

REQUEST FOR PROPOSALS

Rolling Plains Management Corporation Bid Solicitation for Raw Foods/Dry Goods CACFP Nutrition Program

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Sherry Ellis
Nutrition Coordinator
Or
Keren Whitney
Financial Director

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(940)684-1571

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or

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REQUEST FOR PROPOSAL

Invitation to submit proposal

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1. Purpose:

The purpose of this bid solicitation is for the purchase of raw foods and dry goods to be delivered to nine Rolling Plains Management Corporation Head Start/Early Head Start Centers located through its service area. The period covered with this proposal is for one year, with the potential of annual renewal, for up to four additional years, with successful negotiation of pricing.

2. Description of Entity:

RPMC is a private, non-profit tax exempt organization established under IRS Code Section 501©3, with the mission to mobilize the resources of the entire community so that families and individuals can attain the skills, knowledge and opportunities to move out of poverty and become self-sufficient. The agency receives federal, state and private funding to provide comprehensive social service programs that support individuals during this transition period. RPMC's service area includes eight (8) rural counties with the administration office located in Crowell, Texas and Head Start/Early Head Start Centers in an eight county services area including Archer, Baylor, Cottle, Foard, Hardeman, Knox, Wilbarger and Young Counties.

3. Proposal Content

Responses to the Bid Solicitation must contain the following information:

- a. A brief history of the Company, including number of years in the business, primary service area and experience of Company staff working with potential RPMC account.
- b. Schedule to deliver raw food and dry goods to kitchens located in the cities of Archer City, Paducah, Quanah, Vernon, Munday, Seymour, Olney, and Graham. State vendor's ability to provide Internet On-line ordering of items listed in the RFP. Include set up requirements and maintenance requirements.
- c. Itemized cost of raw foods and dry goods. (Attachment #1)
- d. A description of the Company's ability to complete orders as outlined in the required menus provided by the RPMC funding sources. (Attachment #2)
- e. A description of the Company's process to bill RPMC for the purchase of products.
- f. Provide emergency phone contacts for after/before office hours (including weekends). (Attachment #3)
- g. Integrity and Financial/Business References (Attachment #4)
- h. Statement disclosing any and all relationships which might be a conflict of interest. (Attachment #5)
- i. Statement assuring the Company is not debarred from doing business with the State and/or Federal government. (Attachment #6)
- j. Statement assuring the Company complies with all Food Laws. (Attachment #7)
- k. Targeted Small Business Program Certification. (Attachment #8)

4. Distributor Responsibility

The successful bidder will demonstrate understanding of, and compliance with, all specifications set forth in this RFP. The unit/lot price submerged with the proposal of the successful bidder will be all inclusive with regard to the requirements of the specifications. Successful bidder must operate its own facilities and delivery vehicles within all local, state and federal guidelines. Successful bidder shall be responsible for all delivery services. RPMC reserves the right to tour bidder's plant before final contract award.

- a. **Government Regulations/Grading:** Purchase of food, supplies and equipment shall meet requirements of the United States Department of Agriculture (USDA), Food and Drug Administration (FDA) and National Sanitation Foundation (NSF). In the absence of grade

labeling, the Contractor shall provide RPMC with package labeling codes or industry accepted grade equivalent standard to verify the minimum grades specified are being provided. Food purchased by the Contractor for use at the RPMC kitchens shall meet or exceed the purchasing specifications for each item listed below. Minimum food specifications are as follows:

