



**BIDDER QUALIFICATION FORM**

**BID NO.** \_\_\_\_\_

**BID TITLE** \_\_\_\_\_

\_\_\_\_\_

Direct all inquiries to Procurement Management Services.

BUYER NAME: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE: (305) \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

TDD PHONE: (305) 995-2400

Bids will be accepted until 2:00 PM on \_\_\_\_\_ in room 351, School Board Administration Building, 1450 NE 2nd Avenue, Miami, FL 33132, at which time they will be publicly opened. Bids may not be withdrawn for \_\_\_\_\_ days after opening. (Refer to Instructions to Bidders, para. IV.B.)

The submission of the bid by the vendor, acceptance and award of the bid by The School Board of Miami-Dade County, Florida, and subsequent purchase orders issued against said award shall constitute a binding, enforceable contract. Unless otherwise stipulated in the bid documents, no other contract documents shall be issued.

**I. BIDDER CERTIFICATION AND IDENTIFICATION**

- A. I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid; and I certify that I am authorized to sign this bid for the bidder.
- B. Vendor certifies that it satisfies all necessary legal requirements as an entity to do business with The School Board of Miami-Dade County, Florida.
- C. I certify agreement with the School Board of Miami-Dade County Business Code of Ethics, and agree to comply with this Code and all applicable School Board contracting and procurement policies and procedures. (School Board Rule 6Gx13-3F-1.025)
- D. I certify that I, nor my company or its principals, or any wholly owned subsidiary are currently debarred or in default of any bid, purchase order or contract with the School board or any other private or governmental entity.

**II. INDEMNIFICATION**

The Bidder shall hold harmless, indemnify and defend the indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorney's fees and court costs arising out of bodily injury to persons, including death, or damage to tangible property arising out of or incidental to the performance of this contract (including goods and services provided thereto) by or on behalf of the Bidder, whether or not due to or caused in part by the negligence or other culpability of the indemnity, excluding only the sole negligence or culpability of the indemnity. The following shall be deemed to be indemnities: The School Board of Miami-Dade County, Florida, its members, officers and employees.

**III. PERFORMANCE SECURITY**, is required on this bid. YES  NO

Refer to **INSTRUCTIONS TO BIDDERS**, para. VII./IF PERFORMANCE SECURITY IS REQUIRED, PLEASE INDICATE THE TYPE TO BE FURNISHED: Performance Bond  Check (Cashier's, Certified, or equal)

**IV. FLORIDA CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE**, please indicate: YES  NO

An original, manual signature is required on the Bidder Qualification Form.  
(Bidder is requested to use blue ink, do not use pencil)

**Legal Name of Vendor** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**By: Signature (Original)**

**Of Authorized Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (Typed or Printed)**

**Of Authorized Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

## DISCLOSURE OF EMPLOYMENT OF FORMER SCHOOL BOARD EMPLOYEES

Pursuant to School Board Rule 6Gx13- 3F-1.025, which may be accessed at <http://www2.dadeschools.net/schoolboard/rules> all bidders, proposers, consultants, and contractors are required to disclose the names of any of their employees who serve as agents or principals for the bidder, proposer or contractor, and who **within the last two years**, have been or are employees of the School Board. Such disclosures will be in accordance with current School Board rules, but will include, at a minimum, the name of the former School Board employee, a list of the positions the employee held in the last two years of his or her employment with the School Board, and the dates the employee held those positions.

NAME	LIST OF POSITIONS	DATES EMPLOYEE HELD POSITION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## LOBBYISTS

Board rule 6Gx13-8C-1.21, delineates the policy regarding lobbyists. Pursuant to this rule, lobbyists shall complete annually, a Lobbyist Registration Form, and pay the annual registration fee. The Board rule may be accessed at <http://www2.dadeschools.net/schoolboard/rules/>.

# INSTRUCTIONS TO BIDDERS

## NOTICE OF ESTABLISHMENT OF A CONE OF SILENCE

The School Board of Miami-Dade County Public schools enacts a Cone of Silence from issuance of a solicitation to written recommendation of award. All provisions of School Board Rule 6Gx13-8C-1.212 apply.

### I. PREPARATION OF BIDS

**A. BIDDER QUALIFICATION FORM** qualifies the bidder and the bid and must be completed and submitted as page 1 and 2 of the bid.

**1. PERFORMANCE SECURITY** shall not be submitted with the bid. The form of performance security the bidder will submit, when required to do so, must be furnished.

**2. BIDDER CERTIFICATION AND IDENTIFICATION.** Bid must contain an original manual signature from an authorized representative. An unsigned bid will be considered non-responsive.

**B. INSTRUCTIONS TO BIDDERS.** Defines conditions of the bid.

**1. ORDER OF PRECEDENCE.** Any inconsistency in this bid shall be resolved by giving precedence in the following order:

- A. Specifications
- B. Special Conditions
- C. Instructions To Bidders

**2. FOR MWBE designated bids.** The **SPECIAL CONDITIONS-Minority/Women** owned and controlled Business Participation Statement and the MWBE Certification Application **MUST** be completed and **SUBMITTED** with the bid if the bidder is not certified by Miami-Dade County Public Schools. Failure to submit the completed application with the bid will be considered non-responsive.

**C. BID PROPOSAL FORM.** Defines requirement of items to be purchased, and must be completed and submitted as page 2 and subsequent pages, if any, of the bid. The bidder should indicate his/her name in the appropriate space on each page.

**1. ITEM SPECIFICATIONS.** Describes technical, performance, and packaging requirements for every bid line item. Specifying a certain brand, make or manufacturer is to denote the quality, type, and standard of the article desired. Articles offered must be new merchandise only, of equal or superior grade. On blank lines provided, the bidder is requested to insert the brand name, manufacturer's number and other information necessary to sufficiently identify article offered. Failure to do so may prevent consideration of the item. Also, refer to paragraph X. Packaging.

**2. PRICES** are requested in units of quantity specified in the bid specifications. In case of a discrepancy in computing the total amount of bid, **UNIT PRICE** quoted will govern. All prices bid shall include delivery F.O.B. destination, freight prepaid (bidder pays and freight charges. Bidder own goods in transit and files any claims) and shall include all cartage, drayage, packing, etc., delivered to and unloaded at the receiving station at the site designated in **BID PROPOSAL FORMS** and there received by the designated agent of the Board.

**3. TAXES.** The Board does not pay Federal Excise and State taxes on direct purchases of tangible personal property. The applicable tax exemption number is shown on the purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of Board-owned real property as defined in Chapter 192 of the Florida Statutes.

### II. SUBMITTING OF BIDS

**A. Bids** must be submitted on forms furnished by the Board and in sealed packages or envelopes. Bid submissions must be clearly marked with bid number, bid title and bid opening date.

**B. ERASURES OR CORRECTIONS.** When filling out the bid proposal form, bidders are required to complete bid proposal in ink.

1. Use of pencil is prohibited.
2. Do not erase or use correction fluid to correct an error.
3. All changes must be crossed out and initialed in ink.

Those bids for individual items that do not comply with items 1, 2, and 3 above will be considered non-responsive for that item(s).

**C. PLACE, DATE AND HOUR.** U.S. Mail, Courier/Express Service, or deposited in the **BID BOX** located in Room 351, 8:00 A.M. to 4:30 P.M., Monday through Friday, **SCHOOL BOARD ADMINISTRATION BUILDING**, 1450 N.E. Second Avenue, Miami, Florida 33132. Bids received after the date and hour specified in the **BIDDER QUALIFICATION FORM** will not be considered.

**D. PUBLIC ENTITY CRIMES.** Section 287.133(2)(a) Florida Statute. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for **CATEGORY TWO** for a period of 36 months from the date of being placed on the convicted vendor list.

**E. SUBMITTING A "NO BID."** If not submitting a bid at this time, return the form entitled "**NOTICE TO PROSPECTIVE BIDDERS.**" Failure to respond, either by submitting a bid or the "**NOTICE TO PROSPECTIVE BIDDERS**" form for three consecutive times, may result in the company being removed from the School Board's bid list.

**F. AVAILABILITY OF BID INFORMATION.** Immediately following the public opening, bids will be read, upon request, and then compiled in a tabular form, a copy of which will be available for examination Procurement Management Services.

### III. CANCELLATION OF BIDS OR REQUEST FOR PROPOSALS

An invitation for bids may be canceled, in whole or in part, as may be specified in the solicitation, when it is in the best interest of the Board. The reasons shall be made a part of the master bid file.

**A.** Prior to opening, a solicitation may be canceled in whole or in part, prior to the date and hour specified in the Bidder Qualification Form for receipt of bids, when the Assistant Superintendent, Procurement Management Services, determines in writing, that such action is in the best interest of the Board for reasons including, but not limited to:

1. The Board no longer requires the supplies, services, or construction;
2. The Board no longer can reasonably expect to fund the procurement;
3. A review of a valid protest filed by a bidder as may be determined by the administrative staff, or
4. Proposed amendments to the solicitation would be of such magnitude that a new solicitation is desirable.

**B.** When a solicitation is canceled prior to opening, notice of cancellation shall be posted on the District's website, and sent to all businesses solicited, via facsimile or mail. Any bids or proposals received for the canceled solicitation shall be returned to the vendor unopened.

The notice of cancellation shall:

1. Identify the solicitation;
2. Briefly explain the reason for cancellation; and
3. Where appropriate, explain that an opportunity will be given to compete on any future re-solicitation for procurements of similar supplies, services, or construction.

#### IV. CHANGE OR WITHDRAWAL OF BIDS

**A. PRIOR TO BID OPENING.** Should the bidder desire to change or withdraw his/her bid, he/she shall do so in writing. This communication is to be received by the District Director, of Procurement Management, Room 352, School Board Administration Building, prior to date and hour of bid opening. The bidders name, the bid number, the bid title and the date the bid is due must appear on the envelope.

**B. AFTER BID OPENING.** After bids are opened, they may not be changed, nor withdrawn, for 90 days after the determined opening date, unless otherwise specified on the "BIDDER QUALIFICATION FORM."

**C. FAILURE TO ACCEPT BID AWARD.** Bidders who, prior to the Bid Award by The School Board of Miami-Dade County, Florida, indicate that they are unable to accept the bid award shall either:

1. Pay to the Board, as liquidated damages, an amount equal to 5% of the unit price bid, times the quantity, or \$10, whichever amount is larger, or
2. Lose eligibility to transact new business with the Board for a period of 14 months from the date the Board acts on the withdrawn bid.

#### V. PROTESTS TO CONTRACT SOLICITATION OR AWARD

**A.** The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting which can be accessed at the district's website [www.dadeschools.net](http://www.dadeschools.net).

**B.** Any person who is adversely affected by the agency decision or intended decision shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods of ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods established herein.

**C.** The protesting party shall be required to post a bond consistent with F.A.C. Rule 28-110.005(2), and Board rule 3C-1.11. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**D.** Formal, written protests will be reviewed by Procurement Management Services, who will offer the protesting bidder the opportunity to meet and discuss the merits of the protest. If the protest is not resolved, the bidder may seek an administrative hearing pursuant §120.57 Fla. Stat. Petitions for hearing pursuant to §120.57 Fla. Stat., must be filed in accordance with School Board Rule 6Gx13- [8C-1.064](#).

#### VI. AWARDS

**A. RESERVATION FOR REJECTION OR AWARD.** The Board reserves the right to reject any or all bids, to waive irregularities or technicalities, and to request rebids. The Board reserves the right to award on an individual item basis, any combination of items, total low bid or, if an alternate bid is accepted, on such terms as are specified for the alternate bid, whichever manner is in the best interest of the Board.

The Board reserves the right to utilize other governmental contracts, if in the best interest of the Board.

**B. NOTIFICATION OF INTENDED ACTION** will be posted on the District's website no later than the Friday preceding a regularly scheduled Board meeting.

**C. OFFICIAL AWARD DATE.** Awards become official upon the Board's formal approval of the award.

#### D. TERMINATION FOR CONVENIENCE

The Board reserves the right to terminate this contract at any time and for any reason upon giving thirty (30) days' notice to the other party. If said contract should be terminated for convenience as provided herein, the Board will be relieved of all obligations under said contract. The Board will only be required to pay that amount of the contract actually performed to the date of termination. Upon such payment, both parties shall be relieved of any further obligations under this contract.

**E. PURCHASE ORDERS** mailed to successful bidders are the official notification to deliver materials described therein; and the time allowed for delivery begins with the date of the purchase order. In the event that the successful bidder fails to deliver the materials in accordance with the terms and conditions of the bid and purchase order, the bidder shall be considered to be in default of the contract and subject to the default provisions stated in Section VI. F.

**F. DEFAULT.** A vendor who fails to perform according to the terms of the contract (bid) shall be considered in default. In the event of default, which may include, but is not limited to poor performance and/or non-performance, a vendor shall either (1) pay liquidated damages of 10 percent of the unit price of the item(s) awarded times the quantity when no purchase order has been issued, 10 percent of the purchase order when a purchase order had been issued or \$100, whichever is greater or (2) lose eligibility to transact new business with the board for a period of 14 months from date of termination of award by the Board. Bidders that are determined ineligible may request a hearing pursuant to Chapter 120 of the Florida Statutes, and School Board Rule 6Gx13- [8C-1.064](#). The School Board reserves the right to reject any and all bids from a Vendor who is currently debarred or in default of any bid, purchase order or contract with the School Board or any other private or governmental entity, pursuant to School Board Rule 6Gx13- [3F-1.023](#).

**G. BID DOCUMENTS.** The intent of the bid documents is to include only the written requirements for materials, equipment, systems, standards and workmanship necessary for the proper execution and completion of the work by the Bidder. The bid documents shall not be construed to create an entitlement to any other scope of work except as specified herein.

