

# To Be Published April 24 & 27, 2009

## NOTICE TO BIDDERS

The Grand Prairie Independent School District will receive sealed bids and proposals until:

2:00 P.M. – JUNE 09, 2009  
All responses will be publicly opened  
FOR:  
CATERING

Prospective bidders may secure further information and specifications at 2602 South Belt Line Road OR  
[http://www.gpsid.org/departments/business/purchasing/current\\_bids.html](http://www.gpsid.org/departments/business/purchasing/current_bids.html)

The school district reserves the right to reject any and/or all bids and to waive all formalities and irregularities in bidding.

### **BID ENVELOPE MUST BE ADDRESSED TO:**

Grand Prairie ISD  
Purchasing Department  
2602 South Belt Line Road  
Grand Prairie, TX 75052

*and*

### **PLAINLY MARKED:**

BID NO. 09-42

Bids may be submitted on any/or all items, unless stated otherwise.

Any bid received later than the specified time, whether delivered in person or mailed, shall be disqualified and will remain unopened. Failure to respond to this invitation will remove your name from the bid list. If you cannot bid at this time and desire to remain on the bid list, please submit a **NO BID** on the bid form and return.

## **BID SPECIFICATIONS AND CONDITIONS**

1. The Grand Prairie Independent School District requests sealed bids for the contract period of September 1, 2009 through August 31, 2010. This bid may be renewed at anniversary and extended for an additional year.
2. Vendors will offer a discount from established prices. A menu selection should be available upon request.
3. This bid will may be a multiple award
4. The Grand Prairie Independent School District will enter into contractual relationships only with those vendors who have, through word and action, affirmed that they comply with all applicable existing laws or executive orders to ensure equal employment opportunities, without regard to race, creed, color, sex, or national origin. Minority contractors are encouraged to compete in providing goods and services to the District. Grand Prairie Independent School District does not operate under a set-aside program.
6. Although your firm may not offer a discount off existing prices, **it is necessary for compliance with current state bidding requirements that you complete the bidders certificate in order to do business with the District**

### **INTERLOCAL AGREEMENT CLAUSE**

The Grand Prairie ISD participates in the Educational Purchasing Cooperative of North Texas (EPCNT) There are several governmental entities which utilize this organization for potential purchases. A complete list may be viewed at

[www.lisd.net/purchasing/NTEPChomepage1.htm](http://www.lisd.net/purchasing/NTEPChomepage1.htm)

Governmental entities utilizing Internal Governmental contracts with the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than Grand Prairie ISD will be billed directly to that governmental entity and paid by that governmental entity. Grand Prairie ISD will not be responsible for another governmental entity's debts. Each governmental entity will order material/service as needed and issue the appropriate purchasing documents/contracts.

## BID SPECIFICATIONS AND CONDITIONS

The Grand Prairie Independent School District is accepting sealed bids for catering service as per the following conditions and requirements with the option to obtain pricing for additional items not listed in this bid.

At this time there are no definite dates, quantities or menu choices known; however, it is necessary that your firm respond to this bid in order to be included in the approved catering list for the 2009-2010 school year.

Once bids are received, each campus/department will have the latitude to select menu of choice and establish dates and quantities with the firm who can best meet their needs.

Your prices should be firm for the period of 01 September 2009 through 31 August 2010. The district will determine, by event, to request banquet style service, delivery only, or pick-up by the user.

*Banquet Style Service* will include

1. Delivery, set-up, serving, and removal of equipment. The vendor will provide disposable plates for large buffet banquets (salad plates are to be included), silverware, napkins, cups and glasses.
2. The District will provide tables, chairs, and trash receptacles.
3. The vendor will provide servers upon request.
4. No district owned kitchen equipment or kitchen facilities would be available.
5. Vendor agrees to provide food for all plates guaranteed and reserved.
6. Serving line must be aesthetically and professionally presented. There can be no serving from coolers, cooking equipment, etc. Serving line equipment must be available for evaluation. Number of serving lines will be determined by the person securing the catering services and should be proportional to number being served. (A MAXIMUM 20-MINUTE TIME PERIOD FOR SERVING.)
7. All serving and catering equipment must be removed within two hours after completion of each activity.

*Delivery Only Service* will require

1. Punctual arrival at the time agreed
2. Serving dishes, including warmers, beverage pitchers, serving spoons, etc
3. Menu items to be properly packaged for serving by the end user
4. The vendor will provide disposable plates, silverware, napkins, and cups/glasses.

*Pick-up by User* will require

1. Menu items to be properly packaged for serving by the end user
2. The vendor will provide disposable plates, silverware, napkins, and cups/glasses.

Insurance Requirements: Prior to the award of the catering bid, successful bidders shall furnish the Grand Prairie Independent School District with certificates showing proof of carriage of insurance and naming the District as an additional insured for the following insurance:

- A. General Liability: The vendor shall provide and maintain Comprehensive General Liability Insurance protection including "Products and Complete Operations" coverage. Policy limits must be at least \$250,000 and \$500,000 for bodily injury liability and \$100,000 for property damage liability.
- B. Automobile Liability: The vendor shall provide and maintain during the life of this contract, automobile public liability insurance in the amounts of not less than \$250,000 and \$500,000 for bodily injury and \$100,000 for property damage. Said insurance policy must provide protection for non-owned and hired vehicles as well as vehicles owned by the vendor.

References: Proposals must include at least three references where the vendor currently provides the type of services and/or products requested. Reference listings must include organization names, addresses, and contact person and telephone number.

A copy of current licenses, permits, certificates validating compliance with local, state, federal regulations for food preparation, serving and catering must accompany your response to this invitation.

Catering options should include, but not be limited to:

FULL MEAL W/ ENTRÉE

TYPICAL SANDWICH (BOX LUNCH) OR OTHER

BUFFET

PASTRIES (cakes, cookies, muffins)

OTHER

# MUST RETURN THIS PAGE

## BIDDER'S CERTIFICATE

This bidder, the below named firm, hereby submits bid prices as shown for furnishing the items listed herein, delivered in the quality and dimensions specified, and subject to the conditions listed under "Bid Specifications and Conditions." Bid prices shown are net and include all charges. Descriptive and illustrative material, including specifications and data sheets, and all other proposals accompanying this bid are considered to be an integral part of this bid offer.

FIRM'S NAME
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ADDRESS
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CITY & STATE	ZIP CODE
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EMAIL
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TELEPHONE	FAX
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AUTHORIZED SIGNATURE	DATE
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POSITION WITH COMPANY
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Should these governmental entities referenced above elect to participate in this contract, would you, (the vendor) agree that all terms, conditions, specifications, and pricing would apply?      YES              NO

Have you included a sample menu to be used by the district for menu items not listed above?  Yes,  No

Have you included a copy of current licenses, permits, certificates, etc as required above?  Yes,  No

Have you included a copy of insurance documents as required above?  
 Yes,  No

Will your company accept purchase orders for catered events?  Yes,  No

Do you have facilities to host private parties for groups?  Yes,  No; Capacity \_\_\_\_\_

Please list any other specialty services that your company may provide.

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## Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination contract.”

This Notice Is Not Required of a Publicly Held Corporation

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

**COMPANY NAME:** \_\_\_\_\_

**Check the appropriate box and sign the form.**

- My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

- My firm is not owned nor operated by anyone who has been convicted of a felony.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

*Name of Felony:* \_\_\_\_\_

Details of Conviction(s):

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

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## Non-Collusion Statement

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

It is agreed by the undersigned bidder that the signed delivery of this bid/proposal represents the bidder's acceptance of the terms and conditions of this invitation to bid/offer a proposal including all specifications and special provisions.

**Note:** Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the Grand Prairie Independent School District.

FIRM'S NAME

NAME OF AUTHORIZED INDIVIDUAL (printed or typed)

AUTHORIZED SIGNATURE

DATE

POSITION WITH COMPANY

**CONFLICT OF INTEREST QUESTIONNAIRE**

**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity. By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**OFFICE USE ONLY**

Date Received

1 Name of person doing business with local governmental entity.

2  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

# MUST RETURN THIS PAGE

## CONFLICT OF INTEREST QUESTIONNAIRE FORM **CIQ** Page 2 For vendor or other person doing business with local governmental entity

**5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

D. Describe each affiliation or business relationship.

**6 Describe any other affiliation or business relationship that might cause a conflict of interest.**

7

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of person who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3** Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

D. Describe each employment or business relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

## Non-Collusion Statement

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It is agreed by the undersigned bidder that the signed delivery of this bid/proposal represents the bidder's acceptance of the terms and conditions of this invitation to bid/offer a proposal including all specifications and special provisions.

**Note:** Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the Grand Prairie Independent School District.

FIRM'S NAME
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NAME OF AUTHORIZED INDIVIDUAL (printed or typed)
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AUTHORIZED SIGNATURE	DATE
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POSITION WITH COMPANY
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Name of Felony: \_\_\_\_\_

Details of Conviction(s):  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_