**Mountain PURCHASE COOPERATIVE (Ashe, Avery, Wilkes and Watauga County Schools Child Nutrition)**

**April 23, 2024 RE-ISSUE HIGH SCHOOL BEVERAGE BID 2024-2025**

# March 28, 2024 Original HIGH SCHOOL BEVERAGE BID 2024-2025

*This invitation is issued to Distributors with interest in submission of a NEW CONTRACT for the procurement and delivery of products by LOT(S) as listed for federally-funded Child Nutrition programs operating in our School District.* *The awarded contract becomes the* ***FIRST YEAR*** *of a contract with the potential of four – one-year renewals provided Vendor and School District agreement terms are accepted.*

# BID QUESTIONS – SCHOOL DISTRICT CONTACTs

|  |  |
| --- | --- |
| **Ashe County Schools- Tammy Woods** | **Avery County Schools-Tammy Woodie** |
| **tammy.woods@ashe.k12.nc.us** | **tammywoodie@averyschools.net** |
| **336-246-7175** | **828-733-6006** |
| **Wilkes County Schools- Marty Johnson** | **Watauga County Schools-Monica Bolick** |
| **johnsonmart@wilkes.k12.nc.us** | **bolickm@wataugaschools.org** |
| **336-667-1121** | **828-264-7190** |

**RE-ISSUE BID OPENING DATE:** **WEDNESDAY, MAY 8 2024**

**LOCATION:** **Watauga County Schools Child Nutrition Office**

**175 Pioneer Trail, Boone, NC 28607**

**TIME OF BID OPENING:** **9:00 a.m.**

**DISTRIBUTORS SUBMITTING NEW IFB/CONTRACT BIDS:**

* Information needed to complete this bid is found in the attached **Distributor Checklist, Distributor New Bid**

**Documents, Attachments,** **Official IFB/Contract** and **Official Bid Spreadsheets**. The **2024-2025 New Bid Certification and Agreement details the required documents**. Please use the Distributor Checklist to track progress!!

* Distributors, ARE NOT REQUIRED BUT ENCOURAGED TO ATTEND THE OFFICIAL BID OPENING ON **May 8, 2024.** The Distributor (or designee) delivering bid documents must **sign in at the Watauga County Schools Child Nutrition Office prior to 8:55 a.m**.Distributors will deliver sealed bids if in attendance.  **PLEASE WRITE DISTRIBUTOR NAME ON THE OUTSIDE OF THE SEALED BID ENVELOPE.**

* **Distributors Not in attendance of bid opening may** parcel documents to Marty Johnson to arrive no later than 4:30 pm on **May 7, 2024**. Documents should be parceled utilizing Fed X or UPS. US Postal Service will not deliver to the address listed. Place the bid documents and bid spreadsheets in a sealed envelope labeled with the distributor name. Place sealed bid envelope inside of a mailer envelope addressed to:

**Marty Johnson, Director of Child Nutrition**

***Wilkes County Schools***

# 212 School Bus Drive North Wilkesboro, NC 28659

➢ It is the Vendor’s sole responsibility to assure a mailed bid is received by the deadline, no exceptions. It is highly recommended Distributors mailing bids use a delivery service that offers mail tracking, but **PLEASE** **DO NOT require a signature for delivery** availability for signature is not guaranteed. Send an email to **johnsonmart@wilkes.k12.nc.us**  after mailing the bid package and receipt of your package will be verified via return email.

* **ALL DISTRIBUTORS (ATTENDING THE BID OPENING, OR NOT,** **ARE REQUIRED TO PROVIDE THE MOUNTAIN PURCASE COOPERATIVE DIRECTORS WITH A DIGITAL MASTER COPY OF THE DISTRIBUTORS 2024-2025 BID SHEET PRICING.** A flash storage drive will be accepted as part of the sealed bid package or Email a copy of the **2024-2025 Master Distributor Bid Pricing** to Marty Johnson johnsonmart@wilkes.k12.nc.us **9:00 AM ET May 7, 2024.**

**BID OPENING PROCEDURES:**

* Required (1) bid signatures and (2) evidence of contract language changes are reviewed by the School District representative at the opening. These are non – negotiable contract requirements and will result in immediate bid disqualification.
* A School District representative may appoint a designee to receive and open bids on their behalf. In emergency situations, a Mountain Purchase Cooperative Directors member may receive/open/announce bottom line bid tabulations on behalf of an absent member.
* **Only Bid Totals and the** **Apparent Preliminary Bid winner** **will be announced at the Bid Opening.**
* Absolutely no open discussion or questions will be allowed regarding the bid procedures or bid language at the Opening.
* Distributor questions pertaining to such shall be put in writing and delivered to the Mountain Cooperative Child Nutrition Directors.

**ACTIONS REQUIRED PRIOR TO SCHOOL DISTRICT ANNOUNCEMENT OF BID AWARD**

* The Mountain Purchase Cooperative Audit Committee will complete and approve the **Distributor Pre - Bid Award Audit**. Any change in unit price due to the audit will be sent to the School District for correction to the line extension and to the bottom-line dollar amount of the bid.
* Distributor bid tabulations by line items are reviewed, corrected and Distributor Bid Total is verifiedby the Co-Op. Mathematical errors made by the Distributor are reported by the School District to the vendor in writing (email) and corrected.
* **Recommended Award Letter** is sent from the School District to ALL Distributors submitting bids noting the verified bottom line bid totals from each bidder.

* **The Official Bid Certification and Agreement** page is signed by School District/Co-Op Representative after local approval. One copy is filed by the School District (Co-Ops should provide copies to all school district members) one copy is mailed to Awarded Distributor.
* **Final Official Notification** of bid award is the issuance of a **Purchase Order** to the Awarded Vendor.

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