**H. DEBARMENT.** Pursuant to Board Rule 6Gx13- [3F.1.023](#) Contractor Debarment Procedures – Debarred contractors are excluded from conducting business with the Board as agents, representatives, partners, and associates of other contractors, subcontractors or individual sureties.

**I. IDENTICAL PRICES.** When identical prices are received from two or more vendors and all other factors are equal, priority for award shall be given to a Florida certified service-disabled veteran business enterprise as defined by §295.187, Fla. Stat. The vendor preference for Florida certified service-disabled veteran businesses shall be subordinate only to the vendor preference for businesses implementing a drug-free workplace in accordance with School Board rule 6Gx13- [3C-1.131](#).

#### VII. PERFORMANCE SECURITY (FOR SUCCESSFUL BIDDERS ONLY)

**A. PURPOSE.** A performance bond or check may be required to guarantee performance.

**B. BONDING COMPANY.** Performance Bonds shall be written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety company or corporation meeting both of the following specifications:

**1. Awards Greater than \$500,000**

A minimum rating in the latest revision of Best's Insurance Reports of:

<u>Contract Amount</u>	<u>Minimum Rating by A.M. Best</u>
\$ 500,000.01 to \$ 2,500,000	None
\$ 2,500,000.01 to \$ 5,000,000	B+ or NA-3
	No Minimum Class
\$ 5,000,000.01 to \$10,000,000	A- Class IV
\$10,000,000.01 or more	A- Class V

Current certificate of authority as acceptable surety on Federal Bonds in accordance with the latest edition of the United States Treasury Department Circular 570 entitled "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" shall be accepted for an amount not exceeding the underwriting limitation thereon.

**2. Awards of \$500,000 or Less**

Bonds shall be written with a surety company or corporation meeting the qualifications as set forth in Paragraph VII.B. above or the qualifications set forth in section 287.0935, Florida Statutes.

**C. AMOUNT.** When required as defined herein, the firm or individual(s) to whom an award has been made shall execute and deliver to The School Board of Miami-Dade County, Florida, a Performance Bond, Cashier's/Certified Check, or equal.

1. Awards less than \$200,000 shall be exempt from performance security.
2. Performance security shall not be required, unless otherwise defined in the bid specifications. If performance security is required, it shall equal 100% of the award amount.

**D. RELEASE OF PERFORMANCE SECURITY.** Return to the Awardee of his/her cash security, or notification to the Awardee and the bonding company to cancel the performance bond, will be made when all goods/services have been accepted and invoices have been approved for payment.

**VIII. SAMPLES TESTING AND EVALUATION**

In order to be considered for award, brands bid "As Equal" or "Equivalent" to the specified brands need to be tested/evaluated to determine compliance with bid specifications at no cost to M-DCPS. Vendor must pay for the testing/evaluation of these samples which must be submitted in accordance with the following procedures.

When bid samples are required, the buyer will notify bidder to submit samples of the items bid in accordance with the following procedures:

**A.** All samples must be identified with the bidder's name, bid number, item number, and manufacturer's product name and number. When non-compliance with this requirement is noted, said item may be considered as being unidentifiable and may not be eligible for consideration in the award recommendation.

**B.** Samples, product technical specification sheets, and a check made payable to "School Board of Miami-Dade County, Florida" in the amount to cover the testing/evaluation fees as established by the M-DCPS Materials Testing and Evaluation Department (<http://materials.dadeschools.net>) are to be delivered to the Materials Testing and Evaluation Department within 7 calendar days of the bid opening date between 8:30 a.m. and 3:00 p.m. from Monday through Friday, unless otherwise stated in the Special Conditions of the bid. If the bidder does not submit samples and associated documents by the indicated date and time, the bid submitted for that item will not be considered for award.

**C.** The Materials Testing and Evaluation Department is located at:

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
MATERIALS TESTING AND EVALUATION  
7040 West Flagler Street  
Miami, Florida 33144  
Telephone Number: 786-275-0780

Miami-Dade County Public Schools will not be responsible for samples sent to a location other than the location mentioned in the bid.

**D.** Bidder must obtain, from Materials Testing and Evaluation, a signed receipt acknowledging delivery of samples. Bidder shall include a self-addressed, stamped envelope for return of sample receipt when submitting samples by mail or delivery service. The bidder will receive the original copy of the receipt and the duplicate copy will remain with the Miami-Dade County Public Schools receiving department as the file copy. Bidder shall be solely responsible for delivery of samples and for retaining sample delivery receipts, which must be presented in any dispute regarding receipt of bid samples.

**E. PAYMENT FOR SAMPLES.** The Board will buy no samples and will assume no cost incidental thereto.

**F. RETURN OF SAMPLES.** Samples not destroyed in testing may be claimed by unsuccessful bidders 14 days after bid award date and by successful bidders 14 days after final payment; but the Board will assume no responsibility for samples not claimed within the time specified, and it will pay for no samples damaged in testing.

**G. TESTING AND EVALUATION RESULTS.** The Materials Testing and Evaluation Department will report to the buyer the bid specification compliance evaluation results corresponding to submitted samples of brands bid "As Equal" or "Equivalent" to the listed specified brands.

**IX. SUBSTITUTIONS**

Should the bidder find it necessary to use a material, equipment, product or system other than specified, the bidder shall secure from the Board, through Procurement Management Services, written approval for the use of the alternate materials, equipment, product or system. The Board is not obligated to approve requests for substitutions and has the discretion to require the bidder to provide the materials as specified in the bid documents. In no case shall the bidder be entitled to additional time and/or money arising out of the Board's failure to approve requests for substitutions.

**X. PACKAGING**

**A.** If packaging is different from that specified, the bidder must note the manner and amounts in which packaging is to be made; otherwise the successful bidder shall furnish packaging as specified. All packaging, wrapping and bundling shall be adequate to insure that materials will be received in undamaged condition. The Board assumes no responsibility for damages of any kind incurred in transit.

**B.** The following identification shall be printed, stenciled or legibly written in a conspicuous location on each shipping container:

1. Bid Number And/Or Purchase Order Number
2. Vendor's Name And/Or Trademark
3. Name(S) of Item(S) Contained
4. Item Number (S) With Quantity(ies)

**XI. PURCHASES BY OTHER PUBLIC AGENCIES**

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by Miami-Dade County, Florida, and other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same terms and conditions stated herein. This agreement in no way restricts or interferes with the right of any State of Florida Agency or political subdivision to rebid any or all of these items.

**XII. RECYCLING REQUIREMENTS**

Miami-Dade County Public Schools supports recycling and recommends the use of recycled products where possible. Vendors are requested to submit a letter, along with their bid, indicating

whether each item bid and/or its packaging contains pre-consumer or post-consumer waste, and if the product and/or packaging may be recycled.

### XIII. ENVIRONMENTAL PRODUCTS

Miami-Dade County Public Schools encourages the use of environmentally safe products.

### XIV. DELIVERY AND BILLING

**A. DELIVERY.** Saturdays, Sundays, and holidays excepted, deliveries shall be made as follows: Schools and Departments – 8:00 A.M. to 3:00 P.M. Merchandise shall be unloaded at the receiving station of the designated delivery point and received there by a designated agent of the Board. A delivery ticket, or one copy of the invoice, prepared as indicated below, shall accompany each delivery.

**B. RECEIVING INSPECTION AND TESTING.** Delivered items which do not fulfill all requirements will be rejected. Rejected items shall be removed and replaced promptly by the vendor, at no cost to the purchaser.

**C. INVOICES.** Each invoice shall be issued by the successful bidder and shall be submitted in DUPLICATE to the Accounts Payable Section, P.O. Box 01-2570, Miami, Florida 33101. To be considered for payment, each invoice must show the following information, which appears on the Purchase Order:

1. Purchase Order Number
2. Item Descriptions
3. Quantities and Units
4. Price Extensions
5. Total price of all items on invoice

**D. PAYMENT.** Unless otherwise specified by Miami-Dade County Public Schools, payment will be made only after delivery, authorized inspection, and acceptance. Payment will be made only to the successful bidder, unless otherwise requested, in writing, by the successful bidder and accepted by Miami-Dade County Public Schools Administration. When bidders are directed to send invoices to a school, the school will make direct payment to the bidder. The bidder expressly agrees that it will properly invoice for any goods or services within one year and that the failure to do so shall constitute a waiver of any right to payment.

### XV. NO GRATUITY POLICY

It is the policy of Procurement Management Services not to accept gifts, gratuities, or favors of any kind, or of any value whatsoever, from vendors, members of their staffs, or families.

### XVI. COMPLIANCE WITH STATE/FEDERAL REGULATIONS

**A.** All contracts involving federal funds will contain certain provisions required by applicable sections of CFR 34, Part 80.36(l) and Part 85.510, Florida Statute 257.36, or Florida Administrative Code Chapter 1B. The vendor certifies by signing the bid that the vendor and his/her principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions, the vendor shall immediately notify the Assistant Superintendent, Procurement Management Services, in writing. Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three years after the Board, makes final payment.

**B.** For all contracts involving Federal funds in excess of \$10,000, the Board reserves the right to terminate the contract for cause, as well as for convenience, by issuing a certified notice to the vendor.

**C. CERTIFY REGISTRATION AND USE OF EMPLOYMENT "STATUS VERIFICATION SYSTEM":** The Status Verification System, also referred to as "E-verify", only applies to construction and Professional Service Contracts using federal funds.

### STATUS VERIFICATION SYSTEM

1. Each offeror and each person signing on behalf of any offeror certifies as to its own entity, under penalty of perjury, that the named Contractor has registered and is participating in the Status Verification System to verify the work eligibility status of the contractor's new employees that are employed in the State of Florida in accordance with Executive Order 13465.
2. The Contractor shall require that the following provision be placed in each subcontract at every tier: "The subcontractor shall certify to the main (prime or general) contractor by affidavit that the subcontractor has verified through the Status Verification System the employment status of each new employee of the respective subcontractor, all in accordance with and to comply with all applicable employee status verification laws. Such affidavit must be provided prior to the notice to proceed for the subcontractor to perform the work."
3. The Board will not consider a proposal for award, nor will it make any award where there has not been compliance with this Section.
4. Manually or electronically signing the Proposal is deemed the Contractor's certification of compliance with all provisions of this employment status verification certification required by all applicable status verification laws.

**XVII. COMPLIANCE WITH LAWS –** Bidders shall comply with all federal, State of Florida and local laws applicable to it and the performance of its obligations under this bid.

### XVIII. BACKGROUND SCREENING REQUIREMENTS

In accordance with the requirements of Sections, 1012.465, 1012.32, and 1012.467, Florida Statutes, School Board Rules 6Gx13- 3F- 1.024 and 6Gx13- 4C-1.021 as amended from time to time Contractor agrees that, if Contractor receives remuneration for services, Contractor and all of its employees who provide or may provide services under this Contract will complete criminal history checks, and all background screening requirements, including level 2 screening requirements as outlined in the above-referenced statutes and School Board rules prior to providing services to the School Board of Miami-Dade County.

Additionally, Contractor agrees that each of its employees, representatives, agents, subcontractors or suppliers who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in the above-referenced statutes, and School Board rules.

Pursuant to the 2007 amendments to the JLA enacted by the Florida Legislature, requirements for certain fingerprinting and criminal history checks shall be inapplicable to non-instructional contracted personnel who qualify for exemption from level 2 screening requirements as provided under §1012.468, Fla. Stat. (2007). In addition, the provisions of §1012.467, Fla. Stat. (2007) are incorporated herein by reference, and any provisions of this section that may be inconsistent with, contrary to, or determined to be in conflict with §1012.467, will be superseded by said statute.

A noninstructional contractor who is exempt from the screening requirements set forth in §1012.465, §1012.468 or §1012.467, Florida Statutes, is subject to a search of his or her name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement under § 943.043 and the national sex offender public registry maintained by the United States Department of Justice. Contractor will not be charged for this search. Further, upon obtaining clearance by Board, if Board deems necessary, Board will issue a photo identification badge which shall be worn by the individual at all times while on Board property when students are present.

Contractor agrees to bear any and all costs associated with acquiring the required background screening – including any costs associated with fingerprinting and obtaining the required photo identification badge. Contractor agrees to require all its affected employees to sign a statement, as a condition of employment with Contractor in relation to performance under this Bid/RFP, agreeing that the employee will abide by the heretofore described background screening requirements, and also agreeing that the employee will notify the Contractor/Employer of any arrest(s) or conviction(s) of any offense enumerated in School Board Rules 6Gx13- 3F-1.024 and 6Gx13- 4C-1.021 within 48 hours of its occurrence. Contractor agrees to provide the Board with a list of all of its employees who have completed background screening as required by the above-referenced statutes and who meet the statutory requirements contained therein. Contractor agrees that it has an ongoing duty to maintain and update these lists as new employees are hired and in the event that any previously screened employee fails to meet the statutory standards. Contractor further agrees to notify the Board immediately upon becoming aware that one of its employees who were previously certified as completing the background check and meeting the statutory standards is subsequently arrested or convicted of any disqualifying offense. Failure by Contractor to notify the Board of such arrest or conviction within 48 hours of being put on notice and within 5 business days of the occurrence of qualifying arrest or conviction, shall constitute a material breach of the Contract entitling the Board to terminate this Contract immediately with no further responsibility to make payment or perform any other duties under this Agreement.

Therefore, the Bidder shall comply with all applicable provisions of 40 U.S.C. §276a-§276a-7, the Davis-Bacon Act, as supplemented by the Department of Labor regulations (29 C.F.R., PART 5 “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”).

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA



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SUPERINTENDENT OF SCHOOLS

**XIX. COMPLIANCE WITH SCHOOL CODE**

Contractor agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII, Florida Statutes as it presently exists, and further as it may be amended from time to time. Further Contractor agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Contract and may result in the termination of this Contract by the Board.

