

SAN ANGELO INDEPENDENT SCHOOL DISTRICT

Child Nutrition Department

Kim Carter, Director

305 Baker, San Angelo, Texas 76903-7030

(325) 659-3615 Fax (325) 658-4353

**Direct Delivery Produce and High Volume Items
Competitive Sealed Proposal #15-16**

April 24, 2014

The San Angelo Independent School District will receive Competitive Sealed Proposals for Direct Delivery Produce and High Volume Items for the 2014-15 school year. This is for the period of August 1, 2014 through July 31, 2015. This will be an all or none proposal. Awarded company must be able to provide all products and delivery services.

All awards may be renewed for up to two additional twelve (12) month periods by written agreement between the District and the bidder.

All proposals will be received until 10:00 AM, Tuesday, May 13, 2014. Any proposal received after that time and date will be returned unopened and not considered. The District invites bidders to be present at the opening. Please mail or deliver all proposals to:

**Child Nutrition Department
Attn: Jason A. Henry, Purchasing Coordinator
San Angelo Independent School District
305 Baker Street
San Angelo, Texas 76903**

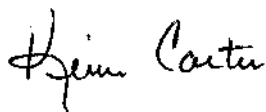
Please mark your envelope as follows: **COMPETITIVE SEALED PROPOSAL - Direct Delivery Produce and High Volume Items; Bid #15-16; OPEN 10:00 AM, May 13, 2014.** A label has been provided for your convenience on page 3. All proposals must be submitted on the "Bid Sheet" provided.

The District reserves the right to reject any or all proposals and to accept any proposal deemed most advantageous to the District

The District will not accept bids without proper signature.

Your proposal will be appreciated.

Sincerely,



Kim Carter
Child Nutrition Director

Sincerely,



Jason Henry
Child Nutrition Purchasing Coordinator

Signature Page

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Company _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ (_____) _____ 1-800-_____

Fax _____ (_____) _____

Bidder (Signature) _____ Date _____

Bidder (Print Name) _____

Position with Company _____

E-mail Address of Bidder _____

Signature of Company

Official Authorizing this Bid _____

Company Official (Print Name) _____

Official Position _____

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

**THIS DOCUMENT MUST BE COMPLETED, SIGNED AND
RETURNED IN SEALED PROPOSAL PACKAGE**



*******IMPORTANT SUBMITTAL INFORMATION*******

Please duplicate the appropriate label and affix to the outside of your sealed proposal envelope or sample case/envelope. Vendor's name and return address should be printed on the sealed proposal envelope or sample case/envelope.
Do not include any samples in the proposal envelope.

FOR SAMPLES

S A M P L E S	San Angelo ISD Child Nutrition Department	S A M P L E S
	305 Baker Street	
	San Angelo, TX 76903	
	Attn: Jason Henry, Purchasing Coordinator	
	<u>Bid:</u> Direct Delivery Produce and High Volume Items Competitive Sealed Proposal #15-16 <u>Samples Due:</u> May 8, 2014	

FOR SEALED BIDS

S E A L E D B I D	San Angelo ISD Child Nutrition Department	S E A L E D B I D
	305 Baker Street	
	San Angelo, TX 76903	
	Attn: Jason Henry, Purchasing Coordinator	
	<u>Bid:</u> Direct Delivery Produce and High Volume Items Competitive Sealed Proposal 15-16 <u>Bid Deadline:</u> OPEN 10:00 AM, May 13, 2014	

**It is your responsibility to meet the submittal requirements.
We recommend that you verify the label data with the
title page; the latter prevails.**

SAN ANGELO INDEPENDENT SCHOOL DISTRICT
Child Nutrition Department
Kim Carter, Director
305 Baker, San Angelo, Texas 76903-7030
Phone (325) 659-3615 Fax (325) 658-4353

