



**SOUTH CENTRAL HUMAN RESOURCE AGENCY
PURCHASING DEPARTMENT
INVITATION TO BID**

South Central Human Resource Agency, hereafter referred to as SCHRA, is inviting sealed bids for the good(s) and/or service(s) listed below, subject to the terms and conditions of the Invitation to Bid (ITB), the accompanying specifications, and the South Central Human Resource Agency Procurement Manual.

At the appointed time bids will be publicly opened in the central office of SCHRA at the address below. Bids arriving in the Purchasing Department past the appointed date and time will be considered late and will not be opened.

Deliver Bids To:

SOUTH CENTRAL HUMAN RESOURCE AGENCY
PURCHASING DEPARTMENT
1437 WINCHESTER HWY
FAYETTEVILLE, TENNESSEE 37334

Bid Number: 2026 – 340 – 310 Food Market Basket

Open Date & Time: June 26, 2026 at 10:00 a.m. (Central Time Zone) electronically

The subject line must read as DO NOT OPEN: June 26, 2026 at 10:00AM CTZ - BID

PURCHASING CONTACT INFORMATION

Beth Jones, Finance Director
Phone: 931-433-7182 ext 1112
Email: bjones@schra.us

GENERAL TERMS & CONDITIONS

1. Attached are instructions and conditions for submitting a bid for SCHRA. The objective of this bid is to select suppliers in such a manner as to provide for open and free competition and comparability.

BID PREPARATION & SUBMISSION

1. Bidders are expected to examine any drawings, specifications, terms and conditions, general or special conditions, schedules and all instructions for the purpose of this bid. Failure to do so will be at the bidder's risk.
2. The total bottom line cost will be determined by multiplying each item bid price times the quantity requested and adding the extended dollar figures.
3. All bids shall be in accordance with the instructions to bidders and specifications included in this ITB. Specifications are intended to be open and non-restrictive.
4. All columns of the bid document must be completed in ink or typewritten. The bottom line total (sum of extended prices) must also be printed in ink or typewritten on the proposal form. No erasures shall be permitted. Errors may be crossed out and corrections printed in ink or typewritten and must be initialed in ink by the person signing the bid.
5. All bids must meet or exceed the enclosed specifications. Bidder must indicate the manufacturer's name and model number offered. If bidder fails to provide this information, and an award is made, then the bidder shall supply the item(s) as specified. All items supplied by the successful bidder shall be new and unused and meet all OSHA standards. Items delivered not meeting these requirements shall be subject to return and replaced at no additional cost to SCHRA. Any exceptions to the specifications must be clearly noted, documented and have prior approval to be submitted as an approved alternate.
6. The use of the name of a manufacturer, brand, model or make used in describing an item does not restrict the bidder to that manufacturer. Others will be considered **if** they meet or exceed the items specified. References to brand names, trade names, model numbers or other descriptions of specific brand products are made to establish a required level of quality and functional capabilities, and are not intended to exclude other products of that level. Comparable products of other manufacturers will be considered if proof of comparability is contained in the bid. It shall be the responsibility of the bidders, including bidders whose product is referenced to furnish with the bid such specifications, catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of a bid. SCHRA will determine if the item does meet or exceed the item as specified.
7. It shall be the sole responsibility of the bidder to make certain that all bids in proper form are submitted to the Purchasing Department as described below.
8. Delivery charges are to be prepaid and included in the bid pricing.
9. All original forms must be signed by a person with authority to bind the bid. The bid must be sent electronically to Beth Jones, Finance Director, at bjones@schra.us
10. In the subject line of the email, please include the following information:
 - "DO NOT OPEN until" Noted Bid Date and Time:
 - Vendor Name
 - Bid Number
11. Electronic Bids must be received no later than the date and time specified on the Invitation to Bid. Faxed, mailed or dropped-off bid documents will not be accepted

LATE RECEIPT OF THE BID

1. The bid and modifications or withdrawals thereof received after the time set for opening will not be considered, unless they are received before the award is made and it is determined by SCHRA that failure to arrive on time was due solely to a delay in delivery for which the bidder has no responsibility.
2. Bids must be in the Purchasing Department prior to 10:00a.m. on the appointed date. Time will be determined by the clock in the SCHRA Purchasing Department and once Purchasing Officer/or their designee determines the time is 10:00a.m., no other bids will be accepted.

BID PERIOD

1. Unless otherwise noted in the bid specifications, the contract will be awarded for the **period of one (1) year from the date of bid opening**. SCHRA reserves the right to purchase additional items against this bid on an “as needed” basis if pricing remains the same. This does not apply to bids with options of renewal.

RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS

1. It is the responsibility of the bidder to review the entire Invitation to Bid document and to notify the Finance Director if the Invitation to Bid is formulated in a manner that would unnecessarily restrict competition or if it is ambiguous in what is being requested.
2. Pursuant to TCA §12-4-126, questions regarding the specifications or bid procedures must be received by the Purchasing Officer and/or designer no less than ninety-six (96) hours before the bid opening date. No addenda will be issued within less than forty-eight (48) hours of the bid opening day, excluding weekends and legal holidays designated in §15-1-101 unless the bid opening is extended for a reasonable time as determined by the purchasing officer, which shall not be less than forty-eight (48) hours excluding weekends and legal holidays designated in §15-1-101, to allow for any necessary changes to the Invitation to Bid documents and to allow responders to resubmit their responses accordingly.
3. Any questions concerning this Invitation to Bid are to be emailed to the Finance Director. Questions will be answered via addenda. Information obtained from any office other than the Purchasing Office is not to be considered binding.

NO CONTACT POLICY

After the date and time that the vendor receives this solicitation, any contact initiated by any bidder with any SCHRA representative, other than the Purchasing Department representative listed herein, concerning this Invitation to Bid, is strictly prohibited. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.

BID OPENING & AWARD

1. Only the bottom line figure will be read at the bid opening. Bids will also be examined for compliance with specification and conditions outlined in the bid document.
2. Consideration will be given to all bids properly submitted. Bids will receive appropriate confidentiality before awarding. Upon award, bid documents and tabulations will be available for review. Errors discovered after public opening may not be corrected, and the bidder may be bound to honor bid as submitted. After investigation of the nature of the mistake, the Purchasing Officer may allow the bid to be withdrawn.

3. The contract will be awarded in writing to the most responsive, responsible bidder(s) whose bid conforms best to the Invitation to Bid and will be most advantageous to SCHRA. It is the intent of SCHRA to involve and utilize the best product/services at the best prices and provide small and minority firms, women's business enterprises and labor surplus area firms with increased opportunity to do business with the agency. However, currently there are no set asides for small or minority firms.
4. SCHRA reserves the right to accept or reject any or all bids and to waive informalities and minor irregularities in the bids received.
5. SCHRA reserves the right to award the bid in its entirety or to divide the award in any way that will be more advantageous to the agency.
6. Bid results will be filed in the Purchasing Department along with the bid tabulation.

PROTEST PROCEDURE

1. If a prospective vendor does not agree with the bid award, they have the right to protest. Disputes arising from the award of this bid must be submitted in writing to the SCHRA Purchasing Department no later than seven (7) days from date of bid award. The steps for dispute resolution may include:
 - A meeting with the Purchasing Officer, the Executive Director and representatives from the disputing party to discuss and resolve the complaint.
 - Information from the aforementioned meeting will be forwarded to the SCHRA Attorney for review.
 - A written decision letter stating the reasons for the decision will be prepared by the Purchasing Officer and submitted in writing to the protestor and all parties involved.
 - Purchases will not be allowed under this procurement until a final decision is rendered.
 - In the event that purchases must be made before a final decision is rendered, the emergency purchase procedures will be used.

APPROPRIATION

1. In the event no funds are appropriated by SCHRA for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

VENDOR QUALIFICATION

1. Potential bidders must meet the following criteria:
 - Be able to provide a quality product as specified
 - Offer reasonable pricing
 - Provide dependable delivery of items ordered
 - Meet specifications and bid conditions
 - Demonstrate successful past performance
2. A potential bidder may be rejected for one or more of the following reason:
 - Inadequate or unacceptable product lines
 - Bidding remanufactured or reconditioned items
 - Bidding alternate to approved item without notice prior to bid opening
 - Documented unacceptable product

COMPLIANCE WITH ALL LAWS

1. Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.

GOVERNING LAW

1. This contract shall be governed by the laws of the State of Tennessee, and all obligations of the parties are performable in Lincoln County, Tennessee. The Courts in Lincoln County shall have exclusive and concurrent jurisdiction of any disputes which arise hereunder.

BUSINESS LICENSES

1. Bidders located in Tennessee are required to have a current business license issued by the State of Tennessee at the time the bids are submitted. Vendors located outside Tennessee are required to have a current business license issued by the State in which business is located: however, vendor must verify right to conduct business in Tennessee or obtain a business license from Tennessee.

INDEMNIFICATION/HOLD HARMLESS

1. Contractor shall indemnify, defend, save and hold harmless all departments of SCHRA and/or its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, supplier, agents or employees or due to any negligent act or occurrence or any omission or commission of the contractor, its subcontractors, suppliers, agents or employees until the contract terminates.

VENDOR PERFORMANCE

1. If the contractor fails in full or part to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, SCHRA may terminate this contract, in whole or in part, and may consider such failure or noncompliance a Breach of Contract. Contractors with poor performance will be notified at the time of such performance and be given opportunity to correct the problems. Documentation will be kept on file. Any contractor with continued poor performance will be removed from the potential vendor list for one year.
2. SCHRA expressly retains all its rights and remedies provided by law in case of such breach, and no action by SCHRA shall constitute a waiver of any such rights or remedies. In the event of termination for default, SCHRA reserves the right to purchase its requirements elsewhere, with or without competitive bid.
3. Failure to deliver within the time specified or within a reasonable amount of time, or failure to make replacements of a rejected item immediately will constitute authority to purchase on the open market so as to replace the item(s) rejected and/or not received. On all such purchases, the Vendor agrees to promptly reimburse SCHRA for excess costs incurred by such a purchase.
4. Reasons for product rejection may be any one of the following:
 - Quality
 - Price
 - Serviceability of item (damage)

- Product does not meet bid specifications
- Not a delivery area &/or too high a minimum delivery order

BREACH OF CONTRACT

1. A party shall be deemed to have breached the contract if any of the following occurs:
 - Failure to provide products or services that conform to contract requirements.
 - Failure to maintain/submit any report required hereunder.
 - Failure to perform in full or in part any of the other conditions of the contract.
 - Violation of any warranty.

Contract Termination FOR CAUSE

1. If the contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the contractor violates any terms of this contract, SCHRA shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.
2. In the event the contract is terminated for due cause by SCHRA, the agency shall have the option of awarding the contact to the next lowest bidder or bidding again.

