



BID #1718-01

FOR

COOPERATIVE FRESH BAKED PIZZA

BID SUBMISSION/OPENING DATE:
FRIDAY, APRIL 21, 2017 at 10:00 AM

DUTCHES BOARD OF COOPERATIVE EDUCATIONAL SERVICES

5 BOCES Road
Poughkeepsie, NY 12601

BID SUBMISSION/OPENING DATE: **Friday, April 21, 2017 at 10 AM.**

PLACE: Dutchess BOCES Administration Bldg. Conference Room

DUTCHESS BOARD OF COOPERATIVE EDUCATIONAL SERVICES (BOCES)
5 BOCES Road
Poughkeepsie, NY 12601

COOPERATIVE FRESH BAKED PIZZA BID

Contract Period: July 1, 2017 through June 30, 2018

The undersigned agrees to supply the product described herein that has been bid pursuant to the terms of the bid and the terms of the "Special Instructions to Bidders and General Conditions of the Contract" which are incorporated as part of this bid document by reference to them on this cover sheet.

Bidder Name: _____

Address: _____

Telephone: _____

Fax Number: _____

E-mail: _____

Signature: _____

Date Signed: _____

DO NOT SEPARATE THESE SHEETS.

BIDDERS ARE REQUIRED TO RETURN ONE FULL COMPLETED SET WHEN SUBMITTING THEIR BID.

BE SURE TO CAREFULLY READ ALL SECTIONS OF THIS DOCUMENT INCLUDING THE INSTRUCTIONS TO BIDDERS.

TO BE PURCHASED BY: Dutchess Board of Cooperative Educational Services (Dutchess BOCES) and its component districts.

NOTICE TO BIDDERS

The Dutchess Board of Cooperative Educational Services (Dutchess BOCES) in accordance with General Municipal Law §103 of Article 5-A, hereby invites the submission of sealed bids to the Dutchess BOCES for:

COOPERATIVE FRESH BAKED PIZZA

Bid forms may be obtained from the offices of Dutchess BOCES, 5 BOCES Road, Poughkeepsie, New York, 12601 upon request or on our website at www.dcboces.org.

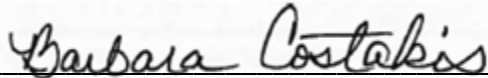
Sealed bids on the forms provided are to be filed with Barbara Costakis, Purchasing Agent, Dutchess BOCES, 5 BOCES Road, Poughkeepsie, New York, 12601.

The bids will be publicly read and opened at the Administration Building Conference Room of Dutchess BOCES at 10:00 AM on Friday, April 21, 2017.

The Dutchess BOCES Board reserves the right to reject any and all bids.

DUTCHESS BOCES

By: _____



Barbara Costakis, Purchasing Agent

ELIGIBLE SCHOOL DISTRICTS

Use of this bid and any resulting award is limited to those school districts who are members of the Dutchess BOCES Cooperative Purchasing CoSer. Any school district wishing to utilize this bid must first arrange for a cross-contract through Dutchess BOCES.

The following districts are members of the Purchasing CoSer and are eligible to purchase items from this bid:

Arlington Central School District

Beacon City School District

Dover Union Free School District

*Dutchess BOCES

*Hyde Park Central School District

*Millbrook Central School District

Pawling Central School District

Pine Plains Central School District

*Poughkeepsie City School District

*Red Hook Central School District

*Rhinebeck Central School District

*Spackenkill Union Free School District

Wappingers Central School District

Webutuck Central School District

*An asterisk next to the school district's name reflects that the district has indicated their intention to utilize awards resulting from the bid herein.

INSTRUCTIONS TO BIDDERS

By submitting a bid in response to this Request for Bids (RFB), you are asking Dutchess BOCES and/or its participating school districts to accept your offer for the sale of goods or services. It is important that you read and understand all terms and conditions contained herein, as well as understand the laws that govern Municipal Purchasing in the State of New York.

Once Dutchess BOCES has opened bids, there can be no changes to price or terms, unless clearly specified in this document. In addition, there are no provisions to cancel after an award is made, except by Dutchess BOCES, which maintains a unilateral right to cancel or extend in accordance with the terms of this RFB.

