



**Pittsburgh Public Schools  
Food Service**

8 South 13<sup>th</sup> Street | Pittsburgh, PA 15203-1230

Phone: 412-488-3300 | Fax: 412-488-3311 |

# 12-002  
Produce

<b><i>RFP</i></b>	
<b>Number</b>	<b>12-002</b>
<b>Name</b>	<b><i>PRODUCE</i></b>
<b>Mail or Deliver to:</b> <small>(no fax bids accepted)</small>	<b>Pittsburgh Public Schools, Food Service 8 South 13<sup>th</sup> Street Pittsburgh, PA 15203 ATTN: Donna Dugan</b>
<b>Deadline</b>	<b>2:00 PM on Wednesday May 13, 2015</b>

We, the undersigned, here with propose and agree to furnish the Pittsburgh Public Schools (PPS) all of the items that we have priced, at the net prices set opposite each item on the attached sheets.

This proposal is subject to all the terms of the contract documents, as defined in the "Conditions of Bid". We hereby agree to enter into a written contract to furnish such item(s) and all bid prices remain as quoted on the RFP #12-001 regardless of award status.

We understand that PPS reserves the right to reject any or all bids or any portion thereof not deemed satisfactory, or to select single items from any bid.

The undersigned bidder certifies to having read all the contract documents and offers to furnish items as specified to the school districts participating in the council in exact accordance with these specifications and conditions at the prices stated on the attached forms.

DATE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

TYPED NAME \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

# **Pittsburgh Public Schools Food Service Standard Bid Requirements**

Sealed bids for material listed herein will be received in the Food Service Administrative Office until 2:00 PM on the day specified herein and will be opened at the same hour in the Food Service Center Conference Room.

Price each item as indicated including delivery to approximately 25 building locations as well as the FOOD SERVICE CENTER located at 8 South 13<sup>th</sup> Street Pittsburgh, PA 15203-1230

1. These bids are being received according to law as set forth in the Public School Code of 1949, as amended.
2. All bids shall be returned in a clearly marked envelope according to bid number, bid name and date of opening and addressed to The Food Service Center, 8 South 13th Street, Pittsburgh, PA 15203. **NO FAX BIDS ACCEPTED.**
3. The Bidder is responsible for ensuring that the Bid document inside a sealed envelope is deposited into the locked bid box in the Food Service Center, 2<sup>nd</sup> Floor Lobby prior to 2:00 PM on the date of the Bid Opening. Delivering that Bid document to a school district employee, even if a signature is obtained, **is not** sufficient to meet the requirements of this Bid Condition. The School District will not be responsible for the failure of any of its employees or any mail delivery service to place this bid document in the designated bid box prior to the time and date for the public opening of this Bid.
4. One copy of this Bid Inquiry is provided to each bidder. One copy is to be filled out, signed, and returned to the Board of Public Education's Food Service Center Administrative Office. **ONLY DESIGNATED BID NUMBER PER ENVELOPES WILL BE ACCPETED.**
5. Bids shall be submitted on this Inquiry Form which must be signed by a duly authorized agent or officer of the company making the bid. Absence of original signature of person duly authorized to sign for the company submitting this bid document will automatically leave this bid null and void.
6. Bidders will quote prices on the unit as specified (i.e. "each", "lot", "dozen", etc.) unless the unit as used in the trade differs from that requested on the Inquiry. In such case, the unit being bid should be changed on this bid document to reflect the industry standard.
7. Prices quoted will be considered net unless otherwise noted on bid. No escalator clauses will be permitted unless provided for in the Bid format.
8. Prices quoted must include all costs for transportation to the location indicated above including delivery inside the building. Any discount, standard rebate, or promotional allowance must be indicated on this inquiry. For USDA processed items, the processor shall invoice Pittsburgh Public Schools at the net case price which shall reflect a discount for the value of the donated commodity. Pittsburgh Public Schools will not accept the Refund and Hybrid systems for commodity valuation and/or payment processing.
9. Not more than one alternate product may be quoted on any single item of the bid. Description and pricing for such alternate must be typed in on this document immediately below space for pricing of primary bid.
10. All bids shall be effective for a period of 30 days from the opening date of this bid, and no bid may be withdrawn prior thereto.
11. In all cases where no sample is submitted by the bidder, it will be understood that the bidder agrees to furnish the exact article or articles as specified, or to exactly match the Board's sample. Where samples are requested on items bid, failure to provide such samples may result in the automatic disqualification for the bid for those items.
12. Samples to receive consideration must be delivered to the Food Service Center located at 8 South 13<sup>th</sup> Street, Pittsburgh, PA 15203, unless otherwise specified, and all charges for transportation, including drayage, must be paid by the bidder. Samples must be delivered on or before the day and hour for opening this bid.
13. The Director of Food Service shall have full power and authority to reject any and all materials furnished which in his/her opinion, are not in strict compliance and conformity with the requirements of the specifications, or equal in every respect to the samples submitted. The decision of said Director shall be final, conclusive, and without exceptions or appeal. All articles so rejected shall promptly be removed from the premises of the Board at the cost of the Vendor.
14. The Board of Public Education reserves the right to increase quantities of items to be purchased to reflect actual Board needs at the time that order(s) are issued. Such additional quantities will be purchased at the price indicated on this bid.

15. This is a request for pricing only, not a guarantee of an order. Orders will be placed through official Board of Education Purchase Orders generated by the Food Service Department.
16. Every effort must be made to comply with the “Buy American” mandate: All domestic commodities or food products for use in the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and/or the Afterschool Snack Program (ASP) should be processed in the United States using domestic agricultural commodities where over 51% of the processed food and/or food products comes from American-produced products.
17. Vendors must have active knowledge with the Green Seal Program, involving sustainable food; energy management & conservation; water consumption & management; air quality; waste reduction & management; cleaning & landscape management; and overall company responsibility.

**THE INFORMATION CONTAINED IN THIS BID HAS BEEN REVIEWED AND APPROVED BY:**

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# STANDARDIZATIONS

## A. USDA STANDARD

All portions must conform to the standards published in the USDA food-buying guide for the school lunch program.

## B. ADDITIVES

The use of natural preservatives is to include a wholesome vitamin/mineral blend for use in the foodservice industry and approved by USDA (for use in keeping produce looking and tasting fresher longer). Artificial colors and dyes are prohibited. The use of synthetic preservatives is prohibited.

## C. APPEARANCE

Components will appear full and robust, not squashed or misshapen. Ingredients will appear fresh and wholesome, free of off colors, dehydration or faulty assembly

## D. NUTRITIONAL VALUE ANALYSIS *Must be available in electronic PDF file*

The manufacturer is to include with the bid submission, on a separate sheet, a complete nutritional analysis of each applicable product being quoted. The following minimum information, if applicable, is required of each item. Serving size by weight and gram equivalent

Calories per serving	Potassium (mgs)
Sodium (mgs)	Protein (grams), (% RDA)
Vitamin (IU), (%RDA)	Thiamin (mgs), (%RDA)
Total fat and breakdown of fats:	Riboflavin (mgs), (%RDA)
Saturated (grams); Monounsaturated (grams);	Niacin (mgs), (%RDA)
and Polyunsaturated (grams)	Iron (mgs), (%RDA)
% Calories from Fat	Trans Fat
Vitamin C (mgs), (%RDA)	Dietary Fiber (grams)
Cholesterol (mgs)	Sugar:
Carbohydrate (grams)	Refined Sugar (grams); Processed Sugar (grams)
Declarations of all known allergens	

## E. INGREDIENT VERIFICATION

CN Label or information verifying the protein, bread, and vegetable equivalents on the National School Lunch Program **must be included with bid, if applicable.**

## F. PACKAGING

All packaging must be approved by the USDA and the Food and Drug Administration for contact with food.