- i. Beef and Veal – USDA Choice, except for meat used in extended dishes which may be USDA Standard
 - ii. Ground Beef – USDA Standard or better, ground beef and beef patties shall be 100% all beef and fat content shall not exceed 20%
 - iii. Pork and Lamb – USDA Grade A (#1)
 - iv. Poultry – USDA Grade A
 - v. Seafood – USDA Grade A
 - vi. Eggs – USDA Grade A (Large or Medium)
 - vii. Dairy Products – USDA Grade A
 - viii. Frozen Foods – USDA Grade A Fancy
 - ix. Fresh Produce – USDA #1 Quality
 - x. Canned Foods – USDA Grade “A” Fancy, except Choice may be used for cooking purposes
- b. **Food Laws:** Vendor shall operate in accordance with all applicable laws, ordinances, regulations and rules of federal, state and local authorities, including but not necessarily restricted to a Hazard Analysis and Critical Control Point (HACCP) plan. Products must be held at the proper temperatures and humidified as recommended by packers, manufacturers, or current Texas Food Code, so as to maintain the products and packages at optimum levels of quality and condition. Vendors shall be liable for the safety and appearance of products and packaging materials. Any products or packages received that are out of condition, as per HACCP or other applicable guidelines will be returned for full credit.
- i. RPMC reserves the right to request dock inspection reports, conduct on-site inspections of Vendor’s facilities, delivery vehicles and records, at any time during the Contract period.
 - ii. Temperature logs will be available for review, at any time during the Contract period.
 - iii. The warehouse and delivery vehicles must be clean, be free of insects and rodents, and be adequate for storing and delivering products (dry, chilled, and frozen).
 - iv. Upon request from RPMC parties, vendor shall provide
 - a) Their current Hazard Analysis and Critical Control Point plan;
 - b) Latest facility inspection forms and comments from applicable federal, state, and local agencies;
 - c) Procedures for food safety and sanitation, including procedures used for product holds or recalls. DO NOT SUBMIT UNLESS REQUESTED.
- c. **Permits and Licenses:** The Vendor shall hold valid permits, licenses, certificates and other documents as required by the state, county, city or other governmental body or regulatory bodies to legally engage in the performance of the services to be provided under Contract such as public health license, and other documents. The Contractor is to notify RPMC, within 72 hours, of any suspensions, terminations, lapses, or non-renewals or restriction of required licenses, certificates, or other documents required as a service provider to RPMC.

- d. **Provide Product and Service:** Vendor must, upon request of RPMC, furnish satisfactory evidence of their ability to furnish products and services in accordance with the terms and conditions of the RFP. Sub-contracting, assignment, or out-sourcing of product(s) awarded is not permitted, unless approved by RPMC. RPMC reserves the right to make the final determination as to Vendors ability to provide the products and services requested herein. A Vendor may be designated as unacceptable and in breach of its obligations if the requirements listed herein are violated and/or poor communications exist between Vendor and RPMC. If Federal/State reimbursement is lost because of failure to meet the terms of the Contract, RPMC will require the Vendor to pay any dollar amount equal to the cost of the product and lost reimbursement. Vendor must:
- i. Communicate information from Manufacturer or supplier regarding price changes and availability as soon as possible.
 - a) Institute a system of minimizing occurrences of small price changes, particularly when due to slight variations in freight charges.
 - b) Provide coupons, such as, buy 2 get 1 free; or dollars off case price and rebates to RPMC as available from manufacturer. Tracking reports must be provided to RPMC to facilitate this process.
 - ii. Provide quick effective response to problems of orders, deliveries, paper transactions, billings, or product performances. Communications may be in writing, e-mail, telephone, voice messaging, and/or in person in a timely manner.
 - iii. Provide accurate, reliable and timely reports, in terms of invoices, statements, credits and usage reports and other information as requested by RPMC. Moreover, the company must provide data spontaneously for periodic review of prices by RPMC.
 - iv. Provide required documentation on products, such as nutrition analysis, meal components, allergens, MSDS sheets, food recalls, etc.
 - v. Provide all products and services using sound, professional practices and in a competent and professional manner using knowledgeable, trained, and qualified personnel.
- e. **Food Recall:** Vendor shall be expected to voluntarily comply with all Federal, State and local mandates regarding the identification and recall of foods from the commercial and consumer marketplace. Vendor shall have a process in place to effectively respond to a food recall; the process must include accurate and timely communications to RPMC and assurance that unsafe products are identified and removed from RPMC party sites in an expedient, effective and efficient manner. Vendor shall maintain all paperwork required for immediate and proper notification of recalls for full and split cases. Distributor will define their policy and procedures for handling food recalls.
- f. **Ordering Procedures:** RPMC prefers an on-line ordering process. Ordering procedures for the RPMC parties vary from one person to several RPMC employees ordering. Separate account numbers must be maintained for each delivery site. In narrative section, describe Distributor's expectation of the ordering procedures, including but not limited to when orders must be place to ensure delivery times, lead-time requirements, and how to provide information. If ordering procedures are different for the various Packages indicate procedures.
- i. Order Guides will follow the same grouping, order, and alphabetical terminology as in RFP. If Internet-based, electronic ordering system is used, Vendor will provide training on use of the ordering system to necessary RPMC personnel.

- ii. Vendor will maintain current master order guides with new products and special order products for each RPMC party. Changes will be reviewed as they occur.
- iii. Ordering shall be in full-case quantities whenever practical.
- iv. Orders will be transmitted electronically or by fax as mutually agreed upon by Vendor and RPMC party. Vendor may be required to provide assistance to RPMC to set-up and utilize existing technology by providing computer software and training for on-line account management. Every effort must be made to implement efficient use of current computer technology and Internet capabilities for purchasing. Vendor will train selected staff on use of system at no additional cost to RPMC.

- g. **Delivery:** Kitchen locations requiring delivery are listed on the RPMC profile sheets. A map of the locations will be available upon request.
 - i. All shipments shall be delivered FOB: Destination – no freight allowed.
 - ii. All trucks used in the delivery of products must be cleaned and washed as necessary to maintain sanitary conditions.
 - iii. Each delivery must be made in a single vehicle which will adequately protect frozen, dry, or chilled products in accordance with manufacturer's recommendations and current Food Code. Types of delivery vehicles used may be impacted by facility and Vendors should be acquainted with facilities. If submitting a proposal for refrigerated/frozen products, discuss how Temperature Control Storage foods will be maintained at the appropriate temperatures.
 - iv. Storage and truck temperature for frozen products must be maintained at 0 degrees F or less. All frozen food must be delivered in a completely hard frozen state. Products showing thaw or deterioration in any form at the time of delivery will not be accepted. Any product delivered in an unacceptable condition will not be accepted.
 - v. Deliveries shall be made to RPMC kitchens on a regular schedule between hours that are mutually agreed upon. Any deviation from the schedule will require notification to the Program Director, or designee.
 - vi. Deliveries shall be made Monday through Friday except holidays or closing days (due to inclement weather).
 - a) When holidays or closing days fall on scheduled delivery day, deliveries shall be made on the next day, the day before the holiday, or on planned alternate schedule that is acceptable to both Vendor and RPMC. (The RPMC Childcare Center Calendars are available upon request.)
 - b) The RPMC will make efforts to provide advance notification to Vendors in the event of weather related closings. On days of closing due to inclement weather, the RPMC employees may not be able to get to work; therefore, arrangements must be made for mutually acceptable delivery times.
 - vii. Special deliveries will be required only if a Vendor fails to deliver a product on a regularly scheduled delivery, in which case Vendor shall make delivery within 24 hours or as otherwise requested by the RPMC Nutrition Coordinator. If the special delivery is because of Vendor's fault, no special delivery charge will be assessed to the RPMC party.
 - viii. If a product is omitted from an order by Vendor, or is delivered in unacceptable condition (defrosted frozen product or damaged containers, for example) replacement delivery must be made within 24 hours, or at a longer time span if approved by the Nutrition Coordinator, or the approved designee.
 - ix. Cartons/broken cases must be marked with appropriate product identifying information as indicated on the Purchase Order and packaged in containers that are new,

appropriately designed for the products, and sturdy enough to protect the products in the loading, transit, unloading, and storage process.

- x. Drivers must deliver products into cooler, freezer, or storeroom as designated by the RPMC employee. Drivers are not required to stow products on shelves, nor remove containers from master cases.
- xi. Drivers will require authorized RPMC employee to verify accuracy of products, total quantities, and condition of merchandise. The authorized RPMC employee must sign each delivery ticket. It is the Vendor's responsibility to ensure invoices are signed. Variations from the delivery ticket, such as shortages, damages, miss picks etc., must be noted on each ticket and initialed by both the driver and RPMC employee.
- xii. Continual problems with deliveries, including drivers, may be grounds for termination of the Contract.

h. Delivery Service Specifications:

