

**FREMONT UNION HIGH SCHOOL DISTRICT
FOOD SERVICES DEPARTMENT
589 W. Fremont Ave.
Sunnyvale, CA 94087**

Request for Quote

Paper Supplies for Food Services

DATE DUE: June 1st, 2020 at 2:00 p.m.

**By: Divya Puri
District Food Services Manager**

REQUEST FOR QUOTE SIGNATURE PAGE
To Be Submitted With Quote
Paper Supplies

By signing this, I certify that I am an authorized representative of the Vendor (or individual) and that information contained in this Quote is accurate, true, and binding upon the Vendor.	
Company Name	
Signature of Company Official	
Name of Signer	
Title of Signer	
Email Address	
Complete Mailing Address	
City, State, Zip	
Phone Number	
Date	
Minimum Dollar Amount for Delivery	\$
<input type="checkbox"/>	Check if no minimum dollar amount for delivery is required
Minimum Case Amount for Delivery	
<input type="checkbox"/>	Check if no minimum case amount for delivery is required

OVERVIEW OF REQUIREMENTS

The Fremont Union High School District (hereinafter “the District”) seeks to retain a qualified Vendor(s) to provide paper supplies, as specified herein, for the Fremont Union High School District Food Services Department.

Below are the details of the expectations from the successful Bidder upon receiving the award of contract. Successful Bidder must understand and agree to the following levels of service if they are to enter into an agreement with Fremont Union High School District.

The initial term of this Request for Quote shall be for a period of one (1) year beginning July 1, 2020, through June 30, 2021, with the possibility of two (2) one (1) year extensions.

1. Failure to meet these specifications shall entitle the District to cancel the contract with 30 days’ notice.
2. Bidders’ prices shall remain firm for a period of ninety (90) days from the Date Due, unless otherwise specified.
3. All paper supplies specified will be purchased from the successful Bidder selected. The District reserves the right to add or remove product as necessary due to school demand.
4. Cases and packaging shall be constructed to ensure safe and sanitary transportation to point of delivery. Damaged cases or packages may be rejected and returned for credit or immediate replacement at no cost to the District.
5. The District reserves the right to discontinue service of any or all portion of any contract resulting from this quote for any reason determined by the District to be detrimental to the health and welfare of the students and school personnel, or failure to meet contract specifications or wholesomeness standards, and to hold the contractor in default.
6. Advanced approval by District Food Services Manager must be obtained prior to substitutions being made. Items substituted must be priced as the same as the item the District would normally receive.
7. Monthly the successful Bidder shall submit a complete listing with usages of all product purchased by the District.
8. All invoices and statements shall be sent to: Fremont Union High School District, 589 W. Fremont Ave, Sunnyvale, CA 94087, and Attention: Elaine Alfaro, Food Services.

PLACING ORDERS

District staff may place orders via paper order form, telephone, email or online ordering system.

1. All orders will be processed as ordered.
2. Orders will be subject to adjustment.
3. All order discrepancies will be handled between Food Services and Vendor.
4. Credit memos will be included and must have all the information from the original order.

DELIVERY

1. All paper products will be delivered Monday through Friday.
2. All goods must be delivered in good condition.
3. All deliveries will be at minimum one time per week to the locations listed below. Additional deliveries during the week may be needed. Vendor must be available to make additional deliveries in the week.
4. A duplicate of the signed invoice shall be left at location at the time of the delivery. An itemized monthly statement showing each delivery must be sent to the District's Food Services Department. Quantities, item descriptions, unit prices and extended amounts must be shown on each invoice; this shall apply to all credits
5. Deliveries shall be required at the locations listed below.

Delivery Locations

	Location	Address	City, Zip Code	Delivery Times
1	Cupertino High School	10100 Finch Ave.	Cupertino, 95014	6:30 am to 2:30 pm
2	Fremont High School	575 W. Fremont Ave.	Sunnyvale, CA 94087	6:30 am to 2:30 pm
3	Homestead High School	21370 Homestead Rd.	Cupertino, CA 95014	6:30 am to 2:30 pm
4	Lynbrook High School	1280 Johnson Ave.	San Jose, CA 95129	6:30 am to 2:30 pm
5	Monta Vista High School	21840 McClellan Rd.	Cupertino, CA 95014	6:30 am to 2:30 pm

INSTRUCTIONS TO BIDDERS

Items to Be Submitted –

- Request for Quote Signature Page (Page 1)
- Itemized Bid Sheet (separate Excel document)
- Samples of items noted on the Itemized Bid Sheet

Deadline for Receipt of Quote – Quotes will be received prior to 2:00 p.m. PST on June 1st, 2020. Envelopes containing a quote must be marked with “Paper Supplies Quote” and name of Bidder, and submitted to:

Attn: Divya Puri
Food Services Department
Fremont Union High School District
589 W. Fremont Ave,
Sunnyvale, CA 94087

Prices – Price and notations must be typed as instructed on the “Itemized Bid Sheet” Excel document. A hard copy of the “Itemized Bid Sheet” document must be submitted with the Request for Quote. A copy of the “Itemized Bid Sheet” document must be emailed to Divya Puri in the Food Services Department at divya_puri@fuhisd.org. Prices shall be stated in units and quotations made separately on each item. Where there is a conflict between unit prices and extended prices, unit prices will govern. Where there is a conflict between words and figures, words will govern.

