

GREENWICH PUBLIC SCHOOLS
Purchasing Department
290 Greenwich Avenue
Greenwich, Connecticut 06830
(203) 625-7411
eugene_watts@greenwich.k12.ct.us

EUGENE H. WATTS
Director of Purchasing

August 1, 2022

Dear Sir/Madam:

You are invited to submit a bid for the Bread Products (Sliced) for Greenwich Public Schools. The attached bid specifications detail the requirements we are looking for.

Bids must be submitted on the schedule forms attached. All unit prices must be filled in and the cost sheet must be the first page of the submitted proposal. Each Bid must be submitted and clearly marked as (1) original and three (3) copies of the proposal. Bidders must submit Bids in a clear, concise and legible manner to permit proper evaluation of responsive proposal. The cost sheet must be the first page of the submitted proposal. Faxed or emailed Bids will not be accepted. Hand delivered, mailed or overnight bids will be accepted Monday through Friday between the hours of 9:00 am - 3:00 pm at the above address. Late Bids will not be accepted. Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.

Bids must be submitted on the schedule form attached hereto. All unit prices must be filled in. Each bid must be submitted with one (1) original and three (3) copies of the bid. Bidders must submit bids in a clear, concise and legible manner so as to permit proper evaluation of responsive bids. Faxed bids will not be accepted. The original bid and copies must be in a sealed envelope plainly marked:

BREAD PRODUCTS (SLICED) BID OPENING DATE: 8/18/22
OPENING TIME: 10:30 A.M. BID NUMBER: 2385-22

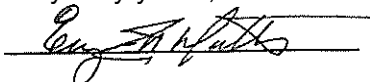
Sealed Bids for supplying the above will be received by the Purchasing Department at the above address until 10:30 a.m. at which time they will be opened and read publicly. All bidders and other interested people are invited to be present at the opening of these bids.

The meeting for the bid opening will be held remotely by telephone in real time. The details to join the meeting remotely are as follows:

Dial-In by phone: [+1 631-596-0936](tel:+16315960936) PIN: # 636714908

All Bidders and other interested people are invited to call in to hear Bid 2385-22 being read at 10:30 a.m.

Very truly yours,



Eugene H. Watts

BREAD PRODUCTS (SLICED)
BID# 2385-22

GREENWICH PUBLIC SCHOOLS
GREENWICH, CONNECTICUT

BIDDER:_____

Board of Education
Purchasing Department
Havemeyer Building
290 Greenwich Avenue
Greenwich, Connecticut 06830

2022/2023

INSTRUCTIONS

Sealed bids for Bread Products (Sliced) for Greenwich Public Schools Food Service Department as specified on the attached specification sheets will be received at the time and date specified. All bidders and other interested persons are invited to be present at the opening of these bids that will take place at the Board of Education.

The contract period shall extend from October 1, 2022 to June 30, 2023. Delivery will be five times a week to Greenwich High School. All deliveries are to be made between 6:00 and 7:00 A.M. to the loading dock where they will be inspected and verified by Food Services personnel at the time of delivery. All discounts are to be included in the prices listed on the proposal sheet. Orders are to be separated and boxed by school name. All bakeries shall comply with the Department of Health rules and regulations relative to bakeries and bakery products. The successful vendor must provide two bread racks for the High School.

Quotes may be submitted for all or any of the specified items, but must be submitted on a per item basis on the attached proposal sheets. The Greenwich Board of Education reserves the right to make awards by item. The quantities shown are estimated and are used for pricing purposes only. **Samples of all items are required.** At the time of delivery, substitution of products other than those specified on the quote sheets shall be made only upon written approval of the Greenwich Board of Education. Upon delivery, any products not meeting specifications shall be removed and replaced with conforming goods at the vendor's expense. No help for unloading will be provided by the Board of Education, and suppliers should notify their truckers accordingly.

Awards will be made based on the lowest quotes, as considered to be in the best interest of the Town of Greenwich, taking into consideration all relevant factors, including but not limited to the reliability of the vendor; the quality and acceptability by students and staff of the materials, equipment or supplies to be furnished and their conformity with the instructions and specifications; the purposes for which required; the production, packaging, storage and delivery facilities of the vendor; and the terms of delivery.

All Bread Products (Sliced) received damaged must be replaced without additional charge to the Board of Education.

In the event shortages occur, we request prior notification of those items which will not be available on your scheduled delivery day. These items will then be re-evaluated as to their availability from other sources and new orders will be placed in an effort to obtain these products as soon as possible.

Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection.

QUESTIONS:

Questions concerning this Proposal will be received by e-mail only directed to the (bid_department@greenwich.k12.ct.us). In the subject line you must write Proposal #2385-22 Bread Sliced. All questions must be received no later than noon August 9, 2022. All answers will be posted as an addendum to our website, www.greenwickschools.org no later than noon on August 12, 2022. Failure to comply with these conditions will result in the proposer waving his/her right to dispute the Proposal specifications and conditions. It is the proposer's responsibility to check our website for all addenda up to the day before the opening date.

