Informal Pricing Proposal

FRESH MADE SUBS

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

1. We anticipate a volume of approximately 30-50 subs per week (30 subs 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 80 subs per week (80 subs 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.

3. Each of our twelve (12) elementary schools will receive a monthly delivery on Friday on a rotating schedule. We estimate 160 subs per week (40-70 subs 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 sub products to the stated locations prepared to district specifications. Nutritional information must be available for all items.

6. For subs to meet requirements of the school lunch program, each sub shall be a minimum 2 oz Grain/Bread. Elementary must be whole grain flour and Middle/High School must be enriched flour. There must be a total of 2.3 ounces of meat/cheese. Please indicate on the bid form if you can provide reduced fat, reduced calorie, whole grain bread or low sodium meat/cheese.

7. The vendor must have the ability to provide the volume of subs 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 or three 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. It is the vendor responsibility to follow news and school reports regarding school closings.
8. Subs will be delivered in individual wrapped packaging and placed 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. **SUBS MUST BE DELIVERED COLD** – maximum of **41 degrees**.

9. Sub 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 Subs 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 subs shall be rejected and returned at vendor’s expense for full credit. Examples of unacceptable product would include, but not limited to, warm subs, unevenly cut subs, not enough meat on the subs, too much meat on the subs, not enough bread or too much bread. **The vendor will reduce the price of sub 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 sub 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, fifteen (15) cold Italian and fifteen (15) cold Turkey & Cheese subs with whole grain bread and fifteen (15) cold Italian and fifteen (15) cold Turkey & Cheese subs with enriched flour bread prepared to bid specifications and packaged in your company’s sub package (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 subs 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, five (5) cold Italian and five (5) cold Turkey & Cheese subs with whole grain bread and five (5) cold Italian and five (5) cold Turkey & Cheese subs with enriched flour bread prepared to bid specifications and packaged in your company’s sub package (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.
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:

<table>
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<tr>
<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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<tr>
<td>COST PER 6&quot; SUB (ALL ITALIAN OR TURKEY &amp; CHEESE)</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 subs available: ☐ reduced fat ☐ reduced calorie ☐ whole grain crust ☐ low sodium

REFERENCES

_________________________________________ ___________________________ ____________
NAME DISTRICT PHONE

_________________________________________ ___________________________ ____________
NAME DISTRICT PHONE

PROPOSAL ACCEPTANCE

1. Having read the Invitation for Bid and the Specification for the FRESH MADE SUB 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 SUB 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 Sub 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.
______________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
WALLED LAKE CONSOLIDATED SCHOOLS
FRESH-MADE SUB BID #13-0617
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 Sub (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: _______________________
My Commission Expires: ____________________________ Acting in the County of: