

**DOUGHERTY COUNTY SCHOOL SYSTEM  
ALBANY, GEORGIA**

**INVITATION FOR BIDS (PRICE QUOTES)**

**FOR**

**CHILD NUTRITION - PRODUCE**

**DOUGHERTY COUNTY SCHOOLS**

**BID NO. CNS-215-1011**

**Document Date: JUNE 21, 2010**

**Purchasing Department  
Dougherty County School System  
601 Flint Ave.  
Albany, GA 31701**

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## DOUGHERTY COUNTY SCHOOL SYSTEM

SUPPLY SERVICES  
601 FLINT AVE.  
ALBANY, GA 31702/31701

BID ID# CNS-215-1011

### **PART 1 SECTION 1: INVITATION TO BID (PRICE QUOTES)**

Sealed, written bids will be received by the Dougherty County School System at the time and place specified on the invitation at which time they will be publicly opened and read. Neither dating of bid form nor placing in mail by this date will meet requirements. Bid form must be received on or before date and time stated. While it is the intention of the Dougherty County School System to purchase all items listed, the right is reserved to omit any item necessary to bring the total cost within budget provisions. The right is further reserved to increase or decrease the quantities specified at the unit price as conditions may require.

The Dougherty County School System, at its discretion and at no fee to the Dougherty County School System, may invite any vendor to appear for questioning during evaluation of bids for the purpose of clarifying statements in the bid. The Dougherty County School System reserves the right to reject any or all bids; any part or parts of a bid, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of the Dougherty County School System.

**ITEMS:** CHILD NUTRITION - PRODUCE  
**PERIOD:** JULY 1, 2010 through JUNE 30, 2011  
**OPENING:** JULY 6, 2010 - @ 2:30 pm – Supply Services

**MAIL BIDS TO:** Hand deliver all sections to the above address or mail to:

*Mr. Jason Renfro, Assistant Director of Purchasing  
Dougherty County School System  
601 Flint Ave.  
Albany, GA 31702*

**ENVELOPES SHOULD BE PLAINLY MARKED  
"INVITATION TO BID" WITH DATE AND TIME OF OPENING**

**CONTACTS:** If you have any questions concerning this Invitation to Bid, please phone Jason Renfro, (229) 431-1272 or FAX (229) 431-1814.

## SECTION 2: GENERAL TERMS AND CONDITIONS

1. **VENDOR'S ACCESS TO BID INFORMATION:** Due to the large number of vendors listed in certain categories of the DCSS vendor's list, not all vendors will necessarily be sent an Invitation to Bid each time one is issued. Invitations to Bid issued by the DCSS are posted on the DCSS web site at [www.docoschools.org](http://www.docoschools.org) . **Vendors are advised to view the DCSS web site on a weekly basis for a listing of Invitations to Bid.**
2. **CORRECTION OF MISTAKES:** All quotations must be ink or typewritten. No erasures permitted. Mistakes may be crossed out and correction inserted adjacent. Corrections must be initialed in ink by person signing bid.
3. **FACSIMILE OR TELEGRAPHIC OFFERS:** An offer shall be submitted on the forms provided. *A facsimile, telegraphic, or mailgram offer shall be rejected.*
4. **SIGNATURE ON BID REQUIRED:** Invitation for Bid must be signed with the firm or corporate name and by a responsible officer.
5. **DELIVERY OF PRICE REQUEST:** Offers received after the time and date stated on the Bid will be returned, unopened to the appropriate bidder. Post marks or dating of documents will be given no consideration in the case of late Bids. If, however, a deliverer (UPS, Federal Express, US Air, etc.) can provide documented proof as evidenced by the signature of a school district employee that substantiates the claim the Bid was delivered to the proper place prior to the time and date set for Bid opening and, through fault of school district personnel, the Bid did not get to the proper authority, the Bid will be considered.
6. **RETURN INSTRUCTIONS:** Vendors must use the bid form without alterations. The vendor is to return the copy and keep a copy for file. For every item bid, the "Unit Price," "How Packed," and "Brand & Code Quoting" lines must be completed. Bids should be sealed in an envelope with the following on the outside: The school system's name and address, the company name, the Bid number, the Bid opening date and time as they appear on the cover sheet. This is to assure that the Bid can be accurately registered upon receipt.
7. **UNIT PRICE PREVAILS:** Unit price will prevail in case of conflict between unit and total price. All prices to be firm for the period specified in the "Invitation," unless covered by an escalation clause.
8. **INVOICES:** All items listed are to be charged to the Dougherty County School System, P. O. Box 1470, Albany, GA 31702. Invoice date to be determined by the date of delivery unless otherwise agreed.
9. **ACCESS TO PRICING INFORMATION:** Price files may be examined by offerers during normal working hours. Non-offerers may have access to the files only after the award has been made *No files will be removed from the school district offices. An offerer who wishes to obtain a copy of the Bid tally sheet, should continue to check the DCSS web site for posting. The web address is <http://www.docoschools.org>.*
10. **CORRECTNESS OF QUOTATIONS:** Quotations shall be verified before submission, as quotations cannot be withdrawn after public opening. No Bid can be corrected after being

