

## Invitation for Bids (IFB)

### 20IFB116 Food Services HACCP Manager System

Date	Event
March 31, 2020 & April 7, 2020	Advertise/Issue Date
April 16, 2020	Intention to Submit Bid Form by 5:00 pm
April 21, 2020	Due Date for Questions by 2:00 pm
April 23, 2020	Questions and Answers posted on our website
<b>May 13, 2020</b>	<b>IFB closing / Sealed proposals due at 2:00 pm CST</b>
June 5, 2020	Bidders notified of recommendation
June 15, 2020	AISD Board Meeting for review/approval (if applicable)

**Deliver Sealed Proposals to:**

**Austin ISD Food Services**  
**ATTN: Caroline Juarez**  
**4000 I-H 35 Frontage Road**  
**1st Floor - Mailroom**  
**Austin, Texas 78704**

**Contact:**

**Caroline Juarez**  
**Procurement Specialist**  
**Phone: 512-414-0266**  
**Fax: 512-414-0381**  
[caroline.juarez@austinisd.org](mailto:caroline.juarez@austinisd.org)

- **Mandatory Intention to Submit Proposals – Online Form:** Complete mandatory form at <https://forms.gle/z2h7qSNcLRDv1fhn9> by 5:00 pm on April 16, 2020. This will allow the district to provide timely information to the interested parties. This form is a mandatory form.
- Questions must be submitted via e-mail to the contact person listed below. In the **e-mail subject line**, type: **Questions 20IFB116 HACCP Manager**
- Q & A and Addenda will be posted on our website: <https://www.austinisd.org/cp/bids>
- Your proposal must be delivered in a **sealed envelope or carton** and received by the **opening time and date listed**. Food Services Procurement will host bid opening via Zoom meeting, to join <https://zoom.us/j/878005082>, Meeting ID: 878 005 082  
**Submit one (1) hard copy proposal marked “original” one (1) marked “copy”, as well as one (1) on a flash drive (with original format of bid tab not pdf version)**
- FAX, e-mail or other electronic proposals **will not be accepted**.
- **Proposals must be plainly marked with the IFB Number and Title above.**

## **I. INTRODUCTION**

The Austin Independent School District (herein after referred to as "AISD" or the "District") is seeking bids from firms qualified and experienced in providing HACCP Manager Temperature probe system.

## **II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENT**

The HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses in District-wide procurements.

## **III. TERM**

The agreement(s) resulting from this solicitation will be in effect for an initial term of one (1) year from the date of award by the Board of Trustees, or such date established by the agreement. The parties by mutual consent may renew the agreement for up to three (3) additional one (1) year periods. In addition, the District reserves the right to extend the contract for an additional sixty (60) days beyond the final expiration date if necessary, to ensure no lapse in service.

## **IV. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

### **1. GENERAL**

Read the entire contents of the solicitation and respond with a complete and accurate bid (offer). Failure to do so may be grounds for disqualification of your offer. All supplemental information required by the IFB must be included.

A copy of the **Master Purchase Agreement** is located on our website for information purposes only. In the event of an award decision under this solicitation, both parties will negotiate an agreement for execution. Please review all provisions and identify any exceptions or suggested additions to the agreement in your bid.

### **2. BID SUBMISSION**

Bids must be submitted on the provided form only and must reach the AISD Purchasing Office on or before the hour of opening on the date specified. Late bids will be returned unopened. Submit your original in a sealed, plainly marked envelope. Inquiries pertaining to this bid should be identified as previously stated.

The person whose signature appears on the Bid Form certifies (by signing this document) that the individual, firm and/or any principal of the firm on whose behalf this bid is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the date of opening of this proposal, and agrees to notify the District of any debarment inquiries or

proceedings by any federal, state or local governmental entity that exist or may arise between the date of this submission and such time as an award has been made under this procurement action.

Bids must show the unit price and total for specified quantity and shall include transportation F.O.B. destination prepaid and allowed. Amendments to bids, once filed, may be submitted in a sealed envelope only, properly identified, prior to opening hour.

Bids will represent a true and correct statement and shall contain no cause for claim of omission or error. If request for withdrawal of bid is allowed based on proof of mechanical error, bidder may be removed from approved bid list.

### **3. SPECIFICATIONS AND QUANTITIES**

See attachment A for specification and quantities. Quantities for the representative list of items are an estimated annual usage; actual quantities may be more or less.

### **4. DELIVERY**

Deliveries under terms of these offers will be in accordance with the dates indicated herein except where no date is indicated, the vendor will enter the earliest date, which can be assured. If delays are foreseen, written notice shall be given the AISD Food Service Purchasing Office, which will consider an extension. Vendors should keep the school district advised of the status of orders as failure to meet delivery dates may result in removal from approved bidders list. Delivery of purchases in good condition will be vendor's responsibility and no delay in receipt or replacement of items will be contingent upon claim adjustment by carrier. All goods are subject to inspection and return at the expense of the vendor if found to be inferior to those specified. Deliveries will be accepted Monday through Friday, 7:30 AM to 3:00 PM only with scheduled appointment with central warehouse.

