vendor hereby agrees to adhere to Governing Law/Jurisdiction requirements as described herein.**

**HCS DOES NOT DISCRIMINATE ON THE BASIS OF AGE, COLOR, DISABILITY, GENDER, GENETIC INFORMATION, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEXUAL ORIENTATION, OR VETERAN'S STATUS IN THE EVALUATION AND AWARD OF BIDS.**

**SPECIAL CONDITIONS & SCOPE OF SERVICES**

HAMILTON COUNTY DEPARTMENT OF EDUCATION

School Nutrition Program

**BID 23-28, MILK, DAIRY PRODUCTS AND BEVERAGES FOR THE SCHOOL NUTRITION PROGRAM**

INSTRUCTIONS TO BIDDERS

1. **Requirements for Submitting Bids** - Only one bid quote per specified item and only one bid package per vendor will be allowed. Bids made on forms other than the Proposal Form may not be considered. The signature of the person submitting the proposal shall be in longhand, and the completed form shall be without erasure or interlineations. REVIEW EACH PAGE BEFORE SUBMITTING TO ENSURE REQUIRED SIGNATURES AND ACKNOWLEDGEMENTS ARE COMPLETED. OTHERWISE, THE BID COULD BE CONSIDERED AS A NON-RESPONSIVE BID. Any additional materials offered by the vendor to be included in the bid submission that create a material change must be approved prior to the bid opening. The vendor could be determined as non-responsive if items are presented that attempt to alter the bid conditions in any way or by submitting items that do not meet bid specifications, and the vendor could be excluded from the 2023-2024 school year bid process. It is recommended that no additional written documents be included in the bid packet. Please submit only those items that are requested. Ensure that all documents are completed in full, signed and returned with the packet. The actual bid documents must arrive prior to the bid opening.

- 1) The original document cannot be changed in format or in items requested. The vendor is to submit the requested brand/item number or their pre-approved equal. A straight line is to be drawn through the originally requested item under the Brand and write in their pre-approved item. Do not “white out” or delete the originally requested item. The vendor is to complete all other information requested. We prefer that all bids be submitted type written or computer generated.
- 2) Errors discovered after public opening cannot be corrected, and the bidder will be bound to honor the bid if offered.

2. **Pre-Approved Process**- Vendors electing to submit a brand and product number that is not specified must mail, email or deliver a list of requested substitutions with nutrition labels and crediting information, please refer to page 2, item # 1 **Anticipated Procurement Schedule** for dates and times. if requested, please contact Ausrine Paulauskaite SNP Dietitian, PAULAUSKAITE\_A@HCDE.ORG (2501 Dodd Ave, Chattanooga, TN 37407). Early requests are encouraged and will be considered on a rolling basis. If the vendor prefers to deliver the samples, delivery arrangements can be made by calling Ms. Paulauskaite at 423-498-7286. (PAULAUSKAITE\_A@HCDE.ORG) The samples will be used to help determine selection of items and the “PRE-APPROVED EQUAL” status. Partial cases may be sent, if requested. Samples must be clearly marked with manufacturer’s name, code number and product description. Samples are to be provided at no cost to the District.

1. The proposed item must meet the specification as written in the “Product” column on Product list spreadsheet. If the proposed item doesn’t meet these conditions, please don’t send it.
  - o After meeting the previous requirement, the vendor will be asked to provide enough servings to fulfill a tasting test, conducted by SNP. For the proposed item to be pre-approved, it must reach an 80% acceptance in the tasting test,

The nutrition data MUST be submitted with ALL ‘Pre-Approved Equal’ requests.

All the bid forms, product formulation sheets, proposal form (spreadsheet) SPSP as well as the calculations must be provided by the vendors with the hardcopy submission on a USB drive.

3. **Items Not Bid-** Bidders are expected to bid all items and only use an item one time in the bid. If an item is used multiple times in the bid, it will be counted for the line item where it most accurately meets the written description and others will be considered a no bid item. For the purpose of calculating a bottom line tabulation, in the event an item is not bid, the highest quoted price (from another vendor or market price) will be used for that item in calculating extensions to obtain bottom line pricing totals.

Failure to obtain pre-approval for a request to substitute a brand will deem the item as NO BID.

To ensure bid specifications and menu integrity, bid evaluations will be based on a percentage of items bid using a weighted determination. Vendors MUST BID on 85% of all products in group #1 and 68% in group #2. The weighted percentage determination will be based on the estimated usage requested.

4. **Do Not Change The Estimated Usage** – Estimated usages are given for each item for the contract period and for the purpose of bid evaluation. School Nutrition will re-adjust the estimated usages for the purpose of bid tabulation; the distributor is not to change this. The estimated usages do not indicate the actual quantity which will be ordered, since the volume will depend upon the requirements which develop during the contract period. Estimated usages are based on last year's purchases and anticipated menu changes and are estimated for the bid period. When the estimated usage is for new/never used item, the amount is a projected amount based on anticipated acceptance by the students as well as without prior knowledge of the final price of the item(s). The School Nutrition Program (SNP) shall not be bound to purchase based on estimated usage. Efforts will be made as soon as possible after the award is made to communicate with the vendor any items for which the estimated usage is expected to drastically change. Also, the vendor will be notified of items that won't be purchased due to their high price. The SNP will make every effort to provide the monthly menu to the vendor in advance.

5. **Additional Items Added To Bid-**

- A) Sampling Items: The School Nutrition Program reserves the right to purchase new items not on the current bid. The purchase will be a one-time only purchase and for the purpose of evaluating items/sampling items for future menus (student sampling), and all procurement regulations will be followed. If the item is acceptable with students, the appropriate methods for procurement will be followed for the purchase of these items. This purchase will be declared as a "purchase for sampling."
- B) Adding Items During the Year: The School Nutrition Program may purchase new items during the year and will adhere to the local, state and federal procurement regulations.
- C) Adding Items at the Time of Contract Renewal: Since new products are developed and reformulated during the year, new items may be added to the bid at the time of Contract Renewal or as needed. The addition of new items at time of contract renewal must not change the scope of the original bid. Bid quotes will be obtained for all items and evaluated by the School Nutrition Program.

- D) Adding an Item to Replace Permanently Rejected Item: In the event that the School Nutrition Program determines any item on the current bid is unacceptable due to continued poor quality, lack of availability or poor student acceptance the School Nutrition Program has the right to permanently reject the unacceptable item. The replacement products will be of equality meeting original bid specs and equal to or less than the original bid price. If the vendor cannot replace the product at the original bid price, then the item will be added at cost plus fixed fee value. replaced product has to be pre-approved by the School Nutrition Program Director or designee.

