

# **CHILD NUTRITION PROGRAMS FORMAL BID REQUEST**

**for  
Milk and Dairy Products**

**CADDO PARISH SCHOOL BOARD  
1961 Midway Avenue  
Shreveport, Louisiana 71108**



## **Caddo Parish Child Nutrition Programs**

**Bid Number: IFB-735-26**

**Seals Bids Will Be Accepted Until:**

**9:30 a.m., CST  
Thursday, February 19, 2026**

Caddo Parish School Board  
Child Nutrition Programs  
1961 Midway Avenue  
Shreveport, Louisiana 71108

**TENTATIVE TIMELINE OF BID**

Schedule of Activities: The following tentative timeline has been established for the benefit of both CPSB and the vendors responding to the bid.

<b><u>ACTIVITY</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>
1. Release of Bids to Vendors	January 29, 2026	N/A
2. First Public Notice Published in the Shreveport Times	January 29, 2026	N/A
3. Second Public Notice Published in the Shreveport Times	February 5, 2026	N/A
4. Deadline for Questions	February 12, 2026	2:00 pm
5. Bid Opening Date	February 19, 2026	9:30 am
6. Submit Board Recommendation	March 17, 2026	N/A
7. Expected Board Approval	March 17, 2026	4:30 pm

Responses will be accepted until 9:30 am CST on **THURSDAY, FEBRUARY 19, 2026.**

**It is the responsibility of the vendor to check the district's website for any addenda that may be issued related to the bid at the link provided below or via Bid Express website.**

<https://www.caddoschools.org/page/purchasing>

Caddo Parish School Board  
Child Nutrition Programs

January 22, 2026

**BIDDER QUALIFICATION FORM**

**BID NO. IFB-735-26 BID TITLE MILK AND DAIRY PRODUCTS**

**BIDS WILL BE ACCEPTED UNTIL 9:30 A. M. CST ON THURSDAY, FEBRUARY 19, 2026**

**BIDDER'S FORM OF BUSINESS ORGANIZATION:** The Bidder named below shall refer to INSTRUCTIONS TO BIDDERS, Page 5, and complete one of the following:

- A. CORPORATION, Incorporated under the laws of the State of \_\_\_\_\_ and is authorized to do business in the State of Louisiana - Yes \_\_\_\_\_ No \_\_\_\_\_
- B. PARTNERSHIP. Names of Partners: \_\_\_\_\_
- C. AN INDIVIDUAL, trading and doing business under a name and style other than his own. Owner's Name: \_\_\_\_\_

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**BID SECURITY TOTALING FIVE PERCENT (5%) OF THE AMOUNT BID IS REQUIRED AND MUST BE SUBMITTED WITH THIS BID. See Page 7, Section II, Paragraph D, for specific requirement as to form.**

**CONTRACT AND PERFORMANCE (DELIVERY) SECURITY ARE REQUIRED ONLY FROM THE SUCCESSFUL BIDDER. See Pages 7 and 8, Section III, Paragraphs A and B, for specific requirements.**

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**BIDDER CERTIFICATION AND IDENTIFICATION:** I/We certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I/We further certify that none of the principals or majority owners of the firm or business submitting this bid are at that the same time connected with or employed by the Caddo Parish School Board.

**ASSIGNMENT:** The submission of a bid under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this purchase and/or contract I/we hereby convey, sell, assign and transfer to the State of Louisiana all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular goods or services purchased or acquired by the State of Louisiana pursuant to this purchase made by its agency, The Caddo Parish School Board.

[Please Type or Print Below]

**LEGAL NAME OF BIDDER** \_\_\_\_\_  
**MAILING ADDRESS** \_\_\_\_\_  
**CITY, STATE, ZIP CODE** \_\_\_\_\_  
**TELEPHONE NUMBER** (A/C) \_\_\_\_\_  
**BY: (SIGNATURE)** \_\_\_\_\_  
**NAME TYPED/PRINTED** \_\_\_\_\_  
**TITLE OF SIGNER** \_\_\_\_\_  
**DATE BID SIGNED** \_\_\_\_\_  
**E-MAIL ADDRESS** \_\_\_\_\_  
**SIGNATURE OF SCHOOL SYSTEM REPRESENTATIVE:** \_\_\_\_\_

The attached bid award sheet identifies the item(s) for which you were successful bidder. The terms of the bid document are applicable through the execution of the purchase procedures. The bid document number (and item number where applicable) shall be used in lieu of purchase order numbers.

**TYPED NAME OF SCHOOL SYSTEM REPRESENTATIVE:** \_\_\_\_\_  
**TITLE OF SCHOOL SYSTEM REPRESENTATIVE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

**(NOTE: COMPLETE BUT DO NOT DETACH THIS SHEET.)**

**CADDO PARISH SCHOOL BOARD**

**SHREVEPORT, LOUISIANA**

**INSTRUCTIONS TO BIDDERS**

**I. PREPARING OF BIDS**

- A. **BIDDER QUALIFICATION FORM.** Must be completed and submitted with this bid in order to qualify the bidder.
1. **BIDDER'S FORM OF BUSINESS ORGANIZATION.** Required solely for preparation of any contract documents for successful bidders.
  2. **BIDDER CERTIFICATION AND IDENTIFICATION.** Failure to indicate the bidder's exact legal name may rule the bid irregular. An unsigned bid is considered a "no bid."
  3. **ASSIGNMENT.** Required to assure that the State of Louisiana is able to pursue through litigation under both state and federal antitrust laws its rights to recover damages for its indirect purchase of price-fixed goods.
- B. **INSTRUCTIONS TO BIDDERS** define conditions of the bid.
- C. **SPECIAL CONDITIONS** found on succeeding pages always supersede the **INSTRUCTIONS TO BIDDERS** when the two are in conflict.
- D. **BID FORM** defines requirements of items to be purchased or work to be done and must be completed and submitted as a part of this bid. Bidder's name and signature must appear on both the first and last page of the bid document. Spaces are provided for this purpose.
1. **ITEM SPECIFICATION.** Specifying of a certain brand, make or manufacturer is to denote the quality, type and standard of the article desired. Articles offered must be new merchandise (unless specifically accepted) and must be of equal or superior grade.
    - a) It is recognized there may be other brands that could likely serve the needs of the school system. However, it should be understood by the bidder that the use of brand names and numbers is to establish standards and styles of products that have been judged to meet the need. Such use of brand names is in no way designed or intended to restrict the bidding. Section I of these specifications define the method by which bids may be submitted on comparable products that would equally satisfy the requirements stated herein. Equivalent brands that meet the stated conditions and the approval of the Caddo Parish School Board will be accepted.
    - b) On blank lines provided, the bidder must insert the manufacturer's brand name and identifying numbers, along with any other information necessary to sufficiently identify the articles offered. Failure to do so may prevent consideration of the item bid.
  2. **PRICES.** The bidder shall quote a net unit price only for each item with extended total for the quantity required. See **BID PROPOSAL FORM** for specific price quotation form; prices must be on the unit(s) designated.

**IMPORTANT: If bidder prices need to be adjusted anytime during the bid period due to unforeseen circumstances, the bidder must notify Caddo Parish Child**

**Nutrition Programs of new price along with written reason for price adjustment. The new price will become effective seven (7) days after written notice is received from the bidder. Caddo Parish Nutrition Programs reserves the right to accept or deny the price adjustment.**

- a) **FREIGHT.** All prices bid shall include platform delivery F.O.B. Shreveport, Louisiana. All cartage, drayage, packing, etc., shall be delivered to and unloaded at the receiving station designated in the SPECIAL CONDITIONS or in the BID FORM. All shipments must be received and accepted by a designated agent of the School Board.
  - b) **DISCOUNTS.** Discounts for prompt payment as may be offered by the bidder on the bid form will be accepted and used to determine the lowest bid. The bidder may indicate in the space provided the percent deduction allowed for any invoice payment made within the number of days after receipt as permitted by the Board. To assure uniformity of the discounts, the bidder may not change the number of days stated on the bid form.
3. **OBJECTIONS.** Objections to the specifications and/or bid conditions must be filed in writing and must be received by the Purchasing Department at least five (5) days prior to the date specified for acceptance of the bid.

