

Lucia Mar Unified School District  
On Behalf of the Central Coast Cooperative  
Purchasing Group

Request for Proposal #1-21/22

**FROZEN, REFRIGERATED, CHEMICAL/PAPER AND DRY  
PROCESSED COMMODITY AND/OR COMMERCIAL FOOD  
PRODUCTS**

Issue Date: April 12, 2021

Submit By: May 10, 2021

Contact:

Laurel Goins

Director, Food Services

805-474-3000 ext. 1022

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## **NOTICE OF REQUEST FOR PROPOSAL**

Notice is hereby given that, on behalf of the member districts of the Central Coast Cooperative Purchasing Group (Co-Op), the Board of Education for the Lucia Mar Unified School District, Arroyo Grande, CA (San Luis Obispo County), will receive sealed proposals for Request for Proposal #1-21/22 for the procurement of the following:

### **FROZEN, REFRIGERATED, AND DRY PROCESSED COMMODITY AND/OR COMMERCIAL FOOD PRODUCTS**

Sealed proposals must be delivered to the Food Services Department, Lucia Mar Unified School District, 602-B Orchard Street, Arroyo Grande, CA 93420 no later than 2:00 pm on May 10, 2021. Proposals shall be opened in public at 10:00 am on May 11, 2021 at Lucia Mar Unified School District Food Services Department, 602 Orchard Street, Arroyo Grande, CA 93420.

The District is not responsible for proposals sent via US Mail, UPS, Federal Express, or by any other delivery service. It is the vendor's responsibility to ensure that their proposal is delivered to the Food Services Department. Each proposal must conform and be responsive to the contract documents. A Bidder may withdraw a proposal by letter or in person **prior to the submission** deadline. No proposal may be withdrawn after the submission deadline.

The Co-Op reserves the right to reject any or all proposals, to waive any discrepancy or technicality, and to award the contract for goods and services to other than the lowest proposal. The award of contract, if made by the Co-Op, will be to the qualified firm whose bid best complies with all the requirements set forth in the proposal documents and whose proposal, in the opinion of the Co-Op (while complying with all legal requirements), is in the best interest of the member districts in the purchasing group, taking into consideration all aspects of the contractor's response, including the total net cost.

To obtain a Request for Proposal package, contact Laurel Goins, Food Services Director, at 805-474-3000 ext. 1022 or [laurel.goins@lmusd.org](mailto:laurel.goins@lmusd.org).

Laurel Goins,

Director, Food Services

Lucia Mar Unified School District

Publish: 4/12/2021 to 5/10/2021

San Luis Obispo Tribune

## **PROJECT SCHEDULE**

Issue Date:	April 12, 2021
Proposal Due:	May 10, 2021 at 2:00PM Lucia Mar Unified School District Food Services
Proposal Opening:	May 11, 2021 10:00AM
Intend to Award:	May 14, 2021
Sending for Board Approval:	June 8, 2021
Protest Deadline:	May 21, 2021 by 2:00PM
Recap of RFP:	May 26, 2021

Contact: Laurel Goins  
Director, Food Services  
Lucia Mar Unified School District  
602 Orchard Street  
Arroyo Grande, CA 93420  
805-474-3000 ext. 1022

## **INSTRUCTIONS TO BIDDERS**

### **PURPOSE OF THIS RFP**

The Central Coast Cooperative Purchasing Group, hereinafter referred to as Co-Op, is seeking proposals from qualified companies to procure and deliver FROZEN, REFRIGERATED, AND DRY PROCESSED COMMODITY AND/OR COMMERCIAL FOOD PRODUCTS to receiving sites within the member districts. The RFP will be awarded to one (1) winning distributor for all member districts in the Co-Op. A second distributor may be awarded as a backup. A backup distributor will only be used when the winning distributor is unable to deliver the item(s) ordered by a member district on a regularly scheduled delivery date. Furthermore, in the event that the winning distributor is unable to fulfill the contract requirements, this will result in a cancellation of the original contract between the winning distributor and the member districts. A backup distributor may enter into a contract with the Co-Op upon mutual agreement without re-submitting another proposal. Proposals made in this RFP by the backup distributor shall stay effective until the end of the contract term. The Co-Op will act as the sole judge on whether the contract requirements are met to the Co-Op's satisfaction. This RFP defines the program, the products, and the services that are being sought from the Distributor and generally outlines the program requirements.

### **SCOPE OF SERVICES**

The selected vendor(s) will partner with the Co-Op member districts over the term of the contract resulting from this RFP to procure and deliver Paper Products to sites designated within the member districts. The Central Coast Co-Op is comprised of the following school districts at the time of the issuance of this RFP:

1. Atascadero Unified School District
2. Coast Unified School District
3. Guadalupe Union School District
4. Lucia Mar Unified School District
5. Orcutt Union School District
6. Paso Robles Joint Unified School District
7. San Luis Coastal Unified School District
8. San Luis Obispo County Office of Education Rancho El Chorro Outdoor School
9. Santa Maria Joint Union High School District
10. Shandon Joint Unified School District
11. Templeton Unified School District

Not all districts are participating in this RFP. See Appendix A for a listing of participating districts. Delivery schedules will be determined by the member districts based on their operational needs (see appendix for district profiles). The participating districts currently serve 9,353 breakfast meals and 15,939 lunch meals per school day

### **GENERAL INSTRUCTIONS AND CONDITIONS**

Proposals are requested for furnishing the Central Coast Co-Op Member districts FROZEN, REFRIGERATED, AND DRY PROCESSED COMMODITY AND/OR COMMERCIAL FOOD PRODUCTS for the 2021-2022 School Year. Each member district reserves the right to determine purchase amounts based on the member district's operational need.

Proposals are to be verified before submission, as they cannot be corrected or withdrawn after proposals are opened. Proposers shall fully inform themselves as to all existing conditions and limitations. No allowance will be made because of lack of such examination, inquiry, or knowledge. All proposals shall be submitted in sealed envelopes bearing on the outside the name of the vendor, the RFP name and number, submission due date and time. It is the sole responsibility of the vendor to see that their proposal is received in proper time. Any proposals received after the scheduled closing time for receipt of proposals will be returned to the vendor unopened. No oral, telegraphic or telephone quotations or modifications will be accepted.

