

Request for Proposal

Food Service Distribution

June 6th, 2019

Ascent Academies of Utah & Wallace Stegner Academy (here in referred to as AAU & WSA) are seeking food service distributors to service the Child Nutrition Program.

Proposals are due no later than 1pm, Friday March 13th, and they must be submitted via email to dhirst@ascentutah.org For questions, requests to visit school sites or to submit a proposal please contact:

Dave Hirst
Child Nutrition Director
Ascent Academies of Utah
4179 River Boat Rd
Salt Lake City, UT 84123
dhirst@ascentutah.org

Bid Contract Details-

“You”, “Company”, “Seller” all reference the company that we are purchasing from
“We”, “Us”, “Ascent” “Wallace” all reference the following schools (Ascent Academies & Wallace Stegner, Dave Hirst, CNP Director)

AAU & WSA reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the school(s).

A. Scope of Services

The bid winners for items shall agree to contract with AAU/WSA to provide the following:

- Arrive between the hours of 7am and 10:30 am at school location or a designated time for delivery with prior scheduling
- Provide CN labeled products and nutritional information for products as required by USDA, and other state and local rules for administration of the National School Lunch and National School Breakfast Programs
- Provide two deliveries per week to each of the schools, Monday's and Thursdays, unless it falls on a holiday or it is a bulk pallet delivery going into a frozen warehouse not at a school location

B. Distributor Qualifications

- Company is in good standing with the USDA and State of Utah
- Company operating with HACCP standards or similar food safety plan
- Knowledge of National School Lunch Program and other Child Nutrition Programs
- Significant successful experience in marketing and sales to schools and child nutrition programs

- Can deliver between the hours of 7am and 10:30am, Monday thru Friday, unless product is being dropped off at our frozen warehouse where a drop off has been set up prior and longer hours are permitted
- Orders can be placed via online, in person or via email, text to sales person, with a backup sales person in place
- Will use American products first unless it can't be done
- Companies that we do business with must be in compliance with E.O. 11246, Equal Employment Opportunities. ,

C. Fee Schedule

- Proposals should include a complete schedule of all fees charged (Fuel surcharge, Late payment fee, USDA Commodity mark up, etc.) in addition to the cost of the goods sold
- Terms should be 28 days

D. Terms of Contract

- The contract period for the bid will be for the 2020/2021 school year, July 1st, 2020 to June 30th, 2021.
- If a price change happens, the Seller will inform the bid master, Dave Hirst, 30 days' notice of the price change of an increase. At this point we reserve the right to accept the new price, reject and re-bid the item(s) fully
- Late deliveries can be fined 10\$ per occurrence

E. Market Basket Bid Items

- Items marked with * will be commodity items and when our commodity stock runs out we will switch to the commercial product. Bid these items knowing that the discounted price needs to be applied for the commodity product with the deductions listed on the bill. If any of the bid items differ then out stated or equal on commodity items, the equal item must be an Approved Equivalent; which needs be submitted following the Child Nutrition Programs standard procedure. This procedure can be requested at any time by sending a written request to Dave Hirst at dhirst@ascentutah.org

F. Evaluation and award Process

- We will be awarding this bid line by line, based on price and quality. In our agreement when awarding this bid, we will break the winning bids up and sending out the winning list, by company and the winning bid price. An awarded final bid can be requested after March 30th, 2020, when all paperwork will be finalized for this bid. A full collection of all awarded product and prices will be compiled together and will become open public information based on requests.
- If you will not carry an item, do not bid the item. We are putting these items out to bid, saying we will purchase, we intend to purchase them, if you bid and are awarded and then do not carry, we reserve the right to un-award the winning bid item(s) and go elsewhere.
- We reserve the right to pull or stop ordering an item and rebid for another brand if there is a recall issued negative publicity and/or there is any major change to the marketing, or representation of a product or brand.

G. Selection Criteria

- This is an invitation for bid, based on the following, Price, Quality, reflects items with taste preferences, and meets the requirements of our bid.

- Dry Good items will be based on price; Paper goods will be awarded based on and price, Freezer & Cooler items will be awarded based on, Price, Taste and ability to have items stocked.

- Items noted, a sample must be submitted to Dave Hirst, Ascent Academies central office 4179 Riverboat RD STE 170, SLC, UT 8412 between March 1st and March 10th, 2020 to be tasted Tested as a group to decide which item we want. You must email Dave Hirst to set up a time for items to be dropped off.

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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