## **II. BID REQUIREMENTS & INSTRUCTIONS**

- A. **BID FORMS.** Bids must be submitted on the forms furnished by the Board and accepted for **Milk and Dairy Products**. The contract will be for the period of **August 1, 2026 – July 31, 2027**.
- B. **The estimated value of the awarded contract will be \$2,718,280.40**
- C. **BID ENVELOPE.** Bids are to be submitted in sealed envelopes furnished by the Board.
  1. When the bid invitation is soliciting bids for products as opposed to services, each bidder is to enclose complete descriptive information to fully identify the product(s) quoted. This may be in the form of catalogs, manufacturer's brochures, specification sheets, schematics, or another brand or product information.
  2. If such literature is too large for the bid envelope provided by the Board, a separate envelope may be used by the bidder, provided the envelope is properly labeled and submitted with the bid.
- D. **PLACE, DATE AND HOUR.** All bids shall be submitted to the Caddo Parish School Board, 1961 Midway Street, Room 202, Shreveport, Louisiana 71108.
  1. The **BIDDER QUALIFICATION FORM** designates the date and hour of the bid opening. Bids will be received until the stated date and time; late bids arriving after the stated date and time will not be considered.
  2. All bids shall be either hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt, **OR** bids may be sent by registered or certified mail with a return receipt request **OR** on the official electronic bid site, [www.bidexpress.com](http://www.bidexpress.com).
  3. **IMPORTANT.** The responsibility for timely presentation (delivery) of bids rest solely with the bidder. Bids delayed through the mail and arriving after the stated date and hour cannot be accepted.

4. **A current Child Nutrition Label (hereby known as CN Label) OR product formulation statement on the Vendor's letterhead with a letter of guarantee signed by a current vendor official AND nutrition facts label OR nutritional data AND summary end product data schedule MUST be included in the bid package. The CN label or product formulation statement must provide the meal component contributions stated.** If the bid item delivered does not provide the meal component contributions as stated on the CN label or the manufacturer's product formulation statement, the vendor will be responsible for reimbursing Caddo Parish School Board CNP for losses including, but not limited to, the loss of federal reimbursements, product substitution cost, and the cost of any penalties imposed on CNP by state and federal agencies responsible for administering the National School Breakfast and Lunch Programs.

**All nutritional data needs to be submitted with bid; failure to provide this information can result in disqualification.**

- E. **BID SECURITY DEPOSITS.** A bid security deposit is required for this bid to guarantee that the successful bidder will, if awarded the contract, enter into the contract and provide performance security as required by these specifications within twenty (20) days after award of the bid.
  1. Bid security shall be in the form of a certified check; cashier's check; bank money order; irrevocable letter of credit from a national or state bank, savings and loan association or credit union; or bidder's bond in the sum of five percent (5%) of the total amount of the bid.
    - a) When a bidder's bond is used, it must be countersigned by a Louisiana licensed agent who resides in Louisiana and is authorized to represent the surety company writing the bond. The agent's power of attorney must be attached to the bond submitted.
    - b) When an irrevocable letter of credit is used, it shall guarantee that the issuer shall pay to the Caddo Parish School Board the sum set forth therein upon presentation of written certification by the Purchasing Agent of the School Board that the bid was awarded to the bidder on whose behalf the letter of credit was issued and that such bidder has failed to enter into the contract or provide the required performance security within thirty (30) days after award of the bid.
  2. Bid security **must-accompany** the bid; it cannot be submitted after the bid has been opened.
  3. Any bid received and opened without bid security when such has been required as a part of the bid shall be ruled a "no bid" and cannot be considered.

### **III. CONTRACTS AND PERFORMANCE (DELIVERY) SECURITY**

- A. **CONTRACTS.** Contracts shall be fully executed by the successful bidder within twenty (20) days after the award date.
  1. **FAILURE BY BIDDER TO ENTER INTO CONTRACT.** In the event a successful bidder fails to enter into the contract and to furnish the required performance security, the Board then has the option of excusing the bidder if it determines good cause exists or it may require a penalty as liquidated damages. In the event a penalty is directed, it shall be the Board's option to invoke the following:

- a) Payment to the Board in the amount equal to five percent (5%) of the unit price times the quantity (the amount of the bid security), and/or
  - b) Forfeiture of the bidder's right to transact business with the Board for a period of one year following the date the penalty is invoked.
- B. PERFORMANCE SECURITY.** A performance (delivery) bond or check is required to guarantee performance or delivery,
- 1. **BONDING COMPANY.** The surety (ies) shall be authorized to do business in the State of Louisiana. All surety companies are subject to approval and may be rejected by the Caddo Parish School Board without cause in the same manner that bids may be rejected without cause.
  - 2. **AMOUNT.** The firm or individuals, to whom a contract shall be awarded, will be required to execute and deliver to the Caddo Parish School Board a performance (delivery) bond, cashier's check, certified check or equal acceptable to the Board, in the amount of 100% of the awarded contract.
  - 3. **RELEASE OF PERFORMANCE SECURITY.** Return to the successful bidder of his cash security, or notification to the successful bidder and to the bonding company to cancel a bond, will be made when requested by the successful bidder and/or bonding company and when all merchandise has been accepted and invoices have been approved for payment.
  - 4. **FAILURE TO PERFORM (DELIVER).** In the event a successful bidder fails to perform (deliver) on the awarded bid, the Board shall declare the successful bidder in default. The successful bidder in default shall then pay to the Board, as liquidated damages, an amount equal to 100% of the amount of the contract in accordance with the terms of the performance security.

#### **IV. BID SAMPLES**

- A. **CONDITIONS FOR REQUIREMENT.** The owner reserves the right to require a bidder to furnish within 48 hours after request, samples of any item quoted. Failure to submit samples requested may be cause for eliminating the bidder from further consideration for bid awards. The samples must be furnished free of charge and must be delivered to:
  - Caddo Parish School Board
  - Child Nutrition Programs Department
  - 1961 Midway Street, Room 202
  - Shreveport, Louisiana 71108
- B. **IDENTIFICATION.** Each sample shall be identified with the bidder's name, bid number, bid item number, product trade name and identification (catalog number, model number, etc.) and/or as otherwise indicated in the bid invitation forms.
- C. **PAYMENT FOR SAMPLES.** The Board will buy no samples and will assume no cost incidental thereto.
- D. **RETURN OF SAMPLES.** Samples not destroyed in testing may be claimed by unsuccessful bidders for fourteen (14) days after bid award date, and by successful bidders for fourteen (14) days after final payment. The Board will assume no responsibility for samples not claimed within the time specified, and it will pay for no samples damaged in testing. Prior approval is required on new items submitted for bid purpose.

#### **V. CHANGE OR WITHDRAWAL OF BIDS**

- A. **CHANGE OR WITHDRAWAL PRIOR TO BID OPENING.** Should any bidder desire to change or withdraw his bid, he shall do so in writing to the Purchasing Office. This communication shall be received prior to the date and hour of the opening.
- B. **CHANGE AFTER BID OPENING BUT PRIOR TO BID AWARD.** After bids are opened, they may not be changed except to correct obvious errors or clerical mistakes. Verification of the correct bid actually intended shall be submitted to prior to the final award by the Board.
- C. **WITHDRAWAL AFTER BID OPENING BUT PRIOR TO BID AWARD.** After bids are opened, a bidder may request that his bid be withdrawn for good cause. Such request must be submitted in writing to the Purchasing Department prior to the final award by the Board. If the Purchasing Office agrees that the request is valid, the bid may be withdrawn. It shall be understood that no proposal can be withdrawn after Board approval without consideration of penalties.

**VI. REJECTION OF BIDS**

Caddo Parish School Board reserves the right to reject any or all bids and to waive all informalities.

**VII. AWARDS**

- A. **BASIS FOR AWARDS.** An award resulting from this request shall be awarded to the most responsive and responsible bidder whose bid is determined to be the most advantageous to Caddo Parish School Board, taking into consideration price and the evaluation criteria set forth herein; however, the right is reserved to reject any and all bids received; to waive any informalities, and in all cases Caddo Parish School Board will be the sole judge as to whether a bidders' bid has or has not satisfactorily met the requirements stated of the bid.

Caddo Parish School Board reserves the right to waive any defect or omission in any bid which does not materially affect the terms of the response to this Bid.

Caddo Parish School Board reserves the right to contact bidders for the purpose of obtaining additional information and/or clarification that will assure full understanding of, and responsiveness to, solicitation requirements. Such information shall be provided within three (3) business days. This may include, but is not limited to, specification sheets and/or samples.

- B. **AVAILABILITY OF BID INFORMATION.** Bids will be received only on or before the due date in the Child Nutrition Office at the time and date noted. At a public opening within the School Board offices, bids will be read aloud and then compiled in tabular form, a copy of which will be available for examination in the Child Nutrition Programs Office. The recommendation for bid award will be presented to Caddo Parish School Board for approval.
- C. **OFFICIAL AWARD DATE.** Awards become official at the time bids are accepted by Caddo Parish School Board during their regular session.
- D. **FILING OF OBJECTION.** Any objection to an award by Caddo Parish School Board must be filed in writing and must be received by the Purchasing Department no later than 9:00 A.M. on the first Monday following the official award.
- E. **FILING OF OBJECTION TO SPECIFICATIONS OR BID CONDITIONS.** Objections to either the bid specifications or bid conditions must be filed in writing and must be received by the Child Nutrition Programs Office at least seven (7) business days prior to the hour and date of the bid opening.

- F. **NOTIFICATION OF AWARD.** Award recommendations will be posted to the Caddo Parish School Board's Board Docs website on the date indicated for submission of board recommendation as referenced in the Tentative Schedule of Proposal Activities or any subsequent addenda. The public Board Docs website is accessible from the following link: <https://www.boarddocs.com/la/caddo/Board.nsf>. The purchase order and/or contract mailed or delivered to the successful bidder(s) is the official authorization to deliver materials described therein; and the time allowed for delivery begins with the date of the bid acceptance and approval by the Board whether or not a purchase order or number has been issued.
- G. **DOMESTIC ORIGIN.** In accordance with USDA Buy American Provision the Caddo Parish Child Nutrition Programs will purchase domestically produced agricultural commodities, milk and dairy product and other foods to the maximum extent practicable. Geographical Preference not allowed.
- H. **FEDERAL PROCUREMENT CONTRACT PROVISION.** In accordance with Attachment 0 of OMB Circular A-102: (1) Any bidder awarded a contract in excess of \$30,000 shall be in compliance with Executive Order 11246, entitled 11 "Equal Employment Opportunities", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60). (2) Any bidder awarded a contract over \$100,000 shall be in compliance with all applicable standards, orders, or requirement issued under Section 306 of the Clean Air Act (42 USC 7401-7671q. (h)), Section 508 of the Clean Water Act (33 USC 1251-1387), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR Part 15) which prohibit the use under nonexempt Federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to USDA and to the USEPA Assistant Administrator for Enforcement. (3) Any bidder awarded a contract will recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with Energy Policy and Conservation Act (P.L. 94-163).

### **VIII. GENERAL CONDITIONS**

All items shall conform to the following specifications and any deviation shall be brought to the attention of the School Board. All bidders must be regularly in the dairy business and in full compliance with all local, state and federal regulations and codes governing the production, packaging, sale and distribution of milk and dairy products.

It is the intention of these specifications to procure products listed to meet the needs of the public schools. Among the primary requirements are sanitation, quality, economy and service. Any evasion of any of the specific requirements to endanger these needs shall be cause for rejection.

### **IX. DETERMINATION OF BIDS**

This bid will cover the entire school term beginning August 1, 2026 and continuing through July 31, 2027 excluding weekends, holidays, and other non-food serving days. Quantities stated in the bid are estimates based on planned menus. CNP reserves the right to adjust quantities based upon usage, price, yield, quality, storage, cost and availability. The quantities listed **DO NOT** guarantee that CNP will purchase that exact amount. CNP reserves the right to adjust menus/products as needed.

- A. Each bidder is requested to submit a single price per one-half pint for the four types of milk required in Group 1A which includes; Sweet low-fat milk, Chocolate fat-free milk, Skim fat-free milk and low-fat Buttermilk. Bidders are required to submit a bid price for the item in group 1B, Lactose fat-free milk. Bidders are required to submit a half pint unit price and a total bid for Group 1A and for Group 1B for a combined single award.

- B. Show unit price where indicated and extend the unit price times the estimated quantity for the various types of milk and dairy products.
- C. Failure to bid all items in any group or failure of an item in any group to meet specifications will result in automatic rejection of the bid group. The successful bidder for the various groups will be determined by the lowest bid meeting specifications under the terms. The owner reserves the right to waive all informalities.

**X. GUARANTEE**

All customary guarantees of quality and performance as specified by the producer or vendor for the particular items furnished shall apply to the items furnished under this bid.

**XI. INSURANCE**

- A. Bidder shall obtain and maintain insurance as follows, unless waived in writing by the district.
- B. All insurance shall be placed with a company acceptable to the Caddo Parish School Board.
- C. CERTIFICATE OF INSURANCE. It shall be the responsibility of the successful bidder to provide evidence of compliance with these insurance requirements either with the bid or within twenty (20) days following award of the bid. The CPSB shall be furnished with certificates evidencing the coverage as required below including naming CPSB as an additional insured with a waiver of subrogation on all required insurance coverage.

NOTE: If any company indicated on the certificate of insurance is not rated by A.M. Best and/or is not admitted to do business in the State of Louisiana, the proposed insurer shall furnish with the certificate of insurance sufficient financial information to permit an evaluation of the insurer's strength and ability to meet claims that may be filed against the policy coverage.

COPIES OF THE CERTIFICATE OF LIABILITY SHOULD BE FORWARDED TO THE CPSB PURCHASING DEPARTMENT.

- D. LIABILITY INSURANCE

General Liability Limits:

Bodily Injury	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Products Liability	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Property Damage	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Additional Insured	Policy shall name Caddo Parish School Board as an additional insured and include a waiver of subrogation in favor of CPSB

- E. Automobile Liability insurance covering all owned, hired, and non-owned vehicles in the amount of \$1,000,000.00 per occurrence. Policy shall include third-party bodily injury and property damage.
- F. Worker's Compensation as required by the State of Louisiana.
- G. Excess (Umbrella) Liability of \$1,000,000.00
- H. Certificates of the above listed policies shall be filed with the Caddo Parish School Board and CPSB shall be given a ten (10) day written notice prior to cancellation, material revision, or intention not to renew. If bidder fails to carry any insurance required by the Section, Bidder shall protect, indemnify, and hold CPSB harmless in the same manner as if bidder had in full force and effect coverage in accordance with this Section.

## **XII. DEFAULT OF CONTRACT**

The Child Nutrition Programs Department reserves the right to cancel that portion of the purchase order which the vendor has failed to deliver at the time specified. Further, the Department reserves the right to require vendor who has failed to deliver a product as specified to secure and deliver a substitute of equal or greater quality within one week of scheduled deliveries.

## **XIII. INVOICES**

- A. Invoices for the items delivered and accepted shall be submitted by the vendor in duplicate to the place of delivery. Bidders please note: **UNLESS OTHERWISE AGREED, OUR TERMS ARE NET FIFTEENTH PROXIMO.**
- B. All statements received after the 5th of the month to the Caddo Parish School Board, Child Nutrition Programs Accounting Department, 1961 Midway Street, Shreveport, Louisiana 71108 will be processed and paid the following month. Monthly statements must be provided for each school covering deliveries for the calendar month, including delivery dates, invoice numbers, and grand total amounts.
- C. Payment for all products listed purchased hereunder will be made on or about the fifteenth of the month following the month in which the service was rendered.
- D. Discounts offered for prompt payment will be accepted, but these discounts will not be considered in evaluating bids unless all other factors are equal.
- E. If applicable to this purchase, Federal tax exemption certificates will be signed by the Caddo Parish School Board, Exemption Number: 72-6000224.

## **XIV. DELIVERY**

- A. Delivery of milk products shall be made in refrigerated vehicles which maintain a temperature not to exceed 50 degrees Fahrenheit. Delivery vehicles must be clean and sanitary. All products delivered must comply with Louisiana State Board of Health regulations. Daily deliveries to each school are required as requested by the cafeteria manager or a minimum of twice weekly.
- B. Orders will be placed by CNP Managers for individual school sites. **Drop deliveries not accepted.** Vendors to complete all required deliveries
- C. The unit price for each item includes delivery of the items with all transportation charges prepaid to the destination. All items shall be delivered to the point of delivery of individual units on the dates specified when the order is placed.
- D. No delivery accepted on Saturdays, Sundays and holidays unless prior arrangements with the managers are made. Deliveries shall be made to all schools 6:30 a.m. to 1:30 p.m.
- E. Delivery of milk cartons to the schools shall be made in plastic or wire containers only. All items are to be placed in the refrigeration units of the schools by the successful bidder and as directed by the Child Nutrition Programs Manager.
- F. Attached to this bid form is a list of all schools in Caddo Parish. This is a list not for purposes of selecting schools which the bidder may wish to service, but rather as an information sheet, approximately (52) sites, which may vary.

- G. **RECEIVING, INSPECTION AND TESTING.** Delivered items which do not fulfill all requirements will be rejected and refused. Rejected merchandise shall be removed and promptly replaced by the successful bidder at no cost to the School Board.

**XV. ESTIMATED QUANTITIES**

The quantities of milk and milk products furnished are for informational purposes only and do not bind or commit the School Board in any way. Estimated quantities are provided merely to enable the bidder to better prepare his bid. Actual purchases may, and in all probability will, vary either more or less than the estimates.

**XVI. MODIFICATION OF CONTRACT**

During the term of this contract awarded under this solicitation, additional purchases not included in this solicitation list and resulting awarded contract, may become necessary and benefit the program to include additional items. Caddo Parish School Board and the approved vendor of this contract, agrees that the aggregate value of added purchases during this contract shall not exceed ten percent (10%) of the estimated total value of the contract.

**XVII. REJECTION OF BIDS**

Bids that are not prepared in accordance with these instructions to vendors may be rejected and/or disqualified. If not rejected, CNP may demand correction of any deficiency and accept the corrected bid upon completion with these instructions to proposing vendors. Any one or more of the following causes, among others, may be considered sufficient for the disqualification of and the rejection of any bid:

1. Evidence of collusion among proposers/vendors.
2. Lack of competency as revealed by financial statements, experience, or other factors.
3. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
4. Default on a previous contract for failure to perform.
5. Any other cause which the CNP may, in its sole discretion, deem appropriate.
6. Caddo Parish School Board Child Nutrition Programs reserve the right to reject a bid and to waive any informality whenever such action is in their best interest.

**XVIII. POSTPONEMENT OF DATE FOR RECEIPT OF OPENING OF BIDS**

- A. CNP reserves the right to postpone the date for receipt and opening of bids and will give written notice of any such postponement to all persons or other legal entities to which solicitation documents have been issued at any time prior to the previously scheduled closing time for receipt and opening of bids.

Bids will be received only at the place and only until the schedule closing time for receipt and opening of bids designated in the solicitation. Electronic bids ([www.bidexpress.com](http://www.bidexpress.com)) must be submitted by closing time or they will not be accepted.

**XIX. SUBCONTRACTING**

Subcontracting part of this bid by the successful bidder to other responsible bidders (dairies) is permitted as hereinafter provided.

- A. Subcontractors must be regularly in the dairy business and have the capability to fulfill and deliver that part of the work required by them.
- B. All subcontractors must have the prior approval of the School Board before the beginning of the term of this bid.
- C. The successful bidder must detail to the School Board both in quantity of business, method of distribution and schools served by the subcontractor to the full and complete satisfaction of the School Board.
- D. The successful bidder will handle all invoicing, record keeping and other details as concerns the subcontractor, as well as his own services, and will make composite reports and statements as appropriate to the School Board.

**XX. OPPORTUNITY CADDO**

If applicable, the Caddo Parish School Board has approved Opportunity Caddo, which is a plan to increase business opportunities for small and economically disadvantaged businesses. An aspirational goal of 25% has been established. In keeping with this plan, Caddo Parish School Board desires that vendors make a good faith effort to subcontract to small and economically disadvantaged businesses.

**XXI. REFERENCES**

Interested vendors shall include with their bid not less than three (3) customers who are presently being served by the bidder. Any reference supplied should have been an existing customer for at least one year. It is preferred that the references be public school systems or government agencies located in Louisiana with an approximate volume of goods similar to the estimated quantities given on this bid proposal. Vendors should list names, addresses, telephone numbers and e-mail addresses of each reference. References submitted will be used as qualifying points in the scoring rationale (as shown below).

**XXII. SCORING**

Upon submission of the bid, each vendor will be scored using the rationale shown below for a maximum of 100 points.

- A. Cost/price analysis. Vendor with the lowest price receives the maximum points (40). All other vendors receive points equal to the lowest price divided by their price times the maximum points. Points will not be rounded.
- B. Years of experience. One point per year (up to 5 maximum points).
- C. Service capability and history with Caddo Child Nutrition Programs (20) maximum points.
- D. Financial conditions, stability and business practices (10) maximum points.
- E. Delivery service (20) maximum points.
- F. Vendor must provide three references with this bid to qualify for the five (5) maximum points, available.

**XXIII. FEDERAL AND STATE COMPLIANCE FORMS**

The following attachments and/or forms are a part of this solicitation and are herein incorporated by this reference. **Failure to return a required form with the proposal submission may result in the bid being rejected as non-responsive.**

1. Attachment A: EDGAR and Non-Federal Entity Compliance Form
2. Attachment B: Firearm Entity Non-discrimination Certification Form

**DEBARMENT CLAUSE:** Before completing the Bid Form or Request for Proposal Form, please read the following information:

1. The prospective lower tier participant certifies, by submission of his proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or agency.
2. Where the prospective participant is unable to certify any of the statements in this document, such prospective participant shall attach an explanation to this proposal response.

#### **XXIV. ESCALATION/DE-ESCALATION**

Product Specifications included herein shall be made firm for the entire period of the contract. The prices for milk specifications included herein shall be firmed for \_\_\_\_\_ ( ) days from the date of the bid opening. **Subsequent prices for these milk products may escalate or de-escalate in accordance with the changes in the Class I monthly total raw milk price components (Skim Milk and Butterfat) to the manufacturer as stated by the Announcement of Class Prices for 3.5% milk for the Shreveport Louisiana area.** The vendor awarded the contract shall provide \_\_\_\_\_ days prior written notice to any change. A copy of Milk Market Administrator's Announcement and any other announced price changes shall be furnished with the written notification. Any change in price will commence on the **first** day of the month subsequent to the receipt of the written notification. For bid purposes, the present cost of components for the month of \_\_\_\_\_ is \$ \_\_\_\_\_/cwt. For skim milk and \$ \_\_\_\_\_/ lb. for butterfat to equal \$ \_\_\_\_\_/cwt. of 3.5% Class I milk.

#### **XXV. SPECIFICATIONS FOR MILK AND DAIRY PRODUCTS**

All milk and dairy products shall meet Federal and State specifications and inspection, the Louisiana State Board of Health, and the local health board sanitation standards and regulations. Milk shall be in standard coated cartons ½ pint unit pack. Cartons shall not leak. Cases and cartons must be clean. Cartons must be stamped with expiration date. Specify all product size and container on the bid. Producer must be able to supply USDA lot certification if requested by Caddo Parish Public Schools Child Nutrition Programs Department.

