



Wahluke School District
Jennie Norton, MS RDN
Director of Child Nutrition
509.932.4565 ext. 3492
jnorton@wahluke.net
www.wahluke.net/page/nutrition-services

Invitation for Bid
2022-2023 School Year

Dear Company,

We thank you for your interest in bidding your products and services for the Wahluke School District (WSD) Food Service Department for the 2022-2023 school year.

The bidding process will open on July 22 and close at 3 P.M. on August 5, 2022. We encourage our bidders to fill out this downloaded Dairy Bid document and print out the completed forms to physically sign when finished. The Dairy Bid document is available on our department website <https://www.wahluke.net/page/nutrition-services>.

Bids must be mailed or delivered to the Administration Office in a sealed and labeled envelope by 3 P.M. on August 5. All bids will be opened publicly at 10 A.M. on August 10, which you are welcome to attend. The public is also welcomed to attend the bid opening. Wahluke School District will make a final decision on the accepted bid by the September School Board of Directors meeting (date to be determined).

Award letters will be sent to the appropriate parties once approved by the School Board of Directors. When sending the completed bid packet, please address it as follows:

Wahluke School District
Attention: Dairy Bid for 2022-2022
Gabriela Chacon, Interim Director of Finance
PO Box 907
Mattawa, WA 99349

Please fill out all the areas of the bid completely to ensure the best evaluation of the bid. If you have any questions regarding the bid packet, please contact Jennie Norton at WSD at 509.932.4565 ext. 3492.

Thank you.

Sincerely,

Jennie Norton
Director of Child Nutrition
Wahluke School District



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General Specifications for Bids

General Scope

Wahluke School District (WSD) encourages fair and open competition amongst its vendors. As such, we invite companies to submit their bids in a professional and honest fashion. Per RCW 28A.335.190 and WSD Board Policy 6210, this Invitation for Bid (IFB) is created with a goal of obtaining an adequate number of vendor bids and the WSD will award the contract to the lowest responsible bidder who meets the stated needs and objectives of this bid. Award of a bid category does not guarantee the Company as the sole vendor for such products.

School Locations

Wahluke High School	505 N. Boundary Rd, Mattawa, WA 99349
Wahluke Junior High School	502 N. Boundary Rd, Mattawa, WA 99349
Saddle Mountain Elementary School	500 Riverview Dr, Mattawa, WA 99349
Mattawa Elementary School	400 N. Boundary Rd, Mattawa, WA 99349
Morris Schott Elementary School	500 N. Boundary Rd, Mattawa, WA 99349

Product Lists and Item Quantities

WSD strives to award one contract to the most responsible bidder. However, if we feel it necessary to award individual line items, based on the needs of our food service operation, we may do so.

Please complete the attached Proposal Form. If there are additional items or conditions that your company wishes to propose, you may attach them to the completed packet.

The estimated quantities listed in the Proposal Form are based on the 2021-2022 school year. We cannot guarantee these quantities for the 2022-2023 school year or guarantee a minimum quantity for your company.

Quality

The quality of all items supplied to WSD must meet or exceed the quality of the items listed in the bid. If for any reason the integrity of these items is compromised, WSD reserves the right to discontinue the relationship and seek appropriate items from a qualifying vendor. The WSD Food Service Department will review items upon delivery and will refuse any items that do not meet the expected standards.



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Dairy items shall be delivered with ample usage dates. For fluid milk, a Best If Used By date that is 7 days or longer from the delivery date is expected. WSD may refuse fluid milk products that have a compromised Best If Used By date or a date that is not feasible to sell in an appropriate time period. Other dairy products shall follow the same accord, displaying a Best If Used By date that offers an appropriate length of time for use.

By submitting a bid, your Company acknowledges their adherence to all local, state, and federal laws and regulations. Specifically, all laws and regulations (where applicable) set forth by the following: your Company's local county Board of Health, the Grant County Health District, Washington State Department of Health and Washington State Department of Agriculture, United States Department of Agriculture, Food and Drug Administration, the Federal Food, Drug and Cosmetic Act, and the Food And Drug Administration Pasteurized Milk Ordinance (PMO).

Geographical Preference

WSD believes in working with our community to support and provide for our students and families. Although it is not a disqualifying attribute if your company is not based near Mattawa, we may give preference to businesses that are located near our city. Geographic location will be considered among the other aspects of the bid, such as price, service, responsiveness, etc.

Nutrition Requirements and Formulation Statement

All food items that contribute to the meat/meat alternate and grain components of a reimbursable meal in the National School Lunch Program (NSLP) MUST be accompanied by a formulation specification sheet. The sample Formulation Statements in this packet may be used or you may submit your own documentation with all the necessary information, including Nutrition Facts Labels. Please use 1 (one) set of formulation statements for each food item that you bid. It is also helpful to have this documentation electronically for our program should your company be awarded the contract. All applicable food items, regardless of meal components, should meet the nutrition standards of the National School Lunch Program (NSLP). For reference to the required meal pattern and nutrition requirements in the NSLP please visit: <https://www.k12.wa.us/policy-funding/child-nutrition/school-meals/national-school-lunch-program/menu-planning-and-meal-patterns-toolkit>.

Proposed Pricing

Prices shall remain firm for the entire 2022-2023 school year. Delivery costs, equipment, and any other costs should be incorporated into the price of each line item. Simply stated, WSD will not be charged and will not pay for any additional costs, fees or taxes. The price of each item



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listed on the Proposal Form by your Company must be the full and complete price. If a price change is inevitable, your Company agrees to notify the Director of Child Nutrition in writing and by phone call to discuss the changes at least 30 days before the price change. If the changes are unsuitable for WSD, we reserve the right to discontinue the relationship.

Payment

An itemized physical invoice must accompany each delivery to each school building. Each building cafeteria manager will sign the invoice upon successfully receiving their delivery. In order to submit a full payment, WSD must have a physical (or electronic) copy of all invoices for every delivery, which match the monthly statement. Payments will be made by Accounts Payable on a monthly basis. Statements for all invoices are due by the 1st of the following month (for example, all February invoices should be on an itemized statement and delivered to Accounts Payable and the WSD Food Service Department by March 1st). The Food Service Department prefers to receive monthly statements electronically sent to jnorton@wahluke.net. Accounts Payable prefers monthly statements are sent electronically to ap@wahluke.net.

Proposal Form

Please fill out the proposal form completely. If there is an item that is not offered by your company please indicate by placing N/A (not applicable) in those fields. If your company needs to further explain a product or condition about a line item, those details may be attached to the final packet.

Key Stop Access

In the case of inclement weather, we ask that your Company have Key Stop access to our buildings to continue making appropriate deliveries as scheduled, so long as your delivery personnel are insured and bonded. Please include this critical documentation in the bid packet to confirm your Company's ability for Key Stop Access.

Buy American

Per [Title 7 CFR 210.21 Procurement](#) requirements, sponsors of the National School Lunch Program must adhere to proper procurement laws and regulations specific to Child Nutrition Programs. 7 CFR 210.21 (d) requires sponsors to ensure products are purchased according to the "Buy American" provision, where agricultural items are produced in the United States and



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processed products are substantially made with domestic commodities and products. Bidders must verify and state their compliance with this regulation.

7 CFR 210.21 (d):

(d) Buy American—(1) Definition of domestic commodity or product. In this paragraph (d), the term ‘domestic commodity or product’ means—

(i) An agricultural commodity that is produced in the United States; and

(ii) A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

(2) Requirement. (i) In general. Subject to paragraph (d)(2)(ii) of this section, the Department shall require that a school food authority purchase, to the maximum extent practicable, domestic commodities or products.

(ii) Limitations. Paragraph (d)(2)(i) of this section shall apply only to—

(A) A school food authority located in the contiguous United States; and

(B) A purchase of domestic commodity or product for the school lunch program under this part.



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Company Information

Company Name: _____

Company Address: _____

Company Phone Number: _____

Company Email : _____

Location Manager: _____

Location Phone Number: _____

Submitter Name: _____

Submitter Title: _____

I, the undersigned, acknowledge and confirm that the information filled out in this bid is complete and truthful to the best of my ability and I commit said Company to adhering to all requests and proposals made in this bid. I understand that if awarded the bid, this complete packet will be used as the contract between Wahluke School District and the Company for the 2022-2023 school year.

