April 23nd, 2019

RE: RFP Dairy Products for PCM Community School District

Dear Vendor,

The PCM Community School District is soliciting competitive proposals from qualified vendors to provide dairy products for PCM School District’s School Nutrition Program during the 2019-2020 school year. The district enrollment is approximately 1,000 students and participates in both the School Breakfast Program (SBP) and National School Lunch Program (NSLP).

Failure to completely submit information requested in the RFP may result in the rejection of the bid. We look forward to your responses to the RFP.

Respectfully,

Kerri

Ms. Kerri Roling

Nutrition Director

PCM Community School District

515-994-2686

**PCM COMMUNITY SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL**

**Due Date for RFP:** No later than Monday, June 3rd, 2019 at 3:30PM. It shall be the sole responsibility of the vendor to make certain that their bid is submitted no later than date and time listed. All responses may be emailed to kroling@pcmonroe.k12.ia.us (preferred method of communication) or mailed to the following address:

PCM Community School District

Lunch Fund – Dairy Bid

PO Box 610

Monroe, IA 50170

Attn: Kerri Roling

Bids are to be reviewed on Monday, June 3rd, 2019 at 3:30PM at PCM Middle School, 407 E. Plainsmen Rd, Prairie City, IA 50228. Bids received after above date and time will not be considered.

**Awarding Bid:** PCM CSD will award the dairy bid to the most responsive and responsible vendor, which meets specifications. Consideration will be given to bottom line, quality of the product, delivery terms, service and past performance of vendor. PCM Community School District reserves the right to reject any or all bids. Vendors will be informed via email of the results within ten (10) working days of the proposal award. Payment will be made monthly to the awarded vendor, following the monthly school board meeting

**Effective Dates of Bid:** July 1st, 2019 through June 30th, 2020

**Delivery and Requirements:** A nutrition facts label and an ingredient statement must accompany all products. Child Nutrition (CN) labels included, if available. Milk crates and cartons will be clean upon delivery. Deliveries will be made 3 times per week by 8 A.M. at the following delivery sites:

PCM High School, 400 East Hwy 163, Monroe, IA 50170

PCM Middle School, 407 East Plainsmen Road, Prairie City, IA 50228

Prairie City Elementary, 309 East Plainsmen Road, Prairie City, IA 50228

Monroe Elementary, 400 North Jasper, Monroe, IA 50170

Awarded vendor must provide and maintain milk coolers at all sites. Please fill in unit price and pack sizes of the products listed on the procurement log.

**Credits or Returns:** Damaged, partially filled or leaky cartons will be replaced by the supplier at no cost to the district. Unused milk, with a use by date that will not last through breaks or holidays, shall be collected by vendor. Credit for all dairy products will be in written form.

**Termination for Cause**: The School Food Authority or the selected vendor may terminate the contract in whole, or in part, for any reason. The reasons may include but are not limited to:

1. Failure by one party to fulfill its obligations under the contract through no fault of the terminating party. The terminating party will provide a reasonable opportunity to rectify the issues identified in product or service performance prior to termination.
2. In the event that no funds or insufficient funds are appropriated and budgeted for payments due to the vendor. The SFA shall notify the vendor of such occurrence as soon as SFA’s designated individual is notified of insufficient funds by the SFA administration.

**Termination for Convenience**: The School Food Authority may terminate the contract prior to the expiration of the agreed upon contract duration or school year, without cause and without penalty. The SFA will provide thirty (30) days written notification to the selected vendor.

**Food Safety and Quality Control Plan:** The awarded vendor shall operate in accordance to industry standard Hazard Analysis Critical Control Points (HACCP) procedures that are in compliance with federal regulations for safe food handling and quality assurance practices. The SFA may inspect the awarded vendor facilities and vehicles.

**Contract and Price Renewal/Extension:** The School Food Authority intends to award the contract for one (1) year period. The SFA will have the option for two (2) one-year renewals by mutual agreement of the SFA and the vendor.

Contract renewal shall be based on:

1. Price

2. Customer satisfaction with products

3. Customer service

**RFP Inquiries may be directed to the following:**

Tami Thomas Kerri Roling

Business Manager Nutrition Director

PCM Community School District PCM Community School District

641-259-2752 515-994-2686

tthomas@pcmonroe.k12.ia.us kroling@pcmonroe.k12.ia.us

**PROCUREMENT LOG**

Date when SFA contacted vendor(s): Week of April 22nd, 2019

Method of Contact: Email and/or Mail

Vendor must return price quotes by: June 3rd, 2019 3:30 PM

Vendor will be awarded based on meeting requirements, quality and bottom line

Delivery Frequency: 3x/week

|  |
| --- |
| **Vendor Name:** |
| **Specifications** | **Brand & Pack Size****Including units per pack** | **Estimated quantity to be purchased** | **Unit Price** | **Extended Price****(Quantity X Unit Price)** | **Comments by Vendor** |
| *1. CHOCOLATE, FAT FREE SKIM MILK, HALF PINT*  |  | 140,000-160,000 cartons  |  |  |  |
| *2. STRAWBERRY, FAT FREE SKIM MILK, HALF PINT*  |  | 10,000-14,000 cartons  |  |  |  |
| *3. FAT FREE SKIM MILK, HALF PINT* |  | 20,000-23,000 cartons  |  |  |  |
| *4. 1% MILK, HALF PINT* |  | 9,000-10,000 cartons  |  |  |  |
| *5. WHOLE MILK, HALF PINT* |  | 150-200 cartons  |  |  |  |
| *6. FAT FREE SKIM MILK, GALLON*  |  | Uncertain  |  |  |  |
| *7. LOW FAT COTTAGE CHEESE, 5#* |  | 40-60 containers  |  |  |  |
| *8. LOW FAT SOUR CREAM, 5#*  |  | 50-75 containers  |  |  |  |
| *9. 100% ORANGE JUICE, 4OZ*  |  | 18,000-21,000 cartons  |  |  |  |
| Name, title, and contact information of individual quoting prices:  |

SUSPENSION AND DEBARMENT CERTIFICATION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017.510, Participants’ responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vendor Organization Name

Vendor Authorized Representative

Signature

Instructions for Suspension And Debarment Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", “debarred”, "suspended", "ineligible", "lower tiered 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 rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tiered 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 with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**Buy American**: This School Food Authority (SFA) participates in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for program meals. Section 12(n) of the National School Lunch Act (NSLA) defines “domestic commodity or product” as an agricultural commodity that is produced in the United States (U.S.) and a food product that is processed in the U.S. substantially using agricultural commodities produced in the U.S. “Substantially” means over 51% of the final processed product (by weight or volume) must consist of domestic agricultural commodities. This means that unprocessed, agricultural commodities must be domestic. Processed food must be processed domestically and must contain agricultural food that is over 51 percent domestically grown, by weight or volume as provided in the specifications.

In order to be in compliance with the Buy American provision, the SFA requires the vendor to:

* Provide documentation to verify the percentage of U.S. content in any processed end product
* To allow periodic review of storage facilities, freezers, refrigerators, dry storage, and warehouses.
* Require a certification of domestic origin for agricultural products which do not have country of origin labels. For each product with no country of origin label, complete the information in the following statement:
	+ “The vendor certifies that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert product name)*was processed in the U.S. and contains over \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert % weight or volume)* of its agricultural food component from the U.S.”

There are limited exceptions to the Buy American provision in circumstances when use of domestic foods is truly not practicable. These exceptions are:

* The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
* Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

In order to be in compliance with limited exceptions to Buy American requirement, the vendor will work with the SFA to:

1. To be considered for an alternative or exception, the request must be submitted in writing to PCM CSD, Attn: Kerri Roling, PO Box 610, Monroe, IA 50170, a minimum of 14 days in advance of delivery. The request must include:
	1. Identifying an alternative substitute(s) that are domestic and meet the required specifications:
		1. Price of the domestic food alternative substitute(s); and
		2. Availability of the domestic alternative substitute(s) in relation to the quantity ordered.
	2. Reason for exception: limited/lack of availability or price (include price):
		1. Price of the domestic food product; and
		2. Price of the non-domestic product that meets the required specification of the domestic product.

**Targeted Small Business Certification**: Businesses owned, operated, and managed by women, minority persons, and individuals with disabilities or service-connected to disabled veterans are encouraged to respond to the solicitation. Vendor should attach a copy of the Targeted Small Business (TSB) certification issued by the Iowa Department of Economic Development.

**Equal Employment Opportunity**: By submitting a response to the request for price quotations, the vendor has agreed to affirmatively cooperate in the implementation of the policy and provision of Executive Order 11246; Executive Order 11375, and 40 CFR part 61. To comply the vendor will:

1. Provide equal opportunity to all qualified persons to prohibit discrimination in employment on the basis of race, color, religion, sex, or national origin.
2. Will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
3. Employ and treat employees fairly during employment, which shall include, but is not limited to the following: upgrading, demoting, or transferring, recruitment, layoff or termination, rates of pay or other forms of compensation, and selection for training.

**USDA 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, offices, 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, audiotape, 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, (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_filing\_cust.html, 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.

**Iowa Non-Discrimination Statement:**

“It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9.  If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.”