Most bids contain provisions to either award on an item-by-item basis, lump sum or by group. It is rare that Dutchess BOCES awards an entire bid to one vendor (depending on the type of RFB). You must understand that you may only receive a part of the award from this RFB.

GENERAL INFORMATION

1. Sealed Bid Documents for the furnishing and delivering, and installing where called for, of the materials, supplies and/or equipment, as required by Dutchess BOCES, and as set forth in the Bid Documents must be received no later than the bid opening, which is being held on:

Friday, April 21, 2017 at 10:00 AM

at the Dutchess BOCES Administrative Office, 5 BOCES Road, Poughkeepsie, New York 12601. In the event that the Dutchess BOCES Administrative Office is closed the day of the Bid Opening, the bid(s) will be opened the next day that the Dutchess BOCES Administrative Office is open.

2. All Bids must be mailed or hand delivered in a sealed envelope addressed to the Dutchess BOCES Purchasing Agent, at 5 BOCES Road, Poughkeepsie, New York, 12601 on or before the hour and day stated above, and the envelope shall be clearly marked on its face with (i) the name of person, firm, or corporation submitting a bid, (ii) the Bid number and name, and (iii) the date of bid opening. This includes marking the outside of any express mail envelope that may be used.

3. Facsimile, telephone, or verbal bids or any modifications of Bid Documents will not be accepted or considered.

4. Bids received after the time stated in the Notice to Bidders will not be considered and will be returned to the Bidder unopened. The Bidder assumes all responsibility for having the Bid deposited on time at the place specified.

5. Each Bidder is requested to carefully read the Bid Documents as each Bidder will be held to strict compliance with such documents. Failure to fulfill any requirements of the Bid Documents may result in being considered non-responsive.

6. No modifications or additions are to be made to the printed Bid Documents. In the event the Bidder deems that modifications are necessary, such modifications must be set forth in writing to Dutchess BOCES in a separate document and submitted with the Bid Documents to be considered. However, any modifications or additions submitted may result in the Bid being considered non-responsive.
7. All information required in the Bid Documents must be provided by the Bidder to constitute an acceptable Bid.
8. Dutchess BOCES will interpret the submission of a Bid to mean that the Bidder is fully informed as to the extent and character of the services, supplies, materials, or equipment required and that the Bidder can furnish same in complete compliance with the specifications.
9. No charge will be allowed for federal, state, or municipal sales and excise taxes, from which the political subdivisions are exempt, or for any portion of a gross receipts tax, MTA surcharge or other tax or surcharge which was imposed upon the vendor.
10. The price bid for each item must be net and must include all delivery charges fully prepaid by the successful bidder to the destination indicated in the proposal, installation, preparation, clean up or other charges. Title shall not pass until items have been delivered and accepted.
11. All specifications are minimum standards and accepted bid samples do not supersede specifications for quality unless bid sample is superior, in which case deliveries must be the same identity and quality as accepted bid sample.
12. Bids for the provision of material, supplies and/or equipment must provide for same that are standard, new and of the latest model, and in current production, unless otherwise specified.
13. All regularly manufactures stock electrical materials, supplies and/or equipment provided must bear the label of the Underwriter's Laboratories, Inc.
14. Each bidder must state that their proposal, bid, and/or quotation is made without any connection with any other person or firm making any proposal, bid and/or quotation for the materials and/or installation listed. Each bidder must also state that no officer or member of Dutchess BOCES is directly or indirectly interested therein or in the supplies to which it relates, or to any portion of the profits thereof.
15. Dutchess BOCES reserves the right to accept this bid by item or as a whole or, in its discretion, reject all bids and re-advertise in the manner provided by General Municipal Law §103. Also reserved is the right to reject, for cause any bid in whole or in part; to waive technical defects, qualifications, irregularities, and omissions if, in its judgment, the best interests of Dutchess BOCES will be served. Also reserved is the right to reject bids and to purchase items on County or New York State Contract, if such items can be obtained on the same terms, conditions, specifications, and at a lower price.

16. Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the materials, equipment or supplies to be furnished, their conformity with the specifications, purpose for which required and the terms of delivery.

17. Where items or articles of equipment or supplies are designated as manufactured by a specific manufacturer, it is to be understood that the article as specified represents an accepted standard. Where certain brands of materials, apparatus, or equipment are specified, such goods have been selected in order to establish a standard for the particular service required; but it is not the intention to limit competition thereby.

