

**THE BOARD OF EDUCATION OF MONTGOMERY COUNTY  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
PROCUREMENT UNIT  
45 West Gude Drive, Suite 3100  
Rockville, MD 20850-9999  
301-279-3090**

May 20, 2019

## INVITATION FOR BID

### 9122.7, Breads and Rolls

Bid Opening Time: 2:00PM

Bid Opening Date: June 5, 2019

**NOTE: In the event of emergency closing of Board of Education offices, this bid will open at the same time on the next regular working day.**

**BIDS RECEIVED AFTER THE BID OPENING TIME AND DATE WILL NOT BE ACCEPTED.**

**COMPANY NAME:** \_\_\_\_\_

1. Term of Contract: July 1, 2019 through 06/30/2020
2. Terms of Delivery: 30 Days
3. Delivery Destination: Individual Location, Noted on Purchase Order
4. Bid Security Required: None  
**Bid Security must be made payable to Montgomery County Board of Education**
5. Performance Bond Required: None
- 6a. Samples Required:  Yes  No
- 6b. Sample Delivery Requirements:
  - Deliver to the Procurement Unit
  - Deliver to Supply and Property Management
  - Deliver to the Food Service Warehouse
  - Other
- 6c. Sample Delivery Time:
  - Prior to bid opening
  - At time of bid opening
  - Subsequent to bid opening

## NOTICE TO BIDDERS

**The appropriate items below must be completed as part of the bid. Failure to comply may disqualify your bid. Type or print legibly in ink.**

**I. BIDDER INFORMATION:** As appropriate, check and/or complete one of the items below.

- 1. Legal name (as shown on your income tax return) \_\_\_\_\_
- 2. Business Name (if different from above) \_\_\_\_\_
- 3. Tax Identification Number \_\_\_\_\_

**A copy of your W-9 must be submitted with this bid response.**

**II. BIDDER'S CONTACT INFORMATION:** This will be filed as your permanent contact information.

- 1. Company Name \_\_\_\_\_
- 2. Address \_\_\_\_\_
- 3. Bid Representative's Name \_\_\_\_\_
- 4. Phone Number(s)/Extension(s) \_\_\_\_\_
- 5. Fax Number \_\_\_\_\_
- 6. Email Address \_\_\_\_\_
- 7. Website \_\_\_\_\_

**III. PURCHASE ORDER ADDRESS:** Please complete if different from Bidder's Contact Information.

- 1. Purchase Order Address \_\_\_\_\_
- 2. Representative's Name \_\_\_\_\_
- 3. Phone Number (s)/Extension(s) \_\_\_\_\_
- 4. Fax Number \_\_\_\_\_
- 6. Email Address \_\_\_\_\_

**IV. PROMPT PAYMENT DISCOUNT:** MCPS may consider prompt payment discounts as part of the award process; however, the Board reserves the right to make awards according to the best interests of MCPS.

\_\_\_\_\_ Prompt payment discounts of less than twenty (20) days will not be considered.

**V. PURCHASING CARD AND SUA PAYMENT PROGRAM:** MCPS is currently utilizing a purchasing card and Single Use Accounts (SUA) payment program through JP Morgan MasterCard. Please check the appropriate box below.

- Yes, we accept MasterCard                       No, we do not accept MasterCard

**Note:** Beginning April 1, 2018, MCPS will no longer process check payments. To avoid payment delays after this change, all bidders that accept MasterCard are strongly encouraged to sign up to receive SUA payments upon being notified of an award. For bidders that do not accept MasterCard, the ACH payment method is also available. Please e-mail [SUA@mcpsmd.org](mailto:SUA@mcpsmd.org) to register for SUA, or e-mail [accountspayable@mcpsmd.org](mailto:accountspayable@mcpsmd.org) to

request ACH registration forms.

**VI. PURCHASE ORDER PREFERENCE:** Montgomery County Public Schools (MCPS) is in the process of issuing orders via Facsimile or US Mail. MCPS prefers facsimile. Please check your preference below.

Facsimile     US Mail     Email     EDI

**VII. SLMBE (SMALL, LOCAL AND MINORITY BUSINESS ENTERPRISE):** Check the appropriate box below.

African American     Asian American     Hispanic     Native American  
 Female     Disabled     None

**VIII. NON-DEBARMENT ACKNOWLEDGEMENT**

\_\_\_\_\_ I acknowledge that my firm has NO pending litigation and/or debarment from doing business with the State of Maryland or any of its subordinate government units and/or federal government within the past five (5) years.

\_\_\_\_\_ I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Maryland or any of its subordinate government units and/or federal government, within the past five (5) years. (Attachment)

As the duly authorized representative of the applicant, I hereby certify that the above information is correct and that I will advise Montgomery County Public Schools should there be a change in status.

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

Name and Title \_\_\_\_\_

Witness Name and Title \_\_\_\_\_

**IX. BIDDER'S CERTIFICATION:** Upon notification of award, this document in its entirety is the awarded vendors contract with MCPS. By signing below, the undersigned acknowledges that s/he is entering into a contract with MCPS.

A. The undersigned proposes to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. This certifies that this bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same supplies, materials, or equipment, and is in all respects fair and without collusion or fraud.

B. I hereby certify that I am authorized to sign for the bidder. (Bidders are cautioned to read the material under Section XXVII, signature to Bids, and to comply with its stipulations.) I/We certify that none of this company's officers, directors, partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Board of Education of the Montgomery County Public Schools, Administrative or Supervisory Personnel, or other employees of the Board of Education has any interest in the bidding company except as follows:

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

Name and Title \_\_\_\_\_

Witness Name and Title \_\_\_\_\_



**Metropolitan Washington Council of Governments Rider Clause  
Invitation For Bid 9122.7, Breads and Rolls**

USE OF CONTRACT(S) BY MEMBERS COMPRISING Mid –Atlantic Purchasing Team COMMITTEE

**Extension to Other Jurisdictions**

The [issuing jurisdiction] extends the resultant contract (s), including pricing, terms and conditions to the members of the Mid-Atlantic Purchasing Team, as well as all other public entities under the jurisdiction of the United States and its territories.

**Inclusion of Governmental & Nonprofit Participants (Optional Clause)**

This shall include but not be limited to private schools, Parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that required these good, commodities and/or services.

**Notification and Reporting**

The Contractor agrees to notify the issuing jurisdiction of those entities that wish to use any contract resulting from this solicitation and will also provide usage information, which may be requested. The Contractor will provide the copy of the solicitation and resultant contract documents to any requesting jurisdiction or entity.

**Contract Agreement**

Any jurisdiction or entity using the resultant contract (s) may enter into its own contract with the successful Contractor (s). There shall be no obligation on the party of any participating jurisdiction to use the resultant contract (s). Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction Including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue.



