

Mobile Feeding

Presented by:  
Mobile County Public Schools

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## Introduction

Bridging the access to the food gap between the end and beginning of school, the idea of mobile feeding was presented. It was a challenge that as a school district we felt compelled to take on as a project to benefit our community.

There are approximately 59,000 students who attend public school in the Mobile County Public School System. Some areas of the county and age groups were underserved with having access to meals during the summer months.

## Goals of Summer Feeding

- Meet the nutritional needs of children 18 years and younger throughout the county during the summer months by providing at least one meal per day Monday thru Thursday.
- Target areas that have not been served in the past.
- Provide a hot entrée on most days that meals will be served.
- Have packaging that is cost effective and also keeps the food presentable and edible. Maintain the nutritive and palatable qualities of the food.
- Have a menu with enough variety that will be acceptable to the children.
- Have a bus or vehicle that can provide an avenue for distributing food efficiently and in quantities.

## Who to involve

It takes a village to raise a child, but it truly takes all of the departments within the school system to meet the needs of providing meals to children during the summer!

Some of the departments that we got involved with:

- Transportation
- Maintenance
- Academic Affairs
- Athletics
- Communications
- Marketing
- CNP Central Office Staff
- State Department of Education CACFP Staff
- Purchasing
- Human Resources
- CFO
- Superintendent
- Vendors—CNP Suppliers

# Bid Process

## Designing the Bus

(see attached bids)

Transportation designated 4 buses for our mobile feeding project. One bus was renovated first so that we could figure out how we wanted to design the other buses. In the beginning, transportation thought that they could convert the bus themselves. The more that we talked about it, the scope of the work was too much to do and we needed an expert to help with the design. We met with a vendor who does this as an occupation. He actually owns/operates an RV repair business. We told him what we wanted to do and accomplish with the bus.

Items that we wanted to accomplish:

- Serve as many children as possible with ease.
- Be able to maneuver the bus in parking lots.
- Be able to keep foods at proper temperature for an extended amount of time.
- Have enough power to run several pieces of equipment and air conditioning

Some of the items that we wanted on the bus:

- Warmers and milk boxes on the bus to keep the food at proper temperature.
- Tables for assembling meals
- Easy access to warmers and milk boxes
- Use windows on bus to serve food out of
- A way to get the food onto the bus—either by lift or ramp
- Needed some seating for workers to ride
- Needed storage space for supplies
- Have an awning outside the bus to help with the heat while serving food.
- Have an intercom/sound system so that we can use to announce or play music when we arrive

The vendor took measurements of the bus and then helped with designing. One very important item that he made us aware of was that we had to be able to balance the bus with the weight of the equipment and tables, etc. We could not just have tables on one side and equipment on the other—The weight had to be distributed. This did affect the design of what we had in mind.

Safety issues of what type of load we would be carrying had to be incorporated. Steel grating was installed behind the two seats that were left on the bus so that if anything came loose, it would not hit the passengers or bus driver. Strapping down equipment, tables and supplies was also addressed.

Power for the bus was important as to what size generator we could fit on the bus for what equipment we wanted and also for the load/weight amount.

Not only did we have to decide on the inside of the bus, we also wanted to make sure that the buses were attractive and caught your eye when it was driving around to the various stops. We decided to have an art/ name the bus contest with the students from all grades being able to participate. A flyer was sent out to all schools in which they were given approximately two weeks to submit their designs and names in to the CNP Central Office.

Many designs were turned in. The CNP Central Office staff selected the winners of the contest. We had gift cards to give to the winning students that were received from a rebate on food products that we purchase for CNP. We selected several entries to incorporate in the design for our buses. We met with a vendor who specialized in wrapping vehicles. We soon realized that the simpler the design, the more cost effective it would be to wrap the buses. From all of the top selections, we chose one design and one name for all of the buses. The design that we selected was a painting of a person made up of food for the body parts and then a picture of the artist's face was on the head of the body. The graphics people with whom we met with for wrapping the bus said they could manipulate the appendages of the body and make the figures look like they are in motion. From that, we decided to place several figures around the bus in which they would be doing different activities and we would put pictures of actual students on the figures. The caption for this design was "You are What You Eat."

One of the submissions of naming the bus was Super Food Express. This seemed to encompass what we were trying to accomplish—Get good food out to children in an efficient and quick manner.

Time was an issue that we had with the art work and also the inside renovation. The transportation department did some of the prep work in order to expedite all of the work that had to be completed.

The prep work that was done by transportation included:

- Taking all of the seats out of the bus that were not to be used.
- Ripping the flooring out of the bus
- Removing equipment/accessories that were not necessary since there would not be children riding the bus.
- Painting the bus

The time for the graphics vendor was about 2 weeks in which they would do a layout, get our approval, print the layout, and then apply it to the bus.

The time for the actual renovation of the inside of the bus was a 3-4 week turnaround.

Since we did not have enough time to do four buses as we wanted, we did plan on using vans to help with distributing the meals.

# Regulations

With Mobile Feeding, the regulations for USDA had to be met. One of the major concerns was that we wanted to reach out to as many children as possible, but we also wanted to make sure that when the children were given a meal, they were going to be the ones to eat and benefit from it.

Safety was one of the major concerns with us driving a bus around the district and children wanting to get food from it. Our superintendent decided that we would only go to school parking lots to distribute food. That way, we would be providing a service at our schools and if there was inclement weather, the students would have a place to go to get out of the weather. It may not necessarily be in the building, but it might be under some of the canopies that are at each school.

Health Department regulations had to be met. Each week a list with times and places of where the bus/vans were going was sent to the health department.

## **Menu**

(see attached)

The menu was one of great discussion. In looking at what other areas have done for a menu, we knew that we wanted to make it appealing and something that the children would enjoy. Many of the other menus that we looked at from other areas was only comprised of cold foods. We wanted to incorporate hot foods, i.e. hamburgers, hot dogs, tater tots, pizza pockets, hot wraps, etc. We decided upon a 5 day cycle menu. We only had food service four days a week—Monday thru Thursday due to the work schedule that our school district has in the summer months. With the menu, we followed the meal pattern and worked with the NSLP regulations to meet the standards for 6 cents certification.

# Packaging

(see attached information)

Once the menu was decided, we had to consider how we were going to package and serve the foods to the children.

Several types of packaging were tested with the food products that we planned to serve. The food was prepared using the various types of packaging in which we let the food remain in warmers for extended periods of time. Throughout the time that the food was in the warmers, we monitored the temperatures and also the quality of the food products to ensure that it would be appealing to the students. One type of packaging system proved to be of good quality and fit within the needs of what we wanted to accomplish.

Ekon-O-Pak was the company deemed to meet our needs. We used the tape and board system that they promote along with various bags to package the food. Everything had to be prepackaged since we did not have any plumbing on the bus.

Besides having the packaging for use on the bus with the warmers and milk boxes, means for holding the foods to be served out of the vans had to be taken into consideration.

Cambros, cambro warmer pellets, ice chests, and folding tables were purchased for the vans to accommodate distribution of meals to areas that the bus could not be scheduled. The cambros, pellets, and ice chests exceeded our expectations for holding the foods at the appropriate temperatures.

# Site Selection

Decisions as to where to prep, distribute, etc. had to be made.

For the size district that we have it was decided that we would have a four prep kitchens to the cooking prior to distribution. The four kitchens were located in areas that would be easily accessible to major roads and also easy for the buses to get in and out of.

Drop off sites were decided on by way of letting administrators know that we were having summer feeding and if they needed meals for children at their sites, they could complete a form that we included in their correspondence package. This is where we were able to reach many of our athletic and other organized groups of children having summer activities. Food drop offs would be done with the bus and vans prior to making meal stops.

Meal stops for the bus/vans was decided by determining which schools were located in and around communities in which children would easy access to. For these stops, we decided that we would stay at one place for 30 minutes and then allow 20-30 minutes travel time between stops. Generally, we would have 4 meal stops per vehicle. At first we were trying to rotate the stops, but we quickly realized which stops continually had a significant amount of children that would come up to receive a meal. In one area, we found out that the children could not get to the school, so we made that one stop at a church where there were around 100 children that would come from the neighborhood. This was the only non-school stop.

Once summer feeding began, there was such a demand, we had to expand our prep sites to 9 kitchens. The 4 main kitchens were on average preparing 800—1000 meals per day for distribution between drop off sites and meal stops. The other kitchens that we opened up were sites that were having summer school and many activities taking place there.

For next summer, we plan on having our sites for prep at the summer school sites and then high schools. This would enable us to have more meal stops in parking lots and also feed more children. Most of our high schools were drop off sites in which we would drop off meals. There were enough meals dropped off at these sites to warrant having a staff there to prepare the food rather than hauling it from another site.

# Marketing/Communication

Marketing/Communication played a vital role in our efforts to reach out to children in Mobile County.

Ways in which we marketed and communicated:

- Sent out information on Bus Art/Name Contest
- Sent information to media letting them know information about summer feeding
- Put out signs and banners advertising that meals would be available on whatever dates and location
- Messages through our school messenger system were sent out each week updating locations, dates and time of meal distribution

# Attachments

Bids for Bus

Bids for Bus Wrapping

Request for Meals Form

Menu

Packaging Information



# Mobile County PUBLIC SCHOOLS

1 Magnum Pass | Mobile, Alabama 36618 | www.mcps.com | 251-221-4000

BOARD OF SCHOOL COMMISSIONERS  
Reginald A. Crenshaw, Ph.D., President - District 3  
L. Douglas Harwell, Jr., V. President - District 1  
Don Stringfellow - District 2  
Tracie Roberson - District 4  
William C. Foster, Ed.D. - District 5  
SUPERINTENDENT Martha L. Peek

Purchasing Department  
Phone (251)221-4473  
Fax (251)221-4472  
purchasing.mcps.com

Bid No. 14-73  
BUYER: JULIE MORGAN

June 5, 2014

**INVITATION TO BID**  
**CONVERTING BUSES INTO MOBILE FEEDING BUSES**  
**CHILD NUTRITION DEPARTMENT**

Sealed proposals will be received by the Board of School Commissioners of Mobile County, Alabama at its Purchasing Department, 1 Magnum Pass, Mobile, Alabama 36618, until **Thursday, June 19, 2014 @ 3:00 PM** at which time they will be publicly opened and read aloud. A mandatory pre-bid meeting will be on Thursday, June 12, 2014 @ 3:00 pm at the Transportation Department.

1. The submission of the bid by the vendor, acceptance and award of the bid by the School Board of Mobile County, Alabama, and subsequent purchase orders issued against said award shall constitute a binding, enforceable contract. Unless stipulated in the bid documents, no other contract documents shall be issued.
2. The undersigned, as bidder, hereby declares that I have examined the Instructions, General Terms, Conditions and Specifications, and affirm that I have not been in any agreement or collusion among bidders, employees of the Mobile County Public School System, or prospective bidders in restraint of freedom of competition. Furthermore, I understand that fraudulent and collusive bidding is a crime and can result in fines and prison sentences.
3. Bidder has become fully familiar with the general terms, conditions and specifications of this bid request and agrees to abide by all conditions stated herein:
4. **Bidder agrees to VISA® Purchasing Card and E-Payables PAVA process for invoice payments in place of a check to pay for purchases from this solicitation. See payment terms for more information.**

**PLEASE PRINT OR TYPE BELOW**

Legal Name of Vendor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

(List Toll Free Number if Applicable)

Telephone Number: \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name(Typed or Printed)

**THIS COMPLETED FORM MUST APPEAR AS THE TOP SHEET FOR ALL BIDS SUBMITTED**

## GENERAL TERMS AND CONDITIONS

### MOBILE COUNTY PUBLIC SCHOOL'S PURCHASING DEPT.

#### 1. ALABAMA IMMIGRATION LAW COMPLIANCE:

As a Contractor/Vendor as defined in the Act, to the Local Board of Education (Board), it is crucial to your relationship (future or continuing) with the Board that you comply with the Immigration Reform Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Accordingly please provide your Affidavit of Immigration Compliance. These documents can be found in the following bid package along with a compliance check list.