**XX. CHARTER SCHOOLS**

Items or Services awarded under this contract shall be made available to Charter Schools approved by the School Board of Miami-Dade County Public Schools. M-DCPS is not responsible or liable for purchases that may be made by Charter Schools.

**XXI. CONFLICT OF INTEREST**

Former Miami-Dade County Public Schools employees, classified as Managerial Exempt Personnel, Pay Grade 22 and above, Dade County School Administrators Association, Pay Grade 47 and above, and other equivalent positions, are prohibited from personally representing another person or entity or acting as an agent or attorney for compensation in connection with any matter in which The School Board of Miami-Dade County, Florida, is interested, for two years after the School Board employees' service terminates. This provision is pursuant to School Board Rule 6Gx13 – 4A-1.212 and Florida Statute § 112.313(9).

**XXII.PUBLIC RECORDS LAW**

Pursuant to Florida Statute, it is the practice of M-DCPS to make available for public inspection and copying any information received in response to an Invitation to Bid or Request for Proposals (RFP). No action on the part of the respondent to a Bid or RFP will create an obligation of confidentiality on the part of the School Board, including but not limited to, making a reference in the response to the trade secret statutes. It is recommended that potential suppliers exclude from their response any information that, in their judgment, may be considered a trade secret.

**XXIII.ASSIGNMENT**

This Contract may not be assigned nor may any assignment of monies due, or to become due to vendor, be assigned without the prior written agreement of Miami-Dade County Public Schools. If vendor attempts to make such an assignment, such attempt shall constitute a condition of default.

**XXIV.DAVIS-BACON ACT LABOR STANDARDS**

This project may be funded in whole or in part under the provisions of the American Recovery and Reinvestment Act of 2009.

## INDEMNIFICATION AND INSURANCE

In consideration of this Contract, if awarded, the Vendor agrees without reservation to the indemnification and insurance clauses contained herein. These clauses are attached to and form a part of **Bid #071-KK03**

### INDEMNIFICATION

The Vendor shall hold harmless, indemnify and defend the indemnitees (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorneys' fees and court costs arising out of bodily injury to persons including death, or damage to tangible property arising out of or incidental to the performance of this Contract (including goods and services provided thereto) by or on behalf of the Vendor, whether or not due to or caused in part by the negligence or other culpability of the indemnitee, excluding only the sole negligence or culpability of the indemnitee. The following shall be deemed to be indemnitees: The School Board of Miami-Dade County, Florida and its members, officers and employees.

### INSURANCE

Prior to being awarded, the Vendor has five business days after notification to submit proof of insurance as required herein. **If, however, the Vendor is not the manufacturer of the food product, then the Vendor is required to obtain evidence of insurance from the manufacturer of the food product and then transmit such to the Office of Risk and Benefits Management.** Failure to submit a fully completed, original certificate of insurance signed by an authorized representative of the insurer providing such coverage may cause the Vendor to be non-responsive and not eligible for award of the Contract. The insurance coverage and limit shall meet, at a minimum, the following requirements:

1. Commercial General Liability Insurance, endorsed to include Products Completed Operations Liability Insurance, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.
2. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operations of the Vendor, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.
3. Workers' Compensation Insurance for all employees of the Vendor as required by Florida Statutes.

“The School Board of Miami-Dade County, Florida and its members, officers and employees” shall be an additional insured on all liability coverages.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Vendor.

All insurance policies shall be issued by companies with either of the following qualifications:

- (a) The company must be (1) authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or (2) an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "B+" or better and a Financial Size Category of "IV" or better according to the latest edition of Best's Key Rating Guide, published by A.M. Best Company.

or

- (b) with respect only to the Workers' Compensation insurance, the company must be (1) authorized as a group self-insurer pursuant to Florida Statutes or (2) authorized as a commercial self-insurance fund pursuant to Florida Statutes.

Neither approval nor failure to disapprove the insurance furnished by the Vendor to the School Board shall relieve the Vendor of the Vendor's full responsibility to provide insurance as required by this Contract.

The Vendor shall be responsible for assuring that the insurance remains in force for the duration of the contract period; including any and all option years that may be granted to the Vendor. The certificate of insurance shall contain the provision that the School Board be given no less than thirty (30) days written notice of cancellation. If the insurance is scheduled to expire during the contractual period, the Vendor shall be responsible for submitting new or renewed certificates of insurance to the School Board within a minimum of fifteen (15) calendar days in advance of such expiration.

Unless otherwise notified, the certificate of insurance shall be delivered to:

Miami-Dade County Public Schools  
Office of Risk and Benefits Management  
1500 Biscayne Boulevard, Suite 127  
Miami, Florida 33132

The name and address of Miami-Dade County Public Schools, as shown directly above, must be the Certificate Holder on the certificate of insurance.

The Vendor may be in default of this Contract for failure to maintain the insurance as required by this Contract. Any questions regarding these requirements should be directed to Ms. La-Chane Faison at 305-995-7133.

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
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FLORIDA**

BID 071-KK03	BUYER R. JOHNSON	PAGE SC 1
DELIVERED BAKERY PRODUCTS		

**SPECIAL CONDITIONS**

- PURPOSE:** The purpose of this bid is to establish a contract for the purchase and delivery of fresh and frozen bakery products at a single firm fixed price per item for the Department of Food and Nutrition and other District departments. The term of the bid shall be from date of award, through **December 31, 2011**, and by mutual agreement between Miami-Dade County Public Schools (M-DCPS) and the awardee, upon final approval, be extended for four (4) additional one year periods and, if needed, ninety (90) days beyond the expiration date of the current contract period. After the initial Bid period, all subsequent extension periods shall conclude at the end of the business week. M-DCPS, through Procurement Management Services, may, if considering extending this contract, request a letter of intent to extend from the awardee, prior to the end of the current contract period. The awardee will be notified when the recommendation has been acted upon. The successful bidder(s) agree(s) to this condition by signing its bid.
- BID INFORMATION:** It is each bidder(s) responsibility to monitor continuously the M-DCPS Procurement Management Services website: <http://procurement.dadeschools.net/bidsol/asp/ENACT.asp> for any information that may be posted, prior to the opening of this solicitation. If addendums, notices and other information is posted, a link will be provided in the bid line to click on to access this information.

**CONE OF SILENCE:** A "Cone of Silence" is applicable to this competitive solicitation. This information can be accessed at the M-DCPS Website listed below for bidder(s) reference:

<http://www.dadeschools.net/board/rules/Chapt8/8C-1.212.pdf>

**PRE-BID CONFERENCE:** A pre-bid conference will be held on **July 1, 2010 at 10:00 a.m. EST** in the Procurement Conference Room, 3<sup>rd</sup> Floor, #352 of the SBAB Building, at 1450 N.E. 2<sup>nd</sup> Avenue, Miami, Florida 33132. All participating vendors are encouraged to attend. At this meeting, any discrepancies or omissions in the bid documents or any questions regarding the bid and scope of work shall be discussed and dispensation made.

**Any inquiry, clarification, or information regarding this bid must be requested in writing sent by courier, e-mail, fax or mail and received no later than 2 p.m. on June 30th, 2010 to M-DCPS to allow sufficient time to address submissions. The information must be sent simultaneously to:**

Claudette Saunders, Buyer Support Specialist Procurement Management Services Miami-Dade County Public Schools 1450 N.E. 2 <sup>ND</sup> Avenue, Room 352 Miami, Florida 33132 Fax #: 305-523-4988 E-Mail: <a href="mailto:cсаunders@dadeschools.net">cсаunders@dadeschools.net</a>	Ileana Martinez, School Board Clerk Miami-Dade County Public Schools 1450 N.E. 2 <sup>ND</sup> Avenue, Room 268B Miami, Florida 33132 Fax #: 305-995-1448 E-Mail: <a href="mailto:martinez@dadeschools.net">martinez@dadeschools.net</a>
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**POSTING OF BID ADDENDUMS, INFORMATION AND UPDATES:** The additional website links below list all bids, addendums, information, questions and answers, updates and award notices. **Additional information can be posted on any of these M-DCPS websites without notice:**

<http://procurement.dadeschools.net>      <http://procurement.dadeschools.net/bidders.asp>  
<http://procurement.dadeschools.net/bidsol/asp/ENACT.asp>

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**SPECIAL CONDITIONS: CONTINUED**

Information regarding the "Notice of Intended Action" to award this bid can be found approximately 7-10 days before presentation at the School Board Meeting during the month the bid is intended to be awarded. This information is posted on the Procurement Management Website listed below:

<http://procurement.dadeschools.net/bidsol/asp/ACTION.asp>

3. **AWARD:** Contract will be awarded to the lowest bid meeting specifications within each category or individual bid item listed on the Format B Excel Spreadsheet, when the portion cost is within the acceptable cost range as determined by the Department of Food and Nutrition. All vendors must comply with INSTRUCTIONS TO BIDDERS, SECTION VII. PERFORMANCE SECURITY in being able to provide a performance bond (if applicable) to guarantee performance.
  - A. Bidder(s) must comply with all terms listed in the **Bid #071-KK03 Specifications** document.
  - B. Only items and/or products grown, produced, and processed in the United States or its territories will be considered for award purposes, unless a domestic supply is not available. **ALL BIDDERS MUST COMPLY WITH CONDITIONS STATED IN THE UNITED STATES CODE OF FEDERAL REGULATIONS (CFR), TITLE 7, PART 250.23.**
  - C. Foreign products:
    - If product is not available as produced in the U.S.A., the foreign product(s) must be submitted as an alternate and shall specify country of origin.
    - All foreign products must be inspected for wholesomeness as well as grades, and origin of product must be so noted on grade certificates.
    - All products of foreign origin accepted on the bid must have a pesticide analysis from a certified U.S. Lab or through the USDA by the Commodity Scientific Support Division (CSSD). If any pesticide residue is in excess of USDA or FDA recommendation, the product will not be considered acceptable. The pesticide analysis must accompany the grade certificate and must cover all shipments.
4. **NON-EXCLUSIVITY:** M-DCPS reserves the right to procure items herein described in any manner it sees fit, including, but not limited to: awarding of other contracts, the use of contracts awarded by GSA, federal agencies, the State of Florida, any county or municipality, or any authorized contract, whichever is considered in the best interest of M-DCPS.
5. **ESTIMATED QUANTITIES:** The estimated quantities provided in the bid proposal are for bidder's guidance only. No guarantee is expressed or implied, as to quantities that will be used during the contract period. **Estimated quantities are based on the length of the initial award period. M-DCPS is not obligated to place an order for any item(s) or given amount, subsequent to the award of this bid.**
6. **CHILD NUTRITION (CN) LABELS:** Items requiring a Child Nutrition (CN) label number must have The United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) final approval and assignment of CN label number. Items that have not received (FNS) final approval will not be considered for an award. On Bid Proposal Form (*Format B*), vendor must provide a (CN) label number when required for each product being bid. Bidder(s) must provide Miami-Dade County Public Schools with a copy of (CN) labels for product(s) bid with the bid when submitted.

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DELIVERED BAKERY PRODUCTS		

**SPECIAL CONDITIONS: CONTINUED**

- 7. GRADING AND INSPECTION:** The following conditions apply with respect to all bid items awarded:
- A. All products shall be processed under the supervision of USDA continuous inspection program service.
  - B. All grading and stamping must be completed at the product processing plant and copies of certificates forwarded to the Department of Food and Nutrition.
  - C. It shall be the responsibility of the successful vendor to supply a copy of the appropriate specification of the School Board of Miami-Dade County, Florida to the USDA inspector/grader.
  - D. Any spoilage or shortages of unprocessed or end product while at the processing plant is the responsibility of the processor, and must be replaced with product of equal or better quality.
  - E. Successful vendor must provide the department of food and nutrition with a copy of the USDA performance report on a monthly basis to document spoilage or shortage of product.
  - F. Vendor must provide the Department of Food and Nutrition with receipt of raw product documentation.
- 8. PACKAGING:** Each delivery must be packed in packaging which is standard in the industry.
- A. Each package must be clearly marked with the following:
    - (1) Common name and size of item
    - (2) Ingredients
    - (3) Name, address and inspection legend of the vendor
    - (4) Manufacture/production date (pack date)
    - (5) Manufacture lot or production number
    - (6) Net weight of contents
    - (7) USDA inspection for wholesomeness denoted on the label
    - (8) Case count
    - (9) Child nutrition label, if required
- 9. RECYCABLE PACKAGING:** In an effort to promote recycling, Miami-Dade County Public Schools requests that vendor(s) indicate the type of product packaging utilized, and indicate whether packaging is recyclable. Vendor(s) shall furnish information as indicated on this bid.
- 10. PROMOTIONAL MATERIALS:** Vendors may provide schools sites with promotional materials related to items/products being sold. All promotional materials must be pre-approved by the Department of Food and Nutrition and each school site administrator prior to placement in school sites.
- 11. SUBCONTRACTING:** The vendor(s) may not subcontract for the delivery of the items listed in the award, unless stipulated and defined completely in the vendor's bid, which is acceptable to the Board at the time of award. In such instances, performance responsibility rests completely with the vendor (awardees).
- 12. USAGE REPORTS:** Each successful vendor(s) **shall submit a monthly usage report** listing the total delivery quantities for each item delivered to each school. This report shall be directed to The School Board of Miami-Dade County, Florida, Department of Food and Nutrition, 7042 West Flagler Street, Miami, Florida 33144, Attention: Planning and Production. This usage report shall be submitted by the tenth (10<sup>TH</sup>) day of the following month. This usage report is in addition to the statement described in "**Attachment FS: Food Service Accounting Specifications.**"

