

Gainesville City Board of Education

School Nutrition Program
508 Oak Street
Gainesville, GA 30501

Invitation for Bid Bread Products

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, 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

TABLE OF CONTENTS

DEFINITIONS	3
SECTION 1 - TRANSMITTAL PAGE	5
SECTION 2 - STANDARD TERMS AND CONDITIONS	9
SECTION 3 - SPECIAL INSTRUCTIONS	15
SECTION 4 - ATTACHMENTS	24
ATTACHMENT A - CONTRACT SIGNATURE PAGE	
ATTACHMENT B - BREAD SPECIFICATIONS	
ATTACHMENT C - VENDOR BID FORM	
ATTACHMENT D - LOBBYING CERTIFICATE AND DISCLOSURE	
ATTACHMENT E - E-VERIFY	
ATTACHMENT F - SCHOOL DELIVERY POINTS	
ATTACHMENT G - DEBARMENT CERTIFICATION	

DEFINITIONS

- a) **Addendum** - A change, addition, alteration, correction or revision to a bid or contract document.
- b) **Approved equal** - bid item that has been approved by the Gainesville City School Nutrition Program as an acceptable alternative to the item specified in the bid documents.
- c) **Bidder** - A firm, individual, or corporation submitting a bid in response to this IFB.
- d) **Bid Unit** - The unit designation which shall be applicable to all pricing offered for bid evaluation purposes. Unit cost, freight, fixed fee, estimated usage and the extended cost shall be stated in terms of the designated bid unit. In some instances, the bid unit and the package unit may be the same.
- e) **Contractor** - The provider of the goods and/ or services under the Contract.
- f) **Contract Documents** - Consist of the Agreement between the SNP and the Contractor, terms and conditions, schedule, specifications, drawings, any and all addenda, errata, and bulletins issued prior to execution of the contract, other documents listed in the Agreement, and modifications issued after execution of the contract.
- g) **Damaged Item**- Refers to an item that has sustained damage that would allow spillage from the original container, a loss or disfigurement of a label that would hinder identification, contaminated package that would affect the content of that package or any other happening that would affect the quality and/or quantity of the original item.
- h) **Dry Food Product**- A dry product that does NOT require freezing or refrigeration.
- i) **Invitation for Bid (IFB)** - A type of solicitation document used in competitive sealed bidding, where the primary consideration is cost and the expectation is that competitive bids will be received and an acceptance (award) will be made to the responsive and responsible Bidder whose bid is lowest in price. An IFB is a formal method of procurement that uses sealed bidding and results in a fixed price contract with or without adjustment factors. The IFB must be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them with sufficient time to respond prior to the date set for opening the bids.
- j) **Pack size** - With some items the bid unit does not represent a package configuration by which the item would normally be purchased. In such instances, the Bidder will be required to bid according to the designated bid unit and also state how the product will be packaged and to provide a cost for purchase unit.
- k) **Purchase Unit** - The package configuration (case, carton, box, bag, etc.) by which the product would normally be sold. This shall also mean packaging being referred to when the term "case price" is applicable.

l) Solicitation - A document used by the SNP to acquire goods and /or services. Solicitations must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Solicitations must also identify all the requirements which the offers' or Bidders must fulfill and all other factors to be used in evaluating the bids or proposals.

m) **NSLP** - National School Lunch Program

n) **SBP** - School Breakfast Program

SECTION 1 TRANSMITTAL PAGE

The Gainesville City Board of Education, School Nutrition Program is soliciting bids for Fresh Bread Products for the period of July 1, 2017 through June 30, 2018. Please refer to the enclosed instructions and specifications when compiling your bid. Bids are due by Monday June 26, 2017 at 10:00 a.m. Facsimiles will not be accepted. Bids shall be mailed, e-mailed or delivered to the Gainesville City Board of Education, School Nutrition Program, 508 Oak Street, Gainesville, GA 30501. Bids must be enclosed in a sealed envelope and marked "Invitation for Bid (IFB) for Bread Products."

Questions regarding this Invitation for Bid shall be directed to School Nutrition Director, Penny Fowler or SNP Coordinator, Emily House 770-536-5275.

I. INTENT

- a) It shall be the intent and purpose of this Invitation for Bid (IFB) to cover the terms and conditions under which a successful Bidder shall be responsible to supply and deliver Bread Products to the Gainesville City School Nutrition Program through sealed bids.
- b) The SNP is seeking to identify and select one (1) or more vendors to provide the items as listed in the attached food list (Attachment B). The selected vendor(s) shall provide products in accordance with the Standard Terms and Conditions, Special Instructions and the IFB.
- c) The SNP reserves the right to accept or reject any or all bids, or to accept any part of a bid without accepting the whole thereof, or to accept such bid as they deem to be in the best interest of the SNP.

CONTRACT TIME PERIOD

- a) **Initial Term** - The initial term of this contract, which results from the award of this IFB, shall commence on **July 1, 2017 and terminate on June 30, 2018.**
- b) **Extension Option** -The contract may be extended up to three (3) months at the same bid pricing, provided mutual agreement by both parties in written form. This extension will be utilized only to prevent a lapse of contract coverage and only for the time necessary to issue and award a new Invitation to Bid, but not to exceed three (3) months.
- c) **Renewal Option** - This contract may be renewed for up to (4) four one year terms at the same terms and conditions by mutual agreement of both parties in written form.

II. BID SUBMISSION PROCEDURES: *The SNP is not liable for any costs incurred by Bidders prior to issuance of or entering into a contract. Costs associated with developing the bid, preparing for oral presentations, and any other expenses incurred by the Bidder in responding to this IFB are entirely the responsibility of the Bidder, and shall not be reimbursed in any manner by the SNP.*

- a) Bids must be enclosed in a sealed envelope. The outside of the envelope shall be clearly marked, **“IFB for Bread Products.”** If submitting electronically, e-mail to penny.fowler@gcssk12.net.
- b) Bids must be received by the SNP no later than **June 26,2017 10:00 a.m.**
- c) Late bids will not be accepted. The SNP shall not be responsible for late receipt of bids. Faxed bids are not acceptable and will not be considered. Bids must be mailed, e-mailed or delivered to:

Penny Fowler, Director
School Nutrition Department
508 Oak Street
Gainesville, GA 30501
penny.fowler@gcssk12.net

- d) If the Bidder submits bid documents with informalities, errors, or omissions such as, but not limited to, non-conforming bid security, non-conforming non-collusion affidavit or samples, or fails to properly execute and seal the said documents the Bidder, in the SNP’s sole discretion, may be given 72 hours from the time of the bid opening in which to provide such information to the SNP.
- e) The SNP has the right to waive any and all informalities.

III. BID OPENING DATE/TIME/PLACE

Issue Date	May 22, 2017
Final Date for written questions	June 19, 2017
Deadline for submitting bids	June 26, 2017 @ 10:00 a.m.

IV. AWARD DETERMINATION STATEMENT

- a) This IFB is intended to be awarded to a single or to multiple vendors and to result in a firm fixed price contract. All bid prices shall remain firm for the entire contract period.
- b) The award of this IFB is contingent upon available budget funds and approval of the Gainesville City Board of Education.

c) The SNP will award the contract(s) to the lowest responsive and responsible Bidder(s) meeting all terms, conditions, and specifications of the IFB, within approximately 7 working days of the opening of the bids. Submitted bids shall remain valid during this 7 day period. The SNP reserves the right, in its sole discretion, to accept or reject any and all bids or parts thereof.

d) An official letter of acceptance will be forwarded by the School Nutrition Director to the successful Bidder after bid selection and prior to contract award.

e) Upon acceptance and award of a vendor's bid, the contract between the Bidder and the SNP shall be drafted from (a) the IFB and addenda, (b) the selected bid response to the IFB by the Bidder and any attachments thereto, and (c) all written communications between the SNP and the Bidder concerning the transactions. The contract shall constitute the entire and only agreement and shall supersede all prior negotiations, commitments, understandings, or agreements, whether oral or written.

V. SYSTEM CONTACT INFORMATION

a) This Invitation for Bid (IFB) is issued by Gainesville City School Nutrition Program. All inquiries, clarifications, or interpretations regarding this IFB should be directed in writing to:

Penny Fowler, Director
School Nutrition Program
508 Oak Street
Gainesville, GA 30501
penny.fowler@gcssk12.net

b) Responses to inquiries that affect the content of this IFB will be provided in writing to all recipients of the IFB. It is the responsibility of each Bidder to inquire about any aspect of the IFB that is not fully understood or is believed to be susceptible to more than one interpretation. The SNP will accept only written inquiries regarding this IFB until June 19, 2017 in order for a reply to reach all Bidders before the bid closes. Any information given to a prospective Bidder concerning an IFB will be furnished to all prospective Bidders as an Addendum to the IFB if such information is necessary or if the lack of such information would be prejudicial to uninformed Bidders.

VI. VENDOR CONTACT INFORMATION

Vendor Company Name	
Street Address	
City, State, Zip	
Contact Person	
Telephone	
Email address	

SECTION 2 STANDARD TERMS AND CONDITIONS

The contract between the Gainesville City Schools Board of Education and the Vendor shall be governed in accordance with the laws of the State of Georgia and all applicable Federal regulations.

I. **LOBBYING CERTIFICATE** (for bids over \$100k)

Per CFR 7.3018 - A Lobbying Certification and Disclosure must be completed for all bids \$100,000 and over. Please see and complete Attachment D.

II. **DEBARMENT AND SUSPENSION VERIFICATION** (for bids over \$25k)

By signing the Vendor Bid Form, Attachment C, Contractor certifies that the Contractor and/or any of its subcontractors have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or the Board/SNP or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch.1 Subpart 9.4. Contractor will immediately notify the School Food Authority if Contractor is debarred or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.

III. **BUY AMERICAN STATEMENT**

Contractor must comply with the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Buy American Act -7 CFR 210.21) which requires schools and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the contiguous United States to purchase, to maximum extent practicable, domestic commodities or products for use in meals served under the NSLP and SBP. Buy American - (1) Definition of domestic commodity or product. In this paragraph, 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.

IV. **REMEDY FOR NON-PERFORMANCE/TERMINATION OF CONTRACT**

a) **Termination** –The Gainesville City Board of Education reserves the right, at any time and for its convenience, to terminate the contract in whole or in any separable part by written notice to vendor. Such notice shall be provided at least thirty (30) days prior to the intended termination date. Vendor shall be compensated for Goods accepted and for Services performed in accordance with the provisions of the contract up to the effective date of termination, less any payments previously made by the Board/SNP for such Goods or Services, but in no event shall vendor be entitled to recover loss of profits.

b) In the event that either the vendor or the Board/SNP defaults in the performance of any obligation specified in the contract, the non-defaulting party shall notify the other party in writing and may suspend the contract, in whole or in part, pending remedy of the default. If such default is not remedied within fifteen (15) days from the date of receipt of such notice or if the other party is diligently attempting to cure such default but is unable to cure such default within thirty (30) days from the date of receipt of such

notice, then the non-defaulting party shall have the right to terminate the contract immediately by providing written notice of termination to the other party.