CONTRACT TERMINATION FOR CONVENIENCE

1. SCHRA may, by written notice to the contractor, terminate this contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the agency. SCHRA must give notice of termination to the vendor at least thirty (30) days prior to the effective date of termination. The contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall SCHRA be liable to the contractor for compensation for any service which has not been rendered. Upon such termination, the vendor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

BOOKS AND RECORDS

1. The contractor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this contract and make such materials available at its offices at all reasonable times during the contract period and for three (3) years from the date of the final payment under this agreement for inspection by SCHRA or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall include those books, documents and accounting records that represent the vendor's costs of manufacturing, acquiring or delivering the products and services governed by this agreement.

DELIVERY

1. **On-line ordering** by each center is required for ordering purposes. Items ordered must be delivered to the locations on the attached list, without a minimum dollar amount per delivery. **Delivery times** must be between **7:30a.m.-3:00p.m. for Head Start and 7:30-2:00 for Early Head Start**, avoiding lunchtime deliveries

between **11:00 and 12:00**. Delivery days can be between Monday through Friday. The successful bidder agrees to be responsible for any and all damage prior to delivery.

2. SCHRA shall retain the right to reject any or all of a delivery that does not meet product specifications. Rejected items are to be picked up at the supplier's expense.
3. Bidders must state the number of business days until delivery after receipt of a signed purchase order. Bidders shall state accurate lead times as SCHRA reserves the right to cancel orders with no obligation when delivery times is exceeded. Vendor must state the number of business days, not a range of days. For example, an unacceptable answer is "30-60 business days". Vendors must be specific and state either "30 business days" or "60 business days". If vendor states a range of days, SCHRA will base their answer on the maximum number of days provided.
4. Bidders must include all destination and delivery charges in their price. There will be no extra hidden charges. Delivery must be "**free on board**" to the central office of SCHRA- address in ITB.

INSPECTION AND ACCEPTANCE

1. Warranty periods shall not commence until SCHRA inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by SCHRA. SCHRA reserves the right to reject any or all items or services not in conformance with applicable specifications, and contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.

INVOICES AND PAYMENTS

1. Payment will be made within 30 days of receipt of monthly statement that references all weekly delivery tickets.
2. SCHRA is not subject to taxation. A tax exemption certificate will be provided upon request.

NONDISCRIMINATION AND NON-CONFLICT STATEMENT

1. Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin, shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of vendor. Contractor shall upon request show proof of such nondiscrimination, and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.
2. Contractor covenants that it has no public or private interest, and shall not acquire directly or indirectly any interest; that would conflict in any manner with the provision of its goods or performance of its services. The contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of SCHRA as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to contractor in connection with any goods provided or work contemplated or performed relative to the agreement.

3. No employee or member of SCHRA's governing bodies shall participate in the selection or award of a contract if a conflict of interest, real or apparent, would be involved.
4. Officers, employees or officials of SCHRA shall neither solicit nor accept gratuities, favors or anything of more than nominal monetary value from vendors or parties to subcontracts.

VENDOR INFORMATION SHEET

(Please fill out completely)

By completing and signing this form you certify that you are an authorized representative of the company for which you are submitting a bid/proposal and that you have the authority to legally bind your company. Further, by completing and signing this form you certify that you agree to all the terms and conditions of this bid/proposal.

1. Vendor Name _____

2. Address _____

City _____ State _____ Zip Code _____

3. Contact Person (Please Print) _____

4. Telephone Number _____ Fax Number _____

5. Vendor's e-mail address _____

6. Authorizing Signature _____

7. Title of Person Signing Bid _____

8. If addenda were issued, please acknowledge the receipt of: (please write "yes" if you received one)
Addendum 1 _____ Addendum 2 _____ Addendum 3 _____ Addendum 4 _____

9. If applicable, please indicate below if discounts will be allowed for prompt payment or if there is not discount offered:
_____ % Net 10 Days; _____ % Net 20 Days; _____ % Net 30 Days; _____ No Discount

COOPERATIVE PURCHASING - Vendors are to indicate if it is permissible for other governmental agencies in the State of Tennessee to purchase these items or services at the same price. Freight charges may be adjusted to reflect differences in delivery costs to other locations. Please indicate the approval of Cooperative Purchasing.

_____ Yes _____ No

HEAD START / EARLY HEAD START (SCHOOLS) CONTRACTS ONLY

CRIMINAL HISTORY RECORDS CHECK – Do you agree to comply with Public Chapter 587 of 2007 which requires all contractors to facilitate a criminal history check, including fingerprinting, conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee or subcontractor personnel before permitting the employee or subcontractor personnel to have contact with students or enter school grounds?

_____ Yes _____ No

**NON –COLLUSION, INDEPENDENT PRICE DETERMINATION,
NON-DISCRIMINATION, NON-DEBARMENT & LOBBYING AFFIDAVIT**

I do hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

I understand that collusive pricing is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards and that no collusion with another firm was used in preparation of this bid.

I also certify that this firm does not discriminate against any employee or applicant for employment on the grounds of race, color, national origin or sex; and does not and will not maintain or provide for his employees any segregated facilities at any of its establishments, and further, that the firm does not and will not permit their employees to perform their services at any location under this contract where segregated facilities are maintained.

By submission of this bid, the bidder certifies that neither it or its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

I further certify that during the Invitation to Bid solicitation and/or during the performance of this contract that neither it nor its principals will participate in lobbying activities in conjunction with this project.

I agree to abide by all terms and conditions of this Invitation to Bid and certify that I am authorized to sign this affidavit for the vendor.

Please indicate which of the following apply to your company. This information is requested for information purposes only. SCHRA currently has no policy that allows for set asides or preferences for woman owned or minority owned businesses.

African American Owned
 Caucasian Owned
 Native American Owned
 Other Owned

Asian Owned
 Hispanic Owned
 Woman Owned

Signature

Title

INVITATION TO BID SPECIFICATIONS

South Central Human Resource Agency (SCHRA) is inviting bids for our market basket of food for our Head Start / Early Head Start program. Bidders must bid as specified or an approved equal. The awarded supplier will be required to deliver to each of the addresses attached **without a minimum dollar amount per delivery**. SCHRA **requires online ordering** from each of the centers. **Delivery times** must be between **7:30 am -3:00 pm for Head Start and 7:30 am – 2:00 pm** for Early Head Start **avoiding lunchtime deliveries** between 11:00 am and Noon. Delivery days are **Monday through Friday** and closed days will be announced in advance when possible.

Price will be evaluated based on the overall value to the Agency. SCHRA reserves the right to purchase food on an all-or-none basis, line item basis, or schedule basis. SCHRA also reserves the right to make a multiple award. No quantities are guaranteed and prices are held for one year order period from July 2026 to June 2026 unless the market for a particular item is volatile and unpredictable. However, ample notification should be provided not only to the center but also to the purchasing department of SCHRA.

All delivery charges are to be pre-paid by the successful bidder, and are not the responsibility of SCHRA.

Vendors are to return bids electronically to the person stated in this solicitation. Any costs associated with the preparation or delivery of the bid is at the Vendor's cost with no cost to SCHRA.

SPECIFICATIONS

Exhibit A lists the addresses of our Head Start / Early Head Start Centers will **order online** with **NO MINIMUM** dollar amount required. **If there is a minimum order for free delivery, please state that on the bid form as well as the delivery fee.**
Delivery times- Monday through Friday avoiding lunchtime deliveries between 11:00 am – Noon.
Head Start centers will receive between **7:30 am – 11:00 am or Noon - 3:00 pm**
Early Head Start centers will receive between **7:30 am – 11:00 am or Noon – 2:00 pm**

REQUIRED DOCUMENTS

The following documents must be returned:

- Vendor Information Sheet
- Non-Collusion, Independent Price Determination, Non-Discrimination, Non-Debarment & Lobbying Affidavit
- SCHRA Standards of Conduct Policy
- SCHRA Vendor Conflict of Interest Certification
- Current year, signed W-9
- Bid Sheet
- Copy of Business License

CONTRACT

SCHRA's Purchase Order(s) and the Terms & Conditions and the Specifications of this Invitation to Bid will serve as the contractor's contract.

**Exhibit A
Head Start/Early Head Start Centers
Addresses and Phone Numbers**

County	Center	
Bedford County	Northside Head Start 105 Northside Circle Shelbyville, TN 37160 (931-773-0143)	Wartrace Head Start 112 Bridgeview Dr. Wartrace, TN 37183 (931-389-6406)
	Bedford EHS 512 Tillman St. Shelbyville, TN 37160 (931-685-0876)	
Coffee County	Tullahoma Head Start 213 W. Cook Tullahoma, TN 37388 (931-461-3081)	Manchester Head Start 1200 Oakdale Street Manchester, TN 37355 (931-728-7756)
	Coffee EHS 1206 Oakdale Street Manchester, TN 37355 (931-607-4297)	
Franklin County	Winchester Head Start 677 Myers Rd. Winchester, TN 37398 (931-967-1543)	
Giles County	Bodenham Head Start Hwy 64 West Pulaski, TN 38478 (931-363-0448)	Victoria Head Start 121 Victoria Ave. Pulaski, TN 38478 (931-363-5535)
	Giles Early Head Start 111 Victoria Ave. Pulaski, TN 38478 (931-363-5535)	

Lawrence County	Lawrenceburg HS/EHS 405 E. Taylor St. Lawrenceburg, TN 38464 (931-762-6039)	S. Lawrence Head Start 114 W. 2 nd Iron City, TN 38463 (931-845-4994)
Lewis County	Lewis Co. Head Start 206 S. Oak St. Hohenwald, TN 37462 (931-796-6538) Classroom	
Lincoln County	Lincoln EHS / HS 111 Shelbyville Hwy. Fayetteville, TN 37334 (931-297-5095)	
Marshall County	Marshall Co. Head Start 820 2 nd Ave. N. Lewisburg, TN 37091 (931-359-9691)	
Maury County	Columbia Head Start 209 Wayne St. Columbia, TN 38401 (931-381-8762)	Northridge Head Start 1224 McBride Circle Columbia, TN 38401 (931-840-4735)
	Columbia EHS 1807 Columbia Ave. Columbia, TN 38401 (931-223-6417)	Mt. Pleasant EHS 1111 North Main St. Mt. Pleasant, TN 38474 (931-379-0158)
Moore County	Moore Co. Head Start 75 High St. Lynchburg, TN 37352 (931-759-4239)	
Perry County	Perry Co. Head Start 2469 Squirrel Hollow Rd. Linden TN 37096 (931-589-6368)	

BID SHEET

SOUTH CENTRAL HUMAN RESOURCE AGENCY

South Central Human Resource Agency (SCHRA) is inviting bids for our market basket of food for our Head Start/ Early Head Start program. Bidders must bid as specified or an approved equal. The awarded supplier will be required to deliver to each of the addresses attached without a minimum dollar amount per delivery. SCHRA requires online ordering from each of the centers. Delivery times must be between 7:30 am -3:00 pm for Head Start and 7:30 am - 2:00 pm for Early Head Start avoiding lunchtime deliveries between 11 :00 am and Noon. Delivery days are Monday through Friday and closed days will be announced in advance when possible.