- i. Due care shall be exercised in packing, handling and shipping to assure arrival of food, groceries and supplies at their final destination in excellent condition. Food and supplies must be packed and handled in a manner so as to assure absence of cross contamination, spoilage and spillage. Any damage, loss, breakage, deterioration or other reason causing items not to arrive, or to arrive in other than excellent condition, shall be the responsibility of the vendor. Items must meet specifications. Rejected deliveries shall be removed by the vendor within two (2) calendar days from notification, at the vendor's expense. RPMC will not be responsible for nor pay for rejected products.
- ii. A credit memo should be issued to RPMC within 24 hours of notification.
- iii. All food must be packaged and transported under conditions that will ensure temperature control to prevent bacterial contamination, spillage, and/or infestation. All cold foods must be packaged to ensure a maximum delivery temperature of 40 degrees F. All foods intended to be delivered frozen shall be packaged to maintain zero below degrees so as to maintain a hard frozen state until such food reaches point of delivery.
- iv. Each delivery shall be accompanied by a delivery packing slip or invoice, designating the item name, the specification, and cost of the item purchased (invoice only).
- v. The vendor shall provide a back-up delivery system in the event of vehicle breakdown to include communication procedures between Vendor and RPMC.
- vi. The system will assure that the food and/or supplies will be delivered no later than one hour after scheduled delivery time.
- vii. In the event of natural disaster, vendor shall provide a back-up delivery plan to include communication procedures between Vendor and RPMC.
- viii. In the event that required item(s) are not available at time of order, the Vendor is to notify RPMC immediately and suggest a comparable replacement or substitute item.
- ix. In the event that the vendor is unable to provide services, RPMC will purchase from another authorized secondary food and/or supply vendor.
- x. All food and groceries items are to be delivered fresh, with a minimum of 10 days remaining shelf life. The service provider will be notified of any item(s) delivered that is/are unacceptable and not to the acceptable RPMC standards, the item(s) will be rejected and/or discarded as seen fit by the Program Director. RPMC account shall be credited, accordingly.

- i. **General Requirements:** All products shall conform to the minimum requirements of Federal and State regulations. These requirements include, but are not limited to cleanliness, safety, weights, fill of containers, drained weights, and contamination.

- i. All food products supplied by Vendor will comply with Standards of Identity, Quality and Fill and Drained Weights as described in relevant federal regulations.
- ii. All foods, especially TCS (Temperature Controlled Storage) foods, will be handled according to the latest Texas Food Code or other Texas Codes that govern the products.
- iii. With respect to any products that are misrepresented, the supplier whose name and address appears on the package is the responsible party. Vendor is expected to take immediate action to correct any situation in which product integrity is violated.
- iv. RPMC may perform random sampling and testing of products. Should any Product fail to meet specification, quality or condition as awarded, RPMC will require the Selected Distributor to remove any such products from all RPMC facilities; provide full credit for the total value of removed product; and reimburse RPMC parties for any cost.
- v. If product origin is not listed on the case or broken cases, Vendor will be required to provide country of origin when a RPMC party requests the information.

5. Rejection of Bids:

RPMC reserves the right to reject any or all submissions, in whole or in part, for any reason without incurring any costs or liability whatsoever. All bids will be reviewed for completeness of the submission requirements. If a bid fails to meet a material requirement in the bid solicitation it will be considered incomplete.

All bids may be rejected in any case where it is determined that the bids are not competitive or where the cost is not reasonable.

Bids that contain false or misleading statements may be rejected, if in RPMC's opinion, the information was intended to mislead RPMC regarding a bid requirement.

6. Proposal Instructions:

- a. **Proposal Submittal:** One original with two copies of the bid must be submitted no later than 5:00 p.m. on Friday, 09/21/2018. Proposals received after that date will not be considered. It is the responsibility of the bidder to ensure that the proposal is received by RPMC by the deadline. RPMC will not be responsible for the US Postal Service or Delivery Services failure to deliver the proposal by the due date and time. Sealed bids should be mailed or delivered to:

Rolling Plains Management Corporation
Attn: Sherry Ellis, Nutrition Coordinator
or Keren Whitney, Financial Director
PO Box 490
Crowell, Texas 79227

- b. Bids may not be emailed or faxed. All bids must be submitted in a sealed envelope clearly marked on the outside "SEALED BID, DO NOT OPEN".
- c. Conditions of Proposal. All costs incurred in the preparation of the proposal responding to this bid will be the responsibility of the bidder and will not be reimbursed by RPMC.

7. Evaluation and Review of Proposals:

Sealed bids will be publicly opened at the RPMC Administrative office located at 118 North 1st St., Crowell, Texas at 10:00 a.m. on Monday 09/24/2018.

