

**Edwardsville Community Unit School District No. 7
708 St. Louis Street
Edwardsville, Illinois 62025**

Pizza Prime Vendor

REQUEST FOR BIDS

Date Issued: August 15, 2023

Opening Date: August 28, 2023

Instructions for Bidders

Sealed bids will be received until 9:00 AM local time, August 28, 2023 and opened at that time by the Assistant Supt. - Business Operations, or his designated representative, of the Edwardsville Community Unit School District No. 7, Madison County, Illinois. All bids should be sent to the above address and labeled "District 7 Pizza Vendor". No faxed bids will be accepted.

It is anticipated that one primary vendor will be selected, based on the lowest responsive bidder for the major purchase item listed in the bid specification. The District further reserves the right to waive any formalities or irregularities in the bids and, at its discretion, to accept the bid or bids deemed the most favorable to the District. Prices must be firm through completion of contract, unless otherwise stated in the bid.

The undersigned hereby certifies that this company is not barred from bidding as a result of violation of Section 33E03 or 33E-4 of the Criminal Code of 1961.

The undersigned hereby certifies that he/she has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order or other document will create a binding contract. Further, he/she agrees to comply fully with all terms and conditions as set forth in the Illinois School Code, the State Board of Education Purchasing Rules and Regulations, together with the specifications and other documentary forms and regulations herewith made a part of this specific procurement or contract. The Board of Education of Edwardsville Community Unit School District No. 7 reserves the right to reject any or all bids or portions thereof.

Company Name _____ Telephone _____

Address _____ Submitted By _____

City _____ State _____ Zip _____ Date _____

Section 1

Type of Contract

All bid prices are “FIRM” for the contract period, unless prior written consent by District # 7.

B. Bidding Conditions & Instructions

1. Each bidder, by submitting a bid, represents that the bidder “understands fully” the bidding documents and is able to fulfill the requirements of the bid. Oversights and errors will not relieve the bidder of requirements contained in the bids.

2. Written inquiries relating to the bid item specifications should be directed to:

David N. Courtney Jr.
CFO/COO
708 St. Louis Street
P.O. Box 250
Edwardsville, IL 62025
Phone: (618) 655-6009

3. Quantities of items are estimates based on usage during the 2022-2023 school year.

4. District # 7 reserves the right to accept or reject any and all bids.

5. District #7 reserves the right to terminate the contract at any time for due cause, which includes, but is not limited to incomplete and/or unsatisfactory service, and/or unsatisfactory quality of products.

6. Bids received late will not be considered and will be returned unopened.

7. Unit prices shall include delivery. ALL prices must be quoted F.O.B. delivery sites.

8. Vendors must supply nutritional information on all food items bid as part of this bid response.

9. Food items must meet certain grade levels as specified by the United States Department of Agriculture.

10. The contract terms will remain in effect from September 1, 2023 through June 30, 2024.

11. Bidders shall furnish no less than four (4) "Free Pizza" coupons for all locations, 4 times per school year per location. Bidders shall supply any marketing items including posters or banners.

12. All Public school districts in Illinois are exempt from federal, state, and municipal taxes. On articles that are subject to such taxes, the district, upon request, will furnish exemption certificates.

C. Deliveries

1. Deliveries shall be made no less than twice per week at fourteen (14) drop off locations, Edwardsville High School, EHS South, Lincoln and Liberty Middle Schools and ten (10) elementary schools. The delivery schedule including dates and times will be worked out between the district and the company that is awarded the bid.

2. Food and supplies must be delivered to the specified area and must be received by a designated representative of the District Food Service Department. A two-part signed invoice copy must be left with the District Food Service Department at the time of delivery.

3. All deliveries shall be accompanied by a priced delivery invoice, which includes but is not limited to an invoice number, quantities of each item delivered, product code, price per item and extended price.

4. Discrepancies on deliveries shall be documented on the invoice at the time of delivery. Credit memos must be mailed or faxed within two days of initial delivery. Each credit memo must reference a specific invoice.

5. **The District Food Service Office must be advised of product shortages or substitutions in advance of delivery.** Substitutions must be approved by the Director of Food Service or designee prior to delivery and must be equal or higher in quality at no additional charge.

6. At the time of delivery, District Food Service management may refuse to accept damaged, broken, under temperature or dirty products. Successful bidder will be responsible for replacing the refused product within 24 hours. Any shortages or discrepancies on the vendor's part should be corrected within 24 hours. If there is an ordering error on the part of the District Food Service Department, all effort should be made by the vendor to help correct the problem in a timely fashion.

7. The carrier shall utilize properly insulated, mechanical or thermostatic temperature-controlled refrigeration equipment. Such equipment must be capable of maintaining proper temperature to protect the product. Temperature of the product received must be at or above 150°.

Ordering

1. All orders will be placed on a weekly basis or as needed. The district will send the orders via fax, web-based ordering or by Sales Representative who will review any problems that may occur and keep the District Food Service Department informed of any new products or promotional material that may be available.

D. Information

1. The successful bidder agrees to provide District 7 monthly usage information for the entire District and by individual school.

2. If unable to attend bid opening and results are desired, please enclose with your bid a stamped, self-addressed envelope. In accordance with purchasing policies, price results will be open to the public in the Purchasing Office.

3. Should a winning bidder fail to honor bid, District 7 will award the item(s) to the next qualified bidder with the cost differential to be paid by the first bidder, unless otherwise stated on bid.

E. Supplier Shortage

1. Any supplier “shortage” must be immediately brought to the District’s attention at the time the supplier’s representative accepts the order. In every instance of shipping “shortage”, the supplying company is to notify the District Food Service buyer immediately. Shortages may be deemed as evidence of inability to perform and may result in removal of that bidder from a qualified bidder’s list.

Section II

A. **Equal Employment Opportunity Clause**

Each successful bidder shall comply with the Human Rights Act, the Illinois Constitution, the U.S. Civil Rights Act, section 504 of the Rehabilitation Act, as amended, and the U.S. Constitution.

B. **Sexual Harassment Policy**

Successful bidder does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that (it) has a written sexual harassment policy that includes, at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal course, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

C. **Illinois Drug-Free Workplace Act**

Successful bidder, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 58073) that (it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and further certifies, that (it) is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

D. **Bidder Certification**

The successful bidder certifies that they are not barred from bidding on the contract as the result of a conviction for bid rotating or bid-rigging. In addition, the bidder is required to complete and return certification form #ISBE 85-34 regarding debarment to comply with all federal, state and local laws and ordinances pertaining to this bid.

E. **Purchasing**

All food must be processed in the United States. **No** out of country product will be accepted.

EDWARDSVILLE CUSD #7
VENDOR BID LIST

Pizza Prime Vendor

Vendor Name: _____

Item Description

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Large Pepperoni Pizza (Wheat)

Quantity Requested: Price Each
(Approximately 200-250 per week)

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Large Cheese Pizza (Wheat)

Quantity Requested: Price Each
(Approximately 100-150 per week)

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Large Sausage Pizza (Wheat)

Quantity Requested: Price Each
(Approximately 100-150 per week)