Informal Pricing Proposal

FRESH MADE PIZZA

Issue Date:
May 14, 2019

Pricing and Sampling due:
June 6, 2019 at 5:00PM
Educational Service Center
850 Ladd Road
Walled Lake, MI 48390

And

June 14, 2019 at 11:30AM
Geisler Middle School Cafeteria
46720 West Pontiac Trail
Walled Lake, MI 48390
WALLED LAKE CONSOLIDATED SCHOOLS PROPOSAL
SPECIFICATIONS

SPECIFICATIONS
1. We anticipate a volume of approximately 275 pizzas per week (65-110 pizzas per location) for our four middle schools. Each middle school will receive a once-a-week delivery based on a pre-arranged schedule.

2. We anticipate a volume of approximately 525 pizzas per week (75-100 pizzas per location) for our three high schools. Each high school will receive a once to twice-a-week delivery based on a pre-arranged schedule. We have an alternative high school that will order 2-5 pizzas per day four times a week in the evenings.

3. Each of our twelve (12) elementary schools will receive a monthly delivery, Monday through Thursday, on a rotating schedule. We estimate 100-150 pizzas per week (30-55 pizzas per location) 3 elementary school deliveries per week. (District map is available on-line).

4. Price, quality, taste and ability to meet delivery demands will be given consideration in awarding the bid.

5. Vendor will provide fresh-made pizza products to the stated locations prepared to district specifications. Nutritional information must be available for all items.

6. For pizza to meet requirements of the school lunch program, each pizza shall be a minimum of 14” in diameter and sliced into eight (8) EQUAL slices. Total weight of pizza (cheese, sauce and crust) is 44 ounces: cheese is 100% mozzarella 1.17 pound totals (approx. 2.3 ounces per slice); sauce is 6 ounces; sliced pepperoni is 1.3 ounces total with minimum 3 slices of pepperoni per slice of pizza; pizza crust made for Elementary, Middle & High School must be enriched flour. All school pizza crust must weigh 20 ounces. We may also order all cheese only and/or vegetarian pizzas. Please indicate on the bid form if you can provide reduced fat, reduced calorie, or low sodium pizza.

7. The vendor must have the ability to provide the volume of pizzas needed at school sites. All products are to be prepared fresh immediately prior to delivery and service. Products will be delivered between the hours of 9:40 a.m. and 12:45 p.m. depending on the lunchtime at the school being serviced. Products are to be delivered no later than 10 minutes prior to each school’s lunch serving periods, with two deliveries per site based on volume and lunch times. School serving periods may be subject to change throughout the year. A firm delivery schedule will be provided to the successful vendor.
8. Pizzas will be delivered in cardboard boxes with lids, inside insulated pouches. Proper delivery temperatures must be maintained per Health Department requirements. The insulated pouches will be provided by the vendor at no additional cost, and may be left on site for use during the lunch period. PIZZAS MUST BE DELIVERED HOT – minimum of 140 degrees. It is strongly recommended that a plastic center support be used so the cheese will not stick to the box lid.

9. Pizza deliveries will occur once-twice a week at each of the three high schools, once a week at each of the four middle schools and approximately once a month at each of the twelve elementary schools with the possibility of increasing or decreasing frequency. A standing order will be established for each location which will be determined at a later date. Kitchen Managers from each secondary school will call 24 hours in advance with any order adjustment. Our Elementary Production kitchen will forecast orders 24 hours in advance with final adjustments on the morning of serving. It is the vendor responsibility to follow news and school reports regarding school closings.

10. We plan to begin delivery of pizzas the week of September 9th.

11. The vendor is to provide free of charge, appropriate logo merchandise such as banners, posters, table tents, napkins, hats etc. Please include a sample or description of items available.

12. A delivery slip showing the exact quantity of each item delivered is to accompany each delivery and must be signed by a responsible food service school employee at each location. This delivery slip will be used as supporting documentation for the monthly statement of account. Each location is to be billed separately; however, all invoices/billing statements must be sent to the Food Service Office at 46740 West Pontiac Trail, Walled Lake, Mi 48390 for proper processing and payment.

13. CREDIT – Delivery of unacceptable pizza shall be rejected and returned at vendor’s expense for full credit. Examples of unacceptable product would include, but not limited to, cold pizza, uneven slices, cheese stuck to the box, and less or more than 8 slices cut per pizza. The vendor will reduce the price of pizza by 10% for the first tardy delivery, 25% for the second tardy delivery and 50% for the third offense. Continued late deliveries could ultimately lead to cancellation of this agreement. Adhering to strict delivery times is very important to the success of this agreement.

14. Walled Lake Schools reserves the right to terminate this agreement for any reason. The Food Service Supervisor for the district may inspect production locations at any time during this agreement to make sure all Health Department procedures are being followed.

15. Bid due date June 14th at 1:00PM delivered to 46740 W Pontiac Trail Walled Lake, MI 48390 in a plain sealed envelope marked pizza bid. Bid opening will be on June 14th, 2019 at 1:30PM. All are welcome to attend.
EVALUATION/SAMPLING – IMPORTANT INFORMATION – PLEASE READ CAREFULLY:

- A sample of your product that meets or exceeds our specifications must be supplied for the following blind, coded taste-testing and evaluation:
  - The sampling will be conducted on June 14, 2019 at 11:30AM by elementary staff, middle/high school kitchen staff and students (approximately 100 people)

Please deliver at no charge, five (5) hot pepperoni pizzas with enriched flour crust prepared to bid specifications and packaged in your company’s pizza box (as it would be delivered to our schools) to:

Geisler Middle School Cafeteria (Kitchen Phone 248-956-2935)
46720 West Pontiac Trail
Walled Lake, MI 48390
Deliver to the Kitchen between 11:15am – 11:30am

Geisler Middle School is located on West Pontiac Trail between Beck Road and West Park Road. Enter onto the driveway off West Pontiac Trail and follow that to the right of the building to the receiving area where the dumpsters are at. Please ring the door bell and someone will let you in.

Please also drop off nutritional information for the pizza you bring to the sampling.

- A second sampling will be conducted on June 6, 2019 at 5:00PM by the Board of Education Members and other Administrators (approximately 15 people)

Please deliver at no charge, two (2) hot pepperoni pizzas with enriched flour crust prepared to bid specifications and packaged in your company’s pizza box (as it would be delivered to our schools) to:

Educational Service Center
850 Ladd Walled Lake, MI 48390
Deliver to the Board Room between 4:45pm – 5:00pm

Educational Service Center is located on West Maple Road between Benstein and Pontiac Trail. Enter onto the driveway off West Maple Road and follow that to the main entrance.

Contract will be for one year commencing July 1st continuing through June 30th, with the option at the School District’s discretion to extend this contract by up to three (3) additional years on a year-to-year basis.
WALLED LAKE CONSOLIDATED SCHOOLS  
FRESH-MADE PIZZA BID #13-0617  
PROPOSAL FORM

PROPOSAL SUBMITTED ON BEHALF OF:

VENDOR NAME: _____________________________________________________________

ADDRESS: ______________________________________________________________

PHONE NUMBER: __________________________________________________________

ADDENDA – The undersigned acknowledges:

Addendum Number _____ Dated _______ Addendum Number _____ Date ______

BASE BID – You may bid on any or all of the following options:

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<th>2019-20 SCHOOL YEAR</th>
<th>FOUR MIDDLE SCHOOLS (OPTION 1)</th>
<th>THREE HIGH SCHOOLS (OPTION 2)</th>
<th>TWELVE ELEMENTARY SCHOOLS (OPTION 3)</th>
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<td>COST PER 14&quot; PIZZA (ALL CHEESE, PEPPERONI OR VEGETARIAN)</td>
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MISCELLANEOUS INFORMATION

How long has your company been in business at your current location? ___________ (years)

Date of your most recent Health Department inspection report _______________ (date)

Please check the pizzas available: ☐ reduced fat ☐ reduced calorie ☐ whole grain crust ☐ low sodium

REFERENCES

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PROPOSAL ACCEPTANCE

1. Having read the Invitation for Bid and the Specification for the FRESH MADE PIZZA BID for the Walled Lake Consolidated Schools Board of Education, I, the undersigned, authorized to represent corporation, partnership, sole proprietorship (the Company) listed below, hereby submit this proposal for providing the service as listed above.
2. I further certify that the Company is authorized to conduct business in the State of Michigan and not suspended or debarred from Federal procurement.

3. I further certify that by submitting this proposal, the Proposer agrees to the terms and conditions of the request for proposal, including the specification and instructions to Proposers. If this proposal is signed by a partner, the person hereby states that he/she has the authority to bind the partnership; if signed by a corporate officer or employee, that person hereby states that he or she has the authority to bind the corporation.

______________  ____________________________  ____________________________
Date           Signature of Company Representative  Representatives Title
WALLED LAKE CONSOLIDATED SCHOOLS
FRESH-MADE PIZZA BID #13-0617
FAMILIAL RELATIONSHIPS FORM

The undersigned, the owner or authorized officer of ________________________
(the “Bidder”), pursuant to the familial disclosure requirement provided in the Walled Lake Consolidated
School District (the “School District”) Fresh-Made Pizza Invitation For Bid (IFB), hereby represents
and warrants that, except as provided below, no familial relationships exist between the Bidder or
any employee of the Bidder, and any member of the Board of Education of the School District or the
Superintendent of the School District.

List any Familial Relationships:  BIDDER:

By:

_________________________

Its: _______________________

STATE OF MICHIGAN )
 ) ss.
 ) ss.
-----------COUNTY OF )

This instrument was acknowledged before me on the ______ day of __________, 2019, by

_________________________ County, Michigan

My Commission Expires: ________________

Acting in the County of: ________________

Walled Lake Consolidated Schools Board of Education

Ms. Peggy Casagrande, President
Mr. Greg Janicki, Vice President
Ms. Marc Siegler, Secretary
Mr. Nancy van Leuwen, Treasurer
Ms. Denise Dunn, Trustee
Ms. Stephanie Kaplan, Trustee
Mr. Christopher Titus, Trustee
Mr. Kenneth Gutman, Superintendent
AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of ________________________ (the “Bidder”), pursuant to compliance certification requirement provided in the Walled Lake Consolidated School District’s (the “School District”) Invitation for Bid for Fresh-Made Pizza (the “IFB”), hereby certifies, represents and warrants that the Bidder (including officers, directors and employees) is not an “Iran linked business” within meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Bidder is awarded a contract as result of the aforementioned IFB, the Bidder will not become an “Iran linked business” at any time during the course of performing services under the contract.

The Bidder 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 bid for three (3) years from the date it is determined that the person has submitted the false certification.

BIDDER:

By: _______________________

Its: _______________________

Date: _______________________