

INVITATION TO BID

BAKED GOODS SERVICES

Highlands School District is accepting sealed bids for baked goods for the 2020-2021 school year. Enclosed herewith are bid specifications for your review and submission.

Please be informed your bid must be submitted on the enclosed bid form in accordance with the attached bid specifications by 12:00 p.m., Wednesday, June 10, 2020. Please submit your sealed bid to:

**Mr. James Pritchard, Food Service Director
Highlands School District
1500 Pacific Avenue, P.O. Box 288
Natrona Heights, PA 15065-0288**

The Highlands School Board reserves the right to accept or reject any or all bids and award in any manner deemed by it, in its sole discretion, to be in the best interests of Highlands School District.

We appreciate your interest in the Highlands School District. If you have any questions, please do not hesitate to contact Mr. Pritchard at (724) 226-1000, ext. 6109.

Sincerely,

Michele Bloch
Board Secretary

Enclosures - Bid Specifications

SCHOOL BIDS

Highlands School District is accepting sealed bids for milk services and baked goods services for the 2020-2021 school year. Bid specifications may be obtained from the Highlands School District website at www.goldenrams.com or from contacting Mr. James Pritchard, Food Service Director, Highlands School District, 1500 Pacific Avenue, Natrona Heights, PA 15065. **Completed bids are due no later than 12:00 p.m., Wednesday, June 10, 2020.**

The Highlands School District reserves the right to accept or reject any or all bids and award in any manner deemed by it, in its sole discretion to be in the best interests of Highlands School District.

Advertised: Thursday, May 21, 2020 (Valley News Dispatch)
Friday, May 22, 2020 (Post-Gazette)
Tuesday, May 26, 2020 (Valley News Dispatch)
Thursday, May 28, 2020 (Post-Gazette)
Wednesday, June 3, 2020 (Valley News Dispatch)
Thursday, June 4, 2020 (Post-Gazette)

Highlands School District
Bid Specifications
for
BAKED GOODS SERVICES

Bids are subject to the following terms and conditions:

Address bids to: Mr. James Pritchard, Food Service Director
 Highlands School District
 1500 Pacific Avenue, P.O. Box 288
 Natrona Heights, PA 15065-0288

1. Proposals must be sealed with the bid(s) contained therein listed in the lower left-hand corner of the envelope. Name of firm and mailing address should appear on the envelope.
2. No bid will be accepted after the scheduled closing date and time.
3. No bid may be withdrawn for sixty (60) after the scheduled closing date for the receipt of bids.
4. **ANY BID SHOWING A TIME AND/OR PRICE CHANGE NOTATION WILL BE REJECTED.**
5. Where any special kind of manufacturer's brand is asked for, only make or material of equal quality will be considered. Specify the manufacturer's brand name and model being substituted and be prepared to submit a sample. Demonstration shall be required.
6. **ALL BIDS MUST BE SUBMITTED ON SCHOOL DISTRICT FORMS.** Additional forms are available in the Administrative Center Office.
7. All bids must show the delivered unit price for the exact unit specified (i.e., ea., per doz., per gross, etc.) and total price for the exact quantity specified (including shipping). Please check all extensions for accuracy. In the event of an error, the price most advantageous to the school district will prevail.
8. Send a duplicate invoice to the Business Office, with reference made to our purchase order number. Payment will be made after acceptance of complete contract order.

9. If questions arise regarding the bids, please contact Mr. James Pritchard, Food Services Director, at (724) 226-1000, ext. 6109.
10. Highlands School District reserves the right to accept or reject any or all bids or to select a single item from any bid, or waive any informality therein, and award the bid in the best interests of the school district.
11. The proposal must contain a signature. Any bid received without a signature cannot be accepted.
12. Bids must be received in the Highlands Administrative Center prior to 12:00 p.m., Wednesday, June 10, 2020. Bids will be opened at 12:05 p.m. that same day.
13. If bid is awarded, the successful bidder may be required to sign an agreement indicating time frame of installation and guarantee of workmanship. These specifications, however, shall constitute an agreement.
14. The non-collusion affidavit is material to any contract awarded. 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 price quoted on the bid.
15. Submit three (3) references and include all school district references.
16. Please specify clearly all warranties.