**2.ADDITIONAL ORDERS:** Unless it is specifically stated to the contrary in the bid response, the School District reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions; to extend the renewal date until a new bid is in place, if it is mutually agreeable.

**3. ADDENDA:** If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders that are registered with the Purchasing Department. The Board is not bound by any oral representations, clarifications, or changes made in the written specifications by the school's employees, unless such clarification or change is provided to bidders in written addendum form from Purchasing Department.

**4. APPLICABLE LAW:** This contract shall be construed and interpreted according to Alabama Law.

**5. ASSURANCE OF NON-CONVICTION OF BRIBERY:** The bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors, or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or Federal government.

**6. AWARD CONSIDERATION:** The following factors will be considered in determining the lowest responsible bidder: Overall quality, Conformity with specifications both general and specific, Purposes for which materials or services are required, Delivery dates and time required for delivery, Unit acquisition cost, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs, and other objective and accountable factors which are reasonable.

**7. BID AND PERFORMANCE SECURITY:** If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany the bid and be made payable to Board of School Commissioners of Mobile County. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the School District and underwritten by a company licensed to issue bonds in the State of Alabama. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Purchasing Manager deems the failure to be nonsubstantial. All checks will be returned to the bidders within five (5) days after the contract has been Board approved. If a performance bond is required, the successful bidder will be notified after the awarding of the contract.

**8. BRAND NAMES:** The name of a certain brand, make, model number, manufacturer, or definite specification is to denote the quality standard of the article desired, but does not restrict the bidder to the particular brand, make, model number, manufacturer, or specification named. It is set forth to convey the general style, character, and quality of the item desired to the prospective bidder. Whenever the words "or approved equal" appear in the specifications, they shall be interpreted to mean an item of material or equipment similar to that named, which is approved by the Purchasing Department or their designated representatives. The burden of proof that alternate brands are in fact equal or better falls on the bidder, and proof must be to the Board's satisfaction.

**9. DELIVERY OF BIDS:** Bids must be received in the Purchasing Office by the the date and time specified on the bid cover. All bids will be accepted until the time and date stated on the bid cover. No bids will be accepted that extend past the time and date on the bid cover. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bids submitted by U.S. Mail must be

addressed to the Board of School Commissioners, Purchasing Office, P.O. Box 180069, Mobile, AL 36618; when using other couriers, send to the Board of School Commissioners, Purchasing Office, 1 Magnum Pass, Mobile, AL 36618. The School District accepts no responsibility for premature opening of bid response not properly identified or late arrival of a bid response for whatever reason. No fax or emails will be accepted. The Board will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Board of School Commissioners, Purchasing Department by the time stated in the bid request. All bids shall remain firm for acceptance by the Board for a period of 60 days from the date of bid opening.

If the School System is closed for any reason, including but not limited to: Acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events") which closure prevents the opening of bids at the advertised date and time, all bids received shall either be publicly opened and read aloud on the next business day that the department opens at the advertised time or the bid opening will be extended by sending out an addendum that states the new date and time to all registered bidders.

**10. ERRORS IN BIDS:** Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after the bid opening may not be corrected.

**11. HAZARDOUS AND TOXIC SUBSTANCES:** Bidder must comply with all applicable Federal, State, County and City laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to information hazardous and toxic substances, and as amended from time to time. Bidder shall provide the School District with a "Material Safety Data Sheet" if required.

**12. INVOICING, DELIVERY, PACKAGING:** Invoices shall be prepared only after ordered materials have been delivered. Payment will be made in accordance with Terms of Payment in the Minimum Specifications. District personnel may choose to use a VISA® Purchasing Card and E-Payables PAVA process for invoice payments in place of a check to pay for purchases from this solicitation. Unless exception is noted in the bid response, the bidder by submitting a bid, agrees to accept the VISA® purchasing card and E-Payables process, as an acceptable form of payment and may not add additional service fees/handling charges to purchases made with the VISA® purchasing card. Refusal to accept this condition may cause your bid to be declared non-responsive.

All invoices must show the purchase order number. Vendors shall not ship any material without an authorized purchase order from the Board of School Commissioners of Mobile County or local school. All packages delivered must show the purchase order number. The successful bidder will be required to furnish all materials, equipment, and/or service called for at the bid price quoted. In the event the bidder fails to deliver within a reasonable period of time, as determined by the Board, the right is reserved to cancel the award and subsequent purchase order and purchase from the next lowest responsible bidder the items needed. The original bidder will be back charged the difference between the original contract price and the price the Board has to pay as a result of the failure to perform by the original contractor. All bids will remain firm for acceptance for 60 days from the date of bid opening. Prices shall be net F.O.B.; School Site, Mobile County, AL. The title and risk of loss of the goods will not pass to the Board, Departments, Schools until receipt and acceptance takes place at the F.O.B. point.

**13. INSPECTION OF PREMISES:** At reasonable times, the Board may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the Board makes such an inspection, the contractor must provide reasonable assistance. The Board reserves the right on demand and without notice all the vendor's files associated with a subsequent contract where payments are based on contractor's record of

## GENERAL TERMS AND CONDITIONS MOBILE COUNTY PUBLIC SCHOOL'S PURCHASING DEPT.

time, salaries, materials, or actual expenses. This same clause will apply to any subcontractors assigned to the contract.

**14. INSURANCE:** If a contract results from this bid, the contractor shall maintain such insurance as will indemnify and hold harmless the School District from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the contractor's operations under this contract, or by anyone directly or indirectly employed by him/her.

**15. INVITATION TO BID:** Any provisions made in the Invitation for Bid supersedes any provisions outlined here in the General Terms and Conditions.

**16. NON-DISCRIMINATION:** The Board provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, color, creed, sex, national origin, or disability in consideration for an award.

**17. PRODUCT TESTING:** Vendor shall incur all cost involved in obtaining an Independent Laboratory Test if the Board deems necessary during the term of the contract. The Board reserves the right to request a demonstration of any and all items bid before making the award.

**18. PATENTS:** Bidders guarantees that the sale and/or use of goods will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the School District, employees on any claims arising out of the purchase of goods or services.

**19. PROTESTS:** Any protest to the Board's consideration of any bid must be submitted in writing and received by the Purchasing Manager no later than five (5) calendar days after awarding the bid. The Assistant Superintendent of Business Services will send a written reply to the protesting bidder. The Board of Education is the final authority on issues relating to this contract. The Purchasing Manager is the Board's representative in the award and administration of this contract, and will issue and receive all documents, notices and correspondence. The decision of the Board of Education is final, conclusive, and binding on all parties concerned.

**20. PREPARATION OF BID:** All bids shall be typewritten or in ink on the form(s) prepared by the Board. Bids prepared in pencil will not be accepted. All proposals must be signed by officials of the corporation or company duly authorized to sign bids. Any bid submitted without being signed will automatically be rejected. All corrections or erasures shall be initialed and dated by the person authorized to sign bids. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.

**21. PRICING:** Prices quoted shall be delivered prices and shall include any and all costs, charges, taxes, and fees i.e. the Board shall only pay the price and amount quoted and nothing more.

**22. QUESTIONS/CONTACT:** All questions must be directed to the buyer listed on the particular bid. Clarification will be made only by written addenda sent to all registered bidders. The Board will not be responsible for verbal answers regarding the intent or meaning of the specifications or for any verbal instructions given prior to the bid opening. Bidders shall not contact any member of the Mobile County School Board, Superintendent, or Staff regarding this bid prior to posting of the final tabulation in the Purchasing Office after such bid has been Board approved. Any such contact shall be cause for rejection of your proposal.

**23. REJECTION OF BIDS:** Mobile County school District reserves the right to accept or reject any or all bids in whole or in part for any reason, to waive technicalities or informalities, or to advertise for new proposals, if, in the judgment of the awarding authority, the best interest of the School District will be promoted thereby. Bidders may be disqualified and rejection of proposals may be recommended to for any of (but not limited to) the following causes: Failure to use the bid forms furnished by the Board of School Commissioners, Lack of signature by an authorized representative on the bid form, Failure to properly complete the bid form and vendor compliance, Default on previous contracts, Evidence of collusion among bidders, Unauthorized alteration of the bid form.

**24. SAMPLES:** Bidders will not be required to furnish samples at the time of bid opening, unless specifically called for. The Board reserves the right to request samples after bid opening to assist in the evaluation of proposals submitted.

**25. TABULATION:** Bid results are posted on Purchasing's web site, and will remain for sixty (60) days after the posting date. The awarding bidders will be sent a written notification via mail.

**26. TERMINATION BASED ON LACK OF FUNDING:** Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the appropriating authority is deemed to be the Board of School Commissioners of Mobile County. Insufficient funds shall be the grounds for immediate termination of this solicitation.

**27. TERMINATION FOR THE CONVENIENCE OF THE BOARD:** The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or part, whenever the Purchasing Manager shall deem that termination is in the best interest of the School District. Such determination shall be in the sole discretion of the Purchasing Manager. In such event, the School District shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

**28. TERMINATION FOR DEFAULT:** If an award results from this bid, and the contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the School District. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for the termination of the contract, and the contractor is not entitled to recover any costs incurred by the contractor up to the date of termination.

**29. WARRANTY:** The bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample, or other description which is furnished to or adopted by the School District, and that it will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. The bidder further warrants all items for a period of one year, unless otherwise stated, from the date of acceptance of the items delivered and installed or work completed. All repairs, replacements, or adjustments during the warranty period shall be at the bidder's sole expense.

**30. VENDOR LIST:** A bidder may be removed from the Qualified Vendor List if a vendor fails to respond to three (3) consecutive ITB's. A properly submitted "No Bid" is considered as a response and the vendor will receive credit for the response.

**THE BOARD MAY REJECT ANY BID FOR FAILURE BY THE BIDDER TO COMPLY WITH ANY REQUIREMENTS STATED ABOVE IN THE BID PROPOSAL OR IN ATTACHMENTS THERETO WHICH BECOME PART OF THE BID.**

**THE SCHOOL BOARD OF MOBILE COUNTY, ALABAMA**

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**RUSSELL HUDSON  
DIRECTOR OF PURCHASING**

Vendors:

Our records indicate you are registered to receive "Invitation to Bids" from Mobile County Public School System. The Mobile County School System is changing the way vendors are notified for Invitation to Bids. Currently, we are sending post card notifications by US Mail to all vendors who are registered.

The NEW NOTIFICATION PROCESS will begin and consist of the vendor receiving an email notification of Invitation to Bids. A web site has been established for vendors to register and select the bid categories from which they want to receive bid invitations. These are the steps you need to take:

1. Go to <https://bidreg.mcpss.com/ezregistration.html>
2. Select "New Applicant" and you will create a user name and password, and then follow the prompts.
3. Please note the email bid notifications will be sent from [bidnotify@mcpss.com](mailto:bidnotify@mcpss.com) save this in your address directory to prevent email being sent to SPAM.

Even though vendors are currently registered to receive bids, all vendors MUST register in the new database in order to receive an ITB "Invitation to Bid" . If you do not register, you will not receive an ITB. Also, all vendors are responsible for maintaining their vendor profile in the database for such things as address, contact info, email, bid categories, etc..... This information needs to stay current to assure you receive ITB's. I would strongly encourage vendors to visit MCPSS.com once a week to be knowledgeable of all bid activity.

Thank you for your cooperation as this will allow us to drastically reduce postage costs and work more efficiently. Please feel free to contact us if you have questions at 251-221-4473.

MINIMUM SPECIFICATIONS  
CONVERTING THREE (3) BUSES TO MOBILE FEEDING BUSES  
CHILD NUTRITION DEPARTMENT

I Intent of Bid

- A. The intent of this bid is to establish a contract between the Board and bidder for the furnishing of items as described herein.

II Qualifications of Bidders

- A. Bids will be accepted only from firms engaged on a full time basis in the motor home/bus renovation business and must be the manufacturer or the manufacturers authorized dealer.
- B. Successful bidder must guarantee all items to be free from defects in materials and workmanship. Bidder must agree to replace and/or repair defective material, upon request.
- C. Due to a time deadline, the successful bidder must have a full service center located in Mobile County, AL that will allow this project to be completed in a timely manner.

III Products Quoted

- A. All items quoted shall be new and shall meet or exceed the specifications as written. All items shall be new, currently produced, and packed in manufacturers original containers. Used, rebuilt or reconditioned equipment will not be considered.
- B. Bidders shall describe each item quoted by brand name and model number if applicable. Failure to provide specification sheets for all items quoted may be cause for rejection of your proposal.**

IV Method of Award and Delivery

- A. Bid will be awarded on a lump sum basis or individual item basis, whichever the Board deems necessary.
- B. Successful bidder shall deliver all items ordered after receipt of purchase order within the agreed upon time.
- C. All items are to be quoted F.O.B.; Mobile County Public School System, Transportation Department, 3274 International Drive, Mobile, AL 36606.

V Terms of Payment

- A. While it is the intent of the Board of School Commissioners to pay all bills within thirty (30) days, there may be times when this strict requirement cannot be adhered to, as payment is normally processed approximately thirty (30) days from final approvals of receipts and verified invoices. Should a contestment result regarding quality, terms, etc., the thirty (30) days would appear after the matter has been cleared. Payment may be expedited by providing original invoices and/or certified copies of an original, should a copy be the only thing available. If a copy is used, certification must state "true, correct, and unpaid original invoice", and signed by an official of the company.

**District personnel may choose to use a VISA® Purchasing Card and E-Payables PAVA process for invoice payments in place of a check to pay for purchases from this solicitation. Unless exception is noted in the bid response, the bidder by submitting a bid agrees to accept the VISA® purchasing card and E-Payables process, as an acceptable form of payment and may not add additional service fees/handling charges to purchases made with the VISA® purchasing card. Refusal to accept this condition may cause your bid to be declared non-responsive. (See E-Payables explanation and the PAVA Vendor Enrollment Data Elements sheet.)**

B. The above stated terms of payment are the only terms which the Board will consider. Any bid submitted which does not comply with our stated terms will not be considered for award.

#### VI Insurance

**Successful bidder(s) shall provide a copy of a Certificate of Insurance naming the School board as an additional insured and must be sent to the Purchasing Department, Attention: Julie Morgan, within seven work days after notification of award. The policies of insurance shall be delivered upon request within seven work days of such request. Minimums included shall be:**

- A. Worker's Compensation – per Alabama Statutes
- B. Comprehensive General Liability

Bodily Injury (including death) Property Damage and Personal Injury \$1,000,000 per person,  
\$3,000,000 per occurrence.

#### VII Questions

A. If you have any questions regarding this bid, please contact Julie Morgan @ 251-221-4473 or by email at [jdmorgan@mcps.com](mailto:jdmorgan@mcps.com).

## SCOPE OF WORK

The successful bidder will be responsible for converting three (3) full size special needs buses into mobile feeding buses as per the following specifications.

All potential bidders must attend a mandatory pre-bid meeting to be held at MCPSS Transportation Dept. located at 3274 International Drive, Mobile, AL 36606 on Thursday, June 12, 2014 @ 3:00 pm.

The mandatory pre-bid meeting will allow the bidder to inspect and take measurements of the buses that are to be converted and also see a bus that has been converted into a mobile feeding bus. The completed mobile feeding bus will be used as a guide for this project.

The successful bidder will be responsible for furnishing all materials, parts, equipment, and labor to successfully complete this project.

**The successful bidder will be responsible for furnishing and installing the following items for three (3) buses:**

1. Furnish and install one (1) commercial diesel generator. Acceptable unit: Onan model 12.0HDKCD-2209 (12,000 amps minimum) or approved equal. Install kit and battery to be included. The diesel generator will be fueled by the bus fuel tank. Generator is to be located in the rear of the bus on the driver side.
2. Furnish and install transfer switch.
3. Furnish and install 50 amp cord, 25 feet long.
4. Furnish and install 50 amp, 25 foot extension cord.
5. Furnish and install power cord from generator to breaker.
6. Furnish and install six (6) 20 amp breakers.
7. Furnish on-site training for operating the generator.
8. Furnish and install a custom built-in box to cover the generator inside the bus. Insulation for custom built box.
9. Furnish and install custom built rack that will house the generator.
10. Furnish and install two (2) 15,000 btu air conditioning units and ceiling assemblies. Acceptable unit: Coleman Mach 15,000 or approved equal.
11. Furnish and install two (2) heat strips for air conditioners.
12. Furnish and install eight (8) LED lights in ceiling of the bus.
13. Furnish and install new rubber flooring system and reinstall old trim. Acceptable unit: Allmat or approved equal.
14. Remove and replace original flooring, with ¾" CDX plywood (smooth side to be installed up). Screws: 3/16" self-tapping must be counter sunk. Moisture cure urethane glue must be used.
15. Remove and replace three (3) emergency exit windows with push out windows (push out windows will be supplied by MCPSS). The shock dampeners and brackets to be supplied by awarded bidder. The emergency exit windows will be located on the passenger side of the bus.
16. Furnish and install five (5) 110 volt plugs and wiring. Wiring to be installed in conduit.
17. Furnish and install four (4) 6"x9" marine speakers to be installed underneath the bus and one (1) wireless microphone with I-Phone hook-up. Acceptable unit: Memphis Marine 6.9 or approved equal.
18. Furnish and install two (2) safety cages behind seats on both sides of the bus.

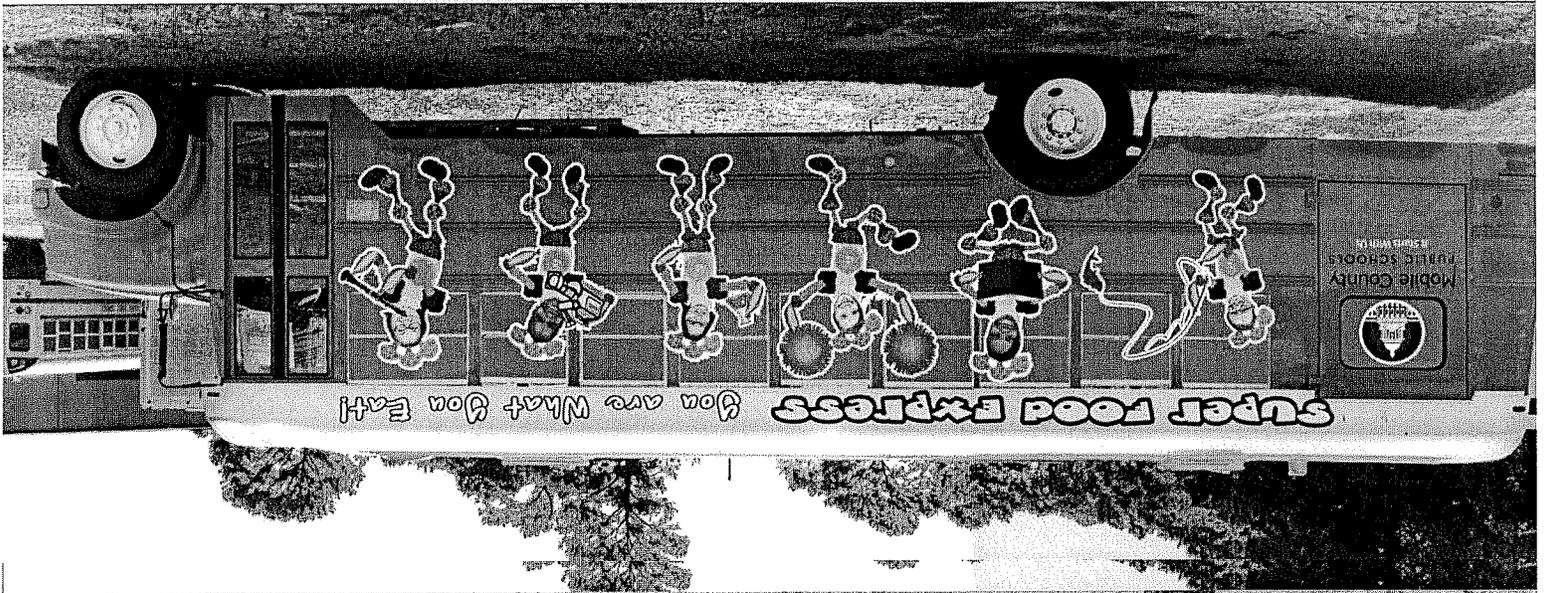
19. Furnish and install stainless steel tables; sizes and quantity: Qty (1) - 30" x 96", Qty (2) – 24" x 48".  
Acceptable unit: Advance Tabco Flag 304X, 245X, 243X or approved equal.
20. Furnish and install one (1) 18 foot awning, hardware and installation.
21. Installation of the two (2) heated holding cabinets furnished by MCPSS. The equipment must be secured by equipment lock downs to prevent movement.
22. Installation of the two (2) milk coolers furnished by MCPSS. The equipment must be secured by equipment lock downs to prevent movement.
23. Furnish and install equipment lock downs.
24. Cutting holes and reinforcement for front and rear air conditioning units.
25. Remove and reinstall existing rear heater.
26. Remove existing emergency hatch in rear of bus. Repair opening inside bus and on top of bus.
27. Furnish and install new electrical hatch where generator wires, etc. will be running through.
28. Miscellaneous shop supplies, labor, materials, shipping charges, etc.

**The following items will be furnished by Mobile County Public School System:**

1. Painted buses.
2. Removal of all seats with the exception of the driver's seat, and two (2) front seats on each side of the buses.
3. Three (3) push out windows to be installed in each bus.
4. Wrapping of the buses and wrapping of the awning poles.
5. Two (2) heated holding cabinets to be installed in each bus.
6. Two (2) milk coolers to be installed in each bus.
7. Rubber flooring for one (1) bus.
8. Inspection of work during conversion and when mobile feeding buses are completed.

**Warranty**

All items are to have a minimum of a one (1) year manufacturer's warranty. Bidder must provide a one (1) year warranty on all labor. Copy of warranties must be submitted with bid proposal.



## **Mobile County School Board Accounts Payable Department**

### **What is E-Payables?**

The District has adopted the use of Pava, powered by Solvit Software, Inc. Pava receives invoice and purchase order details from Accounts Payable and assigns a one time use credit card number.

E-Payables allows the District to pay vendors via a credit card and turn around vendor payments in a shorter time frame than the current paper check you now receive.

### **How Does E-Payables Work?**

- After goods are delivered and/or services rendered, vendors submit invoices to the Accounts Payable Department according to the current process.
- When Accounts Payable has authorization of a 3-way match (purchase order, delivery receipt and invoice) AND the invoice(s) are due for payment according to your current payment terms with the District, E-Payables begins its process.
- The vendor then receives an email notification of the payment from the District.
- The vendor then logs into a secure site using their assigned user ID and password. Each payment notification will include the card number, expiration date, security code, payment amount and invoice and/or PO numbers.
- Once the vendor receives the email, the credit card has been authorized to be charged for the amount listed in the email. When the vendor charges the card as authorized in the email, the virtual card will no longer be available for charges. When the next payment is provided the vendor will receive a new card number, security code and expiration date.

### **What are the Benefits to using E-Payables?**

- Receive payments 7 – 10 days sooner; resulting in a quicker cash flow for day to day operations or investments.
- Reduce the cost of paper processing and employee time spent on preparing and making bank deposits.
- Void the risk of lost or stolen checks.
- Quickly reduce outstanding accounts receivable balances.

### **How do I Participate in the E-Payables Program?**

Simply contact Mobile County School Board Accounts Payable Department (251) 221-4438 and request to be enrolled in the E-Payables payment program.

**SOLVIT SOFT, INC & REGIONS BANK**  
**PAVA VENDOR ENROLLMENT DATA ELEMENTS**

Please complete data elements 2 – 5:

1. AP Code (Internal Use Only- MCPSS)
2. Vendor Name (Vendor Use)
3. Account Receivable Contact – Name (Vendor Use)
4. Account Receivable Contact - Email Address (Vendor Use)
5. Account Receivable Contact – Phone Number (Vendor Use)

AP CODE	VENDOR NAME	AR CONTACT NAME	AR CONTACT EMAIL	AR CONTACT PHONE

# IMMIGRATION LAW COMPLIANCE

## CONFIRMATION REQUEST: AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE

### Vendor Information

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

Address: \_\_\_\_\_  
*Street Address* *Suite/Unit #*

*City* *State* *ZIP Code*

Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

### Please Read the attached Immigration Notice and Select one (1) of the Following:

The Alabama Immigration Law **DOES NOT** apply to the above named company. Please explain:

\_\_\_\_\_  
\_\_\_\_\_

The Alabama Immigration Law **DOES** apply to the above named company and the documents are on file with Mobile County School System

The Alabama Immigration Law **DOES** apply to the above named company and the **AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE** DOCUMENTS are ATTACHED with the Bid Response

The documents are available at [www.mcps.com/immigrataion](http://www.mcps.com/immigrataion) and [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify)

\_\_\_\_\_  
*Employee Signature*

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

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**Certification Regarding Debarment, Suspension, and Other  
Responsibility Matters - Primary Covered Transactions**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 1722-1733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
  
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization Name

PR/Award Number of Project Name

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Name(s) and Title(s) of Authorized Representative(s)

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Signature(s)

Date

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reasons of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction", "participant," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

## **Vendor Disclosure Statement Information and Instructions**

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

### **Definitions as Provided in Act 2001-955**

**Family Member of a Public Employee** - The spouse or a dependent of the public employee.

**Family Member of a Public Official** - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

**Family Relationship** - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

**Person** - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

**Public Official and Public Employee** - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

### **Instructions**

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.



# State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

(      )

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

(      )

This form is provided with:

Contract     Proposal     Request for Proposal     Invitation to Bid     Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

Yes     No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

Yes     No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

OVER

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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***By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary's Signature \_\_\_\_\_ Date \_\_\_\_\_ Date Notary Expires \_\_\_\_\_

*Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.*

BOARD OF SCHOOL COMMISSIONERS  
MOBILE COUNTY PUBLIC SCHOOLS

VENDOR MINORITY QUESTIONNAIRE

BID NO#: 14-73

Please complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company. Failure to comply could result in rejection of your proposal and/or removal of your name from our bidder's list, as we are now required to provide this information to the State Department.

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

FAX #: \_\_\_\_\_

IS THE COMPANY MINORITY OWNED?:    \_\_\_ YES    \_\_\_ NO

IS THE COMPANY OWNED BY:            \_\_\_ MALE    \_\_\_ FEMALE    \_\_\_ BOTH

IS THE COMPANY INCORPORATED       \_\_\_ YES    \_\_\_ NO

ETHNICITY OF OWNERSHIP:

\_\_\_ ASIAN AMERICAN

\_\_\_ AMERICAN INDIAN

\_\_\_ BLACK

\_\_\_ DISABLED

\_\_\_ HISPANIC

\_\_\_ OTHER (PLEASE SPECIFY): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## CHECKLIST

This checklist is provided to assist Bidders in the preparation of their bid response. Included in this checklist are important requirements that are the responsibility of each Bidder to submit with their response in order to make their bid response fully compliant. This checklist is only a guideline; it is the responsibility of each Bidder to read and comply with the Invitation to Bid in its entirety.

\_\_\_\_\_ Mailing envelope has been addressed to:

Board of School Commissioners  
Purchasing Office  
P. O. Box 180069  
Mobile, AL 36618

OR

Board of School Commissioners  
Purchasing Office  
1 Magnum Pass  
Mobile, AL 36618

\_\_\_\_\_ Mailing envelope must be sealed and marked with:

- Bid Number
- Bid Title
- Bid Opening Date and Time
- 

**TO HELP REDUCE POSTAGE COSTS, AWARD NOTICES WILL ONLY BE MAILED TO SUCCESSFUL BIDDERS. THE BID RESPONSES CAN BE VIEWED ON THE WEBSITE; AFTER BOARD APPROVAL, THE OFFICIAL AWARD CAN BE VIEWED ON THE WEBSITE (ACTIVE CONTRACTS).**

**ALL COURIER DELIVERED BIDS MUST HAVE THE BID NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET**

**Check Each Of The Following As The Necessary Action Is Completed.**

- The **Invitation to Bid** sheet has been signed
- The minority questionnaire
- The variance sheet (if applicable)
- The debarment sheet
- No Bid Bond required
- Addendum (if any) has been included
- PAVA Vendor Enrollment Data Sheet
- Read all bid requirements and specifications
- Alabama Immigration Law Compliance Documents
- Submit list of items installed on the bus with brand, model and serial numbers
- Submit copy of warranties
- Copy of Certificate of Insurance







# Mobile County PUBLIC SCHOOLS

1 Magnum Pass | Mobile, Alabama 36618 | www.mcps.com | 251-221-4000

BOARD OF SCHOOL COMMISSIONERS  
Reginald A. Crenshaw, Ph.D., President - District 3  
L. Douglas Harwell, Jr., V. President - District 1  
Don Stringfellow - District 2  
Tracie Roberson - District 4  
William C. Foster, Ed.D. - District 5  
SUPERINTENDENT Martha L. Peck

Purchasing Department  
Phone (251)221-4473  
Fax (251)221-4472  
purchasing.mcps.com

Bid No. 14-73  
BUYER: JULIE MORGAN

June 9, 2014

**ADDENDUM #1**  
**CONVERTING BUSES INTO MOBILE FEEDING BUSES**  
**CHILD NUTRITION DEPARTMENT**

The bid opening date has been changed to Tuesday, June 24, 2014 at 3:00 pm.

The mandatory pre-bid meeting date has been changed to Tuesday, June 17, 2014 @ 3 pm.

If you have any questions concerning this bid, you may call the Purchasing Department @ (251) 221-4473.

Sincerely,

Russell Hudson  
Purchasing Director

RH/rbw



# Mobile County PUBLIC SCHOOLS

1 Magnum Pass | Mobile, Alabama 36618 | www.mcps.com | 251-221-4000

BOARD OF SCHOOL COMMISSIONERS  
Reginald A. Crenshaw, Ph.D., President - District 3  
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Don Stringfellow - District 2  
Tracie Roberson - District 4  
William C. Foster, Ed.D. - District 5  
SUPERINTENDENT Martha L. Peek

Purchasing Department  
Phone (251)221-4473  
Fax (251)221-4472  
purchasing.mcps.com

Bid No. 14-53  
BUYER: JULIE MORGAN

April 23, 2014

### **INVITATION TO BID** **WRAPPING OF BUSES** **SUMMER FEEDING PROGRAM - CNP**

Sealed proposals will be received by the Board of School Commissioners of Mobile County, Alabama at its Purchasing Department, 1 Magnum Pass, Mobile, Alabama 36618, until **Wednesday, May 7, 2014 @ 2:30 PM** at which time they will be publicly opened and read aloud. **A mandatory pre-bid will be April 30, 2014 @ 10:00 am at the Transportation Dept. located at 3274 International Drive, Mobile, AL 36606.**

1. The submission of the bid by the vendor, acceptance and award of the bid by the School Board of Mobile County, Alabama, and subsequent purchase orders issued against said award shall constitute a binding, enforceable contract. Unless stipulated in the bid documents, no other contract documents shall be issued.
2. The undersigned, as bidder, hereby declares that I have examined the Instructions, General Terms, Conditions and Specifications, and affirm that I have not been in any agreement or collusion among bidders, employees of the Mobile County Public School System, or prospective bidders in restraint of freedom of competition. Furthermore, I understand that fraudulent and collusive bidding is a crime and can result in fines and prison sentences.
3. Bidder has become fully familiar with the general terms, conditions and specifications of this bid request and agrees to abide by all conditions stated herein:
4. **Bidder agrees to VISA® Purchasing Card and E-Payables PAVA process for invoice payments in place of a check to pay for purchases from this solicitation. See payment terms for more information.**

### **PLEASE PRINT OR TYPE BELOW**

Legal Name of Vendor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

(List Toll Free Number if Applicable)

Telephone Number: \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name(Typed or Printed)

**THIS COMPLETED FORM MUST APPEAR AS THE TOP SHEET FOR ALL BIDS SUBMITTED**

## GENERAL TERMS AND CONDITIONS

### MOBILE COUNTY PUBLIC SCHOOL'S PURCHASING DEPT.

#### 1. ALABAMA IMMIGRATION LAW COMPLIANCE:

As a Contractor/Vendor as defined in the Act, to the Local Board of Education (Board), it is crucial to your relationship (future or continuing) with the Board that you comply with the Immigration Reform Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Accordingly please provide your Affidavit of Immigration Compliance. These documents can be found in the following bid package along with a compliance check list.

**2. ADDITIONAL ORDERS:** Unless it is specifically stated to the contrary in the bid response, the School District reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions; to extend the renewal date until a new bid is in place, if it is mutually agreeable.

**3. ADDENDA:** If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders that are registered with the Purchasing Department. The Board is not bound by any oral representations, clarifications, or changes made in the written specifications by the school's employees, unless such clarification or change is provided to bidders in written addendum form from Purchasing Department.

**4. APPLICABLE LAW:** This contract shall be construed and interpreted according to Alabama Law.

**5. ASSURANCE OF NON-CONVICTION OF BRIBERY:** The bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors, or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or Federal government.

**6. AWARD CONSIDERATION:** The following factors will be considered in determining the lowest responsible bidder: Overall quality, Conformity with specifications both general and specific, Purposes for which materials or services are required, Delivery dates and time required for delivery, Unit acquisition cost, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs, and other objective and accountable factors which are reasonable.

**7. BID AND PERFORMANCE SECURITY:** If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany the bid and be made payable to Board of School Commissioners of Mobile County. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the School District and underwritten by a company licensed to issue bonds in the State of Alabama. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Purchasing Manager deems the failure to be nonsubstantial. All checks will be returned to the bidders within five (5) days after the contract has been Board approved. If a performance bond is required, the successful bidder will be notified after the awarding of the contract.

**8. BRAND NAMES:** The name of a certain brand, make, model number, manufacturer, or definite specification is to denote the quality standard of the article desired, but does not restrict the bidder to the particular brand, make, model number, manufacturer, or specification named. It is set forth to convey the general style, character, and quality of the item desired to the prospective bidder. Whenever the words "or approved equal" appear in the specifications, they shall be interpreted to mean an item of material or equipment similar to that named, which is approved by the Purchasing Department or their designated representatives. The burden of proof that alternate brands are in fact equal or better falls on the bidder, and proof must be to the Board's satisfaction.

**9. DELIVERY OF BIDS:** Bids must be received in the Purchasing Office by the the date and time specified on the bid cover. All bids will be accepted until the time and date stated on the bid cover. No bids will be accepted that extend past the time and date on the bid cover. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bids submitted by U.S. Mail must be

addressed to the Board of School Commissioners, Purchasing Office, P.O. Box 180069, Mobile, AL 36618; when using other couriers, send to the Board of School Commissioners, Purchasing Office, 1 Magnum Pass, Mobile, AL 36618. The School District accepts no responsibility for premature opening of bid response not properly identified or late arrival of a bid response for whatever reason. No fax or emails will be accepted. The Board will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Board of School Commissioners, Purchasing Department by the time stated in the bid request. All bids shall remain firm for acceptance by the Board for a period of 60 days from the date of bid opening. If the School System is closed for any reason, including but not limited to: Acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events") which closure prevents the opening of bids at the advertised date and time, all bids received shall either be publicly opened and read aloud on the next business day that the department opens at the advertised time or the bid opening will be extended by sending out an addendum that states the new date and time to all registered bidders.

