

FARMINGTON PUBLIC SCHOOLS
32500 Shiawassee
Farmington, Michigan 48336-2363

INVITATION TO BID #2025001

Farmington Public Schools will accept sealed bids for fresh-made pizza as described in the attached specifications at the Reference “ Fresh Pizza Bid” on the label and add % Karla Swanson ; Purchasing /Accounting Manager.

Farmington Public Schools Administration Building
33000 Freedom Road
Farmington, MI 48336-2338

until **1:00 P.M. local time on Friday, April 18, 2025**, where they will be opened and read for presentation to the Board of Education at a regularly scheduled meeting. All participants attending the bid opening will be required to sign in at the office and given an id badge. No oral, telephonic, telegraphic or facsimile proposals will be considered. No proposals will be considered after the time of closing of bids.

Bids specifications will be available for download on April 7, 2025 at [FPS Purchasing and Bids](#) or on the SOM SIGMA VSS site [SIGMA VSS \(Vendor Self Service\)](#); after **12:00 PM**.

The Board of Education reserves the right to accept or reject any or all items in the bid; to award the bid in part or in total; to waive any informalities therein; or for any reason, to award the contract to other than the low bidder. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.

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

This district participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A domestic commodity or product is defined as one that is either produced in the US or is processed in the US substantially using agricultural commodities that are produced in the US. We require that suppliers certify the percentage of US content in products supplied to us. If you are unable or unwilling to make such certification, we can't purchase from you.

All bids (pricing) shall remain firm for the entire school year. All bids to be considered must meet or exceed all specifications herein.

All bids must include a signed “Familial Relationship Disclosure” form (enclosed with document), Iran Linked Business Affidavit and indicate whether they are on the Federal government's “Excluded Parties” list.

Equal Employment Opportunity: Pursuant to Equal Employment Opportunity Commission (EEOC) regulations, the Contractor will not discriminate against any employee or applicant for employment because of race, religion, sex, color, national origin, age or disability.

Buy American: Federally funded Child Nutrition Programs are required to buy food products produced in the United States (domestic) when using Federal Funds. Therefore, if there are domestic and non-domestic products available, Contractors must offer and supply domestic products. Non-domestic products may be supplied only when domestic is unavailable. Contractor will be responsible for providing appropriate documentation.

All bids must be submitted on the attached bid form and signed by the bidder. Two (2) signed copies of the bid form should be addressed to the attention of:

Karla Swanson
Farmington Public Schools Administration Building
33000 Freedom Road
Farmington, MI 48336-2338
“FRESH-MADE PIZZA BID

One (1) copy of the bid form should be retained for your files. Any questions should be referred to Ms. Angela Davis at (248) 489-3744 or Angela.Davis@fpsk12.net

**FARMINGTON PUBLIC SCHOOLS
FRESH-MADE PIZZA BID #2025001**

SCOPE OF BID:

The Farmington Public Schools Nutrition Services Department is seeking bid proposals on the delivery of 51% whole grain crust and traditional crust, fresh-made pizzas, to the schools listed below. A “blind taste test” will be conducted with students and staff of the district.

GENERAL CONDITIONS:

Note: This year Farmington is requesting pricing for whole wheat crust pizza and traditional crust pizza.

1. **SAMPLES** may be requested prior to bid recommendation

- A. **SECONDARY LOCATIONS:** We anticipate a volume of **approximately 15,000 pizzas** for the secondary locations for the 2025-2026 school year (based on past usage). Weekly delivery is needed at each secondary school. **A firm price per pizza is required for the entire year.**

- B. **ELEMENTARY LOCATIONS:** We anticipate a volume of **approximately 32,000 pizzas** for the Elementary Schools for the 2025-2026 school year (based on past usage). **A firm price per pizza is required for the entire year.** We'll be determined at a later date if pizza deliveries will be needed.