opened. The Dougherty County School System will not be responsible for errors or omissions on any Bid or to waive any informality in Bids and to accept or reject any items thereon.

11. **DUTY TO EXAMINE:** It is the responsibility of each offerer to examine the entire solicitation, seek clarification in writing, and check its offer for accuracy before submitting the offer. Lack of care in preparing an offer shall not be grounds for withdrawing the offer after the offer due date and time nor shall it give rise to any contract claim.
12. **ADDENDA:** If clarification of the specifications/instructions is required the request shall be made in writing not later than seven working days prior to the time and date set for the bid opening. The school district will respond to the request in the form of an addendum. All efforts will be made to provide any required addenda on the DCSS on-line web site located at [www.docoschools.org](http://www.docoschools.org), at least five days prior to bid opening. However, in some rare cases it may be necessary to issue an addendum as late as the bid opening date. It is a vendor's responsibility to monitor the Dougherty County School Purchasing Department web site for addenda to solicitations, to incorporate the necessary actions into their bid, and to acknowledge in their bid submission of the receipt of the addenda. DCSS shall bear neither responsibility nor obligation for bidders failure to take into account a posted addendum. A bid submitted without taking into account addenda that have been issued maybe rejected as non-responsive.
13. **RIGHTS AND REMEDIES:** In lieu of canceling the purchase order, the DCSS may levy a charge for each day beyond the required completion date that the successful vendor fails to complete the services. Such charge is not a penalty, rather it is the agreed upon liquidated damages representing the estimated damages that will be incurred by the DCSS as a result of the vendor's failure to complete the services as required. Partial completion on a purchase order will not exempt a vendor from this charge. DCSS further has the right after assessing such charge, after the continuing failure of the vendor to make complete, to terminate the purchase order.
14. **MATERIAL SAFETY DATA SHEETS AND TECHNICAL DOCUMENTATION:** The successful bidder shall submit copies of MSDS's on all chemicals that may be utilized to perform the work associated with this Bid. The Dougherty County School System must approve the MSDS's for each product, prior to its use within the DCSS.
15. **DELIVERY PREPAID:** It is understood that the bidder agrees to deliver prepaid, to an inside point or points of receipt, all items on which bids are accepted, as indicated on the proposal form. All costs for delivery, drayage or freight are to be borne by the bidder.

### **SECTION 3: BIDDER QUALIFICATIONS/OBLIGATIONS**

1. Before any bid can be accepted, a bidder must be deemed qualified in the judgment of Dougherty County School System officials to perform as required herein. A bid may be rejected if a bidder fails to meet any one of the following qualifications:
  - A. **RELIABILITY:** A successful bidder must have a proven (or believable) record of service, particularly with respect to delivering all items on a regularly scheduled basis at favorable prices. A distributor may be designated as unacceptable if the requirements listed herein have been previously violated and/or poor communications exist between the seller and the Dougherty County School System.

- B. **ACCOUNTING PRACTICES:** A successful bidder must clearly demonstrate to Dougherty County School System officials his capability to provide accurate, reliable, and timely reports, in terms of invoices, statements, and credits.
- C. **DEBARMENT DISCLOSURE:** If an offerer has been debarred, suspended, or otherwise lawfully prohibited from participating in any public procurement activity, the offerer shall disclose that information in its offer. Failure to do so shall result in rejection of its offer.

