

REQUEST FOR FRESH-MADE PIZZA BIDS 2023-2024 SCHOOL YEAR

Armada Area Schools will accept bids on fresh-made pizza for the 2023-2024 school year as indicated in the attached "Specifications and Information" materials

All bids must be submitted prior to the time and date specified:

Due Date: October 11, 2023
Time: 1:00 PM local time
Place: Armada Administrative Building
74500 Burk Street
Armada, MI 48005

Please indicate clearly on the outside envelope:

PIZZA BID
ATTENTION: Missy Elliott-FOOD SERVICE DIRECTOR

The bids will be publicly opened at this time and place.

All bids and pricing will remain firm for the entire school year. All bids to be considered must meet or exceed all specifications herein.

On the day of the bid reading, we ask that the responders to the bid provide approximately 3 pizzas for taste testing at Armada Administrative Building at 1:00 PM. After the taste-testing and review of the bid, a recommendation will be made.

Sincerely,

Missy Elliott
Food Service Director

SPECIFICATIONS AND INFORMATION

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A. PRODUCT INSPECTION

The State Department of Health or any authorized representative of the local Department of Health or of Armada Area Schools shall have the right to inspect the premises, facilities and methods on any pizza or product delivered to determine whether or not the contract is being properly performed.

B. PRODUCT SPECIFICATION

All products must be produced under State of Michigan code provisions. **A formulation statement that certifies that the product meets the Grain and Meat/Meat Alternate requirements for school meals must be provided.**

Samples are to be provided when requested by the authorized school official.

Bids are to be submitted on the following product specification (**for each serving**):

1. 14" Round Pepperoni and Cheese (or equivalent if square)
2. Cut **evenly** into 8 slices in order to provide required meal components to meet USDA guidelines.
3. Crust must be a minimum of 51% Whole grain

C. DELIVERY SPECIFICATIONS

Ability to deliver to all buildings on the specified serving day 20-30 minutes prior to each lunch time. Exact daily per lunch quantities to be determined. We anticipate a volume of 3,200 pizzas for the 2023-2024 school year.

The location and delivery days are as follows:

1. Krause Elementary School – Tuesday 10:15 am
2. Armada Middle School – Tuesday 10:10 am
3. Armada High School – Tuesday 10:05 am

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D. ORDERING

An authorized school official will telephone orders 24 hours before delivery is required. Once a standard usage is determined per lunch a school official will call with adjustments to the order based on school events. If no adjustment is necessary, the standing order will be utilized.

E. BILLING

Invoices are to be sent to the office listed below:

Armada Area Schools Food Service Department
74500 Burk Street
Armada, MI 48005

-OR-

melliott@armadaschools.org & arobinson@armadaschools.org

Any questions regarding payment should be directed to Missy Elliott at (586)784-2166.

F. AWARD AND TERMINATION

1. Armada Area Schools reserves the right to accept or reject any or all items in the bid; to accept or reject any or all bids; to award the bid in part or in total; to waive informalities therein; or for any reason, to award the contract to other than the low bidder.
2. Armada Area Schools reserves the right to cancel this agreement for any reason.

G. OTHER CONSIDERATIONS

1. Formulation statements that certifies that the product meets the Grain and Meat/Meat Alternate requirements for school meals must be provided.
2. Familial Disclosure Statement
3. AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012
4. This bid covers November 1, 2023 through July 1, 2024.
5. The pizza **MUST** be evenly cut in order to provide required meal components to meet USDA guidelines.
6. Deliveries **MUST** be on time.
7. Two shirts for every regular staff member to be provided. The shirt will be worn on pizza service days.
8. The Food & Nutrition Department will not be responsible for pizza ordered by other departments outside of the food service department. These departments will be billed separately.
9. The proposed agreement or contract may be renewed for an additional one-year period provided both parties agree no later than July 1, 2024 to an extension. The extension will be at the same price and under the same terms and conditions as they exist in the current contract except that no further renewal shall be made.
10. Armada Area Schools are exempt from all applicable federal and state taxes. The federal tax-exempt number and the Michigan tax-exempt form may be obtained from the school district prior to commencing business. All bids are to be made taking this fact into consideration.
11. This bid is made without any previous understanding, agreement, or connection with any other person, firm or corporation making a bid for the same purpose and is in all respects fair and without collusion or fraud.

BID SHEET

LARGE ROUND CHEESE/PEPPERONI (or EQUIVALENT IF SQUARE)

\$ _____ PER PIZZA

COMMENTS: _____

DATE

NAME OF COMPANY

CONTACT PERSON

ADDRESS

TELEPHONE NUMBER

FAX NUMBER

AUTHORIZED SIGNATURE