



LAKESIDE UNION SCHOOL DISTRICT

Lakeside Union School District Child Nutrition Services Department Request for Quote

The Lakeside Union School District is seeking competitive quotes for fresh baked (unfrozen) bread for the 2023-2024 school year. Pricing will be fixed during the contract term with an option to renew for up to two consecutive years. Price adjustments will not be automatic or guaranteed. The successful bidder may be allowed, at each annual renewal and upon agreement between both parties, to adjust prices upon proof and explanation of such an adjustment.

Deliveries will be made by the following method -

- To our central kitchen, located at 12335 Woodside Ave., Lakeside 92040. Delivery days and times will be set by the district upon award of the contract.

Anticipated usages of all products are listed below. Please fill out unit price and extended price. **This is not an order. Quantities are for the quoting purposes only. The district is not obligated to buy listed item in quantities indicated. Included in this quote must be delivery charges.**

NOTE: All products listed below must include a Product Formulation Statement (PFS), which must be completed, signed and returned along with the documentation attached. Nutrition information listed on the PFS must comply with all requirements outlined in the Nutrition Information section of the contract terms.

Item	Unit Price		Usage	Extended Price
English Muffin, Whole Grain, 2 oz each (6 pack)			400 bags	
Pullman Bread, White Whole Wheat, 1 oz/slice, 1.5 lb/24 slices			4,500 loaves	
Hamburger Bun, White Whole Wheat, 4", 2 oz each (1 Dozen)			9,000 dozen	
Hot Dog Bun, White Whole Wheat, 6", 2 oz each (1 Dozen)			3,500 dozen	
Hoagie Roll, White Whole Wheat, 4-5", 2 oz each (1 Dozen)			1,500 dozen	
Dinner Roll, White Whole Wheat, 1 oz each (1 Dozen)			2,000 bags	
T-biscuit, White Whole Wheat, 1 oz (1 Dozen)			1,000 bags	
Total Quote				



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Contract Terms

1. **Quotations:** All price quotes must be in ink or typed. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by person signing the quote. No oral or telephone quotations will be accepted for this quote. Prices must be stated in units specified or trade standard. Please insert the unit price for each item directly onto the unit price column of the specifications table. More than one-unit price inserted for any one item may result in rejection of quotation unless alternate quotations are specifically requested.
2. **Quotation Table:** All price quotes must be made on the specifications table of the Request for Quote document. The bidder should provide a quote for each line item listed on the specification table.
3. **Identification of Quoter:** A full business name and address must be provided along with the submission of the quote. The quote must be signed by the quoter with his or her usual signature. The name of each person signing shall also be typed or printed below the signature.
4. **Withdrawal of Quotation:** Quotations may be withdrawn by the quoter prior to the due date for the Request for Quote.
5. **Award and Rejection:** Lakeside USD reserves the right to reject any and all non-responsive quotations or any portion or combination therein; to work with whomever and in whatever manner Lakeside USD decides; and to abandon the work entirely.
6. **Evidence of Responsibility:** The quoter is required to provide the contact information of two (2) past or present customers as references upon submitting the quotation (see page 6). Upon additional request of Lakeside USD, the quoter shall submit promptly to the District satisfactory evidence showing the quoter's financial resources, experience in the type of work being required, and any other required evidence of the quoter's qualifications to perform. Lakeside USD may consider such evidence before making the decision to proceed with the work outlined.
7. **Taxes:** Unless otherwise specified taxes shall not be included in the prices quoted.
8. **Discounts:** Any discounts which the quoter desires to price must be stated clearly on the unit price listed itself so that the net cost of the proposal can be properly calculated. Prompt payment discounts of less than ten (10) days will be considered net.
9. **FOB Destination Pricing:** All orders will be delivered to the Lakeside USD Central Kitchen, located at 12335 Woodside Ave., Lakeside, CA 92040. Prices must be quoted FOB destination to the location specified. Lakeside USD will not pay shipping or handling charges nor for any fuel surcharges that are not indicated. Prices offered must include off loading and inside delivery.
10. **Quantities:** The quantities indicated on the Item Pricing Page are Lakeside USD's best estimates as determined from previous purchases and projected usages and do not obligate Lakeside USD to purchase the indicated quantities. The annual quantities required may be substantially more or less than indicated.
11. **Samples and Literature:** Upon request, samples of products being quoted shall be furnished to Lakeside USD. Any bidder offering a brand other than those specified shall furnish specification sheets, product information and other pertinent literature upon request.
12. **Container Costs and Delivery:** All costs for containers shall be borne by the quoter. Containers shall be constructed to ensure safe transportation to point of delivery.
13. **Acceptable Brands:** The brands and products specified are the only brands and products known to meet Lakeside USD's requirements. When product specifications state "or equal" bidders may offer other