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
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**SPECIAL CONDITIONS: CONTINUED**

- 13. DEFAULT:** The successful bidder(s) shall inform M-DCPS of any problems or delays in fulfilling all requirements listed in this bid. M-DCPS shall consider negative results of USDA audit review, improper storage procedures, not meeting data processing and required reports on a timely basis and any other factors of unsatisfactory performance or non-performance according to stated M-DCPS procedures and/or local, state and federal guidelines and statutes to be a default of contract, and may result in a termination of the contract with the pertinent default penalty imposed, as defined in the Instructions To Bidders, Section VI. E.
- 14. INSURANCE REQUIREMENTS:** Successful bidder(s) are required to have insurance coverage, as specified in the indemnity and insurance form(s), attached hereto and made a part of this bid. The successful bidder(s) must submit completed certificate of insurance form(s), prior to being recommended for award. Failure to submit this form(s), as noted, will result in the bidder(s) not being recommended for the bid award.
- 15. DATA PROCESSING / ACCOUNTS PAYABLE INFORMATION:**
- A. **Additional Reports:** The successful bidder(s) may also be responsible for providing additional reports or information to be determined by any department of M-DCPS needing information from the bidder(s) in order to conduct their daily business operations.
  - B. **E-Business Solutions:** M-DCPS's Department of Food and Nutrition and Procurement Management Services are open to consider e-business solutions with awarded bidder(s) to improve the efficiency of the food ordering process at M-DCPS.
  - C. **Payment terms:** Successful bidder(s) will also need to refer to "**Attachment FS: Food Service Accounting Specifications**" regarding procedures with M-DCPS including, but not limited to procedures on handling delivery tickets, invoices, and statements.
- 16. MINIMUM INVENTORY REQUIREMENTS:** Successful vendors must have the ability to maintain a minimum inventory of the high volume items utilized during the menu cycle established by the Department of Food and Nutrition.
- 17. SERVICE AND DELIVERIES:** Successful bidder(s) must have items available for delivery per listed in the specifications of this bid by date of award or as scheduled by M-DCPS Department of Food and Nutrition. **Bid #071-KK03 Specifications** provides further details about service and deliveries; please review this entire document, especially Sections #5 and #6. Other conditions apply, as stated below:
- A. Deliveries of all items awarded are to begin on or after effective date of award, or as indicated by each approved school site.
  - B. Products that do not meet delivery temperature requirements may be refused.
  - C. Fresh product must be delivered daily one (1) hour prior to the established serving time set by each approved site, unless otherwise directed by the Department of Food and Nutrition or the school location. . Delivery **MUST BE RECEIVED AND SIGNED FOR** by authorized food service personnel.

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**SPECIAL CONDITIONS: CONTINUED**

- D. **DELIVERY OF EXPIRED PRODUCT:** Awarded vendors must credit M-DCPS the full value of any product that is discovered to have an expired date code, is defective, or is considered to have been tampered with in any way prior to its arrival any designated M-DCPS facility.
- E. Orders will be placed through each food service manager at each school cafeteria. Late deliveries may be refused. **See Special Conditions #18 below for additional information.**
- F. Attachment DC – Delivery Contact, is requested to be completed to provide schools and the Department of Food and Nutrition with contact information regarding order placement and delivery. Additionally, vendor(s) are requested to submit a letter, along with their bid submission, indicating hours in which orders may be placed, deadlines to place orders, and any other pertinent ordering information.

**18. LATE DELIVERIES/NON- DELIVERY:** Timely delivery of all orders is expected of the awarded vendors to all delivery sites within M-DCPS. If unable to meet confirmed delivery schedule(s), as agreed upon, then after a one (1) hour grace period, M-DCPS Procurement Management Services reserves the right to assess a penalty payment to the distribution agent for each instance in the amount of one hundred dollars (\$100) for the instance per route. The amount will be deducted from the distribution agent's invoice, this penalty payment per route.

When the awarded vendor(s) is/are unable to meet the delivery as established by M-DCPS Department of Food and Nutrition, M-DCPS reserves the right to purchase on the open market to meet the menu cycle, as established by the Department of Food and Nutrition, and awarded vendor(s) shall pay the price difference between the original bid price and the price of the substituted food item(s) to M-DCPS, and the awarded vendor(s) may be recommended for default.

**19. SAMPLES: INSTRUCTIONS TO BIDDERS, SECTION VIII. LISTS THE REVISED REQUIREMENTS FOR ITEMS WHICH MAY NEED EVALUATION FOR COMPLIANCE WITH BID SPECIFICATIONS.** Bidder(s) listing an alternate product and/or brand(s) may be required to submit samples, to be evaluated according to the standards of the Department of Food and Nutrition. Samples shall be identical to the item(s) that is/are specified in the bid proposal. When a bidder(s) is/are requested to submit samples, each lot of samples shall be identified with (1) vendor's name, (2) bid number, (3) bid item number, (4) product name and number and (5) grade or size. Samples shall be submitted to:

Miami-Dade County Public Schools  
Department of Food and Nutrition  
Attention: Planning and Production  
7042 West Flagler Street  
Miami, Florida 33144  
Telephone: (786) 275 – 0400

- A. Each sample must be marked as specified before arrival to FOOD AND NUTRITION. No marking of samples will be permitted upon arrival. All information will be entered on a receiving report. Bidder(s) must obtain from the DEPARTMENT OF FOOD AND NUTRITION a signed receipt acknowledging delivery of samples. Bidder(s) shall
- B. Include a self- addressed stamped envelope for return of sample receipt when submitting samples by mail or delivery service.
- C. Any formulas, letters or other communication shall be attached to the bid for inclusion as part of the vendor's bid.

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**SPECIAL CONDITIONS: CONTINUED**

- D. Samples shall be delivered at no cost to the School Board. Failure to deliver samples as required may be reason(s) for rejections of bid(s).
- E. EVALUATION OF SAMPLES: Sample(s), identified to the Department of Food and Nutrition's menu committee by code numbers established, will be opened and evaluated for acceptability by a committee of food service personnel, Miami-Dade County Public Schools administrators and/or students. Depending on the type of product being considered, the samples will be evaluated using the appropriate methods and standards established by the Department of Food and Nutrition. For information on Department of Food and Nutrition's "Protocol for New Products or Brands of Existing Food Products' Testing and Evaluation, the website address is listed below:

<http://nutrition.dadeschools.net/foodscreening.html>

**20. SUBSTITUTIONS:** The successful distribution agent(s) shall deliver only those brands and items awarded on this bid. In the event of an emergency, the successful distribution agent(s) must contact the Department of Food and Nutrition and Procurement Management Services for approval to ship any unauthorized items due to a change in product code number, brand, pack change, etc.

**21. VENDOR INFORMATION SHEET:** All bidders are requested to complete the attached Vendor Information Sheet. In order to conduct new business under this bid, M-DCPS requires that the bidder(s) have a current vendor application on file. The information on both documents must be consistent. Failure to comply with this condition may cause the bidder(s) not be awarded any new business. Vendor applications can be downloaded at: <http://procurement.dadeschools.net/PDF/3921.pdf>

Vendor Information is located in the M-DCPS main website under the tabs on the left side. Click on the "Discover M-DCPS" link, go to "Doing Business with M-DCPS" tab, continue to the "General Information" tab, and then click on the "For Vendors" tab

**22. OCCUPATIONAL LICENSE:** Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Occupational License Tax requirements in accordance with Chapter 8A, Article IX of the Code of Miami-Dade County, Florida. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license(s) is/are requested to be submitted with the Bid Proposal. If the Bidder has already complied with this requirement, a new copy is not required while the license is valid and in effect. It is the Bidder's responsibility to resubmit a copy of a new license after expiration or termination of the current license. Non-compliance with this condition may cause the bid not to be considered for award.

**23. HEALTH INSPECTION:** The Distribution Agent is requested to provide a copy of the company's most recent health inspection report with its bid, inspected by the State of Florida, Department of Agriculture. Failure to submit this document may result in the vendor's bid not being considered for award. **M-DCPS reserves the right to inspect the vendor's operations facility and/or trucks.** Failure to maintain all required licenses and satisfactory inspection reports during the term of this agreement and subsequent renewal(s) may result in the awardee being defaulted.

**24. U.S.D.A. CERTIFICATION DOCUMENTS:** Each and every distribution agent is/are required to complete and to submit with their bid, the U.S. Department of Agriculture Certification Forms contained herein. Failure to do so may result in the bid not being considered for award. Awards exceeding \$25,000 will not be made to Awarded Bidder(s) who has/have not submitted this form.

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**SPECIAL CONDITIONS: CONTINUED**

- 25. NUTRIENT DATA SUBMISSION FORM:** Vendors are required to submit a nutrition facts label and CN label, if applicable, to determine and/or assure that products meet the district's Wellness Policy's Healthy Beverage and Food Guidelines.
- 26. PURCHASES BY OTHER M-DCPS FACILITIES:** Miami-Dade County Public Schools reserves the right to purchase items for other facilities or programs from this bid.
- 27. BID SUBMISSIONS:** In order to facilitate the evaluation, vendor(s) is/are requested to submit in electronic format the Excel file of the Format B (Bid Proposal Form) on a CD-ROM, 3½" Floppy Disk, or Jump Drive with Bid Package. In addition, **one printed copy of the Format B (Bid Proposal Form) is to be submitted as the bid, for evaluation.**

In the event of a discrepancy in manufacturer code(s) and/or packaging on the electronic format, the bidder(s) shall so indicate on the printed copy, which will be used for the evaluation. The Bid file may be downloaded at the M-DCPS website listed below:

<http://procurement.dadeschools.net/bidsol/asp/ENACT.asp>

Bids will be accepted until the time and date indicated on the Bidders Qualification Form, in Room351, of SBAB, 1450 NE 2<sup>nd</sup> Ave, Miami, FL 33132.

Bids and or files will **not** be accepted by E-Mail. Bidders are requested to submit, with their bid package, all information requested in the attached specifications:

Requested information for this bid includes:

- Signed Bidders Qualification Form.
- Bid Proposal Form (Format B).
- Vendor Information Sheet.
- Signed or Pending Processing Application with State of Florida.
- USDA Certification documents, if applicable.
- Child Nutrition (CN) labels, as applicable.
- Drug-Free Workplace Form.
- Occupational License.
- Any additional licenses, permits, or documents required listed in Bid #071-KK03: Specifications
- The Bid Proposal Form (Format B) Excel file on CD-ROM, 3½" Floppy Disk, or Jump Drive **in addition to the hard copy of the Bid Package.**
- Performance Bond, if applicable.

- 28. ERASURES OR CORRECTIONS:** When filling out the Bid Proposal Form, bidders are required to use a typewriter or computer and complete bid proposal signed in ink.
1. Use of pencil is prohibited.
  2. Do not erase or use correction fluid to correct an error.
  3. All changes must be crossed out and initialed in ink.
  4. Bid proposal form original hard copy must be signed in ink.

Those bids for individual items that do not comply with items 1, 2, 3, and 4 above will be considered non-responsive for that item(s).

**Miami-Dade County Public Schools BID NUMBER 071-KK03  
DELIVERED BAKERY PRODUCTS SPECIFICATIONS**

1. **DEFINITION OF TERMS:**

- A. **M-DCPS: (Miami-Dade County Public Schools)** is the same as the School Board of Miami-Dade County, Florida.
- B. **Vendor(s):** The firm(s) or individual(s) with whom the **M-DCPS** will enter into contract to perform the services, hereinafter defined, for the single fixed unit price on the **Vendor's** costs for each item delivered to schools.

2. **ITEMS:**

- A. The **Vendor(s)** will be responsible for the preparation and delivery of selected A-La-Carte food items as listed in this bid proposal by **M-DCPS**.
- B. M-DCPS shall not be held responsible for acts of God, vandalism and/or theft, with respect to any equipment or machines provided by the vendor(s) at no cost to M-DCPS.

3. **VENDOR(S) EXPERIENCE:**

The **Vendor(s)** firm and their organization's designated management, are required to have a minimum of (3) three years experience in food operations. Documentation requested by M-DCPS to satisfy this specification can include, but is not limited to State Health Certifications, Occupational and Tax Licenses, Professional Resume with verifiable references, etc. If documentation is not received with the bid submission or within five (5) business days from date of notification, then M-DCPS reserves the right to deem the vendor as non-responsive.

