Closing Time & Date: Noon – June 26, 2020

CANADIAN PUBLIC SCHOOLS

CHILD NUTRITION SERVICES – INVITATION TO BID

QUOTATIONS are requested by the Canadian Public Schools of Independent School District Number 61-I002 of Pittsburg County, Oklahoma, at the Child Nutrition Office, no later than Noon on June 26, 2020, for furnishing:

FOOD AND SUPPLIES DELIVERED TO SITE

INSTRUCTIONS:

All quotations shall be submitted in a SEALED ENVELOPE, as defined in the ITB. All quotations shall be submitted on the prepared quotation blanks.

The Canadian Public Schools, in some cases, employs for the sake of brevity certain brand names will be used as greater than or = to lieu of detailed specifications. Vendors are to quote on these items as outlined in the General Conditions.

The Canadian Public Schools of Independent School District Number 61-I002 of Pittsburg County, Oklahoma, is under no obligation to accept any quotation and reserves the right to accept or reject all quotations. The Canadian Public Schools also reserves the right to make such selections as in its judgment is best suited for the purpose intended.

The Canadian Public Schools of Independent School District Number 61-I002 of Pittsburg County, Oklahoma, may, by written notice, terminate this contract in whole or part at any time during the school year.

The Canadian Public Schools of Independent School District Number 61-I002 of Pittsburg County, Oklahoma, is exempt from paying taxes according to “Title 8, Section 1305 (I), 1971 Oklahoma Statutes.” Prices quoted should be free of all taxes.

Quote all prices as required in the General Conditions.

Office of the Superintendent

The Canadian Public Schools of Independent School District Number 61-I002 of Pittsburg County, Oklahoma

P.O. Box 168, Canadian, OK 74425-0168

Telephone: (918) 339-2705

The Canadian Public School System is committed to a policy of equal employment opportunity and affirmative action, and does not discriminate against any employee or applicant for employment because of race, religion, sex, age, national origin, handicap or status as a Vietnam or disabled veteran. Utilization on any agency for goods and services is predicated upon its adherence to a similar policy of nondiscrimination and affirmative action. Any contact resulting from this quotation is subject to Section 202 of Executive Order 11246, which is herewith incorporated by reference.

I, nor the firm, corporation, or partnership, represented by my signature on this quotation, nor anyone acting for such firm, corporation, or partnership have communicated directly, or indirectly concerning this quotation, to any competitor or any other person engaged in such line of business, nor have I entered into collusion with other prospective vendors in restraint of freedom of competition by agreeing to quote at a fixed price or to refrain from quoting or otherwise.

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Name of Vendor (Firm) Signature of Authorized Representative / Date

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

 Written Name of Person Signing

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

Address of Firm – City, State, Zip Code Telephone # Fax #

ANY QUESTIONS REGARDING THIS BID SHOULD BE DIRECTED TO THE SUPERINTENDENT OF SCHOOLS.

CHILD NUTRITION SERVICES: INVITATION TO BID

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**GENERAL CONDITIONS:**

1. **BOARD’S RIGHT –** Board of Independent School District 61-I002 of Pittsburg County, Oklahoma, is under no obligation to accept any quotation and reserves the right to accept or reject any or all quotations. The right is reserved by the Board of Education to make such selections as in its judgment is best suited for the purpose intended.
2. **PRICES –** Prices quoted shall be free of all taxes, freight, and handling charges (FOB DESTINATION). Prices quoted on this quotation shall be firm with all discounts included in prices. No allowances for any increases in price.
3. **CONTRACT PERIOD –** The bid covers the period from the date of award through June 30, 2021. Prices are to be held firm from July 1, 2020 through June 30, 2021
4. **QUANTITIES –** The Child Nutrition Services Department will furnish the successful bidder with ACTUAL quantities, as they are needed on each order. Minimum shipment requirements must be given based on the bid quote.
5. **BRAND NAME AND PRODUCT CODE NUMBER –** All vendors must insert the brand name and product code number of merchandise quoted in the space provided immediately under each item.
6. **NUTRIENT DATA FORM/PRODUCT ANALYSIS STATEMENT –** The vendor must complete the Nutrient Date Form and the Product Analysis Statement Form on Letterhead Form. Quotations without completed forms for each item bid will not be considered. The forms are from the State Department of Education. They recommend a copy be on file for every product included on a reimbursable meal. Therefore, Canadian-Mazie Public Schools will require a copy of each form on every item to be submitted with the bid unless otherwise stated. A copy of each form is included in the bid packet.
7. **ALTERNATES –** All products bid must be equal to or better than specifications. Alternates must be clearly stated as such. Specifications and all other appropriate information must be provided. Quotations without such information will not be considered.
8. **COMBINATIONS –** If a vendor quotes “all or none” and or combinations, the vendor must also submit prices on a “per each” basis.
9. **AWARDING –** The Board of Education reserves the right to make the award to the company for each individual item or may award the entire contract to one vendor. The awarded company will be notified by mail after Board approval.
10. **ORDERS –** Orders will be placed by authorized Child Nutrition Services personnel as needed. The successful vendor will be notified by letter, fax, phone or e-mail. A confirmation must be completed at the time of ordering. Items that require specific day deliveries must be reported with bid pricing.
11. **RECEIVING –** All deliveries made by the successful vendor shall be carefully checked against the order specifications and the label sullied with the quotation before they are received and signed by warehouse personnel or other authorized person. Those that do not meet specifications may not be accepted. Please advise freight carriers of such, so that adequate time for delivery is scheduled. Frozen product must be delivered frozen at zero degrees Fahrenheit or below.
12. **INVOICES** – All invoices shall be fully itemized, showing unit and extended cost. Invoices MUST have an invoice number, purchase order number, and date with correct remittance address. DO NOT DUPLICATE INVOICE NUMBER. If there is a shortage or error in goods specified, it is to be so noted on the invoice. Invoices are to be left with cafeteria staff and statements mailed to CHILD NUTRITION SERVICES, P.O. BOX 168, Canadian, OK 74425. Failure to follow the above directions could result in late payments.
13. **AFFIDAVIT** – In accordance with State Statutes (74 O.S. 3109) a nonkickback affidavit signed and notarized on every invoice submitted to any county or local subdivision of the state for payment to any architect, contractor, engineer or supplier of material of $25, 000 or more is required. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier. This affidavit is required for all vendors before an invoice can be paid. Affidavits are to be mailed to Canadian Public Schools, P.O. Box 168, Canadian, OK 74425.
14. **PAYMENT** – Payments will ONLY be made to whom the purchase order is written. Payment is made monthly as soon as the vendor has supplied the necessary paperwork to complete the transaction as receiving has been documented.
15. **PRODUCT TESTING –** If products are found to be not as specified or of unsuitable quality after being received, the vendor will be required to make reparation before payments, further purchases, or quotations from said company will be accepted.

CHILD NUTRITION SERVICES: INVITATION TO BID

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1. **TERMINATION FOR DEFAULT –** The Office of the Superintendent of the Canadian Public Schools may, by written notice, terminate this contract in whole or in part, for failure of the vendor to perform any of the provisions hereof. In such event, the vendor will be liable for damage, including excess cost of re-purchasing similar items.
2. **REPARATION/PENALTY –** The successful vendor will be assessed a penalty if products or provisions of services and products do not satisfy current state and federal standards or rates of reimbursements for free meals. This includes each meal or snack not claimed due to an insufficient or omitted component of the meal not being served with the meal. Child Nutrition services reserves the right to withhold at the time of payment the amount not received from federal or state funding. Continued failure to provide missing or insufficient components of these meals will be justification for Child Nutrition Services to discontinue the contract and remove the vendor’s name from future bid lists.
3. **TOBACCO-FREE ENVIRONMENT –** The use of tobacco is prohibited in all district buildings and vehicles and on the ground all District facilities. This policy has been adopted by the Board of Education of Canadian Public Schools for the health and safety of all employees. This is to include delivery to school sites.
4. **RECEIVING –** All deliveries shall be carefully checked by the cafeteria manager or the appointed cafeteria employee against the order before they are received and signed for. Please advise delivery person of such so that adequate time for delivery is scheduled.
5. **SAMPLES –** Samples, if requested, must be provided at no charge at the time of product testing.
6. **Buy American-** Over 51 percent of processed foods comes from American-produced products.

The Canadian Public Schools’ Child Nutrition Services Division is soliciting bid proposals on food & supplies listed below. Bids are to remain in effect from July 1, 2020 through June 30, 2021. Please be aware when submitting a bid there are individual school deliveries. There are (2) projected sites with weekly delivery during days of operation.

SPECIFICATIONS: Vendors must attach product description sheets and product analysis sheets for all products.

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| **PRODUCT SPECIFICATIONS** | **State: Pack size and Unit cost** |
| \*\*See Attached Bid Sheets. |  |
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| Others: |  |
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CHILD NUTRITION SERVICES: INVITATION TO BID

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FOOD AND SUPPLIES DELIVERED TO SITE, continued

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Company Name Authorized Agent Signature

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Address of Company City State Zip

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Date Telephone #

THE NON-COLLUSION STATEMENT PRINTED ON THE INVITATION TO BID FORM MUST BE COMPLETED IF YOUR BID IS TO BE CONSIDERED.

STATE OF NON-DISCRIMINATION: The Canadian Public Schools, District 61-I002, does not knowingly discriminate on the basis of race, color, religion, sex, national origin or handicap.

CHILD NUTRITION SERVICES: INVITATION TO BID

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NON-COLLUSION AFFIDAVIT

STATE OF OKLAHOMA

COUNTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of lawful age, being first sworn on oath says, that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said perspective official concerning exchange of money or other thing of value for special consideration in the lettering of the contract; that the bidder/contractor had not paid, given or donated, or agreed to pay, give or donate to any officer or employee either directly or indirectly in the procuring of award of a contract pursuant to this bid.

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Contractor, Supplier, Engineer, or Architect

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Vendor/Company Name

Subscribed and sworn before me this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2012.

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

Notary Public

My Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Seal)

My Commission # Is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_