



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

**Administration Office
3115 Pole Line Road
Pocatello, Idaho**

REQUEST FOR PROPOSAL

SPECIFICATIONS

**FOOD SERVICE SMALL WARES
2023-2024**

BIDS WITH CONDITIONS WILL NOT BE ACCEPTED

Proposals Due:

April 13, 2023
4:00 PM

Bid Opening:

April 14, 2023
9:30 AM



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
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REQUEST FOR PROPOSAL

FOOD SERVICE SMALL WARES 2023-2024

Sealed bids for Food Service Small Wares 2023-2024 will be received by a representative of the Board of Trustees of Pocatello/Chubbuck School District No.25, Bannock County, Idaho, at 3115 Pole Line Road, Pocatello, Idaho 83201, until 9:30 AM on April 14, 2023.

Bids not delivered by vendors at the time of bid opening must be received in mail no later than 4:00 PM on April 13, 2023, the day before the bid opening.

Specifications or additional details (including bid forms) may be secured from the School District No. 25 Business Office located at 3115 Pole Line Road, Pocatello, Idaho, 83201. All bids must be on the forms furnished, all blank spaces filled in, and signed with the name and address of the Bidder. No unqualified bids will be read.

The Board of Trustees reserves the right to reject any or all bids or to waive any informalities, or to accept the bid or bids deemed best for School District No. 25, Bannock County, Pocatello, Idaho.

Rena Johnson, Clerk
School District No. 25

To be published on the dates of:

March 4, 2023
March 11, 2023

IDAHO STATE JOURNAL

REQUEST FOR PROPOSAL

GENERAL CONDITIONS OF CONTRACT:

Notices, conditions and specifications issued incident to the proposal to purchase Food Service Small Wares 2023-2024 described herein, together with the purchase policies of School District No. 25, are on file for examination in the Office of the Director of Business Operations, shall form a part of the contract conditions.

NATURE OF CONTRACT:

The various items of manufacture under these proposed contracts are specified under the respective division. Specifications are technical for purposes of establishing high standards of material purchasing. Bidders shall indicate the manufacturer's brand names where specified in their proposals.

Contracts for purchase will be put into effect by means of a purchase order executed by the Food Service Purchaser after tabulations are compiled.

QUALITY OF MATERIALS AND PRICING:

IT IS SPECIFICALLY UNDERSTOOD THAT PRODUCTS OFFERED AT THE TIME OF BIDDING SHALL BE EQUAL TO THOSE SPECIFIED. Substitutions or major alterations must be indicated upon the proposal sheet at the time of bid submission.

If an alternate item is bid, it shall be clearly stated on the bid response that it is an alternate item and a sample is required in order to maintain our high standards of material purchasing.

Samples must be submitted at bid opening when any substitution of specified brand name or number is made on bid, or the bid will not be considered. If alternate or substitution is bid, specifications of the alternate or substitution must be included.

CONDITIONAL BIDS OR BIDS WITH STIPULATIONS WILL NOT BE ACCEPTED.

It is specifically understood that all pricing will be priced to the unit of measurement specified herein or the bid will not be considered.

RESPONSIBILITY OF VENDOR:

Each contractor shall be responsible for the delivery of materials of such quality and in quantities as is specified. The bidder shall submit his bid on the proposal form furnished and shall plainly mark on the envelope:

"BID – FOOD SERVICE SMALL WARES 2023-2024
TO BE OPENED ON APRIL 14, 2023 AT 9:30 AM"

Bids not delivered by Vendors at time of bid opening must be received by mail or in office no later than 4:00 PM on April 13, 2023, the last working day before the bid opening to ensure receipt prior to formal bid opening.

CONDITIONAL BIDS OR BIDS WITH STIPULATIONS WILL NOT BE ACCEPTED.

DISTRICT REPRESENTATIVE:

Refer all questions to Heather Canfield, Food Service Coordinator/Purchaser at (208) 235-3256 or e-mail at: canfiehe@sd25.us. Contact with other district staff, Board of Trustees, or Administration will be by written permission only.

OBJECTIONS:

Written objections to specifications or bid procedures must be received by the clerk, secretary, or other authorized official of the District at least one (1) business day before the date and time upon which bids are scheduled to be received, per Idaho Code Section 68-2806(c).

DELIVERY:

Delivery will be accepted at any time prior to July 1, 2023. However, payment will not be made until after July 1, 2023.

Bids are to be made F.O.B. Pocatello. All bids must include the cost of the transportation to the stockroom of Pocatello/Chubbuck School District No. 25, 3115 Pole Line Road, Pocatello, Idaho.

PAYMENTS:

All materials secured under term of contract may be billed for payment on or after July 1, 2023, following delivery. Prices must remain firm as quoted by supplier until quantity awarded is received. Application for payment dated on or before the 25th of the month, shall be paid by the 15th of the following month. Application for payment dated after the 25th of the month, shall be paid within 30 days.

EVALUATION CRITERIA

Vendor selection on this project will be evaluated based on the following:

- 1) Price
- 2) Vendor reputation for providing quality materials on a timely basis.
- 3) Vendor who best meets the specified item as listed will be given priority in bidding a specific item.
- 4) Multiple vendors may be awarded individual products when it serves in the best interest of the District.

REMINDER

1. Samples must be submitted with name of company origin before bid opening when any substitution of specified brand name or name or number is made on bid or the bid will not be accepted. For best consideration, samples should be submitted by April 7, 2023.
2. All substitutions must be pre-approved by the Food Service Coordinator before product is shipped.

3. There is no current conflict of interest with School District employees and shall not be going forward with regard to manufacturers, vendors, or representatives of such entities.
4. Any or all items subject to individual market price valuation may be accepted or rejected at the District's discretion. A 30-day notice is to be given to the School Food Coordinator.
5. The School Food Coordinator retains the right of refusal of products due to damage, non-approved substitutions, or major alterations of items.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

BID PROPOSAL SHEET
SMALL WARES 2023-2024

Board of Trustees
Pocatello/Chubbuck School District No. 25
3115 Pole Line Road
Pocatello, ID 83201

Date: _____

We, the undersigned, propose to provide pricing for various line items in connection with Food Service Small Wares items under the supervision of the Food Service Coordinator and the Director of Business Operations.

Procurement and delivery will be accepted on an "as needed" basis, according to orders placed by the School Food Service Coordinator.

Delivery can begin July 1, 2023.

SPECIFICATIONS MUST BE SUBMITTED AT THE BID OPENING WHEN ANY SUBSTITUTION IS MADE, OR THE BID WILL BE CONSIDERED NON-RESPONSIVE.

The Board of Trustees reserves the right to reject any/or all bids or to waive any informalities, or to accept the bid or bids deemed best for Pocatello/Chubbuck School District No. 25, Bannock County, Pocatello, Idaho.

Respectfully submitted,

- Attached is Bidder Certification Form.
- Line Item Pricing

Company Name

Authorized Signature / Date

Address

Title

City, State, Zip

Phone / Fax Number

Email



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
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BIDDER CERTIFICATION FORM

- 1. Debarment and Suspension - In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
2. Anti-Collusion - In submitting this bid proposal, we hereby certify this proposal was developed and prepared without any collusion with any competing bidder or District employee. The content of this proposal has not been disclosed to any competing or potentially competing bidder prior to the proposal due date and time. Furthermore, no action to persuade any person, partnership or corporation to submit or withhold a bid has been made.
3. Anti-Lobbying - In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office 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.
4. National Sexual Offender Registry - In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: http://www.nsopr.gov/

Signed: _____ Date: _____

Name & Title: _____ Phone: _____

Company: _____

Address: _____

City/State: _____