All proposals will be evaluated based on a point system by a committee appointed by the RPMC Executive Director. Efforts will be made by RPMC to utilize small businesses and minority-owned

businesses. RPMC will not discriminate regarding race, color, creed, sex, religion, national origin, disability, marital status, parenthood or age.

The following criteria will be used for evaluating each proposal:

Factors	Points
Submission requirements met	0-5
Numbers of years in business and the experience of staff.	0-10
Ability to and schedule of the delivery of products to each of the 9 RPMC sites	0-10
Billing and Account Management	0-20
Financial and Business references	0-10
Minority/Small business	0-5
Price	0-40
Maximum points	100

RPMC reserves the right to award the contract to the bidder whose proposal is most advantageous to the Agency.

In no event shall any official, officer, employee or agent of RPMC be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement. While RPMC has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by RPMC to award and execute a contract. Upon a determination such actions would be in its best interest, RPMC, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Not award a contract, if it is in RPMC’s best interest not to proceed with contract execution; or
- If awarded, terminate any contract if RPMC determines adequate funds are not available.

8. Notification of award:

Upon conclusion of final negotiations with the successful bidder, all bidders submitting proposals in response to this Bid Solicitation will be informed in writing of the name and the successful bidder.

9. Protest Procedure:

All protests regarding the solicitation process must be submitted in writing to the Executive Director within (5) five business days following the opening of the bids. Failure to protest within the time frame will constitute a waiver of protest.

10. Questions:

All questions regarding this RFP must be submitted by email. Questions must be submitted by Friday, September 14th at 5:00 p.m. All responses will be posted on the Agency Website at www.rollingplains.org prior to Wednesday, September 19th. Inquiries concerning this Bid Solicitation should be emailed to:

sherry.ellis@rollingplains.org

“Rolling Plains Management Corporation is an equal opportunity employer and provider.”

Package Summary Pricing / Itemized Cost
Attachment #1 – Excel

Specifications / Information

Company/Distributor Name:

Address:

Phone Number: _____ Email: _____

Contact Person for Orders:

Office Phone: _____ Cell Phone: _____

Fax: _____ E-mail: _____

Emergency Contact Person for After/Before Hours:

Office Phone: _____ Cell Phone: _____

Fax: _____ E-mail: _____

Contact Person: Billing Questions, Credits, Damaged or Incorrect Products:

Office Phone: _____ Cell Phone: _____

Fax: _____ E-mail: _____

Integrity References

Company Name: _____

Contact Person: _____

Address: _____

Phone #: _____

Company Name: _____

Contact Person: _____

Address: _____

Phone #: _____

Company Name: _____

Contact Person: _____

Address: _____

Phone #: _____

Is Firm a minority or women owned business: _____?

Must attach formal documentation to receive points in scoring.

Does Firm have any relationships that would be considered a conflict of interest involving any RPMC Board member, employee or vendor? _____

If yes, attach a list describing the relationship as **“Attachment A”**

Certification of Independence and No Conflict of Interest

The undersigned certifies, to the best of his or her knowledge and belief that:

1. The development of this Proposal by Distributor’s officers or employees was completed independent from any other company or entity and without influence or attempt of influence by any person or company of a like entity.

Organization Name (print)

Name and Title of Authorized Representative (print)

Signature

Date

2. Conflict of interest is any situation in which an individual or corporation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit. When an individual tries (and/or succeeds in) influencing the outcome of a decision, for personal benefit it is considered a conflict of interest.

- a) No relationship exists or will exist during the contract period between Distributor and any member of CBC that interferes with fair competition or is a conflict of interest.
- b) No relationship exists or will exist during the contract period between Distributor and any other Distributor or Manufacturer that interferes with fair competition or is a conflict of interest.

Organization Name (print)

Name and Title of Authorized Representative (print)

Signature

Date

3. My company has a possible conflict of interest: _____

Organization Name (print)

Name and Title of Authorized Representative (print)

Signature

Date

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

This certification is required by Executive Orders 12549 and 12689 and any applicable federal regulations.

1. The prospective participant certifies, by submission of this Certification and Proposal, that neither it nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification and Proposal.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts) and that all sub-contractors, such as Manufacturers, certify and disclose accordingly.

