



**REQUEST FOR PROPOSAL
RFP GP072324**

**PAPER SUPPLIES AND CHEMICALS FOR CHILD NUTRITION
SERVICES**

**EAST SIDE UNION HIGH SCHOOL DISTRICT
830 North Capitol Avenue
San Jose, CA 95133-1316**

RFP DUE DATE: March 1, 2024, 5:00 PM

Notice to Providers

The East Side Union High School District (ESUHSD) is requesting proposals for the award of service contract(s) for **Paper Supplies and Chemicals for Child Nutrition Services** in accordance with the minimum specifications included herein.

PlanetBids is a web enabled procurement and electronic bidding system. In order to begin bidding for this RFP the Provider must first register, for free, online:

<http://www.planetbids.com/portal/portal.cfm?CompanyID=24763>

As a registered and approved Provider within our Provider database, you will be automatically notified of bid alerts, bid changes or updates and addenda. All bid related information is located within the different tabs of the bid detail. Only applicable tabs will be available within the bid.

Copies of the RFP, including forms that need to be completed and submitted, can be downloaded from the PlanetBids website.

All proposals are to be submitted electronically via PlanetBids on or before **March 1, 2024, 5:00 PM**. All necessary documentation for this RFP can be downloaded via the PlanetBids website.

Contact Person: Phuong Nguyen

Phone: 408-347-5073

Paper RFPs will not be accepted. We are only accepting electronic RFPs via PlanetBids.

No Provider may withdraw any proposal for a period of ninety (90) calendar days after the date set for the proposal submittal deadline. A successful respondent Provider shall not be relieved of the proposal submitted without the District's consent, which relief the District may grant or deny in its discretion.

ESUHSD will review the responses, contact references, and complete a weighted scoring matrix for each respondent Provider.

ESUHSD reserves the right to accept or reject any item or group(s) of items of a proposal. ESUHSD also reserves the right to waive any minor informality or irregularity in any proposals. Additionally, ESUHSD may, for any reason, decide not to award an agreement as a result of this RFP, or to reissue the RFP.

There will not be a formal public opening for this RFP. After the recommendation for the purchase order contracts award is submitted to the Board of Trustees for approval, all proposals will be available for public review.

For assistance with eBidding, please refer to the eBidding User Guide. To locate the eBidding Users Guide, click on "Place eBid". After you have accepted the terms and conditions, click the "?" (Red question mark) located at the upper right of the page to access the PlanetBids Support Page. Here

you can view Frequently Asked Questions, download the eBidding Users Guide or open a support ticket for further assistance.

The User Guide can be downloaded from the Provider portal or by following this link:

<https://www.planetbids.com/UsersGuides/PlanetBids%20BidsOnline%20Users%20Guide.pdf>

If you are having technical issues downloading or submitting your bid documents please contact Planet Bids Directly at (818) 992-1771.

Proposed Timeline

The following is the anticipated timeline of events for this RFP. ESUHSD may change the estimated dates and processes as deemed necessary.

January 22, 2024	Release of Request for Proposals
February 12, 2024	Last day for submissions of questions and/or clarifications on PlanetBids by 1:00 PM
February 26, 2024	Samples and substitution requests are due by 1:00 PM
March 1, 2024	Proposals Due electronically only on PlanetBids by 5:00 PM
April 18, 2024	Present to the Board of Trustees to award.
July 1, 2024	Contract Start Date

Addenda

The ESUHSD may modify this RFP, any of its key action dates, or any of its attachment, prior to the proposal submittal date. Addenda will be numbered consecutively as a suffix to the RFP reference number. Addenda shall be available for public view on PlanetBids. It is the Respondent Provider's responsibility to ensure they have incorporated all addenda. Failure to acknowledge incorporated addenda will not relieve the Respondent Provider of the responsibility to meet all terms and conditions of this RFP and any subsequent addenda.

Inquiries and/or Clarifications

Any requests for clarification of the RFP shall be made via PlanetBids only, under the "Q&A" tab, no later than **February 12, 2024, 1:00 PM.**

All responses to questions/clarifications will be posted to the PlanetBids website. If any addenda are issued, they too shall be posted to the PlanetBids website. It is the Respondent Provider's responsibility to review PlanetBids for any responses and/or addenda.

If any addenda are issued, they too shall be posted to the PlanetBids website. It is the Respondent Provider's responsibility to review PlanetBids for any responses and/or addenda.

ESUHSD is responsible only for what is expressly stated within this RFP and any authorized written addenda thereto. ESUHSD is not responsible for and will not be bound by any person not authorized to act on its behalf.

*As of the issuance date of this RFP and continuing until the final date for submission of proposals, **contact with ESUHSD employees is strictly limited.** All personnel representing ESUHSD are*

*specifically directed not to hold meetings, conferences or technical discussions with any Provider for purposes of responding to this RFP. Any Provider found to be acting in any way contrary to this directive will be **disqualified from entering into any contract that may result from this RFP.***

Submission of RFP Proposals

Please review this RFP carefully before responding to ensure that all procedural, system and contractual requirements are fully understood. Failure to adhere to all requirements will disqualify the proposal.

Proposals must be submitted no later than March 1, 2024 by 5:00 PM.

Evaluation Criteria

The following is the criteria by which ESUHSD will evaluate proposals submitted in response to this RFP.

RFP Evaluation Criteria	
Deliverables & Specifications	10%
Responsiveness	5%
Costs	80%
Past Relationship with ESUHSD/References	5%
Total	100%

District Overview

East Side Union High School District (ESUHSD) encompasses a 180 square mile area of San Jose, bordering on “Silicon Valley” in Santa Clara County. The enrollment of ESUHSD is approximately 21,148 students.

Purpose of the Proposal

The purpose of this request for proposal (RFP) is to solicit proposals from vendors to provide ESUHSD with pricing for various paper supplies and chemical products for Child Nutrition Services.

The paper and chemical products requested will consist of a large variety of disposable items to be used throughout our kitchen facilities. These products will include but are not limited to aprons, cups (of varying sizes), and vinyl gloves. Each day the district will serve over 4,000 breakfasts 5,800 lunches and 1,000 suppers. ESUHSD operates 11 fully functioning production sites with 40 programs that participate in food programs, everything from our traditional schools, charter schools and childcare programs.

Deliverables & Specifications

A. Brands: Price will not be the sole deciding factor in the award of this contract. ESUHSD further reserves the right to award the bid line by line, section, or all or none, depending on which is most advantageous to ESUHSD. No latex can be quoted. It is not legal in Santa Clara County.

B. Substitutions and Samples:

ESUHSD will consider substitutions for any item specified herein, as long as the substitution meets the specifications as outlined in these RFP documents. Suitability and valuation of “equal” is the sole discretion of the ESUHSD.

Therefore, if a vendor chooses to propose a substitution, the following process must be completed prior to RFP opening.

All Samples and Substitution requests must be delivered no later than February 26, 2024 by 1:00 PM to:

Attention: Phuong Nguyen
East Side Union High School District
830 N. Capitol Avenue
San Jose, CA 95133

Paper Products Samples: Provide samples of paper products listed on Paper Products Cost Proposal in Bold Print.

C. Product Specifications:

1. Materials furnished must conform to the specifications and will be subject to the inspection and approval of the ESUHSD’s General Purchasing Department/ Child Nutrition Services Department. Qualifications or changes in specifications before the RFP opening must be in writing. Only written qualifications or changes will be valid and must accompany the vendor’s documents. All specifications are minimal requirements that must be met or exceeded. Alternate proposals submitted on forms other than those supplied by the ESUHSD will negate all proposals submitted under that item.
2. All shipments must reference the East Side Union High School District Purchase Order.
3. All paper supplies and chemical products will be delivered to one central location and distributed to the varying sites by ESUHSD. Shipments will be delivered as needed to the ESUHSD Warehouse address:

Education Center Warehouse
830 North Capitol Avenue
San Jose, CA 95133

D. Individual Specifications:

1. The vendor must state minimum shipments if minimums are required on the Statement of Identification of Surcharges Page. Products will be ordered on an “as-needed” basis. Orders requiring minimum amounts of product per shipment may affect RFP awards.
2. Vendor shall provide “product code number” for each product bid.
3. Minimum of 1 day/week delivery.