**10. ERRORS IN BIDS:** Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after the bid opening may not be corrected.

**11. HAZARDOUS AND TOXIC SUBSTANCES:** Bidder must comply with all applicable Federal, State, County and City laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to information hazardous and toxic substances, and as amended from time to time. Bidder shall provide the School District with a "Material Safety Data Sheet" if required.

**12. INVOICING, DELIVERY, PACKAGING:** Invoices shall be prepared only after ordered materials have been delivered. Payment will be made in accordance with Terms of Payment in the Minimum Specifications. District personnel may choose to use a VISA® Purchasing Card and E-Payables PAVA process for invoice payments in place of a check to pay for purchases from this solicitation. Unless exception is noted in the bid response, the bidder by submitting a bid, agrees to accept the VISA® purchasing card and E-Payables process, as an acceptable form of payment and may not add additional service fees/handling charges to purchases made with the VISA® purchasing card. Refusal to accept this condition may cause your bid to be declared non-responsive.

All invoices must show the purchase order number. Vendors shall not ship any material without an authorized purchase order from the Board of School Commissioners of Mobile County or local school. All packages delivered must show the purchase order number. The successful bidder will be required to furnish all materials, equipment, and/or service called for at the bid price quoted. In the event the bidder fails to deliver within a reasonable period of time, as determined by the Board, the right is reserved to cancel the award and subsequent purchase order and purchase from the next lowest responsible bidder the items needed. The original bidder will be back charged the difference between the original contract price and the price the Board has to pay as a result of the failure to perform by the original contractor. All bids will remain firm for acceptance for 60 days from the date of bid opening. Prices shall be net F.O.B.; School Site, Mobile County, AL. The title and risk of loss of the goods will not pass to the Board, Departments, Schools until receipt and acceptance takes place at the F.O.B. point.

**13. INSPECTION OF PREMISES:** At reasonable times, the Board may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the Board makes such an inspection, the contractor must provide reasonable assistance. The Board reserves the right on demand and without notice all the vendor's files associated with a subsequent contract where payments are based on contractor's record of

## GENERAL TERMS AND CONDITIONS

### MOBILE COUNTY PUBLIC SCHOOL'S PURCHASING DEPT.

time, salaries, materials, or actual expenses. This same clause will apply to any subcontractors assigned to the contract.

**14. INSURANCE:** If a contract results from this bid, the contractor shall maintain such insurance as will indemnify and hold harmless the School District from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the contractor's operations under this contract, or by anyone directly or indirectly employed by him/her.

**15. INVITATION TO BID:** Any provisions made in the Invitation for Bid supersedes any provisions outlined here in the General Terms and Conditions.

**16. NON-DISCRIMINATION:** The Board provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, color, creed, sex, national origin, or disability in consideration for an award.

**17. PRODUCT TESTING:** Vendor shall incur all cost involved in obtaining an Independent Laboratory Test if the Board deems necessary during the term of the contract. The Board reserves the right to request a demonstration of any and all items bid before making the award.

**18. PATENTS:** Bidders guarantees that the sale and/or use of goods will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the School District, employees on any claims arising out of the purchase of goods or services.

**19. PROTESTS:** Any protest to the Board's consideration of any bid must be submitted in writing and received by the Purchasing Manager no later than five (5) calendar days after awarding the bid. The Assistant Superintendent of Business Services will send a written reply to the protesting bidder. The Board of Education is the final authority on issues relating to this contract. The Purchasing Manager is the Board's representative in the award and administration of this contract, and will issue and receive all documents, notices and correspondence. The decision of the Board of Education is final, conclusive, and binding on all parties concerned.

**20. PREPARATION OF BID:** All bids shall be typewritten or in ink on the form(s) prepared by the Board. Bids prepared in pencil will not be accepted. All proposals must be signed by officials of the corporation or company duly authorized to sign bids. Any bid submitted without being signed will automatically be rejected. All corrections or erasures shall be initialed and dated by the person authorized to sign bids. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.

**21. PRICING:** Prices quoted shall be delivered prices and shall include any and all costs, charges, taxes, and fees i.e. the Board shall only pay the price and amount quoted and nothing more.

**22. QUESTIONS/CONTACT:** All questions must be directed to the buyer listed on the particular bid. Clarification will be made only by written addenda sent to all registered bidders. The Board will not be responsible for verbal answers regarding the intent or meaning of the specifications or for any verbal instructions given prior to the bid opening. Bidders shall not contact any member of the Mobile County School Board, Superintendent, or Staff regarding this bid prior to posting of the final tabulation in the Purchasing Office after such bid has been Board approved. Any such contact shall be cause for rejection of your proposal.

**23. REJECTION OF BIDS:** Mobile County school District reserves the right to accept or reject any or all bids in whole or in part for any reason, to waive technicalities or informalities, or to advertise for new proposals, if, in the judgment of the awarding authority, the best interest of the School District will be promoted thereby. Bidders may be disqualified and rejection of proposals may be recommended to for any of (but not limited to) the following causes: Failure to use the bid forms furnished by the Board of School Commissioners, Lack of signature by an authorized representative on the bid form, Failure to properly complete the bid form and vendor compliance, Default on previous contracts, Evidence of collusion among bidders, Unauthorized alteration of the bid form.

**24. SAMPLES:** Bidders will not be required to furnish samples at the time of bid opening, unless specifically called for. The Board reserves the right to request samples after bid opening to assist in the evaluation of proposals submitted.

**25. TABULATION:** Bid results are posted on Purchasing's web site, and will remain for sixty (60) days after the posting date. The awarding bidders will be sent a written notification via mail.

**26. TERMINATION BASED ON LACK OF FUNDING:** Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the appropriating authority is deemed to be the Board of School Commissioners of Mobile County. Insufficient funds shall be the grounds for immediate termination of this solicitation.

**27. TERMINATION FOR THE CONVENIENCE OF THE BOARD:** The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or part, whenever the Purchasing Manager shall deem that termination is in the best interest of the School District. Such determination shall be in the sole discretion of the Purchasing Manager. In such event, the School District shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

**28. TERMINATION FOR DEFAULT:** If an award results from this bid, and the contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the School District. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for the termination of the contract, and the contractor is not entitled to recover any costs incurred by the contractor up to the date of termination.

**29. WARRANTY:** The bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample, or other description which is furnished to or adopted by the School District, and that it will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. The bidder further warrants all items for a period of one year, unless otherwise stated, from the date of acceptance of the items delivered and installed or work completed. All repairs, replacements, or adjustments during the warranty period shall be at the bidder's sole expense.

**30. VENDOR LIST:** A bidder may be removed from the Qualified Vendor List if a vendor fails to respond to three (3) consecutive ITB's. A properly submitted "No Bid" is considered as a response and the vendor will receive credit for the response.

**THE BOARD MAY REJECT ANY BID FOR FAILURE BY THE BIDDER TO COMPLY WITH ANY REQUIREMENTS STATED ABOVE IN THE BID PROPOSAL OR IN ATTACHMENTS THERETO WHICH BECOME PART OF THE BID.**

THE SCHOOL BOARD OF MOBILE COUNTY, ALABAMA

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RUSSELL HUDSON  
DIRECTOR OF PURCHASING

Vendors:

Our records indicate you are registered to receive "Invitation to Bids" from Mobile County Public School System. The Mobile County School System is changing the way vendors are notified for Invitation to Bids. Currently, we are sending post card notifications by US Mail to all vendors who are registered.

The NEW NOTIFICATION PROCESS will begin and consist of the vendor receiving an email notification of Invitation to Bids. A web site has been established for vendors to register and select the bid categories from which they want to receive bid invitations. These are the steps you need to take:

1. Go to <https://bidreg.mcpss.com/ezregistration.html>
2. Select "New Applicant" and you will create a user name and password, and then follow the prompts.
3. Please note the email bid notifications will be sent from [bidnotify@mcpss.com](mailto:bidnotify@mcpss.com) save this in your address directory to prevent email being sent to SPAM.

Even though vendors are currently registered to receive bids, all vendors MUST register in the new database in order to receive an ITB "Invitation to Bid" . If you do not register, you will not receive an ITB. Also, all vendors are responsible for maintaining their vendor profile in the database for such things as address, contact info, email, bid categories, etc..... This information needs to stay current to assure you receive ITB's. I would strongly encourage vendors to visit MCPSS.com once a week to be knowledgeable of all bid activity.

Thank you for your cooperation as this will allow us to drastically reduce postage costs and work more efficiently. Please feel free to contact us if you have questions at 251-221-4473.

MINIMUM SPECIFICATIONS  
WRAPPING OF BUSES  
SUMMER FEEDING PROGRAM - CNP

I Intent of Bid

- A. The intent of this bid is to establish a contract between the Board and bidder for the furnishing of graphic design wraps for four (4) buses as described herein.

II Qualifications of Bidders

- A. Bids will be accepted only from firms engaged on a full time basis in the graphic designs business and must be the manufacturer or the manufacturers authorized sales dealer and service center.
- B. Successful bidder must guarantee all items to be free from defects in materials and workmanship. Bidder agrees to replace and/or repair defective materials upon request.
- C. **All bidders must attend a mandatory pre-bid meeting scheduled for Wednesday, April 30, 2014 @ 10:00 am located at the office of the Transportation Department at 3274 International Drive, Mobile, AL 36606.**

III Products Quoted

- A. All items quoted shall meet or exceed the specifications as written.
- B. **Bidders shall describe each item quoted by brand name and model number if applicable. If bidding a brand and model other than specified, bidder shall include specification sheets with bid proposal for each alternate item quoted with the item number on each specification sheet. Failure to provide specification sheets for items quoted may be cause for rejection of your proposal.**

IV Method of Award and Delivery

- A. Bid will be awarded on a lump sum basis, or whichever method is deemed to be in the best interest of the district.
- B. All items shall be completed by the projected date after vendor receipt of purchase order. The projected completion date is May 23, 2014, and must be strictly adhered to for the Summer Feeding Program.
- C. All items are to be quoted F.O.B.; Transportation Department, 3274 International Dr., Mobile, AL 36606. The title and risk of loss of the goods will not pass to the Board, departments, or local schools until receipt and acceptance takes place at the FOB point.

V Proposal Form

- A. Proposal form shall be filled out in full. Each item quoted shall be described by brand name and model number. Each item shall be assigned a unit cost. Failure to provide this information on proposal form may be cause for rejection of bid.

VI Terms of Payment

- A. While it is the intent of the Board of School Commissioners to pay all bills within thirty (30) days, there may be times when this strict requirement cannot be adhered to, as payment is normally processed approximately thirty (30) days from final approvals of receipts and verified invoices. Should a contestment result regarding quality, terms, etc., the thirty (30) days would appear after the matter has been cleared. Payment may be expedited by providing original invoices and/or certified copies of an original, should a copy be the only thing available. If a copy is used, certification must state "true, correct, and unpaid original invoice", and signed by an official of the company.

- B. **District personnel may choose to use a VISA® Purchasing Card and E-Payables PAVA process for invoice payments in place of a check to pay for purchases from this solicitation. Unless exception is noted in the bid response, the bidder by submitting a bid agrees to accept the VISA® purchasing card and E-Payables process, as an acceptable form of payment and may not add additional service fees/handling charges to purchases made with the VISA® purchasing card. Refusal to accept this condition may cause your bid to be declared non-responsive.**
- C. The above stated terms of payment are the only terms which the Board will consider. Any bid submitted which does not comply with our stated terms will not be considered for award.

#### VII Questions

- A. If you have any questions regarding this bid please contact Julie Morgan @ 251-221-4473 or e-mail [jdmorgan@mcpss.com](mailto:jdmorgan@mcpss.com).

#### VIII Photos Attached

- Picture 1: Sample of the buses that will be wrapped, but may not be the same bus number.  
Picture 2: Sample of previously wrapped bus.  
Picture 3: Sample of artwork that will be used on the sides of all four (4) buses.  
Picture 4: Sample of MCPSS Logo that will be used.

### **SCOPE OF WORK**

The bidders are responsible for attending a mandatory pre-bid meeting scheduled for Wednesday, April 30, 2014 @ 10:00 am at the Transportation Department located at 3274 International Drive, Mobile, AL 36606. Bidders will be responsible for taking measurements and inspecting the buses at this time.

Bidders must have experience in graphic designs/wrapping for a minimum of ten (10) years. Bidders must submit three (3) references listing the contact person's name, address, telephone number and email address and scope of work that has been completed.

The successful bidder will be responsible for furnishing all materials, parts and labor to complete this project of wrapping four (4) buses for the Mobile County Public Schools CNP Department using the furnished drawing and wording as supplied in this bid.

The buses will be painted blue (body) with a white top above the windows by Mobile County Public Schools Transportation Department and will be ready for the wraps to be installed when awarded to the successful bidder.

The successful bidder will be allowed use of the Mobile County Public Schools Transportation Dept. at 3274 International Drive as the site to install the wraps for all four (4) buses during the regular working hours of 7 am – 3:30 pm, Monday through Friday. The successful bidder will assume all risks associated with wrapping of the buses while on MCPSS property. The successful bidder will be responsible for damaged wrap if it occurs while on MCPSS property.

Materials to be used for the wrapping: 3M 180C Vinyl; or approved equal.  
3M 8518 Over Laminate (high gloss); or approved equal.

Warranty: Materials to have a minimum of five (5) years warranty on workmanship and manufacturer's defects such as peeling, fading, cracking/breaking, and laminate separation.

The successful bidder will be responsible for making sure that the logos will not be applied until the paint has cured. If there are any issues arising from improperly applying or cutting or attempting to install the graphics inappropriately, the successful bidder shall bear the burden and be responsible for the additional cost of remanufacturing new product and reapplying the graphics that shall include all labor and material costs.

Wrapping Buses - CNP  
Specifications  
Page 3

The buses will be named : "Super Food Express"

The name will be located on the top front open area of the bus between the lights.

The picture supplied will be applied in 4 to 5 places across the sides of the buses using different faces and positions of the arms to indicate football, band, cheerleading, etc.

The white top portion of both sides of the buses will have the words: "You Are What You Eat"

The back door of the bus will have the following: Top Glass Area: Mobile County Public School System

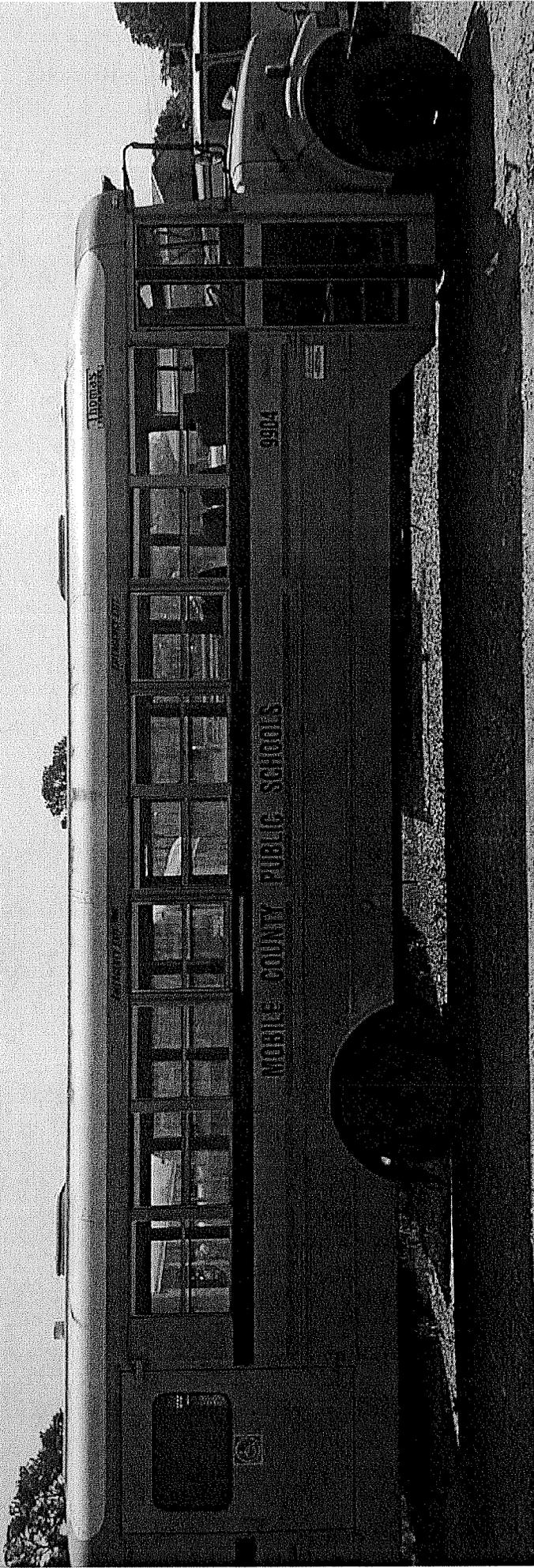
Open Space between Glass: MCPSS Logo

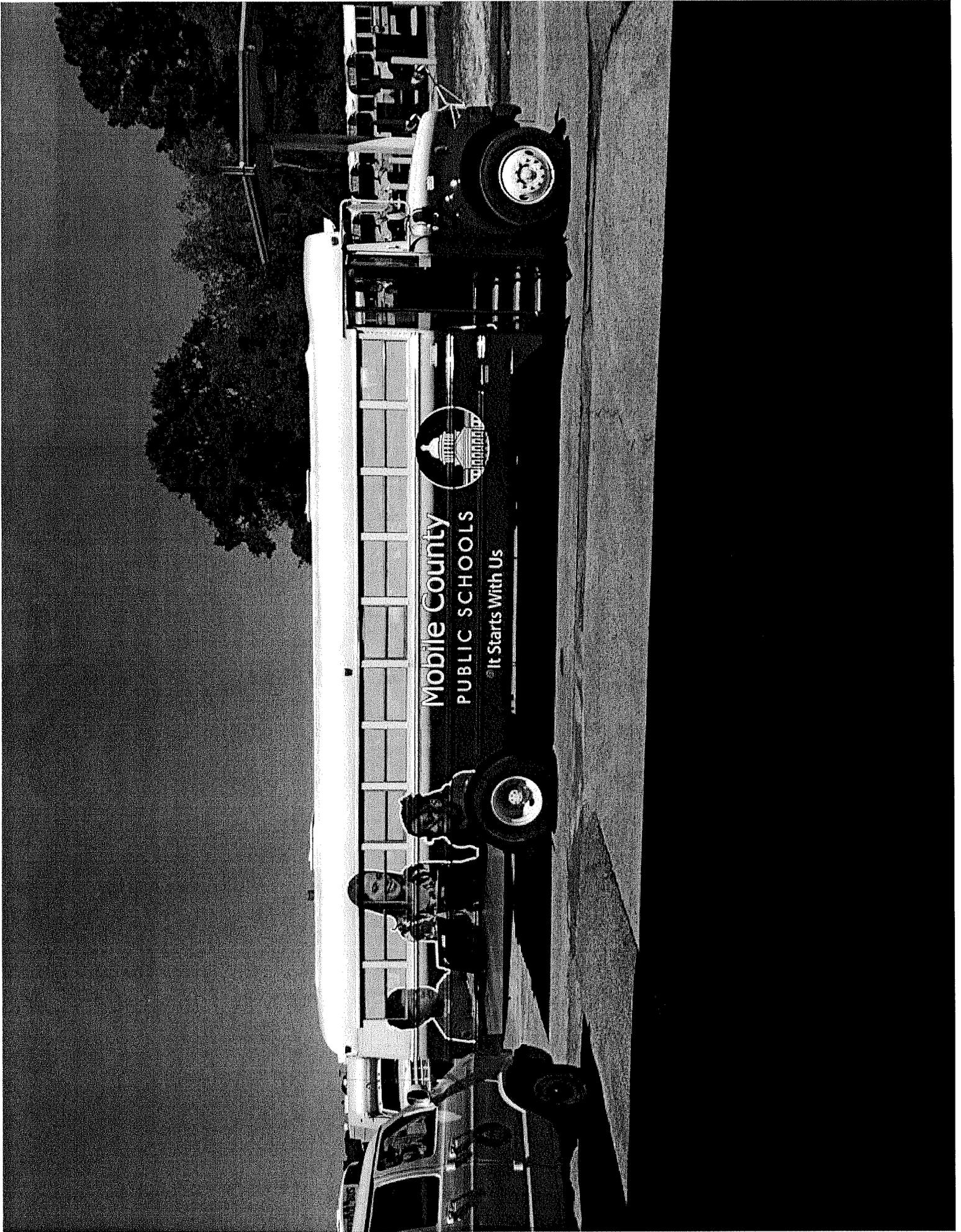
Bottom Glass: "It Starts With Us"

The vinyl letter colors will be determined at the pre-bid meeting. Letters to be 10-12 inches tall and will be properly spaced to fill area.

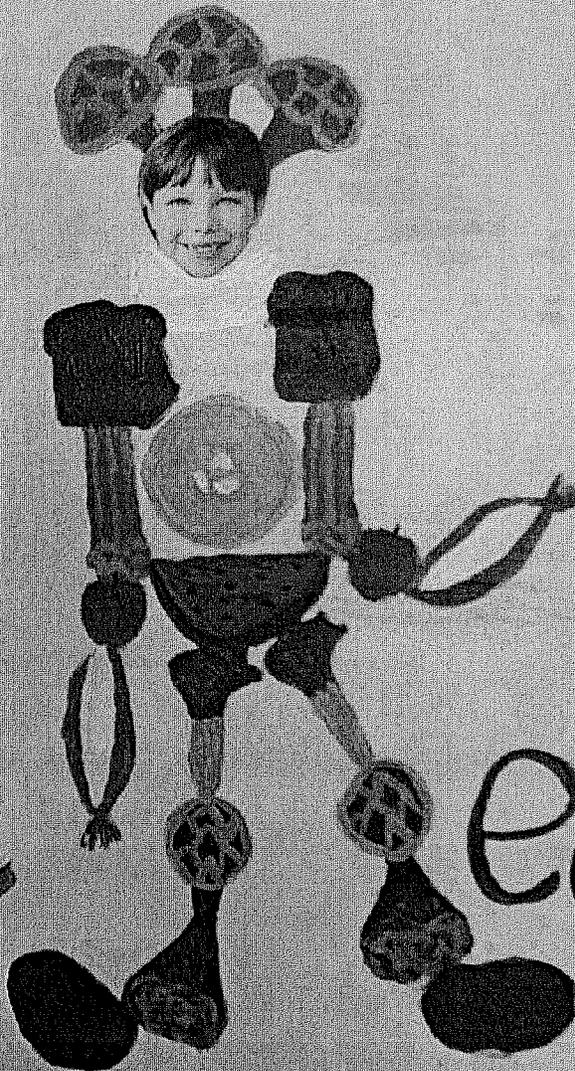
The successful bidder will be responsible for cleaning up all debris from the work site area on a daily basis until the work is completed on the projected date of May 23, 2014. The projected date must be strictly adhered to because of time line for the Summer Feeding Program.

Mobile County Public Schools will inspect the buses upon completion of the wraps.



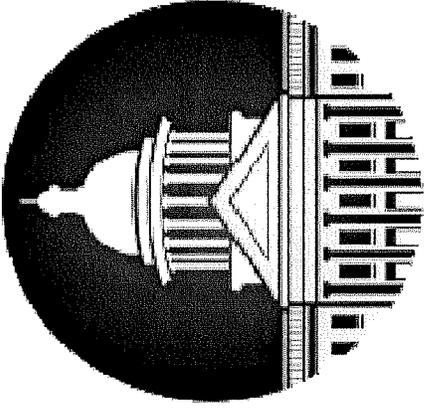


You are what



you

eat



# Mobile County

PUBLIC SCHOOLS

## **Mobile County School Board Accounts Payable Department**

### **What is E-Payables?**

The District has adopted the use of Pava, powered by Solvit Software, Inc. Pava receives invoice and purchase order details from Accounts Payable and assigns a one time use credit card number.

E-Payables allows the District to pay vendors via a credit card and turn around vendor payments in a shorter time frame than the current paper check you now receive.

### **How Does E-Payables Work?**

- After goods are delivered and/or services rendered, vendors submit invoices to the Accounts Payable Department according to the current process.
- When Accounts Payable has authorization of a 3-way match (purchase order, delivery receipt and invoice) AND the invoice(s) are due for payment according to your current payment terms with the District, E-Payables begins its process.
- The vendor then receives an email notification of the payment from the District.
- The vendor then logs into a secure site using their assigned user ID and password. Each payment notification will include the card number, expiration date, security code, payment amount and invoice and/or PO numbers.
- Once the vendor receives the email, the credit card has been authorized to be charged for the amount listed in the email. When the vendor charges the card as authorized in the email, the virtual card will no longer be available for charges. When the next payment is provided the vendor will receive a new card number, security code and expiration date.

### **What are the Benefits to using E-Payables?**

- Receive payments 7 – 10 days sooner; resulting in a quicker cash flow for day to day operations or investments.
- Reduce the cost of paper processing and employee time spent on preparing and making bank deposits.
- Void the risk of lost or stolen checks.
- Quickly reduce outstanding accounts receivable balances.

### **How do I Participate in the E-Payables Program?**

Simply contact Mobile County School Board Accounts Payable Department (251) 221-4438 and request to be enrolled in the E-Payables payment program.

**SOLVIT SOFT, INC & REGIONS BANK**  
**PAVA VENDOR ENROLLMENT DATA ELEMENTS**

Please complete data elements 2 – 5:

1. AP Code (Internal Use Only- MCPSS)
2. Vendor Name (Vendor Use)
3. Account Receivable Contact – Name (Vendor Use)
4. Account Receivable Contact - Email Address (Vendor Use)
5. Account Receivable Contact – Phone Number (Vendor Use)

AP CODE	VENDOR NAME	AR CONTACT NAME	AR CONTACT EMAIL	AR CONTACT PHONE

# IMMIGRATION LAW COMPLIANCE

**CONFIRMATION REQUEST:  
AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE**

**Vendor Information**

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

Address: \_\_\_\_\_

*Street Address*

*Suite/Unit #*

*City*

*State*

*ZIP Code*

Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

**Please Read the attached Immigration Notice and Select one (1) of the Following:**

The Alabama Immigration Law **DOES NOT** apply to the above named company. Please explain:

\_\_\_\_\_  
\_\_\_\_\_

The Alabama Immigration Law **DOES** apply to the above named company and the documents are on file with Mobile County School System

The Alabama Immigration Law **DOES** apply to the above named company and the **AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE** DOCUMENTS are ATTACHED with the Bid Response

The documents are available at [www.mcps.com/immigrataion](http://www.mcps.com/immigrataion) and [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify)

\_\_\_\_\_  
*Employee Signature*

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

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**Certification Regarding Debarment, Suspension, and Other  
Responsibility Matters - Primary Covered Transactions**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 1722-1733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization Name

PR/Award Number of Project Name

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Name(s) and Title(s) of Authorized Representative(s)

---

Signature(s)

Date

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reasons of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction", "participant," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

BOARD OF SCHOOL COMMISSIONERS  
MOBILE COUNTY PUBLIC SCHOOLS

VENDOR MINORITY QUESTIONNAIRE

BID NO#: 14-53

Please complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company. Failure to comply could result in rejection of your proposal and/or removal of your name from our bidder's list, as we are now required to provide this information to the State Department.

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

FAX #: \_\_\_\_\_

IS THE COMPANY MINORITY OWNED?:    \_\_\_ YES    \_\_\_ NO

IS THE COMPANY OWNED BY:            \_\_\_ MALE    \_\_\_ FEMALE    \_\_\_ BOTH

IS THE COMPANY INCORPORATED    \_\_\_ YES    \_\_\_ NO

ETHNICITY OF OWNERSHIP:

\_\_\_ ASIAN AMERICAN

\_\_\_ AMERICAN INDIAN

\_\_\_ BLACK

\_\_\_ DISABLED

\_\_\_ HISPANIC

\_\_\_ OTHER (PLEASE SPECIFY): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## CHECKLIST

This checklist is provided to assist Bidders in the preparation of their bid response. Included in this checklist are important requirements that are the responsibility of each Bidder to submit with their response in order to make their bid response fully compliant. This checklist is only a guideline; it is the responsibility of each Bidder to read and comply with the Invitation to Bid in its entirety.

\_\_\_\_\_ Mailing envelope has been addressed to:

Board of School Commissioners  
Purchasing Office  
P. O. Box 180069  
Mobile, AL 36618

OR

Board of School Commissioners  
Purchasing Office  
1 Magnum Pass  
Mobile, AL 36618

\_\_\_\_\_ Mailing envelope must be sealed and marked with:

- Bid Number
- Bid Title
- Bid Opening Date and Time
- 

**TO HELP REDUCE POSTAGE COSTS, AWARD NOTICES WILL ONLY BE MAILED TO SUCCESSFUL BIDDERS. THE BID RESPONSES CAN BE VIEWED ON THE WEBSITE; AFTER BOARD APPROVAL, THE OFFICIAL AWARD CAN BE VIEWED ON THE WEBSITE (ACTIVE CONTRACTS).**

**ALL COURIER DELIVERED BIDS MUST HAVE THE BID NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET**

**Check Each Of The Following As The Necessary Action Is Completed.**

- The **Invitation to Bid** sheet has been signed
- The minority questionnaire
- The variance sheet (if applicable)
- The debarment sheet
- No Bid Bond required
- Addendum (if any) has been included
- PAVA Vendor Enrollment Data Sheet
- Read all bid requirements and specifications
- Alabama Immigration Law Compliance Documents



**BID ON: WRAPPING OF BUSES - SUMMER FEEDING PROGRAM - CNP**  
**BID NO.: 14-53**  
**OPENED: MAY 7, 2014 @ 2:30 PM**

ITEM NO.	DESCRIPTION	QTY	COST PER UNIT	EXTENDED COST	WARRANTY ON MATERIALS & LABOR	STATE BEST COMPLETION TIME
1	Wrapping of Buses as described in specifications Price to include all materials and labor.	4	\$	\$		

All bidders must attend a mandatory pre-bid meeting scheduled for Wednesday, April 30, 2014 @ 10:00 am located at the office of the Transportation Department at 3274 International Drive, Mobile, AL 36606.

All items shall be completed by the projected date after vendor receipt of purchase order. The projected date is May 23, 2014, and must be strictly adhered to for the Summer Feeding Program.



# Mobile County PUBLIC SCHOOLS

1 Magnum Pass | Mobile, Alabama 36618 | www.mcps.com | 251-221-4000

BOARD OF SCHOOL COMMISSIONERS  
Reginald A. Crenshaw, Ph.D., President - District 3  
L. Douglas Harwell, Jr., V. President - District 1  
Don Stringfellow - District 2  
Tracie Roberson - District 4  
William C. Foster, Ed.D. - District 5  
SUPERINTENDENT Martha L. Peek

Purchasing Department  
Phone (251)221-4473  
Fax (251)221-4472  
purchasing.mcps.com

Bid No. 14-53  
BUYER: JULIE MORGAN

April 30, 2014

**ADDENDUM #1**  
**WRAPPING OF BUSES**  
**SUMMER FEEDING PROGRAM – CNP**

The bid opening date is Wednesday, May 7, 2014 at 2:30 pm.

Clarification of specifications:

The successful bidder will be allowed use of the Mobile County Public School Transportation Dept. at 3274 International Drive as the site (at the direction of Pat Mitchell or his designee) to install the wraps for all four (4) buses during the regular working hours of 7 am – 3:30 pm, Monday through Friday. The successful bidder will assume all risks associated with wrapping of the buses while on MCPSS property. The successful bidder will be responsible for damaged wrap if it occurs while on MCPSS property.

Each side of the bus will have 6 student drawn characters.

All windows will be perforated.

First window on each side of the bus will have the MCPSS logo and emblem.

The CNP Director (Suzanne Yates) will give final approval on all colors and images before they are placed on the buses.

Discard the original price sheet in bid package and submit Addendum #1 price sheet with your bid proposal.

If you have any questions concerning this bid, you may call the Purchasing Department @ (251) 221-4473.

Sincerely,

Russell Hudson  
Purchasing Director

RH/jdm

**BID ON: WRAPPING OF BUSES - SUMMER FEEDING PROGRAM - CNP**  
**BID NO.: 14-53**  
**OPENED: MAY 7, 2014 @ 2:30 PM**

ITEM NO.	DESCRIPTION	QTY	COST PER UNIT	EXTENDED COST	WARRANTY ON MATERIALS & LABOR	STATE BEST COMPLETION TIME
<b>OPTION I</b>						
1	Wrapping of Buses as described in specifications Price to include all materials and labor. This is to be full length of the bus and consist of 6 die cut characters from top of windows to the bottom of the bus on each side.	4	\$	\$		
<b>OPTION II</b>						
2	Wrapping of Buses as described in specifications Price to include all materials and labor. This will be a full bus wrap.	4	\$	\$		

Only one (1) option will be chosen to be awarded for all four (4) buses.

All bidders must attend a mandatory pre-bid meeting scheduled for Wednesday, April 30, 2014 @ 10:00 am located at the office of the Transportation Department at 3274 International Drive, Mobile, AL 36606.

All items shall be completed by the projected date after vendor receipt of purchase order. The projected date is May 23, 2014, and must be strictly adhered to for the Summer Feeding Program.

**JUNE 2014 Production Sites**  
**Summer Food Service Program Menu**  
 Mobile County Public School System  
 Menu subject to change due to deliveries and commodities.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
June 2 to June 6		<b><u>Last Day Students</u></b> <b><u>2013-2014 School Year</u></b>	<i>Teacher's Last Day / Work Day</i> <i>2013-2014 School Year</i>		
June 9 to June 12	Menu #3 Corn Dog Mayo-Mustard-Ketchup String Cheese Celery Sticks w/ Ranch Dressing Frozen Strawberry Cup Fruit Blend Juice/ Milk	Menu #2 Deli on WW Sliced Bread (Ham or Turkey & Cheese) Mayo—Mustard Broccoli Florets w/ Ranch Dressing Brownie or Graham Crackers Frozen Peach Cup Grape Juice / Milk	Menu #1 Hamburger w/ Cheese Mayo-Mustard-Ketchup Sun Chips / Sweet Potato Sticks w/ Ranch Dressing Frozen Applesauce Cup Orange Juice / Milk	Menu #4 Chicken & Cheese Wrap w/ Ranch Dressing Potato Rounds w/ Ketchup Frozen Fruit Cup Orange / Pineapple Juice / Milk	<b>MOBILE COUNTY PUBLIC SCHOOLS CLOSED ON FRIDAY</b>
June 16 to June 19	Menu #5 Pizza Pocket Fresh Carrot Sticks w/ Ranch Dressing Chocolate Rice Krispy Bar Frozen Fruit Cup Apple Juice / Milk	Menu #1 Hamburger w/ Cheese Mayo-Mustard-Ketchup Sun Chips Sweet Potato Sticks w/ Ranch Dressing Frozen Fruit Cup Orange Juice / Milk	Menu #2 Deli on WW Sliced Bread (Ham or Turkey & Cheese) Mayo—Mustard Broccoli Florets w/ Ranch Dressing Brownie / Frozen Peach Cup / Grape Juice / Milk	Menu #3 Corn Dog Mayo-Mustard-Ketchup String Cheese Celery Sticks w/ Ranch Dressing Frozen Strawberry Cup Fruit Blend Juice/ Milk	<b>MOBILE COUNTY PUBLIC SCHOOLS CLOSED ON FRIDAY</b>
June 23 to June 26	Menu #4 Chicken & Cheese Wrap w/ Ranch Dressing Potato Rounds w/ Ketchup Frozen Fruit Cup Orange / Pineapple Juice Milk	Menu #5 Pizza Pocket Fresh Carrot Sticks w/ Ranch Dressing Chocolate Rice Krispy Bar Frozen Fruit Cup Apple Juice / Milk	Menu #1 Hamburger w/ Cheese Mayo-Mustard-Ketchup Sun Chips Sweet Potato Sticks w/ Ranch Dressing Frozen Fruit Cup Orange Juice / Milk	Menu #2 Deli on WW Sliced Bread (Ham or Turkey & Cheese) Mayo—Mustard / Broccoli Florets w/ Ranch Dressing Brownie / Frozen Peach Cup / Grape Juice / Milk	<b>MOBILE COUNTY PUBLIC SCHOOLS CLOSED ON FRIDAY</b>
June 30	Menu #3 Corn Dog Mayo-Mustard-Ketchup String Cheese Celery Sticks w/ Ranch Dressing Frozen Strawberry Cup Fruit Blend Juice/ Milk				<b>MOBILE COUNTY PUBLIC SCHOOLS CLOSED ON FRIDAY</b>

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# JULY 2014 Production Sites REVISED 7-1-14

## Summer Food Service Program Menu

Mobile County Public School System

Menu subject to change due to deliveries and commodities.