SECONDARY LOCATIONS:

1. North Farmington High	32900 West 13 Mile	Farmington Hills, MI	48334
2. Farmington High	32000 Shiawassee	Farmington, MI	48336
3. East Middle School	25000 Middlebelt	Farmington Hills, MI	48336
4. Power Middle School	34740 Rhonswood	Farmington Hills, MI	48335
5. Warner Middle School	30303 West 14 Mile	Farmington Hills, MI	48334
6. Visions Unlimited	30415 Shiawassee	Farmington, MI	48336
7. Farmington Steam Academy	32800 Twelve Mile	Farmington Hills, MI	48334
8. Farmington Central High	30175 Highmeadow	Farmington Hills, MI	48334

ELEMENTARY LOCATIONS:

9. Beechview Elementary	26840 Westmeath	Farmington Hills, MI	48334
10. Forest Elementary	34545 Old Timber	Farmington Hills, MI	48331
11. Gill Elementary	21195 Gill Road	Farmington Hills, MI	48335
12. Hillside Elementary	36801 Eleven Mile	Farmington Hills, MI	48335
13. Kenbrook Elementary	32130 Bonnet hill	Farmington Hills, MI	48334
14. Lanigan Elementary	23800 Tuck Road	Farmington Hills, MI	48336
15. Longacre Elementary	34850 Arundel	Farmington, MI	48335
16. WoodCreek Elementary	28400 Harwich	Farmington Hills, MI	48334

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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.**

SPECIFICATIONS: Vendor will provide fresh-made pizza to the locations on the previous page prepared to the following specifications.

- A. **Each pizza shall be: 100% mozzarella or 100% cheese blend 1.0# total (2.0 ounces per slice); pepperoni (2 - 3 slices per slice); crust and sauce - to vendor specifications. (These are State and Federal Requirements.) Also, preparation of the pizza must meet sanitary conditions that comply with State and County Health Department regulations.**
- B. **Delivery** - The vendor must be able to display the ability to provide the volume needed at school sites. (Our past history has proven that more than one store location is necessary for vendors to achieve this volume.) 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 the school's **first** lunch serving period (see attached serving schedule and delivery sites). **A second delivery to each school is also required and will be scheduled with the Food Service Supervisor prior to the beginning of school.** Serving periods are subject to change. Pizzas will be delivered in cardboard boxes with lid and insulated pouches. The insulated pouches 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 may be picked up at the end of the serving period or left on site for the duration of this agreement.
- C. **VOLUMES:** Selected vendors will be required to make WEEKLY pizza deliveries to all high, middle and elementary schools with the schedule to be determined by the Nutrition Services Department.

The District will award based on several criteria including **price, product** (taste testing), **ability to meet delivery requirements, production facilities, location of facilities, number of employees**, etc. The final recommendation will be made by the Nutrition Service Supervisor.

Standing orders will exist for middle and high schools on specific days of the week, which will be determined at a later date. Kitchen managers from each school will **call 24 hours in advance** with any order adjustment. If no adjustment is necessary, the standing order will be utilized. The pizza counts for elementary schools will be called in the day before the scheduled pizza day. The pizza vendor shall use previous orders to forecast food orders.

- D. Owner reserves the right to **award this bid separately or in total**, or to award items to other than the low bidder.

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SPECIFICATIONS: (Continued)

E. 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.

F. The Nutrition Service Department will not be responsible for pizza ordered by other departments for after school and evening functions, etc. These departments must be billed separately.

G. Payment terms - The vendor is to complete a delivery verification form (district provided) and must leave a copy at each building with delivery of the product. The delivery verification form will be used as supporting documentation for the monthly statement of account. Send the billing to the following address:

Farmington Public Schools
East Middle School
Nutrition Service Department (248) 489-3717
25000 Middlebelt
Farmington Hills, MI 48336-1345

H. Customer credit – Samples of any unacceptable product will be returned to the vendor for full credit. The vendor will give pizza at a reduced price at the first tardy deliver, at the second offense the cost of the pizza will be fully refunded and the third offense may lead to cancellation of the agreement.

I. Termination - Farmington Public Schools reserves the right to terminate this agreement for any reason.

J. 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.

K. Supplies or services shall not be purchased from an employee or board member of the District, nor from a member of a household of an employee or board member, nor from any firm or vendor in which an employee or board member or member of his/her household holds a **10 percent or greater financial interest (FPS Board Policy)**.

L. Any manufacturers' names, trade names, brand names, or catalog numbers used in the specification are there for the purpose of establishing and describing general performance 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.

M. PROHIBITION OF SMOKING IN PUBLIC SCHOOL FACILITIES - In the interest of providing a safe and healthy environment for the employees, students and visitors, smoking is prohibited throughout school buildings, grounds and vehicles (includes construction workers and delivery people).
Effective date: July 1, 1993

N. The period of this contract shall be for the 2025-2026 school year. By mutual agreement of the Awarded Vendor and the District the contract may be renewed on an annual basis for an additional two (2) one (1) year periods. Written notice of the District's intention to renew shall be given approximately ninety (90) days prior to the expiration date of each contract period.

6007 Tobacco-Free Environment (Board Policy)

The use of all tobacco products on School District property, including electronic cigarettes, vaporizers, etc., is prohibited. For purposes of this policy, School District property includes all school buildings, areas adjacent to school buildings, athletic fields, pupil transportation vehicles and parking lots. This prohibition applies to students, employees and visitors to the school or school campus and applies whether or not school is in session. The term "tobacco" includes any kind of lighted pipe, cigar, cigarettes, or any other lighted smoking materials, as well as chewing products and snuff. "Electronic Cigarettes" means any device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term includes any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, or under any other product name or descriptor. "School District Property" means: all school buildings, areas adjacent to school buildings, athletic fields, pupil transportation vehicles and parking lot.

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BID PROPOSAL FORM -Page 1 of 4

The undersigned certifies that the bid contained herein meets or exceeds the attached specifications. Prices bid will remain firm for the entire school year. Please include Nutritional and ingredient labels and Child Nutrition

Signature _____

<u>ITEM</u>	<u>UNIT PRICE (per pizza)</u>
Cheese Pizza 51% Whole Grain Crust	\$ _____
Pepperoni Pizza 51% Whole Grain Crust	\$ _____
Cheese Pizza Traditional	\$ _____
Pepperoni Pizza Traditional	\$ _____
Size of Pizza:	_____
Slices per Pizza:	_____

**THE SCHOOL DISTRICT RESERVES THE RIGHT TO AWARD
BASED ON CONSIDERATIONS OTHER THAN PRICING.**

Deviation from specifications _____

Addendum #'s _____ Received _____

Are there prompt payment terms? _____ % _____ days.

COMPANY _____

ADDRESS _____

AUTHORIZED SIGNATURE _____ TITLE _____

PHONE _____ FAX _____ DATE _____

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BID PROPOSAL FORM – Page 2 of 4

COMPANY INFORMATION

How long has your company been in business? _____

Please list other school districts (and contact person) for whom you've provided a similar program.

_____	_____
_____	_____
_____	_____

Please list store location(s) that will be servicing the District.

_____	_____ Years at location
_____	_____ Years at location
_____	_____ Years at location
_____	_____ Years at location

Number of drivers designated to service District: _____

Has your company ever been listed on the Federal governments "Excluded Parties" web site? **Yes or No**

If yes, please explain why _____

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BID PROPOSAL FORM – Page 3 of 4

FAMILIAL RELATIONSHIP DISCLOSURE (SUPPLIES, MATERIALS & EQUIPMENT)

Any vendor participating in this competitive bid is required to sign a sworn statement disclosing any familial relationship(s) that exists between the owner or any employees of the bidder and any member(s) of the Farmington Public Schools Board of Education or the Superintendent. *Failure to provide signature will result in bid disqualification.*

SWORN STATEMENT:

The undersigned, the owner or authorized officer of, _____ (vendor/bidder), pursuant to the familial disclosure requirement stated above and provided in the Farmington Public Schools bid, hereby represent and warrant, *except as provided below*, that **no familial relationships** exist between the owner(s) or any employee of the firm and any member of the Farmington Board of Education or the Superintendent.

Bidder/Vendor: _____

By (officer): _____ (signature)

Name: _____ (print)

Title: _____ (print)

Date: _____

If a familial relationship exists, please list and explain:

BID PROPOSAL FORM – Page 4 of 4

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named contractor (the “Contractor”), pursuant to the compliance certification requirement provided in the Farmington Public Schools’ (the “School District”) Request For Proposals For _____ (the “RFP”), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an “Iran linked business” at any time during the course of performing any services under the contract.

The Act defines an Iran Linked Business as an individual or any entity, including all successors, parent companies, subsidiaries and companies under common control, engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, including providing of products used to construct or maintain oil or liquefied natural gas pipelines.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for three (3) years from the date it is determined that the person has submitted the false certification.

CONTRACTOR: _____

Name of Contractor

By: _____

Its: _____

Date: _____

STATE OF _____)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2013, by _____.

, Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of: _____