6. **Items Unavailable-** If, during the bid period, a vendor cannot supply an item, the Director of School Nutrition must be notified before a substitution is made. Substituting an item for which approval was not requested and received by the SNP Director may result in rejections of that item plus delaying or refusal of payment by the Board. A cafeteria manager is not to accept substitutions unless authorized by the School Nutrition Director or designee. Any items delivered that were not authorized by the School Nutrition Director will be picked up at the vendor's expense and proper credit issued to the school where deliveries were made. Substitutions will be of equal quality meeting original bid specs, case size and/or equal to or less than the original bid price.

Nutrition and crediting information must be submitted with request.

7. **Meal Pattern Requirements** For items required to meet meal pattern requirements, crediting documentation will be required. In the event that one of these listed products or equals does not have a CN label, a product formulation sheet signed by a valid manufacturer representative (from the Research and Development department or other acceptable company representative) must be submitted, along with all other product manufacturers' sheets with the bid.

**Nutrition standards:**

These nutritional standards are required for the 2023-2024 bid and beyond unless notified by the School Nutrition Program. The following standards must be followed:

- A. **Trans Fat:** Food products and ingredients used to prepare school meals must contain zero grams of Trans fat per serving per the nutrition facts label. Documentation for food products and food ingredients must include zero grams of Trans fat per serving. Meats that contain a minimal amount of naturally-occurring Trans-fat are allowed; however, documentation is needed to prove if naturally occurring.
- B. **Saturated Fat:** The School Nutrition Program is required to limit the percentage of calories from saturated fat to less than ten percent (10%) based on weighted averages. Therefore, documentation for saturated fat must be supplied on nutrition labels for all food items.
- C. **Sodium:** The School Nutrition Program is required to limit sodium in reimbursable meals, based on weighted averages at breakfast and lunch for each grade group. Additionally, a la carte guidelines limit the amount of sodium allowable per serving. Therefore, documentation for sodium must be supplied on nutrition labels for all food items.
- D. **Grains:** 80% of grains served must contain at least 50% whole grain ingredients. Items specified as "WG" must meet the USDA's whole grain rich definition by meeting at least one criteria below:
  - The food quantities from Group A-G, must contain at least 8 grams of whole grain per ounce For group H and I, the whole grain content must be at least half of the volume or weight listed in Exhibit A of the USDA Food Buying Guide.
  - The product includes the FDA-approved whole grain health-claim.
  - The product ingredient declaration lists whole grain first.

Grain Crediting Formula - Grains are credited based on ounce equivalent (oz eq) standards, as determined by the National School Lunch Program (NSLP) and School Breakfast Program (SBP) regulations, as well as by "serving" as determined by the Child and Adult Care Food Program (CACFP) for pre-K. Items may be credited by weight, using Exhibit A of the Food Buying Guide for Child Nutrition Programs. Alternatively, the recipe may be analyzed for creditable grains per serving, where 1 oz. eq credit = 16 oz of creditable grain. Creditable grains per serving is calculated as follows:

$$\begin{aligned} & \text{Total grams creditable grains in recipe divided by number of portions in recipe} = \\ & \text{number of grams creditable grains per portion} \\ & \text{Number of grams creditable grains per portion divided by 16} = \text{oz. eq grains} \\ & \text{Round down to nearest } \frac{1}{4} \text{ grain serving} = \text{creditable oz. eq grains} \end{aligned}$$

- E. **Artificial Colors:** The District has opted to not offer items in the reimbursable meal program that contain artificial colors as an ingredient, though some items on bid do contain artificial colors and will be sold a la carte. No item containing artificial colors that is intended to be served in the meal program will be accepted as a pre-approved equal or a substitute.
- F. **Nitrates/Nitrites:** The District has opted to not offer items that contain nitrates or nitrites. No item containing these ingredients will be accepted as a pre-approved equal or a substitute.
- G. **Other Ingredients:** The District reserves the right to continue to eliminate unwanted ingredients as part of their formal Clean Label initiative. Future changes will be considered at time of



renewal and will not exceed the 10% limit.

- H. All nutrition standards regulations and policy memos that guide our meal programs can be found on the USDA website. As regulations change, additional information will be posted there. All SNP operators are required to follow regulations in place at time of purchase. As those regulations change, there may be a need to revise product requirements. This SFA reserves the right to delete or add products to comply with meal pattern regulations. Any items added must be priced according to the pricing structure specified in the bid conditions.

8. **Deliveries** - Deliveries must be accompanied by Delivery Tickets or Detailed Packing Slips. These shall contain the following information for each item delivered: Purchase Order Number; Item Number; Name of Article; Quantity; Name of School. All food must be processed, packaged, and delivered under the best possible sanitary conditions in accordance with local, State of Tennessee, and Federal Pure Food Laws and Health regulations.

- The Proposer shall be responsible for the items in this bid until they are delivered at the designated delivery point; and the proposer shall bear all risk for rejected and recalled after notice of rejection. These will be replaced free of charge upon notice of recall/rejection or if wrong items are bought. No deliveries can be left on a dock or other outside location or with any other person than the school nutrition manager or designee.
- Deliveries will be made to a reduced number of school locations during the months of June and July. August through May the deliveries shall be made to each of the schools according to a mutually agreed-upon schedule but must be made to each location at least weekly. Any changes in deliveries must be pre-approved by the School Nutrition Director or designee. In case of a "Holiday", "1/2 School Day" or "No School Day" during a delivery week, the deliveries may be asked to be moved up or pushed back only one operating day, or as agreed upon between the vendor and the School Nutrition Director or designee. The School Nutrition Program reserves the right to cancel orders if needed.
- An emergency contact name with phone number (a "before hours" and an "after hours: name/number) must be provided in the event of unanticipated school closures. An alternate delivery schedule will be agreed-upon in these events.
- Deliveries must be made within school business hours but not after the latest time listed on the attached school information sheet for the cafeteria identified, unless in the event of an emergency. In that event, the vendor must contact the Inventory Technician at 423 498-7287 to make alternate arrangements.
- Deliveries will be made to the kitchens in each school. Stock is to be placed in the appropriate storage areas as designated by the manager or his/her designee. Upon delivery, the manager is to sign the invoice/packing slip and retain a copy. Unsigned invoices will not be paid. Vendors cannot leave the products with anyone but the School Nutrition manager or designee. No products can be left during non-operating hours and left outside unattended.
- Late deliveries may be subject to charges paid by the vendor for employee overtime, in the event of egregious actions or repeated offenses.
- The vendor must ensure that HACCP policies are developed and followed when loading, traveling and unloading foods that are to be kept cold or frozen. For items to stay refrigerated or frozen, deliveries must be made in mechanically refrigerated trucks or maintaining a temperature below freezing at all times for the appropriate items shipped. The manager/designee has the right to refuse any shipment that does not meet the temperature required or has evidence of temperature abuse during the transportation and receiving. The SNP Director/designee reserves the right to reject the use of any equipment by the carrier if it is not in a clean, sanitary condition and suitable for hauling of all items.

