

**Hempfield School District Food Service Department**  
Landisville, PA 17538  
Tel: 717-898-5566 Fax: 717-618-1211

**General, Specific and Nutritional Specifications**  
**Premium Pizza**

Quote Notice

The Hempfield School District Food Service Department is now accepting quotes for premium pizza for all (10) Hempfield Food Service Kitchens. Product must meet K12 National School Lunch Program (NSLP) Guidelines and Healthy Hunger Free Act of 2010.

Quote information will be available to prospective vendor via the information in the email. For questions, please feel free to contact the Food Service Office at 717-898-5566 during the operational hours of 8:00 am - 4:00 pm. Vendors wishing to submit a quote will utilize the forms provided in this email, with the price stated as requested. All requests must be signed by an authorized officer of the company. By submitting your quote, the vendor is responsible to make themselves familiar with the documents and he/she stipulates that he/she has read and is familiar with them and understands and agrees to them.

If awarded Hempfield School District, vendor(s) may be asked to visit schools within the Hempfield School District and present their product(s) to students and staff as an educational tool and interactive method of introducing product within the cafeteria. Vendor(s) may also be asked to participate in a Food Service Manager Meeting or Wellness Meeting.

**Quote Submissions**

- Quotations are due on or before 1:00 p.m., June 9<sup>th</sup>, 2023. Quotations should be submitted to Food Services Director, C/O Hempfield School District Office, 200 Church Street, Landisville PA 17538.
- All quote envelopes should be clearly labeled, Food Service Pizza Quote.
- Quotes may be hand delivered to the Hempfield Administration building using side door D1 or mailed.
- All descriptions should be meticulously written clearly and legibly using excel spreadsheet provided by the Hempfield Food Service Department. If a line(s) cannot be determined due to the vendor's inability to clearly turn in a professional document, the quote item(s) will be disqualified and therefore not considered which could impact the overall quote.
- If a vendor cannot meet K12 requirements, that is ok, we just ask you email us letting us know you cannot participate.

**Delivery**

- All deliveries will be to (10) locations, delivery addresses attached in quote email.
- All deliveries of hot, ready-to-serve pizza should be made 35- 45 minutes prior to the start of the school's first lunch period. Some schools may have various start times to their first lunch period due to delays due to inclement weather, early dismissals, or special school schedules. It is the vendors' responsibility to ensure product is delivered in a timely manner prior to the start of the first lunch shift.
- Café managers will be responsible for communicating any schedule change to the vendor.

## **Product (Pizza)**

- Each pizza slice must meet National School Lunch requirements.
- Each pizza slice must meet 2 grains.
- Each pizza slice must meet 2 meat/meat alternates.
- Pizzas should utilize lite mozzarella cheese to reduce sodium content.
- Hempfield Food Services uses white pizza crust and would require the vendor to use a white pizza crust. However, vendor should be able to switch to whole grain pizza crust if the request by the Food Service department is made.

## **Nutritionals**

- All submissions must include each product nutritionals. Nutritionals in color print should be submitted with the quote.
- All submissions should include the amount of proteins and cheese on each pizza slice. For example, one slice of pizza equals 2 grains and 2 meat/meat alternates (example: enough cheese to qualify as 2 oz protein).
- All submissions should include nutritionals using both whole grain and non-whole grain pizza crust.
- If the vendor has Child Nutrition Label (CNL) information regarding meat & grain equivalents these must be submitted as part of the quotation as it may be needed for Administrative Reviews from the department of Education Division of Food & Nutrition.

## **Selection or Rejection of Quotations**

- The Hempfield Food Service Department reserves the right to reject any or all quotations and waive any or all informalities.
- Hempfield does not guarantee specific volume.
- Request a new company representative and or driver at any time.
- Invoicing Net 30
- Quotes are based off of lowest price.

## **Vendor Responsibility**

- Provide a copy of the most recent health inspection report when requested.
- Provide a copy of the temperature logs when requested.
- Vendor may be asked to meet with Food Service Administration regarding delivery schedules, ordering, and payment.
- Successful vendor(s) will be required to present in writing the return policy for product that is unacceptable and therefore cannot be used in the School Food Service Program. Credits should be issued in the case where product cannot be used.

### **Price Increases Due to Weather or Other Unforeseen Issues**

- Hempfield School District Food Services requests when a pricing increase occurs, they be explained by the awarded vendor as to why the pricing increase is taking place and recommend reasonable substitutions, if applicable.
- When submitting the quote, if there is a different price structure those should be clearly specified and submitted price sheets separately.

### **Taxes**

- The school is exempt from State Sales and Federal excise taxes.

### **Default Rights and Remedies**

- In the event product delivered to the Hempfield School District Food Service Department is damaged or it is determined by the onsite manager inferior, the product will be rejected. The vendor will be responsible for the removal of all product(s) and generate credit slips where applicable.

### **Laws**

- All applicable laws shall be deemed to be part of the specifications and contractor shall be responsible therewith.

### **Term**

- The initial term of the agreement shall be from August 1, 2023 through June 30, 2024.

### **Termination**

- Either party may terminate this agreement for any reason by giving at least 30 days advance written notice to the other, however termination shall not occur other than the last calendar day of the month.

### **Nutrition**

- It is mandatory that product(s) nutrient analysis data be readily available and submitted with the quote. Vendor will supply labels of all items on quote with this analysis.
- Included in the sheet will also be the following: Serving size, Calories, Protein, Total Fat, Saturated Fat, Carbohydrates, Grams of Sugar, Sodium, Pack Size and servings per unit.

### **Clearances**

- Individuals that work for the vendor and will be on site at the Hempfield School District should have all required PA Clearances i.e. PA Child Abuse, PA State Police Background and FBI Clearance. A copy of these clearances are required prior to the first delivery day, and should be sent to Hempfield Food Service office.

## **Timeline for Approval**

June 12 <sup>th</sup> , 2023	Review of responses
June 22 <sup>nd</sup> , 2023	Recommendation to the Business Office to be submitted for board approval
July 11 <sup>th</sup> , 2023	Potential board approval

Enclosed is the quote form. Please note, to participate, **all** forms must be completed in legible handwriting or typed. In the case that the form is not clearly specified and/or clearly readable, it may result in the quote not accepted. It is the vendor's responsibility to provide the information in a clear and legible manner.

## **Disclaimer**

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

## **Questions**

Direct all responses, questions and inquiries to:  
Food Service Director  
Hempfield School District  
200 Church Street  
Landisville, PA 17538  
717-898-5566

**Hempfield School District  
Pizza Quote Response 2023-2024**

	Price Per Pie	Price Per Slice
Cheese Pizza 8 cut		
PepperoniPizza 8 Cut		

Vendor Name:	
Vendor Contact Person:	
Contact Person Phone Number:	
Date:	

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**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_

Bid # \_\_\_\_\_

County of \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- 1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- 2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder and they will not be discussed before bid opening.
- 3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- 4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- 5) \_\_\_\_\_ its affiliates, subsidiaries, officers directors  
(Name of Firm)  
and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the  
(Name of Firm)

above representations are material and important and will be relied on by \_\_\_\_\_  
(Name of Public Entity)

in awarding the contract(s) for which this bid is submitted. I understand that my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from \_\_\_\_\_  
(Name of Public Entity)

of the true facts relating to the submission for this contract.

\_\_\_\_\_  
(Name and Company Position)

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public) My Commission Expires \_\_\_\_\_