18. The vendor must complete ALL information required on the bid form. Failure to fully complete all parts of any line item may cause the bid to be rejected.

19. Prices, and all required information, except signature of Bidder, should be typewritten for legibility. Illegible or vague Bids may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.

20. At the time of the opening of the bids, if appropriate, each bidder will be presumed to have inspected the site and to have examined and to be thoroughly familiar with the drawings, general requirements and specifications (including all addenda thereto). The failure and/or omission of any bidder to receive or examine any drawings, forms, instructions, or documents shall in no way relieve such bidder from any obligation in respect to his bid.

21. The contractor shall furnish, deliver, and install completely, unless otherwise noted, material and equipment described in the specifications, with all appurtenances, parts or accessories not specifically mentioned in the articles described but necessary to render the equipment complete and ready for operation. All these parts and/or accessories shall be included in the bid price.

22. All of the furnishings and/or equipment furnished and installed under this contract shall be guaranteed by the contractor, in writing, for one (1) year after completion against any and all defects which are the result of improper design, materials, construction or installation, if called for. Immediately upon notice by the owner (at any time during the guarantee period), the contractor shall fully make good such defects by replacing same with new work, without cost to the owner. Prior to installation it is the responsibility of the vendor to be familiar with the site. The vendor must bid a fixed price for installation. The time and date of installation must be approved by the School District prior to starting any installation.

23. The placing in the mail of a notice of award or purchase order to a successful bidder to the address given in his bid will be considered sufficient notice of award of contract. Failure of the successful bidder to contact Dutchess BOCES to object to the award or prices therein, within seven (7) days of mailing of notice of award, will be considered an acceptance of the contract by the successful bidder.

24. Each vendor shall receive a notice of items recommended to be awarded to their firm. The successful vendor shall only ship items upon the receipt of a properly executed purchase order from Dutchess BOCES or a Participating School District.

25. If the successful bidder fails to deliver within the time specified in the bid specifications or on the purchase order or within reasonable time as interpreted by Dutchess BOCES (normally 30 days from receipt of purchase order) or fails to make replacement of rejected articles when so requested immediately or as directed by Dutchess BOCES, Dutchess BOCES may purchase from other sources to take the place of the item rejected or not delivered. Dutchess BOCES reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary. On all such purchases the successful bidder agrees to reimburse Dutchess BOCES promptly for excess costs occasioned by such purchases. Should the cost be less, the successful bidder shall have no claim to the difference.

26. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or his right, title, or interest therein, or his power to execute such contract, to any person, company or corporation without the previous written consent of Dutchess BOCES.

27. Bid prices must be honored by the vendor for the period indicated in the Scope of Services. The bid award may be extended beyond the bid period by mutual consent of the successful bidder and Dutchess BOCES. The length of the extension will be determined by mutual consent of the participating parties for up to two (2) one (1)-year periods.

DELIVERY

28. Delivery will be required to be made to Dutchess BOCES or its Participating School Districts as follows unless otherwise noted. All equipment and material shall be delivered and placed where directed inside the building, unless the schedules or purchase order issued to the successful bidder thereon indicated otherwise. The contractor will be required to furnish proof of delivery in every instance. No help for unloading will be provided. Suppliers should notify their truckers accordingly. Deliveries shall be made between the hours of 8:00 a.m. to 2:00 p.m., Monday through Friday (excluding days of scheduled school closings) unless otherwise noted. Notice of delivery shall be made twenty-four (24) hours in advance.

All materials and supplies must be securely packed in uniform containers, adequately marked as to contents and delivered without damage or breakage in such units specified in schedules.

29. Each purchase order shall constitute an order. Items contained therein should be shipped by the vendor within thirty (30) days of the receipt of each purchase order. Items not delivered on a timely basis shall be dealt with in accordance with the provisions outlined in the failure to perform section. One purchase order may include delivery to multiple school locations.

30. Items shall be securely and properly packed for shipment, storage and stocking in new shipping containers and according to accepted commercial practice, without extra charge for packing cases, baling or sacks.

