

# **INVITATION FOR BIDS**

**IFB NO. 007-21**

## **MILK AND MILK PRODUCTS**



## **CLAYTON COUNTY PUBLIC SCHOOLS**

**Dr. MORCEASE J. BEASLEY**  
Superintendent of Schools

**EMMA BENTON**  
Chief Financial Officer

*Debra B. Brewer*

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**Debra B. Brewer, Esq., CPPO**  
**Director**  
**Department of Purchasing**  
**218 Stockbridge Road, Jonesboro, Georgia, 30236**

**Bid Submission Deadline:**  
**October 1, 2020**  
**3:00 p.m. Eastern Standard Time (EST)**

## SCHEDULE OF EVENTS

<b>EVENT</b>	<b>DATE OR DEADLINE</b> Eastern Standard Time (EST)
<b>IFB Release</b>	<b>September 8, 2020</b>
<b>Non-Mandatory Pre-Bid Teleconference</b>	<b>September 15, 2020 @ 10:00 a.m. Clayton County Public Schools Purchasing Department 218 Stockbridge Road Jonesboro, GA 30236</b>
<b>Deadline For Submission of Questions</b>	<b>September 21, 2020 @ 3:00 p.m.</b>  <b>Submit questions to: purchasing@clayton.k12.ga.us</b>
<b>Answers Posted to Website by Addendum</b>	<b>September 28, 2020 @ 3:00 p.m.</b>
<b>IFB Submission Deadline</b>	<b>October 1, 2020 3:00 p.m.</b>
<b>Purchasing Representative</b>	<b>Rose Tookes</b>

## BID SUBMISSION FORM

This form must be completed in its entirety and signed by the authorized representative or official submitting the bid. This form must be returned with each bid. Failure to do so will render a bid non-responsive.

<b>Company Name:</b>	
<b>Mailing Address:</b> (Street, City, State, Zip Code)	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Social Security or Tax ID#:</b>	
<b>Name of Authorized Representative:(printed or typed only)</b>	
<b>Title of Authorized Representative:</b>	
<b>Signature of Authorized Representative:</b>	
<b>Date of Signature:</b>	

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## IFB 007-21

### MILK AND MILK PRODUCTS

#### **A. INFORMATION AND INSTRUCTIONS TO BIDDERS**

1. **Services Required:** This Invitation for Bids ("IFB") is seeking to purchase Milk and Milk Products for Clayton County Public Schools ("CCPS"). A detailed Scope of Services ("SOS") is set forth in this IFB.
2. **Solicitation Method:** This solicitation is being conducted in accordance with all applicable provisions of the CCPS Purchasing Policies and Procedures. By submitting a bid in reference to this solicitation, a Bidder acknowledges that it is familiar with CCPS Purchasing Policy and Procedures and all laws applicable to this solicitation, which policies, procedures and laws are incorporated into this IFB by reference.
3. **Criminal Background Check:** By submitting a bid in reference to this solicitation, Bidder acknowledges that a satisfactory criminal background check and history may be required for anyone coming into direct or indirect contact with CCPS students at no cost to CCPS.
4. **Certificate of Authority to Transact Business in Georgia:** Each Bidder must submit with its bid documentation that demonstrates it is duly authorized to conduct business in the State of Georgia. This requirement also applies to Joint Venture (JV) Team Members, Sub-Contractors and Sub-contractors.
5. **Business License:** Bidder is requested to submit a copy of its current, valid business license with its Bid. If the Bidder is a Georgia corporation, Bidder is requested to submit a valid CCPS or city business license. If Bidder is a joint venture, Bidder is requested to submit valid business licenses for each member of the joint venture. If the Bidder is not a Georgia corporation, Bidder is requested to submit a Certificate of Authority to Transact Business in the State of Georgia and a copy of its current, valid business license issued by its home jurisdiction.
6. **Professional License:** Bidder must attach a copy of any professional license required by this IFB with its response. All required licenses must be maintained for the duration of any contract award period.
7. **Tax Exemption Status:** CCPS is exempt from Federal Excise Tax and Georgia Sales Tax with regard to goods and services purchased directly by CCPS. Exemption certificates are available upon request.
8. **Codes, Permits, Fees, Licenses and Laws:** All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful bidder. All services, labor, materials and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, which shall

apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.

9. **No Offer by CCPS and Firm Offer by Bidder:** This solicitation does not constitute an offer by CCPS to enter into an agreement and cannot be accepted by any Bidder to form an Agreement. This solicitation is only an invitation for offers from interested Bidders and no offer shall bind CCPS. A Bidder's offer is a firm offer and may not be withdrawn except as provided in this IFB, CCPS Purchasing Policies and Procedures and other applicable law.
10. **Negotiations; Best and Final Offers:** CCPS reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate for the accomplishment of the intent of this IFB. CCPS may require the submission of Best and Final Offers. CCPS may require that this IFB and Bidder's response be incorporated in full or in part as Contract Documents. The IFB and all responses, supplemental information, and other submissions provided by Bidder during discussions or negotiations may be held by the CCPS as contractually binding upon Bidder. CCPS may seek clarification from a Bidder at any time during the procurement process, and failure of a Bidder to timely respond may be cause for rejection of Bidder's bid.
11. **Purchase Order:** A properly signed and executed Purchase Order provided to the successful bidder by CCPS results in a binding contract without further action by either party. The contract documents shall consist of this Invitation for Bids and any addenda thereto, the offeror's bid (as amended by any negotiations and best and final offers accepted by CCPS), Notice of Award and Notice to Proceed letters and establishing Purchase Order. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.
12. **Multiple Awards:** CCPS reserves, in its sole discretion, the right to make one (1) award, no award, or award to multiple Bidders.
13. **Georgia Open Records Act:** Information provided to CCPS is subject to disclosure under the Georgia Open Records Act, O.C.G.A. § 50-18-70 et. seq. Pursuant to O.C.G.A. § 50-18-72(a)(34), "[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]".
14. **Illegal Immigration Reform and Enforcement Act:** This IFB is subject to the Illegal Immigration Reform and Enforcement Act of 2011 ("**Act**"), formerly known as the Georgia Security and Immigration Compliance Act. Pursuant to Act, the Bidder must provide with its Bid proof of its registration with and continuing and future participation in the E-Verify Program established by the United States Department of Homeland Security. Completed Contractor Affidavit, Illegal Immigration Reform and Enforcement Act Forms must be submitted with the Bid at the time of submission. Under State Law, the CCPS cannot consider any Bid which does not

include the completed forms. Where the business structure of a Bidder is such that Bidder is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Bidder must complete the Contractor Affidavit on behalf of, and provide a Federal Work Authorization User ID Number issued to, the Bidder itself. Where the business structure of a Bidder does not require it to obtain an EIN, each entity comprising Bidder must submit a separate Contractor Affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Bidders intending to do business with CCPS are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on CCPS solicitations and their participation in those solicitations. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>.

- 15. Sub-Contractors and Sub-Consultants:** Bidder shall ensure the responsibility standards for each of its Sub-Contractors and Sub-Contractors as listed below and in each and every part of this IFB. Verification must include documentation that each Sub-Contractor or Sub-Contractor meets the responsibility criteria required to perform the work including any professional license, certification, insurance requirements of this IFB, any governmental agency having jurisdiction over the matter, or any law or regulation pertaining to the work or requirements. Bidder shall not furnish any statement, representation, or certification in connection with Sub-Contractors or Sub-Contractors that is materially false, deceptive, incorrect or incomplete. Failure of the Bidder to provide information concerning the responsibility of any Sub-Contractor or Sub-Contractor may result in a finding that the Bidder is not responsible. All proposed Sub-Contractors and Sub-Contractors shall be listed in the Bidder's response. Bidder shall ensure that all proposed Sub-Contractors have adequate personnel, past experience, adequate facilities, finances and business systems to perform the scope of services. CCPS reserves the right to approve all Sub-Contractors and Sub-Contractors.
- 16. Responsiveness:** The determination of the Bidder's responsiveness will be made by the CCPS based on a consideration of whether the Bidder has submitted complete bid documents meeting bid requirements without irregularities, exclusions, special conditions, or alternative bids for any item unless specifically requested in the solicitation.
- 17. Sub-contractors and Manufacturers:** Bidders are required to submit, in writing, the addresses of any proposed Sub-contractor or equipment manufacturers listed in the Bid and may be required to submit other material information relative to proposed Sub-contractor. CCPS reserves the right to disapprove any proposed Sub-contractor whose technical or financial ability, or resources, or experience are deemed inadequate.
- 18. Minority, Female Business and Local Enterprises:** It is the intent of CCPS that Minority Business Enterprises (MBE), Woman Business Enterprises (WBE), and Local and Small Business Enterprises (L/SBE) have an equal opportunity to participate in CCPS procurement opportunities. Bidders are encouraged to use said vendors whenever possible in the execution of any contract.

**19. Conflict of Interest:** Bidders are advised to read and familiarize themselves with the conflict of interest provisions of this IFB contained in Appendix B, General Terms and Conditions, and Required Form Submittals.

**19.1** CCPS reserves the right to issue solicitations for specific projects that are independent of this IFB. Except as stated in this IFB, successful Bidders under this IFB are not precluded from responding to such solicitations.

**19.2** All interests of CCPS employees, officers or elected officials in Bidder's firm should be listed and disclosed with Bidder's response to this IFB.

## **B. SUBMISSION OF BIDS**

**1. Ownership of Bids:** Each Bid submitted to CCPS shall become the property of the CCPS, without compensation to a Bidder, for use by the CCPS, in its discretion. CCPS shall not be liable for any bid preparation costs incurred by Bidders, or for any subsequent work on the Bid or additional documentation required by CCPS.

**2. Bid Duration:** Bids submitted in response to this IFB must be valid for a period of One Hundred and Twenty (120) calendar days from the Bid Submission Deadline and must be marked as such.

**3. Bid Submission Deadline:** Responses to this IFB will be received by Clayton County Public Schools (CCPS) e-Procurement Portal, at [claytonk12ga.bonfirehub.com](https://claytonk12ga.bonfirehub.com) until **3:00 P.M.**, Eastern Standard Time (EST) on **Tuesday, October 1, 2020.**

**3.1** Bidders must register in Bonfire as a vendor at:  
<https://claytonk12ga.bonfirehub.com/portal/?tab=login> in order to submit a bid prior to the submission deadline.

**3.2** Bidders and all required forms must be fully completed, signed in ink and uploaded in Bonfire at <https://claytonk12ga.bonfirehub.com/portal/?tab> under the correct solicitation.

**3.3** CCPS will only accept online submissions for this IFB. Oral, telephonic, facsimile, emailed and mailed bids will not be considered.

**4. Late Bids.** Late Bids received will not be considered. Time will be determined in Bonfire (as determined by the time stamp clock when submitted online). Bids delivered to other locations within CCPS will not be considered. CCPS is not responsible for misdirected mail or items delivered late by carriers.

5. **Non-Mandatory Pre-Bid Conference:** A Non-Mandatory Pre-Bid Conference Call has been scheduled for **Tuesday, September 15, 2020** at 11:00 A.M., EST. The number for the Pre-Bid Conference Call number is (712) 775-7465, enter access code 222743 and the pound # symbol. Attendance during the Pre-Bid Conference Call is voluntary for Bidders responding to this IFB; however, Bidders are encouraged to attend the call. Attendance at the Pre-Bid Conference Call is voluntary for Bidders responding to this IFB; however, Bidders are encouraged to attend the call. During the Pre-Bid Conference Call, the general requirements of the project will be discussed. Any questions raised by potential Bidders will be discussed. Verbal answers to questions during the Pre-Bid Conference will not be authoritative. Each Bidder must be fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the required services. It should be emphasized, however, that nothing stated or discussed during the course of this conference shall be considered to modify, alter or change the requirement of the solicitation documents, unless it shall be subsequently incorporated into an addendum to the solicitation documents.
6. **Solicitation Questions:** Any questions regarding this IFB should be submitted on or before **Tuesday, September 21, 2020** at 3:00 P.M., EST. All questions must be submitted to Debra B. Brewer, Director, CCPS, Purchasing Department by email with the IFB name and number in the subject line to [purchasing@clayton.k12.ga.us](mailto:purchasing@clayton.k12.ga.us). Questions received after the designated period may not be considered. Verbal responses are not authoritative. Answers to questions will be made by addendum posted to the CCPS website not later than 3:00 p.m. EST on **Monday, September 28, 2020**. It is the responsibility of each Bidder to obtain a copy of any Addendum issued for this solicitation.
7. **Prohibited Contacts:** All Bidders and representatives of Bidders are strictly prohibited from contacting CCPS employees, CCPS Officials, Elected Officials or any third party representatives of CCPS on any matter having to do with this IFB. All communications by any Bidder concerning this IFB must be made in writing to the CCPS Purchasing Department.
8. **Examination of Bid Documents:**
  - 8.1 Each Bidder is responsible for examining with appropriate care the complete IFB and all Addenda and for informing itself with respect to all conditions which might in any way affect the cost or the performance of any Services. Failure to do so will be at the sole risk of the Bidder, who is deemed to have included all costs for performance of the Services in its Bid.
  - 8.2 Each Bidder shall promptly notify CCPS in writing should the Bidder find discrepancies, errors, ambiguities or omissions in the Bid Documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the IFB. Replies to such notices may be made in the form of an addendum to the IFB, which will be posted to the CCPS website.



- 8.3** CCPS may in accordance with applicable law, by Addendum, modify any provision or part of the IFB at any time prior to the Bid due date and time.
- 8.4** Each Bidder must confirm Addenda have been received and acknowledge receipt by executing the Acknowledgment of Addenda form provided with each Addendum.
- 8.5** CCPS may waive any technicalities and formalities. CCPS reserves the right to cancel the IFB in its entirety.
- 9. Bonding and Insurance Requirements:** The Bonding and Insurance requirements for any Agreement that may be awarded pursuant to this IFB are set forth in Appendix B, General Terms and Conditions. Bidder must provide a copy of a current certificate of insurance evidencing any existing commercial general liability policies issued for Bidder, if any. For purposes of this section, "Bidder" shall mean an individual, corporation or other corporate entity submitting a bid in connection with this solicitation, including each Joint Venture partner if Bidder is a Joint Venture.
- 10. Protests:** Protests dealing with specifications or the solicitation shall be filed not later than three (3) working days prior to the bid due date. Other protests shall be filed not later than three (3) working days after the bid due date, or if the protest is based on subsequent actions of CCPS, not later than three (3) working days after the aggrieved person knows or should have knowledge, of the facts given rise to the protest. All Protests should specify exactly what is being protested. Protests are considered filed when received by the Director of Purchasing. Protests which are not filed in a timely manner, as set forth above, will not be considered. Bidder agrees to pay for CCPS reasonable attorney's fees and expenses of litigation for any protest arising out of this solicitation in which CCPS is a prevailing party. Only those who participated in the solicitation are eligible to protest.

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## IFB 007-21

### MILK AND MILK PRODUCTS

Clayton County Public Schools ("CCPS") is soliciting Bids from qualified Bidders ("Bidder" or Bidders) to provide and deliver quality Milk and Milk Products to Clayton County Public Schools. A detailed Scope of Services is set forth in this IFB.

#### 1. INTRODUCTION

##### 1.1 BACKGROUND

- 1.1.1** CCPS is committed to excellence and student achievement. CCPS is fully accredited through AdvanceED-Southern Association of Colleges and Schools Council on Accreditation and School Improvement. CCPS is a diverse K-12 system located in metropolitan Atlanta, Georgia, with 38 elementary schools, 16 middle schools, 10 comprehensive high schools, an alternative school, Open Campus, and two psycho-education facilities. CCPS is the fifth largest school system in the State of Georgia and is ranked amongst the 100 largest school districts in the U.S. Student enrollment is approximately 55,000.

##### 1.2 INTENT TO AWARD

CCPS intends to make one (1) award to the lowest responsible, and responsive bidder; however, CCPS reserves the right to make multiple awards or no award for IFB No: 007-21 Milk and Milk Products.

- 1.2.1 Responsibility.** The determination of the Bidder's responsibility will be made by CCPS based on whether the Bidder meets the following minimum standard requirements:

- 1.2.1.1** Has the appropriate and adequate experience required to supply milk and milk products;
- 1.2.1.2** Has adequate personnel to fulfill the order;
- 1.2.1.3** Ability to comply with the required or proposed schedule;
- 1.2.1.4** Has a satisfactory record of performance;
- 1.2.1.5** Bidder must have the ability to provide future services;
- 1.2.1.6** Has adequate financial means to meet obligations incidental to the work; and
- 1.2.1.7** Such other factors as the CCPS determines to be pertinent to either the bid or the contract.

- 1.2.2 Responsiveness.** The determination of the Bidder's responsiveness will be made by Clayton County Public Schools based on a consideration of whether the Bidder has submitted complete bid documents meeting bid requirements without irregularities, exclusions, special conditions, or alternative bids for any item unless specifically requested in the solicitation.

### **1.3 TERM OF AGREEMENT**

The Contract shall commence within ten (10) calendar days after receipt of award letter.

The initial term of the Agreement and any renewal terms are collectively referred to as the "Term". The initial term of this Agreement shall be for one (1) year, and may be automatically renewed for two (2) successive one (1) year terms upon the same terms and conditions. The services to be performed under this Agreement shall commence on the effective date of this agreement and terminate absolutely and without further obligation on the part of CCPS on June 30th of the year in which it was executed and on June 30th of each succeeding and renewed year, as required by O.C.G.A. § 20-2-506(b), as amended, unless terminated earlier in accordance with the termination provisions of this agreement. If needed, the annual contract will be extended 90 days or for such period beyond the contract expiration date as it may be necessary to afford CCPS a continuous supply of the items(s).

This contract shall not be deemed to create a debt of CCPS for the payment of any sum beyond the fiscal year of execution or, in the event of a renewal, beyond the fiscal year of such renewal.

## **2. SCOPE OF SERVICES AND SPECIFICATIONS**

All services provided must comply with all federal, State of Georgia and local regulations and laws applicable. Bidder must provide all Milk and Milk Products as specified in this IFB and in accordance with Attachment A, Scope of Services and Specifications, attached hereto and incorporated herein by reference.

## **3. MINIMUM QUALIFICATIONS**

**3.1** The Bidder must have been providing Milk and Milk Products to a school district similar in size for three (3) consecutive years.

**3.2** The Bidder must be able to provide Milk and Milk Products for the school fiscal year 2020-2021 and for each renewal option year.

## **4. ADDITIONAL REQUIREMENTS**

### **4.1 BUY AMERICAN REQUIREMENTS**

**4.1.1** School Nutrition programs are required to "Buy American" (7 CFR 210.21), when purchasing domestic commodity or product with Federal funds to the maximum extent practicable.

**4.1.2** Domestic commodity or product" is as follows:

**4.1.2.1** An agricultural commodity that is produced in the U.S., and

**4.1.2.2** A food product that is processed in the U.S. substantially using agricultural commodities that are produced in the U.S.

**4.1.2.3** "Substantially" is defined as: over 51 percent of the final processed product consists of agricultural commodities grown domestically.

**5.1** Food products produced in the U.S. are defined as:

**5.1.1.1** An unmanufactured (raw) food product produced in the U.S., or

**5.1.1.2** A food product that is manufactured in the U.S.

**5.1.1.3** In case if unavailability of domestic product due to seasonably available quality or quantity or costs significantly higher, non-domestic product can be purchased on product-by-product basis.

**5.1.1.4** If domestic product becomes unavailable, the distributor will provide thirty (30) days notification. Included in the notification will be current market price of original product and market price of substituted product. Market price will come from a "third party market report".

## **5.2 CLEAN AIR ACT**

All contracts in excess of \$100,000.00 the vendor shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857) (h), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 DFR Part 15) and any amendments.

## **5.3 ENERGY POLICY AND CONSERVATION ACT**

The Bidder shall comply with all mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 STAT. 871) and any amendments.

## **5.4 CIVIL RIGHTS STATEMENT**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age and disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building,

1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part SO.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

#### **5.5 EQUAL EMPLOYMENT OPPORTUNITY**

The Bidder shall comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR Chapter 60).

#### **5.6 HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP)**

The Bidder shall submit with their bid, documentation certifying that the company is operating under a third party audited Hazard Analysis and Critical Control Point (HACCP) program or documentation certifying bidder shall use Good Manufacturing Practices.

#### **5.7 DOCUMENT REVIEW**

The Bidder shall allow access by the Federal grantor agency, the comptroller General of the United States, or any of their duly authorized representatives of the School Nutrition Program to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

#### **5.8 RECALL AND BIOSECURITY**

The Bidder shall be expected to comply with all federal, state, and local mandates regarding the identification and recall of foods from the commercial and consumer marketplace. The Bidder shall have a process in place to effectively respond to a food recall. The process must include accurate and timely communications to the SFA and assurance that unsafe products are identified and removed from SFA sites in an expedient, effective, and efficient manner. The Bidder will be expected to maintain all

paperwork required for immediate and proper notification of recalls for full and split cases. The Bidder will define their policy and procedures for handling food recalls on a separate document to be submitted along with bid. The Bidder will provide the contact person and the backup person's contact information, who will handle food recalls, to the school nutrition director or designee.

The Bidder must have a written policy regarding biosecurity and the food supply, in accordance with the Bioterrorism Act 2002 under the U.S. Department of Health and Human Services, FDA and under the USDA, Food Safety, and Inspection Service. The Bidder will define their biosecurity policy and procedures and submit with its bid submission.

Bidder must complete Exhibit 2 Recall and BioSecurity Form and return it with its bid submission.

## **6. REQUIREMENTS CONTRACT CLAUSE**

The quantities specified in the Bid Cost Form are estimates only. There are no guarantees as to the quantities CCPS will require over the time period stated, therefore, no liability for non-purchase of any goods and/or services. More or less of the estimated quantity may be purchased.

## **7. AUTHORIZED PRICE INCREASE AFTER AWARD OF CONTRACT**

- 7.1** Only one (1) price change for the awarded item in the first and second option renewal year.
- 7.2** Price changes will be allowed only if the vendor provides to CCPS a letter from the manufacturer on the manufacturer's letterhead with an authorized signature and date, stating that the awarded item(s) by the manufactured have increased.

## **8. REQUIRED FORM SUBMITTALS**

The forms and documents contained in Appendix D, Required Forms, are mandatory forms required to be submitted with each bid. Failure to provide the information or documentation required may cause a bid to be declared non-responsive and rejected. Failure to have an authorized representative sign all documents at the signature line, or failure to have all documents properly notarized as requested, may cause a bid to be declared non-responsive and rejected.

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## **APPENDIX A**



### **PURCHASING DEPARTMENT *CODE OF ETHICS***

- I. Give first consideration to the mission and policies of Clayton County Public Schools.
- II. Strive to obtain maximum value for each dollar spent.
- III. Decline personal favors, gifts, and gratuities. Grant all competitive Contractors fair and equal consideration.
- IV. Conduct business with potential and current Contractors in an atmosphere of good faith.
- V. Demand honesty in sales representations whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.

- VI. Receive consent from the originator for the use of proprietary ideals and designs.
- VII. Make a reasonable effort to obtain equitable settlement of any controversy with a Contractor.
- VIII. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- IX. Create an environment of fair, ethical, and legal business practices.
- X. Protect Clayton County Public Schools' interest by ensuring that Contractors honor all terms of their contracts.

## **APPENDIX B**

### **GENERAL TERMS AND CONDITIONS**

The General Terms and Conditions contained in this Invitation for Bids (IFB) apply to all solicitations. Where there are specific or special conditions contained herein that conflict with the General Information and Instructions, the more specific or special conditions will prevail. The terms Contractor, Bidder, Contractor, Supplier, Provider and Vendor may be used interchangeably herein.

- I. **Contract Renewal.** Upon executing its option to renew, CCPS will notify the Contractor of such renewal, at which time the Contractor shall be bound to provide Services during such renewal term, without the need for the Parties to execute any further documents evidencing such renewal, it being acknowledged by the Contractor that its initial execution of this Agreement is deemed its agreement to continue to provide Services during any renewal term.
- II. **Payment.** A purchase order will be issued to authorize the purchase of the services/commodities. Delivery/release of services/commodities is not authorized until the receipt of a purchase order.
  - a. The Contractor shall invoice CCPS on a monthly basis. If payment is to be made by line item, when a single line item has been satisfactorily delivered, complete payment will be made within thirty (30) days from either the date of delivery or the receipt of a satisfactory invoice in triplicate, whichever occurs last.
  - b. Invoices should be sent to:



Clayton County Public Schools  
Attn: School Nutrition Department  
218-B Stockbridge Road  
Jonesboro, Georgia 30236

- c. All invoices must show the contract number, work performed and period of work. Payment will be made via electronic payment or check. CCPS reserves the right to modify these terms should extenuating circumstances prevail.
- III. **Non-Appropriation.** Notwithstanding any other provision of this agreement, the parties hereto agree that the charges hereunder are payable to the Contractor by CCPS solely from appropriations received by CCPS. In the event such appropriations are determined, in the sole discretion of the Chief Financial Officer of CCPS, no longer to exist or to be insufficient with respect to the charges payable hereunder, this agreement shall terminate without further obligation of CCPS at the end of any fiscal period (hereinafter referred to as "Event"). In such Event, the Chief Financial Officer for CCPS shall certify to the Contractor the occurrence thereof, and such certification shall be conclusive.
- IV. **Scope of Services.** Contractor shall provide Milk and Milk Products as requested by CCPS on an as needed basis in accordance with the IFB and Scope of Services.
- V. **Compliance With Laws, Licenses, Permits.** Contractor shall comply with all local, state, and federal laws and regulations applicable to its responsibilities under this Agreement. During the term of this Agreement the Contractor shall maintain all licensing and permits required to provide Services. Failure to maintain such licensing shall be cause for termination of this Agreement. Contractor shall obtain and maintain all permits, licenses, certifications and approvals as required by all regulatory agencies with jurisdiction over the assigned Services, including any regulatory agencies of CCPS.
- VI. **Insurance.**

Proof of insurance shall be provided within 15 days of the date of written notification of award.

  - a. The following general requirements apply to any and all work under this contract by all Contractors and Sub-contractors, where applicable, of any tier.
    - 1. Any and all insurance required by this contract shall be maintained during the entire length of this contract, including any extensions thereto, and until all work has been completed to the satisfaction of Clayton County Public

Schools. Any and all insurance must be on an occurrence basis.

No Contractor or Sub-contractor shall commence any work of any kind under a contract until all insurance requirements contained within the solicitation have been complied with and until evidence of all insurance requirements have been received demonstrating such compliance in each and every contract with each and every sub-contractor of any tier.

2. Clayton County Public Schools shall be covered as an Additional Insured under any and all insurance required by the contract. Confirmation of this shall appear on all certificates of insurance and on any and all applicable policies.
3. Clayton County Public Schools shall be given no less than thirty (30) days notice of cancellation. Clayton County Public Schools shall be given not less than thirty (30) days prior written notice of material changes of any insurance required under this contract.
4. Each and every agent shall warrant when signing the certificate of insurance that he is acting as an authorized representative on behalf of the companies affording insurance coverage under the contract and that he is licensed by the State of Georgia to conduct insurance business in the State of Georgia and that the companies affording insurance coverage are currently licensed by the State of Georgia and are currently in good standing with the Commissioner of Insurance for the State of Georgia.
5. Any and all companies providing insurance required by a contract must meet the minimum financial security requirements as set forth below. The rating for each company must be indicated on the certificate of insurance. For all contracts, regardless of risk, companies providing insurance under this contract must have a current:
  - a. Best's Rating not less than A, and
  - b. Best's Financial Size Category not less than Class VII.
6. In the event the Contractor neglects, refuses, or fails to

provide the insurance required by the Contract Documents, or if such insurance is cancelled for any reason, CCPS shall have the right, but not the duty, to procure the same, and the cost thereof shall be deducted from monies then due or thereafter to become due to the Contractor or shall have the right to cancel the contract.

b. Worker's Compensation and Employer's Liability Insurance

The Contractor shall procure and maintain Worker's Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under the contract.

Worker's Compensation	Statutory
Employer's Liability	
Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$100,000 each employee
Bodily Injury by Disease	\$500,000 policy limit

c. Comprehensive General Liability Insurance

The Contractor shall procure and maintain Comprehensive Insurance in an amount not less than \$1,000,000.00 for bodily injury and property damage combined single limit. The following specific extensions of coverage shall be provided and indicated on the certificate of insurance.

1. Comprehensive Form
2. Contractual Insurance
3. Personal Injury
4. Broad Form Property Damage
5. Premises – Operations
6. Completed Operations

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under the contract. Policy coverage must be on an occurrence basis.

d. Automobile Liability Insurance

The Contractor shall procure and maintain Automobile Liability

Insurance in an amount not less than \$1,000,000.00 for bodily injury and property damage combined single limit. The following extensions of coverage shall be provided and indicated on the certificate of insurance.

1. Comprehensive Form
2. Owned, Hired, Leased and non-owned vehicles to be covered. If the Contractor does not own any vehicles in the corporate name, non-owned vehicles coverage shall apply and must be endorsed on either the Contractor's personal automobile policy or the Comprehensive General Liability coverage required under this contract.

- VII. **Conflict of Interest Notice to Bidders.** All firms, Sub-Contractors, Sub-Contractors and their employees are notified and advised to avoid potential conflicts of interests. Full and prompt disclosure of involvement in any project or services to other clients that may be in conflict with the financing, construction, operation and management of CCPS projects shall be made to the CCPS in the technical response of the firm's bid, and in advancement of assignment so that real or potential conflicts of interest can be avoided.

In any circumstance where Bidder, including any joint venture partners, parent or subsidiary companies, or affiliates under common control, is providing Services or work under another contract with CCPS and a dispute, claim or conflict of interest arises between CCPS and such Contractor under this agreement or another contract, CCPS may in its sole determination and discretion, suspend all existing work under this Agreement and may or may not issue any further work to the Contractor under this agreement unless and until such dispute, claim or conflict of interest is resolved to the satisfaction of CCPS. Should CCPS take such action, Contractor shall not be entitled to any additional costs of any kind resulting from such action except that Contractor may be paid for any authorized Services provided to CCPS under this Agreement prior to the effective date of the suspension of the work. This provision shall not be deemed exclusive and shall be supplemental to any rights and remedies available to CCPS under this Agreement, any other contract or as may be available under applicable law.

- VIII. **Contractor as Independent Contractor.** In conducting its business hereunder, the Contractor shall act as an independent contractor and not as an employee or agent of CCPS. The selection, retention, assignment, direction and payment of the Contractor's employee shall be the sole responsibility of the Contractor. Nothing in this agreement shall be deemed to constitute Contractor and CCPS as partners, joint ventures, or principal and agent, or be construed as requiring or permitting the sharing of profits or losses. Neither party has authority to represent or bind or create any legal obligations for or on behalf of the other party.

- IX. **Contractor's Personnel.** The Contractor shall assign sufficient qualified personnel to provide the Services required by CCPS. Contractor shall assign personnel that possess the necessary skill sets to ensure proper installation and operation of the Services. The Contractor will assume all costs associated with the replacement of any Contractor personnel whose continued assignment is not in the best interest of CCPS. Without cost to CCPS, the Contractor agrees to remove any personnel who has engaged in a willful misconduct or had committed a material breach of this agreement.
- X. **Contractor's Authority, Representations and Warranties.** The Contractor represents that the Contractor, its employees, and its sub-contractors are possessed of the knowledge, training, skills, experience, and financial strength required to provide the services outlined in this Agreement. Contractor further warrants that its integrity, reputation, skills and performance of the Services requested shall be of the highest caliber. Contractor warrants that it will perform its services in a prompt and timely manner, which shall not impose delays in official operation of CCPS; and that services will be performed in accordance with the standards imposed by applicable law and the practices and professional standards used in well managed operations performing similar services. The Contractor warrants that as of the date above written that:
- a. It is duly organized and validly existing in good standing under the laws of the state in which it is organized, is qualified to do business in all jurisdictions in which it is operating, and has the power and authority to execute and deliver and to perform its obligations under this Agreement and the documents to which it is signatory; and
  - b. The execution, delivery and performance by Contractor and its undersigned representative(s) of this Agreement and other documents to which Contractor is a signatory do not require the approval or consent of any other person, entity or government agency and do not result in any breach of any agreement to which Contractor is a party or by which it is bound; and
  - c. The execution, delivery and performance by Contractor of this Agreement and other documents to which it is a signatory have been duly authorized by all necessary action, and constitute legal, valid and binding obligations of Contractor, and is enforceable against Contractor in accordance with its terms; and
  - d. No action, suit or proceeding to which Contractor is a party is pending or threatened that may restrain or question this Agreement, or any other document to which it is a signatory, or the enjoyment of rights or benefits contemplated herein.

## **XI. Confidential Information.**

- a. **General.** Each Party agrees to preserve as strictly confidential all Confidential Information of the other Party for two (2) years following the expiration or termination of this Agreement; provided, however, that each Party's obligations for the other Party's Confidential Information that constitutes trade secrets pursuant to Applicable Laws will continue for so long as such Confidential Information continues to constitute a trade secret under Applicable Law. Any Confidential Information that may be deemed Sensitive Security Information by the Department of Homeland Security or any other similar Confidential Information related to security will be considered trade secrets. Upon request by CCPS, Contractor will return any trade secrets to CCPS. Each Party agrees to hold the Confidential Information of the other in trust and confidence and will not disclose it to any Person, or use it (directly or indirectly) for its own benefit or the benefit of any other Person other than in the performance of its obligations under this Agreement.

The Contractor shall indemnify and hold harmless the School District/public entity against any liability, including costs and expenses, for infringement of any patent, trademark, or copyright arising out of Contract performance or use by the School District/public entity of materials furnished or work performed under this Contract. The School District/public entity shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph.

- b. **Disclosure of Confidential Information or Information Other Party Deems to be Confidential Information.** Each Party will be entitled to disclose any Confidential Information if compelled to do so pursuant to: (i) a subpoena; (ii) judicial or administrative order; or (iii) any other requirement imposed upon it by Applicable Law. Prior to making such a disclosure, to the extent allowed pursuant to Applicable Law, each Party shall provide the other with thirty six (36) hours prior notice by facsimile of its intent to disclose, describing the content of the information to be disclosed and providing a copy of the pleading, instrument, document, communication or other written item compelling disclosure or, if not in writing, a detailed description of the nature of the communication compelling disclosure with the name, address, phone number and facsimile number of the Person requesting disclosure. Should the non-disclosing Party contest the disclosure, it must: seek a protective order preventing such disclosure; or intervene in such action compelling disclosure, as appropriate. This Section shall be applicable to information that one Party deems to be Confidential Information but the other Party does not.

XII. **Work Product.** Except as otherwise expressly provided in this Agreement, all reports, information, data, specifications, computer programs, technical reports, operating manuals and similar work or other documents, all deliverables, and other work product prepared or authored by Contractor or any of its Contractors exclusively for CCPS under this Agreement, and all intellectual property rights associated with the foregoing items (collectively, the "Work Product") shall be and remain the sole and exclusive property of CCPS. Any of Contractor's or its Contractors' works of authorship comprised within the Work Product (whether created alone or in concert with CCPS or Third Party) shall be deemed to be "works made for hire" and made in the course of services rendered and, whether pursuant to the provisions of Section 101 of the U.S. Copyright Act or other Applicable Law, such Work Product shall belong exclusively to CCPS. Contractor and its Contractors grant CCPS a non-exclusive, perpetual, worldwide, fully paid up, royalty-free license to all Work Product not exclusively developed for CCPS under this Agreement

- a. If any of the Work Product is determined not to be a "work made for hire", Contractor assigns to CCPS, worldwide and in perpetuity, all rights, including proprietary rights, copyrights, and related rights, and all extensions and renewals of those rights, in the Work Product. If Contractor has any rights to the Work Product that cannot be assigned to CCPS, Contractor unconditionally and irrevocably waives the enforcement of such rights and irrevocably grants to CCPS during the term of such rights an exclusive, irrevocable, perpetual, transferable, worldwide, fully paid and royalty-free license, with rights to sublicense through multiple levels of sub-licensees, to reproduce, make, have made, create derivative works of, distribute, publicly perform and publicly display by all means, now known or later developed, such rights.
- b. CCPS shall have the sole and exclusive right to apply for, obtain, register, hold and renew, in its own name or for its own benefit, all patents, copyrights, applications and registrations, renewals and continuations and all other appropriate protection.
- c. To the extent exclusive title or complete and exclusive ownership rights in any Work Product created by Contractor Personnel may not originally vest in CCPS by operation of Applicable Law, Contractor shall immediately upon request, unconditionally and irrevocably assign, transfer and convey to CCPS all rights, title and interest in the Work Product.
- d. Without any additional cost to CCPS, Contractor Personnel shall promptly give CCPS all reasonable assistance and execute all documents CCPS may reasonably request to enable CCPS to perfect, preserve, enforce, register and record its rights in all Work Product. Contractor irrevocably designates CCPS as Contractor's agent and attorney-in-fact to execute, deliver and file, if

necessary, any documents necessary to give effect to the provisions of this Section and to take all actions necessary, in Contractor's name, with the same force and effect as if performed by Contractor.

**XIII. Audit Inspection Rights.**

- a. **General.** Contractor will provide to CCPS, and any Person designated by CCPS, access to Contractor Personnel and to Contractor owned Facilities for the purpose of performing audits and inspections of Contractor, Contractor Personnel and/or any of the relevant information relating to the Services and this Agreement. Such audits, inspections and access may be conducted to: verify the accuracy of Charges and invoices; examine Contractor's performance of the Services; monitor compliance with the terms of this Agreement; and any other matters reasonably requested by CCPS. Contractor shall provide full cooperation to CCPS and its designated Persons in connection with audit functions and examinations by regulatory authorities.
- b. All audits and inspections will be conducted during business hours (except with respect to Services that are performed during off-hours). Contractor shall promptly respond to and rectify the deficiencies identified in and implement changes suggested by any audit or inspection report. If any audit or inspection of Charges or Services reveals that CCPS has overpaid any amounts to Contractor, Contractor shall promptly refund such overpayment and Contractor shall also pay to CCPS interest on the overpayment amount at the rate of one-half percent (0.5%) per month (or such maximum rate permissible by Applicable Law, if lower) from the date the overpayment was made until the date the overpayment is refunded to CCPS by Contractor.

**XIV. Open Records.** The Contractor acknowledges that all records relating to this Agreement and the services to be provided under this Agreement may be a public record subject to Georgia's Open Records Act (O.C.G.A. § 50-18-70, et seq.). Contractor shall cooperate fully in responding to such request and making all records, not exempt, available for inspection and copying as provided by law. Contractor shall notify CCPS immediately of any request made under the Open Records Act and shall furnish CCPS with a copy of the request and the response to such request.

**XV. Contractor Affidavit and Compliance.**

- a. Pursuant to O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10- 1-.02, CCPS cannot enter a contract for the physical performance of services unless the Contractor and its Sub Contractors register and participate in the Federal Work Authorization Program to verify specific information on all new employees.



- b. The Contractor certifies that it has complied and will continue to comply with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.
- c. The Contractor agrees to sign an affidavit evidencing its compliance with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. The signed affidavit is attached hereto as Appendix C, Required Form Submittals, and incorporated herein by reference.
- d. The Contractor agrees that in the event that it employs or contracts with any Sub-contractor(s) in connection with this Contract, the Contractor will secure from each Sub-contractor an affidavit that indicates the employee-number category applicable to that Sub Contractor and certifies the Sub-contractor's current and continuing compliance with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.

**XVI. Performance of Agreement.**

- a. CCPS reserves the right to enforce the Contractor's performance in any manner prescribed by law or deemed to be in the best interest of CCPS in the event of breach or default of the Agreement.
- b. The Contractor shall execute the entire work described in the Agreement Documents, except to the extent specifically indicated in the Agreement documents to be the responsibility of others.
- c. The Contractor accepts the relationship of trust and confidence established by the award of this Agreement. The Contractor covenants with CCPS to utilize the Contractor's best skill, efforts and judgment in furthering the interest of CCPS; to furnish efficient business administration and supervision; to make its best efforts to furnish at all times an adequate supply of workers and materials; and to complete the Services in the best way and most expeditious and economical manner consistent with the interest of CCPS.
- d. Contractor acknowledges that this Agreement and any changes to it by amendment, modification, change order or other similar document may have required or may require the legislative authorization of the Board of Commissioners.

- XVII. Indemnification.** Contractor shall agree to indemnify, defend, save and otherwise hold harmless CCPS, its elected and appointed officials, departments, agencies, boards, authorities, directors, officers, employees, and volunteers against and/or from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs, attorneys' fees and

any other costs associated and/or related in any way to any claim or litigation for or on account of any property damage, injury or death to any person or action related to such brought by any person and/or estate which may arise or which may be alleged to have arisen out of or in connection with the work covered by this Agreement, except to the extent that such loss results from the negligence of CCPS. This indemnity provision shall include activities required for compliance with all applicable environmental laws, ordinances and regulations in effect during the term of this Agreement and continue for a period of two years after termination thereof. The successful Contractor shall protect CCPS from claims involving infringements of patents, copyrights or other intellectual property rights. The unauthorized use of patented articles is done at the risk of the Contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation laws of the State of Georgia or arising out of the failure of such vendor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. Contractor shall be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Contractor shall agree to waive all rights of subrogation and/or financial recovery of any kind in favor of CCPS, its departments, all elected and appointed officials, to include, but not limited to, its directors, officers, agents, boards, volunteers and employees for losses arising or alleged to have arisen out of any work performed in relation to the Agreement.

XVIII. **Controlling Law, Venue.** The Contract Documents shall be governed by and construed in accordance with the substantive laws of the State of Georgia without regard to its choice of law principles.

- a. **Jurisdiction and Venue.** The Parties hereby submit and consent to the exclusive jurisdiction of the State Courts of Clayton County Public Schools, Georgia or in the United States District Court for the Northern District of Georgia and irrevocably agree that all actions or proceedings relating to this Agreement will be litigated in such courts, and each of the Parties waives any objection which it may have based on improper venue or forum non convenience to the conduct of any such action or proceeding in such court.
- b. **Equitable Remedies.** The Parties agree that, notwithstanding the provisions of this Section, due to the unique nature of either Party's Confidential Information, there may not be an adequate remedy at law for a breach of the Section titled "Confidential Information", which breach may result in irreparable harm to the non-disclosing Party. Accordingly, in such instance, the non-breaching Party shall be entitled to appropriate equitable relief in addition to whatever remedies it might have at law.

XIX. **Assignment.** Except as other provided herein, this Agreement shall not be sold, assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or

reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of CCPS.

Contractor may subcontract to an Affiliate or a third party work to be performed under this Agreement or otherwise assign the rights and obligations hereunder to such Affiliate, but will remain financially responsible for the performance of such obligations.

XX. **Non-Discrimination.** Notwithstanding any other provision of this Agreement, during the performance of this Agreement Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; and
- b. In the furnishing of products and the Contractor of services herein or hereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

XXI. **Default and Termination.**

- a. **Termination by CCPS.** This Agreement shall be subject to termination by CCPS at any time if any one or more of the following events occurs:
  - i. The default by the Contractor in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of the Contractor to remedy, or undertake to remedy with sufficient forces and to CCPS's reasonable satisfaction. CCPS shall provide the Contractor with notice of any conditions which violate or endanger the performance of the Agreement. If, after such notice, the Contractor fails to remedy such conditions within ten (10) days, or such other term set forth in such notice, to the satisfaction of CCPS, CCPS may exercise its option in writing to terminate the Agreement without further notice to the Contractor and order the Contractor to stop work immediately with no additional expense to CCPS.
  - ii. Contractor files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if

a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of the Contractor and such receivership is not vacated within thirty (30) days after the appointment of such receiver.

- iii. Contractors' failure to conduct services according to the approved specifications.
  - iv. Contractor's failure to keep, perform, or observe any other term or condition of the Agreement shall default to Termination for Convenience;
  - v. Contractor's performance of the Agreement is unreasonably delayed.
  - vi. Should the Contractor fail to provide the or services when ordered, and in accordance with the Specifications and any other requirements contained herein, the CCPS reserves the right to purchase services covered by this Agreement elsewhere if available from an alternate source.
- b. **Termination for Convenience.** CCPS may, at its sole option, terminate the Agreement with or without cause at any time upon a ten (10) day written notice by certified mail to the Contractor without prejudice to any other right or remedy it may have. CCPS reserves the right to terminate the Agreement if funding is unavailable for the Services or if any applicable grant funding is terminated or expires.

## XXII. **Miscellaneous Provisions**

- a. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties, and as of its Effective Date supersedes all prior or independent Agreements between the parties covering the subject matter hereof for the services to be provided, and all representations, warranties, inducements, promises or Agreements, oral or otherwise, between the parties not embodied in this Agreement shall be of no force or effect.
- b. CCPS hereby engages the Contractor and Contractor hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following documents:
  - i. Any amendments as mutually agreed and signed by both parties;
  - ii. Any subsequent Change Orders as mutually agreed to and approved by CCPS;
  - iii. Contractor's insurance certificates;

- iv. Contractor's licenses and permits;
  - v. Contractor's Bid costs;
  - vi. Contractor's Affidavit of Compliance; and
  - vii. Appendices A, B and C, Attachments A and B and Exhibits 1 and 2.
- c. **Change Orders.** CCPS and the Contractor hereby agree that no modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to CCPS's policies and procedures governing change orders, and is signed by CCPS and the Contractor's duly authorized representatives.
- d. **Severability.** If a provision or term hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the entire Agreement shall not be void, but the remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.
- e. **Headings.** The headings used in these General Terms and Conditions are intended for convenience and reference only and do not define or limit the scope or meaning of any provision.
- f. **Force Majeure.** Neither party shall be held to be in breach of this Agreement because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such inability with all reasonable dispatch.
- g. **Waiver.** The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver of any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.
- h. **Notice.** Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery to CCPS (c) overnight courier service, or (d) delivered in person to the Contractor or its authorized representative on the work site. All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than two (2) weeks before such notice is sent. Future changes in address shall be

effective upon written notice being given by the Contractor to CCPS or by CCPS to the Contractor's authorized representative via certified first class U.S. mail, return receipt requested. Such notices will be addressed to CCPS as follows: Director, Clayton County Public Schools (CCPS) Purchasing Department, 218 Stockbridge Road, Jonesboro, GA 30236.

**--BALANCE OF PAGE INTENTIONALLY LEFT BLANK--**

## **APPENDIX C**

### **GENERAL SCHOOL AND HOLIDAY SCHEDULE**



Clayton County Public Schools  
Unified 2020-21 School Calendar



2020 (83)

2021 (92)

July 2020	Monday	Tuesday	Wednesday	Thursday	Friday	
			1	2	3	
	4	5	6	7	8	9
	10	11	12	13	14	15
	16	17	18	19	20	21
August 2020	Monday	Tuesday	Wednesday	Thursday	Friday	
	22	23	24	25	26	27
	28	29	30	31		
	1	2	3	4	5	6
	7	8	9	10	11	12
September 2020	Monday	Tuesday	Wednesday	Thursday	Friday	
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	1	2	3	4	5	6
October 2020	Monday	Tuesday	Wednesday	Thursday	Friday	
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
November 2020	Monday	Tuesday	Wednesday	Thursday	Friday	
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
December 2020	Monday	Tuesday	Wednesday	Thursday	Friday	
	25	26	27	28	29	30
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
January 2021	Monday	Tuesday	Wednesday	Thursday	Friday	
	19	20	21	22	23	24
	25	26	27	28	29	30
	1	2	3	4	5	6
	7	8	9	10	11	12
February 2021	Monday	Tuesday	Wednesday	Thursday	Friday	
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	1	2	3	4	5	6
March 2021	Monday	Tuesday	Wednesday	Thursday	Friday	
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
April 2021	Monday	Tuesday	Wednesday	Thursday	Friday	
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
May 2021	Monday	Tuesday	Wednesday	Thursday	Friday	
	25	26	27	28	29	30
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
June 2021	Monday	Tuesday	Wednesday	Thursday	Friday	
	19	20	21	22	23	24
	25	26	27	28	29	30
	1	2	3	4	5	6
	7	8	9	10	11	12



**APPENDIX D**  
**REQUIRED FORMS**

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance for services on behalf of **Clayton County Board of Education**, (name of public employer), has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with sub-contractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

IFB 007-21 Milk and Milk Products  
Name of Public Employer

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

## SUB-CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Sub-contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ (name of Contractor) on behalf of the Clayton County Board of Education has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Sub-contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Sub-contractor will contract for the physical performance of services in satisfaction of such contract only with Sub-Sub-contractors who present an affidavit to the Sub-contractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned Sub-contractor will forward notice of the receipt of an affidavit from a Sub-Sub-contractor to the Contractor within five business days of receipt. If the undersigned Sub-contractor receives notice of receipt of an affidavit from any Sub-Sub-contractor that has contracted with a Sub-Sub-contractor to forward, within five business days of receipt, a copy of such notice to the Contractor. Sub-contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Sub-Contractor

IFB 007-21 Milk and Milk Products  
Name of Project

\_\_\_\_\_  
Name of Public Employer

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_



## Clayton County Public Schools Substitute W-9 Form

### Request for Taxpayer Identification Number and Certification

Vendor Number if previously assigned: 

\* Name (List legal name, if joint names, list first the name of the person whose TIN you enter in Part I)

Business Name, if different from above. Example: Doing Business As "J. Doe Construction"

Check appropriate box: ☐ Individual ☐ Sole Proprietor ☐ Corporation ☐ Partnership ☐ Other 

Please check the type of services rendered by the vendor.

☐ Materials Only ☐ Services Only ☐ Materials and Services

Legal Address: number, street, and apt. or suite no.

City, state and ZIP code

 GA 

Phone #

Fax #

Email Address

Remittance Address: if different from legal address.

Remittance City, state and ZIP code

 - 

Remittance Phone #

Remittance Fax #

Contact Person

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

Social Security Number  -  - 

OR

Tax Payer Identification Number  - **Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number, and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding and
3. I am a U.S. citizen (including a U.S. resident alien).

Certification instructions. ☐ Please check this box if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, this does not apply.**Part III Potential Conflict Disclosure**

Please disclose any relationships with current or former Clayton County Public Schools employees to include employees with vested interest in your organization.

Employee Name

Relationship

Certification instructions. ☐ I certify that the above statement is true and I have disclosed any and all relationships with county employees. Additionally, I am aware that CCPS has the right to terminate this relationship if it is determined that this information is false.

Sign Here

Authorized Signature ►

Date ►

**IFB 007-21 MILK AND MILK PRODUCTS****BIDDER REPRESENTATIONS AND DECLARATIONS**

This Acknowledgement of Representations and Declarations and Agreement must be properly signed and notarized, and returned with Bidders response to this IFB.

**1. Anti-Lobbying Provision.** All respondents, including agents, employees, representatives, lobbyists, attorneys and proposed partner(s), sub-contractor(s) or joint venturer(s), will refrain, under penalty of the respondent's disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process.

**2. Certification of Independent Price Determination/Non-Collusion.** Collusion and other anticompetitive practices among offerors are prohibited by city, state and federal laws. All Respondents shall identify a person having authority to sign for the Respondent who shall certify, in writing, as follows:

"I certify that this bid/bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid or offer for the same supplies, labor, services, construction, materials or equipment to be furnished or professional or Contractor services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. By signing this document, I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Respondent/Offeror."

**3. Prohibition on Kickbacks or Gratuities/Non-Gratuity.** The undersigned acknowledges the following prohibitions on kickbacks and gratuities:

1. It is unethical for any person to offer, give or agree to give any employee or former employee a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or bid therefor.
2. It is unethical for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content

(Page 1 of 3)

of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or bid therefor.

3. It is also unethical for any payment, gratuity or offer of employment to be made by or on behalf of a sub-contractor under a contract to the prime Contractor or higher tier sub-contractor or any person associated therewith as an inducement for the award of a subcontract or order.
4. **Debarment.** The undersigned Service Contractor/Contractor provides this assurance and certification that they are not currently debarred from submitting bids or bids on contracts by any agency in the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.
5. **Covenant of Non-Discrimination.** The undersigned understands that it is the policy of CCPS to promote full and equal business opportunity for all persons doing business with the CCPS. The undersigned covenants that we have not discriminated, on the basis of race, gender or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.
6. **Certify Satisfaction of all Underlying Obligations. (If Applicable).** If a Contract is awarded through this solicitation, then such Contractor should know that before final payment is made to a Contractor by CCPS, the Contractor shall certify to CCPS in writing, in a form satisfactory to CCPS, that all sub-contractors, materialmen Contractors and similar firms or persons involved in the CCPS contract have been paid in full at the time of final payment to the Contractor by CCPS or will be paid in full utilizing the monies constituting final payment to the Contractor.
7. **Bidder Declarations:**
  - a. I, the undersigned, have carefully examined and fully understand the CCPS General Terms and Conditions and this solicitation in its entirety, including all required forms and Bidder Representations, and agree to conform with every requirement. I certify that I am authorized to sign this quote for the Bidder. Signing this form affirms that the Original Invitation for bid Document has not been altered in any way.
  - b. I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same supplies, services, construction, or professional or Contractor services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Bidder.

*Sign here if you are an individual:*

**Printed Name:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**Subscribed and sworn to or affirmed by** \_\_\_\_\_ **(name) this**  
**\_\_\_ day of \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
Notary Public of \_\_\_\_\_ (state)

My commission expires: \_\_\_\_\_

---

*Sign here if you are an authorized representative of a responding entity or partnership:*

**Printed Name of Entity or Partnership:** \_\_\_\_\_

**Signature of authorized representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_, 20\_\_

**Subscribed and sworn to or affirmed by**  
\_\_\_\_\_

**(name), as the \_\_\_\_\_ (title) of**  
\_\_\_\_\_

**(entity or partnership name) this \_\_\_ day of \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
Notary Public of \_\_\_\_\_ (state)

My commission expires: \_\_\_\_\_

(Page 3 of 3)

**REFERENCE AND RELEASE FORM**

Please provide the information and contact person who will verify Bidder's experience and ability to perform the services listed in the IFB. Submission of this form grants CCPS the authority to contact each reference listed.

Project Name: Project Number: Contract Period:	Company Name:  Contact Person: ( Name and Title)		
Email Address:	Address		
Telephone Number:	City	State	Zip Code
Fax Number:			

Project Name: Project Number: Contract Period:	Company Name:  Contact Person: ( Name and Title)		
Email Address:	Address		
Telephone Number:	City	State	Zip Code
Fax Number:			

Project Name: Project Number: Contract Period:	Company Name:  Contact Person: ( Name and Title)		
Email Address:	Address		
Telephone Number:	City	State	Zip Code
Fax Number:			

Project Name: Project Number: Contract Period:	Company Name:  Contact Person: ( Name and Title)		
Email Address:	Address		
Telephone Number:	City	State	Zip Code
Fax Number:			

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ATTACHMENT A**  
**IFB NO. 007-21**  
**MILK AND MILK PRODUCTS**

**SCOPE OF SERVICES AND SPECIFICATIONS**

1. All milk and milk products shall be produced, processed, handled and distributed within the laws and regulations of the Georgia Department of Agriculture and the Georgia Department of Human Resources Rules Chapter 290-5-14 Food Service as amended. Any deviation from the established standards shall be considered sufficient cause for cancellation of the contract.
2. CCPS uses approximately 42,000 servings of milk per day. Specific quantities of each flavor cannot be exactly determined. The fact that specific quantities cannot be determined will not relieve the bidder of his obligation to fill all orders for milk which may be required during the contract period.
3. The milk and milk products that are left over from the previous delivery shall be rotated in a manner to ensure that the unused milk will be used first or replaced. Unsatisfactory milk and milk products (off flavor, damaged container, etc.) will be replaced with fresh milk, each day, at no cost to Clayton County Public Schools. Rotation or replacement of the milk products will be made at the discretion of the School Nutrition Manager in the school.
4. All refrigerated items shall have an internal temperature of 41 degrees Fahrenheit or below at delivery. Vehicles used for delivery of these items shall be designed expressly for food service and equipped with refrigerated and frozen units.
5. In the event that the Bidder is unable to furnish the brand that was indicated on their bid, the brand shall not be delivered until the School Nutrition Buyer or designee has been contacted and an alternate selected product has been approved.
6. The Bidder shall identify the full-case quantities with a waterproof marker on the outside of the case for easy review by receiving personnel.
7. The pack size upon which a quote is made shall be honored for the duration of this contract. If the pack size changes, the Bidder must notify the school cafeteria manager within five (5) days before the change is made. Failure to give proper notice shall result in the Bidder replacing the difference in the amount shorted at no additional charge; i.e. the bid price will be honored for the pack quoted.
8. The Bidder will have the option of bidding on eight (8) oz. paper cartons of milk. All cartons shall be sound, sanitary, and clean. All cartons must

be treated to kill bacteria and provide adequate protection of contents from contamination.

9. The Bidder shall provide electronic usage/velocity reports to the School Nutrition Department on a monthly basis. Two reports must be provided as follows:

9.1.1 District totals by item purchased by all schools for the month; and

9.1.2 School totals by item purchased for the month. Excel is the preferred format for these reports. Any other format must be approved by CCPS Nutrition Buyer or designee before it is submitted.

## 10. **ALTERNATE BRAND**

If bidding an alternate item, Bidder shall enclose complete manufacturer's specifications and warranties with bid. A sample of the alternate item(s) must be provided to the CCPS School Nutrition Buyer or designee for evaluation and written approval. Please contact the School Nutrition Buyer at [cappericcia.wilkins@clayton.k12.ga.us](mailto:cappericcia.wilkins@clayton.k12.ga.us) to arrange delivery of a sample. Failure to do so may render the vendor's bid non-responsive.

## 11. **DELIVERY**

- 11.1 Deliveries will be made daily (Monday-Friday) to the school cafeterias as follows with the exception of Holidays. CCPS Calendar is included hereto on page 31.

Elementary Schools	Middle Schools	High Schools
6:00 a.m.– 1: 45 p.m.	6:30 a.m.– 2:00 p.m.	6:30 a.m.– 2:00 p.m.

- 11.2 Unless an written arrangement is made with the CCPS School Nutrition Buyer or designee, no one other than school nutrition staff at the schools shall be authorized to accept/check-in orders. If any items are found to be defective, or otherwise not in conformity with the specification requirements, the school Nutrition Buyer or designee shall have the right to reject such items and/or require the Bidder to replace items at no additional charge.
- 11.3 Half pints of milk shall be delivered and stacked in the milk coolers and/or refrigerators which are provided in each school.
- 11.4 The majority of milk boxes are front loading. CCPS requires the delivery driver to place the milk crates inside the milk boxes. All milk should be delivered in clean, sanitized plastic, reusable crates that are free of any soured milk odor.
- 11.5 It will be the responsibility of the Bidder to defray any cost involved in the delivery and return of rejected items.

## **12. DAIRY PRODUCTS**

Dairy and plant operations must comply with the provisions of the Occupational Safety and Health Act, if applicable, and the Hazard Analysis Critical Control Point Standard Operating Procedures.

## **13. SPECIFICATIONS FOR MILK AND MILK PRODUCTS**

**13.1** Milk furnished and delivered to CCPS must meet the following standards:

- 13.1.1** Be Grade "A"
- 13.1.2** Pasteurized and Homogenized
- 13.1.3** Have less than 10% milk solids (no fat)
- 13.1.4** Vitamin A and Vitamin D required
- 13.1.5** No High Fructose Corn Syrup or artificial sweeteners
- 13.1.6** Have a maximum of 1% butterfat content or less

## **14. MILK TYPES:**

**14.1** Milk furnished and delivered to CCPS must meet the following standards:

- 14.1.1** 1% Low Fat Milk
- 14.1.1** Fat Free Flavored Milk - (Vanilla, Strawberry, and Chocolate)
- 14.1.3** Low Fat Milk
- 14.1.4** Buttermilk
- 14.1.5** Lactose Free

## **15. COTTAGE CHEESE:**

**15.1** Cottage Cheese furnished and delivered to CCPS shall meet the following standards:

- 15.1.1** Be Grade "A"
- 15.1.2** Creamed Cottage Cheese – Shall be mixed with one or more of the following pasteurized products or pasteurized mixture of two or more of them: cream, milk, skim milk, concentrated milk, dried milk, concentrated skim milk, nonfat dry milk solids, or other constituents derived from milks mixed with water. Such cream or product or mixture must be used in such quantity that the milk fat added is not more than 1% of weight of the finished creamed cottage cheese.
- 15.1.3** Finished cream cottage cheese shall contain no more than 80% moisture.
- 15.1.4** Must be packed in five (5) pound cartons.

## 16. SOUR CREAM

**16.1** Sour Cream furnished and delivered to CCPS shall meet the following requirements:

**16.1.1** Be Grade "A", #5

**16.1.2** Be no more than 4% butterfat

**16.1.3** All other Federal Standard Unit of Measurement(s)

## 17. ITEM IDENTIFICATION

**17.1 Item Numbers:** The item numbers shown on the Product List are taken from the Catalog of Specifications for School Food Service. The item numbers shall remain uniform and constant throughout. This will help establish a mutual reference of items by school district supervisors and suppliers.

**17.2 Limitations:** Product identifications (specifications) are limited to requirements, which can be verified on delivery. For example: "U.S." Grades are generally not specified unless there is a grade shield on the container or the product is accompanied by an inspection certificate. Vendor shall quote first quality products.

**17.3 Minimum Standards:** Minimum standards of identity, fill of container, drained weight, etc. are automatically part of a product specification or identity. These standards are specifically covered in Federal and/or State regulations. Any supplier who violates these standards is automatically in violation of his contract with a school district, as well as Federal and/or State laws.

**17.4 Product Protection Guarantees:** School districts have "automatic" product protection recourse against suppliers for products that are misrepresented. According to Federal regulations, the supplier whose name and address appear on the package is the responsible party. If a contract distributor is the first and original packer, he then becomes the last line of recourse in the chain. Contract distributors are expected to take immediate action to correct any situation in which product integrity is violated.

**17.5 Units of Purchase:** Whenever wholesale units of purchase are standardized, i.e. 6/#10, the unit is specified accordingly. However, some units or pack vary from one packer to another. For example, one packer might pack 92 identical portions to a master carton and another 96. In such instances, the unit must indicate the quantity per case or box or bag. For example, the

bidder should show the unit is 20#, 72/3.2 oz.; 12/3#; 19 oz.; qt.; 10#, 240/.5 oz.; etc.

When a bidder wishes to quote a reasonable size that is different than the unit specified, he may quote “their” size. For example, if the bid requires one (1) pound packages and the bidder wants to quote on twelve (12) ounce packages, you must submit a price making very clear to the buyer the difference in package size.

- 17.6 Packer Code Number:** Bidders are required by the terms of the contract documents to provide packers’ product code numbers *i.e. Monarch Blue or Busoni #1411*, as shown on the master carton, especially for items which are either “manufactured”, precooked or otherwise lack an easily definable identity. This procedure helps establish more definite product identification with response to buyer acceptance and distributor performs.

**18. UNIT OF MEASUREMENTS**

Bids shall contain individual or unit pricing as indicated below and must be legible. The number of servings/pack count is required. Items not quoted as requested shall be declared non-responsive (ineligible for contract award).

**19. UNIT PRICE REQUIREMENTS**

- 19.1** The unit shall indicate the quantity/number of servings per case, box, bag, etc., i.e. 20#, 72/3.2 oz., qt., etc.
- 19.2** Pack size upon which a quote is made shall be honored for the duration of this contract. If the pack size changes, the Bidder must notify the CCPS Nutrition Buyer five (5) days before the change is effective, and will allow the school cafeteria managers time to make the necessary changes for ordering items. Failure to give proper notice shall result in the Bidder replacing the difference in the amount.

**20. PLANT INSPECTION**

A plant inspection may be performed and completed prior to bid award.

**ATTACHMENT B**

**IFB NO. 007-21**

**MILK AND MILK PRODUCTS**

**BID COST FORM**

Bidder must enter cost in the BONFIRE Bid Table for IFB 007-21 Milk and Milk Products. All Costs listed in the BONFIRE Bid Table are inclusive, F.O.B. Destination. CCPS will not be responsible for changes that are not listed.

All bid prices must be based on May 2020 United States Department of Agriculture Marketing Service-Milk Market Administration Price Structure.

# EXHIBIT 1

## CLAYTON COUNTY PUBLIC SCHOOLS LOCATIONS

<b>Elementary Schools</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Anderson Elem.	4199 Old Rock Cut Road	Conley	Georgia	30288
Arnold Elem.	216 Stockbridge Road	Jonesboro	Georgia	30236
Brown Elem.	9771 Poston Road	Jonesboro	Georgia	30236
Callaway Elem.	120 Oriole Drive	Jonesboro	Georgia	30236
Church St. Elem.	7013 Church Street	Riverdale	Georgia	30274
East Clayton Elem.	3675 Steele Road	Ellenwood	Georgia	30294
Edmonds Elem.	4495 Simpson Road	Forest Park	Georgia	30297
Fountain Elem.	5212 West Street	Forest Park	Georgia	30297
Harper Drive Elem.	93 Valley Hill Road	Riverdale	Georgia	30274
Hawthorne Elem.	825 Tara Road	Jonesboro	Georgia	30236
Haynie Elem.	1169 Morrow Road	Morrow	Georgia	30260
Huie Elem.	1260 Rock Cut Road	Forest Park	Georgia	30297
Jackson Elem.	7711 Mt Zion Boulevard	Jonesboro	Georgia	30236
Kemp Elem.	10990 Folsom Road	Hampton	Georgia	30228
Kemp Primary	1090 McDonough Road	Hampton	Georgia	30228
Kilpatrick Elem.	7534 Tara Road	Jonesboro	Georgia	30236
King Elem.	5745 West Lee's Mill Road	College Park	Georgia	30349
Lake City Elem.	5354 Phillips Drive	Lake City	Georgia	30260
Lake Ridge Elem.	7900 Lake Ridge Circle	Riverdale	Georgia	30274
Lee Street Elem.	178 Lee Street	Jonesboro	Georgia	30236
Marshall Elem.	5885 Maddox Road	Morrow	Georgia	30260
McGarrah Elem.	2201 Lake Harbin Road	Morrow	Georgia	30260
Morrow Elem.	6115 Reynolds Road	Morrow	Georgia	30260
Mt. Zion Elem.	2984 Mt Zion Boulevard	Jonesboro	Georgia	30236
Mt Zion Primary	2920 Mt Zion Boulevard	Jonesboro	Georgia	30236
Northcutt Elem.	5451 West Fayetteville Rd	College Park	Georgia	30349
Oliver Elem.	1725 Cheryl Leigh Road	Riverdale	Georgia	30296
Pointe South Elem.	631 Flint River Road	Jonesboro	Georgia	30236
Riverdale Elem.	6253 Garden Walk Blvd	Riverdale	Georgia	30274
River's Edge Elem.	205 Northbridge Road	Fayetteville	Georgia	30215
Smith Elem.	6340 Highway 42	Rex	Georgia	30273
Suder Elem.	1400 Lake Jodeco Road	Jonesboro	Georgia	30236
Swint Elem.	500 Highway 138 SE	Jonesboro	Georgia	30236
Tara Elem.	937 Mt Zion Boulevard	Morrow	Georgia	30260
Unidos	4475 Hendrix Drive	Forest Park	Georgia	30297

West Clayton Elem.	5580 Riverdale Road	Atlanta	Georgia	30349
<b>Middle Schools</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Adamson Middle	3187 Rex Road	Rex	Georgia	30273
Babb Middle	5500 Reynolds Road	Forest Park	Georgia	30297
Forest Park Middle	930 Finley Drive	Forest Park	Georgia	30297
Jonesboro Middle	1380 Arnold Street	Jonesboro	Georgia	30236
Kendrick Middle	7971 Kendrick Drive	Jonesboro	Georgia	30236
Lovejoy Middle	1588 Lovejoy Road	Hampton	Georgia	30228
Morrow Middle	5934 Trammell Road	Morrow	Georgia	30260
Mundy's Mill Middle	1251 Mundy's Mill Road	Jonesboro	Georgia	30236
North Clayton Middle	5517 West Fayetteville Road	College Park	Georgia	30349
Pointe South Middle	8495 Thomas Drive	Jonesboro	Georgia	30236
Rex Mill Middle	6380 Evans Drive	Rex	Georgia	30273
Riverdale Middle	400 Roberts Drive	Riverdale	Georgia	30274
Roberts Middle	1905 Walt Stephens Road	Jonesboro	Georgia	30236
Sequoyah Middle	95 Valley Hill Road	Riverdale	Georgia	30274
White Academy (K-8)	11808 Panhandle Road	Hampton	Georgia	30228
<b>High Schools</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Charles Drew High	6237 Garden Walk Boulevard	Riverdale	Georgia	30274
Elite Scholars	7923 Fielder Rd	Jonesboro	Georgia	30236
Forest Park High	5452 Phillips Drive	Forest Park	Georgia	30297
Jonesboro High	7728 Mt Zion Boulevard	Jonesboro	Georgia	30236
Lovejoy High	1587 McDonough Road	Hampton	Georgia	30228
Morrow High	2299 Old Rex Morrow Road	Morrow	Georgia	30260
Morrow High Magnet	5968 Maddox Road	Morrow	Georgia	30260
Mt. Zion High	2535 Mt Zion Parkway	Jonesboro	Georgia	30236
Mundy's Mill High	9652 Fayetteville Road	Jonesboro	Georgia	30236
North Clayton High	1525 Norman Drive	College Park	Georgia	30349
Riverdale High	160 Roberts Drive	Riverdale	Georgia	30274
Stillwell School of the Arts	2530 Mt Zion Parkway	Jonesboro	Georgia	30236
<b>Other Schools</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Perry Center/Adult Ed/Alternative School	137 Spring Street	Jonesboro	Georgia	30236
Ash Street - So. Metro	5277 Ash Street	Forest Park	Georgia	30297
Flint River School	1098 Fifth Avenue	Jonesboro	Georgia	30236
Bradford Building Pre-K	7146 Southlake Parkway	Morrow	Georgia	30230



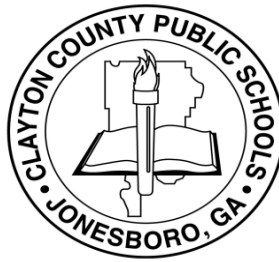
<b>Non School Buildings</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Garden Walk/Transportation	6234 Garden Walk Blvd	Riverdale	Georgia	30274
Main Office	1058 Fifth Ave	Jonesboro	Georgia	30236
Maintenance	218 Stockbridge Rd	Jonesboro	Georgia	30236
Morrow Annex	2284 Old Rex Morrow Rd	Morrow	Georgia	30260
Performing Arts Center	2530 Mt Zion Blvd	Jonesboro	Georgia	30236
Professional Learning Center	1087 Battle Creek Rd	Jonesboro	Georgia	30236
Red Annex	157 Smith St	Jonesboro	Georgia	30236
Technology/MIS	1380 Arnold St	Jonesboro	Georgia	30236
Transportation	7860 N McDonough St	Jonesboro	Georgia	30236
White Annex	157 Smith St	Jonesboro	Georgia	30236
Work Tec/Bobby Dodd	221 Stockbridge Rd	Jonesboro	Georgia	30236
<b>Stadiums</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Southern Crescent	6231 Garden Walk Blvd	Riverdale	Georgia	30274
Tara	1055 Battle Creek Rd	Jonesboro	Georgia	30236
Twelve Oaks	1587 McDonough Rd	Hampton	Georgia	30228

## EXHIBIT 2 RECALL AND BIO-SECURITY

Company Name	
Contact Name	
Phone Number	
E-mail Address	
School System	Clayton County Public Schools
School Nutrition Contact Name	Capperccia Wilkins, Nutrition Buyer
Phone Number	678-479-0171, extension 160219
E-mail Address	cappericcia.wilkins@clayton.k12.ga.us
Back-Up School Nutrition Contact Name	Ingrid Farahdel, Nutrition Coordinator
Phone Number	678-479-0171, extension 160204
E-mail address	ingrid.farahdel@Clayton.k12.ga.us

**ATTACHMENT C**

**IFB NO. 007-21  
MILK AND MILK PRODUCTS**



**STANDARD DRAFT AGREEMENT**

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## STANDARD DRAFT AGREEMENT

### IFB 007-21 MILK AND MILK PRODUCTS CLAYTON COUNTY PUBLIC SCHOOLS

THIS AGREEMENT for Milk and Milk Products for the Clayton County Public Schools is made as of this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, and entered into by and between Clayton County Public Schools, (hereinafter referred to as the "CCPS") and \_\_\_\_\_, (hereinafter referred to as "Contractor" or "Contractor") an \_\_\_\_\_ authorized to conduct business in the State of Georgia, whose principal place of business located at \_\_\_\_\_.

#### WITNESSETH:

WHEREAS, CCPS is in need of a qualified Contractor to provide Milk and Milk Products for Clayton County Public Schools; and

WHEREAS, CCPS issued Invitation for Bids (IFB) 007-21 Milk and Milk Products for Clayton County Public Schools requesting bids from qualified Contractors to provide such commodities; and

WHEREAS, the Contractor responded to the IFB and represents that it is qualified, possesses the necessary expertise, knowledge, training and skills necessary to provide all the services set forth in the Bid Cost Form, for Clayton County Public Schools; and

WHEREAS, CCPS desires to enter into an Agreement with the Contractor to provide the required commodities; and

WHEREAS, the Contractor has agreed to provide such commodities as required at the compensation and terms provided herein; and

NOW THEREFORE, CCPS and Contractor in consideration of the promises and the mutual covenants contained in this Agreement, the sufficiency and receipt of which is hereby acknowledged, the parties agree as follows:

#### **ARTICLE 1**

##### **TERM**

- 1.1. The Agreement shall commence within ten (10) calendar days after receipt of written Notice to Proceed.
- 1.2. The initial term of the Agreement and any renewal terms are collectively referred to as the "Term." The initial term of this Agreement shall be for one (1) year, and may be automatically renewed for up to two (2) additional one (1) year terms upon the same terms and conditions. The services to be performed under this Agreement shall commence on the effective date of this agreement and terminate absolutely and without further obligation on the part of CCPS on

June 30th of the year in which it was executed and on June 30th of each succeeding and renewed year, as required by O.C.G.A. § 36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this agreement.

This agreement shall not be deemed to create a debt of CCPS for the payment of any sum beyond the fiscal year of execution or, in the event of a renewal, beyond the fiscal year of such renewal.

## **ARTICLE 2**

### **SCOPE OF SERVICES**

The Contractor shall provide grease trap cleaning in accordance with the IFB and Attachment A, Scope of Services and Specifications, attached hereto and incorporated herein by reference.

## **ARTICLE 3**

### **COMPENSATION/INVOICING**

The Contractor shall be compensated as set forth in Attachment B, Bid Cost Form, attached hereto and incorporated herein by reference.

- 3.1** All costs for Services will be calculated in accordance with the Scope of Services. CCPS will not be obligated to pay Contractor any amount in addition to the costs for the Contractor's provision of the Services. Contractor assumes all risk of non-payment for the provision of any unauthorized goods or services to the CCPS, and it waives all claims to payment or to other remedies for the provision of any unauthorized goods or services to the CCPS, however characterized, including, without limitation, all remedies at law or equity.
- 3.2** Invoices must be based upon actual services rendered, actual work performed and/or or products delivered. CCPS will promptly pay undisputed invoices properly rendered and delivered to CCPS. CCPS and Contractor agree to use all reasonable efforts to resolve any disputed amount on any invoice within thirty (30) days of the date CCPS notifies Contractor of the disputed amount.
- 3.3** Original Invoices must be mailed directly to:  
  
Clayton County Public Schools  
Attn: Accounts Payable  
1058 Fifth Avenue  
Jonesboro, GA 30236
- 3.4** Each Invoice must provide such detail and be in such format as CCPS may reasonably require, however, the following information must appear on all invoices submitted:

- 3.4.1 Name and address of Contractor;
- 3.4.2 Detailed breakdown of all charges for the services or products delivered stating any applicable period of time; and
- 3.4.3 CCPS Purchase Order number and the IFB number.

#### **ARTICLE 4**

#### **INSURANCE REQUIREMENTS**

The Contractor shall comply with all insurance requirements set forth in Appendix B, General Terms and Conditions, Insurance, attached hereto and incorporated herein by reference.

#### **ARTICLE 5**

#### **COMPLIANCE WITH LAWS, LICENSES AND PERMITS**

Contractor shall comply with all local, state, and federal laws and regulations applicable to its responsibilities under this Agreement. During the term of this Agreement the Contractor shall maintain all licensing and permits required to provide Services. Failure to maintain such licensing shall be cause for termination of this Agreement. Contractor shall obtain and maintain all permits, licenses, certifications and approvals as required by all regulatory agencies with jurisdiction over the assigned Services, including any regulatory agencies of CCPS.

#### **ARTICLE 6**

#### **CONTRACTOR'S PERSONNEL**

- 6.1 The Contractor shall assign sufficient qualified personnel to provide the Services required by CCPS.
- 6.2 The Contractor shall provide adequate equipment deemed necessary for the successful delivery of Services.
- 6.3 The Contractor shall assign personnel that possess the necessary skill sets to ensure proper installation and operation of the Services.
- 6.4 The Contractor will assume all costs associated with the replacement of any Contractor personnel whose continued assignment is not in the best interest of CCPS. Without cost to CCPS, the Contractor agrees to remove any personnel who has engaged in a willful misconduct or has committed a material breach of this agreement.

#### **ARTICLE 7**

#### **CONTRACTOR'S REPRESENTATIONS AND WARRANTIES**

The Contractor warrants that as of the date above written that:

- 7.1 **Authority.** Contractor is duly organized and validly existing in good standing under

the laws of the State in which it is organized, is qualified to do business in all jurisdictions in which it is operating, and has the power and authority to execute and deliver and to perform its obligations under this Agreement and the documents to which it is signatory.

