

DAVENPORT
COMMUNITY
SCHOOLS

PIZZA BID

December 1, 2008

**DAVENPORT COMMUNITY SCHOOL DISTRICT
1008 WEST KIMBERLY
DAVENPORT, IOWA 52806**

"The best place to learn"

Bid # 587

**DAVENPORT COMMUNITY SCHOOL DISTRICT
1606 BRADY STREET
DAVENPORT IOWA 52803**

REQUEST FOR BID TO PROVIDE CAFETERIA PIZZA

The Davenport Community School District invites sealed bids for Cafeteria Pizza, according with the provisions, specifications, general instructions, invitation for bid and conditions of purchase. Bids will be received by the Food and Nutrition's Service Department, 1008 W. Kimberly Road, Davenport Iowa, 52806. Bids must arrive no latter than **2:30 p.m. local time December 1, 2008** at which time they will be opened and read aloud. Bids must be submitted in a sealed envelope clearly marked Cafeteria Pizza Bid. Fax bids will not be accepted. Late bids will be returned unopened.

SAMPLE:

One fresh sample of a 14" Pepperoni and 6" Sausage Pizza is due for evaluation of product and timely delivery. The sample is to be delivered at **11:15 a.m. local time on November 26, 2008 to Central High School Cafeteria**, 1120 Main Street, Davenport IA. Phone number is 563-323-3096.

PROPOSED TIMELINE

November 14, 2008	RFB Issued
November 26, 2008	Samples are due 11:15 a.m. local time. Central High School Cafeteria
December 1, 2008	Bid Received 2:30 p m. at the Operation Center
December 8, 2008	Award

INTENT.

It is the intent of this Invitation for Bid to establish a firm fixed price contract with a vendor to purchase fresh Cafeteria Pizza.

TERMS:

The term of this contract will be from January 2, 2009 to June 30, 2009. The District retains the option to extend the award till December 31, 2009 with mutual agreement between the District and vendor.

The District will be awarding this bid on a per line item basis. Vendor may bid either product or both.

14" pizza (NSLP)

6" pizza

F.O.B.

All prices herein shall be on a F.O.B. destination basis, Davenport Community Schools.

All prices must include delivered to the designated locations within the Davenport Community School.

Do not include sales tax, state or federal tax in your prices. Exemption certificates will be furnished upon request

RIGHTS OF THE SCHOOL DISTRICT: Rejection of bids:

The School District reserves the right without penalty to accept or reject any part of any bid, and to accept or reject any or all bids if it is in the best interest of the School District. No contract will be awarded except to responsible bidders capable of performing the contract as stated in writing in this document.

All bids submitted for evaluation become the property of the School District. Bidder shall be informed in writing of the District's award.

Any bid shall be rejected outright and not evaluated for any one of the following reasons.

Failure to deliver the bid by the prescribed time on the due date.

Failure to include the required response form (s) signed by an officer of the company submitting the bid.

Failure to include any documents called for in the specifications.

Failure to follow the bid form instruction as specified herein.

Board Policy 103 Complaints Against Contracted Service Providers:

All contractors/subcontractors/vendors will be held liable for any and all alleged aggrieved complaints made against their employees. All correspondence between the contractors/subcontractors/vendors and the District will be in writing. To ignore this policy could result in you being asked to leave the District premises and your removal from our approved bidders list.

ACCEPTABILITY:

Product acceptability will be at the sole discretion of the School District. Any product delivered under this contract, which does not meet specifications, or otherwise found to be defective will be returned at vendor's expense for replacement.

LIABILITY INSURANCE:

The successful vendor shall purchase and maintain such insurance as will protect him/her from claims set forth below which may arise out of or result from the vendors operations under the Contract, whether such operations be by himself/herself or by any or by anyone directly or indirectly employed by any of them, or by any one for whose acts any of them may be liable.

