



## LONG ISLAND SCHOOL NUTRITION DIRECTOR'S ASSOCIATION 2024-2025

### GENERAL SUBMISSION INSTRUCTIONS

**Purpose:**

The Long Island School Nutrition Directors Association – “LISNDA” is requesting proposals from an experienced qualified firm to provide bagels for the 2024-2025 school year. The school year runs 7/1/2024-6/30/2025.

**Submission Requirements:**

Carefully read the Terms and Conditions document. Complete all forms as directed. Please submit a proposal as detailed below in a sealed envelope with the following mailing information:

South Huntington School District  
60 Weston Street  
Huntington Station, NY 11746 - Attention: Sheila Buhse  
BID NAME/#: Bagel 2024-2025  
BID OPENING DATE: May 3, 2024, BID OPENING TIME: 11:00 A.M.

NO BIDS WILL BE ACCEPTED AFTER THE DATE AND TIME LISTED ABOVE.

Requests for additional information on this bid should be addressed to: Elizabeth McLoughlin,  
[emcloughlin@cps.k12.ny.us](mailto:emcloughlin@cps.k12.ny.us), 168 Cherry Lane, Carle Place, NY 11514  
(516) 622-6485

A) Vendor Submission must include the following:

One (1) printed and signed original of the following documents (included in this packet).

1. General Submission Instructions with completed Signature Page
2. Acknowledgement of Specifications
3. Statement of Competency
4. Certification of Non-Collusion
5. Certification of Compliance for Federally Funded Procurement
6. Certificate of Non-Debarment
7. Certification of Compliance with the Iran Divestment Act
8. HACCP Certification (for IFB solicitations concerning food or consumables)
9. Trans-fat Certification (for IFB solicitations concerning food or consumables)
10. Signed Addenda (if needed)

B) Vendor submissions must also include the following:

- Three (3) printed copies of the Excel Spreadsheet. This must be printed on Legal (8 1/2 x 14) paper. Note the copies as such: Original, COPY 1 and COPY 2.
- Two (2) Flash Drives. These Flash Drives will not be provided by the COOP. They are to be provided by the potential vendor. Vendor Submission Flash Drives must include the following:

1) FLASH DRIVE #1:

- The Excel Bid sheet with the following information for EACH item you are submitting completed (Yellow header and cells):
  - a) Vendor Name
  - b) Brand
  - c) Manufacturer code (if applicable)
  - d) Distributor code (if applicable)
  - e) Case size (ex. 30lb. or 100 ct.)
  - f) Unit Size (ex. 4.50 oz., if applicable)
  - g) DELIVERED case price (Numbers ONLY).
  - h) Bid units per case (Numbers ONLY).
  - i) Vendor Comments
- One PDF copy of each required document listed in Section A above.
- If you are not submitting a price for a particular item, please leave the line blank.

2) FLASH DRIVE #2:

- Nutritional information, ingredients, and allergens for each item, to include CN statements or PFS statements if a claim for a food-based credit is made for the item. This information is to be one file per item, named for the item.
- Any LISNDA Buy American Exception forms needed, in PDF format, one file per item, named for the item it concerns.

You must sign below in INK; failure to sign WILL disqualify the offer. All prices must be printed from the completed excel spreadsheet that has been sent to you in this packet. Your signature attests to your offer to provide the goods and/or services in this proposal according to the published provisions of this Bid Contract.

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

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

Telephone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

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

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

BID NAME: \_\_\_\_\_

Date of Bid Opening: \_\_\_\_\_



Long Island School Nutrition Director's Association

## ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

The undersigned certifies that they have read the IFB Terms and Conditions and agrees to abide by these specifications should they be a successful vendor.

Certified under penalty of perjury:

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

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

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

Telephone Number: \_\_\_\_\_ Date of Bid: \_\_\_\_\_

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

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

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



Long Island School Nutrition Director's Association

## STATEMENT OF COMPETENCY

I hereby certify that the Bidder meets or exceeds the competency criteria set out in his IFB. I further attest to the following assertions:

- The Bidder is an authorized distributor of the products solicited in this IFB.
- The Bidder has been in business for a minimum of 1 year.
- The Bidder provisions in the items specified in this IFB is consistent with the Bidder's normal lines of business.
- Bidder is legally able to do business in New York State and not under debarment by the state, or any member district.

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

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

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

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

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

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_



## NON- COLLUSIVE CERTIFICATION

### I. General Proposal/Proposal Certification

The Proposer certifies that he/she will furnish, at the prices herein quoted, the materials, equipment and/or services in this proposal.

### II. Non- Collusive Certification

By submission of this proposal the proposer certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

1. Statement of non-collusion in proposals and proposals to political subdivisions of the State. Every proposal or proposal hereafter made to a political subdivision of the State or any public department, agency or official thereof where proposal are required by statute, rule, regulation, or local law. For work or services performed to be performed or goods sold or to be sold, shall contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury.

- A. By submission of this Proposal each proposer and each person signing on behalf the Proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of the Proposer's knowledge and belief:

1. The prices in this Proposal have been arrived at independently without collusion. Consultation, communication, or agreement for the purpose of restricting competition as to any other matter relating to such prices with any other proposer or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
3. No attempt has been made or will be made by the Proposer to induce any other person partnership or corporation to submit a proposal for the purpose of restricting competition.