V. HUB STATEMENT (intention to involve minority businesses where possible)

It is the intent of the Gainesville City School Nutrition Program to provide maximum practicable opportunities in its solicitations to small businesses, minority firms, women's enterprises and labor surplus area firms.

VI. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE STATEMENT (for bids over \$10k)

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992. (Voice) Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

VII. ENERGY POLICY AND CONSERVATION ACT STATEMENT

Compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163, 89 Stat.871).

VIII. CLEAN AIR/ CLEAN WATER STATEMENT (for bids over \$100k)

Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)) Clean Air and Water Certification. Contractor certifies that none of the facilities it uses to produce goods provided under the Contract are on the Environmental Protection Authority (EPA) List of Violating Facilities. Contractor will immediately notify the School Food Authority of the receipt of any communication indicating that any of Contractor's facilities are under consideration to be listed on the EPA List of Violating Facilities.

IX. CIVIL RIGHTS 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, 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, 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.

X. RECORD RETENTION AND ACCESS CLAUSE

The Contractor shall maintain books, records and documents in accordance with generally accepted accounting principles and procedures and which sufficiently and properly document and calculate all charges billed to the Gainesville City Board of Education, School Nutrition Program throughout the term of the Contract for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later. Records to be maintained include both financial records and service records.

The Contractor shall permit the Auditor of the State of Georgia or any authorized representative of the School Food Authority, and where federal funds are involved, the Comptroller General of the United States, or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of the Contractor relating to orders, invoices or payments or any other documentation or materials pertaining to the Contract, wherever such records may be located during normal business hours.

The Contractor shall not impose a charge for audit or examination of the Contractor's books and records. If an audit discloses incorrect billings or improprieties, the State and/or the Gainesville City Board of Education reserve the right to charge the Contractor for the cost of the audit and appropriate reimbursement. Evidence of criminal conduct will be turned over to the proper authorities.

XI. BID PROTEST PROCEDURES

a) Any protests arising from this solicitation and award shall be made in writing and shall be delivered to the Superintendent as the acting protest official of the Gainesville City Board of Education School Nutrition Program at 508 Oak Street Gainesville, GA 30501. The protest shall be filed no later than ten (10) days from the award notice and shall include:

- The name, address, and telephone number of the protester;
- The signature of the protester or an authorized representative of the protester;
- Identification of the purchasing agency and the solicitation or contract number;
- A detailed statement of the legal and factual grounds of the protest including copies of relevant documents;
- The form of relief requested.

b) A written response to the protest will be made within 30 days from receipt of the protest and all items indicated above.

c) The Gainesville City Board of Education shall in all instances disclose information regarding protests to State Agency.

XII. NON-COLLUSION STATEMENT

"I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, and certify that I am authorized to sign this bid for the Bidder per O.C.G.A.50-5-67. I further certify that the provisions of the official code of Georgia annotated 45-10-20 et seq. have not and will not be violated in any respect."

XIII. CODE OF CONDUCT

Per regulation 7CFR3016.36 (3) “bid documents must contain a written code of conduct governing the performance of their employees engaged in the award and administration of contracts.”

Gainesville City Board of Education Code of Conduct:

2017-2018

CODE OF CONDUCT

Gainesville City Schools

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food and Nutrition Program Funds. No employee, officer or agent of the GAINESVILLE CITY BOARD OF EDUCATION shall participate in selection or in the award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

- a. The employee, officer or agent;
- b. Any member of his immediate family;
- c. His or her partner;
- d. An organization which employs or is about to employ any of the above.

The GAINESVILLE CITY BOARD OF EDUCATION employees, agents or officers shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements. The purchase during the school day of any food or service from a contractor for individual use is prohibited. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the GAINESVILLE CITY BOARD OF EDUCATION and the outside agency. Individual sales by any school person to an outside agency or other school person is prohibited. Failure of any employee to abide by the above stated code could result in a fine, or suspension, or both, or dismissal. Interpretation of the code will be given at any time by contacting the SCHOOL FOOD NUTRITION DIRECTOR at 770-536-5275.

The GAINESVILLE CITY BOARD OF EDUCATION will not be responsible for any other explanation or interpretation, which anyone presumes to make on behalf of the Board of Education.

XIV. DUTY TO EXAMINE

It is the responsibility of each bidder to examine the entire solicitation, seek clarification in writing, and check its offer for accuracy before submitting the offer. Lack of care in preparing an offer shall not be grounds for withdrawing the offer after the offer due date and time nor shall it give rise to any contract claim.

XV. EXCEPTIONS TO TERMS AND CONDITIONS

A bid that takes exception to a material requirement of any part of this solicitation, including a material term and condition, shall be rejected.

SECTION 3 SPECIAL INSTRUCTIONS

I. HACCP REQUIREMENTS

The SNP expects a Hazard Analysis Critical Control Point (HACCP) plan to be in place by potential vendors and their manufacturers. Prior to awarding the bid, the SNP may require documentation verifying that a written HACCP plan is followed.

II. TRADE NAME, CHILD NUTRITION (CN) LABELS AND GRADE

- a) Bidders are required to list packer, manufacturer, manufacturer's code (item number) brand, where indicated on bid documents.
- b) When bidding house labels, Bidder is required to indicate packer name, packer location and product number.
- c) Grade must be listed for all food products.
- d) After awarded, the vendor must submit CN labels and/or signed grain crediting documentation. Nutritional analysis sheets; ingredient lists; prep/cooking instructions; and reports indicating meat/meat alternates; breads; fruits; and vegetables to document compliance with specifications. All food items shall be properly labeled. This information must be submitted to Emily House, School Nutrition Coordinator, no later than July 6, 2017.