31. The successful bidder shall be responsible for delivery of items in good condition at point of destination. He shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The receiving school district will note for the benefit of successful bidder when packages are not received in good condition.

32. All deliveries shall be accompanied by delivery tickets or packing slips. Ticket shall contain the following information for each item delivered:

- Purchase Order Number
- Names of Articles
- Item Number
- Quantity
- Name of Successful bidder

33. Ownership of product shall not transfer until it is delivered to the satisfaction of the School District.

PAYMENT

34. No payment will be made without issuance of a purchase order by Dutchess BOCES or its Participating School Districts.

35. Payment will be made only after the proper presentation of invoices or claim forms as required by Dutchess BOCES or its Participating School Districts. . The invoice must reflect bid pricing as provided in the Cost Summary Sheet. In the event pricing does not match what is provided in the Cost Summary Sheet, payment may be held up until such discrepancy is resolved to the satisfaction of Dutchess BOCES Accounts Payable Department or a Participating School District's Accounts Payable Department.

36. Payments of any invoice shall not preclude Dutchess BOCES or its Participating School Districts from making claim for adjustments on any item found not to have been in accordance with general terms and conditions and scope of services.

37. No payment shall be made until all equipment is installed and operating to the satisfaction of the School District.

38. Dutchess BOCES and/or its Participating School Districts shall issue purchase orders and payment shall be the responsibility of the entity that issued the purchase order. IN NO EVENT SHALL DUTCHESS BOCES BE RESPONSIBLE FOR PARTICIPANT PAYMENT.

INSURANCE

39. In contract and/or purchase order involving delivery and installation of any material and equipment, the successful bidder shall take out and maintain, until the accepted completion of the work. Workman's Compensation Insurance for all of its employees employed on the site of the project, and in case any work is sublet, the successful bidder shall require the sub-contractor similarly to provide Workman's Compensation Insurance for all of the latter's employees so as to keep Dutchess BOCES free from blame in any one and/or series of occurrences involving sickness and/or personal injury.

40. In contracts and/or purchase orders involving the providing of services, the installation of any materials and/or equipment, the successful bidder shall take out and maintain, until the accepted completion of the work, Public Liability and Property Damage Insurance as shall protect him, any sub-contractor performing work covered by these specifications and Dutchess BOCES, from claims for damages for personal injury, including accidental death, as well as from claims for property damage

which may arise from any operation in connection with these specifications, whether such operation be by himself, any sub-contractor or by anyone directly or indirectly employed by them. Public Liability Insurance shall be in an amount of not less than \$1,000,000.00 for injuries, including wrongful death, to any one person and subject to the same limit for each person in an amount of not less than \$1,000,000.00 on account of one (1) accident. Property Damage Insurance shall be in an amount not less than \$500,000.00 for damages on account of all accidents. Certificates of Insurance on the foregoing may be required from the successful bidder

REQUEST FOR MATERIAL SAFETY DATA SHEETS

Amendments to the New York State Labor Law and Public Health Law and the OSHA Hazard Communication Standard require employers to furnish employees with information regarding their exposure to toxic substances. To facilitate this duty, Section 876(4) of the Labor Law provides that “any manufacturer, importer, producer or formulator of any toxic substance shipped or transported or sold for any use within the State must provide, upon request, the following information”:

- The name of any hazardous ingredients, including the generic or chemical name.
- The CASE Registry Number of the chemical ingredients and physical and chemical characteristics of the mixture in total.
- The level at which exposure to the substance is determined to be hazardous, by OSHA, ACGIH, NFPA, NIOSH, IARC, NTP.
- The acute and chronic health effects of exposure and primary routes of entry into the body.
- The potential for flammability, explosion, reactivity, and other hazards of such substances.
- Appropriate emergency/first aid procedures.
- Proper precautions for safe handling and recommended engineering control.
- Procedures for clean-up of leaks and spills.

Accordingly, we are requesting the above information regarding any product in this bid that would contain a toxic substance. Please identify by name any other products or substances known to increase or decrease toxicity of the named product(s) when mixed together.

In the event that the chemical composition, toxicity, flammability or any other characteristic of the named product(s) changes or new information is obtained about the items listed above, you are to notify us without delay. We will hold you liable for any failure on your part to comply with this request.

We look forward to your anticipated cooperation and we thank you for helping us keep our employees informed about the substances they come into contact with at work.

SCOPE OF SERVICES

Cooperative Fresh Baked Pizza #1718-01

PURPOSE

The purpose of this Bid is to contract with a qualified vendor(s) to provide pricing for fresh baked pizza as indicated in these specifications, for use in food service for Dutchess BOCES and the Cooperative Bidding Program Participating School Districts.

CONTRACT TERM

The term of this Contract shall be for twelve (12) months, from July 1, 2017 through June 30, 2018.

ITEMS REQUIRED/REQUIREMENTS

All bids must be submitted on and in accordance with the forms provided by Dutchess BOCES. If the bidder proposes to furnish the article which is specified, he is to fill in the amount on the line indicated.

SAMPLES REQUIRED

Upon request by Dutchess BOCES, bidders must submit samples for evaluation of quality and compliance with these specifications.

COMPLIANCE

For the purposes of these specifications, all products shall be required to have been produced in plants that are in full compliance with the Federal Pure Food and Drug Act and state and local county health codes as related to the production, handling and distribution of food.

DELIVERY

Deliveries are to be made at locations and times mutually agreed upon between the respective Food Service Manager, or their designee, and the successful bidder. Vendor will be notified at least 24 hours prior to delivery of the number of cooked pizzas required for a given day.

Delivery shall be in vehicles owned and operated by the bidder. Vendor must have the capability to deliver cooked pizza to multiple school locations simultaneously, while maintaining a food temperature of no less than 165 degrees.

FREIGHT

No freight charges are acceptable. All prices listed on the bid shall include any freight or delivery charges.

Every effort will be made by Dutchess BOCES and Participating School Districts to submit orders totaling at least \$50.00, but no minimum orders may be required by the Successful Bidder.

BILLING AND PAYMENT

Two (2) copies of invoices are to accompany deliveries, clearly marked with quantity, unit price, extension and total. Invoices will be returned for correction unless they contain the following information: Description of Item, Quantity, Unit, Price, Extension and Total; Itemized Deliveries by Schools, Composite of ALL Schools.

Monthly statements are to be sent and received no later than four (4) days after the first of each month. Payments, in full, will be made only upon final acceptance of items as shown on each purchase order and/or contract.

No Federal or State taxes are to be added to any invoice.

LAWS

All supplies and food products shall comply in all respects to the standards and regulations established by Federal or New York State Laws, including the Federal Food, Drug and Cosmetic Act, and subsequent decisions of the U.S. Department of Agriculture and the Board of Health.

NUTRIENT ANALYSIS INFORMATION

A written nutrient analysis for each awarded item must be included with bid submissions. The pizza product must be able to comply with the whole grain criteria in the National School Lunch Program (see attached Terms and Conditions for details) and must be of such nutritional value that the Food Service Manager is able to incorporate the pizza into a weekly menu that is in compliance with the Healthy Hunger-Free Kids Act.

All items must have the following information included with delivery:

- CALORIES
- CALORIES FROM FAT
- CALORIES FROM SATURATED FAT
- PROTEIN
- CALCIUM
- IRON
- VITAMIN A
- VITAMIN C
- SODIUM

BUY AMERICAN PROVISION – IMPORTANT!

The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food services funds, to the maximum extent practical, to buy domestic commodities or products for Program meals.

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a new provision, Section 12(n) of the NSLA (43 USC 1760(n)), requiring School Food Authorities to purchase domestically grown and processed food, to the maximum extent practicable. NSLA defines “domestic commodity or product” as one that is produced and processed in the United States substantially using agricultural commodities that are produced in the United States as provided in 7 CFR Part 210.21(d). “Substantially” means that over 50% of the final processed product consists of agricultural commodities that were grown in the USA. Products from Guam, American Samoa, Virgin Islands, Puerto Rico and the Northern Mariana Islands are allowed under this provision as territories of the United States.

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QUALIFICATIONS OF BIDDER

Bidder must hold a license at all times during the contract period as required by the New York State Department of Agriculture and Markets and must submit with the bid a statement or certificate from the New York State Department of Agriculture and Markets to show that they have complied in every respect with the regulations applicable to the production and distribution of fresh baked pizza.