## G. LABELING

All markings and labeling shall be on one panel of the carton. Marking material shall be waterfast, non-smearing, and of a color contrasting with the carton. All carton markings conform to USDA labeling requirements and should include a minimum of the following:

- Description of contents
- Product Code Numbers
- Processing Date: month/day/year
- Lot Number: Manufacturer's lot or batch number listed under the processing date.
- Wholesomeness Stamp: USDA plant number (if applicable)
- Ingredient Statement: Ingredients must be listed in order of predominance.
- Count per case.

## H. SPECIFIC PRODUCE VENDOR SPECIFICATIONS

- Products must be packed under continuous USDA inspection where applicable.
- Vendor's facility must be locked 24 hours a day. All vendor trucks must be locked nightly after packing.
- Vendor's receiving area and trucks must be refrigerated, and vendor's trucks must be cleaned and sanitized weekly.
- Vendor must have a Quality Control Team to monitor the quality of fresh produce entering and leaving the facility daily.
- Upon delivery, the PPS Food Service Center warehouse will spot check for external and internal damage, cleanliness, defects, spoilage, count, temperatures, and any other inspections deemed necessary by the Warehouse Supervisor. PPS reserves the right to make final disposition of all internal damaged materials at a later date.
- Vendor must be HACCP Certified.
- Vendor must have a written Standard Operational Procedure for product recalls.

- h) Vendor must be registered with the FDA as compliant with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (PL107-188)
- i) Vendor must be a registered member of PRO\*ACT ( a coast-to-coast source for fresh produce contracting with the industry's leading growers and shippers, providing the foodservice industry with product quality, safety and value. Also providing category cost management through commodity contract pricing, in-house consultation services and integrated produce program distribution management)
- j) Additional fees may be imposed due to the following: Requiring Over Time for school district staff for deliveries that arrive after normal receiving hours (7:30 AM - 11:30 AM); Violating City and County ordinances regarding Idling Regulations (maximum idling time of 5 minutes; 20 min./hour if less than 40° F or more than 75° F - see <http://www.dgs.state.pa.us>).

I. PAYMENT PROCESS

- a. Upon receipt of delivered goods along with proof of delivery (i.e. invoice, packing slip, etc), PPS will issue payment within 60 days.
- b. Statements shall be sent to the administrative billing office of the food service department.
- c. Bidders are encouraged to offer cash discounts based on expedited payment by PPS. PPS will make efforts to take advantage of discounts, but discounts will not be considered in determining the lowest bid.
- d. Discount periods shall be calculated starting from the next business day after the recipient has accepted the goods or services with a properly signed invoice.
- e. Payments issued within 30 days are eligible for \_\_\_\_\_% discount deducted from invoice (fill in the blank).
- f. PPS may offer the opportunity for vendors to be paid through the procurement card (P-Card). Purchasing transactions utilizing the P-Card will usually result in payment to vendor in three days.
- g. Bills submitted cannot exceed price quoted.
- h. All charges must be reflected in the original bid price.

J. ONLINE ORDERING

Vendors must have operational an on-line ordering system, web-based, using Internet Explorer available 24/7, in which all sites are capable to place orders as well as one central "Super Buyer" to approve all orders (return and/or reject). Each site manager/director will have a unique username/password to their school district. Order Guides must include the vendor's item number, description, pack size, etc. Site managers/directors must have the ability to save orders, submit orders, edit saved orders, order "No Order", and create standing orders as well as review past orders. They must be able to print the order guide, past orders, and submitted orders. Each site will have default delivery dates, not allowing orders to be placed for non-designated dates.

