



**District Term Contract  
DTC-25-1024  
Paper Products, Contact and Non-Contact Food Supplies**

This Contract is between the School Board of Leon County, a public school district within Leon County, Florida, with offices at 2757 West Pensacola Street, Tallahassee, FL 32304 (District), and Ben E. Keith Company, (Contractor) located at 7600 Will Rogers Blvd., Fort Worth, TX 76140. The District and Contractor are collectively referred to herein as "Parties," and individually as a "Party." All capitalized terms shall have the meaning assigned to them in the Contract unless otherwise defined here.

The Contractor responded to the District's Invitation to Bid (ITB) No. 2416-2025 Paper Products, Contact and Non-Contact Food Supplies. **The District has accepted the Contractor's Bid for line items # 5 and 6**, and enters into this Contract in accordance with the terms and conditions of ITB No. 2416-2025 Paper Products, Contact and Non-Contact Food Supplies.

Accordingly, and in consideration of the mutual promises contained in the Contract, the Parties agree as follows:

**I. Scope of Work**

The services to be provided by the Contractor pursuant to this Contract are defined in ITB No. 2416-2025 Paper Products, Contact and Non-Contact Food Supplies, and all Addenda which are referenced and incorporated herein. **The Contractor's Price sheet is attached as Exhibit B indicating the awarded items # 5 and 6.** This Contract serves as a master agreement, with individual purchases being made via purchase orders (POs).

**II. Contract Term**

The initial Contract term shall begin on May 15, 2024, or on the last date on which it is signed by all Parties, whichever is later, and shall expire on May 14, 2027.

**III. Renewal Terms**

The District and the Contractor may renew the Contract in whole or in part, for a renewal term not to exceed three (3) years, or portions thereof, upon mutual agreement of the Parties as set forth in the Contract.

**IV. Contract**

This Contract, together with the following attached documents (Exhibits), sets forth the entire understanding of the Parties and supersedes all prior agreements, whether written or oral, with respect to such subject matter.

All Exhibits attached to this Contract are incorporated in their entirety and form as part of this Contract. The Contract has the following Exhibits:

- a) Exhibit A: ITB No. 2416-2025 Paper Products, Contact and Non-Contact Food Supplies; and
- b) Exhibit B: Ben E. Keith Company, Price Sheet.

In case of conflict, the documents shall have priority in the order listed:

- a) The District Term Contract;
- b) Exhibit A: ITB No. 2416-2025 Paper Products, Contact and Non-Contact Food Supplies; and
- c) Exhibit B: Ben E. Keith Company, Price Sheet.

**V. Amendments**

No oral modifications to this Contract are acceptable. All modifications to this Contract must be in writing and signed by both Parties, except changes to Section VII., below. Any future amendments of the Contract, which alter the definition of the services, shall define the services in the same format as Exhibit A.

Notwithstanding the order listed in Section IV, amendments issued after Contract execution may expressly change the provisions of the Contract. If an amendment expressly alters the Contract, the most recent amendment will take precedence.

**VI. Contract Notices**

Contract notices may be delivered by email to the Contractor's designated contact person as prescribed in Section VII.

**VII. Contract Management**

The District's Contract Manager is:

Christie Meresse, Director of Dining Services  
Leon County Schools  
3397 W. Tharpe St.  
Tallahassee, FL 32303  
Phone: (850) 717-2281  
Email: [meressec@leonschools.net](mailto:meressec@leonschools.net)

The District may appoint a different Contract Manager, which will not require an amendment to the Contract, by sending written notice to the Contractor. Any communication to the District relating to the Contract shall be addressed to the District's Contract Manager or designee.

The Contractor has assigned the following individual(s) to serve as the designated contact person for this Contract:

**Primary Contact:**

Janice Barnard – Director, Non-Commercial Business Development  
7600 Will Rogers Blvd.  
Fort Worth, TX 76140  
Phone: (817) 759-6867  
Email: [jbarnard@benekeith.com](mailto:jbarnard@benekeith.com)

All questions and customer service issues concerning this Contract shall be directed to the Contractor's designated contact person(s), above. It will be the designated contact person's responsibility to coordinate with necessary District personnel, as required, to answer questions and resolve issues. The Contractor must provide written notice to the District's Contract Manager, or designee if a new employee is designated as the contact person for this Contract.

**A. Termination for Convenience**

The Contract may be terminated by the District upon no less than 60 calendar days' notice and by the Contractor upon no less than 180 calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by another method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

**B. Termination for Cause**

If a breach of this Contract occurs by the Contractor, the District may terminate the Contract for cause. The District chooses to provide, at its exclusive option, an opportunity for the Contractor to cure the breach for cause within 30 calendar days upon written notice of the deficiency by the District. Any breach of this Contract which is still left uncured by the Contractor after the District has elected to provide 30 calendar days to cure (remedy) the breach, may result in the District's termination of this Contract upon 24 hours written notice by the District. If the District does not elect to allow the Contractor to cure a breach (e.g. instances of egregious Contractor conduct or other Contractor actions which may be harmful to the District), the District may immediately terminate this Contract for cause, upon 24 hours' written notice to the Contractor, as described in this section. Notice shall be delivered by certified mail (return receipt requested), in person with proof of delivery, or by another method of delivery whereby an original signature is obtained.

**C. Termination for Unauthorized Employment**

Violation of the provisions of Section 274A of the Immigration and Nationality Act shall be grounds for unilateral cancellation of this Contract.

**D. Termination for Lack of Funds**

In the event the funds to finance this Contract become unavailable, the District may terminate the Contract upon no less than 24 hours' notice, in writing, to the Contractor. Notice shall be delivered by certified mail (return receipt requested), in-person with proof of delivery, or by another method of delivery whereby an original signature is obtained. The District shall be the final authority as to the availability of funds.

**E. Contract Termination Requirements**

If at any time, the Contract is canceled, terminated, or otherwise expires, and a Contract is subsequently executed with a contractor other than the Contractor or service delivery is provided by the District, the Contractor has the affirmative obligation to assist in the smooth transition of Contract services to the subsequent provider. This includes, but is not limited to, the timely provision of all Contract-related documents, information, and reports, not otherwise protected from disclosure by law to the replacing party.

**VIII. Assignment**

The Contractor shall not sell, assign, or transfer its responsibilities or interests under this Contract to another party without prior written approval of the District's Contract Manager, or designee. The District shall, at all times, be entitled to assign or transfer its rights, duties, and obligations under this Contract to another governmental agency or special district of the State of Florida upon providing written notice to the Contractor.

**IX. Subcontracts**

The Contractor is fully responsible for all work performed under this Contract. The Contractor may, upon receiving written consent from the District's Contract Manager, or designee, enter into written subcontract(s) for performance of certain obligations under this Contract. No subcontract shall relieve the Contractor of any responsibility for the performance of its contractual duties. All payments to subcontractors shall be made by the Contractor.

It is understood and agreed that the District shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Contractor shall be solely liable to the subcontractor for all expenses and liabilities under this Contract. All subcontractors are subject to the same background check requirements as are referenced in Exhibit A.

**X. Price Adjustments**

Any price decrease effectuated during the Contract period by reason of market change or special sales offered to other customers shall be passed on to the District. This shall also apply to all in-place equipment on a rent or lease plan. Price increases are not accepted, unless otherwise stated. All prices are firm and shall be held for the duration of the Contract term. The District may, at its sole discretion, review a request from the Contractor for an equitable adjustment in Contract pricing if pricing or supply availability is affected by extreme or unforeseen conditions in the marketplace, outside of the Contractor's control. Requests shall be submitted to the District's Contract Manager along with justification and backup information, as necessary, such as a letter from a manufacturer regarding price increases. The District will consider the request and respond within 30 days. The Contractor shall continue to fill orders at the current Contract pricing until a decision has been made.

**XI. Other Conditions**

**A. Public Records**

The Contractor agrees to (a) keep and maintain public records required by the Board to perform the service; (b) upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statute; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the Board; and (d) upon completion of the Contract, transfer, at no cost to the Board all public records in possession of the Contractor, or keep and maintain public records required by the Board to perform contractual obligations. If the Contractor transfers all public records to the Board upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public record disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, then the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request, in a format that is compatible with its information technology systems. The Board may unilaterally terminate the Contract for refusal by any Contractor to allow public access to all documents, papers, letters, or other material made, or received by the Contractor in conjunction with the Contract unless the records are exempt from Section 24(a) of Art. I of the State Constitution and either Section 119.07(1), F.S. or Section 119.071, F.S. Additionally, the Contractor may be subject to penalties under Section 119.10, F.S.

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this Contract, contact the custodian of public records at:**

**Leon County Schools  
ATTN: Julie Jernigan  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
Telephone: (850) 487-7177  
Email: [jerniganj@leonschools.net](mailto:jerniganj@leonschools.net)**

**B. Disputes**

Any dispute concerning performance of the terms of this Contract shall be resolved informally by the Contract Managers. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the District's Purchasing Director or designee. The District's Purchasing Director, or designee, shall decide the dispute, reduce the decision to writing, and deliver a copy to the Parties, the Contract Managers and the District's Contract Administrator.

**C. Notices**

All notices required or permitted by this Contract shall be given in writing and by hand-delivery or email to the respective Parties. All notices by hand-delivery shall be deemed received on the date of delivery and all notices by

email shall be deemed received when they are transmitted and not returned as undelivered or undeliverable. Both Parties may change their contact information and Contract Manager by written notice given to the other Party as provided above.

**D. Insurance**

The Contractor agrees to provide adequate insurance coverage on a comprehensive basis and to hold such insurance at all times during the existence of this Contract. The Contractor accepts full responsibility for identifying and determining the type(s) and extent of insurance necessary to provide reasonable financial protection for the Contractor and the District under this Contract. At a minimum this coverage shall include general liability coverage no less than \$1 million per occurrence and \$2 million in aggregate. Upon the execution of this Contract, the Contractor shall furnish the District's Contract Manager, or designee, written verification of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The District reserves the right to require additional insurance where appropriate.

If the Contractor is a state agency or subdivision as defined in Section 768.28, F.S., the Contractor shall furnish the District, upon request, written verification of liability protection in accordance with Section 768.28, F.S. Nothing herein shall be construed to extend any Party's liability beyond that provided in Section 768.28., F.S.

**E. Employee Status**

This Contract does not create an employee/employer relationship between the Parties. It is the intent of the Parties that the District and Contractor are independent contractors under this Contract and neither is the employee of the other for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers Compensation Act, and the State unemployment insurance law.

**F. Force Majeure**

Neither Party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Contract or interruption or performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

**G. Available Funding**

The District's performance and obligation to pay for goods and services under this Contract are contingent upon available annual funding. The costs of services paid under any other Contract or from any other source are not eligible for reimbursement under this Contract.


**H. Scrutinized Companies Contractor Certification**

The Contractor certifies they are not listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S., and they are not currently engaged in a boycott of Israel. If the resulting Contract exceeds \$1,000,000.00 in total, (not including renewal years), the Contractor certifies that they are not listed on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Sections 215.473, F.S., and 215.4725, F.S., and further certifies they are not engaged in business operations in Cuba or Syria. Pursuant to Sections 287.135(5), F.S., and 287.135(3), F.S., the Contractor agrees the District may immediately terminate the

resulting Contract for cause if the Contractor is found to have submitted a false certification or if the Contractor is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or has engaged in business operations in Cuba or Syria during the term of the resulting Contract. Any company that submits a bid or proposal for a Contract, or intends to enter into or renew a Contract with an agency or local governmental entity for goods or services, of any amount, must certify that the company is not participating in a boycott of Israel.

IN WITNESS THEREOF, the parties hereto have caused this Contract to be executed by their undersigned officials as duly authorized.

