

## **SCHOOL BIDS**

Highlands School District is accepting sealed bids for *Milk Services* for the 2025-2026 school year. Bid specifications may be obtained from the Highlands School District website at [www.goldenrams.com](http://www.goldenrams.com) or by contacting the Business Office, Highlands School District, 1500 Pacific Avenue, Natrona Heights, PA 15065.

**Completed bids are due no later than 12:00 p.m., Wednesday, May 21, 2025.**

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:

Sunday, April 6, 2025 (Valley News & Pittsburgh Post Gazette)

Sunday, April 13, 2025 (Valley News & Pittsburgh Post Gazette)

Sunday, April 20, 2025 (Valley News & Pittsburgh Post Gazette)

INVITATION TO BID

**MILK SERVICES**

Highlands School District is accepting sealed bids for Milk Services for the 2025-2026 school year. Bid specification may be obtained from the Highlands School District website at [www.goldenrams.com](http://www.goldenrams.com) or from contacting the Business Office, Highlands School District, 1500 Pacific Avenue, Natrona Heights, PA 15065.

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, May 21, 2025. Please submit your sealed bid to:**

**Business Office, Administration Center  
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 Jennifer Wofford at (724) 226-2400, ext. 5621.

Sincerely,

Jennifer Wofford  
Confidential Secretary

Enclosures - Bid Specifications

**HIGHLANDS SCHOOL DISTRICT  
MILK BID**

**INSTRUCTIONS TO BIDDERS**

Highlands School District will accept sealed bids for furnishing milk for the 2025-2026 school year. **All bids must be submitted by 12:00 p.m. on Wednesday, May 21, 2025.** Bids will be opened the same day at 12:05 p.m. in the Administrative Office Conference Room.

Address bids to:       Business Office, Administration Center  
                              Highlands School District  
                              1500 Pacific Avenue, PO Box 288  
                              Natrona Heights, PA 15065-0288

**All bids must be sealed and marked "MILK BID" in the bottom left corner on the face of the envelope.** All bids must be provided on the attached bid sheet.

**A. Specifications**

A copy of the official report of **butter fat**, **coliform count**, and **bacteria count** for the month of February 2024, is to be submitted with the bid quotation.

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.

The primary factors will be price, quality, and customer service.

In compliance with the Buy American Provision in the NSLP, purchasing will be confined to domestic commodity or product procurement. (*SP38-2017, Compliance and Enforcement of the Buy American Provision.*)

**B. Deliveries**

All products must be delivered daily by 10:00 a.m., Monday through Friday, to all District schools, when school is in session.

All deliveries will be made under sanitary conditions and all products must meet all regulations of the Department of Health and Milk Control Board of the Commonwealth of Pennsylvania.

All baskets and wire carriers must be picked up on a regular schedule. Unused milk is to be picked up prior to holidays and shutdowns, and credit issued.

All baskets and wire carriers must be cleaned on a regular schedule.

**C. Billing**

Invoices for the preceding month must be received by the Food Service Director, Highlands High School, 1500 Pacific Avenue, Natrona Heights, PA 15065, before our cutoff date (see enclosed schedule) in order for payment to be made the following month.

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

**D. 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 and convenience of the school district by written notice, which shall include such reasons as unsatisfactory service or unsatisfactory products. Final payment will be made up to the date of termination.

## HIGHLANDS SCHOOL DISTRICT

### 2025-2026 MILK BID

<u>ITEM</u>	<u>CONTAINER</u>	<u>PRICE</u>
1. 1% White Milk	8 oz.	\$ _____
2. Skim Milk	½ pt.	\$ _____
3. Fat Free Chocolate Milk	½ pt.	\$ _____
4. Fat Free Strawberry Milk	½ pt.	\$ _____
5. Orange Juice	4 oz.	\$ _____
6. Apple Juice	4 oz.	\$ _____
7. Cranberry Juice	4 oz.	\$ _____
8. Grape Juice	4 oz.	\$ _____
9. Sour Cream Low Fat	5#	\$ _____
10. Cottage Cheese Low Fat	5#	\$ _____
11. 1% Buttermilk	½ gal.	\$ _____
12. Creamers (Non-dairy)	200s	\$ _____
13. Assorted Teas 35% or less sugar	pints	\$ _____
14. Yogurt	4-oz.	\$ _____