## **2. STANDARD CONTRACT CONDITIONS**

- A. This contract shall be governed in all respects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Georgia.
- B. Contractors providing services under this Request for Proposal herewith assure the school system that they are conforming to the provisions of the Civil Rights Acts of 1964, as amended.
- C. State Sales and Use Tax Certificate of exemption form will be issued upon request.
- D. Deliveries against this contract must be free of excise or transportation taxes except when such a tax is part of a price and Dougherty County School System is not exempt from such levies. Excise tax exemption registration number may be used when required.
- E. The contractor agrees to retain all books, records, and other documents relative to this agreement for three (3) years after final payment. The Dougherty County School System, its authorized agents, and/or State/Federal auditors shall have full access to and the right to examine any of said materials during said period.
- F. By his signature on the face of this document, a bidder certifies that his proposal 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. The bidder certifies that he understands collusive bidding is a violation of Federal law and can result in fines, prison sentences, and civil damage awards. He further agrees to abide by all conditions of this proposal and certifies that he/she is authorized to sign this proposal for the bidder.
- G. Prohibition against conflicts of interest, gratuities, and kickbacks. Any employee or any official of the Dougherty County School System, elective or appointed, who shall take, receive any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation offering, bidding for, or in open market seeking to make sales to the Dougherty County School System shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or a fine in accord with State and/or Federal laws.

**3. BID LISTING - Due to the large number of vendors listed in certain categories of the DCSS vendor's list, not all vendors will necessarily be sent an Invitation to Bid each time one is issued. Invitations to Bid issued by the DCSS are advertised in Albany local newspapers and DCSS Internet site: <http://www.docoschools.org>. Vendors are advised to review the local newspaper weekly for a listing of Invitations to Bid.**

#### **4. BACKGROUND CHECKS**

The Board of Education shall require contractor and/or subcontractor who undertakes construction work or otherwise provides services on any Dougherty County School System campus to conduct a criminal background check on all employees who will be performing work on any Dougherty County School System campus. The background checks shall be reviewed by the Dougherty County Chief of Police, who shall have authority of refusal to allow any employee of any contractor to be on any campus of the Dougherty County School System until such time as the Superintendent or the Board acts.

No employee whose background check reveals conviction or pending charges for any of the following offenses at any time shall be allowed on any campus of the Dougherty County school System for any reason unless a waiver is obtained from the Board of Education Safety and Security Committee who will review such waivers on a case-by-case basis. The waivers must be filed within ten (10) days of any refusal to be allowed on campus.

Murder, Felony Murder, Voluntary or involuntary Manslaughter, Kidnapping, Cruelty to Children in the 1st Degree, Rape, aggravated Sodomy, Child Molestation or Aggravated Sexual Battery, Armed Robbery, Robbery by Force, Theft By Snatching or Theft by Intimidation, Bestiality, Necrophilia, Prostitution, Keeping a Place of Prostitution, Pimping, or Pandering, Statutory Rape, Arson, Aggravated Assault, Aggravated Battery.

In all other cases, the Chief of Police of the Dougherty County School System upon consultation with Superintendent shall have discretionary authority to prohibit an employee from being on any Dougherty County School System campus based on conviction(s) for offenses not listed above. Each matter shall be reviewed on a case-by-case basis.

Should any employee of a contractor or subcontractor who is currently engaged in construction work or providing any other service on a Dougherty County School campus be arrested for any of the above referenced charges he/she shall be suspended from working on any campus of the Dougherty County School System. He or she shall only be permitted to return to work on a Dougherty County School System campus if such charges are dismissed or result in an acquittal.

A copy of this policy should be provided to each contractor and subcontractor upon award of contract. Failure to comply may result in contract termination, ineligibility to bid on future contracts, and any other legal action the Board deems appropriate.