4. **GUARANTEES:**

- A. **Estimated purchases by M-DCPS: The estimated purchases provided in the bid proposal are for bidder's guidance only.** No guarantee is expressed or implied as to the estimated purchases that will be made during the contract period. The School Board of Miami-Dade County, Florida (M-DCPS) is not obligated to place an order for any given amount, subsequent to the award of this bid.
- B. **By Vendor(s):** The **Vendor(s)** shall guarantee to purchase quantities and to maintain inventories for the planned menus as required by the Department of Food and Nutrition, during the term of this bid. During the term of this contract, the **Vendor(s)** shall comply with all requirements for each item specified, and shall maintain sufficient inventories of each item, in order to provide for scheduled usage.
- C. **The Vendor(s) will not be permitted to purchase and/or deliver any brand or item not approved on the food requirements list, without prior approval from the Department of Food and Nutrition and the designated M-DCPS Buyer from Procurement Management Services.**

5. **DELIVERY REQUIREMENTS:**

- A. School deliveries are to be made daily or as determined by the Department of Food and Nutrition.
- B. **Single or Multiples Deliveries shall be scheduled to the designated schools between the hours of 10:00 am to 12:00 noon, as required by the school sites for all items.**

**Miami-Dade County Public Schools BID NUMBER 071-KK03  
DELIVERED BAKERY PRODUCTS SPECIFICATIONS**

- C. **The designated Department of Food and Nutrition employee(s) must be present at the school food service delivery site to receive the items from the Vendor(s).**
- D. **Vendor(s) must comply with any regulations set forth by the U.S. Department of Homeland Security or any other federal, state or local governmental agency or bureau regarding any and all legislation regarding the receiving, storage, distribution, and delivery of food service items including but not limited to bio-terrorism, emergency preparedness plans, and preventative measures in order to ensure M-DCPS food supply is safe and secure at all times while in the Vendor's possession.**

6. **SERVICE AND DELIVERIES:**

Food products shall be delivered to each location in good condition. The following conditions apply:

- A. Prices quoted shall include pick up of product, processing costs, transportation, fuel surcharges and all other additional charges not addressed in this bid.
- B. Quantities of bulk or raw items listed on this bid will be sent to successful bidder(s) direct from the Florida Department of Agriculture and Consumer Services, Tallahassee, Florida.
- C. Items furnished under this bid shall be identified as having been officially inspected for wholesomeness and sanitation under a federal or state regulatory program. Further, items shall comply in all respects to the standards and regulations established by federal and/or Florida state laws.
- D. Delivery equipment must be clean and sanitary.
- E. Frozen items shall be stored and delivered in a hard frozen state (-7degrees F. to +7 degrees F). Deliveries deviating from this requirement shall be referred to the Department of Food and Nutrition for acceptance. Items showing thawing or deterioration of any form at the time of delivery or showing evidence of refreezing will not be accepted.
- F. Successful vendor(s) must coordinate arrival of finished product with the Department of Food and Nutrition, (786) 275-0400 and the current contracted cold storage facility and/or Food Distributor for the Department of Food and Nutrition.
- G. Upon receipt of raw bulk commodity items the successful vendor(s) shall contact the Department of Food and Nutrition to determine the finished product needed for the purpose of menu planning. Vendor should furnish the Department of Food and Nutrition with a current End Product Data (E.P.D.S.) for placement of end product order with bid submission.
- H. Finished product is to be shipped upon order to the distributor.
- I. Vendors are responsible for the scheduling of delivery appointments; schedule an appointment prior to truck arrival at destination of delivery.
- J. **ALL fresh delivered products are to be delivered fresh daily to each designated school location. Upon delivery, cartons and contents must be clean, free from damage, free from pest infestation, and within proper temperatures. Delivery Temperatures must be followed for the following items: **Fresh delivered products are to be delivered at a temperature no greater than 90 degrees Fahrenheit.****

**Miami-Dade County Public Schools BID NUMBER 071-KK03  
DELIVERED BAKERY PRODUCTS SPECIFICATIONS**

- K. The successful **Vendor(s)** must make plans for immediate recovery, should a truck breakdown, or other delay(s) occur during the delivery day. The **Vendor(s)** will be responsible for contacting both the Department of Food and Nutrition and each individual food service manager, should any delivery delays occur.
  - L. The **Vendor(s)** must have delivery capability for emergencies that are defined, but not limited to theft, product recall, refrigeration / freezer breakdown and food spoilage. Special orders are defined, but not limited to: special functions / activities and additional deliveries needed due to limited storage space.
7. **Food items shall meet all Miami-Dade County Public Schools bid specifications. Failure of Vendor(s) to ensure that all food items are received according to specifications shall be considered as non-performance of contract responsibilities and may result in default of contract, as defined in the Instructions To Bidders, V. E. DEFAULT.**
8. **PRODUCT STANDARDS:**  
The products listed on the Format B Excel Spreadsheet and any additional baked goods that are covered under this bid shall comply with the following:
- A. **SANITARY STANDARDS: ALL ITEMS OFFERED MUST BE MANUFACTURED ACCORDING TO STATE AND COUNTY HEALTH DEPARTMENTS REGULATIONS.**
  - B. **MATERIALS: BAKED GOODS SHALL BE FRESH, MADE FROM BEST QUALITY WHEAT FLOUR; OTHER INGREDIENTS AS VEGETABLE SHORTENING, SUGAR, YEAST, SALT, ETC., MUST BE PURE AND GOOD QUALITY: LOAVES OR ROLLS WELL RISEN (OF SATISFACTORY VOLUME); FINE, EVEN GRAIN, WELL BAKED, EXCELLENT FLAVOR, CRUST FIRM AND OF UNIFORM COLOR.**
  - C. **WEIGHT: LOAVES WILL BE A MINIMUM OF 24 OUNCES OR AS INDICATED. HAMBURGER AND FRANKFURTER BUNS WILL BE PACKED WEIGHING A MINIMUM OF 16 OUNCES EXCLUDING WRAPPERS OR AS INDICATED (NOT APPLICABLE TO FRENCH BREAD).**
  - D. **WRAPPERS: ALL BREAD SHALL BE WRAPPED IN CLEAN AND SANITARY WRAPPERS AND SEALED TO INSURE FRESHNESS.**
  - E. **ENRICHMENT: ALL BREAD FLOUR SHALL BE ENRICHED IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE FOOD AND NUTRITION BOARD OF THE NATIONAL RESEARCH COUNCIL.**
  - F. **DELIVERY TRAYS: TRAYS ON WHICH BREAD AND ROLLS ARE STACKED AND DELIVERED MUST BE CLEAN AND IN SANITARY CONDITIONS AT ALL TIMES. THEY ARE TO BE REMOVED FROM SCHOOLS ON A DAILY BASIS WHEN EMPTY. THE TRAYS SHALL BE WASHED AND SANITIZED BY THE VENDOR BEFORE REUSE. DELIVERY TRAYS LEFT IN SCHOOLS FOR EXCESSIVE PERIODS OF TIME WILL BE DISCARDED WITHOUT PRIOR NOTICE TO THE BAKERY. BREAD RACKS MUST BE FURNISHED FOR EACH LOCATION TO STORE INDIVIDUAL RACKS OF PRODUCT.**
  - G. **CODE DATES: SUCCESSFUL VENDOR SHALL CODE ALL PRODUCTS WITH AN ACCEPTABLE FORM OF CODING TO INSURE FRESHNESS. VENDOR MUST SUPPLY THE DEPARTMENT OF FOOD AND NUTRITION WITH THE TYPE OF CODE USED ALONG WITH AN EXPLANATION TO DENOTE THE MEANING OF EACH CODE PRIOR TO BID AWARD.**

**Miami-Dade County Public Schools BID NUMBER 071-KK03  
DELIVERED BAKERY PRODUCTS SPECIFICATIONS**

**8. PROCUREMENT OF FOOD ITEMS BY VENDOR(S) SUMMARY:**

The following functions shall be the sole responsibility of the **Vendor(s)** but is not limited to:

- A. Submit all reports on a timely basis as requested.
- B. Maintain proper communications with the M-DCPS Procurement Management Services Buyer, the Department of Food and Nutrition of all problems and/or situations, which may or will affect scheduled deliveries to the schools.
- C. Submit invoices on a timely manner in the format requested.
- D. Make every attempt to resolve issues, such as delivery, billing, damaged product, shortages, etc., in a timely manner.

**ATTACHMENT FS: BID NO. 071-KK03  
DELIVERED BAKERY PRODUCTS  
MIAMI-DADE COUNTY PUBLIC SCHOOLS- Miami, Florida**

## **FOOD SERVICE ACCOUNTING SPECIFICATIONS**

**PROCEDURE FOR HANDLING DELIVERY TICKETS, INVOICES AND STATEMENTS:**

MIAMI-DADE COUNTY SCHOOL LUNCHROOMS ARE OPERATED UNDER A CENTRAL SYSTEM. INVOICES FOR THE PURCHASES OF FOOD AND MISCELLANEOUS SUPPLIES MADE BY LUNCHROOMS UNDER THE CENTRAL SYSTEM ARE PAID BY THE ACCOUNTS PAYABLE DEPARTMENT-FOOD SERVICE SECTION.

**TO FACILITATE THE HANDLING OF THESE INVOICES, IT IS MOST IMPORTANT FOR ALL VENDORS TO ADHERE TO THE FOLLOWING INSTRUCTIONS:**

1. THE ORIGINAL PURCHASE ORDER NUMBER AND THE WORK LOCATION FOR EACH SCHOOL MUST BE LISTED ON EACH INVOICE.

THE SUCCESSFUL VENDOR WILL RECEIVE A LIST OF THE CENTRALIZED CAFETERIAS WITH CODE NUMBERS. (THIS LIST MAY BE REVISED AS CHANGES OF BASES AND SATELLITES OCCUR).

2. ALL ITEMS ON DELIVERY TICKETS MUST BE BILLED ACCORDING TO DESCRIPTION OF ITEM QUOTED ON BID.

UNIT PRICES FOR ALL ITEMS SHALL BE RECORDED AND ACCURATELY EXTENDED.

3. VENDOR MUST ISSUE TICKETS AND CREDIT MEMOS IN QUADRUPLICATE AND ALL FOUR (4) COPIES MUST BE SIGNED BY THE CAFETERIA MANAGER AS FOLLOWS:

(A) TWO (2) COPIES LEFT WITH MANAGER AT TIME OF DELIVERY

(B) TWO (2) TO BE RETURNED TO THE VENDOR.

(C) THE VENDOR SHALL FORWARD WEEKLY STATEMENTS WITH ONE SIGNED DELIVERY TICKET ATTACHED, DIRECT TO FOOD SERVICE ACCOUNTS PAYABLE DEPARTMENT. ALL TICKET SUPPORTING WEEKLY STATEMENTS MUST BE IN EXACT AGREEMENT WITH COPY OF DELIVERY TICKETS LEFT WITH MANAGER. IF, FOR ANY REASON, IT IS NECESSARY TO MAKE A CHANGE ON A DELIVERY TICKET, MAKE ADDITIONAL CHARGE OR CREDIT MEMO.

**ATTACHEMENT FS: BID NO. 071-KK03 (CONTINUED)**  
**MIAMI-DADE COUNTY PUBLIC SCHOOLS- Miami, Florida**  
**FOOD SERVICE ACCOUNTING SPECIFICATION**

4. ANY CANCELLATIONS OR MERCHANDISE RETURNS MUST BE RECORDED BY DRIVER ON ALL FOUR (4) COPIES OF DELIVERY OR PICKUP TICKETS.
- (A) TWO (2) COPIES LEFT WITH THE MANAGER AT TIME OF PICKUP.
  - (B) TWO (2) COPIES TO RETURNED TO VENDOR WITH MANAGERS SIGNATURE.
  - (C) THE VENDOR SHALL FORWARD WEEKLY STATEMENTS WITH ONE SIGNED DELIVERY TICKET ATTACHED. DIRECT TO THE SCHOOL FOOD SERVICE ACCOUNTS PAYABLE DEPARTMENT. ALL TICKET SUPPORTING WEEKLY STATEMENTS MUST BE IN EXACT AGREEMENT WITH COPY OF DELIVERY TICKET. MAKE ADDITIONAL CHARGE OR CREDIT MEMO.

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
ACCOUNTS PAYABLE DEPARTMENT  
FOOD SERVICE DIVISION  
P.O. BOX 01-2570  
MIAMI, FLORIDA 33101

**DO NOT MAIL STATEMENT TO INDIVIDUAL SCHOOL LUNCHROOMS**

INVOICES FOR PURCHASES MADE BY PARENT TEACHER ASSOCIATION SHOULD NOT BE INCLUDED ON STATEMENTS SENT TO THE SCHOOL FOOD SERVICE ACCOUNTS PAYABLE DEPARTMENT, BUT SHOULD BE MAILED TO THE SCHOOL IN CARE OF THE P.T.A.

MAIL ALL STATEMENTS TO:

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
ACCOUNTS PAYABLE DEPARTMENT  
FOOD SERVICE DIVISION  
P.O. BOX 01-2570  
MIAMI, FLORIDA 33101

5. PAYMENT FOR GOODS AND SERVICES OTHER THAN CONSTRUCTION SERVICES IS 30 DAYS FROM DATE OF INVOICE. VENDORS MAY INVOKE FLORIDA STATE STATUE 218.70 AND 218.74, PROVIDED PAYMENT HAS NOT BEEN MADE ON A TIMELY BASIS.

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FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AFFIX  
POSTAGE  
HERE

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
PROCUREMENT MANAGEMENT SERVICES  
ROOM NO. 352 BID BOX  
1450 N.E. 2<sup>ND</sup> AVENUE  
MIAMI, FLORIDA 33132

BID NO.: \_\_\_\_\_  
BID TITLE: \_\_\_\_\_  
\_\_\_\_\_

BID OPENING DATE: \_\_\_\_\_  
\_\_\_\_\_

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THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
Procurement Management Services

NOTICE OF PROSPECTIVE BIDDERS

NO BID

If not submitting a bid at this time, for informational purpose only, detach this sheet from the bid documents, complete the information requested, fold as indicated, staple, affix postage and return address, and mail. **NO ENVELOPE IS NECESSARY.**

NO BID SUBMITTED FOR REASON(S) CHECKED AND/OR INDICATED:

**Our company does not handle this type of product/service.**

**We cannot meet the specifications nor provide an alternate equal product.**

**Our company is simply not interested in bidding at this time.**

**OTHER, (Please specify)** \_\_\_\_\_

\_\_\_\_\_

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We do not want to be retained on your mailing list for future bids for this type or product and/or service.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

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**NOTE:** Failure to respond, either by submitting a bid or this completed form, may result in your company being removed from the School Board's bid list. To qualify as a respondent to the bid, vendor must submit a *NO BID*.