**7.1.1** The execution, delivery and performance by Contractor and its undersigned representative(s) of this Agreement and other documents to which Contractor is a signatory do not require the approval or consent of any other person, entity or government agency and do not result in any breach of any agreement to which Contractor is a party or by which it is bound;

**7.1.2** The execution, delivery and performance by Contractor of this Agreement and other documents to which it is a signatory have been duly authorized by all necessary action, and constitute legal, valid and binding obligations of Contractor, and is enforceable against Contractor in accordance with its terms; and

**7.1.3** No action, suit or proceeding to which Contractor is a party is pending or threatened that may restrain or question this Agreement, or any other document to which it is a signatory, or the enjoyment of rights or benefits contemplated herein.

**7.1.4** The Contractor represents that the Contractor, its employees, and its sub-contractors and sub-contractors are possessed of the knowledge, training, skills, experience, and financial strength required to provide the services outlined in this Agreement.

**7.1.5** The officials of the Contractor executing this Agreement and Certificate of Corporate Authority warrant that they are duly and properly in office and are fully authorized and empowered to execute the same for and on behalf of the Contractor; that it is within the purposes, powers, and authority of the Contractor; has been done in full compliance with applicable law; and has been approved by the governing body of the Contractor, and is legal and will not conflict with or constitute on the part of the Contractor a violation of or a breach of or a default under any indenture, mortgage, security deed, pledge, note, lease, loan, or installment sale agreement, contract, or other agreement or instrument to which the Contractor is a party or by which the Contractor is otherwise subject or bound, or any license, judgment, decree, law, statute, order, writ, injunction, demand, rule, or regulation of any court or governmental agency or body having jurisdiction over the Contractor; and that this Agreement is a valid, legal, binding and enforceable obligation of the Contractor.

**7.2 Standards.** The Contractor warrants that the quality of Services provided shall conform to the highest standards of practice for the industry and Services provided by other qualified providers in the industry. Contractor warrants that the Services



provided shall be installed and managed with the utmost regard to quality, cost, and service. Contractor further warrants that its integrity, reputation, skills and performance of the Services requested shall be of the highest caliber. The Contractor warrants that it will perform its services in a prompt and timely manner, which shall not impose delays in Official Operations of CCPS.

## **ARTICLE 8**

### **INTELLECTUAL PROPERTY**

- 8.1** None of the Services or Software utilized by Contractor to fulfill its obligations hereunder, nor any of the materials and methodologies used by Contractor in fulfilling its obligations hereunder, including any Work Product, shall infringe any third Party's Intellectual Property Rights or privacy, publicity or other rights.
- 8.2** Contractor shall indemnify and hold CCPS Indemnities harmless from and against any losses arising from third party claims, liabilities, damages, demands, and all related costs (including reasonable legal fees and costs of investigation, litigation, settlement, judgment, interest and penalties) arising from actions or claims that any of the processes, procedures, Work Product, materials and methodologies used by Contractor (or any Contractor agent, contractor, subcontractor or representative), or CCPS use thereof (or access or other rights thereto) in connection with the Services, or any of the Services themselves, infringes or misappropriates the Intellectual Property Rights of a Third Party. If any processes, procedures, Work Product, materials, methodologies or Services provided by Contractor hereunder are held to constitute, or in Contractor's reasonable judgment is likely to constitute, an infringement or misappropriation, Contractor will in addition to its indemnity obligations, at its expense and option, and after consultation with CCPS regarding CCPS's preference in such event, either:
- 8.2.1** Procure the right for CCPS Indemnities to continue using such processes, procedures, Work Product, materials, methodologies or Services;
- 8.2.2** Replace such processes, procedures, Work Product, materials, methodologies or Services with a non-infringing equivalent, provided that such replacement does not result in a degradation of the functionality, performance or quality of the Services;
- 8.2.3** Modify such processes, procedures, Work Product, materials, methodologies or Services, or have such processes, procedures, Work Product, materials, methodologies or Services modified, to make them non-infringing, provided that such modification does not result in a degradation of the functionality, performance or quality of the processes, procedures, Work Product, materials, methodologies or Services; or
- 8.2.4** Create a feasible workaround that would not have any adverse impact on CCPS.

## **ARTICLE 9**

### **CONFIDENTIAL INFORMATION**

- 9.1** Each Party agrees to preserve as strictly confidential all Confidential Information of the other Party for two (2) years following the expiration or termination of this Agreement; provided, however, that each Party's obligations for the other Party's Confidential Information that constitutes trade secrets pursuant to Applicable Laws will continue for so long as such Confidential Information continues to constitute a trade secret under Applicable Law. Any Confidential Information that may be deemed Sensitive Security Information by the Department of Homeland Security or any other similar Confidential Information related to security will be considered trade secrets. Upon request by CCPS, Contractor will return any trade secrets to CCPS. Each Party agrees to hold the Confidential Information of the other in trust and confidence and will not disclose it to any Person, or use it (directly or indirectly) for its own benefit or the benefit of any other Person other than in the performance of its obligations under this Agreement.
- 9.2.** Each Party will be entitled to disclose any Confidential Information if compelled to do so pursuant to: a subpoena; judicial or administrative order; or any other requirement imposed upon it by Applicable Law. Prior to making such a disclosure, to the extent allowed pursuant to Applicable Law, each Party shall provide the other with prior notice by of its intent to disclose, describing the content of the information to be disclosed and providing a copy of the pleading, instrument, document, communication or other written item compelling disclosure or, if not in writing, a detailed description of the nature of the communication compelling disclosure with the name, address, phone number and facsimile number of the Person requesting disclosure. Should the non-disclosing Party contest the disclosure, it must seek a protective order preventing such disclosure; or intervene in such action compelling disclosure, as appropriate. This Section shall be applicable to information that one Party deems to be Confidential Information but the other Party does not.

## **ARTICLE 10**

### **WORK PRODUCT**

Except as otherwise expressly provided in this Agreement, all reports, information, data, specifications, computer programs, technical reports, operating manuals and similar work or other documents, all deliverables, and other work product prepared or authored by Provider or any of its contractors exclusively for the CCPS under this Agreement, and all intellectual property rights associated with the foregoing items (collectively, the "Work Product") shall be and remain the sole and exclusive property of the CCPS. Any of Contractor's or its contractors' works of authorship comprised within the Work Product (whether created alone or in concert with CCPS or Third Party) shall be deemed to be "works made for hire" and made in the course of services rendered and, whether pursuant to the provisions of Section 101 of the U.S. Copyright Act or other Applicable Law, such Work Product shall belong exclusively to CCPS. Contractor and its contractors grant the CCPS a non-exclusive, perpetual, worldwide, fully paid up, royalty-free license to all Work Product not exclusively developed for CCPS under this Agreement.

- 10.1** If any of the Work Product is determined not to be a “work made for hire”, Contractor assigns to CCPS, worldwide and in perpetuity, all rights, including proprietary rights, copyrights, and related rights, and all extensions and renewals of those rights, in the Work Product. If Contractor has any rights to the Work Product that cannot be assigned to CCPS, Contractor unconditionally and irrevocably waives the enforcement of such rights and irrevocably grants to CCPS during the term of such rights an exclusive, irrevocable, perpetual, transferable, worldwide, fully paid and royalty-free license, with rights to sublicense through multiple levels of sub-licensees, to reproduce, make, have made, create derivative works of, distribute, publicly perform and publicly display by all means, now known or later developed, such rights.
- 10.2** CCPS shall have the sole and exclusive right to apply for, obtain, register, hold and renew, in its own name or for its own benefit, all patents, copyrights, applications and registrations, renewals and continuations and all other appropriate protection.
- 10.3** To the extent exclusive title or complete and exclusive ownership rights in any Work Product created by Contractor Personnel may not originally vest in CCPS by operation of Applicable Law, Contractor shall immediately upon request, unconditionally and irrevocably assign, transfer and convey to CCPS all rights, title and interest in the Work Product.
- 10.4** Without any additional cost to CCPS, Contractor Personnel shall promptly give CCPS all reasonable assistance and execute all documents CCPS may reasonably request to enable CCPS to perfect, preserve, enforce, register and record its rights in all Work Product. Contractor irrevocably designates CCPS as Contractor's agent and attorney-in-fact to execute, deliver and file, if necessary, any documents necessary to give effect to the provisions of this Section and to take all actions necessary, in Contractor's name, with the same force and effect as if performed by Contractor.

## **ARTICLE 11**

### **RECORDS MAINTENANCE/USE OF DOCUMENTS**

- 11.1 Audit and Inspection Rights.** Contractor will provide to CCPS, and any Person designated by CCPS, access to Contractor Personnel and to Contractor owned Facilities for the purpose of performing audits and inspections of Contractor, Contractor Personnel and/or any of the relevant information relating to the Services and this Agreement.
- 11.1.1** Such audits, inspections and access may be conducted to verify the accuracy of Charges and invoices; examine Contractor's performance of the Services; monitor compliance with the terms of this Agreement; and any other matters reasonably requested by CCPS.
- 11.1.2** Contractor shall provide full cooperation to CCPS and its designated Persons in connection with audit functions and examinations by regulatory authorities. All audits and inspections will be conducted during

business hours (except with respect to Services that are performed during off-hours). Contractor shall promptly respond to and rectify the deficiencies identified in and implement changes suggested by any audit or inspection report. If any audit or inspection of Charges or Services reveals that CCPS has overpaid any amounts to Contractor, Contractor shall promptly refund such overpayment and Contractor shall also pay to CCPS interest on the overpayment amount at the maximum rate permissible by Applicable Law from the date the overpayment was made until the date the overpayment is refunded to CCPS by Contractor.

**11.1.3** Subject to Contractor's reasonable security requirements and not more than once every twelve (12) months, CCPS may, at its own expense, review Contractor's relevant billing records pertaining to amounts billed to CCPS under the definitive agreement between the parties relating to these services for a period not to exceed the preceding 12 months, for the purpose of assessing the accuracy of Contractor's invoices to CCPS. Contractor's obligation for retaining such records shall be for a term of three years from the end of the applicable agreement. Such reviews shall take place at a time and place agreed upon by the parties.

**11.1.4** Contractor shall cooperate in any CCPS billing review, providing Contractor billing records as reasonably necessary to verify the accuracy of Contractor's invoices. Contractor may redact from the billing records provided to CCPS any information that reveals the identity or confidential information of other Contractor customers that is not relevant to the purposes of this review.

**11.2 Records Retention.** Until the later of: (a) six (6) years after expiration or termination of this Agreement; (b) the date that all pending matters relating to this Agreement (e.g., disputes) are closed or resolved by the Parties; or (c) the date such retention is no longer required to meet CCPS's records retention policy or any record retention policy imposed by Applicable Law, if more stringent than CCPS's policy, Contractor will maintain and provide access upon request to the records, data, documents and other information required to fully and completely enable CCPS to enforce its audit rights under this Agreement.

**11.3 Open Records.** The Contractor acknowledges that all records relating to this Agreement and the services to be provided under this Agreement may be a public record subject to Georgia's Open Records Act (O.C.G.A. § 50-18-70, et seq.). Contractor shall cooperate fully in responding to such request and making all records, not exempt, available for inspection and copying as provided by law. Contractor shall notify CCPS immediately of any request made under the Open Records Act and shall furnish CCPS with a copy of the request and the response to such request.

## **ARTICLE 12**

### **INDEPENDENT CONTRACTOR**

In conducting its business hereunder, Contractor shall act as an independent Contractor and not as an employee or agent of CCPS. The selection, retention, assignment, direction and payment of the Contractor's employees and Sub-Contractors shall be the sole responsibility of Contractor. Nothing in this Agreement shall be deemed to constitute Contractor and CCPS as partners, joint ventures, or principle and agent or be construed as requiring or permitting the sharing of profits or losses. Neither party has authority to represent or bind or create any legal obligations for or on behalf of the other party.

## **ARTICLE 13**

### **GENERAL INDEMNIFICATION**

Contractor shall defend, indemnify, and hold harmless CCPS, its agencies and its and their respective officers, directors, employees, advisors and agents, successors and permitted assigns ("CCPS Indemnitees"), from any Losses arising from claims or actions based upon: Contractor's or Contractor Personnel's performance, non-performance or breach of this Agreement; compensation or benefits of any kind, by or on behalf of Contractor Personnel, or any subcontractor, claiming an employment or other relationship with Contractor or such subcontractor (or claiming that this Agreement creates an inherent, statutory or implied employment relationship with CCPS or arising in any other manner out of this Agreement or the provision of Services by such Contractor Personnel or subcontractor); any actual, alleged, threatened or potential violation of any Applicable Law to the extent such claim is based on the act or omission of Contractor or Contractor's Personnel, excluding acts or omissions by or at the direction of CCPS; death of or injury to any individual, caused in whole or in part by the tortious conduct of Contractor or any Person acting for, in the name of, at the direction or supervision of or on behalf of Contractor; and damage to, or loss or destruction of, any real, tangible, or intangible property caused in whole or in part by the tortious conduct of Contractor or any Person acting for, in the name of, at the direction or supervision of or on behalf of Contractor.

## **ARTICLE 14**

### **CONTROLLING LAW, VENUE**

The Agreement documents shall be governed by and construed in accordance with the substantive laws of the State of Georgia without regard to its choice of law principles.

