



MSFBG Pre-Bid Meeting

December 1, 2021 10 AM LST

**Bid 22003P**

Laura Metzger - MSFBG Consultant

[MSFBG@ahschools.us](mailto:MSFBG@ahschools.us)

**WELCOME**

# Bid Timeline

<b>Bid # 1 Released</b>	<b>Wednesday, November 18th</b>
<b>Pre-Bid meeting with Brokers/Manufacturers</b>	<b>Wednesday, December 1st 10 AM</b>
<b>Questions due from Vendors</b>	<b>Monday, December 6th By 4:00 PM</b>
<b>Responses due to Vendors</b>	<b>Thursday, December 9th by 4:00 p.m.</b>
<b>Bid #1 Opening –Online submission only</b>	<b>Friday, December 17th 12:00pm.</b>
<b>School Board Meeting - Bid #1 Award</b>	<b>Monday, February 28th</b>
<b>Award Notification</b>	<b>Monday, March 7<sup>th</sup>, 2022 By 4:00 p.m.</b>

Indicate receipt of Addenda to the Bid Documents below:

**ADDENDA**

Receipt of the following Addenda to the Bid documents and their costs being incorporated in the Bid is acknowledged:

Addendum No. _____	Date _____
Addendum No. _____	Date _____
Addendum No. _____	Date _____



No paper copies or flash drives are to be submitted to the Anoka Hennepin School District.

All Bid documents must be uploaded to ~~Interflex Bid Advantage~~ at <https://Bidadvantage.interflex.net>

If you need assistance with any part of the process contact Rhiannon Schaeffer at [rschaeffer@interflex.net](mailto:rschaeffer@interflex.net) or by phone at 1-800-293-2909 x105

**CHECK LIST FOR ELECTRONIC BID SUBMISSIONS**

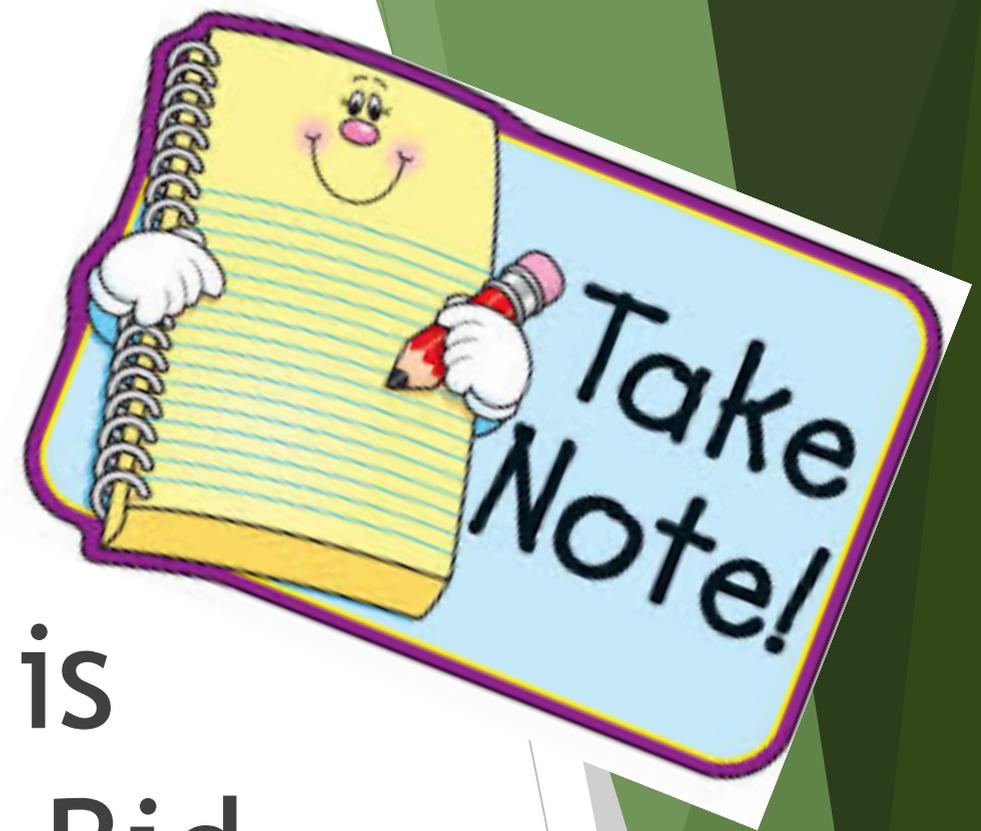
Bids **must** be submitted electronically through ~~Interflex Bid Advantage~~ at <https://Bidadvantage.interflex.net>.

The following documents must be uploaded for a complete Bid package. Missing items may disqualify your Bid.

**BID DOCUMENTS** (See Section 1.02 for detailed definitions)

- \_\_\_\_\_ Invitation for Bid and Acceptance (Page 1 and 2)
- \_\_\_\_\_ Attachment A – Specifications (Excel document found on ~~Interflex~~)
- \_\_\_\_\_ Attachment B – Affidavit of Non-Collusion Form
- \_\_\_\_\_ Attachment C – Debarment and Suspension Form
- \_\_\_\_\_ Attachment D – Manufacturer Letter (ML)
- \_\_\_\_\_ Attachment E – Buy American Requirement (BA) on all food items
- \_\_\_\_\_ Nutritional Label (NL) for all food items
- \_\_\_\_\_ Ingredient Statement (IS) for all food items
- \_\_\_\_\_ Child Nutrition label or Product Formulation Statement (CN) for all food items not included in the USDA Food Buying Guide
- \_\_\_\_\_ Allergen Statement (AS) where required by specification
- \_\_\_\_\_ Gluten Statement (GS) where required by specification
- \_\_\_\_\_ Product information (PI) for all non-food items





EVERY document that is required for a complete Bid submission **MUST** be uploaded to Interflex

# Invitation for Bid and Acceptance



Anoka-Hennepin School District  
Purchasing Department  
2727 North Ferry Street  
Anoka Minnesota 55303  
Phone: 763-506-1300  
Fax: 763-506-1333

**INVITATION FOR BID AND ACCEPTANCE**  
**BID 22003B for MSFBG Food & Non-Food Items**  
**Due by 12:00 p.m. local time, Friday, December 17, 2021.**

Anoka-Hennepin Independent School District 11 solicits your company to submit a Bid on the above referenced goods. All Bid documents must be uploaded to [Interflex Bid Advantage](https://BidAdvantage.interflex.net/) at <https://BidAdvantage.interflex.net/> by **12:00 p.m. local time on Friday, December 17, 2021** in accordance with the terms, specifications and conditions set forth herein.

**ACCEPTANCE:** The following information must be completed and signed by an Authorized Agent of the vendors company and uploaded as part of the complete Bid packet. Bids will not be accepted without this form. Penmanship must be legible. Editing of any part of this document to change the terms or conditions will result in the rejection/disqualification of your Bid.