- B. A proposal shall not be considered for award nor shall any award be made where (A)(1),(2) and (3) above have not been complied with; provided, however, that if in any case the proposer cannot make the foregoing certification, the Proposer shall so state and shall furnish with the Proposal a signed statement which sets forth in detail the reasons therefore. Where (A) (1) , (2) and (3) above have not been complied with , the Proposal shall not be considered for award nor shall any award be made unless the head of purchasing unit of the political subdivision, public department agency, or official thereof to which the proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the Proposer (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publications of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposed does not constitute, without more, a disclosure within the meaning of paragraph A above.

- C. Any proposal hereafter made to any political sub-division of the State or any public department, agency or official thereof by a corporate proper for work or services performed or to be performed or goods sold or to be sold, where proposals are required by statute, rule, regulation, or local law, and where such proposal contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the proposer and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

(SEAL OF CORPORATION)

Corporate or Company Name

By: \_\_\_\_\_

Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public



Long Island School Nutrition Director's Association

## CERTIFICATION OF COMPLIANCE FOR FEDERALLY FUNDED PROCUREMENT

The Contractor, if paid from federal funding sources, certifies that it complies with: E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor;" 18 U.S.C. 874 and 40 U.S.C. 276c (Copeland "Anti- Kickback" Act); 40 U.S.C. 276a to a-7 (Davis-Bacon Act, as Amended); 40 U.S.C. 327-333 (Contract Work Hours and Safety Standards Act); 37 CFR part 401 (Rights to Inventions Made Under a Contract or Agreement); 42 U.S.C. 6201 (Energy Policy and Conservation Act); 42 U.S.C. 7401 et seq., as amended (Clean Air Act); 33 U.S.C. 1251 et seq., as amended (Federal Water Pollution Control Act); 31 U.S.C. 1352, as implemented 34 CFR Part 82 (Byrd Anti- Lobbying Amendment); E.O.s 12549 and 12689 (Debarment and Suspension); Section 106 of "TVPA" (Trafficking Victims Protection Act of 2000); American Recovery and Reinvestment Act of 2009; Pub. L. 111-5 ("ARRA"), Section 1605 of ARRA; and 2 CFR part 176.140 (Buy American.)

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

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

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

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

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

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_



Long Island School Nutrition Director's Association

## CERTIFICATION STATEMENT DEBARMENT AND SUSPENSION

### UNITED STATES DEPARTMENT OF AGRICULTURE

Neither this bidder nor any of its principles (e.g. key employees) have been proposed for debarment, debarred or suspended by the Federal Agency. It is the responsibility of the bidder to sign this certification statement and submit it with this bid for it to be accepted.

**Please document your exact Corporate Name:** \_\_\_\_\_

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

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

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

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

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

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_



## IRAN DIVESTMENT ACT CERTIFICATION OF COMPLIANCE

As a result of the Iran Divestment Act of 2012 (the “Act”), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law) (the “Prohibited Entities List”). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date at which time it will be posted on the OGS website.

By submitting a proposal in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Proposer/Contractor, any person signing on behalf of any Proposer/Contractor and any assignee or subcontractor and, in the case of a joint proposal, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Proposer/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Proposer/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Proposer/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Proposer/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Proposer/Contractor in default. The School District reserves the right to reject any proposal or request for assignment for a Proposer/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Proposer/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

**\*\*Continued on next page\*\***

## IRAN DIVESTMENT ACT CERTIFICATION OF COMPLIANCE - continued

Certified under penalty of perjury:

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

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

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

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

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

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_



Long Island School Nutrition Director's Association

## HAZARD ANALYSIS CRITICAL CONTROL POINT CERTIFICATION

Food safety is the most important issue facing food service operations today. Our company has a HACCP program in place. Separate audits are conducted as well for HACCP plan documents and procedures.

The following are some of the standard operating procedures that must be followed:

- ☐ Deliveries are made with a clean and sanitized truck at the proper temperatures
- ☐ Chemicals and foods are separated
- ☐ Pest Control at the warehouse is done
- ☐ Time and Temperature monitoring
- ☐ Detailed and accurate record keeping
- ☐ Planned Procedure in place to correct processes when deviations may occur
- ☐ Equipment properly installed and maintained
- ☐ Orientation for all employees

Certified under penalty of perjury:

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

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

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

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

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

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_



Long Island School Nutrition Director's Association

## TRANS FAT INFORMATION REQUIRED BY VENDOR

Effective July 1, 2008, items containing trans-fat will NOT be acceptable for the Long Island School Nutrition Cooperative, therefore notification is given to vendors that No foods can have oils, shortenings and margarine containing artificial trans-fat that are used for frying or in spreads.

Vendors must verify that ALL products that are currently being bid for school year 2024-2025 DO NOT have trans- fat or are less than .5 grams of artificial trans-fat per serving.

Nutritional analysis MUST be provided to substantiate that foods do not contain trans-fat. If information is not provided it may affect the bid award process.

I CERTIFY THAT ALL OF THE PRODUCTS I AM BIDDING DO NOT HAVE TRANS FAT OR ARE LESS THAN .5 GRAMS OF ARTIFICIAL TRANS FAT PER SERVING.

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

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

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

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

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

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_