Signature: _____

Date: _____

Printed Name: _____

*If completing bid electronically, please print bid and physically sign completed bid before submission.



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Bid Checklist

The following items should be included in order to complete your bid submission:

- _____ Company Information Page
- _____ Bid Item Request Form
- _____ Item Proposal Form complete with pricing
- _____ All Required Nutrition Information (Nutrition Facts Labels)
- _____ Formulation Specification Sheets
- _____ W-9
- _____ Proof of insurance and bonded requirements for delivery drivers
- _____ Evidence that the company is not debarred or suspended from receiving federal funds
Either a) copy of SAM.gov registration or b) completion of vendor voucher that is included in the bid packet.



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Dairy Bid Requests

The following are requests from the Wahluke School District Food Service Department. These requests are made with thoughtfulness in how our Food Service Department will be best served regarding products, services, deliveries, nutritional requirements, invoices & statements, etc. Your Company's ability to fulfill these requests will be considered in the final bidding decision. If you contract out your delivery services, you must acknowledge and take consideration for their ability to meet these requests. Please indicate your Company's ability to fulfill the below requests.

Wahluke School District requests the following:

1. Deliveries to each of the 5 Wahluke School District buildings (Wahluke High School, Wahluke Junior High School, Mattawa Elementary School, Saddle Mountain Elementary School, and Morris Schott Elementary School).

_____ Yes _____ No Comments: _____

2. Provide at least 2 deliveries to each of the schools each week. If not, how many milk deliveries can your company commit to making each week at each of the schools?

_____ Yes _____ No Comments: _____

3. Unflavored fluid milk with the following fat requirements: low-fat (1 percent or less) and fat-free.

_____ Yes _____ No Comments: _____

4. Flavored fluid milk with the following fat requirements: low-fat (1 percent or less) and fat-free.

_____ Yes _____ No Comments: _____

5. Delivery drivers are insured and bonded so that Key Stop Access may be arranged with WSD. Key Stop Access will only be utilized when there is inclement weather and/or no school personnel is on-site. The Company MUST make arrangements to organize this access with the WSD Food Service Department in the summer before school starts.

_____ Yes _____ No Comments: _____



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6. Delivery drivers will drop off milk and place the crates in the appropriate milk coolers, keeping in mind food safety (First In First Out).

_____ Yes _____ No Comments: _____

7. Flexibility in placing milk orders by 2pm of the previous day. This is very important to our department as we have limited space and do not know the milk we will have on hand until lunch service is finished on the day for placing our order. (For example, milk order is due to your company by 2pm on Tuesday for Wednesday delivery).

_____ Yes _____ No Comments: _____

8. Dairy products are delivered with a Best If Used By date of at least 7 days or longer for fluid milk and 14 days or longer for other dairy products.

_____ Yes _____ No Comments: _____

9. Electronic itemized statements, broken down by each school building, for all milk deliveries by the 1st day of the following month. (For example: all February invoices on an itemized statement delivered to the Food Service Department via email by March 1st).

_____ Yes _____ No Comments: _____

10. Physical itemized invoices provided for each delivery to each school? This must be given to the cafeteria manager to sign upon each delivery.

_____ Yes _____ No Comments: _____

11. Is your company able to produce an electronic copy of an invoice should we need another copy?

_____ Yes _____ No Comments: _____

Additional Comments:



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Dairy Proposal Form

Estimated Quantities Based on the 2021-2022 School Year

Fluid Milk: Pasteurized, Homogenized, Vitamin D Fortified

Unit	Item Type	Description	Estimated Quantity (per year)	Proposed Unit Price (each)	Total Price (per year)
8 oz	White Milk	Plain, unflavored, 1% fat, carton	180,000		
8 oz	Chocolate Milk	Flavored, 0% fat, carton	200,000		
8 oz	Lactose Free Milk	Plain, unflavored, 1% fat, carton	300		
64 oz	White Milk	Plain, unflavored, 1% fat, carton or plastic bottle	100		

You are welcome to attach more product and pricing information to the packet if there are products that you offer in addition to what is listed here. Pricing and nutritional information must accompany additional product information.