

Shepherd Public Schools  
Proposal Form  
Milk Bid Specifications

1. Shepherd Public Schools, during the school year 2019/2020, will serve approximately the following number of half pints of milk:

1% White Low Fat	42,000
White Skim	7,000
Chocolate Skim	146,000
Strawberry Skim	25,000

2. Supplier must furnish a written statement certifying that the milk meets all Federal and Michigan requirements pertaining to the School Lunch, Special Milk, and Breakfast programs for schools.
3. Milk is to be delivered two (2) times a week. Deliveries must be made to each school before 7:00 a.m.
4. The supplier will pickup all-leftover milk or replace it whenever there is a vacation of three or more days duration.
5. Terms: Shepherd Public Schools will pay for milk received by the month. Please note any cash discounts.
6. Spoiled milk is not acceptable. Code dates are expected to allow several days for our schools to consume product. For example: a carton of milk with a code date of January 10<sup>th</sup> on it and delivered on January 10<sup>th</sup> would not be acceptable.
7. Form pertaining to Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions must be submitted with bid proposals in the envelope clearly marked "Milk Bids".
8. We reserve the right to terminate the agreement if satisfactory service is not performed.
9. Straws are the responsibility of the School District.
10. Delivery is necessary to each school as follows:

Shepherd High/Middle School Cafeteria  
321 S. Fourth Street  
Shepherd, MI 48883

Shepherd Main Elementary School  
301 S Fourth Street  
Shepherd, MI 48883

Winn Elementary School  
8190 Church Street  
Winn, MI 48896

11. **ALL COOLERS ARE PROVIDED BY THE SCHOOL DISTRICT.**
12. The Shepherd Public Schools Central Office will receive sealed bids until 9:30 a.m., Wednesday, June 05, 2019, at which time and place all bids will be opened.
13. Proposals must be submitted on forms furnished by Shepherd Public Schools and shall be enclosed in a sealed envelope clearly marked "Milk Bids".
14. Bids are to be addressed to the attention of Shepherd Public Schools, 258 W. Wright Avenue, P.O. Box 219, Shepherd, MI 48883.  
  
An alternative to the above is to FAX the proposal to (989)828-5679 on or before 9:30 a.m., Wednesday, June 05, 2019.
15. The Board of Education of the Shepherd Public Schools reserves the right to reject any and all bids, in whole or in part, and to waive any defects in the bids or bidding in the best interest of Shepherd Public Schools.
16. Any questions should be directed to Julie Freeze, Director of Business & Finance at (989)828-5520 or [jfreeze@shepherdschools.net](mailto:jfreeze@shepherdschools.net)

Shepherd Public Schools  
Bid Form – Milk

Proposal For:	<u>Traditional Carton</u>	<u>Plastic Jug (8oz)</u>	<u>Plastic Chug (16 oz)**</u>
Unit price of ½ pint 1% white milk	_____	_____	_____
Units price of ½ pint skim milk	_____	_____	_____
Unit price for ½ pint skim chocolate milk	_____	_____	_____
Unit price for ½ pint skim strawberry milk	_____	_____	_____
Unit price for 4 oz. Orange juice	_____		
Unit price for 4 oz. Yogurt	_____		
Unit price for 8 oz. Yogurt	_____		

\*\* The District uses Chug bottles for vending machines.

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

Official Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

# **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE  
AN INTEGRAL PART OF THE CERTIFICATION)

(1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Entity Name

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Name and Title of Authorized Representative

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Signature

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Date

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
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 recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds 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 rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitation 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 it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except the 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 voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.