Re:  **USDA Foods- Cheese Diversion - Price Quotations for SY 2020-2021**

The School District of Philadelphia is soliciting price quotations from processors interested in processing USDA cheese for school year 2020/2021.

If you wish to be considered for selection, and intend to participate in commodity processing, you must become or currently be an approved processor for the State of Pennsylvania for 2020/2021. Approval is determined by the PA Department of Agriculture’s Bureau of Government Donated Foods.

Submissions must include price quotation and labels. **Failure to include required submissions will result in bid rejection.** Specifications, pricing, submission requirements, samples and new product information is as follows:

1) **SPECIFICATIONS**- See attached-USDA Foods Processing Item Specifications
   a) Your bid will be rejected if products listed for specific items do not meet bid specifications.

2) **PRICING**
   a) Prices are to remain firm until June 30, 2021.
   b) Provide pricing on the attached Excel Spreadsheet and return with your bid submission. Submit the **COMPLETED** Excel worksheet on a **USB** with your bid submission, **DO NOT E-MAIL** your Excel Document to the Division of Food Services. Also, provide a hard copy of the Excel spreadsheet with your bid submission.
   c) Exact quantities cannot be determined at this time, but the quantities indicated represent the best estimates of the total required during the contract period. USDA Cheese is processed for meals served in approximately 117 full service schools within the School District of Philadelphia.
   d) Quote prices as “Fee for Service” for diverted commodities, Freight Prepaid and Allowed, FOB Philadelphia.
   e) The district’s awarded grocery provider will distribute all awarded items. Commodity value and processing costs noted on bid must be held with the awarded distributor.
f) Submit price quotations on official company letterhead with the signature of an authorized company official

  g) Price quotations and required submissions must be received no later than Friday, January 17, 2020 by 2:00 P.M.

Address submittal to: 
Attn: Devon Sundberg
School District of Philadelphia
Division of Food Services
440 N. Broad Street, Suite 331
Philadelphia, PA  19130

3) DISTRIBUTION

  a) The district’s yet to be determined grocery distributor will distribute all awarded items. Bidders must be willing and able to work with the distributor to provide awarded items in the quantities needed by the district. Inability to work with the distributor will nullify bid.

4) BID EVALUATION

  a) It is the intention of the School District to award the lowest priced responsible vendor meeting the requirements and criteria set forth for individual products in this bid specification document and any amendments thereto.

  b) In addition to price, select products, at the sole discretion of the School District, will be evaluated in terms of general appearance, color, aroma, texture, size, weight, taste and absence of excessive fat or defects. During evaluations, samples are not identified either by brand name or by name of vendor. Samples are not returned to vendors. The evaluation process may also include requests for additional information if, in the judgment of the School District, this would aid in preparing a fair and accurate analysis.

5) NEW PRODUCTS

  a) Items that are not listed within this document may be submitted on the New Item spreadsheet.

  b) Please use the additional worksheet for new products only.

6) SAMPLES

  a) Samples SHOULD NOT be sent unless specifically requested by the Division of Food Services. The Division of Food Services will provide further detail of where to mail samples, if they are requested.

  b) If a vendor sends samples that were not requested, this could disqualify the vendors’ bid.

  c) If requested, no more than 12 pieces or one bag or log per item clearly marked with code numbers and description should be sent.
Samples must be a true representative in content, quality, and packaging of each product bid. The School District will be the sole judge of the acceptability of the samples provide

7) **SUBMISSIONS**

a) All bids must be submitted in a sealed envelope marked “Sealed Bid Enclosed.”
b) Bids will not be accepted after **2 P.M. on Friday, January 17, 2020.**
c) Failure to submit any of the below items with your quotation may result in bid rejection:
   - Price quotations on official company letterhead with authorizing signature
   - Completed “Processed Items Worksheet” on each item quoted (Both hard copy and USB). Please use “Processed Items Worksheet” only. **Do not create new worksheets.**
   - “Summary End Product Data Schedules” for each item
   - CN Labels as specification indicates
   - Product Nutrition label and profile for each item. Including ingredient list and any component values.
   - Product specification sheet for each item, if applicable
   - Samples upon request only

Sincerely,

**Wayne Grasela**

Wayne Grasela
Sr. Vice President