#### **SECTION 4: SPECIAL INSTRUCTIONS**

- 1. CONTRACT PERIOD-** The bid is effective for deliveries July 01, 2010 through June 30, 2011. The Dougherty County School System reserves the right to extend this bid for one or more years (not to exceed three years) if requested by the successful vendor at least three months prior to bid expiration and with the approval of the Dougherty County Board. Bid extensions will be approved in one year increments. Dougherty County School System will consider individual product price changes as part of an extension agreement. Product price changes may not exceed the U.S. Department of Labor-Bureau of Labor statistics Southeast BLS region not seasonally adjusted consumer price index percentage change annual average for the previous 12 months.
- 2. BID QUOTE ADHERENCE-** No changes fixed fee will be accepted without approval from the Director of Purchasing. **Once the bid is analyzed and awards are made if a vendor shows serious lack of ability to supply products, another vendor will be chosen with an expedient transition as possible.**

3. **AUDITING:** Billing will be reviewed by (1) examining the vendor invoices on a sample basis and (2) examining the market price. The winning vendor agrees to retain all books, records and other documents pertaining to this agreement for five (5) years after final payment for audit purposes and to make said records available upon request.
4. **NUTRITIONAL ANALYSIS-** Please send a nutritional analysis and ingredient list for all branded products that are not listed in the specs for an item, especially entrée items. Encourage Brokers and Manufacturers to supply us with updated analysis of branded products we continue to use year after year.
5. **DELIVERIES-** DCSS Nutrition Department has 28 sites that will be submitting orders for 40 weeks. Winning vendor will submit a produce price list to the School Nutrition office each Thursday morning before 10:00AM, produce orders for the following week will then be emailed, or faxed to the vendor by 3:00PM on Thursday. **Deliveries will be made to each site 2 times per week, Monday and Wednesday.** The first orders will be submitted to the awarded vendor on July 29, 2010 with expected **first delivery to schools the week of August 2, 2010.** The last orders will be submitted to the awarded vendor on May 9, 2011 for delivery week May 16, 2011. There will be a summer school order submitted at the end of the school year. Should projected summer school participation necessitate more groceries than the schools can store for three weeks of meals, delivery to some schools during June and July may be required.
6. **BID COPIES:** Bidder should supply **2 copies** when submitting.
7. **BID SPECIFICATIONS:** *Bid specification attachment and contract language attachment*, which includes signatures and forms, **must** be submitted as a complete bid package.
8. **FUEL SURCHARGE:** This contract does not allow for a Fuel Surcharge. All cost for product and delivery must be included in the item price quote.

\*\*\*\*\*

**THE FOLLOWING PAGES OF THIS DOCUMENT MUST BE SIGNED AND RETURNED WITH YOUR BID:**

- |         |                                  |
|---------|----------------------------------|
| Page 11 | “DJE AND STATEMENT OF ASSURANCE” |
| Page 12 | “DEBARMENT FORM”                 |
| Page 14 | “VENDOR INFORMATION FORM”        |
| Page 15 | “VENDOR REFERENCE SHEET”         |
| Page 16 | “ACKNOWLEDGEMENT”                |
| Page 17 | “BUY AMERICAN ACT”               |
| Page 19 | “QUOTATIONS”                     |

**FAILURE TO SUBMIT THESE SIGNED DOCUMENTS MAY RESULT IN DISQUALIFICATION OF YOUR BID.**

# ATTACHMENT – A

## DJEA POLICY AND STATEMENT OF ASSURANCE

**DOUGHERTY COUNTY SCHOOL SYSTEM  
PURCHASING DEPARTMENT  
601 FLINT AVE.  
P. O. BOX 1470  
ALBANY, GA 31702-1470**

**(229) 431-1272**

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**TO:** Bidders

**FROM:** Jason Renfro, Purchasing Agent

**SUBJECT:** Attached "DJEA POLICY" and "STATEMENT OF ASSURANCE"

The Dougherty County Board of Education has adopted a policy of Equal Opportunity for Competitively Bid Purchases, including Construction.

Attached is a copy of this DJEA Policy.

Prior to award of any bid, vendors/contractors MUST provide assurance that their business will be conducted in accordance with this nondiscrimination policy.

Attached is a "Statement of Assurance" form, which MUST be signed and returned with your Bid.

Please note: FAILURE TO RETURN THE COMPLETED "STATEMENT OF ASSURANCE" MAY CONSTITUTE REJECTION OF YOUR BID.

