



# Request for Proposals 20RFP039 Food Services Paper Goods

| Date                               | Event  |
|------------------------------------|--|
| September 10 & September 17, 2019  | Dates of public notice                           |
| September 20, 2019                 | Due date for questions by 5:00 pm                |
| September 23, 2019                 | Questions and answers posted on our website      |
| October 2, 2019                    | RFP opening / due date at 2:00 pm CST            |
| October 3, 2019 – October 18, 2019 | Evaluation of Bids and sample requesting/testing |
| November 18, 2019                  | AISD Board meeting for review/approval           |

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| <p><b>Deliver Sealed Proposals to:</b><br/> <b>Austin ISD</b><br/> <b>Nutrition &amp; Food Services</b><br/> <b>3701 Woodbury Dr.</b><br/> <b>Austin, TX 78704</b></p> | <p><b>Contact:</b><br/> <b>Misty Olsson</b><br/> <b>Senior Procurement &amp; Inventory</b><br/> <b>Specialist</b><br/> <b>512-414-0225</b><br/> <b>Fax: 512-414-0381</b><br/> <a href="mailto:Misty.Olsson@austinisd.org">Misty.Olsson@austinisd.org</a></p> |
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- Questions must be submitted, regarding this RFP must be submitted to the contact listed above. Email subject line will read: Questions – **20RFP039 Food Services Paper Goods**
- Q & A and addenda will be posted on our website: [www.austinisd.org/cp/bids](http://www.austinisd.org/cp/bids)
- **Proposals are due no later than 2:00 pm on the date indicated.** Your proposal must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered.
- **Please submit the following:**
  - Required**
    - One (1) hard copy marked “original” – include signed “required” forms
  - Requested**
    - One (1) digital copy on a flash drive – include signed “required” forms
    - One (1) hard copy marked “copy”
- FAX, e-mail or other electronic proposals will **not** be accepted.
- Proposals must be plainly marked with:
  - Name and address of the respondent
  - RFP number and title above

## **Checklist and Submission Guidelines**

This checklist is provided to help you conform to all form/document requirements stipulated in this solicitation and attached herein.

(This is not a required form, it is not necessary to return this checklist with your proposal.)

### **Understanding the Proposal**

Completed

- Read entire RFP document, appendices and attachments
- Review AISD Policy and Instructions on our website: [Policy and Instructions](#)
- Submit questions properly before deadline
- Review addenda, Q&A and other additional attachments
- Review Proposal Format section of RFP (Section VI)

### **Forms**

Completed | Required

- |  Bid Certification
- |  Notification of Criminal History of Contractor
- |  Debarment, Suspension and Ineligibility Certification
- |  Conflict of Interest Questionnaire (CIQ) – electronic
- |  EDGAR Vendor Certification
- |  [Attachment A](#) (Line Item Worksheet)
- |  [Attachment B](#) Sample Form

### **Submitting the Proposal**

Completed

- Prepare the proposal in the format specified and sign all required forms
- Submit required hard copy marked “original”
- Submit requested quantity of digital copies on flash drive
- Submit requested quantity of hard copies marked “copy”
- Package proposal in sealed envelope or carton properly labelled
- Deliver proposal to delivery address by RFP opening / due date and time

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## I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “district”) is seeking proposals with a vendor(s) to provide a variety of food services paper goods. Award(s) will be based on best overall value for the District, not necessarily lowest price.

The purpose of this Request for Proposal is to establish competitive pricing for items included on Attachment A.

## II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The Austin ISD HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses (HUB) in district-wide procurement. When AISD considers entering into a contract estimated at \$50,000 or more, the HUB Program will determine whether subcontracting opportunities are applicable before publishing the solicitation.

## III. PROPOSAL FORMAT

### A. Preface

The Contractor shall provide an executive summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal.

### B. Proposal

The vendor’s proposal itself shall be organized in the following format and informational sequence:

#### ***Section I – Summary of Experience***

This section shall contain the full name and address of the contractor submitting the proposal and a brief summary of the contractor’s experience and individual experience for personnel who will provide this product or service.

#### ***Section II - Scope of Service***

A description of services and capabilities as outlined in the Scope of Service and Performance Requirements sections of this RFP, in the order shown. Clearly state any exceptions taken to the specifications of this RFP, or any conditions of the proposal.

#### ***Section III - Financial Proposal***

This section shall contain a straightforward, concise delineation of the contractor’s fees to satisfy the requirements of this RFP. It is the contractor’s responsibility to specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein. Provide price per each in Attachment A below, which includes all costs for product, delivery, packaging, etc.