CONTRACTOR: BEN E. KEITH COMPANY

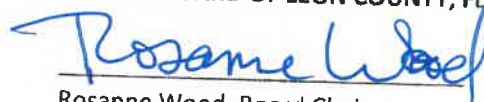
  
Authorized Signature

Earnie Burrow  
Printed Name


Assistant General Manager  
Title

5-6-24  
Date

SCHOOL BOARD OF LEON COUNTY, FL

  
Rosanne Wood, Board Chair

5/16/24  
Date

  
Rocky Hanna, Superintendent

5/16/2024  
Date

# EXHIBIT A



## ADDENDUM #001

ITB 2416-2025

### Paper Products, Contact and Non-Contact Food Supplies

Date: March 28, 2024

Solicitation: ITB 2416-2025 Paper Products, Contact and Non-Contact Food Supplies

Proposals Due: April 4, 2024, at 2:00 P.M. EST

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Please be advised that the changes below are applicable to the original specifications of the above-referenced solicitation. Added or new language to the RFP is highlighted in yellow, while deleted language has been stricken.

#### Change #1:

##### Revises Section 2.5.5 Price Increases

The awarded pricing shall remain firm for the first six (6) months of the contract. ~~The District will consider an increase provided the price increase does not exceed the lesser of 3% or the rate of inflation as determined by the Consumer Price Index (CPI) for urban wage earners and clerical workers, U.S. city average, all items (1982-84-100), published by the U.S. Bureau of Labor Statistics, or any successor or substitute index appropriately adjusted for the prior twelve (12) month period using the first published CPI for the month immediately preceding the anniversary date of the contract.~~ Any price decrease effectuated during the Contract period by reason of market change or special sales offered to other customers shall be passed on to the District. After the initial 6-month period and every 6 months thereafter, the line-item pricing will be reviewed and the Contractor may submit a request for an equitable price adjustment based on verifiable and documented market changes. The Contractor shall continue to fill orders at the current Contract pricing until a decision has been made.

#### Change #2:

Replaces Attachment I Price Sheet revising estimated purchase quantities and individual pack sizes. Revised Price Sheet is attached to this Addendum, and electronically posted in Excel format at <https://www.leonschools.net/Page/4411>

#### Change #3:


##### Revises Timeline

Anticipated Date the District will Advertise its Notice of Award Recommendation	April-9 30, 2024	District Website <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a> DemandStar <a href="https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/">https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/</a>
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This Addendum provides the Board's written answers to the timely written questions received.



Question	Answer																				
1. Can you provide previous award tabulation with vendor and prices?	This is the first solicitation Dining Services has released for these products.																				
2. Based on previous ordering history and purchase orders, about how often are the gloves ordered (Monthly, quarterly or other)?	The District anticipates placing quarterly orders, but will endeavor to place orders for full pallets or truckloads at a time, so the orders could be placed with varying frequency.																				
3. Based on previous ordering history and purchase orders, about how often are the plastic liners ordered (Monthly, quarterly or other)?	Please see the answer to Question #2.																				
4. Regarding item #13 on the referenced bid, a 60-gallon can liner, I need the previously paid price. Could you provide me with the tabulation for the bid that was due on January 11, 2023?	<table><tr><th>#</th><th>Suppliers</th><th>Quantity</th><th>Price (Per UOM)</th></tr><tr><td>1</td><td>SPA CONCEPTS, INC.</td><td>200 cases</td><td>\$21.650</td></tr><tr><td>2</td><td>Interboro Packaging</td><td>200 cases</td><td>\$28.720</td></tr><tr><td>3</td><td>Calico Packaging, LLC</td><td>200 cases</td><td>\$32.340</td></tr><tr><td>4</td><td>Osceola Supply</td><td>200 cases</td><td>\$32.500</td></tr></table>	#	Suppliers	Quantity	Price (Per UOM)	1	SPA CONCEPTS, INC.	200 cases	\$21.650	2	Interboro Packaging	200 cases	\$28.720	3	Calico Packaging, LLC	200 cases	\$32.340	4	Osceola Supply	200 cases	\$32.500
#	Suppliers	Quantity	Price (Per UOM)																		
1	SPA CONCEPTS, INC.	200 cases	\$21.650																		
2	Interboro Packaging	200 cases	\$28.720																		
3	Calico Packaging, LLC	200 cases	\$32.340																		
4	Osceola Supply	200 cases	\$32.500																		
5. Do you have a previous bid tabulation with pricing?	Please see the answer to Question #1.																				
6. What is the thickness of gloves?	Gloves should be a minimum of 4 mil.																				
7. 2.2 states “fixed fee per unit”. Is this a Cost Plus bid or a Unit Price to Pay (price quoted is marked up from our cost)?	The District is requesting a fixed price per unit inclusive of all Bidder costs.																				
8. Pg 14, 2.5.5 Price changes tied to CPI index. Most vendors cannot comply to this Index because it does not track the cost factors used to determine a price increase on raw materials and transportation. May we provide Industry increase letters, when needed, as backup to any proposed increase?	Please see Change #1																				
9. When are the samples due?	The District reserves the right to request samples prior to contract award.																				
10. All deliveries to the central warehouse?	While the greatest demand for products will come from the District Department of Dining Services and delivered to the central warehouse, the Contract will be available for the entire school district. Other department purchases may include extended day care, culinary programs, and emergency supplies. Most of these items would come from the District’s normal product stock. Invoices and payment requests shall be sent to the school/department that placed the order or received the product.																				
11. Do we have to bid on all items or we can do a few line items only?	Bidders are not required to bid all items. Bids will be evaluated by line item.																				
12. Are samples required by Bid due date?	Please see the answer to Question #9.																				

Question	Answer
13. The CPI does not encompass the indicators used for raw materials for the items on your bid. Can this clause be removed and maybe add, with documentation provided by suppliers of Industry Increases, with 30 day notice?	Please see Change #1.
14. We see the Estimated Monthly Quantities are provided on Attachment I. Our question is are the quantities based on the Unit of Measures provided? I ask this because the gloves (items # 7-9) say they are packed 100 ct. Typically gloves are packed 10 boxes of 100 gloves in a case, totaling 1000 gloves in a case. (100ea/box – 10bx/case). Is the monthly usage for the large gloves going to be for 36 boxes (100ea) each month, or 36 cases (1000)? Another example is Line item 6, Forks. Is that 2,300 CASES per month or PACKS?	Please see Change #2.
15. I noticed that one of the requirements for qualification is being American Made. However, I also saw a section dedicated to foreign products. Our company sources products from various locations in Asia for supply to the US. I'm seeking clarification on whether our supplied products would be eligible for this bid and I'm unsure if this policy pertains to the products we supply.	The Buy American Act does not pertain to non-food items.
<p>16. Could you please provide more detailed information or examples regarding the following products mentioned in the ITB?</p> <p>Tray, Food, ½#, Cardboard &amp; Tray, Food, 1#, Cardboard: We are particularly interested in understanding the [desired features/standards, e.g., material quality, size dimensions, sustainability certifications] for this product.</p> <p>Container, 2-compartment Fiber or Fiber Blend, 15 oz to 24 oz total 400ct: Could you share any images or example specifications? This will help us to align our products more closely with your needs.</p>	<p>Food tray material is premium paperboard or kraft paperboard. 1# is 5.156"X3.594"X1.484, 1/2# is 4.578"X3.203"X1.25". Color/design is not important.</p> <p>2-compartment container is pictured below. One of the compartments needs to be at least 8 oz but no more than 12 oz. The 2 compartments can be the same size, but it is not necessary.</p> 
17. Do we have to bid on all items or we can do a few line items only?	Please see the answer to Question #11.
18. Will consideration be given to an alternate case size if it's a lower cost per unit, or does it need to be the exact case size listed on the bid?	Yes, the District will give consideration to alternate case sizes.
19. I've only found a couple items listed that are produced in the US. If I price a domestic item it most likely will be higher than any import. How is the country of origin verified? If there is a substantial savings of purchasing an import vs. domestic will the county considered the imported product? If so, how is that dollar amount/threshold determined?	Please see the answer to Question #15.
20. Item #13(60gal can liner) has "100ct" listed in the monthly usage column. That is the case size, so I'm guessing it's a typo. Can you please confirm the estimated monthly usage for this item?	Please see Change #2.

Question	Answer
21. Is this all or no bid- or by the item?	Please see the answer to Question #11.
22. I am trying to clarify if the school trays you want are Foam BLACK or fiber, and the case count should be 500/case. (You are currently using blk foam trays, which is your least expensive option.)	The five (5) compartment trays need to be fiber or fiber blend. Case count is not important but will affect the number of cases ordered.
23. Will you look at any other cutlery options?	The District will not consider different cutlery options.
24. Are the 12-ounce bowls Foam?	The bowls must be a fiber or fiber blend.
25. Is the 9x9x3 carryout foam or plastic, and what is the actual case count?	The 9x9x3 carryout must be a fiber or fiber blend. The case count can be either 150 or 200 each.
26. What is line #11- description is not clear.	Please see the answer to Question #16.
27. Can we have the last award tabulation?	Please see the answer to Question #1.
28. 1/5 LBS and 1 LBS boat trays do you want red plaid or other colors? Do you have any approved brand and item number or what are you currently purchasing (color wise and brand)?	The District does not have a preference in brand or color.
29. For 5 compartment trays fiber, your count is 240 per case, most likely it is Huhtamaki, are you open to consider other brands of fiber trays?	The District will consider all brands that are a fiber or fiber blend.
30. ITB volume is monthly, how many months per school year do you count? 9 or 10?	Please see Change #2.
31. We are a Miami based company but not Leon County, are we considered as local business?	Board Policy 6450 does not provide Dade County companies a local preference.
32. If we are not considered as local would you add any percent (%) to our submitted price?	Board Policy 6450 does not contemplate this procedure.

**Addendum #001****Attachment I****Price Sheet****ITB No. 2416-2025 Paper Products, Contact and Non-Contact Food Supplies**

Item #	Description	Pack Size	Unit of Measure	Estimated Annual Quantity	Cost Per Case 25-500 Cases	Cost Per Case 500-1000 Cases	Cost Per Case Per Truckload
1	Tray, Food, ½#, Cardboard	4/250 ct.	Case	600	\$	\$	\$
2	Tray, Food, 1#, Cardboard	4/250 ct.	Case	150	\$	\$	\$
3	Tray, Food, Fiber or Fiber Blend, Rectangle, 5-compartment, 10"x8"x5/8"	240 ct.	Case	14,000	\$	\$	\$
4	Plates, 9", Fiber or Fiber Blend	500 ct.	Case	2,200	\$	\$	
5	Spoons, Plastic, GP Pro Smartstock Refill DUSST5	24/40 ct.	Case	1,000	\$	\$	
6	Forks, Plastic, GP Pro Smartstock Refill DUSSE5	24/40 ct.	Case	2,475	\$	\$	\$
7	Gloves, Vinyl FDSV Powder Free, Large	1,000 ct.	Case	330	\$	\$	
8	Gloves, Vinyl FDSV Powder Free, Medium	1,000 ct.	Case	110	\$	\$	
9	Gloves, Vinyl FDSV Powder Free, X-Large	1,000 ct.	Case	130	\$	\$	
10	Bowls, 12 oz., Fiber or Fiber Blend	1000 ct.	Case	600	\$	\$	
11	Container, 2-compartment Fiber or Fiber Blend, 15 oz to 24 oz total	400 ct.	Case	400	\$	\$	
12	Container, Food, Fiber or Fiber Blend, 3-compartment, 9"x9"x3", Hinged, Carryout, Double Closure	150 ct.	Case	600	\$	\$	
13	Linners, Can, 60 gallon, 1.5 mil or thicker, Heavy Gauge, Minimum of 38" x 58"	100 ct.	Case	660	\$	\$	\$
Discount % for full mixed truckload							

Company Name

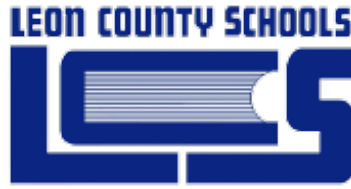
FEIN

Authorized Representative Name (Printed)

Authorized Representative Title

Authorized Representative Title

Date



## **Invitation to Bid (ITB)**

**Purchasing Department**  
**3397 West Tharpe Street**  
**Tallahassee, Florida 32303**  
[purchasing@leonschools.net](mailto:purchasing@leonschools.net)

## **Paper Products, Contact and Non-Contact Food Supplies** **ITB 2416-2025**

ITB Released: March 6, 2024

Deadline for Questions\*: March 26, 2024

Bids Due\*: 2:00 p.m. on April 4, 2024

June Kail  
Procurement Officer

\*Timeline subject to change. Changes will be communicated through an addendum to this ITB (see Section 1.8)

# ITB Timeline

Steps in the ITB Process	Date and Time	Location (if applicable)
Release of ITB	March 6, 2024	District Website <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a> DemandStar <a href="https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/">https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/</a>
Written Questions Due	March 26, 2024	Submit to: June Kail, Procurement Officer Subject: ITB 2416-2025, Paper Products, Contact and Non-Contact Food Supplies Email: <a href="mailto:purchasing@leonschools.net">purchasing@leonschools.net</a>
Anticipated Posting of Answers to Submitted Questions	March 28, 2024	District Website <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a> DemandStar <a href="https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/">https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/</a>
Sealed Bids Due and Opened	April 4, 2024, @ 2:00 P.M.	Submit to: Leon County Schools Purchasing Department Attn: June Kail, Procurement Officer ITB 2416-2025, Paper Products, Contact and Non-Contact Food Supplies 3397 W. Tharpe Street Tallahassee, FL 32303* <small>*Also, the location for the Bid Opening</small>
Anticipated Date the District will Advertise its Notice of Award Recommendation	April 9, 2024	District Website <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a> DemandStar <a href="https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/">https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/</a>

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# SECTION 1: Key Information



## 1.1 Quick Facts

The School Board of Leon County, Florida (hereinafter referred to as the “District”) is seeking experienced and qualified Vendors to establish firm pricing for the procurement and delivery of paper products, contact and non-contact food supplies to the dining services department as needed.

- a. The use of capitalization (such as Bidder) denotes words and phrases with special meaning as defined in Section 5, Definitions.
- b. Unless otherwise indicated, all dates and times reflect Eastern Time (Tallahassee, Florida).
- c. The District reserves the right to perform, or cause to be performed, the services herein described in any manner it sees fit, including, but not limited to, award of other contracts, utilization of existing State or governmental contracts, public purchasing cooperatives, or to perform the work with its own employees.



## 1.2 Bidder Qualifications

Bidders shall maintain a permanent place of business, have adequate equipment to perform the requested services, be financially solvent, and maintain enough qualified personnel to perform the services of this Contract. The Bidder must have:

- a. The Bidder must be duly licensed in the State of Florida;
- b. The Bidder shall have three (3) years continuous experience in the last five (5) years providing retail and commercial delivery services to customers of similar scope and size;
- c. The Bidder shall have personnel that are properly trained and able to meet all requirements of this ITB.



## 1.3 How to Contact Us (Procurement Rules and Information)

- a. All questions related to this ITB must be made in writing, via email, to the Procurement Officer listed below. Questions will only be accepted if submitted in writing on or before the date and time specified in the Timeline.
- b. On or about the date referenced in the Timeline, the District will advertise its answers to written questions on the District’s website at <https://www.leonschools.net/Page/4411> and DemandStar at <https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478>.
- c. Between the release of the solicitation and the end of the 72-hour period following the advertisement of the Notice of Board Decision (the 72-hour period excludes Saturdays, Sundays, and District holidays), Bidders to this ITB or persons acting on their behalf may not contact any employee, officer or member of the Leon County School Board or Superintendent concerning any aspect of this solicitation, except in writing to the Procurement Officer as provided in this

solicitation or directed by the District. Violation of this provision may be grounds for rejecting a Bid.

- d. Any person requiring special accommodations in responding to this solicitation because of a disability should contact the DISTRICT Purchasing Department at (850) 488-1206 at least five (5) days before any pre-solicitation conference, solicitation opening, or public meeting. Persons who are deaf, hard-of-hearing, deaf-blind, or speech-disabled may contact the DISTRICT Purchasing Office by using the Florida Relay Service at 1-800-955-8771 (TTY/ASCII).

**e. The District's Procurement Officer**

**Name:** June Kail, Procurement Officer

Purchasing Department

Leon County Schools

3397 W. Tharpe Street

Tallahassee, FL 32303

**Telephone:** (850) 488-1206

**Email:** [purchasing@leonschools.net](mailto:purchasing@leonschools.net)

- f. The Bidder shall not initiate or execute any decision or action arising from any verbal discussion with any District employee related to this ITB (see Section 2.2). Only written communications from the District's Procurement Officer and formal addendums are considered duly authorized expressions on behalf of the District. Additionally, only written communications from a Bidder are recognized as duly authorized expressions on behalf of the Bidder.



## 1.4 Developing Your Bid

- a. This ITB is being issued as part of an open, competitive process and sets out the appropriate steps and conditions.
- b. Bidders should take the time to read and understand the ITB. In particular, they should:
  - 1. Review Title XLVIII, [K-20 Education Code](#), within the Florida Statutes.
  - 2. Develop a strong understanding of the District's requirements detailed in [Section 2](#).
  - 3. Ensure their company is on file and in good standing with the Florida Department of State, or provide certification of exemption from this requirement, as required for all entities defined under Chapters 607, 617, or 620, Florida Statutes (F.S.), seeking to do business with the District.
- c. Bidders should prepare a clear and concise Bid, avoiding complicated jargon, and thoroughly describe their ability to meet the expectations of the District.
- d. Bidders must follow the format and instructions included in this ITB for their Bid submittal.
- e. Bids that contain provisions that are contrary to the material requirements of this ITB are not permitted. Including alternate provisions or conditions to material requirements will be considered a counter offer and will result in the Bid being deemed non-responsive.

- f. Bidders must use Attachment I, Price Sheet, to submit pricing. Bidders shall not change or substantially alter the form but fill it out completely, as instructed in Section 3.2 of this ITB.
- g. Bidders should thoroughly review their Bid before submission to ensure the Bid is complete and accurate and it has provided all information requested in the format prescribed in Section 3, Procurement Rules and Information.
- h. The District is not liable for any costs incurred by a Bidder while responding to this ITB, including the costs associated with attending site visits, oral presentations, or negotiations, as applicable.
- i. Bidders are expected to submit questions or concerns regarding the requirements or terms and conditions of this solicitation during the question and answer phase, per Section 1.3, a.
- j. The District shall reject any and all Bids that do not meet the following pass/fail criteria (also referred to as Mandatory Responsiveness Criteria). Any Bid rejected for failure to meet these requirements will not be evaluated further:
  - 1. The Bidder must be duly licensed in the State of Florida;
  - 2. The Bidder shall have three (3) years continuous experience in the last five (5) years providing retail and commercial delivery services to customers of similar scope and size;
  - 3. The Bidder must confirm that all services to be provided under the Contract will be compliant with all laws, rules, and other authority applicable to providing the services, including, but not limited to, Florida's Open Government Laws (Article I, Section 24, Florida Constitution, and Chapter 119, F.S.); and
  - 4. The Bidder shall complete and submit the following:
    - i. Attachment I, Price Sheet
    - ii. Attachment II, Required Provisions Certifications
    - iii. Attachment III, Notice of Conflict of Interest
    - iv. Attachment IV, Bidder Contact Information



## 1.5 Submitting Your Bid

- a. Bidders shall submit their Bids in a sealed envelope or package with the ITB number and the date and time of the Bid opening clearly marked on the sealed envelope or packaging. Bidders may submit their Bids by mail, courier, delivery services (such as FedEx or UPS), or hand-delivery to the location below. The District will not accept any Bids submitted via email or fax.
- b. Bidders must mail or otherwise deliver their Bids to the following address:

**Leon County Schools  
Purchasing Department**

ITB 2416-2025, Paper Products, Contact and Non-Contact Food Supplies  
Attn: June Kail, Procurement Officer

3397 W. Tharpe Street  
Tallahassee, FL 32303

- c. It is the Bidder's responsibility to ensure their Bid is delivered to the District by the date and time stipulated in the Timeline. The District's clock will stamp Bids received and shall provide the official time for the Bid opening. Late Bids will not be accepted.
- d. Submit one (1) signed, original, one (1) additional hard copy and one (1) electronic copy of the Bid in searchable PDF format on an electronic storage device or flash drive (not password protected). The original physical Bid will take precedence in the event there is a discrepancy between the original and electronic copy.
- e. If the Bidder includes information in their Bid that they believe is and have marked as confidential or trade secret, they should submit a redacted copy of their Bid; as outlined in Section 3.5, the Bidder should submit one (1) redacted hard copy and one (1) redacted electronic copy, in searchable PDF format (in addition to the non-redacted version).
- f. Bidders are encouraged to print Bid documents double-sided and minimize the use of non-recyclable materials.



## 1.6 Bid Opening

- a. Bids are due and will be publicly opened at the time, date, and location specified in the Timeline.
- b. District staff are not responsible for the inadvertent opening of a Bid that is improperly sealed, addressed, or not correctly identified with the ITB number.
- c. After the Bid Opening, interested parties may submit a written request to the Procurement Officer for the names of all Bidders.



## 1.7 Disposition of Bids

- a. The District reserves the right to withdraw this ITB at any time and, by doing, assumes no liability to any Bidder.
- b. The District reserves the right to reject any Bids received in response to this ITB.
- c. The District reserves the right to waive Minor Irregularities when doing so would be in the District's best interest. The District may correct Minor Irregularities at its exclusive option but is not obligated to do so.
- d. All documentation produced as part of this Bid shall become the exclusive property of the District, may not be returned to or removed by the Bidder or its agents, and will become a matter of public record, subject to the provisions of Chapter 119, F.S. Selection or rejection of the Bid will not affect this right. Should the District reject all Bids and re-solicit, information submitted in response to this ITB will become a matter of public record as indicated in Section 119.071, F.S. The District shall have the right to use any ideas, adaptations of any ideas, or recommendations presented in any Bid. The award or rejection of a Bid shall not affect this right.



## 1.8 Changes to the ITB

The District will post all addenda and materials relative to this procurement on the District's Purchasing website at <https://www.leonschools.net/Page/4411> and on DemandStar at

<https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/>.

Interested parties are responsible for monitoring this site for new or changing information relative to this procurement. Bidders are responsible for ensuring that all addendums have been read and incorporated, as applicable, in their Bid.



## 1.9 Protest Procedures

Per Section 120.57(3), F.S., a Notice of Intent to Protest or a Formal Written Protest must be filed with the District's Purchasing Department within the timeframes established in Florida Statutes. Filings may be made physically at 3397 W. Tharpe Street, Tallahassee, Florida 32303, or via email to [Bidprotests@leonschools.net](mailto:Bidprotests@leonschools.net). Protests must be made in compliance with Rules 28-110.003 and 28-110.004, Florida Administrative Code (F.A.C.). Filings received on a weekend, District holiday, or after 5:00 p.m. will be filed the next business day.

Failure to file a protest within the time prescribed in Section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S.

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## SECTION 2: Scope of Work

### 2.1 Background

The District and the School Board are created under Article IX, Section 4, of the Constitution of the State of Florida. The School Board is an independent taxing and reporting authority responsible for the operation, control, and supervision of all free public schools within the school district, subject to the Florida K-20 Education Code, Chapters 1000 – 1013, F.S. The Board consists of five (5) elected officials responsible for, among other things, the adoption of policies that govern the operation of District public schools. The elected Superintendent of Schools is responsible for the administration and management of the schools within the applicable parameters of state laws, State Board of Education Rules, and School Board policies.