# Vendor Information Sheet



**1A.** \_\_\_\_\_  
Federal Employer Identification Number

Or \_\_\_\_\_  
Owner's Social Security Number

**1B.** \_\_\_\_\_  
Name of Firm, Individual(s), Partners or Corporation

\_\_\_\_\_ Street Address

\_\_\_\_\_ City State Zip Code

## 2. Telephone/Fax/Contact Person

\_\_\_\_\_ Telephone number

\_\_\_\_\_ Fax number

\_\_\_\_\_ Contact Person

\_\_\_\_\_ E-mail address

## 3. Ownership Disclosure

If the contract or business transaction is with a corporation, partnership, sole proprietorship, or joint venture, the full legal name and business address shall be provided for the chief **officer**, director, or owner who holds, directly or indirectly the majority of the stock or ownership. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. **Post Office addresses are not acceptable.**

Name	Title	Address	Gender	Race-ethnicity	Stock Ownership

**NOTE:** The information provided by the vendor on this form should be consistent with that provided on the "Vendor's Application". All vendors must have a current vendor's application on file with M-DCPS, and have provided information and/or be familiar with M-DCPS' policy regarding the following: (a) Employment Disclosure, (b) Drug Free Workplace, (c) Family Leave Policy, (d) Code of Business Ethics, (e) Conflict of Interest, (f) Perception, (g) Gratuities, and (h) Business Meals. **Failure to provide M-DCPS a current vendor application may cause the vendor not to be awarded any new business with M-DCPS.** Vendor applications can be downloaded at: <http://procurement.dadeschools.net>

U.S. DEPARTMENT OF AGRICULTURE

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

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is 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 lower tier participant 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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Organization Name

PR/Award Number or Project Name

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Name(s) and Title(s) of Authorized Representative(s)

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Signature(s)

Date

### Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
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 lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant 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 lower tier participant agrees by submitting this form 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 department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations 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 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 Nonprocurement List.
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 for 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 voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**U. S. DEPARTMENT OF AGRICULTURE FORM**

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**CERTIFICATION REGARDING  
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)  
ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS**

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This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 USC 701 et seq.), 7 CFR Part 3017, Subpart F, Section 3017-600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition:
  - (b) Establishing an ongoing drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employees in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would:
    - (1) Abide by the terms of the statement; and
- B. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition:
  - (b) Establishing an ongoing drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employees in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would:
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace so later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant;

Place of Performance (Street address, city, county, state, zip code)


Check  if there are workplaces on file that are not identified here.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Award Number or Project Name

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR CERTIFICATION DRUG FREE WORK PLACE ACT OF 1988

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award. If there is no application, the grantee must keep the identity of the workplace(s) on the file in this office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified in the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
  - **Controlled substance** means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);
  - **Conviction** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;
  - **Criminal drug statute** means a Federal or non-Federal criminal statute involving manufacture, distribution, dispensing, use, or possession of any controlled substance;

**Employee** means, the employee of a grantee directly engaged in the performance of work under a grant, including (1) all "direct charges" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personal and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent vendors not on the grantee's payroll; or employees of subrecipients or subvendors in covered workplaces). Form AD-1049 (REV 5/2006)

End of Drug Free Workplace Form. (three pages)

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form		Bid No. 071-KK03		DELIVERED BAKERY PRODUCTS	
Bid sheet must be received at SBAB Rm.351 no later than 2:00 PM on the bid opening date.				BUYER: R. Johnson	
<b>THE DISTRICT RESERVES THE RIGHT TO AWARD ANY COMBINATION OF ITEMS OR CATEGORIES IN THIS BID, IF IT IS IN THE BEST INTEREST OF M-DCPS.</b>					
PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.					
BIDDER: TYPE IN COMPANY NAME HERE:		FRESH BAKERY ITEMS CATEGORY		TO M-DCPS	
		FORMAT B		Designated Facility	
NOTE: ITEMS ARE TO BE DELIVERED TO EACH INDIVIDUAL SCHOOL/DISTRICT SITE.		Detail of Item Description		Unit Price	
Item	Description	Estimated Qty.	(Enter information in shaded areas.)	Unit	(Enter in Squares)
1	24 OZ. PULLMAN LOAF, WHITE	800000	Brand:	\$	
M-DCPS No.:		LOAVES	Code Number:		PER LOAF
Type:	ENRICHED WHITE		Number of Slices:		
	REGULAR SLICED		Portion Size:		
	22 TO 25 SLICES		Total Case Weight:	LB	
	EACH SLICE TO WEIGH A MINIMUM OF 0.9 OUNCES, OR 25 GRAMS		Other Information:		
	NO ARTIFICIAL TRANS FATS				
	PEANUT FREE PRODUCT				
Approved Brand 1	BRAND ITEMS MEETING SPECIFICATIONS				
Pack Size:	LOAF				
Evaluation Unit:	Each Loaf				
2	24 OZ. PULLMAN LOAF, WHEAT	65000	Brand:	\$	
M-DCPS No.:		LOAVES	Code Number:		PER LOAF
Type:	ENRICHED WHOLE WHEAT		Number of Slices:		
	REGULAR SLICED		Portion Size:		
	22 TO 25 SLICES		Total Case Weight:	LB	
	EACH SLICE TO WEIGH A MINIMUM OF 0.9 OUNCES, OR 25 GRAMS		Other Information:		
	NO ARTIFICIAL TRANS FATS				
	PEANUT FREE PRODUCT				
Approved Brand 1	BRAND ITEMS MEETING SPECIFICATIONS				
Pack Size:	LOAF				
Evaluation Unit:	Each Loaf				
3	24 OZ. PULLMAN LOAF, RYE	6575	Brand:	\$	
M-DCPS No.:		LOAVES	Code Number:		PER LOAF
Type:	ENRICHED SEEDLESS RYE		Number of Slices:		
	REGULAR SLICED		Portion Size:		
	22 TO 25 SLICES		Total Case Weight:	LB	
	EACH SLICE TO WEIGH A MINIMUM OF 0.9 OUNCES, OR 25 GRAMS		Other Information:		
	NO ARTIFICIAL TRANS FATS				
	PEANUT FREE PRODUCT				
Approved Brand 1	BRAND ITEMS MEETING SPECIFICATIONS				
Pack Size:	LOAF				
Evaluation Unit:	Each Loaf				

Bid sheet must be received at SBAB Rm.351 no later than 2:00 PM on the bid opening date. BUYER: R. Johnson

**THE DISTRICT RESERVES THE RIGHT TO AWARD ANY COMBINATION OF ITEMS OR CATEGORIES IN THIS BID, IF IT IS IN THE BEST INTEREST OF M-DCPS.**

PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.

<b>BIDDER:</b>	TYPE IN COMPANY NAME HERE:	<b>FRESH BAKERY ITEMS CATEGORY</b>	TO M-DCPS
		<b>FORMAT B</b>	Designated Facility

**NOTE: ITEMS ARE TO BE DELIVERED TO EACH INDIVIDUAL SCHOOL/DISTRICT SITE.**

	Detail of Item Description	Unit		Unit Price
Item	Description	Estimated Qty.	(Enter information in shaded areas.)	(Enter in Squares)

	<b>4 HEARTY BREAD LOAF</b>	<b>34150</b>		<b>\$</b>
M-DCPS No.:		<b>LOAVES</b>	Code Number:	<b>PER LOAF</b>
Type:	<b>BREAD TO CONTAIN ENRICHED WHEAT AND MALTED BARLEY FLOUR, SOY FLOUR AND A VARIETY OF GRAINS, INCLUDING BUT NOT LIMITED TO ROLLED OATS, BROWN RICE, CORNMEAL, SESAME SEEDS, POPPY SEEDS APPROXIMATELY 24 OZ. LOAF MINIMUM 20 SLICES NO ARTIFICIAL TRANS FATS PEANUT FREE PRODUCT</b>		Number of Slices:	
			Portion Size:	
			Total Case Weight:	<b>LB</b>
			Other Information:	
Approved Brand 1	<b>BRAND ITEMS MEETING SPECIFICATIONS</b>			
Pack Size:	<b>LOAF</b>			
Evaluation Unit:	<b>Each Loaf</b>			

	<b>5 PAN ROLL</b>	<b>410900</b>		<b>\$</b>
M-DCPS No.:	<b>5251</b>	<b>PAN OF 24</b>	Code Number:	<b>PER PAN</b>
Type:	<b>WHOLE WHEAT ENRICHED FLOUR (DINNER/ CLUSTER - STYLE ROLL) APPROXIMATELY 24 PER PAN 1 - 1.5 OZ EQUAL TO 1 BREAD/GRAIN SERVING MINIMUM 1 GRAM FIBER NO ARTIFICIAL TRANS FATS PEANUT FREE PRODUCT</b>		ROLLS PER PAN:	
			Portion Size:	
			Total Case Weight:	<b>LB</b>
			Other Information:	
Approved Brand 1	<b>BRAND ITEMS MEETING SPECIFICATIONS</b>			
Pack Size:	<b>24 ROLLS PER PAN</b>			
Evaluation Unit:	<b>PAN OF 24</b>			

	<b>6 4-INCH HAMBURGER BUNS, WHITE</b>	<b>450725</b>		<b>\$</b>
M-DCPS No.:	<b>5249</b>	<b>PACKAGES OF 12</b>	Code Number:	<b>PER PACKAGE</b>
Type:	<b>ENRICHED WHITE PARTIALLY SLICED EACH ROLL TO WEIGH APPROXIMATELY 1.8 OUNCES OR 50 GRAMS ONE DOZEN PER PACK NO MORE THAN 40% WHOLE WHEAT FLOUR NO ARTIFICIAL TRANS FATS PEANUT FREE PRODUCT</b>		BUNS PER PACKAGE:	
			Portion Size:	
			Total Case Weight:	<b>LB</b>
			Other Information:	
Approved Brand 1	<b>BRAND ITEMS MEETING SPECIFICATIONS</b>			
Pack Size:	<b>12 ROLLS PER PACKAGE</b>			
Evaluation Unit:	<b>PACKAGE OF 12</b>			

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PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.

<b>BIDDER:</b>	TYPE IN COMPANY NAME HERE:		<b>FRESH BAKERY ITEMS CATEGORY</b>	TO M-DCPS
			<b>FORMAT B</b>	Designated Facility

**NOTE: ITEMS ARE TO BE DELIVERED TO EACH INDIVIDUAL SCHOOL/DISTRICT SITE.**

	<u>Detail of Item Description</u>	<u>Unit</u>	<u>Unit Price</u>
<u>Item</u>	<u>Description</u>	<u>Estimated Qty.</u>	<u>(Enter information in shaded areas.)</u>
			<u>(Enter in Squares)</u>

<b>7</b>	<b>4-INCH HAMBURGER BUNS, WHOLE WHEAT</b>	<b>34100</b>	
M-DCPS No.:		<b>PACKAGES OF 12</b>	<b>PER PACKAGE</b>
Type:	ENRICHED		
	MADE WITH 51% WHOLE WHEAT FLOUR		
	MINIMUM 2 GRAMS FIBER		
	EACH ROLL TO WEIGH APPROXIMATELY 1.8 OUNCES OR 50 GRAMS		
	PARTIALLY SLICED		
	ONE DOZEN PER PACK		
	NO ARTIFICIAL TRANS FATS		
	PEANUT FREE PRODUCT		
Approved Brand 1	BRAND ITEMS MEETING SPECIFICATIONS		
Pack Size:	12 ROLLS PER PACKAGE		
Evaluation Unit:	PACKAGE OF 12		

<b>8</b>	<b>FRANKFURTER BUNS, CONEY-STYLE</b>	<b>6000</b>	
M-DCPS No.:		<b>PACKAGES OF 12</b>	<b>PER PACKAGE</b>
Type:	ENRICHED FLOUR		
	PARTIALLY SLICED LENGTHWISE		
	8 TO 9 INCHES IN LENGTH		
	APPROXIMATELY 1 3/4" WIDE X 1 1/2" HIGH		
	ONE DOZEN PACK		
	NO ARTIFICIAL TRANS FATS		
	PEANUT FREE PRODUCT		
Approved Brand 1	BRAND ITEMS MEETING SPECIFICATIONS		
Pack Size:	12 BUNS PER PACKAGE		
Evaluation Unit:	PACKAGE OF 12		

<b>9</b>	<b>FRANKFURTER ROLLS</b>	<b>250456</b>	
M-DCPS No.:		<b>PACKAGES OF 12</b>	<b>PER PACKAGE</b>
Type:	APPROXIMATELY 6" LENGTH		
	ENRICHED FLOUR		
	PARTIALLY SLICED LENGTHWISE		
	MINIMUM OF 1.8 OZ OR 50 GRAMS PER ROLL		
	ONE DOZEN PACK		
	NO ARTIFICIAL TRANS FATS		
	PEANUT FREE PRODUCT		
Approved Brand 1	BRAND ITEMS MEETING SPECIFICATIONS		
Pack Size:	12 ROLLS PER PACKAGE		
Evaluation Unit:	PACKAGE OF 12		

