

LIVONIA PUBLIC SCHOOLS
15125 FARMINGTON ROAD
LIVONIA, MI 48154-5474
(734) 744-2500



The Livonia Public Schools Board of Education, Livonia, Michigan, hereby invites the submission of **sealed bids** for the purchase of:

“Fresh Made Pizza” Bid for the 2024-2025 through 2026-2027 School Years
(See Attached Specifications)

Request for Proposal (RFP) documents can be obtained at the Livonia Public School Website, www.livoniapublicschools.org under the section titled **DISTRICT, Purchasing Bids, 2024-2025 school year, open bids** OR the SIGMA Website, www.michigan.gov/SIGMAVSS. Please feel free to include additional pages of information if necessary. For bids to be considered they must meet or exceed all specifications herein.

Sealed bids marked “FRESH MADE PIZZA” will be received until 11:00 a.m. on the 19th day of June, 2024, in the Purchasing Office, in the Warehouse at the Board of Education complex, 15125 Farmington Road, Livonia, Michigan. Mailed bids should be sent to the attention of: Purchasing Department, Livonia Public Schools, 15125 Farmington Road, Livonia, Michigan, 48154. **Livonia Public Schools is not liable for any delivery or postal delays.**

The Bid Opening will take place at **11:00 a.m.** on the 19th day of **June, 2024**, at the Purchasing Department, Livonia Public Schools Board of Education Complex, at which time all bids will be publicly opened and read. **No bids will be accepted or opened after the date and time specified. Oral, telephone, fax or electronic mail bids are invalid and will not receive consideration.**

All bids must be accompanied by a sworn and notarized statement of disclosing any familial relationship that exists between the owner and any employee of the bidder and any member of the Livonia Board of Education, the Livonia Public Schools Superintendent or Director of Finance, any member of the Wayne RESA Board of Education or the Superintendent of Wayne RESA. **No bid shall be accepted that does not include this sworn and notarized disclosure statement.**

All bids must be accompanied by a sworn and notarized Affidavit of Compliance – Iran Economic Sanctions Act. **No bid shall be accepted that does not include this sworn and notarized statement.**

All bids must be accompanied by the Equal Opportunity Statement. **No bid shall be accepted that does not include this statement.**

All bids must be submitted on the forms provided in the bid packet and all sheets must be returned for the bid. All proposals shall remain firm for a period of ninety (90) days.

The Board of Education reserves the right to accept or reject any or all bids, either in whole or in part: to award to other than the low bidder: to waive any irregularities and/or informalities: and in general to make awards in any manner deemed to be in the best interests of the district, including awarding by line item, with rationale to support such a decision. Livonia Public Schools local preference resolution will be followed for all proposals.

Prices bid are to be **F.O.B. Destination**. All purchases are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request.

Any bid submitted will be binding for ninety (90) days subsequent to the date of the bid submission. All bids must be submitted on the attached bid form and signed by the bidder. Two (2) signed copies of the bid package are to be addressed to the attention of:

Purchasing Department
Livonia Public Schools
15125 Farmington Road
Livonia, MI 48154-5474
“FRESH MADE PIZZA”

One (1) copy of the bid package should be retained for your files.

Any questions **regarding bid specifications** should be referred to Patricia Schuchardt, Director of Food & Nutrition Services. pschucha@livoniapublicschools.org, 734.744.2820, between 8 a.m. and 3:30 p.m. EST.

LATE BIDS WILL NOT BE ACCEPTED

GENERAL CONDITIONS

1. **SAMPLES** of the product, meeting the specifications, must be brought in for a tasting evaluation at the **BID OPENING**. Please provide (2) two hot pizzas (meeting specifications) packaged in your company's pizza box (as it would be delivered to our schools); one cheese and one pepperoni.
2. We anticipate a weekly volume of approximately 800 for at least the first two months, and 610 thereafter (14 inch 8 cut) pizzas for the 2024-2025 through 2026-2027 school years (based on the previous school year). Weekly delivery is needed at each of the 12 elementary schools (K-4) and the three (3) upper elementary schools (5-6). Weekly delivery is needed at the three (3) middle schools and three high schools. Weekly delivery is needed at Garfield Community School (Adult students). A firm price per pizza is required for the entire year.
3. One of the advantages of serving purchased pizza versus district-made is name-brand appeal. **This will be considered in the bid award.**
4. Please include a Nutrient Analysis Data Sheet with your quotation for all pizza. This information is required per Federal regulations (see attached form).
5. The slice of pizza must meet the federal meal pattern requirements. The vendor must provide certified proof at time of bid opening.