Any questions relative to this bid should be directed to the Food Services Director of Lucia Mar Unified School District, Laurel Goins, at 805-474-3000 ext. 1022, 602 Orchard Street, Arroyo Grande, CA 93420.

The terms and conditions contained in this RFP may be amended or modified only with the prior written approval of the Co-Op. Any addenda or bulletins issued up until the time set for opening of bids shall form a part of the documents and specifications issued to vendors for the preparation of their bids and shall constitute a part of the contract documents.

#### **LIMITATIONS**

The Co-Op shall not be obligated to accept the lowest priced proposal, but will be evaluating proposals in the intent of awarding to one responsible distributor and one backup distributor as needed. The Co-Op reserves the right in its absolute discretion to accept proposals, or any part of proposals, as deemed necessary for the best interest of the member districts. The Co-Op may take into account the performance of the bidder with respect to any recent contract(s) with other school districts. The Co-Op reserves the right to reject any one or all proposals, to waive any informality in the proposals, to judge the merit and qualification of the materials, equipment, and services offered, and to accept whatever proposal is deemed to be the lowest responsible proposal meeting all the criteria specified in the proposal and is in the best interest of the member districts. This RFP is not an offer by the Co-Op to contract with any party responding to this RFP. The Co-Op makes no guarantee that participation in the RFP process will lead to an award of contract, or any consideration whatsoever. The Co-Op shall, in no event, be responsible for the cost of preparing any proposal in response to this RFP. The awarding of the services contract, if at all, is at the sole discretion of the Co-Op.

#### **RESTRICTION ON LOBBYING AND CONTACT**

From the period beginning with the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity submitting a response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact, through any means, or engage in any discussion regarding this RFP, the evaluation or selection process and/or the award of the contract with any member of the Co-Op Districts, Board of Trustees, selection members, other than the named contact herein. Any such contact shall be grounds for disqualification of the entity submitting a response.

#### **INSTRUCTIONS FOR SUBMITTING PROPOSALS**

**Completion of Proposal Forms:** Proposal is being published via Interflex BidAdvantage. Bidder must complete the Product Quotation Sheets electronically through their website:  
<https://bidadvantage.interflex.net/>

BidAdvantage is a free online tool where you can respond to bid opportunities from K-12 schools and cooperatives. The system is available 24 hours a day and uses the latest SSL security technology. If you need help setting up an Interflex profile (username/password) or need technical assistance at any time while responding to this bid, please contact Interflex at (800)293-2909 x105 or email [rscheaffer@interflex.net](mailto:rscheaffer@interflex.net).

Weekly webinar training sessions are available for vendors. These free webinars will provide a walkthrough of the Interflex BidAdvantage system and allow you to ask any questions. You can register for one of these webinars here: <https://attendee.gototraining.com/rt/6765652767194847745>.

In addition to submitting Product Quotation Sheets electronically, bidder must submit all original, signed documents as instructed in Notice of RFP to Lucia Mar Unified School District Food Services at 602 Orchard Street, Arroyo Grande, CA 93420 no later than 2:00 pm on May 10, 2021. The only form that can be submitted electronically is the Product Quotation Sheet. If any bidder is unable to complete and submit their Quotation Sheet via Interflex, they shall notify the Co-Op via Lucia Mar Unified School District and submit hard copies with all other original documents. Numbers should be stated in figures, and the signatures of all individuals must be in longhand and ink. Signature Page must be signed by a responsible officer of the bidder in order to be considered. The completed form should be without interlineations, alterations, or erasures.

Bidder shall offer one firm, fixed price for each item requested. Bidder must enter a unit price for each item on the Product Quotation Sheets - **every item must be quoted. All boxes must be completed, using N/A for not applicable as needed.** Errors in price computation on the Product Quotation Sheets do not relieve a bidder from holding price. Accuracy of prices submitted in this proposal is the sole responsibility of the bidder.

All prices and quotations must be in ink or typewritten. No pencil figures or erasures permitted. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initiated in ink by person signing quotation. Quote on each item separately. Prices must be stated in units specified herein. Each item must be considered separately and not in combination with other items. In case of error, unit price will govern and extensions will be corrected.

A proposal shall be deemed non-responsive if a Distributor fails to insert a price for every item.

**Discounts:** Any discounts offered by bidders must be stated on the attached "Prompt Payment Discount Terms" form so that the District can calculate properly the net cost of the bid.

**Quantities:** The quantities indicated on the Product Quotation Sheets are the Co-Op's best estimate, as determined from previous annual totals and projected usages, and do not obligate the Co-Op to purchase the indicated quantities. The actual quantities required may be substantially more or less than indicated herein.

**Samples:** Within five (5) working days of request by the Co-Op, the bidder shall submit, at no charge to the Co-Op, a minimum of one (1) case sample for each item offered and requested for evaluation. Each sample shall be labeled with the bid number and product item number. Samples shall be submitted directly to:

Lucia Mar Unified School  
District Food Services  
602 Orchard Street  
Arroyo Grande, CA 93420

Failure to comply with sample and evaluation requirements, including sample delivery time frame, may result in the bidder's disqualification for contract award.

**Negotiations:** A response to any specific item of this RFP with terms such as "negotiable", "will negotiate", or similar, will be considered non-responsive to that specific item.

**Modifications:** Any modifications, qualifications, exceptions, changes made to the Co-Op's terms, specifications, and conditions detailed herein shall be grounds for rejection of bid.

**Specifications and Acceptable Brands:** The use of the name of a manufacturer or any special brand or make in the specifications is not intended to restrict bidders. The specification establishes the character or quality of the article desired, but the goods on which proposals are submitted must, in all cases, be equal to the item specified, **and must clearly state the brand and product number**. Such substitution shall be accepted only if determined by the Co-Op to be equal or superior in all respects to the approved brand. If the brand offered as "equal" is not acceptable to the Co-Op as "equal" to the approved brand and product, vendor must furnish one of the approved brand at the same price quoted in the original proposal submitted.

