

# READING COMMUNITY SCHOOLS

301 Chestnut St., Reading Michigan 49274



Reading Community Schools is seeking Bread bids for the 2022-2023 school year.

Start date for Reading Community Schools: August 23<sup>rd</sup> 2022

## **BID REQUEST:**

Whole Grain Hamburger Buns  
Whole Grain Hot Dog Buns  
Whole Grain Mini Sub Buns  
Whole Grain Sandwich Bread

**Reading Community Schools** may participate in the Summer Lunch Program. Must be available to deliver during the summer months of June, July and August.

## **Specifications:**

The vendor is to assume all responsibility of transport of items and unloading items to district.

Weekly deliveries. This could be up to twice a week.

Inspection of truck for cleanliness when requested by Food Service Director.

Product **MUST BE** clean and come in clean crates/trays.

Any damaged product will need to be credited to the School Districts Food Service Department.

Product **MUST BE** placed on dollies (food up off the floor)

Product cannot be stacked more than 5 ft. high.

Removal of empty bread crates.

**Product Specification sheets must be provided to ensure grain equivalent for the National School Breakfast and Lunch Program**

Must provide emergency contact numbers to District Food Service Director.

Food Service Director will provide emergency contact information.

**Reading Community Schools** anticipates a purchase of items being bid but is under no obligation to make such a purchase. All bids received will be evaluated to determine the best purchase for **Reading Community Schools** and such evaluation may include **factors other than cost.**

## **USDA Nondiscrimination 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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (AD-3027) found online at: [How to File a 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  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

USDA Civil Rights Complaint

Links: [https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain\\_combined\\_6\\_8\\_12.pdf](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf)  
<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>

### **Buy American Provision**

This sponsor participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program Meals.

(d) Buy American.—(1) Definition of domestic commodity or product. In this paragraph (d), the term ‘domestic commodity or product’ means— (i) An agricultural commodity that is produced in the United States; and (ii) A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (2) Requirement. (i) In general. Subject to paragraph (d)(2)(ii) of this section, the Department shall require that a school food authority purchase, to the maximum extent practicable, domestic commodities or products. (ii) Limitations. Paragraph (d)(2)(i) of this section shall apply only to— (A) A school food authority located in the contiguous United States; and (B) A purchase of domestic commodity or product for the school lunch program under this part.

**Cancellation/Termination of contract:** The District reserves the right to discontinue purchasing from the vendor with a 30-day notice from the last delivery time on the day of notice due to unacceptable products and/or service at the sole discretion of the Reading Community Schools. The District will give vendor ample notice of product issues or services that needs addressed. District will document any findings for product issues or service related concerns.

Request for Bid  
Bread Products  
2022-2023  
Reading Community Schools  
C/O Michell Dunn, FSD  
301 Chestnut St.,  
Reading MI 49274

Bids will be accepted via mail or email.

Telephone Number: (517) 283-3630

Email: michell.dunn@readingrangers.org (Please "subject" BID Bread)

Bids will be accepted by **Reading Community Schools until May 23rd 2022 at 4:00PM.**

**Vendors please attach vendor information form with the bid submitted.**

Name of Vendor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Page must be returned with bid documents**



## READING COMMUNITY SCHOOLS

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Reading Community Schools is seeking Fluid Milk bids for the 2022-2023 school year.

Start date for Reading Community School is: August 23<sup>rd</sup>, 2022

### **BID REQUEST:**

Bid for 8oz carton 1% White Milk.

Bid for 8oz carton 1% Flavored chocolate

Bid for 8oz carton nonfat strawberry flavored

Bid for 8oz carton nonfat chocolate flavored

Bid for 8oz carton Skim

**Please provide information of pricing with and without "equipment"**

**Reading Community Schools** may participate in the Summer Lunch Program. Must be available to deliver during the summer months of June, July and August.

### **Specifications:**

The vendor is to assume all responsibility of transport of items and unloading items to district. Inspection of truck for cleanliness and temperatures when requested by Food Service Director. Product will need to be unloaded and loaded into designated milk coolers/walk-in refrigerator. Product **MUST BE** clean and come in clean crates.

Any damaged product will need to be credited to the School Districts Food Service Department.

Product can only be stacked 5 crates high and placed on provided shelves.

**NO** product is to be left on the floor. Please use the provided shelves.

Dates need to be facing forward.

Rotation of stock is a **MUST**.

Removal of empty milk crates.

Must provide emergency contact information to District Food Service Director.

Food Service Director will provide emergency contact information.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (AD-3027) found online at: [How to File a 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  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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USDA Civil Rights Complaint

Links: [https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain\\_combined\\_6\\_8\\_12.pdf](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf)  
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C/O Michell Dunn, FSD  
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Bids will be accepted via mail or email.

Email: michell.dunn@readingrangers.org (**Please “subject” BID Fluid Milk**)

Bids will be accepted by **Reading Community Schools until May 23<sup>rd</sup> 2022 at 4:00PM.**

**Vendors please attach vendor information form with the bid submitted.**

Name of Vendor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Page must be returned with bid documents**