



Jodi Key

Food Service Director, Guadalupe Center

P: 385-424-1056 | M: 385-7754303

1385 N 1200 W | Salt Lake City, UT

GuadalupeUtah.org

REQUEST FOR BID
Guadalupe Center
RFB
COOPERATIVE CONTRACT FOR NUTRITION
SERVICES

Commodities only

RFB # 11152024

Release date 1-8-2026

Question may be submitted in writing to
Jodi.key@guadschool.org

Question period is from 1-8-2026-1-16-2026

Bids must be submitted by email by January 16,2026+

Please see attachments for Bid items. This is to be used as only a guide and not a guarantee of purchasing.

Please list your inventory numbers or note special order only.

The attached list is not an exclusive list of desired Commodity products we wish to purchase in 26-27 school year. Guadalupe School reserves the right to add additional items or delete items, as they seem fit. *E.*

Supplier

Proposal

1. When the award is made, it will be posted on GuadalupeUtah.org

2. In the event that the RFP is canceled after the closing date, that information will be posted on GuadalupeUtah.org as well.

Conform to Response Form Guidelines

-

All proposed information must be submitted on the Proposal Response forms found below.

Contact Information

Except as authorized by Guadalupe Center or as otherwise stated in the RFP documents communication during the proposal process shall be submitted via email to jodi.key@guadutah.org

In order to maintain the fair and equitable treatment of everyone, Suppliers shall not unduly contact or offer gifts or gratuities to owners, users or selection committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies before the RFP documents are issued and extends through the award of the contract. Suppliers should be aware that selection committee members will be required to certify that they have not been contacted by any of the Suppliers or their partners in an attempt to influence the selection process.

Selection Committee

The selection committee will evaluate and score each Supplier. Committee members will include individuals from the Guadalupe Center.

RFP INSTRUCTIONS/PROPOSED SERVICES

The contract will be a Firm Fixed Price Contract. Pricing for all items will be guaranteed for the school year July 1 2026 through June 30 2027. List case price on Excel spreadsheet for all items.

A. Product Information

The following product information shall be included with the bidding supplier's bid.

1. Brand – The brand or trade name, manufacturer's name, identification number, and CN label must be given on each case of merchandise sold.

2. Grade – The grade must be specified for each product as defined by the United States Department of Agriculture.

3. Specifications – The bidding supplier must bid products that are equal to or better than the products listed under each item on the Price Schedule. The bidding supplier must provide SEPDS sheets, CN labeling, and/or product specification sheets for all products being quoted. The following must be included on such sheets: Item name, DF# case weight, case pack, Fee for service case price

Bid items will be disqualified that do not meet or exceed all specifications as of the time and date of the bid opening. If a product is processed and it is later established that said product fails to comply with these specifications the item will be rejected and returned to the Supplier at the Supplier's expense. Also, no furnished goods shall be older than last season's pack.

A specific contract order list of awarded items and distributor stock number must be provided. Usage reports throughout the year must have the ability to be run with substitutions excluded.

The awarded distributor will be considered the primary vendor. This includes the coordination, stocking and reporting of USDA commodity processed products. The distributor's representative will closely work with Guadalupe Center to draw down balances and report usage.

Manufacturer landed cost-plus distributor markup must be guaranteed for the school year. No fuel surcharges will be allowed.

All contract changes and/or correspondence after the award must go through the Guadalupe Center buyer for the entire contract term.

Any extreme circumstances and use of force majeure clause must be communicated to Guadalupe Center buyer. A minimum of thirty (30) days' notice must be given with documentation to substantiate the extreme circumstance. If unauthorized changes occur, the distributor agrees to reimburse the cost difference.

Substitutions made for lack of inventory must be minimal. Any substitution from the contract item must be given at the contract item cost. The item substituted must be given in equivalent amount and equal or better quality to what was originally ordered.

Guadalupe Center must be notified of any shortages within 48 hours in advance of substitution. Guadalupe Center reserves the right to approve/disapprove substitutions.

Invoices must reflect all items ordered - deletions and changes to original order quantity are not acceptable.

Distributors must show on the invoice Commodity Price, the Pass-Through Value (PTV), Distributor's Fee and total charge for all commodity process items. These must show separately on the invoice NOT just in total. Invoice must include the purchase order number.

Distributor will accept liability for doors left open, loss of product, or theft if building is not secured after departure.

Distributor will take responsibility for any damages to building or property caused by trucks/drivers.

EVALUATION CRITERIA

The process of award will be by committee. The committee will base their evaluation on the criteria listed below then apply a score based on the point value of that criteria. The Supplier receiving the highest score will be awarded the contract.

5 Points: Responsiveness – The completeness and conformity of the proposal response to the RFP requirements. Including but not limited to:
Schedule A, Certification of Proposal – Complete
Schedule B, Executive Summary – Complete
Schedule C, Detailed Response – Complete
Schedule D, References – Complete
Schedule E, Item Price Sheet – Complete (Excel spreadsheet)

20 Points: Signed Certification of Proposal (Schedule A)

10 Points: Executive Summary (Schedule B)

25 Points: Detailed Response (Schedule C)

15 Points: References (Schedule D)

30 Points: Item Price Sheet (Schedule E)

CERTIFICATION OF PROPOSAL

Schedule A

We have read the RFP and fully understand its intent. We certify that we have adequate personnel and resources to fulfill the proposal requirements. We further understand that our ability to meet the criteria and provide the required services shall be judged solely by the Food Service Director

We further certify that, since the receipt of this RFP, no contact, discussion, or negotiations have been made nor will be made regarding this proposal with any employee other than the listed contact people in the RFP. We understand that any such contact could disqualify this proposal.

We further certify that we are properly licensed to conduct business within the scope of this RFP, in the State of Utah.

We certify that all schedules and addenda contained herein shall be considered part of the entire RFP response and that the complete document submitted shall be considered a legally binding document.

Submitted by:

Firm Name

Authorized Signature

Name and Title

Telephone, Date

Buy American: The SFA by participating in the federal school meal programs is required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity produced in the U.S. and a food product processed in the U.S. substantially (at least 51 percent) using agricultural commodities which are produced in the U.S. (7CFR210.21(d), 220.16(d)). Selected Contractor shall notify SFA in advance of delivery of any product not compliant with this requirement. Product(s) delivered to the SFA which are not compliant with this requirement will be returned and invoice(s) for those items will not be paid.

EXECUTIVE SUMMARY

Schedule B

Provide a one- or two-page executive summary to briefly describe the Supplier's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the Supplier. The school should be able to determine the essence of the proposal by reading the executive summary. Protected information requests should be identified in this section.

*If additional space is needed, please attach to this document

Schedule C

Are all drivers that work with the school staff subject to background checks?

Please explain. Provide details for the following requirements:

1. Ability to service bi-weekly deliveries
2. Bi-Weekly school drops
3. Warehouse drops

4. HACCP Plan
5. Bioterrorism plan
6. Food Recall Plan (Point of contact and back up contact)
7. Ability to handle commodities (net off invoice) or Fee for service Invoice statements must show PTV, commodity price and fee separate.
8. Invoice must include the purchase order number.
9. Ability to complete commodity reporting *If additional space is needed, please attach to this document

.

Schedule D

References:

1.Name of company_____

Phone number_____

2.Name of company_____

Phone number_____

Schedule E

RFP ITEM PRICE SHEET

All pricing should be submitted in Excel format. Including commodity and commercial numbers if available

The lowest proposed price will receive 100% of the cost points. All other proposers' cost points will be calculated as follows:

$$\left(\frac{\text{Lowest Proposed Price}}{\text{Each Individual Proposed Price}} \right) \times 30 \text{ Points}$$

Please note if in stock or special order

jodi.key@guadutah.org

List of proposed commodities for school year 25-26 are as listed below. Guadalupe school reserves the right to add or subtract from this list. This list is not a guarantee or purchase of products.