*(continued)*

**ITEM**

**PRICE**

**MILK VENDING BOTTLES:**

- |                                    |          |
|------------------------------------|----------|
| 1. Fat Free Chocolate Milk         | \$ _____ |
| 2. Assorted Juices                 | \$ _____ |
| 3. Assorted Teas 35% or less sugar | \$ _____ |
| 4. Fat Free Flavored Milk          | \$ _____ |
| 5. 1% White Milk                   | \$ _____ |

**Additional Service**

Can you give rapid service on additional delivery of items if required? \_\_\_\_\_ YES \_\_\_\_\_ NO

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 \_\_\_\_\_

PHONE (including area code) \_\_\_\_\_

ADDRESS OF DAIRY WAREHOUSE SUPPLYING ABOVE:

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

PHONE NUMBER (including area code) \_\_\_\_\_

- ☞ Bids must be signed by a responsible officer or employee
- ☞ Please type name adjacent to signature.
- ☞ Unsigned bids will be rejected

Highlands School District  
Bid Specifications  
for  
**MILK SERVICES**

Bids are subject to the following terms and conditions:

Address bids to:      Business Office  
                                 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) days 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 Jennifer Wofford, Business Office, at (724) 226-2400, ext. 5621.

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 lowest bid that is most responsive and responsible.
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, May 21, 2025. 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.

## **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

State of \_\_\_\_\_ :  
County of \_\_\_\_\_ : §

Contract / Bid No. \_\_\_\_\_

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:

## Certification Regarding Debarment and Suspension

This certification is required by the regulations implementing Executive Order 12549 and 12689, "Debarment and Suspension" (Title 2 CFR Part 180). These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

- (1) The prospective participant certifies, by submission of this proposal, that neither it nor its principals:
  - (a) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Vendor

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Name of Authorized Representative

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Title of Authorized Representative

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Signature of Authorized Representative  
(in blue ink only)

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Date Signed

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## 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 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 of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name of Vendor

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Name of Authorized Representative

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Title of Authorized Representative

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Signature of Authorized Representative  
(in blue ink only)

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Date Signed

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**Disclosure of Lobbying Activities**  
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

☐ Applicable      ☐ Not Applicable  
(This form must be signed regardless of Applicability)

<b>1. Type of Federal Action:</b> _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> _____ a. bid/offer/ application b. initial award c. post-award	<b>3. Report Type:</b> _____ a. initial filing b. material change  For Material Change Only: Year _____ Quarter _____ Date of Last Report _____
<b>4. Name and Address of Reporting Entity:</b> Prime  Subawardee  Tier, if known:  Congressional District, if known:	<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable:	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Entity:</b> (last name, first name, MI)   <b>10. b. Individuals Performing Services (including address if different from No. 10,a.)</b>   (Attach Continuation Sheet(s) SF-LLL-A If Necessary) (if individual, last name, first name, middle)		
<b>11. Amount of Payment (check all that apply):</b> \$ _____ Actual      \$ _____ Planned	<b>13. Type of payment (check all that apply):</b> ____ a. retainer ____ b. one-time fee ____ c. commission ____ d. contingent fee ____ e. deferred ____ f. other; specify:	
<b>12. Form of Payment (check all that apply):</b> ____ a. cash ____ b. in-kind; specify: Nature _____ Actual _____		
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11:</b>   (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
<b>15. Are Continuation Sheet(s) SF-LLL-A Attached:</b> Yes _____ (Number _____)      No _____		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b> </div> <div style="width: 50%;"> <b>Signature: (in blue ink only)</b> _____  <b>Name:</b> _____  <b>Title:</b> _____  <b>Telephone:</b> _____  <b>Date:</b> _____ </div> </div>		

Disclosure of Lobbying Activities  
Continuation Sheet SF-LLL-A

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

## Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

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

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

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-00046), Washington, DC 20503.

## **MEMORANDUM**

TO: Vendors & Employees  
RE: 2025-2026  
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

August 6, 2025  
September 3, 2025  
October 8, 2025  
November 5, 2025  
December 10, 2025  
January 7, 2026  
February 4, 2026  
March 4, 2026  
April 8, 2026  
May 6, 2026  
June 3, 2026  
July 8, 2026

### PAYMENT DATE

August 19, 2025  
September 16, 2025  
October 21, 2025  
November 18, 2025  
December 16, 2025  
January 20, 2026  
February 17, 2026  
March 17, 2026  
April 21, 2026  
May 19, 2026  
June 16, 2026  
July 21, 2026

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.