The District provides a standard, traditional curriculum to a student body of approximately 30,000 students ranging from pre-kindergarten through the 12th grade. The District also provides adult education at several facilities during regular and non-school hours. In addition to the standard curriculum, The District offers a variety of specialized technical training programs for the higher-grade levels.

### 2.2 Procurement Overview/Requirements

Through this solicitation, the District seeks to secure the best competitive prices for paper products, contact and non-contact food items, and custodial kitchen supplies and establish a fixed fee per unit contract for the delivery of non-food packaging, non-food items and supplies.

The District will work with the Contractor(s) to execute one (1) or more contracts for services soon after the award of this ITB.

### 2.3 Contract Term

We anticipate that the Contract will commence within 30 days of award. The expected Contract term and options to renew are:

Description	Time Period
Initial term of the Contract	Three (3) years
Optional Contract Renewal Term(s)	Up to three (3) years, or portions thereof
Maximum term of the Contract	Six (6) years

### 2.4 Bidder Responsibilities

Each Bidder is required to carefully examine the ITB requirements, Bid prices and extensions, insurance requirements, licensing requirements, Bid opening date and time, and to completely familiarize itself with all of the terms and conditions that are contained within the ITB. Failure to do so on the part of the Bidder will in no way relieve it of any of the obligations and responsibilities which are a part of the ITB.

## 2.5 Scope of Work

The Contractor will be responsible for procuring, receiving, storing, distributing, reporting, and tracking items included on the Price Sheet for paper products, contact and non-contact food items, and custodial kitchen supplies for use in schools operated by the District. The Contractor must commit to maintaining and enforcing the highest service quality and standards for the entire term of this Contract and any subsequent renewal periods.

While the greatest demand for products will come from the District Department of Dining Services, the Contract will be available for the entire school district. Other department purchases may include extended day care, culinary programs, and emergency supplies. Most of these items would come from the District's normal product stock. Invoices and payment requests shall be sent to the school/department that placed the order or received the product.

The District reserves the right to shop the market to locate the most competitive product and purchase directly from manufacturers for products not carried by the Contractor.

The Contractor shall solicit competitive bids from manufacturers/suppliers that meet all sanitation and safety requirements, and purchase supplies as required by the District. Upon request, the District shall be provided with the quote/bidding documentation of any paper goods items for final approval and to ensure compliance. Once the products have been identified and approved by the District, the Contractor will order, receive, store, and deliver products as directed by the District.

The District will work with the Contractor collaboratively to acquire the best product at the best cost. The Contractor must communicate all rebates, incentives, bill-backs, or any other form of remuneration that lowers costs to the Contractor to the District Contract Manager and pass on all cost savings to the District.

### 2.5.1 Pricing Methodology

- a. Prices quoted on the Price Sheet (Attachment I) shall include all charge for stocking, handling, storing, overhead, profit, inside delivery, fuel, F.O.B. destination, operational contingencies, etc.; and, all costs associated with delivering the product to the required location within Leon County.
- b. Pricing for all line items listed on the Price Sheet shall remain firm for six (6) months from the effective date of this Contract. Line-Item Pricing is the cost incurred by the Contractor and charged to the District and includes all net off discounts, rebates, price reductions due to product promotions, volume in procurement, online ordering or other manufacturer discounts, or any other price adjustment that results in lowering the price of the item(s). After the initial 6-month period and every 6 months thereafter, the line-item pricing will be reviewed and may increase or decrease based on verifiable and documented market changes.
- c. It is the responsibility of the Contractor to provide updated product and pricing information to the District Dining Services department, via email or other electronic means. The Contractor shall pass along to the District during the period awarded any cost reductions or inducements offered by the market on a promotional basis. The Contractor shall notify the District of any promotions when price sheets are submitted.



### **2.5.2 Ordering Communication**

The Contractor is required to receive and upload all orders electronically. Orders will be sent in advance by the District Contract Manager or site designee, including emergency additions or deletions.

Additions or deletions to these orders will be communicated to the Contractor the District before 1:00 p.m., Eastern Time, at least two (2) business days before the scheduled delivery.

The Contractor shall provide adequate on-site training to Dining Services personnel on using their electronic order processing system at no cost to the District. Problems relating to products and delivery schedules are to be communicated and resolved between the District Contract Manager and the Contractor's Contract Representative.

### **2.5.3 Delivery**

The Contractor shall deliver products identified on the Price Sheet to:

#### **Leon County School Board Dining Services**

##### **Central Kitchen**

3397 W. Tharpe St.

Tallahassee, FL 32303

- a. All products must be delivered under clean and sanitary conditions free of dirt, grease, sand, or foreign materials. The District has the right to refuse shipment if the product appears to be transported in an unsanitary vehicle.
- b. A Distribution schedule shall be submitted by the Contractor to the District for approval two (2) weeks before the first delivery of every school year and remain constant. By supplying the Contractor with the annual school schedule, the distribution plan must take into consideration times that school is not in session and all District holidays while maintaining scheduled deliveries. Changes in delivery schedules initiated by the Contractor must be submitted to the Department of Dining Services for approval at least two (2) weeks in advance.
- c. Deliveries will be accepted Mondays through Fridays unless otherwise specified. Deliveries will be made between 6:00 a.m. and 2:30 p.m., Eastern Time. If a designated delivery day is a District holiday, the delivery will be made on the prior or following school day. Any and all delivery schedule changes must be submitted in writing, at least two (2) weeks in advance, to the District's Contract Manager for written approval before implementation.
- d. Contractor drivers must off-load products from delivery truck and place in an area designated by the site manager. Drivers are not required to stow products on shelves or remove containers from cases.
- e. The designated District receiver is required to verify the total quantities, and condition of merchandise at the time of delivery. Contractor personnel shall cooperate with the process.
- f. If, for any reason, item(s) ordered by the District site designee cannot be delivered when requested because of unavailability, Contractor should notify the District's Contract Manager at least one (1) day prior to the scheduled delivery date, and Contractor should offer substitution options, if available.

- g. In the event of a vehicle breakdown or other delay, the Contractor must have a contingency plan for immediate recovery. The Contractor will be responsible to ensure the items are delivered as scheduled. The Contractor will be responsible to contact the District's Contract Manager of any delivery delays and reschedule for the same day delivery.
- h. Drivers are not allowed to leave vehicles unattended with the engine on while on District property. Keys must be removed from the ignition while the driver is inside the building or unloading the truck. Under no circumstances is product to be left unattended on a loading dock. All products must be delivered during a time when District designated staff is present. This also excludes leaving product with custodial, security staff, or any other non-food service staff.
- i. Excessive late deliveries will be cause for contract termination.

#### **2.5.4 Item Substitution**

Each item that is delivered must meet the minimum specifications and be the price and pack size that is quoted on the pre-approved price list. Changes in pack size due to availability shall be allowed. These changes are to be included in weekly pricing and approved prior to delivery. If the Contractor is temporarily out-of-stock of a particular item, they must deliver an equal or superior product at an equal or lower price, with prior approval, from the Dining Services Department. All outages and substitutions must be submitted to the Dining Services Department a minimum of twenty-four (24) hours prior to delivery. Excessive occurrences of out-of-stock items may be cause for contract cancellation.

#### **2.5.5 Price Increases**

The awarded pricing shall remain firm for the first six (6) months of the contract. The District will consider an increase provided the price increase does not exceed the lesser of 3% or the rate of inflation as determined by the Consumer Price Index (CPI) for urban wage earners and clerical workers, U.S. city average, all items (1982-84=100), published by the U.S Bureau of Labor Statistics, or any successor or substitute index appropriately adjusted for the prior twelve (12) month period using the first published CPI for the month immediately preceding the anniversary date of the contract. All requests for a price increase must be submitted to the District's Director of Purchasing no less than sixty (60) days prior to the effective date of the increase.

#### **2.5.6 Delivery Tickets, Invoices, and Credit Memos**

At the time of delivery, the Contractor will leave an invoice with the District designee. Digital images of each signed invoice and electronic statements must be accessible electronically to the District Contract Manager or designee weekly for each delivery.

- a. All invoices submitted by the Contractor shall contain the District item numbers for each line item ordered. The Contractor item number shall be the predominant number for each line item on the invoice.
- b. All invoices must include the appropriate Purchase Order number.
- c. Pricing for each individual line item will be rounded to the nearest four digits. However, the case cost and total cost must be rounded to two digits.
- d. The District will make payment within 30 days of receipt and approval of an accurate and correct invoice.
- e. Invoices/delivery tickets for unapproved products sold without prior approval from the District Contract Manager will not be paid.

- f. If the District designee rejects a product(s) upon delivery they will mark through the individual product and adjust the original invoice/delivery ticket by subtracting the quantity of the rejected product from the total quantity. Both the District designee, and the Contractor's delivery person will initial the changes. For product(s) found to be defective after delivery, the Contractor will issue a credit memo (available electronically) within five (5) business days referencing the original invoice/delivery ticket number.
- g. The Contractor agrees to accept for full credit the return of any item received found by the District designee, to be defective in quality or packaging which renders the item unusable for its intended purpose.
- h. All invoices shall be mailed or emailed to the following address:

**Leon County School Board Dining Services**

**Accounting Office**

3397 W. Tharpe St.

Tallahassee, FL 32303

[nutritionservices@leonschools.net](mailto:nutritionservices@leonschools.net)

**2.5.7 Rejection Procedure**

For each delivery, the District will have 24 hours to inspect and reject any product that does not meet the specifications of this bid. Rejected products are to be picked up and replaced promptly by the supplier at no cost to the District. The Contractor will promptly issue a credit memo for all rejected items that cannot be replaced. If the District designee fails to promptly inspect and/or accept supplies within 24 hours, the supplier will not be considered in non-compliance of the contract specification.

**2.5.8 Contractor Performance**

The Contractor must maintain an acceptable level of performance throughout the contract term. Supplies transported in vehicles that are not sanitary may be rejected. The District reserves the right to inspect the Contractor's vehicles and all operating plants and facilities. Whether the product meets current District standards will be solely determined by the Dining Services Department. If the Contractor cannot perform the requirements of this agreement, or whose prices rise above an acceptable, competitive market range, or has significant dissatisfaction, it will be grounds for termination of the contract.

**2.5.9 Quantities**

The quantities listed on the Price Sheet are estimates only. No guarantee is given or implied as to the total quantity or dollar value of the Contract resulting from this ITB. Only items listed on the Price Sheet are approved for purchase. Quantities may increase or decrease as conditions necessitate, based upon enrolment, participation, or menu modifications. No product shall be delivered that is not on the Price Sheet without prior written approval from the Dining Service Director. No minimum order requirements may be imposed by the Contractor.

**2.5.10 Applicable Laws**

All products and deliveries must meet the Florida State Board of Health and Leon County Health Department specifications and standards and must comply with Federal Statutes Executive Orders, and the requirements of 7 CFR21, 7 CFR 3016.36, and 7 CFR 3016.60 (b), and (c).

#### **2.5.11 Liquidated Damages/Failure to Deliver**

When the Contractor fails to deliver product on time to the designated delivery location, and a substitute item needs to be purchased, the Contractor shall pay the Dining Services Department the price difference between the original bid price and the price of the substitute if higher.

#### **2.5.12 Act of God**

The Contractor shall have a plan for the distribution of the unused product in the event of an “Act of God,” such as a hurricane, etc., where the Contractor would be expected to move as much ordered product as possible to its other customers in the event a school should have to be closed without notice. In the event the Contractor’s facilities are affected by an Act of God (i.e., hurricane, etc.), and the Contractor cannot deliver when scheduled, the Contractor should notify the Nutrition Services Department at their first opportunity so the District can make other arrangements for the effected period.