- Crates or racks provided with deliveries must arrive clean and free of pests. The manager/designee has the right to refuse any shipment that does not meet this standard.
  - Orders not delivered on the specified date and timeframe MUST be delivered on the next business day, unless alternative delivery is agreed upon by both the vendor and the SNP Director/designee.
  - Proposer agrees to provide company uniforms and/or ID badges to all its delivery personnel.
9. **Orders** - Vendors will be sent an electronic file of the order(s). Orders are submitted one week prior to the delivery week. Vendor must have system that is compatible with Titan software. The School Nutrition Program reserves the right to cancel an order(s) due to emergency situations such as school cancellations due to weather conditions.
10. **Velocity Report**- A velocity report of items used (including those never purchased) are required periodically in email form to the School Nutrition Director or designee.

The successful bidder MUST supply a RECAP by item sold (quantity per month) on a YEAR-END basis. Final invoice will not be paid until the year-end recap is provided.

Velocity reports for other timeframes may be required to show proof of purchase for manufacturer rebates.

11. **Lost/Damaged During Delivery**- The successful bidder must accept liability for the expense of goods delivered damaged, lost during delivery, or any other damage incurred by the supplier's employees.
12. **Contact Information**-The successful bidder must furnish the School Nutrition Department office with a local contact name and number for potential issues during the contract period. This contact should be available 24 hours.
13. By the vendor's signature on the face of this bid, they certify this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.
14. **Inspection And Acceptance**- All food products which are discovered to be defective or which does not conform to the 'sell by date" of the manufacturer herein upon initial inspection, or at any later time if the effects contained in the food products were not reasonably ascertainable upon inspection, may be returned at the seller's expense for full credit or replacement. No goods returned as defective will be replaced without buyer's written authorization. Such return shall in no way affect the District's discount privileges. Such right to return offered to the District arising from the District's receipt of defective goods shall not exclude any other legal, equitable or contractual remedies the District may have therefore.
15. **Indemnification**: Contractor shall indemnify, save and hold harmless HCDE, the School Board, Administration, agents, and employees from all suits, claims actions, or damages of any nature brought because of, or arising out of, or due to breach of agreement by contractor, its sub-contractors, suppliers, agents, or employees due to any negligent act, or occurrence or any omission or commission of contractor, its subcontractors, suppliers, agents, or employees. 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.
16. **Record Retention**- All records shall be maintained by the proposer for three (3) years after final payment has been made or until all disputes are resolved. All such records must be made available to the State Agency, the United States Department of Agriculture, the Comptroller General of the United States, or any of their duly authorized representatives.

Records must be retained for at least the Federal record retention period of three (3) years; however, records must be retained longer if the following occurs:

- A) Until all pending matters are resolved. Pending matters include contract disputes, audits, investigative and review findings.
- B) The Federal record retention period begins with the later of the date:

- 1) The final payment is made under the contract,
  - 2) The contract concludes; or
  - 3) The final claim for reimbursement for the fiscal year in which the contract concludes is submitted.
- C) For renewable contracts, records of the initial procurement through the conclusion of the final renewal must be maintained.

**SPECIAL BID CONDITIONS BY GROUP**

**GROUP # 1**

**Beverages Products:**

- A. The successful vendor may be requested to provide and maintain in excellent working condition refrigerated merchandizing cooler(s) or insulated barrel(s) for their products. The size and number of the cooler(s) will be determined by the sales volume in each school. The successful vendor will provide maintenance to their coolers at vendor's expense.
- B. To meet new USDA Wellness Policy Regulations, all merchandizing equipment must display only Smart Snacks products.
- C. Delivery dates will be: Mondays thru Fridays before 1:30pm with one delivery per week. Invoices to be provided and signed with each delivery.

**GROUP # 2**

**Milk, Dairy Products and Juices:**

**A. Milk and Dairy Products Pricing:**

All bidders must hold pricing for fluid milk products for a minimum of 30 days from bid date. Pricing for fluid milk products must be based on March 2023. Pricing for fluid milk products can escalate or de-escalate in accord with changes in the Dairy Farmers of America Southeast Council monthly report on Class I Skim Price per cwt. This price must be tied directly to the Federal Milk Order announcement for the applicable geographical zone. Prices for milk delivered can be escalated or de-escalated at the rate of \$.001 per half-pint for each \$.20 increase in the index. Any changes (up or down) in prices must be announced to the school district as soon as they are available. Suppliers are requested to submit the following:

- a. WITH BID: A copy of the DFA monthly report for the month specified above. All pricing must be based on this report.
  - b. EACH MONTH: A copy of calculations used to arrive at the monthly price accompanied by the DFA monthly report.
- B. Deliveries will be made to the kitchens in each school. Milk, dairy products and juices are to be placed in the appropriate cooler areas as designated by the manager or his/her designee.
  - C. All milk, dairy products and juices 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 at no charge.