INSPECTION

Any authorized agency of the school or Health Department shall have the right to inspect the premises, facilities and methods by which products are manufactured and may make or cause to be made standard tests for fats, solids and bacteria for the purpose of determining whether or not the terms of the contract are being properly performed. All ingredients (dairy and nondairy) shall be properly inspected prior to use, and the contractor shall keep records of laboratory analysis on file for inspection by authorized representatives.

AWARD AND RESERVATION OF RIGHTS

Awards will be made to the lowest responsive and responsible Bidder who meets the terms and conditions as stated in the Bid Documents, and completes all the required forms including a W-9. Dutchess BOCES reserves the right to reject any bid if the vendor fails to satisfy Dutchess BOCES that they are properly qualified to carry out the obligations of the Contract.

If not awarded, the Bid will be rejected within ninety (90) days of the date of the opening of Bids, subject, however, to the discretionary right reserved by Dutchess BOCES to waive any informalities in, or to reject any or all Bids and to advertise for new Bids, if in its opinion, the best interest of Dutchess BOCES and/or its Participating School Districts, will thereby be promoted. Bids may not be withdrawn

unless the Bidder distinctly states in the Bid that acceptance thereof must be made within a shorter specified time.

Dutchess BOCES reserves the right to name a substitute vendor if the originally awarded vendor is unable to provide a particular item during the term of an award.

Responsible Bidder: A responsible bidder is considered to possess adequate expertise, prior experience and financial resources necessary to perform the work and provide the products outlined in the Specifications in a timely, competent and acceptable manner. DC BOCES reserves the right to request supportive financial information and verifiable performance reports.

The Board of Education reserves the right to cancel any order at any time if in its opinion the service or quality of the product is unsatisfactory.

USAGE REPORTS

The successful vendor(s) must provide usage reports detailing purchases during the Bid Contract. Usage reports will include all items purchased and shall include the following:

- a) District or Participant name
- b) Dutchess BOCES Bid Item number
- c) Units purchased for itemized bids and/or dollar amounts for discount bids
- d) Unit price and extension

Usage reports are a requirement of accepting an award from this bid. A period to date report detailing the above referenced information from July 1, 2017 through February 28, 2018, shall be compiled and delivered by the successful vendor(s) to the Purchasing Agent of Dutchess BOCES at 5 BOCES Road, Poughkeepsie, New York 12601 or emailed to barbara.costakis@dcboces.org by close of business on **March 16, 2018**. A final usage report for the specified bid contract period shall be compiled and delivered within **3 weeks** of the bid expiration date.

A failure to report in accordance with this paragraph is a material breach of this Contract. Successful vendor(s) may be declared in breach of contract and may not be considered for future bids.

Estimated Usage for 2017-18 School Year - Amounts are not guaranteed.

Arlington CSD	No Information Available
Beacon CSD	No Information Available
Dover UFSD	No Information Available
Dutchess BOCES	2,600 Pizzas
Hyde Park CSD	1,100 Pizzas
Millbrook CSD	1,000 Pizzas
Pawling CSD	No Information Available
Pine Plains CSD	No Information Available
Poughkeepsie City SD	12,000 Pizzas
Red Hook CSD	2,200 Pizzas
Rhinebeck CSD	800 Pizzas
Spackenkill UFSD	3,100 Pizzas
Wappingers CSD	No Information Available
Webutuck CSD	No Information Available

CONFLICTING TERMS

If any terms contained within the General Terms and Conditions conflict with these Specifications, these Specifications shall govern.

REQUESTS FOR CLARIFICATION/ADDITIONAL INFORMATION

All requests for clarification or additional information related to this bid must be submitted in writing by mail, fax, or e-mail to:

Ms. Barbara Costakis
Purchasing Agent
Dutchess BOCES
5 BOCES Road
Poughkeepsie, NY 12601
E-mail: barbara.costakis@dcboces.org
Voice: (845) 486-4800 x 2262
Fax: (845) 486-4822

In the event Dutchess BOCES provides clarification or supplemental information to this Bid, all recipients of this Bid will receive the information via an addendum to this Bid which shall be posted on the Dutchess BOCES bid site at www.dcboces.org.

