



SFUSD SAN FRANCISCO
PUBLIC SCHOOLS

PURCHASING DEPARTMENT

135 Van Ness Avenue, Room 123
San Francisco, Ca. 94102

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INVITATION FOR BID

PAPER PRODUCTS AND KITCHEN SUPPLIES

IFB No. PPAKS-2018

MAIL OR DELIVER PROPOSALS TO:

San Francisco Unified School District
Purchasing Department
IFB No. PPAKS-2018
135 Van Ness Avenue, Room 123
San Francisco, CA 94102

PROPOSAL DUE DATE AND TIME:

May 2, 2018, 2:00 p.m. Room 123

- Competitive proposals for the specified material and/or service must be received by the San Francisco Unified School District's Purchasing Department, on or before the due date and time specified herein.
- As a requirement of this solicitation, bidders are required to respond according to the instructions contained in this Request for Best Value Proposal. Bidders will respond utilizing the format, forms and other criteria indicated in this request.
- Bidder responses that do not comply with the format, forms and other criteria indicated, may be rejected. The District reserves the right to refuse all proposals.
- Proposals transmitted by facsimile, email or other electronic communication will **not** be considered. Proposals received after the due date and time will be rejected.
- To preserve the integrity of this request, bidders are requested **not** to contact any individual within the District other than the District's Purchaser as indicated in Item #21 of the Special Terms and Conditions.

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<u>Timeline</u>	<u>Date</u>
Request Issued	April 4, 2018
Request Mailed	April 4, 2018
Request Advertisement #1	April 4, 2018
Request Advertisement #2	April 11, 2018
Question Deadline	April 18, 2018
Question and Answer Posting	April 25, 2018
Proposal Due Date.....	May 2, 2018
Intent to Award	May 4, 2018
Protest Period Ends	May 11, 2018
Board of Education Meeting	May 22, 2018

I. INTRODUCTION

The San Francisco Unified School District ("District" or SFUSD"), on behalf of the District's Student Nutrition Services (SNS) Department, is calling for proposals to furnish Paper Products and Kitchen Supplies to select District sites as detailed in this Invitation for Bid.

Student Nutrition Services is a student centered, equitable, and financially stable school food eco-system that provides dignified meal experiences and engages all students in eating fresh, healthy food. Our mission is to nourish our students every day with quality food that enables them to thrive inside and outside the classroom, as we innovate to strengthen SFUSD's school food ecosystem.

The SNS department operates the largest public food service program in San Francisco, providing 20,000 lunches, 7,500 breakfasts, 6,000 suppers and 3,000 after-school snacks on a daily basis. Of which, 5,500 meals are prepared and packaged on site in 21 kitchens throughout the City. As part of their efforts, SNS is committed to supporting the District's zero waste sustainability goals, diverting 85% of waste from the landfill by 2025, by using sustainably produced and/or compostable and reusable products when possible, and cleaning products that have minimal impact on their workers and the environment.

The successful Vendor must have adequate financial resources to perform the Contract, be able to comply with the Contract performance schedule taking into consideration all existing other business commitments, must meet the requirements set forth in this Invitation for Bid; be able to provide the services outlined herein; have a satisfactory performance record; have a satisfactory record of integrity and business ethics; have the necessary organization, personnel, experience, accounting and operational controls, technical skills, equipment and facilities; and be otherwise qualified and eligible to receive an award under applicable state and federal laws and regulations.

Bidders should read this Invitation for Bid carefully and review all instructions contained herein. Incomplete or incorrect proposals may be rejected as not conforming to the requirements of the request. Proposals submitted on other than the prescribed forms contained in this request will be rejected. Bidders may copy the forms contained in this request for use in their proposal submission, but substituted forms or formats are unacceptable.

II. SPECIAL TERMS AND CONDITIONS TO BID**1. INTENT**

The San Francisco Unified School District "District" as mentioned herein, on behalf of the District's Student Nutrition Services Department, will receive sealed bids to furnish Paper Products and Cleaning Supplies to select District delivery sites as detailed herein.

2. CONTRACT PERIOD

The term of this Agreement shall be for the 2018-2019 fiscal year. Fiscal Year is from July 1 of the current year to June 30 of the next year. This Agreement may be extended for a period or periods of up to four (4) additional fiscal years at the sole discretion of the District.

3. BID SELECTION PROCESS

The contract will be awarded to the lowest responsive and responsible bidder. Responsive bidders will be determined based on the satisfactory review of qualifications as laid out in this Invitation for Bid. All vendors deemed responsive, bids will be evaluated based on price as outlined in the Bid Sheet listed under the Total Bid Price (Appendix C). The bidder with the lowest price, and prompt payment discount for payments made within thirty (30) days after receipt of monthly in-voice may be considered in the bid award.

The District reserves the right to reject all bids. The District also reserves the right to waive informalities and minor irregularities in bids received.

The award, if made, will be within five (5) days of the approval by the Board of Education. If the bidder to whom an award is made fails or refuses to execute the Contract and provide the required bonds, certificates, licenses and permits within fifteen (15) days of the award, the District may declare the bidder's bid deposit or bond forfeited as damages caused by the failure of the bidder to enter into the contract. The District may award the contract to the next lowest responsive bidder, reject all bids, call for new bids or disqualify the bid. The District reserves the right to inspect any bidder's plant, fleet, and equipment to determine bidder preparedness prior to making an award.

4. BID SHEETS

The attached Bid Sheets (Attachment C) are divided into two (2) Groups: Paper Products and Supplies. Bidders must bid on all of the items in both groups. Bidders must show the unit price for each item, extension, and grand total of all items in this proposal. Bidders must state the brands to be furnished. Bidders must state the size of package offered, if different, from the one specified. In addition to all standard items, please also provided price, extension and total for all Alternate Items listed on the bottom of the list under Supplies. These are alternate products to items listed in the supplies bid sheet, not in addition. These prices will not be included in the total amount of the bid proposal.

The quantities and items listed on the Bid Sheets (Attachment C) are for bid purposes only. The actual quantities and products to be purchased under the Contract will be dictated by the actual needs of the District and both are subject to change.

Bidders must enter their bid prices on the attached Bid Sheets in Microsoft Excel and compute both the extensions and the grand total. If there is a discrepancy in the Bid Sheet calculation, the District will make the necessary correction and arrive at a new total.

Completed Bid Sheets should be saved on a flash drive and submitted in a separate, clearly marked sealed envelope as follows "BID FORM / FEE SCHEDULE." Please do not submit paper Bid Sheets.

Bidders who do not respond to all of the requirements/instructions stated in this Invitation for Bid may be deemed non-responsive and their bid may be rejected. To receive full consideration, a proposal must be unqualified and unconditional.

5. PROPOSED PRICING

The purpose of this Invitation for Bid is to arrange for a Fixed Pricing agreement for provision of Paper Products and Kitchen Supplies to the District's Student Nutrition Services (SNS) Department. For all products listed in the attached Bid Sheets (Attachment C), product pricing, mark-up fees, and delivery fees, if any, are to remain firm for the duration of the contract; in the case of renewals, price adjustments allowed not to exceed CPI or three (3) per cent.

Total bid price is calculated using the formula listed below, which weighs two factors:

1. Total Proposed Prices: Total amount for items listed on Bid Sheet (Attachment C)
2. Delivery Fee: Vendor's per site Delivery Fee, if any, calculated based on assuming 1 delivery per week for 20 sites, for the duration of the 39 week school year (attachment D)

Bid Price Formula:

Bid Price = [Total Proposed Prices] + [Delivery Fee *39]

The District reserves the right to negotiate, either independently or cooperatively, with manufacturers for contract prices. Any financial advantage or savings the Vendor receives based off of purchases made for San Francisco Unified School District must be passed on to the District in its entirety. This includes but not limited to allowances, bid pricing, and rebates, including non-profit and blanket school bid pricing and allowances.

For verification purposes, the District reserves the right to have available at the Vendor's place of business, at a reasonable time the right to inspect such documents as necessary to establish the Vendor's cost. Notwithstanding, cancellation notice requirements identified in the Proposal, if the designated contract supplier refuses such inspection to the District, the District may immediately cancel the contract.

The Vendor shall be responsible for all costs associated with delivery including drayage, freight, packaging, pallets and handling. No separate charges for the preceding will be allowed or paid by the District.