By signing and submitting this form, the prospective Distributor is providing certification they have accessed and verified at the following website: <http://www.epls.gov/> that Distributor and Manufacturers that they do business with are not debarred or suspended or otherwise ineligible or excluded from conducting business in the state of Iowa and/or participating in this contract.

Organization Name (print)

Name and Title of Authorized Representative (print)

Signature

Date

Certification Statement Regarding Food Laws

Distributor certifies, by submission of this proposal, that it

1. complies with all applicable food laws,
2. follows written HACCP plan,
3. provides documentation of compliance upon request,
4. notifies customers promptly of findings of non-compliance, and
5. assists customers with Manufacturer's or Supplier's non-compliance.

Describe procedures used to ensure products are stored and transported according to all federal/state laws that govern food supply chain, including, but not limited to maintaining appropriate temperatures of TCS foods, local farms safety and sanitation practices, recall, and biosecurity procedures.

Targeted Small Business (TSB) Program Certification

Companies submitting Proposals that have been certified as Targeted Small Business (TSB) Program are required to indicate their TSB status when responding to this RFP.

I certify that my company has been certified by the appropriate government agency as a Targeted Small Business (TSB), and I have attached a copy of our TSB certification to this form.

Organization Name (print)

Name and Title of Authorized Representative (print)

Signature

Date

My company has **NOT** been certified as a Targeted Small Business (TSB).

Organization Name (print)

Name and Title of Authorized Representative (print)

Signature

Date

Certification

I hereby certify that the information provided above is true and correct. I hereby certify that prices quoted above are true and correct and shall remain in effect for the contract period of one year and may be extended for up to (4) four additional years. I understand that RPMC is a non-profit agency and is exempt from state and local taxes and have therefore not included taxes in the pricing provided above.

Authorized Agent

Date

Terms and Conditions

1. SCHEDULE Vendors must have capability for daily deliveries (including weekends and holidays).
2. TIME OF DELIVERIES Between 8:00 A.M. – 2:30 P.M. weekdays
3. DELIVERY LOCATION –

Archer City Child Development Center - Head Start
704 S. Ash Street
PO Box 1113
Archer City, TX 76351
(940) 574-2347

Graham Child Development Center
Head Start
1805 4th Street
PO Box 1715
Graham, TX 76450
(940) 549-6365

Munday Child Development Center
Head Start
941 Bowie
PO Drawer 38
Munday, TX 76371
(940) 422-5363

Olney Child Development Center
Child Care, Early Head Start & Head Start
207 Haggard Road
PO Box 562
Olney, TX 76374
(940) 564-3239

Paducah Child Development Center
Child Care, Early Head Start & Head Start
805 Richards Street
PO Box 180
Paducah, TX 79248
(806) 492-3632

Turner Child Development Center
Child Care, Early Head Start & Head Start
219 E. 3rd Street
Quanah, TX 79252
(940) 663-6823

Seymour Day Care
Head Start
301 N. East
Seymour, TX 76380
(940) 888-5232

Wilbarger County Preschool
Head Start
926 E. Paradise
Vernon, TX 76384
(940) 552-8156

4. DIETARY SERVICES Contractor shall provide deliveries as ongoing orders, and is responsible for its own equipment, and delivery vehicles which meet HACCP delivery and temperature requirements for fresh, frozen perishables, and for dairy products.
5. SERVICE AGREEMENT In the event that this and any subsequent contract proves unsatisfactory, it may be terminated by thirty (30) days by written notice by either party.

Scoring Form

Company/Firm Name: _____

Factors	Response	Possible Points	Points Received
Factors	Points	Factors	
Submission requirements met	0-5	Submission requirements met	
Numbers of years in business and the experience of staff.	0-10	Numbers of years in business and the experience of staff.	
Ability to and schedule of the delivery of products to each of the 9 RPMC sites	0-10	Ability to and schedule of the delivery of products to each of the 5 RPMC sites	
Billing and Account Management	0-20	Billing and Account Management	
Financial and Business references	0-10	Financial and Business references	
Minority/Small business	0-5	Minority/Small business	
Price	0-40	Price	
Maximum points	100	Maximum points	

Note points for price: lowest will receive 40, 2nd 35, 3rd 30, etc.

Total Points: _____

Rank of Bidder: _____