

Mulvane USD 263 Bid Request Outline

Product/Project: School Pizza Bid for 2018-2019 school year

Bid release date: April 6, 2018

Bid due date: May 8, 2018 3:00 pm (central time)

Bid Opening Date: May 9, 2018 2:00 pm (central time)

Bid delivery address: Bids may be hand delivered if desired by bid due date.

USD 263 Administrative Building

628 E Mulvane St, Mulvane KS 67110

Please mark sealed bids, Attn: “Pizza Bid 2018-2019”

Emailed bids: To Carla Gilbert @ cgilbert@usd263.org

Subject: “Pizza Bid 2018-2019”

Questions: You may contact Richard Hampton at 316-651-7981 or via email at rhampton@usd263.org with any questions about the bid.

Notes:

1. Please make sure to include all required documentation with the bid packet.
2. Don't forget sample pizzas for bid opening.

Invitation for Pizza Bid
Mulvane SY 2018-2019

Date Issued: April 6, 2018

Mulvane USD 263 Food Service requests your bid for supplying ready to serve pizza for the 2018-2019 school year. The bid opening will be May 9th at 2:00 pm at 628 E Mulvane St, Mulvane KS 67110 in the USD 263 Administrative building in the front conference room. **Bids and all required documents must be received at the USD 263 district office by 3pm on Tuesday May 8th, 2018.**

Late bids will not be accepted and USD 263 may reject any and all bids not meeting the outlined bid process and requirements. A sample of a cheese pizza and a pepperoni pizza will be required as a part of the bid process at the bid opening. This allows staff to see how the pizzas should appear as bid. Food temperatures will be taken and appearance and correct cutting will be documented.

Mail or hand delivered bids (sealed):

Mulvane USD 263 Food Service, Attn: "Pizza Bid 2018-2019"
628 E Mulvane St.
PO Box 130
Mulvane, KS 67110

Emailed bids: cgilbert@usd263.org **subject: pizza bid**, call 316-777-1102 ext 5212 to verify receipt of bid document. Emailed bids will be printed and placed into a sealed envelope for bid opening.

Details:

- 1) Bid is awarded based on price and NSLP Specs & bid requirements being met as specified.
- 2) **HACCP:** Documentation of HACCP compliance shall be supplied to SFA upon notification of being selected for the awarded contract.
- 3) Orders will be placed for delivery via email for planned serving weeks.
- 4) Variety of pizzas will be cheese pizzas and pepperoni pizzas.
- 5) Mulvane Middle/High School will order pizza every first, third & fourth Friday of the month. Deliveries will be required at 10:30 & 11:10 Deliveries will be made to the Mulvane Middle school & to Mulvane High School.
- 6) Mulvane Elementary Schools will order pizza the second Friday each month. Deliveries will be required at 10:30 & 11:30 unless other arrangements are required.
- 7) APPROXIMATE QUANTITIES
 - a. 35 Pizzas per order date at the Mulvane High School.
 - b. 30 Pizzas per order date at the Mulvane Middle School.
 - c. 70 (Approximately 35 ea. per location) Pizzas per order date at the Elementary School
- 8) Delivery procedures are as follows.
 - a. Driver must be in uniform.
 - b. Driver will come to the kitchen door with delivery.
 - c. Driver will need to allow time for staff to check quantity, quality and temperature of delivery before the staff will sign ticket.
 - d. Pizza must be delivered at a minimum of 135 degrees in an approved insulated food carrier.
 - e. Special order pizzas for allergy sensitive students must be clearly marked.

9) Delivery Addresses:

- a. Mulvane High School; 1900 N Rock Rd, Mulvane KS 67110
- b. Mulvane Middle School; 915 N Westview Dr, Mulvane, KS 67110
- c. Mulvane Grade School; 411 Se Louis Blvd, Mulvane, KS 67110
- d. Munson Primary School; 1007 Westview Dr, Mulvane KS 67110

Nutritional Analysis and Product Formulation Documentation is required to be submitted with the sealed bid.

NSLP Specifications: Each slice of pizza must meet the following specifications:

- 51% or greater Whole Grain equivalent
- G/B, Minimum 2 Grain/Bread per slice.
- MMA, minimum 2 ounces Meat/Meat Alternate per slice (**Pepperoni may be counted if a CN label is provided with the bid documentation**) if pepperoni is not CN labeled then pizza must have 16 oz. of cheese per pizza.
- Pepperoni Pizza must have a minimum of 32* pepperonis per pizza (4 per slice) * **Cheese and CN labeled pepperoni must be equivalent to 2 oz. MMA per slice.**
- Cheese pizza must have 16 oz. of cheese per pizza.
- No Low Fat Cheese-Must be regular Cheese
- Pizza must be cut in 8 equal slices per pizza. A pizza guide must be used to guarantee equal size slices. Mulvane food service will not pay for pizza slices that are not equal in size.

Bidder agrees to:

Payments:

- 1) Payment of account will be made within 30 days from receipt of invoice after BOE approval. All bills are to be sent to the following address: Mulvane USD 263
PO Box 130
Attn: Carla Gilbert
Mulvane, KS 67110
- 2) **Credits:** Credits will be given by the supplier for any product shortage, defective packages or unsatisfactory products as deemed by the SFA.
- 3) **Statements:** Statements are to clearly identify each SFA site activity by invoice number and show a total amount due for that week's activity for each SFA site. Any errors or past due balances must be submitted for review and payment requested within 30 days of receipt of payment.

Bidder Contact Information

Name of company submitting this bid: _____
 Printed name of person signing this form: _____
 Telephone #: _____
 Mailing address: _____
 E-mail address: _____ (Bid notices are furnished via e-mail)
 Date: _____

Signature

Date

Bids must contain the signature of a duly authorized officer of the organization and certifies compliance with all USDA Required Amendments and provisions on page 3 of bid document.

Please call Richard Hampton at 316-651-7981, Food Service Director, if you have any questions.

USDA Required Amendments and provisions:

Bidder Agrees to: The undersigned hereby agrees to furnish to the SFA, food products as requested in this solicitation document and also certifies that:

- no person acting or employed by the SFA is directly involved in preparation of the bid or in any portion of the profits which may be derived there from; and
- as required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §3017.510, participants responsibilities, the bidder, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- Supply any required documentation regarding the **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352), **Debarment and Suspension** (E.O.s 12549 and 12689) & the **Buy American Provision** as required by 7CFR Part 210.21 (d). As outlined on the last page of this bid document.

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)-Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

Debarment and Suspension (E.O.s 12549 and 12689)-All parties doing business with the Department of Agriculture should consult the Department's regulations for debarment and suspension found at 7 CFR 3017. No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

Cancellation: Contract may be canceled by either party with or without cause. A 30 day written notice of cancelation must be provided by the canceling party.

Buy American Provision

1. As required by the Buy American provision, all products must be of domestic origin as required by 7CFR Part 210.21 (d).
2. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the US or is processed in the US substantially using agricultural commodities that are produced in the US as provided in 7 CFR Part 210.21 (d).
3. Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of 10 day(s) in advance of delivery. The request must include the:
 - a. Alternative substitutes(s) that are domestic and meet the required specifications:
 - i. Price of the domestic food alternative substitute(s); and
 - ii. Availability of the domestic alternative substitute(s) in relation to the quantity ordered.
 - b. Reason for exception: limited/lack of availability or price (include price)
 - iii. Price of the domestic food product; and
 - iv. Price of the non-domestic product that meets the required specification of the domestic product.