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brands and products which will be subject to Lakeside USD's evaluation. If the quoter desires to submit a quotation on an item of equal character and quality the item must be clearly identified with the brand name and product number. Such substitution shall be accepted only if determined by Lakeside USD to be equal or superior in all respects to that specified. The decision of Lakeside USD shall be final.

14. **Buy American Provision:** Federal regulations require that to the maximum extent possible only domestic products be purchased consistent with the "Buy American" provision of the Richard B. Russell National School Lunch Act, per 7 CFR, sections 210.21 (d) and 220.16 (d). This requires that a minimum of 51% of the ingredients in the food item is made from domestic ingredients. This policy will allow for an exception only in the case when an acceptable product is not available domestically in which case other countries of origin may be considered for purchase. Qualified exceptions must be properly documented through the Buy American Provision Exception Worksheet (exhibit A) and must be signed and approved by the Child Nutrition Director.
15. **Nutritional Information:** Upon request of Lakeside USD the quoter shall be required to provide a complete nutrient analysis of products. The following information will be required from the manufacturer: weight (gm), water content (gm), calories (Kcal), protein (gm), fat (gm), polyunsaturated fat (gm), saturated fat (gm), trans fat (gm), cholesterol (mg), sodium (mg), dietary fiber (gm), vitamin D (IU), Potassium (mg), calcium (mg) and iron (mg). No food products shall contain added artificial trans fats. **All items must be free of high fructose corn syrup (HFCS) and must be comprised of 51% whole grain or more.** All ingredients must be declared on the product label and conform to the Food Allergen Labeling and Consumer Protection Act. Labels must list the presence of ingredients which contain: protein derived from milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat or soybeans.
16. **Product/Ingredient Change:** The awarded vendor shall notify Lakeside USD whenever there is a product/ingredient change in any item provided and new ingredient statements and nutritional information shall be provided.
17. **Method of Pricing:** The quoter shall offer one firm fixed price for each item offered. The quoter must indicate the brand name, product code number and case count or weight for each item bid. Errors in price computations do not relieve quoter from holding price. Veracity of prices submitted is the sole responsibility of the quoter.
18. **Method of Award:** The quote shall be awarded as one lot to the low responsive and responsible quoter meeting terms, conditions and specifications. The award will be computed and the low bidder determined by multiplying each line item quantity by the unit price offered to achieve an extended total price for each line item. Finally, all line item extended totals will be summed to arrive at a grand total. If any discount is offered it will be subtracted to arrive at the net offer.
19. **Inspection of Facilities:** Lakeside USD reserves the right to inspect the facilities of the quoter prior to award. Lakeside USD may request to review the current food safety plan. If Lakeside USD determines that after such inspection the quoter is not capable of performance with standards, the quote will not be considered. The findings and decision of Lakeside USD shall be final.
20. **Ordering Conditions:** Lakeside USD shall submit orders through phone, in written form or electronically. The district reserves the right to revise as necessary an order no later than 9 a.m. the morning preceding any delivery.
21. **Product Substitutions and Discontinued Items:** Lakeside USD will not allow substitutions without prior approval. In the event the product cannot be delivered notification of the shortage must be made orally,