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TO: SOUTH CENTRAL HUMAN RESOURCE AGENCY

In response to your Invitation to Bid, my company submits the following bid in accordance with the specifications within this 1TB.

We propose the following market basket as outlined in your ITB 2026-Head Start Food Market Basket for the sum of \$_____

Sum written out

\$_____cents

Minimum Order for free delivery \$_____ Delivery Fee

\$_____

Unit Size	Description	Est. Needed	Price	Total
NO-THAW 100% FRUIT JUICE				
96/4 oz.	Apple Juice	1000		
96/4 oz.	Orange Juice	2000		
96/4 oz.	Grape Juice	500		
CEREAL	*(Whole Grain/Wheat if possible)			
4/35 oz.	Cornflakes	95		
4/35 oz.	Rice Crisp Cereal	95		
4/29 oz.	Cheerios	95		
4/30 oz.	Crispix Cereal	95		

12/2 lbs.	Quick Grits	40		
12/42 oz.	Quick Oats	12		
CRACKERS	*(Whole grain/Wheat if possible)			
5 lb. bulk	Cheez-It	75		
6/31 oz.	Goldfish Crackers	135		
150/1 oz.	Animal Crackers	100		
200/2 ct.	Graham Crackers (original)	100		
150/ 1/2 oz.	Oyster Cracker	144		
300/ 2	Whole Wheat Cracker	80		
500/2pk.	Whole Wheat Thins Cracker	100		
FROZEN FOODS				
20 lb.	Green Beans	20		
6/5 lb.	French Fries, cc 1/2	190		
96/3"	Corn on the Cob	65		
12/40 oz.	Chopped Broccoli	250		
72/2 oz.	Whole Wheat English Muffins	80		
144 ct.	*Whole grain or Whole Wheat Pancakes	80		
12/2 lb.	*Whole Grain or Whole Wheat French Toast Sticks	80		
6/5 lbs.	Potato Puffs	80		
8/24 ct.	2.5" Whole Grain Hamburger Buns	50		
210/1.2 oz.	Southern Mini Biscuits *(Whole Grain or Whole Wheat)	100		
10/24 oz.	Whole Wheat Bread	50		
144 ct.	*Wheat Roll Par-Baked	100		
12/8 ct.	Breadstick, plain 8" par-baked	50		
12/6 ct.	6" Pita pocket Whole Wheat	50		
2/5lbs.	Pre-cooked Hush Puppies	50		
12/12 ct.	Whole Wheat Tortilla 10"	50		
MEATS				
1/10 lbs.	Ground Beef 80/20	100		
2/10 lbs	Ground Turkey (fresh)	200		
2/5 lbs.	Meatball (chicken)	75		
30/5.3 oz.	Turkey Burgers	20		
56/3 oz.	Chicken, Flamed Broiled	100		
4/5 lbs.	Roast, Turkey	200		
2 apx 9 lbs.	Turkey Breast	100		
6/2 lb.	Turkey, Sliced 2/3 oz.	100		
2/5 lbs.	Chicken, Tender Southern Styl	200		
4/10 lb.	Chicken, Tender fresh 1.4 oz.	200		

2/10 lb.	Chicken Breast B/S 5 oz.	200		
96/3.5 oz	Chicken Thighs (Bnl/Skl) IQF	75		
1/10 lb	Tilapia Filets 3-5 oz.	20		
1/15 lb.	Swai Fish 3-5 oz.	20		
40/4 oz.	Pork Chop boneless, tender	100		
40/4 oz.	Steak, Cubed 4oz. Frozen	50		
90/3 oz.	Hamburger Patties	200		
90/3 oz.	Salisbury Steak	100		
10 lbs.	Stew Meat, Beef	90		
4/2.5 lb.	Ham Sliced, Sand. ½ oz.	75		
40/4 oz.	Ham, Steak, boneless 4 oz.	25		
1/10 lb.	Meatballs, Charbroiled 320/.5	100		
10 lbs.	Ravioli, Cheese Jumbo frozen	150		
72/1 oz.	Mini Hamburgers w/ Buns	120		
CANNED GOODS				
6/#10	White Beans	80		
6/#10	Black Beans	80		
6/#10	Baby Lima Beans	50		
12/51 oz.	Tomato Soup	80		
12/28.25 oz.	Potato Pearls	50		
6/#10	Tomato Sauce	-		
6/#10	Spaghetti Sauce	50		
6/#10	Sauce, Cheese Nacho	-		
6/#10	Vegetables For Stew	30		
6/#10	Potatoes, Sliced	80		
6/#10	Potatoes, Diced	50		
6/#10	Green Peas & Carrots	80		
6/#10	Green Peas	80		
6/#10	Vegetarian Beans	80		
6/#10	Carrots, Sliced	80		
6/#10	Black-eyed Peas	50		
6/#10	Green Beans	120		
6/#10	Whole Kernel Corn	50		
6/#10	Pinto Beans	80		
6/#10	Turnip Greens	80		
6/#10	Creamed Corn	50		
6/#10	Sweet Potatoes	120		
6/#10	Spinach	80		
6/#10	Tomatoes, Diced In Juice	100		