#### **Section IV – References**

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). A list of at least three (3) references from current customers must be provided.

#### **C. Required Forms**

Forms are required with **Original response & flash drive only**; they can be excluded from additional requested copies.

Contractor shall execute the following required forms (located on our website: [Required Forms link](#)), and return the **signed original** with the proposal:

- Bid Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Ineligibility Certification
- EDGAR Vendor Certification
- Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with Chapter 176 of the Texas Local Government Code. The form should be submitted on-line at [Conflict of Interest Questionnaire - CIQ](#).

#### **IV. INITIAL REVIEW OF PROPOSALS**

Any contractor determined non-responsible or any proposal determined non-responsive will not be evaluated further. The contractor will be notified of a non-responsible or non-responsive determination.

##### **Responsive**

In order for a proposal to be responsive:

- ALL required forms listed above shall be signed and included with proposal;
- Proposal shall be received prior to the RFP opening date at the address listed on the cover page;
- Proposal shall respond to the entire scope of service and performance requirements as requested.

##### **Responsible**

In order for a proposal to be responsible, the contractor shall be in good financial standing with the Texas Comptroller of Public Accounts.

#### **V. COMPETITIVE SELECTION / EVALUATION**

- A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the lowest priced proposal. Award will be made to the firm(s)

submitting the best responsive proposal satisfying AISD’s requirements, price and other factors considered.

B. The district will reference the table below in the evaluation process.

| Points    | Item                  | Detailed Description  |
|-----------|-----------------------|---|
| 35 Points | Proposed Plan         | 5 points If the adequacy and completeness of the plan offered addressing the Scope of Service.<br><br>20 points If the products and/or services meet the district’s needs.<br><br>10 points Based on the vendor’s history with the District, including references.  |
| 20 Points | Vendor’s Capabilities | 10 points If the vendor meets delivery schedule and requirements.<br><br>10 points If the vendor specifies lead time showing the number of calendar days required to place materials in possession of the District.   |
| 45 Points | Financial Proposal    | 35 points for purchase price including long-term cost to the District to acquire the goods or services.<br><br>10 points for the impact on the District to comply with historically underutilized business related laws.<br><br><a href="#">Attachment A</a> (Line Item Worksheet). Contractor Per Unit Price must include all costs including: Start-up costs, fixed product costs, delivery, and packaging to determine best value. |

C. The committee evaluating the proposals submitted in response to this RFP may require any or all contractors to give an oral presentation in order to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, contractors may be requested to revise any or all portions of their proposals and submit a best and final offer (BAFO) for consideration.

D. If the district determines that additional evaluation steps are required to determine the best value between Contractors, the district reserves the right to consider any or all of the following additional criteria; the proposed price, contractor’s experience, references and record for responsibility, or any other relevant factor that the district deems necessary to determine best value.

## **VI. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS**

### **Contract Term**

The term of the agreement(s) resulting from this solicitation will be in effect November 19, 2019 – June 30, 2020, from the date of award by the Board of Trustees, or such date established by the agreement, as follows: seven (7) month period, after which the parties by mutual consent may renew the agreement for up to three (3) additional one (1) year periods or through June 30, 2023. In addition, the district reserves the right to extend the contract for an additional time beyond the final expiration date if necessary to ensure no lapse in service.

### **Awarded vendors shall agree to accept the following terms:**

1. Specifications: Attachment A lists the items needed in detail.
2. Estimated quantities are listed on Attachment A for each specified time period.
3. Delivery cost must be included in your per unit price. See Attachment A for the estimated delivery schedule.
4. Deliveries will be made to the Austin ISD Central Warehouse, 3701 Woodbury Dr, Austin, TX 78704. This location has a loading dock.
5. All Deliveries require an appointment with AISD warehouse at 512-414-6060.
6. Delivery appointments can be scheduled between 7:30 a.m. - 2:30 p.m.
7. Pallet info: 48x40" floor dimension, 76" height limit, 1" or less spillover on all pallet sides, no sideways pallets unless chep pallet.
8. If an item is discontinued then it must be replaced by a Buyer-accepted equivalent (or better) at the same or lower price.
9. If a material change occurs, the contract will not be renewed upon the conclusion of this term. Material change means a modification that substantially exceeds and/or alters the terms of the original contract. The following anticipated and unanticipated changes are to be considered as well do not qualify as a material change: 5% upward or downward trend in student enrollment and/or participation to allow flexibility for program growth or decline; unanticipated program and/or regulation changes.
10. Payment Terms: Net 30 Days, from the receipt of an accurately submitted invoice to the accounts payable department. Monthly statement or monthly aging report to be sent to [foodservicesaccountspayable@austinisd.org](mailto:foodservicesaccountspayable@austinisd.org).
11. Price Fluctuation: Due to the potential for price change in on the paper goods listed, pricing must be fixed for the initial 7-month period, and then for each subsequent 12-month period, at which times it may be adjusted up or down, based on verifiable documentation, provided by the Vendor to the Buyer, documenting on which items pricing should change (up or down). Written notice should be provided 30-days prior to the end of the then current price period. Failure to provide price decreases on time will result in such decreases being retroactive to the beginning of the date where those reductions should have taken effect. Over the contract period, awarded Supplier will offer Buyer, within 30-days of industry changes, price reductions similar to price reductions in the market for products listed, if they exceed a 5% reduction in price. Supplier offers not made may be considered a Supplier performance issue.
12. Samples: Samples may be requested and are to be delivered by the bidder to the location listed below for examination of such samples.
  - 3701 Woodbury Dr, Austin, TX 78704

