

REQUEST FOR BREAD BIDS

Date of request: April 29, 2024

Completed bid must be submitted no later than May 13, 2024 by 12:00 P.M. CST

Bid issued by

Coulee Region School Nutrition Group Purchasing (CRSNGP)

Contact Person: Connie M Seiber

Contact Person Phone Number: 715-284-4357 ext 1209

Contact Person Email: Connie.Seiber@BRF.org

PLEASE READ SOLICITATION CAREFULLY!

Description: This solicitation for bread bids is being issued with the intent of entering into an agreement to purchase bread in accordance with applicable state and federal laws governing Federally-funded Child Nutrition programs for CRSNGP, herein after referred to as the School Food Authority (SFA). Bread vendors are invited to submit a bread bid in response to this solicitation issued by the SFA.

Bid Deadline: May 13, 2024 by 12:00 P.M. CST

Bids will be accepted up to, and no bid may be withdrawn after, the required date and time for submission. Time is Central Standard Time as indicated on the designated clock at the SFA. Bids that arrive after the required time will not be considered. It is the responsibility of the bidder to ensure that the bid arrives at the required location by the required time. Submitted bid shall remain valid for thirty (30) days from the bid submission date.

If SFA determines that there is a discrepancy in or omission from this solicitation prior to the bid deadline, an addendum will be issued to all bidders that have submitted bids or bidders that have requested a copy of the solicitation.

Submission of Bids: Bidders may mail bids to the address below "Deliver bids to" by the due date and time. It is the bidder's responsibility to assure that its bid is received by the deadline, no exceptions. Electronic submissions may be sent to Connie.Seiber@BRF.org; it is recommended for the bidder to request a confirmation receipt of the emailed bid. Regardless of submission method, it is the responsibility of the bidder to confirm and ensure that a bid was received by the submission deadline.

Deliver bids to the following location: School District of Black River Falls
Attention: Connie Seiber 301 North Fourth Street Black River Falls, Wisconsin 54615

Bread Vendor Agreement: Winning bidder, herein referred to as "selected bread vendor", will need to sign an agreement upon notification by SFA. This agreement will represent the contractual requirements for both the SFA and selected bread vendor.

Agreement Period: The initial awarded agreement period shall be July 1, 2024 to June 30, 2025. Both parties to this awarded agreement to enter into this agreement for one-year period with the option to renew the agreement for up to four (4) additional one-year periods by mutual agreement.

of the SFA and selected bread vendor. Renewal shall be based on customer satisfaction with products, service, and price.

Delivery: Bread will be delivered to SFA at the following address at or before scheduled time listed below.

Location(s):

Alma Center School District

Contact: Jennifer Hart 124 South School Street Alma Center, WI 5611 715.964.5311 ext. 212

Student Enrollment: 580

Average Breakfast: 225

Average Lunch: 500

Average snack: 300

Summer Feeding: 150

Delivery Locations: 2

Bangor School District

Contact: Emily Klunk 405 E Hamlin Street West Salem, WI 54669 608-786-3078

Student Enrollment: 650

Average Breakfast: 75

Average Lunch: 410

Average Snack: N/A

Summer Feeding: N/A

Delivery Locations: 2

Black River Falls School District

Contact: Connie M Seiber 301 North Fourth Street Black River Falls, WI 54615 715-284-4357 ext 1209

