

Request for Proposal

For

2020 -2021 Furnish and Delivery of Milk

For

The Raytown C-2 School District

Raytown Quality Schools

Raytown, Missouri

May, 2020

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Information

The Raytown C-2 School District is requesting a proposal and a statement of qualifications from qualified licensed companies to provide milk product on a daily basis to all sites listed for the 2020-2021 school year to include Summer School and Summer Feeding programs when in operation with 3 possible renewable years.

School District:

Raytown C-2 School District

6608 Raytown Road

Raytown, Missouri 64133

District Contact:

Dr. Tim Young, Director of Food Services

Raytown Quality Schools- Food Service Department

6608 Raytown Rd.

Raytown, MO 64133

816-268-7076

816-268-7075 (FAX)

Tim.Young@raytownschools.org

Submit Sealed Proposal:

Dr. Tim Young, Director of Food Services

Raytown School District-Food Service Department

6608 Raytown Rd.

Raytown, MO 64133

Bid Opening Date: May 29, 2020, 1:00pm

An informal public opening will take place at this time. Attendance is NOT required.

Overview

Proposal Due Date and Time

In order to be considered, 2 sealed copies of the proposal must be received by Raytown C-2 at the address stated above by personal delivery or by U.S. Mail by the following date and time:

May 29, 2020, 1:00pm

District Terms

Proposals will be date and time stamped upon receipt by the Raytown C-2 School District.

The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price. All factors including service, accuracy, price and other amenities will be considered when evaluating the bids. RSD reserves the right to reject any or all bids based solely on RSD evaluation and to waive any technicalities.

The District reserves the right to design the evaluation criteria to be used in selecting the best bid.

The District reserves the right to provide the final contract for mutual consideration and agreement.

Should any differences arise as to the meaning or intent of the specifications, the District's decision shall be final and conclusive.

If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.

The District reserves the right to reduce or increase numbers of items or services for the original request for bid/proposal/quote.

The District reserves the right to utilize other companies for similar products when said products are not acceptable or reasonably accessible.

Proposals including any additional information other than what is requested may be rejected.

Proposals not following indicated format and/or incomplete may be rejected.

The District reserves the right, after opening the Proposals, to reject any of all or the Proposals, or to accept the Proposal that in its sole judgment may be in the best interest of the District.

Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and policies will be considered null and void.

Payment and Retainage

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/vendor.

A payment schedule shall be decided on with the chosen contractor/vendor. Said schedule shall be part of the contract between the contractor/vendor and District.

There shall be no hidden costs associated with this bid/proposal/quote. If the contractor/vendor foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the bid/proposal/quote.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

The initial master service agreement will be awarded to the selected firm with a one-year base term and 3 one-year extensions to be renewed at Raytown C-2's discretion in subsequent years.

Selection Process and Minimum Requirements

Each firm must meet the following minimum qualifications (firm may not use sub-contractors to fulfill any obligations within its contract).

Firm shall conform to the requirements listed in this request.

The selected firm shall have the responsibility to ensure that the products and services that are delivered to the District match the request and the specifications listed.

The selected firm shall not increase pricing after submitting their bid.

Firm must be located within 20 miles of the Raytown School District.

Firm must provide a minimum of 7 references (2 financial references and 5 client references).

Firm must be licensed with the necessary legal entities such as the State of Missouri, the City of Raytown, and the City of Kansas City to perform the above mentioned services.

The safety and well-being of students and all persons within the Raytown School District is paramount. Therefore, before a company employee begins working at any Raytown site, the firm shall submit an approved Division of Family Services background check and an approved FBI fingerprint background check on each new company employee before their start. The Raytown School District Human Resources Department will determine if the above mentioned background checks are considered "approved."

At the time of renewal of the master contract, the firm shall submit to the Raytown School District approved Division of Family Services background checks and an approved FBI fingerprint background checks on each company employee.

All company personnel with keys and a security code should have the minimum:

Be at least 18 years of age;

Submit a valid photo id with a valid expiration date (MO driver's license, passport, etc.);

Past criminal and child abuse background checks

Required Proposal Format and Content

Two typed bound copies should be submitted on 8 1/2" by 11" paper, single sided, with consecutive page numbers.

The proposal should contain the following sections in the order presented below. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

1. Bid/Proposal/Quote Cover Sheet
2. Letter of Interest
3. Litigation History
4. Insurance
5. References

Section 1: Bid/Proposal/Quote Cover Sheet

Fill out completely the Bid Cover Sheet which is the last page of this document. Place said cover sheet as the first page of the bid/proposal/quote that has been prepared for consideration.

Section 2: Letter of Interest

The proposal should be introduced with a letter of interest that includes a synopsis of the firm's services and highlight the firm's capacity to perform the work.

The letter should be signed by the individual with contract signature authority for the firm.

Section 3: Firm Profile and Experience

Outline:

Firm history,

Scope of services offered,

Size of the firm,

Location.

The Raytown School District is interested in the experience of the firm in the area of expertise requested. Please provide information regarding school districts and other companies:

Name and location of each school or company,

Years of services at each location,

Company representative name, title, address, and phone number,

Scope of services at each location,

Include an organizational chart that indicates key personnel and their representatives.

Note: Services must have been engaged in the past five years.

List and describe any prior or ongoing engagements or professional relationships that would constitute a potential conflict of interest, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed project. The firm covenants and agrees that the services, its employees, and subcontractors will have no interest, including personal financial interest, and will acquire no interest, either directly or indirectly, that will conflict in any manner with the performance of the services called for under this RFP.