TERMS & CONDITIONS

WHOLE GRAIN CRITERIA IN THE NATIONAL SCHOOL LUNCH PROGRAM BEGINNING 7/1/12

Please see the information below on the requirements necessary to meet the whole grain criterion in the NSLP beginning July 1, 2012. In SY 2012–2013 and SY 2013–2014 (the first two years of implementation) whole grain-rich products must make up half of all grain products offered to Students in the NSLP. In the SBP, this final rule provides that schools must offer the weekly grain ranges and half of the grains as whole grain-rich beginning July 1, 2013 (SY 2013–2014).

Whole grains must meet both Element 1 and one of the criteria from Element 2 below. The information is taken from the **Federal Register** / Vol. 77, No. 17 / Thursday, January 26, 2012, 7 CFR parts 210 and 220- Nutrition Standards in the National School Lunch and Breakfast Programs <http://www.gpo.gov/fdsys/pkg/FR-2012-01-26/pdf/2012-1010.pdf>.

“In this final rule, to receive credit in the meal programs, a whole grain-rich food must contain at least 51 percent whole grains and the remaining grain content of the product must be enriched. Because current labeling regulations and practices may limit the school’s ability to determine the actual whole grain content of many grain products, schools would use both elements of the following criterion to identify whole grain-rich foods.”

Element #1. A serving of the food item must meet portion size requirements for the Grains/Breads component as defined in FNS guidance.

AND

Element #2. The food must meet at least one of the following:

- a. **The whole grains per serving (based on minimum serving sizes specified for grains/breads in FNS guidance) must be ≥ 8 grams.** This may be determined from information provided on the product packaging or by the manufacturer, if available. Also, manufacturers currently may apply for a Child Nutrition Label for qualifying products to indicate the number of grains/breads servings that are whole grain-rich.
- b. **The product includes the following Food and Drug Administration (FDA)-approved whole grain health claim on its packaging. “Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat and cholesterol may reduce the risk of heart disease and some cancers.”**
- c. **Product ingredient listing lists whole grain first, specifically:**
 - I. **Non-mixed dishes (e.g., breads, cereals): Whole grains must be the primary ingredient by weight (a whole grain is the first ingredient in the list)**
 - II. **Mixed dishes (e.g., pizza, corn dogs): Whole grains must be the primary grain ingredient by weight (a whole grain is the first grain ingredient in the list).**

Attachment A: List of Common Whole Grains

While this list is extensive, it is NOT comprehensive and therefore may not contain all possible representations of whole grain ingredient names on food labels.

WHEAT (RED) – the most common kind of wheat in the U.S.

- wheat berries
- whole grain wheat
- cracked wheat or crushed wheat
- whole wheat flour
- bromated whole wheat flour
- stone ground whole wheat flour
- toasted crushed whole wheat
- whole wheat pastry flour
- graham flour
- entire wheat flour
- whole durum flour
- whole durum wheat flour
- whole wheat flakes
- sprouted wheat• whole grain grits
- sprouted wheat berries
- bulgur (cracked wheat)
- whole bulgur
- whole grain bulgur

WHEAT (WHITE)

- whole white wheat
- whole white wheat flour

OATS

- whole oats
- oat groats
- oatmeal or rolled oats
- whole oat flour

BARLEY

- whole barley
- whole grain barley
- whole barley flakes
- whole barley flour
- whole grain barley flour
- dehulled barley
- dehulled barley flour

CORN

- whole corn
- whole corn flour
- whole grain cornmeal
- whole cornmeal
- whole grain grits

BROWN RICE

- brown rice
- brown rice flour

WILD RICE

- wild rice
- wild rice flour

RYE

- whole rye
- rye berries
- whole rye flour
- whole rye flakes

BID SUBMISSION SHEET

Pizza with Low-Fat Cheese and Whole Grain Crust

Diameter of Pizza _____

Servings (slices) per Pizza _____

Weight of Crust Per Slice _____

Price per Pizza _____

One 4.6 oz.-4.94 oz. wedge of cheese pizza with a Whole Wheat Crust (51% Whole Wheat, 49% Enriched Flour), should provide 2.0 oz. equivalent meat/meat alternate (low-fat, low-moisture mozzarella), 1/8 cup red/orange vegetable (sauce), and 2.0 oz. equivalents Grains. Must contain a minimum of 3 grams of fiber. calories between 260-300 per wedge, no more than 13 grams of fat per wedge. Sodium is less than 640 mg/wedge.

