



**LIGHTHOUSE
FOOD COOPERATIVE**

A BEACON OF
NUTRITIONAL EXCELLENCE

Lighthouse Food Cooperative
101 Groton Long Road
Groton, CT 06340
860-449-7208

Notice to Proposers

The Lighthouse Food Cooperative will receive Request for Proposal for paper goods for the period July 1, 2019 through June 30, 2020 for the listed members until **9:00 am, May 6, 2019**. Those school districts participating in this proposal are committed and their information is included.

The enclosed RFP instructions and specifications detail requirements. All RFPs shall be submitted on the proposal forms furnished with the RFP specifications, proposal on all items and make sure your RFP is clearly PRINTED OR TYPED. Any changes in product and/or packaging sizes must be noted on your proposal.

Sealed RFPs, one (1) original, are to be delivered or mailed to Lighthouse Food Cooperative, clearly marked "**Paper RFP**". Faxes and/or emails will **NOT** be accepted.

Sealed RFP delivery, whether by carrier or hand, must be delivered by 9:00 am, May 6, 2019 to:

**Lighthouse Food Cooperative
101 Groton Long Road
Groton, CT 06340**

No late RFPs will be accepted or considered.

Lighthouse Food Cooperative reserves the right to accept or reject any and all RFPs in total or part as they deem to be in the best interest of the members of this cooperative. Incomplete RFPs will not be considered. Please ensure that all requirements are submitted by the deadline of **9:00 am, May 6, 2019**. There is a checklist included to ensure that all required information is submitted for a complete RFP.

Lighthouse Food Cooperative reserves the right to increase or decrease the number of units purchased at the quoted unit price. Proposers will be notified of any new cooperative district members as well as the removal of any cooperative members.

Any questions regarding this RFP, please contact Ernie Koschmieder at 860-449-7208.



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COOPERATIVE

1. Refer to pages 8-11 for definition of Individual School Districts and locations participating in the RFP.
2. Lighthouse Food Cooperative encourages and agrees to the successful proposer extending the pricing, terms and conditions of this solicitation or resultant contact to other governmental entities at the discretion of the successful proposer.

PURPOSE

1. It is the intention of these specifications to cover all labor, products (including pack size), manufactures codes, vendor codes, pricing, tools, fuel, equipment and other appliances or services that are 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.

AWARDING OF RFPS

1. RFPs will be awarded on May 6, 2019.
2. All parties who submitted RFPs will be notified within two (2) business days in regards to awards.
3. This RFP requests prices that are to be held firm for the period of July 1, 2019 through June 30, 2020.
4. All awarded vendors must honor the items on the RFP. **No substitutions are to be made unless receiving prior approval from each director.** If made without prior approval, the items will be returned or if sent without prior approval, the substitutions are to be:
 - a. Comparable in pieces.
 - b. Can be used interchangeably as the originally ordered item.
 - c. Billed at the original item's RFP pricing.
5. The awarded vendor must maintain all necessary and required insurance coverage related to their business and equipment as specified by State and/or local authorities. A certificate of insurance must be supplied, if required or requested.
6. The Lighthouse Food Cooperative reserves the right to not award this RFP to any of the proposers.
7. Lighthouse Food Cooperative will award this RFP to the lowest responsive and responsible proposer or RFP/offer most advantageous to the program with price and other factors considered.
8. A complete RFP shall include all of the following
 - a. Cover sheet - completed



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- b. Evaluation Criteria Sheet
- c. Statement of qualifications and references – if new distributor to cooperative
- d. Vendor questions
- e. Affirmative Action Statement
- f. Certification regarding debarment
- g. Lobbying Certification
- h. Pricing sheet with all items on RFP – must be electronic workable document (pdf and scanned copies is not acceptable); flash drive is acceptable.
- i. Confirmation list of members you will/will not service
- j. Sealed RFP will be delivered to location on or by May 6, 2019 @ 9:00 am. **Email and/or Fax 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.

9. The award will be based on the following point scale. Highest points total wins the RFP award.
 - a. 40 points – Lowest price, 30 points next lowest price, 20 points, etc...
 - b. 20 points - Customer Service
 - c. 15 points - Past History or References
 - d. 15 points - Accuracy of Delivery – Timeliness, Misspicks And Shorts
 - e. 10 points - Accounting/Invoicing Statements
10. Awarded Vendor/distributor will provide a sales representative for all school districts within the co-op. **Sales representative will visit each school district** upon request.
11. Vendors **must deliver to ALL** schools listed in all school districts. Fuel charges will not be accepted.
12. All items shall be **Domestic/USA Produced** or fall under United States Department of Agriculture requirements.

