

READING COMMUNITY SCHOOLS

301 Chestnut St., Reading Michigan 49274



Reading Community Schools is seeking Bread bids for the 2025-2026 school year.

Start date for Reading Community Schools: August 19th, 2025.

BID REQUEST:

Whole Grain Hamburger Buns
Whole Grain Hot Dog Buns
Whole Grain Mini Sub Buns
Whole Grain Sandwich Bread

Reading Community Schools may participate in the Summer Lunch Program. Must be available to deliver during the summer months of June, July, and August.

Specifications:

The vendor is to assume all responsibility of transport of items and unloading items to district.

Weekly deliveries. This could be up to twice a week.

Inspection of truck for cleanliness when requested by Food Service Director.

Product **MUST BE** clean and come in clean crates/trays.

Any damaged product will need to be credited to the School Districts Food Service Department.

Product **MUST BE** placed on dollies (food up off the floor)

Product cannot be stacked more than 5 ft. high.

Removal of empty bread crates.

Product Specification sheets must be provided to ensure grain equivalent for the National School Breakfast and Lunch Program

Must provide emergency contact numbers to District Food Service Director.

Food Service Director will provide emergency contact information.

Reading Community Schools anticipates a purchase of items being bid but is under no obligation to make such a purchase. All bids received will be evaluated to determine the best purchase for **Reading Community Schools** and such evaluation may include **factors other than cost.**

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Buy American Provision

This sponsor participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program Meals.

(d) Buy American. — (1) Definition of domestic commodity or product. In this paragraph (d), the term ‘domestic commodity or product’ means— (i) An agricultural commodity that is produced in the United States; and (ii) A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (2) Requirement. (i) In general. Subject to paragraph (d)(2)(ii) of this section, the Department shall require that a school food authority purchase, to the maximum extent practicable, domestic commodities or products. (ii) Limitations. Paragraph (d)(2)(i) of this section shall apply only to— (A) A school food authority located in the contiguous United States; and (B) A purchase of domestic commodity or product for the school lunch program under this part.

Cancellation/Termination of contract: The District reserves the right to discontinue purchasing from the vendor with a 30-day notice from the last delivery time on the day of notice due to unacceptable products and/or service at the sole discretion of the Reading Community Schools.

The district will give vendor ample notice of product issues or services that needs addressed.

District will document any findings for product issues or service-related concerns.

Request for Bid
Bread Products
2025-2026
Reading Community Schools
C/O Michell Dunn, FSD
301 Chestnut St.,
Reading MI 49274

Bids will be accepted via mail or email.

Telephone Number: (517) 283-3630

Email: michell.dunn@readingrangers.org (**Please "subject" BID Bread**)

Bids will be accepted by **Reading Community Schools until April 11th, 2025, at 4:00PM.**

Vendors, please attach vendor information form with the bid submitted.

Name of Vendor: _____

Mailing Address: _____

City, State and Zip: _____

Name: _____

Signature: _____

Telephone Number _____

Fax Number: _____

Email Address: _____

Page must be returned with bid documents.