Direct Delivery Produce and High Volume Items
Bid #15-16
Forms Checklist

- Page 2 – Signature page
- Page 4 – Check List
- Page 10 & 11 – Vendor Acknowledgment Forms
- Page 13 – Disclosure of Lobbying Activities – Signature box
- Page 14 – Conflict of Interest Questionnaire
- Page 15 – **Notarized** Statement
- Page 16 – 17 – Bid Forms
- Page 18 – Bid Questionnaire

- Nutritional Labels and Ingredient Labels attached for ALL products bid

Company

Signature

Printed Name

Date

Mandatory Forms For Bid Acceptance
Failure To Complete, Sign & Return Will
Result In Rejection Of Bid

General Conditions for Direct Delivery Produce and High Volume Items

1. **APPLICABILITY** – These conditions are applicable and form a part of the contract documents for each purchase order and a part of the terms of each purchase order for items included in the specifications and bid forms issued herein.
2. **PROPOSALS SHALL BE SUBMITTED ON THESE FORMS.** Failure to supply all required forms in this packet will prevent the proposal from being considered for award. Deviations to the General Conditions and/or Specifications shall be conspicuously noted in writing by the bidder and shall be included with the proposal.
3. **ALTERNATE BID** – If necessary, shall be written on a separate sheet and attached to the form provided. Each alternate must be clearly marked and variance from specifications noted.
4. **RIGHT TO REMEDY** Failure to notify SAISD Child Nutrition Office of deviations in schedules or quantities will allow SAISD the option to purchase product from another source. If a company defaults on any item, the item will be awarded to the next lowest bidder meeting specifications. Any increases in prices that are incurred by SAISD to secure these products may be charged to the defaulting company that received the original bid award.
5. **VENDORS, WHO DO NOT BID** are requested to notify the San Angelo Independent School District Child Nutrition Department in writing if they wish to receive future bids. Failure to do so may result in their being deleted from our vendor list.
6. **CONTRACTS** (except those of \$10,000 or less) awarded by School Food Authorities shall include a provision to the effect that the State agency or School Food Authority, the Department, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to the Program for the purpose of making audits, examination, excerpts, and transcriptions.
7. **TAX EXEMPT** - No charge will be allowed for Federal, State, or City taxes for which the Board of Education is exempt. The price bid shall be net and shall not include the amount of any such tax. Exemption certificate, if required, will be furnished on forms provided by the vendor.
8. **FAX BIDS or EMAILED BIDS** - Will not be accepted.
9. **FELONY CONVICTION NOTICE** must be completed and returned with this bid.
10. All Small Business and Minority Firms, Women’s Business Enterprises, and Labor Surplus Area firms are especially invited to submit Proposals.
11. **QUESTIONS** concerning this bid shall be addressed to Jason A. Henry, Purchasing Coordinator, San Angelo Independent School District.