**Vendors shall provide credit for unused milk on last day before Christmas break, Spring Break and End of School Year. Special arrangements may be requested for the delivery of milk to all schools prior to breakfast on the day after school holiday periods.**

**Vendor must submit Product Formulation Statement. Nutritional facts, labels and analysis must be submitted to the Caddo Parish Child Nutrition Programs Department on items required for bid. Prior approval is required for new items being submitted for bid.**

**NOTE: Nutrition label or manufacturer specifications must indicate zero grams of Trans Fat per serving.**

**Accuracy of Net Content Labeling of Dairy Products Provisions.** Product obtained under contract may be tested by state weights and measures representatives and the remedies that the SFA will exercise when products fail to meet either contract or label specifications may result in the following:

- a) Cash restitution or in-kind replacement, at the SFA's discretion, for the total lot which failed.
  - b) Payment for the value of all meals that the SFA served which failed to contain the minimum quantities and components required of a reimbursable meal under the Child Nutrition Programs because the supplier provided short-weighted products.
  - c) Time frames for providing restitution and payments to the SFA.
  - d) A notice that repeated instances of products failing to contain required quantities is a material breach of the contract which may result in contract termination for cause.
  - e) A requirement that all costs resulting from termination for cause must be borne by the contractor.
- 
- A. **7015 - Sweet Milk, Low Fat, 1%, Fresh, Pasteurized, Homogenized, Grade A** - containing 1%. Butterfat; Trans-Fat 0 grams. Total fat 2.5 grams. Vitamin A & D fortified. Packed in cartons. 50/units per crate. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**
  - B. **7020 - Buttermilk, Low Fat, Fresh, Pasteurized, Homogenized, Grade A, Cultured;** containing not more than 1% Butterfat; Vitamin A & C. Packed in cartons. Total fat 2.5grams. Trans-Fat 0 grams. 50/units per crate. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**
  - C. **7030 – Chocolate Milk, Low Fat, 1%, Fresh, Pasteurized, Homogenized, Grade A** - Vitamin A & D fortified. Total fat 2.5 grams. Trans-Fat 0 grams. Packed in cartons. 50/units per crate. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**
  - D. **7040 – Skimmed Milk, Fat Free, Fresh, Pasteurized, Homogenized, Grade A** - Vitamin A & D fortified. Total Fat 0 grams. Trans-Fat 0 grams. Packed in cartons. 50/units per crate. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**
  - E. **7045 – Lactose Milk, Fat Free, Grade A, Ultra-Pasteurized Fat Free Milk, 100% Lactose Free.** Vitamins A & D added. Total fat 0 grams. Trans-Fat 0 grams. Packed 20/8 oz. cartons. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**
  - F. **7050 - Cottage Cheese, Low Fat, Grade A, 5 pounds.** Creamed (plain curd) with no more than 1% milk fat. Made from pasteurized milk and cream products. Total fat 1.5 grams. Trans-Fat 0 grams. The product shall be packaged in good quality commercial container. Award to be based on price per pound. Specify size of container. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**
  - G. **7072 - Yogurt, Blueberry, Low Fat, (12/6 oz.)** Total fat not to exceed 2 gram per serving, Trans-Fat 0 grams. Sodium not to exceed 100 milligrams. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**

**7073 – Yogurt, Plain, (12/6 oz.)** Total fat not to exceed 1.5 gram per serving, Trans-Fat 0 gram. Sodium not to exceed 100 milligrams. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**

**7074 - Yogurt, Peach, Low Fat, (12/6 oz.)** Total fat not to exceed 2 gram per serving, Trans-Fat 0 grams. Sodium not to exceed 85 milligrams. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**

**7078 - Yogurt, Strawberry, Low Fat, (12/6 oz.)**. Total fat not to exceed 2 gram per serving. Trans-Fat 0 grams. Sodium not to exceed 95 milligrams. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**

- H. **7090 - Sour Cream, Fat Free 5 pounds.** Total fat not to exceed 6 grams per serving. Trans-Fat 0 grams. Made from cultured Grade A skim milk. The product shall be packaged in good quality commercial container. Award based on price per pound. Specify size container. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**
- I. **7065 - Ice Cream Sandwich, Vanilla, Low Fat, made from skim milk (24/3.0 oz.)**. Total fat not to exceed 5 grams, sodium not to exceed 170 milligrams. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**
- J. **7066 - Vanilla and Chocolate Cone, Low Fat, made from skim milk (24/3.0 oz.)**. Cone made with whole grain wheat flour. Chocolate coating made with cocoa. Total fat less than 5 grams, sodium not to exceed 90 milligrams. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**
- K. **7067 - Rainbow Polar Pole, made from skim milk (24/2.75 oz.)**. Total fat not to exceed 1 gram, sodium not to exceed 20 milligrams. Flavors cherry, blue raspberry and orange. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**
- L. **7337 - Sour Cyclone, made from skim milk (24/3.75 oz.)**. Total fat not to exceed 1 gram, sodium not to exceed 35 milligrams. Flavored blue raspberry. **Vendor must submit product formulation statement, nutritional fact label and analysis information.**

# **NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## **CPSB Offering Equal Opportunity in Employment and Educational Programs**

## Caddo Parish Child Nutrition Programs

AMI Caddo Kids 1807 San Jacinto Street 71109	Eighty-First Street ECE Center 8108 Fairfield Avenue 71106	Pine Grove Elementary 1700 Caldwell Street 71107
Atkins Elementary 7611 St. Vincent Avenue 71106	Fairfield Elementary 6215 Fairfield Avenue 71106	Ridgewood Middle 2001 Ridgewood Drive 71118
Donnie Bickham Middle 7240 Old Mooringsport Road 71107	Fair Park Middle\ 3222 Greenwood Road 71109	Riverside Elementary 625 Dixie Garden Drive 71105
Blanchard Elementary 402 Birch Street 71107	Forest Hill Elementary 2005 Francais Drive 71118	Shreve Island Elementary 836 Sewanne Place 71105
Broadmoor Laboratory 441 Atlantic Street 71105	Green Oaks Performing Arts 2550 Thomas E. Howard Dr. 71107	South Highlands Magnet 831 Erie Street 71106
C. E. Byrd High 3201 Line Avenue 71104	Herndon Magnet School 11845 Gamm Road, Belcher 71004	Southern Hills Elementary 9075 Kingston Road 71118
Caddo Career Center 5950 Union Street 71108	Caddo Middle Career & Technology 6310 Clift Street 71106	Southwood High 9000 Walker Road 71118
Caddo Heights Math/Science 1702 Corbitt Street 71108	Huntington High 6801 Raspberry Lane 71129	A. C. Steere Elementary 4009 Youree Drive 71105
Caddo Magnet High 1601 Viking Drive 71101	Judson Fundamental 3809 Judson Street 71109	Summerfield Elementary 3131 Ardis Taylor Drive 71118
Caddo Middle Magnet 7635 Cornelious Lane 71106	Keithville Elementary/Middle 12201 Mansfield Rd., Keithville 71047	Summer Grove Elementary 2955 Bert Kouns Ind. Loop 71118
Captain Shreve High 6115 East Kings Highway 71105	Midway Professional Development 3840 Greenwood Rd. 71109	Turner Elementary/Middle 5904 West 70 <sup>th</sup> Street 71129
Cherokee Park Elementary 2010 East Algonquin Trail 71107	Mooringsport Elementary 602 Latimer, Mooringsport 71060	University Elementary 9900 Smitherman Drive 71115
Claiborne Fundamental 2345 Claiborne Street 71103	North Caddo Elementary/Middle 100 W. Kentucky, Vivian 71082	Walnut Hill Elementary/Middle 9360 Woolworth Road 71129
J. S. Clark Elementary/Middle 351 Hearne Avenue 71103	North Caddo High 201 Airport Drive, Vivian 71082	Booker T. Washington High 2104 Milam Street 71103
Ombudsman Academic Recovery 401 North Holzman 71101	North Highlands Elementary 885 Poleman Road 71107	Westwood Elementary 7325 Jewella Road 71108
Creswell Elementary 2901 Creswell Street 71104	Northside Middle 1845 Linear Street 71107	Woodlawn High 7340 Wyngate Street 71106
Eden Gardens Fundamental 626 Eden Boulevard 71106	Northwood High 5939 Old Mooringsport Rd 71107	Youree Drive Middle 6008 Youree Drive 71105
	Bethune Oak Park Microsociety 4331 Henry Street 71109	