PRICING

1. All these items are to be RFP **Fixed Price**, allowing for a price adjustment, if necessary with documentation, through July 1, 2019 to June 30, 2020.
2. If vendors run School Specials, these specials must be available to the school districts at the special price.

LOCATIONS

1. Refer to pages 8-11 for definition of Individual School Districts and locations participating in this RFP. Delivery locations and times are listed. Please note the “note” section in reference to times when deliveries cannot be accepted.



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QUALITY AND STANDARDS

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 proposer. If the item does meet specifications, the cost will be borne by the agencies.
2. All proposers must submit proposals on exact specifications.
 1. All proposers must submit proposals on all items stocked.
 2. All proposers must specify special order items.
 3. Cases/boxes are to be delivered in acceptable condition. Cases that are dented, ripped, soiled/dirty, open – will not be accepted and turned away for credit.
 4. Vendor to be responsible for any products recalled from a manufacturer and to provide verification, when necessary, that the products are safe to consume.
 5. Awarded vendor must have in place safe food handling and HACCP practices plan.
 6. Cooperative reserves the right to request and purchase new products not originally on the proposal to initiate taste tests or trials. Samples must be submitted upon request. Cost for representative samples will be borne by the awarded vendor/distributor.

RFP PERIOD

1. The award shall be for the period of one (1) year from July 1, 2019 through June 30, 2020. USDA Regulations permitting, the Lighthouse Food Cooperative reserves the right to renew this contract with the successful proposer (vendor) to cover (1) additional year (2020-2021). Extension shall be valid upon written consent of both parties prior to the anniversary date of the contract.

Sign if an additional one (1) year is acceptable for the 2020-2021 school year

_____ Date _____

DELIVERY/DELIVERY EQUIPMENT

1. Deliveries shall be made on a monthly basis, on a set day of the week, for each district participating in the RFP. The day will be communicated to each director for each district.
2. Deliveries shall be made to the receiving area of individual schools and/or locations between the hours of **6:30 am and 2:00 pm** UNLESS previously negotiated with the Lighthouse Food Cooperative members of each school district. Please look at the district school info pages to see hours of each kitchen location.
3. Paper products must be delivered into the building to the place designated by the Lighthouse Food Cooperative members. Items are never to be left unattended outside.



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4. Deliveries must be able to be checked and signed off on by a designated kitchen representative. Delivery people are expected to be patient when representative is checking in said order, especially during serving times.
5. Members and awarded bread vendor must be in contact prior to August 15th to ensure timely delivery of products prior to start of school. Both parties should communicate delivery arrangements due to bad weather/holidays on a scheduled delivery days.
6. For a holiday/vacation week or when changes are needed in delivery schedules, proposers **MUST** notify all Lighthouse Food Cooperative members at least a week prior.
7. Lighthouse Food Cooperative members reserve the right to reject the use of any equipment by a carrier if it is not in clean, sanitary condition and suitable for hauling of all goods.
8. Lighthouse Food Cooperative reserves the right to reject the use of any equipment by a carrier if it is not in clean, sanitary condition and suitable for hauling of all goods.
9. Each carrier shall furnish a certificate of insurance issued by an insurance company showing that the Lighthouse Food Cooperative members will be protected from loss or damage to the Board of Education's commodities, and injury or death of third persons or to carrier's employees. Carrier will assume full common liability for all shipments.
10. Taxes – all district members of Lighthouse Food Cooperative are exempt from the payment of all excise taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Connecticut, such taxes should not be included in the proposal price. Exemption Certificates will be furnished, upon request, to the successful proposer.
11. Deliveries of _____ cases or \$_____ constitutes a minimal delivery and shall have free delivery.

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. All orders shall have acknowledgement of receipt and acceptance, regardless of order method.
2. It is the responsibility of each district to place orders, arrange deliveries and payment of invoices.
3. **No substitutions are to be made unless receiving prior approval from each director.** If made without prior approval, the items will be returned or if sent without prior approval, the substitutions are to be:
 - a. Comparable in pieces
 - b. Can be used interchangeably as the originally ordered item.
 - c. Billed at the original item's RFP pricing.
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.



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4. School districts will be notified when items are discontinued, special order or out of stock prior to delivery.

INVOICE AND STATEMENTS

1. Invoices for the purchases of groceries made by schools are paid for by each individual district. 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.
2. Items that are out of stock for whatever reason and substituted (as per director approval) shall be:
 - a. Comparable in pieces.
 - b. Can be used interchangeably as the originally ordered item.
 - c. Billed at the original item's RFP pricing.

COMPLAINTS/DISPUTES

1. The vendor shall be required to have a representative available at reasonable times to look into complaints of the cooperative and to advise the cooperative members on use of items. Said person is to be listed on the Vendor Questionnaire.

CONTRACT TERMINATION

1. Lighthouse Food Cooperative reserves the right to cancel this RFP at any time the vendor's performance is in the opinion of the cooperative deemed unsatisfactory.
2. The cooperative will notify the vendor in writing of the unsatisfactory performance and will give the vendor thirty calendar (30) days to remedy the issue(s).
3. If issues are not remedied, the vendor will be given an additional thirty (30) calendar day notice of termination.



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4. Lighthouse Food Cooperative members will adhere to the final thirty (30) calendar day notice before going to new vendor.
5. Individual districts may stay with the original vendor if they feel that they are receiving satisfactory performance with the approval of the original vendor.

National School Lunch Act (NSLA) and School Breakfast Programs “BUY AMERICA”

The Vendor must supply to the maximum extent practicable, domestic commodities or products which are either an agricultural commodity produced in the United States (U.S.) or a food product processed in the U.S. substantially using agricultural commodities produced in the U.S. for use in meals served in the SFA’s Child Nutrition Programs in compliance with the Buy American Provision under 7 CFR § 210.21(d)(2) and 7 CFR § 250.

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 made by the Vendor must be submitted in writing to a designated official, a minimum of 3 of day(s) in advance of delivery. A request made by the SFA must be submitted in writing to a designated official a minimum 3 of day(s) in advance of delivery. The request must include:

- a. Alternative substitute (s) that are domestic and meet the required specifications:
 - i. Price of the domestic food alternative substitution (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);
 - i. Price of the domestic food product; and
 - ii. Price of non-domestic product that meets the required specification of the domestic product.



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DISTRICTS PARTICIPATING IN THIS RFP

Andover/Coventry

School	Street	Town/City	Phone	Kitchen Opens	Kitchen Closes	Notes
Andover Elementary	35 School Road	Andover	860-742-7339	7:30a	1:30p	Deliveries must be within this time window.
Coventry High School	78 Ripley Hill Road	Coventry	860-742-4524	6:30a	1:00p	Deliveries must be within this time window.
Capt. Nathan Hale School	1776 Main Street	Coventry	860-742-4526	6:30a	1:00p	Deliveries must be within this time window.
G. H. Robertson School	227 Cross Street	Coventry	860-742-4528	6:45a	1:15p	Deliveries must be within this time window.
Coventry Grammar School	3453 Main Street	Coventry	860-742-4554	7:00a	1:30p	Deliveries must be within this time window.

Clinton

School	Street	Town/City	Phone	Kitchen Opens	Kitchen Closes	Notes
Lewin G. Joel Elementary	137-A Glenwood Rd.	Clinton	860-664-6501	7:00a	1:30p	
Abraham Pierson Elementary	75 East Main St.	Clinton	860-664-6502	7:00a	1:30p	
Jared Eliot Middle School	69 Fairy Dell Rd.	Clinton	860-664-6503	6:30a	12:30p	
The Morgan School	71 Killingworth Turnpike	Clinton	860-664-6504	6:15a	12:30p	

Groton

School	Street	Town/City	Phone	Kitchen Opens	Kitchen Closes	Notes
Robert E. Fitch High School	101 Groton Long Point Rd.	Groton	860-449-7249	6:00a	2:00p	Prefer deliveries 6:00a-11:00a
West Side Middle School	250 Brandegee Ave.	Groton	860-445-7604	6:30a	1:30p	Prefer deliveries 6:30a-11:00a
Cutler Middle School	160 Fishtown Rd.	Mystic	860-572-5830	6:30a	1:30p	Prefer deliveries 6:30a-11:00a
Charles Barnum Elementary	68 Briar Hill Rd.	Groton	860-449-5640	6:30a	1:30p	Prefer deliveries 6:30a-11:00a
Claude Chester Elementary	1 Harry Day Drive	Groton	860-449-5636	6:30a	1:30p	Prefer deliveries 6:30a-11:00a
Mary Morrisson Elementary	154 Tollgate Road	Groton	860-449-5655	6:30a	1:30p	Prefer deliveries 6:30a-11:00a
Northeast Academy	115 Oslo St.	Mystic	860-572-5852	7:00a	1:30p	Prefer deliveries 7:00a-11:00a
S.B. Butler Elementary	155 Ocean View Ave.	Mystic	860-572-5825	7:00a	1:30p	Prefer deliveries 7:00a-11:00a
Catherine Kolnaski Magnet	500 Poquonnock Rd.	Groton	860-449-5608	7:00a	1:30p	Prefer deliveries 7:00a-11:00a



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Guilford

School	Street	Town/City	Phone	Kitchen Opens	Kitchen Closes	Notes
Guilford High School	605 New England Rd	Guilford	203-453-2741 x1124	6:30am	2:00p	Delivery window 6:00a- 10:00a
Adams Middle School	233 Church Street	Guilford	203-453-2755 x229	7:00a	2:00p	Delivery window 7:00a - 11:00a
Baldwin Middle School	68 Bullard Drive	Guilford	203-457-0222 x184	7:00a	2:00p	Delivery window 7:00a - 11:00a
A.W. Cox Elementary	143 Three Mile Course	Guilford	203-453-5291 x7	8:00a	2:00p	Delivery window 8:00a - 12:00p
Melissa Jones Elementary	181 Ledge Hill Road	Guilford	203-457-0773 x8	8:00a	2:00p	Delivery window 8:00a - 12:00p
Guilford Lakes Elementary	40 Maupas Road	Guilford	203-453-5201 x5231	8:00a	2:00p	Delivery window 8:00a - 12:00p
Calvin Leete Elementary	280 South Union Street	Guilford	203-453-2726 x242	8:00a	2:00p	Delivery window 8:00a - 12:00p
						* Will change delivery day for early delivery

Montville

School	Street	Town/City	Phone	Kitchen Opens	Kitchen Closes	Notes
Montville High School	800 Old Colchester Rd	Oakdale	860-848-9208	6:00a	1:00p	*Prefer deliveries before 10:00a
Leonard J Tyl Middle School	166 Chesterfield Rd	Oakdale	860-848-2822	7:00a	1:30p	*Prefer deliveries before 10:30a
Dr. Charles E. Murphy School	500 Chesterfield Rd	Oakdale	860-848-9241	7:45a	2:00p	*Prefer deliveries before 11:00a
Mohegan School	49 Golden Rd.	Uncasville	860-848-9261	7:45a	2:00p	*Prefer deliveries before 11:00a
Oakdale School	Indiana Circle	Oakdale	860-859-1800	7:45a	2:00p	*Prefer deliveries before 11:00a

New London

School	Street	Town/City	Phone	Kitchen Opens	Kitchen Closes	Notes
New London High School	490 Jefferson Ave	New London	860-437-6400 x7020	6:00a	3:00p	
Bennie Dover Jackson Middle School	36 Waller Street	New London	860-437-6480 x7230	6:00a	3:00p	
Nathan Hale Elementary School	37 Beech Drive	New London	860-447-6060 x7535	6:00a	2:00p	
Winthrop Elementary School	74 Grove Street	New London	860-447-6070 x7131	6:00a	2:00p	
Jennings Elementary School	50 Mercer Street	New London	860-447-6050 x7680	6:00a	2:00p	
Harbor School	432 Montauk Ave	New London	860-447-6040 x7909	6:00a	2:00p	