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form		Bid No. 071-KK03		DELIVERED BAKERY PRODUCTS	
Bid sheet must be received at SBAB Rm.351 no later than 2:00 PM on the bid opening date.				BUYER: R. Johnson	
<b>THE DISTRICT RESERVES THE RIGHT TO AWARD ANY COMBINATION OF ITEMS OR CATEGORIES IN THIS BID, IF IT IS IN THE BEST INTEREST OF M-DCPS.</b>					
PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.					
BIDDER: TYPE IN COMPANY NAME HERE:				<b>FRESH BAKERY ITEMS CATEGORY</b>	
				<b>FORMAT B</b>	
<b>NOTE: ITEMS ARE TO BE DELIVERED TO EACH INDIVIDUAL SCHOOL/DISTRICT SITE.</b>				TO M-DCPS	
				Designated Facility	
				Unit Price	
				Unit Price	
Item Description		Estimated Qty.		(Enter information in shaded areas.)	
<b>10 HOAGIE / STEAK-STYLE BUN, 6-INCH</b>		<b>24200</b>		<b>\$</b>	
M-DCPS No.:		PACKAGES OF 6		PER PACKAGE	
Type: ENRICHED FLOUR				BUNS PER PACKAGE	
6 BUNS PER PACKAGE				Portion Size:	
VARIETIES INCLUDE SEEDED, PLAIN, WHEAT AND ITALIAN FLAVORS				Total Case Weight: LB	
NO ARTIFICIAL TRANS FATS				Other Information:	
PEANUT FREE PRODUCT					
NO ARTIFICIAL TRANS FATS					
PEANUT FREE PRODUCT					
Approved Brand 1 BRAND ITEMS MEETING SPECIFICATIONS					
Pack Size: 6 BUNS PER PACKAGE					
Evaluation Unit: PACKAGE OF 6					
<b>11 HOAGIE / STEAK-STYLE BUN, 7-INCH</b>		<b>100500</b>		<b>\$</b>	
M-DCPS No.:		PACKAGES OF 6		PER PACKAGE	
Type: ENRICHED FLOUR				BUNS PER PACKAGE	
APPROXIMATELY 6 PER PACKAGE				Portion Size:	
VARIETIES INCLUDE SEEDED, PLAIN, WHEAT AND ITALIAN FLAVORS				Total Case Weight: LB	
NO ARTIFICIAL TRANS FATS				Other Information:	
PEANUT FREE PRODUCT					
Approved Brand 1 BRAND ITEMS MEETING SPECIFICATIONS					
Pack Size: 6 BUNS PER PACKAGE					
Evaluation Unit: PACKAGE OF 6					
<b>12 HOAGIE / SUBMARINE STYLE BUN 11-INCH</b>		<b>4650</b>		<b>\$</b>	
M-DCPS No.:		PACKAGES OF 6		PER PACKAGE	
Type: ENRICHED FLOUR				BUNS PER PACKAGE	
APPROXIMATELY 6 PER PACKAGE				Portion Size:	
VARIETIES INCLUDE SEEDED, PLAIN, WHEAT AND ITALIAN FLAVORS				Total Case Weight: LB	
NO ARTIFICIAL TRANS FATS				Other Information:	
PEANUT FREE PRODUCT					
Approved Brand 1 BRAND ITEMS MEETING SPECIFICATIONS					
Pack Size: 6 BUNS PER PACKAGE					
Evaluation Unit: PACKAGE OF 6					



Bid sheet must be received at SBAB Rm.351 no later than 2:00 PM on the bid opening date. BUYER: R. Johnson

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PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.

<b>BIDDER:</b>	TYPE IN COMPANY NAME HERE:			<b>FRESH BAKERY ITEMS CATEGORY</b>	TO M-DCPS
				<b>FORMAT B</b>	Designated Facility

**NOTE: ITEMS ARE TO BE DELIVERED TO EACH INDIVIDUAL SCHOOL/DISTRICT SITE.**

Item	Description	Estimated Qty.	Brand:	Detail of Item Description	Unit	Unit Price
				(Enter information in shaded areas.)		(Enter in Squares)
<b>16</b>	<b>PANNINI CIABATTA ROLL</b>	<b>11125</b>				\$
M-DCPS No.:		<b>PACKAGES OF 6</b>	Code Number:			<b>PER PACKAGE</b>
Type:	<b>ENRICHED</b>		<b>ROLLS PER PACKAGE</b>			
	<b>REGULAR SLICED</b>		Portion Size:			
	<b>4.5 OZ PER PORTION</b>		Total Case Weight:		<b>LB</b>	
	<b>PARTIALLY SLICED</b>		Other Information:			
	<b>MEDIUM SIZE</b>					
	<b>6 COUNT/ PACKAGE</b>					
	<b>NO ARTIFICIAL TRANS FATS</b>					
	<b>PEANUT FREE PRODUCT</b>					
Approved Brand 1	<b>BRAND ITEMS MEETING SPECIFICATIONS</b>					
Pack Size:	<b>6 ROLLS PER PACKAGE</b>					
Evaluation Unit:	<b>PACKAGE OF 6</b>					

<b>17</b>	<b>CUBAN BREAD</b>	<b>32500</b>				\$
M-DCPS No.:		<b>PACKAGES OF 2</b>	Code Number:			<b>PER PACKAGE</b>
Type:	<b>TRADITIONAL STYLE</b>		<b>LOAVES PER PACKAGE</b>			
	<b>UNSLICED</b>		Portion Size:			
	<b>APPROXIMATELY 8 OZ PER LOAF</b>		Total Case Weight:		<b>LB</b>	
	<b>2 LOAVES PER PACKAGE</b>		Other Information:			
	<b>NO ARTIFICIAL TRANS FATS</b>					
	<b>PEANUT FREE PRODUCT</b>					
Approved Brand 1	<b>BRAND ITEMS MEETING SPECIFICATIONS</b>					
Pack Size:	<b>2 LOAVES PER PACKAGE</b>					
Evaluation Unit:	<b>PACKAGE OF 2</b>					

<b>18</b>	<b>MIDNIGHT/MEDIA NOCHE ROLL</b>	<b>38000</b>				\$
M-DCPS No.:		<b>PACKAGES OF 6</b>	Code Number:			<b>PER PACKAGE</b>
Type:	<b>ENRICHED</b>		<b>ROLLS PER PACKAGE</b>			
	<b>TRADITIONAL STYLE</b>		Portion Size:			
	<b>SLICED</b>		Total Case Weight:		<b>LB</b>	
	<b>MINIMUM OF 1.8 OZ OR 50 GRAMS PER ROLL</b>		Other Information:			
	<b>6 ROLLS/PACKAGE</b>					
	<b>NO ARTIFICIAL TRANS FATS</b>					
	<b>PEANUT FREE PRODUCT</b>					
Approved Brand 1	<b>BRAND ITEMS MEETING SPECIFICATIONS</b>					
Pack Size:	<b>6 ROLLS PER PACKAGE</b>					
Evaluation Unit:	<b>PACKAGE OF 6</b>					

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form		Bid No. 071-KK03		DELIVERED BAKERY PRODUCTS	
Bid sheet must be received at SBAB Rm.351 no later than 2:00 PM on the bid opening date.				BUYER: R. Johnson	
<b>THE DISTRICT RESERVES THE RIGHT TO AWARD ANY COMBINATION OF ITEMS OR CATEGORIES IN THIS BID, IF IT IS IN THE BEST INTEREST OF M-DCPS.</b>					
PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.					
BIDDER: TYPE IN COMPANY NAME HERE:				<b>FRESH BAKERY ITEMS CATEGORY</b>	
				<b>FORMAT B</b>	
<b>NOTE: ITEMS ARE TO BE DELIVERED TO EACH INDIVIDUAL SCHOOL/DISTRICT SITE.</b>				TO M-DCPS	
				Designated Facility	
				Unit Price	
				Unit	
				(Enter information in shaded areas.)	
				(Enter in Squares)	
<b>19 PITA BREAD</b>		<b>18100</b>		<b>Brand:</b>	
M-DCPS No.:		<b>PACKAGES OF 12</b>		Code Number:	
Type: APPROXIMATELY 6" DIAMETER				<b>UNITS PER PACKAGE</b>	
VARIETIES: WHITE, WHEAT				COST PER UNIT	
6-12 UNITS PER PACKAGE				Total Case Weight: <b>LB</b>	
NO ARTIFICIAL TRANS FATS				Other Information:	
PEANUT FREE PRODUCT					
Approved Brand 1: BRAND ITEMS MEETING SPECIFICATIONS					
Pack Size: 6 TO 12 PITA+B315S PER PACKAGE					
Evaluation Unit: PACKAGE OF 12					
<b>20 ENGLISH MUFFINS</b>		<b>1385</b>		<b>Brand:</b>	
M-DCPS No.: 5299		<b>PACKAGES OF 12</b>		Code Number:	
Type: PACKED APPROXIMATELY 6-12 PER PACKAGE				<b>UNITS PER PACKAGE</b>	
				Portion Size:	
				Total Case Weight: <b>LB</b>	
				Other Information:	
Approved Brand 1: BRAND ITEMS MEETING SPECIFICATIONS					
Pack Size: 6 TO 12 MUFFINS PER PACKAGE					
Evaluation Unit: PER PACKAGE OF 12					

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PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas. **FROZEN BAKERY ITEMS CATEGORY**

BIDDER: TYPE IN COMPANY NAME HERE **FORMAT B**

**NOTE: ITEMS ARE TO BE DELIVERED TO M-DCPS MAINLINE FOODS DISTRIBUTOR AND/OR SCHOOL/DISTRICT SITES.**

Item	Description	Estimated Qty.	Detail of Item Description (Enter information in shaded areas.)	Unit	Unit Price (Enter in Squares)
<b>21</b>	<b>FROZEN 24 OZ. PULLMAN LOAF, WHITE</b>	<b>800000</b>	Brand: <span style="background-color: black; color: white;"> </span>		\$ <span style="background-color: black; color: white;"> </span>
M-DCPS No.:		<b>LOAVES</b>	Code Number: <span style="background-color: black; color: white;"> </span>		<b>PER LOAF</b>
Type:	ITEM TO BE STORED AND DELIVERED IN HARD FROZEN STATE (-7° TO +7 ° F)		Number of Slices: <span style="background-color: black; color: white;"> </span>		
	ENRICHED WHITE		Portion Size: <span style="background-color: black; color: white;"> </span>		
	REGULAR SLICED		Total Case Weight: <span style="background-color: black; color: white;"> </span>	<b>LB</b>	
	22 TO 25 SLICES		Other Information: <span style="background-color: black; color: white;"> </span>		
	EACH SLICE TO WEIGH A MINIMUM OF 0.9 OUNCES, OR 25 GRAMS		<span style="background-color: black; color: white;"> </span>		
	NO ARTIFICIAL TRANS FATS		<span style="background-color: black; color: white;"> </span>		
	PEANUT FREE PRODUCT		<span style="background-color: black; color: white;"> </span>		
Approved Brand 1:	BRAND ITEMS MEETING SPECIFICATIONS		<span style="background-color: black; color: white;"> </span>		
Pack Size:	Each		<span style="background-color: black; color: white;"> </span>		
Evaluation Unit:	Each		<span style="background-color: black; color: white;"> </span>		

<b>22</b>	<b>FROZEN 24 OZ. PULLMAN LOAF, WHEAT</b>	<b>65000</b>	Brand: <span style="background-color: black; color: white;"> </span>		\$ <span style="background-color: black; color: white;"> </span>
M-DCPS No.:		<b>LOAVES</b>	Code Number: <span style="background-color: black; color: white;"> </span>		<b>PER LOAF</b>
Type:	ITEM TO BE STORED AND DELIVERED IN HARD FROZEN STATE (-7° TO +7 ° F)		Number of Slices: <span style="background-color: black; color: white;"> </span>		
	ENRICHED WHOLE WHEAT		Portion Size: <span style="background-color: black; color: white;"> </span>		
	REGULAR SLICED		Total Case Weight: <span style="background-color: black; color: white;"> </span>	<b>LB</b>	
	22 TO 25 SLICES		Other Information: <span style="background-color: black; color: white;"> </span>		
	EACH SLICE TO WEIGH A MINIMUM OF 0.9 OUNCES, OR 25 GRAMS		<span style="background-color: black; color: white;"> </span>		
	NO ARTIFICIAL TRANS FATS		<span style="background-color: black; color: white;"> </span>		
	PEANUT FREE PRODUCT		<span style="background-color: black; color: white;"> </span>		
Approved Brand 1:	BRAND ITEMS MEETING SPECIFICATIONS		<span style="background-color: black; color: white;"> </span>		
Pack Size:	Each		<span style="background-color: black; color: white;"> </span>		
Evaluation Unit:	Each		<span style="background-color: black; color: white;"> </span>		

<b>23</b>	<b>FROZEN 24 OZ. PULLMAN LOAF, RYE</b>	<b>6575</b>	Brand: <span style="background-color: black; color: white;"> </span>		\$ <span style="background-color: black; color: white;"> </span>
M-DCPS No.:		<b>LOAVES</b>	Code Number: <span style="background-color: black; color: white;"> </span>		<b>PER LOAF</b>
Type:	ITEM TO BE STORED AND DELIVERED IN HARD FROZEN STATE (-7° TO +7 ° F)		Number of Slices: <span style="background-color: black; color: white;"> </span>		
	ENRICHED SEEDLESS RYE		Portion Size: <span style="background-color: black; color: white;"> </span>		
	REGULAR SLICED		Total Case Weight: <span style="background-color: black; color: white;"> </span>	<b>LB</b>	
	22 TO 25 SLICES		Other Information: <span style="background-color: black; color: white;"> </span>		
	EACH SLICE TO WEIGH A MINIMUM OF 0.9 OUNCES, OR 25 GRAMS		<span style="background-color: black; color: white;"> </span>		
	NO ARTIFICIAL TRANS FATS		<span style="background-color: black; color: white;"> </span>		
	PEANUT FREE PRODUCT		<span style="background-color: black; color: white;"> </span>		
Approved Brand 1:	BRAND ITEMS MEETING SPECIFICATIONS		<span style="background-color: black; color: white;"> </span>		
Pack Size:	Each		<span style="background-color: black; color: white;"> </span>		
Evaluation Unit:	Each		<span style="background-color: black; color: white;"> </span>		

