Request for Proposal

Ice Cream

2018-2019

Enclosed herewith is our invitation for proposals for requests for all of the below listed school districts for time period of July 2018 through June 2019.

1. CLINTON PUBLIC SCHOOLS – 4

 The Morgan School, Jared Eliot Middle School, Abraham Pierson School, Lewin G Joel Jr. School

2. COVENTRY/ANDOVER PUBLIC SCHOOLS - 5

Coventry High School, Capt. Nathan Hale Middle School, George Hershey Robertson Intermediate School, Coventry Grammar School, Andover Elem. School

3. EAST HADDAM/EAST HAMPTON PUBLIC SCHOOLS - 7

East Haddam Elementary, Nathan Hale-Ray Middle School, Nathan Hale-Ray High School, East Hampton High School, East Hampton Middle School, Center School Elementary School, Memorial School

4. GROTON PUBLIC SCHOOLS - 9

Robert E. Fitch High School, Carl C. Cutler Middle School, West Side Middle School, Catherine Kolnaski Elem., Charles Barnum Elem., Claude Chester Elem., Mary Morrison Elem., Northeast Academy, Pleasant Valley Elem., S. B. Butler Elem.

5. GUILFORD PUBLIC SCHOOLS - 7

A. W. Cox School, Melissa Jones School, Guilford Lakes School, Calvin Leete School, Adams Middle School, Baldwin Middle School, Guilford High School

6. MONTVILLE PUBLIC SCHOOLS - 5

Leonard J. Tyl Middle School, Mohegan Elem., Dr. Charles E Murphy School, Oakdale Elem., Montville High School

7. NEW LONDON PUBLIC SCHOOLS - 7

New London/Science & Tech Magnet High School, Bennie Dover Jackson Middle School, ISAAC School, CB Jenning Elem., Nathan Hale Arts Magnet School, Winthrop STEM Elem. Magnet School, Early Childhood Center at Harbor School

8. NORWICH PUBLIC SCHOOLS - 14

6th Grade Academy, Huntington Elem., Kelly Middle School, Mahan Elem., Moriarity Magnet Elem., Stanton Network Elem., Uncas Network Elem., Veterans Memorial Elem., Wequonnoc Magnet Elem., Bishop Early Learning Ctr, Case St. Early Learning Ctr, Sacred Heart, Wildwood Christian Academy, Joshua Center Thames Valley

9. OLD SAYBROOK PUBLIC SCHOOLS - 4

 Kathleen E. Goodwin School Elem., Old Saybrook Middle School, Old Saybrook High School, St. John School

10. STONINGTON PUBLIC SCHOOLS - 6

Stonington High, Mystic Middle School, Pawcatuck Middle School, Deans Mill School, West Vine Elem., West Broad Street Elem

11. TOLLAND PUBLIC SCHOOLS - 4

 Birch Grove Primary School, Tolland Intermediate School, Tolland Middle School, Tolland High School

12. WATERFORD PUBLIC SCHOOLS - 5

 Waterford High School, Clark Lane Middle School, Great Neck Elem., Quaker Hill Elem, Oswegatchie Elem.

**LOCATION:**

1. Refer to title page for definition of School Districts. Individual School Food Authorities will communicate with the awarded distributor(s) in reference to actual names and addresses of schools within the districts.

**PURPOSE:**

1. It is the intention of these specifications to cover all products, manufactures codes, vendor codes, pricing and pack size required to complete work herein specified and/or described in the accompanying specification sheet.
2. The agencies reserve the right to accept modification of these specifications which, in the opinion of the Boards of Education are in the interest of the districts involved.

**AWARDS OF RFPS:**

1. The School Districts reserve the right to accept or reject any or all RFPs or to accept the RFPs deemed in the best interest of the School Nutrition Programs or Boards of Education.
2. A complete RFP shall include all of the below items:
	1. List of requested items on spec sheet including manufacturer name and code, vendor codes pack size, and portion size if specifying equivalent. A copy and workable file should be complete and submitted. **PDF or scan copy only will not be accepted.**
	2. An electronic file of all Child nutrition labels, formulation statements or nutrition information.
	3. Complete and Signed Invitation Letter
	4. Sealed RFP will be delivered to location on or by May 22 2018 @ 9AM. **Email submissions will not be accepted.**

**Failure to include any of the above information will result in an incomplete RFP and will not be considered in the awarding process.**

1. Samples must be submitted upon request. Cost for representative samples will be borne by the awarded vendor/distributor.
2. The award will be based on the following point scale**.**
	1. 40% - Price
	2. 20% - Customer Service
	3. 15% - Past History or References
	4. 15% - Accuracy of Delivery – Timeliness, Mispicks And Shorts
	5. 10% - Accounting/Invoicing Statements
3. Awarded Vendor/distributor will provide a sales representative for all school districts within the co-op. **Sales rep. will visit each school district** upon request.
4. Vendors **must** **deliver** **to** **ALL** schools listed in all school districts. Fuel charges will not be accepted.
5. All items shall be **Domestic/USA Produced** or fall under United States Department of Agriculture requirements.

