



Brandon Simmons, Chairman – Dan River District  
Ronnie N. Terry, Vice Chair – Blue Ridge District  
Michelle Day – Mayo River District  
Annie H. Hylton – Peters Creek District  
Walter Scott – Smith River District  
Dr. William D. Sroufe, Division Superintendent

INVITATION TO BID  
Milk/Dairy Supplies

May 14, 2019

Patrick County Public Schools is in the process of receiving competitive sealed bids, to furnish school bread products to all of our schools for the 2018-2019 school year. Patrick County is located in south/central Virginia, west of Martinsville. The district has an enrollment of approximately 2300 students; school nutrition programs serve an average of 1450 lunch meals and 1150 breakfast meals per day at seven (7) sites.

If your company is interested, please submit a detailed proposal as per specifications. Sealed bids must be returned with the following information clearly marked on the outside of the envelope: **Milk/Dairy Bid & Bidding Company's Name.**

All bids must be mailed or delivered to:

**MAILED:**

Patrick County Public Schools  
ATTN: Darlene Rogers  
School Nutrition Program  
P. O. Box 346  
Stuart, VA 24171

**DELIVERED:**

Patrick County Public Schools  
ATTN: Darlene Rogers  
School Nutrition Program  
117 Via Avenue, Unit 1  
Stuart, VA 24171

Bids will be accepted until June 17, 2019 @ 2:00 p.m. There will not be a pre-bid meeting. The bids will be publicly opened and read at the School Nutrition Office, 117 Via Avenue Unit 1, Stuart, Va. on June 18, 2019, at 9:00 a.m.

In the event that a successful bidder to whom this bid has been awarded should fail to supply the requirements promptly and according to the specifications and prices of the bid item or items, Patrick County Public Schools reserves the right to cancel the award and purchase elsewhere.

Thank you,

Darlene Rogers  
School Foodservice Coordinator  
Telephone: 276-694-3836  
Fax: 276-694-3863

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**PATRICK COUNTY PUBLIC SCHOOLS  
SCHOOL NUTRITION DEPARTMENT**

**Proposal Form  
Milk/Dairy Bid Specifications**

1. Effective July 1, 2019, Fluid milk must be low-fat (1 percent milk fat or less, flavored or unflavored) or fat-free (unflavored or flavored) in the National School Lunch and School Breakfast Program. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed. All milk must meet the State requirements as stated in the regulations pertaining to the School Lunch and Breakfast programs.
2. Delivery containers are to be clean and free from odors, the milk is to also to be kept properly cooled while being delivered.
3. Spoiled milk is not acceptable. Code dates are expected to allow several days for our schools to consume product. For example: a carton of milk with a code date of January 10<sup>th</sup> on it and delivered on January 10<sup>th</sup> would not be acceptable since it may also be used on January 11<sup>th</sup>.
4. The supplier will pick up all-leftover milk or replace it **whenever there is a vacation of three or more day's** duration.
5. If school is closed due to inclement weather, you may call 276-251-3154 to check to see if 12 month employees are working. If 12 month employees are working, they may check in orders. Managers do not report on days schools are closed.
6. Suppliers must agree to supply additional rush orders, if needed.
7. All milk coolers are provided by the school district.
8. Ice cream products must meet USDA's "All Foods Sold in Schools" standards. Currently, snack items must meet these requirements: ≤ 200 calories, ≤ 200 mg sodium (July 1, 2016 ≤200 mg sodium), ≤35% of calories total fat, ≤10% of calories saturated fat, 0 Trans-fat, ≤35% of weight from total sugars in food. Determine whether your snack items meet the new USDA Smart Snacks in School Guidelines by entering the product information:  
<https://foodplanner.healthiergeneration.org/calculator/>
9. The successful bidder will be required to provide all the necessary labor, equipment, and delivery vehicles necessary to perform-inside deliveries of ice cream products to schools.
10. The supplier will be held responsible for any and all damage caused by their personnel and equipment.
11. Orders are to be filled properly. No substitutions. Orders must be filled completely.
12. **Two (2) delivery slips** are to be given to the cafeteria manager with each delivery (Milk and/or ice cream.)
13. Each bidder must include a nutritional fact sheet on each item they have bid.
14. Company product code numbers must be placed on bid in proper place.
15. Patrick County Public Schools reserves the right to add any new products to the contract as necessary, as long as it does not exceeds 20% of sales.
16. Terms: Patrick County Public Schools will pay for products received by the month. Please note any cash discounts.
17. No bid changes will be permitted after bid opening.
18. Bids are binding for period of time indicated on bid sheet, July 1, 2019 – June 30, 2020.
19. Municipalities are exempt from all direct Federal and State Taxes.