D. Milk products will be delivered twice a week. Invoices to be provided and signed with each delivery.

**E. Attachments:**

A. List of schools, addresses and contact information

SCHOOL	MANAGER	CAFETERIA	HOURS
ALLEN ELEM	PAULA NABORS	843-4725	5:45am-1:45pm
<b>ALPINE CREST ELEM</b>	<b>JEANELLE VINEYARD</b>	<b>874-1922</b>	<b>6:00am-2:00pm</b>
APISON ELEM	CONNIE OCHSENBEIN	498-6896	6:00am-2:30pm
<b>BARGER ACADEMY</b>	<b>CARRIE SILVIS</b>	<b>893-3579</b>	<b>6:00am-2:30pm</b>
BATTLE ACADEMY	KRISTY KIRKLEY	498-6862	6:00am-2:30pm
<b>BIG RIDGE ELEM</b>	<b>MICHELLE SMITH</b>	<b>843-4798</b>	<b>6:30am-2:30pm</b>
BRAINERD HIGH	CECILIA FRAZIER	855-2621	5:30am-2:00pm
<b>BROWN ACADEMY</b>	<b>SHERI DENT</b>	<b>498-6872</b>	<b>6:00am-2:00pm</b>
BROWN MIDDLE	APRIL WHITE	344-1443	5:30am-2:00pm
<b>CCA</b>	<b>TAMMY BEARDEN</b>	<b>498-7369</b>	<b>6:00am-2:30pm</b>
CENTRAL HIGH	JENNIFER MCNABB	344-1454	5:30am-2:00pm
<b>CLIFTON HILLS ELEM</b>	<b>ASHLEY BREEN</b>	<b>493-0359</b>	<b>6:00am-2:30pm</b>
CSAS	CYNTHIA MCGEE	498-6847	6:00am-2:00pm
<b>CSLA</b>	<b>DARLINA (SHONTE) GIBSON</b>	<b>855-2608</b>	<b>6:00am-2:00pm</b>
DAISY ELEM	SHAWNTA HILLIAN	332-8818	6:00am-2:30pm
<b>DALEWOOD MIDDLE</b>	<b>CECILIA FRAZIER</b>	<b>493-0325</b>	<b>6:15am-1:15pm</b>
DONALDSON, CALVIN ELEM	TRAMMELL HYMES	825-7261	6:00am-2:30pm
<b>DUPONT ELEM</b>	<b>MARANDA HENDERSON</b>	<b>870-0617</b>	<b>6:00am-2:00pm</b>
EAST BRAINERD ELEM	APRIL STAFFORD	855-2673	6:00am-2:30pm
<b>EAST HAMILTON HIGH</b>	<b>FRANCISCO ISAAC</b>	<b>893-3544</b>	<b>6:00am-2:00pm</b>
EAST HAMILTON MIDDLE	AMBER PFENDLER	498-6802	5:30am-1:30pm
<b>EAST LAKE ACADEMY</b>	<b>SABRINA BARBREE</b>	<b>493-0336</b>	<b>6:00am-2:30pm</b>
EAST LAKE ELEM	DESTINI STRICKLAND	493-0371	6:00am-2:30pm
<b>EAST RIDGE ELEM</b>	<b>CHARLENE FINN</b>	<b>493-9299</b>	<b>6:00am-2:30pm</b>
EAST RIDGE HIGH	THELMA NEAL	867-6217	5:30am-2:00pm
<b>EAST RIDGE MIDDLE</b>	<b>KIMBERLY STEVENS</b>	<b>867-6213</b>	<b>5:30am-2:00pm</b>
EAST SIDE ELEM	SHEMECA BELL	493-7783	6:00am-2:30pm
<b>HARDY ELEM</b>	<b>TERESA CARTER</b>	<b>493-0305</b>	<b>6:00am-2:30pm</b>
HARRISON ELEMENTARY	JENNIFER ELLIOTT	344-1432	6:00am-2:30pm
<b>HIXSON ELEM</b>	<b>DENISE McDaniel</b>	<b>870-0622</b>	<b>6:00am-2:30pm</b>
HIXSON HIGH	CHASITY HIGDON	847-4803	5:30am-1:30pm
<b>HIXSON MIDDLE</b>	<b>TRACY SWEATT</b>	<b>847-4820</b>	<b>5:30am-2:00pm</b>
HOWARD SCHOOL	JOANNA SHEETS	498-6856	6:00am-1:30pm
<b>HUNTER MIDDLE</b>	<b>SUSAN KELLEY</b>	<b>344-1483</b>	<b>6:00am-2:30pm</b>
LOFTIS MIDDLE	KELLY HOUSTON	843-4756	6:00am-2:00pm
<b>LOOKOUT MTN ELEM</b>	<b>LINDSAY REECE</b>	<b>825-7388</b>	<b>6:30am-2:30pm</b>
LOOKOUT VALLEY ELEM	NANCY AITKEN	825-7375	6:10am-2:10pm

SCHOOL	MANAGER	CAFETERIA	HOURS
<b>LOOKOUT VALLEY M/H</b>	<b>DEBORAH BOYD</b>	<b>825-7355</b>	<b>5:30am-1:30pm</b>
MCCONNELL ELEM	TAMMY BROWN	843-4703	6:00am-2:30pm
<b>MIDDLE VALLEY ELEM</b>	<b>JOANNA SHEETS</b>	<b>843-4701</b>	<b>6:00am-2:30pm</b>
NOLAN ELEM	BRENDA CAMP	886-0872	6:00am-2:30pm
<b>NORMAL PARK LOWER</b>	<b>CHAD PHILLIPS</b>	<b>498-6884</b>	<b>6:00am-2:30pm</b>
NORMAL PARK UPPER	CHAD PHILLIPS	498-6887	6:10am-2:40pm
<b>N. HAMILTON CO. ELEM</b>	<b>MELINDA (STARR) RICHEY</b>	<b>332-8852</b>	<b>6:00am-2:00pm</b>
OOLTEWAH ELEM	DEWANDA BENNING	498-6901	6:00am-2:30pm
<b>OOLTEWAH HIGH</b>	<b>ALBERT MILLER</b>	<b>498-6921</b>	<b>6:00am-2:30pm</b>
OOLTEWAH MIDDLE	MICHELL LEAMON	498-6911	6:00am-2:30pm
<b>ORCHARD KNOB ELEM</b>	<b>APRIL BURKHART</b>	<b>493-0386</b>	<b>5:30am-2:00pm</b>
ORCHARD KNOB MIDDLE	LANIKA BENFORD	493-7797	6:00am-2:30pm
<b>RED BANK ELEM</b>	<b>TAMMY LAMBERT</b>	<b>874-1919</b>	<b>6:00am-2:30pm</b>
RED BANK HIGH	DONNA LENNON	874-1905	6:00am-2:30pm
<b>RED BANK MIDDLE</b>	<b>DIANE SMITH</b>	<b>874-1911</b>	<b>6:00am-2:30pm</b>
RIVERMONT ELEM	VALERIE SKIPPER	870-0612	6:00am-2:00pm
<b>SALE CREEK HIGH</b>	<b>RHONDA WRIGHT</b>	<b>332-8822</b>	<b>6:00am-2:00pm</b>
SEQUOYAH HIGH	SHEILA WILLIAMS	843-4709	5:45am-1:45pm
<b>SHEPHERD, BESS T. ELEM</b>	<b>NICOLE TURITTO</b>	<b>855-2672</b>	<b>6:00am-2:30pm</b>
SIGNAL MOUNTAIN M/H	JACKIE ELLIS	886-0877	6:00am-2:30pm
<b>SMITH, WALLACE A. ELEM</b>	<b>GINGER FERGUSON</b>	<b>344-1427</b>	<b>6:00am-2:30pm</b>
SNOW HILL ELEM	BRANDI DALTON	344-1459	6:00am-2:00pm
<b>SODDY DAISY HIGH</b>	<b>TONI CRANMORE</b>	<b>332-8836</b>	<b>5:30am-2:00pm</b>
SODDY DAISY MIDDLE	BRENDA EGGER	332-8857	5:30am-1:30pm
<b>SODDY ELEM</b>	<b>PATRICIA DAVIDSON</b>	<b>332-8841</b>	<b>6:00am-2:00pm</b>
SPRING CREEK ELEM	PATRICIA HAVEN	855-6140	6:00am-2:30pm
<b>STEM SCHOOL</b>	<b>GLENDA DOUTHARD</b>	<b>531-6270</b>	
THRASHER ELEM	DONNA WARREN	886-0884	6:15am-2:15pm
<b>TYNER HIGH ACADEMY</b>	<b>CHARLENE FINN, TEMP. MNGR</b>	<b>855-2637</b>	<b>6:30am-2:00pm</b>
TYNER MIDDLE ACADEMY	PATRICIA HAVEN	855-2650	6:45am-2:00pm
<b>WESTVIEW ELEM</b>	<b>BRANDI DYE</b>	<b>855-6144</b>	<b>6:00am-2:00pm</b>
WOLFTEVER CREEK ELEM	VICKI PITTMAN	933-3674	6:00am-2:30pm
<b>WOODMORE ELEM</b>	<b>THAILIA SMITH</b>	<b>493-0393</b>	<b>5:30am-2:00pm</b>

