



REQUEST FOR PROPOSALS RFP# 2324-06

GREGORY-PORTLAND ISD

Delivered Pizza for Food &
Nutrition Services

1200 BROADWAY BLVD.

PORTLAND, TEXAS 78374

Issue date: August 1, 2024

Proposal Submission to:

Gregory-Portland ISD
Attention: Chris Casarez
1200 Broadway Ave.
Portland, TX 78374

Deadline for Proposals:

Thursday, 2:00 PM, August 22, 2024

The District is an Equal Opportunity employer/program. Historically Underutilized Businesses (HUB's) are encouraged to apply.

**REQUEST FOR PROPOSALS (RFP)
FOR
Delivered Pizza for Food & Nutrition Services**

BACKGROUND INFORMATION

Gregory-Portland Independent School District herein referred to as 'the District' is a tax-exempt educational organization that is a public-school district located in Portland, Texas. The District has approximately 5,000 students and operates five elementary schools, a junior high, and a high school. The school's board is composed of seven active members, including board members with private-sector experience. The District is responsible for the planning, evaluation and oversight of educational programs in this area. The District receives funding from the Texas Education Agency (TEA), the Department of Education (DOE), and the Department of Agriculture.

PURPOSE

The District is seeking a qualified vendor (“Vendor” or “Consultant”) to provide Delivered Pizza for Food and Nutrition Services for Gregory-Portland ISD, on an independent contractor basis.

GENERAL INFORMATION

RFP Requestor: Gregory-Portland ISD
Contact Person: Chris Casarez
Issue Date: August 1, 2024
Deadline for Receipt of Proposals: Tuesday, August 23 @ 2:00 PM

Submission of Proposals: An ORIGINAL signed proposal and two (2) copies should be delivered or mailed in a sealed envelope (labeled “RFP# 2324-06 Delivered Pizza for Food & Nutrition Services”) to: Gregory-Portland ISD
Attention: Chris Casarez,
1200 Broadway Ave.,
Portland TX, 78374.

When submitting a proposal, it is required that proposers have the necessary professional experience, prior training, and applicable professional judgment to perform the activities proposed to supply the services requested by this RFP.

Proposals received will become part of the District's official files without further obligation to the proposer.

The District reserves the right to:

- accept or reject any and all proposals,
- request additional information from proposers,
- extend the deadline for submission,
- reissue the Request for Proposals,
- waive any defect, irregularity, for informality in any proposal or bidding procedure,
- retain negotiation right to clarify, or verify any aspect of a submitted proposal in response to the RFP,
- negotiate a resulting non-exclusive contract for services with one or more of the qualified proposers responding to this RFP,
- require the submission of any price, technical, or other revision to the proposal which results from negotiations conducted.

The District is under no legal obligation to execute a contract resulting from this RFP and intends the materials provided herein only as a means of identifying and considering various contractor alternatives and the general cost of services derived.

The District reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract. This RFP does not commit the District to pay for any costs incurred prior to the execution of the contract.

The District reserves the right to negotiate the final terms of any and all contracts with successful proposers. Items that may be negotiated include, but are not limited to, type and scope of activities, implementation schedule, and cost. Contracts negotiated as a result of this RFP may be extended, modified, or de-obligated in the manner set forth in the contract in order to attain the objectives of the District. The negotiated contract shall be a non-exclusive contract for an initial term of one (1) year, which may be extended for up to two additional one-year terms, upon mutual written agreement of the parties and Board approval prior to expiration of the initial or renewal term. Gregory-Portland ISD reserves the right to not renew the contract at the end of the fiscal year.

Vendors certify that:

1. Continuing non-performance of the services by the proposer in accordance with the specifications and requirements of the District, or applicable requirements of State or federal laws and regulations relating to such services, shall be a basis for the termination of the contract by the school district. Cancellation by Gregory-Portland ISD may be made upon (30) days written notice to the successful vendor. Gregory-Portland ISD shall not pay for services, work, supplies, or equipment which are unsatisfactory. Vendors shall be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.
2. All prices, fees and Labor Rates must be guaranteed through completion of the contract.
3. The proposal award shall be based on the following factors:

Price: The monetary proposal amount- 50 points

Ability to Meet the District's Needs: Past experience and reputation of the vendor with school Districts, meeting the nutritional requirements- 20 points

Reputation of Vendors Services: Overall experience and reputation of the vendor with similar size customers, taste- 20 points

Quality of Vendors Response: Response to the Proposer's required documents - 10 points

