INVITATION TO BID

SUBJECT: HMS Nutritional Services Milk

BID NUMBER: 2021-07

COMMODITY CODE: #24545,38075

BID ISSUED: June 14th, 2020

BID DUE DATE/TIME: July 8th, 2020 – 3:00 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 and Tatum Boards of Education reserves 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. Payment shall be made no less than fifteen (15) business days following service month.

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.

6. The Hobbs Municipal Schools will expect one supplier to provide all milk to their schools. No split contracts will be accepted.

7. Consideration for adjustments in variation to fat content of milk as dictated by Federal guideline changes during the bid cycle.

8. All milk shall meet all standards set by the State of New Mexico, Lea County, and the City Health Departments. Supplier shall keep on file with each School District a statement verifying that milk meets all requirements.

9. Good service is an essential part of the milk contract. All bid items of milk shall be supplied to each school in the designated quantities and shall be delivered on time. Product substitution will only be accepted at the substitution price or the bid price, whichever is lower. Milk cases used for delivery shall be kept clean by the supplier.

10. Proper refrigeration of milk shall be maintained by supplier during production, storage and transportation of milk.

11. If cafeteria personnel have reasonable doubt as to the quality of milk delivered, they have the authority to request replacement.

12. Milk supplier shall place milk in coolers as specified. Expiration dates should be no less than seven (7) serving days from delivery date.

13. Orders for milk will be placed on a schedule satisfactory to the supplier and to the school.

14. 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.

15. Delivery days for Hobbs Municipal Schools will be Monday, Wednesday and Friday, beginning August 15th, 2020 through May 25th, 2021 with the exception of designated holidays. (calendar attached)
16. It is the bidders’ responsibility to deliver the proposal at the proper time to:
   Hobbs Municipal Schools
   Attention: Jessica Munoz Alvarado/ CPO
   Administrative Office
   P.O. Box 1030 or 1515 East Sanger
   Hobbs, NM 88241

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

18. Place enclosed gummed label on outside of bid envelope on lower left corner. If label is unavailable to vendor, please write the bid # visible on the sealed envelope.

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

20. Bidder may bid on any or all school districts. The bid will be awarded to one vendor per district.

21. All bidders must bid on fixed unit prices including all discounts. Price adjustments will be allowed subject to the following provisions:
   A. Cost increases or decreases for Class I and/or Class II raw milk shall be limited by actions of the Milk Market Administrator of the US Department of Agriculture. Incidental costs to supplier not relating directly to the cost of raw milk shall be excluded.
   B. Price adjustments shall be effective on the first day to the month following notice to purchaser of the amount of such cost increases or decreases and price adjustment per unit. If supplier wishes to qualify for the price adjustment, the supplier must furnish the purchaser with an official announcement of class prices and butterfat differential from USDA agricultural marketing service dairy division and accompanying price change notification listing at the beginning of the contract period and on the first day of each month throughout the school year stating the supplier’s cost for Class I and/or Class II raw milk.
   C. The supplier’s failure to furnish the School District with the certified cost of Class I raw milk by the designated time, or the supplier’s failure to make price adjustments as milk prices fluctuate will disqualify the supplier from the benefits of the price adjustment clause and the price of milk to the purchaser will revert to the lowest price paid by the purchaser during the contract period.
   D. Third Party or Non-Producing suppliers are subject to the guidelines above for application of pricing adjustments to their initial bid pricing. These adjustments are based on the monthly USDA Milk Market Administration Report. Third Party or Non-Producing supplier’s costs from their provider will not be a consideration in using the pricing adjustment clause.

22. This bid will be submitted to the Hobbs Board of Education on Tuesday, July 21st, 2020.
PROPOSAL FORM – MILK

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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1% Low Fat White Milk, single-serving ½ pt. paper carton</td>
<td>$________</td>
</tr>
<tr>
<td></td>
<td>(248,246 units used by HMS Nutritional Services 2019-20 Only)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>1% Low Fat Chocolate Milk, single-serving ½ pt. paper carton</td>
<td>$________</td>
</tr>
<tr>
<td></td>
<td>(570,352 units used by HMS Nutritional Services 2019-20 Only)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>1% Low Fat Strawberry Milk, single-serving ½ pt. paper carton</td>
<td>$________</td>
</tr>
<tr>
<td></td>
<td>(133,030 units used by HMS Nutritional Services 2019-20 Only)</td>
<td></td>
</tr>
</tbody>
</table>

The Hobbs Municipal Schools does not require the milk vendor to provide milk boxes.

* 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.

Company

Signature

Address

Title

City, State Zip Code Date
Specifications & Conditions:
Notice is hereby given that the Tatum Schools will accept sealed bids on milk in ½ pint paper cartons for the Tatum School Cafeteria for use during the 2019-2020 school year.

The successful bidder must have the approval of the Tatum Schools before subcontracting for another supplier to furnish and deliver the milk. All deliveries must be by refrigerated truck. Bidder must adhere to all General Conditions set forth in the bid.

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<tr>
<td>1.</td>
<td><strong>White Milk</strong>, Grade A, Homogenized,</td>
<td>$________</td>
</tr>
<tr>
<td></td>
<td>½ pint container, 3.25% Milk Fat</td>
<td>p/½ pint</td>
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<tr>
<td>2.</td>
<td><strong>White Milk</strong>, Grade A, Pasteurized,</td>
<td>$________</td>
</tr>
<tr>
<td></td>
<td>½ pint paper carton, Low Fat, 1% Milk Fat</td>
<td>p/½ pint</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Chocolate Milk</strong>, Grade A, Homogenized,</td>
<td>$________</td>
</tr>
<tr>
<td></td>
<td>½ pint containers, Low Fat, 1% Milk Fat</td>
<td>p/½ pint</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Strawberry Milk</strong>, Grade A, Homogenized,</td>
<td>$________</td>
</tr>
<tr>
<td></td>
<td>½ pint containers, Low Fat, 1% Milk Fat</td>
<td>p/½ pint</td>
</tr>
</tbody>
</table>

We would consider once a week delivery, only if delivery date is when milk is the freshest.

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