MEMORANDUM

TO: Vendors & Employees
RE: 2020-2021
RE: COMPUTERIZED PAYMENT SCHEDULE

All invoices, expense report and credit reimbursement will be paid the day after each monthly board meeting.

To efficiently process payments each month, expense reports, invoices, copies of purchase orders and final grade and proof of payment for credit reimbursements must be received in the Business Office by these cut off dates.

CUT OFF DATE

January 3, 2020
February 7, 2020
March 6, 2020
April 3, 2020
May 1, 2020
June 5, 2020
August 7, 2020
September 4, 2020
October 2, 2020
November 6, 2020
December 4, 2020

PAYMENT DATE

January 21, 2020
February 18, 2020
March 17, 2020
April 21, 2020
May 19, 2020
June 23, 2020
August 18, 2020
September 22, 2020
October 20, 2020
November 17, 2020
December 21, 2020

Changes in the regularly scheduled board meetings will not change this schedule.
REQUESTS FOR PAYMENTS RECEIVED AFTER THE CUT-OFF DATES WILL BE PAID THE FOLLOWING MONTH.

HIGHLANDS SCHOOL DISTRICT

BAKED GOODS BID

INSTRUCTIONS TO BIDDERS

Highlands School District will accept sealed bids for furnishing baked goods for the 2020-2021 school year. **All bids must be submitted by 12:00 p.m. on Wednesday, June 10, 2020.** Bids will be opened the same day at 12:05 p.m. in the Administrative Office Conference Room.

Address bids to: Mr. James Pritchard, Food Service Director
Highlands School District
1500 Pacific Avenue, P.O. Box 288
Natrona Heights, PA 15065-0288

All bids must be sealed and marked “BAKED GOODS BID” in the bottom left corner on the face of the envelope. All bids must be provided on the attached bid sheet.

A. Specifications

1. Whole grain - made of flour, yeast, salt, and water, plus optional ingredients. Finished product must contain not less than 62% total solids.
2. Enriched White - each pound of the finished product must contain the following and be so labeled:
 - a. 1.1 - 1.8 milligrams of thiamine
 - b. 0.7 - 1.6 milligrams of riboflavin
 - c. 10.0 - 15.0 milligrams of niacin
 - d. 8.0 - 12.5 milligrams of iron
 - e. Vitamin D and calcium may also be added
3. Each item **must** have a **food analysis label** which includes total calories per serving as well as carbohydrate, protein, fat, saturated fat, and cholesterol content.

B. Deliveries

Deliveries of baked goods must be made between 7:30 a.m. and 9:30 a.m. on Mondays, Tuesdays, Thursdays, and Fridays of each week.

Baked goods are to be delivered on days specified to the following locations:

- Highlands Middle School
1350 Broadview Boulevard, Natrona Heights, PA 15065

- Highlands Elementary School
101 East Ninth Avenue, Tarentum, PA 15084
- Highlands High School
1500 Idaho at Pacific Avenue, Natrona Heights, PA 15065

All baked goods must be delivered in clean and well-wrapped packaging. Products must be delivered under sanitary conditions. Sanitary bread storage racks must be provided.

Orders will be placed with the delivery person each Thursday for the following week. (Delivery person will be notified of any exceptions.)

C. Quantity Required

Estimated quantities for the 2020-2021 school year are as follows:

6,000	Dozen Seeded Sandwich Buns
10,017	Loaves of Bread
690	Dozen Hoagie Buns
14,720	Dozen Sandwich Buns
2,862	Loaves Italian Bread
2,070	Hot Dog Buns

D. Billing

Invoices for each delivery must be sent to Mr. James Pritchard, Food Service Director, Highlands High School, 1500 Pacific Avenue, Natrona Heights, PA 15065, before our cut-off date (see enclosed schedule) for the current month's deliveries in order for payment to be made the following month.

All daily delivery sheets must be properly signed by the receiver of the goods.

E. Samples

Before award of contract, samples of all items included in this contract must be delivered upon request of the Food Service Director.