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form		Bid No. 071-KK03		DELIVERED BAKERY PRODUCTS	
Bid sheet must be received at SBAB Rm.351 no later than 2:00 PM on the bid opening date.				BUYER: R. Johnson	
<b>THE DISTRICT RESERVES THE RIGHT TO AWARD ANY COMBINATION OF ITEMS OR CATEGORIES IN THIS BID, IF IT IS IN THE BEST INTEREST OF M-DCPS.</b>					
PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.				<b>FROZEN BAKERY ITEMS CATEGORY</b>	
BIDDER: <span style="background-color: black; color: white;">TYPE IN COMPANY NAME HERE</span>				<b>FORMAT B</b>	
				TO M-DCPS Designated Facility	
<b>NOTE: ITEMS ARE TO BE DELIVERED TO M-DCPS MAINLINE FOODS DISTRIBUTOR AND/OR SCHOOL/DISTRICT SITES.</b>					
Item Description	Estimated Qty.	Detail of Item Description (Enter information in shaded areas.)	Unit	Unit Price (Enter in Squares)	
<b>24 FROZEN HEARTY BREAD LOAF</b>	<b>34150</b>	Brand: <span style="background-color: black; color: white;">[REDACTED]</span>		\$ <span style="background-color: black; color: white;">[REDACTED]</span>	
M-DCPS No.: <b>5251</b>	<b>LOAVES</b>	Code Number: <span style="background-color: black; color: white;">[REDACTED]</span>		<b>PER LOAF</b>	
Type: <b>ITEM TO BE STORED AND DELIVERED IN HARD FROZEN STATE (-7° TO +7 ° F)</b>		Number of Slices: <span style="background-color: black; color: white;">[REDACTED]</span>			
<b>BREAD TO CONTAIN ENRICHED WHEAT AND MALTED BARLEY FLOUR, SOY FLOUR AND A VARIETY OF GRAINS, INCLUDING BUT NOT LIMITED TO ROLLED OATS, BROWN RICE, CORNMEAL, SESAME SEEDS, POPPY SEEDS APPROXIMATELY 24 OZ. LOAF</b>		Portion Size: <span style="background-color: black; color: white;">[REDACTED]</span>			
<b>MINIMUM 20 SLICES</b>		Total Case Weight: <span style="background-color: black; color: white;">[REDACTED]</span> <b>LB</b>			
<b>NO ARTIFICIAL TRANS FATS</b>		Other Information: <span style="background-color: black; color: white;">[REDACTED]</span>			
<b>PEANUT FREE PRODUCT</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			
Approved Brand 1: <b>BRAND ITEMS MEETING SPECIFICATIONS</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			
Pack Size: <b>Each</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			
Evaluation Unit: <b>Each</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			
<b>25 FROZEN PAN ROLL</b>	<b>410900</b>	Brand: <span style="background-color: black; color: white;">[REDACTED]</span>		\$ <span style="background-color: black; color: white;">[REDACTED]</span>	
M-DCPS No.: <b>5251</b>	<b>PAN OF 24</b>	Code Number: <span style="background-color: black; color: white;">[REDACTED]</span>		<b>PER PAN</b>	
Type: <b>ITEM TO BE STORED AND DELIVERED IN HARD FROZEN STATE (-7° TO +7 ° F)</b>		ROLLS PER PAN: <span style="background-color: black; color: white;">[REDACTED]</span>			
<b>WHOLE WHEAT ENRICHED FLOUR (DINNER/ CLUSTER - STYLE ROLL) APPROXIMATELY 24 PER PAN</b>		Portion Size: <span style="background-color: black; color: white;">[REDACTED]</span>			
<b>1 - 1.5 OZ EQUAL TO 1 BREAD/GRAIN SERVING</b>		Total Case Weight: <span style="background-color: black; color: white;">[REDACTED]</span> <b>LB</b>			
<b>MINIMUM 1 GRAM FIBER</b>		Other Information: <span style="background-color: black; color: white;">[REDACTED]</span>			
<b>NO ARTIFICIAL TRANS FATS</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			
<b>PEANUT FREE PRODUCT</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			
Approved Brand 1: <b>BRAND ITEMS MEETING SPECIFICATIONS</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			
Pack Size: <b>24 ROLLS PER PAN</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			
Evaluation Unit: <b>PAN OF 24</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			
<b>26 FROZEN 4-INCH HAMBURGER BUNS, WHITE</b>	<b>450725</b>	Brand: <span style="background-color: black; color: white;">[REDACTED]</span>		\$ <span style="background-color: black; color: white;">[REDACTED]</span>	
M-DCPS No.: <b>5249</b>	<b>PACKAGES OF 12</b>	Code Number: <span style="background-color: black; color: white;">[REDACTED]</span>		<b>PER PACKAGE</b>	
Type: <b>ITEM TO BE STORED AND DELIVERED IN HARD FROZEN STATE (-7° TO +7 ° F)</b>		BUNS PER PACKAGE: <span style="background-color: black; color: white;">[REDACTED]</span>			
<b>ENRICHED WHITE PARTIALLY SLICED - HINGED EACH ROLL TO WEIGH APPROXIMATELY 1.8 OUNCES OR 50 GRAMS</b>		Portion Size: <span style="background-color: black; color: white;">[REDACTED]</span>			
<b>ONE DOZEN PER PACK</b>		Total Case Weight: <span style="background-color: black; color: white;">[REDACTED]</span> <b>LB</b>			
<b>NO MORE THAN 40% WHOLE WHEAT FLOUR</b>		Other Information: <span style="background-color: black; color: white;">[REDACTED]</span>			
<b>NO ARTIFICIAL TRANS FATS</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			
<b>PEANUT FREE PRODUCT</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			
Approved Brand 1: <b>BRAND ITEMS MEETING SPECIFICATIONS</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			
Pack Size: <b>12 ROLLS PER PACKAGE</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			
Evaluation Unit: <b>PACKAGE OF 12</b>		<span style="background-color: black; color: white;">[REDACTED]</span>			

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form		Bid No. 071-KK03		DELIVERED BAKERY PRODUCTS	
Bid sheet must be received at SBAB Rm.351 no later than 2:00 PM on the bid opening date.				BUYER: R. Johnson	
<b>THE DISTRICT RESERVES THE RIGHT TO AWARD ANY COMBINATION OF ITEMS OR CATEGORIES IN THIS BID, IF IT IS IN THE BEST INTEREST OF M-DCPS.</b>					
PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.				<b>FROZEN BAKERY ITEMS CATEGORY</b>	
BIDDER: <span style="background-color: black; color: white;">TYPE IN COMPANY NAME HERE.</span>				<b>FORMAT B</b>	
				TO M-DCPS Designated Facility	
<b>NOTE: ITEMS ARE TO BE DELIVERED TO M-DCPS MAINLINE FOODS DISTRIBUTOR AND/OR SCHOOL/DISTRICT SITES.</b>					
Item	Description	Estimated Qty.	Detail of Item Description (Enter information in shaded areas.)	Unit	Unit Price (Enter in Squares)
<b>27</b>	<b>FROZEN 4-INCH HAMBURGER BUNS, WHOLE WHEAT</b>	<b>34100</b>	Brand: <span style="background-color: black; color: white;">[REDACTED]</span>	\$ <span style="background-color: black; color: white;">[REDACTED]</span>	
M-DCPS No.:		<b>PACKAGES OF 12</b>	Code Number: <span style="background-color: black; color: white;">[REDACTED]</span>		<b>PER PACKAGE</b>
Type:	ITEM TO BE STORED AND DELIVERED IN HARD FROZEN STATE (-7° TO +7 ° F)		<b>BUNS PER PACKAGE</b>		
	ENRICHED		Portion Size: <span style="background-color: black; color: white;">[REDACTED]</span>		
	MADE WITH 51% WHOLE WHEAT FLOUR		Total Case Weight: <span style="background-color: black; color: white;">[REDACTED]</span> <b>LB</b>		
	MINIMUM 2 GRAMS FIBER		Other Information: <span style="background-color: black; color: white;">[REDACTED]</span>		
	EACH ROLL TO WEIGH APPROXIMATELY 1.8 OUNCES OR 50 GRAMS		<span style="background-color: black; color: white;">[REDACTED]</span>		
	PARTIALLY SLICED LENGTHWISE - HINGED		<span style="background-color: black; color: white;">[REDACTED]</span>		
	ONE DOZEN PER PACK		<span style="background-color: black; color: white;">[REDACTED]</span>		
	NO ARTIFICIAL TRANS FATS		<span style="background-color: black; color: white;">[REDACTED]</span>		
	PEANUT FREE PRODUCT		<span style="background-color: black; color: white;">[REDACTED]</span>		
Approved Brand 1:	BRAND ITEMS MEETING SPECIFICATIONS		<span style="background-color: black; color: white;">[REDACTED]</span>		
Pack Size:	12 ROLLS PER PACKAGE		<span style="background-color: black; color: white;">[REDACTED]</span>		
Evaluation Unit:	PACKAGE OF 12		<span style="background-color: black; color: white;">[REDACTED]</span>		
<b>28</b>	<b>FROZEN FRANKFURTER BUNS, CONEY-STYLE</b>	<b>6000</b>	Brand: <span style="background-color: black; color: white;">[REDACTED]</span>	\$ <span style="background-color: black; color: white;">[REDACTED]</span>	
M-DCPS No.:		<b>PACKAGES OF 12</b>	Code Number: <span style="background-color: black; color: white;">[REDACTED]</span>		<b>PER PACKAGE</b>
Type:	ITEM TO BE STORED AND DELIVERED IN HARD FROZEN STATE (-7° TO +7 ° F)		<b>BUNS PER PACKAGE</b>		
	ENRICHED FLOUR		Portion Size: <span style="background-color: black; color: white;">[REDACTED]</span>		
	PARTIALLY SLICED LENGTHWISE - HINGED		Total Case Weight: <span style="background-color: black; color: white;">[REDACTED]</span> <b>LB</b>		
	8 TO 9 INCHES IN LENGTH		Other Information: <span style="background-color: black; color: white;">[REDACTED]</span>		
	APPROXIMATELY 1 3/4" WIDE X 1 1/2" HIGH		<span style="background-color: black; color: white;">[REDACTED]</span>		
	ONE DOZEN PACK		<span style="background-color: black; color: white;">[REDACTED]</span>		
	NO ARTIFICIAL TRANS FATS		<span style="background-color: black; color: white;">[REDACTED]</span>		
	PEANUT FREE PRODUCT		<span style="background-color: black; color: white;">[REDACTED]</span>		
Approved Brand 1:	BRAND ITEMS MEETING SPECIFICATIONS		<span style="background-color: black; color: white;">[REDACTED]</span>		
Pack Size:	12 ROLLS PER PACKAGE		<span style="background-color: black; color: white;">[REDACTED]</span>		
Evaluation Unit:	PACKAGE OF 12		<span style="background-color: black; color: white;">[REDACTED]</span>		
<b>29</b>	<b>ROLL, CINNAMON</b>	<b>25000</b>	Brand: <span style="background-color: black; color: white;">[REDACTED]</span>	\$ <span style="background-color: black; color: white;">[REDACTED]</span>	
M-DCPS No.:		<b>INDIVIDUAL ROLLS</b>	Code Number: <span style="background-color: black; color: white;">[REDACTED]</span>		<b>PER ONE (1) ROLL</b>
Type:	ITEM TO BE STORED AND DELIVERED IN HARD FROZEN STATE (-7° TO +7 ° F)		<b>BUNS PER PACKAGE</b>		
	WHOLE WHEAT		Portion Size: <span style="background-color: black; color: white;">[REDACTED]</span>		
	INDIVIDUALLY WRAPPED 2.5 OZ.		Total Case Weight: <span style="background-color: black; color: white;">[REDACTED]</span> <b>LB</b>		
	FULLY COOKED. THAW AND SERVE		Other Information: <span style="background-color: black; color: white;">[REDACTED]</span>		
	MUST CONTAIN A MINIMUM OF 3 GRAMS FIBER AND 5 GRAMS PROTEIN		<span style="background-color: black; color: white;">[REDACTED]</span>		
	MUST MEET 2 BREAD/GRAIN EQUIVALENTS		<span style="background-color: black; color: white;">[REDACTED]</span>		
	NO ARTIFICIAL TRANS FATS		<span style="background-color: black; color: white;">[REDACTED]</span>		
Approved Brand 1:	BRAND ITEMS MEETING SPECIFICATIONS		<span style="background-color: black; color: white;">[REDACTED]</span>		
Pack Size:	INDIVIDUAL ROLL		<span style="background-color: black; color: white;">[REDACTED]</span>		
Evaluation Unit:	PER ROLL		<span style="background-color: black; color: white;">[REDACTED]</span>		

Bid sheet must be received at SBAB Rm.351 no later than 2:00 PM on the bid opening date.

**BIDDERS SHOULD MAKE EVERY EFFORT TO FURNISH ALL INFORMATION REQUESTED BELOW FOR WHICH A BID IS SUBMITTED.**

PLEASE COMPLETE ALL SHADED AREAS: If writing in information, use ink or black ribbon to fill in areas on this Excel worksheet. WHEN USING A COMPUTER, TYPE IN THE COLORED BOXES. Please submit a Jump Drive, Floppy Disk, CD-ROM, etc. IN ADDITION TO A PRINTED COPY WITH THE BID SUBMISSION.

BIDDER: ENTER BUSINESS HERE >>>

**DELIVERED BAKERY PRODUCTS**

PLEASE COMPLETE INFORMATION REQUESTED ON DATA SUBMISSION FORM

**SERVICE CONTACT INFORMATION:**

**SITE LOCATIONS:**

NAME:

TITLE:

PHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

**SERVICE CONTACT INFORMATION:**

**SITE LOCATIONS:**

NAME:

TITLE:

PHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

**SERVICE CONTACT INFORMATION:**

**SITE LOCATIONS:**

NAME:

TITLE:

PHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

**SERVICE CONTACT INFORMATION:**

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E-MAIL ADDRESS:

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NAME:

TITLE:

PHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS: