

**Milk Bid General Conditions**

**All Bids must be received in a SEALED ENVELOPE plainly marked**  
**Bid #18-201 - Milk**

A SUPPLY OF MILK MUST BE DELIVERED PRIOR TO THE FIRST DAY  
OF SCHOOL.

Subsequent deliveries of all supplies shall be made ON A DAILY BASIS to the following school  
kitchens, between the hours of 7 a.m. and 2:30 p.m.:

Suwannee Elementary  
Suwannee Intermediate  
Suwannee High  
Suwannee Middle  
Suwannee Primary  
Branford Elementary  
Branford High

Bid will be awarded on an **"All or None"** Basis.

**CONTRACT PERIOD**

This contract will be for August 1, 2017 through July 31, 2018 and may be extended  
yearly, up to two times, by mutual consent of both parties.

With the consent and agreement of the successful bidder, other governmental agencies, including  
but not limited to other school districts, may piggyback off this bid.

If products do not perform satisfactorily, or if service is determined to be inadequate, at any time,  
the Suwannee County School Board may terminate the contract and return any unused products  
to the seller at the seller's expense.

The Suwannee County School Board will make payment within 30 days after delivery. Invoices  
must be submitted to:

Suwannee County School Board  
Attention: Food Service Director  
702 2<sup>nd</sup> Street, NW  
Live Oak, FL 32064  
Phone 386-647-4603

In compliance with above invitation to bid and subject to all terms and conditions thereof, the undersigned offers and agrees to sell to the Suwannee County School Board, Live Oak, Florida, any, or all, of the items for which prices are quoted.

Company Bassett Dairy Products, Inc.  
Address P.O. Box 540 Perry, FL 32348  
Signature J. Bassett  
Title President  
Date 3/21/17 Telephone (850) 584-5149

# BASSETT DAIRY PRODUCTS, INC.

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680 INDUSTRIAL PARK DRIVE  
P.O. BOX 540  
PERRY FL, 32348

To: Vicki M. DePratter, CFO

From: Jim Bassett, Bassett Dairy Products, Inc.

Date: March 23, 2017

Re: Adjustment Clause to Bid #18-201 Milk

Bassett Dairy Products, Inc. submits this bid with Suwannee County Schools along with the inclusion of the Adjustment Clause/Bid Price Calculation listed below.

## **Adjustment Clause/Bid Price Calculation**

**The basis of this bid is March 2017, Raw Milk Costs(Butterfat and Skim Milk) as announced by the USDA. Agricultural Service, Market Administrator plus over order premiums payable to Dairy Cooperatives for Federal Order #6, Zone #1. Increases or decreases shall be based on both Butterfat and Skim Milk costs. The milk contractor shall give written notification to the School Board each month of the fiscal year that a change upward or downward has taken place. The Milk contractor shall provide documentation of these changes, including Dairy Cooperatives Price announcements and Calculations supporting increases or decreases. The School Board must be notified by the 28<sup>th</sup> day of the prior month. If the milk contractor fails to notify the School Board of any such price decrease which would result in a decrease in the contract price of milk, the School Board will make an appropriate reduction in price with the date such reduction should have been made had the contractor given proper notice or take such other action as is appropriate to give the School Board the advantage of such reduction.**

**SUWANNEE COUNTY SCHOOL BOARD**  
**FOOD SERVICE BID #18-201 - MILK 2017-2018**

Item	Description of Item	Bid Price
1	MILK, LOW FAT WHITE 8 Fluid Ounces-Cartons 50/case	
	Carton Price	.2261
2	MILK, FAT FREE WHITE 8 Fluid Ounces-Carton 50/case	
	Carton Price	.2173
3	MILK, FAT FREE VANILLA 8 Fluid Ounces-Carton 50/case	N/A
	Carton Price	
4	MILK, FAT FREE CHOCOLATE 8 Fluid Ounces-Carton 50/case	
	Carton Price	.2375
5	MILK, FAT FREE STRAWBERRY 8 Fluid Ounces-Carton 50/case	
	Carton Price	.2416

Item	Description of Item	Bid Price
6	MILK FAT FREE CHOCOLATE 12 FLUID OUNCES BOTTLES	
	Carton Price	.80
7	MILK FAT FREE VANILLA 12 FLUID OUNCES BOTTLES	
	Carton Price	.80
8	MILK FAT FREE COOKIES & CREAM 12 FLUID OUNCES BOTTLES	
	Carton Price	.80



**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR  
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Suwannee County School Board  
by Jim Bassett - President [print name of the public entity]  
for Bassett Dairy Products, Inc.  
[print individual's name and title]  
[print name of entity submitting sworn statement]

whose business address is

P.O. Box 540  
PERRY, FL 32348  
and (if applicable) its Federal Employer Identification Number (FEIN) is 59-1264809

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- (a) A predecessor or successor of a person convicted of a public entity crime; or
  - (b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [attach a copy of the final order]

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

J. Barnett  
[signature]

Sworn to and subscribed before me this 23 day of March 2017

Personally known [initials]

OR Produced identification \_\_\_\_\_

\_\_\_\_\_  
(Type of identification)

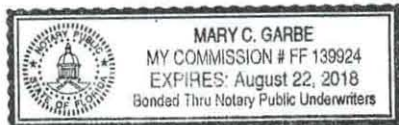
Mary C Garbe

Notary Public - State of Florida

My commission expires 8-22-17

Mary C Garbe

(Printed, typed or stamped  
commissioned name of notary public)





proposed for debarment under 48 CFR part 9, subpart 9.4, 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.

### CERTIFICATION

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is 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 to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Bassett Dairy Products, Inc.

Organization Name

PR/Award or Project Name

Jim Bassett - President

Name and Title

J. Bassett

Signature

3/23/17

Date

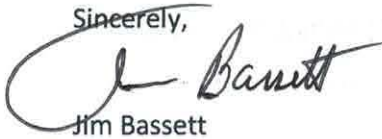
April 17, 2017

Suwannee County School Board

This is to confirm that the following pages are signed and deemed part of the 2017-2018 Suwannee County Bid.

- 1) Contract provisions for Non-Federal Entity Contracts under Federal Awards
- 2) The Lobbying Debarment, Suspension Certification form

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Bassett", is written over the word "Sincerely,". The signature is fluid and cursive, with the first letter of the first name being a large, stylized capital 'J'.

Jim Bassett



## 20 CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

20.1 Appendix II To 2 CFR Part 200: The following provisions are required and apply when federal funds are expended by SCSB for any contract resulting from this procurement process. Responding to this solicitation is deemed as a Bidder's acceptance to the following:

20.1.1 Administrative, Contractual, or Legal Remedies: Contracts for more than the simplified acquisition threshold (currently set at \$150,000) must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

When federal funds are expended by SCSB, SCSB 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.

20.1.2 Termination for Cause and for Convenience: Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000).

When federal funds are expended by SCSB, SCSB reserves the right 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 Vendor 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. SCSB also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if SCSB believes, in its sole discretion that it is in the best interest of SCSB to do so. SCSB will compensate the vendor for work performed and accepted and goods accepted by SCSB, as of the termination date if the contract is terminated for convenience of SCSB. Any award under this procurement process is not exclusive and SCSB reserves the right to purchase goods and services from other vendors when it is in the best interest of SCSB.

20.1.3 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."

20.1.4 Davis-Bacon Act: The 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.

**20.1.5 Contract Work Hours and Safety Standards Act: 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.

**20.1.6 Rights to Inventions Made Under a Contract or 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.

**20.1.7 Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387):** Contracts and sub-grants 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).



20.1.8 Energy Conservation: Vendor will comply with the Energy Policy and Conservation Act (P.L. 94-163; 42 U.S.C. 6201-6422), and the provisions of the State Energy Conservation Plan adopted pursuant thereto.

20.1.9 Debarment and Suspension (Executive Orders 12549 and 12689): A contract award (sec 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 contains 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.

20.1.10 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 certifies 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 takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier, up to the non-Federal award.

When federal funds are expended by SCSB, the vendor certifies that during the term and after the awarded term of an award for all contracts by SCSB 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 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.

20.1.11 Section 6002 of The Solid Waste Disposal Act: The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. (78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014).

20.1.12 Record Retention Requirements for Contracts Paid For With Federal Funds 2 CFR §200.333: When federal funds are expended by SCSB 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 sub-grantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Bassett Dairy Products, Inc.  
Organization Name

Jim Bassett, President  
Name(s) and Title(s) of Authorized Representative(s)

J. Bassett 4/17/17  
Signature(s) Date





ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Administration

**CERTIFICATION REGARDING LOBBYING;  
DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS  
FOR EXPENDITURE OF FEDERAL FUNDS**

**LOBBYING**

As required by 7 CFR Part 3018, for persons entering into a contract, grant or cooperative agreement over **\$100,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) 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 the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) 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 Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. 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.

Jim Bassett, President  
PRINTED NAME/TITLE OF REPRESENTATIVE

BID # 18-201 - MILK  
CONTRACT / PURCHASE ORDER NUMBER

J. Bassett 4/17/17  
SIGNATURE OF REPRESENTATIVE / DATE

**DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

As required by 7 CFR Part 3017, for persons entering into a contract, grant or cooperative agreement over **\$25,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Jim Bassett, President  
PRINTED NAME/TITLE OF REPRESENTATIVE

BID # 18-201 - MILK  
CONTRACT / PURCHASE ORDER NUMBER

J. Bassett 4/17/17  
SIGNATURE OF REPRESENTATIVE / DATE