

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
<http://www.co.henry.va.us/>

TELEPHONE (276) 634-4670
FAX (276) 634-4535



MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

APRIL 22, 2021
REQUEST FOR PROPOSAL
RFP # 21-05063-A247
HENRY COUNTY PURCHASING DEPARTMENT

The Henry County Schools solicits firms to submit proposals for “Frozen Desserts.” The **original** and **three (3)** submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), and **one (1) electronic copy** marked “Frozen Desserts” RFP #21-05063-A247 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, MAY 6, 2021, in the:**

Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7, Collinsville, VA 24078 (Postal Service) or
3300 Kings Mountain Road, Martinsville, VA 24112 (UPS or FedEx).

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. **If the County closes its offices due to inclement weather or for other reasons, the scheduled Request for Proposal submission deadline will be extended to the first open business day at the same time, unless an addendum is done that states otherwise.** Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, small, local, faith-based, women-owned and minority-owned, (SWAM) are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals to multiple vendors or a single vendor as a result of this solicitation. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

RFP #21-05063-A247

Enclosed is a *“Proposal Requirements and Non-Collusion Statement”* that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our vendors list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted in the County/PSA of the Purchasing Office once this RFP has been awarded. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for **1-year beginning July 1, 2021 and ending June 30, 2022. However, the Henry County Schools reserves the right to negotiate each year with awarded vendor for four (4) additional 1-year terms starting each year on July 1. In addition this contract could last until June 30, 2026.** Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

Illegal Aliens

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

Permits/Licenses

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this proposal. Proposal prices shall include these fees and no additional costs are to be assessed to the County/PSA. Vendor’s attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors. (if applicable)

Contact for RFP

Please contact Marci Lexa at mlexa@henry.k12.va.us for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

RFP# 21-05063-A247

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# 21-05063-A247 for **Frozen Desserts**.

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Vendors Company Name _____

Vendors Authorized Signature _____ **Date:** _____

Vendors Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors.

Bid / RFP Protest Procedures

Any Vendor that wishes to protest or question the award of this RFP must submit the request to do so within ten (10) calendar days of the public posting of the award. Written protest must be sent to Attn: Carole Jones, Chief Purchasing Agent, PO Box 7, Collinsville, VA 24078 (Postal Service) or 3300 Kings Mountain Road, Martinsville, VA 24112 (UPS or FedEx).

Procurement

Vendor will receive purchase orders from Henry County School Nutrition. Items to be purchased will be placed on a fixed-price order guide by the Vendor.

Price Adjustment

A one-time price adjustment will be allowed half-way through the contract year (January 1). Any escalation in prices must be due to increase in cost to the Vendor for items, or increase in cost of delivery (labor/diesel fuel). Increases will be based on/limited by the appropriate Consumer Price Index category.

Price adjustments may be made as part of the negotiations annually if Henry County School Nutrition chooses to extend the contract terms. The same price escalation limitations will apply.

Purchase Incentives

All purchase incentives in the form of manufacturer rebates, discounts and credits are to be returned to the School Food Authority (SFA) non-profit school nutrition account.

Termination for Cause

Except as may be otherwise provided by this document, the awarded contract may be terminated in whole or in part by either party to the awarded contract in the event of failure by the other party to fulfill its obligations under the awarded contract through no fault of the terminating party. Provided that no such termination be implemented unless and until the other party is given:

- a. at least thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and
- b. an opportunity for consultation with the terminating party, followed by a reasonable opportunity, of not more than ten (10) business days or such other reasonable amount of time as may be required under the circumstances, to rectify the defects in products or performance, prior to termination.

Termination for Convenience

The SFA may terminate an award prior to the expiration of the term, without cause and without penalty, upon thirty (30) days written notice to the selected Vendor. The school district reserves the right to cancel the entire contract and/or to buy on the open market at the current price and charge the company the difference between the price paid and the contracted price in the event any item is not delivered according to specifications, the brand of merchandise is different without prior approval, or orders are not delivered within the specified period. The school district reserves the right to refuse any substitutions and to require the Vendor to return on a non-delivery day to fill out-of-stock items that arrive at the Vendor's warehouse in time to meet the school district's menu needs.