6/#10	Mixed Vegetables (medley)	30		
6/#10	Diced Pears	120		
6/#10	Applesauce	80		
6/#10	Fruit Cocktail	120		
6/#10	Pineapple Tidbits	120		
6/#10	Sliced Apples	100		
6/#10	Tropical Fruit Salad	100		
6/#10	Peaches, Diced	200		
6/#10	Mandarin Oranges	90		
6/#10	Canned Ravioli	80		
6/66 ½ oz.	Chunk Light Tuna	30		
OTHER				
6/9 oz	Taco Seasoning	30		
24/1 dz.	Tortilla, Flour 6"	56		
1/5 lbs.	Peanut Butter	56		
200/.5 oz.	Jelly, Assorted	56		
2/10 lbs.	Elbow Macaroni *(Whole Grain or Whole Wheat)	100		
1/10 lb.	Lasagna Noodles *(Whole Grain or Whole Wheat)	30		
2/10 lb.	Rotini pasta, (Whole Grain or whole wheat)	20		
2/10 lbs.	Spaghetti Noodles *(Whole Grain or Whole Wheat)	100		
48/4 oz.	Yogurt, Raspberry/Peach Yoplait	56		
48/4 oz.	Yogurt, Strawberry, Danimals	50		
48/4 oz.	Yogurt, Blueberry/Vanilla, Yoplait	50		
1/1 gal.	Ranch Lite Dressing	56		
same	Italian Lite Dressing	56		
same	1000 Island Lite Dressing	56		
1/1 gal.	Salad Dressing	56		
1/1 gal.	Mayonnaise	56		
1/1 gal.	Mustard, Pure	56		
1/1 gal.	BBQ Sauce	50		
1/#10	Ketchup	56		
6/17 oz.	Pan Release / Pan Coating	56		
6/14 oz	Brown Gravy Mix	35		
6/14 oz	Chicken Gravy Mix	35		
16 oz.	Chili Powder	35		
1/16 oz	Cinnamon	35		
80 ct.	Fresh Oranges	10		
88 ct.	Fresh Apples	10		
CHEESE				

2/5 lb.	American Cheese, Sliced	100		
2/5 lb.	Mont/Ched Cheese. Shred	100		
1/16 oz.	Parmesan Cheese, Grated	100		
2/5 lb.	Mozz. Cheese. Shredded	100		
MUFFINS				
96/2.0 oz.	Apple Muffin *(Whole Grain or Whole Wheat)	50		
96/1.8 oz.	Banana Muffin *(Whole grain or Whole Wheat)	50		
96/2.25 oz.	Blueberry Muffin *(Whole Grain or Whole Wheat)	50		
SUPPLIES				
100/40 gal.	Can Liners	84		
250/33 gal.	Can Liners	84		
1/250 ct.	Ziplock Bag-Gal.	84		
1/500 ct.	Ziplock Bag-Qt.	84		
8/38 oz.	Dawn Dish Liq.	84		
8/38 oz.	Joy Dish Detergent	50		
1/22 qt.	Storage Container	28		
1/22 qt.	Lid, Container	28		
24/4 ct.	Brillo Pads	50		
	Opener Blade for #1	-		
	Opener Blade for #2	-		
60 in.	Mop Handle, Wood Screw-on	20		
1/16 oz.	Mop Head, Cotton (must match handle)	20		
200 ct.	Chlorine test strips	30		
TOTAL BASKET				

MEETING ALL CHILD CARE FOOD PROGRAM REGULATIONS AND GUIDELINES

Ensure Product information sheets are available for all food items purchased.

*Standards have changed to include whole grain or whole wheat bread/snack products. List pricing for as many whole grain or whole wheat possible.

Vendor Name:

Authorized Agent of Vendor (printed):

Signed:

Title:

Address:

Phone:

Fax:

Email:

Date:



Code of Ethics for Contractors, Consultants and volunteers

Goal: To establish a set of principles and practices of the South Central Human Resource Agency's consultants, contractors and community volunteers to adhere to the SCHRA Standards of Conduct. SCHRA reserves the right to deny a consultant, contractor or volunteer accessibility to the Agency as a result of inappropriate behavior. Individuals providing services, both paid and unpaid shall represent the Agency in a professional manner at all times. As a contractor, consultant or volunteer providing services, I agree to abide by the following code of ethical conduct:

Code: Contractors, consultants and volunteers providing services to the South Central Human Resource Agency are committed to observing and promoting the highest standards of ethical conduct in the performance of services provided to South Central Human Resource Agency. As a contractor, consultant or volunteer, I pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability

1. Exercise reasonable care, good faith and due diligence in execution of services provided to Agency, staff and customers.
2. Fully disclose, at the earliest opportunity and in writing, information that may result in a perceived or actual conflict of interest.
3. Fully disclose, at the earliest opportunity, information of fact that would have significance in execution of duties as a contractor, consultant or volunteer.
4. Adhere to **SCHRA Standards of Conduct** and **Confidentiality** policies. Including but not limited to:
 - Abide by the SCHRA Confidentiality policy.
 - Use of positive strategies to support children's well-being and prevent and address challenging behaviors where applicable;
 - Not engage in behaviors that mistreat or endanger the health and safety of children;
 - Reporting of known or suspected child abuse in compliance with state and federal laws;
 - Use expertise to promote and improve the quality of the Agency programs as defined in grantor requirements, including the Head Start Performance Standards.
 - Refrain from accepting or soliciting personal favors, gratuities, or anything of significant value from members of South Central Human Resource Agency Governing Board, Head Start Policy Council, employees or potential employees.

