



LAKESIDE UNION SCHOOL DISTRICT

Lakeside Union School District Child Nutrition Services Department Request for Quote (RFP) 2024-07F

The Lakeside Union School District is seeking competitive quotes for fresh (unfrozen) pizza for the 2024-2025 school year. Pricing will be fixed during the contract term with an option to renew for up to one consecutive year. 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. If you are interested in submitting a quote, please do so no later than May 10, 2024, at 12:00 PM.

Business Name _____

Contact Name _____

Business Address _____

Business Telephone (_____) _____

Email _____

Signature _____

Date _____



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Delivery Locations

Deliveries will be made to the following locations listed below.

	School	Address & Phone Number	Delivery Days & Times
1	Lemon Crest Elementary	12463 Lemon Crest Dr, Lakeside, CA 92040 (619) 390-2527	Friday 10:00 AM
2.	Lakeside Farms Elementary	11915 Lakeside Ave, Lakeside, CA 92040 (619) 390-2646	Friday 10:50 AM
3.	Lakeside Middle School	11833 Woodside Ave, Lakeside, CA 92040 (619) 390-2636	Friday 10:00 AM
4.	Lindo Park Elementary	12824 Lakeshore Dr, Lakeside, CA 92040 (619) 390-2656	Friday 10:00 AM
5.	Lakeview Elementary	9205 Lakeview Rd, Lakeside, CA 92040 (619) 390-2652	Friday 10:50 AM
6.	Riverview Elementary	9308 Winter Gardens Blvd, Lakeside, CA 92040 (619) 390-2662	Friday 10:45 AM
7.	Tierra Del Sol Middle School	9611 Petite Ln, Lakeside, CA 92040 (619) 390-2670	Friday 10:00 AM
8.	Winter Gardens Elementary	8501 Pueblo Rd, Lakeside, CA 92040 (619) 390-2687	Friday 10:45 AM
9.	Central Kitchen	12335 Woodside Ave Lakeside, CA 92040 619-390-2630	Friday 10:00 AM



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

NOTE: All ingredients must be listed on the Product Formulation Statement (PFS), which must be completed, signed and returned along with the documentation attached.

Item No.	Description	Estimated Combined Weekly Usage	Unit Price: Per Pizza	Extended Weekly Total
1.	Pizza, Cheese, Light Mozzarella, 14" Whole Grain, 8-cut, minimum of a 2-grain equivalent & 2 meat/meat alternate equivalent. Must meet Smart Snacks criteria to be considered.	240	\$	\$
2.	Pizza, Pepperoni, Light Mozzarella, Reduced Fat, Reduced Sodium, 14" Whole Grain, 8-cut, minimum of a 2-grain equivalent & 2 meat/meat alternate equivalent. Must meet Smart Snacks criteria to be considered.	240	\$	\$
3.	Pizza, Hawaiian, Light Mozzarella, Reduced Fat, Reduced Sodium, 14" Whole Grain, 8-cut, minimum of a 2-grain equivalent & 2 meat/meat alternate equivalent. Must meet Smart Snacks criteria to be considered.	10	\$	\$
4.	Pizza, BBQ Chicken, Light Mozzarella, Reduced Fat, Reduced Sodium, 14" Whole Grain, 8-cut, minimum of a 2-grain equivalent & 2 meat/meat alternate equivalent. Must meet Smart Snacks criteria to be considered.	5	\$	\$



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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. **Identification of Quoter:** A full business name and address must be provided on the first page of this document and must be included 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.
3. **Withdrawal of Quotation:** Quotations may be withdrawn by the quoter prior to the due date for the Request for Quote.
4. **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.
5. **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 8). 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.
6. **Taxes:** Unless otherwise specified taxes shall not be included in the prices quoted.
7. **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.
8. **FOB Destination Pricing:** 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.



