

KYLE TURNER
Superintendent



Gateway
Great Food
Great Friends
Great Nutrition

MEMBERS – BOARD OF TRUSTEES

Casey Bowden
Lindi Haynes
Phil Lewis
Bobbie Simpson
Dale Wallace



July 1, 2026

This is to establish a request for quote for the 2026-2027 school year for disposable/compostable paper/plastic food supplies for the Gateway Unified school District. This will be awarded all or nothing to one vendor by line-item availability, cost and service (delivery & lead time).

Gateway Unified School district has the right to roll over the bid annually for up to three subsequent school years (2027-28, 2028-29 and 2029-30) if agreed upon by both parties in writing.

All bids are required to be sent in writing via email by 10:00 on July 13, 2026. Late bids will not be accepted. All emails should be sent to: Cdotzenrod@gatewayusd.org
The winner of the bid will be announced on or by July 15, 2026 @ 12:00 pm.

Documents Requirements:

Must have/maintain insurance requirements listed in attached document "SUPPLIERS AND/OR VENDORS" - Attach proof of insurance.

Submit completed form AD-147

Submit completed BYRD ANTI LOBBYING AMENDMENT CERTIFICATION

Requirements:

Deliveries to district warehouse

4411 Mountain Lakes Blvd. Redding, CA 96003

Delivery hours: 6:00 am -2:00 pm Monday-Friday

Deliveries must be signed for and may not be dropped and left without notice.

Preferred brand as specified but comparable is allowed if it meets specifications and quality requirements.

Please see attached for item list, requirements and estimated volumes.

Sincerely,

Chalynn Dotzenrod
Supervisor of Food Services



Item	Case Count	Brand/ Manufacturer	Estimated Case Volume	Compostable
5 comp tray	500	Develop Environment Protection	550	yes
2# Paper Food Tray	4/250 ct	Nova	51	
.5# Paper Food Tray	4/250 ct	Nova	15	
5# Paper Food Tray	2/250 ct	Nova	71	
Fluted Baking Cup 2.25x6x1.875	20pk/500/cs	Hoffmasterr	3	
8 oz Squat Paper Food Container	500	Dart	35	
12 oz Double Poly Food Contianer	500	Dart	62	
16 oz Double Poly Food Contianer	500	Dart	25	
Vent Lid for 8-12-16oz Container	500	Dart	51	
16oz Round Mico Cont Bowl w/ Lid	150 sets	Verde Winsight Group	60	
16 oz Clear RPET Hinged Deli Container	2/100 ct	Eatery Essentials Inc	14	
Pet Clear Straw Slot LidFits 9-20 oz RPET / PET Cups	1000	Dart	28	
9 oz Pet Ultra Clear Squat Cold Cup Squatt	1000	Dart	28	
Scott Mega Cartridge Napkin 6.5x8.4	6 pk/875/cs	Scott	20	
Fork Med Weight Bulk	1000	Net Source	33	
Spork Med Weight Bulk	1000	Net Source	330	
Teaspoon Med Weight Bulk	1000	Net Source	33	
Knife Med Weight Bulk	1000	Net Source	3	
3 oz Treated Paper Cup	5000	Dart	5	yes
1 oz Translucent Portion Cup	2500	Dart	10	
1 oz Translucent Portion Cup Lid	2500	Dart	10	
2 oz Translucent Portion Cup	2500	Dart	5	
2 oz Translucent Portion Cup Lid	2500	Dart	5	
4 oz Translucent Portion Cup	2500	Dart	10	
4 oz Translucent Portion Cup Lid	2500	Dart	10	
Food Film (Plastic Wrap) 24"x2000'	each	With slide cutter	3	
Food Film (Plastic Wrap) 18"x2000'	each	With slide cutter	3	
Foil Heavy Duty 24" x 1000'	each		3	
Foil Heavy Duty 18"x1000	each		3	
Steam Table Pan Liner Plastic for Cooking	250	Ovenable	5	
Half Steam Table Pan Liner Plastic for Cooking	250		3	
Bun Pan Rack Covers 21"x6"x35"	200		5	
Zippered Sandwich Bag	1000		5	
Zippered Quart Bags	1000		5	
Zippered Gallon Bags	1000		5	
Zippered 2 Gallon Bags	1000		5	
Dawn Dish Soap	8/38oz bottles		5	
Paper Pan Liner 17"x25"	1000		12	
Heavy Duty Scour Pad 6"x9"	12		5	

SUPPLIERS AND/OR VENDORS

Suppliers or vendors providing products, parts, and materials. Not applicable to supplier or vendor providing maintenance or installation work.

Vendor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with products and materials supplied to **District**. The cost of such insurance shall be borne by the **Vendor**.

Minimum Scope of Insurance

Coverage shall be at least as broad as Insurance Services Office (ISO) Commercial General Liability coverage (occurrence Form CG 00 01) and including products coverage.

Minimum Limits of Insurance

1. General Liability:	\$2,000,000	General Aggregate
	\$2,000,000	Products/Completed Operations Aggregate
	\$1,000,000	Personal & Advertising Injury
	\$1,000,000	Each Occurrence
2. Automobile Liability:	\$1,000,000	Per Accident for Bodily Injury & Property Damage
3. Workers' Compensation:	Statutory	As required by the State of California
Employer's Liability:	\$1,000,000	Per Accident for Bodily Injury or Disease

Any insurance proceeds available to **Vendor** that are broader than or in excess of the specified minimum insurance coverage and/or limits shall be available to the **District** as an additional insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in the Contract or Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured, whichever is greater.

Other Insurance Provisions

The policy or policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured:** To the fullest extent permitted by law, the **District**, its elected or appointed officials, employees, agents and volunteers are to be covered as additional insureds on the general liability policy with respect to liability arising out of work or operations performed by or on behalf of the **Vendor** including materials, parts, or equipment furnished in connection with such work or operations.
2. **Primary Insurance:** The **Vendor's** insurance coverage shall be primary insurance with respect to the **District**, its elected or appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the **District**, its elected or appointed officials, employees, agents and volunteers shall be excess of the **Vendor's** insurance and shall not be required to contribute with it.
3. **Waiver of Subrogation:** **Vendor** hereby grants to the **District** a waiver of any right to subrogation which any insurer of said **Vendor** may acquire against the **District** by virtue of the payment of any loss under such insurance. **Vendor** agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the **District** has received a waiver of subrogation endorsement from the insurer.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A- VII, unless otherwise acceptable by **District** and admitted to do business in the state of California, or accepted by the Surplus Lines Association to do business in California.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the **District**. At the option of the **District**, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the **District**, its officers, officials, employees and volunteers; or the **Vendor** shall provide a financial guarantee satisfactory to the **District** guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Notice of Cancellation

Each Insurance policy required above shall state that coverage shall not be canceled, except with notice to the **District**.

Indemnification

Vendor agrees, by supplying the product(s) and/or service(s) requested in this purchase order, to defend, indemnify and hold harmless the **District**, its elected or appointed officials, employees, agents and volunteers, however caused, resulting from any defect in, or delivery of, the product(s) or material(s) supplied, or negligence in providing the service(s).

Subcontractors

Vendor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

Special Risks or Circumstances

District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage or other special circumstances.

Proof of Insurance

Vendor shall furnish the **District** with certificates and endorsements affecting coverage required by the agreement/contract. The endorsements are to be signed by the person authorized by that Insurer to bind coverage on its behalf. All endorsements are to be received and approved by the **District** before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The **District** reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

Mail all certificates and endorsements to:

Gateway Unified School District
Attn: Business Services Technician
4411 Mountain Lakes Blvd.
Redding, CA 96003
ar@gatewayusd.org



Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and
 4. Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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.

USDA is an equal opportunity provider, employer, and lender.

Instructions for Certification

- (1) By signing and submitting this form, the prospective primary participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant must submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the Department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation will disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the Department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant must provide immediate written notice to the Department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the Department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.

BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned, [Company] _____, certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer 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.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, [Company] _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

PART 2/COUNTY

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of covered Federal action or a material change to previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for such payment or agreement to make payment to lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with a covered Federal action. Attach a continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence, the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last, previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee" then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organization level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identification in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitments for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influenced the covered Federal action.
(b) Enter the full names of the individual(s) performing services and include full address if different from 10 (a). Enter Last Name, First Name and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box. Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box. Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed or will be expected to perform and the date(s) of any services rendered. Include all preparatory and related activity not just time spent in actual contact with Federal officials. Identify the Federal officer(s) or employee(s) contacted or the officer(s) employee(s) or Member(s) of Congress that were contacted.
15. Check whether or not a continuation sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

SF-LLL-Instructions Rev. 06-04-90«ENDIF»

