

2018 – 2019 OFFICIAL DISTRIBUTOR INVITATION NEW NCPA IFB/CONTRACT

Orange County Schools
April 2, 2018
IFB/CONTRACT# 680-1819

*This invitation is issued to Distributors with interest in bidding a NEW CONTRACT for the procurement and delivery of products by LOT(S) as listed in this contract for federally-funded Child Nutrition programs operating in our School District. This awarded contract becomes the **FIRST YEAR** of a contract with the potential of four – one year renewals provided both Vendor and School District agreement terms are accepted.*

BID QUESTIONS – SCHOOL DISTRICT CONTACT

Name: Valerie Green

E-Mail: valerie.green@orange.k12.nc.us

Phone:

INVITATION TO DISTRIBUTORS WITH NEW 2018 -2019 NCPA BIDS
BID OPENING DATE AND TIME: MAY 9, 2018 – 10:00 a.m.
McKimmon Center for Extension and Continuing Education
NC State University Campus - 1101 Gorman Street, Raleigh, NC 27695
(located at the intersection of Western Blvd. and Gorman St.)

BID OPENING DATE Wednesday, May 9, 2018 **TIME OF BID OPENING:** 10:00 a.m.

LOCATION: **McKimmon Center for Extension and Continuing Education**
NC State University Campus - 1101 Gorman Street, Raleigh, NC 27695
(located at the intersection of Western Blvd. and Gorman St.)

DISTRIBUTORS SUBMITTING NEW IFB/CONTRACT BIDS:

- Information needed to complete this bid is in the attached **Official IFB/Contract** and **Official Bid Spreadsheets**.
- Distributors submitting NEW NCPA School District Bids for LOT 1 (Groceries), LOT 2 (Snacks) and LOT 3 (Supplies) **ARE REQUIRED TO ATTEND THE OFFICIAL NCPA BID OPENING ON MAY 9, 2018**. The Distributor (or designee) delivering bid documents must **sign in at the McKimmon Center NCPA Registration Desk prior to 10:00 a.m.** to hand deliver sealed bids to school district administrator in the auditorium.
- **ALL DISTRIBUTORS (ATTENDING THE BID OPENING, OR NOT, ARE REQUIRED TO PROVIDE THE NCPA BOARD OF DIRECTORS WITH ONE (1) MASTER COPY OF 2018 -2019 BID SHEET PRICING AS PROVIDED TO NCPA MEMBERS.** The copy (*placed in an envelope and labeled with your Company Name – NCPA 2017 -2018 Bid Pricing*) may be delivered to the Registration Desk on the day of Bid Opening. OR: If you do not plan to attend Bid Opening as a Renewing Distributor, or a new Produce of Beverage Distributor, you must provide the electronic copy of the Master Bid Sheet Pricing by LOT by mail to be received by May 5, 2017 Mail to: Mary V. Sitton NCPA 801 Beechtree Drive, Nashville, NC 27856 Note: All district pricing is identical, so only one (1) MASTER CD or flash drive of the bid spreadsheet(s) is required.
- NEW BID Opening attendance is **optional** for Distributors submitting New NCPA School District Bids for LOT 4 (Produce) and LOT 6 (Water and Other Beverages). Produce bidders may mail sealed NEW Bids in advance to:

Mailing Envelope: Mary Sitton, Procurement Consultant
C/O Enter the School District or Co-Op Name on Second Line
801 Beechtree Drive, Nashville, NC 27856

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Bids mailed for LOTS 4 and 6 must be received by **Friday, May 5, 2017 at 5:00 PM**. It is the Vendor's sole responsibility to assure a mailed bid is received by the deadline, no exceptions. Mail tracking delivery is recommended, but **DO NOT** require a signature for delivery. Mailed bids will be delivered to the school district named on the envelope in the Auditorium on May 9, 2018.

BID OPENING PROCEDURES:

- Required (1) bid signatures and (2) evidence of contract language changes are reviewed by the School District representative at the opening. These are non – negotiable contract requirements and will result in immediate bid disqualification.
- A School District representative may appoint a designee to receive and open bids on their behalf. In emergency situations, a NCPA Board of Directors member may receive/open/announce bottom line bid tabulations on behalf of an absent member.
- **Only Bid Totals and the Apparent Preliminary Bid winner will be announced at the Bid Opening.**
- Absolutely no open discussion or questions will be allowed regarding the bid procedures or bid language at the Opening.
- Distributor questions pertaining to such shall be put in writing and delivered to Mary V. Sitton or Cindy Hobbs, Procurement Consultants, for clarification by the NC CN Alliance Board of Directors. Official clarification will be e-mailed to all vendors and Alliance members after the Official Bid Opening.

ACTIONS REQUIRED PRIOR TO SCHOOL DISTRICT ANNOUNCEMENT OF BID AWARD

- The NCPA Audit Committee must complete and approve the **Distributor Pre - Bid Award Audit**.
- Any change in unit price due to the NCPA Board audit is sent to the School District for correction to the extension and to the bottom line dollar amount of the bid.
- Distributor bid tabulations for line items are reviewed, corrected and **Distributor Bid Total is verified** by the School District or Co-Op. Mathematical errors made by the Distributor are reported by the School District to the vendor in writing (e-mail) and corrected.
- **Preliminary Award Letter** is sent from the School District to ALL Distributors bidding noting the verified bottom line bid totals from each bidder.
- **Local School District approval** for the bid contract is received for the Preliminary Awarded Vendor.
- **The Official Bid Certification and Agreement page is signed** by School District/Co-Op Representative after local approval. One copy is filed by the School District (Co-Ops should provide copies to all school district members) and one copy is mailed to Awarded Distributor.
- **Final Official Notification** of bid award is the issuance of a **Purchase Order** to the Awarded Vendor.

Revised 3/2018

Mvs

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**North Carolina Procurement Alliance
Orange County Schools Child Nutrition Services**

Is accepting requests for
Invitation for Sealed Bid (IFB) from prospective vendors
For the 2018-2019 school year.

Purchasing Categories:

Lot 6 Water and Beverages

To request Bid Documents,
Interested vendors should contact the Child Nutrition Office
(Please make requests by fax, mail or email)

As based upon IFB response,
Bid documents will be made available to prospective vendors
on: April 2, 2018

Deadline for submission of Sealed Bids and Bid Opening:
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BID OPENING DATE AND TIME: MAY 9, 2018 - 10:00 a.m.
McKimmon Center for Extension and Continuing Education
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(located at the intersection of Western Blvd. and Gorman St.)

For more information contact:
Orange County Schools Child Nutrition Program
Valerie Green, Director of Child Nutrition
200 E. King Street
Hillsborough, NC 27278
Phone (919)245-4002 ext. 16501
Fax (919) 245-4147
Email: valerie.green@orange.k12.nc.us