

ACTION MEMORANDUM

TO: Bibb County Board of Education

FROM: Conduis Shuman, Interim Executive Director of School
Nutrition Elaine Wilson-Beverly, Director of Procurement

SUBJECT: Approval of Paper and Chemical Bid Renewal

Summary

The School Nutrition Department is seeking Board approval to renew the award under RFP 21-030 for paper and chemical supplies in the fiscal year 2023-2024 for \$1,407,935. This award is used to issue purchase orders on an as-needed basis for paper and chemical supplies to provide efficient and compliant school nutrition operations for Bibb County School District. This is the second of three renewals.

Background

Under District Policy DJEAA, Board approval is required for all contracts over \$150,000. In fiscal year 2021, the Procurement Department issued solicitation RFP 21- 030. The Board approved, and several contractors were approved for the award. Seven of the ten awardees responded to the renewal request for FY 24.

The Board approved a total amount of \$871,203 for paper and chemical supplies during FY 2022 and \$1,375,071 for FY 2023. The approved 2023 amount included a 15% market increase per vendor over the FY 2022 expenditures. The increase was due to the challenges within the supply chain.

The projected expenditure for FY 2024 is approximately \$1,407,935, which includes a 2.39% market increase over our expenditure last year. This increase in projection is due to the inflation cost within the supply chain.

The breakdown by awardee is listed below.

Company Name	FY 2024 Amount
ACC	\$146,348
Central Poly	\$139,914
Interbror	\$217,790
Plastics Connections	\$117,488
Southeastern	\$492,210
Sutherlands	\$294,186
Total Food Cost	\$1,407,935

Recommendation

It is recommended that the Bibb County Board of Education authorize the Superintendent to issue a Purchase Order to each vendor on an as-needed basis, not exceeding the listed total amount of \$,1,407,935, to provide paper and chemical items for all schools and the central kitchen. The funds will be paid out of the School Nutrition funds.

Superintendent's Approval:

Superintendent's Signature	Approve/Disapprove
Dr. Dan A. Sims	Approved



SY23-24

ACC BID ADDENDUM 3 OF 3

BID EXCEPTION REGARDING DELIVERY TIMES

As a bid exception to those that request deliveries before lunch or during a small window of time - please note ACC Distributors, Inc. will no longer be able to guarantee this requirement and accept this document as formal notification of an exception to the bid if addressed.

ACC currently services over 50 counties and countless restaurants and though every customer would prefer morning deliveries, we simply can't meet the requirements of all. We will do our best to accommodate these requests, but again, can't guarantee it. They will be met on a case by case basis.

An award made to us for this bid or acceptance of renewal documents for requested renewals will indicate acceptance of this exception.

Should you have any questions regarding this, please let us know.



SY23-24

ACC BID ADDENDUM 2 OF 3

BID EXCEPTION REGARDING MISSED DELIVERY DAYS

As a bid exception to those that address the requirement of make-up deliveries in the event of inclement weather closures, holidays, etc. being made up on a day either preceding or following the missed delivery or deliveries - please note ACC Distributors, Inc. will no longer be able to guarantee this requirement and accept this document as formal notification of an exception to the bid if addressed.

Trucks are built daily and deliveries planned according to routes traveled in different regions of our customer service area and are usually at full capacity each day. When a school district closes it creates a burden and expense for ACC to go out of the way to another county or school not usually a part of that day's route. Add to this the rise in the cost of gas and this burden has increased. In addition, the added stop creates a delay in the other stops of that route resulting in later than usual deliveries to that day's normal stops. Please know we will do everything in our power to accommodate these requests in the events of emergency closings, but as stated, will no longer be able to guarantee it. They will be met on a case by case basis.

When a school or county is aware of an upcoming holiday, we ask that you plan accordingly and order extra for the delivery or deliveries preceding the closure.

An award made to us for this bid or acceptance of renewal documents for requested renewals will indicate acceptance of this exception.

Should you have any questions regarding this, please let us know.



