

North Davis Preparatory Academy

INVITATION TO BID

FOOD SERVICE PRODUCTS

**Due: July 10, 2017
2:00 P.M. MST**

**North Davis Preparatory Academy
Attention: LaRetta Foxley, Child Nutrition Coordinator
Email: lfoxley@northdavisprep.org**

**Invitation to Bid
Food Service Products**

I. GENERAL

A. Intent of Invitation to Bid

The purpose of this solicitation is to contract with one or more vendor sources to provide various food service products for North Davis Preparatory Academy's (NDPA or the school) school lunch program.

The school intends that the successful bidder(s) will provide each of the items listed. All items bid must meet or exceed the specifications of the items listed. If offers' are bidding an alternate product, manufacturer name, product number, and specifications should be included with the bid response.

The school will make purchases on an as-needed basis. POs will be issued against the contract throughout the year. Purchase volume is estimated at this time, and the school makes no commitment to specific volumes or dollar expenditures.

Samples may be requested at the discretion of the school.

All shipments are to be made to either 1765 W. Hill Field Rd., Layton, Utah 84041 or 1591 W. Hill Field Rd., Layton, Utah 84041. Prices quoted must be FOB Destination freight prepaid and added into the price of the products. No additional shipping or handling costs will be allowed. Must include at least two delivery times per week as needed.

This is a competitive proposals bid, based on the following factors: price, quality, taste preferences, availability, customer service, past experience with the supplier, product or manufacturer, and other relevant factors.

The school requests that American-made products are listed with preference.

B. School Background

North Davis Preparatory Academy is a Utah public charter school in Layton, Utah, serving approximately 1,000 students in grades K-9.

C. Requirements

1. Bids Submitted on a Timely Basis

All bids must be submitted by: July 10, 2017, at 2:00 p.m.

2. Submission of Bids

The goods and services required and offered in a bid should meet the needs described below. Only one bid may be submitted and considered per

offeror. Submission of a bid will be construed to mean that the offeror understands the requirements contained herein.

All bids should be submitted:

1. Electronically to LaRetta Foxley, Child Nutrition Coordinator, at: lfoxley@northdavisprep.org.
2. or, arrangements can be made to deliver the bid to the school

3. Bid Requirements

Potential offerors are hereby invited to submit a bid for the goods and services described herein.

It is mandatory that each bid contain a cover letter which includes the following:

- Bids must use the Excel format that has been furnished for the bid. The bid has been alphabetized and categorized to make the bidding easier
- A statement of the offeror's intent to provide the goods and services outlined in the bid;
- The legal company name;
- Complete company address;
- Company contact person's name, phone number, and email address;
- Company's Internet Address, if applicable;
- The signature of the company's authorized representative, including position/title; and
- The date of submission.
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PROTECTED INFORMATION. If the bid contains any trade secrets, commercial information or non-individual financial information that the offeror does not wish to become public, the offeror must submit a Claim of Business Confidentiality with the proposal. The Claim of Business Confidentiality must include a concise statement of reasons supporting the claim of business confidentiality (Utah Code § 63G-2-309(1)). The offeror must also submit one (1) hard "redacted" (excluding protected information) copy and one (1) electronic "redacted" (excluding protected information) copy of the response, each of which should be clearly marked "Redacted Version." Pricing and service elements may not be protected.

4. Late Bids Unacceptable

Any proposal received after the deadline will be deemed non-responsive and will not be considered for evaluation.

5. Faxed Bids Unacceptable

Faxed copies of the proposal will not be accepted.

D. Opening of Bids

Bids will be opened publicly at 1 pm, July 11, 2017, at 1591 W Hill Field Road Layton, Utah.

E. Bid Evaluation

Award of the winning bid(s) will be based on the most advantageous pricing and responsiveness to the solicitation. Other considerations may include factors such as quality, taste preferences, availability, customer service, past performance, past experience with the supplier, product or manufacturer, cash payment terms discount, location of bidder's warehouse, availability of products, and other relevant factors that contribute to reduced overall expenses to the school and/or increased levels of service.

F. Written Agreement

1. The contract will be awarded with reasonable promptness by written notice. No later than July 30, 2017.
2. If selected, the successful offeror must be prepared to execute an agreement containing the terms and conditions outlined in the successful bid.
3. The contract will be for a duration of at least one year, with up to 4 annual renewals.

G. Clarification of Proposal

The Committee may request formal written clarification of any item at any time.

H. School Contacts

1. Inquiries

All inquiries relative to this Invitation to Bid must be directed to:
LaRetta Foxley, Child Nutrition Coordinator at lfoxley@northdavisprep.org.

2. Interviews

The school may choose to interview any bidders.

3. Other Contacts Prohibited

No other school employee, Board Member, or Committee member should be contacted concerning this Invitation during the selection process. Failure to comply with this requirement may result in disqualification.

I. Right of Rejection

The school reserves the right to reject any and all bids or to waive any non-statutory informality. The school further reserves the right to make the contract award deemed by the school to be in the best interests of the school. The school's decision to accept or reject the contract shall be final. No agreement exists on the part of the school until a contract is approved and executed by the school's administration.

J. Firm Proposal

Pricing must be held at the bid amount for at least one (1) year. If a price change happens thereafter, the vendor will inform the school's child nutrition coordinator and provide at least 30 days' written notice of the proposed price change. The school reserves the right to accept the new price or to reject and to re-bid the item(s).

K. Conflict of Interest Disclosure

All bids must list agent or other relationships between the proposer and any company, contractor, or other agency where the potential for a real or perceived conflict of interest may arise in the course of providing assistance to the school.

L. Nondiscrimination

The school does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability, and companies that the school does business with must comply with applicable state and federal nondiscrimination requirements as well.

II. BID SPECIFICATIONS

Price each item separately. Provide unit price for each item. Whenever an item is identified by a trade name of a manufacturer and/or a model number, it is intended that the words, "or approved equal" apply. "Or approved equal" means any other brand that is equal in use, quality, economy and performance to the brand listed, in the judgment of the school. The school may request samples (to be provided by bidders free of charge) in order to determine whether an alternate item is an approved equal. If the bidder lists a trade name and/or model number in the bid, the school may assume the item meets the specifications unless the bid clearly states that it is an alternate and describes specifically how it differs from the item specified. Multiple or alternate bids will not be accepted unless so stated in the specifications for a particular item. Bids must include if the item is on Utah State Contract Bid. Food Items must have CN labels or Manufactures Statement that replaces the CN Label requirement. The CN label or Statement must be provided by the Company with the winning Bid.