INVITATION TO BID

SUBJECT: HMS Nutritional Services Bread

BID NUMBER: 2021-06

COMMODITY CODE: #37515

BID ISSUED: June 14th, 2020

BID DUE DATE/TIME: July 8th, 2020 – 2:00 p.m.

PLACE OF OPENING: Hobbs Municipal Schools
Administration Office - Room # 129
Attention: Jessica Munoz Alvarado
1515 E. Sanger Hobbs, New Mexico 88240

BIDDER INFORMATION:
We agree to provide the items as listed for the bid prices indicated on the attached Proposal Form. We agree to adhere to the General Conditions and Specifications of this bid.

COMPANY __________________________ SIGNATURE __________________________
ADDRESS __________________________ NAME (PRINT) __________________________

______________________________ TITLE ________________________________

TELEPHONE ______________________ DATE ________________________________

E-Mail Address ____________________________________________________________
GENERAL CONDITIONS

1. The Hobbs Municipal Schools Board of Education reserve the right to accept or reject any or all bids and to waive all technicalities.

2. Quote a per unit or item price delivered F.O.B. to respective schools.

3. The price quoted shall hold for the school year 2020-2021. Payment shall be made monthly, \textbf{ESCALATOR CLAUSE WILL NOT BE CONSIDERED.}

4. If two (2) or more bidders quote the same price, the Board of Education of each School District reserves the right to select its supplier.

5. The Board of Education of each School District reserves the right to select the supplier that is the most advantageous to the District. However, all bakery items on the bid will be awarded to one vendor per district.

6. Bread will be furnished to one delivery location, Central Kitchen for School and three (3) Snack Bar locations. (Heizer, Highland & Houston Middle School Snack Bars in the HMS system)

7. Orders and Delivery:
   \begin{itemize}
   \item A. Orders for bread will be placed on a schedule satisfactory to the supplier and the school; quantities will be estimated as accurately as possible, but excess bakery products must be picked up and credit must be given to the District. Bread racks/trays should be picked up no later than Tuesday and Friday afternoons.
   \item B. Morning delivery will be required (5:30 a.m. – 7:30 a.m.) Any and all products left prior to personnel arrival or check-in, will remain the responsibility of the vendor. Shortages will be noted and credit will be issued.
   \item C. \textbf{Nutritional Analysis or package Nutrition Facts required with bid.}
   \item D. Expiration dates should be no less than seven (7) serving days from delivery date. \textbf{Color schedule required with bid packet.}
   \end{itemize}

8. All bread products shall meet USDA Requirements and Nutrition Standards (attached).

9. If Nutritional Services personnel have reasonable doubt as to the quality of bread delivered, they have the authority to request replacement of the product.

10. Pursuant to Section 13-1-191, NMSA, 1978, no bonus or premiums will be accepted or considered in awarding bids or as a result of the purchase of any items.
11. It is the bidders’ responsibility to deliver the SEALED proposal at the proper time to:
   
   Hobbs Municipal Schools
   Attention: Jessica Munoz Alvarado / CPO
   Administrative Office – Room, #129
   1515 East Sanger
   Hobbs, NM  88240

12. For a bid to be considered, it must bear the signature of the bidder. Bids must be typed or handwritten in pen.

13. Place enclosed gummed label on outside of bid envelope on lower left corner. If label is unavailable, please write the bid # on the outside of the envelope.

14. Please type or print legibly in completing the proposal form in order to avoid possible delays on errors in tabulating bid results.

15. Bids will be accepted at the Hobbs Schools Administration Office until July 8th, 2020 at 2:00 p.m.

16. This bid will be submitted to the Hobbs Board of Education on Tuesday, July 21st, 2020.

*Any vendor failing to honor a bid submitted or delivering items not meeting specifications may be removed from the bid list for a period of two (2) years. Items delivered not as specified on the award, will be the responsibility of the vendor to pick up and credit the School District at no expense to the District.*
We agree to provide the items as listed for the bid prices indicated below. We agree to adhere to the General Conditions and Specifications of this bid for the 2020-2021 school year. **ALL ITEMS MUST BE GRADE A QUALITY, WILL NOT BE ACCEPTED OTHERWISE.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Specify Package Count:</th>
<th>Minimum Weight Per Bun</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SANDWICH BREAD, 51% Whole Grain, Thin Sliced</td>
<td>$________</td>
<td>_______ p/pkg.</td>
<td>28g or 1oz eq by weight per bun (20,687 loaf count used in 2019/20 school year by HMS Nutritional Services Only)</td>
</tr>
<tr>
<td></td>
<td>(Using white whole grain flour)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>BUNS, HAMBURGER, 51% Whole Grain</td>
<td>$________</td>
<td>_______ p/pkg.</td>
<td>57g or 2oz eq by weight per bun (25,375 individual item count used in 2019/20 school year by HMS Nutritional Services Only)</td>
</tr>
<tr>
<td></td>
<td>(Using white whole grain flour)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>BUNS, HOTDOG, 51% Whole Grain</td>
<td>$________</td>
<td>_______ p/pkg.</td>
<td>43g or 1.5oz eq by weight per bun (3200 individual item count used in 2018/19 school year by HMS Nutritional Services Only)</td>
</tr>
<tr>
<td></td>
<td>(Using white whole grain flour)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>ROLL, HOAGIE, 51% Multi-Grain</td>
<td>$________</td>
<td>_______ p/pkg.</td>
<td>6 inch (3200 individual item count used in 2019/20 school year by HMS Nutritional Services Only)</td>
</tr>
</tbody>
</table>
5. **BUN, BRIOCHE, No Whole Grain Requirement**

Specify Package Count: _______ p/pkg.
Minimum 43g or 1.5oz eq by weight per bun
(3200 individual item count used in 2018/19 school year by HMS Nutritional Services Only)

6. **Baked Fresh Daily**

Morning Delivery will be Required. (5:30 a.m. – 7:30 a.m.) Any and all products left prior to personnel arrival or check-in, will remain the responsibility of the vendor. Shortages will be noted and credit will be issued.

__________________________________  ______________________
Company                                    Signature
__________________________________  ______________________
Address                                    Title
__________________________________  ______________________
City, State       Zip Code               Date