Section 4: Budget / Pricing

Milk Pricing Bid

Item/Description	Usage 8/17 - 3/31	Firm Bid Price Each	Escalating Bid Price Each
½ pint skim white milk	410,040 Cartons		
½ pint fat free chocolate milk	1,058,080 Cartons		
½ pint fat free strawberry milk	288,320 Cartons		

Section 5: Litigation History

List all litigation in the last five years, filed against the firm or firm’s employees. State the beginning and end date, each lawsuit, case, or proceeding and the judgment or resolution or anticipated judgment or resolution.

Section 6: Insurance

Provide information and certificates on coverage for the following:

1. General Liability
2. Automotive Liability
3. Workers Compensation
4. Umbrella
5. Professional Liability

Section 7: References

Two financial references must be provided from either financial institutions or suppliers using the format below.

Reference	Contact Name	Phone Number
1.		
2.		

Five references must be provided of which three must be schools where you have provided comparable projects (overlaps acceptable). These projects must have been engaged during the last five years. These references must be for services provided by the proposing company, not by individuals within the company who may have worked on projects while at another company. Use the format below.

Reference Organization	Contact Name	Phone Number	Project Completion Date
1.			
2.			
3.			
4.			
5.			

Section 8: Federal Work Authorization Program

Per Missouri Statute, include the following federal forms:

1. Federal Work Authorization Program (E-Verify)
2. Federal Work Authorization Program Affidavit (E-Verify)

Scope of Services:

Milk Specifications

- a. Products are to consist of *Skim Chocolate* milk, fresh homogenized, pasteurized, Vitamin D, *Skim White* milk, fresh homogenized, pasteurized, Vitamin D; *Skim Strawberry* milk, fresh homogenized, pasteurized, Vitamin D.
- b. All products are to meet the Federal, State, and Local standards for composition of milk products.
- c. Products will be delivered to all schools daily by 7:00 AM. The products will be placed in the refrigeration equipment ready for serving, rotating the products. Hand stacking may be necessary in some schools.
- d. The ½ pint cartons should be waxed and sealed to prevent leakage. All containers are subject to approval of the Director of Food Service. Any leaking cartons will be returned for credit.
- e. White, chocolate, and strawberry milk in pints available for middle and high schools.

General Instructions

- a. Each school location will establish a par level and the bidder will build to that par level.
- b. A copy of each delivery ticket, signed by an employee of the district will be left in each school daily.
- c. A summary statement for each school and for the entire district will be provided to the Director of Food Service weekly.
- d. The district reserves the right to cancel this agreement after 30 days written notice for unsatisfactory service and/or upon written notice for unsatisfactory product.
- e. Services will continue through Summer School and Summer Feeding Programs when in session.
- f. All bids must be submitted using firm pricing and escalating prices.
- g. Keys will be issued to drivers and alarm codes to those schools, which have alarms.
- h. Any product that is unused prior to extended student vacations and at the end of the school year will be picked up and a credit written.
- i. The bidder must be able to handle emergencies as they arise due to circumstances beyond the district's control. The district will hold these to a minimum.
- j. The vendor must provide statements of purchase weekly. The district will use these to reconcile expenditures. All statements are processed at least every two weeks for payment.
- k. Products obtained under contract may be tested by the State weights and measures representatives and the remedies that the District will exercise when products fail to meet either contract or label specifications could include:
 1. Cash restitution for the total lot, which failed.
 2. Payment for the value of all meals that the District served which failed to contain the minimum quantities and components required of a reimbursable meal under the Child Nutrition Programs because the supplier provided short-weighted products.
 3. Repeated instances of products failing to contain required quantities are a breach of contract, which may result in contract termination.
 4. All cost resulting from termination for cause must be borne by the contractor.
- a. Expectation – The milk cartons be delivered clean.
- b. Expectation – The plastic crates the milk cartons are delivered in are cleaned daily.
- c. Expectation – The milk is delivered within appropriate temperature range (below 40 degrees) and with sufficient time to utilize product prior to expiration date on each carton.

School Locations

Raytown High School
6019 Blue Ridge Blvd.
Raytown, MO 64133

Raytown South High School
8211 Sterling
Raytown, MO 64138

Raytown Middle School
4900 Pittman Road
Kansas City, MO 64133

Raytown South Middle School
8401 E. 83rd St.
Raytown, MO 64133

Blue Ridge Elementary
6410 Blue Ridge Blvd.
Raytown, MO 64133

Eastwood Hills Elementary
5290 Sycamore
Kansas City, MO 64129

Fleetridge Elementary
13001 E. 55th St.
Kansas City, MO 64133

Laurel Hills Elementary
5401 Lane
Raytown, MO 64133

Norfleet Elementary
6140 Norfleet
Kansas City, MO 64133

Northwood Elementary
4400 Sterling
Kansas City, MO 64133

Robinson Elementary
6707 Woodson Rd.
Kansas City, MO 64133

Southwood Elementary
8015 Raytown Rd.
Raytown, MO 64138

Spring Valley Elementary
8838 E. 83rd St.
Raytown, MO 64138

Westridge Elementary
8500 E. 77th St.
Kansas City, MO 64138

Raytown Central Middle School
10601 E. 59th St
Raytown, MO 64133

Little Blue Elementary
61st and Noland Road
Kansas City, MO 64133

Raytown Success Academy
9020 E. 51 Terrace
KC, MO 64133

Three Trails Pre-K
8812 E Gregory Blvd.
Raytown, MO 64133

Requests for Information

Any questions about the Request for Proposal process must be received in writing by:

May 29, 2020, 1:00pm

Bid/Proposal/Quote Submitted By

Company Name

Authorized Name/Title (printed)

Authorized Signature

Contact Person for the Bid/Quote/Proposal process

Date

Telephone

Fax

Email