

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., May 6th, 2025. 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 30 - 25 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 products are 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 wheat pizza crust and would require the vendor to use a wheat pizza crust.
- Please provide prices for wheat crust pizza and original pizza crusts.

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, 2025 through June 30, 2026.

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

May 7 th , 2025	Review of responses
May 8 th , 2025	Recommendation to the Business Office to be submitted for board approval
May 13 ^h , 2025	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