K. DELIVERIES

Deliveries will be made to approximately 33 K to 8, Middle, and High School locations, as well as the Central Warehouse. A complete listing of building locations can be found at <http://www.pps.k12.pa.us/domain/11>

L. LOCAL PRODUCE /FARMS

Every effort must be made to procure local produce during the appropriate seasons with appropriate produce when available (\*local produce defined as within 150 miles of Pittsburgh, PA). Successful vendor will provide supporting demonstrations/educational opportunities and/or tours of local farms upon request. See list of local items highlighted in **GREEN** and indicate date/range of availability, the % of local produce that can be procured and your cost. Please write in any additional local produce in the empty spaces on the form. Vendor shall provide a list of all farms which supply produce.

M. SAMPLES

The following full case samples are required at the time of RFP submission on Wednesday May 13, 2015 by 2:00 PM to the Food Service Center Warehouse:

Line #4 Apples, Washington State Red Delicious U.S. Grade Fancy

Line #8 Broccoli/Cauliflower Florets, U.S. No. 1 Grade Standard, packaged in gas-permeable package, code-dated, sulfite-free

Line #10 Carrots, Baby Peeled, U.S. No.1 Grade Standard, 1.3 oz. bags

Line #13 Celery Sticks, U.S. No 1 Grade Standard, 1.6 oz individual bags

Line #17 Grapes, Medium Size Red Seedless, Grade Standard for U.S. No. 1

Line #25 Lettuce, Romaine Chopped, U.S. No. 1 Grade Standard

Line #28 Oranges, Navel or Valencia, U.S. No. 1, size 125 or 113

Line #32 Pears, U.S. No. 1 Grade Standard, Anjou or Bartlett (any summer or winter variety except Keiffer)

Line #39 Salad Mix 4 Part, U.S. No. 1, (80 % chopped iceberg lettuce, 20% chopped romaine lettuce with carrots & shredded red cabbage) uniformly cut 1/8 to 1/4" widths, gas-permeable package, code-dated, sulfite free

Line #45 Tomatoes, Grape, Stage 6 Ripening, U.S. No. 1 Grade Standard

N. PRICING

Prices must be held firm from **July 1, 2015 through June 30, 2016**. **Weekly pricing will be verified using the USDA Wholesale Market Price Report for Pittsburgh PA using MONDAY pricing.**

Any additional rebates, promotions, etc. must be clearly indicated. All prices are inclusive of delivery.

O. AWARD

This RFP will be awarded on **COST PLUS FIXED SERVICE FEE PER CASE** using the USDA Wholesale Market Price Report for Baltimore MD as of **Monday May 11, 2015**. When price range is given, use the HIGHEST amount. See website [http://www.ams.usda.gov/mnreports/ps\\_fv010.txt](http://www.ams.usda.gov/mnreports/ps_fv010.txt)

An overall grading system by categories will be used based on the following (best out of 50 points):

1. Price (0-20 points)
2. Quality of samples (0-10 points)
3. Specific Produce Vendor Specifications, listed under Letter H (0-10 points)
4. Online ordering capabilities (0-5 points)
5. Procurement of Local Produce (0-5 points)

P. EXTENSION CLAUSE

The School District may wish to extend this contract for **one additional school year** (July 1, 2016 through June 30, 2017) Any contract resulting from this solicitation may be extended for a period not to exceed 1 year in total, upon the mutual agreement of both parties. All prices indicated in #12-002 would remain *at the same cost* for School Year 2016-2017, with the exception of commodity allowance values and any pre-determined variations that are agreed upon by both parties. Should this contract be canceled for reasons of non-availability of funds, cancellation would take place on the last day of the original appropriation period, June 30, 2016. In the event of cancellation of non-availability of funds, the school district will not be obligated to purchase any items remaining in inventory. Vendors will be notified well in advance of a pending cancellation.

Indicate your company's willingness to extend this contact for one additional school year:

YES: \_\_\_\_\_ NO: \_\_\_\_\_

Q. PROGRAM OPTION

The School District reserves the right to accept or reject all or part of this Bid Inquiry, and to accept or reject any item or group of items, for which bid is submitted.