

Lakeview School District  
And  
Pennfield School District  
Attention: Linen Service Vendors

The Lakeview/Pennfield School District is requesting proposals for linen services. The vendor would provide linen services according to USDA federal procurement regulations and guidelines as well as State of Michigan Department of Education procurement policies and guidelines.

Linen Service Vendors may submit proposals to:

Laura Reynolds-Montague  
Food Service Director  
Lakeview/Pennfield School District  
15 Arbor St.  
Battle Creek, MI. 49015  
269-565-2404  
269-565-2408 fax  
[Lreynolds2@lakeviewspartans.org](mailto:Lreynolds2@lakeviewspartans.org)

The Board of Education reserves the right to accept or reject any and/or all proposals or to accept the proposal that is in the best interest of the school district.

All proposals must be submitted no later than 2:00 pm on July 31, 2019.

All proposals should be delivered addressed to

**Lakeview School District** and be clearly marked: **Linen Service Vendor Proposal.**

All bids may be submitted by mail, email or fax at the addresses and fax number above.

The following items are up for bid at the Lakeview/Pennfield School District.

<b>ITEM</b>	<b>PRICE</b>
Bib Aprons	_____
Dish Towels	_____
Steamer Rags	_____

Please submit your bid no later than 2:00 pm on July 24, 2019.

## GENERAL INFORMATION

### A. INTENT

This solicitation is for the purpose of entering into a contract for linen services *Lakeview School District and Pennfield School District* herein after referred to as the School Food Authority (SFA). The contract will be between the vendor and the SFA.

### B. PROCUREMENT METHOD

The contract awarded will be an RFP contract.

1. For an IFB contract, the contract is awarded to the bid with the lowest price per unit/case.
2. For an RFP contract, the bid must be submitted in two parts: a guaranteed price per unit/case and a written proposal. The guaranteed price per unit/case must be weighted as 50% or more of the evaluation criteria while the written proposal must be weighted as less than 50%. Evaluation criteria and method are shown on Bid Point Calculator and Evaluation Criteria.

### C. BID SUBMISSION AND AWARD

1. Bids/proposals will not be accepted after 2:00 pm on 7/24/19. Bid/proposal is to be submitted marked "Linen Service Vendor Bid."
2. The SFA reserves the right to reject any or all bids, if deemed to be in the best interest of the SFA.
3. To be considered, each bidder must submit a complete response to this solicitation.
4. Bid pricing shall be firm for sixty (60) days.
5. Awards shall be made to the qualified and responsible bidder whose bid is responsive to this bid. A responsible bidder is one who's financial, technical and other resources indicate an ability to perform the services required by this solicitation.
6. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids; failure to do so will be at the bidder's own risk and he/she cannot secure relief on the plea of error.
7. If additional information is required, please contact Laura Reynolds at 269-565-3935.

### D. INCURRED COSTS

The SFA is not liable for any cost incurred by the bidder prior to the signing of a contract by all parties.

### E. CONTRACT TERMS

This contract shall be for a period of one year beginning on or about 9/01/19 and ending 8/31/20.

### F. PRE-BID MEETING

There will not be a pre-bid meeting.

## **G. LATE BIDS**

Any bid received after the exact time specified for receipt will not be considered.

## **H. GIFTS FROM VENDOR**

The SFA's officers, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under State law, rules or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

# **STANDARD TERMS AND CONDITIONS**

## **I. ESTIMATED QUANTITIES**

Quantities for products are provided in this solicitation for the **vendor's guidance only**. No guarantee is expressed or implied as to the actual requirements during the Agreement period. It shall be understood that any Agreement established as a result of this solicitation will not obligate the SFA to purchase any quantity of linen services. The estimates provided are based on historical data during the previous school year's (2017-2018) actual needs and usage. It shall be understood that when product prices are adjusted in accordance with this section, purchasing patterns may change in response, rendering estimated quantities invalid.

## **II. DELIVERIES**

The successful Vendor shall provide at a minimum weekly delivery within a specified time delivery window to be mutually negotiated. Deliveries shall be for school sites with adjustments for holidays.

## **III. INVOICES, STATEMENTS AND PAYMENTS**

**A.** The successful Vendor shall issue comprehensive fully itemized and costed delivery invoices and statements to the SFA detailing all charges and fees by item. Describe your Firm's basis for product costing/charges. All costs associated with product delivered to SFA shall be billed at the time of invoicing/delivery.

**B.** No payment will be made to the vendor for product that does not meet detailed specifications as developed by the SFA or does not otherwise meet the requirements of the contract.

## **IV. SANITATION**

The vendor shall comply with all local and state sanitation requirements in the preparation of food.

## **V. BIOTERRORISM**

It is expected that the vendor has implemented safeguards at all points in their processing and delivery to protect against intentional and unintentional contamination. The vendor shall take immediate action to correct any situation in which product integrity is violated or product becomes contaminated. If contamination should occur, the vendor shall remove or authorize disposal of all contaminated product within 21 days and shall replace the product as soon as possible at no cost to the SFA.

## **VI. TERM & TERMINATION**

**A.** This contract shall become effective on 9/01/9 and terminate on 8/31/20.

**B.** The SFA or the vendor may terminate the contract for cause by giving sixty (60) days written

notice.

C. Neither the vendor nor the SFA shall be responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any acts not within the control of the vendor or the SFA, respectively, and which by the exercise of due diligence they were unable to prevent.

## **VII. NON-PERFORMANCE BY VENDOR**

In the event of the vendor's non-performance under this contract and/or the violation or breach of the contract terms, the SFA shall have the right to pursue all administrative, contractual and legal remedies against the vendor and shall have the right to seek all sanctions and penalties as may be appropriate.

## **VIII. MISCELLANEOUS**

A. This contract shall be construed under the laws of the State of Michigan. Any action or proceeding arising out of this contract shall be heard in the appropriate courts of the State of Michigan.

B. The vendor shall comply with the provisions of the bid specifications, which are hereby **in all respects made a part of this contract.**

C. No provision of this contract shall be assigned or subcontracted without prior written consent of the SFA.

D. No waiver of any default shall be construed to be or constitute a waiver of any subsequent claim.

E. This response to the IFB or RFP and any riders, addenda or appendices thereto constitutes the entire contract between the SFA and the vendor.

F. Any silence, absence or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials (e.g. food, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

# AGREEMENT PAGE

This bidder certified that he/she shall operate in accordance with all applicable State and Federal Regulations.

The bidder certified that all terms and conditions within the Bid Solicitation shall be considered a part of the contract as if incorporated therein.

This Agreement shall be in effect for one year.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative the day and year.

**ATTEST:**

**SCHOOL FOOD AUTHORITY:**

\_\_\_\_\_  
Signature of Witness for SFA

\_\_\_\_\_  
Signature of SFA Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ATTEST:**

**VENDOR:**

\_\_\_\_\_  
Signature of Witness for Vendor

\_\_\_\_\_  
Signature of Vendor Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

