

PAOLA UNIFIED SCHOOL DISTRICT #368

1115 E 303rd St.
Paola, KS66071

Phone: (913)294-8000
Fax: (913)294-8001

www.usd368.org

W. Matthew Meek
Superintendent

Tammy Thomasson
Asst. Superintendent

Jimmy Hay
Director of Finance

Brenda Caldwell
Director of Human Resources

May 2, 2019

Dear Sir or Madam:

The Paola School District is inviting bids for the Food Service Department for the 2019-2020 school year. Attached is a 16-page form in which to submit your food bid proposal.

Additionally, the Family and Consumer Science Department (FACS) is requesting an account number to purchase flour, sugars, spices, oil, margarine, and produce to use in Culinary Classes. These will be the same products and pack size used for the Food Service program. FACS will place their own orders to be billed separately but delivered at the same time as the Food Service Department deliveries.

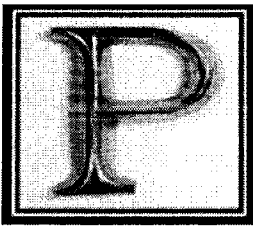
Buy American Provision: As required by the Buy American Provision, all products must be of domestic origin as required by 7CFR Part 210.21 (d)

All items bid must be American. This means the item is produced and processed in the United States substantially using agricultural commodities that are produced in the United States. In this context, "substantially" means that over 51% of the final processed product consists of domestically grown agricultural commodities.

Exceptions to Buy American should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for alternative or exception, the request must be submitted in writing to the School District, a minimum of two days in advance of delivery. The request must include:

- a. Alternative substitute(s) that are domestic and meet required specifications;
 - i. Price of the domestic food alternate substitute(s); and
 - ii. Availability of the domestic alternative substitute(s) in relation to the quantity ordered.
- b. Reason for exception; limited/lack of availability or price
 - i. Price of domestic food item; and
 - ii. Price of non-domestic food item that meets the required specification of the domestic product.

This department works in a competitive environment where students and staff have the choice on whether to participate in the school breakfast/lunch program; therefore, it shall be understood by all parties concerned that any contract established as a result of this invitation will not obligate the school district to receive any quantity in excess of the school district's actual requirements. On the other hand, the school district will make a reasonable effort to fully utilize projected supplies of products that may not have a market elsewhere.



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It is the intent of the school district to offer equal opportunity to all bidders. Please indicate the brand/manufacturer product code, pack size, distributor item number, unit price, and estimated total cost for each item bid. Indicate if the item would be considered a special order item. Nutrient Analysis, Product formulation statements and CN labels where appropriate are required within 30 days of bid

award. Prices quoted shall be held for the entire year (July 1, 2019-June 30, 2020). Please note if any of the quotes are not a firm bid for the entire year (i.e. market price item). In addition, if a mid-year price adjustment is needed for firm bid, notification of price change must be completed in writing by December 1, 2019. If there is a price increase, the school district reserves the option to no longer purchase the item. Shipment for deliveries will be received at the Paola High School located at 401 N. Angela St. Paola, Ks. 66071. Deliveries will begin as ordered by the Food Service Department any time after July 1, 2019.

Please complete and mail your bid proposal to the Paola Food Service Department, Attn: Elaine Harris, 401 N. Angela St. Paola, Ks. 66071 Bids need to be received in the Food Service Department office by 3:30 pm on June 14, 2019. You can also email (elaine_harris@usd368.org) or fax (913-294-8011) your proposal to our office.

The school district reserves the right to accept or reject any bids and the right to be the sole judge of what it shall consider the lowest and best bid.

Sincerely,

Elaine Harris,

Director of Food Service