**PRICING:**

1. All should be priced based on **Fixed Price.** Specified price adjustment allowed when necessary with documentation, through July 1, 2018 to June 30, 2019.

1. If vendors run School Specials, these specials must be available to the school districts at the special price.

**QUALITY:**

1. The Boards of Education reserve the right to have tests made at any time during the school year by a recognized laboratory. If the item tested does not meet specifications, the cost will be borne by the bidder. If the item does meet specifications, the cost will be borne by the agencies.

2. All bidders must bid on exact specifications.

 All bidders must bid on all items stocked.

 All bidders must specify special order items.

3. Successful bidders must furnish United States Department of Agriculture Grade

 Certificates, indicating each fruit and vegetable item are to be U.S. Grade.

 Grade certificates furnished only upon request.

**RFP PERIOD:**

1. The award shall be for the period of one (1) year commencing with the school year 2018-19. USDA Regulations permitting, the Lighthouse Food Cooperative reserves the right to renew this contract with the successful bidder (vendor) to cover (1) additional year (2019-2020). Extension shall be valid upon written consent of both parties prior to the anniversary date of the contract.

 **DELIVERY/EQUIPMENT:**

1. The Boards of Education reserve the right to reject the use of any food or supplies that is delivered on equipment by a carrier that is not in clean, sanitary condition and suitable for hauling of all goods.
2. Each carrier shall furnish a certificate of insurance issued by an insurance company showing that the Boards of Education will be protected from loss or damage to property of the third persons or the carrier's own property, loss or damage to the Boards of Education's commodities, and injury or death to third persons or to carrier's employees. Carrier will assume full common liability for all shipments.
3. Carrier shall utilize only properly insulated mechanical or thermostatic temperature controlled refrigeration equipment. Such equipment must be capable of maintaining temperature to protect the product. If frozen, products must be delivered in a hard frozen state.
4. Carrier is responsible for repairing and maintaining equipment to operating and specifications.

**ORDERS:**

1. All orders will be placed directly with awarded vendor by telephone, fax, on-line or sales appointments at location, by the individual qualified purchasing official who in some cases may be the individual cafeteria manager. Regular orders should be placed at least twenty-four hours before the delivery requested. Emergency deliveries will be delivered within a reasonable period of time.

2. If a product is not available at the time of order, arrangements must be made with the director for any substitutions before delivery. School districts will be informed of substitutions at the time of ordering. Substitutions must be of a comparable quality and specifications, and price must be made at bid price or lower.

3. Back orders will not be accepted unless pre-arrangements with the director are made.

4. Deliveries made during school closures due to weather may or may not be turned away. Vendors will work with each school district to arrange deliveries in these circumstances.

5. School districts will be notified when items are discontinued, special order or out of stock.

**DELIVERY CRITERIA:**

1. Deliveries shall be made to the receiving area of each individual schools based on the four hour window as determined by vendor and each individual district.

2. Deliveries over **$**  or  cases will be delivered free of charge.

**INVOICE AND STATEMENTS:**

1. Invoices for the purchases of groceries made by schools are paid for by the food service departments. In order to facilitate the handling of these invoices, all vendors must adhere to the following instructions:

 A. Name of school must be listed on each invoice.

B. All items on delivery tickets must be billed according to description of item quoted on RFP.

 C. All vendors must issue delivery tickets and credit memos in duplicate and both copies must be signed by qualified receiving official and driver.

 D. All vendors shall forward monthly statements directly to the School Nutrition Director or school food authority.

 E. All delivery tickets supporting monthly statements must be in exact agreement with copy of delivery tickets left with manager. If for any reason it is necessary to make a change on the delivery ticket (such as an additional charge or credit), a credit or debit memo shall be issued.

 F. All cancellations or merchandise returns must be recorded by the driver on both copies of delivery tickets or pick-up tickets.

 G. Do not mail statements to individual schools.

H. A monthly statement for each school in each School District should be sent to

the School Nutrition Director of that particular district by the fifth working day of each month following date of purchase.

 I**.** Pick-ups must be made by the next delivery date.

 J. Any credit issue must be done within the current billing period.

K. Vendor shall furnish velocity reports to any manufacturers upon district request.

Company Name:

Representative:

Address:

Telephone Number: