

# SOMERSET INDEPENDENT SCHOOLS

— EST. 1888 —

305 COLLEGE ST • SOMERSET, KY 42501 • PHONE 606-679-4451 • FAX 606-678-0864

## INVITATION TO BID

**BID:** Pizza Delivery

### BID OPENING:

Sealed bids need to be submitted to 305 College Street, Somerset, KY 42501. Bid Forms can be found at [www.somerset.kyschools.us](http://www.somerset.kyschools.us), or picked up at the Administration Office. Bids must be submitted by 10:00 a.m. on July 8, 2022.

### SPECIAL CONDITIONS:

May be obtained from the Administration Office, 305 College Street, Somerset, KY. 42501, or by visiting [www.somerset.kyschools.us](http://www.somerset.kyschools.us).

This contact will be in effect from August 1, 2022 through June 30, 2023.

The Somerset Independent Board of Education shall establish the lowest and/or best bid and reserves the right to reject any and all bids and to waive all informalities and/or technicalities where the best interest of the schools can be served.

The Somerset Board of Education does not discriminate on the basis of race, color, national origin, age marital status, sex, or disability.

Mr. Kyle Lively, Superintendent

Somerset Independent Schools

**Kyle B. Lively**  
Superintendent

Scott P. Gulock  
Chairman

Jacob W. Grabeel II  
Vice Chair

John W. Tuttle IV  
Member

Paula J. Wheeler  
Member

Elaine A. Wilson  
Member

**INVITATION TO BID**

Cafeteria Pizza/Delivery  
July 8, 2022 10:00 a.m.

**VENDOR'S COMPLETE MAILING ADDRESS:**

**Firm:** \_\_\_\_\_

**Signed by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**BID PERIOD:** August 1, 2022 thru June 30, 2023

**BID PRICE:**

\_\_\_\_\_  
PER UNIT (1 – 14" PIZZA - CHEESE, PEPPERONI,  
VEGGIE OR SAUSAGE, SLICED INTO 6 PIECES

\_\_\_\_\_  
OR 15" PIZZA – CHEESE, PEPPERONI, SAUSAGE,  
OR VEGGIE, SLICED INTO 8 PIECES.

MUST MEET THE NATIONAL SCHOOL LUNCH PROGRAM MEAL  
REQUIREMENTS: 2 OZ MEAT/MEAT ALTERNATE, 2 oz. Eq. Grain.)

**KEEP ONE COPY AND RETURN SECOND COPY TO 305 COLLEGE STREET,  
BEFORE July 8, 2022 10:00 a.m. REMEMBER NO FAXED BIDS WILL BE ACCEPTED**

SPECIFICATIONS:

APPRX. USAGE:

SHS : 75 EVERY 2 WEEKS

HOPKINS: 105, EVERY 2 WEEKS

MEECE : 85 EVERY 2 WEEKS

Pizzas as required for the Somerset Independent School Food Service program shall be furnished and delivered in accordance with the following:

1. Deliveries are to be made within 15 minutes of each lunch session or as determined by Cafeteria Manager.
2. Pizzas must be 135 degrees upon arrival in a self-contained package.
3. Pizzas must be delivered on time.
4. Deliveries are to be made to all three schools, Meece, Somerset High School and Hopkins ONCE EVERY 2 WEEKS.
5. Slices **must** be uniformly cut so all slices are the same size.
6. PIZZAS MUST ARRIVE 15 MINUTES BEFORE LUNCH PERIOD, OR NOTICE GIVEN AT LEAST AN HOUR IN ADVANCE, WE DO NOT NEED LATE PIZZAS, CHILDREN ONLY HAVE 22 MINUTES PER LUNCH PERIOD.
7. Nutrition Information must attached to bid.
8. Lower Sodium Content. Each variety, no more than 880 mg per slice.
9. **Monthly billing statements must be sent to board office.**
10. Provide Manufactures Specification Data Sheets on Pepperoni, Cheese, Sausage, Pizza Sauce, and Crust.
11. ALL products that are normally purchased by Distributor as non-domestic and proposed as part of this solicitation must be identified with the county of origin. Distributor shall outline their procedures to notify Somerset Independent Schools when products are purchased as non-domestic. Any substitution of a non-domestic product for a domestic product (which was originally a part of the solicitation), must be approved, in writing, by the Food Service Director, prior to the delivery of the product to the School. Any non-domestic product delivered to Somerset Independent, without the prior, written approval of the Food Service Director, will be rejected.

“Domestic Commodity or Product” are defined as an agricultural commodity that is produced in the United States and a food product that is processed in the United States.



Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

The Buy American provision (& CFR art 210.21(d)) is one of the procurement standards SFAs must comply with when purchasing commercial food products served in the school meals programs.

Buy American: Schools participation in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially ( at least 51 percent) using agricultural commodities that are produced in the US.

- 12. Bid award/contract Termination** The Somerset Board of Education reserves the right to cancel/terminate any bid award/contract hereunder if it is deemed by the Board that the vendor has not met the specifications herein. This would include, but not limited to:
- a. Pizzas arriving below the 135 degree temperature.
  - b. Pizzas arriving after scheduled delivery times.
  - c. Poor quality.
  - c. Pizza not in conformity with specifications.

The Vendor will be notified of any violations. If problems still persist, then the contract will be terminated by written notice.

NOTHING HEREIN SHALL OBLIGATE THE BOARD TO PURCHASE ANY SPECIFIC QUANTITIES AT ANY SPECIFIC TIME.

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to

all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.