



**Austintown Local Schools**  
Alexis Weber, RDN, LD  
Food Service Director  
(330) 797-3900 ext 2032  
aweber@austintownschoools.org  
affoodservices.com

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**Request for Bid**  
2018-2019 School Year

Dear Company,

We thank you for your interest in bidding your products and services for the Austintown Local School District (ALSD) Food Service Department for the 2018-2019 school year.

The bidding process will close on May 4<sup>th</sup>, 2018. We encourage our bidders to fill out the bidding packet electronically and print out the completed forms to physically sign when finished. Electronic bid packets are available on our department website [AFFoodServices.com](http://AFFoodServices.com).

Bids must be turned into the Treasurer's office in a sealed and labeled envelope by 10 A.M. on Friday May 4<sup>th</sup>. All bids will be opened at 11 A.M. on May 4<sup>th</sup>. The public is welcomed to attend the bid opening; however, physical bids will not be shared with the attendees. The Austintown Local School District will make a final decision on the accepted bid by the May or June 2018 Board of Education Meeting (date to be determined).

When sending the completed bid packet, please address it as follows:

Austintown Local School District  
Attention: \_\_\_\_\_(item) Bid for 2018-2019  
Arthur J. Ginnetti III, Treasurer  
700 South Raccoon Road  
Austintown, OH 44515

Please fill out all the areas of the bid completely to ensure the best evaluation of the bid.

Pizza companies, please see attached information about taste testing event.

If you have any questions regarding the bid packet, please contact the ALSD Food Service Director at 330-797-3900 x2031.

Thank you,

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## General Specifications for Bids

### General Scope

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Austintown Local School District (ALSD) wants to encourage fair and open competition amongst its vendors. As such, we invite companies to submit their bids in a professional and honest fashion. Per Title 2 CFR (Code of Federal Regulations) 200.318-320, this Invitation for Bid (IFB) is created with a goal of obtaining an adequate number of vendor bids and the ALSD will award the contract to the lowest responsible bidder who meets the stated needs and objectives of this bid.

### School Locations

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Austintown Fitch High School	4560 Falcon Drive	Austintown, OH 44515
Austintown Middle School	800 S. Raccoon Road	Austintown, OH 44515
Austintown Intermediate School	225 Idaho Road - Lloyd Loop	Austintown, OH 44515
Austintown Elementary School	245 Idaho Road - Lynn Kirk Loop	Austintown, OH 44515
Austintown Early Learning Center	4211 Evelyn Road	Youngstown, OH 44511

### Product Lists

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ALSD strives to award one contract to the most responsible bidder. However, if we feel it necessary to award individual line items, based on the needs of our food service operation, we may do so. Complete the attached Proposal Form completely. If there are additional items or conditions that your company wishes to propose, you may attach them to the completed packet.

### Item Quantities

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The estimated quantities listed in the Proposal Form are based on the 2017-2018 school year. We cannot guarantee these quantities for the 2018-2019 school year or guarantee a minimum quantity for your company.

### Quality

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The quality of all items supplied to the ALSD must meet or exceed the quality of the items listed in the bid. If for any reason the integrity of these items is compromised, ALSD reserves the right to discontinue the relationship and seek appropriate items from a qualifying vendor. ALSD Food Service Department will review items upon delivery and will refuse any items that do not meet the expected standards.

Dairy items shall be delivered with ample usage dates. For fluid milk, it is expected that the milk should have a Best If Used By date that is 7 days or longer from the delivery date. ALSD may refuse fluid milk products that have a compromised Best If Used By date or that is not feasible to sell in an appropriate period. Other dairy products shall follow the same accord, displaying a Best If Used By date that offers an appropriate length of time for use.

By submitting a bid, your Company acknowledges their adherence to all local, state, and federal laws and regulations. Specifically, all laws and regulations (where applicable) set forth by the following: your Company's local county Board of Health, the Mahoning County Board of Health, Ohio Department of Health and Ohio Department of Agriculture, United States Department of Agriculture, Food and Drug Administration, the Federal Food, Drug and Cosmetic Act, and the Food And Drug Administration Pasteurized Milk Ordinance (PMO).



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## **Geographical Preference**

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The ALSD believes in working with our community to support and provide for our students and families. Although it is not a disqualifying attribute if your company is not based in Austintown, we may give preference to businesses that are located within our township. Geographic location will be considered among the other aspects of the bid, such as price, service, responsiveness, etc.

## **Nutrition Requirements and Formulation Statements**

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All food items that contribute to the meat/meat alternative, grain, and dairy components of a reimbursable meal in the National School Lunch Program (NSLP) MUST be accompanied by a nutrition or formulations specification sheet. The sample Formulation Statements in this packet may be used or you may submit your own documentation with all the necessary information, including Nutrition Facts Labels. Please use 1 (one) set of formulation statements for each food item that you bid (for example: cheese pizza should have a grain statement and a meat/meat alternative statement, pepperoni pizza should have its own statements, etc.). It is also helpful to have this documentation electronically for our program should your company be awarded the contract. All applicable food items, regardless of meal components, should meet the nutrition standards of the National School Lunch Program (NSLP). Complete Nutrition Facts Panels must also be submitted in addition to the Formulation Statements. For reference to the required meal pattern and nutrition requirements in the NSLP please visit: [Title 2 CFR 210.10 Meal requirement for lunches](#)

## **Taste Testing (pizza)**

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There will be a taste testing night for pizza products. We will be inviting pizza companies to submit 2 party cut, cheese pizzas (1 regular crust, 1 whole grain crust) for a tasting event on May 2<sup>nd</sup>, 2018 before bids are opened. District administrators and students will have the chance to give input on the taste of these pizza products. More information to come. Please share your interest in participating with our office before submitting your bid packet.

## **Proposed Pricing**

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Prices shall remain firm for the entire 2018-2019 school year. Delivery costs, equipment, and any other costs should be incorporated into the price of each line item. Simply stated, the ALSD will not be charged and will not pay for any additional costs, fees or taxes. The price of each item listed on the Proposal Form by your Company must be the full and complete price. If a price change is inevitable, your Company agrees to notify the Food Service Director in writing and by phone call to discuss the changes. If the changes are unsuitable for the ALSD, we reserve the right to discontinue the relationship.

## **Payment**

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An itemized physical invoice must accompany each delivery to each school building. Each building cafeteria manager will sign the invoice upon successfully receiving their delivery. In order to submit a full payment, ALSD must have a physical (or electronic) copy of all invoices for every delivery, which match the monthly statement. Payments will be made by the ALSD Food Service Department on a monthly basis. Statements for all invoices are due by the 1<sup>st</sup> of the following month (for example, all February invoices should be on an itemized statement and delivered to ALSD Food Service Department by March 1<sup>st</sup>). The Food Service Department prefers to receive monthly statements electronically sent to our department email.

## **Proposal Form**

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Please fill out the proposal form completely. If there is an item that is not offered by your company please indicate by placing N/A (not applicable) in those fields. If your company needs to further explain a product or condition about a line item, those details may be attached to the final packet.

Company Name: \_\_\_\_\_



# Dairy Bid Requests

2018-2019 School Year

Austintown Schools Food Service Department

The following are requests from the Austintown Local School District Food Service Department. These requests are made with thoughtfulness in how our Food Service Department will be best served regarding products, services, deliveries, nutritional requirements, equipment, invoices & statements, etc. Your Company's ability to fulfill these requests will be considered in the final bidding decision. If you contract out your delivery services, you must acknowledge and take consideration for their ability to meet these requests.

The Austintown Local School District requests the following:

- Deliveries to each of the 5 Austintown Local School buildings (Fitch High, Middle, Intermediate, Elementary, and Early Learning Center).

Yes      No      Comments: \_\_\_\_\_

- Provide up to 3 deliveries to each of the schools each week? If not, how many milk deliveries can your company commit to making each week at each of the schools?

Yes      No      Comments: \_\_\_\_\_

- Fluid milk with the following fat requirements: low-fat (1 percent or less, unflavored) and fat-free (unflavored or flavored).

Yes      No      Comments: \_\_\_\_\_

- Low-fat flavored fluid milk (1 percent or less), barring that the ALSD is able to obtain a Low-Fat Flavored Milk Exemption Request.

Yes      No      Comments: \_\_\_\_\_

- Milk Cooler Equipment:

- Austintown Fitch:                      Three (3) 16 case coolers; One (1) 12 case cooler
- Austintown Middle:                      Three (3) 12 case coolers
- Austintown Intermediate:                      Four (4) 12 case coolers
- Austintown Elementary:                      Two (2) 12 case coolers
- Austintown Early Learning Center:                      One (1) 12 case cooler

ALSD shall not incur an additional cost for use of the coolers. The total cost should be represented in the cost per unit of milk.