Professional Excellence

5. Maintain a professional level of courtesy, respect, and objectivity in providing all South Central Human Resource Agency services.

Personal Gain

6. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of the nonprofit they represent.

Equal Opportunity

7. Provide effective services without discrimination based on geography, political, religious, or socio-economical characteristics of the state or region represented.
8. Provide effective services without discrimination based on gender, sexual orientation, nation origin, race, religion, age, political affiliation, or disability, regardless of the organization's volunteer or staff composition, and in compliance with all applicable laws and regulations.

Confidential Information

9. Respect the confidentiality of sensitive information & PII (Personal Identifying Information) of all children, families and staff by adhering to the **SCHRA Confidentiality policy**.

Collaboration and Cooperation

10. Promote collaboration, cooperation, and partnership among agency members.
11. Follow **SCHRA & Head Start/Early Head Start Complaint** procedure with regard to customer complaints.

Contractor/Consultant/Volunteer Signature

Date

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
VENDOR CONFLICT OF INTEREST
CERTIFICATION**

1. To your knowledge, does your organization have a business relationship with any private concerns or individuals which conflicts with, or appears to conflict with the interests of the Agency?

Yes No

If "Yes" explain:

2. Are you aware of any South Central HRA employee, officer, or board member that has a direct or indirect relationship (i.e. family member, partner, etc.) with your organization/company?

Yes No

If "Yes" explain:

3. Are you aware of any possible violations of state conflict-of-interest statutes (TCA 12-4-101; attached) as they relate to your organizations working relationship with South Central HRA?

Yes No

If "Yes" explain:

4. Are you aware of any agency officials, directors, or employees involved in obtaining, approving, or overseeing contracts that have any personal interest (direct or indirect) in your organization/company?

Yes No

If "Yes" explain:

5. Is your business one of the following:

Minority owned:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Small Business:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Women owned:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Labor Surplus/HUD Zone:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Veteran Owned:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Authorized Signature

Date

□12-4-101. Personal interest of officers prohibited.

(a) (1) It is unlawful for any officer, committee member, director, or other person whose duty it is to vote for, let out, overlook, or in any manner to superintend any work or any contract in which any municipal corporation, county, state, development district, utility district, human resource agency, or other political subdivision created by statute shall or may be interested, to be directly interested in any such contract. "Directly interested" means any contract with the official personally or with any business in which the official is the sole proprietor, a partner, or the person having the controlling interest. "Controlling interest" includes the individual with the ownership or control of the largest number of outstanding shares owned by any single individual or corporation. The provisions of this subdivision (a)(1) shall not be construed to prohibit any officer, committee person, director, or any person, other than a member of a local governing body of a county or municipality, from voting on the budget, appropriation resolution, or tax rate resolution, or amendments thereto, unless the vote is on a specific amendment to the budget or a specific appropriation or resolution in which such person is directly interested.

(2) (A) The provisions of subdivision (a)(1) shall also apply to a member of the board of directors of any not-for-profit corporation authorized by the laws of Tennessee to act for the benefit or on behalf of any one (1) or more counties, cities, towns and local governments pursuant to the provisions of title 7, chapter 54 or 58.

(B) The provisions of subdivision (a)(2)(A) do not apply to any county with a metropolitan form of government and having a population of four hundred thousand (400,000) or more, according to the 1980 federal census or any subsequent federal census.

(b) It is unlawful for any officer, committee member, director, or other person whose duty it is to vote for, let out, overlook, or in any manner to superintend any work or any contract in which any municipal corporation, county, state, development district, utility district, human resource agency, or other political subdivision created by statute shall or may be interested, to be indirectly interested in any such contract unless the officer publicly acknowledges such officer's interest. "Indirectly interested" means any contract in which the officer is interested but not directly so, but includes contracts where the officer is directly interested but is the sole supplier of goods or services in a municipality or county.

(c) (1) Any member of a local governing body of a county or a municipality who is also an employee of such county or municipality and whose employment predates the member's initial election or appointment to the governing body of the county or municipality may vote on matters in which the member has a conflict of interest if the member informs the governing body immediately prior to the vote as follows: "Because I am an employee of (name of governmental unit), I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents." The vote of any such member having a conflict of interest who does not so inform the governing body of such conflict shall be void if challenged in a timely manner. As used in this subdivision (c)(1), "timely manner" means during the same meeting at which the vote was cast and prior to the transaction of any further business by the body.

(2) Any member of a local governing body of a county or a municipality who is also an employee of such county or municipality and whose employment began on or after the date on which the member was initially elected or appointed to serve on the governing body of the county or municipality shall not vote on matters in which the member has a conflict of interest.

(3) (A) In the event a member of a local governing body of a county or a municipality has a conflict of interest in a matter to be voted upon by the body, such member may abstain for cause by announcing such to the presiding officer.

(B) Any member of a local governing body of a municipality who abstains from voting for cause on any issue coming to a vote before the body shall not be counted for the purpose of determining a majority vote. The provisions of this subdivision (c)(3)(B) shall in no way be construed to apply to any county having a metropolitan form of government and having a population in excess of five hundred thousand (500,000), according to the 1990 federal census or any subsequent federal census.

(d) The provisions of this section shall apply to a member of the board of directors or officer of any nonprofit corporation required under § 8-44-102(b)(1)(E) to conduct all meetings of its governing body as open meetings.