Detailed nutritional information must be provided. Vendor must include with their bid submission, detailed nutrition information including grain equivalent weight, ounces of meat/meat alternate, cups of vegetables, calories, sodium, fiber and fat per wedge/serving with bid.

_____ Please initial here that all ingredients in the pizza meet the NSLA Buy American Provision requirements (Bid #1718-01, Page 13). Failure to provide this certification could result in your bid being rejected.

This information must include details on the crust, sauce and cheese components per serving.

Place a check mark next to each school district you are able to provide with your product (*An asterisk next to the school district's name reflects that the district has indicated their intention to utilize awards resulting from the bid herein):

- | | |
|---|---|
| <input type="radio"/> Arlington Central School District | <input type="radio"/> *Poughkeepsie City School District |
| <input type="radio"/> Beacon City School District | <input type="radio"/> *Red Hook Central School District |
| <input type="radio"/> Dover Union Free School District | <input type="radio"/> *Rhinebeck Central School District |
| <input type="radio"/> *Dutchess BOCES | <input type="radio"/> *Spackenkill Union Free School District |
| <input type="radio"/> *Hyde Park Central School District | <input type="radio"/> Wappingers Central School District |
| <input type="radio"/> *Millbrook Central School District | <input type="radio"/> Webutuck Central School District |
| <input type="radio"/> Pawling Central School District | |
| <input type="radio"/> Pine Plains Central School District | |

Vendor Name _____

Authorized Signature _____ DATE _____

Non-Collusive Bidding Certification

Cooperative Fresh Baked Pizza Bid #1718-01

I. In accordance with General Municipal Law §103-D, the following must be subscribed to by every bidder:

A. By submission of this Bid, each Bidder and each person signing on behalf of any Bidder, and in the case of a joint bid, each party thereto certifies as to its own organization under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
3. No attempt has been made or will be made by the Bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

B. A bid shall not be considered for award nor shall any award be made where (A) (1), (2), and (3) above have not been complied with; provided, however, that if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the Bid, a signed statement which sets forth in detail the reasons therefore. Where (A) (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the Bidder (i) has published price lists, rates or tariffs covering items being procured, (ii) has informed prospective customers of proposed for pending publication of new or revised price lists for such items, or (iii) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of section I. (A) above.

II. Any bid hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to Section I above, shall be deemed to include the signing and submission of the Bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Company

Signed

Title

IRAN DIVESTMENT ACT COMPLIANCE RIDER

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law (“SFL”) §165-a and General Municipal Law (“GML”) §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the District, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

- (a) The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- (b) The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the SFL and maintained by the Commissioner of the Office of General Services.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder’s certification.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the SFL. In any case where the bidder or proposer cannot certify that it is not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The District may award a bid to a bidder who cannot make the certificate on a case by case basis if:

- (1) The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The District makes a determination that the goods or services are necessary for the District to perform its functions and that, absent an exemption, the District would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

CERTIFICATION

IRAN DIVESTMENT ACT OF 2012

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added new provisions to the State Finance Law (SFL), §165-a and General Municipal Law (GML) §103-g effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b) and GML §103-g, the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Proposer is advised that once the list is posted on the OGS website, any Proposer seeking to enter into, renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is bid upon or a proposal submitted, or the contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should Dutchess BOCES receive information that a person is in violation of the above-referenced certification, Dutchess BOCES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then Dutchess BOCES shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

Dutchess BOCES reserves the right to reject any bid, proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

Statement of "No Bid" Form

Cooperative Fresh Baked Pizza

To be received by April 21, 2017

Company Name: _____

Authorized Signature: _____

We have elected not to submit a request for letter of interest due to the following reason(s):

Insufficient Time to Respond _____

Do Not Offer This Goods/Service _____

Unable To Meet Specifications _____

Unable To Meet Service Requirements _____

Workload Does Not Allow Us to Bid _____

Specifications Unclear or Too Restrictive _____

Other (Please Specify) _____

Please Return To:

Dutchess BOCES
Purchasing Agent
5 BOCES Road
Poughkeepsie, New York 12601