4. Proposals that do not meet or exceed the specifications and submittal requirements of the RFP may be rejected as non-conforming to the RFP specifications/requirements.
5. It is understood and agreed the school district reserves the right to modify conditions and specifications by mutual agreement with the selected vendor both at the time of acceptance of this proposal offer as modified, and subsequent thereto by 25% or less of the total value of award.
7. All contracts, agreements, and purchases between a vendor and Gregory-Portland ISD shall strictly adhere to the laws set forth in the Texas school law bulletin and other applicable laws and regulations.
8. Proposals will be opened and evaluated after the proposal submittal deadline, with follow-up on references, proposal tabulation, and thereafter possible interviews and negotiation of final contract terms with selected vendors.
9. During the performance of this contract, the vendor agrees not to discriminate against any employee or applicant for employment because of race, color, national origin, age, religion, gender, marital or veteran status, or disability.
10. All contracts and agreements between vendors and Gregory-Portland ISD shall strictly adhere to applicable laws.

Signature Page

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

Company _____

Address _____

City _____ State _____ Zip Code _____

Telephone (_____) _____ Fax (_____) _____

Bidder (Signature) _____ Date _____

Bidder (Print Name) _____

Position with Company _____

E-mail Address of Bidder _____

Signature of Company Official Authorizing this Bid _____

Company Official (Print Name) _____

Official Position _____

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400
Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:**

(833) 256-1665 or (202) 690-7442; or

3. **email:**

program.intake@usda.gov

This institution is an equal opportunity provider.

General Conditions for Prepared Pizza

1. **APPLICABILITY** – These conditions are applicable and form a part of the contract documents for each purchase order and a part of the terms of each purchase order for items included in the specifications and bid forms issued herein.
2. **BIDS SHALL BE SUBMITTED ON THESE FORMS.** Failure to supply all required forms in this packet will prevent the bid from being considered for award. Deviations to the General Conditions and/or Specifications shall be conspicuously noted in writing by the bidder and shall be included with the bid.
3. **ALTERNATE BID** - If necessary shall be written on a separate sheet and attached to the bid form provided. Each alternate must be clearly marked and variance from specifications noted.
4. **RIGHT TO REMEDY** Failure to notify GPISD Food & Nutrition Service Department Office of deviations in schedules or quantities will allow GPISD the option to purchase products from another source. If a company defaults on any item, the item will be awarded to the next highest scoring proposal meeting specifications. Any increases in prices that are incurred by GPISD to secure these products may be charged to the defaulting company that received the original bid award.
5. **VENDORS WHO DO NOT BID** are requested to notify the Gregory-Portland Independent School District Food & Nutrition Services Department in writing if they wish to receive future bids. Failure to do so may result in their being deleted from our vendor list.
6. **CONTRACTS** (except those of \$10,000 or less) awarded by School Food Authorities shall include a provision to the effect that the State agency or School Food Authority, the Department, the Comptroller General of the United States, or any of their duly authorized

representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to the program for the purpose of making audits, examination, excerpts, and transcriptions.

7. **TAX EXEMPT** - No charge will be allowed for Federal, State, or City taxes for which GPISD is exempt. The price bid shall be net and shall not include the amount of any such tax. Exemption Certificate, if required, will be furnished on forms provided by the vendor.
8. **FAX BIDS** or EMAILED BIDS - Will not be accepted.
9. **FELONY CONVICTION NOTICE** - Must be completed and returned with this bid.
10. All Small Business and Minority Firms, Women's Business Enterprises, and Labor Surplus Area firms are encouraged to submit Proposals.
11. **QUESTIONS** concerning this bid shall be addressed to Chris Casarez, Purchasing Coordinator. ccasarez@g-pisd.org or (361) 777-1091 x-1039.
12. **BID PERIOD** – The contract period for this bid will be from September 1, 2022, to August 31, 2023. Bid prices submitted must remain **firm for the entire bid period**.

All awards may be renewed for up to two additional twelve (12) month periods by written agreement between the District and the bidder and Board approval.

Sealed proposals received after the time and date specified, regardless of cause, will not be considered.

Such late proposals will be returned to the bidder upon the submission of a written request. PLEASE complete all blanks for each item number.

Proposals must be submitted in a sealed envelope, plainly marked with bidder's name, product bid, opening date and time.

The District reserves the right to waive formalities and irregularities and to accept or reject each item separate or as a whole.

13. **PRICES** – shall be net, including transportation and delivery charges fully prepaid by the vendor, F.O.B. school site. All prices must be typed or written in ink. Bids written in pencil will not be accepted.
14. **EVALUATION OF PROPOSALS** – It is not the policy of the Gregory-Portland I.S.D. to purchase on the basis of low bids alone.