HAMILTON COUNTY DEPARTMENT OF EDUCATION  
Chattanooga, Tennessee 37421  
SOLICITATION RESPONSE & BID/PROPOSAL FORM

**BID 23-28, MILK, DAIRY PRODUCTS AND BEVERAGES FOR THE SCHOOL NUTRITION PROGRAM**

1. Vendor Name \_\_\_\_\_
2. Vendor Address \_\_\_\_\_
3. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
4. Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_
5. Contact Person \_\_\_\_\_
6. Contact Person's email address \_\_\_\_\_
7. By submission of this bid/proposal, each Vendor and each person signing on behalf of any Vendor 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 Vendor is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.
8. Authorizing Signature \_\_\_\_\_  
(Sign)
9. Authorizing Print Name & Title: \_\_\_\_\_
10. Vendor's Hamilton County Business License Number \_\_\_\_\_  
*(If Applicable) Attach A Copy Of The License.*
11. I Acknowledge the Receipt Of: (Please Write "Yes" If You Received One)  
Addendum 1 \_\_\_\_\_ Addendum 2 \_\_\_\_\_ Addendum 3 \_\_\_\_\_ Addendum 4 \_\_\_\_\_
12. Do you accept the Terms and Conditions of the solicitation/contract? Yes \_\_\_\_\_ No \_\_\_\_\_
13. May other Government Agencies in Tennessee purchase these products/services at the same prices as this bid/proposal? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Will you accept E-commerce payments? Yes \_\_\_\_\_ No \_\_\_\_\_
15. Pricing: Complete following page Bid/Proposal Form

**REMINDER:**

All questions pertaining to this solicitation must be submitted electronically to [doe\\_purchasing@hcde.org](mailto:doe_purchasing@hcde.org) no later than the date listed in the Schedule of Events. Failure to submit a question in the timeframe indicated above may result in the question going unanswered at the discretion of HCS.

An extension to the opening date does not guarantee an extension to the question deadline period. Such will be communicated in associated addendum posting.

It is the sole responsibility of the Vendor to ensure they receive/obtain all solicitation related documentation.



## BID/PROPOSAL FORM

**COMPANY  
NAME:** \_\_\_\_\_

**SOLICITATION:** BID 23-28, MILK, DAIRY PRODUCTS AND BEVERAGES FOR THE SCHOOL NUTRITION PROGRAM

Having carefully examined the Solicitation/Contract Documents, Contractor/Vendor proposes to furnish the Scope of Services as described herein and within all applicable proposal submission documents for the fee(s) as presented below.

Pricing shall be inclusive of all labor, equipment, supplies, overhead, profit, material, and any other incidental costs required to perform and complete all work as specified in the Solicitation/Contract Documents. All Unit Prices shall be bid at the nearest whole penny.

In the event there is a discrepancy between a subtotal or total amount and the unit prices and extended amounts, the unit prices shall prevail and the corrected extension(s) and total(s) will be considered the price.

HCS requests bids/proposals be submitted on bid/proposal forms provided by the HCS for this solicitation. Fee(s) submitted on other forms, other than those provided by the HCS, may be deemed Non-Responsive upon review by and at the sole discretion of the HCS Purchasing Office.

### **MILK, DAIRY PRODUCTS AND BEVERAGES FOR THE SCHOOL NUTRITION PROGRAM**

	<i><b>Total bid price</b></i>
<b>Group #1 Beverages</b>	
<b>Group #2 Milk and Dairy Products</b>	

*This page serves as a header/placeholder only. Please refer to the Excel document provided with the solicitation for the complete Bid/Proposal Form. The Excel document may contain formulas for convenience, however it is the Vendor's responsibility to verify all pricing and calculations are CORRECT. HCS is not responsible for errors in formulas or calculations contained within Excel document(s).*

*Bidders may not adjust or modify data provided within the Bid/Proposal Form. Bids received with modified data may deem the Bidder as non-responsive and ineligible for award.*

*PLEASE ENSURE you have provided a printed copy of the Bid/Proposal Form with your hard copy submission packages and provided the excel version with your digital submission package.*

