



**350 Highway 96 West
Shoreview, MN 55126-1951**

**General Specifications and Quotation Request for
Fresh Hot Pizza Products
2009-2010**

<p>Mounds View Public School District 621 Request for Quotation Fresh Hot Delivered Pizza Products MAY 5, 2009</p>

Independent School District No. 621, Mounds View Public Schools Nutrition Services Department, requests quotations for delivery of fresh hot pizza products for service during the school lunch program.

A. Quote Period:

Quote shall be awarded for the year beginning July 1, 2009 through June 30, 2010. The first day of service will be on or after the first day of school, September 6, 2009.

The agreement may be renewed for two (2) additional contract periods under the same terms and conditions, upon mutual agreement of both parties. The District shall give notice of the option to renew no later than May 1 of the current contract year.

B. Quantities:

Vendor may provide quote based on delivery to any or all of the following school locations:

Chippewa Middle School	5000 Hodgson Road
Edgewood Middle School	5100 N. Edgewood Drive
Highview Middle School	2300 NW 7th Street
Irondale High School	2425 Long Lake Road
Mounds View High School	1900 Lake Valentine Road
Oak Grove High School	5100 Hodgson Road

For reference, typical daily quantities during the 2009-2010 school year are as follows:

Chippewa Middle School	50 – 60 pizzas
Edgewood Middle School	15 – 20 pizzas
Highview Middle School	30 – 40 pizzas
Irondale High School	35 – 40 pizzas
Mounds View High School	40 pizzas

Elementary schools may receive deliveries 1 time per month (pre-arranged) as follows:

Bel Air Elementary	1800 5 th St. NW New Brighton
Island Lake Elementary	3555 Victoria Street, Shoreview
Pinewood Elementary	5500 Quincy Street, Mounds View
Sunnyside Elementary	2070 County Road H, New Brighton
Turtle Lake Elementary	1411 W. County Road I, Shoreview
Valentine Hills Elementary	1770 W. County Road E-2, Arden Hills
St. Odilia School	3495 Victoria St, Shoreview
Snail Lake Education Center	350 West Highway 96, Shoreview

Elementary usages are approximately 40-60 pizzas. (10 Cut) Except Snail Lake. (3-4 pizzas)

Vendor must be willing to accept order changes up to 9:00 a.m. on the day of delivery. In the event of a school closing, the District will contact the vendor to cancel and reschedule delivery. Closings related to weather will be announced on WCCO AM radio.

C. Delivery Specifications:

- Deliveries will be scheduled zero to five days per week, as specified by District. Vendor is required to make as many deliveries as necessary each day to maintain an adequate supply of fresh, hot pizza during the lunch period. Days and times will be determined by individual school needs. **A 2009-2010 District Calendar is attached for reference.**
- Regular deliveries will be required to two high school locations and three middle schools. Most locations will require two - three daily deliveries. Product is to be delivered 5-10 minutes prior to the start of each lunch period. Elementary schools will require pizza one to two times per month throughout the school on year on a mutually agreeable date.
- Pizzas must be delivered meeting Minnesota State Health Department guidelines.
- Orders will be telephoned daily to the vendor by the Cafeteria Manager. Changes are to be accepted up to 9:00 a.m. on the day of delivery.
- Vendor must bid and serve any/all schools specified by the District. Restaurant name, address, phone number and manager's name shall be provided to the school.
- Product must be delivered in insulated containers designed to maintain proper temperatures. Product must arrive at a minimum internal temperature of 160° F and be maintained not lower than 150° F internal temperature before disbursement.
- Any product not delivered within specified time and remaining unsold and all product deemed unacceptable by Mounds View School District Representative will be returned.
- Complete and properly signed delivery slips are required with each delivery. Vendor to provide 25% discount for each late delivery.
- Vendor shall supply school with a copy of all delivery receipts, signed by the appropriate cafeteria personnel.
- Drivers will deliver food to appropriate areas; however, they are not expected to place items on the shelves of heating/holding equipment.

D. Pricing:

- Maximum consideration shall be given to vendors offering firm pricing for the entire year, beginning July 1, 2009 through June 30, 2010. In the event it becomes necessary to change

the price of a product, the District must receive notification in writing, with reason for increase, a minimum of 10 working days prior to the date of the proposed price change.

- By mutual agreement, the contract may be renewed for two (2) additional years. Upon renewal, prices may be reviewed and adjusted upward or downward, if industry-wide or regional conditions justify such changes in the vendor's costs.

E. Product Specifications:

- Vendor must meet all applicable food code protection laws.
- NSLP Child Nutrition Meal Requirement
Each serving (10 cut slice) must contribute a minimum of 2 oz. meat/meat alternate and two (2) servings bread/bread alternate.
 - Size: Must be 14" or 15" round to be cut in 10, 8 or 6 equal slices.
 - Toppings:
 - Cheese (with extra cheese)
 - Pepperoni (whole slices) with extra cheese
 - Beef crumbles with extra cheese

Cook Manager to specify the type of toppings when ordering.

 - Cheese:
Must 100% Real (no imitation) cheese. Percentage of cheese blend must be defined.
For example: 95% Mozzarella, 2.5% Cheddar, 2.5% Monterey Jack.
 - Crust:
Pan or thick-crust must have whole grain or enriched flour as a primary ingredient by weight.
- Food Buying Guide Specifications
All ingredients and contributions to the Meal Pattern Requirements must meet the specifications as defined by the USDA.

E. Proof of Quality and/or Adherence to Specifications:

If the product deviates from specifications or is found to be inferior, the vendor shall be given notice to pick up the product and issue credit to the District. Products of unacceptable quality may include but not be limited to: uneven slices, over-baked or under-baked pizzas.

