



108 Washington Street • P.O. Box 1724 • Cumberland, MD 21501-1724  
Telephone (301) 759-2000 • www.acpsmd.org

*Members of the Board of Education*  
Crystal M. Bender, President  
Robert S. Farrell, Vice President  
Debra L. Frank  
Tammy M. Fraley  
David A. Bohn, DC

*Superintendent of Schools*  
Jeffrey S. Blank

## Invitation to Bidders Letter of Instruction

You are invited to submit a quotation on supplying the Board of Education of Allegany County Food and Nutrition Services Department with the products defined in the attached specifications and conditions.

Copies of the specifications are available from the Food and Nutrition Services Office. Any questions concerning the bid should be directed to the Food and Nutrition Services Office between 8:00 a.m. and 4:00 p.m. Monday through Thursday. The phone number is (301) 876-9202.

Proposals must be submitted on the prescribed form attached herein.

Item prices given must be final net cost after all deductions, tax exemption, and discounts.

All bids must be submitted in sealed envelopes bearing on the outside the name of the bidder, and labeled "**Bread and Associated Products Bid**" in accordance with attached specifications.

Sealed bids for the attached defined goods will be received by the Food and Nutrition Services Department until July 13, 2021 at 11:00 AM and will be opened at that time at 211 Market Street.

Bids should be mailed to:

	<b>Allegany County B.O.E.</b>
	<b>Food and Nutrition Services</b>
	<b>Attn: Todd W. Lutton</b>
<b>USPS address:</b>	<b>P. O. Box 1724</b>
	<b>Cumberland, MD 21501-1724</b>
<b>UPS/FEDEX address:</b>	<b>211 Market Street(Rear)</b>
	<b>Cumberland, MD 21502</b>



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## BREAD & RELATED PRODUCTS

The Board of Education of Allegheny County wishes to receive bids for the supplying of Bread & Related Products for the Lunch Program for the school year 2021-2022. School Bids must be submitted according to specifications and conditions as set forth:

### I. General Conditions

1. Deliveries shall be made to each school in quantities as required by the individual lunch program.
2. The Board of Education reserves the right to reject any or all bids.
3. The successful bidder shall supply all schools. All parts of the invitation to bid and the information for bidders shall become a part the specifications.
4. It is the intent of the specifications to provide complete information on all items specified; any omissions, errors, conflicts or discrepancies in the specifications shall be called to the attention of the Board of Education immediately.
5. At the time of the opening of bids, each bidder will be presumed to have read and to be thoroughly familiar with the Specifications and Contract Documents, including all addenda. The failure or omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve bidder of any obligation in respect to the bid.
6. New schools which open during the year or any additional operation coming under the jurisdiction of the Board of Education shall be entitled to purchase and be served at the accepted bid price.
7. The specifications contained herein are intended to cover the furnishing and delivery of bread & related products manufactured from either contractor furnished flour or flour donated by the Maryland State Department of Education, the Distributing Agency. Deliveries shall be for the extent of the school year as indicated on the school calendar plus any additional duration deemed necessary by the Board of Education.
8. At the discretion of the Supervisor of School Food Services, if both parties agree, the contract as awarded may be extended for one year beyond the scheduled expiration date, provided there is no increase in cost/expense to the Board of Education. This option is available for a maximum of four (4) times.
9. Under no circumstances shall any products be sold or delivered to school personnel through the cafeteria for non-school related functions.



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## II. Bread Product Specifications and Special Conditions

### A. . Specifications

1. Bread/Rolls, White, at least 51% whole grain
  - a. Must be made of flour, shortening, sugar, yeast, salt, and water, plus optional ingredients per individual formulas.
2. Bread/Rolls, Wheat, at least 51% whole grain
  - a. Must be made of flour (both whole wheat and white in varying amounts), shortening, sugar, yeast, salt, water, plus optional ingredients per individual formulas.
3. **All** bread or bread products must meet the Federal guidelines. Bids should contain nutritional information at the time of the opening.

