



ADDISON COMMUNITY SCHOOLS

219 Comstock • Addison, MI 49220

The mission of Addison Community Schools is to provide a well-balanced curriculum and learning environment, supplemented by enriching experiences in order for all learners to be successful.

Addison Community Schools is seeking Fluid Milk bids for the 2019-2020 school year.

Start date for Addison Community is September 3rd, 2019

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BID REQUEST:

Bid for 8oz cartons NON Fat Flavored strawberry milk.

Bid for 8oz carton 1% White Milk.

Bid for 8oz carton 1% Flavored chocolate

Addison Community Schools participates in the Summer Lunch Program. Must be available to deliver during the summer months of June, July and August.

Specifications:

The vendor is to assume all responsibility of transport of items and unloading items to district. Inspection of truck for cleanliness and temperatures when requested by Food Service Director. Product will need to be unloaded and loaded into designated milk coolers/walk-in refrigerator. Product **MUST BE** clean and come in clean crates.

Any damaged product will need to be credited to the School Districts Food Service Department.

Product can only be stacked 5 crates high and placed on provided shelves.

NO product is to be left on the floor. Please use the provided shelves.

Dates need to be facing forward.

Rotation of stock is a **MUST**.

Removal of empty milk crates.

Must provide emergency contact information to District Food Service Director.

Food Service Director will provide emergency contact information.

Addison Community Schools anticipates a purchase of items being bid but is under no obligation to make such a purchase. All bids received will be evaluated to determine the best purchase for Addison Community Schools and such evaluation **may include factors other than cost.**

Non-discrimination Statement: 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, audiotope, 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, 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.

This institution is an equal opportunity provider.

Buy American Provision

This sponsor participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program Meals.

(d) Buy American.—(1) Definition of domestic commodity or product. In this paragraph (d), the term ‘domestic commodity or product’ means— (i) An agricultural commodity that is produced in the United States; and (ii) A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (2) Requirement. (i) In general. Subject to paragraph (d)(2)(ii) of this section, the Department shall require that a school food authority purchase, to the maximum extent practicable, domestic commodities or products. (ii) Limitations. Paragraph (d)(2)(i) of this section shall apply only to— (A) A school food authority located in the contiguous United States; and (B) A purchase of domestic commodity or product for the school lunch program under this part.

Cancellation/Termination of contract: The District reserves the right to discontinue purchasing from the vendor with a 30 day notice from the last delivery time on the day of notice due to unacceptable products and/or service at the sole discretion of the Addison Community Schools. The District will give vendor ample notice of product issue or service that needs addressed. District will document any findings for product issues or service related concerns.

Request for Bid
Fluid Milk Products
2019-2020
Addison Community Schools
C/O Michell Dunn, FSD
219 N. Comstock Street.
Addison, Michigan 49220

Bids will be accepted via fax, mail or email.

Fax: (517) 547-3838

Email: dunnm@addisonschools.org (Please "subject" BID Fluid Milk)

Bids will be accepted by **Addison Community Schools until June 3rd 2019 at 4:00PM**

Vendors please attach vendor information form with the bid submitted.

Name of Vendor: _____

Mailing Address: _____

City, State and Zip: _____

By: Signature: _____

Name: _____

Telephone Number _____

Fax Number: _____

Email Address: _____

Page must be returned with bid documents