

BIDDERS CONFERENCE

Request for Proposal #1218-18/19

Frozen & Refrigerated Food Distribution for

The San Gabriel Valley Food Services Cooperative Purchasing Group



May 1, 2019

Vivien Watts, M.S., SNS

Director of Business Services

Alhambra Unified School District

Purpose of This RFP

- ① The San Gabriel Valley Food Services Cooperative Purchasing Group (Co-Op) is seeking proposals from qualified companies to procure and deliver frozen, refrigerated, processed commodity and/or commercial food products to member districts.
- ① Alhambra USD is the lead district handling the RFP process for the Co-Op.
- ① The RFP will be awarded to **one (1)** winning distributor for all member districts in the Co-Op.
- ① A second distributor may be awarded as a backup.

Project Schedule

Issue Date	April 22, 2019
Bidders Conference:	May 1, 2019 at 10:00 a.m.
RFI Due:	May 2, 2019 at 10:00 a.m.
Final Addendum:	May 3, 2019
Proposal Due/Opening:	May 7, 2019 at 10:00 a.m. Purchasing Department (Mission Building)
Bidder's Interview:	May 9, 2019 time TBD
Protest Deadline:	May 14, 2019 by 10:00 a.m.
Intend to Award:	May 14, 2019 (pending Board approval)
Recap of RFP:	Available after May 21, 2019 or Board Approval

All events are held at Alhambra Unified School District

Organization of The RFP

- Notice of Request for Proposal
- Request for Proposal Signature Page
- Project Schedule
- Instructions to Bidders
- Required Bid Documents
- Contract Agreement
- Appendix

Instructions for Bidders

- Highlights

Scope of Services

Current thirty (30) member districts in the SGV Co-Op

Alhambra USD
Arcadia USD
Azusa USD
Baldwin Park USD
Basset USD
Burbank USD
Charter Oak USD
Covina Valley USD
Duarte USD
El Monte City SD
El Monte UHSD
East Whittier City SD
Garvey SD
Glendale USD
Glendora USD

Hacienda La Puente USD
Lowell Joint SD
Lynwood USD
Mountain View SD
Pasadena USD
Rosemead SD
Rowland USD
San Gabriel USD
San Marino USD
South Pasadena USD
South Whittier SD
Temple City USAD
Valle Lindo SD
Walnut USD
West Covina USD

Award Process

- After the opening of proposals, a RFP review committee representing the Co-Op will score the proposals based on the evaluation criteria.
- Selected proposers shall be invited for an interview.
- The committee may require additional information at the interview.
- The committee will make a recommendation to all members in the Co-Op.
- The Co-Op will decide on the winning bidder(s).
- Alhambra USD (lead district) will issue Intent to Award. Award will be formally made by the AUSD Board of Education for the Co-Op.

Evaluation Criteria

Cost (35 points)

Lowest bidder will be assigned 35 points

Customer Service and Reference (25 points)

Demonstrate ability to promptly respond to request for information, to resolve complaints and issues, to provide timely and accurate delivery, to provide marketing strategies to assist to promote school meals.

Experience and Competence (20 points)

Provide state-of-the art technology for services in data collection, reporting, analysis. Able to address changes in needs of the co-op.

Sustainability (15 points) – see addendum #1

Evidence that firm will continue to operate successfully – financial capability, food-safety, etc.

Geographic Preference (5 points) – see addendum #1

Required Bid Documents - Highlights

Required Bid Documents Checklist

- ⦿ Distributors responding to this RFP must follow required format for all bid documents.
- ⦿ Must submit all required documents listed on the checklist.

Contract Agreement

- Must complete, sign, and submit with RFP response.
- Term: 7/1/2019 to 6/30/2020
- If mutually agreeable, the Co-Op reserves the right to renew for 2 additional years.

Appendix

- Member district profile provides information on delivery sites, total meals and ADP, use of cycle menu, preferred days and time of deliveries.
- Proposal Worksheet – must complete all questions. Sign and date.
- Proposal Form – Excel and PDF
- Distributor Questionnaire – must answer all questions. Use additional page if needed.
- CDE required forms must be completed.

Questions?

- **No** verbal questions and answers (including those presented at this bidders conference) will be posted on the AUSD website.
- **Only written request for information (RFI) will be posted on the AUSD website.**
- RFI must be submitted in writing to Vivien Watts, by May 2, 2019 by 10:00 a.m.
- Answers to additional questions will be posted on the AUSD website on May 3, 2019.

Addendum

- Addendum # 1 was issued on 5/1/19
- Final addendum will be issued by May 3. Check on www.ausd.us. There will be no other notices.

THANK YOU!



Food. Nutrition. Service.