Yes      No      Comments: \_\_\_\_\_

- Delivery drivers are insured and bonded so that Key Stop access may be arranged with the ALSD. Key stop access will only be utilized when there is inclement weather and no school personnel is on-site. The Company MUST make arrangements to organize this access with ALSD Food Service Department in the summer before school starts.

Yes      No      Comments: \_\_\_\_\_

- Delivery drivers will drop off milk and place the crates in the appropriate milk coolers, keeping in mind food safety (First In First Out).

Yes      No      Comments: \_\_\_\_\_

Company Name: \_\_\_\_\_



## Dairy Bid Requests

2018-2019 School Year

Austintown Schools Food Service Department

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8. Flexibility in placing milk orders by 2pm of the previous day. This is very important to our department as we have limited space and do not know the milk we will have on hand until lunch service is finished on the day for placing our order. (For example, milk order is due to your company by 2pm on Tuesday for Wednesday delivery).

Yes          No    Comments: \_\_\_\_\_

9. Dairy products are delivered with a Best If Used By date of at least 7 days or longer for fluid milk and 14 days or longer for other dairy products.

Yes          No    Comments: \_\_\_\_\_

10. Electronic itemized statements, broken down by each school building, for all milk deliveries by the 1<sup>st</sup> day of the following month? (For example: all February invoices on an itemized statement delivered to the Food Service Department via email by March 1<sup>st</sup>).

Yes          No    Comments: \_\_\_\_\_

11. Physical itemized invoices provided for each delivery to each school? This must be given to the cafeteria manager to sign upon each delivery.

Yes          No    Comments: \_\_\_\_\_

12. Is your company able to produce an electronic copy of an invoice should we need another copy?

Yes          No    Comments: \_\_\_\_\_

Additional Comments:



Company Name: \_\_\_\_\_

**Dairy Proposal Form**  
 Estimated Quantities Based on the 2017-2018 School Year

**Fluid Milk** - Pasteurized, Homogenized, Vitamin D Fortified

Unit	Item Type	Description	Estimated Quantity (per year)	Proposed Unit Price	Total Price (per year)
8 OZ	White Milk	plain, unflavored, 0% fat, carton	--		
8 OZ	White Milk	plain, unflavored, 1% fat, carton	72,520		
8 OZ	Chocolate Milk	flavored, 0% fat, carton	429,200		
8 OZ	Chocolate Milk	flavored, 1% fat, carton	--		
8 OZ	Strawberry Milk	flavored, 0% fat, carton	1,000		
8 OZ	Lactose-Free Milk	plain, unflavored, 1%, carton	1,000		
1 Gal	White Milk	plain, unflavored, 2-3.25% fat, jug	--		
1 Gal	White Milk	plain, unflavored, fat-free, jug	30		

**Dairy Products**

Unit	Item Type	Description	Estimated Quantity (per year)	Proposed Unit Price	Total Price (per year)
5 LB	Cottage Cheese	low-fat, 1% fat, tub or carton	100		
5 LB	Sour Cream	low-fat, 1% fat, tub or carton	100		
1-2 OZ	Sour Cream	low-fat, 1% fat, pouch or container	--		
5 LB	Yogurt	low-fat, plain, container	--		

**Juice**

Unit	Item Type	Description	Estimated Quantity (per year)	Proposed Unit Price	Total Price (per year)
4 OZ	Orange Juice	100% juice, no added sugar, carton	40,000		
4 OZ	Apple Juice	100% juice, no added sugar, carton	20,000		
4 OZ	Grape Juice	100% juice, no added sugar, carton	--		

You are welcome to attach more product and pricing information to the packet if there are products that you offer in addition to what is listed here. Pricing and nutritional information must accompany additional product information.



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### Company Information

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Company Email : \_\_\_\_\_

Location Manager: \_\_\_\_\_

Location Phone Number: \_\_\_\_\_

Submitter Name: \_\_\_\_\_

Submitter Title: \_\_\_\_\_

I, the undersigned, acknowledge and confirm that the information filled out in this bid is complete and truthful to the best of my ability and I commit said Company to adhering to all requests and proposals made in this bid.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\*If completing bid electronically, please print bid and physically sign completed bid before submission.

\_\_\_\_\_ Please attach a complete and updated W-9 for our financial records