



**CORNERSTONE**  
Community Action Agency

Child and Family Services  
114 Needham Street  
Coleman, TX 76834

Phone: (325) 625-4167  
Fax: (325) 625-3335

**February 28, 2023**

To All Food Vendors,  
Cornerstone Community Action Agency is accepting bids from food vendors. Currently, Head Start serves meals to 390 students in 6 campuses located in Jack, Parker, Palo Pinto, and Wise Counties in Northeast Texas.

Please complete the attached bid packet and return to LaVerne Davis, Child and Family Services Director no later than **March 15, 2023**.

Completed bid packets can be mailed to the address listed below:

Cornerstone Community Action Agency  
114 Needham St.  
Coleman TX 76834

Packet can be emailed to [laverne.davis@cornerstonecaa.org](mailto:laverne.davis@cornerstonecaa.org) or faxed to 817-550-6191.

For more information, please contact LaVerne Davis.

*Respectfully,*

*LaVerne Davis*

**LaVerne Davis**  
**Child and Family Services Director**  
**Cornerstone Community Action Agency**

## INVITATION FOR BIDS

### I. SOLICITATION

Central Texas Opportunities, Inc. DBA Cornerstone Community Action Agency, CCAA, is hereby soliciting bid proposals from qualified firms ("Bidder") for Food and Milk service.

### II. BID INSTRUCTIONS

A. This procurement shall be conducted in accordance with the procurement standards of 45 CFR part 75.

B. Two copies of your proposal shall be submitted to:

Cornerstone Community Action Agency  
114 Needham St.  
Coleman, TX 76834

For questions regarding delivery of IFB packet or completed bid contact LaVerne Davis, Director of Child and Family Services, [laverne.davis@cornerstonecaa.org](mailto:laverne.davis@cornerstonecaa.org) or 682-253-4230 Ext 1002.

C. Questions related to the terms of this IFB and the selection process should be directed in writing to:

LaVerne Davis, Director of Child and Family Services, [laverne.davis@cornerstonecaa.org](mailto:laverne.davis@cornerstonecaa.org) or 682-253-4230 Ext 1002.

All responses to inquiries will be in writing and will be provided via e-mail to all prospective Bidders who have received the IFB from CCAA. Questions from Bidders must be received via e-mail by 2:00PM Central Time on March 10, 2023 in order to ensure that the answers can be sent to all prospective Bidders for their consideration prior to the date proposals are due.

D. All print proposals must be in an envelope and clearly marked in the lower left corner: "Bid Proposal for Vendor Services- Food and Milk". Proposals not so marked or sealed shall be returned to the Bidder and will not be considered. Proposals shall clearly indicate the legal name, address, telephone number, and e-mail address of the Bidder (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the individual signing on behalf of the Bidder. Electronic delivery should have Bid Proposal for Vendor Services- Food and Milk", as Subject. All expenses for making these proposals shall be borne by the Bidder.

E. All proposals shall be received by 5 pm, March 15, 2023. Any proposal received after this time and date will not be considered. The Bidder has the sole responsibility to ensure its proposal is received by CCAA at the above address and by the above stated time and date.

F. Please clearly identify any proprietary information that you do not want disclosed during the selection process.

G. The Bidder must submit a proposal that demonstrates and provides evidence that the Bidder has the capabilities, professional expertise, and experience to perform services described in the IFB.

**III. SCOPE OF SERVICES**

The selected Bidder (the "Contractor") will provide the following services in connection with the Project:

A. Provide food and non-food deliveries to following Head Start Centers which serve children ages 0-5:

Locations	Enrollment
1. 686 Knox Ave. St, Boyd Texas	54
2. 503 N. Business Hwy 287, Decatur, Texas	55
3. 575 W Mulberry, Decatur, Texas	68
4. 2316 Hwy 180 W, Mineral Wells, Texas	145
5. 602 W Water St, Weatherford, Texas	62
6 1014 Wichita Ave., Jacksboro, TX	50

B. Provide Deliveries during the following times.

Monday through Friday 7:30 AM – 2:00 PM

C. Have a sales representative contact Health/Nutrition specialist weekly.

**IV. PROPOSAL REQUIREMENTS**

Each Bidder must furnish the following as part of its bid proposal:

- Completed and signed Bid Form, including Sections A, B, and C;
- Three recent customer referrals including addresses and phone numbers; and
- List of proposed subcontractors.

Any Bidder unable to meet these requirements will be automatically eliminated from the bidding process.

**V. BID PREFERENCES**

A. CCAA accepts, to the extent practicable and economically feasible, products and services dimensioned in the metric system of measurement.

B. CCAA prefers, to the extent practicable and economically feasible, products and services that conserve natural resources and protect the environment and are energy efficient.

C. CCAA makes positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises. As part of its proposal, each Proposer shall identify if it is a small business, minority-owned firm, or women's business enterprise.

Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, previous experience in the location of the Project, previous experience with the type of services required, cost, financial resources, technical resources, and timing of starting and completion of the Project

**VI. GENERAL REQUIREMENTS**

1. ISSUANCE OF IFB

Issuance of this IFB does not compel CCAA to award a contract. CCAA reserves the right to reject any and all bids, wholly or in part, and to waive any technicalities, informalities, or irregularities in any bid. CCAA further reserves the right to analyze bids in detail and to award a contract which, in the exercise of CCAA sole discretion, it believes to be in the best interests of CCAA. CCAA reserves the right to cancel or reissue the IFB.

## 2. BID SUBMISSION

### A. SUBMISSION OF BIDS

- Bids must be submitted in an envelope, package or electronically.
- Bids submitted after the closing date and time, or unsigned bids WILL NOT be considered.
- Each Bidder assumes the risk of the method of dispatch chosen. CCAA assumes no responsibility for delays caused by the US Postal Services, package delivery systems, State mail delivery systems, or weather. Postmarking by the due date will not substitute for actual receipt of a bid.
- A Bidder may withdraw its bid at any time prior to the date that bids are due.

### B. ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a bid in response to the IFB, all Bidders accept the terms and conditions set forth in this IFB.

All materials submitted in response to this IFB become the property of CCAA

### C. SIGNATURE REQUIREMENTS

An authorized representative of the Bidder must sign the bid.

### D. PREP COSTS

CCAA is not responsible for any bid preparation expenses, submission costs, or any expenses incurred in negotiations.

### E. DURATION OF BID OFFER

The bid constitutes an offer by the Bidder that shall remain open and irrevocable for a period of 60 days from the date the proposal is due.

### F. BID ERRORS

CCAA will not be liable for any errors in any bid.

## 3. IFB MODIFICATIONS

CCAA reserves the right to make modifications to the IFB during the evaluation process, including the right to issue an addendum to the IFB at any time as a result of questions, change in schedule, or other matters.

## 4. ORAL INTERVIEWS AND NEGOTIATION

### A. CLARIFICATION

CCAA reserves the right to request clarification or additional information from any Bidder.

### B. NEGOTIATION

CCAA reserves the right to negotiate with any and all Bidders at its sole discretion.

### C. ORAL INTERVIEWS

CCAA at its discretion may invite certain Bidders to participate in an oral interview/presentation.

## 5. RESPONSIBLE BIDS

The IFB requirements are intended to obtain full and accurate representation of a Bidder's responsiveness and responsibility that will enable CCAA to evaluate bids and award a contract for the Project. CCAA, in its sole discretion, will determine all matters of responsiveness and responsibility. All responses to this IFB shall be subject to verification by CCAA. Any proposal that contains material or information that cannot be verified or otherwise confirmed for purposes of determining responsiveness to the IFB, may result in rejection of the proposal.

## 6. NOTIFICATION OF AWARD

The awarded Contractor will be notified by letter. Upon execution of the Contract with the Contractor, letters will be sent to all other Bidders notifying them of the signed Contract.

**BID FORM**

**SECTION A - BID**

INVITATION FOR BIDS FOR Food, Janitorial Supplies, Paper goods and Milk for CCAA Head Start Programs

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**TO BE COMPLETED BY CCAA**

Agency Name Cornerstone Community Action Agency

Contact Person's Name LaVerne Davis

Address 114 Needham Coleman TX

Telephone# 682-253-4230 Email laverne.davis@cornerstonecaa.org

Contract Start Date: April 1,2023

Contract End Date: \_\_\_\_\_

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**TO BE COMPLETED BY BIDDER**

Name of Bidding Agency \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Email \_\_\_\_\_

**Amount of Bid**

Numeric \$ \_\_\_\_\_ or

Words \_\_\_\_\_

**Schedule**

Available Start Date: \_\_\_\_\_

Name of Bidder's Representative: \_\_\_\_\_

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

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

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

## **SECTION B - EXECUTION OF OFFER**

This Section B must be completed, signed and returned with Bidder's bid. Failure to sign and return this section will result in rejection of the bid.

1. By signature hereon, Bidder offers and agrees to furnish the products and/or services at the prices quoted and comply with all terms, conditions, and requirements as set forth in the IFB, including the Contract attached hereto and all other documents referenced herein.
2. By signature hereon, Bidder affirms that he/she/it has not given, and does not intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a CCAA employee in connection with the submitted proposal.
3. By signature hereon, Bidder hereby certifies that neither Bidder nor the firm, corporation, partnership, or other entity represented by Bidder, or anyone acting for such firm, corporation, or other entity has violated the federal antitrust laws, nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.
4. By signature hereon, Bidder certifies that all statements and information prepared and submitted in response to this solicitation are current, complete, and accurate.
5. By signature hereon, Bidder certifies that the individual signing this document and the documents made part of the IFB is authorized to sign such documents on behalf of the Bidder and to bind the Bidder under any contract which may result from the submission of this proposal.
6. By signature hereon, Bidder certifies that:  
**Check any or all of the items below, as applicable.**
  - A. Firm is small business, minority-owned, or a women's business enterprise.
  - B. Products and services offered conserve natural resources and protect the environment and are energy efficient.
  - C. Products and services offered are dimensioned in the Metric System
  - D. None of the above.
7. By signature hereon, Bidder certifies that no relationship, whether by relative, business associate, capital funding agreement or by any other such kinship exist between Bidder and an employee of CCAA.
8. By signature hereon, Bidder affirms that it has not received compensation for participation in the preparation of the specifications for this IFB.
9. Bidder represents and warrants that all articles and services quoted in response to this IFB meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations in effect or proposed as of the date of this solicitation.