MANUFACTURER INFORMATION		BROKER INFORMATION	
MANUFACTURER NAME		BROKER NAME	
MAILING ADDRESS		MAILING ADDRESS	
CITY		CITY	
STATE AND ZIP		STATE AND ZIP	
CONTACT PERSON		CONTACT PERSON	
EMAIL		EMAIL	
PHONE NUMBER		PHONE NUMBER	
FAX NUMBER		FAX NUMBER	
MFR FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN)			

By signing this agreement, you are agreeing to honor your proposed commercial price for the entire contract period with no additional minimum delivery, ordering, or stocking requirements, additional expectations, or fees on either the part of the Manufacturer or the Distributor to the District other than those clearly specified in your Manufacturer Letter (ML) and the [Interflex Bid Advantage](#) Notes section of **Attachment A - Specifications**. In addition, you agree to the original terms and conditions of this Bid and any addendums.

**AUTHORIZED MANUFACTURER SIGNATURE:**

**TYPED OR PRINTED MANUFACTURER NAME:**

\_\_\_\_\_

\_\_\_\_\_

**TITLE:**

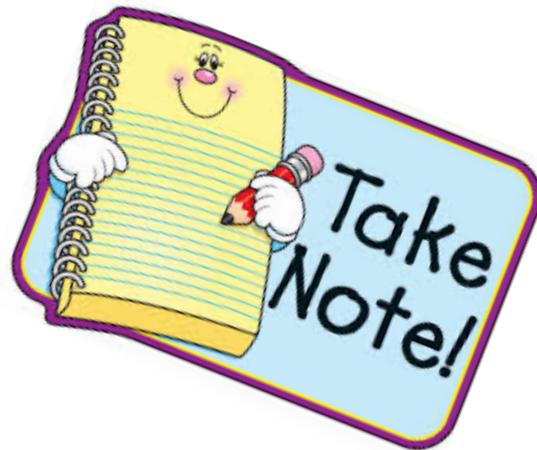
**E-MAIL:**

\_\_\_\_\_

\_\_\_\_\_

**PHONE:**

**DATE:**



Electronic Signatures will be accepted



# Attachment A - Specifications

Open recovered workbooks? Your recent changes were saved. Do you want to continue working where you left off?

System ID	Interflex	Operator #	Product Category	
<b>Pizza</b>				
9AD6431	6	15-1520-20	Pizza, Stromboli & Calzones: Pizza	Pizza. 12" round, cheese, par baked, crust must be 50% or > whole grains by weight
C649412	7	15-1522-23	Pizza, Stromboli & Calzones: Pizza	Pizza. 12" round, pepperoni (no pork), par baked, crust must be 50% or > whole gr.
<b>Potatoes</b>				
E1FEFC4	1	16-1600-18	Potatoes	Potatoes. peeled, french cut, seasoned, must be ovenable, no add
C36E84C	2	16-1605-18	Potatoes	Potatoes. peeled, french cut, seasoned, must be ovenable, no add
38B6729	3	16-1615-18	Potatoes	Potatoes. peeled, seasoned, spiral, no added trans fat, sodium not to exceed 360 m
64E4F56	4	16-1620-18	Potatoes	Potatoes. seasoned, waffle cut, no added trans fat, sodium not to exceed 360 mg p
4CBA598	5	16-1640-18	Potatoes	Potatoes. tator tot, peeled, cylinder shaped, diced, no added trans fat, sodium not
<b>Eggs</b>				
26AB9BF	8	08-0801-19	Eggs: Precooked Eggs	Eggs. Hard boiled, diced, natural appearance, fully cooked, 0 gms trans fat, sodium
BE3AFCD	9	08-0802-19	Eggs: Precooked Eggs	Eggs. Whole, hard boiled, fully cooked, peeled, refrigerated, dry pack, no added tra
9AF20BE	10	08-0805-19	Eggs: Precooked Eggs	Eggs. Precooked, patty, round, slight browning, no added trans fat, sodium not to
<b>Ketchup</b>				
0B79E7C	11	04-0400-23	Condiments: Ketchup	Ketchup. 1.5 gal, dispensing pouch, sodium not to exceed 60mg per 17gm, shelf st
AAC71D7	12	04-0401-23	Condiments: Ketchup	Ketchup. 114 oz, pouch, sodium not to exceed 60mg per 17gm, shelf stable prior t
E0AAB7F	13	04-0403-23	Condiments: Ketchup	Ketchup. 9 gram packet, shelf stable prior to opening
<b>Unassigned</b>				
7BFA35E	14	01-0100-20	Bakery Products: Bread	Bread. Garlic toast, frozen, oval slices minimum size 4" (plus or minus 0.5") x 2" (pl
45F01BC	15	01-0105-20	Bakery Products: Bread Sticks	Bread Sticks. Frozen, brown and serve, elongated shaped, minimum 6", 50% or > th
0FA575F	16	01-0130-22	Bakery Products: French Toast	French Toast. Sticks, IQF, 50% or > whole grains by weight or have whole grains as t
B5FB952	17	01-0135-20	Bakery Products: Pancakes	Pancakes, mini (minimum of 4) IW, 50% or > whole grains by weight or have whole
2E364CE	18	01-0150-22	Desserts	Cinnamon Sweet Roll Dough, IQF frozen, proof and bake, 50% or > whole grains by
A6C50B9	19	02-0201-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4 fl oz, apple, 100% juice, gable top or foil top acceptable, must be
9EEA387	20	02-0202-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4 fl oz, grape, 100% juice, gable top or foil top acceptable, must be
1970F84	21	02-0203-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4 fl oz, orange, 100% juice, gable top or foil top acceptable, must b
B8A200F	22	02-0205-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4 fl oz, fruit punch, 100% juice, gable top or foil top acceptable, m
3ACB7BE	23	02-0210-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4 fl oz, apple with calcium, 100% juice, gable top or foil top accept
879A310	24	02-0211-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4 fl oz, orange with calcium, 100% juice, gable top or foil top accep
FB1169D	25	02-0212-22	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4-4.75 oz, 100% juice, shelf stable, asepti pouch or box with straw
F4F4CF6	26	02-0215-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 6-6.75 oz, 100% juice, shelf stable, asepti pouch or box with straw
1FFD8D7	27	02-0216-22	Beverages & Mixes: Juices & Drinks	Juice. 8-10 oz, , carbonated, smart snack compliant, no artificial colors. Minimum
8082C49	28	02-0217-22	Beverages & Mixes: Juices & Drinks	Juice. 15-17 oz, , carbonated, smart snack compliant, no artificial colors. Minimum
525C9E9	29	02-0220-19	Beverages & Mixes: Sports Drinks	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy
CEFEFE3	30	02-0221-22	Beverages & Mixes: Sports Drinks	Sports Drinks. 10 oz, plastic bottle, drink to replace water, electrolytes, and energy

Example specifications



# Attachment B - Non-Collusion

## ATTACHMENT B - AFFIDAVIT OF NON-COLLUSION

22003B MSFBG Food and Non-Food Items

### AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

That I am the vendor (if the vendor is an individual), a partner in the company (if the vendor is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the vendor is a corporation);

That the attached response has been arrived at by the vendor independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other vendor designed to limit fair or open competition;

That the contents of the Request for Bid response have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the vendor and will not be communicated to any such persons prior to the official opening of the Bid; and

I certify that the statements in this affidavit are true and accurate.

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

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

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

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

# Attachment C - Debarment and Suspension

ATTACHMENT C - Debarment and Suspension Form



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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(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 disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a 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 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 primary participant shall attach an explanation to this proposal.

# Naming Documents- Overview

For Each Item Submitted for Bid:  
Upload the following documents:

Signed Acceptance-named: (Manufacturer Name) Acceptance

Specifications-named: (Manufacturer Name) Att A

Affidavit of Non-Collusion-named: (Manufacturer Name) Att B

Debarment & Suspension Form-named: (Manufacturer Name) Att C

# Naming Documents- Example

Manufacture Name: “Happiness”

Signed Acceptance-named: “Happiness Acceptance”

Specifications-named: “Happiness Att A”

Affidavit of Non-Collusion-named: “Happiness Att B”

Debarment & Suspension Form-named: “Happiness Att C”

# Naming Files- Continued

**Second Step: Create a folder and name it as follows:**

MSFBG/Operator number first, followed by the manufacturer name, and finally the manufacturer number for that product.

04-0401-19 Happiness 14235

**Save necessary documents for each item bid**

- nutritional label (NL), ingredient statement (IS), child nutrition label (CN), Attachment D Manufacturer Letter (ML), Attachment E Buy American Requirement (BA), allergen statement (AS), gluten statement (GS)

- Documents saved within a non food item folder will be the product information (PI) and attachment D Manufacturer letter, (ML).

# Naming Files- Continued

Name the documents accordingly:

(Operator/MSFBG #) (Manufacturer Name) (Manufacturer #)  
(Document Title: NL, IS, CN, etc.)

Examples:

04-0401-19 Happiness 14235 NL

04-0401-19 Happiness 14235 IS

04-0401-19 Happiness 14235 CN

04-0401-19 Happiness 14235 ML

04-0401-19 Happiness 14235 BA

# Naming Files- Continued

## Third Step:

### A) Create a zip folder for each item bid

#### Steps to create in Word:

- 1) Select all files you created for each item bid
- 2) Right Click
- 3) click **Send to** and select **Compressed (zipped) folder**
- 4) A zip file will appear. Please name the folder (MSFBG/Operator #) (Manufacturer Name) (Product #)

#### Steps to create in MacOS:

- 1) Select all files you created for each item bid
- 2) Right Click
- 3) Click **Compress 12 Items** (the number will vary depending on how many files you have selected).
- 4) A zip file will appear. By default, the file name will be **Archive.zip**. Please name the folder (MSFBG/Operator #) (Manufacturer Name) (Product #)

## Examples:

01-1234-14 Happiness 9876-52

04-5555-13 Happiness 2299-33

(Insert Manufacturer Logo Here)

(Please complete a separate manufacturer letter (ML) for each item bid)

# Attachment D - Manufacturer's Letter

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

To: MSFBG Distributors

Dear Distributor Bid Department,

Below is the bid pricing submitted for the Minnesota School Food Buying Group, Bid #22003B, effective entire contract period, July 1, 2022 through June 30, 2023. This pricing is the commercial price for delivered to the distributor from the manufacturer, including any and all costs of freight to get the to the distributor. Any minimum quantity requirements by the manufacturer are detailed below and are red reasonably achievable based on both industry standards and the MSFBG commitments.

**Operator/MSFBG #**  
**Example 01-1234-14**  
(found on Attachment A – Specs Tab, Column C)

MSFBG #	Manufacturer #	Pack Size	Description	Delivered Price per case
Minimum Notes, if any:				

Thank You,

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

Program ID # (optional) \_\_\_\_\_

**Any minimum quantity requirements by the manufacturer are detailed below.** (Also entered on Attachment A – Specs Tab, Column T)

**The specific item #, given by the manufacturer, that is being bid.** (Also entered on Attachment A – Specs Tab, Column T)

# Attachment E - Buy American Requirement (BA) - Required for all food items

- ▶ BUY AMERICAN REQUIREMENT FOR FOOD ITEMS ONLY - Choose one
- ▶ Manufacturer is to attest that their final food products are either 100% domestic commodities or a food product
- ▶ containing over 51% domestic food components, by weight or volume.
  
- ▶ MSFBG # \_\_\_\_\_ Manufacturer  
# \_\_\_\_\_
  
- ▶ Manufacturer is to attest that the food or food product is not produced or manufactured in the United States in
- ▶ sufficient and reasonably available quantities of a satisfactory quality
  
- ▶ MSFBG # \_\_\_\_\_ Manufacturer  
# \_\_\_\_\_

# **Nutritional Label(NL) Ingredient Statement (IS)**

**This information must be  
submitted for every food item  
that is bid.**

# Child Nutrition Label (CN)

## Child Nutrition Label (CN)

### Acceptable and valid CN labels include:

- The original CN Label from the product carton: or
- A photocopy of the CN label shown attached to the original product carton; **or**
- A photograph of the CN Label shown attached to the original product carton.
- CN Labels that are photocopied or photographed must be visible and legible.
- When a valid CN Label is not available, it may be substituted with a dated and signed manufacturer' s Product Formulation Statement (PFS), detailing the CN equivalent.

# **Allergen Statement (AS) Gluten Statement (GS)**

**This information must be submitted for every food as required per specification.**

# Product Information (PI)

This information must be submitted for every non-food item that is bid.



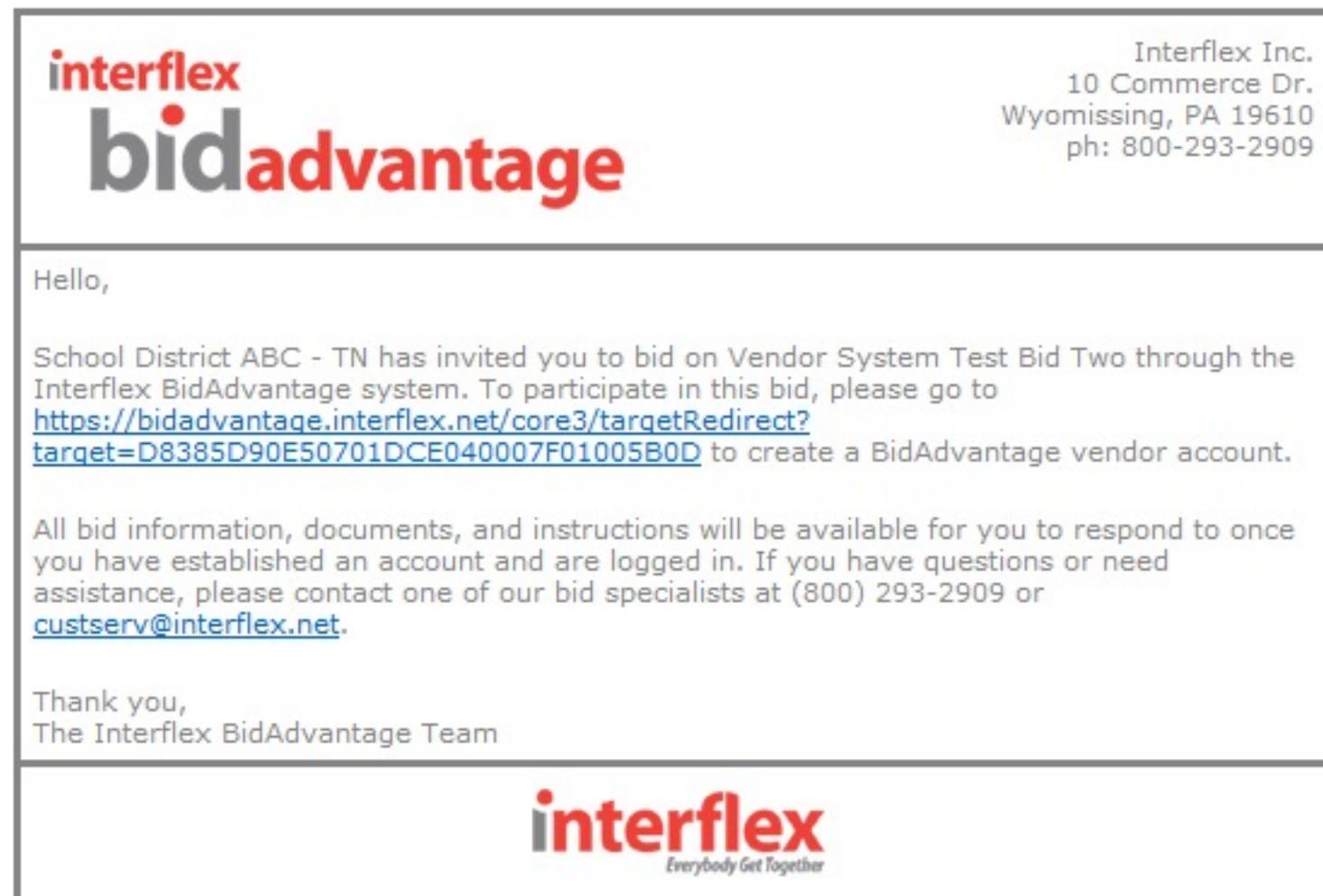
**EVERY** document that is required for a complete bid submission **MUST** be uploaded to Interflex **ONLY**

# Interflex Guide to Submitting

## a Bid

BidAdvantage for Schools is a free, online procurement tool for k-12 schools and cooperatives nationwide. All Bids are issued electronically and email invitations are sent out to the vendors. If you have received an email invitation like the one below, please use the link to complete the online portion of the bidding process. There is no cost to you, as a vendor, to submit bid responses to an operator through the system. If you have any questions, please contact Rhiannon Schaeffer at [rschaeffer@interflex.net](mailto:rschaeffer@interflex.net) or by phone at 610-685-1775

To get started, click on the link in the email. This will take you to the Interflex BidAdvantage system.



The vendor system contains 3 tabs:

### Bid Opportunities

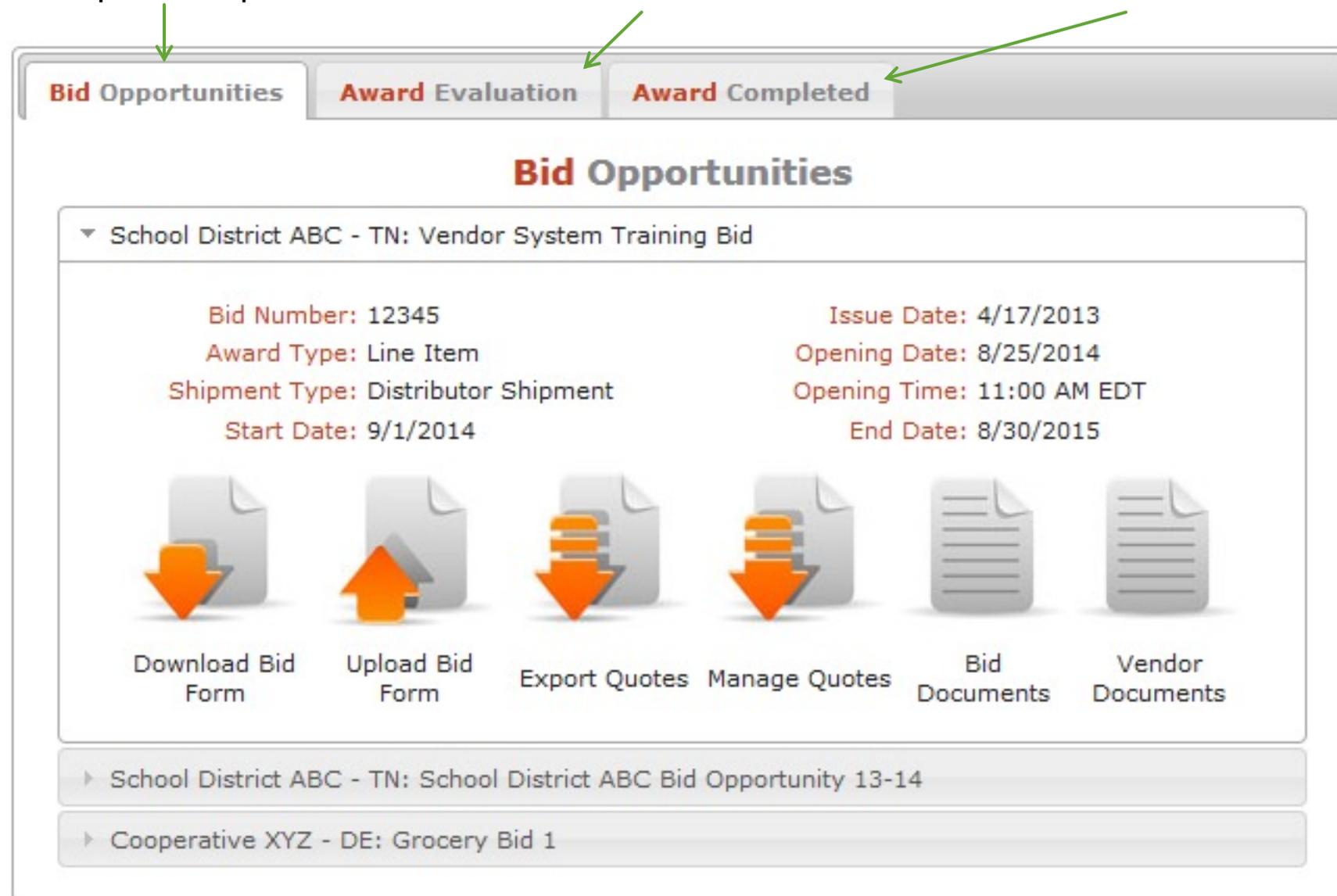
This tab will list all of the bids to which you have been invited to participate. This is also the tab that you will use to respond to open bids.

### Award Evaluation

This tab will display all of the bids on which you've participated that are now being evaluated by the school district.

### Award Completed

This is where all of the bids that you've participated on will be kept after they are awarded by the school district.



**Bid Opportunities**

▼ School District ABC - TN: Vendor System Training Bid

**Bid Number:** 12345  
**Award Type:** Line Item  
**Shipment Type:** Distributor Shipment  
**Start Date:** 9/1/2014

**Issue Date:** 4/17/2013  
**Opening Date:** 8/25/2014  
**Opening Time:** 11:00 AM EDT  
**End Date:** 8/30/2015

Download Bid Form   Upload Bid Form   Export Quotes   Manage Quotes   Bid Documents   Vendor Documents

▶ School District ABC - TN: School District ABC Bid Opportunity 13-14

▶ Cooperative XYZ - DE: Grocery Bid 1

# System Overview

The Operator and Bid Title will be listed at the top of each bid.

The Award Type designates whether the operator is planning to award this bid by Line Item, to a Prime Vendor by bottom line, by Market Basket, or if the Award Type is Unknown.

The Shipment Type indicates whether the items on the bid will be shipped via a Distributor or if the bid is Manufacturer Direct.

**Bid Opportunities**   **Award Evaluation**   **Award Completed**

### Bid Opportunities

▼ School District ABC - TN: Vendor System Training Bid

**Bid Number:** 12345      **Issue Date:** 4/17/2013  
**Award Type:** Line Item      **Opening Date:** 8/25/2014  
**Shipment Type:** Distributor Shipment      **Opening Time:** 11:00 AM EDT  
**Start Date:** 9/1/2014      **End Date:** 8/30/2015

Download Bid Form    Upload Bid Form    Export Quotes    Manage Quotes    Bid Documents    Vendor Documents

▶ School District ABC - TN: School District ABC Bid Opportunity 13-14

▶ Cooperative XYZ - DE: Grocery Bid 1

The opening date represents the day the school district will open the bid to begin awarding it. Once the opening date and time have passed, the bid will automatically move into Award Evaluation and you will not be able to add or edit your bids.

The Start and End Dates represent the beginning and end of the contract for this bid.

If you have been invited to multiple bids, they will be listed with the most recent on top. To display other bids, click on the title of the bid you wish to see.

# Vendor Bid Form (AKA Attachment A)

To submit your bid by using the Vendor Bid Form section of the system, please follow these steps:

## Step 1: Download the Bid Form

Click on the “Download Bid Form” icon to export the Excel file containing all of the bid specifications. You can use this Excel file to fill out and upload back into the system in order to submit your bid.

Also referred to as Attachment A - Specifications

The screenshot shows a web interface with three tabs: 'Bid Opportunities', 'Award Evaluation', and 'Award Completed'. The 'Bid Opportunities' tab is active. Below the tabs, the title 'Bid Opportunities' is displayed. A dropdown menu is open, showing 'School District ABC - TN: Vendor System Training Bid'. Below this, bid details are listed: Bid Number: 12345, Award Type: Line Item, Shipment Type: Distributor Shipment, Start Date: 9/1/2014, Issue Date: 4/17/2013, Opening Date: 8/25/2014, Opening Time: 11:00 AM EDT, and End Date: 8/30/2015. A row of six icons is shown: 'Download Bid Form' (highlighted with a yellow circle and a blue arrow), 'Upload Bid Form', 'Export Quotes', 'Manage Quotes', 'Bid Documents', and 'Vendor Documents'. Below the icons, there are two more dropdown menus: 'School District ABC - TN: School District ABC Bid Opportunity 13-14' and 'Cooperative XYZ - DE: Grocery Bid 1'.

You can always download a blank bid form again if you lose it or want to start over.

# Attachment A

Microsoft Excel interface showing a bid form for MSFBG Food & Non-Food Items. The spreadsheet includes the following data:

	A	B	C	D	E
1	<b>interflex</b>				
2	<b>bidadvantage</b>				
3	for Schools				
7	<b>Bid Title:</b>	22003B for MSFBG Food & Non-Food Items			
8	<b>Bid Number:</b>				
9	<b>Bid Opens:</b>	12/17/2021 12:00 PM CST			
11	<b>Operator:</b>	Minnesota School Food Buying Group (MSFBG)			
12		Anoka-Hennepin ISD 11 Educational Services Center			
13		2727 N Ferry Street			
14		Anoka, MN 55303			
16	<b>Contact:</b>	Purchasing Department (PurchQuotes@ahschools.us)			
17		ph: (763) 506-1300			
19	<b>Bid Shipment Type:</b>	Distributor Shipment			
20	<b>Bid Award Type:</b>				
22	<b>Bid Issued:</b>	11/18/2021	<b>Contract Starts:</b>	7/1/2022	
23	<b>Bid Opens:</b>	12/17/2021	<b>Contract Ends:</b>	6/30/2023	
25	<b>Response:</b>				
27	<b>Operator Notes:</b>				
32	<b>General Proposal Requirements:</b>				
33	Proposals shall be submitted through the Interflex BidAdvantage system. Bidders should complete the				
34	Specifications tab of this Excel file for those items they wish to bid on and upload the file into the Interflex				
35	BidAdvantage system. You may also be required to send a printed copy and any other required documents to				
36	the operator - please refer to the bid documents provided by the operator to determine if a hard copy or				
37	printed copy must be returned. Please follow all instructions provided by the operator pertaining to this bid -				

**Please utilize all tabs**

Excel tabs: **BID\_INFO**, PARTICIPANTS, INSTRUCTIONS, KEY, Specifications

# Attachment A - Participants

A	B	
		
<b>BID PARTICIPANTS LIST</b>		
41-Intermediate District 287	1820 Xenium Ln N Plymouth, MN 55441 ph: (763) 550-7136	
Albany Area Schools	30 Forest Ave Albany, MN 56307 ph: (320) 845-5065	
Alden Conger Public School	215 North Broadway Alden Alden, MN 56009 ph: (507) 874-3240	
Alexandria	617 18th Avenue East Alexandria, MN 56308 ph: (320) 762-2141	
Annandale	125 Cherry Ave N Annandale, MN 55302 ph: (320) 274-5602	
	2727 N. Ferry St. Anoka, MN 55303	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span data-bbox="418 1806 533 1893">▶</span> <span data-bbox="533 1806 764 1893">BID_INFO</span> <span data-bbox="764 1806 1139 1893" style="border: 2px solid black; border-radius: 50%; padding: 2px;"><b>PARTICIPANTS</b></span> <span data-bbox="1139 1806 1485 1893">INSTRUCTIONS</span> <span data-bbox="1485 1806 1715 1893">KEY</span> <span data-bbox="1715 1806 2033 1893">Specifications</span> <span data-bbox="2033 1806 2163 1893">+</span> </div>		

# Attachment A - Instructions

A	B	C	D	E	F	G	H	I	J	K
				<b>VENDOR BIDDING INSTRUCTIONS</b> VERSION 1.0						
<b>GENERAL BIDDING INSTRUCTIONS</b>										
1.	Please confirm that you have downloaded all bid documents from the opportunity that you have received. All documents that require a signature must be mailed back with your completed bid response.									
2.	Please use the "Specifications" tab on this excel document to enter your bids for this opportunity. You will then upload this information into the Interflex BidAdvantage system to submit your bid response. <b>PLEASE NOTE:</b> Making modifications to the "Specifications" tab may cause your upload process to error - this includes adding or deleting columns, fields, modifying headers, etc. Do NOT, under any circumstances, remove or edit the System ID in column A. You may alter the width and height of rows to make the file easier to look at or print.									
3.	Bids are to be entered in the green tinted columns of the excel document (to the right of the specifications).									
4.	If you would like to provide multiple bids for one specification, please copy and paste the entire row. To do this, right click on the row number so that the entire row is highlighted and choose copy. Then highlight the next corresponding row number, right click and choose Insert Copied Cell. You must create a new row for each bid you make on a single specification (i.e. 3 bids, 3 rows).									
5.	Prices may be expressed to a maximum of five (5) decimal places only (e.g. \$0.00000). The system will automatically round all prices down to the nearest fifth decimal place when uploaded if you have entered more than five (5) decimal places.									
<p>▶ <b>BID_INFO</b> <b>PARTICIPANTS</b> <b>INSTRUCTIONS</b> <b>KEY</b> <b>Specifications</b> +</p>										

# Attachment A - Key

A	B	C
		<p><b>EXCEL FIELDS KEY</b> Version 1.0</p>
<p><b>SPECIFICATION - COLUMN KEY</b></p> <p><b>*denotes a required field</b></p>		
Column	Title	Field Description
A	System ID	Unique Identifier for the specification's location in the database. <b>DO NOT ALTER OR REMOVE!</b>
B	Interflex #	Line item number assigned to the specification by Interflex
C	Operator #	Line item number assigned to the specification by the Operator.
D	Product Category	Category with which the specification has been associated.
E	Description	Specification defined by the Operator.
F	Pack	Type of packaging specified by the Operator (i.e. if a case is packed as 96/4 oz).
G	Quantity	Forecasted quantity of Bid Units (i.e. 450 Cases).
H	Approved Products	Manufacturer(s) or Brand(s) that have been pre-approved to meet the specification of the operator. Approved vendors' product code(s) will be listed in parentheses if provided by the Operator.
I	Alternate Type	Indicator of the Operator's preferences regarding the Approved Products.
Column	Title	Field Description
J	Product Manufacturer	Product Manufacturer or Brand that will be supplied by the bidding vendor.



# Attachment A - Specifications

System ID	Interflex	Operator #	Product Category	Specifications
9ADB431	6	15-1520-20	Pizza, Stromboli & Calzones: Pizza	Pizza. 5-6"round, cheese, par baked, crust must be 50% or > whole grains by weight
C64941	7	15-1522-23	Pizza, Stromboli & Calzones: Pizza	Pizza. 5-6" round, pepperoni (no pork), par baked, crust must be 50% or > whole gr
E1FEFC4	1	16-1600-18	Potatoes	Potatoes. peeled, french fry, 3/8", straight cut, seasoned, must be ovenable, no add
C36E84C	2	16-1605-18	Potatoes	crinkle cut potato, 3/8"-1/2", no added trans fat, sodium not to exceed 2
38B6725	3	16-1615-18	Potatoes	Potatoes. peeled, seasoned, spiral, no added trans fat, sodium not to exceed 360 m
				Potatoes. seasoned, waffle cut, no added trans fat, sodium not to exceed 360 mg pr
				Potatoes. tator tot, peeled, cylinder shaped, diced, no added trans fat, sodium not
				Eggs. Hard boiled, sliced, no added trans fat, sodium not to exceed 60mg per 17gm, shelf st
				Eggs. White, hard boiled, peeled, refrigerated, dry pack, no added tra
				Eggs. Hard boiled, round, slight browning, no added trans fat, sodium not to
OB79E7C	11	04-0400-23	Condiments: Ketchup	Ketchup. 1.5 gal, dispensing pouch, sodium not to exceed 60mg per 17gm, shelf st
AAC71D	12	04-0401-23	Condiments: Ketchup	Ketchup. 14 oz, pouch, sodium not to exceed 60mg per 17gm, shelf stable prior t
EOAAB7F	13	04-0403-23	Condiments: Ketchup	Ketchup. 14 oz, pouch, sodium not to exceed 60mg per 17gm, shelf stable prior to opening
7BFA35E	14	01-0100-20	Bakery Products: Bread	Bread. Paris toast, frozen, oval slices minimum size 4" (plus or minus 0.5") x 2" (pl
45F01BC	15	01-0105-20	Bakery Products: Bread Sticks	Bread Sticks. Frozen, brown and serve, elongated shaped, minimum 6", 50% or > th
OFA575F	16	01-0130-22	Bakery Products: French Toast	French Toast. Sticks, IQF, 50% or > whole grains by weight or have whole grains as t
B5FB952	17	01-0135-20	Bakery Products: Pancakes	Pancakes, mini (minimum of 4) IW, 50% or > whole grains by weight or have whole
2E364CE	18	01-0150-22	Desserts	Cinnamon Sweet Roll Dough, IQF frozen, proof and bake, 50% or > whole grains by
A6C50B5	19	02-0201-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4 fl oz, apple, 100% juice, gable top or foil top acceptable, must be
9EEA387	20	02-0202-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4 fl oz, grape, 100% juice, gable top or foil top acceptable, must be
1970F84	21	02-0203-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4 fl oz, orange, 100% juice, gable top or foil top acceptable, must b
B8A200F	22	02-0205-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4 fl oz, fruit punch, 100% juice, gable top or foil top acceptable, m
3ACB7BE	23	02-0210-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4 fl oz, apple with calcium, 100% juice, gable top or foil top accept
879A310	24	02-0211-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4 fl oz, orange with calcium, 100% juice, gable top or foil top accep
FB1169C	25	02-0212-22	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 4-4.75 oz, 100% juice, shelf stable, aseptc pouch or box with straw
F4F4CF6	26	02-0215-19	Beverages & Mixes: Juices & Drinks	Juices & Drinks. 6-6.75 oz, 100% juice, shelf stable, aseptc pouch or box with straw
1FFD8D7	27	02-0216-22	Beverages & Mixes: Juices & Drinks	Juice. 8-10 oz, , carbonated, smart snack compliant, no artificial colors. Minimum
8082C45	28	02-0217-22	Beverages & Mixes: Juices & Drinks	Juice. 15-17 oz, , carbonated, smart snack compliant, no artificial colors. Minimum
525C9E5	29	02-0220-19	Beverages & Mixes: Sports Drinks	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy
CE5E5E2	30	02-0221-22	Beverages & Mixes: Sports Drinks	Sports Drinks. 7.5 oz, plastic bottle, drink to replace water, electrolytes, and energ

System ID and Interflex # are for Interflex use only

Operator # = MSFBG #

Example specifications

Specifications

# Attachment A - Specifications

Description	Pack	Quantity	Approved Products	Alternate Type
Bagels. plain, IW SLICED, 50% or > whole grains by weight or have whole grains as the first ingredient. 0 trans fat, 1 bagel = 2 OEG, sodium not to exceed 200 mg. Bid individual flavors separately.	72 - 90 / 2.0 Ounces	1,545 Cases		
Bagels. plain, sliced, white whole grain. 1 BAGEL = 2 OEG, 0 trans fat, 1 bagel = 2 OEG, sodium not to exceed 200 mg. Bid individual flavors separately. Sodium 200 mg or less. BULK	72 - 90 / 2.0 Ounces	866 Cases		
Ketchup. 1.5 gal, dispensing pouch, sodium not to exceed 60mg per 17gm, shelf stable prior to opening, gluten free	1 / 3.0 Gallons	11,183 Cases		
Ketchup. 114 oz, pouch, sodium not to exceed 60mg per 17gm, shelf stable prior to opening, gluten free	6 / 114.0 Ounces	1,403 Cases		
Ketchup. 3 gal, dispensing pouch, sodium not to exceed 60mg per 17gm, shelf stable prior to opening, gluten free	1 / 3.0 Gallons	676 Cases		
Ketchup. 9 gram packet, sodium not to exceed 45mg per 9gm packet, shelf stable prior to opening, gluten free	1000 / 9.0 Grams	3,025 Cases		
Mayonnaise. 9-12 grams portion packet, less than 5 gms. fat, sodium not to exceed 120 mg. per packet. shelf stable prior to opening, gluten free.	2000 / 18.0 Grams	1,111 Cases		
Mayonnaise. 1.5 gal, dispensing pouch with fitment, 1 oz. portion, fat not to exceed 10gms, sodium not to exceed 250 mg. per oz. shelf stable prior to opening, gluten free.	2 / 3.0 Gallons	676 Cases		
Precooked Eggs. Patty, round, fully cooked, slight browning, no added trans fat, sodium not to exceed 135mg, Each patty to equal 1M/MA. IQF.	369 / 1.25 Ounces	1,142 Cases		
Precooked Eggs. omelet, colby cheese, made with pasteurized whole, fresh eggs and colby cheese, fully cooked, lightly browned, no added trans fat, not to exceed 310mg sodium. Each omelet equals 2 M/MA. IQF.	144 / 2.1 Ounces	2,405 Cases		

**Example Specifications**

MSFBG doesn't use these 2 columns

Any pack size can be bid according to spec (45lb max/case) - use pack size x quantity = volume committed

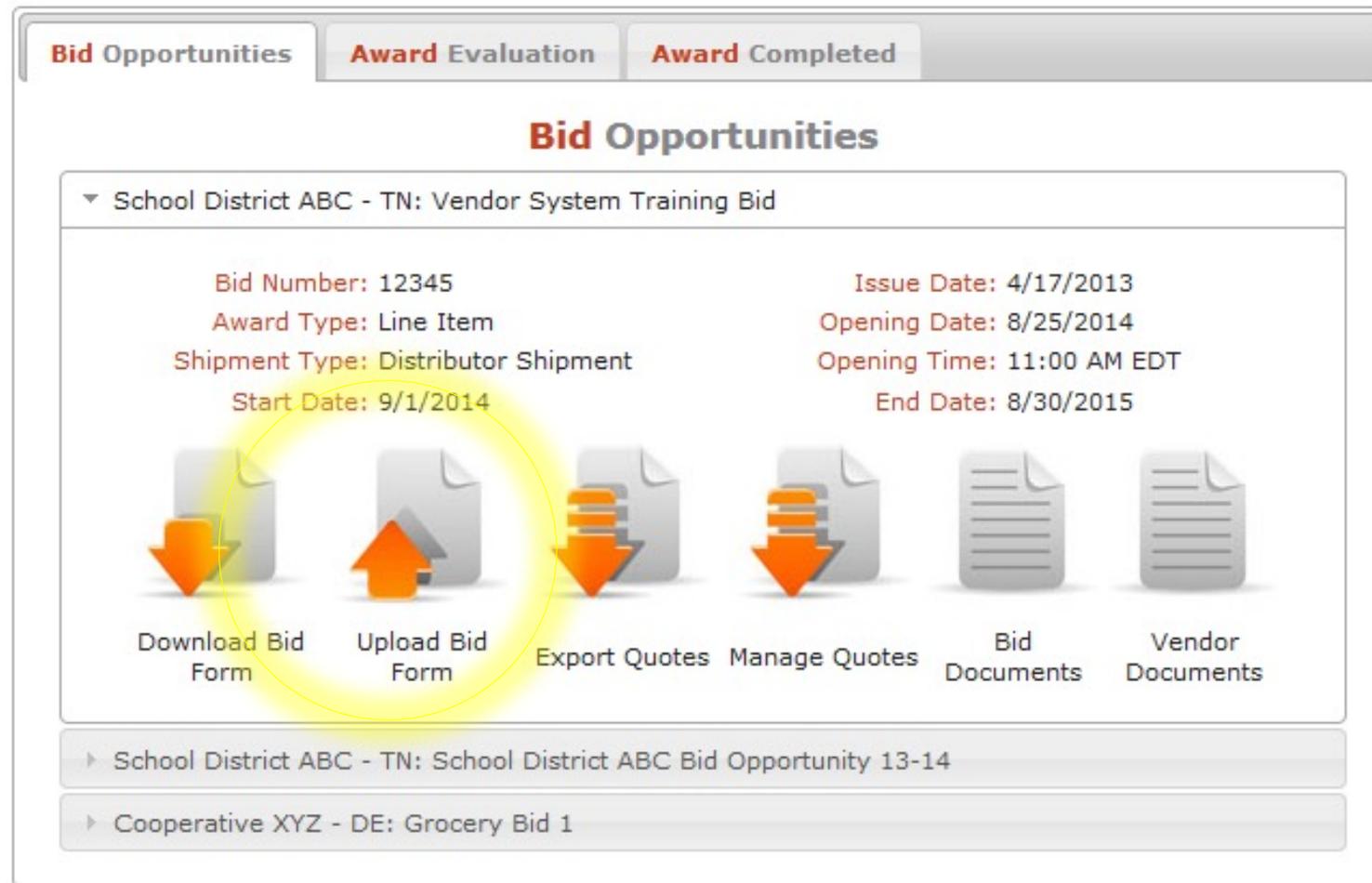
Specifications



# Vendor Bid Form

## Step 4: Upload the Bid Form

Once you have completed the Excel Bid Form for all items you wish to bid on and saved the file, click on the “Upload Bid Form” icon to begin submitting your bids. **\*\*Make sure you have selected the correct bid to which you wish to upload.** If you have been invited to multiple bids and you attempt to upload bids from one bid onto another, the process will fail and you will have to start over.