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Norwich

School	Street	Town/City	Phone	Kitchen Opens	Kitchen Closes	Notes
Bishop School	526 East Main Street	Norwich	860-823-4201 x4201	6:30a	2:00p	
Early Learning Center at DTZ	30 Case Street	Norwich	860-823-4354 x3503	6:00a	1:30p	No custodian on closed/vacation days
Huntington Elementary	80 West Town Street	Norwich	860-823-4204 x2446	7:00a	2:30p	Cannot take in deliveries from 7:30a-9:00a
Mahan Elementary	94 Salem Turnpike	Norwich	860-823-4205 x2520	6:00a	1:30p	
Moriarty Elementary	20 Lawler Lane	Norwich	860-823-4206 x 2639	6:30a	2:00p	
Stanton Elementary	386 New London Turnpike	Norwich	860-823-4207 x2706	6:00a	1:30p	
Uncas Elementary	280 Elizabeth Street Ext	Norwich	860-823-4208 x2871	6:00a	1:30p	
Veterans Elementary	80 Crouch Avenue	Norwich	860-823-4209 x 2920	6:30a	2:00p	Once school starts at 8:50a, gates locked, must bring in from side door or front
Wequonnoc Elementary	155 Providence Street	Taftville	860-823-4210 x1025	6:30a	2:00p	Once school starts at 8:50a, gates locked, must bring in from front
Kelly Middle	25 Mahan Drive	Norwich	860-823-4211 x7753	6:30a	2:00p	
Teachers Middle	15 Teachers Drive	Norwich	860-823-4212 x3128	5:45a	1:15p	

Old Saybrook

School	Street	Town/City	Phone	Kitchen Opens	Kitchen Closes	Notes
Old Saybrook High School	1111 Boston Post Road	Old Saybrook	860-395-3193	6:30a	1:15p	Can only receive deliveries 6:30 am - 1:00 pm
Old Saybrook Middle school	60 Sheffield Street	Old Saybrook	860-395-3168	7:00a	2:00p	Can only receive deliveries 7:00 am to 1:30 pm
Kathleen E Goodwin School	80 Old Boston Post Road	Old Saybrook	860-395-3165	8:30a	2:30p	Can only receive deliveries 8:30 am - 2:00 pm
St John School	42 Maynard Road	Old Saybrook	860-388-0849	9:30a	1:30p	Can only receive deliveries 9:30 am - 1:00 pm



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Stonington

School	Street	Town/City	Phone	Kitchen Opens	Kitchen Closes	Notes
Stonington High School	176 S. Broad St	Pawcatuck	860-599-5781	6:00a	1:00p	Cannot receive deliveries from 10:30a-12:00p
Stonington Middle School (formerly Mystic Middle)	204 Mistuxet Ave	Mystic	860-536-9613	7:00a	2:00p	Cannot receive deliveries from 10:40a-12:45p
Deans Mill School	35 Deans Mill Road	Stonington	860-535-2235	7:00a	2:00p	Cannot receive deliveries from 11:00a-1:15p
West Vine Street School	17 West Vine Street	Pawcatuck	860-599-5832	7:00a	2:00p	Cannot receive deliveries from 11:00a-1:15p

Tolland

School	Street	Town/City	Phone	Kitchen Opens	Kitchen Closes	Notes
Birch Grove Primary School	247 Rhodes Road	Tolland	860-870-6753	8:30a	2:00p	*Prefer deliveries before 11:30a/Central Office 860-870-6853
Tolland Intermediate School	96 Old Post Road	Tolland	860-870-6885	7:45a	1:45p	*Prefer deliveries before 11:00a/Central Office 860-870-6853
Tolland Middle School	1 Falcon Hill	Tolland	860-870-6867	7:30a	1:00p	*Prefer deliveries before 10:30a/Central Office 860-870-6853
Tolland High School	1 Eagle Hill	Tolland	860-870-6821	6:30a	1:00p	*Prefer deliveries before 10:00a/Central Office 860-870-6853/ Front of School Loading Dock

Waterford

School	Street	Town/City	Phone	Kitchen Opens	Kitchen Closes	Notes
Waterford High School	20 Rope Ferry Rd	Waterford	860-444-5862	6:15a	1:15p	will not take deliveries after 1:00p
CLMS	105 Clark Lane	Waterford	860 444-5862	6:15a	1:15p	will not take deliveries after 1:00p
Great Neck Elem	165 Great Neck Rd	Waterford	860 444-5862	7:30a	2:00p	will not take deliveries after 1:00p
Oswegatchie Elem	470 Boston Post Rd	Waterford	860 444-5862	7:30a	2:00p	will not take deliveries after 1:00p
Quaker Hill Elem	285 BLOOMINGTON Rd	Waterford	860 444-5862	7:30a	2:00p	will not take deliveries after 1:00p



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Cover Sheet

Paper RFP

Vendor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact: _____ Phone: _____

Email: _____

By submitting this RFP, the proposer understands and agrees to all of the attached items, conditions and specifications.