#### **2.5.13 Designated Contact**

The Contractor shall appoint a person to act as a primary contact for the Dining Services Department. This person or backup shall be readily available during regular work hours by phone or in person and shall be knowledgeable of the terms and conditions of this bid.

#### **2.5.14 Records**

The Contractor must retain in an accessible manner all records, including delivery invoices, price, and product cost records, utilization data, and other pertinent information as may be relative to this contract for five (5) years after the fiscal year to which they pertain. The Contractor must receive approval from the Nutrition Services Department before destroying the records.

#### **2.5.15 Reports**

Price and utilization reports shall be maintained and provided by the Contractor. The perpetual utilization report shall provide, by line items, purchasing units, selling prices, and school delivery sites, as well as, for District lump sum. Utilization reports shall demonstrate unit (carton, pound, etc.), as well as by dollars, and be submitted on both monthly and year-end.

#### **2.5.16 Buy American**

As Schools and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the contiguous United States are required to purchase, to the maximum extent practicable, domestic commodities or products for use in meals served under the NSLP and SBP. The legislation defines “domestic commodity or product” as one that is produced in the United States and is processed in the United States substantially using agricultural commodities that are produced in the United States. Substantially” means that over 51% of the final processed product consists of agricultural commodities that were grown domestically.

The Contractor must inform the District of any products requested/specified that cannot be produced or processed in the United States. As with any substitution, prior written approval from the District is required for the purchase or substitution of a domestic item with any foreign item. The Contractor is responsible for all costs of any unauthorized foreign products substituted or delivered to the District.

### **2.5.17 Foreign Products**

Contractor shall provide bids for items or products solely grown, produced, and processed in the United States or its territories, unless a domestic supply is not available. The Contractor must comply with conditions stated in the United States Code of Federal Regulations (CFR), Title 7, Part 210.21(D).

- a. If product is not available as produced in the U.S.A., the foreign product(s) shall be submitted as an alternate and shall specify country of origin.
- b. All foreign products must be inspected for wholesomeness as well as grades, and origin of product must be so noted on grade certificates.
- c. All products of foreign origin accepted on the bid must have a pesticide analysis from a certified U.S. Lab or through the USDA by the Commodity Scientific Support Division (CSSD). If any pesticide residue is in excess of USDA or FDA recommendation, the product shall not be considered acceptable. The pesticide analysis must accompany the grade certificate and must cover all shipments.

### **2.5.18 Civil Rights**

The Contractor shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; 7 C.F.R. Parts 15, 15a, and 15b; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement—Nutrition Programs and Activities, and any additions or amendments.

### **2.5.19 U.S. Department of Agriculture Certification (Debarment and Suspension)**

A copy of Form AD-1048 (1/92-Attachment VIII) is included (Attachment VIII) as a part of these Bid documents. Section 3017.510 of 7 CFR Part 3017, the submission of the completed Form: Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions, is required for all USDA Food and Nutrition Service programs. No vendor shall be allowed to participate in any procurement activity if any federal department or agency has debarred, suspended, or otherwise excluded that vendor from participation in a procurement activity. This form should be completed, signed, and submitted with each vendor's Bid in order for the Bid to be considered. Any Bid that does not include this required Form will not be evaluated and will not be considered for award. A signature is required on both the Form and the Bidder Acknowledgement page.

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## SECTION 3: Procurement Rules and Information

### 3.1 Contents and Format of Bid Submittals

All Bids must include the following required forms:

- a. Each Bidder shall complete and submit Attachment I, Price Sheet.
- b. Completed Application for Vendor Status\* and associated forms (<https://www.leonschools.net/cms/lib/FL01903265/Centricity/Domain/195/FORMS/Application%20for%20Vendor%20Status-ACH%20forms%20FEB%202021.pdf>);
- c. Attachment II, Required Provisions Certifications
- d. Attachment III, Notice of Conflict of Interest
- e. Attachment IV, Bidder Contact Information
- f. Attachment V, Local Preference Affidavit (if applicable)
- g. Attachment VI, Subcontracting Form (if applicable)
- h. Attachment VII, Drug-Free Workplace Certification (if applicable)
- i. Attachment VIII, Certification Regarding Debarment
- j. Attachment IX, Certification Regarding Lobbying

**\*Please note, if the Vendor is already registered with the District, it does not need to submit another application.**

### 3.2 Basis of Award

The District intends to issue an award to the Responsible Bidder(s), who provide the best value to the District. The District will apply a preference to Vendors as indicated in Sections 3.6, 3.7, and 3.8.

The District reserves the right to require bidder(s) to submit evidence of qualifications or any other information the Board may deem necessary, including audited and unaudited financial statements.

Any and all award(s) made as a result of this ITB shall conform to all applicable Board policies, State Board rules, and Florida Statutes.

### 3.3 Advertising Notice of Board Decision

The District reserves the right to award one (1) or more Contracts, in whole or part, for the services sought in this ITB. The District reserves the right to accept or reject any and all offers or separable portions and waive any Minor Irregularity, technicality, or omission if the District determines doing so will serve the Board's best interest. While the Board will encourage use by all District departments, the Contract(s) is not an exclusive agreement, and the Board may secure the same or similar goods and services from other vendors in accordance with applicable procurement laws, rules, and policies.

As in any competitive solicitation, the Board shall advertise a public notice of Board Decision when the Board has decided on the outcome of the solicitation, including, but not limited to, a decision to award a Contract(s), reject all Bids, or to cancel/withdraw the ITB.

The Notice of Board Decision will be advertised on or about the date shown in the Timeline and will remain posted for a period of 72 hours (Saturdays, Sundays, and District holidays shall be excluded in the computation of the 72-hour period).

### **3.4 No Prior Involvement and Conflicts of Interest**

Any Bidder who participated through decision, approval, disapproval, recommendation, preparation of any part of the purchase, influenced the content of the solicitation, rendered advice, investigated, audited, or served in any other advisory capacity, is ineligible to participate in this solicitation.

Additionally, no Bidder shall compensate in any manner, directly or indirectly, any officer, agent, or employee of the District for any act or service which he/she may do or perform for, or on behalf of, any officer, agent, or employee of the Bidder. No officer, agent, or employee of the District or Board shall have any interest, directly or indirectly, in any Contract or purchase made or authorized to be made by anyone for, or on behalf of, the Board. The Bidder shall have no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this ITB.

### **3.5 Confidentiality, Proprietary, or Trade Secret Material**

The District takes its public records responsibilities, as provided under Chapter 119, F.S., and Article I, Section 24 of the Florida Constitution, very seriously. If the Bidder considers any portion of the documents, data, or records submitted in response to this solicitation to be confidential, trade secret, or otherwise not subject to disclosure under Chapter 119, F.S., the Florida Constitution, or other authority, the Bidder must also simultaneously provide the District with a separate redacted copy of its Bid and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the District's solicitation name, number, and the name of the Bidder on the cover and shall be clearly titled "Redacted Copy." The redacted copy shall be provided to the District at the same time the Bidder submits its Bid to the solicitation and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret. The Bidder shall be responsible for defending its determination that the redacted portions of its response are confidential, trade secret, or otherwise not subject to disclosure.

Further, the Bidder shall protect, defend, and indemnify the District for any and all claims arising from or relating to the Bidder's determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If the Bidder fails to submit a Redacted Copy with its Bid, the District is authorized to produce the entire documents, data, or records submitted by the Bidder in answer to a public record request for these records. In no event shall the District, Board, or any of its employees or agents be liable for disclosing or otherwise failing to protect the confidentiality of information submitted in response to this solicitation.

### **3.6 Florida Preference**

When a school district is required to make purchases of personal property through competitive solicitation and the lowest responsible and responsive bid, proposal, or reply is by a vendor whose principal place of business is in a state or political subdivision which grants a preference by that state or political subdivision, and then the school district shall award an equal preference to the lowest responsible and responsive vendor having a principal place of business within Florida. In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state, and that state

does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in the State of Florida shall be five (5) percent. F.S. 287.084(1)(a).

A vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts. F.S. 287.084(2).

### **3.7 Small Business Participation**

This ITB is subject to the small business development provisions specified in Board Policy 6325.

### **3.8 Local Business Preference**

This ITB is subject to the local preference provisions specified in Board Policy 6450.

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## **SECTION 4: Contract Terms and Conditions**

### **4.1 Contract Modifications**

During the term of the Contract, the District may unilaterally require changes (altering, adding to, or deducting from the specifications) provided such changes are within the general scope of this solicitation. The Contractor may request an equitable adjustment in the price(s) or delivery date(s) if the change affects the cost or time of performance. Such equitable adjustments require a formal contract amendment. The District shall provide written notice to the Bidder 30 days in advance of any Department-required changes to the technical specifications and/or scope of service that affect the Bidder's ability to provide the service as specified herein. Any changes, other than purely administrative changes, will require a written change order or formal Contract amendment.

The District will authorize additional services on an individual basis. The District would jointly determine with the Contractor a "not to exceed" price for each additional project using the contractually established hourly rates.

### **4.2 Use by Other Public Agencies**

Pursuant to their own governing laws and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. Any such purchases are independent of the agreement between the District and Contractor, and the District shall not be a party to any transaction between the Contractor and any other purchaser.

The District hereby notifies interested parties that the Florida Department of Management Services purchasing agreements and state term contracts have been reviewed for the goods and services contemplated by this solicitation, and the District has determined conducting our own solicitation is in our best interest.

### **4.3 Travel Expenses**

The District shall not be responsible for the payment of any travel expenses incurred by Bidders due to this ITB or Contract.

### **4.4 E-Verify**

Per Executive Order 11-116, "The provider agrees to utilize the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.gov/employers>, to verify the employment eligibility of all new employees hired during the contract term by the Provider. The Provider shall also include a requirement in subcontracts that the subcontractor shall utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term." Contractors meeting the terms and conditions of the E-Verify System are deemed to comply with this provision.

Beginning January 1, 2021, every public employer, Contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, Contractor, or subcontractor shall not enter into a contract unless each party to the contract registers with and uses the E-Verify system per Section 448.095, F.S.

## 4.5 Subcontracts

The Contractor may, only with the prior written consent of the District, enter into written subcontracts for the delivery or performance of services as indicated in this ITB. Anticipated subcontract agreements known at the time of Bid submission must be identified in the submitted Bid using Attachment VI, Subcontracting Form. If a subcontract has been identified at the time of submission, a copy of the proposed subcontract must be submitted to the District. No subcontract, which the Contractor enters into concerning the performance of any of its functions under the Contract, shall in any way relieve the Contractor of any responsibility for the performance of its duties. All subcontractors, regardless of function, providing services on District property shall comply with the District's security requirements, as defined by the Board, including background checks, compliance with Board Policy 2.021, the Jessica Lunsford Act, and all other Contract requirements. All payments to the subcontractor shall be made by the Contractor.

If a subcontractor is utilized by the Contractor, the Contractor shall pay the subcontractor within seven (7) working days after receipt of full or partial payments from the District, per Section 287.0585, F.S. It is understood and agreed that the District shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Contractor shall be solely liable to the subcontractor for all expenses and liabilities under the Contract. Failure by the Contractor to pay the subcontractor within seven (7) working days will result in a penalty to be paid by the Prime Contractor to the subcontractor in the amount of one-half (½) of one percent (1%) of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen percent (15%) of the outstanding balance due.

## 4.6 Background Screening Requirements/Jessica Lunsford Act

Florida Statutes contain certain fingerprinting and/or screening requirements pertaining to all persons or entities entering into contracts with Schools, School Boards, School Districts, and Charter Schools who may have personnel who will be on school grounds when students may be present. Any individual who fails to meet the statutory requirements shall not be allowed on school grounds. Failure to comply with the statutory requirements will be considered a material default of this Contract. The Contractor shall bear all costs associated with background screening.