On all items where no brand names are indicated, bidders may offer products which will be subject to the Co-Op's evaluation. If the product offered is not acceptable to the Co-Op, the vendor must furnish an acceptable product at the same price quoted in the original proposal submitted.

**References:** Bidder will provide three current references that require deliveries to multiple locations. These references must include the client name, address, phone number and name of contact person. At least two of the three references provided must be from school districts located within California.

**Award:** The Co-Op reserves the right to reject any and all proposals without explanation or recourse and to negotiate with the companies submitting a proposal. The Co-Op further reserves the right to contract the work with whomever and in whatever manner the Co-Op decides, to abandon the work entirely, and to waive any informality or non-substantive irregularity as the interest of the Co-Op may require. A proposal submitted in response to the RFP will be administered in the following manner:

- a. The Co-Op may investigate the qualifications of any Bidder under consideration, require confirmation of information furnished by a Bidder and require additional information and/or evidence of qualifications to perform the services described in the RFP. The Co-Op shall have the right to inspect the distribution facility or facilities and equipment to be utilized by any Bidder.
- b. The Co-Op as a whole will be the sole judge of merit and not necessarily accept the lowest price offered. On behalf of the Co-Op, Lucia Mar Unified School District will issue the Intent to Award letter to the successful bidder. The award will be formally made by the Lucia Mar Unified School District Board of Education in a timely manner. In the event that a second vendor is awarded as a backup, Lucia Mar Unified School District will mail an Intent to Award letter to the backup distributor in the same manner.

**Protest by Bidders:** A bidder may protest a bid award if he/she believes that the award is inconsistent with Lucia Mar Unified School District Board policy, the bid's specifications, or is not in compliance with law. A protest must be filed in writing with the LMUSD Superintendent or designee by the protest deadline. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure

to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract. The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem. The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the protest. The Board's decision shall be final.

**Execution of Contract:** The enclosed contract form is to be signed by Distributor and submitted with proposal for the purpose of expediting a fully executed contract following the award of this RFP.

**Offers of Additional Items:** This Request for Proposal does not cover all products that will be used during the school year, but does include the products that are most used. For new items, Bidder will document the manufacturer's price to the Distributor and will charge a fixed fee for distribution. If the item is currently stocked by the Distributor, there will be no minimum order. If the item is new to the distributor, the Co-Op must anticipate 10 cases per month for the Distributor to stock the item. If usage is not sufficient, the item will be brought in as a special order on an as needed basis.

### **PROPOSAL EVALUATION CRITERIA**

Proposals will be evaluated by the Co-Op against the criteria shown below. Each proposal will be scored on a scale of 1 to 100 points.

#### **1. Cost (45 points)**

Bidders must complete the proposal worksheet thoroughly, bidding firm prices for each item. The lowest total price will be determined by using the lowest total extended price less any offered prompt payment discount to arrive at each Distributor's net pricing offer. This element of the evaluation will be worth up to 45 points.

#### **2. Experience and References (20 points)**

Bidders must have sufficient experience to fulfill the terms of the contract. This will be evaluated based on the Distributor's anticipated capacity to provide timely and adequate services to the District(s) and demonstrated level of services to other school districts and/or entities. This element of the evaluation will be worth up to 20 points.

#### **3. Financial Stability and Policies (15 points)**

Bidder must have the ability to operate successfully throughout the term of the contract and any possible renewals. They must demonstrate policies that ensure food safety and emergency planning. This element of the evaluation will be worth up to 15 points.

#### **4. Customer Service/Responsiveness (20 points)**

Bidders should demonstrate their ability to promptly respond to requests for information, to resolve complaints and issues, and to provide timely and accurate delivery. Bidder's personnel assigned to the District(s) should be adequate in number and proficiency. This element of the evaluation will be worth up to 20 points.

# Lucia Mar Unified School District

Food Services Department

602 Orchard Street Arroyo Grande, CA 93420

Request for Proposal #1-21/22

Submit RFP by May 10, 2021 at 2:00PM

## Request for Proposal Signature Page

This Request for Proposal (RFP) is for the distribution of FROZEN, REFRIGERATED, AND DRY PROCESSED COMMODITY AND/OR COMMERCIAL FOOD PRODUCTS for the member districts in the Central Coast Cooperative Purchasing Group.

Before bidding, please read the Instructions, Required Bid Documents, and Contract Agreement and thoroughly acquaint yourself with the project. Submit all proposals in a sealed envelope showing the Company Name, RFP Name & Number, Submission Due Date, and Time. Bids must reach the Lucia Mar Unified School District, at the address listed above by the time and date listed above. Follow the Required Bid Documents Checklist to assist with ensuring a complete bid package.

If further clarification is needed, call Laurel Goins at the Lucia Mar Unified School District at 805-474-3000 ext. 1022.

The undersigned hereby proposes and agrees to furnish and deliver the goods or services as quoted in accordance with the terms, conditions, specifications, and prices herein quoted.

Signed By: \_\_\_\_\_

Printed Name of Signor above: \_\_\_\_\_

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

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **CONTRACT AGREEMENT**

**FROZEN, REFRIGERATED, AND DRY PROCESSED COMMODITY AND/OR COMMERCIAL FOOD PRODUCTS**

**RFP #1-21/22**

**THIS CONTRACT AGREEMENT** (This “Contract”), made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between Lucia Mar Unified School District (the “District”) on behalf of the member districts in the Central Coast Cooperative Purchasing Group (the “Co-Op”) and

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Distributor/Contractor Name

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Mailing Address

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City, State, Zip Code

Hereinafter referred to as “Distributor”.

### RECITALS

- A. The Lucia Mar Unified School District is the lead agency for the member districts of the Central Coast Cooperative Purchasing Group (the “Co-Op”). The Co-Op has granted the District the authority to solicit and award proposals for products and services.
- B. On behalf of the Co-Op, the District has solicited proposals for the provision of all FROZEN, REFRIGERATED, AND DRY PROCESSED COMMODITY AND/OR COMMERCIAL FOOD PRODUCTS via a Request for Proposal Number 1-21/22 (the “RFP), whereby the Co-Op may agree to purchase specified products for the member districts’ use from the successful bidder(s).
- C. Distributor is the successful bidder under such request for proposal, and the Co-Op and Distributor hereby desire to set forth their agreement with respect to the sale to the Co-Op members, and the purchase from Distributor, of Products on the terms and conditions hereinafter set forth.

WITNESSETH: That the parties hereto have mutually covenanted and agree, and by these presents do covenant and agree with each other, as follows:

### TERM OF AGREEMENT

The term of this agreement will be from July 1, 2021 or date contract is executed, whichever comes later, through June 30, 2022.

### PRICING AND ADDITIONAL ITEMS

The pricing proposed must remain in effect for the term of the contract. There will be no price adjustments. The Co-Op reserves the unconditional right to add other items to the contract. For new items, Distributor will document manufacturer’s price to Distributor and will charge a fixed fee of

\$\_\_\_\_\_ for distribution. If the item is currently stocked by distributor, there will be no minimum order. If the item is new to the distributor, the Co-Op must anticipate 10 cases per month for the Distributor to stock the item. If usage is not sufficient, item will be brought in as a special order on an as needed basis.

### **PURCHASES OUT OF CONTRACT**

The Co-Op reserves the right to purchase similar items from other sources.

### **CONTRACT RENEWALS**

This contract is deemed to be a CONTRACT FOR PRODUCTS AND SERVICES under the California Education Code Article 3, Section 17596. If mutually agreeable, the Co-Op reserves the right to renew the contract for two (2) additional twelve (12) month periods not to exceed three (3) years. The Distributor may request an annual price adjustment. The request must be submitted in writing, to the Lucia Mar Unified School District Food Services Department at least 45 days in advance of the contract anniversary date of July 1. Any price increase must only be as a result of severe industry market conditions and must be justified and proved by submission of documentation. The decision of the Co-Op as to the validity and amount of increase shall be final. Any decrease in prices of the items listed herein should result in corresponding decrease in prices to the Co-Op for the balance of the contract period, or for as long as the lower prices are in effect.

### **DISCONTINUANCE OF SERVICE**

Failure on the part of the successful Distributor to meet contract requirements shall be cause for cancellation. Either party may cancel the contract upon a thirty (30) day written notice to the other party prior to the end of the contract term.

Members in the Co-Op reserve the right to discontinue service upon 24 hours' notice for due cause which shall include such reasons as unsatisfactory product or service. Failure to furnish all items included in the contract shall constitute unsatisfactory service.

The member districts shall hold the successful Distributor liable and responsible for all damages which may be sustained because of its failure to comply with any conditions herein. If the successful Distributor fails to furnish or deliver any material, supplies, equipment, or services at the prices quoted, or at the times and places stated, or otherwise fails to comply with the terms of the documents in their entirety, the member districts may purchase the items herein specified elsewhere, without notice to the successful Distributor. Additional costs accrued by the member districts through this purchase may be deducted from unpaid invoices or must be paid to the district(s) by the successful Distributor. Prices paid by the districts shall be considered the prevailing market prices at the time such purchase is made.

### **TERMINATION FOR CAUSE AND FOR CONVENIENCE OR NON-PERFORMANCE**

The SFA may terminate the awarded contract prior to the expiration of the term without cause and without penalty, upon thirty (30) days' written notice to the Selected Vendor. The SFA reserves the right to immediately terminate the awarded contract if the circumstances are detrimental to the health and welfare of the students and/or school personnel, the quality of services are seriously affected, or the vendor ceases operations. In the event of such a

termination, the SFA may award the contract to the next-lowest bidder provided that such an award complies with Public Contract Code § 5106.

### **FUEL SURCHARGES**

Absolutely no fuel surcharges will be accepted under this contract and the addition of such charges shall not be permitted during the period of the term of this contract.

### **ORDER CONDITIONS/DELIVERY MINIMUMS**

**There shall be a minimum delivery of 10 cases.**

The member districts in the Co-Op shall not be obligated to purchase or reimburse the Distributor for any inventory of any products should purchases vary from the anticipated purchase patterns or if agreement expires or is terminated.

### **VEHICLE DELIVERY CONDITIONS**

All vehicles and containers used for transporting product must be kept clean and maintained in good repair and condition in order to protect product from contamination, and must be designed and constructed to permit adequate cleaning and/or disinfection.

Additionally, products will be delivered free of infestation including but not limited to larvae and rodent droppings.

ANY PRODUCT THAT FAILS TO BE DELIVERED WITHIN THESE PARAMETERS WILL BE REJECTED AND MUST BE RE-DELIVERED WITHIN 24 HOURS AT NO COST TO DISTRICT.

### **PRODUCT QUALITY CONTROL**

The Co-Op reserves the right to discontinue service of all or any portion of any contract resulting from this proposal for any reason determined by the Co-Op to be detrimental to the health and welfare of the students and school personnel, or failure to meet contract specifications or wholesomeness standards, and to hold the contractor in default.

All products received under this contract shall be processed according to the health and sanitation standards for the plant facilities and food processing established by the locality or state in which Distributor's plant is located or by the applicable federal standards, whichever is higher.

### **INFERIOR PRODUCT**

The Distributor agrees to permit inspection of the delivered items by a representative of the Co-Op with the right of rejection of inferior merchandise. The Co-Op's decision shall be final.

### **PACKAGING**

Cases and packages shall be so constructed as to ensure safe and sanitary transportation to point of delivery. All packaging materials shall be FDA approved to meet all pertinent State and Federal regulations for safe use with foods. Packaging materials shall impart no odor, flavor, or color to the

product. Damaged cases or packages may be rejected and returned for credit or replacement within 24 hours at no cost to the Co-Op for product or freight.

### **APPLICABLE “BUY AMERICAN” PROVISIONS**

Federal regulations require that to the maximum extent possible, only domestic products be purchased consistent with the “Buy American” provision of Public Law [PL100-237] when purchasing commodities for the school lunch program. While the Buy American Provision is specific to food items, the Co-Op prefers all purchases to be American-made if possible. The Co-Op retains the right to refuse foreign products and require an American-made alternative. Bidder must complete attached certification if any non-domestic products are offered.