Printed Firm's Name: _____

Signature of Representative: _____

Date: _____

Enclose in submitted RFP



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Awarding Criteria

Must accompany submitted RFP

Vendor/Distributor: _____

Criteria	Possible Total Points	Points Given
Price	40	
Customer Service	20	
Past History or References	15	
Accuracy of Delivery	15	
Accounting/Invoicing Statements	10	
	100	

Notes

Enclose in submitted RFP



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Statement of Proposer’s Qualifications for RFP Consideration

This Statement of Proposer’s Qualifications is to be submitted by a new proposer to the cooperative. All questions must be answered and the information given must be clear and comprehensive. The proposer may submit any additional information.

Vendor: _____

Address: _____

City: _____ State: _____ Zip: _____

Is company minority owned? _____ Yes _____ No

Year Established: _____

How many years have you engaged in business under your present firm name? _____

Former firm name: _____

Personnel Total: _____

Have you ever failed to complete any contract awarded to you? If so, when and why? _____

Have any of your service contracts ever been terminated? If yes, please explain: _____

List at 3 references that are school districts that have had similar work performed for them in the past 5 years. Include name and address of district, contact person and phone number.

1. _____

2. _____

3. _____

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by Lighthouse Food Cooperative.

Printed Name of Representative: _____

Signature: _____ Date: _____

Enclose in submitted RFP – if new vendor



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Vendor Questionnaire

Paper RFP

1. Do you offer electronic order? _____ Yes _____ No
 - a. What is the order cut off? _____
 - b. What is the website to place orders? _____
2. Do you have a minimum delivery requirement? _____ Yes _____ No
 - a. What is the minimum? _____ cases or \$ _____
3. Who would be the cooperative's representative contact? _____
4. List important department information for directors.
 - a. Delivery department: _____
 - b. Billing Department: _____
 - c. Nutritional Information: _____

Enclose is submitted RFP



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Affirmative Action Statement

To: All Vendors

From: Lighthouse Food Cooperative

Subject: Affirmative Action

All participating members of Lighthouse Food Cooperative are Equal Opportunity Employers, and will not do business with vendors that are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to be accepted as possible vendor and to be eligible for consideration as a vendor for goods and services, please complete and return the following Statement of Policy is the submitted, complete RFP.

STATEMENT OF POLICY

It is the employment policy of _____ that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selection for trainings.

In addition, this vendor is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

Signature/Title: _____

Address: _____ City: _____ Zip: _____

Date: _____ Telephone: _____

Enclose in submitted RFP



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State of Connecticut Department of Education

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

School food authorities (SFAs) are required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 2 CFR 200.212. SFAs must meet this requirement by implementing any one of the procedures below.

1. Check the Excluded Parties List on the System for Award Management website (www.SAM.gov).
2. Collect a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own.
3. Include a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant.

In addition, all sub-grantee and contractors must obtain a DUNS Number. All Federal Government awards are required to have a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance. There is no charge for a DUNS number. To obtain a DUNS number, contact Dun and Bradstreet at 1-866-705-5711 or visit the D&B DUNS website (www.dnb.com/duns-number.html). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension (2 CFR 200.212 Suspension and Debarment). These regulations are defined in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (78 FR 78590), December 26, 2013.

Before completing certification, read instructions on next page

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name PR/Award Number or Project Name

Name and Title of Authorized Representative

Signature Date

Enclose in submitted RFP



LIGHTHOUSE FOOD COOPERATIVE

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Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings defined in 2 CFR 180 Subpart I.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Excluded Parties List on www.SAM.gov.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and /or debarment.



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LOBBYING CERTIFICATION

**Certification for Contracts, Grants, Loans, and Cooperative Agreements
United States Department of Agriculture**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name of Authorized Official

Signature

Date

Enclose in submitted RFP



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Check List of Items Needed to Accompany Submitted RFP

- Cover sheet (page 12)
- Evaluation criteria (page 13)
- Statement of qualifications and references – if new distributor to cooperative (page 14)
- Vendor questions (page 15)
- Affirmative Action Statement (page 16)
- Certification regarding debarment (page 17)
- Lobbying Certification (page 19)
- Pricing sheet - must be electronic workable document (pdf and scanned copies is not acceptable); flash drive is acceptable.
- Confirmation list of members you will/will not service.

Fax and/or Email submissions are not accepted