Student Enrollment: 1540

Average Breakfast: 730

Average Lunch: 1100

Average Snack: 220

Summer Feeding: 200

Delivery Locations: 4

Cashton School District

Contact: Laurie Geier 540 Coe Street Cashton, WI 54619 608-654-5131

Student Enrollment: 623

Average Breakfast: 190

Average Lunch: 495

Average Snack: 85

Summer Feeding: 125

Delivery Locations: 2

Cochrane-Fountain City School District

Amanda Brakke S2770 State Highway 35 Fountain City, WI 54629 608-687-7771

Student Enrollment: 551

Average Breakfast: 165

Average Lunch: 375

Average Snack: N/A

Summer Feeding: N/A

Delivery Locations: 1

Gale Ettrick Trempealeau School District

Contact: Melody Schorbahn 17511 N Main Street Galesville WI, 54630 (608)525-2291

Student Enrollment: 1370

Average Breakfast: 300

Average Lunch: 900

Average Snack: N/A

Summer Feeding: N/A

Delivery Locations: 5

Holmen School District

Contact: Mike Gasper 1019 McHugh Rd Holmen WI, 54636 (608)526-1324

Student Enrollment: 3683

Average Breakfast: 964

Average Lunch: 3450

Average Snack: N/A

Summer Feeding: N/A

Delivery Locations: 6

La Crescent School District

Terri Williams 1301 Lancer Blvd, La Crescent, MN 608-789-7637

Student Enrollment: 998

Average Breakfast: 300

Average Lunch: 900

Average Snack: NA

Summer Feeding: NA

Delivery Locations: 2

La Crosse School District

Kadie Haug (Ilkay Baseski) 807 East Avenue South La Crosse, WI 54601 608-789-7637

Student Enrollment: 5888

Average Breakfast: 1386

Average Lunch: 3100

Average Snack: 450

Summer Feeding: Breakfast 244 / Lunch 932

Delivery Locations: 14

Melrose Mindoro School District

Sarah McAdams n181 St Rd 108 Melrose, WI 54642 608-488-2201 ext1156

Student Enrollment: 756

Average Breakfast: 198

Average Lunch: 475

Average Snack: N/A

Summer Feeding: 125

Delivery Locations: 2

Onalaska School District

Kerry Johnson 705 8 th Ave North Onalaska, WI 54650 608-783-6251

Student Enrollment: 3032

Average Breakfast: 500

Average Lunch: 1500

Average Snack: N/A

Summer Feeding: 250

Delivery Locations: 5

Royall School District

Kristi Shore

Student Enrollment: 464

Average Breakfast: 385

Average Lunch: 345

Average Snack: NA

Summer Feeding: 260 in June 160 in July

Delivery Locations: 1

Sparta School District

Rob Prestwood 900 E Montgomery Street, Sparta, WI 54656 608-366-3405

Student Enrollment: 2818

Average Breakfast: 1112

Average Lunch: 1561

Average Snack: 220

Summer Feeding: 325

Delivery Locations: 3

Tomah Area School District

Jesse Bender 901 Lincoln Ave Tomah, WI 54660 608-374-7363

Student Enrollment: 3069

Average Breakfast: 624

Average Lunch: 1720

Average Snack: N/A

Summer Feeding: June-350 / July-480 / Aug 200

Delivery Locations: 2

Viroqua School District

Kristi Ethridge 100 Blackhawk Drive Viroqua, WI 54665 608-637-1645

Student Enrollment: 1030

Average Breakfast: 625

Average Lunch: 600

Average Snack: N/A

Summer Feeding: 250

Delivery Locations: 1

West Salem School District

Contact: Emily Klunk 405 E Hamlin Street West Salem, WI 54669 608-786-0700

Student Enrollment: 1800

Average Breakfast: 230

Average Lunch: 1200

Average Snack: N/A

Summer Feeding: NA

Delivery Locations: 3

Westby School District

Ashley Reschke 206 West Ave South Westby, WI 54667 608-634-0101

Student Enrollment: 981

Average Breakfast: 215

Average Lunch: 510

Average Snack: N/A

Summer Feeding: Breakfast-65/Lunch 105 (20 days in June/10 days in August)

Delivery Locations:

All deliveries must be completed at the time and location agreed upon with each individual school district listed above.

Each bread delivery shall accompany a duplicate delivery ticket, dated, and indicating quantity of bread delivered.

FAILURE TO DELIVER PRODUCTS ON TIME MAY RESULT IN BILLING OF ADDITIONAL COSTS RESULTING FROM THE PROCUREMENT FOR EMERGENCY SUPPLIES TO THE SELECTED BREAD VENDOR DEFAULTING ON DELIVERY.

Bread Vendor Compliance: Bidders will need to comply with applicable requirements set forth in Federal regulations including policy and instructions issued by the United States Department of Agriculture (USDA). The applicable regulations are 7 CFR 210 (National School Lunch Program), 7 CFR 215 (Special Bread Program), 7 CFR 220 (School Breakfast Program), 7 CFR 245 (Determining Eligibility for Free and Reduced Price Meals and Free Bread), 7 CFR 250 (Food Distribution Program), 7 CFR 225 (Summer Food Service Program for Children), and 7 CFR 3052 (audit requirements).

Estimations: The total estimated in this solicitation are within about 10 to 20 percent of actual usage in the previous school year with the exception of counts that may have been projected higher or lower due to concern about participation by students. The SFA will not guarantee any minimum compensation will be paid to selected bread vendor.