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9. **Quantities**: The quantities indicated on the Anticipated Usage Chart are Lakeside USD's best estimates as determined from previous purchases and projected usages. The district will not be obligated to purchase the indicated quantities. The annual quantities required may be substantially more or less than indicated.
10. **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.
11. **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 be 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, if applicable, must be properly documented through the Buy American Provision Exception Worksheet and must be signed and approved by the Child Nutrition Director.
12. **Nutritional Information**: Upon request of Lakeside USD the quoter will 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). All food items quoted shall be free of trans fats. 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 soy. Each serving may not exceed 35% of calories from total fat, and must contain a minimum of 51% or more whole grain.
13. **Quality Control**: Once awarded, the vendor will adhere to all applicable health regulations. Food shall be prepared, held, and delivered under properly held temperatures. Hot food may not be delivered at a temperature below 135 degrees Fahrenheit. Each slice of pizza must be of equal and consistent size.
14. **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.



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15. **Method of Pricing:** The quoter will offer one firm fixed price for each item offered. The quoter must include cost of delivery in the price per unit to the school sites listed on page two (2) of this Request for Quote.
16. **Method of Award:** The quote shall be awarded to the low responsive and responsible quoter meeting terms, conditions and specifications outlined in the contract terms. Price will be the largest determinant, which will comprise 40% of the awarded points. The total price will be computed and the bidder determined by multiplying each line item quantity by the unit price offered to achieve an extended total price for each line item. 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. Additionally, the results of the taste test will be a determinant in the award of the contract, and will comprise 30% of the total points awarded. Lastly, the ability to meet all nutrition criteria outlined in the contract will comprise the final 30% of points awarded. All points will be awarded and the quoter who receives the highest total points will be offered the contract.
17. **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.
18. **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 AM the morning preceding any delivery.
19. **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 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



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changes or reformulation. When product changes do occur, nutritional statements and ingredient listings of these products shall be provided to Lakeside USD.

20. **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 on page 2 of 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. The district reserves the right to change the delivery schedule, including adding or reducing the number of days, number of deliveries, and/or delivery times. The District has the right to refuse late deliveries and the District will not be liable for purchase of product or any charges that might be levied by vendor from attempted delivery or late product.
21. **Order Minimums**: The District will not accept quotes from vendors which require an order or delivery minimum.
22. **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 or resulting in the District being unable to serve the product.
23. **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
24. **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.
25. **Other Purchases**: Lakeside USD reserves the right to purchase similar items from other sources.



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26. **Termination**: If the awarded vendor fails or neglects to supply or deliver any of the goods requested at the price listed and at the specified locations listed in the contract, the District may then cancel and/or rescind the contract or may purchase said goods elsewhere.
27. **Time Frame**: Prices quoted shall be from July 1, 2022 through June 30, 2023.
28. **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 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.
29. **Workers Compensation**: Required for all vendors including employers' liability insurance in an amount not less than \$100,000 per accident, \$500,000 annual aggregate.
30. **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.
31. **Non-Discrimination**: Contractor shall comply with all Federal, State, and local laws and regulations, including District policies, concerning nondiscrimination and equal opportunity in contracting. Such laws include, but are not limited to, the following: Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; the Rehabilitation Act of 1973 (~503 and 504); California Fair Employment and Housing Act (Government Code ~12900 et seq.); and California Labor Code ~1101 and 1102. Contractor shall not discriminate against any employee, subcontractor, or applicant for employment because of age, race, color, national origin, ancestry, religion, sex/orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status in the recruitment, selection for training including apprenticeship, hiring, employment, utilization, promotion, layoff, rates of pay or other forms compensation. Nor shall Contractor discriminate in provision of services provided under this contract because of age, race, color, national origin, ancestry, religion, sex/orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status. Contractor's violation of this provision shall be deemed a material default by Contractor giving County a right to terminate the contract.



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

Please send all questions to ksummers@lsusd.net or call (619) 390-2600 x2550. Please return quotes to the e-mail address listed above no later than **10:00 AM, April 22, 2024.**

Thank you,

Kristie Summers
Director, Child Nutrition Services
(619) 390-2600 x2550
athomas@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: _____



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1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.