SPECIFICATIONS

1. **Cheese pizza shall be 14" in diameter and sliced into 8 equal slices: total weight 38.1 ounces. Light Mozzarella (low sodium) 16 oz total (2.0 ounces per slice): Crust and sauce specifications: Crust needs to equal two (2) bread equivalents per slice and be whole grain. Sauce total is 6.0 ounces and needs to be low sodium and equivalent to 1/8 cup Fruit/Veggie Alternate. If your pizza is cut into rectangular slices the slices must be 4X6. (These are State and Federal requirements that have been certified by the USDA) Also, preparation of the pizza must meet sanitary conditions that comply with the State and County Health Department regulations.**
2. **Pepperoni pizza shall be 14" in diameter and sliced into 8 equal slices: total weight 38.1 ounces. Light Mozzarella (low sodium) 14 oz total (1.75 ounces per slice). Pepperoni needs to be reduced fat & sodium 2 oz total (.25 oz meat alternate per slice). Crust needs to equal two (2) bread equivalents per slice and be whole grain. Sauce total 6.0 ounces and needs to be low sodium and equivalent to 1/8 cup Fruit/Veggie Alternate. If your pizza is cut into rectangular slices the slices must be 4X6. (These are State and Federal Requirements that have been certified by the USDA) Also, preparation of the pizza must meet sanitary conditions that comply with the State and County Health Department regulations.**
3. **Delivery** - The vendor must be able to display the ability to provide volume needed at school sites. All products are to be prepared fresh immediately prior to delivery. Products are to be delivered no earlier than 15 minutes and no later than 10 minutes prior to school's first lunch serving period. A second delivery to each school will be scheduled with the Food Service Supervisor prior to the beginning of school if needed. Serving periods are subject to change. Pizzas will be delivered in cardboard boxes with lid and in insulated pouches or hot boxes. The insulated pouches or hot boxes will be provided by the vendor at no extra charge and left on site for use during the lunch period. At the vendor's discretion, pouches or hot boxes may be picked up at the end of the serving period or left on site for the duration of this agreement.
4. **Volumes** - The selected vendor will be required to make pizza deliveries to all elementary schools, and upper elementary schools bi-weekly. The selected vendor will be required to make pizza deliveries to all middle schools and the Western Wayne Skill Center weekly. The schedule for elementary schools will be determined by the Food Service Department. Although the weekly volumes will fluctuate, vendors should expect a yearly volume of approximately 25,000 for delivery.
5. **Advertisement**- The vendor is to provide, free of charge, merchandising of pizza products for the duration of this agreement. Please include a sample or complete description. Signage is to be professional and branded.
6. The Food Service Department will not be responsible for pizza ordered by other departments.
6. **Payment terms**- The vendor is to complete a delivery verification form and must leave a copy at each building with the delivery of product. The delivery verification form will be used as supporting documentation for the monthly statement of account. **The delivery verification form must be 8 ½ x 11, must be numbered, dated and signed by a kitchen member. The form must also include the school location's name, number of pizzas delivered, the price per pizza and the total invoice price.**
7. **Customer Credit**- Samples of any unacceptable product will be returned to the vendor for full credit. There will be no charge for any late delivery.
8. **Termination**- Livonia Public Schools reserves the right to terminate this agreement for any reason.

9. This bid is made without any previous understanding, brand names, or catalog numbers used in the specification and are there for the purpose of establishing and describing general performances and quality levels. Such references are not intended to be restrictive, and bids are invited on these and comparable brands or products of any manufacturer.

The district will award the bid based on several criteria including price, ability to deliver, production facilities, location, number of employees, etc. The final recommendation will be made by the Director of Business Services for Livonia Public Schools.

Standing orders will exist for elementary and middle schools on specific days of the week, which will be determined at a later date. Kitchen managers from each school will call in advance with any adjustment to the order. If no adjustment is necessary, the standing order will be utilized. The pizza vendor shall use previous orders to forecast food orders. If the school has to call for extra pizza during service time, the pizza delivered will be at the bid price.

