



**Austintown Local Schools**  
Alexis Weber, RDN  
Food Service Director  
(330) 797-3900 ext 2031  
aweber@austintownschoools.org  
AFFoodServices.com

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**Invitation For Bid**  
2019-2020 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 2019-2020 school year.

The bidding process will open on March 4<sup>th</sup> and close at 3 P.M. on March 29<sup>th</sup>, 2019. 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 mailed or delivered to the Treasurer's office in a sealed and labeled envelope by 3 P.M. on Friday March 29<sup>th</sup>. All bids will be opened publically at 10 A.M. on Monday April 1<sup>st</sup>, which you are welcome to attend . The public is also welcomed to attend the bid opening. The Austintown Local School District will make a final decision on the accepted bid by the April or May 2019 Board of Education Meeting (date to be determined). Award letters will be sent to the appropriate parties once approved by the Board of Education.

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

Austintown Local School District  
Attention: \_\_\_\_\_(item) Bid for 2019-2020  
Ryan Ghizzoni, 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.

If you have any questions regarding the bid packet, please contact the ALSD Food Service Director at 330-797-3900 ext. 2031.

Thank you,

Alexis Weber  
Food Service Director  
Austintown Local Schools



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## General Specifications for Bids

### General Scope

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Austintown Local School District (ALSD) encourages 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 200.318-320 and ALSD Board Policy, 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. Award of a bid category does not guarantee the Company as the sole vendor for such products.

### 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 and Item Quantities

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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. If there are additional items or conditions that your company wishes to propose, you may attach them to the completed packet.

The estimated quantities listed in the Proposal Form are based on the 2018-2019 school year. We cannot guarantee these quantities for the 2019-2020 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, a Best If Used By date that is 7 days or longer from the delivery date is expected. ALSD may refuse fluid milk products that have a compromised Best If Used By date or a date that is not feasible to sell in an appropriate time 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.

**Bakery items** shall be delivered with a Best If Used By date that is at least 10 days or longer from the delivery date.

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.

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## Nutrition Requirements and Formulation Statements

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All food items that contribute to the meat/meat alternate and grain components of a reimbursable meal in the National School Lunch Program (NSLP) MUST be accompanied by a formulation 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 (i.e. cheese pizza should have a grain statement and a meat/meat alternate statement, pepperoni pizza should have its own statements). 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). For reference to the required meal pattern and nutrition requirements in the NSLP please visit: [Title 2 CFR 210.10 Meal Requirements for lunches](#)

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## Whole Grain Requirements

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In accordance with the Final Rule for Child Nutrition Programs: Flexibilities for Milk, Whole Grains, and Sodium Requirements published on 12/12/2018 by the Food and Nutrition Service (83 FR 63775), ALSD will seek bid information for certain products that are *enriched versus whole grain*. We have specified which products we would like bid proposals on regarding their grain composition. If your company cannot provide a certain composition of grain for the specified product, please specify this difference on the Proposal Form. We will consider your offerings and how they fit into our desired menus.

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## Proposed Pricing

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Prices shall remain firm for the entire 2019-2020 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 at least 30 days before the price change. If the changes are unsuitable for the ALSD, we reserve the right to discontinue the relationship.

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## 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.

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## 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.



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### **Key Stop Access (Dairy and Bakery Only)**

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In the case of inclement weather, we ask that your Company have Key Stop access to our buildings to continue making appropriate deliveries as scheduled, so long as your delivery personnel are insured and bonded. Please include this critical documentation in the bid packet to confirm you Company's ability for Key Stop Access.

### **Buy American**

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Per [Title 7 CFR 210.21 Procurement](#) requirements, sponsors of the National School Lunch Program must adhere to proper procurement laws and regulations specific to Child Nutrition Programs. 7 CFR 210.21 (d) requires sponsors to ensure products are purchased according to the "Buy American" provision, where agricultural items are produced in the United States and processed products are substantially made with domestic commodities and products. Bidders must verify and state their compliance with this regulation.

