



**ROCKFORD BOARD OF EDUCATION  
INVITATION FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES  
FOR SCHOOL DISTRICT NO. 205  
ROCKFORD, ILLINOIS**

IFB No.       **19-02 Pizza**

DATE:         **July 19, 2018**

RE:            **ADDENDUM NO. 1**

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To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

**If you plan to hand deliver your IFB submission on the due date, please note you must check in on the 2nd floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.**

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at [purchasingdeptstaff@rps205.com](mailto:purchasingdeptstaff@rps205.com).

**CLARIFICATIONS/MODIFICATIONS:**

**Please see the following page for responses to requests for information and clarifications to the RFP specifications. Modified specifications are enclosed.**

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood  
Director of Purchasing

## **CLARIFICATIONS:**

Below are requests for information received to date and corresponding clarifications to the IFB specifications.

1. Is the total pizzas for cheese 49,000 as stated on the line or is it supposed to be 29,000 if I look at the total and take out the pepperoni?
  - a. The correct quantity of cheese pizzas is 29,000. Please use the enclosed modified specifications when submitting your proposal.
2. Samples – so if I am reading this right – on the day the bid is due – you would like samples also delivered to that address?
  - a. Correct. Samples should be submitted to Nutrition Services no later than 2:00 PM, July 31, 2018.
3. It mentions several times to have original signature – but then on the first page it is also asking for the bid on a CD or flash drive – so just scan those documents?
  - a. Correct. Sealed proposals must include both an original, signed hardcopy and an electronic copy.

## **MODIFICATIONS:**

Enclosed are revised specifications. These should replace the original specifications and pricing should be submitted on this pricing sheet.

# Specifications for Fresh, Hot Pizza

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## 1. Glossary:

- a. **Child Nutrition (CN)** – The Food and Nutrition Service administers several programs that provide healthy food to children including the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, Summer Food Service Program, Fresh Fruit and Vegetable Program, and Special Milk Program.
- b. **CN Label** – The USDA, Child Nutrition (CN) Labeling Program provides food manufacturers the option to include a standardized food crediting statement on their product label.
- c. **CPI-U** – *U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items*
- d. **NSLP** – The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions.
- e. **Product Formulation Statements/Other Documentation** – When purchasing a processed product without a CN Label, a program operator may request a signed Product Formulation Statement on manufacturers' letterhead that demonstrates how the processed product contributes to the meal pattern requirements.

## 2. Purpose: Vendor(s) will supply and deliver fresh, hot pizza for the District's School Nutrition Program. Vendor(s) must be able to provide delivery to the four (4) high schools, seven (7) middle schools, twenty-nine (29) elementary schools, and four (4) early childhood schools. Up to two deliveries per month at the early childhood, elementary and middle schools and two deliveries per month for the high schools will be split evenly between the awarded vendor(s).

- a. 2017-18 School Year Data
  - i. Volume: 33,400 pizzas
  - ii. Deliveries: 1,225 evenly distributed between the awarded vendors
  - iii. Attachments:
    - A. 2017-18 Delivery Schedule
    - B. 2017-18 Delivery Locations
    - C. 2017-18 Lunch Periods
- b. 2018-19 schedules may change
- c. School calendars shall be furnished to the vendor(s) awarded the contract. Verifying that schools are open during severe snow storms, or other forms of inclement weather is the responsibility of the vendor.
  - i. In the event of school closure, the delivery will be cancelled.

