

## **LEGAL NOTICE**

### **REQUEST FOR BID FOR FOOD SERVICE (E.C. 45103.1, #01-15-16)**

**For**

#### **BRIGGS ELEMENTARY SCHOOL DISTRICT SANTA PAULA, CA**

Vendors must guarantee the quoted prices for a one-year period to begin July 1, 2020. The District, with the consent of the vendor, shall have the option of extending the contract for an agreed upon price to be determined by April 1 of each year. Briggs Elementary School District reserves the right to accept and/or reject any and all bids.

#### **Bid Instructions:**

One original and two signed copies of the bid (Vendor Proposal) and one original listing of business references must be received in a sealed envelope plainly marked “**School Food Service Bid**” with the date of opening and name of bid item on the envelope. Bids must be signed by a representative of the company submitting the bid. Bids should be submitted prior to bid opening to the Briggs Elementary School District Superintendent, 12465 Foothill Road, Santa Paula, CA 93060. No faxed bids will be accepted.

**Bid opening will be on May 15, 2020 at 3:00 PM in the Briggs Elementary School District Superintendent’s Office, 12465 Foothill Road, Santa Paula, CA 93060. The district will review and award at a separate date.**

#### **Inquiries about this request should be made to:**

Briggs Elementary School District  
Deborah E. Cuevas, Superintendent  
12465 Foothill Road  
Santa Paula, CA 93060  
Phone: (805) 525-7540  
dcuevas@briggsesd.org

Bidders that submit a proposal to Briggs Elementary School District must accept/meet the following Terms and Conditions and Service Specifications.

#### **TERMS AND CONDITIONS:**

- All bids will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time of bid opening.
- All bids must be signed by an authorized officer of the company submitting the bid.
- Vendors must submit three (3) copies of their bid and one copy of their business references.
- Sealed bids received after the designated time of the receipt of the sealed bids will be considered as “NO BID” or “VOID”.
- Lowest bid may not be determining factor based on unique needs of the District.
- All bids must include the information identified in the attachment for at least two companies.
- No bid may be withdrawn for a period of sixty (60) days following the bid opening.

## SERVICE SPECIFICATIONS

1. Provide prepackaged frozen breakfast and school lunches that are in compliance with all applicable state and federal laws and regulations and deliver to designated delivery points at school sites. \*(see estimated daily count of breakfast and lunches to be served below)
2. Prepare menus that meet nutritional standards of a reimbursable lunch, as set forth by the United States Department Agriculture for the National School Lunch Program with an appropriate breakfast program.
3. Provide sample menus with complete nutritional analysis based on a 21-day cycle in accordance with USDA requirements.
4. Deliver, install, repair and maintain the equipment necessary to prepare and store the food as indicated on Attachment A.
5. Assume all liability for proper use and protection of surplus commodities assigned to it by Briggs Elementary School District with the District receiving credit for the same.
6. Provide a price quote per meal (exclusive of milk) that includes delivery charges.
7. Provide condiments with appropriate lunches.
8. Provide disposable serving trays and wrapped utensil packets with napkins and straws.
9. Provide complete, accurate and timely weekly or monthly invoicing.
10. Provide technical assistance, as required, to meet the needs of Briggs Elementary School District staff.

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<u>School</u>	<u>Breakfast</u>	<u>Lunch</u>
Olivelands	45	245
Briggs	45	145

## **Attachment A**

### **Equipment Listing**

Olivelands School	1-Double Convection Oven 1-6x6 Freezer
Briggs Elementary School	1-Double Convection Oven 1-6x6 Freezer

Ovens are to be double size gas convection ovens (Blodgett) of sufficient capacity for the number of meals to be served at each meal period at each school.

Freezers are to be 6 foot by 6 foot walk-in freezers which are constructed to be placed outside of the school cafeteria.

## **BUSINESS REFERENCES**

Include the name of contact person and of company or entity, address, telephone number, a description of the specific services performed for the company or entity and the time frame in which such services were performed for at least two such companies or entities.

## **BID BOND**

Bidder shall submit 5% bid guarantee of the total contract bid made payable to the Briggs Elementary School District, which shall be in the form of a firm commitment such as a bid bond, postal money order, certified check, cashier's check or irrevocable letter of credit.

Bid guarantee as submitted: (check one)

\_\_\_\_\_ Bid Bond

\_\_\_\_\_ Postal Money Order

\_\_\_\_\_ Certified Check

\_\_\_\_\_ Cashier's Check

\_\_\_\_\_ Irrevocable Letter of Credit

**VENDOR BID**

**RFB#01-20-21**

Company Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Hours: \_\_\_\_\_

I have incorporated fully herein by reference as though fully set forth the request for bid, including all terms, conditions and specifications therein and all attachments which are part of this bid.

Authorized Signature: \_\_\_\_\_

(Print or type and sign)  
(Indicates acceptance of all bid terms and conditions)

Position in Company which authorizes signatory to bind the Company: \_\_\_\_\_

**Price Per Meal**

K-8 Breakfast: \_\_\_\_\_

K-8 Lunch: \_\_\_\_\_