Competitive Pricing: The pricing is for the 24-25 school year. Bidders will need to complete Attachment A "Bread Vendor Bid Pricing". Bidders are encouraged to submit the most competitive pricing possible because the SFA will be soliciting multiple bids from bread vendors to achieve the lowest possible price for the specifications and requirements outlined in this solicitation. If for any reason this solicitation has limited bidder's ability to provide a competitive bid then contact the SFA as directed in the cover letter to let us know how the SFA could increase competition.

Pricing: Pricing will be fixed price. All prices bid for all products will be net, Free on Board (F.O.B.) SFA will consider individual product price changes as part of a renewal to the awarded contract. Product price changes may not exceed *the U.S. Department of Labor-Bureau of Labor Statistics Midwest BLS Region Seasonally Adjusted Consumer Price Index Percentage Change Annual Average* for the previous 12 months.

This is a "Firm Price" proposal; no price changes will be allowed for the term of this contract. The unit price offered should contain four points (.0000) beyond the decimal. The extended price shall be rounded to the nearest whole cent (5 or greater shall be rounded up and 4.9 or less shall be rounded down).

Evaluation: Pricing will be evaluated based on lowest total extended cost.

Samples: Bidders may need to provide samples of bid items. Samples, if requested, will be sent to district making request. When submitting samples, bidders will need to make sure they identify samples and whom they are from. Bidders will need to provide no more than 1 dozen of any sample.

Ingredient Labels: Ingredient labels are to be included for all items on the bid. Ingredient labels must be provided with samples. Labels will include manufacturer statement of verified grains.

Award: Contract will be awarded to the most responsive and responsible bidder with the lowest extended cost.

The SFA reserves the right to modify the awarded contract by mutual agreement between the SFA and selected bread vendor, so long as such modification would not result in a material change to the solicitation and awarded contract. Such modifications will be evidenced by issuance of a written authorized amendment by the SFA.

Type of Contract: A fixed-price contract will be awarded as a result of this solicitation.

Reservation of Rights: The SFA expressly reserves the following rights:

1. Reject all bids;
2. Reject any part of the bid not meeting the specifications set forth herein;
3. The SFA reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a clarification or other information to evaluate any or all bids.
4. To re-award the solicitation to another bidder in the event the bidder to whom a bid is awarded defaults in executing the formal agreement;
5. In the best interests of the SFA, accept or reject any and all portions thereof, select the next most responsive bid, or if necessary, issue a new solicitation or take other action as the SFA deems appropriate;

Bidder has the right to withdraw its bid if SFA changes the type of award as described herein.

Payment Method: Payment will be made directly to a bidder within 30 days from receipt of invoice.

Invoicing: The selected bread vendor must be able to provide a duplicate delivery invoice at each delivery indicating the quantity of bread delivered. This invoice must be signed and dated by the food service manager receiving the bread at each delivery.

Calendar of Events: The required dates and times by which actions must be completed and, where applicable, locations are listed in the calendar of events. If the SFA determines that it is necessary to change a date, time, or location, it will issue an addendum to this solicitation. Times are local time at the designated location.

Calendar of Events	
Action	Date/Time and Location if applicable
Release of solicitation	April 29, 2024
Last date to submit written questions	May 9, 2024
Release of responses to written questions in the form of an addendum. Addendum will be sent to those bidders that requested a copy of the solicitation.	May 10, 2024
Due date for bids and location	May 13, 2024 by 12:00P.M. CST School Name: School District of Black River Falls School Address: Street: 301 North Fourth Street City/State/Zip Code: Black River Falls, Wisconsin 54615 Contact Person: Connie Seiber Contact Person Title: Nutrition Services Director Contact Person Phone Number: 715-284-4357 ext 1209 Contact Person Email: Connie.seiber@brf.org
Review for conformance of mandatory requirements	May 13, 2024-May 24-2024
Bid evaluation period	May 13, 2024-May 24,2024
Notice of intent to award	on or about <u>June 1, 2024</u>
Awarded contract approval	Board meeting following the Notice of Intent to Award
Award of bread vendor agreement	June 1, 2024
Selected bread vendor start date	July 1, 2024

Risk of Loss: The selected bread vendor assumes the following risks:

- 1) All risks of loss or damage to all goods, work in process, materials, and equipment until the delivery thereof as herein provided;
- 2) All risks of loss or damage to third persons and their property until delivery of all goods as herein provided;
- 3) All risks of loss or damage to any property received by the selected bread vendor or held by the selected bread vendor or its suppliers for the account of the SFA, until such property has been delivered to the SFA;
- 4) All risks of loss or damage to any of the goods or part thereof rejected by the SFA, from the time of shipment thereof to selected bread vendor until redelivery thereof to the SFA.