**Metropolitan Washington Council of Governments Rider Clause  
Invitation For Bid 9122.7, Breads and Rolls Cont.**

|  | Yes | No |  | Yes | No |  | Yes | No |
|--|-----|----|--|-----|----|--|-----|----|
| Alexandria, Virginia                     |     |    | Gaithersburg, Maryland                               |     |    | Rockville, Maryland                            |     |    |
| Alexandria Public Schools                |     |    | Greenbelt, Maryland                                  |     |    | Spotsylvania County                            |     |    |
| Alexandria Sanitation Authority          |     |    | Harford County                                       |     |    | Spotsylvania County Gov & Schools              |     |    |
| Annapolis City                           |     |    | Harford County Schools                               |     |    | Stafford County, Virginia                      |     |    |
| Anne Arundel County                      |     |    | Howard County  |     |    | Takoma Park, Maryland                          |     |    |
| Anne Arundel School                      |     |    | Howard County Schools                                |     |    | Upper Occoquan Service Authority               |     |    |
| Arlington County, Virginia               |     |    | Herndon, Virginia                                    |     |    | Vienna, Virginia                               |     |    |
| Arlington County Public Schools          |     |    | Leesburg, Virginia                                   |     |    | Washington Metropolitan Area Transit Authority |     |    |
| Baltimore City                           |     |    | London County, Virginia                              |     |    | Washington Suburban Sanitary Commission        |     |    |
| Baltimore County Schools                 |     |    | Loudoun County Public Schools                        |     |    | Winchester, Virginia                           |     |    |
| Bladensburg, Maryland                    |     |    | Loudoun County Water Authority                       |     |    | Winchester Public Schools                      |     |    |
| Bowie, Maryland                          |     |    | Manassas City Public Schools                         |     |    |  |     |    |
| Carroll County                           |     |    | Manassas Park, Virginia                              |     |    |  |     |    |
| Carroll County Schools                   |     |    | Maryland DGS Purchasing                              |     |    |  |     |    |
| Charles County Government                |     |    | Maryland-National Capital Park & Planning Commission |     |    |  |     |    |
| City of Fredericksburg                   |     |    | Metropolitan Washington Airport Authority            |     |    |  |     |    |
| College Park, Maryland                   |     |    | Metropolitan Washington Council of Government        |     |    |  |     |    |
| District of Columbia Government          |     |    | Montgomery College                                   |     |    |  |     |    |
| District of Columbia Water & Sewer Auth. |     |    | Montgomery County, Maryland                          |     |    |  |     |    |
| District of Columbia Public Schools      |     |    | Montgomery County Public School                      |     |    |  |     |    |
| Fairfax, Virginia                        |     |    | Northern Virginia Community College                  |     |    |  |     |    |
| Fairfax County, Virginia                 |     |    | Prince George's Community College                    |     |    |  |     |    |
| Fairfax County Water Authority           |     |    | Prince George's County, Maryland                     |     |    |  |     |    |
| Falls Church, Virginia                   |     |    | Prince Georgia Public Schools                        |     |    |  |     |    |
| Fauquier County Schools & Government     |     |    | Prince William County, Virginia                      |     |    |  |     |    |
| Frederick, Maryland                      |     |    | Prince William County Public Schools                 |     |    |  |     |    |
| Frederick County, Maryland               |     |    | Prince William County Service Author                 |     |    |  |     |    |

**BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:**

**MONTGOMERY COUNTY PUBLIC SCHOOLS**  
**Procurement Unit**  
**45 West Gude Drive, Suite 3100**  
**Rockville, MD 20850-9999**  
**General Stipulations and Instructions To Bidders**

**I. Invitation For Bid**

The Board of Education of Montgomery County Maryland, herein after referred to as The Board of Education, will receive sealed proposals until the date and time indicated on the cover of the Invitation For Bid. Bids must be delivered to Montgomery County Public Schools, Procurement Unit, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850, and be received and stamped prior to the bid opening. Bids may be delivered in person, but delivery to the mailroom or lobby does not validate the time of receipt. The respondent shall assume full responsibility for timely delivery of the bid, whether by the U.S. Postal Service or by any other carrier. Bids received after the designated time for the receipt of solicitations will be returned unopened. Bids must be delivered in sealed opaque envelopes. Envelopes shall be clearly marked on the outside lower left corner with the bid number and bid opening date and time.

**II. Intent**

These specifications are intended to cover the furnishing and delivery of said materials, supplies, or services as hereinafter shown to any or to each of the various public schools, offices, or to any designated warehouse or warehouses in Montgomery County, Maryland, whichever is specified, in quantities to be determined subsequent to the bid opening.

**III. Right To Cancel Or Reject Bids**

- A. The Board of Education reserves the right to cancel any contract if, in its opinion, there is a failure at any time to perform adequately the stipulations of this Invitation For Bid, or if the general conditions and specifications which are attached and made part of this bid are not fulfilled, or if in any case there is any attempt to willfully impose upon the Board of Education materials or products or workmanship which are in the opinion of the Board of Education of an unacceptable quality. Any action taken in pursuance of this latter stipulation shall not affect or impair any rights or claims of the Board of Education to damages for the breach of any covenants of the contract by the contractor. The Board of Education also reserves the right to reject the bid of any bidder who has previously failed to perform adequately after having once been awarded a prior bid for furnishing materials or services similar in nature to those mentioned in this bid.
- B. The Board of Education reserves the right to reject any or all bids in whole or in part; to make partial awards; to waive any irregularity in any quotation; to increase or decrease quantities if quantities are listed in the bid; to reject any bid that shows any omissions, alterations of form, and additions, conditions, or alternate proposals not called for; and to make any such award as is deemed to be in the best interests of the Board of Education.
- C. All items furnished must be completely new and free from defects. No others will be accepted under the terms and intent of this bid.

**IV. Right To Purchase In The Open Market**

Should the contractor fail to comply with the conditions of this contract or fail to complete the required work within the time stipulated in the contract, The Board of Education reserves the right to purchase in the open market, or to complete the required work, at the expense of the contractor or by recourse to provisions of the faithful performance bond if such bond is required under the conditions of the bid.

**V. Failure To Furnish Item(s)**

Should the contractor fail to furnish any item or items, or to complete the required work included in this contract, The Board of Education reserves the right to withdraw such items or required work from the operation of this contract without incurring further liabilities on the part of the Board of Education.

**VI. Employer Information Report EEO-1**

The Board of Education requires that each successful bidder be liable for compliance with the provisions of Title VII of the Civil Rights Act of 1964. In order to fully comply with Title VII, a company must file Employer Information Report EEO-1 with the Joint Report Committee, 1800 G Street, NW, Washington, D.C. 20036. Only companies that fall within the following categories are required to file the Employer Information Report EEO-1:

The entire company has at least 100 employees on the payroll. The company is affiliated through centralized ownership and/or centralized management, and the group legally constitutes a single enterprise employing a total of 100 or more employees.

If your company has already filed an EEO-1 by virtue of supplying materials or services under Federal Government Contracts, it is necessary to submit only a copy of your most recent EEO-1 report to the Procurement Unit. If you are filing a report for the first time, send a copy of EEO-1 to the Procurement Unit. Please note that purchase orders will not be issued to companies that fall into the above categories until proof of EEO-1 reporting has been received.

**VII. Preparation Of Bid**

Bids must be submitted on the copy provided. Bidders may wish to reproduce and retain one copy for its files. Bids must be signed by an authorized representative of the company submitting a bid. It is the intent of this solicitation that should a given bid be accepted, it will automatically become the contract. Notification of the bid award will be made by letter. Bidders shall submit its bids and specifications on the appropriate specification sheets that show the schedule of items to be purchased. Bidders may attach a letter of explanation to its bid if it so desire.

Prices quoted shall not exceed the prices established under any governmental price control regulations. Bidders will be required if requested by The Board of Education, to furnish satisfactory evidence that they are qualified as manufacturers or dealers in the items listed and have a regularly established place of business. An inspection of any bidder's place of business may be made to determine the bidder's ability to perform.

**VIII. Discounts**

The Board of Education reserves the right to consider discounts in computing the bid.

**A. Trade Discounts**

All prices offered must be the lowest net price after trade discounts have been considered. Bids offering a percentage off list prices will not be accepted unless: (1) specifically requested in that manner; (2) two copies of the referenced price list accompany the bid.

**B. Payment Discounts**

Prompt payment discounts are solicited and will be treated as follows:

- (1) Unless specifically stated otherwise, discounts offered which allow a minimum of twenty (20) days to qualify will be

deducted from prices offered in the bid for the purpose of determining the lowest price offered.

(2) Discounts offering less than twenty (20) calendar days will not be deducted from price offered for the purpose of determining the lowest price, but will be taken if payment is made within the discount period.

#### **IX. "Or Equal" Interpretation**

Unless the specifications and/or conditions state a specific brand and substitutions will not be considered, the Board of Education will consider other brands or the product of other manufacturers as long as the product meets the same specifications, standards, and quality of the material being solicited through the bid. On all such bids the bidder shall indicate clearly the product on which it is bidding and shall supply sufficient data on its own letterhead to enable an intelligent comparison to be made with the particular brand or manufacturer specified.

Whenever the specifications indicate a product of a particular manufacturer, model, or brand and in the absence of any written statement to the contrary by the bidder, the bid will be interpreted as being for the exact brand, model, or manufacturer specified, together with all accessories enumerated in the specifications.

#### **X. Consideration of Prior Service**

Awards on this bid will be made after consideration has been given to any previous performance for The Board of Education as to quality of service and/or merchandise and with regard to the bidder's ability to perform should it be awarded the bid.

#### **XI. Delivery**

The bidder agrees to furnish and deliver during the period of the contract the items and articles which may be awarded to the bidder in such amounts and quantities within the terms of the contract. **All Deliveries Must Be Prepaid FOB Destination, And In No Case Will Shipments Collect Or Sidewalk Deliveries Be Accepted.** Bidders shall uncrate, completely assemble, and set in designated place all equipment and furniture. All delivery cost shall be included in the bid unit price.

#### **XII. Packing Slips And Delivery Tickets**

All materials delivered on this contract shall be packed in a substantial manner in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging or for deposits on containers. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered: the quantity, bid number, and the name of the contractor.

#### **XIII. Invoices**

Payment depends on receipt of a proper invoice and satisfactory contract performance. All invoices are to be transmitted to the Division of Controller at:

Division of Controller  
45 West Gude Drive, Suite 3200  
Rockville, MD 20850-9999

Every invoice must include the following information:

- A. Name and address of the contractor
- B. Taxpayer Identification number
- C. The purchase order number
- D. An invoice number
- E. Bid number if applicable
- F. The ship to address
- G. Line item description, quantity, unit of measure, unit price, and extended price as stated on the purchase order
- H. Shipping and payment terms if not a bid item

When a discount for payment is authorized and taken; it will be made to the contractor as close as possible to, but not later than,

the end of the discount period. Prices quoted shall not include federal excise or state sales and use taxes. Exemption certificates will be furnished upon request. Contractor inquiries concerning payment may be made to [accountspayable@mcpsmd.org](mailto:accountspayable@mcpsmd.org).

#### **XIV. Bid Security**

If bid security is required, it must be payable to: "Montgomery County Board of Education."

Such bid security will be returned to all except the successful bidder(s) within five business days after awards have been made. The bid security of the successful bidder(s) will be returned upon receipt of the performance bond if such bond is required under the terms of the award. If no award is made within 60 days after the date of the opening of the bids, bid security will be returned to any bidder upon demand of the bidder at any time after the 60-day period so long as it have not been notified of the acceptance of its bid. Written notification of the acceptance of any bid will be made to the successful bidder(s).

#### **XV. Performance Bonds**

If required, the successful bidder or bidders on this bid must furnish a performance bond in the amount indicated in the bid document, made out to Montgomery County Board of Education and prepared on an approved performance bond form as security for the faithful performance of its contract. The performance bond shall be submitted within ten business days of the notification that the bid has been awarded. The surety thereon must be such surety company or companies as are acceptable to The Board of Education and as are authorized to transact business in the State of Maryland. Attorneys in fact who sign bid bonds must file with each bond a certified copy of its power of attorney to sign said bonds. Should the bidder fail or refuse to furnish the required performance bond within ten business days after notification the bidder shall pay to The Board of Education as liquidated damages for such failure or refusal an amount in cash equal to the security deposited with its bid.

#### **XVI. Provision For Municipal Offices**

Each bidder agrees when submitting its bid that it will make available to every office and department of the Montgomery County Government the bid prices submitted on this bid should any such department or office wish to take advantage of the bid prices submitted to The Board of Education.

#### **XVII. Product Testing During Time of Contract**

Material delivered on any contract resulting from this Invitation For Bid may be tested for compliance with the specification stipulated herein. Any shipment failing to fully meet or comply with the specification requirements will be promptly rejected.

The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the Board of Education except if the order or shipment is rejected for failure to meet the requirements of the specification. In case of failure to meet the requirements of the specification the cost of testing will be charged to the contractor.

#### **XVIII. Safety Standards**

All work performed and all items supplied shall be in compliance with applicable federal and state safety standards. (OSHA-MOSHA). Material Safety Data Sheets shall be included in all shipments.

#### **XIX. General Guaranty**

The contractor agrees to:

- A. Save the Board of Education, its agents, and employees harmless from liability of any nature or any kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in the performance of the contract

of which the contractor is not patented assignee, licensee, or owner.

- B. Protect the Board of Education against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
- C. Furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to its own work or to the work of the contractors for which it or its workers are responsible.
- D. Pay for all permits, licenses, and fees and give all notices and comply with all laws, ordinances, rules, and regulations of the Board of Education and of the State of Maryland.

## **XX. Indemnity**

The contractor shall indemnify, keep, and save harmless the Board of Education, its agents, officials, and employees against all injuries, death, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in any way occur against them in consequence of the granting of this contract or which may in any way result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the contractor or its employees, except to the extent of the negligence of the Board of Education, its agents, officials and employees. The contractor shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the Board of Education in any such action based on the actions and/or negligence of the contractor, its agents and employees, the contractor shall at its own expense satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the contractor, shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the Board of Education as herein provided.

## **XXI. Insurance**

The contractor shall maintain Comprehensive Business Insurance for protection from claims under the Workmen's Compensation Act, claims for damage because of bodily injury, death, or property damage to others, including employees of the Board of Education; and claims for damages arising out of the operation of motor vehicles, which may arise during the performance of the contract whether caused by the contractor or by any subcontractor or anyone directly or indirectly employed by either of them. The contractor shall also maintain product liability insurance. The aforementioned insurance shall cover the duration of the contract period, including all periods of the time and all places where work is performed under an expressed or implied warranty. The limits of such liability insurance for each occurrence shall be equal to or greater than \$500,000 for Bodily Injury and \$100,000 for Property Damage. The certificate on the insurance, indicating coverage for the term of the contract, shall be made in favor and provided to The Board of Education prior to commencement of the contract. A company duly licensed by the Maryland Insurance Commissioner and qualified to sell insurance in Maryland shall issue all insurance policies.

## **XXII. Inspection Of Premises**

Before submitting a bid for any construction or installation work in any building or on the premises of the Board of Education, the bidder should carefully examine the premises and upon submitting its bid will be considered to have examined the premises, building, or buildings where the work is to be done. For any work or installation requiring the use of labor, the successful bidder before starting work must provide sufficient evidence of insurance showing that it is adequately covered for Workmen's Compensation and Public Liability insurance.

## **XXIII. Patents**

The contractor shall hold and save the Board of Education, its officers, agents, servants, and employees harmless from liability of any nature or kind, including costs and expenses for or on account of any patented or unpatented inventions, articles, process, or appliance manufactured or used in performance of this contract including its use by Montgomery County, unless otherwise specifically stipulated in this contract.

## **XXIV. Samples And Catalog Cuts**

### **A. Requirements and Delivery**

Sample requirements and sample delivery stipulations are indicated in the bid document. Further details concerning samples may also be indicated in the detailed specification portion of the invitation. Bidders shall make all arrangements for delivery of samples to location indicated.

### **B. Sample Identification**

All sample packages shall be marked "Samples" and each sample shall bear the name of the bidder, item number, and bid number and shall be carefully tagged or marked in a substantial manner. Failure of the bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of its bid.

### **C. Testing or Comparing Samples**

Samples are requested for the purpose of testing or comparing with detailed specifications. Therefore, The Board of Education reserves the right to retain or destroy the articles or materials submitted as samples for the purpose of testing. Accordingly, The Board of Education shall be free from any change or claim on the part of the bidder or contractor if any articles or materials furnished as samples are lost or destroyed. Materials such as food may be tested from the raw, uncooked, baked, or canned sample being submitted at the time of bid opening or subsequent to bid opening. Food tests shall consider specification factors such as contents, weight, size, taste, texture, appearance, uniformity of color, and defects, if any.

### **D. Retention and Removal of Samples**

The samples submitted by bidders on items on which it have received an award will be retained by The Board of Education until the delivery of contracted items is completed and accepted. Bidders whose samples are retained will be notified when its samples may be removed. Samples on which bidders are unsuccessful must be removed as soon as possible but not more than 15 calendar days after notification that the award has been made by The Board of Education. The Board of Education will not be responsible for such samples if not removed by the bidder within 15 calendar days after the notification of award has been made.

### **E. Sample Quantities**

Samples are required in the exact packaging and size as stated in the item description unless otherwise indicated in the bid document or it is determined that a smaller quantity is sufficient for adequate testing.

### **F. Descriptive Literature**

All bidders are required to furnish with the bid proposal a brochure, properly bound and labeled, showing full illustrations and specifications on each item offered, if bidding other than specified; or if specifically requested. These cuts and specifications are to be arranged and labeled with the item number in the same sequence as the items appear in the specifications and attached on separate pages of a brochure. The cover of the brochure shall contain:

1. Vendor's name, address, and phone number
2. Bid number

## **XXV. Time of Completion**

The Board of Education reserves the right to revise the starting and completion dates for delivery and installation of equipment to new schools and additions as stated below if the bid is wholly or in part for the furnishing of new schools and additions to existing buildings. At least 60 days prior to the date scheduled for delivery and installation for each project, the Board of Education will notify the contractor whether or not any change will be required in the dates for



the beginning and completion of delivery. The right is reserved to specify beginning dates and completion dates two weeks earlier than listed above or to postpone the beginning and completion dates for not more than 30 days later than the dates as listed. These changes in delivery dates, if any, for new schools and additions to older buildings will be applicable to individual projects as specified and not to all projects as a whole. The estimated dates on which deliveries may be begun and which time deliveries and installations must be completed have been estimated as carefully as possible; and if any change is required by circumstances beyond the control of the Board of Education, the revised delivery dates as established by the procedures outlined immediately above will become the definite schedule for completion of the contract as if it had been set in the original schedule as outlined.

#### **XXVI. Guarantee**

The contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by it for a period of one year from date of acceptance of the items delivered and installed. If, within the guarantee period, any defects or signs of deterioration are noted which in the opinion of The Board of Education are due to faulty design and installation, workmanship, or materials, upon ratification, the contractor, at its expense, shall repair or adjust the equipment or parts to correct the condition: or it shall replace the part or entire unit to the complete satisfaction of the Board of Education. These repairs, replacements, or adjustments shall be made only at such times as will be designated by the Board of Education as least detrimental to the instructional programs.

#### **XXVII. Signature To Bids**

Each bid must show the full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign contracts. All correspondence concerning the bid and contract, including Notice of Award, Copy of Contract, and Purchase Order, will be mailed or delivered to the address shown on the bid in the absence of written instructions from the bidder or contractor to the contrary. Bids by partnerships must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of individuals composing the partnership. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When required, satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the bid as agent shall file satisfactory evidence of its authority to do so.

#### **XXVIII. Errors In Bids**

Bidders, or its authorized representatives, are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and the bidder cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors either of omission or commission on the part of the bidders.

#### **XXIX. Resolution and Disputes**

Bidders who have any concerns regarding the recommended awards of this solicitation should promptly contact the buyer in the Procurement Unit before the scheduled Board action. Any concerns that cannot be resolved informally with the buyer should be addressed to the senior buyer of the Procurement Unit. The senior buyer of the Procurement Unit shall attempt to resolve, informally, all protests or complaints regarding bid award recommendations. Any formal protest must be filed with the senior buyer of the Procurement Unit within seven (7) calendar days of the date of the pre-award notice.

#### **XXX. Inquiries**

**Should any bidder have any question as to the intent or meaning of any part of this bid, it must contact the undersigned to receive a written reply before submitting its bid. Inquires must be submitted in writing no later than four business days prior to bid opening date.**



Eugenia S. Dawson  
Acting Director, Department of Materials Management

**MONTGOMERY COUNTY PUBLIC SCHOOLS  
PROCUREMENT UNIT  
45 West Gude Drive, Suite 3100  
Rockville, MD 20850-9999**

**SPECIAL INSTRUCTIONS TO VENDORS FOR MAILING BIDS**

**Bids must be delivered in sealed, opaque envelopes, and labeled clearly as follows:**

**SAMPLE BID RESPONSE ENVELOPE**



(Return Address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BID ENVELOPE**

**TO BE DELIVERED TO**

**Procurement Unit  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 West Gude Drive, Suite 3100  
Rockville, MD 20850-9999**

**BID NO. \_\_\_\_\_  
BID NAME \_\_\_\_\_  
OPENING DATE \_\_\_\_\_  
OPENING TIME \_\_\_\_\_**



Vendor name and address must appear on the upper left hand corner of the bid envelope.  
The specific bid number, opening date, and time must appear in the lower left hand corner of the bid envelope.  
It is suggested that vendors utilize a tracking service to insure prompt delivery.



**Department of Materials Management  
Procurement Unit  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland**

**Invitation for Bid #9122.7, Breads and Rolls**

**GENERAL CONDITIONS AND SPECIFICATIONS**

**A. Intent**

The specifications contained herein are intended to cover the furnishing and delivery of breads and rolls to ALL Montgomery County Public School (MCPS) locations and to the MCPS Division of Food and Nutrition Services (DFNS) Central Production Facility. All locations are within Montgomery County, Maryland.

Vendors must have approved processing agreements with the Maryland State Board of Education (MSDE) for using donated flour from the United States Department of Agriculture (USDA). MCPS reserves the right to request verification of a processing agreement subsequent to the bid opening.

**B. Ordering and Delivery**

Background

MCPS requires delivery of bread to ALL school sites, MCPS adult cafeteria locations, and to the MCPS Division of Food and Nutrition Services Central Production Facility (CPF), hereafter referred to as CPF. **See Attachment I** for detailed information on locations. The director of the MCPS Division of Food and Nutrition Services, hereafter referred to as DFNS, and the successful vendor(s) shall establish mutually agreeable ordering procedures for all deliveries.

1. Ordering and Delivery to Schools Information and Requirements

The successful vendor(s) shall be responsible for keeping informed of holidays and emergency school closings. In the case of school closings due to inclement weather or other emergency closings, orders placed for the day of the closing are automatically cancelled. Orders shall be resumed the next day of school. The DFNS will notify the vendor(s) of any order adjustments due to school closings.

Cafeteria managers normally place orders on Mondays (Tuesdays if school is not open on Monday) for the next week's deliveries.

- a. Normal delivery shall be four (4) days per week
- b. Delivery of goods includes placement of items in areas designated by the cafeteria manager. This does not include placing on shelves.

**Ordering and Delivery (cont.)**

- c. "Drop shipments" (items left outdoors) shall not be considered. Any drop shipments received shall NOT be honored for payment and shall be reported to the Montgomery County Department of Environment Protection as a violation of sanitary regulations.
- d. The successful vendor(s) shall notify the director of Division of Food and Nutrition Services in advance when product shortages are anticipated or if deliveries are incomplete.
- e. Vendors shall only deliver products that have been awarded and approved by the director of DFNS. Items that have not been approved shall not be supplied to schools without prior written approval by the director of the Division of Food and Nutrition Services.

**2. Ordering and Delivery to CPF Information and Requirements**

The Division of Food and Nutrition Services Central Production Facility is located at 8401 Turkey Thicket Drive, Gaithersburg, Maryland 20879.

- a. A standing daily delivery appointment shall be arranged (between 7:00am and 11:00am).
- b. Product must be delivered on plastic stackable trays and stacked on vendor-supplied dollies.
- c. Vendor must notify DFNS in advance if substitutions are made or if shortages are anticipated.
- d. All empty bread trays shall be picked up daily by the successful vendor(s).
- e. The successful vendor(s) shall be responsible for keeping informed of holidays and emergency school/office closings. In the case of school/office closings due to inclement weather or other emergency closings, orders placed for the day of the closing are automatically cancelled. Orders shall be resumed the next day schools/offices open. The DFNS will notify the vendor(s) of any order adjustments due to school closings.

**Any deviations or exceptions to the requirements specified in the ordering and delivery must be clearly stated in on a separate sheet and be included with the proposal.**

**C. Awards**

It is the intention to award this contract to the lowest responsible bidder(s) meeting specifications and product approval. Consideration shall also be given to any previous performance for the Board of Education as to quality of service, acceptable merchandise and with regard to the bidder's ability to perform should it be awarded the contract.

Montgomery County Public Schools reserves the right to add/delete bread or roll products and/or locations dependent upon specific needs during the term of this contract with prior written approval from the director of the DFNS.

**D. Contract Term**

The term of contract shall be for one-year as stipulated on the Invitation for Bid. However, the contract may not begin until one day after approval by the Board of Education and will conclude as stated under the contract term. MCPS reserves the right to extend this contract at existing prices, terms and conditions for up to three (3) additional one-year terms. Written notice indicating MCPS' intention to pursue the extension of the contract will be issued to the successful vendor(s) 90 days prior to the expiration of the original contract. The vendor(s) shall have ten (10) days from the date of notification to return the notice acknowledging its intent to accept or reject the extension. Once all responses are evaluated, MCPS staff may make a recommendation to the Board of Education to extend the contract or decide to rebid. If the contract is extended by the Board of Education a contract amendment will be issued.

**E. Provision for Price Adjustment**

Unit prices quoted herein are subject to price adjustment downward in accordance with decreases in prices announced by the manufacturer of the subject item anytime prior to award. Recommendations for awards, however, shall be made based on the original bid submission only.

Subsequent to award, the unit prices quoted herein are subject to price adjustment upward or downward in accordance with increases or decreases announced by the manufacturer after the contract award. The successful bidder must notify the Team Leader of the Procurement Unit of any announced manufacturer's price reductions and give immediate benefit to MCPS in a proportionate amount.

Price increases will not be considered for the first year of the contract. Thereafter, the successful vendor must submit a written request for price relief. The request for a price increase shall include documentation from the manufacturer to verify the basis for such request. MCPS reserves the right to accept or reject the request as may be determined to be in the best interest of MCPS. Any orders received prior to a request for a price increase shall be honored at the original contract price.

**F. Samples and Nutritional Information**

Samples and nutritional and ingredient information of whole wheat/multigrain items are required subsequent to bid opening time. Samples and nutritional and ingredient information shall be separate from the bid response and shall be forwarded to the **Division of Food and Nutrition Services, Attention: Ms. MaryAnn Gabriel, 8401 Turkey Thicket Dr., Gaithersburg, Maryland 20879**. The outside packaging of samples shall be clearly marked "Samples" with the bid number affixed to the packaging. The nutritional and ingredient information shall be clearly marked with the bid number, item number, and company name.

Samples shall be of sufficient quantity (25 servings) to allow thorough testing of the product. Each individual sample submitted shall bear the name of the bidder, bid number, Item number and shall be carefully tagged or marked in a substantial manner. If samples are not properly marked, the samples may not be considered. (See Article XXIV of the General Stipulations and Instructions to Bidders).

MCPS reserves the right to request additional samples as well as nutritional and ingredient information subsequent to the bid opening. Requests shall be accomplished by telephone or fax. Samples and/or nutritional and ingredient information shall be **required within forty-eight (48 clock hours) of request**. The successful vendor SHALL be required to provide copies of labels for all products awarded. (See Paragraph 2. Nutritional/Ingredient Information.)

Failure to submit nutritional and ingredient information and/or samples as required may result in disqualification of the bid.

**G. Nutritional Requirements**

MCPS requires products without the following ingredients:

- Artificial colors and dyes
- Acesulfame-Potassium, Aspartame
- BHA
- Azodicardicarbonamide
- Potassium Bromate
- Propyl Gallate
- MSG
- Artificial Trans Fat

All grain products served for use in schools must be credited based on per-ounce equivalent (oz. eq) standards. Baked goods (breads, biscuits, bagels, etc.): 16 grams of creditable grain ingredients provide 1 oz. eq credit.

All items bid for school use must also meet the whole grain rich criteria. Foods that meet the whole grain-rich criteria for the school meal programs contain 100 percent whole grain or a blend of whole-grain meal and/or flour and enriched meal and/or flour of which at least 50 percent is whole grain. The remaining 50 percent or less of grains, if any, must be enriched.

**H. Brand Names**

In the brand column, vendors should state the brand name, code or model number on each item being offered, even if bidding as specified. If a brand and code or model number is not shown, your bid may not be considered. Bidder must supply the brand name and product information requested of item being offered, or the item may not be considered.

**I. Interpretation of Specifications**

The products in the attached list are specified to meet our minimum requirements. Therefore, vendors are informed that they must provide the items in conformance to quality standards equal to the item specifications.

All breads and rolls shall be “enriched” and meet Federal Specifications of the Federal Standard Stock Catalog EE-B-671a and any subsequent amendments thereto.

**J. Deviations**

All bids meeting the intent of the invitation will be considered for award. Bidders offering and quoting on substitutions or who are deviating from the terms, conditions, and/or specifications shall list such and explain fully on a separate sheet to be submitted with its bid. The absence of such a sheet shall indicate that the bidder has taken no exception and shall be held responsible for performing in accordance with the terms, conditions and specifications as stated herein.

**K. Quotations**

Vendors shall provide pricing for using both vendor provided flour and using USDA provided flour. If an item is not applicable for USDA flour, the vendor shall indicate by placing a “NA” in the “**Comments**” column.

No bidder will be allowed to offer more than one (1) price on each item even though it may feel that it has two (2) or more types of products that will meet specifications. Bidders must determine for themselves which to offer. If said bidder should submit more than one (1) price on any item, all prices for that item will be rejected. However, this stipulation does not preclude the offering of new products that do not meet specifications in every respect from being offered as a separate item for consideration for future bids. Such product should be identified as a new product and a brief explanation written as a part of the offer detailing the advantages that can normally be expected of this product over the product specified.

A bidder may restrict its bid to consideration in the aggregate by so stating, but shall name a unit price on each item bid upon. Any bid in which the bidder names a total price for all the articles without quoting a price on each and every separate item may be considered informal. If there is any discrepancy between the unit cost and total cost, the unit cost shall prevail.



**L. Quantities**

Quantities shown in the item specification for each item are estimated AVERAGE ANNUAL usage and are subject to change and are dependent upon current requirements of MCPS and budgetary limits. MCPS shall not be obligated to receive or purchase any specific quantity.

Vendor(s) are required to supply and deliver all items listed. MCPS reserves the right to add new items by mutual agreement between the Director of the Division of Food and Nutrition Services and the vendor(s). Vendor(s) are encouraged to present or demonstrate new items or concepts to the director of the Division of Food Services.

**M. Product Protection Guarantee**

School districts have “automatic” product protection recourse against suppliers for product safety. According to federal regulations, the supplier whose name and address appear on the package is the responsible party. Contractors shall take immediate action to correct any situation in which product integrity is violated.

**N. Coding**

The code the contractor is using on the product package designating the maximum life of the product by date shall be provided to the Division of Food Services prior to school deliveries.

**O. Weights**

All weights specified refer to baked weights.

**P. Color**

Color shall not be added to any product described herein.

**Q. Nutritional/Ingredient Information**

After award, the successful vendor(s) shall supply a copy of all the nutritional label and ingredient listings for all products awarded. Information should be sent within five (5) days of award notification to Mary Ann Gabriel, Division of Food and Nutrition Services, 8401 Turkey Thicket Dr., Gaithersburg, Maryland 20879. The nutritional and ingredient information shall have the Bid number, Item number and Company name affixed to the labels.

**R. Invoices**

Multi-part invoices must be provided that contain the following information:

1. School name and MCPS assigned number
2. Item description
3. Quantity
4. Item unit price with extended total amount

**Invoices (cont.)**

The cafeteria manager, upon receipt of the goods, shall sign a multi-part invoice. The cafeteria manager shall retain a copy. Any adjustments to the original invoice must be made on the cafeteria and the vendor copies.

Weekly billing documents shall be sent to the director of the Division of Food and Nutrition Services, no later than the fifth working day after the close of the previous week's business. Electronic files preferred. Vendor(s) shall provide the following:

1. A summary invoice that shows totals of all school locations by item, unit prices and a grand total.
2. Invoices shall be listed by MCPS School number order showing totals delivered to a location for the week, by item with unit prices and extended total amounts.
3. Upon request, the vendor shall fax their invoice copy to the Division of Food and Nutrition Services Accounts Payable office.

**S. Special Conditions**

1. Audit Provisions - MCPS shall have the right to examine the successful vendor(s) records pertaining to work performed under the contract to determine and verify their compliance with all contractual conditions. MCPS shall be granted access to such records at all reasonable times during the contract period and for three (3) years thereafter.

2. Contingent Fee – The successful vendor(s) hereby represents that they have not retained anyone to solicit or secure this contract from MCPS upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for bona fide employees or bona fide established commercial selling agencies maintained by the person so representing for the purpose of securing business, or any attorney rendering professional legal services consistent with applicable canons of ethics.

3. Assignments - Neither this contract nor any interest therein nor claim thereunder, shall be assigned or transferred by the successful vendor(s) except as expressly authorized in writing by MCPS, no contract shall be made by the successful vendor(s) with any other party for furnishing any of the work or services herein contracted for without the written approval of MCPS.

4. Disputes - Any dispute concerning a question of fact arising under this contract shall be disposed of by written agreement between the contractor and the contracting officer. Pending final decision of a dispute hereunder, the contractor shall proceed diligently with the contract performance.

**T. Customer References**

Bidders are required to provide three (3) references. The references shall have company name, contact person, address and phone number of three (3) current customers for which a contract for similar size and products have been provided. If the reference information is not accurate and MCPS cannot contact the person(s) named then the bid may not be considered.

| <u>Company Name &amp; Address</u> | <u>Contact<br/>Person</u> | <u>Phone<br/>Number</u> | <u>Contract<br/>Number</u> |
|-----------------------------------|---------------------------|-------------------------|----------------------------|
| 1. _____                          |                           |                         |                            |
| Email: _____                      |                           |                         |                            |
| 2. _____                          |                           |                         |                            |
| Email: _____                      |                           |                         |                            |
| 3. _____                          |                           |                         |                            |
| Email: _____                      |                           |                         |                            |

**U. Award Criteria**

1. Conformance to specifications
2. Ability to perform
3. Previous performance of vendor
4. Price
5. Product evaluation, nutritional profile, ingredient listing, taste/appearance evaluation, suitability for intended uses, and packaging.

