



# ALBUQUERQUE PUBLIC SCHOOLS REQUEST FOR PROPOSAL

## RFP # 21-040 MS

**RFP TITLE: Manufacturer Direct – Processed Foods**

**(State of New Mexico Approved Processors Only)**

### RFP Schedule

Action	Date & Time
RFP Issued	12/9/2020
<b>READ ALL DOCUMENTS:</b> Offerors must familiarize themselves with all documents contained herein; it is mandatory that all submitted offers be in compliance with all the provisions contained in the Request for Proposal. Offerors should promptly notify the Buyer of any ambiguity, inconsistency, error, or missing attachments which they may discover upon examination of the RFP.	
Deadline for Questions	12/22//2020 @ 5:00pm (local time)
RFP Due Date and Time	1/28/2021 @ 3:00pm (local time)
<b>Proposals must be received by the due date and time. No late proposals will be accepted. The only acceptable evidence to establish the time of receipt is the date/time stamp from electronic bidding system (Vendor Registry)</b>	
Evaluation of Proposals	TBD

### RFP Buyer Contact Information

Name	Melissa Sanchez
Phone Number	(505) 345-5661 Ext. 38241
E-Mail	Melissa.sanchez@aps.edu
<i>Any inquiries or requests regarding clarification of this RFP document shall be submitted to the buyer in writing. Offerors may contact ONLY the buyer regarding the terminology stated in the procurement documents.</i>	

### RFP Submittal

Proposals must be submitted electronically via electronic bidding system (Vendor Registry) by required date and time as noted on RFP document.

<https://vrapp.vendorregistry.com/Vendor/Register/Index/albuquerque-public-schools-nm-vendor-registration>

Offerors understand and agree that technical support may not be readily available the day of and or the hours/minutes prior to a bid closing time (Due Date/Time). Offerors also understand and agree that internet access, browsers, and operating systems are not supported by the District and/or its agents. **Bidders are strongly encouraged to review, create, and submit all electronic bid responses several days in advance of the due date and time.**

### RFP Term

Albuquerque Public Schools reserves the right to enter into a one (1) year contract with the awarded Offeror(s).

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# **OFFEROR'S GENERAL INSTRUCTIONS**

1. **READ ALL DOCUMENTS:** Offerors must familiarize themselves with all documents contained herein; it is mandatory that all submitted offers be in compliance with all the provisions contained in the Request for Proposal. Offerors should promptly notify the Buyer of any ambiguity, inconsistency, error, or missing attachments which they may discover upon examination of the RFP.
2. **OFFICIAL CONTACT:** Offerors may contact **ONLY** the Buyer regarding the terminology stated in the procurement documents. Other APS employees do not have the authority to respond on behalf of APS.  
  
Offerors **MAY NOT** contact other APS departments, employees or the evaluation committee. Any contact with an APS department, employee or evaluation committee member may result in rejection of any proposal.  
  
Any other verbal communication will be deemed unofficial and non-binding. Communication directed to parties other than the Buyer will have no legal bearing on this RFP or the resulting contract(s). Any response made by APS will be provided in writing to all Offerors by addendum; no verbal responses shall be authoritative.
3. **WRITTEN QUESTIONS:** Potential Offerors may submit written questions to the Buyer as to the intent or clarity of this RFP. All written questions must be addressed and submitted to the Buyer **NO LATER** than the date and time specified in this RFP. All times are subject to the local time zone. The Buyer will respond in a timely manner subject to the complexity of the questions. Buyer will **ONLY** respond to the written questions submitted and receive on or prior to the deadline in this RFP.
4. **SUBMISSION:** The submission of a proposal constitutes a representation by the Offeror that the Offeror has made all appropriate examinations, investigations, and analysis and has made provision as to the cost thereof in submitted proposal. By responding to this RFP, Offerors acknowledge and agree to the terms and conditions set forth in this RFP.
5. **ELECTRONIC RFP DOCUMENTS:** This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by APS, the Offeror acknowledges that the version maintained by APS on the APS procurement website shall govern.
6. **INCURRING COSTS:** Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. If applicable, any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.
7. **PROPOSAL OFFER FIRM:** Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after due date. If a best and final offer is requested, the offer is good for ninety (90) days after receipt of best and final offer.
8. **FORMS AND ATTACHMENTS:** It is the responsibility of every Offeror to ensure they have downloaded the latest version of each RFP, including any addendum(s) which may have been issued and posted on the APS Procurement Department Website.
9. **ADDENDUM(S):** No Addendum will be issued later than **FIVE (5)** days prior to the date for receipt of proposals, except an Addendum withdrawing the RFP or one which extends the date for receipt of proposals.  
  
Offerors should revisit the website (<http://www.aps.edu/procurement>), then select, "See Current Bids and RFPs") prior to the due date before submitting their proposal to Albuquerque Public Schools. All addendums must be acknowledged in the submitted proposal.
10. **CORRECTIONS:** Corrections shall be initialed in ink by the Offeror signing the proposal. Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request to withdraw their proposal. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.
11. **EXCEPTIONS:** Any exceptions to the scope of work and/or specifications shall be listed separately in the submitted proposal and unless otherwise stated, specifications and/or scope of work attached are the minimum requirements. Minor deviations to the specifications as listed, may be considered.

The Buyer, after review of the proposals may request clarifications on information submitted by any and all Offerors in a written format, with a specified deadline for response.

12. **DISTRICT DISCRETION:** The District hereafter referred to as APS reserves the right, pursuant NMSA 1978, §13-1-132, in its sole discretion to waive minor informalities in proposals submitted provided that such informalities have no effect on price, quality, quantity or any matter to be evaluated in making a selection and confer no material advantage on the Offeror whose nonconformity is waived. APS reserves the right to add to or delete from the Scope of Work set forth in this RFP.
13. **BRAND NAMES:** Pursuant to NMSA 1978, §13-1-168, where a brand-name or equal specification is used in a solicitation, the use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition pursuant to NMSA 1978 §13-1-168. If a vendor proposes an “equal” to scope of work/specifications, APS is the sole interpreter of the scope of work/specifications and sole judge as to whether the “equal” proposed complies with the scope of work/specifications
14. **OFFEROR QUALIFICATIONS:** The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirement specified within this RFP. The Evaluation Committee may reject the proposal of any potential Offeror who is deemed not to be a responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, §13-1-83 and §13-1-85.
15. **AWARD:** APS reserves the right to award all, part or none of the Scope of Work set forth in this RFP. This procurement in no manner obligates Albuquerque Public Schools until a valid signed contract and/or valid Purchase Order is executed.
16. **PREFERENCES:** RFPs may be awarded preference in compliance with NMSA 1978, §13-1-21 for New Mexico In-State Resident Business and Resident Veteran Business. Offerors shall include in their proposal a copy of the certificate issued by State of New Mexico Taxation & Revenue. If Proposal is Joint Venture, Offeror shall state in submitted offer the percentage of work that will be performed by Resident Business and/or Resident Veteran Business. **PLEASE NOTE: An Offeror cannot be awarded both a resident preference and a resident veteran business preference. The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.**
17. **TIMELY SUBMISSIONS: TIMELY SUBMISSIONS:** All Offeror proposals must be received for review and evaluation no later than the time and date specified in this RFP.

**Important Information:** Albuquerque Public Schools Online Bidding System (Vendor Registry) utilizes the Internet and the World Wide Web which is comprised of systems that are completely out APS’s control including but not limited to: the District, its agents, and registered suppliers' respective internet service providers. The District and its agents are not responsible for Internet outages, hardware failures, software failures, downtime, internet slowness, acts of God, power failures, and or user errors. All bids/proposals must be submitted before the due date regardless of your organization's ability to submit proposals online. It is the suppliers' responsibility to ensure that Bid/RFP offers arrive before the due date and time.

Proposers understand and agree that technical support may not be readily available the day of and or the hours/minutes prior to a bid closing time (Due Date/Time). Proposers also understand and agree that internet access, browsers, and operating systems are not supported by the District and/or its agents.

**Suppliers are strongly encouraged to review, create, and submit all electronic bid responses several days in advance of the due date and time.** If you have any questions contact the Buyer listed on the Bid/RFP documents for assistance.

18. **EXTEND SUBMISSION TIME:** APS may in its sole discretion extend the time for the submission of bids upon a finding that it is in the interest of APS to do so. Such extensions shall be by addendum(s), which may be issued before the submission due date.

19. **RFP CANCELLATION OR REJECTION:** In accordance with NMSA 1978, §13-1-131, this RFP may be canceled or proposals may be rejected in whole or in part when it is in the best interest of Albuquerque Public Schools.
20. **RFP OPENING:** Submitted proposals shall not be publicly opened. The contents of the proposals shall not be disclosed during any negotiations that may occur. A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to NMSA 1978, §13-1-116, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required APS signature on the contract(s) resulting from the procurement has been obtained.
21. **RESPONSIBLE AND RESPONSIVE OFFER:** APS may reject the proposal of any potential Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, §13-1-83 and §13-1-85.
22. **SOLE RESPONSE:** Any sole response that is received may be rejected by APS depending on available competition and timely needs of APS. APS reserves the right to award the contract to the responsible Offeror submitted responsive proposals most advantageous and in the best interest of APS.
23. **NEGOTIATIONS:** APS reserves the right to discontinue negotiations with any Offeror.
24. **MULTI-AWARD:** APS reserves the right to multi-award contracts as necessary for adequate delivery or service in accordance with NMSA 1978, §13-1-153.
25. **AFTER AWARD:** After final contract is negotiated, approved and awarded, all proposal documents pertaining to this procurement will be open to the public, except for the material, which is proprietary or confidential. The Procurement Department will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted “**Proprietary**” or “**Confidential**” subject to the following requirements.
- Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror’s organization and data that qualifies as trade secret in accordance with the Uniform Trade Act, NMSA 1978, §57-3A-7. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.
26. **ASSIGNMENT:** It is mutually understood and agreed that the successful Offeror(s) shall not assign, transfer, convey, sublet or otherwise dispose of the purchase order, contract, or his/her right, title of interest therein, or power to execute such purchase order or contract to any other person, company or corporation without the previous written consent of APS.
27. **APS SCHOOL BOARD APPROVAL:** The award of this contract is not final until approved by the APS School Board (if applicable) and/or contract is signed by both parties.
28. **DEFINITIONS:** Definition of Terminology: This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.
- “**Agency**” shall mean Albuquerque Public Schools (APS)
- “**Award of Contract**” shall mean a formal written notice by APS that a firm(s) has/have been selected to enter into a contract for services.
- “**Contract**” shall mean an agreement for the procurement of items of tangible personal property or services.
- “**Contractor**” shall mean the successful Offeror.

**“Determination”** shall mean the written documentation of a decision of a procurement manager including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

**“Desirable”** the terms **“may”**, **“can”**, **“should”**, or **“prefers”** identify a desirable or discretionary item or factor.

**“Evaluation Committee”** shall mean a body constituted to evaluate proposals and make selection recommendation.

**“Finalist”** is defined as an Offeror who meets all the mandatory specifications of the RFP and whose score on evaluation factors is sufficiently high to qualify that Offeror for further consideration by the Evaluation Committee.

**“Mandatory”** the terms **“must”**, **“shall”**, **“will”**, **“is required”**, or **“are required”**, identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Bidder’s bid.

**“Offer”** – the term means “proposal”, “solution”, means all documents submitted to APS responding to RFP.

**“Offeror”**, **“Bidder”**, or **“Proposer”** is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP.

**“Owner”** shall be Albuquerque Public Schools.

**“Purchase Order”** shall mean the document, which directs a Contractor to deliver items of tangible personal property or services pursuant to an existing contract.

**“Request for Proposal”** or **“RFP”** means all documents, including those attached or incorporated by reference, used for soliciting proposals.

**“Responsible Offeror”** shall mean an Offeror who submits a responsive bid and who has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible property described in the RFP.

**“Responsive Offer”** or **“Responsive Proposal”** shall mean a bid, which conforms in all material respects to the requirements set forth in the RFP.

# **TERMS AND CONDITIONS**



1. **TERM:** APS reserves the right to procure the services/goods as described in this RFP and enter into a contract as described on RFP front cover.
2. **REQUEST(S) NOT DEFINED IN SCOPE OF WORK:** Contractor shall be held responsible to **NOT** fill requests which are clearly beyond the defined scope of this contract. Should such requests occur, Contractor has the responsibility of calling such violations to the attention of the APS Procurement Officer.
3. **NO MINIMUM GUARANTEE:** Albuquerque Public Schools does not guarantee a minimum amount of purchases in conjunction with award of this request for proposals.
4. **PRICING ESCALATION (if applicable):** Price escalation may be considered only at yearly observance of award (anniversary date) and only upon receipt of written request from Contractor stating reason(s) for escalation and the amount being requested. Justifying documentation **MUST** accompany price escalation request.
5. **TAXES:** APS holds a Class 9 Nontaxable Transaction Certificate and is exempt from payment of taxes on tangible personal property. A NTTC will be issued upon request.
6. **NON-APPROPRIATION:** APS' obligation to make payment under the terms of this RFP is contingent upon its appropriation of sufficient funds to make those payments. If APS does not appropriate funds for the continuation of this procurement, this procurement will terminate upon written notice of that effect to the Contractor. APS determination that sufficient funds have not been appropriated is firm, binding and not subject to review.
7. **PROCUREMENT CODE:** The Procurement Code, NMSA 1978, §13-1-28 through §13-1-199, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for bribes, gratuities, and kickbacks.
8. **PROCUREMENT UNDER EXISTING CONTRACTS:** In accordance with NMSA 1978, §13-1-129, Offerors are hereby notified that other governmental entities within the State of New Mexico, or as otherwise allowed by their respective governing directives, may contract for services with the awarded Offeror. Contractual engagements accomplished under this provision shall be solely between the awarded Offeror and the contracting entity with no obligation by Albuquerque Public Schools
9. **TERMINATION:** Either party may terminate this contract as follows:
  - A. Termination by the Contractor
    1. The Contractor may terminate this contract **only** if Albuquerque Public School District fails to comply with any provisions of this contract and after receiving notice of the noncompliance APS fails to cure the noncompliance within ten (10) days, or
    2. By written mutual agreement between the Contractor and APS.
  - B. Termination by APS
    1. For Cause
      - a. The occurrence of either one of the following events will justify termination for cause:
        - i. Contractor's persistent failure to perform the work in accordance with the contract documents (including but not limited to, failure to supply sufficient skilled workers or suitable materials or equipment).
        - ii. Contractor's violation in any substantial way of any provisions of this contract.
      - b. If either one of the events identified above occur, APS may, after giving Contractor (and the surety, if any) ten (10) days written notice, terminate the service of Contractor, exclude Contractor from site, and take possession of the work. Contractor shall be paid for project costs incurred up to the date of termination but shall not be paid for loss of profits resulting from such termination.

c. Where Contractor's services have been so terminated by APS, the termination will not affect any rights or remedies of APS against Contractor then existing or which may thereafter accrue. Any retention or payment of moneys due the Contractor by APS will not release the Contractor from liability.

2. For Convenience

- a. Upon ten (10) days written notice to Contractor, APS may without cause and without prejudice to any other right or remedy of APS, elect to terminate the contract.
- b. In such case, Contractor shall be paid (without duplication of any items):
  - i. For completed and acceptable work executed in accordance with the contract documents prior to the effective date of termination.
  - ii. For expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials or equipment as required by the contract document in connection with uncompleted work.
- c. Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

10. **INDEMNIFICATION:** The Offeror shall be responsible for damage to persons or property that occurs as a result of Offeror's fault or negligence, or that of any of his/her employees, agents or subcontractors. Offeror shall save and hold harmless Albuquerque Public Schools against any and all losses, cost, damage, claims, expenses or liability in connection with the performance of the contract. Any equipment or facilities damaged by the Offeror's operation shall be repaired and/or restored to their original condition at the Offeror's expense.

11. **INSURANCE (If Applicable):** The successful Offeror shall purchase and maintain statutory limits of Worker's Compensation, Public Liability and Automobile Liability Insurance approved by APS at the time of contract award. Albuquerque Public Schools shall be included as a loss payee and/or additional insured. Public Liability and Automobile Liability insurance shall include at least the following coverage:

General Liability Insurance – per occurrence General Aggregate - \$2,000,000 Product/completed operations aggregate \$1,000,000	\$1,000,000
Professional Liability Insurance (E&O)-per occurrence Professional Aggregate - \$2,000,000	\$2,000,000
Bodily injury, per occurrence	\$1,000,000
Medical and medically-related expenses	\$10,000
Vehicle bodily injury, each occurrence, excluding medical and medically related expenses	\$750,000
Property Damage, per occurrence	\$1,000,000
Worker's Compensation and Employers Liability	\$1,000,000

Contractor shall furnish Owner with certificates of insurance with the contract documents and prior to the commencement of work.

**NOTE: Certificate holder shall be:** Board of Education  
Albuquerque Public Schools

**Certificate of Insurance forwarded to:** Albuquerque Public Schools- Procurement Department  
P.O. Box 25704  
Albuquerque, New Mexico 87125

12. **AUDIT:** APS reserves the right to audit the Contractor's records associated with this contract at any time during the contract period and for a period of up to three years following the expiration or termination of the agreement. Such audit may be conducted by APS personnel or a third party under contract with APS. APS shall give the Contractor reasonable notice prior to the conduct of any audit and upon receiving the notice from APS the Contractor agrees to fully cooperate with the auditors. If Contractor subcontracts any portion of its obligation to another party, Contractor shall guarantee APS' access to books and records of such party.
13. **GOVERNING LAW:** This RFP and any contract with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.
14. **INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor performing services for APS. The Contractor shall not accrue leave, retirement, insurance, or any other benefits afforded to employees of APS as a result of this procurement.
15. **DEBARMENT OR SUSPENSION:** A business (Contractor, Subcontractor or Supplier) that has either been debarred or suspended pursuant to the requirements of NMSA 1978, §13-1-177 through §13-1-180, and §13-4-11 through §13-4-17 as amended, shall not be permitted to do business with APS and shall not be considered for award of the contract during the period for which it is debarred or suspended with APS.
16. **CONFLICT OF INTEREST:** By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and APS that interferes with fair competition or is a conflict of interest; and no relationship exists between such propose and another person or firm that constitutes a conflict of interest that is adverse to APS.
17. **NON-DISCLOSURE:** The Offeror shall not disclose any information relating to students, and employees of APS other than such information that may be authorized by the individual student or employee. Vendor agrees to indemnify and hold harmless APS from any damages, claims, liabilities, and costs including reasonable attorney fees in the event any unauthorized release of such information occurs.
18. **DELIVERY:** The goods shall be delivered free of the rightful claim of any third person, any security interest or other lien. Unless otherwise agreed all goods called for in this Bid shall be tendered in a single delivery and payment is due only upon such delivery (NET 30).
19. **FOB:** Unless stated otherwise, the price for goods is FOB: Destination (APS' designated address).
20. **DELAYS IN DELIVERY:** Time is of the essence and this purchase may be subject to termination for failure to deliver on time, unless delay was caused by APS. If delay in delivery is foreseen, Seller must notify the APS Requesting Department of late delivery, cause of late delivery and remedy for late delivery.
21. **INSPECTION:** Final inspection will be made at the destination upon completion of delivery of goods/services. Final inspection shall include any testing or inspection procedures required by the specifications.
22. **ACCEPTANCE:** Acceptance of delivery of goods/services shall not be considered acceptance of the goods/services furnished. Acceptance occurs when the Requesting Department, after a reasonable opportunity to inspect the goods/services, signifies to the seller that are goods/services are conforming and fails to make an effective rejection.
23. **BUYERS REVOCATION OF ACCEPTANCE:** Requesting Department can revoke acceptance of goods when it is discovered, in a reasonable time, that the Sellers nonconforming goods substantially impair the value of the goods.
24. **SELLERS RIGHT TO CURE A NONCONFORMING DELIVERY OF GOODS:** The Seller, upon notice of revocation of acceptance, shall correct without charge and deliver conforming goods in a reasonable time
25. **PAYMENT:** Any invoice received and payment made shall be subject to APS' terms and conditions (NET 30) unless specifically waived by APS in a separate written document.

26. **ASSIGNMENTS:** The awarded contractor shall not assign nor delegate specific duties as part of this RFP not transfer any interest not assign any claims for money due or to become due under this RFP without the written consent of APS.
27. **DISPUTE RESOLUTION:** In the event the Parties do not agree to mediate the dispute or unable to resolve the dispute through mediation, then the dispute shall be resolved by binding arbitration. Such arbitration shall be governed by the New Mexico Uniform Arbitration Act, NMSA 44-7A-1, et seq. as amended.

## **PROTESTS**

If any Offeror who is aggrieved in connection with a solicitation or award of an Agreement may protest to the Purchasing Office in accordance with the requirements of the Contracting Procurement Regulations and the State Procurement Code. The protest should be made in writing within twenty-four (24) hours after the facts or occurrences giving rise thereto, but **NO LATER THAN** fifteen (15) calendar days after the facts or occurrences giving rise thereto (NMSA1978, §13-1-172). The protest must be in writing and delivered to the Executive Director - Procurement Department, Albuquerque, New Mexico

1. In the event of a timely protest under this section, the Purchasing Agent and the Contracting Agency shall not proceed further with the procurement unless the Purchasing Agent makes a determination that the award of Agreement is necessary to protect substantial interests of the Contracting Agency (NMSA 1978, §13-1-173).
2. The Purchasing Agent or his/her Designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning a procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (NMSA 1978, §13-1-174).
3. The Purchasing Agent or his/her Designee shall promptly issue a determination relating to the protest. The determination shall:
  - A. State the reasons for the action taken; and
  - B. Inform the protestant of the right to judicial review of the determination pursuant to NMSA 1978, §13-1-183.
5. A copy of the determination issued under NMSA 1978, §13-1-175 shall immediately be mailed to the protestant and other Offerors involved in the procurement in compliance with NMSA 1978, §13-1-176.

# **SCOPE OF WORK**

## **OVERVIEW**

Albuquerque Public Schools is the largest school district in New Mexico and one of the nation's largest school districts, covering more than 1,230 square mile geographical area. Currently, APS has 13 high schools, 2 K-8 schools, 12 schools of choice, 27 middle schools, 88 elementary schools plus 29 APS authorized Charter schools. APS has approximately 75,000 students and 11,000 employees. An elected Board of Education composed of seven members serving staggered terms of four years each governs APS. The Interim Superintendent is Scott Elder.

## **RFP SCHEDULE**

The RFP Buyer will make every effort to adhere to the RFP Schedule as noted on front cover of this RFP. The schedule is subject to change by addendum. The evaluation committee **MAY** interview the Offeror(s) of the top rated proposals; however, contracts may be awarded without such interviews and based solely on written offers. Finalists will be contacted to schedule interviews if required. If an interview is requested, evaluation scores will be re-scored to reflect written response and interview response.

## **PURPOSE OF THIS REQUEST FOR PROPOSAL**

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for the procurement of processed foods.

## **SCOPE OF WORK**

The purpose and intent of this RFP is to maximize utilization of USDA donated food pounds. APS will provide to successful vendors, State of New Mexico USDA donated pounds (commodities) and successful vendors will supply a wide variety of the highest quality products, best value and customer care.

Items being proposed in this RFP should meet the requirements and specifications of items in **attachment A**. Vendor should identify substitutes of "equal or better" quality for each item being substituted. If item is substituted, vendor must submit specification sheets for each item and APS may request a sample of product that the Vendor will provide at vendor cost.

Regardless of discounts received, APS reserves the right to negotiate a deeper discount in the event of a large quantity purchase.

## **PROCESSED FOODS:**

State of New Mexico Department of Human Service regulations for donated foods (commodities) applies for all processors. There are no changes in established process with the State of New Mexico for USDA donated foods.

New Processors **must** have a Processing Agreement with the State of New Mexico before being considered for award of this RFP.

If the awarded manufacturer loses its approved status as a processor during the term of this agreement, Albuquerque Public School Food & Nutrition Services reserves the right to cancel the agreement.

If you have any questions regarding the State Procedures for availability of commodity foods, etc., contact Noelle Sanchez, Program Manager at (505)-841-2602.

## **REWARDS PROGRAM:**

APS Food & Nutrition Services participates in rewards programs similar to Cool School Café points, or an equivalent, to benefit the foodservice program.

**Negotiation of Related Items:**

During the life of the contract, APS reserves the right to negotiate with successful vendor(s) for pricing on items related to this contract but not specifically named herein.

**Nutritional Information:**

Every product proposed must meet all USDA Regulations for use in School Nutrition Programs.

All specifications listed in this RFP document are nutritionally **NSLP** (National School Lunch Program) and **NSBP** (National School Breakfast Program) approved products.

**Product Specification Information:**

Product specification information must be submitted for every item you are proposing on. The minimum requirements for all finished product should include, but not limited to the following:

- Product Name, Item code and Description
- Weight Case/Pack Tie x Hi
- Shelf Life
- Storage Conditions
- Directions for Use
- Ingredients
- Allergens
- Nutrition Information
- Regulatory and Label Compliance
- Manufactures details
- Method of preservation
- GMO Status
- Country of Origin
- Document control including issue date
- Method of traceability
- CN Labels (if applicable)

USDA commodity codes can be found on page 20 & 21.

**Order Confirmation:**

Broker/Representative must provide confirmation of order to State Warehouse and the School District placing orders that are shipped through the State Warehouse, no less than two (2) weeks prior to shipment.

**Ordering of Food Products:**

The ordering of food products shall be made via APS Purchase Order issued by the Procurement Department. Any order placed via any other means may become the personal responsibility of the person placing that order. Once order is placed, all vendors shall provide confirmation within 48 hours of order that includes expected delivery date and product quantities, to Food and Nutrition Services. Confirmation of these orders are to be sent to [juan.saiz@aps.edu](mailto:juan.saiz@aps.edu) and [gloria.kozeliski@aps.edu](mailto:gloria.kozeliski@aps.edu).

**Pricing Methods:**

Approved pricing methods of the products awarded through this RFP shall include; Direct Delivery, through State Warehouse and Distributor (Net Off Invoice NOI).

Pricing should be in accordance with attachments to this RFP for all categories that the vendor is proposing on. Vendor shall provide all pricing information on **attachment A**. This attachment will be used to audit awarded vendors pricing, to ensure APS is receiving the correct price vendor provided in their response.

- **Fee for service (FFS)** – Direct ship transactions that the school district or awarded contractor places directly with the manufacturer. The manufacturer will ship directly to APS Food and Nutrition Warehouse.
- **Commercial Price** – Discount off manufacturer’s list price will be invoiced when allocation of donated foods (bank) has been depleted.
- **Net off invoice (NOI)** –The manufacturer is approved by the State Warehouse and products are routed through a **distributor** who is also approved. This option **must** be Pre-Approved by APS Food and Nutrition prior to placing order(s). Other Districts can seek out NOI pricing through local distribution, through APS Awarded Vendors only.

**Bracket Pricing:**

Attachment A, Please include Bracket Pricing on all items you are proposing, this affects the pricing on items when building truckloads. Bracket pricing **will not** be accepted after contract award.

Brackets are generally divided up by weight or cubes. We’re basically looking for pricing on a quarter truck, half truck, and full truckload. If your pricing is the same for one pallet as it is for 22 pallets, then input the same price in all bracket columns.

In Attachment A, if you are not offering bracket pricing, input “N/A” in the bracket columns titled- Commercial Price 1(TL), Commercial Price 2 (LT), Fee for Service Price 1(TL), and Fee for Service Price 2(LT). Non-bracket pricing should be input in columns titled – Commercial Price 3 (minimum) and Fee for Service Price 3 (minimum).

**Pricing Proposal: – Attachment A**

Pricing sheets have been modified with the current products that are requested by APS. Please review the pricing sheets carefully, specific requirements are provided for each product. Pricing sheets must be typed (no hand written responses will be accepted). Estimated quantities listed in Attachment A are servings.

**If vendor does not have specific item, you may list an equal or better item on column titled – Alternate Item Code, Commercial (if applicable).**

**IMPORTANT: Commercial Price 3 (Minimum) Column, must be filled in for all items you are proposing on.**

This column pricing will be evaluated for points, in the **Evaluation Criteria** (Page 24).

**FAILURE** to fill this column may be cause for the proposal to be deemed non-responsive by the Buyer.

Proposing on items just to secure an award **will not be tolerated** and can disqualify you from doing business with APS.

**Percentage Discount offered:**

In Attachment A, *Percentage Discount offered from Commercial Price* section, please list the discount your company will offer from the Commercial Price, after donated food pounds have been depleted. This section is located on the bottom of each commodity sheet. This section **must** be filled in.



**Usage Reports:**

The awarded vendor shall provide an electronic copy of a usage report monthly/yearly upon the request from Food and Nutrition Services. The report shall provide complete information identifying the item number; description, quantity, manufacturers' commercial price, pass through value (DF pounds), fee for service price, and total amount spent under this agreement. Please submit a sample usage report with your proposal.

**Defective/Damaged Product:**

All defective/damaged products shall be replaced and exchanged by the vendor within five (5) days of notification. Photos will be provided to vendor as verification of damage. At no time will APS hold damaged product(s) for a vendor(s) verification. The cost of transportation and re-shipping or other like expenses shall be paid by the vendor.

If issues in delivery arises, contractor will be notified and be given the opportunity to correct the issue(s). APS Food & Nutrition Services and/or Procurement will make a single phone request. If within 5 days after phone notification the issues have not been resolved, APS reserves the right to cancel the contract. In the event this should occur, APS Procurement and Food and Nutrition Services in conjunction with the contractor will determine a phase out period for ease of transition to a new contractor. At no time will APS be without service.

**Delivery of Food Products:**

All deliveries shall be to the requesting school/department per the purchase order and FOB Destination.

**Customer Support Services:**

Vendor shall provide information that includes policies on replacements, returns, restocking fees, delivery and sales service, and order tracking. Additionally, vendor shall provide to APS details on what mechanism they have in place or will implement to ensure that all orders placed with the vendor are priced correctly per this RFP. Restocking fees is a charge issued when merchandise is returned by APS.

**Delivery:**

Prompt delivery is of the essence and is a factor in determining the successful Offeror. Delivery time after placement of order must be stated in definite terms.

Delivery times quoted must be accurate. Failure to meet the quoted times may result in cancellation of contract and an alternative Offeror will be assigned at the discretion of APS.

Awarded Contractor shall ship all orders in a single shipment whenever possible. Partial shipment of less than 25% of the ordered quantity for any line item will **not** be accepted and will be returned to shipper at shipper's expense.

Juan Saiz or designee, at APS Food & Nutrition Services, will coordinate the placing of orders with the successful contractor.

Successful contractors must call or email Warehouse Manager, Richard Gonzales, (505) 345-5661 ext. 38236, email [Gonzales\\_ric@aps.edu](mailto:Gonzales_ric@aps.edu) or Operations Director, Felipe Nevarez, (505) 345-5661 ext. 38224 or cell (505) 252-2804, email [Felipe.nevarez@aps.edu](mailto:Felipe.nevarez@aps.edu) three (3) days in advance to make delivery arrangements.

Successful contractor(s) are required to deliver to Food & Nutrition Services central warehouse location only.  
**(One way to access loading dock, enter off Chama, 1 block East of Louisiana)**

- **Food & Nutrition Services Warehouse** – 800 Louisiana Blvd. NE Albuquerque NM 87108 which accepts deliveries Monday thru Friday only.
- **Local and over the Road Driver(s)** – Deliveries will be accepted between 8:00 am – 1:30 pm.
- **UPS & Fed Ex** – Deliveries will be accepted between 8:00 am – 1:30 pm.

**All deliveries are required to schedule a delivery time to limit the wait and back up at the loading dock. Deliveries that have scheduled time will have priority. NO EXCEPTIONS**

**Purchase Order and Invoicing Procedures:**

Price Agreement (PA) will be issued to the successful contractor(s) for all awarded items for the duration of the contract. A single Blanket Purchase Order referencing the Pricing Agreement will be issued to the awarded contractor for the duration of the contract.

Proof of delivery document, showing the APS Purchase Order, delivery location, and the full signature with printed name underneath of employee receiving the item(s) must be submitted to APS Food and Nutrition. Initials are not acceptable and will not be processed for payment. APS will not email a signed copy of the proof of delivery to the Manufacturer, unless otherwise request by the manufacturer. APS will not pay for unauthorized purchases.

Itemized invoices, clearly referencing appropriate pricing agreement number and PO number shall be submitted to APS Food & Nutrition Services, 800 Louisiana Blvd. NE Albuquerque NM, 87108. Copies of delivery tickets or proof of delivery, signed by the receiving employees, and other information needed to substantiate charges shall be attached to the invoice for auditor tracking purposes.

APS will make a good faith effort to work with your company to remedy any problems with invoices. If invoices are not generated as per contract pricing and invoiced properly, APS reserves the right to request corrected invoices.

**As a minimum, the following information must appear on all Delivery Tickets and Invoices:**

- a. Price Agreement Number
- b. Purchase Order Number
- c. Invoice Number
- d. Order Date
- e. Delivery Date
- f. Item Number
- g. Item Description
- h. Quantity Shipped
- i. Lot/Batch #'s
- j. Unit Price
- k. Fee for Service Price (if applicable)
- l. Commercial Price (if applicable)
- m. Total Invoice
- n. Location Number
- o. Recipient's Signature
- p. Company Header

**Use of Federal Funds:**

Food Services revenues are derived primarily from Federal sources. Federal Law prohibits application of any residential preference when the expenditure of federal funds designated for specific purchase(s) is involved.

**Guarantee:**

All Offerors must guarantee full satisfaction of their products use or permit unsatisfactory product to be returned for full money refund. Bidders will replace damaged items at no cost to APS.