If you have questions regarding this requirement, please contact me at 229-431-1272.

## DJEA Continued

### **EQUAL OPPORTUNITY FOR COMPETITIVELY BID PURCHASES, INCLUDING CONSTRUCTION**

1. It shall be the policy of the Dougherty County Board of Education to promote and insure equal opportunity for all persons, without regard to race, color, religion, sex, handicap, or national origin, employed by or seeking employment with vendors and/or contractors doing business with the Board. As a condition of doing business with the Board, each vendor and/or contractor shall furnish assurance that its business will be operated in accordance with the policy attached hereto and identified as a Competitively Bid Contracts, Policy DJEA.
2. The following equal opportunity clause shall be deemed incorporated into every contract and agreement between the Board and any of its vendors and/or contractors:

The vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin. The vendor/ contractor shall take appropriate action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, handicap, or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and training.

In the event of the vendor/contractors noncompliance with the nondiscrimination policy of the Board, any contract or purchase order may be canceled, terminated, or suspended, in whole or in part, and the vendor/contractor may be declared ineligible to transact further business with the Board.
3. All vendors and persons desiring to transact business with the Board are to provide assurance that their business will be conducted in accordance with this nondiscrimination policy and that such vendors and/or contractors agree to and shall abide by the equal opportunity clause set forth in this policy.
4. It is the further policy of the Board to insure equal opportunity for minority/women owned businesses and minority/women professionals with regard to all work, services, and supplies purchased by the Board and all construction projects undertaken by the Board which are competitively bid by the Board.

**DOUGHERTY COUNTY SCHOOL SYSTEM**

**COMPETITIVELY BID CONTRACTS**

**POLICY DJEA**

**STATEMENT OF ASSURANCE**

The undersigned Vendor/Contractor provides this Statement of Assurance to the Dougherty County School System wherein the undersigned acknowledges receipt and awareness of the above-captioned policy and agrees to observe and be bound by all applicable provisions contained therein. The undersigned submits this Statement of Assurance understanding that a failure to submit said Statement of Assurance may constitute a basis for rejecting the undersigneds bid.

This \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

VENDOR/CONTRACTOR

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Company Name)

**ATTACHMENT B**

**DEBARMENT FORM**

**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, 7CFR Part 3017, Section 3017-510. Participants' Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-1733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

**(BEFORE COMPLETING CERTIFICATION, PLEASE READ INSTRUCTION ON NEXT PAGE)**

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.

---

(Organization Name)

PR/Award # or Project Name

---

Name(s) and Title(s) or Authorized Representatives

---

Signature(s)

Date

Form AD-100-18(1/92)

**Return with Proposal**

## ATTACHMENT B cont'd.

### 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 immediately written notice to the person to whom 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 Document, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions", without modification, in all lower tier covered transactions 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 it is not debarred, suspended ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the Non-procurement 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.

**ATTACHMENT C**

**DOUGHERTY COUNTY SCHOOL SYSTEM  
VENDOR INFORMATION FORM**

**Mailing Address (Please type or print. Complete all items)**

Business Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Remittance Address (if different)**

Business Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Other Vendor Information**

Federal Business ID: \_\_\_\_\_ or Social Security # \_\_\_\_\_

**Certification**

Under penalty of perjury, I certify that:

1. The information stated in this application is factual and true, **and**
2. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
3. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

**Certification Instructions:** You must cross out Item 3 above if you have been notified by the IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return. For real estate transactions, Item 3 does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, contributions to an individual retirement account (IRA), and generally payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

\_\_\_\_\_  
(Representative's Signature) Date

\_\_\_\_\_  
Please type or print representative's name

**Return with Proposal**

**ATTACHMENT D**

**DOUGHERTY COUNTY SCHOOL SYSTEM  
REFERENCE SHEET**

**(Please list businesses that you provide services.)**

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

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

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

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

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

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

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

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

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

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

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

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

**Return with Proposal**

ATTACHMENT E

**ACKNOWLEDGEMENT**

I (WE) PROPOSE TO FURNISH AND DELIVER THE ITEMS AS LISTED IN THE PROPOSAL FORM ACCORDING TO YOUR SPECIFICATIONS AND QUANTITIES AT THE INDICATED PRICES.

