



March 27, 2024

Stillwater Public Schools  
Child Nutrition – Krista Neal  
5021 Noth Perkins Road  
Stillwater, OK 74075

To Whom It May Concern:

Hiland Dairy would like to submit the attached, revised prices for the 2024-2025 school year.

This is an escalating/de-escalating bid based on the March 1, 2024 Federal Milk Marketing Order for class 1 skim and Class 1 butterfat. Please see attached clause for monthly cost adjustment factors.

Please feel free to call if you have any questions.

We look forward to hearing from you on the outcome of the bid.

Sincerely,

B.J. Howard  
Hiland Dairy Foods Company

Locally Made. Naturally Delicious.

1100 Thunderbird Rd., P.O. Box 219, Chandler. OK 74834

**HilandDairy.com**

## Attachment A: Technical Proposal

1. Provide a brief overview of your company. The company statistics at a glance should include the company name, name of the parent company (if applicable), date the company was established, company structure (public, private), key competencies, product capability, and publically available future plans. Hiland Dairy began in 1938 in Springfield, Missouri and is currently part of the Prairie Farms group of companies as a joint venture partnership of Prairie Farms and Dairy Farmers of America. The Prairie Farms and Hiland Footprint encompasses the entire middle part of the country and combined is the second largest dairy manufacturer in the country. The combined revenue of both organizations is over 4 billion dollars.
2. Provide detailed information on how you would manage this account.  
Direct School Delivery
3. Can SPS order electronically, including using web-based catalogs or product information?  
Not at this time
4. Can you provide reporting including invoicing and usage?  
Yes
5. Indicate your "normal" business hours.  
Monday thru Friday 8am- 5pm
6. Where are the majority of your dairy farms located?  
Oklahoma/Kansas
7. Where is dairy processed and packaged?  
Norman, Oklahoma
8. How many units are in a case?  
50/Milk 75/Juice 27/Aseptic
9. How many grams of added sugar are in flavored varieties?  
No more than 10 grams
10. Are prices firm until at least August 31, 2024?  
NO
11. Will products be refrigerated or shelf-stable?  
Yes, Both
12. If refrigerated,
  - a. Products must be delivered daily to each school site (addresses in Attachment D).  
Products must be delivered between 6:00 am -10:30 am, or 1:00 pm -2:30 pm.
  - b. Are you able to comply with these requirements? Yes
  - c. If you are unable to comply with any part of the requirements, please indicate the problem, the reasons you are unable to comply, and outline any alternative(s) that you propose. N/A
  - d. How often are prices changed? Monthly
  - e. If we are not in school what is the best plan for us to get a milk delivery?  
We generally work with food service director to deliver
13. If shelf-stable,
  - a. What is the minimum order quantity? 27 Units
  - b. What is the minimum ship quantity for the price quoted? 1 case
  - c. How often do prices change? Monthly
  - d. What is the shelf life from the time of delivery? 45 days
14. What type of packaging is used? Square carton, bottle, Tetrapak, etc.  
Square paper carton
15. Are straws needed to consume the milk? If so, are straws provided?  
Straws are not needed
16. Do you supply any other units such as 12-ounce bottles?  
Pints/ 16oz bottles
17. Do you provide any refrigeration equipment?  
NO

18. Explain your policy regarding special inventory requests, including, but not limited to, volume requirements and slot availability. Notify Dairy 3 days before
19. How do you ensure the product is delivered safely and on time?  
We follow company policy
20. What is the best way for SPS to contact you with questions or concerns? Who is the best point of contact for SPS? Nick Morris is Ponca City branch manager and can be reached by phone or email
21. Are any purchasing incentives offered? Explain in detail the incentives offered.  
No
22. Accounts Payable/Accounts Receivable Mailing and Contact Information:  
 Contact Person: Hiland Dairy Foods- Wichita Div  
 Billing Address: PO Box 843148, Kansas City, MO 64184  
 Phone Number: 316-267-4221  
 E-mail: lshellito@hilanddairy.com

22. Contact Information and Acknowledgement

I as the below-named representative do hereby certify that I have read and thoroughly understand the proposal requirements and specifications and that this proposal meets such criteria. I further certify that all deliveries will be made as requested and that all unit prices have been checked for accuracy and correctness. As such, these prices will be honored without any change or escalation for the duration of the proposal except that price adjustment may be allowed as so stated in the specifications.

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporation, firm, partnership, or individual has not prepared this proposal under collusion with any other vendor, and that the contents of this proposal as to prices, terms, conditions, of the said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business before the official opening of this proposal.

Please provide contact information for the person primarily responsible for preparing/submitting the RFP response:

Legal name of company: Hiland Dairy Foods Co  
 Business name if different: \_\_\_\_\_  
 Contact name: BJ Howard  
 Address: 1100 Thunderbird RD  
 City, State, Zip Chandler, OK 74834  
 Phone: 405-258-3100 e-mail: bjhoward@hilanddairy.com

The undersigned acknowledges that he/she has completed this RFP response independently and without assistance from any Stillwater Public Schools consultant, and certifies that he/she is authorized to act on behalf of the company whose legal name is listed above for obligating said company to this response and the resulting provision of products/services for the period indicated in this response. Unless noted above, all requirements can be met.

*BJ Howard* 3-27-24  
 Signature of Authorized Person Date

BJ Howard  
 Printed Name of Authorized Person

**Attachment B**

**It is not necessary to provide pricing on all the items shown to be considered for a purchasing agreement. Providing pricing on only specific items will NOT exclude you from the process.**

| <b>Product</b>  | <b>Description</b>                                       | <b>Proposed Price Per Each</b> | <b>Estimated Usage</b> | <b>Extended Price</b> |
|---|--|--------------------------------|------------------------|-----------------------|
| ½ pint non-fat chocolate milk   | 9178-Hpt choc skim                                       | .42                            | 486,000                |                       |
| ½ pint non-fat 1% flavored milk   | 30352-Hpt Straw 1%                                       | .40                            | 32,400                 |                       |
| ½ pint plain low-fat milk   | 9173-Hpt Skim  | .4050                          | 180,000                |                       |
| ½ pint lactose-free low-fat or fat-free milk. Specify variety and plain or flavored | 35244-Hpt 1% lactose-free                                | .77                            |                        |                       |
| 1-gallon plain low-fat milk   | 1413- Gallon Skim<br>1346-Gallon 1%<br>1201-Gallon 2%    | 5.40<br>5.45<br>5.59           |                        |                       |
| Other products offered  | 35246-Hpt Aseptic 1%<br>35245-Hpt Aseptic Choc 1%        | .65<br>.65                     |                        |                       |
| Other products offered  | 9224-5Lb Sour Cream                                      | 10.00                          |                        |                       |
| Other products offered  | 5762-5Lb sc cottage cheese<br>5763-5lb LF cottage cheese | 12.00<br>12.00                 |                        |                       |

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## 2024-2025 MILK BID

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### STILLWATER PUBLIC SCHOOLS

#### CHILD NUTRITION

**5021 N PERKINS RD**

**STILLWATER, OK 74075**

**405-533-6300**

| Prod # | Item Description             | Price   |
|--------|------------------------------|---------|
| 9175   | 1/2 Pint chocolate 1% Milk   | 0.4000  |
| 9178   | 1/2 Pint Choc Skim           | 0.4200  |
| 9171   | 1/2 Pint 1%                  | 0.4000  |
| 9173   | 1/2 Pint Skim                | 0.4050  |
| 30352  | 1/2 Pint Strawberry 1%       | 0.4000  |
| 35246  | 1/2 Pint 1% Aseptic          | 0.6500  |
| 35245  | 1/2 Pint Choc 1% Aseptic     | 0.6500  |
| 35244  | 1/2 Pint Lactose Free 1%     | 0.7700  |
| 24363  | 4oz Cherry Apple Juice       | 0.2850  |
| 9504   | 4oz Apple Juice              | 0.2800  |
| 9508   | 4oz Orange Juice             | 0.3000  |
| 5763   | 5# Cottage Cheese Low Fat    | 12.0000 |
| 5762   | 5# Cottage Cheese Small Curd | 12.0000 |
| 9224   | 5# Sour Cream                | 10.0000 |
| 1413   | Gallon Skim Milk             | 5.4000  |
| 1346   | Gallon 1% Milk               | 5.4500  |
| 1201   | Gallon 2% Milk               | 5.5900  |



### **Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)**

The pricing quoted is based on **March's 2024** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$ .00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1<sup>st</sup> day of the month following the price announcement.

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**HilandDairy.com**

**Attachment C- Compliance Form**

Business Felony Conviction Statement

Stillwater Public Schools

HiLand Dairy Foods has entered into an agreement contract dated 07/02/24 with  
(Company/Name)

STILLWATER PUBLIC SCHOOLS. The undersigned is a principal of the company and/or is authorized to execute and deliver this statement for and on behalf of the company. No employee of the company who has worked on or is working on school premises during normal school hours has been convicted in this state, the United States, or another state of (i) any sex offense subject to the Sex Offenders Registration Act in this state or similar of another state or the Federal Sex Offender Registration provisions; or (ii) any unpardoned felony sex offense within the last ten (10) years; except that the foregoing does not apply to volunteers, persons performing community service hours under court order, or persons performing community service under a supervised work release program, except that persons performing community service hours or services under work release have not been allowed to work on school premises at any time after having been convicted of any sex offense subject to the Sex Offenders Registration Act of this state, similar law of any other state, or Federal Sex Offender Registration provisions.

The undersigned is personally familiar with the facts stated above and makes the statement of the undersigned's knowledge.

*Dellie A Smith* 03/27/2024  
Signature of Company Representative Dated

*DJ Howard*  
Printed Name of Company Representative