



REQUEST FOR BIDS to Supply Milk and Dairy Products to KIEL AREA SCHOOL DISTRICT

This solicitation for Milk/Dairy Bids is issued with the intent of entering into an agreement to purchase milk/dairy products in accordance with the applicable state and federal laws governing federally funded Child Nutrition programs for Kiel area School District. Milk/Dairy vendors are invited to submit a milk/dairy bid in response to this solicitation to furnish milk/dairy products to the Kiel Area School District for the 2025-26 school year.

A Responsible distributor that submits a responsive bid which meets the requirements, specification, and terms and conditions of this solicitation document and who has the lowest total extended costs according to criteria listed herein will be awarded the contract. If mutually agreed upon by the distributor and the Kiel Area School District the awarded contract may be renewed annually up to 4-one year terms. The awarded contract is contingent on school board approval and availability of funding. The Kiel Area School District reserved the right to cancel all or part of this solicitation, resulting awarded contract and conduct a new procurement if it is determined to be in the best interest of the Kiel Area School District.

The estimated value of the awarded contract will be based on the following:

½ pint paper carton	<u>32,400</u> – 1% White Milk
	<u>104,400</u> - Fat Free/Skim Chocolate
	<u>5,000</u> –Fat Free/Skim Strawberry
	<u>8750</u> - LowFat Swiss Chocolate
<u>216</u> – 5# Low Fat Cottage Cheese	
<u>72</u> - 5# Low Fat Sour Cream	
<u>108</u> - 5# Low Fat Vanilla Yogurt	

If your company is interested in competing for the awarded contract, please respond to this call for bids as directed in the solicitation document. Bids must be returned with the following information clearly marked on the envelope or email response: “Milk/Dairy Bid” followed by your company’s name. If bidder has any questions regarding the requirements, specification, and terms and conditions of this solicitation, bidder must contact Nutrition Director of the district listed below

Please submit your bid to: (by mail or hand delivered) or direct any questions to:

Kiel Area School District
Atten: Jennifer Swanson-Food Service Director
210 Raider Heights
PO Box 218
Kiel WI 53042
(920) 894-5183

Bids may also be emailed to: jswanson@kiel.k12.wi.us

Bids will be accepted until Wed May 14, 2025

Bid Terms, Specification, Conditions and Requirements

Awarded Contract Period: The awarded contract issued as a result of this call for bids shall run from July 1, 2025-June 30, 2026. **Kiel Area School District reserves the right to extend the contract annually an additional year, up to no more than (4) four consecutive renewals providing approval of both parties.**

Services and products rendered, as a result of the awarded contract must comply with regulation and statutory requirements passed down by the United States Department of Agriculture (USDA). Food and Nutrition Services (FNS), Wisconsin Department of Public Instruction (DPI) and local governing agency. This includes financial and statutory requirements for operating the School Nutrition Programs including but not limited to the following:

- 7CFR Part 3016 and Part 3019
- USDA Program regulations (7 CFR Part 210, Part215, and Part 220), guidance, and instructions;
- State law, regulations and policies that are not in conflict with federal requirements; and
- Local laws, regulation, and policies that are not in conflict with federal requirements.

The Kiel Area School District (KASD) reserves the right to terminate the award contract and re-award the contract to the next most competitive bidder in the event the successful bidder to whom the contract is awarded should fail to supply KASD with goods and services described herein, not honor bid pricing, or is unable to comply with the terms and conditions described herein.

- 1) **Pricing:** All prices bid for all product will be net, Free on Board (F.O.B.) KASD will consider individual product price changes as part of a market change. Product price changes (increases or decreases) shall include, but not be limited to, (a) actions by the Milk Market Administrator of the USDA, state or local governmental agencies, milk market cooperatives or association of the independent milk producers or (b) Under the Economic Stabilization Act of 1970, as amended.
- 2) **Taxes:** Price quoted shall not include state or federal taxes from which the KASD is exempt. The necessary exemption certificate will be furnished upon request by the bidder.
- 3) **Product Freshness:** It is the responsibility of the successful bidder to assure products are within good usage dates. Any expired products will be refused and not accepted by the KASD
- 4) **Packaging Requirements:** All dairy products must be delivered in packaging free of any damage or dirt. Packages which are dirty, torn, open, or damaged in any way will not be accepted.
- 5) **Delivery:** Deliveries shall be made to the KASD sites not less than twice a week as ordered, unless specified otherwise, and at such hours as specified by and arranged with the receiving KASD sites Kitchen Manager or Food Service Director. It is the responsibility of the successful bidder to place all deliveries in proper cooling units within each KASD site. All sales slips must be reviewed and signed by an authorized KASD employee

Site Name	Hours of Operation	Phone Number	Address	Contact Person	Enrollment
Zielanis Elem	6:30am-1:30pm	(920) 894-2265 (ext4116)	1010 Adams St-Kiel	Mesha Abler	340
Kiel Middle	6:30am-1:30pm	(920) 894-2264 (ext3150)	502 Paine St-Kiel	Stephanie Bowe	345
Kiel High	7:00am-2:00pm	(920) 894-5183	210 Raider Hgts-Kiel	Jennifer Swanson	360

- 6) **Payments:** Payment of account will be made within 30 days from receipt of invoice. All bills are to be sent to the following address:
Kiel Area School District
Atten: Jennifer Swanson – jswanson@kiel.k12.wi.us
210 Raider Heights – Kiel WI 53042

- 7) *Credits:* Credits will be given by the supplier for any product shortage, defective packages or unsatisfactory products as deemed by the KASD. Unused milk that will expire is to be collected by the supplier, state law permitting. Credit for all returned milk is to be noted on the daily delivery slips and monthly bill.
- 8) *Specifications of Dairy Products:*

½ pint paper carton	<u>32,400</u> – 1% White Milk
	<u>104,400</u> - Fat Free/Skim Chocola
	<u>5,000</u> – Fat Free/Skim Strawberry
	<u>8,750</u> - LowFat Swiss Chocolate
<u>216</u> – 5# Low Fat Cottage Cheese	
<u>72</u> - 5# Low Fat Sour Cream	
<u>108</u> - 5# Low Fat Vanilla Yogurt	

Please indicate on your bid whether or not you can ensure that your milk supply comes from cows given NO Synthetic BST, and all milk is produced and processed in Wisconsin.

KASD is an equal opportunity provider and employer.