### **DELIVERY REQUIREMENTS: SUBSTITUTION AND DISCONTINUED ITEMS**

Any and all products delivered during the period covered by this proposal shall be only the exact manufacturer’s products and code numbers as requested by the Co-Op unless prior approval has been received to deliver alternate products. The Co-Op will not allow substitutions without prior approval. No product will be represented as being in conformance with the specification when such is not the case.

If the desired product is absolutely not available for delivery as requested for any reason, the affected District(s) shall be notified at least 24 hours before delivery date.

And the Co-Op shall be given options of a product that is of the same or higher quality at the same unit cost. Authorization of a substitute product shall be at the sole discretion of the Co-Op. When substitutions do occur, Distributor shall adjust ordering quantity to meet original orders.

In the event an item awarded under this contract is discontinued, Distributor is required to notify the Co-Op immediately. Contract items that are discontinued by their manufacturer during the term of the contract may be substituted with a same or similar item only if it equals or exceeds the specifications of the original item. Written documentation from the manufacturer of product discontinuation shall be submitted directly to the Co-Op via Lucia Mar Unified School District. The Distributor may not discontinue any items from inventory which are not discontinued by their manufacturer, without providing advance written notification to the Co-Op and receiving approval for discontinuation.

### **DELIVERIES**

The successful Distributor will make mutually acceptable delivery time options available for each site within the member districts of the Co-Op. The individual member districts reserve the right to make additions to, or deletions from, the specified delivery locations to be served at any time during the period of the contract, and revise delivery times as required.

Once a mutually agreed upon delivery schedule is established between the Distributor and the member district(s), timely delivery of all orders is expected. If the Distributor is unable to meet confirmed delivery schedule(s) as agreed upon, then after a one (1) hour grace period, the District reserves the right to assess a penalty to the Distributor for each instance in the amount of \$50 per hour and deduct from the Distributor’s invoice the penalty payment. The District reserves the right to refuse a late delivery and will assume no financial obligation if the delivery is refused. Also, delivery to that site will be rescheduled to ensure no disruption to service.

If, at any time, a delivery cannot be made within one (1) hour of scheduled time, the Vendor/Driver must notify the school/site to negotiate an alternate delivery time or day. The District may refuse

unscheduled deliveries at the Vendor's expense. Frequent occurrences may result in cancellation of the contract.

### **ACCOUNTING**

Invoices will be furnished in duplicate and include the following information:

1. District Purchase Order Number
2. Distributor's name, address, and telephone number
3. Distributor's invoice number and date
4. Designated line for District signature
5. Delivery address
6. Date of delivery
7. Product description for each item ordered
8. Manufacturer's Product Code (MPC) for each item ordered
9. Product Quantity for each item ordered
10. Unit and extended price for each item ordered
11. Any taxes or fees listed separately
12. Total price of order/invoice

Any cash discount offered will be applied to payment for the entire billing period.

The original invoice must be signed by the individual receiving the product and a copy is to be left with the individual receiving shipment and the original copy is to be kept by the Distributor. An invoice signed by the individual receiving shipment is required in order for the invoice to be processed for payment.

A legible delivery discrepancy receipt shall be left at the site in the case of a return or shortage. Credits shall be issued within delivery month.

Statements for all goods purchased within a calendar month shall be made available on an individual site basis. Statements should be sent by the 5<sup>th</sup> of the month following the month of purchase.

The payment terms of this contract shall be "net 45 days". All invoices are due and payable within 45 days from the "invoice date" or date of delivery. The Distributor will list all discounts and payment options available on the attached Prompt Payment Discounts Form if terms other than "Net 45 days" are offered.

### **RETURN OF DISCOUNTS, CREDITS, AND REBATES**

Distributor is required to disclose and pass through to District(s) any discounts, credits, or rebates offered by manufacturers.

### **RIGHT TO AUDIT**

The Distributor shall submit to third party audits and/or inspections initiated by the member district(s) during the term of the contract and for three years following the end of the contract. Audits and/or inspections will serve to ensure compliance with contract terms, food safety guidelines, pricing and billing. Distributors must take steps to correct findings identified during audits and/or inspections, including financial restitution for any pricing or billing errors which may have occurred during the length of the contract period.

### **FORCE MAJEURE**

The parties to the proposal will be excused from performance during the time and to the extent that they are prevented from obtaining, delivering or performing by "Act of God", fire, strike, loss, or shortage of transportation facilities, Lockout, or commandeering of materials, products, plants, or facilities by the government, when satisfactory evidence thereof is presented to the other party provided that it is satisfactorily established that the non-performance is not due to the fault or negligence of the party not performing.

Unless otherwise agreed in the contract between the parties expressly or impliedly, where a party to a contract fails to perform one or more of its contractual duties, the consequences set out in this Clause will follow if and to the extent that that party proves: (a) that its failure to perform was caused by an impediment beyond its reasonable control; (b) that it could not reasonably have been expected to have taken the occurrence of the impediment into account at the time of the conclusion of the contract; and (c) that it could not reasonably have avoided or overcome the effects of the impediment.

A party invoking this Clause shall be presumed to have established the conditions described in the preceding paragraph in the case of the occurrence of one or more of the following impediments: war (whether declared or not), armed conflict or the serious threat of the same (including but not limited to hostile attack, blockade, military embargo), hostilities, invasion, act of a foreign enemy, extensive military mobilization; civil war, riot, rebellion, revolution, military or usurped power, insurrection, civil commotion or disorder, mob violence, act of civil disobedience; act of terrorism, sabotage or piracy; plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions; act of authority whether lawful or unlawful, compliance with any law or governmental order, rule, regulation or direction, curfew restriction, expropriation, compulsory acquisition, seizure of works, requisition, nationalization; act of God or natural disaster such as but not limited to violent storm, cyclone, typhoon, hurricane, tornado, blizzard, earthquake, volcanic activity, landslide, tidal wave, tsunami, flood, damage or destruction by lightning, drought; explosion, fire, destruction of machines, equipment, factories and of any kind of installation, prolonged break-down of transport, telecommunication or electric current; general labor disturbance such as but not limited to boycott, strike and lock-out, go-slow, occupation of factories and premises; shortage or inability to obtain critical material or supplies to the extent not subject to the reasonable control of the subject Party ("Force Majeure Event").