F. Reservations

The Board reserves the right, in its absolute discretion, to accept any bid or any part of any bid, or to reject any or all bids, or any part of any bid, as the Board deems it to be in the best interest of the School District. The Board further reserves the right to terminate the contract any time for due cause, which shall include such reasons as unsatisfactory service or unsatisfactory products.

MEMORANDUM

TO: Vendors and Employees
DT: 2019
RE: COMPUTERIZED PAYMENT SCHEDULE

All invoices, expense reports, and credit reimbursements will be paid the day after each monthly board meeting.

To efficiently process payments each month, expense reports, invoices, copies of purchase orders, and final grade and proof of payment for credit reimbursements must be received in the Business Office by these cut off dates.

CUT OFF DATE

January 2, 2019
February 1, 2019
March 1, 2019
April 5, 2019
May 3, 2019
June 7, 2019
July 5, 2019
August 2, 2019
September 6, 2019
October 4, 2019
November 1, 2019
December 6, 2019

PAYMENT DATE

January 22, 2019
February 19, 2019
March 19, 2019
April 16, 2019
May 21, 2019
June 25, 2019
July 16, 2019
August 20, 2019
September 17, 2019
October 22, 2019
November 19, 2019
December 17, 2019

Changes in the regularly scheduled board meetings will not change this schedule. REQUESTS FOR PAYMENTS RECEIVED AFTER THE CUT-OFF DATES WILL BE PAID THE FOLLOWING MONTH.

HIGHLANDS SCHOOL DISTRICT

2020-2021 BAKED GOODS BID

QUOTE NET PRICE AFTER DISCOUNT.
PRICES TO REFLECT USDA COMMODITIES.

<u>ITEM</u>	<u>UNIT</u>	<u>NET PRICE</u>
1. Sliced Whole Grain White Bread 4" x 4", 22 oz., 28 slc.*		\$ _____
2. Sliced Wheat Bread*		\$ _____
3. Sliced Rye Bread		\$ _____
4. Sliced Raisin Bread		\$ _____
5. Sliced Italian Bread		\$ _____
6. Sliced Whole Grain Bread*		\$ _____
7. Sliced Whole Grain White Sandwich* Rolls (3 ½ “)	Dozen	\$ _____
8. Sliced Wheat Sandwich Rolls*	Dozen	\$ _____
9. Whole Grain Rolls*		\$ _____
10. Sliced Whole Grain White Wiener* Rolls (5”)	Dozen	\$ _____
11. Wheat Wiener Rolls (5”)*	Dozen	\$ _____
12. Hoagie Wheat Buns - Small (4")*	Dozen	\$ _____
13. Hoagie Whole Grain White* Small (4”)	Dozen	\$ _____
14. Hoagie Wheat Buns - Large (6")*	Dozen	\$ _____
15. Hoagie Whole Grain White* Large (6”)	Dozen	\$ _____
16. Seeded Sandwich Rolls		\$ _____

17. Any other grain and/or whole grain products

\$ _____

<p>*52% or more whole grain per new federal regulations.</p>
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The undersigned hereby proposes and agree to furnish to the Highlands School District any and all items that have been priced, at the prices set opposite each item on the attached list, subject to all of the terms and conditions of the advertisement for bids, specification, bid conditions, and instructions hereinafter set forth.

I HAVE READ AND AGREE TO THE BID CONDITIONS:

NAME OF BIDDER (*Please print name*) _____

BY (SIGNATURE) _____ DATE _____

TITLE OR POSITION _____

COMPANY NAME _____

ADDRESS _____

CITY, STATE, AND ZIP CODE _____

PHONE (including area code) _____

☞ Bids must be signed by a responsible officer or employee

☞ Please type name adjacent to signature.

☞ Unsigned bids will be rejected.

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. §§ 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
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 each 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, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of _____ :
County of _____ : §
_____ :

I state that I am _____ of _____
(Title) (Name of my 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 four 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 above
(Name of my firm)
representations are material and important, and will be relied on by _____
(Name of public entity)
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 _____
(Name of public entity)
of the true facts relating to the submission of bids for this contract.

(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THIS

_____ DAY OF _____, 20____.

Notary Public

My Commission Expires: