



MARCH 17, 2025
REQUEST FOR PROPOSAL #02/25-26
PURCHASED FOOD PRODUCTS DELIVERED DIRECT TO PINCO MEMBER SITES

The Antelope Valley Union High School District, hereinafter called AVUHSD, will accept responses for Purchased Food Products Delivered Direct to PINCO Member Sites as indicated in the attached specifications on behalf of the Partners in Nutrition Cooperative, hereinafter called PINCO.

The intent of this Request for Proposal is to award food for compliant items served to K-12 Students, School Staff and eligible participants in sponsorship of the National School Lunch Program.

This package consists of: Responding Requirements, Instructions, Special Conditions, Response Specifications and PINCO “Best Value Point System” Informational Page

Additionally, the following required documents located in the “PINCO Response Part 2” Packet, must be returned in the response with signatures as indicated:

Product Response Form
Response Signature Page
Additional Terms & Conditions Page
Policy Memorandum #87-404
Buy American Provision & Declaration
Non-Collusion Affidavit Language
Alcohol Beverage & Tobacco Free Campus Policy
Certificate Drug Free Workplace
Notice to Contractors - Department of Justice Clearance
Certification and Disclosure Statements-Mgmt. Bulletin #98-113

The AVUHSD reserves the right to make selections of vendor(s) in the best interest of the member districts of PINCO. The AVUHSD reserves the right to award the response all or in part based on performance, serviceability, Best Value Point System score on acceptable product and best overall pricing.

Responses are to be submitted to the Food Service Department at the AVUHSD/PINCO Administrative Offices no later than 1:00 PM, **Tuesday, April 22, 2025**. **For the response to be considered valid you are required to have all of the following information noted on the envelope as directed; response must be submitted in a sealed envelope with the Respondent’s name & address, response number and name of response listed.** If not presented in person, the above envelope with all the above information must be sent in a separate envelope, sealed, within. No response will be accepted after the noted day and time and will be returned unopened to the responder.

If there are any questions regarding this solicitation, please email jcook@avhsd.org.

Submit responses to: Antelope Valley Union High School District / PINCO
Attention: Yvonne Stubbings
176 Holston Drive
Lancaster, CA 93535

RESPONSE INSTRUCTIONS

1. **Preparation of Response Form:** The AVUHSD invites responses on the form attached to be submitted at such time and place as is stated in the Call for Responses. Responses must be submitted in ink or typewritten. All blanks in the response form must be appropriately filled in, and all prices must be stated in figures. Responses must be submitted to the Director of Food Services in a sealed envelope with responder's name & address, response number and name of response listed on the outside of the sealed envelope no later than the time and date specified. If not presented in person, the above envelope with all the above information must be sent in a separate envelope, sealed, within. Any response received after the scheduled opening time for receipt of responses will be returned to the responder unopened. Responses shall remain open and valid and subject to acceptance for ninety (90) days after the opening date unless otherwise stipulated.
2. **Signature:** Signature on responses must be in ink to be considered acceptable. All responses must be signed only by an authorized contracting authority of the responding entity. A signature is required in all designated places.
3. **Errors and Corrections:** No erasures are permitted. Mistakes may be crossed out and corrections made adjacent and must be initialed in ink by the person signing the response.
4. **Withdrawal of Responses:** Responses may be withdrawn by written request, at any time before the scheduled opening time for receipt of responses. Responses cannot be withdrawn or corrected after opening.
5. **Acceptance and Award of Responses:** The AVUHSD reserves the right to select the response which, in its opinion, is in the best interest of the PINCO. The AVUHSD also reserves the right to make multiple awards or no award at all and further reserves the right to reject any and all responses, with no explanation by the Board and to waive any irregularity or discrepancy associated with this response.
6. **"Proposal Evaluation":** The AVUHSD will use the "Proposal Evaluation Criteria" to award responses. New product samples should be submitted only upon request by PINCO.

RESPONSE SUBMITTAL CHECK OFF LIST

Please make sure all items from the list below are complete and accurately filled out, all requested documents are returned with the response packet. (this is a requirement under special conditions #5 for a complete response packet to be considered for award of responses.)

* Signatures Required On the Following Forms in PINCO Response Part I and Part II:

<input type="checkbox"/> Response Form	(Document ___ pages)
<input type="checkbox"/> Response Signature Page	(Document 1 page)
<input type="checkbox"/> Additional Terms and Conditions	(Document, 1 page)
<input type="checkbox"/> Completed Distributor Questionnaire	(Document ___ pages)
<input type="checkbox"/> PINCO Buy American Provision Declaration	(Document, 3 pages)
<input type="checkbox"/> Policy Memorandum #87-404	(Document 3 pages)
<input type="checkbox"/> Non-Collusion Affidavit Language	(Document 1 page)
<input type="checkbox"/> Alcohol Beverage & Tobacco Free Campus Policy	(Document 1 page)
<input type="checkbox"/> Certificate Drug Free Workplace	(Document 1 page)
<input type="checkbox"/> Notice to Contractors - Department of Justice Clearance	(Document 1 page)
<input type="checkbox"/> Certification and Disclosure Statements-Mgmt. Bulletin #98-113	(Document 10 pages)

* Additional Required Documents for a Complete Response Submittal:

<input type="checkbox"/> CN Label, as applicable per product
<input type="checkbox"/> Current Year Specification Sheet, signed and dated - current information
<input type="checkbox"/> Current Nutritional Spec. Information
<input type="checkbox"/> Written Recall Procedures
<input type="checkbox"/> Product Ingredients Listing with Allergen Statement
<input type="checkbox"/> Whole Grain Document Formulation Statement as applicable

SPECIAL CONDITIONS

1. **Agreement Period:** This agreement shall be effective July 1, 2025 through June 30, 2026. This agreement, by mutual consent, may be extended in two, one year increments until June 30, 2028. Extension(s) to the original agreement shall allow up to an additional 10% of the agreement's total value to provide PINCO the opportunity to purchase new product(s) and/or product(s) not available at the commencement of the extension(s).
2. **USDA and State Compliant Regulations and Recall Notification:**
 - (a) Items submitted must comply with California Department of Education's SB80, which includes the following: Do not contain artificial trans-fat. A food item contains artificial trans-fat if it contains vegetable shortening, margarine, or any kind of hydrogenated or partially hydrogenated vegetable oil, unless the manufacturer's documentation or the label required on the food, pursuant to applicable federal and state law, lists the trans-fat content as less than 0.5 gram per serving. Have not been deep fried, par fried or flash fried in an unpermitted oil or fat as part of the manufacturing process. Prohibited oils and fats include, but are not limited to, palm, coconut, palm kernel, lard, or those typically solid at room temperature and known to negatively impact cardiovascular health. Permitted oils include, but are not limited to, canola, safflower, sunflower, corn, olive, soybean, peanut, or a blend of these oils, or those typically liquid at room temperature and known for their positive cardiovascular benefit.
 - (b) All items submitted must comply with California Department of Education and USDA Nutrition Services requirements on food and beverage products in sponsorship of the National School Lunch Program.
 - (c) Any new or revised USDA or CDE regulations will be included with each additional year extension of awarded responses. All products must comply to be considered for the extension, at that time. Changes in USDA or CDE regulations may change acceptability of awarded product and additional testing/cutting may be required.
 - (d) USDA regulations and instructions will supersede and be followed for all recalls. Respondent is to provide its Policy and procedures in addressing manufacturer recall and holds. All recall notification and expansion of a recall must be notified within twenty-four (24) hours to any District involved with the recall as well as BOTH the PINCO Warehouse (661-633-2062 or 661-633-2851) in Bakersfield, CA AND to the AVUHSD Food Service Director (661-948-7655) in Lancaster, CA.
3. **Prices and Notations:** Quote on each item separately. **PRICES QUOTED MUST BE NET, INCLUDING ALL TRADE DISCOUNTS.** All prices and quotations should be shown in ink or typewritten. State Brand, Unit Price, and Extension for each item on response form. Errors may be crossed out and corrections made adjacent thereto, but should be initialed in ink by the person signing the response. 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. All items ordered under this agreement shall be delivered directly to the PINCO Member District's individual school sites or designated location(s). Prices will be quoted as delivered. PINCO will provide a profile for each PINCO Member District listed regarding delivery and logistics:
4. **Invoices:** Invoices shall be submitted to each individual School District and shall contain the following information: School District, school site, customer number, invoice number, item number, item description, quantity, unit price, extended totals, and applicable discounts for items delivered. Failure to enter the above information on the invoice may cause a delay in payment. Payment shall be made on partial deliveries accepted by PINCO member districts. All discounts must be listed on invoices, terms are Net 30. All statements will be mailed to each individual School District and payment will be made by each individual School District.

5. Vendor Specifications: All responses must be accompanied with correct vendor specifications as per attached Policy Memorandum #87-404. NO PRODUCT WILL BE CONSIDERED IF THE FOLLOWING IS NOT INCLUDED WITH THE RESPONSE FORM AND RESPONSE PACKET:
- Approved CN label sheet or current year signed, dated spec sheet as applicable
 - Nutritional information sheet
 - Product ingredients sheet with allergen statement
 - Whole grain document formulation statement as applicable
6. Ability to Supply: Quote prices only if merchandise can be obtained and delivered on specified delivery dates. Item response shall be considered binding. PINCO Member Districts shall have the option to collect a default penalty of (a) ten percent (10%) of the response price value of the defaulted items ordered but not delivered as specified, or (b) the difference between the response price value and the cost of identical items obtained by quotation through another vendor. Strikes, Acts of God, and similar causes not under control of the Vendor will be considered exempt from this default provision. This is intended only as a last recourse and not as a deterrent to responders. Vendors should confirm their inventories and suppliers before responding.
7. Delivery: All costs for delivery F.O.B. specified locations. Prices shall include drayage, freight, packing and insurance at the vendor's expense on all items delivered. PINCO Member Districts shall have the power and authority to reject any and all materials furnished which, in its opinion, are not in strict compliance and conformity with the requirements of the specification or equal in every respect to the response or to the sample submitted by the vendor. All articles so rejected shall be promptly removed from the premises at the vendor's expense. No brand substitutions will be accepted unless written approval is obtained from AVUHSD/PINCO and the District(s) authorized representative purchasing the item(s).
8. Inspection and Acceptance: Inspection and acceptance of all items shall be at destination. Items found to be defective or not in accordance with the response specifications shall be replaced by the Vendor at no cost to the participating school districts. Failure to replace items not meeting the response specifications and/or defective items shall be considered sufficient cause for default action under the DEFAULT provision of the Agreement.
9. Default: In case of default by vendor, vendor hereby agrees that the AVUHSD/PINCO or its authorized representative may procure the articles or services from other sources. AVUHSD/PINCO may, by written notice of default to the Vendor, terminate the whole or any part of their order under this Agreement. Remedies for default shall include, but not be limited to the above, and Vendor shall be liable for any differences in cost between agreed price and price paid to an alternate vendor, including expenses incurred to make alternate purchases. Should district(s) bring suit against defaulter and prevail in such action, defaulter shall pay all reasonable attorney fees and other expenses for such litigation.
10. Warranty: The Vendor agrees that all items furnished under this Agreement shall be covered by the most favorable commercial warranties the Vendor provides any customer for such items, and that the rights and remedies provided therein are in addition to any other provision of this Agreement.
11. Award of response: AVUHSD on behalf of PINCO reserves the right to award or reject responses on each item separately, as a group of similar items, or as a whole with no explanation by the Board; or waive any irregularity or discrepancy associated with this response.
12. Quantities per delivery site: Please give minimum quantities for one delivery drop. All minimums must be listed, if not listed, no minimum will be considered. Minimums may be expressed in the terms of number of cases of combined items, or minimum dollar value per drop. If minimum quantities are not a condition of response pricing, please state. Minimums are included in the

criteria for awarding of response in the Best Value Point System.

13. Quantities: Quantities listed are historical figures only. Inclusion on the Response Form does not necessarily constitute an offer to buy.
14. California Made Materials: In awarding responses AVUHSD/PINCO shall comply with the provisions of Section 4330 to 4334, Government Code of the State of California. PINCO also adheres to 7 CFR, sections 210.21(g)(1), 215.14(a)(e); 220.16(f)(1), 225.17(e)(1), where applicable.
15. Buy American Provision: PINCO participates in meal programs that require the use of nonprofit school food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U. S. substantially (51 percent or more by weight or volume) using agricultural commodities that are produced in the U. S. as provided in 7 CFR, sections 210.21(d) and 220.16(d). The respondent must:

Submit certification statements for all processed agricultural products. The respondent must provide written documentation to PINCO at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume.

OR

Request approval prior to delivering a nondomestic agricultural commodity or product. If the respondent cannot comply with #1 above, the respondent must notify PINCO and the Member District in writing ten days prior to delivering a nondomestic agricultural commodity or product. This written notification must include the following:

- a) Whether the request to deliver a nondomestic food is because the product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality, or competitive bids reveal the costs of a domestic product are significantly higher than the nondomestic product.
 - b) The pricing of both domestic and nondomestic products and/or availability data to justify the use of one of the two allowable exceptions; PINCO's cost threshold for an allowable exception in use of non-domestic products is 25%.
 - c) A list of alternative domestic substitutes for PINCO to consider for delivery instead of the nondomestic agricultural product.
16. Assignment of Contract: The successful responder shall agree not to assign, transfer, convey, sublet, or otherwise dispose of the obligation to perform the contract or any rights accruing there under or any power to execute the same without prior consent in writing from AVUHSD/PINCO. Notice is hereby given that AVUHSD/PINCO will not honor any assignment made by the vendor unless consent in writing, as indicated above, has been given.
 17. Hold Harmless Clause: The supplier shall hold harmless and indemnify AVUHSD/PINCO, its Member Districts and the Lead District, their officers and employees, from every claim, demand, suit and award which may be made by reason of:
 - (a) Any injury to person or property sustained by the supplier or by any person, firm or corporation, employed directly or indirectly by him upon, or in connection with his performance under the contract, however caused;

(b) Any injury to person or property sustained by any person, firm, or corporation caused by any act, neglect, default, or omission of the supplier or any person, firm, or corporation, directly or indirectly employed by him upon, or in connection with his performance under the contract; and

(c) Any liability that may arise from the furnishing or use of any copyrighted or uncopyrighted material, secret process, or patented or unpatented invention in the performance of the services called for under the contract.

The supplier, at his own expense and risk, shall defend any legal proceeding that may be brought against AVUHSD/PINCO, its Member Districts and the Lead District, their officers and employees, on any such claim or demand, and satisfy any judgment that may be rendered against any of them.

18. Termination Clause: Either party may cancel for cause with a 60-day notification if either party breaches a provision of this Contract (7 CFR, sections 210.16[d] and 250.12[f][9]). The non-breaching party shall give the other party notice of such cause. If the cause is not remedied within 10 days, the non-breaching party shall give a 60-day notice to the breaching party of their intent to terminate this Contract upon expiration of the 60-day period. This Contract may be terminated, in whole or in part, for convenience by the SFA with the consent of the FSMC, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated (2 CFR, Section 200.339[a][3]). The Contract may also be terminated, in whole or in part, by the FSMC upon written notification to the SFA, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, in the case of a partial termination, if the SFA determines that the remaining portion of the Contract will not accomplish the purposes for which the Contract was made, the SFA may terminate the Contract in its entirety (2 CFR, Section 200.339[a][4]). The rights of termination referred to in this Contract are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.

19. Equal Opportunity Employment Act of 1975: The AVUHSD/PINCO policy is in firm support of the provisions of the Equal Opportunity Act of 1975. The AVUHSD/PINCO, therefore, must be assured by the successful Vendor in this response that he is an equal opportunity employer according to the provisions of the Act.

20. Age and Conditions of Items: Stocks shall be fresh and sound and must have 25 % or more shelf life left on all product to be accepted. All product shall be prepared in properly equipped plants under modern sanitary conditions in accordance with the best commercial practice, and free from decay, discoloration or foreign matter. Containers to be sound, clean, sturdy, and sealed. Opened or damaged packages will not be accepted. Cases must have sturdy packaging that is adequate to palletize. ALL FROZEN FOODS ARE TO BE DELIVERED HARD FROZEN AT 0 DEGREES F. OR BELOW. PARTIALLY THAWED GOODS WILL BE REJECTED.

Packages are to have uniform identifying codes stamped on the top or ends. In addition, this same uniform code may be stamped on the side of shipping containers. Brand, item, code, and count to be clearly identified on master cases and boxes within master cases. Container marking specifications are as follows:

1. All product numbers must be clearly legible. Numerical markings must be at least 3/4" high to denote proper product code for warehouse personnel. Product codes on carton strap tape is not acceptable.

2. Labels on all products must contain the Company Name, Product Description, Product Code Number, Made In, or Product of USA and any ingredient items used in production of the product in legible print.

3. All products with labels not meeting approved specifications will be refused at receipt and the Default Provision will be enforced.

20. Acting Agent: THE ITEMS COVERED IN THIS RESPONSE ARE BEING REQUESTED BY AVUHSD ACTING AS THE AGENT FOR THE 23 SCHOOL DISTRICTS THAT FORM THE PINCO COOPERATIVE PURCHASING GROUP. THE QUANTITIES GIVEN ARE HISTORICAL FIGURES ONLY. THE DECISIONS OF AVUHSD/PINCO WILL BE PRESENTED TO THE GOVERNING BOARD OF THE AVUHSD AT THEIR MEETING SCHEDULED FOR **MAY 15, 2025.**
21. Insurance Requirements: The supplier shall maintain insurance adequate to protect him from claims under Workers' Compensations Acts, and from claims for damages for personal injury, including death, and damage to property, General Liability and Automobile which may arise from operations under the contract. The supplier shall submit an original signed certificate to the Partners in Nutrition Cooperative and may be required to file with the Districts certificates of such insurance. Failure to furnish such evidence, if required, may be considered the default of the supplier. A sample certificate is attached.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/21/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Agent Name Agent Address	CONTACT NAME: Agent Name PHONE (A/C No. Ext.): Agent Number FAX (A/C No.): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Nationwide Mutual Fire Ins INSURER B: AMCO Insurance Co/ALLIED INSURER C: American Fire & Casualty INSURER D: INSURER E: INSURER F:
INSURED Insured Name/DBA Insured Address	NAIC # 23779 19100

COVERAGES

CERTIFICATE NUMBER: CL13102120765

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDRESSES INSR BYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		Policy Number	11/1/2013	11/1/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> PHYS DAMAGE		Policy Number	11/1/2013	11/1/2014	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ COMP & COLL DEDUCTIBLE \$ 1,000
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		Policy Number	11/1/2013	11/1/2014	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 RETENTION \$ NONE
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below.	Y/N <input type="checkbox"/> N/A				WC STATU TOBY LIMITS EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$
C	EXCESS LIABILITY		Policy Number	11/1/2013	11/1/2014	LIMIT: \$3,000,000
A	CRIME COVERAGE			11/1/2013	11/1/2014	EMPLOYEE DISHONESTY: \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required).
The certificate holder is included as Additional Insured/Vendor under the General Liability

CERTIFICATE HOLDER

CANCELLATION

Antelope Valley/PINCO
44809 Beech Ave.
Lancaster, CA 93534

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Agent Signature

PINCO BEST VALUE POINT SYSTEM

RFP #02/25-26

PROPOSAL EVALUATION CRITERIA

Proposals found to satisfy the minimum qualification requirements will be evaluated against the criteria shown below by a RFP review committee of the Co-Op. Each proposal will be scored on a scale of 1 to 100 points. A market basket analysis to determine pricing responsiveness in alignment with PINCO's BVS process.. The product list represents 75% of the value of the solicitation and is based on the value of the services and products provided by the current vendor over a six-month period; July 1, 2024-December 31, 2024. Through analysis, the top three responsive vendors (lowest aggregate cost) will then be provided the remaining 25% of the remaining products representing the total value of the agreement to determine the most responsive bidder.

A. Cost-Fee Structure (40 points)

Respondents should complete the proposal worksheet thoroughly and in a manner to ensure transparency of the elements of the cost structure so that it can be easily understood, explained, and audited.

Lowest Cost-Fee 40 points

2nd Lowest Cost-Fee 30 points

3rd Lowest Cost-Fee 20 points

B. Customer Service & References (25 points)

Scoring one to twenty five points is based upon ability to promptly respond to request for information, to resolve complaints and issues, and to provide timely and accurate delivery. Respondent's customer service staff should be easily accessible for inquiries or issues. Respondent should provide services including data collection, customized reports, trend analysis, real-time reporting, and complete traceability of product. Respondent should demonstrate substantial and recent experience in providing the products to California public schools. Respondent should provide an efficient supply-chain management system to ensure timely and accurate delivery and flexibility to address changes in needs of the Co-Op. Please provide a list of K-12 School Districts your company currently serves.

C. Availability & Quality (20 points)

Scoring is based upon response of the line items listed in RFP and pricing formulation on additional purchased items.

Rated Best; at least 85% of listed items- 20 points

Rated 2nd Best; at least 75% of listed items- 10 points

Rated 3rd Best; at least 70% of listed items- 5 points

D. Reasonable Minimums, Terms & Conditions and Lead Times (15 points)

Scoring, one to fifteen points is based on objective assessment of ordering minimums, terms and lead times.

DISTRIBUTOR QUESTIONNAIRE
PINCO Request for Proposal # 02/25-26

Please complete this questionnaire and submit with your proposal. Attach additional sheets if needed.

(Evaluation criteria: A = Cost, B = Customer Service & References, C = Availability and Quality, D = Reasonable Minimums, Terms and Conditions)

1. Using a landed cost of \$20.00 per case, please fully explain your procedure for calculating the price to the District(s). Indicate what the invoice price to those District(s) would be for this item. Landed Cost is defined as invoice cost from the manufacturer plus freight if freight is not included with invoice cost. In the event you are awarded any/all of this agreement, are you willing to apply the same pricing formula on additional purchased items? (A)
2. Will you be able to meet the specified delivery days and hours? If not, attach proposed delivery schedule for each district. (B)
3. What is the lead time you require for orders that ensures a 99.5% fill rate? Can District(s) order on-line? (B)
4. How will emergency deliveries be handled (deliveries not on a scheduled date)? (B)
5. How late can add-ons be added to next day delivery? Is there a limit on the number of cases that can be added on? (B)
6. What is your procedure for notifying the customer of shortages and/or substitutes? (B)
7. What is your company's "fill rate" to your customers? Please explain how you calculate this fill rate. What provisions does your firm take to achieve a high level of execution? (C)
8. Describe financial reports provided to assist customers in managing their account (e.g. monthly usage, data analysis, business intelligence, etc.). How are customers able to access these reports? (C)
9. Describe the steps taken by the Company in the event of manufacturer recall, including but not limited to notification(s) and crediting.
10. How does the Company ensure products comply with the Buy American Provision? What type of documentation does the Company provide in the event a product(s) is non-domestic?
11. Does the Company maintain a database of allergens and other information related to special meal accommodations for each of the products it represents?
12. What is the current make up of your delivery vehicle fleet? Please include the year, make, and model of each delivery vehicle as well as the refrigeration and freezer units on these delivery vehicles. Please describe your vehicle preventative maintenance program. (C)
13. How does your company assist school district(s) with facility emergencies, for example if a freezer goes down and scheduled delivery(ies) cannot take place? (C)
14. Describe your policy regarding your delivery driver/staff assisting sites in moving received products to storage areas? (B)
15. What is your procedure to bring in new products for District(s)? (D)
16. Do you offer a percentage discount for early payment? If yes, please state terms for discount. (A)
17. Will you give a District a discount if they reach a certain dollar value per drop? (D)

No _____ Yes _____ If yes, what does the dollar drop need to be? _____

If yes, what % discount will apply? _____. If you answered yes, this discount will apply to all drops that exceed the dollar value listed above.

18. How many years has your company been in the K-12 food service business? How would you describe your company's financial stability? (B)

19. Has your firm resigned or been replaced at the will of a District(s) during the school year within the last 18 months? If so, explain. (B)

Signature _____ Firm Title _____

Name (Printed) _____ Phone#: _____

Email _____

PINCO MEMBER PROFILE 2025-2026

Acton-Aqua Dulce Unified School District:

Zip Code (s) of delivery site(s): **93510**

Use a Cycle Menu? **N**

Number of Delivery Site: **1**

Preferred Days of Delivery: **Thu**

Preferred Time of Delivery

***Alisal Union School District :**

Zip Code (s) of delivery site(s): **93905**

Use a Cycle Menu? **N**

Number of Delivery Site

Preferred Days of Delivery - **Thu**

Preferred Time of Delivery- **7:45 am**

***Antelope Valley Union High School District:**

Zip Code (s) of delivery site(s): **93550, 93551, 93552, 93532, 93543, 93534, 93536, 93535**

Use a Cycle Menu? **Y**

Number of Delivery Site **8**

Preferred Days of Delivery **Tue/Wed**

Preferred Time of Delivery **6:30AM-1:00PM**

***Bakersfield City School District:**

Zip Code (s) of delivery site(s):

93301, 93304, 93305, 93306, 93307, 93309

Use a Cycle Menu? **Y**

Number of Delivery Site: **42**

Preferred Days of Delivery **Tues, Wed, Thurs**

Preferred Time of Delivery **6:30 – 1:00**

***Big Pine School District:**

Zip Code (s) of delivery site(s): **93513**

Use a Cycle Menu? **N**

Number of Delivery Site: **1**

Preferred Days of Delivery : **every other Wed**

Preferred Time of Delivery: **between 8:30-10:30 A.M.**

Bishop Unified School District:

Zip Code (s) of delivery site(s): **93514**

Use a Cycle Menu? **Y**

Number of Delivery Site : **1**

Preferred Days of Delivery : **every other Wed**

Preferred Time of Delivery: **between 8:30-10:30 A.M.**

Delano Union High School District:

Zip Code (s) of delivery site(s): **93215**

Use a Cycle Menu? **Y**

Number of Delivery Site **1**

Preferred Days of Delivery **Tues**

Preferred Time of Delivery **8 am**

***Eastside Union School District:**

Zip Code (s) of delivery site(s): **93535**

Use a Cycle Menu? **Y**

Number of Delivery Site: **5**

Preferred Days of Delivery: **Tue**

Preferred Time of Delivery: **AM**

El Tejon Unified School District:

Zip Code (s) of delivery site(s): **93243**

Use a Cycle Menu? **N**

Number of Delivery Site: **1**

Preferred Days of Delivery: **Thu or Fri**

Preferred Time of Delivery: **8:00AM**

Keppel Union School District:

Zip Code (s) of delivery site(s): **93543**

Use a Cycle Menu? **N**

Number of Delivery Site: **1**

Preferred Days of Delivery: **Thu**

Preferred Time of Delivery: **Before 8am**

***Lamont School District:**

Zip Code (s) of delivery site(s): **93241**

Use a Cycle Menu? **N**

Number of Delivery Site **2**

Preferred Days of Delivery **Thu**

Preferred Time of Delivery **6:00 am**

Lone Pine Unified School District:

Zip Code (s) of delivery site(s): **93545**

Use a Cycle Menu? **N**

Number of Delivery Site: **1**

Preferred Days of Delivery: **Tue**

Preferred Time of Delivery

Lost Hills Union School District:

Zip Code (s) of delivery site(s): 93249

Use a Cycle Menu? Y

Number of Delivery Site: 1

Preferred Days of Delivery : every other Wed

Preferred Time of Delivery: between 8:30-10:30 A.M.

Mammoth Unified School District

Zip Code (s) of delivery site(s): 93546

Use a Cycle Menu? N

Number of Delivery Site: 1

Preferred Days of Delivery : every other Wed

Preferred Time of Delivery: between 8:30-10:30 A.M.

McFarland Unified School District:

Zip Code (s) of delivery site(s): 93250

Use a Cycle Menu? Y

Number of Delivery Site: 1

Preferred Days of Delivery: Wed

Preferred Time of Delivery: 9 am – 10:30 am

Mojave School District:

Zip Code of delivery site(s) : - 93501 93505

Use a Cycle Menu? Y

Number of Delivery Site - 6

Preferred Days of Delivery - Fri

Preferred Time of Delivery – Before Noon

***South Fork Union School District:**

Zip Code (s) of delivery site(s): 93283

Use a Cycle Menu? Y

Number of Delivery Site: 1

Preferred Days of Delivery: Thu

Preferred Time of Delivery: Before 11 am

***Taft City School District:**

Zip Code (s) of delivery site(s): 93268

Use a Cycle Menu? N

Number of Delivery Site: 1

Preferred Days of Delivery: Wed/ Fri

Preferred Time of Delivery Before Noon

Taft Union High School District: 93268

Zip Code (s) of delivery site(s):

Use a Cycle Menu? N

Number of Delivery Site: 1

Preferred Days of Delivery: Wed/ Fri

Preferred Time of Delivery Before Noon

***Tehachapi Unified School District:**

Zip Code (s) of delivery site(s): 93561

Use a Cycle Menu? Y

Number of Delivery Site: 1

Preferred Days of Delivery: Fri

Preferred Time of Delivery: 6:00 AM

Vineland School District

Zip Code (s) of delivery site(s): 93307

Use a Cycle Menu? Y

Number of Delivery Site: 1

Preferred Days of Delivery : Wed/Fri

Preferred Time of Delivery: By 11:00 A.M.

***Westside Union School District:**

Zip Code (s) of delivery site(s): 93536

Use a Cycle Menu? Y

Number of Delivery Site: one

Preferred Days of Delivery: Tue

Preferred Time of Delivery: 7:00 am

***Wilsona School District:**

Zip Code (s) of delivery site(s): 93535

Use a Cycle Menu? Y

Number of Delivery Site: 1

Preferred Days of Delivery: Wed & Thu

Preferred Time of Delivery: 11-12:30