10. By signature hereon, Bidder signifies its compliance with all applicable laws and regulations, including all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
11. By signature hereon, Bidder certifies 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.

Complete the following:

EIN # \_\_\_\_\_ If Sole Owner, SSN# \_\_\_\_\_

Submitted by: \_\_\_\_\_  
                    Company Name

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip Code

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

## SECTION C - BIDDER QUESTIONNAIRE

This section must be completed, signed, and returned with Bidder's bid. Failure to sign and return this section will result in rejection of the bid.

Please submit a complete response to each of the below listed items. Responses requiring additional space should be brief and submitted as an attachment to your bid package. Please reference each response by its item number indicated below.

1. Legal Name of Company: \_\_\_\_\_
2. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances and prospects for resolution.
3. Provide a customer reference list of no less than three organizations with which your company currently has contracts and/or has previously provided goods and/or services of equal type and scope, as requested herein, within the past five years. The reference list must include company name, contact person, telephone number, project description and length of business relationship.
4. Provide an estimate of the earliest start date and end date (if applicable) following execution of a contract.
5. Provide summary resumes for proposed project team members, including their specific experiences with similar projects and number of years with your company.
6. What difficulties do you anticipate on this Project and how do you plan to manage these?
7. Does any relationship exist whether by relative, business associate, capital funding agreement, or any other such kinship between your company and any CCAA employee? If yes, please explain.
8. Describe your company's quality assurance program. What are your company's requirements and how they are measured?
9. Describe in detail your company's policy and procedure regarding credits and pickups of spoiled or damaged goods.
10. Does your company require a minimum order on every order?
11. Can your company provide CN labels for products required for our program at the onset of the school year?
12. Can your company guarantee that only CN labeled products will be supplied to our centers as per our USDA requirement?
13. Provide a financial rating of your company and any documentation that indicates the financial stability of your company.
14. Is your company a small business, minority-owned, or woman-owned business? If so,



under what certifying agency -state or federal - is it certified?

15. Sign and return the attached Certificate of Independent Price Determination and Anti-Lobbying Certification.

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### Certificate of Independent Price Determination

1. By submission of this bid, the bidder certifies and in the case of a joint bid, each party thereto certifies as to its own organizations, that in connection with this procurement:

A. The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

B. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor; and

C. No attempt has been made or will be made by the bidder to induce any person or firm to submit or not to submit a bid for the purpose of restricting competition.

2. Each person signing this bid certifies that:

A. He/she is the person in the bidder's organization responsible within that organization for the decision as to the prices being offered herein and that he/she has not participated/ will not participate, in any action contrary to (1)(A) through (1)(C) above; or

B. He/she is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered herein but that he/she has been authorized in writing to act as an agent for the persons responsible for such a decision in certifying that such persons have not participated and will not participate, in any action contrary to (1)(A) through (1)(C) above, and as their agent does hereby so certify that he/she has not participated and will not participate in any action contrary to (1)(A) through (1)(C) above.

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

NOTE: Accepting a bid does not constitute acceptance of the contract. Bidder shall execute this Certificate of Independent Price Determination.

### Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Construction, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract and the extension, continuation, renewal, amendment, or modification of any Federal contract.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, the undersigned shall complete and submit Standard Form LLL "Disclosure Form to Report Lobbying" in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

#### **Section D. Calendar**

The required dates and times by which actions must be completed and, where applicable,

locations are listed in the following chart. If CCAA determine that it is necessary to change a date, time or location it will issue an addendum to this RFP.

Calendar of Events	
Action	Date/Time and Location if applicable
IFB Released	March 1, 2023
Deadline for submission of any communications from Distributors	March 10, 2023
Deadline for CCAA to issue addenda to RFP	March 10, 2023
Proposal due date	March 15, 2023
Proposal opening date	March 17, 2023
CCAA's selection of proposal	March 19, 2023
Approval and notification	March 19, 2023
Contract Begin	April 1, 2023

### Section E. Evaluation Criteria

CCAA will evaluate the proposals based on the following criteria. The maximum possible score for each criterion is show.

Criteria	Maximum Score
Pricing	35
Distributor experience & qualifications / past performance with CCAA / Distributor references and/or reputation	25
Value added services and computer capabilities including on-line ordering systems, product nutritional information and marketing.	15
Ability to meet service characteristics described by CCAA	25
Total	100