**THIS IS A LIST OF CADDO PARISH SCHOOLS, NOT FOR PURPOSES OF SELECTING SCHOOLS WHICH THE BIDDER MAY WISH TO SERVICE, BUT RATHER AS AN INFORMATIONAL SHEET. SITES MAY VARY.**

**REQUIREMENT-Vendor must return the completed and signed items shown below with bid form (page 22-23). If all items are not completed, signed and returned with bid form, bid will be deemed as non-responsive. If form is not applicable, please write N/A, sign and return.**

- a. Bidder Qualification Form (page 3-4)**
- b. Escalation/De-Escalation Information (page 15)**
- c. EDGAR and Non-Federal Entity Compliance (page 24-28)**
- d. Firearm Entity Non-Discrimination Certification (page 29)**
- e. Certification Regarding Debarment (page 30)**
- f. Certificate of Independent Price Determination (page 32)**
- g. Disclosure of Lobbying Certification (page 33)**
- h. Disclosure of Lobbying Activities (page 34-35)**
- i. Buy American Provision Certification Form (page 37-40)**
- j. Bid Security (5%)**
- k. Product Formulation Statement/Nutritional Fact Label and/or Analysis Information (all items)**

**NOTE: CADDO PARISH PUBLIC SCHOOLS MAY REJECT ANY BID FOR FAILURE BY THE BIDDER TO COMPLY WITH ANY REQUIREMENT STATED ABOVE, OR IN THE BID FORM, OR IN THE SPECIAL OR GENERAL CONDITIONS, OR IN ANY ATTACHMENTS THERETO WHICH WILL BECOME A PART OF THE BID.**

**CADDO PARISH SCHOOL BOARD**

*Shavonda M. Scott, Director of Purchasing*

FROM

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHILD NUTRITION PROGRAMS DEPARTMENT**

Caddo Parish School Board  
Administrative Center  
1961 Midway Street, Room 202  
Shreveport, Louisiana 71108

Bid Number

**IFB-735-26**

Proposal For

**Milk and Dairy Products**

Date

**Thursday, February 19, 2026, 9:30 a.m. (CST)**

**BID FORM**

**MILK AND DAIRY PRODUCTS**

BID FORM: This bid shall be executed and submitted in accordance with the specifications, and all articles and requirements contained herein shall remain and becomes a part of the contract for these products. All appropriate blank spaces shall be filled in. **BID MUST BE SUBMITTED ON THIS FORM** (page 22 – 23).

Caddo Parish School Board  
 Child Nutrition Programs  
 1961 Midway Street, Room 202  
 Shreveport, Louisiana 71108

Vendor:

In compliance with your invitation for bids on **MILK AND DAIRY PRODUCTS** and after having examined the specifications and conditions, we hereby propose to furnish as specified and in accordance with the specifications and conditions for the amounts shown herein. We understand that if awarded this contract, we will receive all orders for milk and dairy products for the period August 1, 2026 through July 31, 2027. Bid all groups I-III. The successful bidder for the various groups will be determined by the lowest bid in space provided. Submit unit price for all groups. **Vendor must bid Group I -1A & 1B, for a combined single award.** Failure to bid all items in any group or failure of an item in any group to meet specifications will result in automatic rejection of the bid group.

<u>ITEM</u>	<u>ESTIMATED REQUIREMENTS</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
<b>GROUP I</b>			
<b>Group 1A – MILK: 50/8 oz. Cases</b>			
1. 7015-Sweet Milk, Low Fat 1%	<u>50,000</u> CASES	_____	_____
2. 7020-Buttermilk, Low Fat	<u>100</u> CASES	_____	_____
3. 7030-Chocolate Milk, Low Fat 1%	<u>65,000</u> CASES	_____	_____
4. 7040-Skimmed Milk, Fat Free	<u>2,000</u> CASES	_____	_____
<b>NET TOTAL</b>		\$ _____	\$ _____
		<b>HALF PINT/CASES</b>	<b>NET TOTAL FOR HALF PINT/CASE MILK</b>

<u>ITEM</u>	<u>ESTIMATED REQUIREMENTS</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
<b>GROUP I</b>			
<b>Group 1B – LACTOSE MILK: 50/8 oz. Cases</b>			
1. 7045-Lactose Milk, Fat Free	<u>300</u> CASES	_____	_____
<b>NET TOTAL</b>		\$ _____	\$ _____
		<b>HALF PINT/CASES</b>	<b>NET TOTAL FOR HALF PINT/CASE LACTOSE MILK</b>

**TOTAL BID FOR GROUP I: #1A & #1B** \$ \_\_\_\_\_

<u>ITEM</u>	<u>ESTIMATED REQUIREMENTS</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
<b>GROUP II</b>			
1. 7090-Sour Cream, Fat Free Specify carton size/count in box: _____	<u>20</u> BOXES _____	\$ _____	\$ _____
			<b>NET TOTAL FOR SOUR CREAM</b>

**TOTAL BID FOR GROUP II: Items #1 & #2** \$ \_\_\_\_\_

<u>ITEM</u>	<u>ESTIMATED REQUIREMENTS</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
<b>GROUP III</b>			
1. 7072-Yogurt, Blueberry, Low Fat, 12/6 oz. Specify carton size/count in box: _____	<u>200</u> BOXES _____	\$ _____	\$ _____
			<b>NET TOTAL FOR YOGURT, BLUEBERRY</b>
2. 7073-Yogurt, Plain, Low Fat, 12/6 oz. Specify carton size/count in box: _____	<u>100</u> BOXES _____	\$ _____	\$ _____
			<b>NET TOTAL FOR YOGURT, PLAIN</b>
3. 7074-Yogurt, Peach, Low Fat, 12/6 oz. Specify carton size/count in box: _____	<u>200</u> BOXES _____	\$ _____	\$ _____
			<b>NET TOTAL FOR YOUTR, PEACH</b>
4. 7078-Yogurt, Strawberry, Low Fat, 12/6 oz. Specify carton size/count in box: _____	<u>200</u> BOXES _____	\$ _____	\$ _____
			<b>NET TOTAL FOR YOGURT, STRAWBERRY</b>

**TOTAL BID FOR GROUP III: Items #1, #2, #3 & #4** \$ \_\_\_\_\_

We understand the estimated requirements are furnished for informational purposes and to aid in determining a successful bidder. Quantities shown are not binding; actual purchases will vary more or less than the estimates. Our 5% bid security is enclosed and made a part of this bid. We understand that supplementary statements attached to bid forms dealing with price quotations will be ignored.

**IMPORTANT -- OUR QUOTATIONS HAVE BEEN CHECKED FOR MATHEMATICAL AND TYPOGRAPHICAL ERRORS BEFORE SUBMITTING, and the BIDDER QUALIFICATION FORM has been completed, signed and is attached and made a part of this BID FORM.**

BY \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of Company Bidding)



**Attachment A**

**EDGAR and Non-Federal Entity COMPLIANCE**

The following provisions are required and applicable when federal funds are expended by the Caddo Parish School Board for any contract awarded using the procurement process. The Caddo Parish School Board is the subgrantee, subrecipient, or non-federal entity by definition.