THIS PROPOSAL FORM CONSISTS OF INVITATION, GENERAL AND SPECIAL INSTRUCTIONS, AND SPECIFICATIONS. WE UNDERSTAND THAT A COMPANY OFFICER'S SIGNATURE IS REQUIRED AND, UNLESS THIS HAS BEEN DONE, OUR "REQUEST FOR PROPOSAL" MAY BE CONSIDERED INCOMPLETE AND REJECTED THEREFORE.

I (WE), THE UNDERSIGNED, DO HEREBY UNDERSTAND AND ACCEPT THE INSTRUCTIONS AND CONDITIONS UNDER WHICH THIS QUOTATION IS BEING SUBMITTED.

NAME OF COMPANY: \_\_\_\_\_

\_\_\_\_\_  
(COMPANY FEDERAL ID NUMBER) (E-MAIL ADDRESS)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY) (STATE) (ZIP)

PHONE: ( ) \_\_\_\_\_, FAX: \_\_\_\_\_

IF YOU ARE A CERTIFIED MINORITY BUSINESS ENTERPRISE, STATE CERTIFYING AGENCY:  
\_\_\_\_\_ (PLEASE ATTACH COPY OF CERTIFICATION)

This acknowledgment must be properly signed and firmly attached to your bid. The acknowledgment becomes a part of your Bid and without it your Bid is not complete and will be subject to rejection.

Bidder acknowledges addendum(s): No 1 \_\_\_\_, No 2 \_\_\_\_, No 3 \_\_ (If Applicable) Bid No. \_\_\_\_\_

IF NOT BIDDING, PLEASE COMPLETE ABOVE, CHECK APPLICABLE BOX BELOW AND RETURN THIS PAGE ONLY: (Please indicate No Bid with Bid Number on outside of envelope.)

VENDORS WHO DO NOT RESPOND IN ANY WAY (BY EITHER SUBMITTING A BID OR BY RETURNING THE FORM BELOW) OVER A PERIOD OF ONE YEAR WILL BE REMOVED FROM THE CURRENT LIST.

(A) \_\_\_ NO BID – Unable to bid at this time. Would like to receive future bids.

(B) \_\_\_ NO BID – Remove from this product/service category.

(C) \_\_\_ NO BID – Remove from Bidder's List.

BY: \_\_\_\_\_  
(Officer's Printed Name) (Title)

\_\_\_\_\_  
(Signature) (Date)

**Return with Proposal**

**ATTACHMENT F**

**BUY AMERICAN ACT**

The 1998 reauthorization of the National School Lunch Act requires school districts participating in the National School Meals Programs in the contiguous 48 states of the United States to buy food products produced in the United States (domestic) when using Federal Funds. Therefore, if there is a domestic and non-domestic product available, you must propose and supply domestic products. You may supply non-domestic products only when domestic products are unavailable (see below for exceptions, with examples). As defined in this legislation, a domestic food commodity is an agricultural commodity that is produced in the United States. A domestic food product is processed in the United States using substantially domestic agricultural commodities. Substantially means that over 51 percent of the finished product comes from American produced products. Implementing Federal Regulations are 7 CFR 210.21 and 220.16 published on September 20, 1999. You may be required to provide certification of domestic origin and content, based on the above criteria. You must certify that the majority of products you propose to supply meet the Federal Requirements in the “Buy American Act” and stipulate which specific products are unavailable domestically. Products not in compliance with this section shall be in violation of the Federal “Buy American” policy. This purchasing requirement does not apply in instances when:

- a. The District has unusual or ethnic food preferences which can only be met through purchases of products not produced in the United States. You will be informed of any specific preferences that would be subject to this exception.
- b. The product is not produced in the U.S. in sufficient and reasonable quantities of a satisfactory quality.
- c) The cost of the U.S. product is significantly higher than foreign products.

Examples of food commodities or products that may not be available to meet the “Buy American” policy may include pineapple, mandarin oranges, olives, tuna, tea, spices and coffee.