Debarment and Suspension Certification

(https://www.fsa.usda.gov/Internet/FSA_File/ad1047.doc)

The Vendor certifies that neither the Vendor nor its principals; the sub-recipients or their principals; or the subcontractors or their principals are suspended, debarred, proposed for debarment, voluntarily excluded from covered transactions, or otherwise disqualified by any federal department or agency from doing business with the Federal government pursuant to Executive Orders 12549 and 12689. The Vendor specifically covenants that neither the Vendor nor its principals; the subcontractors or their principals; or the sub-recipients or their principals are included on the Excluded Parties List System ("EPLS") maintained by the General Services Administration ("GSA"). By responding to this solicitation the Vendor is certifying they are in "Good Standing".

Byrd Anti-Lobbying

The Byrd Anti-Lobbying Amendment requires a lobbying certification to be obtained for procurement contracts of more than \$100,000. Any Vendor whose contract award is for more than \$100,000 must complete a Certification Regarding Lobbying form. The SFA must keep this signed certification statement on file with a copy of the Vendor's contract. Please fill out the attached "Certification Regarding Lobbying" form and return with RFP documents.

Buy American Provision

The LEA 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 practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).

Required Records

The awarded Vendor agrees to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts. The Vendor also agrees to grant access to duly authorized representatives of the SFA, the state agency, United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers and records which are directly pertinent to all negotiated contracts.

State Energy Plan

The awarded Vendor must recognize mandatory standards/policies related to energy efficiency contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165).

Inspection of Vendor Premises

The local Health Department or equivalent third party inspector must inspect Vendor premises at least once annually.

Velocity Reports and Statements

The awarded Vendor must be able to provide the School Nutrition Office with item velocity reports as requested on a monthly basis for the tracking of rebates for commodities, usage of Virginia raised / Regional products and other programs. The School Nutrition Office will provide a list of items that need to be tracked. The School Nutrition Office must be provided with a monthly statement of all invoices, complete with either customer number or school name, dates of delivery, invoice numbers and invoice amounts. Statements may be emailed to the School Nutrition Accountant, to be received within 5 working days after the last business day of the month.

Method of Evaluation

Contracts as a result of proposals will be awarded using the following criteria:

- Price – 25%
- Completeness of Proposal – 13%
- Inspection Report of Vendor Premises – 12%
- Availability of Product – 15%
- Service/Delivery proposal – 15%
- Location – 10%
- References from Current SFA Customers – 10%

The top 2-3 Vendors will be invited to interview with an evaluation panel to select the Vendor that will be recommended for award to the Henry County Public School Board.

Vendor Required Signatures

The following special terms and conditions all require signature by an individual authorized to bind the offeror.

Terms and Conditions for Evaluation

The following pages contain information specific to this RFP, and the terms and conditions that must be fulfilled by Vendor in order for the proposal to be evaluated.

Clarification of RFP Specifics

If any potential Vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential Vendors as an addendum to this RFP. Any and all questions should be addressed to:

Marci Lexa, Director of School Nutrition, mlexa@henry.k12.va.us or (276) 638-1161.

Henry County Schools Food Defense Plan

The following areas require Vendor compliance:

- All food items will be delivered with a tamper proof seal.
- Food items will be matched to original order and invoice by receiving person.
- Any items received with broken seals, opened, etc., will be rejected and returned.
- Unscheduled deliveries will be rejected/returned unless advance notice is given.
- Vendor will provide the school nutrition office with any Food/Biosecurity measures they have in place.
- Doors at HCPS loading dock areas will be closed and locked when not in use.
- After Nutrition business hours the Head Custodian on duty will be the authorized person to verify and receive deliveries.
- All delivery drivers will be required to sign in **each time** on the Foodservice Supplier Receiving/Delivery Sign-In Form. A new driver will be asked to show Driver’s License to verify.
- Delivery trucks on school premises must be kept closed and locked when not actively unloading.
- Deliveries cannot be left on the dock. They must be secured behind locked doors in the school nutrition area.
- Any food item not part of the original order or an accepted substitute will be returned.

As a representative of our entire company, I agree that our company and all our employees will follow the policies and procedures of the Henry County Schools Food Defense Plan. I have read and I understand the above areas requiring Vendor compliance.

Name of Firm _____

Signature _____

Name (Print) _____

Title _____

Date _____

Specifications – Provision of Frozen Dessert Items to School Division

All frozen desserts must meet Federal Smart Snack Guidelines. Please provide a complete list of products available (with pack size and individual serving sizes) that meet these guidelines with the pricing that our individual schools would pay on invoices. All pricing shall include delivery to the individual schools, with the option to order at least bi-weekly.