Additional General Conditions for Direct Delivery Produce and High Volume Items

12. **BID PERIOD** – The contract period for this proposal will be from August 2014 through July 2015.
- Proposals received after the time and date specified, regardless of cause, will not be considered. Such late proposals will be returned to the bidder upon the submission of a written request. PLEASE complete all blanks for each item number.
- All awards may be renewed for up to two additional twelve (12) month periods by written agreement between the District and the bidder.
- Proposals shall be submitted in a sealed envelope, plainly marked with company name, product bid, opening date and time. Proposals received without proper signature will not be accepted.
- The District reserves the right to waive formalities and irregularities and to accept or reject each item separate or as a whole.
13. **PRICES** – shall be net, including transportation and delivery charges fully prepaid by the vendor, F.O.B. SAISD Campuses and Warehouse. All prices must be typed or written in ink. Bids written in pencil will not be accepted.
- Pricing for Item # 23.1310 Styro Tray 6 compartment and Chips shall be priced by each price.
- Pricing for produce shall be a % added to the vendors original purchase price with no minimum drop per site. All produce prices will be fixed for a one week period.
14. **EVALUATION OF PROPOSALS** - It is not the policy of San Angelo I.S.D. to purchase on the basis of low bids alone.
- The Following criteria will be used to award the proposal based on the best value for the District
1. Purchase Price
 2. Reputation of the vendor & vendors goods and services
 3. Quality of vendor' goods and services
 4. Extent to which the goods or services meet the District's specifications and needs
 5. Vendor's past relationship with the District
 6. Long term cost to the district to acquire the goods
 7. Any other relevant factors listed in the request for proposal
15. **TIE BID** – In the case of a tie bid between a local company (in San Angelo) and an out-of-town company, the item will be awarded to the local company.
16. **SPECIFICATIONS** have been developed by the District to show minimal standards as to the usage, materials, and contents based on our needs.
17. **NUTRITIONAL LABELS** and Ingredient Labels must be attached on specified products where indicated on this bid.
18. **PACK** – Complete all blanks for each item number. It is very important to indicate pack as packaging may vary between companies.
19. **PACKAGING** – All items must be securely packed in uniform containers, adequately marked as to content, and must be delivered without damage or breakage. Open containers will not be accepted. No charge will be allowed for cases, boxes, etc., or for freight expense, or cartage. No empty cases or boxes will be returned to the vendor; however, such containers may be removed by the bidder at his own expense
20. **PRIVATE LABEL** – When bidding “Private Label Products” please identify the packer.
21. **MINIMUM SHIPMENT REQUIREMENTS:** Quantities will be delivered in amounts requested. Alternate bids may be submitted for increases in quantities due to shipping requirements if a company so desires. Evaluations will be based on storage availability and price.

22. **Ordering** – All orders will be turned into the vendor on Friday for delivery the following Tuesday. Order form will be emailed or faxed to the winning vendor.
23. **DELIVERIES, WAREHOUSE** deliveries shall be a drop shipment, freight prepaid, F.O.B. destination, 305 Baker, San Angelo, Texas. Bid prices shall include all freight and delivery charges. Products will be delivered during the specified week and in the specified quantity as listed in the delivery schedule. Vendors shall keep the district advised of the status of orders; failure to meet delivery dates may result in removal from the approved bidders list.

Bulk materials are to be placed on pallets on the receiving platform as directed by the receiving clerk. All products **MUST BE** delivered on a 40" x 48" standard wood pallet. Pallets are exchangeable, if desired. If a supplier fails to ship on pallets, 10% will be deducted from the invoice amount to cover handling charges OR the shipment will be refused.

All warehouse deliveries must be pre-scheduled with the Child Nutrition Office. Deliveries will be accepted between the hours of 8:00 AM and 2:00 PM.

DELIVERIES, SCHOOL deliveries shall be a drop shipment, freight prepaid, F.O.B. to all schools. Prices shall include all freight and delivery charges. Products will be delivered during the specified time and day and in the specified quantity as listed in the weekly order. Vendors shall keep the district advised of the status of orders; failure to meet delivery dates may result in removal from the approved bidders list.

All corrections of deliveries shall be made within 24 hours. San Angelo I.S.D. reserves the right to purchase the specified product elsewhere and charge the increase in price, and cost of handling, if any, to the contractor.

All School deliveries will take place on Tuesdays between the hours of 6:30 AM and 2:00 PM. Excluding lunch service times.

Beginning Year delivery dates and holiday delivery dates will vary to accommodate the district.

24. **SUPPLIERS** are expected to carry sufficient inventories to cover the needs of the District.
25. **NONPERFORMANCE OF CONTRACT** - The District reserves the right to cancel the entire contract with a ten (10) day notice in the event:
- any item is not delivered according to the specifications and/or bid price
 - delivery is not made within the specified time period.
 - product quality is not acceptable.

26. **QUANTITIES REQUIRED** are substantially correct. The District reserves the right to purchase additional quantities above that stated at the same unit price unless otherwise specified by the bidder. Quantities may increase/decrease due to the receipt of Commodities.