**GROUP # 1**

**HAMILTON COUNTY SCHOOLS FY 2023-24**

All Items				Vendor Completes			SN Central Office Use Only
Line #	Unit Size	Product Description	Est. Usage	Vendor Code	Unit Cost	Extended Price	Titan #
1	GALLON	BUTTERMILK - ≤1.5% FAT	800				
2	HALF GALLON	BUTTERMILK - ≤1.5% FAT	400				
3	GALLON	MILK - 1% FAT, FORTIFIED WITH VITAMINS A & D, HOMOGENIZED AND PASTEURIZED	30				
4	HALF GALLON	MILK - 1% FAT, FORTIFIED WITH VITAMINS A & D, HOMOGENIZED AND PASTEURIZED	30				
5	5 GALLON	MILK - CHOCOLATE, SKIM OR 1% FAT, FORTIFIED WITH VITAMINS A & D, HOMOGENIZED AND PASTEURIZED, BAGS W/ DISPENSER HOOK-UP	875				
6	5 GALLON	MILK - UNFLAVORED, SKIM OR 1% FAT, FORTIFIED WITH VITAMINS A & D, HOMOGENIZED AND PASTEURIZED, BAGS W/ DISPENSER HOOK-UP	200				
7	HALF PINT	MILK - CHOCOLATE, FAT FREE, FORTIFIED WITH VITAMINS A & D, HOMOGENIZED AND PASTEURIZED, CARTONS	2,700,000				
8	HALF PINT	MILK - STRAWBERRY, FAT FREE, FORTIFIED WITH VITAMINS A & D, HOMOGENIZED AND PASTEURIZED, CARTONS	370,000				
9	HALF PINT	MILK - UNFLAVORED, 1% FAT, FORTIFIED WITH VITAMINS A & D, HOMOGENIZED AND PASTEURIZED, CARTONS	990,000				
10	HALF PINT	MILK - UNFLAVORED, FAT FREE, FORTIFIED WITH VITAMINS A & D, HOMOGENIZED AND PASTEURIZED, CARTONS	40,000				
11	HALF PINT	MILK - UNFLAVORED, LACTOSE-FREE, SKIM OR 1%, FORTIFIED WITH VITAMINS A & D, HOMOGENIZED AND PASTEURIZED, CARTONS	900				
12	HALF PINT	ORANGE JUICE - 100% JUICE, CARTON	1,200				
13	4 OZ	ORANGE JUICE - 100% JUICE, CARTON	400,000				
14	5 LB	SOUR CREAM, BULK	90				
15	5 LB	COTTAGE CHEESE, BULK	30				
16	5 LB	RICOTTA CHEESE, BULK	350				



GROUP # 2																
HAMILTON COUNTY SCHOOLS FY 2023-24																
All Items																SN Central Office
Line #	Category	Prod Description	Brand	Pack Size - Case	Pack Size - Broken Unit	Est. Usage	MFG. Product Code	BRAND	Vendor Code	Pack Size - Case	Pack Size - Broken Unit	Est. Usage (If Columns K & L differ from Columns E & F)	Case Cost	Extended Price	Unit Cost	Titan #
1	OTHER BEVERAGES	LEMONADE - ZERO CALORIE, PLASTIC BOTTLE, ARTIFICIALLY SWEETENED, 20 FL OZ	MINUTE MAID 157648 OR PRE-APPROVED EQUAL	24	20 OZ	150										
2	OTHER BEVERAGES	SPARKLING ELECTROLYTE BEVERAGE - <40 CALORIES PER 12 FL OZ, CONTAINS JUICE, 12 OZ CANS, BLACK CHERRY FLAVOR	PEPSICO 00012000183348 OR PRE-APPROVED EQUAL	12	12 OZ	300										
3	OTHER BEVERAGES	SWEET TEA - ZERO CALORIE, PLASTIC BOTTLE, ARTIFICIALLY SWEETENED, 18.5 FL OZ	GOLD PEAK 135334 OR PRE-APPROVED EQUAL	12	18.5 OZ	250										
4	SPARKLING WATER	SPARKLING WATER - ZERO CALORIE, NO SWEETENERS, CARBONATED, 12 FL OZ CANS, BLACKBERRY	AHA 410197 OR BUBLY 00012000181153 OR PRE-APPROVED EQUAL	24	12 OZ	100										
5	SPARKLING WATER	SPARKLING WATER - ZERO CALORIE, NO SWEETENERS, CARBONATED, 12 FL OZ CANS, LIME	AHA 157376 OR BUBLY 00012000171246 OR PRE-APPROVED EQUAL	24	12 OZ	50										
6	SPARKLING WATER	SPARKLING WATER - ZERO CALORIE, NO SWEETENERS, CARBONATED, 12 FL OZ CANS, PASSIONFRUIT	AHA 410195 OR BUBLY 00012000203220 OR PRE-APPROVED EQUAL	24	12 OZ	50										
7	SPORTS DRINK	REDUCED CALORIE SPORTS DRINKS - <40 CALORIES PER 12 FL OZ, PLASTIC BOTTLE, 12 FL OZ, NON-CARBONATED, STRAWBERRY LEMONADE	BODY ARMOR 411423 OR PRE-APPROVED EQUAL	24	12 OZ	75										
8	SPORTS DRINK	REDUCED CALORIE SPORTS DRINKS - <40 CALORIES PER 12 FL OZ, PLASTIC BOTTLE, 12 OZ, NON-CARBONATED, BLUE COLOR	GATORADE 00052000120110 OR GATORADE 00052000043594 OR PRE-APPROVED EQUAL	24	12 OZ	100										
9	SPORTS DRINK	REDUCED CALORIE SPORTS DRINKS - <40 CALORIES PER 12 FL OZ, PLASTIC BOTTLE, 12 OZ, NON-CARBONATED, FRUIT PUNCH FLAVOR	GATORADE 52000046465 OR GATORADE 00052000124361 OR PRE-APPROVED EQUAL	24	12 OZ	75										
10	SPORTS DRINK	ZERO CALORIE SPORTS DRINK - PLASTIC BOTTLE, NON-CARBONATED, 20 FL OZ, BLUE COLOR	POWERADE 130471 OR GATORADE 00052000043549 OR PRE-APPROVED EQUAL	24	20 OZ	550										
11	SPORTS DRINK	ZERO CALORIE SPORTS DRINK - PLASTIC BOTTLE, NON-CARBONATED, 20 FL OZ, FRUIT PUNCH FLAVOR	POWERADE 137799 OR GATORADE 00052000044263 OR PRE-APPROVED EQUAL	24	20 OZ	500										
12	SPORTS DRINK	ZERO CALORIE SPORTS DRINK - PLASTIC BOTTLE, NON-CARBONATED, 20 FL OZ, GRAPE FLAVOR	POWERADE 130470 OR GATORADE 00052000044270 OR PRE-APPROVED EQUAL	24	20 OZ	500										
13	UNFLAVORED WATER	BOTTLED WATER - UNFLAVORED, ENHANCED INGREDIENTS: MAGNESIUM AND POTASSIUM, NON-CARBONATED, 20 FL OZ PLASTIC BOTTLES	SMART WATER 129254 OR LIFEWTR 00012000171635 OR PRE-APPROVED EQUAL	24	20 OZ	100										
14	UNFLAVORED WATER	BOTTLED WATER - UNFLAVORED, FILTERED FOR PURITY BY REVERSE OSMOSIS, NON-CARBONATED, 12 FL OZ PLASTIC BOTTLES	DASANI 135450 OR AQUAFINA 00012000009495 OR PRE-APPROVED EQUAL	24	12 OZ	300										
15	UNFLAVORED WATER	BOTTLED WATER - UNFLAVORED, FILTERED FOR PURITY BY REVERSE OSMOSIS, NON-CARBONATED, 20 FL OZ PLASTIC BOTTLES	DASANI 112259 OR AQUAFINA 00012000001598 OR PRE-APPROVED EQUAL	24	20 OZ	800										
16	VITAMIN WATER	WATER ENHANCED W/ VITAMINS - NON-CARBONATED, ZERO CALORIES, 20 FL OZ BOTTLES, BERRY WITH OR WITHOUT ACAI	VITAMIN WATER 156078 OR PROPEL 00052000707779 OR PRE-APPROVED EQUAL	12	20 OZ	100										
17	VITAMIN WATER	WATER ENHANCED W/ VITAMINS - NON-CARBONATED, ZERO CALORIES, 20 FL OZ BOTTLES, LEMON WITH OR WITHOUT STRAWBERRY	VITAMIN WATER 156079 OR PROPEL 00052000041538 OR PRE-APPROVED EQUAL	12	20 OZ	70										
18	VITAMIN WATER	WATER ENHANCED W/ VITAMINS - NON-CARBONATED, ZERO CALORIES, 20 FL OZ BOTTLES, ORANGE	VITAMIN WATER 156081 OR OR PRE-APPROVED EQUAL	12	20 OZ	100										
19	VITAMIN WATER	WATER ENHANCED W/ VITAMINS - NON-CARBONATED, ZERO CALORIES, 20 FL OZ BOTTLES, STRAWBERRY KIWI	PROPEL 00052000707786 OR PRE-APPROVED EQUAL	12	20 OZ	70										

