



To: Food Services Management Companies

From: The School District of Haverford Township

RE: Request for Proposals and Contract Documents – Instructions

Date: October 30, 2020

The Board of Directors of the School District of Haverford Township (“School District”) is seeking proposals for the food service management services. To effectuate that aim, the School District is soliciting proposals for services to be provided in accordance with the terms, conditions and limitations of the Contract Documents as described herein.

After notice of letting has been advertised, the School District will receive sealed proposals until not later than **2:00 P.M. on Tuesday December 1, 2020**, at the Oakmont Administration Building located at 50 East Eagle Road in Havertown, PA 19083. Proposals will be opened and read aloud at said location at **2:00 P.M.** on that same day. Any proposal received after the time set forth herein will not be considered.

The sealed proposals are to be submitted to:

The School District of Haverford Township
Attention: Robert L. Riegel – Business Manager
50 East Eagle Road
Havertown, PA 19083

Proposals must be submitted in a sealed envelope marked “**Food Service Management Bid.**”

The RFP, Menu, Bid Protest Procedures, Attachments and the Excel Attachment file are available on the School District of Haverford Township website; they are located in the Bid section of the Business Department menu.



Bidders are responsible to: (a) become familiar with the Contract Documents and all requirements contained therein; (b) the School District's food service and cafeteria facilities, equipment and supplies; and (c) all federal, state and local legal requirements governing such services, including, by way of example and not limitation, the School District's policies. By submitting a proposal, the bidder acknowledges and represents to the School District that: (a) information has been gathered regarding (i) the contract documents, (ii) the School District's food service and cafeteria facilities, equipment and supplies, and (iii) all federal, state and local legal requirements governing such services; and (b) no promises, representations or inducements to the bidder have been made by the School District or anyone acting for on behalf of the School District other than what was set forth in the contract documents.

If any bidder desires information pertaining to the contract or Contract Documents or clarifying the Contract Documents, the bidder is to contact in writing via email:

Robert L. Riegel, Business Manager
50 East Eagle Road
Havertown, PA 19083, Ext. 7106
rriegel@haverfordsd.net

All such contacts are subject to terms and conditions of the Contract Documents.

The contract, if awarded, shall be awarded on or before **December 17, 2020** to the bidder whose proposal is responsive to this solicitation; whose proposal meets specifications; and who is determined by the School District to be best qualified. The determination of the relative qualifications of the bidders will be made upon an evaluation of the relevant factors as stated in the paragraph E of the General Information of the Request for Proposals (RFP) and Contract.

Interested bidders must meet to review the specifications and contract documents, to clarify any questions, and for a Mandatory Pre-Bid Meeting, walk-through of the facilities with the school District officials on Friday **November 13, 2020 at 10:00 A.M.** at Haverford Middle School, 1801 Darby Road, Havertown, PA 19083. Attendance is required, but limited to one representative per potential bidder. No cameras will be permitted.