AWARD:

No bid may be withdrawn for a period of fifteen (15) days after the opening thereof. By virtue of statutory requirements of the State of Iowa (section 1171-b1) a preference will be given to products grown or produced within the State of Iowa and that a preference will be given to Iowa labor and or targeted small businesses.

A contract shall be awarded by the Board of Directors at its meeting of December 8, 2008 at the Administration Service Center, 1606 Brady Street, Davenport Iowa, 52803. The award of contract will be based on the basis of best bid, taking into consideration the price, quality and delivery, with the Board of Directors reserving the right to reject any and all bids if it is in the best interest of the School District. By virtue of statutory authority, preference will be given products and provisions grown and produced within the State of Iowa.

PAYMENT TERMS:

Monthly invoices for individual buildings must be submitted no later than the 1st of every month and addressed to Laurie Crane Food & Nutrition's Service Supervisor, 1008 W. Kimberly road, Davenport Iowa 52806.

No less than one signed accurate invoice/receipt will accompany each day's delivery of a product. If more than one store/facility produced and delivers the pizza to a school on a given day, a separate invoice will accompany each.

The District will not accept new invoices for deliveries more than 30 days in arrears.

All invoices received for payment must be approved by the Board of Directors of the Davenport Community School District at their regularly scheduled meetings.

TERMINATION:

The District may terminate the contract resulting from this request at any time that a vendor fails to carry out its provisions.

The District shall provide the contractor in writing, with a seventy- two- hour notice of conditions endangering performance. If after the notice, the contractor fails to remedy the conditions contained in the notice in a timely manner, the District shall terminate the contract.

The District shall be obligated only for those services rendered and accepted before the date of notice of termination, less any damages that may be assessed for non-performance. Upon receipt and acceptance of not less than a thirty day written notice, the contract may be terminated on an agreed date before the end of the contract period without penalty to either party.

Notwithstanding any other provisions of the contract, if funds anticipated for the continued fulfillment of this contract are at any time not forthcoming or insufficient, either through the failure of the State or the District to appropriate funds or through discontinuance of material alteration of the program for which funds were provided, the District shall have the right to terminate this contract without penalty by giving not less than thirty days written notice documenting the lack of funds.

DELIVERY FAILURES:

Failure of a vendor to provide commodities and/or services within the time specified shall constitute delivery failure. When such failure occurs the District reserves the right to cancel or adjust the contract whichever is in the best interest of the District. In either event the District may purchase in the open market commodities and/or services of comparable worth to replace the articles or services rejected or not delivered. On all such purchases the vendor shall reimburse the District within a reasonable time specified by the District for any expenses incurred in excess of the contract price

ADDENDUM:

Addendum: any substantive interpretation, correction or change of the bid documents shall be made by addendum to bidders of record. Interpretation, corrections or changes of the bid documents made in any other manner shall not be binding, and bidders shall not rely upon such interpretations, corrections or changes. All addendums shall be issued in writing within a reasonable time prior to the bid date. The Davenport Community School District shall not be legally bound by an addendum that is not returned in writing.

CORRECTIONS OF ERRORS ON BID FORMS:

All prices and notations should be in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Erasures or the use of typewriter correction fluid may be cause for rejection. No bid shall be altered or amended after specified time for opening.

GRATUITIES:

Chapter 722 of the code of Iowa provides that it is a felony to offer, promise or give anything of value or benefit to a person service in a public capacity including a school district employee with the intent to influence that employee's act, opinion, judgment or exercise of discretion with respect to the employee's duties.

SANITATION:

It is expected that the bidders facilities and operating practices be in continuous compliance with energy, environment, the U.S. Food & Drug, Cosmetic Act and State and local laws and regulations. Per Federal law, school districts participating in federal child nutrition programs practice the HACCP (Hazard Analysis Critical Control Point) system of food safety. It is expected that the successful bidder also have an approved HACCP plan in place with verification and validation activities documented. The bidder will provide a letter and/or statement documenting that they have an active HACCP plan.

