TOMPKINS COUNTY FARM TO SCHOOL COOPERATIVE GROUP BID

FRESH FRUIT, VEGETABLE, AND MEAT GEOGRAPHIC PREFERENCE BID

BID OPENING: 1:00 PM on Friday, November 22nd, 2019

FOR PERIOD OF: February 1st, 2020 - June 30th, 2020

RETURN SEALED BID BY MAIL OR IN PERSON TO:

CHLOE BOUTELLE
FARM TO SCHOOL
CORNELL COOPERATIVE EXTENSION OF TOMPKINS COUNTY
615 WILLOW AVENUE
ITHACA, NY 14850

BID CLOSING: 2:30 PM on Friday, December 13, 2019

Bids will be publically opened at 615 Willow Ave. Ithaca, NY at 2:30 PM on Friday, December 13, 2019. Any bid received after the specified date and time will not be considered.

The Board of Education (listed below) is accordance with Section #103 of Article “#5-A of General Municipal hereby invites the submission of school bids on Fresh Fruit, Vegetable and Meat Geographic Preference for the following districts:

Dryden CSD, Groton CSD, Ithaca CSD, Lansing CSD, New Roots Charter School, Newfield CSD, Trumansburg CSD.

For questions, please contact:
Chloe Boutelle, Farm to School Coordinator; Cornell Cooperative Extension of Tompkins County (607)272-2292 Ext. 152, ceb367@cornell.edu
Tompkins County Farm To School

Fresh Fruit, Vegetable and Meat Geographic Preference Bid
February 1st, 2020 - June 30th, 2020

Tompkins County Child Nutrition departments work to provide the highest quality meals to their students, understanding that school meals are an essential component of student health, well-being, and future success. Tompkins County Farm to School works to connect K-12 schools with local food providers to improve student nutrition, provide agriculture and nutrition education opportunities, and support local and regional farmers. Child Nutrition departments are also striving to achieve this by working with vendors who can cultivate relationships with various types of local farmers that can provide local products to our districts.

_Geographic Preference_ is a credit system designed to help local providers by awarding the bidder with the highest geographic preference percentage points a 10% credit on the bid price for a given product. Geographic preference is based on price, location, food safety, and distribution capabilities. Geographic Preference bids will take place at the beginning of each spring and fall.

Requirements:

* Documentation providing these. Requirements are essential but not necessary to include with your submission

1. Documented Food Safety plan (if applicable)
2. Proof of Liability
3. Current Water Test Results
4. Traceability Product Label, with the farm name, product, date of harvest, and supplied. Farm attestation that the product was grown or produced on the farm.
5. Product Handling & Packaging: products must arrive washed, in clean, new boxes, bags or reusable clean totes. Delivery of product must be in clean vehicles.
6. The price per unit must remain firm for the full contract period. Pack sizes must be included with the pricing.
7. Delivery Guarantee: Vendor must notify Districts in advance of delivery if unable to deliver items ordered. 7-day advance notice is required. If advance notice is not given the financial loss to the schools will be paid by the vendor. If the vendor is unable to perform under the terms of the contract, the Districts reserve the right to cancel this contract.
8. Are you classified as a Minority and/or Women-Owned Business Enterprise? YES NO

_For Meat Providers:_

1. If you are bidding on a meat product, is the product processed in a USDA-approved facility? YES NO
2. Production procedures and packing shall conform to good manufacturing practices and all federal and local regulations.

Geographic Preference Information:

Geographic Preference will be defined as 10% of equal product pricing for the highest bidder %. In other words, the bidder with the highest “geographic preference award percentage” will receive a 10% credit on their bid price for that given product. Geographic preference is based on location, educational activities, responsibility, and distribution capabilities. A more detailed list of criteria is outlined further below.


B. Awards for a bid will be given per product.

C. Geographic Preference Award will be based on the following criteria:
   a. New York State Product: 60%
      i. NYS products are defined as:
         1. Grown in NYS
         2. Minimally processed in or out of NYS, with a majority (51%) of product grown in NYS (i.e., diced peppers, sliced apples, ground beef, diced chicken)
   b. Delivery system: 20%
   c. Educational Activity Participation: 10%
   d. Responsive and Responsible: 10%
      i. FOR MEAT PRODUCTS ONLY:
         1. Responsive and Responsible: 5%
         2. **AMR Responsible: 5%

EXAMPLE:

<table>
<thead>
<tr>
<th>Bid Source</th>
<th>Bidder 1</th>
<th>Bidder 2</th>
<th>Bidder 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>$10.25 case</td>
<td>$11.00 case</td>
<td>10.50 case</td>
</tr>
<tr>
<td>Meet Geo Preference criteria</td>
<td>60%</td>
<td>90 %</td>
<td>50%</td>
</tr>
<tr>
<td>Price /w preference</td>
<td>$10.25</td>
<td>$9.90*</td>
<td>$10.50</td>
</tr>
</tbody>
</table>

* In this example, Bidder 2 would win the award
Geographic Preference Checklist:

Are the products you are bidding on grown and/or processed in NYS (60%)? YES NO

*If your answer depends on the product you are bidding, please differentiate which products are NYS and which ones

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Are you able to deliver products to all school districts (20%)? YES NO

Are you a vendor able to participate in school educational activities (10%) YES NO

Can you please provide 2 references of past and present customers (10% or 5%)? YES NO

*If yes, please provide customer name and phone number below

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

**AMR Responsible: To help combat antibiotic resistance in animal and human medicine, meat is sourced from farms with antibiotic practices that not only follow all current FDA regulations but also lower risk of infection with improved management, and limit antibiotic use to treat clinically ill animals; or to prevent anticipated disease in specific animals identified as being at high risk of infection.

The product MUST be covered by documentation on file that includes the sources of meat procurement that identify with the statement above and a description of processing protocols to avoid cross-contamination.

Are you AMR Responsible (5%)? YES NO
Products Requested:

Some of the products listed below are currently written into the Harvest of the Month recipes from February 1st, 2020 through June 30th, 2020. The NY Harvest of the Month recipes are in bi-weekly or monthly lunch dishes featuring NY State products. They are listed in Section A. Additional products, including meat, are being requested on an individual basis, independent from the Harvest of the Month menus. They are listed in Section B. **Quantities are estimates.** Bidders do not necessarily need to meet total quantities of a product to sell that product to schools; partial quantities will be considered as well. Please indicate that in the comments sections. Please note there are a handful of products requested for January. Also please be aware of the time frame differences between sections A and B.

Another geographic preference bid request will be sent out in April 2020 that will list all of the products requested for September 2020 through January 2021. Bidders can include other products they would like to be considered in Section C.
<table>
<thead>
<tr>
<th>Product</th>
<th>Purchase Unit(s)</th>
<th>Specifications</th>
<th>Week</th>
<th>Quantity Requested</th>
<th>Price per unit *specify unit</th>
<th>Total Price</th>
<th>Unit Size *indicate if specs differ from requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE: Potatoes</td>
<td>5 lb. or 10 lb.</td>
<td>No. 2</td>
<td>June 10&lt;sup&gt;th&lt;/sup&gt;-17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>100 lb.</td>
<td>$1.50/ lb.</td>
<td>$150</td>
<td>10 lb. Case No.1</td>
</tr>
<tr>
<td>Sweet Potatoes</td>
<td>20 lb. or 25 lb.</td>
<td>No. 1</td>
<td>February 5&lt;sup&gt;th&lt;/sup&gt;-12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>600 lb.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polenta</td>
<td>5 lb. or 25 lb. increments</td>
<td></td>
<td>March 4&lt;sup&gt;th&lt;/sup&gt;-11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>110 lb.</td>
<td></td>
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</tr>
<tr>
<td>Wheat berries</td>
<td>5 lb. or 25 lb. increments</td>
<td>Whole, soft wheat</td>
<td>March 18&lt;sup&gt;th&lt;/sup&gt;-25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>185 lb.-275 lb.</td>
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<tr>
<td>Red Onion</td>
<td>5 lb. or 25 lb. increments</td>
<td>Diameter at least 2 inches</td>
<td>March 18&lt;sup&gt;th&lt;/sup&gt;-25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>60 lb.</td>
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<tr>
<td>Yellow Onion</td>
<td>15 lb. &amp; 50 lb.</td>
<td>Diameter at least 2 inches</td>
<td>March 18&lt;sup&gt;th&lt;/sup&gt;-25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>65 lb.</td>
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<tr>
<td>Spinach</td>
<td>5 lb. or 20 lb. increments</td>
<td>Baby preferred</td>
<td>May 20&lt;sup&gt;th&lt;/sup&gt;-27&lt;sup&gt;th&lt;/sup&gt;</td>
<td>170 lb.</td>
<td></td>
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<tr>
<td>Red Onion</td>
<td>10 lb.</td>
<td>Diameter at least 2 inches</td>
<td>May 20&lt;sup&gt;th&lt;/sup&gt;-27&lt;sup&gt;th&lt;/sup&gt;</td>
<td>10 lb.</td>
<td></td>
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</tr>
<tr>
<td>Arugula</td>
<td>5 lb. or 20 lb.</td>
<td></td>
<td>June 3&lt;sup&gt;rd&lt;/sup&gt;-10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>55 lb.</td>
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</tbody>
</table>
## Section B: Additional Products Requested

<table>
<thead>
<tr>
<th>Product</th>
<th>Purchase Unit</th>
<th>Specifications</th>
<th>Month</th>
<th>Total Quantity Requested (NOT MONTHLY QUANTITIES)</th>
<th>Price per unit *specify unit</th>
<th>Total Price</th>
<th>Comments *if specs differ from requested</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXAMPLE:</strong> Burger Patties</td>
<td>Case, 30 lb.</td>
<td>160 Ct. 3 oz. patties</td>
<td>November</td>
<td>9 Cases 270 lb.</td>
<td>$4.50/ lb.</td>
<td>$1215</td>
<td>Case 15 lb. 80 Ct.</td>
</tr>
<tr>
<td>Beets, Red</td>
<td>Bag, 25 lb.</td>
<td>Fresh</td>
<td>February through May</td>
<td>8 Bags 200 lb.</td>
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<tr>
<td>Beets, Gold</td>
<td>Bag, 25 lb.</td>
<td>Diameter at least 1½ in.</td>
<td>February through May</td>
<td>8 Bags 200 lb.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Beets, Chioggia (striped)</td>
<td>Bag, 25 lb.</td>
<td>Diameter at least 1½ in.</td>
<td>February through May</td>
<td>8 Bags 200 lb.</td>
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<tr>
<td>Cabbage, Green</td>
<td>Case, 45 lb.</td>
<td></td>
<td>February and March</td>
<td>5 Cases 225 lb.</td>
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<tr>
<td>Cabbage, Red</td>
<td>Case, 45 lb.</td>
<td></td>
<td>February through May</td>
<td>9 Cases 405 lb.</td>
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<tr>
<td>Produce</td>
<td>Bag Size</td>
<td>Description</td>
<td>Available Period</td>
<td>Bags/Quantity</td>
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<tr>
<td>Carrots, Orange</td>
<td>Bag, 25 lb.</td>
<td>Large, Short trimmed Diameter at least ¾ in.</td>
<td>February through May</td>
<td>12 Bags 300 lb.</td>
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<tr>
<td>Carrots, Orange</td>
<td>Bag, 5 lb.</td>
<td>Large, Short trimmed Diameter at least ¾ in.</td>
<td>February through May</td>
<td>8 Bags 40 lb.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Carrots, Orange</td>
<td>Bag, 5 lb.</td>
<td>Large</td>
<td>JANUARY</td>
<td>2 Bags 10 lb.</td>
<td></td>
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<tr>
<td>Onions, Red</td>
<td>Bag, 25 lb.</td>
<td>Diameter at least 2 inches</td>
<td>February through May</td>
<td>8 Bags 200 lb.</td>
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<tr>
<td>Onions, Yellow</td>
<td>Bag, 50 lb.</td>
<td>Diameter at least 2 inches</td>
<td>February through May</td>
<td>9 Bags 450 lb.</td>
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<tr>
<td>Parsnips</td>
<td>Bag, 20 lb.</td>
<td>Diameter at least 1-1/2 in.</td>
<td>February through April</td>
<td>5 Bags 100 lb.</td>
<td></td>
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<tr>
<td>Potatoes, Russet</td>
<td>Bag, 50 lb.</td>
<td>No. 2</td>
<td>February through May</td>
<td>40 Bags 2000 lb.</td>
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<tr>
<td>Potatoes, White, A</td>
<td>Bag, 50 lb.</td>
<td>No. 1.</td>
<td>February through May</td>
<td>36 Bags 1800 lb.</td>
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<tr>
<td>Potatoes, White, A</td>
<td>Bag, 50 lb.</td>
<td>No. 1.</td>
<td>JANUARY</td>
<td>2 Bags 100 lb.</td>
<td></td>
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<tr>
<td>Potatoes, Red, A</td>
<td>Bag, 50 lb.</td>
<td>No. 1.</td>
<td>March</td>
<td>3 Bags 150 lb.</td>
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<tr>
<td>Item</td>
<td>Package/Unit</td>
<td>Content/Valuation</td>
<td>Time Period</td>
<td>Quantity</td>
<td></td>
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<td>-------------------------------------------</td>
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<tr>
<td>Potatoes, Red No. 2</td>
<td>Bag, 50 lb.</td>
<td>No. 2</td>
<td>February through May</td>
<td>4 Bags 200 lb.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Radish, Korean Daikon, White</td>
<td>Bag, 25 lb.</td>
<td>Diameter at least ⅝ in.</td>
<td>February and March</td>
<td>4 Bags 100 lb.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Radish, Korean Daikon, Purple</td>
<td>Bag, 25 lb.</td>
<td>Diameter at least ¾ in.</td>
<td>February and March</td>
<td>5 bags 125 lb.</td>
<td></td>
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</tr>
<tr>
<td>Radish, Watermelon</td>
<td>Bag, 25 lb.</td>
<td>Diameter at least ⅝ in.</td>
<td>February and March</td>
<td>6 Bags 150 lb.</td>
<td></td>
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</tr>
<tr>
<td>Rutabaga</td>
<td>Bag, 25 lb.</td>
<td></td>
<td>February and March</td>
<td>4 Bags 100 lb.</td>
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<td></td>
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</tr>
<tr>
<td>Squash, Butternut</td>
<td>Bushel, 40 lb.</td>
<td></td>
<td>February</td>
<td>2 Bushels 80 lb.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kale, Green, Curly</td>
<td>Case, Bulk, 25 lb.</td>
<td></td>
<td>February</td>
<td>1 Case 25 lb.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kale, Green, Curly</td>
<td>Case, Bulk, 25 lb.</td>
<td></td>
<td>June</td>
<td>1 Case 25 lb.</td>
<td></td>
<td></td>
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<tr>
<td><strong>Fruits</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strawberries</td>
<td>Flat, 8 quarts</td>
<td></td>
<td>June</td>
<td>2 Flats 26 lb.</td>
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<tr>
<td>Pears, Asian</td>
<td>Bushel, 100 CT</td>
<td></td>
<td>February</td>
<td>40 Bushels 4000 CT</td>
<td></td>
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<tr>
<td>Apples, Red (Sliced), No. 1</td>
<td>Case, 100, 2.5 oz. bags.</td>
<td></td>
<td>February through June</td>
<td>47 Cases</td>
<td></td>
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<tr>
<td>Product</td>
<td>Specification</td>
<td>Availability</td>
<td>Quantity</td>
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<tr>
<td>Apples, Red (Sliced), No. 1</td>
<td>Case, 100, 2.5 oz. bags.</td>
<td>JANUARY</td>
<td>11 Cases</td>
<td></td>
<td></td>
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<tr>
<td>Frozen Fruit</td>
<td></td>
<td></td>
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<tr>
<td>Cherries, frozen (IQF)</td>
<td>Case, 40 lb.</td>
<td>February through June</td>
<td>100 Cases 4000 lb.</td>
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<tr>
<td>Blueberries, frozen (Not IQF)</td>
<td>Case, 20 lb.</td>
<td>February through June</td>
<td>106 Cases 2130 lb.</td>
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<tr>
<td><strong>Beef Products</strong></td>
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<tr>
<td>Ground Beef, Bulk</td>
<td>Case, 30 lb.</td>
<td>February through May</td>
<td>4 Cases 120 lb.</td>
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<tr>
<td>Beef Patties</td>
<td>Case, 30 lb.</td>
<td>February through May</td>
<td>15 Cases 450 lb.</td>
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<tr>
<td>Beef Patties</td>
<td>Case, 30 lb.</td>
<td>February, March &amp; May</td>
<td>3 Cases 90 lb.</td>
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</tbody>
</table>
Section C. Additional Products to be considered for September 2020 through January 2021

