

**GARRETT COUNTY BOARD OF EDUCATION
FOOD & NUTRITION SERVICES
770 DENNETT ROAD
OAKLAND, MD 21550**

Invitation to Bidders

You are invited to submit a bid on supplying the Board of Education Garrett County Food and Nutrition Services Department (FNS) with the products defined in the attached specifications and conditions for the school year 2025-2026.

Copies of the specifications are available from the FNS Office. The bid documents may also be obtained by:

1. Download the document from the Board's website at: garrettcountryschools.org.
2. Access solicitations on eMaryland Marketplace @<https://ebidmarketplace.com>
3. Contact the Food & Nutrition Service Department between 8:00 a.m. and 4:00 p.m. Monday through Friday. The phone number is 301-334-8917.
4. Visit the Food & Nutrition Service Department between the hours of 8:00 AM and 4:00 PM, Monday through Friday, excluding holidays. The Food Service Department is located at 770 Dennett Road, Oakland, MD 21550

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, bidder's address, and labeled, "**Bid Proposal for Bread and Related Products**", in accordance with the attached specifications.

It is imperative that you take the time to read the attached General Conditions and Specifications. No alternatives or exceptions shall be granted after the opening of the bid unless it is in the best interest of the Board of Education.

Bid Quotations will be accepted until 1:00 p.m. May 1st, 2025, at the Garrett County Board of Education. Bids will be opened at the Board of Education FNS Department at 1:00 p.m.

Please note that a copy of each label must be included for every item on the bid. Label must be reviewed before an item is awarded. Any Product that is on hold or recalled must have the included contact form filled out and returned to the school district immediately.

Bids should be mailed to:

Scott Germain
Food & Nutrition Service Program Manager
770 Dennett Road
Oakland, Maryland 21550

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TO: BIDDERS OF BREAD & RELATED BREAD PRODUCTS

The Board of Education of Garrett County (“The Board”) invites all interested and qualified vendors to submit **sealed bids** for the procurement of goods and services in accordance with the directions specified in the General Terms and Conditions and these Specific Terms and Conditions in supplying Bread and Related Bread Products to the Garrett County Public Schools. Bid prices will be in effect for the school year 2025-2026.

I. GENERAL CONDITIONS

- A. Deliveries shall be made to each school in quantities as required by the individual lunch program.
- B. The Board of Education reserves the right to reject any or all bids.
- C. The successful bidder shall supply all schools.
- D. All parts of the invitation to bid and the information for bidders shall become a part of the specifications.
- E. 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 FNS Office immediately.
- F. 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 him of any obligation in respect to his bid.

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- G. 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.
- H. 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, but the contract is not to extend beyond August 31, 2026.
- I. All products offered must be following the “Buy American” Act passed by congress. Schools and institutions in the National School Lunch Program and School Breakfast Program in the contiguous United States are required by law to comply with the Buy American provisions found in the regulations of the National School Lunch Program (NSLP) at CFR 210.21(d) and the School Breakfast (SBP) at 7 CFR 210.21(d). As a result, schools are required to purchase, to the maximum extent practicable, domestic products.

A domestic product is defined as a product that is manufactured in the United State, or a United States Territory and contains at least 51% of its product from the United States, or a United States Territory. Documentation that products meet these requirements must be submitted upon request.
- J. This contract will be in effect from the first day of school, 2025 through August 2026. This bid quotation will be considered firm for the life of the contract and may be extended by mutual consent of both parties. This clause will not be waived.
- K. Under no circumstances shall any products be sold or delivered to school personnel on school property through the cafeteria.
- L. **A completed Nutrition Information Sheet for each product must accompany your bid. Maryland State Department of Education Requirement.**

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II. BREAD PRODUCT SPECIFICATIONS AND SPECIAL CONDITIONS

A. Specifications

1. Bread/Rolls, White
 - a) Must be made of flour, shortening, sugar, yeast, salt, and water, plus optional ingredients per individual formula.
2. Bread/Rolls, Wheat
 - a) plus, be made of flour (both whole wheat and white in varying amounts), shortening, sugar, yeast, salt, and water, plus optional ingredients per individual formulas.
3. **All** bread or bread products must meet the applicable Federal Standards of Identity: Code of Federal Regulations, 21; Food and Drugs, Parts 17.2, 17.3, and 17.4.

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 and approved by the FNS office.
2. Invoicing and payment:
 - a) 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 both. The vendor will send a statement once each month to the Board of Education FNS

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Department who will verify and reconcile the invoices to each other and the statement once each month for payment.

- b) **Only bid items that are awarded can be invoiced. No exceptions unless pre-approved by the FNS Office.**
- 3. The cafeteria managers will place their bread orders on Thursday of the week before it is needed. Every effort will be made to place orders a week at a time.
- 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, a rack shall be provided by the vendor.
- 5. All Bread loaves will be uniformly sliced with no more than 28 slices per loaf, including heels. Each slice shall weigh a minimum of .9 ounces. There is no exception to this requirement.
- 6. All Rolls, Steak Rolls, Hoagie, etc., shall be uniformly sliced.
- 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 man 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. Frequency of deliveries: If the volume of Bread used by any one school is of such a small quantity that the vendor wishes a delivery schedule less frequent than daily, these arrangements may be made with the individual cafeteria manager. These arrangements must be approved by the FNS Program manager.

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9. 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.
10. The Board of Education retains the right to waive any informality it feels is in the best interest of the Board of Education.
11. If there are any questions, contact the Board of Education FNS Department, any Monday through Friday between 8:00 a.m. and 4:00 p.m. at 301-334-8917.

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2025-2026

Bread Bid

Garrett County Board of Education Food and Nutrition Services

Item Num.	Description Packaged Unit	Packaged Quantity	Unit Weight In grams	Packaged Price	Unit Price
<i>A</i>	<i>Sample, Rolls, Hamburger, sliced</i>	<i>1 dozen</i>	<i>42.5 grams</i>	<i>.62</i>	<i>.0517</i>
	Bread, 100 % Whole Grain, enriched, sliced, square				
	Bread, 51% Whole Grain, enriched, sliced, square				
	Rolls, Steak, 100 % Whole Grain, sliced, 6 inches				
	Rolls, Steak, 51% Whole Grain, sliced, 6 inches				
	100 % Whole Grain Hamburger Buns				
	51% Whole grain Hamburger Buns				
	100 % Whole Grain Hot Dog Buns				
	51 % Whole Grain Hot Dog Buns				
	100% Whole Grain Dinner Rolls				
	51% Whole Grain Dinner Rolls				

I/We certify that this bid is made without previous understanding, agreement, or connection with any person, firm or corporation submitting a bid for the same items and/or services and is, in all respects fair without collusion or fraud: that none of this company's officers, directors, partners or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the law of any state or federal government: and that no member of the Board of Education of Garrett County, Administrator or Supervisory Personnel or other Employees of the Board of Education has interest in the bidding company except as follows: (complete if applicable)

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<i>Vendor:</i>	_____	
<i>Billing Address:</i>	_____	

<i>Name: (Print)</i>	_____	
<i>Signature:</i>	_____	<i>Date:</i> _____
<i>Title:</i>	_____	
<i>Contact Person:</i>	_____	<i>Phone:</i> _____