G. Equipment and Supplies Requirement:

Vendor shall provide the following supplies:

- Large cutter and smallwares, as necessary, in sanitary and NSF approved containers.
- Storage containers; e.g., mobile proofer (as necessary), to maintain the temperature

requirements.

- Serving papers, wraps, sauce containers/lids and/or boxes for products.

H. Health and Safety Standards:

1. District reserves the right to inspect production facilities at any time with prior notice to the vendor. District may refuse a quote if there is risk of food borne illness.

I. Training:

Vendor must provide on-site training for cafeteria employees.

J. Product Testing:

The District will contact vendors to request sample product as needed for testing after the quote opening. The date, time, and location of the test shall be provided at that time.

Products requested for testing shall be provided at no cost to the District.

K. Product and Nutritional Analysis:

Product Specifications must meet or exceed the following:

- Attachment A--Product Specification Analysis Data Sheet
- Attachment B--Product Nutritional Analysis Data Sheet
- Attachment C--Promotional Materials and Other Incentives for Students

Vendor shall include both Product Specification Analysis Data Sheets and Product Nutritional Analysis Data Sheets for each product.

L. Promotional Material:

Vendors shall provide promotional material as follows:

1. Posters (one for each point-of-purchase)
2. Banners/danglers (where appropriate and as required)
3. Promotions/marketing tools, such as coupons, student premiums (as required)

Vendor may offer the following:

1. Kiosk, cart, etc. for pizza sales.

M. Additional Information:

Mounds View School District reserves the right to cancel the contract at any time during the life of the contract if in the judgment of the school district, the vendor's product or service fails to meet the standards established by the specifications and provisions outlined in this quote.

The District also reserves the right to terminate the agreement within 24 hours of written notice to the Vendor for the following reasons:

1. Service inconsistency (early/late/no-show).
2. NSLP violations of agreement.
3. USDA violations of agreement.
4. Local health code violations.
5. On-going temperature or cutting violations.
6. Product quality issues.
7. Any unauthorized product substitution.

Questions regarding any of the above specifications should be directed to Debbie Harrod, Nutrition Services Manager at the above address or by phone at 651-621-6023

Attachment A

PRODUCT SPECIFICATION ANALYSIS DATA SHEET

Product Name: _____

NSLP Specification: _____

Serving Size: _____

Variety(ies) of Meat Used: _____

Type(s) of cheese: _____

Type of Flour: _____

Net Weight: _____

Percent (%) Fat of Meat: _____

Weight of Pre-baked Crust: _____

Weight of Sauce: _____

Weight of Cheese: _____

Weight of Vegetables: _____

The above pizza is hand made, which shall result in some variance. I certify that the above information is true and correct and that the above meat and cheese product (ready for serving, contains 2.0 ounces of cooked, lean meat/meat alternate and shall contribute a minimum of 0.20 cup of vegetable, and 2.0 servings of bread equivalent.

Certify Representative's Name

Certify Representative's Signature Title

Company Date

Attachment B

PRODUCT NUTRITIONAL ANALYSIS DATA SHEET

Product Name: _____

Serving Description: _____

Amounts/Percentages:

Calories: _____ Sodium (mg): _____

Protein: _____ Cholesterol(mg): _____

Total Fat: _____ Calcium (mg): _____

Saturated Fat (g) _____ Iron (mg): _____

Carbohydrates (g) _____ Vitamin A (IU): _____

Fiber (g): _____

Analysis Date: _____

Name of Lab: _____

Lab Address: _____

Attachment C

PROMOTIONAL MATERIALS AND OTHER INCENTIVES FOR STUDENTS

Check YES or NO for each item:	YES	NO
Posters provided?	_____	_____
Promotional items provided? # per Year: _____	_____	_____
Describe: _____ _____		
Scholarships provided for employees?	_____	_____
Describe: _____ _____		
Scholarships provided for students?	_____	_____
Describe: _____ _____		
Academic Recognition Programs provided for students?	_____	_____
Describe: _____ _____		

**Mounds View Public Schools
Fresh Hot Pizza Products Quotation Form**

QUOTE DUE: Thursday, May 28, 2009

MAIL TO: Terry Jansen, Finance Supervisor
 Mounds View Public Schools
 350 Highway 96 West
 Shoreview, MN 55126-1951

SCHOOL SERVICING: (Check all that you will be able to service)

Chippewa Middle School _____

Edgewood Middle School _____

Highview Middle School _____

Irondale High School _____

Mounds View High School _____

Oak Grove High School _____

Bel Air Elementary _____

Island Lake Elementary _____

Pinewood Elementary _____

Sunnyside Elementary _____

Turtle Lake Elementary _____

Valentine Hills Elementary _____

St. Odilia School _____

Snail Lake Education Center _____

PRICING:

Ready to Serve:	SIZE	WEIGHT	PRICE
Cheese Pizza	_____	_____	_____
Pepperoni Pizza	_____	_____	_____
Sausage Pizza	_____	_____	_____
Personal Pan, Cheese	_____	_____	_____
Personal Pan, Other	_____	_____	_____
Breadsticks and Sauce (3 Sticks)	_____	_____	_____

Other Items: _____

Quantity Discount? _____

Volume Discount? _____

How will shortages be handled?

How will credits be handled?

The undersigned, being familiar with the Quotation and Product Requirements submit this proposal. It is understood that the right is reserved by Mounds View Public Schools to accept or reject any and all proposals and to make arrangements to the best interest of the District.

Company Name

Address

City, State, Zip

Name

Title

Phone FAX

Signature Title

Date