The Following criteria will be used to award the proposal based on the best value for the District

Price: The monetary proposal amount- 50 points

Ability to Meet the District’s Needs: Past experience and reputation of the vendor with school Districts- 20 points

Reputation of Vendors Services: Overall experience and reputation of the vendor with similar size customers- 20 points

Quality of Vendors Response: Response to the Proposer Certification questionnaire (Attachment A)- 10 points

If customer taste tests are conducted, the results will be used in the overall evaluation of the bid award.

15. **TIE BID** – In the case of a tie bid between vendors, the location of the company will be considered.

16. **ORDER AND DELIVERY CONDITIONS:**

- a. Orders for the items included in this bid will be placed with your delivery personnel by our individual cafeteria managers. Orders will be based on usage.
- b. All Pizza shall be delivered to each designated school site. Additional school sites may be added during this bid period. Delivery times are set by the cafeteria manager. Monday through Friday, holidays excluded. Original invoices must be left with each cafeteria manager.

School	Estimated Daily Delivery Times	Estimated Daily Usage	
Gregory-Portland High School		Mon, Wed, Fri	Tues, Thur
	11:15	20	20
	12:15	15	15
Gregory-Portland Middle School		Mon, Wed, Fri	Tues, Thurs
	10:30	17	15
	11:45	17	15
	12:15	17	15
Estimated Daily Total		86	80

- c. The supplier must deliver promptly any products omitted on the regular delivery or to replace unacceptable products.
- d. All pizza is to be delivered in clean boxes. All products must be properly sealed.

- e. Individual weekly statements for each location shall be sent. The statements shall reflect items delivered in that calendar week. Please send to:

Gregory-Portland Independent School District
Food & Nutrition Services Department
200 Fulton Place, Portland, Texas 78374

17. **SPECIFICATIONS** – Pizza must be delivered hot, cut into eight (8) equal servings and ready to serve. Pizza that does not meet the **8 equal servings** will be returned for credit. Deliveries are to be made before each serving period as ordered. There may not be more than one (1) hour between beginning pizza preparation and delivery to the schools. Pizza temperature when received must be 135° or higher. Thermo bags must be furnished for all pizzas. Bags are to appear clean and must be sterilized after each delivery.
18. **NUTRITIONAL LABELS** and Ingredient Labels must be attached for all products submitted on this bid.
19. **NUTRITIONAL ANALYSIS** must be furnished by the bidder of each product submitted in this bid document. Nutritional data must meet National School Lunch Program and USDA Child Nutrition Program requirements. Failure to supply the required nutritional data will cause the bid submitted to be incomplete and rejected for consideration.
20. **SUPPLIERS** are expected to carry sufficient inventories to cover the needs of the District
21. **THE SUCCESSFUL BIDDER** will furnish code information and a list showing delivery routes and names of the delivery personnel. The agreed upon written procedures for placing and changing orders, replacement of bad products, and hot shot service will be required.
22. **BILLING** Original invoices (delivery receipts) must be left with each cafeteria manager. Invoices (delivery receipts) must have an invoice number, the date of delivery and quantity delivered.
- a. Weekly Invoices will be emailed to GPISD and must show Delivery Date, Invoice/Receipt number and total dollar amount.
 - b. Payments will be made by GPISD within 21 days from the date of receiving the invoice. We normally make a weekly check run from invoices approved invoices from the previous week.
 - c. Tax Exempt - No charge will be allowed for Federal, State, or City taxes for which GPISD is exempt. The price bid shall be net and shall not include the amount of any such tax. Exemption Certificate, if required, will be furnished on forms provided

23. **NONPERFORMANCE OF CONTRACT** – The District reserves the right to cancel the entire contract with a ten (10) day notice in the event:
- a. any item is not delivered according to the specifications and/or bid price
 - b. delivery is not made within the specified time period.
 - c. product quality is not acceptable.
24. **QUANTITIES REQUIRED** are substantially correct. The District reserves the right to purchase additional quantities above that stated at the same unit price unless otherwise specified by the bidder.
25. **QUALITY** of products will be tested for acceptability as per bid specifications. Selection will be based on testing. The decision of the Food & Nutrition Services Department regarding the quality and acceptability will be final.
26. **TESTING** – All products will be tested upon delivery for wholesomeness, quality, grade, texture, appearance, and flavor. The vendor will be notified by the Food & Nutrition Services Department if any portion of the specified shipment does not meet specification for quality and/or wholesomeness.
- It will then be the responsibility of the vendor to pick up the entire shipment. The Gregory-Portland I.S.D. reserves the right to purchase the specified product elsewhere and charge the increase in price, and cost of handling, if any, to the contractor.
27. **CONTRACTS FOR PURCHASE** will be put into effect by a purchase order(s) executed by the Food & Nutrition Services Director after bids have been awarded. This bid will be submitted to the School Board on or around August 29, 2022. Purchase Orders will be e-mailed thereafter.
28. **SAMPLES, if requested** – Each bidder shall supply 4 Cheese, and 4 Pepperoni whole pizzas cut in 8 equal slices on the date and time requested to TM Clark Cafeteria, 2250 Memorial Parkway, Portland, TX for a customer taste test.

Samples submitted for the taste test must meet the specifications submitted in the bid and represent the actual products that will be shipped during the 2022-2023 school year. Samples will be sent at **NO CHARGE**. The customer taste test results will be used in the overall evaluation of the bid award. Failure to submit the required samples will disqualify the company's bid

29. **PROMOTIONAL ITEMS** – Vendor is responsible for furnishing promotional items upon request.
30. **BUY AMERICAN PROVISION** – Schools and RCCIs participating in the NSLP and SBP are required by law to use nonprofit SNP funds, to the maximum extent practicable, to buy domestic commodities or products for meals served under the NSLP and SBP. 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. The term “substantially” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Therefore, when nonprofit SNP funds are used to acquire food, schools and institutions must ensure that the items are in compliance with this requirement. Additional requirements for preference for agricultural products from Texas are applicable to the use of nonprofit school Child Nutrition funds, in accordance with Section 44.042, Texas Education Code.

31. **EQUAL EMPLOYMENT OPPORTUNITY:**

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

32. References:

List name and contact information for at least two references:

GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
Bid price sheet
Prepared Pizza RFP #2324-06

Item #	Estimated Daily Amount	Item Description	Price per Pizza
1	78	Pepperoni Pizza - 14" Pizza Cut into 8 slices Hand Tossed crust, must be ≥50% Whole Wheat and remaining grain ingredients must be enriched <u>Restrictions per slice:</u> Calories ≤350 Total Calories from fat ≤ 35% Sodium ≤ 480mg Calories from Saturated fat ≤ 10% Nutritional Labels, Ingredient Statements are required Approved Pizza: Domino's 11300 or equivalent	

Item #	Estimated Daily Amount	Item Description	Price per Pizza
2	8	Cheese Pizza - 14" Pizza Cut into 8 slices Hand Tossed crust, must be ≥50% Whole Wheat and remaining grain ingredients must be enriched <u>Restrictions per slice:</u> Calories ≤350 Total Calories from fat ≤ 35% Sodium ≤ 480mg Calories from Saturated fat ≤ 10% Nutritional Labels, Ingredient Statements are required Approved Pizza: Domino's 11292 or equivalent	

***PLEASE NOTE:**

- The Gregory-Portland I.S.D. will purchase an estimated daily amount of 86 pizzas per day.
- Nutritional Data must be supplied and must be based on the product specifications submitted with this bid, and must meet National School Lunch Program and USDA Child Nutrition Program requirements
- Bids received without proper signature will not be accepted.
- Please complete and return pages listed on the Forms Checklist on Page 13.

COMPANY _____

PROPOSAL FORMAT AND PREPARATION

Each proposer must submit one (1) ORIGINAL and two (2) copies of their proposal (for a total of three (3)). One of the copies must be marked "ORIGINAL" and contain original signatures. Proposal packages should be organized in the manner specified below:

Proposals should be prepared in a concise manner. Clarity of content and completeness are essential. All proposals must be typed and completed on 8-1/2 x 11 paper.

Use the Certification by Proposer form (Attachment A) of this RFP as the cover sheet.

Each proposal must include a written narrative which reflects the proposer's planned schedule or Statement of Work response (Attachment B) of this RFP.

ATTACHMENTS TO BE COMPLETED AND RETURNED WITH EACH PROPOSAL

Important Note: Please submit the Original and two (2) copies of the proposal (a total of 3)

- Attachment A. Signature Page
- Attachment B. Bid Price Sheet
- Attachment C. References
- Attachment D. Disclosure of Interest (Form 1295)
(Vendor must complete on-line at www.ethics.state.tx.us)
- Attachment E. Certificate of Liability Insurance
- Attachment F. W-9
- Attachment G. Form CIQ: Conflict of Interest Questionnaire
- Attachment H. Felony Conviction Notice
- Attachment I. Non-Collusion Statement
- Attachment J. Suspension or Debarment Certificate