Week OF	Monday	Tuesday	Wednesday	Thursday	Friday
July 1 to July 4	Menu #3 Corn Dog Mayo-Mustard-Ketchup String Cheese Carrot Sticks w/ Ranch Dressing Fruit Juice/ Milk	Menu #5 Pizza Pocket Fresh Carrot Sticks w/ Ranch Dressing Chips Fruit Cup Juice / Milk	Menu #4 Chicken & Cheese Wrap w/Ranch Dressing Potato Rounds w/ Ketchup Fruit Juice / Milk	<b>HOLIDAY</b> MCPSS CLOSED	<b>4th of JULY</b> <b>HOLIDAY</b> MCPSS CLOSED
July 7 to July 10	Menu #3 Corn Dog Mayo-Mustard-Ketchup String Cheese Carrot Sticks w/ Ranch Dressing Fruit Juice/ Milk	Menu #2 Deli on WW Sliced Bread (Ham or Turkey & Cheese) Mayo-Mustard Potato Rounds w/ Ketchup Fruit Cup / Grape Juice / Milk	Menu #1 Double Hamburger w Cheese Mayo-Mustard-Ketchup Sun Chips Carrot Sticks w/ Ranch Fruit / Juice Milk	Menu #4 Chicken & Cheese Wrap w/ Ranch Dressing Potato Rounds w/ Ketchup Fruit / Juice Milk	MOBILE COUNTY PUBLIC SCHOOLS CLOSED ON FRIDAY
July 14 to July 17	Menu #5 Pizza Pocket Potato Rounds w/ Ketchup Chocolate Rice Krispy Bar Fruit / Juice Milk	Menu #1 Double Hamburger w Cheese Mayo-Mustard-Ketchup Sun Chips Carrot Sticks w/ Ranch Fruit / Juice Milk	Menu #2 Deli on WW Sliced Bread (Ham or Turkey & Cheese) Mayo-Mustard Potato Rounds w/ Ketchup Brownie Fruit / Juice Milk	Menu #3 Hot Dog or Corn Dog Mayo-Mustard-Ketchup String Cheese Carrot Sticks w/ Ranch Fruit / Juice Milk	MOBILE COUNTY PUBLIC SCHOOLS CLOSED ON FRIDAY
July 21 to July 24	Menu #4 Double Hamburger w Cheese Mayo-Mustard-Ketchup Potato Rounds w/ Ketchup Fruit / Juice Milk	Menu #5 Pizza Pocket Fresh Carrot Sticks w/ Ranch Dressing Chocolate Rice Krispy Bar Fruit / Juice Milk	Menu #1 Hamburger w/ Cheese Mayo-Mustard-Ketchup Sun Chips Carrot Sticks w/ Ranch Fruit / Juice Milk	Menu #2 Double Hamburger w Cheese Mayo-Mustard-Ketchup Potato Rounds w/ Ketchup Brownie Fruit / Juice Milk	MOBILE COUNTY PUBLIC SCHOOLS CLOSED ON FRIDAY
July 28 to July 31	Menu #3 Hot Dog or Corn Dog Mayo-Mustard-Ketchup String Cheese Carrot Sticks w/ Ranch Fruit / Juice Milk	Menu #4 Double Hamburger w Cheese Mayo-Mustard-Ketchup Potato Rounds w/ Ketchup Fruit / Juice Milk	Menu #5 Pizza Pocket Fresh Carrot Sticks w/ Ranch Dressing Chocolate Rice Krispy Bar Fruit / Juice Milk	Menu #1 Double Hamburger w Cheese Mayo-Mustard-Ketchup Potato Rounds w/ Ketchup Sweet Potato Sticks w/ Ranch Fruit / Juice Milk	<b>AUGUST 1st</b>

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## Bagging System

Bag Stand – used to hang bags for packaging entrees, cut up vegetables and cut up fruits.

Tape sealer – used to seal cut up vegetables and cut up fruits. Some entrees will be sealed.

Tape –

- Clear/Translucent Tape – used for hot foods/entrees
- Colored Tape – used for cold foods – colors represent the day it will be used
  - Green – Monday
  - Red – Tuesday
  - Blue – Wednesday
  - Orange – Thursday

Cold Food Bags -

- 7 X 8 Cold Bags – used for cut up vegetables and cut up fruits and cold sandwiches/wraps – these bags will be sealed.
- 9 X 12 X 2.75 Cold Bags – used for putting meals together and distributing to children/adults – these will not be sealed

Hot Food Bags

- 7 X 8 Mid-temp Bags – Used for foods that we will only heat up in the warmers – hamburger, hot dog –
- 7 X 9 Vented Bags - Used for foods that will be heated in oven but keeps food moist - does not brown or crisp – Ham and Cheese in Tortilla; Chicken and Cheese in Tortilla
- 7 X 9 Multi-Perf Bags – Used for foods that will be browned and crisped – Corn dog, chicken tenders, biscuit, pizza pocket, potato rounds.

To: Principals

From: Suzanne L. Yates

Re: Summer Feeding

Date: April 10, 2014

This summer, the Child Nutrition Program (CNP), will be providing lunches through the Summer Food Service Program. We plan on delivering meals to school sites that are having special programs, i.e., Summer School, Bridges Program, 21<sup>st</sup> Century, Math Programs, etc. In order to receive lunches for the students under the age of 18, we need to know what program, the dates that the program will take place, location of the program and approximately how many students will be attending. Delivery of these meals will start on Monday, June 9, 2014 and go through Thursday, July 31, 2014. Please note that **only** the Summer School sites (Burns, ER Dickson, Hankins and Howard) will have someone designated to hand out meals to students. All other sites will need to have someone available to hand out meals to students.

We will provide lunches Monday through Thursday each week, with the exception of Fourth of July week. That week, we will provide lunches Monday, June 30<sup>th</sup> through Wednesday, July 2<sup>nd</sup>. These sites with the exception of summer school sites will be considered closed sites unless you request it to be opened to children from the surrounding community. Summer school sites will be opened sites for children to come from the surrounding community.

Another type of summer feeding will also be going on in Mobile County. CNP is starting a mobile feeding program in which we are converting school buses to accommodate holding food for lunches. We plan on going out to school parking lots where there are students that are having football practice, band camp, etc. and providing lunches to them. These buses would mainly be stopping at high schools, but if needed, we could make stops at other schools. For this, these sites would be considered open sites and any child under the age of 18 could receive a meal at no charge. In order to schedule the routes of these buses, I need to know when (date and time) you are having these practices/activities, where they are going to take place and approximately how many students will be in your group.

**I have attached a form for you to complete in order for CNP to be able to deliver lunches to school sites. In order to be able to receive these meals, the form would need to be completed and sent to [slyates@mcpsps.com](mailto:slyates@mcpsps.com) or sent to CNP Central Office by end of day Friday, April 25, 2014.**

If you have any questions concerning summer feeding, please feel free to contact me at 251-221-4374.

## Summer Feeding Bus is Coming!

Please identify all summer programs or activities that you would like to provide lunches to the students.

School: \_\_\_\_\_

Program or Activity: \_\_\_\_\_

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

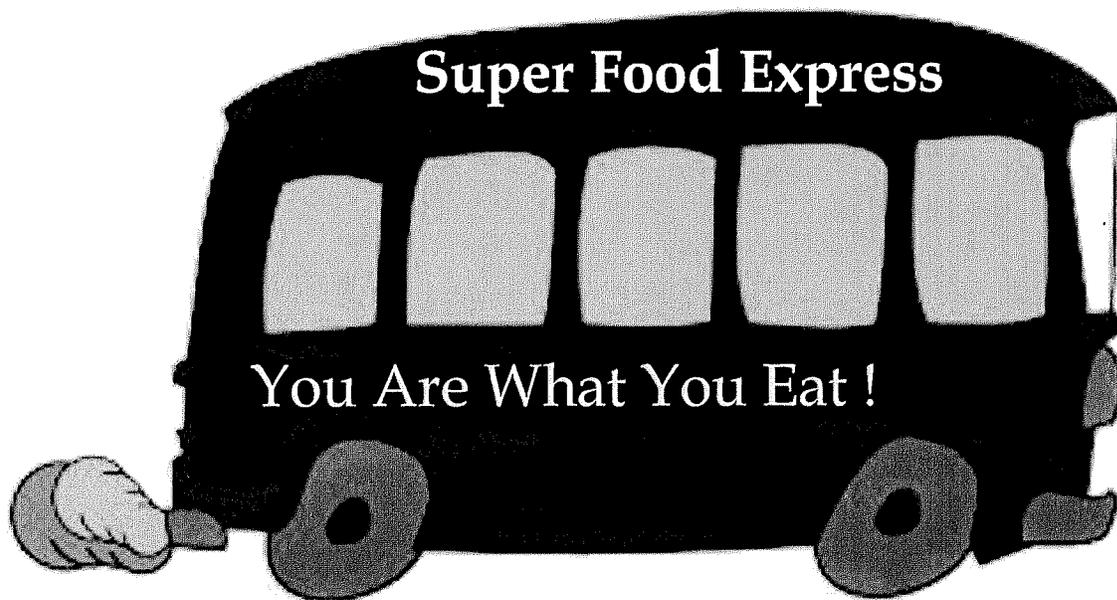
Time of Program: \_\_\_\_\_

Estimated number of Students: \_\_\_\_\_

Contact Person and Phone Number: \_\_\_\_\_

**Send to [slyates@mcpss.com](mailto:slyates@mcpss.com) or CNP Central Office by:**

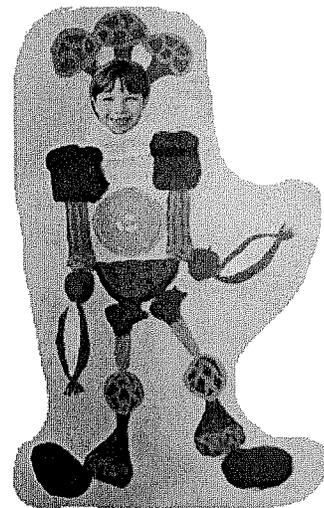
**Tuesday, April 22, 2014**



# Summer Feeding Meals . . .

**Only one meal per person.**

**Meals available to  
children 18 years of age and  
younger.**



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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8330; or (800) 845-6136 (in Spanish).

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