### **District Contact**

Donald Kimbler

Leon County Schools Safety & Security

Monday-Friday (excluding District holidays), 8:00 a.m. – 5:00 p.m.

Phone: (850) 487-7293

Email: [kimblerd@leonschools.net](mailto:kimblerd@leonschools.net)

## 4.7 Insurance

Below are the minimum insurance requirements the Contractor(s) must maintain:

- 4.7.1 General Liability:** Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- 4.7.2 Professional Liability/Technology Errors & Omissions:** Limit not less than \$1,000,000 per occurrence covering services provided under this Contract.
- 4.7.3 Workers Compensation:** Florida Statutory limits in accordance with Chapter 440, F.S.; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).
- 4.7.4 Auto Liability:** Owned, Non-Owned, and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit. If the Contractor does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 shall be accepted. In addition, an affidavit signed by the Contractor must be furnished to the District indicating the following: *"(Contractor Name) does not own any vehicles. In the event the insured acquires any vehicles throughout the term of this agreement, the insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition."*
- 4.7.5 Acceptability of Insurance Carriers:** The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A-VI by AM Best or Aa3 by Moody's Investor Service.
- 4.7.6 Verification of Coverage:** Proof of insurance must be furnished within fifteen (15) days of the award of the contract.
- 4.7.7 Required Conditions:** Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:
- The School Board of Leon County, Florida, its members, officers, employees, and agents are added as additional insured.
- All liability policies are primary of all other valid and collectible coverage maintained by the School Board of Leon County, Florida.
- Certificate Holder: The School Board of Leon County, Florida, 2757 W. Pensacola St., Tallahassee, FL 32303
- The School Board of Leon County, Florida, reserves the right to review, reject, or accept any required policies of insurance, including limits, coverage, or endorsements, herein throughout the term of this agreement.
- 4.7.8 Cancellation of Insurance:** Vendors are prohibited from providing services under this Agreement with the District without the minimum required insurance coverage and must notify the District within two business days if required insurance is canceled.

## **4.8 Copyrights, Right to Data, Patents, and Royalties**

Where contracted activities produce original writing, sound recordings, pictorial reproductions, drawings, or other graphic representation and works of any similar nature, the District has the right to use, duplicate, and disclose such materials in whole or in part, in any manner, for any purpose whatsoever and to have others acting on behalf of the District to do so.

The District shall have unlimited rights to use, disclose, or duplicate, for any purpose whatsoever, all information and data developed, derived, documented, or furnished by the Proposer. All computer programs and other documentation produced as part of the Contract shall become the exclusive property of the District and may not be copied or removed by any employee of the Contractors without express written permission of the District.

The Contractor, without exception, shall indemnify and save harmless the District, the Board, and its employees from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the Vendor. The Vendor has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not supplied by the Contractor or is based solely and exclusively upon the District's alteration of the article. The District will provide prompt written notification of a claim of copyright or patent infringement and will afford the Contractor the full opportunity to defend the action and control the defense of such claim.

Further, if such a claim is made or is pending, the Contractor may, at its option and expense, procure for the District the right to continue the use of, replace, or modify the article to render it non-infringing. If none of the alternatives are reasonably available, the District agrees to return the article to the Contractor upon its request and receive reimbursement, fees, and costs, if any, as may be determined by a court of competent jurisdiction. If the Contractor uses any design, device, or materials covered by letter, patent or copyright, it is mutually agreed and understood without exception that the Contract prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work to be performed hereunder.

## **4.9 Independent Contractor Status**

The Contractor shall be considered an independent Contractor in the performance of its duties and responsibilities. The District shall neither have nor exercise any control or direction over the methods by which the Contractor shall perform its work and functions other than as provided herein. Nothing is intended to, nor shall be deemed to constitute, a partnership or a joint venture with the Contractor(s).

## **4.10 Contact with Students**

No Contractor staff, subcontractors, suppliers, or anyone involved in any manner with providing goods or services under the Contract(s) shall have direct or indirect contact with students at school sites. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from the Board. The Contractor shall be responsible for ensuring compliance by all employees, independent

contractors, subcontractors, or other persons involved in any manner with providing goods or services under the Contract(s).

#### **4.11 Assignment**

The Contractor shall not assign its responsibilities or interests to another party without the prior written approval of the District. The Board shall, at all times, be entitled to assign or transfer its rights, duties, and obligations to another governmental entity of the State of Florida upon giving written notice to the Contractor.

#### **4.12 Force Majeure**

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under the Contract or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

#### **4.13 Severability**

The invalidity or unenforceability of any particular provision shall not affect the other provisions hereof and shall be construed in all respects as if such invalid or unenforceable provision was omitted, so long as the material purposes can still be determined and effectuated.

#### **4.14 Reservation of Rights**

The District reserves the exclusive right to make certain determinations regarding the service requirements. The absence of the District setting forth a specific reservation of rights does not mean that any provision regarding the services to be performed is subject to mutual agreement. The District reserves the right to make any and all determinations exclusively which it deems are necessary to protect the best interests of the District and the health, safety, and welfare of the District's employees and of the general public which is served by the Board, either directly or indirectly, through these services.

#### **4.15 Americans with Disabilities Act**

The Proposer shall comply with the Americans with Disabilities Act (ADA). In the event of the Proposer's noncompliance with the non-discrimination clauses, the ADA, or with any other such rules, regulations, or orders, the Contract may be cancelled, terminated, or suspended in whole or in part, and the Proposer may be declared ineligible for further contracts.

#### **4.16 Employment of District Personnel**

The Contractor shall not knowingly engage, employ, or utilize, on a full-time, part-time, or any other basis during the term of the Contract, any current or former employee of the District where such employment conflicts with Section 112.3185, F.S.

#### **4.17 Legal Requirements**

The applicable provisions of all federal, state, county, and local laws and all ordinances, rules, and regulations shall govern development, submittal, and evaluation of all Proposals received in response to this ITB and shall govern any and all claims and disputes which may arise between a person(s) submitting a Proposal hereto and the Leon County School Board, by and through its officers, employees and authorized

representatives, or any other person, natural or otherwise; and lack of knowledge by any Contractor shall not constitute a cognizable defense against the legal effect thereof.

#### **4.18 Conflict of Law and Controlling Provisions**

The Contract, plus any conflict of law issue, shall be governed by the laws of the State of Florida. The venue for any legal proceedings will be Leon County, Florida.

#### **4.19 Default**

If the awarded Proposer should breach the Contract(s) awarded, the Board reserves the right to seek all remedies in law and/or in equity.

#### **4.20 Termination**

##### **4.20.1 Termination at Will**

The Contract may be terminated by the District upon no less than 60 calendar days' notice and by the Contractor upon no less than 180 calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by another method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

##### **4.20.2 Termination for Cause**

In the event the Contractor's performance issues are so egregious as to cause damage to life, safety, or property, the District may terminate the Contract upon 24 hours' written notice to the Contractor. Notice shall be delivered by certified mail (return receipt requested), in-person with proof of delivery, or by another method of delivery whereby an original signature is obtained.

##### **4.20.3 Termination for Unauthorized Employment**

Violation of the provisions of Section 274A of the Immigration and Nationality Act shall be grounds for unilateral cancellation of the Contract.

##### **4.20.4 Termination for Lack of Funds**

In the event the funds to finance this Contract become unavailable, the District may terminate the Contract upon no less than 24 hours' notice, in writing, to the Contractor. Notice shall be delivered by certified mail (return receipt requested), in-person with proof of delivery, or by another method of delivery whereby an original signature is obtained. The District shall be the final authority as to the availability of funds.

##### **4.20.5 Contract Termination Requirements**

If at any time, the Contract is cancelled, terminated, or otherwise expires, and a Contract is subsequently executed with a Contractor other than the Contractor or service delivery is provided by the District, the Contractor has the affirmative obligation to assist in the smooth transition of Contract services to the subsequent provider. This includes but is not limited to, the timely provision of all Contract-related documents, information, and reports not otherwise protected from disclosure by law to the replacing party.

## 4.21 Public Records

To the extent that information is utilized in the performance of the Contract(s) or generated as a result of it, and to the extent that information meets the definition of “public record,” as defined in Section 119.011(12), F.S., said information is recognized by the parties to be a public record and, absent a provision of law or administrative rule or regulation requiring otherwise, shall be made available for inspection and copying by any person upon request as provided in Chapter 119, F.S. The Contractor agrees to (a) keep and maintain public records required to perform the service; (b) upon request from the District’s custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the District; and (d) upon completion of the Contract, transfer, at no cost, to the District all public records in possession of the Contractor or keep and maintain public records required by the District to perform the service. If the Contractor transfers all public records to the District upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records.

All records stored electronically must be provided to the District, upon request from the District’s custodian of public records or Contract Manager, in a format that is compatible with the information technology systems of the District. Unless a greater retention period is required by state or federal law, all documents pertaining to the program contemplated by this RFP shall be retained by the Proposer for five (5) years after the termination of the resulting contract or longer as may be required by any renewal or extension of the Contract. The District may unilaterally cancel the Contract for refusal by the Proposer to allow public access to all documents, papers, letters, or other material made or received by the Proposer in conjunction with the Contract unless the records are exempt from Section 24(a) of Art. I of the State Constitution and either Sections 119.07(1) or 119.071, F.S.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, JULIE JERNIGAN, AT [jerniganj@leonschools.net](mailto:jerniganj@leonschools.net), (850)487-7363, 520 S. Appleyard Dr., Tallahassee, FL 32304.**

## 4.22 Indemnification

The Contractor shall be liable and agrees to be liable for, and shall indemnify, defend, and hold the District, Board, its employees, agents, officers, heirs, and assignees harmless from any and all claims, suits, judgments, or damages including court costs and attorney's fees arising out of intentional acts, negligence, or omissions by the Contractor, or its employees or agents, in the course of the operations of the Contract, including any claims or actions brought under Title 42 USC §1983, the Civil Rights Act.

## 4.23 Disputes

Any dispute concerning the performance of the terms of the Contract shall be resolved informally by the Contract Manager. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the District's Assistant Superintendent of Business Services or designee. The District's Assistant Superintendent of Business Services, or designee, shall decide the dispute, reduce the decision to writing, and deliver a copy to the parties, the Contract Managers, and the District's Contract Administrator.

## 4.24 Federal Terms and Conditions

For any solicitation that involves, receives, or utilizes Federal funding, the following terms and conditions shall be considered a part of the solicitation and resulting Contract, and the Vendor accepts and acknowledges that it is and will continue to be in compliance with said terms and conditions for the term of the awarded Contract:

- a. Equal Employment Opportunity (2 CFR Part 200.326(C)): All vendors, Contractors, and subcontractors must comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, implementing regulations at 41 CFR Part 60. This applies to all construction contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3.
- b. Copeland "Anti-Kickback" Act (2 CFR Part 200.326(D)): All vendors, Contractors, and subcontractors must comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3). Applies to all contracts and sub grants for construction or repair.
- c. Davis-Bacon Act (2 CFR Part 200.326(D)): All vendors, Contractors, and subcontractors must comply with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5). This applies to all prime construction contracts in excess of \$2,000 awarded by the District and sub-grantees when required by Federal grant program legislation.
- d. Contract Work Hours & Safety Standards Act (2 CFR Part 200.326(E)): All vendors, Contractors, and sub-Contractors must comply with 40 U.S.C. 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) as supplemented by Department of Labor regulations (29 CFR part 5). This applies to all applicable contracts awarded by the District and sub-grantees in excess of \$100,000 that involve the employment of mechanics or laborers.
- e. Access to Records (2 CFR Part 200.336): All vendors, Contractors, and subcontractors shall give access to the District, the appropriate Federal agency, the Inspectors General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the vendor which is directly pertinent to this specific solicitation for the purpose of making audit, examination, excerpts, and transcripts.