Contract Specifications

ESUHSD reserves the right to add or delete related items from the contract at any time during the period of the contract. ESUHSD reserves the right to cancel immediately any awarded contract for any reason determined by ESUHSD to be detrimental to the health and welfare of the students and

school personnel or that seriously affects the quality of the service. ESUHSD will hold the Respondent Provider in default if they have caused such condition to arise.

Early special orders must not be sent without prior consent.

Upon request, the vendor must be able to furnish monthly or quarterly usage reports and any other reports needed by ESUHSD.

The awarded vendor must contact the Child Nutrition Services Department if for any reason the order or delivery date or time may not be met.

Returns are to be picked up within seven working days of notification.

All vendors must comply with the manufacturer's brand name and product number. If different than the vendor's ordering number, please list in the Proposal form.

ESUHSD authorized personnel must sign all invoices.

No "Dark Drops" will be accepted. A "Dark Drop" is any item left before or after delivery times.

Failure to comply with any of the above requirements will be sufficient cause for the cancellation of the contract.

Term of Pricing

The term of the Fixed Pricing Period shall commence upon ESUHSD execution of the contract, tentatively scheduled for **July 1, 2024**. The period of time that prices quoted herein shall remain in effect for a minimum period of 12 months after bid award. The Provider must provide in writing any price changes 90 days prior to the annual renewal date. Time extensions may be granted upon mutual consent of all parties involved within the conditions of this bid, but not to exceed three (3) years.

In the event that parties involved consent in contracting time extensions, the following conditions for price adjustments shall apply. Prices bid herein may increase with the mutual consent of parties involved. The effective date of such increase shall be specified in writing by the District. All proposed price increases shall require the submission by the Provider of the national or regional published price list or printed notices of price changes. All purchase orders placed under this agreement shall be delivered and invoiced at the agreement price prevailing at the time the order is placed, regardless of the actual delivery date.

Respondent Providers Cost

Any costs incurred by the Respondent Provider for the development of their proposals are the sole responsibility of the Respondent Provider and shall not be chargeable to the ESUHSD.

Price Adjustments

Prices for the services shall remain unchanged for twelve (12) months following the effective date of the contract. The Provider shall have the right to request a price adjustment only thirty (30) days prior to the end of the contract term. During this thirty (30) days period, the Provider may submit a request in writing to ESUHSD for a price adjustment that is consistent with and relative to price changes originating with and compelled by market trends and which changes are outside of the Provider's control. The Provider must fully document its request, attaching to the request, without limitation, such

market data, to support the requested adjustment. ESUSHD may, in its sole discretion, approve or disapprove the requested adjustment, in whole or in part. Any approved adjustment shall be final and shall remain unchanged until the end of the next contract term.

Errors and Omissions

If a Respondent Provider discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP or any of its attachments, they shall immediately notify ESUHSD of such error in writing and request modification or clarification of the document. Modifications will be made via addenda. Clarifications will be posted to the PlanetBids website, without divulging the source of the request.

If a Respondent Provider fails to notify ESUHSD, before the date fixed for submission of proposals, of an error in the RFP known to them, or an error that reasonably should have been known to them, they shall submit proposals at their own risk, and if they are awarded the contract, they shall not be entitled to additional compensation or time by reason of the error or its later correction.

Exceptions

If a Respondent Provider takes exception to any part of this RFP, including but not limited to specification of the Insurance, Administrative and Legal Requirements as written herein or as amended by any addenda subsequently issued, must be done in writing. Said exceptions must be submitted with the proposal, failure to do so will be construed as acceptance of all items.

Organization of Proposals

Proposal responses are to be organized simply and economically. Each Proposal shall be submitted in the following order with the following documents **ALL ITEMS BELOW ARE REQUIRED IN ORDER FOR THE PROPOSAL TO BE ACCEPTED AS A RESPONSIVE PROPOSAL:**

1. Executive Summary: Each proposal will have a cover letter on an organization letterhead. The cover letter must briefly summarize the vendor's ability to provide the products and services specified in this RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with ESUHSD.
2. Exhibit 1 - General Provider Information & Signature
3. Exhibit 2 - List of References (Required ESUSHD form on PlanetBids)
4. Exhibit 3 - Certificate of Non-Discrimination (Required ESUSHD form on PlanetBids)
5. Exhibit 4 - NonCollusions Declaration (Required ESUSHD form on PlanetBids)
6. Exhibit 5 - Conflict of Interest Statement (Required ESUSHD form on PlanetBids)
7. Exhibit 6 - Fingerprinting Requirements (Required ESUHSD form on PlanetBids)
8. Exhibit 7 – Statement of Surcharges
9. Exhibit 8 - Cost Proposal (Required ESUHSD form on PlanetBids)
- 10.W-9
- 11.Certificate of Liability Insurance (Endorsed to East Side Union High School District upon award.)

Proposals Become the Property of ESUHSD

Proposals become the property of ESUHSD and information contained therein shall become public property subject to disclosure laws after Notice of Intent to Award. ESUHSD reserves the right to make use of any information or ideas contained in the proposal.

Confidential Material

Respondent Provider must notify ESUHSD in advance of any proprietary or confidential material contained in the bid and provide justification for not making such material public. ESUHSD shall have sole discretion to disclose or not disclose such material subject to any protective order which Respondent Provider may obtain.

Reservations

With respect to this RFP, ESUHSD reserves certain rights at any time as follows:

1. Reject any proposal without indicating any reason for such rejection;
2. Waive or correct any minor or inadvertent defect, irregularity or technical error in a proposals, or in the process, or as part of any subsequent contract negotiation;
3. Request that Providers supplement or modify all or certain aspects of their proposals or other documents or materials submitted;
4. Terminate this RFP and issue a new RFP;
5. Modify the selection process, the specifications or requirements for materials or services, or the content or format of the bids;
6. Extend a deadline specified in this RFP, including deadlines for accepting proposals;
7. Negotiate with any or none of the Providers;
8. Modify the final contract from terms described in this RFP;
9. Terminate failed negotiations with a Provider without liability, and negotiate with other Providers;
10. Disqualify any Provider on the basis of a real or apparent conflict of interest, or evidence of collusion that is disclosed by the proposal or other data available to ESUHSD;
11. Request that services be provided by certain staff of a Provider, or request that certain staff of a Provider is excluded from providing services as determined by ESUHSD to be in its best interest;
12. Reject a Provider's proposal where the Provider is in breach of, or in default under, any other agreement with the ESUHSD;
13. Award multiple contracts if it is deemed necessary to provide the specified services.

Cancellation

This solicitation does not obligate the ESUHSD to enter into an agreement. ESUHSD retains the right to cancel this RFP at any time, should the project be canceled, ESUHSD loses the required funding, or it is deemed in the best interest of ESUHSD. No obligation, either expressed or implied, exists on the part of ESUHSD to make an award or to pay any cost incurred in the preparation or submission of a proposal.

Award of Contract

The award, if any, will be to the Respondent Provider(s) whose proposal best complies with all of the requirements of the RFP documents and any addenda. Purchase orders shall be awarded to the Respondent Provider(s) whose offer is determined to be the most advantageous to ESUHSD from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by the Purchasing Manager to be in the best interests of ESUHSD and, as such, will not be determined by price alone and may not be the lowest bid especially where services

are of utmost importance. The complete contract shall include the purchase order(s) and all amendment thereto, and the terms of this RFP and all attachments and amendments hereto.