SY23-24

ACC BID ADDENDUM 1 of 3

NOTICE / BID EXCEPTION REGARDING PRICES

To our valued customers:

ACC Distributors, Inc appreciates the opportunity to place our bid with your county or school for fiscal year 2023-2024.

As we have work to obtain bid pricing for the upcoming school year, please note that as an exception to almost every bid's policy that prices are to remain firm and fixed throughout the contract's duration period, we cannot guarantee this request. ACC does mid-year adjustments due to market conditions going by calendar year instead of school year which does result in some increases. In addition, any price increases forced upon us due to force majeure filed with our providers or other circumstances beyond our control, we will have no other option but to pass along.

With the above being said, we will do everything in our power to prevent unnecessary increases and diminish the number of necessary ones but in the event an award is made to us on your bid, we will take that as your consent to this addendum.

Again, we thank you for the opportunity to serve your school/county and look forward to continuing to provide your needs should you elect to entrust us with the privilege.

Should there be any questions regarding this exception, please do not hesitate to let us know.



April 24, 2023

Elaine Wilson-Beverly
Procurement Director
Bibb County School District
4580 Cavalier Drive
Macon, GA 31220

Ms. Wilson-Beverly,

Please find attached your SY23-24 bid pricing for the first semester for both grocery and paper goods currently on bid with us. Please also allow this documentation to serve as our indication and agreement to renew both SY22-23 Bids for SY23-24. This would be the second renewal of both. By renewing the existing contracts, we are in agreement to continue abiding by the terms and conditions of the SY21-22 contracts, with the notice and addition of three addendums (exceptions) attached.

Also attached are our current Certificate of Insurance and W9 Forms.

The new contracts will begin on July 1, 2022, with the contract agreement itself and current bid pricing ending on June 30, 2024.

If you have any questions or need any further information or documentation, please do not hesitate to let me know.

We look forward to continuing to serve you!

Sincerely,

Christy Wilkes

Christy Wilkes
School Bid/Business Manager
ACC Distributors, Inc.
300 Oakland Court
Leesburg, Ga 31763



CENTRAL POLY
Bag Corp

April 4, 2023

Bibb County Schools
4580 Cavalier Drive
Macon, GA 31220
Attn: Mrs. Elaine Wilson-Beverly

Re. Bid No 21-030 Renewal Pricing for 2023-2024
Reference #: 176967

Dear Mrs Elaine Wilson-Beverly

Central Poly-Bag Corp. would like to thank you for awarding us items on the above-mentioned bid and for offering us the option to renew. We agree to this renewal at our current prices, as listed in the attached.

Central Poly values your business and we look forward to continuing to do business with Bibb County Schools.

Thank you,

Andrew Serhofer
President

800.480.Bags

Orders@Centralpoly.com

2400 Bedle Pl Linden, NJ 07036

From: [Blimy Itzkowitz](#)
To: [Mckay, Kimberly](#)
Cc: [Interboro Packaging Corporation](#)
Subject: RE: Bibb County School District, GA. - Renewal Pricing Request FY24 Bid 21-030 - 04-11-2023
Date: Sunday, April 16, 2023 3:50:38 PM
Attachments: [image001.png](#)
[Bibb County SD Bid 21-030 Renewal Pricing for FY24.pdf](#)

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Good afternoon,

Renewal pricing is attached.

I surely hope the matter is clarified now; Let me know if there is anything you still need from me.

*Interboro Packaging
Corporation*

*B. Metz
114 Bracken Rd
Montgomery, New York 12549-2600
(845) 782-6800 Ext. 109
Fax (845) 781-2450
E-mail: Blimy@interboropackaging.com*

From: Mckay, Kimberly <Kimberly.McKay@bcsdk12.net>
Sent: Tuesday, April 11, 2023 8:47 AM
To: Interboro Packaging Corporation <abraham@interboropackaging.com>
Subject: RE: Renewal Pricing Request_FY24_Bid 21-030

Good morning,

Responses are due by April 24, 2023 this extension is fine.