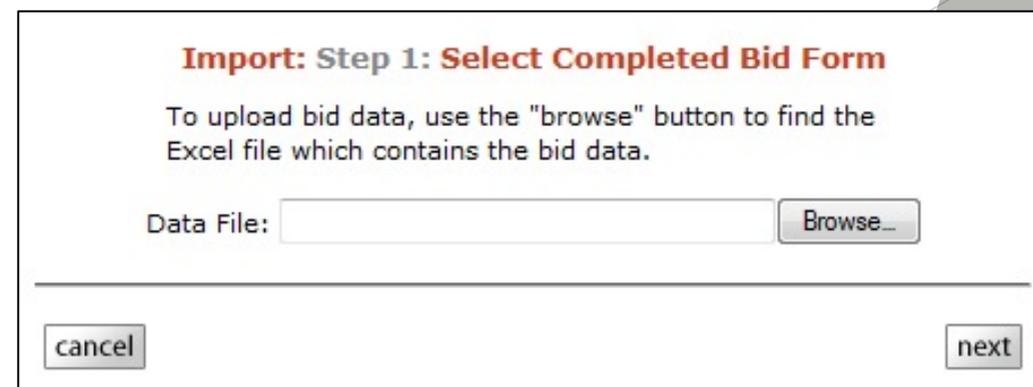
The screenshot shows a web interface with three tabs: 'Bid Opportunities', 'Award Evaluation', and 'Award Completed'. The 'Bid Opportunities' tab is active. Below the tabs, there's a section titled 'Bid Opportunities' with a dropdown menu showing 'School District ABC - TN: Vendor System Training Bid'. Below this, there are two columns of bid details:

- Left Column:** Bid Number: 12345, Award Type: Line Item, Shipment Type: Distributor Shipment, Start Date: 9/1/2014
- Right Column:** Issue Date: 4/17/2013, Opening Date: 8/25/2014, Opening Time: 11:00 AM EDT, End Date: 8/30/2015

Below the details are six icons representing actions: Download Bid Form, Upload Bid Form (highlighted with a yellow circle), Export Quotes, Manage Quotes, Bid Documents, and Vendor Documents. At the bottom, there are two more bid opportunities listed: 'School District ABC - TN: School District ABC Bid Opportunity 13-14' and 'Cooperative XYZ - DE: Grocery Bid 1'.

Choose the file that contains your bids from your computer by clicking the  button.

Once you have the file selected, click  .



The dialog box is titled 'Import: Step 1: Select Completed Bid Form'. It contains the following text: 'To upload bid data, use the "browse" button to find the Excel file which contains the bid data.' Below this is a 'Data File:' label followed by a text input field and a 'Browse...' button. At the bottom left is a 'cancel' button and at the bottom right is a 'next' button.

# Downloading Necessary Documents

Use “Bid Documents” icon to download necessary documents.  
Please read all instructions and Bid information.

The screenshot shows a web application interface with three tabs: "Bid Opportunities", "Award Evaluation", and "Award Completed". The "Bid Opportunities" tab is active. Below the tabs, the title "Bid Opportunities" is displayed. A dropdown menu is open, showing "School District ABC - TN: Vendor System Training Bid". Below this, bid details are listed: Bid Number: 12345, Award Type: Line Item, Shipment Type: Distributor Shipment, Start Date: 9/1/2014, Issue Date: 4/17/2013, Opening Date: 8/25/2014, Opening Time: 11:00 AM EDT, and End Date: 8/30/2015. Below the details are six icons representing actions: Download Bid Form, Upload Bid Form, Export Quotes, Manage Quotes, Bid Documents (highlighted with a yellow circle), and Vendor Documents. Below the icons are three expandable sections: "School District ABC - TN: School District ABC Bid Opportunity 13-14" and "Cooperative XYZ - DE: Grocery Bid 1".

# Uploading Necessary Documents

Upload any zipped files that you need to return for the bid directly through the system by using the Vendor Documents icon. Please read all instructions and Bid information.

**Bid Opportunities**

▼ School District ABC - TN: Vendor System Training Bid

Bid Number: 12345  
Award Type: Line Item  
Shipment Type: Distributor Shipment  
Start Date: 9/1/2014

Issue Date: 4/17/2013  
Opening Date: 8/25/2014  
Opening Time: 11:00 AM EDT  
End Date: 8/30/2015

Download Bid Form   Upload Bid Form   Export Quotes   Manage Quotes   Bid Documents   Vendor Documents

▶ School District ABC - TN: School District ABC Bid Opportunity 13-14

▶ Cooperative XYZ - DE: Grocery Bid 1

This will pop up a box showing any documents you have already loaded, or none if you have not loaded any yet. Click red “[here](#)” in the top text to start loading a document.

Listed below are bid documents you have uploaded. Click on a document to download a copy. To upload a new document, click [here](#).

Document Name	File Size
---------------	-----------

# Inquiries Regarding Bid

- ▶ All inquiries concerning this Bid must be submitted via email to [PurchQuotes@ahschools.us](mailto:PurchQuotes@ahschools.us)
  - ▶ Due by Monday, December 6<sup>th</sup> by 4:00pm
  - ▶ The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor.
  - ▶ No phone or in person inquiries will be accepted.
  - ▶ It is the Vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention.
  - ▶ Responses to inquiries will be emailed to Vendors by **Thursday, December 9<sup>th</sup> by 4:00pm.**

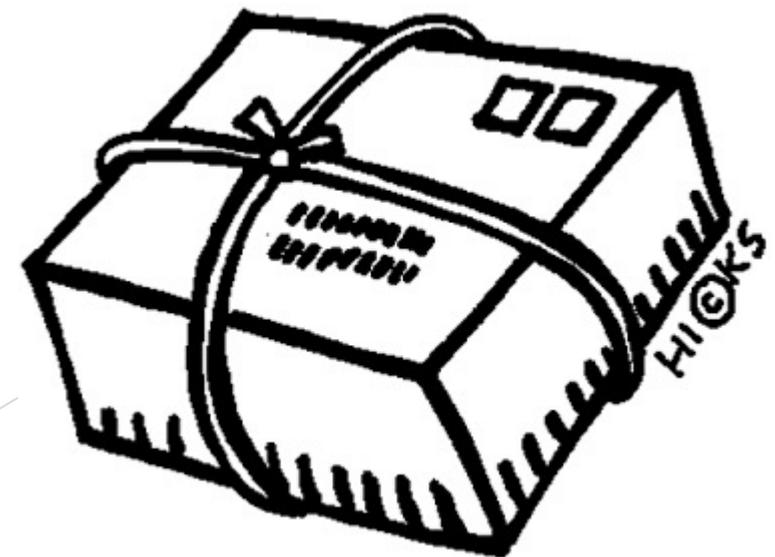
# Bid Submission

- ▶ **The Bid shall be submitted online through Interflex ONLY**
- ▶ **Received by Friday, December 17th, 2021 at 12:00 P.M. local time.**

# Samples

- ▶ Full case samples for each item bid must be available locally by January 25, 2022.
- ▶ IF A SAMPLE IS REQUESTED BY MSFBG CONSULTANT:
  - ▶ Samples must be delivered to Champlin Park High School at 6025 109th Ave N., Champlin, MN.
- ▶ Sample must include:
  - ▶ Label indicating MSFBG # & MSFBG Sample
  - ▶ Preparation Instructions

**“MSFBG #  
MSFBG Sample”**





*Thank you for coming!*

Please direct all questions/comments to

[PurchQuotes@ahschools.us](mailto:PurchQuotes@ahschools.us)