### B. Special Conditions

1. Time of delivery: All bread shall be delivered during the cafeteria manager's duty hours unless other arrangements are made with the individual cafeteria manager, the school principal, and approved by the Food Service office. All bread deliveries will take place at least 1 1/2 hours before serving time and when a food service employee is on duty. **Under no circumstances will product be delivered and left unattended or not formally accepted by an employee of the BOE Food and Nutrition Services staff.**
2. Invoicing and payment: Upon delivery of bread the route man will present an invoice in duplicate to the cafeteria manager itemizing the products delivered. The cafeteria manager will sign both copies and keep one. The vendor will send a statement each month along to the Board of Education Food Service office for payment. The Food Service Department will verify and reconcile the invoices to each other and the statement once each month for payment.
3. The cafeteria managers will place their bread orders ahead of time in accordance with the needs of the vendor, usually within one week of the scheduled delivery time. Every effort will be made to accommodate the needs of the vendor.

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4. Method of delivery: All bread and bread products will be delivered on clean flats and placed on the bread racks. In kitchens that do not have racks that will hold the flats, upon the request of the cafeteria manager, rack shall be provided by the vendor.
5. All Bread loaves will be uniformly sliced with no more than 26 slices per loaf, including heels. Each slice shall weigh a minimum of 1 ounce. There is no exception to this requirement.
6. All bread and rolls shall be uniformly sliced while all products shall contain at least 51% whole grain flour.
7. The cafeteria managers have the right to adjust or cancel orders due to changes in school schedule, pupil participation, or other emergencies. All managers will make every attempt to notify the route/delivery person as soon as he/she finds out a change is going to be necessary. If this cannot be accomplished, the vendor's main office will be notified.
8. If there is a last minute change made by a cafeteria manager, and frozen products must be used to makeup the difference, every effort will be made by the vendor to insure that the frozen product is delivered to the school causing the change.
9. Frequency of deliveries: Deliveries shall be scheduled to accommodate the needs of the individual school based on consumption and/or storage capability. Delivery drivers and cafeteria managers will agree on which day(s) are most feasible that will meet the needs of the vendor and the school and this schedule will remain constant for the school year. If due to national crisis or regional problems, this becomes an undue burden, the vendor may negotiate a different delivery schedule, either on a temporary or permanent basis with the Food Service Department.
10. Services described above shall be rendered to all schools in the system, and other programs which may become active during the school year. The Food and Nutrition Services Department will notify the vendor in advance when this addition will occur.
11. The Board of Education retains the right to accept or reject any and/or all bids it feels are in the best interest of the Board of Education.
12. The Board of Education retains the right to waive any informality it feels is in the best interest of the Board of Education.

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13. All products offered must be in compliance with the “Buy American” Act passed by Congress. Section 104(d) of the William f. Goodling Child Nutrition Reauthorization Act of 1998, requiring school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodity or product. Section 12(n) of the NSLA defines “domestic commodity or product” as an agricultural commodity that is produced in the United State and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. The Buy American provision [7CFR Part 210.21(d)] is one of the procurement standards SFAs must comply with when purchasing commercial food products served in the school meals programs.
  
14. If there are any questions, contact the Board of Education Food Service Department, any Monday through Thursday between 8:00 a.m. and 4:00 p.m. at (301)876-9202.

	<u>Bid Price Per Package</u>					<u>Vendor</u> _____		
	<b>Vendor Product #</b>	<b>Product Description</b>	<b>Package Unit Weight</b>	<b>Vendor Supplied Flour</b>	<b>USDA Flour Allowance</b>	<b>Meets</b>	<b>Under</b>	<b>Exceeds</b>
1		Bread, WG White Round Top, 1 oz. 31 g	22 oz.					
2		Bread, WG White Wheat Sandwich, 1oz 31 g	28 oz.					
3		Rolls, WG White Wheat Hot Dog roll, 8 per pkg.	16 oz.					
6		Rolls, WG White Wheat Hamburger, 8 per pkg.	16 oz.					
9		Dinner Roll, WG White Wheat, 16 count	18 oz.					

<b>Description/explanation</b>