The Vendor is responsible for automatically requesting to renew any expiring bid pricing or allowances on all items the District is purchasing at the time of expiration. The District shall supply the Vendor proper documentation authorizing them to do so on behalf the District.

The Vendor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. The Vendor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract.

The Vendor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the State agency, or the Department [7 CFR Part 210.21(f)(vi)]

6. ESTIMATED CONTRACT VALUE

The estimated value of the contract to be awarded is approximately \$400,000.00 (four hundred thousand dollars) per school year. Notwithstanding the foregoing, the actual amount of the Contract shall be determined pursuant to Section 2 of the General Contract Terms and Agreement (Appendix B "Term; Effective Date; Amount of Agreement").

7. PRODUCTS AND QUANTITIES

The products and quantities on this bid are estimates based on previous and anticipated usage. They will be used to determine award, however, actual amounts may vary, in addition to deviation from the specific products listed on the attached bid sheet.

8. BRANDS

The brands listed on the bid sheet are those currently used by the District. When a particular brand is named in connection with any item, it is named as a standard of quality and utility. A Bidder may submit an alternative product of equal or greater quality. The item offered by the Bidder must state on the Bid Sheet the brand with its number, if any, which will be furnished.

The District shall be the sole judge of whether an offered item is the equal of the named item. If the Bidder fails to write in the brand and number of the item to be furnished, it is understood the Bidder will furnish the item named by the District as the standard of quality and utility.

The apparent best value responsive / responsible bidder may be asked to submit samples and specifications for the alternate items offered on or before the bid closing date. Samples will be submitted to:

Alexandra Emmott
841 Ellis St.
San Francisco, CA 94109

The successful bidder is expected to stock or have quick access to the items listed in this bid to allow for expedited deliveries. Substitutions that are allowed will be billed to the District at the cost of the original product. If the normal cost of the substitute product is lower, the District will be billed the lower cost. If the District determines that an item that the Vendor cannot supply is needed, the District may purchase the item from another vendor. If the District orders items that are no longer available, the Vendor must notify the District within two (2) days of the order being placed. The District must be notified at least thirty (30) days in advance of any change of product, case size/weight change or any other modifications. Any items that are damaged will be returned for full credit when the next delivery is made.

9. REFERENCES

Bidders must be qualified and experienced in the type and volume of products and services as detailed in this Invitation for Bid/ Contract Proposal. As proof of this, bidders must provide references from at least three (3) companies or organizations to which bidder provides or has provided products and services that substantiate that bidder meets the requirements of this this Invitation for Bid/ Contract Proposal. The reference contacts provided must have direct knowledge of the bidder's provision of such products and services. Bidders must fill out every field in the attached References Form (Attachment E). Failure to submit this evidence may result in rejection of a bidder's bid.

10. ONLINE ORDERING AND PRODUCT TRACKING

Preference will be given to Bidders with an online system for submitting orders, viewing products, and tracking purchases is preferred. See Attachment F to document ordering and tracking systems.

11. COMMERCIAL FREE/TOBACCO SUPPORT FREE SCHOOLS

The Board of Education of the San Francisco Unified School District supports commercial-free and tobacco support-free educational settings. As a result, the San Francisco Unified School District will enter no agreements with vendors for exclusive access to student customers for soft drinks, snack foods or other products purchased by students. The schools will make every effort to make healthy snacks and healthy drinks available to students. It is the policy of San Francisco Unified School District that the sale of tobacco subsidiary products in all San Francisco schools, including the cafeterias, beaneries, student and teacher-run stores and vending machines are prohibited. The Contract shall not furnish any products associated with or engaged in relationship with tobacco subsidiaries.

12. NON - COMPLIANCE

Student Nutrition Services (SNS) reserves the right to inspect and determine the quality of product delivered and reject any, which do not comply with the requirements and specifications of the Contract. Substitutions shall not be paid unless prior authorization is received. In addition, the Vendor shall not be paid for incomplete cases, and

product(s) not delivered within the agreed delivery time period. Student Nutrition Services shall notify the Vendor in writing as to the cases of product rejected and the reasons for rejection.

13. **INSPECTIONS**

All articles and services shall be subject to inspection and acceptance or rejection by the Purchaser or District's Director of Nutrition Services or designee.