<table>
<thead>
<tr>
<th>Product</th>
<th>Purchase Unit</th>
<th>Specifications</th>
<th>Month</th>
<th>Quantity</th>
<th>Price per unit *specify unit</th>
<th>Total Price</th>
<th>Comments *if specs differ from requested</th>
</tr>
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Delivery Logistics:

**Delivery will be as-needed with notification in advance.**

Please indicate the districts which you can deliver directly to the addresses listed. If the bidder is unable to deliver to all locations, the food partners will work with awarded bidders to coordinate deliveries. Bidders able to deliver to all districts will receive a 10% Geographic Preference Award in the final calculation.

Please note that some schools districts have multiple receiving areas to account for different schools within the district. More specific delivery information will be divulged to local food partners in advance.

<table>
<thead>
<tr>
<th>School District</th>
<th>Delivery Location</th>
<th>Check for YES</th>
</tr>
</thead>
</table>
| Dryden CSD               | Dryden Middle School  
118 Freeville Rd. Dryden, NY 13053                                      |               |
| Groton CSD               | Groton Elementary School  
516 Elm Street, Groton, NY 13073                                       |               |
| Ithaca CSD               | Boynton Middle School  
1601 South Cayuga Street, Ithaca, NY 148450                               |               |
|                          | Ithaca High School  
1401 North Cayuga Street, Ithaca, NY 14850                                |               |
| Lansing CSD              | Lansing High School  
300 Ridge Road, Lansing, NY 14882                                        |               |
| New Roots Charter School | St Catherine's Greek Orthodox Church.  
120 W. Seneca Street, Ithaca NY 14850                                     |               |
| Newfield CSD             | Newfield Elementary School, Newfield High School  
247 Main Street, Newfield, NY 14867                                       |               |
| Trumansburg CSD          | 100 Whig Street, Trumansburg, NY 14886                                   |               |
Bidder Agreement:

_____________________________ (bidder name) hereby submits this proposal (Bid Offer) which includes the Non-Collusive Bidding Certification Debarment, Suspension Certification, and Iran Divestment Act Certification to the Tompkins County Farm to School, agreeing to all terms and conditions in Requirements, Specifications, Legal Notice, Information to Bidders and all addenda, (if any) concerning this bid for:

Bid addenda acknowledge (if any): Addendum #______________Dated______________

LEGAL NOTICE:

BIDDER agrees to hold Cornell Cooperative Extension of Tompkins County harmless from and against any and all claims, demands, cost, expenses, liabilities, causes of action and damages of any kind and character (including reasonable attorney’s fees) which may be asserted or in any way related or incident to, arising out of, or in connection with this bid or bidding process.

NON-COLLUSIVE BIDDING CERTIFICATION:

By submission of this bid, each bidder and each party hereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently and without collusion, consultation, communications, or agreement, for the purpose of restricting bidder, or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to Opening, directly or indirectly, to another bidder, or to any competitor, and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

Completion of this form by bidder simultaneously completes the Proposal and Non-Collusive Bidding Certification

Name of Vendor____________________________by_______________________________________
Address_______________________________________      __________________________________
Title_______________________________________     __________________________________
Date

Telephone_____________________________________

Resolution—for corporate bidders only

RESOLVED that _________________________be authorized to sign and submit the bid or proposal (Individual)

Of this corporation for the following project COOPERATIVE GROUP NET OFF INVOICE BID

And to include in such bid or proposal the certificate as to non-collusion required by Section One Hundred Three-d of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by ________________________________ corporation at a meeting of its Board of Director held on the _______day Of _____________________,______,and is still in full force and effect on the _______day of _______ 20______.

________________________________________
(Secretary)

(Seal of Corporation)
A school food authority is prohibited from contracting with a company or individual that has been debarred or suspended in accordance with CFR Part 3017. This prohibition does not extend to contracts in existence at the time of the disbarment/suspension or to most contracts under $25,000. Rather, it applies to new contracts and extensions or renewals of existing contracts of $25,000 or more and to contracts for audit services, regardless of amount.

I, _________________________________, representing _________________________________, certify that neither the “Named Vendor Bidding” nor any of its principals (e.g., key employees) have been proposed for disbarment, debarred, or suspended by a Federal agency. It is the responsibility of each bidder to sign this certification statement and submit it with any bid.

_______________________________________ _________________________
(Signature of Named Representative) (Date)
By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the “Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the OGS website at: http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the contract is renewed or extended.

During the term of the Contract, should Tompkins County Farm to School receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, Tompkins County Farm to School will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Tompkins County Farm to School shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Tompkins County Farm to School reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after the contract award.

__________________________  
Signature

__________________________  
Title

__________________________  
Date  Company Name