**CERTIFICATION**

I/We hereby certify that the

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Company Name	Address	Phone Number
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Will abide with the Buy American Act and supply domestic products to the Dougherty County School System except in the authorized exceptions listed above.

List Non-Domestic Food Commodities and Products proposed to be provided:

COMMODITY/PRODUCT	COUNTRY OF ORIGIN

Upon request of the District, we will show proof that our practices do meet in every respect the requirements of the Buy American Act.

\_\_\_\_\_ ( owner/officer of firm and title)      \_\_\_\_\_(date)

## ATTACHMENT - G

<b>DOUGHERTY COUNTY CAFETERIA SITE SUPERVISORS</b>			
<b>2010-2011</b>			
<b>SITE SUPERVISOR</b>	<b>SCHOOL</b>	<b>SCHOOL ADDRESS</b>	<b>PHONE</b>
<b>HIGH SCHOOLS</b>			
Africa Johns	Albany High	801 Residence Ave., Albany, 31701	431-1300
Pam McCray	Dougherty High	1800 Pearce Avenue, Albany, 31705	431-1304
Deseria Ford	Monroe High	900 Lippitt Dr., Albany, 31701	431-1308
Peter Bridges	Westover High	2600 Partridge Lane, Albany, 31707	431-1311
Wanda Whitaker	So Ga Rac	1001 W. Highland	431-1218
<b>MIDDLE SCHOOLS</b>			
Marilyn Maxey	Albany Middle	1700 Cordell Road, Albany, 31705	431-3327
Mary Perkins	Dougherty Middle	1800 Massey Dr., Albany, 31705	431-3331
Mary Lewis	Merry Acres Middle	1601 Florence Ave., Albany, 31707	431-3341
Roland Watts	Radium Springs Middle	2600 Radium Springs Rd., Albany, 31705	431-3350
Carolyn Hammack	Robert Cross Middle	324 Lockett Station Rd., Albany 31721	431-3363
Markeith Paramore	Southside Middle	1615 Newton Rd., Albany, 31701	431-3354
<b>ELEMENTARY SCHOOLS</b>			
Jeanette Jackson	Alice Coachman Elem.	1425 W.Oakridge Dr., Albany, 31707	431-3494
Linda Graham Evans	Inter. Studies Magnet	2237 Cutts Drive, Albany, 31705	431-3385
Claudia Archer	Jackson Heights Elem.	1305 E. Second Ave., Albany, 31705	431-3368
Wanda Carroll	Lake Park Elem.	605 Meadowlark Dr., Albany, 31707	431-3371
Lillie Walton	Lamar Reese Elem.	1215 Lily Pond Rd., Albany, 31707	438-3501
Ladainial Hooper	Lincoln Heights Elem.	518 Society Ave., Albany, 31701	431-3375
Marilyn Maxey	Live Oaks Elem.	4529 Gillionville Rd. Albany, 31721	431-1209
Trinna Archer	Magnolia Elem.	1700 Samford Ave., Albany, 31707	431-3377
Eva Lee	Martin Luther King Elem.	3125 M.L.King Jr. Dr., Albany, 31701	438-3508
Sonya Moses	Morningside Elem.	120 Sunset Lane, Albany, 31705	431-3388
Janet Lewis	Northside Elem.	901 Fourteenth Ave., Albany, 31701	431-3391
Theresa Tomblin	Radium Springs. Elem.	2400 Roxanna Road, Albany, 31705	431-3396
Shelton Kelly	Sherwood Elem.	2200 Barnesdale Way, Albany, 31707	431-3398
Lillie Maxie	Sylvandale Elem.	1520 Cordell Ave., Albany, 31705	431-3401
Lauranette Thomas	Sylvester Rd. Elem.	2600 Trenton Lane, Albany, 31705	431-3404
Catherine Cole	Turner Elem.	2001 Leonard Ave., Albany, 31705	431-3407
Patty Ragan	West Town Elem.	1113 University Ave., Albany, 31707	431-3410
Supply Services/ Asst Purchasing Director		Mr. Jason Renfroe	431-1272
Supply Services Warehouse Coordinator		Mr. Raymond Fields	431-1272
Child Nutrition Services Office Manager		Ms. Eva Holliday	431-1818
Child Nutrition Services AP Clerk / Tech Support		Mrs. Kogi Daniels	431-1818
Child Nutrition Services Nutrition Coordinator		Mrs. Marian Tharpe	431-1818
Child Nutrition Services Nutrition Coordinator		Mrs. Sue Cates	431-1818
Child Nutrition Services Stock Inventory Clerk		Ms. Mary Kohn	431-1818
Child Nutrition Services CNS Accountant		Mrs. Cynthia Thomas	431-1818
Child Nutrition Services Director		Ms. Vanessa Hayes Hatcher	431-1818