20. The successful bidder agrees to work with the Food Service Office on mutually agreeable delivery times for each school. **Please go over with drivers: NO DELIVERY WILL BE ACCEPTED BEFORE 7:00 a.m. nor after 3:00 p.m.**
21. The successful bidder shall meet the "Buy American standards as defined in the Child Nutrition Reauthorization Act of 1998. School districts participating in the National School Lunch Program (NSLP) and in the contiguous United States are required to purchase for this program, to the maximum extent practicable, domestic commodities or products. The term "domestic food commodity or product" means agricultural commodities produced in the U.S. and food products processed in the U.S. substantially using agricultural commodities comes from American-produced products.
22. We reserve the right to terminate the agreement if satisfactory service is not performed.
23. Bids must be signed.
24. If both parties are in mutual agreement and pleased with the products and services and are willing to continue business, the contract can be renewed annually four additional years. All terms and conditions would apply to the renewal.
25. Collusion Statement: By submitting the attached bid hereby certifies that said bid has not been made or prepared in collusion with any other distributor and that the prices, terms or conditions have not been communicated by or on the behalf of the bidder to any other distributor and will not be so communicated to any other distributor prior to the official opening of said bid.
26. The Patrick County School Board, to comply with legislation passed by the 2006 Virginia General Assembly Session, requests that your company supply them with the Certification of Compliance with §22.1-296.1 (enclosed).

PATRICK COUNTY PUBLIC SCHOOLS

Blue Ridge Elementary School  
P. O. Box 30  
5135 Ararat Highway  
Ararat, VA 24053  
ATTN: Darlene Willard, Manager

Hardin Reynolds Memorial School  
P. O. Box 130  
3597 Dogwood Road  
Critz, VA 24082  
ATTN: Nikki Redd, Manager

Meadows of Dan Elementary School  
P. O. Box 829  
3003 Jeb Stuart Highway  
Meadows of Dan, VA 24120  
ATTN: Jodi Hayes, Manager

Patrick County High School  
215 Cougar Lane  
Stuart, VA 24171  
ATTN: Sandra Perry, Manager

Patrick Springs Primary School  
75 Elementary Lane  
Patrick Springs, VA 24133  
ATTN: Diane Poeske, Manager

Stuart Elementary School  
314 Staples Avenue  
Stuart, VA 24171  
ATTN: Rayburn Bryant, Manager

Woolwine Elementary School  
9993 Woolwine Highway  
Woolwine, VA 24185  
ATTN: Ellen S. Hylton, Manager

PATRICK COUNTY PUBLIC SCHOOLS  
SCHOOL NUTRITION DEPARTMENT  
P. O. BOX 346 – 117 VIA AVENUE  
STUART, VIRGINIA 24171  
(276) 694-3836

CERTIFICATION OF COMPLIANCE WITH §22.1-296.1

Pursuant to §22.1-296.1 of the Code of Virginia, I certify that:

As a condition of awarding a contract for the provision of services that require me or my employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, I certify that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

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

Subscribed and sworn on before me, this \_\_\_\_\_ (day of month) day of  
\_\_\_\_\_ (month), 20\_\_\_\_.

Notary Seal:

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Typed Name of NOTARY PUBLIC

NOTARY PUBLIC

My commission expires: \_\_\_\_\_, 20\_\_\_\_.