**V. Addenda/Errata**

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the sole responsibility of the bidder to check the “Event Calendar” on the MCPS website <http://montgomeryschoolsmd.org/departments/procurement/> or contact Tina Marie Booth, Buyer in the Procurement Unit at 301-279-3122 to verify whether addenda/errata have been issued. Failure to provide the signed acknowledgement of the addenda/errata may result in a bid being deemed non-responsive.

**W. Submission of Bids**

One original and one copy of the bid are requested. The cover page of each copy must be clearly marked original or duplicate. Bidders may wish to reproduce and retain an additional copy for your files.

**X. Vendor Obligation**

**Contractors’ and sub-contractors’ responsibility regarding registered sex offenders:**

Maryland Law requires that any person who enters a contract with a county board of education or a non-public school “may not knowingly employ an individual to work at a school” if the individual is a registered sex offender. An employer who violates this requirement is guilty of a misdemeanor and if convicted may be subject to up to five years imprisonment and/or a \$5000 fine.

**Vendor Obligation (cont.)**

Each contractor shall screen their work-forces to ensure that a registered sex offender does not perform work at a county public school and also ensure that a subcontractor and independent contractor conducts screening of its personnel who may work at a school. The term “work-force” is intended to refer to all of the contractor’s direct employees and subcontractors and/or independent contractors it used to perform the work. Violation of this provision may cause MCPS to take action against the contractor up to and including termination of the contract.

**Y. eMaryland Marketplace**

Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace. Registration with eMaryland Marketplace is free. It is recommended that any interested supplier register at [www.eMarylandMarketplace.com](http://www.eMarylandMarketplace.com) regardless of the award outcome for this procurement as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

**Z. Inquiries**

Bidders may contact Tina Marie Booth for technical and contractual questions. All questions must be in writing to Tina Marie Booth, Buyer, Montgomery County Public Schools, 45 W Gude Drive, Suite 3100, Rockville, Maryland 20850, fax number 301-279-3173, or email [Tinamarie M Booth@mcpsmd.org](mailto:Tinamarie.M.Booth@mcpsmd.org). Questions must be received no later than four (4) business days prior to bid opening in order for the bidder to receive a reply prior to submitting its bid.

The Board of Education will not be responsible for any oral or telephone explanation or interpretation. Vendor contact with any other MCPS employee regarding this solicitation prior to Board award will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of its bid. The MCPS Procurement website address is <http://montgomeryschoolsmd.org/departments/procurement/>

# Item Specification

Bread and Rolls

**Bid No:** 9122

From: 07/01/2019

05/20/2019

To: 06/30/2020

Page 1 of 9

37515

**Company Name:** \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description   | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|---|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 34989            |                       | Bread, 100% whole grain or multigrain loaf sliced.<br>24 oz./loaf, 16 slices/loaf.<br><br>State weight/loaf: _____<br><br>State slices/loaf: _____<br><br>*Sample and nutritional information required. | 100                | Loaf        |               |       |       |                             |
| 18006            |                       | Bread, Cinnamon raisin; enriched wheat bread with<br>raisins and cinnamon, sliced.<br>State weight/loaf: _____<br>State number of slices: _____   | 25                 | Loaf        |               |       |       |                             |
| 18004            |                       | Bread, French 1" slice 22" long.<br>State weight/loaf: _____<br>State number of slices: _____   | 100                | Loaf        |               |       |       |                             |
| 18037            |                       | Bread, Italian enriched wheat bread with seeds;<br>sliced<br>State weight/loaf: _____<br>State number of slices: _____<br><br>Price using vendor flour: \$ _____  | 145                | Loaf        |               |       |       |                             |

# Item Specification

Bread and Rolls

**Bid No:** 9122

**From:** 07/01/2019

05/20/2019

**To:** 06/30/2020

Page 2 of 9

37515

**Company Name:** \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description   | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|---|--------------------|-------------|---------------|-------|-------|-----------------------------|
|                  | 18034                 | Bread, Pumpnickle half<br>State weight/loaf: _____<br>State number of slices: _____<br><br>Price using vendor flour: \$ _____                             | 25                 | Each        |               |       |       |                             |
|                  | 18040                 | Bread, Rye sliced, Pullman, enriched wheat bread<br>with rye flour and ground caraway seeds.<br>State weight/loaf: _____<br>State number of slices: _____ | 25                 | Loaf        |               |       |       |                             |
|                  | 18032                 | Bread, Rye Jewish, half seeded<br>State weight/loaf: _____<br>State number of slices: _____<br><br>Price using vendor flour: \$ _____                     | 200                | Each        |               |       |       |                             |
|                  | 18010                 | Bread, White loaf sliced, Pullman 22-24 oz. per loaf<br>State weight/loaf: _____<br>State number of slices: _____   | 500                | Loaf        |               |       |       |                             |
|                  | 18008                 | Bread, +/- 51% Whole Wheat loaf sliced, Pullman<br>22-24 oz. per loaf.<br>State weight/loaf: _____<br>State number of slices: _____                       | 200                | Loaf        |               |       |       |                             |

# Item Specification

Bread and Rolls

**Bid No:** 9122

**From:** 07/01/2019

05/20/2019

**To:** 06/30/2020

Page 3 of 9

37515

**Company Name:** \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description  | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|--|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 34987            |                       | ALTERNATE for #18098: Breadsticks, +/- 51% whole grain. Approx. 1.5 oz. each. 8 ct/pkg. Credit as 1 OEG for CN Programs  | 200                | Pkg.        |               |       |       |                             |
|                  |                       | State weight/pkg: _____  |                    |             |               |       |       |                             |
|                  |                       | State number/pkg: _____  |                    |             |               |       |       |                             |
|                  |                       | State pkg. price if different than per dozen:<br>\$ _____  |                    |             |               |       |       |                             |
|                  |                       | *Sample and nutritional information required.  |                    |             |               |       |       |                             |
| 18014            |                       | Muffins, English 3 1/2" diameter, split, 24 oz. per dozen<br>12 count /package<br>State weight/pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____ | 80                 | Dozen       |               |       |       |                             |
| 39554            |                       | Rolls, Dinner, Hearty Multi-Grain, 1.25oz per roll; 12 count/pkg<br>State weight/pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____               | 50                 | Pkg.        |               |       |       |                             |

# Item Specification

Bread and Rolls

**Bid No:** 9122

**From:** 07/01/2019

05/20/2019

**Cycle No:** 7

**To:** 06/30/2020

Page 4 of 9

37515

**Company Name:** \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description  | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|--|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 34985            |                       | Rolls, Dinner/pan approximately 2 oz each. +/-<br>51% Whole Grain<br>24 ct/pkg. Credit as 1 OEG for CN Programs  | 100000             | Dozen       |               |       |       |                             |
|                  |                       | State weight/pkg: _____  |                    |             |               |       |       |                             |
|                  |                       | State number/pkg: _____  |                    |             |               |       |       |                             |
|                  |                       | State pkg. price if different than per dozen:<br>\$ _____  |                    |             |               |       |       |                             |
|                  |                       | *Sample and nutritional information required.  |                    |             |               |       |       |                             |
| 18026            |                       | Rolls, Dinner/pan large, minimum baked weight 24<br>oz. per dozen<br>24 count /package<br>State weight/pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____ | 100                | Dozen       |               |       |       |                             |
| 39552            |                       | Rolls, Dinner; French Banquet, 1.25oz per roll; 12<br>count/pkg<br>State weight/pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____                        | 50                 | Pkg.        |               |       |       |                             |
| 39553            |                       | Rolls, Dinner; Russian Pumpernickel, 1.25oz per<br>roll; 12 count/pkg<br>State weight/pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____                  | 50                 | Pkg.        |               |       |       |                             |



# Item Specification

Bread and Rolls

**Bid No:** 9122

**From:** 07/01/2019

05/20/2019

**To:** 06/30/2020

Page 5 of 9

37515

**Company Name:** \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description  | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|--|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 34981            |                       | Rolls, Hamburger split, minimum 3 3/4" diameter.<br>+/- 51% Whole Grain, White Wheat<br>Must credit as 2 OEG for CN Programs | 189903             | Dozen       |               |       |       |                             |
|                  |                       | State weight/pkg: _____  |                    |             |               |       |       |                             |
|                  |                       | State number/pkg: _____  |                    |             |               |       |       |                             |
|                  |                       | State pkg. price if different than per dozen:<br>\$ _____  |                    |             |               |       |       |                             |
|                  |                       | Price using vendor flour: \$ _____   |                    |             |               |       |       |                             |
|                  |                       | *Sample and nutritional information required.  |                    |             |               |       |       |                             |
| 35017            |                       | Rolls, Hamburger, 4 oz, minimum 3 3/4" Diameter,<br>baked weight +/- 22.5oz per 8 count, Pillow pack<br>60 count/package     | 350                | Dozen       |               |       |       |                             |
|                  |                       | State weight/pkg: _____  |                    |             |               |       |       |                             |
|                  |                       | State number/pkg: _____  |                    |             |               |       |       |                             |
|                  |                       | State pkg. price if different than per doz:<br>_____   |                    |             |               |       |       |                             |
| 39558            |                       | Rolls, Hoagie hinged, White Wheat, 5-6" long,<br>minimum baked weight 24 oz. per dozen.<br>12 count /package                 | 13500              | Dozen       |               |       |       |                             |
|                  |                       | State weight and length/pkg: _____   |                    |             |               |       |       |                             |
|                  |                       | State number/pkg: _____  |                    |             |               |       |       |                             |
|                  |                       | State pkg price if different than per doz: _____   |                    |             |               |       |       |                             |
|                  |                       | CPF delivery   |                    |             |               |       |       |                             |
|                  |                       | Price using vendor flour: \$ _____   |                    |             |               |       |       |                             |

# Item Specification

Bread and Rolls

**Bid No:** 9122

**From:** 07/01/2019

05/20/2019

**To:** 06/30/2020

Page 6 of 9

37515

**Company Name:** \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description  | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|--|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 18022            |                       | Rolls, Hot dog or finger rolls, split standard 6", +/- 51% Whole Grain, Must meet 2 OEG for CN Programs<br><br>12 count /package<br>State weight /pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____<br><br>Price using vendor flour: \$ _____                                    | 3000               | Dozen       |               |       |       |                             |
| 39557            |                       | Rolls, Hot Dog split, Whole Grain, White Wheat. Standard 6", minimum baked weight 16 oz. per 8 count package. Must meet 2 OEG for CN Programs.<br><br>State weight /pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____<br>CPF delivery<br><br>Price using vendor flour: \$ _____  | 3500               | Pkg.        |               |       |       |                             |
| 18020            |                       | Rolls, Italian steak or hoagie rolls, hinged, soft french dough, 5-6" long, minimum baked weight 27 oz. per dozen<br>12 count /package<br>State weight and length/pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____<br>School delivery<br><br>Price using vendor flour: \$ _____ | 100                | Dozen       |               |       |       |                             |

# Item Specification

Bread and Rolls

**Bid No:** 9122

**From:** 07/01/2019

05/20/2019

**To:** 06/30/2020

Page 7 of 9

37515

**Company Name:** \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description  | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|--|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 18024            |                       | Rolls, Jr. sub, hinged 8-9" long, minimum baked weight 36 oz. per dozen<br>6 count /package<br>State weight and length/pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____<br><br>Price using vendor flour: \$ _____ | 65                 | Dozen       |               |       |       |                             |
| 18018            |                       | Rolls, Kaiser plain, split, minimum of 4" split diameter, +/- 51% Whole Grain, Must credit as 2 OEG for CN Programs<br><br>12 count /package<br>State weight/pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____     | 2000               | Dozen       |               |       |       |                             |
| 39550            |                       | Rolls, Kaiser Egg, Sliced; 2oz per roll, Pillow pack 30 count/package<br><br>State weight/pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____<br>CPF delivery<br><br>Price using vendor flour: \$ _____              | 50                 | Pkg.        |               |       |       |                             |
| 18057            |                       | Rolls, Kaiser, Potato W/CM Topping; minimum of 4" split diameter, minimum baked weight 2.5oz per roll. 8-12 count /package<br>State weight/pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____                       | 50                 | Pkg.        |               |       |       |                             |

# Item Specification

Bread and Rolls

**Bid No:** 9122

From: 07/01/2019

05/20/2019

To: 06/30/2020

Page 8 of 9

37515

**Company Name:** \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description  | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|--|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 39549            |                       | Rolls, Kaiser, Wheat W/Oat Topping; minimum of 4" split diameter, minimum baked weight 2.5oz per roll. 8-12 count /package<br>State weight/pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____           | 50                 | Pkg.        |               |       |       |                             |
| 39551            |                       | Rolls, Old World Tea, 1.5oz per roll; 12 count/pkg<br>State weight/pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____   | 100                | Pkg.        |               |       |       |                             |
| 18030            |                       | Rolls, Steak rolls with sesame seed, split 5-6" long, minimum baked weight 30 oz. per dozen. +/- 51% Whole Wheat<br>6 count /package<br>State weight/pkg: _____<br>State number/pkg: _____<br>State pkg price if different than per doz: _____ | 30000              | Dozen       |               |       |       |                             |

# Item Specification

Bread and Rolls

**Bid No:** 9122

From: 07/01/2019

05/20/2019

To: 06/30/2020

Page 9 of 9

37515

**Company Name:** \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|

|       |  |   |      |       |  |  |  |  |
|-------|--|---|------|-------|--|--|--|--|
| 34982 |  | Rolls, Sub hinged, 8"-9" long. +/- 51% Whole Grain, 6 count/package<br>Must credit as +/- 2 OEG for CN Programs | 1000 | Dozen |  |  |  |  |
|-------|--|---|------|-------|--|--|--|--|

State weight/pkg: \_\_\_\_\_

State number/pkg: \_\_\_\_\_

State pkg. price if different than per dozen:  
\$ \_\_\_\_\_

Price using vendor flour: \$ \_\_\_\_\_

\*Sample and nutritional information required.

---

**30 Items** Sort Seq: Document Sequence No. within Group Number