Taxes: Price quoted shall not include state or federal taxes from which the SFA’s exempt. The necessary exemption certificate will be furnished upon request by the bidder.

Bread Specifications.

1) Specification for Bread Products

1. *Hamburger Buns – Each bun should measure four inches in diameter, be sliced, and be a 2 oz eq. per serving.*
2. *Hamburger Buns-Each bun should measure three and half in diameter, be sliced, and be a 1.5 oz eq. per serving*
3. *Hot Dog Buns – Each bun should measure five and one-half inches in length, be sliced, and be 2 oz eq. per serving.*
4. *Loaf Sandwich Bread – Each slice should measure about four inches by four inches by nine-sixteenths inch in thickness, evenly sliced, and be a 1 oz eq. per serving.*
5. *Hoagie/Steak Buns – Each bun should measure six inches in length and be a 2 oz eq. per serving.*
6. *Dinner Roll – Pre-cooked country roll (e.g., dinner or pan roll) and be a 1 oz eq. per serving.*

2) Overall Requirements: All bread products must be produced in compliance with the conditions, regulations and requirements of USDA Food and Nutrition Service (FNS), the Wisconsin Department of Public Instruction (DPI), and SFA's local governing agency for operating the School Nutrition Programs. The overall requirements for bread furnished and delivered to the SFA are as follows:

1. *Water can be listed as the first ingredient item with a whole grain as the next item.*
2. *Meal pattern quantities of grains are based on "ounce equivalencies (oz eq.)."*
 - a. *Each 16.0 grams of creditable grain equals 1 oz eq.*
 - b. *Creditable grain is 16.0 grams of whole grain, or made with 8 grams whole grain and 8 grams of enriched meal or flour to be considered whole grain-rich.*
3. *Be enriched with 51 percent whole grains or 100 percent whole grains.*
4. *Enriched bread contains added thiamin, riboflavin, niacin, and iron. Amount of enrichment coincides with federal regulations. Can contain added calcium.*
5. *Ingredients in product prepared from hard wheat flour, water, salt, yeast and optional ingredients. Optional ingredients include bleaching agents, emulsifiers, and preservatives.*
6. *Be of equal quality to that sold under bidder's brand name in retail stores.*
7. *Child Nutrition (CN) number or Nutritional Analysis and ingredients list of each product must be included in bidder's submission.*
8. *Be fresh at the time of delivery and no more than 24 hours old.*
9. *Preferred Bulk packaging.*

3) Container Requirements: Bread should be packaged in moisture proof wrapper or bag with production date code clearly marked. Successful bidder must provide rolling bread racks or rolling storage units to shelf the bread at delivery location that are no taller than 6.5 feet. These racks must be kept in safe working condition and free of additional charge. All bread trays should be clean without noticeable dirt and grime. Bread racks will be stored inside the kitchen area for food security.

4) Product Freshness: It is the responsibility of the successful bidder to assure product freshness at all times. Previously frozen items are not acceptable without prior consent of the SFA's Kitchen Manager or Nutrition Program Director.

5) Packaging Requirements: All baked products shall be encased in sanitary wrappers or containers, which shall be sufficiently strong and tight to exclude dirt and moisture. The packaging in which bread is furnished shall be as follows:

1. Standard commercial packages
2. Securely sealed to insure freshness of the product and protect contents from contamination
3. Packages which are dirty, torn, open, mashed, and/or damaged in any way will not be accepted.

