



# Hempfield School District



## Hempfield School District Food Service Department

Landisville, PA 17538

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

### General, Specific and Nutritional Specifications along with Quote Form For Premium Deli Subs

#### Advertisement Notice

The Hempfield School District Food Service Department is now accepting quotes for prime deli subs that meet K12 National School Lunch Program (NSLP) Guidelines for delivery to the Hempfield High School, Landisville and Centerville Middle School cafeterias for the 2019-2020. 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 Deli 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.

#### Delivery

- All deliveries will be a drop ship to (3) locations, the Hempfield High School, Landisville Middle and Centerville Middle School Cafeterias.
- All deliveries should be made 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 or the first lunch shift.



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## Product (subs)

- 6'' turkey breast, 6'' turkey breast & ham, 6'' club, 6'' ham, 6'' roast beef, & 6'' cold cut trio.
- Cold cut trio would contain turkey, salami, bologna, and ham.
- Club would contain turkey breast, ham, and roast beef.
- Subs are to be wrapped individually in a clean food grade/approved material.

## Nutritionals

- All submissions must include each product nutritionals.
- All submissions should include the amount of proteins and cheese on each sub. For example, for turkey breast sub vendor would indicate the slice be 1oz.
- All submissions should include nutritionals using a whole grain 6'' sub and a non-whole grain 6'' sub.
- If the vendor has Child Nutrition (CN) information regarding meat equivalents these must be submitted as part of the quotation.

## 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 Food Services does not guarantee specific volume.
- Request a new company representative and or driver at any time.
- 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.
- Current size the district utilizes will be given preference.

## Vendor responsibility

- Vendor will notify the Food Service Director via email what products are sourced locally. For example, if the vendor sources locally grown produce for the production of their product.
- Copy of the most recent health inspection report.
- Temperature logs will be provided upon request.
- 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 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 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.
- When submitting the quote, if there is a different price structure for whole grain and non-whole grain subs those should be clearly specified and submitted price sheets separately.

## Taxes

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



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## 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 for July 1<sup>st</sup> 2019 through June 30<sup>th</sup> 2020.

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

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).



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Direct all responses, questions, and inquiries to:

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