### CERTIFICATE OF COMPLIANCE

By indication of the authorized signature below, the Proposer/Bidder does hereby make certification and assurance, under penalty of perjury, of the Proposer's/Bidder's compliance with all provisions of this bid/bid and the following items:

1. the laws of the State of Tennessee and Hamilton County;
2. Title VI of the Civil Rights Act of 1964;
3. Title IX of the Education Amendments of 1972
4. the condition that no amount shall be paid directly or indirectly to an employee or official of Hamilton County Department of Education as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer/Bidder in connection with the procurement under this Bid/RFP.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Print Name \_\_\_\_\_ Email \_\_\_\_\_

Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_ Fax No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**AUTHORIZATION TO BIND**

By signing this proposal, I certify and acknowledge that the information contained in this document is true and correct, containing **NO** misrepresentations. The information is **NOT** tainted by any collusion. I certify and acknowledge that I have reviewed and approved the release of this proposal/bid for HCS’s consideration. Further, I am authorized to bind my company to the responses and pricing in these proposal/bid documents, and any subsequent negotiations, as well as execute the actual Contract documents, if selected.

\_\_\_\_\_  
 Authorized Signature (Officer of the Company)

\_\_\_\_\_  
 Name of Authorized Signer (Printed or Typed)

\_\_\_\_\_  
 Title of Authorized Signer

\_\_\_\_\_  
 Firm Name

\_\_\_\_\_  
 Taxpayer Identification Number

\_\_\_\_\_  
 Firm Address, City and Zip Code

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

\_\_\_\_\_  
 Fax Number

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Date

**CERTIFICATION REGARDING LOBBYING**

Applicable to Grants, Subgrants, 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, 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 Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of 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 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 grant or cooperative agreement, 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 \$25,000 in Federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

---

FNS Grant/Cooperative Agreement

---

Name/Address of Organization

---

Name/Title of Submitting Official

---

Signature Date

Complete as applicable only.

### DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB  
4040-0013

<p><b>1. * Type of Federal Action:</b></p> <input type="checkbox"/> a. contract <input checked="" 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	<p><b>2. * Status of Federal Action:</b></p> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<p><b>3. * Report Type:</b></p> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<p><b>4. Name and Address of Reporting Entity:</b></p> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____ Congressional District, if known: _____		
<p><b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b></p>   		
<p><b>6. * Federal Department/Agency:</b></p> _____	<p><b>7. * Federal Program Name/Description:</b></p> _____ CFDA Number, if applicable: _____	
<p><b>8. Federal Action Number, if known:</b></p> _____	<p><b>9. Award Amount, if known:</b></p> \$ _____	
<p><b>10. a. Name and Address of Lobbying Registrant:</b></p> Prefix: _____ * First Name: _____ Middle Name: _____ * Last Name: _____ Suffix: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____		
<p><b>b. Individual Performing Services (including address if different from No. 10a)</b></p> Prefix: _____ * First Name: _____ Middle Name: _____ * Last Name: _____ Suffix: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____		
<p><b>11. 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 the 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.</b></p> <p>* Signature: _____</p> <p>* Name: Prefix: _____ * First Name: _____ Middle Name: _____                  * Last Name: _____ Suffix: _____</p> <p>Title: _____ Telephone No.: _____ Date: _____</p>		
<p><b>Federal Use Only:</b></p>		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

**Drug-Free Workplace Requirements & Affidavit  
TENNESSEE CODE ANNOTATED, § 50-9-113**

- (1) Each Contractor or Subcontractor with no less than five (5) employees receiving pay shall submit an affidavit stating that such employer has a drug-free workplace program in effect at the time of submission of bids. Said program shall comply with Title 50, Chapter 9, TCA.
- (2) If it is determined that an employer subject to the provisions of this section has entered into a contract for this Project and does not have a drug-free workplace pursuant to the referenced requirements, such employer shall be prohibited from entering into another contract with any local government or state agency until such employer can prove compliance.
- (3) The written affidavit shall be submitted with the Construction Contractor's Bid Form, and the Bid shall not be considered complete if said affidavit is not included, and the Bid shall be rejected as Non-Responsive. For all other product or service contracts submission of the affidavit is encouraged only.
- (4) For purposes of compliance with this section, any private employer shall obtain a certificate of compliance with the applicable portions of the Drug-Free Workplace Act from the Department of Labor and Workforce Development.

(To be submitted with bid by construction contractor with 5 or more employees and encouraged for all others)

**AFFIDAVIT**

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 the Tennessee Code Annotated, § 50-9-113.