Thanks,

Kim McKay
478.779.3524

From: Interboro Packaging Corporation <abraham@interboropackaging.com>
Sent: Sunday, April 9, 2023 1:00 AM
To: McKay, Kimberly <Kimberly.McKay@bcsdk12.net>
Subject: RE: Renewal Pricing Request_FY24_Bid 21-030

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Interboro will be closed this week in observance of the Jewish holiday of Passover. Interboro's religious observance, and its employees, precludes them from having us work, respond to emails or telephone calls, on the holiday, as does yours. Accordingly, we respectfully request to extend the period to provide a response until April 17, 2023.

Thank You,

Abraham Jeremias
Interboro Packaging Corporation
114 Bracken Road
Montgomery, New York 12549-2600
(845) 782-6800 Ext. # 101
Fax # (845) 781-2450
E-Mail abraham@interboropackaging.com

From: McKay, Kimberly <Kimberly.McKay@bcsdk12.net>
Sent: Friday, April 7, 2023 1:00 PM
To: Interboro Packaging Corporation <abraham@interboropackaging.com>
Subject: RE: Renewal Pricing Request_FY24_Bid 21-030

Good afternoon,

Thank you for replying back to the requested information. Is it possible for you to provide your renewal pricing similar to how it was provided last year (see attached) for better clarification? Once received, it will be forwarded for renewal approval.

Please note that I have corrected the vendor file with your email address for all communication.

Thanks,

Kim McKay
478.779.3524

From: Interboro Packaging Corporation <abraham@interboropackaging.com>
Sent: Monday, April 3, 2023 7:26 PM
To: McKay, Kimberly <Kimberly.McKay@bcsdk12.net>
Subject: Renewal Pricing Request_FY24_Bid 21-030

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In connection with the above-referenced matter, attached please find my response.

Please note our new email address below. For further communication and orders please use the new email address only, and not to any other email address. All other emails addresses will cause a delay in a response. Do not send any other communication to any

other email.

Thank You,

Abraham Jeremias
Interboro Packaging Corporation
114 Bracken Road
Montgomery, New York 12549-2600
(845) 782-6800 Ext. # 101
Fax # (845) 781-2450
E-Mail abraham@interboropackaging.com

----- Original message -----

From: "Mckay, Kimberly" <Kimberly.McKay@bcsdk12.net>

Date: 4/3/23 3:14 PM (GMT-05:00)

To:

Subject: RE: Renewal Pricing Request_FY24_Bid 21-030

Good Afternoon,

The ***School Nutrition Department*** of the Bibb County School District is reviewing the options to renew Bid 21-030 with the successful bidder for the fiscal year 2024. This will be the 2nd renewal and will begin on July 1, 2023.

Using last year's price quote submission, please provide renewal pricing or a no change in price quote notification for **Paper & Chemical Supply Items** with your company. We are requesting that you please send confirmation of your desire to renew and or price changes for FY24 on company letterhead (addressed to Mrs. Elaine Wilson-Beverly, Procurement Director). I respectfully ask that this requested information be returned to me no later than **April 24, 2023**. Upon receipt, the prices will be evaluated and a renewal prepared pending approval.

If you have any questions regarding this request, please do not hesitate to contact me.

Thanks,



Kimberly McKay
Purchasing Agent
Bibb County School District
478.779.3524 | kimberly.mckay@bcsdk12.net
4580 Cavalier Drive | Macon GA 31220
Macon, GA 31220

From: [Megan Bedoy](#)
To: [Mckay, Kimberly](#)
Subject: RE: Renewal Pricing Request_FY24_Bid 21-030
Date: Monday, April 10, 2023 5:59:28 PM
Attachments: [image002.png](#)
[image003.png](#)
[BIBB RENEWAL 2023.xlsx](#)

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Kimberly,

I have attached an excel with our prices. Any questions, please let me know! Thank you for choosing our business to renew with for film.