Additional Procurement and Contract Terms:

- 1.1 **Free and Open Competition:** This solicitation is intended to promote free and open competition. If the language, specifications, terms, and conditions or any combination thereof are too restrictive or limit your ability to compete for the contract, it is the responsibility of the interested bidder to notify the SFA, in writing, regarding such matters. The solicitation may or may not be changed but a review of such notification will be made prior to the award of contract(s).
- 1.2 **Recordkeeping:** Any and all documents, books, records, invoices, and/or quotations of SFAs' purchases shall be made available, upon demand, in an easily accessible manner for a period of at least five (5) years from the end of the contract term (including renewals) to which they pertain and after all other pending matters are closed, for audit, examination, excerpts and transcriptions by the SFA, state, and federal representatives and auditors in accordance with federal regulations. Selected bread vendor must ensure that any such records held by a subcontractor are likewise subject to these provisions.
- 1.3 **Access to Records:** Access shall be granted by selected bread vendor to the SFA, state agency, USDA, Comptroller General of the United States, or any other duly authorized entity or any of their duly authorized representatives to any books, documents, papers, and records of selected bread vendor, which are directly pertinent to the contract for the purpose of making audit, examination, excerpts, and transcriptions. The SFA may conduct audits to validate costs and compliance with agreement terms and conditions.
- 1.4 **Inspection of Public Records:** All information received from bidders and selected bread vendor shall be subject to inspection once the Contract is awarded under Wisconsin Public Records Law (Wis. Stat. §§ 19.31 - 19.39).
- 1.5 **Buy American:** SFA is participating in the federal school meal programs and therefore is required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially (at least 51 percent) using agricultural commodities that are produced in the U.S. (7CFR210.21, 220.16).
- 1.6 **Food Laws:** Selected bread vendor shall operate in accordance with all applicable laws, ordinances, regulations and rules of federal, state, and local authorities, including but not necessarily restricted to a Hazard Analysis and Critical Control Point (HACCP) plan. SFA may inspect selected bread vendor's facilities and vehicles. Selected bread vendor must have documented their company's compliance with Good Agricultural Practices (GAPs), Standard Operating Procedures (SOPs), Sanitary Standard Operating Procedures (SSOPs) and Good Management Practices (GMPs) for farm and field operations, packing facilities, cold storage operations, produce shippers, and their distribution facilities, if appropriate.
- 1.7 **Food Recall:** Selected bread vendor shall be expected to voluntarily comply with all federal, state and local mandates regarding the identification and recall of foods from the commercial and consumer marketplace. Selected bread vendor shall have a process in place to effectively respond to a food recall; the process must include accurate and timely communications to the SFA and assurance that unsafe products are identified

and removed from SFA sites in an expedient, effective and efficient manner. Selected bread vendor shall maintain all paperwork required for immediate and proper notification of recalls for full and split cases. Bidders will define their policy and procedures for handling food recalls on a separate document to be submitted along with proposal.

1.8 **Biosecurity:** Bidders must have a written policy regarding biosecurity and the food supply, in accordance with the Bioterrorism Act 2002 under the U.S. Department of Health and Human Services, Food and Drug Administration, and under the USDA, Food Safety and Inspection Service. Bidders will define their biosecurity policy and procedures on a separate document to be submitted along with proposal.

1.9 **Mutual Agreement Termination:** With mutual agreement of both parties to a contract, upon receipt and acceptance of not less than thirty (30) days written notice, the contract may be terminated on an agreed upon date before the end of the contract period without penalty to either party.

1.10 **Non-Performance of Contract and Termination:** Except as may be otherwise provided by this document, this contract may be terminated in whole or in part by either party to the contract in the event of failure by the other party to fulfill its obligations under this contract through no fault of the terminating party; provided that no such termination may be implemented unless and until the other party is given

- a. at least thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and
- b. an opportunity for consultation with the terminating party, followed by a reasonable opportunity, of not more than ten (10) business days or such other reasonable amount of time as may be required under the circumstances, to rectify the defects in products or performance, prior to termination.

1.11 **Termination for Convenience:** The SFA may terminate this contract prior to the expiration of the term, without cause and without penalty, upon thirty (30) days' written notice to the selected bread vendor.

Final Payments: Upon any termination of the contract, the SFA will pay for all earned amounts to include a pro-rata portion of monthly amounts for products or services completed up to the effective date of termination. The selected bread vendor shall submit all required reports and other information.

Method of Award: Bids that are timely submitted and are not subject to disqualification will be reviewed in accordance with the evaluation criteria set forth in this solicitation. The SFA evaluation committee will review the bids using the evaluation criteria set forth in this solicitation. In addition, the SFA may conduct a pre-award audit, and check references.

Contract Maintenance: The SFA will communicate with selected bread vendor if necessary to discuss product shortages, delivery times, product quality including other options, billing issues, special orders, and other selected bread vendor issues.

