

2016 - 2017 OFFICIAL DISTRIBUTOR INVITATION

NEW NCPA IFB/CONTRACT

Orange County Schools March 29, 2016 #680-16-17 Beverages

*This invitation is issued to Distributors with interest in bidding a NEW CONTRACT for 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.*

QUESTIONS – SCHOOL DISTRICT CONTACT

Name: Valerie Green
E-Mail: Valerie.green@orange.k12.nc.us
Phone: 919-245-4002

BID OPENING DATE Wednesday, May 11, 2016 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

- All information needed to complete bid is found 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 13, 2015.
- Bid Opening attendance is **optional** for Distributors submitting New NCPA School District Bids for LOT 4 (Produce) and LOT 6 (Water and Other Beverages). These 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

Bids mailed for LOTS 4 and 6 must be received by **Friday, May 6, 2016 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 at bid opening.

- The Distributor (or designee) delivering NEW 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 administrators in the auditorium.

DISTRIBUTOR INFORMATION - BID OPENING DAY

BID OPENING PROCEDURES:

- Required bid signatures and evidence of contract language changes will be 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.
- No open discussion or questions will be allowed regarding the bid procedures or bid language at the Opening.

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- Any Distributor questions pertaining to such shall be put in writing and delivered to Mary V. Sitton, Procurement Consultant, 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 approval of the **Distributor Pre Bid Audit** is completed and received by member school districts.
- Distributor bid tabulations for line items are reviewed, corrected and **Distributor Bid Total is verified** by the School District or Co-Op.
- **Preliminary Award Letter** is sent from the School District to the Distributor noting verified bottom line bid totals from all bidders.
- **Local School District approval** for the bid contract is received for the Preliminary Awarded Vendor.
- **Official Bid Offer 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.