Thanks,

Megan Bedoy
Inside Sales | Marketing
14026 Dinard Avenue | Santa Fe Springs, CA 90670
Ph: +(562) 404-2928, ext. 210
Email: mkt@plasticconnections.com
Visit us at www.plasticconnections.com



From: McKay, Kimberly <Kimberly.McKay@bcsdk12.net>
Sent: Monday, April 3, 2023 12:15 PM
Subject: RE: Renewal Pricing Request_FY24_Bid 21-030
Importance: High

Good Afternoon,

The ***School Nutrition Department*** of the Bibb County School District is reviewing the options to renew Bid 21-030 with the successful bidder for the fiscal year 2024. This will be the 2nd renewal and will begin on July 1, 2023.

Using last year's price quote submission, please provide renewal pricing or a no change

in price quote notification for **Paper & Chemical Supply Items** with your company. We are requesting that you please send confirmation of your desire to renew and or price changes for FY24 on company letterhead (addressed to Mrs. Elaine Wilson-Beverly, Procurement Director). I respectfully ask that this requested information be returned to me no later than **April 24, 2023**. Upon receipt, the prices will be evaluated and a renewal prepared pending approval.

If you have any questions regarding this request, please do not hesitate to contact me.

Thanks,



Kimberly McKay
Purchasing Agent
Bibb County School District
478.779.3524 | kimberly.mckay@bcsdk12.net
4580 Cavalier Drive | Macon GA 31220
Macon, GA 31220

From: bonnie.pyramidsp.com
To: [Mckay, Kimberly](#)
Subject: PYRAMID RESPONSE : Renewal Pricing Request_FY24_Bid 21-030
Date: Monday, April 17, 2023 3:56:55 PM
Attachments: [image002.png](#)
[image003.png](#)

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Bibb County School District
Kimberly McKay

Request to extend contract 21-030 Chemical and Paper (opening date 5/13/21)

I reviewed your request to extend this contract for an additional year. First renewal extended at new pricing through 7/1/23

Unfortunately, Kenny Miller can't offer the 2ond extension because at this point we will need to go to all the different manufactures and get the newest pricing and this would entail participating in a NEW BID.

We understand everyone try's to avoid having to go back out to bid, but with all the many price changes it makes it extremely difficult to extend this contract again

We appreciate your business and hope to be considered for all bidding opportunities.

Bonnie Miller
Bid Dept



6510 North 54th Street ~ Tampa, Florida 33610-1908
Phone- (800) 792-2644 ~ Fax- (813) 621-7688
www.pyramidsp.com

Bid Department
Ext 246

From: McKay, Kimberly <Kimberly.McKay@bcsdk12.net>
Sent: Monday, April 3, 2023 3:15 PM
Subject: RE: Renewal Pricing Request_FY24_Bid 21-030
Importance: High

Good Afternoon,

The ***School Nutrition Department*** of the Bibb County School District is reviewing

the options to renew Bid 21-030 with the successful bidder for the fiscal year 2024. This will be the 2nd renewal and will begin on July 1, 2023.

Using last year's price quote submission, please provide renewal pricing or a no change in price quote notification for **Paper & Chemical Supply Items** with your company. We are requesting that you please send confirmation of your desire to renew and or price changes for FY24 on company letterhead (addressed to Mrs. Elaine Wilson-Beverly, Procurement Director). I respectfully ask that this requested information be returned to me no later than **April 24, 2023**. Upon receipt, the prices will be evaluated and a renewal prepared pending approval.

If you have any questions regarding this request, please do not hesitate to contact me.

Thanks,



Kimberly McKay

Purchasing Agent

Bibb County School District

478.779.3524 | kimberly.mckay@bcsdk12.net

4580 Cavalier Drive | Macon GA 31220

Macon, GA 31220



SOUTHEASTERN PAPER GROUP

April 20th, 2023

Bid 21-030 Renewal Pricing for FY23/24_Southeastern Paper

Southeastern Paper Group

Please find the attached items for Bibb County School System for the Chemical & Paper items from Southeastern Paper Group for 2023/2024 School year. We look forward to another year working with Bibb County School system. I partner with my suppliers who have confirmed they currently have the inventory and get the inventory in supplies. With everything being so fluid, our goal is to review items every month or quarter to keep you aware prior to of any changes that may affect the school system. I would also work to set up monthly or quarterly business reviews to review your account and market conditions. Our goal is to continue a strong partnership with Bibb County school system and provide them with products to be successful in 2023/2024 school year. Please let me know if you have any questions and I will be happy to assist. I am excited to be your new account manager and make this the best year yet!! Have a great day!

www.sepg.com

Albany, GA | Atlanta, GA | Conway, SC | Pigeon Forge, TN | Spartanburg, SC | Vidalia, GA
800.858.7230 (P) | 877.236.2144 (F)

Browns Summit, NC | Jacksonville, FL | Lakeland, FL
800.632.1296 (P) | 888.318.8360 (F)



From: [Gene Sutherland, Jr.](#)
To: [Mckay, Kimberly](#)
Cc: [David Fine](#); [Rosa McDaniel](#); [Callie Wallace](#)
Subject: RE: Renewal Pricing Request_FY24_Bid 21-030
Date: Friday, April 21, 2023 3:31:53 PM
Attachments: [image002.png](#)
[image003.png](#)
[Bid 21-030_Chemical Paper non food Bibb 23 24.docx](#)

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Good afternoon, Kimberly. Happy Friday!

Here are the updated non food prices for the coming school year. please let us know if you need any other information. Thank you!

Gene Sutherland jr
genejr@suthfood.com
Office- 404-366-8550 ext 242
Cell- 404-456-5390
<http://suthfoodservice.com/>

image001.png



From: Mckay, Kimberly <Kimberly.McKay@bcsdk12.net>
Sent: Monday, April 3, 2023 3:15 PM
Subject: RE: Renewal Pricing Request_FY24_Bid 21-030
Importance: High

Good Afternoon,

The ***School Nutrition Department*** of the Bibb County School District is reviewing the options to renew Bid 21-030 with the successful bidder for the fiscal year 2024. This will be the 2nd renewal and will begin on July 1, 2023.

Using last year's price quote submission, please provide renewal pricing or a no change in price quote notification for **Paper & Chemical Supply Items** with your company. We are requesting that you please send confirmation of your desire to renew and or price changes for FY24 on company letterhead (addressed to Mrs. Elaine Wilson-Beverly, Procurement Director). I respectfully ask that this requested

information be returned to me no later than **April 24, 2023**. Upon receipt, the prices will be evaluated and a renewal prepared pending approval.

If you have any questions regarding this request, please do not hesitate to contact me.

Thanks,



Kimberly McKay

Purchasing Agent

Bibb County School District

478.779.3524 | kimberly.mckay@bcsdk12.net

4580 Cavalier Drive | Macon GA 31220

Macon, GA 31220

Bibb County School Nutrition Program
INVITATION FOR BID (IFB)
IFB #: 21-017

Bid Issue Date	04/23/2021
Final Date for Written Questions	04/29/2021
Bid Due Date and Time	05/13/2021 @ 11:00 AM
Bid Due Location	ONLINE VIA Bonfire
Award Date (per award letter)	TBD (June Board Meeting)
Installation or Start Date	July 1, 2021
Name of Awardee (completed after contract is awarded)	After June Board Meeting

BID FOR	NAME OF PRODUCT	LABEL SEALED ENVELOPE AS FOLLOWS:
	Food	"IFB FOOD"
	Equipment	"IFB EQUIPMENT- SCHOOL NUTRITION"
X	Paper, Chemical	"IFB PAPER AND CHEMICAL PRODUCTS"
	Bread	"IFB BREAD"
	Milk	"IFB MILK AND DAIRY PRODUCTS"
	Kitchen Supplies	"IFB KITCHEN SUPPLIES"
	Décor	"IFB CAFETERIA DECOR"
	Cafeteria Furniture	"IFB CAFETERIA FURNITURE"

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- (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

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DEFINITIONS

Addendum: A change, addition, alteration, correction or revision to a bid or contract document.

Bidder: A firm, individual, or corporation submitting a bid in response to this IFB.

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.

Contract Documents: Consist of the Agreement between the School Nutrition Program and the Vendor, 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.

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.