Notification of sample delivery must be sent to the Senior Procurement & Inventory Specialist via email including estimated delivery date, delivery tracking information, if applicable, actual delivery date, and who signed to accept delivery. Samples needed for a proposal to be evaluated properly must be delivered within seven (7) working days from the time the vendor is notified.

Product information for paper items **must** be delivered with samples. Each sample must be clearly marked to show the bidder's name, address, proposal title and proposal item number for which the sample is being proposed. Samples should be submitted at no cost to the district. Sample items from the successful bidder will be retained for the purpose of determining that the quality and workmanship of the delivered items comparable to the sample. PRODUCT SAMPLE CHECK-IN FORM, Refer to [ATTACHEMENT B](#) for further instructions

13. Shortages: Vendor and/or sales agents acting on the Vendors behalf shall give 72 - hour prior notice to the ordering entity of any anticipated shortages, back orders, and/or out-of-stock items prior to delivery. The Vendor must keep the District informed at all times on the status of the order. Default in promised delivery, without acceptable reason, authorizes the District to purchase goods elsewhere, and charge any increase in cost and handling to the defaulting Vendor. No substitutions are accepted without prior written approval by the District. Vendors must notify the District of any known shortages, back orders, out-of-stock items, etc. that could affect multiple ordering entities for any extended period.
14. Records Retention: Vendor shall maintain its records and accounts in a manner that shall assure a full accounting for all goods and/or services provided by Vendor to the District under this Agreement. These records and accounts shall be retained by Vendor and made available for audit by the District, for a period of not less than five (5) years from the date of completion of the services, receipt of goods, or the date of the receipt by the District of Vendor's final invoice or claim for payment in connection with this Agreement, whichever is later. If an audit has been announced, Vendor shall retain its records and accounts until such audit has been completed.

## VII. APPENDICES AND ATTACHMENTS

- Appendices (Documents included within this proposal):
  - [Appendix 1](#) – Purchasing and Acquisition Vendor Relations Policy CHE-LOCAL
- Attachments (Separate documents available to download):
  - [Attachment A](#) Line Item Worksheet
  - [Attachment B](#) Sample Worksheet
  - [Attachment C](#) Master Purchasing Agreement Sample

**Please use ATTACHMENT A to state bid pricing.**

A link to the fillable MS Excel Offer [ATTACHMENT A](#) is below for your convenience.

1. Use this [Attachment A](#) (Line Item Worksheet) as one of the bid documents to list your Per Unit Price, which is to include all costs including: start-up, product, delivery, packaging, etc.
2. The quantities listed in [Attachment A](#) are initial 7 month quantities and 1-year quantities which provides you with an estimate of the product that will be needed during the next 4-years, based on historical usage.



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3. Please note that this is not a commitment to buy all specified line items or quantities listed, but a good faith effort to meet or exceed the dollar amount awarded for goods in these general categories.
4. Bid your lowest and best firm-fixed price. Pricing is to be firm for the duration of the contract period and any ongoing business per the Price-Fluctuation clause. The vendor shall notify the Nutrition & Food Services Procurement Team immediately if circumstances arise which affect pricing, product specifications and/or availability.
5. Unit price shall include the following:
  - a. Transportation charges, F.O.B. destination, prepaid and allowed.
  - b. Manufacturing standard warranty.
6. A vendor shall not add additional usage fees, convenience fees or any other fees to the bid price when processing an order.
7. In case of discrepancy between unit price and case price, the unit price shall be considered correct.