Quantities will be delivered in amounts requested. Alternate bids may be submitted for increases in quantities due to shipping requirements if a company so desires. Evaluations will be based on storage availability and price.

27. **QUALITY** of products will be tested for acceptability as per bid specifications. Selection will be based on testing. The decision of the Child Nutrition Department regarding the quality and acceptability will be final.

Out-dated items and items not meeting specifications will be refused and returned to the vendor at the vendor's expense.

28. **SAMPLES** shall be delivered or mailed by the bidder to the attention of the Purchasing Coordinator, 305 Baker, San Angelo, Texas 76903. A label has been provided for your convenience on page 3. Each sample shall be clearly tagged to show the bidder's name, address, bid title, and bid item for which the sample is proposed. Samples are to be sent at NO CHARGE. Samples must be received by **May 8, 2014**.

All samples must arrive with Nutritional Labels and Ingredient Labels. Samples will not be considered without these documents. Samples must be FULL cases.

Alternate bids may be considered if samples have been received by the Child Nutrition Office and time limits allow for proper brand approval.

If bidding products that are not listed as Approved, a sample is required.

If samples are received and approved after the date of this mailing, the San Angelo I.S.D. is not responsible for informing vendors that they can bid this newly approved product (even if the product is not listed on this mailing). The company sending the sample will be responsible for informing others that the product is approved and may be considered for this bid period. The San Angelo I.S.D. will award bids to approved products (even if they are not on this list).

29. **TESTING** - All products will be tested upon delivery for wholesomeness, quality, grade, texture, appearance, and flavor. The vendor will be notified by the Child Nutrition Department if any portion of the specified shipment does not meet specification for quality and/or wholesomeness.
30. **CONTRACTS FOR PURCHASE** will be put into effect by a purchase order(s) executed by the Child Nutrition Director after bids have been awarded. This bid will be submitted to the School Board on **June 16, 2014**. Purchase Orders will be mailed thereafter.

A summary of this bid may be found after the School Board approval on the SAISD website.
<http://www.saisd.org/Departments/Food%20Services/bids.asp>

31. **INVOICES** shall have all items received listed. Invoices will be verified and signed by the receiving department at the warehouse and by the manager at schools.

At any point during this contract SAISD reserves the right to audit all vendors pricing.

32. **STATEMENTS** are to be mailed monthly to:

San Angelo Independent School District
Child Nutrition Department
305 Baker Street
San Angelo, Texas 76903-7030

33. **BUY AMERICAN PROVISION** - Schools and RCCIs participating in the NSLP and SBP are required by law to use nonprofit SNP funds, to the maximum extent practicable, to buy domestic commodities or products for meals served under the NSLP and SBP. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. *substantially* using agricultural commodities that are produced in the U.S. The term “substantially” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Therefore, when nonprofit SNP funds are used to acquire foods, schools and institutions must ensure that the items are in compliance with this requirement. Additional requirements for preference for agricultural products from Texas are applicable to the use of nonprofit school Child Nutrition funds, in accordance with Section 44.042, Texas Education Code.

34. EQUAL EMPLOYMENT OPPORTUNITY:

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

VENDOR ACKNOWLEDGMENT FORM

BIDDER PREFERENCE CERTIFICATION

Please answer the following questions and return them with this Bid:

Is your principal place of business in Texas? (Circle One) Yes No

If no, in which state is your principal place of business?

If your principal place of business is not Texas, does your state favor resident Bidders in your state by some dollar increment or percentage? (Circle one) Yes No

If yes, what is that dollar increment or percentage?

For information regarding this series of questions, see Article 601g of the Texas Civil Statutes.

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No.1, Section 44.034, Notification of criminal History, Subsection (a), states, "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notices as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

This Notice Is Not Required of a Publicly-Held Corporation

Check One:

- My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.
- My firm is not owned nor operated by anyone who has been convicted of a felony.
- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

CERTIFICATION REGARDING TEXAS FAMILY CODE

As per Section 14.52 of the Texas Family Code, added by S.B. 84, Acts, 73rd Legislature, R.S. (1993), all bidders must complete and submit with the bid the following required affidavit:

I, the undersigned authorized bidder, do hereby acknowledge that *NO* sole proprietor, partner, majority shareholder of a corporation, or an owner of 10% or more of an other business entity is 30 days or more delinquent in paying child support under a court order or a written repayment agreement. I understand that under this code, a sole proprietorship, partnership, corporation, or other entity in which a sole proprietor, partner, majority shareholder of a corporation, or an owner of 10% or more of another entity is 30 days or more delinquent in paying child support under a court order or a written repayment agreement is *NOT* eligible to bid or receive a state contract.

I, the undersigned agent for the firm named below, certify that the information concerning notifications and certifications listed above has been reviewed by me and the information furnished is true to the best of my knowledge.

Organization Name

Printed Name of Authorized Representative

Address

Title of Authorized Representative

Signature

Date

VENDOR ACKNOWLEDGMENT FORM

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, 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 attached instructions)

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 participants shall attach an explanation to this proposal.

APPLICABLE TO GRANTS, SUBGRANTS, COOPERATIVE AGREEMENTS, AND CONTRACTS EXCEEDING \$100,000 IN FEDERAL FUNDS

Submissions of the certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more the \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

COMPLIANCE CERTIFICATION TO EPA REGULATIONS APPLICABLE TO GRANTS, SUBGRANTS, COOPERATIVE AGREEMENTS, AND CONTRACTS EXCEEDING \$100,000 IN FEDERAL FUNDS

I, the vendor, am in compliance with all applicable standards, orders or regulation issued pursuant to the Clean Air Act of 1970, as amended (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 12 (1) regarding reporting violations to the grantor agency and to the United States Environmental Protection Agency Assistant Administrator for the Enforcement.

Name/Address of Organization

Name/Title of Submitting Official

Signature

Date

Procurement

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether sub awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and / or has been secured to influence the outcome of a covered Federal Action.
2. Identify the status of the covered Federal Action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal Action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub award recipient. Identify the tier of the sub awardee, e.g., the first sub awardee of the prime is the 1st tier. Sub awards include but are not limited to subcontracts, sub grants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub awardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal Agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Proposal (IFB) number; grant announcement number; the contract, grant, or loan award number; the application Proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award / loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.
 A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of person who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

_____ Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

 Signature of person doing business with the governmental entity

 Date

Adopted 06/29/2007

THIS DOCUMENT MUST BE COMPLETED, SIGNED AND RETURNED IN SEALED PROPOSAL PACKAGE

**NOTARIZED STATEMENT VALIDATING PROPOSAL CONTENTS
NON COLLUSION STATEMENT**

Vendor shall not prepare this Proposal in collusion with any other *Vendors* and the contents of this Proposal as to prices, terms or conditions may not be communicated by this organization nor by an employee or agent of this organization to any other *Vendor* or to any other persons engaged in this type of business activity prior to the official Proposal due date. However, the authorized agent or officer signing this Proposal is not and has not been, for six months, directly or indirectly concerned in any agreement to control the conditions and/ or a price of services proposed, or has not influenced any person to propose or not purpose thereon.

I have read the complete Proposal for **Direct Delivery Produce and High Volume Items Bid #15-16** and verify the accuracy of all information contained in the Proposal.

Authorized Vendor Officer

Signature

Typed name

Date

NOTARY PUBLIC

Name

Date

My commission expires on the _____ day of _____, _____.

COMPANY _____

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SAN ANGELO INDEPENDENT SCHOOL DISTRICT
Child Nutrition Department
Kim Carter, Director
305 Baker, San Angelo, Texas 76903-7030
(325) 659-3615 Fax (325) 658-4353

Direct Delivery Produce and High Volume Items Bid #15-16

This is an all or none proposal. Awarded company must be able to provide all products and delivery services.