Orders, Delivery Schedule and Invoicing

Frozen desserts shall be delivered to the thirteen (13) individual school locations between 6:00 AM and 1:30 PM, Monday through Friday as specified by the site manager/designee. Order or par levels shall be set by the site manager, or they may turn in a different order each order period. Product must arrive in the schools solidly frozen, with no appearance of thawing and re-freezing previously.

The vendor shall provide two copies of the delivery invoice for the schools at each stop. The invoice shall state the quantity, unit size, unit price, extended price and total amount of the invoice in legible type. The school will forward the original invoice to the Central Office for payment.

A monthly statement of invoices owed shall be emailed to the School Nutrition Accountant within five (5) working days after the last business day of each month. Statements should reflect monthly purchases and any back invoices owed.

Product Condition / Credits

The supplier/vendor shall give credit or exchange containers found within two days of delivery to be previously thawed and re-frozen, leaking or damaged. If product has not been properly handled the manager has the right to refuse the delivery. Containers shall be free from soil. All containers shall be properly sealed and free from leaks. Product delivered shall have at least three weeks of shelf life before the expiration date.

Terms and Conditions

Please provide a clear proposal of how your company will provide service to our thirteen locations, a list of schools with addresses are attached. (CCL does not sell a la carte ice creams). We also request that you send us the most recent Health Inspection (or other third party inspection) of the location(s) that will provide the products for Henry County and any manufacturing/storage facilities that may be used.

Please address how your company plans to meet the following criteria in your proposal:

1. Ability to provide variety of product specified in packaging requested.
2. Ability to meet individual school delivery windows on a consistent basis, (see Orders, Delivery Schedule).
3. Ability to deliver product at acceptable temperatures on a consistent basis.
4. Quality of product delivered, cleanliness, number of occurrences of thawing product, etc. (What is the company's process for investigating any customer service problems?)
5. Provide product price list and whether your company will supply merchandising ice cream freezers. If freezers will be supplied, is there a required amount of sales per week/month at a school before a freezer will be provided?
6. Please provide 2-3 school districts currently served as references.

Attachments:

- Certification Regarding Lobbying
- Henry County Public School Nutrition Purchasing Profile
- Henry County Public Schools 2021-2022 School Year Calendar
- List of Henry County Public Schools with Cafeteria Managers

Questions about this RFP should be directed to Marci Lexa, Director of School Nutrition Programs. Phone: 276-638-1161, Fax: 276-638-3942, or e-mail: mlexa@henry.k12.va.us .



**CERTIFICATION REGARDING LOBBYING - CONTRACTS, GRANTS
LOANS AND COOPERATIVE AGREEMENTS**

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 Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;

(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 officer 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, grant, loan, or cooperative agreement, 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, sub-grants, and contracts under grants, loans, and cooperative agreements) 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 that \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Award or Agreement Number

Name(s) and Title(s) of Authorized Representative(s)

Signature

Date

NOTICE TO APPLICANTS - CERTIFICATION/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING

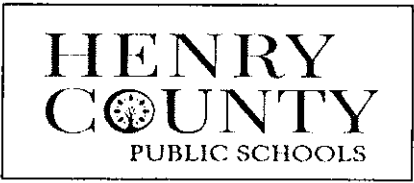
Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provided exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their sub-tier contractors and/or sub-grantees) will be prohibited from using Federal funds, other than profits from a Federal contract, for lobbying Congress or any Federal agency in connection with the award of a particular contract, grant, cooperative agreement or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) on or after December 23, 1989, the law requires recipients and their sub-tier contractors and/or sub-grantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their sub-tier contractors or sub-grantees will pay with profits or **non-appropriated** funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if materials changes occur in their use. The law establishes civil penalties for noncompliance.

If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

- You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress or any Federal agency in connection with a particular contract, grant, cooperative agreement, or loan;
- you are required to execute the attached certification at the time of submission of an application or before any action in excess of \$100,000 is awarded; and
- you will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published as an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, **Federal Register** (pages 6736-6746).