### **5. ADDENDA**

Bidders shall check the AISD website to receive all written addenda. Bidders who submit Bids without receipt of all addenda issued may be deemed to have submitted Bids not responsive to this Invitation for Bid solicitation.

### **6. AWARD CRITERIA**

Award(s) will be based on best value, considering the following factors: price, product offerings and delivery after receipt of order (ARO). AISD shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality.

A written notice of award emailed or otherwise furnished to the successful bidder results in a binding contract without further action by either party.

## **7. SAMPLES**

Samples and/or product specification documents may be required for items, as specified in the Special Instructions or Specifications contained herein. Product specification documents shall be submitted with the bid, properly referenced and clearly marked as to indicate related bid item. Samples must be properly labeled and identified and must be submitted separately on or before bid opening. The label for a properly identified sample is to contain: (1) vendor's name, (2) bid number, (3) bid item number, and (4) item name corresponding to the one shown on the bid document. All transportation charges for samples shall be borne by the vendor. During evaluation, samples are handled by many different employees and may be lost or destroyed in the process. AISD assumes no responsibility for handling of samples.

The use of brand and manufacturer's names is for the purpose of brevity in establishing type and quality of merchandise and is not restrictive. Manufacturer, trade and/or brand name must be indicated for each article and when omitted, district will consider bid to be as specified. Illustrations and complete description must be included with the bid if bidding other than specified.

## **8. INVOICES**

All statements are to be emailed or mailed to [foodservicesaccountspayable@austinisd.org](mailto:foodservicesaccountspayable@austinisd.org) or Austin ISD, Nutrition & Food Services, 3701 Woodbury Drive, Austin, TX 78704, payment will be made net 30 days.

## **9. MATERIAL CHANGE**

Material change means a modification that substantially exceeds and/or alters the terms of the original contract. The following anticipated and unanticipated changes are to be considered as well do not qualify as a material change: 5% upward or downward trend in student enrollment and/or participation to allow flexibility for program growth or decline; unanticipated program and/or regulation changes. If a material change occurs, the contract will not be renewed upon the conclusion of this term.

## **10. PROTESTS**

Refer to Policy CH-LOCAL (see Checklist and Submission Guidelines, page 3 – Policy and Instructions link)

## **11. RECORDS RETENTION**

Vendor shall maintain its records and accounts in a manner that shall assure a full accounting for all goods and/or services provided by Vendor to the District under this Agreement. These records and accounts shall be retained by Vendor and made available for audit by the District, for a period of not less than five (5) years from the date of completion of the services, receipt of goods, or the date of the receipt by the

District of Vendor's final invoice or claim for payment in connection with this Agreement, whichever is later. If an audit has been announced, Vendor shall retain its records and accounts until such audit has been completed.

## 12. REQUIRED FORMS

Forms are required with **Original response & flash drive only**; they can be excluded from additional copies requested.

Bidders shall execute the following required forms (located on our website: [Required Forms link](#)), and return the **signed original** with their bid:

- Bid Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Inequality Certification
- W-9 (available at [www.irs.gov](http://www.irs.gov))
- Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with House Bill 914, Chapter 176 of the Texas Local Government Code. The form should be submitted on-line at <https://www.austinisd.org/contractandprocurement/ciq-online>.

## V. PERFORMANCE SPECIFICATIONS AND SERVICE REQUIREMENTS

### 1. DELIVERY

Awarded vendor is required to deliver all items to the Food Services office, address listed below. An appointment must be made prior to delivery on Mondays and Tuesday only. **All Orders Delivered to:**

Austin Independent School District  
Central Warehouse  
ATTN: Caroline Juarez  
3701 Woodbury Drive  
Austin, Texas 78704

### 2. SAMPLES

If bidding other than as specified, district must approve item and samples must be submitted within five (5) calendar days of request to:

Austin Independent School District – Central Warehouse  
Attn: Caroline Juarez  
Central Warehouse  
3701 Woodbury Drive  
Austin, Texas 78704

## VI. SPECIAL INSTRUCTIONS OR REQUIREMENTS

1. No Hosting fees
2. No training fees

## VII. BID FORM

Manufacturer, trade and/or brand name and number ***MUST*** be indicated for each item on the bid sheet. Supplier's stock number may be provided as optional information. If the bid space is left blank, the bidder will be required to furnish the brand and model named in the specifications.

The **Bid Form** is available for download as an Excel file as a separate attachment on our website. (***Attachment A – Line Item Worksheet***).