

Aug 19, 2021

Request for Quote

Supply and Service of Warewashing Program

Tippecanoe School Corporation (TSC) invites you to submit a quotation for the Supply and Produce & Service of Warewashing Program for the 2021-2022 school year.

Requirements, questions and specifications are attached. Any questions should be directed to Lori Shofroth Cords, Director of Nutrition Services at lashofroth@tsc.k12.in.us

All responses must be received by September 1, 2021 and should be submitted electronically to Lori Shofroth Cords - lashofroth@tsc.k12.in.us

Contract Specifics:

TSC will award a one (1) year contract from September 1, 2021 to June 30, 2022. Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the school district. TSC reserves the right to renew the prices and terms of any contract resulting from this procurement without additional competitive bidding, with optional successive one (1) year renewals not to exceed five (5) years total with the successful respondent. Such renewals would allow for the continuation of services and products to TSC. Extensions will be effective through an amendment to the Agreement.

TSC reserves the right to reject the quote of any respondent who has previously failed to perform similar contracts satisfactorily. TSC reserves the right to accept any or all quotes in whole or in part, and to waive any irregularities in any quote, or to allow respondents to update or repair any errors or update prices in any quote.

This RFQ requires responders to provide the following:

- A comprehensive manual sanitation program which includes delivery of sanitation materials, OHSA compliant documentation, and in-service food safety education for kitchen staff on a regular basis.
- Computerized service reports after each visit, sent to the Director of Nutrition, which includes a brief description of the service and training provided. Also designating if kitchen is in HACCP compliance
- Ware wash program that includes delivery of detergent, rinse additives and de-liming agents in addition to routine maintenance on a regular basis. All dispensing equipment must be provided with this service. Staff will also receive in-service training on proper operation and maintenance.
- Provide continuing education that will meet the new USDA Professional Standards for all food service employees.
- All buildings will be serviced at least every six weeks, or monthly, during the school year.

Tippecanoe School Corporation
Nutrition Service Department

- Dispensing Equipment.
- Emergency services on an as required basis.
- All other programs/services offered by the vendor.

Product Specifications:

Each responder shall include in the response the product specifications for all products. This will include:

- List of all products provided with the service.
- Product use instructions.
- Current Safety Data Sheets (SDS).

Instructions for response:

- Contracted service will be provided to all 20 kitchens within TSC (see attached)
- Service times will be between 7:30 a.m. - 2:30 p.m. on Monday - Friday
- Please provide any additional information related to value-added services to your proposal

IF QUOTE IS ACCEPTED, YOU MUST PROVIDE

Completion of a Form W-9 will be required with first invoice
Certificate of Insurance

Payment Terms

Net 45 once an itemized invoice is submitted.

RESPONSE FORM

DATE:

COMPANY RESPONDING ("Contractor"):

What is the name and title of the person who will be the primary contact for any questions regarding this quote submission:

Name:

Title:

Phone Number:

Email:

Have you done business with TSC in the past?

Yes OR NO (highlight or circle one)

When:

If you have not done regular business (4 or more calls within a 12 month period) with TSC within the last two years please provide three references that you are currently doing business with that we may contact:

Company Name:

Address:

Contact Name:

Phone:

Email:

Company Name:

Address:

Contact Name:

Phone:

Email:

Company Name:

Address:

Contact Name:

Phone:

Email:

Fee Structure/Pricing:

SANITATION PROGRAM (13 Sites) which includes sanitation and cleaning supplies, in-service training plus documentation reflecting subjects covered, verifying schools are HACCP compliant, on-line service reports, and materials required for OSHA compliance. Service will be provided at a minimum every six weeks. During each visit, inventory par levels will be checked and replenished.

Monthly Cost: _____

WAREWASH PROGRAM (12 Sites) which includes detergent, rinse additive and de-liming agents, in-service training on equipment, along with proper operation and maintenance of the dish machine. Each site will be provided with Safety Data Sheets (SDS), instructional wall charts, and goggles. During each visit, inventory par levels will be checked and replenished.

Monthly Cost: _____

Glove program (20 sites)

Materials - Except as otherwise provided in the agreement, you will provide a complete disposable glove program based on the needs of the corporation. Gloves provided may include vinyl and or poly, powdered or non-powdered, custom sized for each school. Gloves are made with component materials that comply with 21 CFR for food contact.

Education - Upon installation of the glove program, staff will receive in-service education relating to the proper use of disposable gloves. Training to include: review of Model Food Code application related to disposable glove use, change frequency, cross contamination prevention, hand washing and other topics related to proper glove use and food safety "Best Practices"

Except as otherwise provided in the Agreement, Service calls will be performed every six weeks during the school year in conjunction with the regular service schedule. As with other Programs in place, inventory par levels will also be checked, and replenished, during these Service Calls. Relevant Training and Service comments will also be incorporated into the service report which is provided after each service call.

Monthly Cost: _____

Laundry Program (20 sites)

Except as otherwise provided in this agreement, the vendor will provide an appropriate laundry detergent designed for use in stand and high efficiency washing machines, for laundering wiping cloths, rags and mop heads, that are commonly used to clean a typical school kitchen.

Upon installation of the Laundry Program, staff will receive education relative to proper laundering procedures. Training will include: recommendations on proper load size, amount of detergent to use, and other techniques that may be unique to each facility and the items that are being laundered.

Except as otherwise provided in the agreement, service calls will be performed in conjunction with the regular vendor service schedule. As wil our other programs in place, inventory par levels will also be checked, and replenished during these vendor calls. Relevant training and service comments will be incorporated in the vendor service report which is provided after each service call.

Continuing Education (20 Sites)

Please describe how your company will provide continuing education to our food service staff that will meet the new USDA Professional Standards. Explain if there will be an additional cost for this service. Reflect any charges that may be applicable.

Please note any discounts for annual invoice payment and or early/prompt payment.

QUOTE EVALUATION - will be awarded based on the following criteria:

Responses will be evaluated based upon the following selection criteria:

Category	Points Possible out of 100
Responses to Questions	20
Fee Structure/Pricing	30
Maintenance and Service	25
References, Customer Service, Value Added Services	25

Site Locations (20)

See attached