The Board of Education reserves the right to waive any informality in the bid or reject any or all bids or to accept any bid, which appears to be in the best interest of the Board. Any bid may be

withdrawn prior to the opening time and date. Any bid received after the time and date as specified will not be considered.

GENERAL TERMS, AND INSTRUCTIONS

The successful bidder shall guarantee that the Bread Products (Sliced) to be delivered conform in every respect with accepted standards of the school that is placing the order and to be available once a month or when needed if there are any problems. No Bread Products (Sliced) can be placed on back-order.

The Board of Education shall have the right to take such steps as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the Board of Education with information and data for this purpose as the Board of Education may request. The right is reserved to reject any bid where on investigation the evidence or information submitted by such bidder does not satisfy the Board of Education. The bidder is qualified to carry out properly the terms of the contract.

No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Greenwich Public Schools is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the bid price.

Should the bidder find, during examination of specifications, any discrepancies, omissions, ambiguities, or conflicts in the specifications or be in doubt as to the meaning of any portion of them, he/she shall bring the question to the attention of the Purchasing Department at the Board of Education at once and no later than ten (10) days before the bid due date. The Purchasing Department will review questions and, where information sought is not clearly indicated or specified, the Purchasing Department will then instruct all bidders in writing regarding the points in question, by issuing a clarifying addendum that will become a part of the specifications. No alleged "verbal interpretation" shall be held valid. All addenda issued during this period supersede previous information and automatically becomes part of the specifications.

The Board of Education reserves the right, in its sole discretion, to waive any irregularity or informality in any bid. The Board of Education reserves the right, in its sole discretion, to reject any or all bids or any one or more items or part of any bid for any reason, or to accept those bids which appear to be in the best interest of the Board of Education. The right is reserved to cancel this contract if instructions are not followed. Any bid received after the time and date specified shall not be considered.

If the Board of Education and the bidder agree to extend the contract for additional years, the bidder agrees to adhere to a percentage rate which will not exceed what was originally specified. Furthermore, the Board of Education reserves the right to negotiate a lower percentage rate when extending this contract.

2023-2024 _____ %

2024-2025 _____ %

The bidder must have General Liability insurance in the amount of \$1,000,000.00

If the Board of Education deems it necessary, it may postpone the opening date of bids by notifying each bidder by telephone, mail or the issuing of an addendum.

All addenda issued during the proposed period supersede previous information and automatically becomes part of the specifications.

The Greenwich Board of Education reserves the right to accept the bid or bids of the lowest qualified bidder, kind, quality and material being equal, to select a single item from the bidder, or to accept the bid as a whole; to reject any and all bids, and to waive any omission or informalities in any bid.

Any and all reference to commercial type, sales, trade names and catalogue are intended to be descriptive only and not restrictive. The intention is to indicate only to the bidders the kind and quality of the articles that will be satisfactory. Bids on other equivalent makes, or with reference to other catalogue items will be considered. The bidder is to clearly state in the bid exactly what he intends to furnish. Where possible and feasible, submit an illustration and, or descriptive matter.

OSHA

The bidder must certify all equipment complies with all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended. The successful bidder must further certify that all items furnished under the project will conform to and comply with Federal and State of Connecticut OSHA standards. The Electric Utility Vehicle must have labels that comply with all of the latest OSHA laws. The successful bidders must agree to indemnify and hold harmless the Greenwich Public Schools for any and all damages that may be assessed against the town.

All equipment is to meet specifications, if any, set by the Consumer Product Safety Commission under the "Consumer Products Safety Act" (Public Law 92-575) of October 27, 1972, and all amendments thereto.

HAZARDOUS SUBSTANCES: All hazardous substances delivered to the Greenwich Public Schools must conform to all Federal and State regulations pertaining to labeling of hazardous substances, etc. A fully completed Material Safety Data Sheet (MSDS) OSHA form 20 must be submitted with bid for all products in the latest edition of the Hazardous Materials Handbook of the National Fire Protection Association before an order is considered complete. Department will then instruct all bidders in writing regarding the points in question, by issuing a clarifying addendum, which will become a part of the specifications. No alleged "verbal interpretation" shall be held valid. All Addenda issued during this period supersedes previous information and automatically becomes part of the specifications.

COLLUSION AMONG BIDDERS

More than one offer from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bidders will be rejected if there is any reason for believing that collusion exists among the bidders.

Participants in such collusion may not be considered in the future offers for the same

work. Each bidder, by submitting a bid, certifies that it is not a part to any collusive action.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

The successful bidder will not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful bidder agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful bidder in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful bidder is an Equal Opportunity Employer.

Employment discrimination by contractor prohibited. Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulation shall, be deemed sufficient for the purpose of meeting the requirements of this section.

