



# Hempfield School District



## Hempfield School District Food Service Department

Landisville, PA 17538

Tel: 717-898-5566 Fax: 717-618-1211

### General and Specific Specifications along with Quote Form For Equipment Repair Services

#### Advertisement Notice

The Hempfield School District Food Service Department is now accepting quotes for equipment repair service for all Hempfield Food Service Kitchens. Quote packets will be available to prospective proposer on the District's Website. <https://www.hempfieldsd.org/businessoffice> or by calling the Food Service Office at 717-898-5566 during the operational hours of 8:00 a.m. – 4:00 p.m.

Vendors wishing to submit a quote will utilize the forms provided, 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 contract 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 fresh farm produce 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., April 26, 2019. Quotations should be submitted to Brian A. Rathgeb, Food Services Director, C/O Hempfield School District Office, 200 Church Street, Landisville PA 17538
- All quote envelopes should be clearly labeled, Food Service Repair Service Quote.
- Quotations may also be hand delivered to the Hempfield Administration Building
- All descriptions should be meticulously written clearly and legibly using the excel spreadsheet provided by the Hempfield Food Service Department. If a line item(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.

#### Onsite Work

- All repairs shall be done when Hempfield Food Service Personnel are on site or unless directed otherwise by the Food Service Director.

#### 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.
- Invoicing Net 30
- Quotes may not necessarily be based off of lowest price.
- Geographic preference will be considered. Vendors should be located within 20 minutes of the drop site. Hempfield Food Services dispatches produce via a district employee and certain time frames must be met to keep our employee on schedule so they can service all 10 school locations.



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## **Vendor responsibility**

- Proof of insurance, bodily injury and property damage.
- Vendor agrees to maintain insurance such as; general liability, automobile liability and workers compensation and employer's liability insurance.
- Vendor may be asked to meet with Food Service Administration regarding delivery schedules, ordering, payment and availability of seasonal produce or special promotions.
- Successful vendor(s) will be required to present in writing the return policy for produce 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 and the vendor is responsible for picking up and replacing such product in the span of 48 hours.

## **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.

## **Taxes**

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

## **Default Rights and Remedies**

- In the event product and/or parts malfunctions it will be the vendors' responsibility to remedy the situation.
- All parts and work should be guaranteed by a set amount of days and this should be clearly listed on the invoice.
- All warranty paper work should be submitted to the onsite manager once work is completed.

## **Laws**

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

## **Term**

- The initial term of the agreement shall be for July 1, 2019 through June 30, 2020, with the option to extend the agreement if both parties are in agreement through July 1, 2020 through June 30, 2021.

## **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.

## **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. These should be sent to the Hempfield Food Service Office.



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April 29 – May 2, 2019 staff review of responses

May 6, 2019 recommendations to the Business Office to be submitted for board approval

May 14, 2019 potential board approval

Enclosed are the specification sheets. Please note, to participate, **all** forms must be completed in legible handwriting or typed. In the case that the produce variety is not clearly specified and/or clearly visible on the provided spreadsheet those products will not qualify. It is the vendor's responsibility to provide the information in a clear and legible manner.

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 produce in the U.S. as provided in 7 CFR Part 210.21 (d).

Direct all responses, questions, and inquiries to:

Brian Rathgeb  
Food Service Department  
Hempfield School District  
200 Church Street  
Landisville, PA 17538 Phone: 717-898-5566 Email: [brian\\_rathgeb@hempfieldsd.org](mailto:brian_rathgeb@hempfieldsd.org)