CRIMINAL BACKGROUND CHECK/SEX OFFENDER REGISTRY:

The Contractor shall be responsible for conducting a criminal background check and the Iowa and Illinois Sex Offender Registry as to all persons working on District property or in District buildings. This includes all employees of the Contractor or any sub-contractor, all Independent Contractors, Casual Laborers, Workers obtained through Union Halls or Hiring Halls, and all other individuals present on District property at any time during the performance of the Contract. No person shall be permitted to work on District property who has been convicted of a felony or who is on the Sex Offender Registry for any State. The Contractor must have records available for the District to inspect upon request to verify that background/sex offender checks have been performed on all persons working on District property. The District reserves the right to order the Contractor to remove any person from the District's work who the District determines to be a threat to safety of students, District employees, other workers, parents, visitors, or otherwise. All workers must follow District regulations and rules as to building access and security.

It is also expected that the successful bidder respect and follow the District energy conservation and environmental safety guidelines such as: not propping doors open, turning off lights, not leaving trucks idling (fumes) etc.

GENERAL CONDITIONS:

The Davenport School District is an Equal Opportunity employer and pursues Affirmation Act Policies: therefore we require that every successful bidder be non-discriminatory in their hiring practices.

Bidder certifies that he or she has read, understands, and will fully and faithfully comply with this invitation for bid, its attachments and any reference documents. Bidder also certifies that the prices offered were independently developed without collusion with any of the other bidders or potential bidders.

Contract Document will consist of the bid notice as advertised, the invitation for bids, detailed specifications, the signed and accepted bid form, and the signed and accepted contract, bidding conditions.

GENERAL INFORMATION:

Direct all inquiries concerning this bid request to:

Laurie Crane Food & Nutrition Services Supervisor, www.cranel@davenportschools.org or
Phone # 563-386-4780

MANDATORY CRITERIA

Vendor must supply pizza that uses USDA approved meats and a product that meets USDA criteria for the lunch meal pattern, 2 oz. meat/meat alternative, 2-3 bread/grain and 1/8 cup vegetable.

Vendor will provide a copy of the most recent Scott County Health Department inspection for all facilities that will be providing any part of the pizza produced for the District.

All delivery staff should appear clean and neat at all times.

All bids are to be completed on the enclosed forms and only bids submitted on this form will be considered.

Each bidder is expected to be familiar with the specifications and be capable of fulfilling the terms of the request by the Davenport Community School District. No consideration will be granted for any alleged misunderstanding of the materials to be furnished, it is further understood that the submission of a bid is an agreement to all items and conditions referred to herein.

Do not include State or Federal Tax in prices submitted. The District will furnish exemption certificates to the successful vendor.

Pizza is to be delivered F.O.B. Destination to three high schools in the Davenport School district daily, and one day per week to the alternative high school, and once per month to each of six (6) intermediate schools. Occasional smaller deliveries will be needed for catering.

Reject a bid if the School District doubts the ability of the vendor to provide all of the services as stated in the specifications.

EXAMPLES

- Service inconsistency (early/late no/show)
- NSI P violations (toppings, service sizes)
- USDA violations of Agreement
- Local Health code violations
- Cutting violations/inconsistencies
- Unacceptable product quality
- Delivery violations
- Temperature violations/inconsistencies

TECHNICAL CRITERIA FOR 14" PIZZA

Vendor must bid a 14 inch round deep dish style pizza (or District-approved alternate) cut in 8 uniform equal slices.

Product must be cut into consistently equal portions by vendor.

Taco pizza is required. For taco pizza, lettuce, tomatoes, and chips will be delivered in bulk with the pizza in quantities sufficient to top the pizzas. Taco sauce will be provided in packets, 1 packet per slice (8 slices/pizza). District staff will complete the final topping to bidder's specifications. This is to insure freshness and eye appeal. Taco pizza will be served no more than once per week per school.