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by facsimile or by electronic mail at least 24 hours prior to scheduled delivery. An equal or better product must immediately be made available to Lakeside USD for approval at no additional charge. When substitutions do occur nutritional statements and ingredient statements of the replacement product shall be provided to Lakeside USD. Authorization of a substitute product shall be at the sole discretion of Lakeside USD. In the event an item is discontinued the quoter shall notify Lakeside USD. Items not discontinued by the manufacturer may not be discontinued by the quoter from quoter's inventory with advance written notification to Lakeside USD. Quoter shall notify Lakeside USD if they become aware of any product changes or reformulation. When product changes do occur, nutritional statements and ingredient listings of these products shall be provided to Lakeside USD.

22. **Delivery Instructions and Conditions:** Lakeside USD reserves the right to make additions to or deletions from the specified delivery locations at any time and to revise delivery times as required. The quoter shall be required to make direct deliveries to the location listed in this document between 6:00 a.m. and 3:00 p.m. Delivery days shall be determined by Lakeside USD. Lakeside USD shall be notified immediately of any known delivery delays. Frozen product shall be loaded on the delivery vehicle at a product temperature not to exceed 10 degrees Fahrenheit and shall be transported via refrigerated truck in such a manner that the food product shall maintain and arrive at its destination with product temperature not to exceed 25 degrees Fahrenheit. Any partially thawed product may be rejected at the delivery point.
23. **Order Minimums:** The district will not accept quotes from vendors which require an order or delivery minimum.
24. **Credit Memos:** The quoter's delivery driver shall provide each location with a credit at the time of delivery for all merchandise short on delivery, damaged or spoiled product necessitating a return or reorder.
25. **Invoicing:** The billing period shall begin on the first day of each month and shall end on the last day of each month. All invoices shall include the following information
 - a. Business name, address and phone number
 - b. Invoice number and date
 - c. Designated line for Lakeside USD signature
 - d. Ship to address
 - e. Product description
 - f. Product quantity for each item ordered
 - g. Unit and extended price for each item on order
 - h. Total price of order/invoice
 - i. Purchase order number provided by Lakeside USD
26. **Additions/Deletions:** Lakeside USD reserves the right to add other items to the contract. Prices of additional items shall be negotiated not to exceed 10% above quoter's delivered cost. Lakeside USD reserves the right to delete any item with thirty (30) days written notice.
27. **Other Purchases:** Lakeside USD reserves the right to purchase similar items from other sources.
28. **Time Frame:** Prices quoted shall be from July 1, 2021 through June 30, 2022.
29. **Commercial General Liability Insurance:** Including Bodily Injury and Property Damage Liability, Independent Vendors Liability, Contractual Liability, Product Liability and Completed Operations Liability in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$1,000,000 annual aggregate. Any general liability policy provided by Vendor hereunder shall contain an endorsement which



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applies its coverage to District, members or District's board of trustees, and the officers, agents, employees and volunteers of District, the State Allocation Board, individually and collectively, as additional insurers.

30. **Workers Compensation:** Required for all vendors including employers' liability insurance in an amount not less than \$100,000 per accident, \$500,000 annual aggregate.
31. **Automobile Liability:** In an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage. The Vendor may be required by the District to file with the District certificates of such insurance. The failure to furnish such evidence, if required, may be considered default by the Vendor.

By submitting quote, vendor agrees to the contract terms and the insurance requirements outlined above.

Please contact me at (619) 390-2600 x2550 or ksummers@lsusd.net if you have any questions. Please return quotes to the e-mail address listed above no later than **4:00 PM on April 21, 2023**

Thank you,

Kristie Summers
Director, Child Nutrition Services
(619) 390-2600 x2550
ksummers@lsusd.net

Vendor submitting quote

Printed Name

Signature

Date



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References

1. Agency Name: _____
Business Address: _____
Contact Person: _____
Telephone Number: _____
Email Address: _____
Size of Contract: _____
Dates of Service: _____

2. Agency Name: _____
Business Address: _____
Contact Person: _____
Telephone Number: _____
Email Address: _____
Size of Contract: _____
Dates of Service: _____