## 3. Product Specifications: Only those products that conform to the requirements in accord with this bid and applicable Federal, State and local laws and regulations governing Child Nutrition Programs should be submitted as responsive to this bid; products below stated specifications will not be accepted. Products must meet or exceed the following specifications:

- a. **Size:** Must be 14" round whole pizza.
- b. **Pre-cut:** Pizzas delivered to all schools must be pre-cut into eight (8) *evenly portioned* slices.
- c. **NSLP Child Nutrition Meal Requirements:**

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- i. **Grain Items:** Acceptable grain items must include 50% or more whole grains by weight, or have whole grains as the first ingredient.
  - ii. **Total Fats:** Acceptable food items must have less than or equal to 35% from total fat as served.
  - iii. **Saturated Fats:** Acceptable food items must have less than 10% calories from saturated fat as served.
  - iv. **Trans Fats:** Acceptable food items must have zero grams of trans fat as served (less than or equal to .5 g per portion).
  - v. **Sugar:** Acceptable food items must have less than or equal to 35% of weight from total sugar as served.
  - vi. **Sodium:** Acceptable food items must have less than or equal to 480 mg sodium per item as served, including any accompaniments.
  - vii. **Calories:** Acceptable food items must have less than or equal to 350 calories per item as served including any added accompaniments.
- d. **NSLP Child Nutrition Meal Contribution:**
- i. Each serving (8 cut slice) must contribute a minimum of 2 oz. meat/meat alternate and two (2) servings bread/bread alternate.
- e. **Ingredients:**
- i. Cheese: 100% real (no imitation) cheese
  - ii. Crust: Thick crust
  - iii. Sauce: Red sauce
  - iv. Pepperoni: Whole slices
- f. **Proof of Quality and/or Adherence to Specifications:** If the product deviates from specifications or is found to be inferior, the Vendor shall be given notice to pick up the product and issue credit to the District.
- g. **Product and Nutritional Analysis:** Vendor must provide District with complete nutritional analysis for every product served. Failure to provide this information may disqualify the bid.
- i. Bidder must provide a CN label or Product Formulation Statement
4. **Delivery Specifications:**
- a. Vendor must deliver as specified by the District and must make as many deliveries each day to ensure students are receiving fresh, hot pizza.
  - b. Pizza must be delivered no more than thirty (30) minutes prior to the beginning of each lunch period. Orders shall be communicated to the Vendor by the designated authorized employee(s), one week prior to delivery. Changes are to be accepted up to 4:00 p.m. on the day prior to delivery. Orders may be adjusted slightly after each lunch period by calling the Vendor's designated authorized employee(s).
    - i. The Vendor shall be notified of any nutrition program time changes at the school by the designated authorized employee(s), as soon as possible.
  - c. Drivers shall be required to deliver food to appropriate areas; however, they are not expected to place items on the shelves of heating/holding equipment.

## Specifications for Fresh, Hot Pizza

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- d. Vendor must bid and serve any/all sites specified by the District. Vendor must supply a list indicating school name and restaurant serving each school, restaurant manager's name, restaurant address, email address, and telephone number.
  - e. Product must be delivered cooked and "ready-to-eat", boxed, and in insulated containers designed to maintain proper temperatures. Product must arrive at a minimum internal temperature of 140 degrees Fahrenheit. Insulated containers must be able to maintain the minimum internal temperature of 140 degrees Fahrenheit until anticipated time of service.
  - f. Vendor shall supply school with two (2) legible copies of all delivery receipts, signed by the appropriate cafeteria personnel.
  - g. ***Vendor must accept return of all products deemed unacceptable by District Representative or any product not delivered within specified time and/or temperature.***
- 5. Invoices:** Invoices will be honored if signed by an authorized employee of the Nutrition Services Department.
- a. Vendor must supply a sample of an invoice.
  - b. Authorized product substitution must be billed at bid pricing.
  - c. Vendor must designate a contact for account and/or invoicing purposes.
  - d. Invoices will consist of dated delivery tickets to each delivery location.
  - e. A twice-monthly summary of purchases will be emailed to the Nutrition Services Office no later than five working days after the period ends; Excel file preferred.
    - i. RPS invoicing periods:
      1. 1<sup>st</sup> through 15<sup>th</sup> of each month.
      2. 16<sup>th</sup> through last day of each month.
- 6. Samples:** Samples of the specified product must be brought in for evaluation. Vendors shall provide two (2) hot pizzas, packaged in your company's pizza box (as it would be delivered to our schools); one cheese and one pepperoni. Samples received must be at a minimum internal temperature of 140 degrees Fahrenheit. **Deliver to: Nutrition Services Department, Rockford Board of Education, 501 7th Street, Room 506, Rockford, IL 61104.** Samples must be received by the date and time specified for bid opening, with the understanding that the contract will be awarded after full consideration is given to the best overall quality, price, and student acceptability of the items.
- a. NOTE: Samples submissions are to be separate from the Bid submissions. Bids are to be submitted as described in: GENERAL CONDITIONS AND INSTRUCTIONS FOR ALL BIDS.
- 7. Product cost:** Product cost must reflect wholesale cost, less any commodity allowance, and net product cost.
- 8. Annual Price Adjustments**
- a. This contract shall be effective from the award date through June 30, 2019 plus four (4) one-year option periods. Vendor agrees to hold firm the prices offered through June 30, 2019.

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- b. For each subsequent twelve (12) month period thereafter, and upon a minimum of sixty (60) days advance written notice to the District, Vendor may increase the price no more than the percentage change in the *U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items*, in effect during the previous twelve (12) month period. In the event of any price decrease during the term of this contract, Vendor will reduce the price by the same percentage reduction as such prices decrease.
  - c. If no price changes are submitted, the District will assume current prices are firm for the next 12 months.
- 9. Contract Term:** The initial contract term shall be for the 2018-19 school year effective on the contract award date through June 30, 2019, with the option to renew for up to four (4) additional one-year periods by unilateral decision of the District with adequate notice to the selected vendor.
- a. Initial Term: Award date to June 30, 2019
  - b. OPTION YEARS:
    - 1. July 1, 2019 to June 30, 2020
    - 2. July 1, 2020 to June 30, 2021
    - 3. July 1, 2021 to June 30, 2022
    - 4. July 1, 2022 to June 30, 2023
- 10. Termination:** The District reserves the right to terminate the contract within 24 hours of written notice to the vendor for the following reasons:
- a. Service inconsistency (early/late/ no-show)
  - b. NSLP (National School Lunch Program) violations of agreement
  - c. USDA violations
  - d. Local health code violations
  - e. On-going temperature violations
  - f. Product quality and/or portion control issues
  - g. Any unauthorized product substitution
- 11. Reservation of Rights:** The District reserves the right to add additional schools or sites to this contract. Services will be provided for these schools or sites for the time periods as specified. All contract terms and conditions will apply to these additional schools or sites. The District also reserves the right to delete schools or sites from this contract. In addition to the above listed criteria, bids will be evaluated on the basis of advantages and disadvantages to the District that might result from making more than one award. As such, the District reserves the right to award this bid to more than one vendor.
- 12. Health and Safety Standards:** District reserves the right to inspect production sites at any time with prior notice to the Vendor. District may also refuse a bid if there is doubt of Vendor's ability to provide the services as stated.
- a. Vendor must submit current health inspection evaluation reports for all sites producing products for District.
    - i. The District reserves the right to request current health inspection evaluation reports throughout the duration of the contract.

## Specifications for Fresh, Hot Pizza

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Pizza Specifications Check List		
Section Reference	Requirement	Yes
<b>3.g</b>	Nutritional analysis for all offered products	<input type="checkbox"/>
<b>5.a</b>	Sample of invoice	<input type="checkbox"/>
<b>6</b>	Product samples	<input type="checkbox"/>
<b>12.a</b>	Health inspection evaluation reports	<input type="checkbox"/>
<b>Below</b>	Product pricing form	<input type="checkbox"/>

Item	Estimated Quantity	Unit	Description	Unit Cost
<b>1</b>	29,000	Each	14" Cheese Pizza, 8 slices	
<b>2</b>	6,000	Each	14" Pepperoni Pizza, 8 slices	
<b>Total</b>	35,000			

<b>Vendor Name</b>		<b>Signature</b>	
<b>Date</b>		<b>Printed Name</b>	