- f. Rights to Inventions Made Under a Contract or Agreement (2 CFR Part 200.326 (F)): The recipient or subrecipient must comply with the requirements of 37 CFR Part 401 and any implementing regulations issued by the awarding agency. This applies to Federal awards meeting the definition of “funding agreement” under 37 CFR §401.2(a), and the recipient or subrecipient wishes to enter into a contract with a small business firm or non-profit organization.
- g. Clean Air Act (2 CFR 200.326(G)): All vendors, Contractors, and subcontractors must comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water pollution Control Act as amended (33 U.S.C. 1251-1387). Applies to contracts, subcontracts and sub grants for amounts in excess of \$150,000.
- h. Energy Efficiency (2 CFR 200.326(H)): All vendors, Contractors, and subcontractors must comply 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 (42 U.S.C. 6201).
- i. Federal Debarment Certification (2 CFR Part 200.326(I)): Certification regarding debarment, suspension, ineligibility, and voluntary exclusion as required by Executive Orders 12549 and 12689, Debarment and Suspension; and in accordance with 2 CFR Part 180, Section 300.
  - 1. The prospective lower tier participant certifies, by submission and signature of this Bid, that neither it nor its principals, its agents, or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily 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 Bid.
- j. Anti-Lobbying Certification (2 CFR Part 220.326(J)): Certification regarding the use of Federal funds as required by Byrd Anti-Lobbying Amendment 31 U.S.C. 1352. This provision applies to varied at or above \$100,000.
  - 1. The Contractor certifies, by submission and signature of their Bid, that during the term and after the awarded term of all contracts resulting from this procurement, it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment 31 U.S.C. 1352, including that it will not and has not used Federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
  - 2. Where funds other than Federally appropriated funds are used for such purpose in connection with obtaining any Federal award, the Contractor must disclose the same.
- k. Procurement of Recovered Materials (2 CFR §200.322): A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of

recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**I. Domestic Preferences for Procurements (§ 200.322):**

1. As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminium, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards, including all contracts and purchase orders for work or products under this award.
2. For purposes of this section:
  - i. “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
  - ii. “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminium; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**m. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (§ 200.216)**

1. Recipients and sub-recipients are prohibited from obligating or expending loan or grant funds to:
  - i. Procure or obtain;
  - ii. Extend or renew a contract to procure or obtain; or;
  - iii. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
    - a. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
    - b. Telecommunications or video surveillance services provided by such entities or using such equipment.

- c. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
- 2. In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions, and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.
- n. Records Retention: (2 CFR §200.333): Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.

#### **4.25 Anti-Discrimination**

No person shall, on the basis of sex (including transgender, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information be excluded from participation in, be denied the proceeds or benefits of, or be otherwise subjected to, discrimination in the performance of this Contract.

#### **4.26 Discriminatory Vendor List**

Per the provisions of 287.134(2)(a), F.S., “An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subContractor, or consultant under a contract with any public entity, and may not transact business with any public entity.” The Vendor certifies, by submission and signature of their Proposal, that neither the Proposer nor its principal Vendor, agent or representative is presently on the discriminatory vendor list or otherwise precluded by Section 287.134, F.S. from participating in this Contract.

#### **4.27 Public Entity Crime & Convicted Vendor List**

Per the provisions of 287.133 (2)(a), F.S. “a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals or replies on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subContractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S. for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. The Vendor certifies, by submission and signature of their Proposal, that neither the Proposer nor its principal, agent, or representative is presently debarred, suspended, proposed for debarment, declared ineligible,

voluntarily excluded from participation in this transaction, or otherwise precluded by Section 287.133, F.S. from participating in this Contract.

#### **4.28 Scrutinized Companies Certification**

The Proposer certifies they are not listed on the Scrutinized Companies that Boycott Israel List, created under Section 215.4725, F.S., and they are not currently engaged in a boycott of Israel. If the Contract exceeds \$1,000,000 in total (not including renewal years), the Proposer certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created under Sections 215.473 and 215.4725, F.S., and further certifies they are not engaged in business operations in Cuba or Syria as stated in Section 287.135(2)(b)2, F.S. Per Sections 287.135(5) and 287.135(3), F.S., the Proposer agrees the Board may immediately terminate the Contract for cause if the Proposer is found to have submitted a false certification or if the Proposer is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or has engaged in business operations in Cuba or Syria during the term of the Contract. Any company that submits a Proposal for a contract or upon execution or renewal of a contract with an agency or local governmental entity for goods or services of any amount must certify that the company is not participating in a boycott of Israel.

#### **4.29 Vendor Interests**

Per Section 287.05701, F.S., the Board will not consider a Vendor's social, political, or ideological interests when determining if a vendor is considered responsible. Nor will the Board provide a preference based on a vendor's social, political, or ideological beliefs. The Board will not request nor shall a Respondent be expected to provide documentation of its social, political, or ideological interests or those of its employees.

***[The remainder of this page is purposefully blank.]***

## SECTION 5: Definitions

In this ITB, the following words and expressions have the definitions below unless the context otherwise clearly leads to a different interpretation.

<b>Adjacent County</b>	Any private independent vendor whose county abuts Leon County and has been licensed at least six (6) months preceding the Bid or Bid opening, as required by local, State, and Federal law, to provide the goods and services to be purchased.
<b>Business Day</b>	Any weekday in Florida, excluding Saturdays, Sundays, and observed holidays.
<b>Contract</b>	The written agreement entered by the Board and Contractor(s) resulting from the award of this solicitation for the delivery of the goods or services described herein.
<b>Contract Manager</b>	The District representative, or their designee, whose responsible for oversight of the resulting Contract, including performance monitoring and certification of invoices for payment.
<b>District/Board (DISTRICT)</b>	Leon County School District, with the Leon County School Board serving as the contracting entity
<b>District Project Manager</b>	The District representative, or their designee, who is responsible for assigning and monitoring the individual projects on site, documenting deficiencies, and certifying project completion
<b>Mandatory Responsiveness Requirements</b>	Terms, conditions, and requirements must be met by the Bidder to be considered responsive to this solicitation.
<b>Material Deviation(s)</b>	A deviation which, in the District's sole discretion, is not in substantial accordance with the requirements herein, provides a significant competitive advantage to one Bidder over other Bidders, has a potentially substantial effect on the quantity or quality of items proposed, services proposed, or cost to the District.
<b>Minor Irregularity</b>	A variation from the requirements herein that does not give the Bidder a substantial competitive advantage or benefit not enjoyed by other Bidders and does not adversely impact the interests of the District.
<b>Bidder</b>	A legally qualified corporation, partnership, or other business entity that submits a Bid to the District in response to this ITB. This term differs from suppliers, which refers to the marketplace at large.
<b>Responsible Bidder or Vendor</b>	A Bidder who can fully perform all aspects of the Contract Requirements and has the integrity and reliability to ensure good faith performance.
<b>Responsive Bid</b>	A Bid submitted by a Responsible Bidder which conforms to all material aspects of this ITB.
<b>Subcontract</b>	An agreement between the Contractor and any other person or organization in which that person or organization agrees to perform any duties on the Bidder's behalf under the Contract. The Contractor is not relieved of its duties under the Contract when it enters a Subcontract.
<b>Contractor(s) or Contractor</b>	The Bidder(s) who is awarded the Contract(s) to deliver the goods or provide the services sought in this ITB.

## Attachment I Price Sheet

### ITB No. 2416-2025 Paper Products, Contact and Non-Contact Food Supplies

Bidders shall complete the Price Sheet in Excel format and submit on a USB thumb drive in Excel format. Bidders shall also print a hard copy of the Bid Sheet and include the signed Bid Sheet with their submittal. The electronic price sheet is available at: [www.leonschools.net/Page/4411](http://www.leonschools.net/Page/4411).

Item #	Description	Pack Size	Unit of Measure	Estimated Monthly Quantity	Cost Per Case 25-500 Cases	Cost Per Case 500-1000 Cases	Cost Per Case Per Truckload
1	Tray, Food, ½#, Cardboard	4/250 ct.	Case	1,600	\$	\$	\$
2	Tray, Food, 1#, Cardboard	4/250 ct.	Case	2,300	\$	\$	\$
3	Tray, Food, Fiber or Fiber Blend, Rectangle, 5-compartment, 10"x8"x5/8"	240 ct.	Case	1,000	\$	\$	\$
4	Plates, 9", Fiber or Fiber Blend	500 ct.	Case	275	\$	\$	
5	Spoons, Plastic, GP Pro Smartstock Refill DUSST5	24/40 ct.	Case	800	\$	\$	
6	Forks, Plastic, GP Pro Smartstock Refill DUSSF5	24/40 ct.	Case	2,300	\$	\$	\$
7	Gloves, Vinyl FDSV Powder Free, Large	100 ct.	Case	36	\$	\$	
8	Gloves, Vinyl FDSV Powder Free, Medium	100 ct.	Case	3	\$	\$	
9	Gloves, Vinyl FDSV Powder Free, X-Large	100 ct.	Case	200	\$	\$	
10	Bowls, 12 oz., Fiber or Fiber Blend	1000 ct.	Case	22	\$	\$	

Item #	Description	Pack Size	Unit of Measure	Estimated Monthly Quantity	Cost Per Case 25-500 Cases	Cost Per Case 500-1000 Cases	Cost Per Case Per Truckload
11	Container, 2-compartment Fiber or Fiber Blend, 15 oz to 24 oz total	400 ct.	Case	224	\$	\$	
12	Container, Food, Fiber or Fiber Blend, 3-compartment, 9"x9"x3", Hinged, Carryout, Double Closure	150 ct.	Case	25	\$	\$	
13	Liners, Can, 60 gallon, 1.5 mil or thicker, Heavy Gauge, Minimum of 38" x 58"	100 ct.	Case	100 ct.	\$	\$	\$
Discount % for full mixed truckload							

Company Name	FEIN
Authorized Representative Name (Printed)	Authorized Representative Title
Authorized Representative Signature	Date

## Attachment II

### Required Provisions Certifications

**1. Business/Corporate Experience**

- a. The Bidder is duly licensed in the State of Florida.
- b. The Bidder has three (3) years continuous experience in the last five (5) years providing retail and commercial delivery services to customers of similar scope and size.
- c. The Bidder certifies that all services to be provided under the Contract will be compliant with all laws, rules, and other authority applicable to providing the services, including, but not limited to, Florida's Open Government Laws (Article I, Section 24, Florida Constitution, and Chapter 119, F.S.)

**2. Prime Vendor**

This is to certify that the Contractor will act as the Prime Vendor to the District for all services provided under the Contract(s).

**3. Meets Legal Requirements**

This is to certify that the Bidder's Bid and all services provided under the Contract will be compliant with all laws, rules, and other authority applicable to providing the services, including, but not limited to, Florida's Open Government laws (Article I, Section 24, Florida Constitution, Chapter 119, F.S.).

**4. Business Licensing and Financial Issues**

This is to certify that the Bidder has disclosed in their Bid all suspensions, revocations, reviews of licensing, bankruptcies, judgments, or liens in the last five (5) years.

**5. Federal Debarment**

This is to certify that neither the Bidder, nor its principles, is currently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this solicitation by any Federal department or agency.

**6. Conflict of Interest**

Per Section 1001.42(12)(i), F.S., this certifies that no member of the Leon County School Board or the Superintendent has any financial interest in the Bidder whatsoever.

**7. Statement of No Inducement**

This is to certify that no attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a Bid with regards to this ITB. Furthermore, this is to certify that the Bid contained herein is submitted in good faith and not subject to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive Bid.

**8. Statement of Non-Disclosure**

This is to certify that none of the contents of this Bid have been disclosed before award, directly or indirectly, to any other Bidder or competitor.

**9. Statement of Non-Collusion**

This is to certify that the proposed costs in this Bid have been arrived at independently, without consultation, communications, or agreement as to any matter relating to such costs with any other Bidder or with any competitor, and not to restrict competition.



**10. Scrutinized Companies Certification**

The Bidder certifies they are not listed on the Scrutinized Companies that Boycott Israel List, created under Section 215.4725, F.S., and they are not currently engaged in a boycott of Israel. If the resulting

Contract exceeds \$1,000,000.00 in total, not including renewal years, the Bidder certifies that they are not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created under Sections 215.473, F.S., and 215.4725, F.S., and further certifies they are not engaged in business operations in Cuba or Syria. In compliance with Sections 287.135(5), F.S., and 287.135(3), F.S., the Bidder agrees the District may immediately terminate the resulting Contract for cause if the Bidder is found to have submitted a

false certification or if the Bidder is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized

Companies that Boycott Israel List, or are engaged in a boycott of Israel or have engaged in business operations in Cuba or Syria during the term of the Contract. Any company that submits a bid or Bid for a contract, or intends to enter into or renew a contract with an agency or local governmental entity for commodities or services of any amount, must certify that the company is not participating in a boycott of Israel.

**By signing this certification below, the Authorized Representative affirms they have the authority to bind the Bidder and acknowledges and affirms the statements above.**

\_\_\_\_\_  
*Authorized Representative (Print)*

\_\_\_\_\_  
*Authorized Representative (Signature)*

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online

notarization this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, by \_\_\_\_\_ (name of

authorized representative) as \_\_\_\_\_ (position title for

authorized representative) as \_\_\_\_\_ (position title) for

\_\_\_\_\_  
(Vendor Name).

(NOTARY SEAL)

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Name of Notary (Typed, Printed or Stamped)

Personally Known \_\_\_\_\_ Or Produced Identification \_\_\_\_\_ Type of Identification \_\_\_\_\_

**Attachment III**  
**Notice of Conflict of Interest**

(Bidders shall complete either Section 1 or Section 2)

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

Solicitation Number: ITB 2416-2025

To participate in this solicitation process and comply with the provisions of Chapter 112.313, Florida Statutes, the undersigned corporate officer hereby discloses the following information to the Leon County School Board.

**Section 1**

I hereby certify that no official or employee of the School Board has a material financial interest in this company.

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Authorized Representative (Printed)

**Section 2**

I hereby certify that the following named Leon County School Board official(s) and employee(s) have a material financial interest(s) (over 5%) in this company, and they have filed Conflict of Interest Statements with the Leon County Supervisor of Elections, before the Proposal Opening.

Name	Title/Position	Date of Filing
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Authorized Representative (Print)

\_\_\_\_\_  
Date

## Attachment IV Bidder Contact Information

The Bidder shall identify the contact information for solicitation and contractual purposes via the requested fields in the table below.

	For solicitation purposes, the Bidder's representative shall be:	For contractual purposes, should the Bidder be awarded, the Bidder's representative shall be:
<b>Name:</b>		
<b>Title:</b>		
<b>Street Address:</b>		
<b>City, State, Zip code</b>		
<b>Telephone: (Office)</b>		
<b>Telephone: (Cell)</b>		
<b>Email:</b>		

_____	_____	_____
Company Name	Authorized Representative (Signature)	Date

_____	_____
FEIN#	Authorized Representative (Print)

**Attachment V**  
**Local Preference Affidavit**

To qualify for the Local Vendor Preference, a Bidder must have a physical location in Leon County (or an Adjacent County), employ at least one (1) person at that location, and have been licensed, as required, for at least six (6) months before the Bid Opening. The Bidder, on a day-to-day basis, should provide the goods/services provided under this Contract substantially from the local business address. Post Office boxes are not acceptable for purposes of obtaining this preference.

By completing this Affidavit, the Bidder affirms that it is a local or Adjacent County Business, as defined by Board Policy 6450.

Please complete the following in support of the self-certification:

**Bidder Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**County:** \_\_\_\_\_ **Phone of Local Location:** \_\_\_\_\_

**Phone of Local Location:** \_\_\_\_\_ **Length of Time at this Location:** \_\_\_\_\_

**Is your business certified as a small business enterprise through Leon County Schools?** \_\_\_\_\_

\_\_\_\_\_  
*Authorized Representative (Print)* *Authorized Representative (Signature)*

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online  
notarization this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, by \_\_\_\_\_ (name of  
authorized representative) as \_\_\_\_\_ (position title for  
authorized representative) as \_\_\_\_\_ (position title) for  
\_\_\_\_\_  
(Vendor Name).

(NOTARY SEAL)

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Name of Notary (Typed, Printed, or Stamped)

Personally Known \_\_\_\_\_ Or Produced Identification \_\_\_\_\_ Type of Identification \_\_\_\_\_

**Attachment VI**  
**Subcontracting Form**

The Bidder shall complete the information below on all subContractors that will be providing services to the Bidder to meet the requirements of the Contract, should the Bidder be awarded. Submission of this form does not indicate the District's approval of such subContractor(s) but provides the District with information on proposed subContractors for review.

**Complete a separate sheet for each subContractor.**

Prime Bidder Name: \_\_\_\_\_

Type/Description of Goods or Service SubContractor will provide: \_\_\_\_\_

SubContractor Company Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Currently, Registered as a Small Business with Leon County Schools? Yes \_\_\_\_\_ No \_\_\_\_\_

Local Bidder per Board Policy 6450? \_\_\_\_\_

In a job description format, identify the responsibilities and duties of the subContractor based on the specifications or scope of services outlined in this solicitation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Attachment VII

### Drug-Free Workplace Certification

The undersigned Bidder, in accordance with Section 287.087, F.S., hereby certifies that

\_\_\_\_\_  
Name of Business

1. Publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Gives each employee engaged in providing the commodities or contractual services sought in this solicitation a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services sought in this solicitation, the employee will abide by the terms of the statement and will notify the employer of any conviction of, a plea of guilty, or nolo contendere to, any violation of Chapter 893, F.S., or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Imposes sanctions on or requires satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted as available in their community.
6. Make a good faith effort to continue to maintain a drug-free workplace through the implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this company complies fully with the above requirements.

Authorized Officer (Printed Name) \_\_\_\_\_

Authorized Officer (Signature) \_\_\_\_\_

Date \_\_\_\_\_

**Attachment VIII**  
**Certification Regarding Debarment, Suspension,**  
**Ineligibility and Voluntary Exclusion AD-1048**

**Lower Tier Covered Transactions**

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.*

*According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.*

**(Read instructions on page two before completing certification.)**

The prospective lower tier participant certifies, by submission of this Bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. 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 Bid.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) 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.

**Instructions for Certification**

- (1) By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower-tier participant shall provide immediate written notice to the person(s) to which this Bid is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Bid," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this Bid is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require the establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**Attachment IX****Certification Regarding Lobbying  
For Contracts, Grants, 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 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 is included in the award documents for all sub-awards at all tiers (including sub-contracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of the 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.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Official (Executive Director) Authorized to Sign Application)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Official (Chief Financial Officer) Authorized to Sign Application)

For: \_\_\_\_\_  
Name of Grantee

\_\_\_\_\_  
Title of Grant Program

## Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

### 1. Type of Federal Action

- ☐ a. Contract  
☐ b. Grant  
☐ c. Cooperative Agreements  
☐ d. Loan  
☐ e. Loan Agreement  
☐ f. Loan Insurance

### 2. Status of Federal Action

- ☐ a. Bid/offer/application  
☐ b. Initial award  
☐ c. Post-award

### 3. Report Type

- ☐ a. Initial filing  
☐ b. Material changes

For a material change only:

Year: \_\_\_\_\_ Quarter: \_\_\_\_\_

Date of last report: \_\_\_\_\_

### 4. Name and Address of Reporting Entity

☐ Prime ☐ Subawardee ☐ Tier (if known)

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/ Zip \_\_\_\_\_

Congressional District (if known) \_\_\_\_\_

### 5. If Reporting Entity in No. 4 is a Subawardee, Enter Name, and Address of the Prime

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/ Zip \_\_\_\_\_

Congressional District (if known) \_\_\_\_\_

### 6. Federal Department/Agency:

\_\_\_\_\_

### 7. Federal Program Name/Description:

\_\_\_\_\_ CFDA Number, if applicable \_\_\_\_\_

### 8. Federal Action Number (if known) \_\_\_\_\_

### 9. Award Amount (if known) \_\_\_\_\_

### 10. (a.) Name and Address of Lobbying Registrant

\_\_\_\_\_  
\_\_\_\_\_

### 10. (b.) Individuals Performing Services

\_\_\_\_\_  
\_\_\_\_\_

**11.** Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below the agency name, if known. For example, the Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Bid (RFP) number; Invitations to Bid (ITB) number; grant announcement number; the contract, grant, or loan award number; the application/Bid control number assigned by the Federal agency). Included prefixes, e.g., "ITB-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in items 4 or 5.
10. (a) Enter the full name, address, city, State, and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

# EXHIBIT B



Addendum #001

ITB No.

## 2416-2025 Paper Products, Contact and Non-Contact Food Supplies

Item #	Description	Pack Size	Unit of Measure	Estimated Annual Quantity	Cost Per Case 25-500 Cases	Cost Per Case 500-1000 Cases	Cost Per Case Per Truckload
1	Tray, Food, ½#, Cardboard	4/250 ct.	Case	600	\$ 18.06	\$ 18.06	\$ 17.31
2	Tray, Food, 1#, Cardboard	4/250 ct.	Case	150	\$ 20.46	\$ 20.46	\$ 19.58
3	Tray, Food, Fiber or Fiber Blend, Rectangle, 5-compartment, 10"x8"x5/8"	240 ct.	Case	14,000	\$ 26.25	\$ 26.25	\$ 26.25
4	Plates, 9", Fiber or Fiber Blend	500 ct.	Case	2,200	\$ 27.75	\$ 27.75	
5	Spoons, Plastic, GP Pro Smartstock Refill DUSST5	24/40 ct.	Case	1,000	\$ 39.70	\$ 39.70	
6	Forks, Plastic, GP Pro Smartstock Refill DUSSF5	24/40 ct.	Case	2,475	\$ 39.70	\$ 39.70	\$ 39.70
7	Gloves, Vinyl FDSV Powder Free, Large	1,000 ct.	Case	330	\$ 22.13	\$ 22.13	



Item #	Description	Pack Size	Unit of Measure	Estimated Annual Quantity	Cost Per Case 25-500 Cases	Cost Per Case 500-1000 Cases	Cost Per Case Per Truckload
8	Gloves, Vinyl FDSV Powder Free, Medium	1,000 ct.	Case	110	\$ 22.13	\$ 22.13	
9	Gloves, Vinyl FDSV Powder Free, X-Large	1,000 ct.	Case	130	\$ 22.13	\$ 22.13	
10	Bowls, 12 oz., Fiber or Fiber Blend	1000 ct.	Case	600	\$ 40.15	\$ 40.15	
11	Container, 2-compartment Fiber or Fiber Blend, 15 oz to 24 oz total	400 ct.	Case	400	\$ 35.46	\$ 34.03	
12	Container, Food, Fiber or Fiber Blend, 3-compartment, 9"x9"x3", Hinged, Carryout, Double Closure	150 ct.	Case	600	\$ 30.75	\$ 30.75	
13	Liners, Can, 60 gallon, 1.5 mil or thicker, Heavy Gauge, Minimum of 38" x 58"	100 ct.	Case	660	\$ 45.40	\$ 45.40	\$ 45.40
Discount % for full mixed truckload						%	
Company Name				FEIN			
Ben E. Keith				75-0372230			
Authorized Representative Name (Print)				Authorized Representative Title			
Ferni Lirrow				Assistant General Manager			
Authorized Representative Signature				Date			
				4-4-24			