NON-COLLUSION AFFIDAVIT

GREENWICH PUBLIC SCHOOLS
290 GREENWICH AVE
GREENWICH, CONNECTICUT

State of _____:

County of _____:S.S.

I state that I am the _____ of _____
(TITLE) (NAME OF MY FIRM)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation communication or agreement with any other contractor, bidder/bidder or potential bidder/bidder.
- (2) Neither the price(s) nor the amount of this bid/rfp, and neither the approximate price(s) nor approximate amount of this bid/rfp, have been disclosed to any other firm or person who is a bidder/bidder or potential bidder/bidder, and they will not be disclosed before bid/rfp opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding/proposing on this contract, or to submit a bid/bid higher than this bid/rfp, or to submit any intentionally high or noncompetitive bid/rfp or other form of complementary bid/rfp.
- (4) I fully understand that more than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder/bidder is interested in more than one bid/rfp for the work contemplated may cause rejection of all bids/rfps in which the bidder/bidder is interested. Any or all bidders/bidders will be rejected if there is any reason for believing that collusion exists among the bidders/bidders. Participants in such collusion may not be considered in the future offers for the same work. Each bidder/bidder by submitting a bid/bid certifies that it is not a part to any collusive action.
- (5) The bid/rfp of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid/bid.
- (6) _____ its affiliates, subsidiaries, officers,
(NAME OF MY FIRM)
directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding/proposing on any public contract, except as follows:
I state that _____ understands and acknowledges that
(NAME OF MY FIRM)
the above representations are material and important, and will be relied on by Greenwich Public Schools in awarding the bid/bid for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is

and shall be treated as fraudulent concealment from Greenwich Public Schools of the true facts relating to the submission of bids/bids for this contract.

- (7) I agree to furnish and deliver all services and supplies on the date and time agreed on by _____ and the Greenwich Board of Education at the time the purchase order is placed. Furthermore, there will not be any cancellations to the Board of Education. If a bidder submits a bid on any item he/she will be responsible for delivering that item at the bid cost, in accordance with the attached above specifications, which were submitted with this bid/bid and upon which the bid/bid was made.
(NAME OF MY FIRM)
- (8) In submitting this bid/bid, the undersigned declares that this is made without any connection with any persons making another bid/bid on the same contract; that the bid/bid is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said bid/bid or in the supplies or work to which it relates, or in any portion of the profits thereof.
- (9) In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of such contract.
- (10) The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/bid. If found to be false, the Town of Greenwich retains the right to reject said bid/bid and rescind any resultant contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/bid and contract or purchase order.
- (11) The Greenwich Code of Ethics can be found at www.greenwichct.org Code of Ethics stated as follows:
- (2) **DEFINITION.** (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership which as a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town. (3) Town Officer shall mean and include any official, commission, committee, legislative body or other agency of the Town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town Officer.
- (3) **GIFTS AND FAVORS.** No Town Officer or his immediate family shall accept any valuable gift, things, favor, loan or promise, which might tend to influence the performance or nonperformance of his official duties.
- (4) **IMPROPER INFLUENCE.** No Town Officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

BIDDER INFORMATION. (Please print the following)

BIDDER NAME

ADDRESS

TELEPHONE

FAX #

E-MAIL

WEB SITE

PRINT NAME

TITLE

- _____
(12) By signing this bid/bid the bidder/bidder understands and agrees to the attached terms, conditions, and specifications, including Collusion among Bidders/Bidders Employment Discrimination by the Contractor Prohibited.

SIGNATURE

**SWORN AND SUBSCRIBED TO BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE
COUNTY OF _____ AND THE STATE OF _____
THIS _____ DAY OF _____, 2022**

NOTARY PUBLIC

MY COMMISSION EXPIRES_____

GREENWICH PUBLIC SCHOOLS YEAR: **Bid #2385-22**
Period From: October 2022 – June 30, 2023

Vendor Name:

Bid Form

| Item Name | Case Pack | MOS. Usage | Alt Case Pack | Vendor Item # | Price |
|---|-------------|---------------|------------------|------------------|-------|
| Bread/Rest/Sliced | 26 SLC/LOAF | 15 | | | |
| Bread/Texas Toast/White/14 Sliced | 30 SLC/LOAF | 75 | | | |
| Bread/12 Grain/Sliced | 15 SLC/LOAF | | | | |
| Bread/100 % Whole Wheat/Rest/Sliced/1 oz. | 26 SLC/LOAF | 450 | | | |
| Roll/100% Whole Wheat Dinner/24-pkg | 24/PKG | 325 | | | |
| Roll/100% Whole Wheat Hamb/4.0 IN/Sliced | DZ | 400 | | | |
| Roll/100% Whole Wheat Hot Dog/Sliced | DZ | 150 | | | |
| Hard Rolls Sliced | DZ | 90 | | | |
| Texas Mini Hardroll Sliced | DZ | 90 | | | |