



GARLAND INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT
501 SOUTH JUPITER ROAD
Garland, Texas 75042

Date May 1, 2017

ADDENDUM #1, RFP #17-18 (31802)

Refrigerated and Frozen Foods

This addendum modifies the original document as listed below and is hereby incorporated to the contract documents. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Failure to submit the addendum will be used as an evaluated factor.

REPLACE: Under "Header" in "Note to Suppliers", "Student Nutrition Services Cover Letter and Requirements", Frozen Food Specs 17-18.xlsx

WITH: FROZEN GENERAL SPECIFICATIONS 2017-2018 (attached)

Mark A. Booker
Director of Purchasing

Company Name

Address

City

State

Zip

Signature

Title

Garland Independent School District- Student Nutrition Services

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Additional Bid Requirements

- A. Bid Period – Pricing from this bid will remain firm for the period of July 1, 2017 through June 30, 2018.
- B. Bid Award – the bid will analyzed and awarded on commercial pricing. Awards will be made based on what is in the best value and interest of the Student Nutrition Services Department. USDA purchasing trends and available funds may affect the award.
- C. Awards –Bids will be assessed not only in terms of the cost of the items but may also consider factors such as, but not limited to: **Best Value**
- The purchase price
 - The nutritional analysis of the product
 - The shelf life of the product
 - Results of Student Nutrition Services Acceptability Panel
 - Results of Student Acceptability Panel
 - The reputation of the vendor and of the vendor's goods or services
 - The quality of the vendor's goods or services
 - The extent to which the goods or services meet the district's needs
 - The vendor's past relationship with the district
 - The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses
 - The total long-term cost to the district to acquire the vendor's goods or services
 - Whether the vendor or the vendor's ultimate parent company or majority owner: has its principal place of business in this state; or employs at least 500 persons in this state
 - Any other relevant factor specifically listed in the request for bids or proposals
- D. Nutrition Facts
1. Nutrition Facts information is to be in written form.
 2. The nutrient information should be submitted to SNS at the time of bid, prior to the bid opening and should include a copy of the CN label if available.
 3. If CN label not available, manufacturer's signed Product Formulation Statement must be submitted for each product.
- E. Quantities
1. Estimated quantities are listed on the bid form. These quantities are based on a planned menu and prior year's usage.
 2. The District reserves the right to purchase additional quantities of items as listed on this bid subject to verification of the same or lower prices and conditions as bid.
 3. The District reserves the right to purchase less than or none of the quantities listed on the bid. Doing so will not cause any adverse action or effect price or conditions as bid.
 4. Garland ISD reserves the right to purchase in full truckload or less than full truckload. The bid price as quoted and awarded will apply to both truckload and less than truckload quantities.
 5. The District will pay no penalties or additional payments due to the District ordering less than a truckload quantity.
 6. The District reserves the right not to purchase any item on this bid or any item listed on this purchase agreement.

Company Name: _____

Bidders initials: _____

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F. Specifications for Products

1. Please refer to individual specifications for clarification.
2. All materials furnished must meet or exceed specifications as listed.
3. Specifications as written meet the District's admissible specified requirements.
4. All products proposed must be approved and registered with the Texas Department of Agriculture to be considered.
5. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer or brand name, the term "or equal" if not inserted shall be implied. The specified product shall be understood as indicating the type, function, minimum standard, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. Brands of equal quality or type are acceptable.
6. Specifications received from vendors that are different from the original requirements must meet or exceed original specifications to be considered as equivalent. The District will be the sole judge to determine if products quoted/tested are equal.
7. The SNS Advisory Committee reserves the right to make final decisions on comparable items as equals. Be very certain that items upon which you quoted are equal to items listed.
8. Any deviation from the product specification must be listed on the Deviation/Compliance Form.
9. Items delivered must be exact brand and item as tested and awarded.
10. Product to be received from USDA and processed for the 2017-2018 school year.

G. Proof of Quality and/or Adherence to Specifications - If the product deviates from specifications or it is found to be inferior or is not the original product bid; the supplier will be given notice to pick up the product and issue credit to Garland ISD. Garland ISD reserves the right to terminate the contract for said product and award the bid to the next lowest bidder.

H. Buy American Provision

The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d).

I. Conformity and Inspection

All bid items must be in conformance with any federal, state, and local laws or regulations in effect at the time of purchase and be inspected by USDA or the appropriate governmental agency. Each company must have a certified HACCP plan.

J. Chemical Analysis of Frozen Entrees & Meat Product - (Example - fat not to exceed 18% - 21%) - Garland ISD- Student Nutrition Services may submit samples collected at random from the delivered product during the bid period, to an independent laboratory for analysis. Suppliers whose product fails to meet the acceptable standards will be expected to pick up the product and reimburse the school district for any cost incurred, including lab tests, costs for purchasing a replacement product and any

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penalties assessed by USDA. Cost of tests on products, which meet all standards, will be assumed by the school district.

Products must contain no added trans fats according to USDA regulations.

The Nutrition Facts Label must read 0 mg trans fats per serving.

All canned fruits must be packed in water, juice or extra light syrup.

All frozen fruit should contain no added sugar.

All canned and frozen vegetables should be low sodium.

All Grain/Bread products must meet current standards for use in USDA School Meal Programs.

