

Request for Proposal

For

2017-2018 FURNISH AND DELIVERY OF MILK

For

UNION SCHOOL DISTRICT

UNION SCHOOL DISTRICT

354 BAKER STREET

RIMERSBURG, PA 16248

(814) 473-3121

INFORMATION:

UNION SCHOOL DISTRICT is requesting a proposal and a statement of qualifications from qualified licensed companies to provide milk product on a daily basis to all three sites listed for the 2017-2018 school year to include Summer Food Service Programs when in operation with 3 possible renewable years.

SCHOOL DISTRICT:

Union School District
354 Baker Street
Rimersburg, PA 16248

DISTRICT CONTACT:

Jessica Harle, Food Service Director
Union School District
354 Baker Street
Rimersburg, PA 16248
(814) 473-3121 ext. 1131
(814) 473-8201 FAX
harlejr@unionsd.net

SUBMIT PROPOSAL:

Jessica Harle, Food Service Director
Union School District
354 Baker Street
Rimersburg, PA 16248
(814) 473-3121 ext. 1131
(814) 473-8201 FAX
harlejr@unionsd.net

PROPOSAL OPENING DATE: June 30, 2017

OVERVIEW:

In order to be considered, the proposal must be received by UNION SCHOOL DISTRICT address listed above by personal delivery or by U.S. Mail by the following date and time:

July 21, 2017

DISTRICT TERMS:

Proposals will be date and time stamped upon receipt by UNION SCHOOL DISTRICT.

The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price. All factors including service, accuracy, price and other amenities will be considered when evaluating the bids, USD reserves the right to reject any or all bids based solely on USD evaluation and to waive any technicalities.

The District reserves the right to design the evaluation criteria to be used in selecting the best bid.

The District reserves the right to provide the final contract for mutual consideration and agreement.

Should any differences arise as to the meaning or intent of the specifications, the District's decision shall be final and conclusive.

If the scope of the purchase changes substantially, the District will rebid the product or service unless otherwise provided in this procedure.

The District reserves the right to reduce or increase numbers of items or services for the original request for bid/proposal/quote.

The District reserves the right to utilize other companies for similar products when said products are not acceptable or reasonably accessible.

Proposals including any additional information other than what is requested may be rejected.

Proposals not following indicated format and/or incomplete may be rejected.

The district reserves the right, after opening the proposals, to reject any or all of the proposals, or to accept the proposal that in its sole judgement may be in the best interest of the District.

Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

Federal and State Laws, Local Ordinances, and Board Policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and policies will be considered null and void.

PAYMENT AND RETAINAGE:

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/vendor.

Invoices shall be paid monthly to the contractor.

There shall be no hidden costs associated with this bid/proposal/quote. If the contractor/vendor foresees any additional or unexpected costs or changes to be made, these charges need to be explained in the bid/proposal/quote.

Purchasing and payments shall be in accordance with Board Policy.

The initial master service agreement will be awarded to the selected firm with a one-year base term and (3) one-year extensions to be renewed at USD's discretion in subsequent years.

SELECTION PROCESS AND MINIMUM REQUIREMENTS:

Each firm must meet the following minimum qualifications (firm may not use sub-contractors to fulfill any obligations within its contract).

- Firm shall conform to the requirements listed in the request.
- The selected firm shall have the responsibility to ensure that the products and services that are delivered to the District match the request and the specifications listed.
- The selected firm shall not increase pricing after submitting their bid.
- Firm must provide five client references, at least one of which shall be a school district.
- Firm must be licensed with the necessary legal entities such as the State of Pennsylvania to Perform the above mentioned services.
- All company personnel with keys should have the minimum:
 - Be at least 18 years of age;
 - Submit a valid photo ID with a valid expiration date (PA Driver's License)
 - No Criminal History, or History of Child Abuse

REQUIRED PROPOSAL FORMAT AND CONTENT:

The proposal should contain the following sections. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

1. Bid/Proposal/Quote Cover Sheet
2. Letter of Interest
3. Litigation History
4. Insurance
5. References

SECTION 1: BID/PROPOSAL/QUOTE COVER SHEET:

Fill out completely the Bid Cover Sheet which is the last page of this document. Place said cover sheet as the first page of the bid/proposal/quote that has been prepared for consideration.

SECTION 2: LETTER OF INTEREST:

The proposal should be introduced with a letter of interest that includes a synopsis of the firm's services and highlight the firm's capacity to perform the work.

The letter should be signed by the individual with contract signature authority for the firm.

SECTION THREE: FIRM PROFILE AND EXPERIENCE:

Outline:

- Firm History,
- Scope of Services Offered,
- Size of the Firm,
- Location,

UNION SCHOOL DISTRICT is interested in the experience of the firm in the area of expertise requested. Please provide information regarding school districts and other companies:

- Name and Location of School or Company,
- Years of service at each location,
- Company representative name, title, address, and phone number,
- Scope of Services at each location

**Note: Services must have been engaged in the past five years.*

SECTION 4: BUDGET/PRICING:

8 oz. Skim (1%) White Milk

8 oz. Fat Free White Milk

8 oz. Fat Free Chocolate Milk

8 oz. Fat Free Strawberry Milk

SECTION 5: LITIGATION HISTORY:

List all litigation in the last five years, filed against the firm or firm's employees. State the beginning and end date, each lawsuit, case, or proceeding and the judgement or resolution or anticipated judgement or resolution.

SECTION SIX: INSURANCE

Provide information and certified on coverage for the following:

1. General Liability
2. Automotive Liability
3. Worker's Compensation
4. Umbrella
5. Professional Liability

SECTION 7: REFERENCES

Five references must be provided of which two must be schools where you have provided comparable projects (overlaps acceptable). These projects must have been engaged during the last five years. These references must be for services provided by the proposing company, not by individuals within the company who may have worked on projects while at another company.

References should include:

Reference Organization Name

Contact Name

Phone Number

SCOPE OF SERVICES: 2017-2018 SCHOOL YEAR:

Milk Specifications:

- a. Products are to consist of fresh homogenized, pasteurized, Vitamin D
Skim (1%) White Milk
Fat Free White Milk
Fat Free Chocolate Milk
Fat Free Strawberry Milk
- b. All products are to meet the Federal, State, and Local standards for composition of milk products.
- c. Products will be delivered to all schools THREE times per week by 7:00 AM. The products will be placed in the refrigeration equipment, rotating the products. Hand stacking may be necessary in some schools.
- d. The 8 oz. cartons should be waxed and sealed to prevent leakage. All containers are subject to approval of the Food Service Director. Any leaking cartons will be returned for credit.
- e. 8 oz. cartons of white, chocolate, and strawberry milk will be made available for students K-12.

General Instructions:

- a. Each school location will establish a par level and the bidder will build to that par level.
- b. A copy of each delivery ticket will be left in each school upon each delivery.
- c. A summary statement for each school and for the entire district will be provided to the Food Service Director weekly.
- d. The district reserves the right to cancel this agreement after 30 days written notice for unsatisfactory service and/or upon written notice for unsatisfactory product.
- e. Services will continue through Summer Food Service Programs when in session.
- f. Keys will be issued to drivers.
- g. Any product that is unused prior to extended student vacations and at the end of the school year will be picked up, and a credit given.
- h. The bidder must be able to handle emergencies as they arise due to circumstances beyond the district's control. The district will hold these to a minimum.
- i. The vendor must provide statements of purchase weekly. The district will use these to reconcile expenditures. All statements are processed for payment on a monthly basis.
- j. Products obtained under contract may be tested by the State weights and measures representatives and the remedies that the District will exercise when products fail to meet either contract or label specifications could include:
 1. Cash restitution for the total lot, which failed.
 2. Payment for the value of all meals that the District served which failed to contain the minimum quantities and components required of a reimbursable meal under the Child Nutrition Programs because the supplier provided short-weighted products.
 3. Repeated instances of products failing to contain required quantities are a breach of contract, which may result in contract termination.

4. All cost resulting from termination for cause must be borne by the contractor.
 - a. Expectation-The milk cartons be delivered clean.
 - b. Expectation-The plastic crates the milk cartons are delivered in are clean.
 - c. Expectation-The milk is delivered within appropriate temperature range (below 40 degrees) and with sufficient time to utilize product prior to the expiration date on each carton.

SCHOOL LOCATIONS:

Union High School

354 Baker Street

Rimersburg, PA 16248

Rimersburg Elementary School

88 School Street

Rimersburg, PA 16248

Sligo Elementary School

2013 Madison Street Ext.

Sligo, PA 16255

*****Important: Milk Coolers at Union High School and Rimersburg Elementary School will need to be provided and maintained by the selected vendor.***

REQUESTS FOR INFORMATION:

Any questions about the Request for Proposal process must be received in writing by July 14, 2017.

BID/PROPOSAL/QUOTE SUBMITTED BY:

COMPANY NAME

AUTHORIZED NAME/TITLE (PRINTED)

AUTHORIZED SIGNATURE

CONTACT PERSON FOR THE BID/QUOTE/PROPOSAL PROCESS

DATE

TELEPHONE

FAX

EMAIL