	<u>Weight</u>	<u>Measure</u>
Lettuce:	6 oz. /pizza-	2 ½ cup. drained
Tomatoes:	1/4-3/8" dice, 6 oz./pizza-	1 cup
Chips:	3 oz. /pizza-	1 ½ cup

Each slice must meet or exceed National School Lunch Program (NSLP) Meal Pattern requirements for Meat/Alternate, Bread/Alternate, and 1/8 C. Vegetable/Fruit when randomly checked by USDA, State or Local School Food Service Officials. Uniform cutting will contribute to meeting these requirements/slice.

NSLP Meal pattern requirements for 14" Pizza.

100% natural cheese- 1 oz. cheese equal 1 oz. meat alternate. No cheese substitute products. The total cooked weight of cheese and/or meat must equal at least 2 oz. per slice of pizza consistently. 2-3 oz. Bread/Grain Alternate (serving weight). Enriched flour must be used. 1/8 c. vegetable.

TECHNICAL CRITERIA: FOR 6-7" INDIVIDUAL PIZZA

Vendor must bid a 6-7 pizza cut into quarters by vendor. Pizza will include individual boxes for merchandising and service to customers. If vendors have more than one crust style, submit all types.

Product must be cut into consistently equal portions by vendor.

INGREDIENTS FOR 6-7" INDIVIDUAL PIZZA

Cheese will be natural 100% real, no substitutes. While the product is **not** required to meet NSLP Meal Pattern Requirement: please note if it does.

Bidder must complete the attached charts (Attachment A and B) supplying the ingredient quantities for the pizza bid. Failure to complete and attach to bid will disqualify bidder.

Nutrition analysis must be submitted with the bid on at least one of the varieties of the 14" and 6-7" pizza. Sausage pizza is preferred. Required data include: protein in grams, carbohydrate in grams, fat in grams, sodium in milligrams, and total calories. Suggested, but not required are: saturated fat, Vitamin A, Vitamin B1 and B2, Vitamin C, iron, calcium, and fiber.

ACCEPTABILITY

Product acceptability will be at the sole discretion of the School District. Any product delivered under this contract which does not meet specifications, or otherwise found to be defective will be returned at vendor's expense for replacement.

Vendor is required to make quarterly on-site visits to the three high schools to monitor and discuss product quality, service, and student satisfaction.

DELIVERIES

Vendor must bid and serve any/all schools specified by the district. At this time, deliveries shall be made to three schools. Central, North and West High Schools, daily, and one alternative high school will receive delivery once or twice per week. The six (6) intermediate schools will require service once each month. Occasionally, smaller deliveries will be made to other schools for catering. Elementary school "Pizza Parties" will be coordinated through high school and intermediate school managers with deliveries to the elementary school kitchens.

Vendor must be willing to accept order quantities up to 10 a.m. local time on day of delivery and will allow an adjusting order (where more than one delivery is expected on a day) on the last delivery of the day if received 30 min. prior to anticipated delivery. Vendor must be readily accessible by phone to accept orders from 9:00 a.m. - 2:30 p.m. local time. Telephone numbers will be provided as soon as bid is award, as well as email addresses.

Vendor will accept return of all products deemed unacceptable by District representative or of any product not delivered within specified time of each lunch shift starting time, without charge.

Vendor must deliver zero to five days per week as specified by the District and must make up to two-three deliveries, as necessary each day to ensure students receive fresh, hot pizza for lunch. The district is also considering fresh pizza sales for after school concessions.

Product must arrive and be stored in vendor supplied holding container (s). Product arrival minimum internal temperature shall be 150 degrees and shall not drop below 140 degrees internal temperature prior to serving. The delivery person will place the product in District supplied warming units.

A delivery plan will be submitted by the bidder for each high school. Include location of prep site, delivery route estimated delivery time, type of holding containers, etc. upon bid award

PACKAGING

If corrugated cardboard boxes are used, bidder will dispose of empty boxes by 3:30 the same day.

QUANTITIES

Approximately 5,000 14" pizzas per semester are estimates to be used per bid period.
Approximately 7,000 6" individual pizzas per semester are estimates to be used per bid period.
Amounts will vary by school and customer sales.

14" PIZZA		6-7" PIZZA	
35% Sausage	10% Taco	30% Sausage	20% Cheese
35% Pepperoni	20% Cheese	30% Pepperoni	20% Deluxe

PAYMENT TERMS:

A monthly Statement must be submitted to the Food and Nutrition Services Office for each site/school no later than the 15th of each month. The statement will be used for verification of all invoices. Payment will be made from the individual invoices.

COMPETITION

The bidder agrees not to compete with the Food and Nutrition Services program during meal service hours. Any pizza sold, ordered, and/or delivered to any of the Davenport Schools (by students, teachers, parents, etc) will be sold through the Food and Nutrition Services Department contract.

**ATTACHMENT A
14" PIZZA**

Bidder, please complete the chart below, supplying quantity specifications for the pizza you are bidding (based on one individual pizza as specified in B.1. a-b).

PIZZA VARIETY

	Cheese	Pepperoni	Sausage	Taco
Wgt. of Dough/pizza (oz.)	_____	_____	_____	_____
Wgt. of Cheese/pizza (oz.)	_____	_____	_____	_____
Wgt. of Sausage/pizza (oz.)	_____	_____	_____	_____
Wgt. of Pepperoni/pizza (oz.)	_____	_____	_____	_____
Wgt. of Sausage/pizza (oz.)	_____	_____	_____	_____
Tomato Paste/sauce (state in cups full or partial)	_____	_____	_____	_____
Other Tomato Products/pizza- Specify product (cups)	_____	_____	_____	_____
Refried Beans (oz.)	_____	_____	_____	_____
Wgt. of Lettuce (oz.)	_____	_____	_____	_____
Wgt. of Tomato (oz.)	_____	_____	_____	_____
Wgt. of Tortilla Chips (oz.)	_____	_____	_____	_____

**ATTACHMENT B
6-7" PIZZA**

	Cheese	Pepperoni	Sausage	Deluxe
Wgt of Dough (oz.)	_____	_____	_____	_____
Wgt of Cheese &/or Meat (oz.) Combined	_____	_____	_____	_____
TOTAL weight of Pizza	_____	_____	_____	_____

*Note your ingredients/toppings on a "deluxe" pizza:

BID FORM - PIZZA

The undersigned proposes to furnish pizza to the three (3) high schools and six (6) intermediate schools operated by the Davenport Community School District for the first semester of the 2009 school year according to the conditions specified at the following prices:

	Price per Round Pizza	TOTAL
Pizza, 14 inch round, cut in 8 uniform slices (to include cheese, pepperoni, sausage, taco, vegetable and delivery) One price for all 14" pizzas listed.	\$ _____ ea X 5,000 = \$ _____	
Pizza 6-7 inch round individual (includes toppings, box and delivery), quartered; cheese, pepperoni, deluxe, sausage One price for all 6-7" pizzas listed.	\$ _____ ea X 7,000 = \$ _____	

Please check, indicating that the following conditions are met. If bidder is unable to meet/furnish any requirements, please note in the space below.

____ The above price will remain firm for the bid period.

____ Attachment A and/or B are completed and attached.

____ Marketing plans and materials are attached.

____ Nutritional analysis is included.

____ Health Dept inspection form is enclosed.

____ HACCP statement is enclosed.

Unable to meet _____

COMPANY _____ BY _____

(Authorized Signature)

ADDRESS _____ TITLE _____

DATE _____

E-MAIL ADDRESS _____

PHONE _____ FAX _____

The Davenport Community School District has the right to reject or accept all or any portions of the Bid, deemed in the best interest of the District