Dry Food Product: A dry product that does NOT require freezing or refrigeration.

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 and meets the specifications of the bid. 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.

NSLP: National School Lunch Program

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.

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.

SBP: School Breakfast Program

SFA: School Food Authority (also known as School Nutrition Department)

Solicitation: A document used by the School Nutrition Program 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 Offerors or Bidders must fulfill and all other factors to be used in evaluating the bids or proposals.

Vendor: The provider of the goods and/or services under the Contract.

SECTION 1

TRANSMITTAL PAGE

The Bibb County School Food Authority (SFA) is requesting sealed bids for School Nutrition for Paper Supply Items. Bids are due by the date, time and location shown on the chart on the first page of the Invitation to Bid. Bids will be opened at the date, time and location shown on the chart on the first page of the Invitation to Bid.

All bid documents should be submitted electronically via Bonfire (<https://bcsdk12.bonfirehub.com/portal/?tab=login>).

Elaine Wilson, Director of Procurement

Procurement Services Division

Address: 4580 Cavalier Drive, Macon, GA 31220

Phone: 478-765-8711

Questions regarding this Invitation for Bid shall be directed to: Elaine Wilson, Executive Director

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 products to the Bibb County Board of Education, School Nutrition Program through sealed bids. School food authorities shall comply with the requirements of 7CFR 210.21 and 2 CFR part 200, subpart D and USDA implementing regulations 2 CFR part 400 and part 415, as applicable, which implement the applicable requirements, concerning the procurement of all goods and services with nonprofit school food service account funds.
- b) The SFA is seeking to identify and select one (1) or more vendors to provide the items as listed in the attached list in Attachment B. The selected vendor(s) shall provide products in accordance with the Standard Terms and Conditions, Special Terms and Conditions, the IFB and any applicable Addenda.
- c) The SFA 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 SFA.

I. CONTRACT TIME PERIOD

- a) **Initial Term** - The initial term of this contract, which results from the award of this IFB, shall commence and terminate on the dates shown on the INVITATION TO BID.
- 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.
- c) **Renewal Option** - This contract may be renewed by mutual agreement of both parties in written form. (Usually 1-year term with the option to renew 4 additional 1-year terms based on vendor performance.)

II. BID SUBMISSION PROCEDURES

The Bibb County SFA 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 School Nutrition Program.

- a) Bids must be submitted electronically via Bonfire for **“Bid for Paper Supply Items” “IFB #21-017” for BIBB COUNTY SCHOOL NUTRITION**.
- b) Bids must be received by the SFA no later than the date shown on page #1 of this document entitled INVITATION FOR BID (IFB).
- c) Late bids shall not be accepted. The Bibb County SFA shall not be responsible for late receipt of bids. All bid documents should be submitted electronically via Bonfire (<https://bcsdk12.bonfirehub.com/portal/?tab=login>). Emailed and/or faxed bids are not acceptable and will not be considered for SEALED BIDS.
- 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 SFA's sole discretion, may be given 72 hours from the time of the bid opening in which to provide such information to the SFA.
- e) The SFA has the right to waive any and all informalities.

III. BID OPENING DATE/TIME/PLACE

Bids will be opened at the date, time and location shown on page 1 of this document entitled INVITATION FOR BID (IFB)

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 Bibb County Board of Education.
- c) The School Nutrition Program will award the contract to the lowest responsive and responsible Bidder(s) meeting all terms, conditions, and specifications of the IFB, within approximately sixty (60) days of the opening of the bids. Submitted bid pricing shall remain valid during this sixty-day period. The School Nutrition Program 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 Program 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 SFA 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 SFA 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 the Bibb County School District SFA. All inquiries, clarifications, or interpretations regarding this IFB should be directed by email to:
Procurement Director Name: Elaine Wilson
E-mail address: elaine.wilson@bcsdk12.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 SFA will accept only written inquiries regarding this IFB until the date shown on page #1 of this document entitled INVITATION TO BID, in order for a reply to reach all Bidders before the bid closes and to give bidders ample time to respond to any Addenda. 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	