In addition to other provisions required by the federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold currently set at \$250,000 which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide such sanctions and penalties as appropriate.**

Pursuant to Federal Rules (A) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (B) Termination or cause and for convenience by the grantee or subgrantee including the manner by which it will be affected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rules (B) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event vendors fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. The Caddo Parish School Board also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if the Caddo Parish School Board believes, in its sole discretion that it is in the best interest of Caddo Parish School Board to do so. The vendor will be compensated for work performed and accepted in addition to goods accepted by the Caddo Parish School Board as of the termination date if the contract is terminated for convenience by the Caddo Parish School Board. Any award under this procurement process is not exclusive and the Caddo Parish School Board reserves the right to purchase goods and services from other vendors when it is in the best interest of the Caddo Parish School Board.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."**

Pursuant to Federal Rules (C) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (C) above. Vendor agrees that he/she will not discriminate in the rendering of services to and/or employment of individuals because of race, religion, sex, age, national origin, handicap or disability. Vendors shall stay informed of and comply with all Federal, State and Local laws, ordinances and regulations which affect their employees or prospective employees.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.**

Pursuant to Federal Rules (D) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (D) above. Vendors will be required to pay wages to laborers and mechanics at a rate not less than the prevailing wage specified in a wage determination made by the Secretary of Labor. In addition, vendors will be required to pay wages not less than once a week. The decision to award a contract or subcontract will be conditioned upon the acceptance of the wage determination.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.**

Pursuant to Federal Rules (E) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (E) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(F) Rights to Inventions Made Under a Contract Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement, “; the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.**

Pursuant to Federal Rule (F) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended – Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).**

Pursuant to Federal Rule (G) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(H) Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the system for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p.235), “Debarment and Suspension”. SAM exclusions contain the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.**

Pursuant to Federal Rule (H) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certified to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (I) above, when federal funds are expended by Caddo Parish School Board, the vendor certifies that during the term and after the awarded term of an award for all contracts by Caddo Parish School Board resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds to all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.333**

When federal funds are expended by Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When federal funds are expended by Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

Vendor certifies that vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**CERTIFICATION OF NON-COLLUSION STATEMENT**

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Printed Name of Authorized Representative: \_\_\_\_\_  
Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_



**FIREARM ENTITY NON-DISCRIMINATION CERTIFICATION**  
**Attachment B**

**For Public Contracts at or exceeding \$100,000.00**

In accordance with La. R.S. 38:2216.1 and R.S. 39:1602.2, public entities are prohibited from entering into a contract for the purchase of materials, supplies, or services paid for primarily with public funds valued at or exceeding \$100,000.00 with a company having fifty (50) or more full-time employees, unless the contract contains written verification from the company that:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association; and
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

Does your company have at least fifty (50) full-time employees?

Yes \_\_\_\_\_ No

If you answered "Yes", please sign below certifying that your company does not, and will not during the term of this contract discriminate against firearm entities and firearm trade associations as stated above.

If you answered "No", please sign below certifying the number of full-time employees is true to the best of your knowledge.

**Please note: failure to return an executed copy of this certification form may render your bid or proposal non-responsive.**

\_\_\_\_\_  
Signature of Authorized Representative

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## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

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Page 1 of 2

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017, subpart c- Responsibilities of Participants. The regulations were published in the November 26, 2003, Federal Register (pages 66534-66566). Copies of the regulations may be obtained by contacting the Department of Agriculture.

**(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTION)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- (2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Organization Name

PR/Award Number or Project Name

---

Name and Title of Authorized Representative

---

Signature

Date

## INSTRUCTIONS TO BIDDERS FOR COMPLETING CERTIFICATION FORM

Page 2 of 2

NOTE: Each responsive bidder must include this certification statement with it's bid on each contract equaling or exceeding \$25,000 or any contract for audit services regardless of amount.

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the U.S. Department of Agriculture regulations 7 CFR 3017 implementing Executive Order 12 549. (Contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations).
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification that a prospective participant in a lower tier covered transaction has not been debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



Caddo Parish School Board

INDEPENDENT PRICE DETERMINATION CERTIFICATE

Both the School Food Authority (SFA)/Sponsor and the Vendor (Offerer) shall execute this Independent Price Determination Certificate.

\_\_\_\_\_  
Name of Vendor Caddo Parish School Board  
\_\_\_\_\_  
Name of School Food Authority/Sponsor

- A. By submission of this offer, the Offerer certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:
1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Offerer or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Offerer and will not knowingly be disclosed by the Offerer prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offerer for the purpose of restricting competition.
3. No attempt has been made or will be made by the Offerer to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.
B. Each person signing this offer on behalf of the Offerer certifies that:
1. He or she is the person in the Offerer's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or
2. He or she is not the person in other Offerer's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A.1 through A.3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.

To the best of my knowledge, this Offerer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

\_\_\_\_\_  
Signature of Vendor Title Date  
Authorized Representative

In accepting this offer, the SFA/SPONSOR certifies that no representative of the SFA/SPONSOR has taken any action that may have jeopardized the independence of the offer referred above.

NOTE: Accepting an offeror's offer does not constitute award of the contract.

\_\_\_\_\_  
Signature of CPSB School Food Authority Director  
Authorized Representative Title Date



Caddo Parish School Board

**DISCLOSURE OF LOBBYING CERTIFICATION**

Applicable to Grants, Sub grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in federal funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U. S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, an officer or employee of the undersigned shall complete and submit Standard Form LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub awards exceeding \$100,000 in federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name/Address of Organization

\_\_\_\_\_  
Name/Title of Submitting Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Disclosure of Lobbying Activities**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

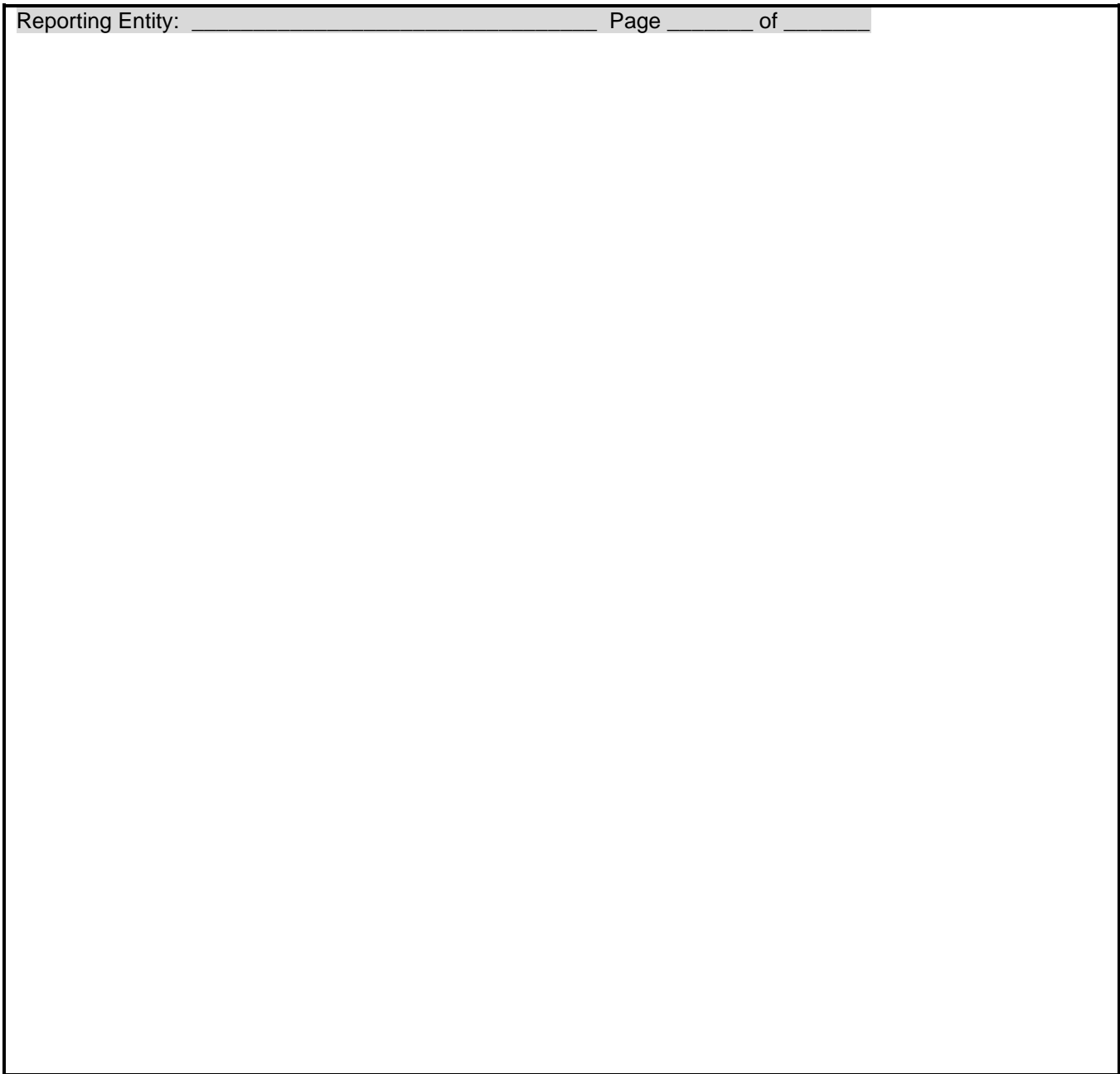
(See attached for public burden disclosure)