PATRICK COUNTY PUBLIC SCHOOLS  
SCHOOL NUTRITION DEPARTMENT  
CONTRACT

The undersigned certifies a comprehension of the specification in the foregoing bid, and that the merchandise or service submitted for this bid meets or exceeds the specification as listed herein. The undersigned agrees to the terms of the attached Directives for Conditions of Bids and if awarded this listing, agrees that these conditions of bid and terms will serve as a legal contract. When Patrick County Public Schools notifies a bidder in writing of its acceptance of the Bidder's prices, this contract will become effective on the date acceptance is written.

<b>FIRM NAME</b>	
<b>BY</b>	
<b>TITLE</b>	
<b>ADDRESS</b>	
<b>CITY, STATE, ZIP</b>	
<b>TELEPHONE</b>	
<b>DATE</b>	

# Patrick County Public Schools Milk/Dairy Bid 2018-2019

July 1, 2019 - June 30, 2020

Description	Code Number	Price Quote Paperboard	Price Quote Plastic
Unit Price of Single-Serve 8 oz. 1% Milk			
Unit Price of Single-Serve 8 oz. Fat-Free Milk			
Unit Price of Single-Serve 8 oz. Flavored Fat Free Milk:			
Chocolate			
Strawberry			
Other (Other)			
Unit Price of Single-Serve 8 oz. 1% Flavored Milk:			
Chocolate			
Strawberry			
Other (Other)			
Unit Price of Single-Serve 8 oz. Lactose Free Milk			
Unit Price of Quart of Lactose Free White Milk			
Big Yogurt Single Serve Squeezable Tube (4 oz.)			
Strawberry			
Blueberry			
Unit Price for 4 oz. Yogurt (Flavored)			
Flavor (Specify)			
Flavor (Specify)			
Flavor (Specify)			
Unit Price for 5 lbs. Yogurt:			
Plain Low Fat			
Vanilla Low Fat			
Unit Price for 4 oz. 100% Fruit Juice:			
Flavor (Specify)			
Flavor (Specify)			
Flavor (Specify)			
Flavor (Specify)			
Unit Price for 1/2 gallon Fat-Free Buttermilk			
Unit Price for 5 lbs. Fat Free Sour Cream			
<b>Ice Cream Products</b>			
Item Name: Specify Below			
1		Purchase Unit	Unit Price
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			



## Code of Conduct for Food Services Procurement

### Procedures

The Patrick County Public School District seeks to conduct all procurement procedures:

- in compliance with stated regulations; and
- to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

For questions and concerns regarding procurement solicitations, contract evaluations, and award, contact:

#### Purchasing Contacts:

Assistant Superintendent of Operations	276-694-3163
Coordinator of School Food Service	276-694-3836

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**Regulations:** 2 CFR Part 200.318, formerly 7 CFR Part 3016.36(b) (3), State Procurement Code and Regulations, and Patrick County Public School District Department of Purchasing.

Adopted: March 8, 2018

PATRICK COUNTY PUBLIC SCHOOLS



**CERTIFICATION REGARDING LOBBYING - CONTRACTS, GRANTS  
LOANS AND COOPERATIVE AGREEMENTS**

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any 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 contract, grant, loan, 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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. 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 than \$100,000 for each such failure.

**Organization Name**

**Award or Agreement Number**

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

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**Signature**

**Date**

## NOTICE TO APPLICANTS - CERTIFICATION/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING

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Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provided exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their sub-tier contractors and/or sub-grantees) will be prohibited from using Federal funds, other than profits from a Federal contract, for lobbying Congress or any Federal agency in connection with the award of a particular contract, grant, cooperative agreement or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) on or after December 23, 1989, the law requires recipients and their sub-tier contractors and/or sub-grantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their sub-tier contractors or sub-grantees will pay with profits or **non-appropriated** funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if materials changes occur in their use. The law establishes civil penalties for noncompliance.

If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

- You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress or any Federal agency in connection with a particular contract, grant, cooperative agreement, or loan;
- you are required to execute the attached certification at the time of submission of an application or before any action in excess of \$100,000 is awarded; and
- you will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published as an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, **Federal Register** (pages 6736-6746).



**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 INSTRUCTIONS ON REVERSE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Organization Name**

**Award or Agreement Number**

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

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**Signature**

**Date**

## Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.