Reporting: Monthly usage reports are to be provided to the SFA within the first week of the following month.

Contractual Requirements: Bidder will complete, sign, and return this “Bread Vendor Bid Form” along with the “Bidder Contact Information”.

Bid Protest Procedures: If any bidders who submitted a bid have an objection to the award of the contract to the selected bread vendor with the lowest costs, the objecting bidder shall furnish that protest, in writing, to the SFA within two (2) business days of the date of the bread vendor notification of an awarded contract. The protest shall describe in detail the basis for the protest, and shall request a determination under this section. If a protest is filed in a timely fashion, the SFA will review the basis for the protest and relevant facts under such terms and conditions, as the SFA considers proper. Upon completion of the review, the SFA shall submit its findings and recommendations to the school board members who shall then review the matter under such terms and conditions, as deemed proper. Upon receipt of authority to act from the SFA’s school board members, the SFA will notify those bidders involved of its decision. The decision shall be final and binding on the objecting bidder.

SCHOOL CALENDAR: School Calendar to be forwarded by each individual school district contact.

HOLIDAY SCHEDULE: Holiday Schedule to be forwarded by each individual school district contact.

BIDDERS, complete, sign, and return this "Bread Vendor Bid Form" along with the "Bidder contact Information" to:

School Name: Connie Seiber , 301 N 4th Street Black River Falls, Wisconsin 54615

Completed bid must be submitted no later than: May 13, 2024 by 12:00 P.M. CST

Bread Vendor Bid Form

The following bid for fixed pricing is being submitted in response to the Request for Bread bids from bread vendors.

Item #	Name	Unit	Estimated Annual Quantity	Bidder Pack Size	Bidder Product Code	Bidder Unit Price	*Bidder Extended Cost
1	<i>Hamburger Buns 4"</i>	<i>bun</i>					
2	<i>Hamburger Buns 3.5"</i>	<i>bun</i>					
3	<i>Hot Dog Buns</i>	<i>bun</i>					
4	<i>Loaf Sandwich Bread</i>	<i>slice</i>					
5	<i>Hoagie/Steak Buns</i>	<i>bun</i>					
6	<i>Dinner Roll</i>	<i>roll</i>					
<i>*Extended Cost = (Estimated Annual Quantity) X (Bidder Unit Price)</i>							
Total Extended Cost:							

Bidder's failure to execute/sign bid prior to submittal may render bid non-responsive.

Organization Name (print): _____

Name and Title of Authorized Representative (print): _____

Address _____ City: _____ State ____ ZIP _____

I certify by my signature below that the PRICES quoted in this bid are correct and that the bid conforms to all specifications and requirements outlined in the solicitation. I further certify that I have the authority to obligate the company to perform under the terms and conditions stated in this solicitation, which is hereby incorporated by reference and made a part hereof, and the company agrees to be bound by such terms and conditions and any resulting contract. I further agree that any conflict between the terms and conditions of the solicitation and the company's bid documents will be resolved in favor of the solicitation, except as may be otherwise agreed to in writing by the bidder and the SFA.

The undersigned hereby offers to provide bread as specified in this bid for the period starting _____ and ending _____.

I understand that the SFA reserves the right to reject any or all bids, and that this bid may not be withdrawn during a period of thirty (30) days from the time of opening of the bid.

The undersigned hereby agrees to furnish to the SFA, bread products as requested in this solicitation document and also certifies that:

- no person acting or employed by the SFA is directly involved in preparation of the bid or in any portion of the profits which may be derived there from; and
- as required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §3017.510, participants responsibilities, the bidder, by submission of this bid, 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.

SIGNATURE (of authorized representative): Date: _____

PRINT NAME: _____ TITLE:

BIDDER CONTACT INFORMATION

Bidder Name: _____
Contact Person for Orders: _____
Office Phone: _____
Cell Phone: _____
Fax: _____
E-mail: _____

Emergency Contact Person for After/Before Hours _____
Office Phone: _____
Cell Phone: _____
Fax: _____
E-mail: _____

Contact Person: Product Information (ingredient listings and nutritional analysis)

Office Phone: _____
Cell Phone: _____
Fax: _____
E-mail: _____

Contact Person: Billing Questions, Credits, Damaged or Incorrect Products

Office Phone: _____
Cell Phone: _____
Fax: _____
E-mail: _____