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

For: \_\_\_\_\_

STATE OF TENNESSEE }  
COUNTY OF \_\_\_\_\_ }

Subscribed and sworn before me by \_\_\_\_\_, President

or principal officer of \_\_\_\_\_,

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**Instructions for Non-Collusion Affidavit**

- (1) This non-collusion affidavit is material to any contract awarded pursuant to this bid.
- (2) This non-collusion affidavit must be executed by the member, officer, or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
- (3) Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that such statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
- (4) In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an affidavit must be submitted separately on behalf of each party.
- (5) The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, and intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.

**Non-Collusion Affidavit  
(Attachment A)**

State of \_\_\_\_\_

County of \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) \_\_\_\_\_, its affiliates, subsidiaries, officers, directors and  
(Name of my Firm)  
employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the  
(Name of my Firm)

above representation are material and important and will be relied on by Hamilton County Department of Education in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Hamilton County Department of Education of the true facts relating to submission of bids for this contract.

\_\_\_\_\_  
(Signature and Company Position)

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20 \_\_\_\_\_

NOTARY PUBLIC:

My Commission Expires: \_\_\_\_\_



**CERTIFICATION OF COMPLIANCE WITH  
THE IRAN DIVESTMENT ACT**

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., ("Act"). This form must be submitted with any bid or bid regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

**Certification Requirements.**

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

**CERTIFICATION:**

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract 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 Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

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

\_\_\_\_\_  
Signature of Authorized Official

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was signed and acknowledged before me, by means of  physical presence or  personally known, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_ who has produced \_\_\_\_\_ as identification.  
(Print or Type Name) (Type of Identification and Number)

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

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Notary Commission Number/Expiration

The signee of these Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

## Hamilton County Board of Education Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective participant / vendor certifies, by submission of this bid, that neither it nor its Principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or agency.

Where the prospective participant / vendor is unable to certify to any of the statements in this Certification, such prospective participant / vendor shall attach an explanation to this bid.

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Organization Name

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Name(s) and Title(s) of Authorized Representative(s)

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Signature

## Certification of Compliance with Tennessee Public Chapter # 587

The General Assembly of the State of Tennessee requires any person, corporation or other entity who enters into or renews a contract with a local board of education comply with Tennessee Public Chapter #587 (TPC587).

TPC587 requires persons, employees of the person or corporation that have direct contact with school children or access to school grounds when children are present to have supplied to the corporation a fingerprint sample and have conducted a criminal history records check by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds. (The Public Chapter 1080, (D) was amended to: “A person whose contract is for the performance of a service at a school-sponsored activity, assembly or even at which school officials or employees are present when the service is performed and where the activity, assembly, or event is conducted under the supervision of school officials or employees.”)

TPC587 provides guidance for employees who have been convicted of an offense that is classified as a sexual offense or a violent sexual offense.

**I have read the attached TENNESSEE PUBLIC CHAPTER # 587 and certify compliance with the regulations.**

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Name/Address of Organization

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Name/Title of Submitting Official

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Signature

---

Date



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048 Lower Tier Covered Transactions**

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction. According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not 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 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.*

***(Read instructions on page two before completing certification.)***

- The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE(S)	DATE

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.*

*Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint (<https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of 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.*

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*Instructions for Certification*

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page above 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 or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal 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," "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, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being 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 it 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 upon 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 principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records 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.
- (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: Immigration Law Affidavit Certification**

This Affidavit is required and should be signed by an authorized principal of the firm, and submitted with HCS Procurements where applicable. Further, Vendors / Bidders are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, upon request by HCS personnel. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company.

HCS will not intentionally award HCS contracts to any vendor who knowingly employs unauthorized alien workers, constituting a violation of the employment provision contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act ("INA").

HCS may consider the employment by any vendor of unauthorized aliens a violation of Section 274A (e) of the INA. Such Violation by the recipient of the Employment Provisions contained in Section 274A (e) of the INA shall be grounds for unilateral termination of the contract by HCS.

Vendor attests that they are fully compliant with all applicable immigration laws (specifically to the 1986 Immigration Act and subsequent Amendment(s)) and agrees to comply with the provisions of the Memorandum of Understanding with E-Verify and to provide proof of enrollment in The Employment Eligibility Verification System (E-Verify), operated by the Department of Homeland Security in partnership with the Social Security Administration at any time upon request by HCS.

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Name/Address of Organization

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Name/Title of Submitting Authorized Official

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Signature of Authorized Official

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Date

### BUY AMERICAN CERTIFICATION

**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 domestic item to provide for any line item specification on this bid, we will entertain a request for exception at the time of the bid requests for exceptions during the bid period must be made in writing using this same form. All requests must be submitted at least (3) days prior to the schedule 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			

*\* use additional pages if needed*

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

What other alternatives to using Non-Domestic food products were considered?

\_\_\_\_\_

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

\_\_\_\_\_

Sealed Proposal Label

**Cut along the outer border and affix this label to your sealed solicitation envelope to identify it as a “Sealed Submission/Proposal”.**

<b>PROPOSAL DOCUMENTS • DO NOT OPEN</b>	
<b>SOLICITATION NO.:</b>	<b>23-28</b>
<b>SOLICITATION TITLE:</b>	<b>MILK, DAIRY PRODUCTS AND BEVERAGES FOR THE SCHOOL NUTRITION PROGRAM</b>
<b>OPENING/DUE DATE:</b>	<b>MAY 15, 2023</b>
<b>TIME DUE:</b>	<b>Prior to: 2:00 PM</b>
<b>SUBMITTED BY:</b>	_____
	(Name of Company)
<small>e-mail address</small>	<small>Telephone</small>
<b>DELIVER TO:</b>	Hamilton County Board of Education Attn: Purchasing Department 3074 Hickory Valley Road Chattanooga, TN 37421

**\*Notices:**

- The Date Due/Submission Deadline Date/Opening Date as stated on this label and other forms contained herein may have been updated via issuance of Addenda against this project. It is the sole responsibility of the Contractor/Vendor to monitor the HCS solicitation for any updates to the Date Due/Submission Deadline Date/Opening Date via Addenda. This label or other original forms may not be updated. Contractor/Vendor may strike through and update Date Due/Submission Deadline Date/Opening Date at their discretion to match any updates to this date that have been published via Addenda.
- Submissions received after the time and date of the Date Due/Submission Deadline Date/Opening Date will not be accepted at the sole discretion of HCS.
- Some submissions may require the Vendor to provide the company name, Tennessee Contractor’s license number, expiration date, license classification and company address on the outside of the sealed bid envelope in accordance with TCA 62-6-119. Where this is requested within the project documents the Vendor is solely responsible for compliance with this request.

**PLEASE PRINT CLEARLY**