K. Qualification of Product

1. One full case of samples is required of all brands listed on the bid. Sample should come from the production line, in the case that will be delivered after bid is awarded. The sample must be delivered in an intact case. In the situation that a full case is too large to ship, the box should be opened and broken down and included in the shipping container.
2. Sample cases will be used for qualification, testing procedures, and quality control monitoring at the Food Services office and testing facility. Samples are requested for bid evaluation.
3. Full, unopened cases should be delivered to the Garland ISD- Student Nutrition Services Warehouse, between 7:30 a.m. and 1:30 p.m., Monday through Friday.
4. Sample cases shall be delivered on or before the bid opening date.
5. Sample case of product must be labeled as to company, name and telephone number of a contact person, content, units/case, bid item number, and have a Product Code Number. The Warehouse Supplier Sample Log Sheet (see page 6) enclosed for use in logging in the samples. This may be duplicated and filled out in advance to expedite the process of logging in the samples. Only products being submitted on one bid (frozen or staples, etc.) should be listed on one log sheet. Unlabeled product WILL NOT be considered.
6. The product used for testing must be from standard production lines. The sample shall not be custom produced. No charge is to be made for samples or their delivery. Failure to follow these instructions will disqualify product.
7. Cooking & preparation instructions must be on the product label, inside the case or securely attached to the case.
8. A written and signed nutrient analysis will be required with bid submission.

L. Warehouse Delivery Specifications

1. All deliveries shall be FOB to the Garland ISD Student Nutrition Services Department warehouse, 701 North First Street, Garland, TX, 75040.
2. Delivery appointments must be made 5 workdays in advance prior to delivery. Normal delivery times are Monday – Friday, 7:00 a.m. – 1:00 p.m., depending on availability of appointment times. Please call 972-487-4213 for appointments.
3. A PO for each product will be furnished to the successful bidder 10-15 days before the required delivery date to the Garland ISD warehouse. The date on the form will be the preferred date the product needs to be delivered. The actual date and time of delivery will be established when the supplier or truck line calls to schedule the delivery appointment.

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4. All deliveries shall be on 40"x48" pallets stacked a maximum of 50" high and weighing a maximum of 3000 pounds. Pallets will be exchanged as needed. The supplier is responsible for all costs related to loads that need to be palletized at the dock.
 5. All frozen foods are to be delivered frozen with a maximum internal temperature of the product of 0 degrees Fahrenheit. Test cases will be pulled from the pallets of product being delivered to test the temperature. If product does not meet this requirement, the shipment will be refused. The supplier will be responsible for reloading product back onto the delivery truck and for removal of the product from Garland ISD premises. If time permits Garland ISD to receive replacement product, this will be allowed. If time does not permit replacement and a substitute product must be obtained to avoid inconvenience to the District (such as menu changes), any additional costs incurred will be charged to the supplier whose product did not comply with these requirements.
 6. In addition to temperature rules, on arrival the supplier must also ensure:
 - a. No physical damage to the packaging.
 - b. No abnormal odor to the packing, packaging or contents.
 - c. No physical evidence of rodent, insect or bacterial contamination.
 - d. Laboratory confirmation of chemical or biological contamination.
 - e. Lots or sources identified by government agencies for further inspection or control.
 - f. Supplier will allow the District to inspect deliveries for imperfections (example weevil infestation). If such imperfections are found, the supplier shall pick up items and replace the item or issue a credit for the full purchase amount.
 - g. Supplier is responsible for ensuring all products are wholesome and free of contamination throughout the delivery process until accepted at the Garland ISD dock.
- M. Contract Performance - Garland ISD reserves the right to cancel the entire contract and/or buy in the open market at the current price and charge the supplier the difference between the price so paid and the bid price in the event that:
1. Any item is not delivered during the four (4) days specified at the time the order is placed with the supplier. Prior approval must be obtained if circumstances prevent prompt delivery.
 2. Brands of merchandise other than brands named on the bid are delivered without prior approval.
 3. Formulation of a product is changed.
 4. Orders are not delivered within the specified time period within the delivery day.
 5. Pack changes and written notification has not been made at least two weeks prior to delivery.
 6. If one item of an awarded lot is relinquished, all items will may be relinquished.
 7. If the product deviates from specifications or is found to be inferior or unwholesome.
 8. Additionally, the bidder may be liable for liquidated damages for any increased costs to the District resulting in the need to re-bid a product or for the difference in cost for another qualified product and all lab costs. A supplier may be denied the opportunity to receive bids or quotations based on the following reasons:
 - a. Previous withdrawal of a bid or quotation.
 - b. Previous failure to honor a bid or quotation.
 - c. Unusual delays in delivery of previous awards.
 - d. Repetitive failure to respond to requests for bids or quotations.
 - e. Unauthorized substitution of merchandise in other awards.
 - f. Previous failure to perform service satisfactorily.
 - g. Location of supplier not conducive to the level of service required.

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- h. Discrimination against an employee or applicant in regard to race, religion, color, sex, or national origin.

- N. Product Support Services - Garland ISD will review and approve any technical support, training, promotional items pertaining to your product after the bid is awarded.

- O. State License - Firms that manufacture and/or distribute food for sale to schools are "wholesale food manufacturers and/or distributors" and must acquire the appropriate license with the appropriate state agency where the manufacturer is located. For example manufacturers located in Texas must be licensed by the Texas Department of Health, Bureau of Food and Drug Safety, Manufactured Foods Division. Any food supplier that is not properly licensed is an unapproved source of food. If the license is not included with the bid, it will not be considered.

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