Reference Number	Qty	Pack	Item Description	Brand Name & Codes		Pack	Unit Price
23.1310	2,400 cases	500 ct case	Tray-Styro, Disposal 6Compartment Lunch Tray,12 1/2" X 8 1/2" X 1 1/8"	Brand	Product Code		
<u>SAISD will order a combined total of 65 cases per week</u>			Approved: Gen Pak #10600 Not Approved: Pactiv TH10601, Reyma SLT6	UPC Code		# cs per pallet	
ea.				Vendor's minimum shipment:			

All items will need to meet the following specs to be considered for this proposal:

- <200 calories 0% Trans Fat
- <35% Fat <200 mg Sodium
- <10% Sat. Fat <35% Sugar

Ingredient and Nutritional labels required

Item #	Price Each	Pack	Product Name	Product Code	Notes
1		104/.875oz	Cheetos Fantastix Flamin' Hot	43878	SAISD will order a combined total of 35 cases per week to only be delivered to Secondary Schools.
2		60/.875oz	Baked Lay's, Sour Cream and Onion	33627	
3		60/.875oz	Baked Lay's - BBQ	32078	
4		60/.875oz	Baked Lay's - Original	33625	
5		72/1oz	RF Doritos - Nacho Cheese	31748	
6		72/1oz	RF Doritos - Cool Ranch	36096	
7		72/.7oz	RF Cheetos Flamin Hot Puffs	21912	
8		72/.7oz	RF Cheetos Puffs	19047	
9		100/.7oz	Heartzels Pretzels	15940	

COMPANY _____

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Produce Delivery

Item #	Item	Description	Order Pack	Vendor Cost wk. end 4/26/14	
				Full Case Cost & Wt.	Broken Case Cost & Wt.
1	Apples	Red - Fancy or Better (125ct Case)			
2	Apples	Green - Granny Smith (125ct Case)			
3	Bananas	Premium, Green tip, (100-125ct Case)			
4	Oranges	California or Texas Fancy (138ct Case)			
5	Broccoli	3# loose pack Florets (4/3# per Case)			
6	Carrots - Baby	4/5# Cello Bag			
7	Celery - Sticks	5# Bag, 4" cut			
8	Cucumbers	Medium size, 2-3 medium=1lb.	#		
9	Lettuce - Romaine	6/2# Chopped			
10	Salad Mix	4/5# Iceberg, Color Separate			
11	Tomatoes	Pink - Firm, US #1, 10# Box			
12	Tomatoes - Cherry	12/1pint			

Attach Vendor invoices to document your prices.

Produce will be purchased on a net price plus mark up

Mark-up _____% (example: put 7 in space if 7% mark-up over manufactures' price)

New Products (Catalog bid): Adding or Deleting Items on Bid

Due to Texas Public School Nutrition Policy, SAISD reserves the right to add, delete or change any item on the bid with written (e-mail) notice to the awarded vendor if the product doesn't meet the Federal or State Guidelines. Also, if at the determination of the SAISD Child Nutrition Director, that a better product benefits the SAISD Child Nutrition Department customers; then we reserve the right to provide these newer products to our customers over the duration of this contract bid period.

New products shall be added to the vendor's order guide with a written notice (e-mail); and shall be marked up from the manufactures' price at a predetermined market % stated in the blank below. Manufactures pricing shall be verified with the local food broker or the manufacture itself. The vendor is required to have a manufacturer REP send a statement of unit cost of the new product to determine the actual price charged to SAISD Child Nutrition Department.

New Products: Mark-up _____% (example: put 7 in space if 7% mark-up over manufactures' price)

COMPANY _____

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Bid Questionnaire

1. Will you be able to make all delivers on Tuesdays between 6:30 AM and 2:00 PM? Yes No
 Individual schools lunch serving times will be excluded from delivery times.

Preference will be given to bidders who can meet the above schedule.

If no, state your delivery schedule below. Day and Time

2. Will you be able to make delivery corrections within 24 hours? Yes No

3 Do you have a minimum invoice amount per delivery site? Yes No

If no, document your minimum invoice amount per site. \$ _____

	Order to Vendor	Delivery date to site	Usage Dates		
	Friday	Tuesday	Beginning	Ending	
Sample Schedule	08/29/14	09/02/14	09/03/14	09/09/14	Sample Schedule
	09/05/14	09/09/14	09/10/14	09/16/14	
	09/12/14	09/16/14	09/17/14	09/23/14	
	09/19/14	09/23/14	09/24/14	09/30/14	
	09/26/14	09/30/14	10/01/14	10/07/14	
	10/03/14	10/07/14	10/08/14	10/14/14	
	10/10/14	10/14/14	10/15/14	10/21/14	
	10/17/14	10/21/14	10/22/14	10/28/14	
	10/24/14	10/28/14	10/29/14	11/04/14	
	10/31/14	11/04/14	11/05/14	11/11/14	
	11/07/14	11/11/14	11/12/14	11/18/14	
	11/14/14	11/18/14	11/19/14	11/25/14	

COMPANY _____

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SCHOOL		MANAGER	Address	SCHOOL PHONE-ext. 102	SERVING TIMES
#	Name	(Assistant)			Lunch
001	Central	Susan Connally	655 Caddo (76901)	659-3400	12:37-1:37
002	Lake View	Salena Boring	900 E 43rd (76903)	659-3500	11:44-1:38
041	C F C	Mandy Pena	218 N Oakes (76903)	659-3576	11:10-1:00
042	Glenn	Teena Adney	2201 University (76904)	947-3841	11:00-1:15
043	Lee	Joan French	2500 Sherwood Way (76901)	947-3871	11:03 - 12:56
045	Lincoln	Tamara Cansino	255 Lake View Heroes Dr (76903)	659-3550	10:55-12:25
101	Alta Loma	Cindy Moppin	1700 N Garfield (76901)	947-3914	10:40-12:45
102	Austin	Teresa Estes	700 N Van Buren (76901)	659-3636	10:40-12:45
103	Belaire	Maria Moran	700 Stephens (76905)	659-3639	11:00-1:00
122	Bonham	Leslie Morrow	4630 Southland (76904)	947-3917	11:00-12:45
105	Bowie	Cheryl Smith	3700 Forest Trl (76904)	947-3921	10:50-1:00
106	Bradford	Beatrice Torres	1202 East 22nd (76903)	659-3645	10:40-12:55
038	Carver	(Mirna Luna)	301 W 9th (76903)	659-3648	11:00-12:30
108	Crockett	Cindy Manis	2104 Johnson (76904)	947-3925	10:45-12:55
110	Fannin	Betty Lopez	1702 Wilson (76901)	947-3930	10:45-12:55
111	Fort Concho	Julie Leutwyler	310 E Washington Dr (76903)	659-3654	10:50-12:50
112	Glenmore	Sarabeth Erickson	323 Penrose (76903)	659-3657	10:45-12:30
113	Goliad	Cindy Gilbert (Deana Krammer)	120 E 39th St (76903)	659-3660	10:55-12:40
114	Holiman	Regina Joiner	1900 Ricks Drive (76905)	659-3663	10:30-1:00
123	Lamar	Imelda Robledo	3444 School House Rd (76904)	947-3900	10:35-12:45
115	McGill	Bernice Cardenas	201 Millspaugh (76901)	947-3934	10:20-12:30
116	Reagan	Annette Flores	1600 Volney (76903)	659-3666	10:45-1:00
119	San Jacinto	Nancy Wilson	800 Spaulding (76903)	659-3675	10:45-12:45
120	Santa Rita	JaeDene Bueckner	615 S Madison (76901)	659-3672	10:50-12:30