<p><b>1. Type of Federal Action:</b> (enter letter of choice)</p> <p><input type="checkbox"/> a. contract  <input type="checkbox"/> b. grant  <input type="checkbox"/> c. cooperative agreement  <input type="checkbox"/> d. loan  <input type="checkbox"/> e. loan guarantee  <input type="checkbox"/> f. loan insurance</p>	<p><b>2. Status of Federal Action:</b> (enter letter of choice)</p> <p><input type="checkbox"/> a. bid/offer/application  <input type="checkbox"/> b. initial award  <input type="checkbox"/> c. post-award</p>	<p><b>3. Report Type:</b></p> <p><input type="checkbox"/> a. initial filing  <input type="checkbox"/> b. material change</p> <p><b>For material change only:</b>  Year _____ quarter _____  Date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b></p> <p>_____ Prime _____ Subawardee  Tier _____, if known:  Congressional District, if known:</p>		<p><b>5. If Reporting Entity in No. 4 is Subawardee,</b>  Enter Name and Address of Prime:  Congressional District, if known:</p>
<p><b>6. Federal Department/Agency:</b></p>	<p><b>7. Federal Program Name/Description:</b></p> <p>CFDA Number, if applicable:</p>	
<p><b>8. Federal Action Number, if known:</b></p>	<p><b>9. Award Amount, if known:</b>  \$ _____</p>	
<p><b>10. a. Name and Address of Lobbying Registrant</b>  (if individual, last name, first name, MI):</p>	<p><b>b. Individuals Performing Services (including address if different from No. 10a)</b>  (last name, first name, MI):</p>	
<p><b>11. Amount of Payment (check all that apply):</b></p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p><b>13. Type of Payment (check all that apply):</b></p> <p><input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee  <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee  <input type="checkbox"/> e. deferred  <input type="checkbox"/> f. other; specify: _____</p>	
<p><b>12. Form of Payment (check all that apply):</b></p> <p><input type="checkbox"/> a. cash  <input type="checkbox"/> b. in-kind; specify: nature _____  value _____</p>		
<p><b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</b></p> <p>(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		
<p><b>15. Continuation Sheet(s) SF-LLL-A attached:</b> _____ Yes _____ No</p>		
<p><b>16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This Disclosure of Lobbying Activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b></p>	<p><b>Signature:</b> _____  <b>Print Name:</b> _____  <b>Title:</b> _____  <b>Telephone No.:</b> _____ <b>Date:</b> _____</p>	
<p><b>Federal Use Only</b></p>	<p>Authorized for Local Reproduction  Standard Form - LLL (Rev. 7-97)</p>	

**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET**

**Approved by OMB  
0348-0046**

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_



Authorized for Local Reproduction  
Standard Form-LLL-A

## INSTRUCTIONS FOR COMPLETING OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1<sup>st</sup> tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number, contract, grant, or loan award number; application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Nam, First Nam, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

# BUY AMERICAN PROVISION CERTIFICATION FORM FOR FOOD PURCHASES

**SFA Name: Caddo Parish School Board**

The Buy American Provision (7 CFR Part 210.21(d)) requires School Food Authorities to purchase, to the maximum extent practical, domestically grown and processed foods. "Domestic" is defined as a product that is grown in the United States, or with processed food items, the product must be processed in the United States of food that is produced and grown domestically in the United States. Any product processed by a responsive vendor must contain over 51% of the food component, by weight or volume, from U.S. origin.

The vendor must include all food products bid by the company that do not meet the definition of "domestic". This document must be included as a part of the Amendment. This document is also available on the Child Nutrition Program Website in Microsoft Word format so the vendor may add additional food items.

<b>VENDORS MUST CERTIFY EITHER: (CHECK NUMBER 1 OR 2)</b>	
<input type="checkbox"/>	1. I certify that all food products bid by my company are 100% produced in the U.S., or processed in the U.S. with the final processed product including over 51% of food that was grown in the U.S.
<input type="checkbox"/>	2. I certify that all food products bid by my company are 100% produced in the U.S., or processed in the U.S. with the final processed product including over 51% of food that was grown in the U.S. with the EXCEPTION of the following items listed below.
NAME OF FOOD ITEM	COMPLETE BELOW AND CHECK THE APPROPRIATE REASON THE NONDOMESTIC PRODUCT IS BID FOR EACH ITEM.
	<p>This product includes ___ % U.S. Content. The product is grown in ___ <input type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:</p> <p>\$ ___/___ Price of Domestic or U.S. Grown Product Per Unit</p> <p>\$ ___/___ Price of Non-Domestically Grown Product Per Unit</p>

	<p>This product includes ___ % U.S. Content. The product is grown in ___ <input type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:        \$___/___ Price of Domestic or U.S. Grown Product Per Unit        \$___/___ Price of Non-Domestically Grown Product Per Unit</p>
	<p>This product includes ___ % U.S. Content. The product is grown in ___ <input type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:        \$___/___ Price of Domestic or U.S. Grown Product Per Unit        \$___/___ Price of Non-Domestically Grown Product Per Unit</p>
	<p>This product includes ___ % U.S. Content. The product is grown in ___ <input type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:        \$___/___ Price of Domestic or U.S. Grown Product Per Unit        \$___/___ Price of Non-Domestically Grown Product Per Unit</p>
	<p>This product includes ___ % U.S. Content. The product is grown in ___ <input type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:        \$___/___ Price of Domestic or U.S. Grown Product Per Unit        \$___/___ Price of Non-Domestically Grown Product Per Unit</p>

	<p>This product includes ___ % U.S. Content. The product is grown in ___ <input type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:  \$___/___ Price of Domestic or U.S. Grown Product Per Unit  \$___/___ Price of Non-Domestically Grown Product Per Unit</p>
	<p>This product includes ___ % U.S. Content. The product is grown in ___ <input type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:  \$___/___ Price of Domestic or U.S. Grown Product Per Unit  \$___/___ Price of Non-Domestically Grown Product Per Unit</p>
	<p>This product includes ___ % U.S. Content. The product is grown in ___ <input type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:  \$___/___ Price of Domestic or U.S. Grown Product Per Unit  \$ / Price of Non-Domestically Grown Product Per Unit</p>
	<p>This product includes ___ % U.S. Content. The product is grown in ___ <input type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:  \$___/___ Price of Domestic or U.S. Grown Product Per Unit  \$___/___ Price of Non-Domestically Grown Product Per Unit</p>

	<p>This product includes ___ % U.S. Content. The product is grown in ___ <input type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:          \$___/___ Price of Domestic or U.S. Grown Product Per Unit</p> <p>\$___/___ Price of Non-Domestically Grown Product Per Unit</p>
	<p>This product includes ___ % U.S. Content. The product is grown in ___ <input type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:          \$___/___ Price of Domestic or U.S. Grown Product Per Unit</p> <p>\$___/___ Price of Non-Domestically Grown Product Per Unit</p>

By signing this document, the FSMC is certifying that the product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of satisfactory quality or the FSMC has provided sufficient documentation for the SFA to determine whether or not the cost of the U.S. product is significantly higher than the non-domestic product.

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

The SFA has researched all items the FSMC is proposing to use that are non-domestic and determined that the product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality or that the cost of the U.S. product is significantly higher than the non-domestic product and is approving the use of the non-domestic product. The following website for the Agricultural Marketing Service can provide guidance to the SFA in determining if domestic products are available <https://www.ams.usda.gov/marketnews/fruits-vegetables>.

SFA Name: Caddo Parish School Board

Approval from Authorized Representative (Print Name): \_\_\_\_\_

Approval from Authorized Representative (Signature): \_\_\_\_\_

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