## BID SPECIFICATIONS

Item	Est. Weekly Usage	fixed fee per case/unit	Item	Est. Weekly Usage	fixed fee per case/unit
Apple Slices 100/2.2 oz	48		Grapefruit, Red 12/3#	25	
Apples Gold Del. 125 ct Wash XFCY	444		Grapes Red Seedless 18 #	250	
Apples Gold Del. Eastern 12/3#			Grapes White Seedless 18#	142	
Apples Red Del. East12/3# bags			Green Beans Fresh Cut 7.5lb bags	500	
Apples Red Del. Eastern 125 ct	930		Honeydew 6 count	25	
Baby Carrots 1# bgs	850		Kiwi Fruit Flat Approx.39 ct	150	
Baby Carrots 24/1# bgs			Tangerines	1200	
Bananas 40# Regular	400		Leaf Lettuce Green -24 Hd		
Bananas Petite 150 count	800		Lemons dozen	175	
Broccoli Florets 3#	25		Lettuce Western- Carton 24 Hd,		
Broccoli Florets 4/3#	50		Lettuce Western-1/2 Carton 12 Hd.		
Cabbage Green-23-25#			Mushrooms 8 oz. pkg	20	
Cabbage Green-Crate 45-50 #	350		Nectarines 60 ct	50	
Cabbage Slaw (Cole) 4/5# bags	650		Onions Jumbo Yellow 25#	25	
Cabbage, Red 5# bag			Onions Jumbo Yellow 50#	200	
Cantaloupe Crate	50		Onions, Red 5#	50	
Carrot Snack Pack 100/2 oz.	300		Oranges 125ct	1200	
Carrot Snack Pack 200/1oz.			Peaches GA approx 75/box	50	
Carrot Sticks 4/5#	275		Pears D'Anjou 100 ct.		
Carrot Sticks 5# bag			Peas, Black eye Shelled, bushel	200	
Carrots, Bulk 25#			Pepper Green Bell Bushel		
Carrots, Bulk 50#			Pepper Green Bell 1/2 BU		
Carrots, Shredded 4/5#	50		Pepper Green Bell 5#	350	
Carrots, Shredded 5# bag			Pineapples, 7 count		
Cauliflower 12 Heads			Plums 100 ct		
Cauliflower 6 Heads	22		Potatoes, Baking 100 ct	500	
Cauliflower Florets 3# bag			Potatoes, Baking 80 ct		
Celery- 6 Stalks			Radishes 6 oz. package	50	
Celery Crate 36 stalks	25		Romaine Blend 4/5# bags		
Celery Stalk or Bunch	550		Romaine Lettuce 12 Hd	250	
Celery Sticks-Precut 4/5# bags	100		Romaine Lettuce-24 Hd		
Celery Sticks-Precut 5# bag			Salad Mix (Lettuce) 4/5# bags	2600	
Cherries 1/6 lbs			Shredded Lettuce (Taco) 4/5# bags	750	
Cherry Tomatoes=flat	300		Spinach Western 2.5# bag		
Collards-Fresh Cut 2lb bags	500		Spring Mix 3# bag	50	
Cucumbers BU Georgia			Squash, Fresh Yellow- CS	200	
Cucumbers 1/2 BU			Strawberries Flts 12 pts/8 Qt.pk.	500	
Cucumbers 5#	850		Sweet Potato Sticks- Fresh Cut 5lb bags	200	
Eggs, Medium Fresh-1/2 Crate			Tomatoes 25# Bulk	725	
Eggs, Medium Fresh-Crate	100		Watermelon Each Seeded	50	