This provision shall become effective only if the Party failing to perform notifies the other party within a reasonable time of the extent and nature of the Force Majeure Event, limits delay in performance to that required by the Event, and takes all reasonable steps to minimize damages and resume performance.

### **SAFETY AND SECURITY**

The Distributor shall comply with all Co-Op member district security regulations. All equipment and supplies furnished, and/or all work performed, shall meet all applicable safety regulations of the Division of Occupational Safety and Health of the State of California and Safety and Health Codes of the State of California (Cal Code). Distributor's representatives driving motor vehicles on school grounds must use extreme caution during times when school is in session. Any unusual condition noted by drivers, such as evidence of vandalism, power failure, fire, water damage, gas leak, etc. must be reported to the affected district.

### **ADDITIONAL REQUIREMENTS**

The Distributor must offer an active website to allow online ordering and reporting. Co-Op must have access to sales reports. The Distributor must also allow for faxed or emailed orders.

### **INSURANCE**

Distributor shall maintain during the life of this contract Public Liability and Property Damage Insurance to protect themselves and the District(s) from all claims for personal injury, including accidental death, as well as from all claims for Property Damage arising from the operations under this contract. The minimum amounts of such insurance shall be as hereinafter set forth.

- a. Amounts of Insurance: Bodily Injury and Accidental Death Liability Insurance including auto (both owned and non-owned): Not Less Than \$1,000,000/\$1,000,000 Aggregate.
- b. Property Damage Liability Insurance including auto (both owned and non-owned): Not Less Than \$1,000,000 Aggregate.
- c. Insurance certificate must name the District(s) as additional insured immediately upon award of contract.

### **AFFIRMATIVE ACTION**

The Distributor hereby certifies that it is an Equal Opportunity Employer and has made a good faith effort to improve minority employment and agrees to meet Federal and State guidelines. No discrimination shall be made in the employment of persons in this project because of the sex, race, color, national origin or ancestry, religion, or handicap of such personnel.

### **CLEAN AIR ACT**

Distributor must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).

### **ENERGY POLICY AND CONSERVATION ACT**

Distributor must be in compliance with the requirements of the Energy Policy and Conservation Act. Documentation of such must be provided upon request.

### **REQUIREMENTS AND REGULATIONS PERTAINING TO REPORTING**

Distributor acknowledges they have been notified through this document and attached provisions of all of the applicable state and federal regulations and requirements.

### **INDEMNIFICATION AND HOLD-HARMLESS CLAUSE**

The Distributor shall maintain, or cause to be maintained, such insurances as will protect them and the Co-Op from claims under Worker's Compensation Acts, and such public liability insurance as will protect them and the Co-Op from claims for damages for personal injury, including death, and damage to the property, which may arise from operations under this contract, whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them.

The Distributor agrees to hold harmless, defend and to indemnify the Co-Op from every claim or demand which may be made by reason of:

- a. Any injury to person or property sustained by the Distributor or by any person, firm, or corporation, employed directly or indirectly by them upon or in connection with their work, however caused; and

b. Any injury to person or property sustained by any person, firm, or corporation, caused by any act, neglect, default, or omission of the Distributor or any other person, firm or corporation directly, or indirectly employed by them upon or in connection with their work, whether the said injury or damage occurs upon or adjacent to the work; the Distributor at their own cost, expense and risk, shall defend any and all actions, suits, or other legal proceedings, that may be brought or instituted against the Co-Op on any such claim or demand, and pay or satisfy the judgment that may be rendered against the Co-Op in any such action, suit or legal proceedings or result thereof.

c. Distributor shall defend, indemnify, protect, and hold harmless the Co-Op and its agents, officers and employees from and against any and all claims asserted or liability established for damages or injuries to any person or property which arise from or are connected with or are caused or claimed to be caused by Distributor's failure to comply with all of the requirements contained in Education Code section 45125.1, including, but not limited to, the requirement prohibiting Distributor from using employees who may have contact with pupils who have been convicted or have charges pending for a felony as defined in Education Code section 45122.1.

### **NEW CO-OP MEMBERS**

For the term of the contract and any mutually agreed extensions pursuant to this request for proposal, Distributor will extend terms of this agreement to any new members of the Central Coast Co-Op.

### **NON-TRANSFERABLE RESPONSIBILITIES**

No assumption or takeover of any of Distributor's duties, responsibilities, or obligations or performance of same by any entity other than Distributor whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, may occur without Co-Op's express prior written approval.

If any assumption, takeover, or unauthorized performance does occur without such prior written approval, this Contract will be terminated for failure of its essential purpose. Such act is therefore a material breach of this Agreement, upon which Co-Op may pursue any lawful remedy.

### **PROVISIONS REQUIRED BY LAW**

Each and every provision of law and clause required to be inserted into this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party this Contract shall forthwith be physically amended to make such insertion or correction.

### **ATTORNEYS' FEES**

In the event of any dispute between the Co-Op, District, member district(s), and Distributor pertaining to this Contract or the services or products provided for hereunder, the prevailing party (as determined by the court or arbitrator in any such action) shall be entitled to recover from the other party its reasonable attorneys' fees, costs and expenses incurred in connection therewith. The term "attorneys' fees" or "attorneys' fees and costs" shall mean the fees and expenses of counsel to the parties hereto, which may include printing, photostating, duplicating and other expenses, air freight charges, and fees billed for law

clerks, paralegals and other persons not admitted to the bar but performing services under the supervision of an attorney, and the costs and fees incurred in connection with the enforcement or collection of any judgment obtained in any such proceeding. The terms and provision of this Section shall survive the expiration or earlier termination of this Contract.

**IN WITNESS WHEREOF**, this Contract has been duly executed by the above named parties, on the day and year first above written.