[Acts 1869-1870, ch. 92, § 1; Shan., § 1133; Code 1932, § 1874; Acts 1977, ch. 102, § 1; T.C.A. (orig. ed.), § 12-401; Acts 1983, ch. 388, §§ 4, 6; 1984, ch. 831, § 1; 1986, ch. 765, §§ 1-3; 1988, ch. 908, §§ 4, 5; 1989, ch. 366, §§ 1-3; 1998, ch. 774, § 1; 2006, ch. 923, § 4.]

STANDARDS OF CONDUCT

Effective Date: **October 1, 2017**

SCHRA expects all persons involved in the Agency (employees, committee members, contractors, consultants, volunteers, etc.) to act in a professional and responsible way at all times. This means all people are to be treated with respect, courtesy and dignity at all times. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace but some of the more obvious unacceptable activities are noted below. This list is not all-inclusive and other inappropriate conduct may result in disciplinary action up to and including termination. Contact Executive Director, Human Resources Director, or Finance Director with any questions concerning any standard of conduct or the unacceptable activities listed.

Unacceptable activities include, but are not limited to, the following:

1. Violation of any Agency rule or policy; any action that SCHRA deems detrimental to its efforts to meet its mission, vision, and values.
2. Negligence or any careless action which endangers the life or safety of another person.
3. Violations of the Agency's misconduct/fraud policy.
4. Violations of the Agency's Business Conduct-practice of unethical behavior.
5. Failure to respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability, sexual orientation, or family composition. (**HS/EHS Performance Standards 1302.9 (c)(1) (iii)**)
6. Failure to follow the SCHRA Conflict of Interest Policy. (**Head Start Act (642(C)(1)(E)(iv)(X)(aa)**)
7. Failure to use positive strategies to support children's well-being and prevent and address challenging behavior. (**HS/EHS Performance Standards 1302.9(c)(1)(i)**).
8. Failure to follow program confidentiality policies concerning personal identifying information or other information about children, families, and other staff members. (**HS/EHS Performance Standards 1302.90 (c)(1)(iv)**)
9. Borrowing, receiving or taking funds or other personal property from the service recipient. (**TN Licensure Personal Support Services Agencies: 0940-5-38-.07(2)(h)**)
10. Abusing or neglecting of a service recipient, or other types of critical incidents. Departmental procedures will be followed in the investigation and reporting of these activities to those required by grantors or any other authority required by law. (**TN Licensure Personal Support Services Agencies: 0940-5-38-.06(1) (h)**)

11. Leaving a child alone or unsupervised while under the program's care. Report to the Office of Head Start Regional Office as needed. **(HS Performance Standards 1302.90(1)(v))**
12. Maltreatment or endangering the health or safety of children, including at a minimum, that staff must not: Use corporal punishment; use isolation to discipline a child; bind or tie a child to restrict movement or tape a child's mouth; use or withhold food as punishment or reward; use toilet learning/training methods that punish, demean, or humiliate a child; use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child; physically abuse a child; use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or, use physical activity or outdoor time as a punishment or reward. (HS Performance Standards 1309.2 (c)(1)(ii))

Definitions

- **Corporal punishment** is any physical action imposed on a child for any reason (for instance: slapping, biting, pinching, pulling hair, squeezing, kicking, tying or binding, withholding food, physical activity or outdoor time as punishment, or any other action that might inflict physical pain/abuse on the child).
- **Inappropriate punishment** also is any action taken to isolate the child from all other persons (for instance: standing in corner; not letting anyone speak to the child, or any other action that could cause emotional pain to the child). It is any form of embarrassment inflicted on a child (calling the child names, calling the child dumb, etc.), making insulting remarks about a child's clothing, cleanliness, speech (profane, sarcastic, derogatory, threatening), eating habits, threatening the child, terrorizing, ignoring, corrupting, verbal use etc. in such a manner that will cause the child emotional pain
- **Inappropriate behavior include but are not limited to the examples below:**
 - Discourteous conduct or poor service to customers
 - Disrespectful, abusive, profane language or conduct directed to customers, employees, vendors, and other third parties
 - Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; lack of cooperation; and/or low productivity
 - Insubordination, including a willful failure to follow a management directive
 - Violation of Agency and human resources policies and procedures
 - Falsification of Agency records in any form, embezzlement, or failure to follow internal control or security procedures
 - Theft or inappropriate, unauthorized removal or possession of Agency or another (including attempts to do so) employee's property; use of Agency equipment or supplies for personal projects
 - Falsification of timekeeping records
 - Possession, distribution, sale, transfer, use or being under the influence of alcohol or illegal drugs in the workplace while on duty
 - Fighting or threatening violence in the workplace
 - Boisterous or disruptive activity in the workplace
 - Improper, negligent, destructive, or unsafe use or operation of Agency equipment

- Knowingly making false accusations intended to disrupt relationships among employees and/or between employees and the Agency
- Sexual or other forms of harassment
- Bullying, intimidating or undermining behavior (such as gossiping) in the workplace
- Unprofessional conduct at outside events where the employee is representing the Agency
- Possession of dangerous materials, such as explosives, or unauthorized weapons or firearms, in the workplace or on the premises
- Excessive unexcused unauthorized absenteeism or tardiness; giving false reasons for absences
- Unauthorized overtime or failure to record all hours worked
- Unauthorized disclosure of business secrets or confidential business or customer's information
- Unauthorized entrance to the Agency other than to report to work or to conduct business
- Unauthorized accessing of customer and/or employee information without a specific and approved business purpose

I hereby acknowledge review, receipt and understanding of the SCHRA Standard of Conduct Policy, above.

_ Contractor Signature

Date