**Henry County Public Schools Nutrition Programs
Purchasing Profile**
www.henry.k12.va.us

Purchasing Contacts:

Marci Lexa, SNS
 Director of School Nutrition
 340 Ridgedale Drive
 Martinsville, VA 24112
 276-638-1161
 mlexa@henry.k12.va.us

Carole Jones
 Chief Purchasing Agent
 Henry Co. Administration Bldg.
 Purchasing Dept. Rm. 210
 PO Box 7, Collinsville, VA 24078
 276-634-4671
 cjones@co.henry.va.us

Statistical Information:

- Operating Budget: \$5.5 million
- Purchased Food Budget: \$2.2 million
- Supplies Budget: \$250,000
- Target Food Cost: Breakfast \$.90 Lunch \$1.79
 - * Entrée: Breakfast: \$.33 - \$.68 ; Lunch: \$.31 - \$1.40
 - * Fruit/Vegetable: \$.12 - \$.35 per serving
 - * Grain/Bread: \$.08 - \$.53
 - * Milk: \$.28

Schools:

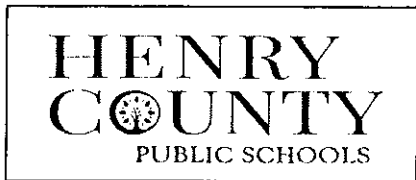
Grade level	Number sites	Enrollment
Elementary	9	3536
Middle	2	1687
High	2	2183
Other/Alternative	1	0
	14	7406

Free and Reduced Price Meal Eligibility:

- 95% of Henry County Schools 7406 total enrollment students are eligible for free and reduced price meals
- All schools are CEP sites
- All schools are CACFP At-Risk After School Sites, plus two daycares and four churches.
- Henry County School Nutrition Sponsors between 60 and 70 sites for the Summer Food Service Program, serving 10,000 breakfasts, 23,500 lunches, 3,800 suppers and 1700 snacks in June & July.

Participation Data:

3700	Average Daily Breakfast
5698	Average Daily Lunch
350	Average Daily Suppers
9 sites	Fresh Fruit & Vegetable Program
\$220,000	A la carte sales



Nutrition Services Key Purchasing Initiatives:

- To the extent allowed by Law, give preference to goods and services produced within the State of Virginia when all things are equal with competing offers.
- Promote Farm to School, increase purchases from Virginia farmers to the extent allowed by law.
- Purchase products grown and produced using sustainable practices
- Food as close to its natural form as possible, minimally processed
- Clean label initiative - to reduce and/or eliminate the following:
 - High fructose corn syrup
 - Artificial colors
 - Artificial preservatives
 - Artificial sweeteners
 - Antibiotics in Chicken and other animal products
 - Antibiotics and hormones in beef and other animal products
 - Bleached flour
 - Soy protein, (TVP), soy “fillers”, soy as an allergen
- 0 Trans fats as required by federal regulations
- Foods with minimal ingredients

Food production

- 14 Onsite food production kitchens

Delivery requirements

Product	Delivery Site	Frequency
Milk	Schools	2-5 times per week
Fresh Produce	Schools	2 times per week
Dry Groceries	Schools	1 time per week
Frozen Food	Schools	1 time per week
Disposable Supplies	Schools	1 time per week or less

Broker/Vendor Sales Call Policy

- Samples accepted on initial sales call - Yes (if product has been discussed with Director)
- Appointment necessary - Yes
- Preferred day and time of sales calls: Monday through Friday, make appointment
- The following product documentation must be provided for each item:
 - Meal Pattern contribution - CN Label or manufacturer specifications
 - Smart Snack compliant Yes or No
 - Information for nutrient analysis
 - Ingredient list
 - Preparation instructions
 - Portion and Pack
 - AP and EP
 - Price per portion/serving
 - USDA processing option

HENRY COUNTY PUBLIC SCHOOLS

www.henry.k12.va.us

2021-2022

School Year Calendar

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Inclement Weather

Make Up Days

November 24

December 17 (to become full day for students)

January 10, 11

February 21

April 11, 12, 13, 14

April 15, 18 (w/ School Board approval)

May 27 (to become full day for students)

***The order of inclement weather make up days will be determined at the discretion of the superintendent.**

****Parent-Teacher**

Conferences are to be held as needed.

Graduation

May 27 - Magna Vista High School (7pm)

May 28 - Bassett High School (9am)

September 2021

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

November 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

	new teachers report		flex day
	holiday		3 hr early release
	teacher workday		student/teacher holiday
	back to school night		
	first day of class for the semester		

HENRY COUNTY SCHOOLS - 2137540
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Vacant
Vacant

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