

**Lawrence County School District**

**508 East Free Street**

**Walnut Ridge, AR 72476**

**Bid Opening: December 8, 2023 Bid Closing: January 3, 2024**

**School District Contact Information:**

**Name(s): Terry Belcher**

**Phone Number: 870-886-6634 Fax Number: 870-886-6635**

**Address: 508 East Free Street  
Walnut Ridge, AR 72476**

**BID INSTRUCTIONS**

**Bids may be mailed to the district office or submitted in person.**

**BID EVALUATION**

Bids will be awarded at the January 10<sup>th</sup> board meeting by the Board of Education. Bids awarded will be to the lowest and best quote based upon [price, delivery, availability, and installation].

**SIGNATURES:**

Representative's signature communicates a clear understanding of the "BID INSTRUCTIONS AND CONDITIONS" and authorizes their acceptance if awarded the bid on behalf of the Vendor represented.

**Bid Submitted by:**

Company Name \_\_\_\_\_

Prepared by \_\_\_\_\_

Billing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**SIGNATURE OF REPRESENTATIVE**

**I attest that I am a duly authorized representative of the company listed.**

\_\_\_\_\_ **DATE** \_\_\_\_\_

## **TERMS AND CONDITIONS**

### **BID FORMAT**

Any statement in this document that contains the word "will", "must", or "shall" means that compliance with the intent of the statement is mandatory, and failure by the bidder to satisfy that intent will cause the bid to be rejected.

All bid pricing must be United States dollars and cents.

Bids will only be accepted in the English language.

### **COST**

All charges should be included in the Official Bid Price Sheet(s) which includes all associated costs (including but not limited to deliver, freight, etc.) for the goods or services being bid. Do not include sales taxes in the unit prices. Bid pricing should be valid for 30 days following the bid opening to allow sufficient time to tabulate and evaluate bid responses.

### **SCOPE**

Accepting bids for a walk in freezer (10 x 16 x 8)

Deliver to: Cafeteria

The School District requests delivery within 60 calendar days after receipt of the order. If the delivery schedule cannot be met, the bidder must state the number of days required to deliver the product. Failure to state the delivery time in the bid obligates the bidder to complete delivery by the school's requested date. All deliveries must be made during normal work hours. The vendor shall give the school immediate notice of any anticipated delays or shutdowns that will affect the delivery requirement. Lost or damage that occurs during shipping, prior to the order being received by the school, is the vendor's responsibility. All orders should be properly packaged to prevent damage during shipping.

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Payment made in accordance with applicable school accounting procedures upon acceptance by the School District. Payment will be made only after the vendor has successfully fulfilled and delivered the goods/services purchased. Itemized invoices are required.

DEBARMENT AND SUSPENSION

In accordance with Executive Orders 12549 and 12689) (2 CFR Part 200.213 and Appendix II to 2 CFR Part 200 (I) (All contracts) all vendors responding to a bids must provide **Debarment and Suspension documentation**. (See Attachment A)

## **USDA NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

ATTACHMENT A: SUSPENSION AND DEBARMENT CERTIFICATION

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion  
**Lower-Tier Transaction**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733). Copies of the regulations may be obtained by contacting the USDA agency with which this transaction originated.

**(Before completing certification, read instructions on next page.)**

1. The prospective lower-tier participant certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

\_\_\_\_\_  
Distributor Name

\_\_\_\_\_  
PR/Award Number or Project Name

\_\_\_\_\_  
Name(s) and Titles of Authorized Representative(s)

\_\_\_\_\_  
Signatures

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR SUSPENSION DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this bid is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction, debarred, suspended, and ineligible, lower-tier covered transaction, participant, person, 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 rules implementing Executive Order 12549. You may contact the person to which this bid is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier 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 with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that he or she will include this clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower-Tier Covered Transactions*, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely on a certification of a prospective participant in a lower-tier covered transaction that 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 principles. Each participant may, but is not required to, check the Non-procurement List.
8. 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 are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 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 with which this transaction originated may pursue available remedies, including suspension and/or debarment.