14. **DELIVERIES TO DISTRICT LOCATIONS**

SFUSD is currently under contract with Revolution Foods for the provision of readymade meals and food/supply distribution to SFUSD schools. Under this contract, Revolution Foods will deliver all items required by the District and purchased under this contract at a **cost of \$37.00 per site**. Should SFUSD elect to use Revolution Foods for supply deliveries, the Bidder will be required to make one weekly delivery of all items ordered by SFUSD to Revolution Foods' warehouse, located at 2400 Grant Street, San Lorenzo, CA 94580. Items should be clearly labeled and palletized by school name. Bidders are required to submit a proposed **competitive** per site Delivery Fee in Attachment D. This per site Delivery Fee, if any, will be applied to all deliveries, be they directly to SFUSD schools or to Revolution Foods' warehouse.

If SFUSD elects, the Selected Bidder shall be responsible for delivery to all school locations designated by the District (F.O.B. Destination). Currently the District operates 1 EED Kitchen, and approximately 20 Middle and High School kitchens (Attachment I). The number and location of delivery sites is subject to change. If the Selected Bidder is also under contract with SFUSD for the provision of groceries and frozen foods to the school locations listed in Attachment G, deliveries can be aggregated on a single truck and delivery fees, if any, are subject to negotiation.

All deliveries to the EED Central Kitchen must be completed between 6:00 AM – 7:30 AM. Deliveries to the SNS middle and high school kitchens will be made between 7:00 AM – 11:00 AM, depending on the arrival time of the SNS employee in charge. Any other exceptions will be noted.

The District will provide the Vendor with a schedule of deliveries. The Vendor shall furnish all labor, materials, costs incurred and equipment necessary for the delivery of items specified herein to the District's facilities on a scheduled basis. All work shall be performed in a thorough and workman-like manner under the administration of, and to the approval of the SNS Department of the District.

Two copies of an itemized delivery form will be left with the site representative. Shortages, damaged and unacceptable items will be noted on the delivery slip. Items not accepted must not be billed to the District. The District reserves the right to reject any product. The Vendor shall notify SNS at least 72 hours prior to the regular delivery of any unfilled order to allow sufficient time to order a substitute item. Emergency next day deliveries may occasionally be required.

Should SFUSD elect to outsource site deliveries to Revolution Foods, the Vendor shall be required to make weekly deliveries of all items to Revolution Foods' warehouse located at 2400 Grant Street, San Lorenzo, CA 94580. Items should be clearly labeled and palletized by school name. Specific receiving hours will be established with Revolution Foods.

15. **NORMAL OPERATING PERIODS**

SFUSD schools open from August 20th, 2018 – June 4th, 2019. Regular weeks are Monday through Friday, except for legal or school holidays. The District also serves meals as part of the Seamless Summer Meals program; therefore, the Vendor will make deliveries to a limited number of school sites year-round. Districts are closed for all Federal holidays. Prior to any days closed, SNS will notify the Vendor and normal service will resume after holidays and vacation periods.

16. PIGGYBACKING

Other schools and/or public agencies within the State of California may request the identical item(s) at the same price and upon the same terms and conditions, pursuant to sections 9642 and 81642 of the California State Education Code. SFUSD reserves their right to have other Districts/Agencies draw their warrants in favor of the San Francisco Unified School District as provided in the said code section.

17. COST OF PROPOSAL PREPARATION

Cost of preparation for the response to this Request for Best Value Proposal is solely the responsibility of the bidder. The District accepts no liability for any bidder's costs of preparation.

18. PROPOSAL SIGNATURES

All proposals must show the bidder name and must be signed by a responsible officer or employee fully authorized to bind the organization to the terms and conditions of the Contract. Obligations assumed by such signature must be fulfilled.