DISTRICT:

Lucia Mar Unified School District

By: \_\_\_\_\_

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

Address:

602 Orchard Street

Arroyo Grande, CA 93420

Phone: 805-474-3000

PROVISIONER:

\_\_\_\_\_

By: \_\_\_\_\_

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

Address:

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Phone: \_\_\_\_\_

### **BIDDER'S CHECKLIST**

#### **RFP #1-21/22**

#### **FROZEN, REFRIGERATED, AND DRY PROCESSED COMMODITY AND/OR COMMERCIAL FOOD PRODUCTS**

The following documents must be included in bidder's sealed bid package, and submitted no later than 2:00 pm on May 10, 2021, to the Food Services Department, Lucia Mar Unified School District, 602 Orchard Street, Arroyo Grande, CA 93420.

Check below to indicate that the documents are included in your bid package.  
Missing documents may be cause for disqualification.

- 1. Bidders Checklist
- 2. Request for Proposal Signature Page
- 3. Product Quotation Sheets (hard copy or via InterFlex BidAdvantage)
- 4. Contract Agreement
- 5. Prompt Payment Discount Terms
- 6. Non-Collusion Declaration
- 7. Buy American Certification
- 8. Byrd Anti-Lobbying Amendment Compliance and Certification
- 9. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters

- 10. References

**The following documents to be provided on your own form**

- 11. Public Liability and Property Insurance
- 12. Pest Control Policy

**REFERENCES**

Must complete and submit a minimum of three (3) with proposal. Make additional copies as needed.

1. Client Name and Address

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Contact Name, Telephone Number, and Email Address

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Number of Delivery Locations: \_\_\_\_\_  
Frequency of Deliveries: \_\_\_\_\_  
Annual Dollar Volume of Orders: \_\_\_\_\_

1. Client Name and Address

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Contact Name, Telephone Number, and Email Address

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Number of Delivery Locations: \_\_\_\_\_  
Frequency of Deliveries: \_\_\_\_\_  
Annual Dollar Volume of Orders: \_\_\_\_\_

1. Client Name and Address

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Contact Name, Telephone Number, and Email Address

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Number of Delivery Locations: \_\_\_\_\_

Frequency of Deliveries: \_\_\_\_\_

Annual Dollar Volume of Orders: \_\_\_\_\_

**PROMPT PAYMENT DISCOUNT TERMS**

Vendors are advised that cash discount of 10 days or greater are acceptable and will be applied as part of the award calculations(s). Cash discount of less than 10 days are not acceptable and will be considered as NET 45 days.

Prompt Payment Discount of: \_\_\_\_\_ % \_\_\_\_\_ Days

Vendor must indicate either a zero (0) for no discount, or the offered discount amount. A blank left in the "Days" space will negate any percentage discount offered.

PROVISIONER:

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

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

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

## NON-COLLUSION DECLARATION

The undersigned declares:

I am the \_\_\_\_\_ [Title] of \_\_\_\_\_  
[Name of Company], the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_ [Date], at \_\_\_\_\_ [City], \_\_\_\_\_ [State].

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

### BUY AMERICAN CERTIFICATION

By the requirements of the Richard B. Russell National School Lunch Act’s (NSLA) Buy American provision that school food authorities (SFAs) must follow these guidelines when purchasing food and food products for use in the Child Nutrition Programs. Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a new provision, Section 12(n) of the NSLA (42 USC 1760 (n)), requiring SFAs to purchase domestically grown and processed foods, to the maximum extent practicable.

Section 12(n) of the NSLA defines “domestic commodity or product” as one that is produced and processed in the United States substantially (greater than 51%) using agricultural commodities that are produced in the United States.

There are two situations which may warrant a waiver to permit purchases of foreign food products. These are 1) the product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; and 2) competitive bids reveal the costs of a U.S. product is significantly higher than the foreign product, creating undue hardship to the SFA.

If Distributor offers a non-American product, Distributor must list the product below. Product is subject to review by the Co-Op. If the Co-Op declines a waiver, Distributor will replace quote with a domestic product.

Product Description	Country of Origin	Domestic Price	Non-American Price	Reason for Waiver

Attach additional sheets if necessary

× Mark here if not applicable.

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Name of Contractor

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Date

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Signature of Authorized Official

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Title

**BYRD ANTI-LOBBYING AMENDMENT COMPLIANCE AND CERTIFICATION**

For all orders above the limit prescribed in FAR Section 52.203-12(g), or its successor regulation (currently \$150,000), the Offeror must complete and sign the following:

The following certification and disclosure regarding payments to influence certain federal transactions are made per the provisions contained in FAR 52.203-11 and 52.203-12 and 31 U.S.C. 1352, the “Byrd Anti-Lobbying Amendment.”

(a) FAR 52.203-12, “Limitation on Payments to Influence Certain Federal Transactions” is hereby incorporated by reference into this certification

(b) The offeror, by signing below, hereby certifies to the best of their knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on their behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on their behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) They will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$150,000 shall certify and disclose accordingly.

(c) This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form

to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

Organization: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
CERTIFICATED BY : (type or print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS**

For all orders above the limit specified in FAR Section 52.209-6(e) (currently \$30,000) and in accordance with the requirements of FAR 52.209-6, the Offeror must complete and sign the following:

The Offeror certifies, to the best of its knowledge and belief, that--

The Offeror and/or any of its Principals--

Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

The Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

"Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

The Offeror shall provide immediate written notice to the Co-Op if, at any time prior to award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the University may render the Offeror non-responsible.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the University, the University may terminate the contract resulting from this solicitation for default.

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Participant or Respondent Company Name

Award Number, Contract Number, or Project Name

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Name(s) and Title(s) of Authorized Representatives

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Signature (s)

Date

**Appendix A**  
**CENTRAL COAST COOPERATIVE PURCHASING GROUP**  
 Member District Profiles

<b>1. ATASCADERO</b>	
ZIP CODE(S) OF DELIVERY SITES(S):	93422
2018-2019 TOTAL BREAKFAST MEALS SERVED	88973
2018-2019 TOTAL LUNCH MEALS SERVED	227612
2018-2019 BREAKFAST AVERAGE DAILY PARTICIPATION	494
2018-2019 BREAKFAST LUNCH DAILY PARTICIPATION	1265
USE CYCLE MENU?	NO
NUMBER OF SITES	3
PREFERRED DAYS OF DELIVERY	WEDNESDAY
PREFERRED TIME OF DELIVERY	6AM-9AM

<b>2. COAST UNIFIED SCHOOL DISTRICT</b>	
ZIP CODE(S) OF DELIVERY SITES(S):	93428

2018-2019 TOTAL BREAKFAST MEALS SERVED	30998
2018-2019 TOTAL LUNCH MEALS SERVED	55713
2018-2019 BREAKFAST AVERAGE DAILY PARTICIPATION	171
2018-2019 BREAKFAST LUNCH DAILY PARTICIPATION	313
USE CYCLE MENU?	YES
NUMBER OF SITES	1
PREFERRED DAYS OF DELIVERY	TUESDAY
PREFERRED TIME OF DELIVERY	7:30AM-10AM

<b>3. GUADALUPE UNION SCHOOL DISTRICT</b>	
ZIP CODE(S) OF DELIVERY SITES(S):	93422
2018-2019 TOTAL BREAKFAST MEALS SERVED	191059
2018-2019 TOTAL LUNCH MEALS SERVED	205896
2018-2019 BREAKFAST AVERAGE DAILY PARTICIPATION	1061
2018-2019 BREAKFAST LUNCH DAILY PARTICIPATION	1144
USE CYCLE MENU?	YES: TWO WEEKS
NUMBER OF SITES	2
PREFERRED DAYS OF DELIVERY	MONDAY OR WEDNESDAY
PREFERRED TIME OF DELIVERY	6AM-9AM

<b>4. LUCIA MAR UNIFIED SCHOOL DISTRICT</b>	
ZIP CODE(S) OF DELIVERY SITES(S):	93420
2018-2019 TOTAL BREAKFAST MEALS SERVED	334688
2018-2019 TOTAL LUNCH MEALS SERVED	628207
2018-2019 BREAKFAST AVERAGE DAILY PARTICIPATION	1859
2018-2019 BREAKFAST LUNCH DAILY PARTICIPATION	3490
USE CYCLE MENU?	YES

NUMBER OF SITES	1
PREFERRED DAYS OF DELIVERY	TUESDAY AND THURSDAY
PREFERRED TIME OF DELIVERY	7AM-11AM

<b>5. ORCUTT UNION SCHOOL DISTRICT</b>	
ZIP CODE(S) OF DELIVERY SITES(S):	93455
2018-2019 TOTAL BREAKFAST MEALS SERVED	136225
2018-2019 TOTAL LUNCH MEALS SERVED	415075
2018-2019 BREAKFAST AVERAGE DAILY PARTICIPATION	762
2018-2019 BREAKFAST LUNCH DAILY PARTICIPATION	2322
USE CYCLE MENU?	YES
NUMBER OF SITES	1
PREFERRED DAYS OF DELIVERY	THURSDAY
PREFERRED TIME OF DELIVERY	7AM-930AM

<b>6. PASO ROBLES JOINT UNION SCHOOL DISTRICT</b>	
ZIP CODE(S) OF DELIVERY SITES(S):	93446
2018-2019 TOTAL BREAKFAST MEALS SERVED	227500
2018-2019 TOTAL LUNCH MEALS SERVED	315500
2018-2019 BREAKFAST AVERAGE DAILY PARTICIPATION	1300
2018-2019 BREAKFAST LUNCH DAILY PARTICIPATION	1800
USE CYCLE MENU?	YES

NUMBER OF SITES	1
PREFERRED DAYS OF DELIVERY	WEDNESDAY
PREFERRED TIME OF DELIVERY	5AM-8AM

<b>7. SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT</b>	
ZIP CODE(S) OF DELIVERY SITES(S):	93405 (93401, 93442, 93402)
2018-2019 TOTAL BREAKFAST MEALS SERVED	230000
2018-2019 TOTAL LUNCH MEALS SERVED	280000
2018-2019 BREAKFAST AVERAGE DAILY PARTICIPATION	1300
2018-2019 BREAKFAST LUNCH DAILY PARTICIPATION	1550
USE CYCLE MENU?	YES
NUMBER OF SITES	1
PREFERRED DAYS OF DELIVERY	TUESDAY/THURSDAY
PREFERRED TIME OF DELIVERY	6:30AM-9:30AM

<b>8. SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT</b>	
ZIP CODE(S) OF DELIVERY SITES(S):	93454, 93455
2018-2019 TOTAL BREAKFAST MEALS SERVED	368561
2018-2019 TOTAL LUNCH MEALS SERVED	634197
2018-2019 BREAKFAST AVERAGE DAILY PARTICIPATION	2048
2018-2019 BREAKFAST LUNCH DAILY PARTICIPATION	3523

USE CYCLE MENU?	YES
NUMBER OF SITES	3
PREFERRED DAYS OF DELIVERY	MONDAYS AND WEDNESDAY
PREFERRED TIME OF DELIVERY	6AM-10:30AM

<b>9. SHANDON JOINT UNIFIED SCHOOL DISTRICT</b>	
ZIP CODE(S) OF DELIVERY SITES(S):	93461
2018-2019 TOTAL BREAKFAST MEALS SERVED	34650
2018-2019 TOTAL LUNCH MEALS SERVED	38047
2018-2019 BREAKFAST AVERAGE DAILY PARTICIPATION	192
2018-2019 BREAKFAST LUNCH DAILY PARTICIPATION	211
USE CYCLE MENU?	yes
NUMBER OF SITES	3
PREFERRED DAYS OF DELIVERY	TUESDAY - THURSDAY
PREFERRED TIME OF DELIVERY	7:30AM-10AM

<b>10. TEMPLETON UNIFIED SCHOOL DISTRICT</b>	
ZIP CODE(S) OF DELIVERY SITES(S):	93465
2018-2019 TOTAL BREAKFAST MEALS SERVED	29828
2018-2019 TOTAL LUNCH MEALS SERVED	56769
2018-2019 BREAKFAST AVERAGE DAILY PARTICIPATION	166
2018-2019 BREAKFAST LUNCH DAILY PARTICIPATION	321
USE CYCLE MENU?	YES
NUMBER OF SITES	1

PREFERRED DAYS OF DELIVERY	WEDNESDAY
PREFERRED TIME OF DELIVERY	7:00AM-10:00AM