OFFICIAL BID REQUIREMENTS

“FRESH MADE PIZZA” Bid

NAME OF COMPANY _____

REPRESENTATIVE _____

BUSINESS ADDRESS _____

CITY, STATE, ZIP _____ DATE _____

The bidder above-mentioned declares and certifies:

- A. That said bidder is of lawful age and the only one interested in this bid; that no one other than said bidder has any interest herein.
- B. That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.
- C. Bid prices **MUST** include ALL delivery charges.
- D. Specifications: Any deviation from the specifications set forth must be clearly identified and detailed on the bid proposal form; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible. In the event that a supplier wishes to bid a voluntary alternate in addition to the base bid (and as a cost savings consideration for the District), such alternate shall be submitted with the bid, on separate sheets and labeled as such with a brief description of the difference and rationale. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.
- E. That the prices quoted herein are net and exclusive of all federal, state and municipal sales and excise taxes. TAXES- The successful company within this context is considered to be providing a service in which the company is the consumer of all equipment, supplies and materials used in providing this service. The company must pay tax on all equipment, supplies and materials used. When it comes to the affixation of materials to real property or the purchasing of services from a company, the school district's exemption does not flow through to the company who is the consumer of material for tax purposes. Any questions regarding this issue of tax, please contact the Michigan Department of the Treasury at 517.339.1123.
- F. All price proposals and delivery terms shall remain firm for ninety days after the date of bid opening and pricing should be based on current market value with agreement to invoice according to any price **reduction** that may occur prior to final delivery.
- G. District reserves the right to award this bid separately or in total, or for reasons of establishing uniformity, to other than the low bidder.
- H. No member of Livonia Public Schools Board of Education, or any officer, employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work, services or any portion of the profits thereof to which it relates.
- I. The bid **MUST** be signed by an authorized company agent and submitted on the attached forms (**School District designed form**).
- J. Under penalty of perjury, the vendor bidding certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or State anti-trust laws. The bidder also certifies that their bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.

OFFICIAL BID REQUIREMENTS (continued):

K. All bids must be accompanied by the following three statements:

- 1) Familial Disclosure Statement – **sworn and notarized.**
- 2) Affidavit of Compliance – Iran Economic Sanctions Act – **sworn and notarized.**
- 3) Equal Opportunity Statement.

No bid shall be accepted that does not include all of these statements.

L. Any error or omission found within this specification packet shall be communicated to all bidders as soon as possible. Bidders will not be allowed to take advantage of any errors or omissions in the specifications of this bid. Full instructions shall be given regarding any errors and omissions if called to the attention of Livonia Public Schools within two working days of the bid date.

M. Bidder must be a firm established not less than three (3) years in the field for which this bid is solicited.

N. Additional references may be requested after the bids are submitted. When requested, references are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.

O. The undersigned certifies that the bid contained herein meets or exceeds specifications.

Signature _____ **Print Name** _____

Title _____ **Date** _____

**LIVONIA PUBLIC SCHOOLS
SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT
"FRESH MADE PIZZA" BID**

All bidders must complete the following disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid proposal will be accompanied by a sworn statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Livonia Public Schools Board of Education, the Livonia Public Schools Superintendent or the Director of Finance, any member of the Wayne RESA Board of Education or the Superintendent of Wayne RESA. The District will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

The members of the Livonia Public Schools Board are: Karen Bradford, Tammy Bonifield, Colleen Burton, Madeline Acosta, Crystal Frank, Liz Jarvis, Mark Johnson. The Livonia Public Schools Superintendent is Andrea Oquist and the Director of Finance and Board Treasurer is Alison Smith.

The following are the familial relationship(s):

	Owner/Employee Name	Related to:	Relationship:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach additional pages if necessary to disclose familial relationships

BIDDER'S FIRM NAME _____
BY (SIGNATURE _____
PRINTED NAME AND TITLE _____

STATE OF MICHIGAN)
)SS
COUNTY OF)

Subscribe and sworn before me on this _____

Day of _____, 20____, a Notary Public

In and for _____ county,

Notary Public

My Commission expires _____

EQUAL OPPORTUNITY STATEMENT
"FRESH MADE PIZZA" BID

Livonia Public Schools:

It is the publicly stated policy of _____ not to discriminate against any employee, applicant for employment, contractor, or material supplier, because of race, religion, national origin, ancestry or sex. With regard to employment, such non-discrimination includes, but not limited to, our (my) policies of recruitment, recruitment advertising, selection for apprenticeships or other training, rates of pay, promotion, transfer, lay-off or termination.

In all advertising for employment, subcontractors, or suppliers we (1) shall state all applicants or respondents will receive consideration without regard to race, religion, color, national origin, ancestry or sex.

We (I) understand that any contract for the Livonia Public Schools shall be in consideration of our maintaining the above mentioned non-discrimination policy.