III. FOOD RELATED TERMS AND CONDITIONS

- a) **Inspection and testing:** The contractor agrees to permit access to its facilities at reasonable times for inspection of the materials covered under this contract, and the contractor's facilities. The school district shall also have the right to test at its own cost the materials supplied under this contract.
- b) **Net container quantity:** The minimum net quantity of all products in cans and jars shall be in accord with the Federal Food, Drug and Cosmetic Act. The individual specifications for standard of fill for the products as prescribed in 21 CFR shall be applied.
- c) **Product protection guarantees:** 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 are expected to take immediate action to correct any situation in which product integrity is violated.
- d) **Quantities:** The quantities indicated on the product list are based on previous year's purchases and are accurate to the best of our ability. However, offerors must understand that the fact that a quantity is stated on an item does not constitute a guarantee to purchase any amount in excess of requirements.

e) **Service Level:** The contractor shall fill all original orders at a monthly average of 98% or above on the scheduled delivery day. The remaining 2% shall be delivered within 24 hours of the scheduled delivery day unless the school district agrees that the product will be reordered.

f) **Brand identification:** This is a qualified product specification. Bidders must bid on the specific name brand items requested. Deviations from this requirement will not be considered. When “Distributors Choice” is used in the approved brand column the distributor may offer a price on any brand. The brand on which the price is offered must be stated in the bid documents and cannot be changed during the effective period without the permission of the school district.

When “Private Label” is used in the approved brand column the appropriate quality level of the private label included in the Corporate/Cooperative labeling chart in this document shall be bid. The vendor only needs to circle the word private label and the school district can be assured that the brand bid is the same as the chart.

g) **Standards of identity:** All products must conform to U.S. minimum standards of identity as authorized by the Food, Drug and Cosmetic Act and the supporting regulations in 21 CFR. Failure to comply places the contractor in violation of the contract with the school district as well as Federal law.

h) **Unit price prevails:** Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.

i) **Units of purchase:** Whenever wholesale units of purchase are standardized, i.e., 6/#10, the bid unit is specified as case, box, etc. If case, bag or box is the bid unit, then the description will specify the exact pack. When a potential contractor wishes to quote a pack size which is different from the unit specified in the product description, a different size may be quoted, but the total quantity must be adjusted. The potential contractor shall always mark out the pack specified and insert the pack being bid. The adjustment shall be made in the total quantity.

A change in the bid unit or cost per unit is not acceptable. On items where the bid unit is specified in other terms, a space will be provided for potential contractor to enter the pack of the item being quoted. The potential contractor must complete this space when provided. If the pack size is followed by the word “only” the potential contractor must bid on the pack specified.

j) **Drained weights:** Drained weight of "wet pack" items shall conform to good industry practices and the minimum requirements of the Federal Food, Drug and Cosmetics Act. The individual products shall conform to drained weights as prescribed in the individual specifications of each product in 21CFR. Except for whole tomatoes drained weight is not a factor in USDA grades.

k) **Substitutions:** If a contractor is temporarily out of stock of a particular item, an equal or superior product at an equal or lower price may be delivered, with prior approval of the School Nutrition Director or the School Nutrition Coordinator. If a contractor is unable to deliver a product or an approved substitute product, the school district shall, in good faith and in its sole discretion, purchase a product of equal or greater quality from another source. **The contractor shall pay the difference in the amount paid for the substituted product and the amount of the contracted price.**

IV. METHOD OF PAYMENT and PRICING INFORMATION

- a) Prices - Prices shall remain firm for the term of the contract, unless economic adjustments are agreed upon by both parties. Documentation must be submitted by vendor.
- b) All bid prices must include all charges for packing and transporting to the individual schools listed at the addresses on the attached sheet.
- c) Prices will not include Federal Excise Tax or State Sales Tax.
- d) Monthly statements shall be submitted to the SNP Bookkeeper Maria Rodriguez for individual schools no later than the 5th working day of the following month in order to be paid during that month.

V. Invoicing

- i) Invoices, at minimum, shall consist of the following information:
 - 1. School of delivery
 - 2. Item description and cost
 - 3. Extended cost for total quantity purchased
 - 4. Total cost of all products purchased
- ii) Monthly statements will be broken down by school invoice and mailed to:

Maria Rodriguez,
Gainesville City Schools Nutrition Department
508 Oak Street,
Gainesville, GA 30501

VI. METHOD OF SHIPMENT/DELIVERY

- a) Orders and deliveries - Orders and deliveries shall be supplied by the vendor as requested and specified except during an emergency and on holidays. No partial deliveries will be accepted.
- b) Contact SNP Coordinator, Emily House at 770-536-5275. School delivery points have been indicated on attachment. Delivery shall be made to all eight (8) school sites at least one (1) day per week. The contractor and the SNP Coordinator will mutually agree upon delivery days and schedule once bid is awarded.

c) The total minimum order to be delivered to each school is in dollar amount of \$ 250.00. NOTE – this should be agreed upon by both parties. The individual cafeteria orders will be faxed or e-mailed weekly by the SNP Coordinator Emily House. Vendors are to work directly with the SNP Coordinator Emily House. Contractors are not to call on school cafeteria Managers. No personal orders can be taken from and/or delivered to SNP Personnel.

d) In an emergency situation, in which the SNP requires delivery in less than 2 days and the vendor cannot provide the goods within the emergency delivery period, SNP has the option to purchase those goods from another source with no penalty to either party.

e) Delivery schedules that fall on a holiday will be made the following business day.
Delivery times are as follows (**please note these hours are subject to change**):

Elementary School Hours- 6:00 a.m. 2:00 p.m.