7 CFR 210.21 (d):

(d) *Buy American*—(1) *Definition of domestic commodity or product.* In this paragraph (d), the term 'domestic commodity or product' means—

(i) An agricultural commodity that is produced in the United States; and

(ii) A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

(2) *Requirement.* (i) *In general.* Subject to paragraph (d)(2)(ii) of this section, the Department shall require that a school food authority purchase, to the maximum extent practicable, domestic commodities or products.

(ii) *Limitations.* Paragraph (d)(2)(i) of this section shall apply only to—

(A) A school food authority located in the contiguous United States; and

(B) A purchase of domestic commodity or product for the school lunch program under this part.

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### **Additional Specifications**

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#### **Pizza**

Meal Component Requirements - Pizza should have the following minimum components: 2 oz meat/meat alternative and 2 oz grain equivalents per slice. Additionally, if applicable, a Product Formulation Statement for red-orange vegetables should be submitted for pizza with tomato sauce so long as the contribution is at least 1/8 cup vegetable.

Taste Testing - There will be a taste testing night for pizza. We will be inviting pizza companies to submit 2 (two) party cut, cheese pizzas for a tasting event on March 27<sup>th</sup>, 2019 before bids are opened. District administrators, staff, 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.

#### **Bakery Items**

Meal Component Requirements - Bakery items should have the following minimum components: No less than 1 oz equivalent grains per serving (i.e. slice of bread, sandwich bun, dinner roll).



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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. I understand that if awarded the bid, this complete packet will be used as the contract between Austintown Local School District and the Company for the 2019-2020 school year.

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

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

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

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



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### **Bid Checklist**

The following items should be included in order to complete your bid submission:

\_\_\_\_\_ Company Information Page

\_\_\_\_\_ Bid Item Request Form

\_\_\_\_\_ Item Proposal Form complete with pricing

\_\_\_\_\_ All Required Nutrition Information (Nutrition Facts Labels)

\_\_\_\_\_ Formulation Specification Sheets (grains, meats, red-orange vegetables)

\_\_\_\_\_ W-9

\_\_\_\_\_ Proof of insurance and bonded requirements for delivery drivers



# Dairy Bid Requests

2019-2020 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. Please indicate your Company's ability to fulfill the below requests.

**The Austintown Local School District requests the following:**

1. Deliveries to each of the 5 Austintown Local School buildings (Fitch High, Middle, Intermediate, Elementary, and Early Learning Center).  
Yes      No      Comments: \_\_\_\_\_
  
2. Provide at least 2 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: \_\_\_\_\_
  
3. Unflavored fluid milk with the following fat requirements: low-fat (1 percent or less) and fat-free.  
Yes      No      Comments: \_\_\_\_\_
  
4. Flavored fluid milk with the following fat requirements: low-fat (1 percent or less) and fat-free.  
Yes      No      Comments: \_\_\_\_\_
  
5. 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 coolerALSD shall not incur an additional cost for use or repair of the coolers. The total cost should be represented in the cost per unit of milk.  
Yes      No      Comments: \_\_\_\_\_
  
6. 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/or 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: \_\_\_\_\_
  
7. 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

2019-2020 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: \_\_\_\_\_

13. Austintown Schools has a shared services agreement with Lordstown Local Schools for food services. Is your Company willing to offer this bid for Lordstown Local schools as well, and support both districts? (Lordstown has two locations, elementary and high school on the same campus). Call our office for more information.

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

Additional Comments:





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

## Dairy Proposal Form

Estimated Quantities Based on the 2018-2019 School Year

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

Unit	Item Type	Description	Estimated Quantity (per year)	Proposed Unit Price (each)	Total Price (per year)
8 OZ	White Milk	plain, unflavored, 0% fat, carton	1350		
8 OZ	White Milk	plain, unflavored, 1% fat, carton	68,400		
8 OZ	Chocolate Milk	flavored, 0% fat, carton	103,950		
8 OZ	Chocolate Milk	flavored, 1% fat, carton	253800		
8 OZ	Strawberry Milk	flavored, 0-1% fat, carton	1,000		
8 OZ	Lactose-Free Milk	plain, unflavored, 1%, carton	330		
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	75		
5 LB	Sour Cream	low-fat, 1% fat, tub or carton	70		
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	15,000		
4 OZ	Apple Juice	100% juice, no added sugar, carton	--		
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.