We (I) understand that we (I) may be required to submit further information covering the race, color and work classification for our employees and those of subcontractors to be employed on this project.

NAME OF BIDDER (COMPANY): _____

SIGNATURE: _____

NAME: _____

TITLE: _____

VENDOR PROFILE:

Livonia Public Schools requests that vendors participating in the "FRESH MADE PIZZA" Bid provide specific information about their company. This information will be taken into consideration when the bids are evaluated.

CONTACT INFORMATION:

NAME OF COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____

SALES MANAGER: _____

Email address: _____

NO. YEARS IN BUSINESS: _____ TOTAL NUMBER OF EMPLOYEES: _____

CLIENT CONTACTS:

Please provide a list of the five (5) or more references of school districts and/or companies using the products or services recommended in this bid proposal:

NAME OF SCHOOL DISTRICT/COMPANY: _____

Contact/position: _____

Email Address: _____

Address: _____

City: _____ PHONE: _____

Estimated volume of business per year: \$ _____

NAME OF SCHOOL DISTRICT/COMPANY: _____

Contact/position: _____

Email Address: _____

Address: _____

City: _____ PHONE: _____

Estimated volume of business per year: \$ _____

NAME OF SCHOOL DISTRICT/COMPANY: _____

Contact/position: _____

Email Address: _____

Address: _____

City: _____ PHONE: _____

Estimated volume of business per year: \$ _____

CLIENT CONTACTS (continued):

NAME OF SCHOOL DISTRICT/COMPANY: _____

Contact/position: _____

Email Address: _____

Address: _____

City: _____ PHONE: _____

Estimated volume of business per year: \$ _____

NAME OF SCHOOL DISTRICT/COMPANY: _____

Contact/position: _____

Email Address: _____

Address: _____

City: _____ PHONE: _____

Estimated volume of business per year: \$ _____

NAME OF SCHOOL DISTRICT/COMPANY: _____

Contact/position: _____

Email Address: _____

Address: _____

City: _____ PHONE: _____

Estimated volume of business per year: \$ _____

Price Bid Sheet for Livonia Public Schools

"FRESH MADE PIZZA" BID

Company Name: _____

Address: _____

Signature: _____

Title: _____

Date: _____

Total price, as specified, to include delivery (please attach or describe/include all specifications and include minimum specifications with any variations noted):

Quantity	Description –	Unit Cost

\$ _____ TOTAL Bid

\$ _____ *Total Bid Award DEDUCT (if any)

*The DEDUCT is [] **OR** is not [] included in the Total bid price.

Please indicate if the above pricing is firm for individual bid items or only as a TOTAL bid package (check box below).

INDIVIDUAL Bid Items []

TOTAL Bid Package []

Livonia Public Schools

“FRESH MADE PIZZA” – Spec Sheet

NUTRIENT ANALYSIS DATA SHEET

SCHOOL LUNCH NUTRIENT BASED

14" CHEESE PIZZA

Serving Size: _____ Number of Servings: _____

<u>Amount</u>	<u>Food Item</u>

<u>NUTRIENT</u>	<u>PER SERVING</u>	<u>PER 100G</u>
Gram weight (g)		
Calories (kcal)		
Protein (g)		
Carbohydrates (g)		
Dietary Fiber (g)		
Total Sugars (g)		
Fat (g)		
Saturated Fat (g)		
Mono Fat (g)		
Poly Fat (g)		
Trans Fatty Acid (g)		
Cholesterol (mg)		
Water (g)		
Ash (g)		
Vitamin A- IU (IU)		
Vitamin C (mg)		
Calcium (mg)		
Iron (mg)		
Sodium (mg)		
Calories from Fat(kcal)		

NUTRIENT ANALYSIS DATA SHEET
SCHOOL LUNCH NUTRIENT BASED

14" PEPPERONI PIZZA

Serving Size: _____ Number of Servings: _____

<u>Amount</u>	<u>Food Item</u>

<u>NUTRIENT</u>	<u>PER SERVING</u>	<u>PER 100G</u>
Gram weight (g)		
Calories (kcal)		
Protein (g)		
Carbohydrates (g)		
Dietary Fiber (g)		
Total Sugars (g)		
Fat (g)		
Saturated Fat (g)		
Mono Fat (g)		
Poly Fat (g)		
Trans Fatty Acid (g)		
Cholesterol (mg)		
Water (g)		
Ash (g)		
Vitamin A- IU (IU)		
Vitamin C (mg)		
Calcium (mg)		
Iron (mg)		
Sodium (mg)		
Calories from Fat(kcal)		