If during the contract period there should be a decrease in prices of the items bid, a corresponding decrease in prices on the balance of the deliveries shall be made to the District for as long as the lower prices are in effect, but at no time shall the prices charged the District exceed the prices bid. The District shall be given the benefit of any lower prices which may, for comparable quality and delivery be given by the Vendor to any other school district or any other state, county, municipal or local governmental agency in Santa Clara County for products listed herein.

Samples – A sample is required of each item marked with an “X” on the Itemized Bid Sheet. Samples shall be furnished free of cost to the District. If requested, samples are to be sent with your bid documents to **Attn: Food Services, Fremont Union High School District, 589 W. Fremont Ave, Sunnyvale, CA 94087**. The District reserves the right to reject the Quote of any Bidder failing to submit samples as requested. Samples must be plainly marked with name of Bidder and the corresponding line number from the bid sheet. Samples of the successful Bidder(s) may be retained for comparison with deliveries. Bidder(s) may pick up samples (if not destroyed by test) on notice from the District Food Services Manager. If not picked up within fifteen (15) calendar days after date of such notice, samples may be disposed of by the District. Bidder(s) (or their agent) hereby assume all risks of loss or damage to samples whatever the cause.

Questions Regarding Product Specifications Or Delivery – Contact Divya Puri, District Food Services Manager at 408-522-2216 or divya_puri@fuhdsd.org.

Award – The District intends to award a one (1) year contract with the possibility of two (2) one (1) year extensions to the lowest, responsive and responsible Bidder.

The award of this bid will be made to a single or multiple responsive and responsible bidder who meets the terms and conditions of the bid.

Each Quote will be evaluated on criteria and priorities defined by the District, with specific attention to those features, functional, and technical aspects notes for each section. The District will award the contract based on the prospective Vendor submission that best meets the needs of the District with regard to the Request for Quote specifications contained herein.

The District will issue a purchase order upon receipt of the required documents pertaining to this Request for Quote. The Contractor, by accepting the District purchase order, agrees to comply with all the Terms and Conditions as stated on the back of the Purchase Order.

A Bidder must be able to deliver the items within the required delivery date in order to be declared responsive to this bid. The District reserves the right to make no award at all, reserves the right to reject any and all bids and to waive any irregularity or discrepancy associated with this bid.

Unsolicited services or incentives offered as part of the Quote response will NOT be evaluated or considered in the award process.

The District reserves the right of determination that items bid meet or do not meet Request for Quote specifications. Contract will be awarded to most responsive and responsible Bidder based on criteria described in this Request for Quote. Further, the District reserves the right to accept or reject any or all Request for Quotes and to waive any informality in the bidding.

Response will be considered acceptance of this term. Fremont Union High School District reserves the right to make an award based on partial items.

Award Results – A tabulation of the quotes received will be available within a reasonable time after the Date Due. Results will be emailed to all bidders upon request.

Fingerprinting of Employees – It is not contemplated at the time of execution of this Agreement that Consultant or its employees will have contact with students during the provision of services under this Agreement. If, at a future time, Consultant will have contact with any pupils, Consultant shall comply with the provisions of Education Code section 45125.1 regarding the submission of employee fingerprints to the California Department of Justice and the completion of criminal background investigations of its employees. The Consultant shall not permit any employee to have any contact with District pupils until such time as the Consultant has verified in writing to the governing board of

the District that the employee has not been convicted of a felony, as defined in Education Code section 45122.1. The Consultant's responsibility shall extend to all employees, subcontractors, agents, and employees or agents of subcontractors regardless of whether those individuals are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Consultant. Verification of compliance with this section and the Criminal Background Investigation Certification that may be required with this Agreement, shall be provided in writing to the District prior to each individual's commencement of employment or performing any portion of the Services and prior to permitting contact with any student.

U.S. DEPARTMENT OF AGRICULTURE NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, officers, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD3027) found online at the Filing a Program Discrimination Complaint as a USDA customer page, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter 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;
- (2) fax: 202-690-7442; or
- (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.