General Description of the Proposed Contract

After the evaluation process is completed, the recommendation for award to one or more Providers will go forward to the Superintendent on behalf of the Board of Trustees for approval and then to the full Board of Trustees for Approval on **April 18, 2024**.

The term of the purchase order contracts will be from **July 1, 2024 to June 30, 2025**, with the ability to extend the Contract for two (2) additional one (1) year terms.

The Contract will require the proposer to adhere to the terms of their proposal and to act in accordance with all applicable laws and regulations that are in effect at the time the purchase order contract is signed, and that become effective during the term of the contract.

Execution of the Contract

The contract shall be signed by the Provider and returned, along with the required attachments to the East Side Union High School District within 10 working days. The period for execution may be changed by mutual agreement of the parties. Contracts are not effective until approved by the appropriate East Side Union High School District officials. Any work performed prior to receipt of a fully executed contract shall be at Provider's own risk.

Failure to Execute a Contract

Failure to execute the contract within the time frame identified above shall be sufficient cause for voiding the award. Failure to comply with other requirements within the set time shall constitute a failure to execute the contract. If the successful Provider refuses or fails to execute the contract, the East Side Union High School District may award the contract to the next qualified highest ranked Provider.

Force Majeure

The Provider acknowledges ESUHSD is not liable for interruption of services due to any of the following causes, to the extent beyond its reasonable control: acts of God, accidents, riots, war, terrorist acts, epidemic, pandemic, quarantine, civil commotion, government order or law, and natural catastrophes.

Termination of Contract

The ESUHSD reserves the right to terminate any contract awarded hereunder for default at ESUHSD's convenience. If the contract is terminated for convenience, the Provider shall only be paid for services and products rendered at the date of notice of termination. Because ESUHSD terminates the contract, this does not preclude the Provider from meeting obligations to other school districts that have entered into a contract with the Provider utilizing the piggyback clause, if applicable.

Payment Invoicing

The ESUHSD will only pay by original invoice that has been signed by an ESUHSD employee. Invoice will not be paid if there is no signature as stated above. Invoices must be made out to

ESUHSD and sent to Child Nutrition Services Accounting at cardonak@esuhsd.org. Invoices must show purchase order number, description of items purchased, unit prices, and all applicable taxes, and must include the Buy American certification stated earlier in the RFP. Invoices not including the proper purchase order number may experience delayed payment. Payment will be made on completion of the order. ESUHSD payment terms are Net 30.

All invoices must indicate the total quantity purchased, unit price awarded under the contract, any variance to that unit price (if any), and the extended cost of the items purchased. Invoices that do not reflect these items will be returned to the Provider for corrections and will not be paid until the invoice reflects all components listed above.

Administrative and Legal Requirements

Providers must meet the Administrative and Legal Requirements included in this RFP and as outlined in **Attachment B**.

Indemnification and Insurance Requirements

Indemnification. The Provider will agree to indemnify, defend, and save harmless the ESUHSD, its officers, agents, employees, and volunteers from any and all claims and losses accruing or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement and from and against any and all injuries, claims and losses resulting to any person, firm, or corporation who may be injured or damaged by acts or negligence of Provider in the performance of this agreement.

Insurance. The Provider will maintain general liability insurance, automobile coverage, and workers compensation coverage in such an amount as specified in **Attachment A**. ESUHSD shall be named as additional insured on a separate endorsement with respect to the general liability coverage. The Provider agrees to provide copies of the required policies of insurance to ESUHSD. A certificate of insurance or letter is required from Provider's insurance broker indicating compliance or ability to comply with the insurance requirements as stated below shall be provided with Providers' Proposals. Actual certificates and additional insured endorsements naming ESUHSD as additional insured will be required to be delivered prior to execution of the final contract.