

## **PAPER BID SPECIFICATIONS**

### **1. General**

- 1.1. The Town of Andover MA. is serving as the lead district for this solicitation. After the bid has been awarded, the winning vendor shall execute a master contract with the lead district. The winning vendor may also be required, at each city or town's discretion, to sign contracts with each participating city or town.
- 1.2. All entries and calculations submitted on this bid are considered by the MSBG to represent the intent of the bidder. The group WILL NOT allow changes to any entry due to an error on the part of the bidder at the time of the bid opening. If an error is discovered by the vendor awarded the bid subsequent to the bid opening, the bid in question may be withdrawn in its entirety or the bid price must be honored regardless of profit or loss to the distributor.
- 1.3. If a bid has been awarded and the vendor awarded the bid, for any reason withdraws the bid, a 30 day written notice of intent must be submitted to the group coordinator. The 30 day notice will begin on the date of receipt of the notice, and during this 30 day period all bid prices and specifications must be honored by the distributor. If a vendor, after having been awarded the bid, chooses to withdraw their bid, the vendor acknowledges that all of their bids may be eliminated from consideration for the next bid cycle.
- 1.4. The MSBG is soliciting paper items as a single zone. The winning vendor agrees to deliver to all group members. A list of districts in the group is provided with this solicitation as **Attachment 11**. For the most recent information on the group, please visit our website at [www.massbuyinggroup.com](http://www.massbuyinggroup.com).
- 1.5. The Bid Coordinator is not responsible for membership changes that might take place during the bid award.
- 1.6. The Bid Coordinator is not responsible for deviations in purchase amounts from the projected volume.
- 1.7. The winning vendor is aware of the Key Dates listed below and will act accordingly.
- 1.8. To be considered for the award, vendors must bid on ALL line items using the exact brand and manufacturer's code specified, unless an equal item has been approved in advance by the group. Please see the Alternative Item Procedure - **Attachment 7** and the Alternative Item Request Form - **Attachment 8**. If a line has multiple brands approved, the vendor may bid on any of the approved brands at their discretion without additional approval.
- 1.9. No bid item shall be deleted, changed or discontinued by the distributor unless previously approved by the MSBG bid coordinator
- 1.10. The winning vendor is to provide an internet based ordering system. Training requested by any district is to begin no later than 2 weeks after the request is made.

## 2. Bid term and pricing

- 2.1. This solicitation is seeking fixed pricing for the 2018-2019 and 2019-2020 school years, beginning July 1, 2018 and ending June 30, 2020.
- 2.2. The winning vendor may adjust pricing on any item in between school years, i.e. after June 30, 2019 and before September 1, 2019. This may be a price increase or a price decrease, based on market conditions. If requested by the group, the distributor shall provide two manufacturer's invoices to the distributor; one showing the distributor's cost prior to adjustment, and one showing the distributor's new cost. The new cost to the MSBG will be equal to or less than the new cost to the distributor times the existing margin. All price adjustment notices must be provided to the bid coordinator, along with corresponding documentation at least one week before the adjustment date.

## 3. Paper bid worksheet

- 3.1. All projections are the best aggregate estimates of the individual districts, however there is no guarantee made that districts will actually purchase exactly these amounts. Variations may occur due to cost, student preference, menu changes and other factors.
- 3.2. Vendors must provide pricing on every line of the paper bid in order to be considered responsive.
- 3.3. Please enter you company name on the Worksheet tab by double clicking on the tab itself.



- 3.4. For each item on the sheet, please enter following (yellow columns):
  - *Brand and item to be provided - enter the brand and item code, if different than the item approved. Any items listed in this column must have prior approval in accordance with the Alternative Item Procedure – **Attachment 7**. Leave blank if bidding the approved item. For any lines that are "Distributor's Choice", please enter your brand and item here.*
  - *Actual Case size – the number of units in the case, i.e. "200" not "200 ea". This cell accepts numerical entries only. If this is the same as the "Base Case Size" you may leave it blank. This will adjust the projection based on differences in pack size.*
  - *Price per Case - enter the price per case.*
  - *Comment – any notes or comments about the item.*
- 3.5. When the sheet is completed, please print it on legal size paper, landscape mode, and return it with your submission.
- 3.6. ***Please provide an electronic copy of your sheet on a USB drive at the time of the bid opening.***

#### 4. Award Criteria

- 4.1. The paper bid will generally be awarded to a single responsive and responsible vendor for the 2018-2020 school years based on the aggregate bottom line total of the paper bid worksheet, however, the MSBG reserves the right to reject any bid in part or in whole based on past performance of the vendor and/or the best interests of any or all of the members of the group.

#### 5. Modification of Contract

- 5.1. As specified in [USDA memo FD-144](#), Market Basket Analysis when Procuring Program Goods and Modifying Contracted-For Product Lists, there are occasions when the Program operator needs to purchase goods not included in its existing contract. If it is determined that purchases are needed on an ongoing basis, they may be added to an existing contract. The MSBG may request that items not included in the original contract be added at any point during the bid award. The value of these additions shall be limited to 20% of the estimated value of the contract award.

#### 6. Product Recall

- 6.1. The vendor must, upon receipt of a recall notice from the manufacturer or government, notify the MSBG coordinator immediately by e-mail. Appropriate credit must be given for all recalled products.

#### 7. Delivery

- 7.1. Delivery dates and times will be agreed upon by the district and the winning vendor by the date specified in the Key Dates section. Deliveries arriving outside times agreed upon may result in refusal of delivery or billing of distributor for excess labor charges.
- 7.2. All items will be delivered to an inside storage location acceptable to the receiver.
- 7.3. Districts are not required to accept any product that is visibly damaged or adulterated in any manner. The winning vendor shall replace any item received in unacceptable condition at no cost to the ordering facility in a timeframe acceptable to the district.
- 7.4. The highest minimum amount for delivery will be no more than \$200.00.
- 7.5. Directors must be notified before delivery if any products are unavailable. Substitutions are to be provided of the same or superior quality at the bid price. The director must approve all substitutions.
- 7.6. The vendor must provide full credit on and pickup of food incorrectly ordered or delivered by the next regular delivery. Full credit must be given, in a timely fashion, for foods that are discovered missing from the order, damaged, spoiled, adulterated, or expired.
- 7.7. Special orders may be considered by the group on some items. Please see the Special Order Procedure - **Attachment 9**, and the Special Order Request Form – **Attachment 10**.

#### 8. Payment

- 8.1. Payment terms vary by district policy and will be agreed upon by the vendor and individual district.
- 8.2. Purchases made by the school districts are exempt from payment of federal excise taxes and any such taxes must not be included. Federal excise tax exemption certificates, if required, will be furnished by the school district on request. The school districts are further exempt from payment of Federal Transportation tax and the

Commonwealth of Massachusetts sales tax.

8.3. There shall be no additional charges levied to any school or district for fuel surcharge.

**9. Auditing**

9.1. The Group retains the right to audit distributor's invoices for any and all bid items. The audit may take place at any location suitable to the MSBG, including the offices of the distributor. The distributor will be given no less than 2 weeks' notice to assemble all relevant documents for review.

**10. Key Dates**

Friday, April 13, 2018	Deadline to submit Special Order or Alternative Item Requests by email to coordinator.
Monday, April 23, 2018	All requested samples due in Dedham.
Tuesday, April 24, 2018	MSBG sampling meeting
Thursday, May 24, 2018	Bid Opening, Andover Town offices, 1:00 p.m.
Monday, June 11, 2018	Winning vendor will have contacted district director to arrange delivery times and days that are acceptable to both the district and the vendor.
Friday, June 15, 2018	Vendor item numbers provided to bid coordinator on the MSBG bid sheet.
Monday, August 13, 2018	All bid items in stock and available for delivery.

**11. Buying Group Responsibilities**

- 11.1. The MSBG will provide projected usages that are the best estimate of the individual foodservice directors.
- 11.2. Actual quantities may be adjusted due to government regulations, student preference changes, or meal program participation changes.
- 11.3. The MSBG is providing as part of this solicitation a master listing of all schools represented in the group, **Attachment 11**, to include school name, address, enrollment, and contact information.

**12. Bid Submission**

- 12.1. The responsive bidder shall include the following completed documents in a printed form:
  - 30 copies of the completed Paper Bid worksheet printout in landscape orientation, legal size
  - Attachment 1 – Lobbying – original, signed
  - Attachment 2 – Certification of Compliance with Federally Funded Procurement – original, signed
  - Attachment 3 – Certification Regarding Debarment – original, signed
  - Attachment 4 – HUB Certification – original, signed
  - Attachment 5 – Acknowledgement of Specifications – original, signed
  - Proof of liability insurance
  - A USB drive to include:
    - An electronic copy of the Paper Bid worksheet with your company name in the filename

- 12.2. Bids must be submitted on or before 1:00 p.m. on Thursday, May 24, 2018 to the Town of Andover, Attn: Purchasing Office, 36 Bartlett Street, Andover, MA 01810. Bids will be opened at the Andover School Administration Building, 4 Whittier Ct., Andover MA 01810. The bid award will generally take place no later than a week after the bid opening date at which time all parties will be notified. The public opening will end at 2:00 p.m.
- 12.3. Bid documents must be placed in a sealed envelope and plainly marked "2018 MSBG Paper Bid".
- 12.4. No proposals will be accepted after this day and time. Vendors are STRONGLY ENCOURAGED to attend the opening and be prepared to answer any questions the group members may have.
- 12.5. Any updates or addendums to this solicitation shall be posted on the Town of Andover's website. [www.andoverma.gov/bids.aspx](http://www.andoverma.gov/bids.aspx).
- 12.6. Please contact Tim Goossens, Bid Coordinator at [tgoossens@food4schools.com](mailto:tgoossens@food4schools.com) should you have any questions.