Middle School Hours- 6:00 a.m. 2:00 p.m.

Ninth Grade Academy- 7:00 a.m. 2:00 p.m.

High School Hours- 7:00 a.m. 2:30 p.m.

VI. EVALUATION FACTORS

a) Bids will be evaluated in accordance with the required specifications as listed in this IFB. At the SNP's discretion, a bid may be eliminated from consideration for failure to comply with any required specification, depending on the nature and extent of non-compliance. In addition to meeting mandated specifications, bids will be evaluated for the ability of the Bidder to provide, in the SNP's opinion, the best overall solution to meet the SNP's specifications.

b) The SNP reserves the right to award a single contract for the total requirement of the IFB or award multiple contracts on a group or line item basis in any combination that best serves the interest of the SNP.

VII. ADDITIONAL BID INSTRUCTIONS

a) **Bid modifications** - Bids cannot be modified after receipt of bids. Care should be taken to ensure that information provided is accurate, complete, and consistent. Omission of any of the required information may subject the Bidder to disqualification. The SNP reserves the right to request information or respond to inquiries for clarification purposes only.

b) **Bid withdrawal** - Bidders may withdraw bids at any time up to the scheduled time for receipt of bids. Bidders desiring to withdraw their bid must submit the purpose for withdrawal in writing to the SNP before the bid opening deadline June 26, 2017 at 10:00 a.m. Bidders may resubmit bids provided it is prior to the scheduled time for receipt of bids.

c) **Addenda** - Any explanation desired by a Bidder regarding the meaning, clarification or interpretation of the IFB must be requested in writing no later than June 19, 2017. Answers to questions or acceptance of requested changes to IFB requirements will be provided in an Addendum to the IFB, which will be posted on the Gainesville City Schools website (www.gcssk12.net) and notice of the issuance of the Addendum will be given to all parties recorded by the SNP as having received the IFB documents from the SNP. Receipt of the Addendum should be acknowledged in the bid. Although the SNP will take effort to send any addendum to known Bidders, it is the Bidder's ultimate responsibility to ensure all applicable addenda prior to bid submittal.

d) **Bid examination** –

i) Bidders shall carefully examine all documents in the solicitation to obtain knowledge of existing conditions, limitations, and requirements. Failure to examine the documents will not relieve the Bidder of responsibility for same nor will extra payment or change order requests be considered for conditions which could have been determined by examining the solicitation.

ii) Bids will be considered as conclusive evidence of complete examination and understanding of the terms and conditions of the bid documents including the specifications and all requirements thereof of the IFB. It is understood that submission of a bid indicates full acceptance of the same by the parties submitting the bid. Furthermore, by submitting a bid the Bidder waives the right to claims for additional time or monetary compensation for all work without limit required to complete the contract which could have been obtained by the Bidder through examination of all documents, or raising a question regarding requirements prior to submitting a bid.

e) **Rejection or Disqualification of bids** –

i) A bid that is incomplete, obscure, conditioned or contains additions not called for or irregularities of any kind, (including alterations or erasures), which are not initialed, may be rejected as non-conforming.

ii) The SNP reserves the right to waive a bid's minor irregularities if rectified by Bidder within three business days of the SNP's issuance of a written notice of such irregularities.

iii) The SNP reserves the right to disqualify bids upon evidence of collusion with intent to defraud or other illegal practices upon the part of the Bidder.

iv) Issuance of this IFB in no way constitutes a commitment by the SNP to award a contract. The SNP reserves the right to accept or reject, in whole or part, all bids submitted and/or cancel this solicitation if it is determined to be in the best interest of the SNP.

v) Any Bidder who has demonstrated poor performance during a current or previous Agreement with the SNP may be considered a non-responsible Bidder and their bid may be rejected. The SNP reserves the right to exercise this option as is deemed proper and/or necessary.

vi) The SNP reserves the right to accept or reject any or all bids, or to accept any part of a bid without accepting the whole thereof, or to accept such bid as they deem to be in the best interest of the SNP.

vii) Offer Acceptance Period - Bid proposals are an irrevocable offer for 60 days after the bid opening time and date.

VIII. ORDERING INFORMATION

a) **Credit** - A credit or replacement will be issued for damaged or unacceptable food. All such transactions are to be worked out with each designee. Replacement of damaged or unacceptable food will be made no later than the next delivery date.

b) **Inspection** - Upon delivery of product, the items will be inspected by the facility, and if found to be defective or failing in any way to meet specifications as indicated, the items may be rejected or returned. Problems found with products due to concealed damage will be addressed on a case by case basis. Rejected product must be picked up no later than the next delivery date.

c) **Emergency orders** - In an emergency situation in which the SNP requires delivery in less than two (2) days and the Contractor cannot provide the supplies within the emergency delivery period, the SNP has the option to purchase those supplies from another source with no penalty to either party.

d) **Estimated Quantities** - The quantity is identified as “estimated” and it shall be understood and agreed that quantities listed are estimates only and may be increased or decreased. Therefore, if the amount ordered is less than that shown, that fact shall not constitute the basis for a price adjustment nor will the SNP be responsible for ordering/paying for the resulting difference.

IX. AMENDMENTS AND MODIFICATIONS OF CONTRACT

The contract between the SNP and the vendor shall not be amended or modified, nor shall any of its terms be waived, except in writing and executed by both parties.

X. ASSIGNMENT

The vendor shall not assign, transfer, convey, sublet, or otherwise dispose of its agreements with the SNP, or its rights, title, or interest herein, or its power to execute such agreement, to any other person, company, or corporation without the previous consent and written approval by the SNP.

XI. INDEPENDENT CONTRACTOR AND INDEMNITY

The vendor shall act as an independent Contractor and not as an employee of the SNP. Vendor agrees to indemnify and hold harmless the SNP, its elected officials, employees and agents from and against any and all liability, damages, claims, suits, liens, and judgments (including reasonable attorney’s fees), of whatever nature, for injuries to or death of any person or persons, or loss of or damage to property, to the extent attributable to the negligent acts of vendor, its subcontractors or its respective agents, servants, or employees or such parties’ failure to perform in accordance with the provisions of the contract resulting from this IFB.

XII. TIME OF PERFORMANCE

- a) Notwithstanding any delay in the preparation and execution of the formal contract agreement, the Contractor shall be prepared, upon written notice of bid award, to commence delivery of goods pursuant to the award on July1, 2017.
- b) The Contractor must comply with the time of performance.

XIII. FORCE MAJEURE

If the SNP, in its reasonable discretion, determines that the Force Majeure event is likely to delay Contractor’s performance for more than thirty (30) days, the SNP reserves the right to cancel the agreement between the parties. In that event, neither party shall have any further liability to the other, subject only to the SNP's obligation to pay the Contractor for work already completed by the Contractor and the Contractor’s warranty for work already completed.

XIV. EVIDENCE OF INSURANCE

- a) The successful bidder, at its expense, shall carry and maintain in full force at all times during the term of the contract resulting from this IFB the following insurance:

Coverage	Limits of Liability
Workmen’s Compensation	500/500/500
General Liability/Property Damage	\$1,000,000 each occurrence \$2,000,000 aggregate
Personal Injury	\$1,000,000 each occurrence \$2,000,000 aggregate
Automobile Liability/Property Damage	\$1,000,000 each occurrence
Bodily Injury	\$1,000,000 each occurrence \$1,000,000 aggregate

b) Prior to commencement of performance of this Agreement, Contractor shall furnish to the SNP a certificate of liability insurance evidencing all required coverage in at least the limits required herein, naming the Gainesville City Board of Education, its elected officials, agents, and employees as additional insured under the Comprehensive General Liability coverage, and providing that no policies may be cancelled without ten (10) days advance written notice to the SNP. Such certificate shall be issued to: Gainesville City Board of Education, School Nutrition Department.

c) Said policies shall remain in full force and effect until the expiration of the terms of the contract or until completion of all duties to be performed hereunder by the Contractor, whichever shall occur later.

XV. INDEMNIFICATION

The licensee shall indemnify, defend, save and hold harmless Gainesville City Board of Education from any liability, loss, expenses, including costs of defense and reasonable attorney's fees, damages or claims resulting from: The violation of any laws, ordinances, rules or regulations of any government, or government agency, or the violation of private rights, including by way of illustration but not limitation, infringement of any copyright, trade or service mark, right privacy or any other constitutional, statutory or common law right of any person, corporation or other entity. The defamation, slander or libel of any person, corporation, company or other entity. Any and all damage or destruction caused to the campus buildings, parking areas, other facilities, structures or the grounds of the campus.

The injury of any person or destruction of property belonging to any other persons; caused by, related to or arising out of the use, possession and occupancy of the premises by the Licensee, its employees, agents guests and invitees, including members of the general public attracted by the activities of the Licensee, and regardless of whether such liability loss, expense, damage or claim arises out of or is the result of misfeasance, malfeasance, negligence, gross negligence or intentional torts of Licensee, its employees, agents, guests and invitees, including members of the general public attracted by the activities of Licensee, excepting liability, loss, expense, damages or claims arising solely out of acts of gross negligence and intentional torts of Gainesville BOE, its officers and employees.

XVI. Exceptions: A Bid submitted in response to this IFB constitutes a binding offer to comply with all terms, conditions, special conditions, general specifications, and requirements stated in this IFB, except to the extent that a Bidder takes exception to such provisions. To take exception to a provision of this IFB, the Bidder must clearly identify in the BID EXCEPTION FORM: (a) the number and title of each section of this IFB that the Bidder takes exception to; (b) the specific sentence within such section that the Bidder takes exception to; and (c) any alternate provision proposed by the Bidder.

XVII. Warranty: Successful Bidder shall fully warrant all PRODUCTS furnished under the terms of this contract, against poor and inferior quality. Time is of the essence of this contract. While under warranty, successful Bidder shall replace any damaged or inferior product in a timely manner to minimize the disruption of the SNP's operations.

- XVIII. Gifts and gratuities:** Acceptance of gifts from contractors and the offering of gifts by contractors is prohibited. No employee of the school district purchasing products under provisions of the contract issued as a result of this invitation shall accept, solicit, or receive, either directly or indirectly, from any person, firm or corporation any gift or gratuity.
- XIX. Pre-bid conference:** If a pre-bid conference has been scheduled under this solicitation, the date, time and location of it appear on the solicitation's cover sheet or elsewhere in the IFB or RFP. An offerer should raise any questions it may have about the solicitation or the procurement at that time. An offerer may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the solicitation shall be answered solely through a solicitation addendum.
- XX. Severability:** The provisions of this contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the contract.
- XXI. Waiver and rejection rights:** Notwithstanding any other provisions of the solicitation, the school district reserves the right to:
- Waive any immaterial defect or informality;
 - Reject any and all offers or portions thereof; or
 - Cancel a solicitation.
- XXII. Release from contract:** In the event the market for a product covered by this request escalates to a point that the vendor is delivering product at less than cost, the vendor may petition for release from the contract. The petition shall be supported by a third party market bulletin. The decision to release the vendor from the contract will be based on the difference between the market at the time of the bid opening and the current market for this item.