**14.1 Jurisdiction and Venue.** The Parties hereby submit and consent to the exclusive jurisdiction of the State Courts of Clayton County, Georgia or the United States District Court for the Northern District of Georgia and irrevocably agree that all actions or proceedings relating to this Agreement will be litigated in such courts, and each of the Parties waives any objection which it may have based on improper venue or forum non-convenience to the conduct of any such action or proceeding in such court.

- 14.2 Equitable Remedies.** The Parties agree that, notwithstanding the provisions of this Agreement, due to the unique nature of either Party's Confidential Information, Intellectual Property rights or other matters, there may not be an adequate remedy at law for a breach, which breach may result in irreparable harm to the non-disclosing Party. Accordingly, in such instance, the non-breaching Party shall be entitled to appropriate equitable relief in addition to whatever remedies it might have at law.

## **ARTICLE 15** **ASSIGNMENT**

Except as otherwise provided herein, this Agreement shall not be sold, assigned or transferred by the Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of the Contractor, or with a business entity which is merged or consolidated with the Contractor or which purchases a majority or controlling interest in the ownership or assets of the Contractor without the prior written consent of CCPS.

## **ARTICLE 16** **NON-DISCRIMINATION**

Notwithstanding any other provision of this agreement, during its performance the Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this agreement does hereby covenant and agree that:

- 16.1** No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; and
- 16.2** In the furnishing of services or materials no person shall, on the grounds of race, color, religion, sex or national origin, be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

## **ARTICLE 17** **PERFORMANCE OF AGREEMENT**

- 17.1** CCPS reserves the right to enforce the Contractor's performance in any manner prescribed by law or deemed to be in the best interest of CCPS in the event of breach or default of the Agreement.
- 17.2** The Contractor shall execute the entire work described in the Agreement documents, except to the extent specifically indicated in the Agreement documents to be the responsibility of others.

- 17.3** The Contractor accepts the relationship of trust and confidence established by the award of this Agreement. The Contractor covenants with CCPS to utilize its best skill, efforts and judgment in furthering the interest of CCPS; to furnish efficient business administration and supervision; to make its best efforts to furnish at all times an adequate supply of workers and materials; and to perform the Services in the best way and most expeditious and economical manner consistent with the interest of CCPS.
- 17.4** The Contractor acknowledges that this Agreement and any changes to it by amendment, modification, change order or other similar document may have required or may require the authorization of the Clayton County Public Schools Board of Education.

## **ARTICLE 18**

### **DEFAULT AND TERMINATION**

- 18.1 Termination by CCPS.** This Agreement shall be subject to termination by CCPS at any time if, in its opinion, the Contractor fails to carry out the Agreement provisions or any one or more of the following events:
- 18.1.1** The default by the Contractor in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of the Contractor to remedy, or undertake to remedy with sufficient forces and to CCPS's reasonable satisfaction. CCPS shall provide the Contractor with notice of any conditions which violate or endanger the performance of the Agreement. If, after such notice, the Contractor fails to remedy such conditions within thirty (30) days or a shorter time period as set forth in any such notice, to the satisfaction of CCPS, CCPS may exercise its option in writing to terminate the Agreement without further notice to the Contractor and order the Contractor to stop work immediately, vacate the premises, and to cancel ordered products and/or services with no expense to CCPS;
- 18.1.2** The Contractor files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt, or if a receiver is appointed for the property or affairs of the Contractor and such receivership is not vacated within thirty (30) calendar days after the appointment of such receiver;
- 18.1.3** The Contractor's failure to conduct services according to the approved specifications; or the Contractor's performance of the Agreement is unreasonably delayed. Should the Contractor fail to provide the materials or services when ordered, and in accordance with the General Terms and Conditions, Specifications and any other requirements contained herein, CCPS reserves the right to purchase services or services covered by this Agreement elsewhere if available

from an alternate source.

- 18.1.4** Contractor engaging in behavior that is fraudulent, dishonest, or a conflict of interest with Contractor's obligations pursuant to this Agreement;
- 18.1.5** The Contractor's failure to keep, perform, or observe any other term or condition of the Agreement shall default to Termination for Convenience;
- 18.1.6** If CCPS improperly terminates this Agreement for cause, the termination for cause will be considered a termination for convenience in accordance with the provisions of the Section entitled "Termination for Convenience".
- 18.1.7 Re-procurement Costs.** In addition to all other rights and remedies CCPS may have, if this Agreement is terminated by CCPS pursuant to the above subsections, Contractor will be liable for all costs reasonably and necessarily incurred by CCPS in the completion of the Services, including the cost of administration of any agreement awarded to others for completion.

**18.2 Termination for Convenience.** CCPS may, at its sole option, terminate the Agreement with or without cause at any time upon a thirty (30) day written notice by certified mail to the Contractor without prejudice to any other right or remedy CCPS may have.

- 18.2.1** Upon a termination for convenience, Contractor waives any claims for damages, including loss of anticipated profits. As Contractor's sole remedy and CCPS's sole liability, CCPS will pay for the Services properly performed or materials provided prior to the notice of termination, plus all reasonable costs for any Services performed after the termination as specified in such notice, and reasonable costs for materials ordered on behalf of and approved by CCPS. Contractor shall substantiate such costs with proof satisfactory to CCPS.

**18.3 Effect of Termination.** Unless otherwise provided herein, termination of this Agreement, in whole or in part and for any reason, shall not affect any liabilities or obligations of either Party arising before such termination or out of the events causing such termination; or any damages or other remedies to which a Party may be entitled under this Agreement, at law or in equity. Upon termination of this Agreement, Contractor shall immediately:

- 18.3.1** Discontinue Services on the date and to the extent specified in the notice and place no further purchase orders or subcontracts to the extent that they relate to the performance of the terminated Services;
- 18.3.2** Inventory, maintain and turn over to CCPS all Services, Work Product,



licenses, equipment, materials, plant, tools, and property furnished by Contractor or provided by CCPS for the performance of the terminated Services;

- 18.3.3** Promptly obtain cancellation, upon terms satisfactory to CCPS, of all purchase orders, subcontracts, rentals, or any other agreements existing for performance of the terminated Services, or assign those agreements, as directed by CCPS;
- 18.3.4** Comply with all other reasonable requests from CCPS regarding the terminated Services; and
- 18.3.5** Continue to perform in accordance with all of the terms and conditions of this Agreement any portion of the Services that are not terminated.

## **ARTICLE 19**

### **NOTICE**

**19.1** Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent by:

- 19.1.1** Registered or Certified United States mail, return receipt requested, postage prepaid;
- 19.1.2** Personal delivery to CCPS;
- 19.1.3** Overnight courier service; and/or
- 19.1.4** Delivered in person to the Contractor or his authorized representative on the work site.
- 19.1.5** All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than two (2) weeks before such notice is sent. Future changes in address shall be effective upon written notice being given by the Contractor to CCPS or by CCPS to the Contractor's authorized representative via certified first-class U.S. mail, return receipt requested. Such notices will be addressed as follows:

If to CCPS, addressed to:

Clayton County Public Schools  
Purchasing Department  
218 Stockbridge Road  
Jonesboro, GA 30236  
Attn: Director of Purchasing

If to the Contractor, addressed to:

IFB 007-21 Milk and Milk Products

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## **ARTICLE 20**

### **FEDERAL WORK AUTHORIZATION**

- 20.1** Pursuant to O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, CCPS cannot enter a contract for the physical performance of services unless the Contractor and its Sub-Contractors register and participate in the Federal Work Authorization Program to verify specific information on all new employees.
- 20.2** The Contractor certifies that it has complied and will continue to comply with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.
- 20.3** The Contractor agrees to sign an affidavit evidencing its compliance with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. The signed affidavit is attached to this Agreement as Appendix D, Required Forms.
- 20.4** The Contractor agrees that in the event that it employs or contracts with any Subcontractor(s) in connection with this Agreement, the Contractor will secure from each Subcontractor an affidavit that indicates the employee-number category applicable to that Subcontractor and certifies the Subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. Any signed Subcontractor affidavit(s) obtained in connection with this Agreement shall be attached hereto as Appendix D, Required Forms.

## **ARTICLE 21**

### **MISCELLANEOUS PROVISIONS**

- 21.1 Entire Agreement.** This Agreement constitutes the entire agreement between the parties, and as of its effective date supersedes all prior or independent agreements between the parties covering the subject matter hereof for the services to be provided, and all representations, warranties, inducements, promises or agreements, oral or otherwise, between the parties not embodied in this Agreement shall be of no force or effect.
- 21.2** CCPS hereby engages the Contractor and the Contractor hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following documents:
- 21.3 Change Documents.** CCPS and the Contractor hereby agree that no modifications or amendments to this Agreement shall be binding upon the parties unless the same is in writing, conforms to CCPS's policies and procedures governing change orders, and is signed by CCPS and the Contractor's duly

authorized representatives in the same manner as this Agreement is executed.

**21.3.1** Contractor may not unilaterally amend or modify this agreement by including provisions in its invoices or other business forms which shall be deemed objected to by CCPS and have no force or effect.

**21.3.2** CCPS may request unilateral changes by delivering written notice to Contractor of the requested change. Change Orders for the reduction of Services or suspension of Services shall be effective upon provision of written notice to Contractor.

**21.3.3** A Proposed Change Document from the Contractor will become effective only when executed by CCPS.

**21.4 Headings.** The headings, sections and sub-sections used in this Agreement are intended for convenience and reference only and do not define or limit the scope or meaning of any provision of this Agreement.

**21.5 References.** Unless otherwise provided to the contrary:

**21.5.1** All references to days, months, quarters or years will be deemed references to calendar days, months, quarters or years;

**21.5.2** Any reference to a "Section," "Appendix" or "Attachment" will be deemed to refer to a section or of the document containing the reference or an Attachment to the document containing the reference; Any reference to a Section or subsection will be deemed to include all subsections and paragraphs of such Section or subsection;

**21.5.3** Any reference to an Applicable Law will be deemed to include any amendment or modification to such Applicable Law and any rules or regulations promulgated thereunder or any Applicable Law enacted in substitution or replacement therefor.

**21.5.4** Unless the context otherwise requires, as used in this Agreement, all terms used in the singular will be deemed to refer to the plural as well, and vice versa, and each gender will be deemed to refer to and include the other.

**21.5.5** Whenever the words "include," "includes" or "including" are used in this Agreement, they will be deemed to be followed by the words "without limitation." Whenever the word "or" is used in this Agreement, it will be deemed not to be exclusive.

**21.5.6** References to "\$" or "dollars" will be deemed a reference to United States dollars unless otherwise specified. Unless otherwise indicated, all accounting terms, ratios and measurements shall be interpreted or determined in accordance with United States GAAP as in effect on date hereof.

- 21.6 Force Majeure.** Neither party shall be held to be in breach of this Agreement because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such inability with all reasonable dispatch. Should any Force Majeure event continue for thirty (30) consecutive days or more, CCPS, at its option, may terminate this Agreement in whole or in part.
- 21.7 Waiver.** The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver of any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.
- 21.8 Assignment.** Except as otherwise provided herein, this Agreement shall not be sold, assigned or transferred by the Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of the Contractor, or with a business entity which is merged or consolidated with the Contractor or which purchases a majority or controlling interest in the ownership or assets of the Contractor without the prior written consent of CCPS.
- 21.9 Severability.** If a provision or term hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the entire Agreement shall not be void, but the remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.
- 21.10 No Drafting Presumption.** No presumption of any Applicable Law relating to the interpretation of contracts against the drafter shall apply to this Agreement.
- 21.11 Survival.** Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement or which must survive in order to give effect to its meaning shall survive the expiration or termination of this Agreement.
- 21.12 Publicity.** Contractor shall not make any public announcement, communication to the media, take any photographs, or release any information concerning CCPS, the Services or this Agreement without the prior written consent of CCPS.
- 21.13 Commercial Activities.** Neither Contractor nor Contractor Personnel shall establish any commercial activity, issue concessions, or permits of any kind to third Parties for establishing any activities on CCPS property.
- 21.14 Further Assurances.** Each Party shall provide such further documents or instruments required by the other Party as may be reasonably necessary to give effect to this Agreement.

- 21.15 No Drafting Presumption.** No presumption of any Applicable Law relating to the interpretation of contracts against the drafter shall apply to this Agreement.
- 21.16 Survival.** Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement or which must survive in order to give effect to its meaning shall survive the expiration or termination of this Agreement.
- 21.17 Publicity.** Contractor shall not make any public announcement, communication to the media, take any photographs, or release any information concerning CCPS, the Services or this Agreement without the prior written consent of CCPS.
- 21.18 Commercial Activities.** Neither Contractor nor Contractor Personnel shall establish any commercial activity, issue concessions, or permits of any kind to third Parties for establishing any activities on CCPS property.
- 21.19 Further Assurances.** Each Party shall provide such further documents or instruments required by the other Party as may be reasonably necessary to give effect to this Agreement.

**--SIGNATURE PAGE FOLLOWS--**

CLAYTON COUNTY PUBLIC SCHOOLS  
BY:

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Dr. Morcease J. Beasley  
Superintendent of Schools  
Clayton County Public Schools

COMPANY OR SERVICE CONTRACTOR  
BY:

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Signature

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

Title: \_\_\_\_\_