19. BID BOND

Accompanying each proposal shall be a cashier's or certified check payable to San Francisco Unified School District, or an original Bid Bond equivalent to ten percent (10%) of the total bid amount. Bond must be in the form provided (see Attachment), and must be executed by a surety company, which has obtained a Certificate of Authority (Admitted) from the California Department of Insurance. Any condition of limitation placed upon said check of any alteration of said form of bond, or imperfection in the execution thereof, as herein required, may result in the rejection of that proposal under which said check or bond is submitted. Said check or bond shall guarantee that the Vendor, if awarded the Contract will execute and deliver required Contracts, Bonds and Insurance requirements. Unsuccessful bidder's cashier's check, certified check or bid bond will be returned within thirty (30) days upon approval of the Board to the successful bidder. Successful bidder's cashier's check, certified check or bid bond will be returned within thirty (30) days upon full execution of all Contract documents.

20. PERFORMANCE BOND

Within fifteen (15) days after notification of intent to award the Contract, the successful Vendor must furnish the District a performance bond equivalent to ten percent (10%) of the estimated annual contract value. Bond must be for (1) year, renewable yearly thereafter. Bond must be in the form provided (see Attachment).

21. ADDENDA / CLARIFICATION

Any inquiries/questions regarding this request must also be submitted, via email, fax, or delivery, to the Purchasing Department, as addressed below. The request for inquiries, questions and or clarification must be received by the Purchasing Department no later than the close of the business day on April 18, 2018 (5:00 P.M.) Questions and or clarifications received after this date and time will be rejected and returned to the sender without response.

Any interpretations, changes, additions, or deletions will be made only by addendum duly issued, a copy of such addendum will be posted on the District's website, see below, and mailed and/or faxed to all know parties.

Issued addenda must be initialed and returned with response documents by the due date and time.

When communicating, always reference the bid number and the appropriate condition, section, page, etc.

- A. Inquiries/questions regarding this bid must be directed to:

Leon Ho, Purchaser
San Francisco Unified School District
Purchasing Department
IFB No. PPAKS-2018
135 Van Ness Avenue, Room 123

San Francisco, CA 94102
Fax: (415) 241-6487 X 1607
Email: hol@sfusd.edu

- B. Inquiries/questions/communications, etc. regarding this bid will be posted on the SFUSD webpage location below. Bidders are advised to check this location on a regular basis for updates of communication for the IFB.

LINK:

<http://www.sfusd.edu/en/doing-business-with-sfusd/current-invitations-for-bids.html>

NAVIGATION:

www.sfusd.edu > Partnering with SFUSD > Current Invitations for Bids > Paper Products and Kitchen Supplies > IFB No. PPAKS-2018

22. DOCUMENTS REQUIRED AT TIME OF BID SUBMISSION

- I. Contract Proposal properly completed (Attachment A)
- II. Terms and Conditions to Contract (Attachment B)
- III. Bid Sheets properly completed in Microsoft Excel (Attachment C)
- IV. Fixed Delivery Fee and Fixed Mark Up Fee Quotes (Attachment D)
- V. References (Attachment E)
- VI. Online Ordering and Product Tracking System Questionnaire (Attachment F)
- VII. Bid Bond properly signed and executed (Attachment H)
- VIII. All other supporting documents as required by the District

23. POST AWARD DOCUMENTS REQUIRED

- I. Insurance certificates and endorsements
- II. Criminal Background Check and Tuberculosis Clearance Form (Attachment I)
- III. Performance Surety Bond (Attachment J)
- IV. Suspension and Debarment Certification Form (Attachment K)
- V. Contractor Responsibility Questionnaire (Attachment L)
- VI. All other supporting documents as required by the District

RETURN ONE SIGNED ORIGINAL and ONE COPY OF THE REQUIRED DOCUMENTS

PROPOSALS WILL BE OPENED AT 2:00 P.M. May 2, 2018

**AT: SAN FRANCISCO UNIFIED SCHOOL DISTRICT
PURCHASING DEPARTMENT
135 VAN NESS AVENUE, ROOM 123
SAN FRANCISCO, CA 94102
TEL: 415-241-6468
FAX: 415-241-6487**

IFB NO. PPAKS-2018

DATE: _____

DELIVER PROPOSAL, properly executed, to Purchaser, prior to opening time, in sealed envelope. Write the IFB/Contract Proposal Number on the outside of the envelope. Include one completed and signed copy of this Contract Proposal Page. Include other pages as indicated. Retain Bidder's Duplicate copy for your file.

DO NOT INCLUDE SALES OR EXCISE TAXES IN BID PRICES.

--END--