**SECTION 4
ATTACHMENT A**

CONTRACT SIGNATURE PAGE

This agreement is dated as of _____ by and between the _____, School Nutrition Dept., (hereinafter called SNP) and _____ hereinafter called CONTRACTOR.

SNP and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1. PRODUCTS

CONTRACTOR shall provide all products as specified or indicated in the Contract Documents. Contractor shall supply and deliver all products to the SNP's schools.

ARTICLE 2. CONTRACT TIME

The product deliveries shall be in accordance with this Agreement, and are to be completed as specified in IFB.

ARTICLE 3. CONTRACT PRICE

SNP shall pay CONTRACTOR for delivery of products in accordance with CONTRACTOR'S bid, which is attached hereto.

ARTICLE 4. INVOICE PROCEDURES

Monthly statements shall be submitted no later than the 5th working day of the following month in order to be paid during that month. Invoices for payment with appropriate supporting documents shall be sent to the following address:

Gainesville City School Nutrition Program
Maria Rodriguez
508 Oak Street
Gainesville, GA 30501
maria.rodriquez@gcssk12.net
770-536-5275- extension 5125

ARTICLE 5. CONTRACTOR’S REPRESENTATIONS

In order to induce SNP to enter into this Agreement, CONTRACTOR makes the following representations:

5.1 CONTRACTOR has examined and carefully studied the Contract Documents and all other related data identified in the Bidding Documents.

5.2 CONTRACTOR is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress, performance and furnishing of the products.

ARTICLE 6. CONTRACT DOCUMENTS

The Contract Documents, which comprise the entire agreement between SNP and CONTRACTOR concerning the work, consist of the following:

- Transmittal Page
- Standard Terms and Conditions
- Special Instructions
- Attachment A- Contract Signature Page
- Attachment B- Bread Specifications
- Attachment C- Vendor Bid Form
- Attachment D- Lobbying Certificate Disclosure
- Attachment E- E-Verify
- Attachment F - Delivery Points
- Attachment G – Debarment Certification

There are no Contract Documents other than those listed above in this Article 6. The Contract Documents may only be amended, modified or supplemented by written agreement between both parties.

IN WITNESS WHEREOF, SNP and CONTRACTOR have signed this Agreement. One counterpart each has been delivered to SNP and CONTRACTOR.

This Agreement will be effective _____, 2017

_____ Bidder's Company Name

_____ Signature of Company Representative

_____ Name of Company Representative

ATTACHMENT B

Bread Specifications

THE QUANTITY IS IDENTIFIED AS “ESTIMATED” OR AS “MORE OR LESS”; IT SHALL BE UNDERSTOOD AND AGREED THAT QUANTITIES LISTED IN THE SCHEDULE ARE ESTIMATES ONLY AND MAY BE INCREASED OR DECREASED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT AND THAT THE SNP IN ACCEPTING ANY BID OR PORTION THEREOF, CONTRACTS ONLY AND AGREES TO PURCHASE ONLY THE SUPPLIES, EQUIPMENT, AND MATERIALS IN SUCH QUANTITIES AS IT SUBSEQUENTLY ORDERS.

**ATTACHMENT C
VENDOR BID FORM**

Notice to Bidders:

It is essential that the submitted Bid complies with all the requirements contained in this IFB. The undersigned Bidder agrees, if this bid is accepted, to enter into an agreement with the SNP on the form included in the Contract Documents to perform and furnish all products as specified or indicated in the contract documents.

This Bid is submitted to: _____ Board of Education
School Nutrition Department
Gainesville City Schools, 508 Oak Street, Gainesville, GA 30501

This Bid is submitted on this date: _____

This Bid is valid for sixty (60) days from the date of the public opening of the bids.

Communications and questions regarding this bid are to be directed to:

Contact Name/Title: Penny Fowler, School Nutrition Director

Contact Telephone: 770-536-5275, extension 5115

Contact Email: penny.fowler@gcssk12.net

Contact Name/Title: Emily House, SNP Coordinator

Contact Telephone: 770-536-5275, extension 5152

Contact Email: emily.house@gcssk12.net

Receipt of Addenda:

In submitting this Bid, Bidder represents that they have received and examined the following Addenda:

Addendum 1 _____ Date _____

Addendum 2 _____ Date _____

Checklist for Bidder:

The following documents are attached to and made part of the Bid (check all that apply)

- Lobbying Certificate
- Bread Specifications
- Vendor Bid Form
- Contract Signature Page
- E-Verify
- Debarment Certification

Bid Pricing:

Unless items are specifically excluded in the Bid, the SNP shall deem the Bid to be complete and shall not be charged any costs above and beyond the Bid amount as set forth by the Bidder herein.

Total Bid Price: \$ _____

Authorized Signature of Bidder: (This bid form must be signed by an individual with actual authority to bind the company.)

Company Type (check one):

Sole Proprietorship Partnership Corporation Joint Venture

Bidder attests that:

He/she has thoroughly reviewed this IFB for Fresh Bread Products and that this Bid response is submitted in accordance with the IFB requirements.

Company Name: _____

Federal ID#1: _____

Street Address: _____

Signature:** _____

Signatory's Name: _____

Signatory's Title: _____

Witness's Signature**:

Witness's Name:

Witness's Title:

****For Corporations:** The bid must be signed by the President or Vice President and the signature must be attested by the Corporate Secretary or Treasurer. If any employee other than the President or Vice President signs on behalf of the corporation, or if the President's or Vice President's signature is not attested to by the Corporate Secretary or Treasurer, a copy of the corporate resolution authorizing said signature(s) must be attached to this bid. Failure to attach a copy of the appropriate authorization, if required, may result in rejection of the bid.

ATTACHMENT D - LOBBYING FORM & DISCLOSURE

UNITED STATES DEPARTMENT OF AGRICULTURE

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

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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 Number or Project Name

Name and Title of Authorized Representative

Signature

Date

ATTACHMENT E

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Gainesville City Schools has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires:

ATTACHMENT F

School Delivery Points SY 2017-2018

CONTACT: Penny Fowler, Director
Emily House, Coordinator

BILLING ADDRESS: Gainesville City Schools
School Nutrition Program
508 Oak Street NW
Gainesville, GA 30501-3506
Telephone: (770) 536-5275
FAX: (770) 287-2019

DELIVERY POINTS:

<p>Centennial Elementary School Cafeteria, Attention: Annette King 852 Century Place Gainesville, GA 30501-3065 5823 Telephone: (770) 287-2044</p>	<p>Mundy Mill Elementary School Cafeteria, Attention: TBD 4260 Millside Parkway Gainesville, GA 30504</p> <p style="text-align: center;">NEW</p>
<p>Enota Elementary School Cafeteria, Attention: Sherrette Jackson 1340 East Enota Avenue Gainesville, GA 30501-1918 Telephone: (770) 532-7711</p> <p>CLOSED UNITL 8/2018</p>	<p>Ninth Grade Center Cafeteria, Attention: Amy Morrison 715 Woods Mill Rd. Gainesville, GA 30501 5326 Telephone: 770-287-2021</p>
<p>Fair Street Elementary Cafeteria, Attention: Louvenia Richardson 695 Fair Street Gainesville, GA 30501 5521 Telephone: (770) 536-5295</p>	<p>Gainesville Middle School Cafeteria, Attention: Donna Perron 1581 Community Way Gainesville, GA 30501 5245 Telephone: 770-534-4237</p>
<p>Gainesville Elementary Cafeteria, Attention: Sheryl Hendrix 1145 McEver Road Extension Gainesville GA 30504-3933 5729 Telephone: 770-287-1223</p>	<p>Gainesville High School Cafeteria, Attention: Brandy Thomas 830 Century Place Gainesville, GA 30501-3002 5442 Telephone: (770) 536-4441</p>
<p>New Holland Elementary Cafeteria, Attention: Crystal Johnston 170 Barn Street Gainesville, Ga 30501 5625 Telephone: 770-287-1095</p>	

ATTACHMENT G

DEBARMENT CERTIFICATION

Certification Regarding Debarment, Suspension, Ineligibility

And Voluntary Exclusion - Lower Tier Covered Transaction

The regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017.510, Participants' responsibilities require this certification. The regulations were published a 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.

(1) The prospective lower tier participation certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary 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.

Signature (authorized company
official):

Print or type name:

Title:

Company:

DUNS number:

Date:

July 2017							August 2017							September 2017							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5						1	2	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	
30	31											(22)							(20)		
October 2017							November 2017							December 2017							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
										1	2	3	4						1	2	
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	
29	30	31				(19)						(17)	31						(11)		
January 2018							February 2018							March 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3						1	2	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	
28	29	30	31			(20)	25	26	27	28				25	26	27	28	29	30	31	
												(15)							(21)		
April 2018							May 2018							June 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
										1	2	3	4	5						1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	
29	30					(16)						(19)									

New Teacher's Report	Teacher Planning Days	Student/Teacher Days	Holidays
----------------------	-----------------------	----------------------	----------



Gainesville City School System
2017-2018 Student/Teacher Calendar
180/190 Days

24-26 July	New Teachers Report
27 July	190 Day Staff Report for pre-planning
28 July	Open House Events 3:00pm – 6:00PM
31 July	Open House for Middle and High School
1 August	Open House for Elementary Schools
2 August	Open House for Enota MI Academy
4 September	School Starts
4 September	Labor Day Holiday
6 September	Progress Reports
4 October	End of 1st Grading Period
6-9 October	Fall Break Holiday
10 October	Teacher Planning
17 October	Report Cards
10 November	Progress Reports
20-24 November	Thanksgiving Holidays
4-15 December	HS Milestone Testing
15 December	1st Semester Ends (89 Student Days)
18 December	Winter Break Holidays Begins
2 January	Teacher Planning (Weather Make-up)
3 January	2nd Semester Begins
9 January	1st Semester Report Cards
15 January	ML King Holiday (Weather Make-up)
6 February	Progress Reports
19-22 February	Winter Break (Weather Make Up)
23 February	Teacher Planning (Weather Make-up)
8 March	End of 3rd Grading Period
13 March	Report Cards
30 March	Teacher Planning (Weather Make-up)
2-6 April	Spring Break Holidays
19 April	Progress Reports
30 April-11 May	ES & MS Milestone Testing
7-18 May	Tentative HS EOC Milestone Testing
25 May	Last Day of School (180 Student Days)
25 May	GHS Graduation @ 7:30 PM
25 May	ES Report Cards
28 May	Memorial Day Holiday
29-30 May	Teacher Planning
6 June	MS & HS Report Cards Mailed