**Promotional Gifts and Activities:**

APS Policy prohibits the distribution of jackets, shirts, caps or any other clothing items with company or product logo or any other form of advertising to its employees. Furthermore, APS employees are prohibited from entering drawings, contest or other promotional/advertising activities with vendors or potential vendors in connection with a procurement action.

**Protection of Adjacent Surfaces:**

The contractor shall take all measures necessary during the course of delivery to protect existing property including adjacent surfaces, equipment, electrical systems, piping, sidewalks, and landscaping from damage and shall repair promptly any such damage at his own expense and to the satisfaction of APS.

**Awarded Price Agreement:**

Upon award, APS will issue a pricing agreement which will be in effect for the duration of the contract and which will accommodate multiple billings as work is completed.

**The Agriculture Appropriations Act for Fiscal Year:**

**Buy American Provision of the Law:** Section 104(d) of the William F. Goodling Child Nutrition Reauthorization of 1998 requires schools and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the contiguous United States to purchase, to the maximum extent practicable, “domestic commodities or products” for use in meals served under the NSLP and SBP. The legislation defines “domestic” commodities or products for use in meals served under the NSLP and SBP. The legislation defines “domestic” commodity or product as one that is produced and/or processed in the United States substantially using domestic agricultural commodities. “Substantially” means that over 51% of the final processed products consist of agricultural commodities that were grown in the United States.

It is essential that all purchases or agricultural commodities and food products comply with this statutory provision on page 22 of this RFP.

**Categories:** There are eighteen (18) categories that donated pounds would be processed into end products. Manufacturers may submit proposals on more than one category.

**Brand Names:** Brand names as may be noted are for the offeror(s) reference as to level of quality or approved products. Food & Nutrition Services **may** request sample(s) if offering alternate product. Sample(s) will be examined by Food and Nutrition Services per the required specifications. Please supply samples at no cost to APS.

**Equivalent Products:** Equivalent products offered will be evaluated and approved based on a comparison of the proposed equivalent product’s specifications listed. The determination of equivalency shall be based solely of the opinion of the District.

**Substitutions:** No substitutions or product are allowed unless “**written prior approval**” by APS Purchasing Department and Food & Nutrition Services. A substitution, if approved, shall be billed at the same per unit cost

as the original offer item. A substitution not approved will be refused at delivery and bidder will be responsible for return shipment at no cost to APS.

Items may be added throughout the term of the contract, to accommodate Albuquerque Public Schools menus. New items must be approved and registered with USDA before consideration for Albuquerque Public Schools. Products must be appropriate for School Nutrition Programs (SNP's) with proper documentation to include: complete product description, Nutrition Facts, Ingredient List, CN Label (if applicable). New products must have prior written approval from Albuquerque Public Schools, Food and Nutrition Services. Only products not specified elsewhere in the contract may be considered new.

Pricing is subject to the terms and conditions outlined in the procurement solicitation and shall be equivalent to the percentage discount proposed prices for other similar products. Vendor may replace or add products to the contract if; the replacing products are equal to or superior to the original products offered or discounted in a similar degree or to a greater degree and the products meet the requirements of the RFP. Products may not be added to avoid competitive procurement procedures. Albuquerque Public Schools may reject any proposed additions, without cause, in its sole discretion.

Changes on product codes and nutritionals **must** be communicated to Food & Nutrition Services by manufacturer/distributor or broker.

**Categories and Definition of Categories** - not all inclusive

**USDA Commodity Codes**

- **110149 Apples**
  - This category includes and is not limited to; fruit cups, fruit pies, sliced apples.
- **100154 Ground Beef**
  - This category includes and is not limited to; beef patties, beef fingers, beef crumbles, meatballs, breakfast sandwiches, meat sauces.
- **100036 Cheese Blend American**
  - This category includes and is not limited to: sandwiches, cheese portions, Italian and Latin entrees.
- **110242 Cheese Natural American Barrel**
  - This category includes and is not limited to; cheese portions. cheese slices, shredded cheeses, cheese sauces, cheese cups, prepared foods; such as sandwiches, cheese filled bread sticks.
  -
- **110244 Cheese Mozzarella**
  - This category includes and is not limited to; pizzas, calzones, ravioli, lasagna, Italian specialties, various cheese portions, shredded cheese.
- **110254 Cheese Cheddar Yellow**
  - This category includes and is not limited to; burritos, enchiladas, quesadillas. Latin Specialties, various cheese portions, shredded cheese.
- **100103 Chicken Bulk**
  - This category includes and is not limited to; chicken patties, chicken nuggets, shredded chicken, drumsticks, sandwiches, sausage.

- **100113 Chicken Legs**
  - This category includes and is not limited to; chicken nuggets, shredded chicken, various Asian specialties.
- **100912 Flour**
  - This category includes and is not limited to; dinner rolls, biscuits, pretzels, various bread items
- **100220 Peaches**
  - This category includes and is not limited to; fruit cups, fruit pies.
- **100212 Mixed Fruit**
  - This category includes and is not limited to: fruit cups, fruit pies.
- **110700 Peanuts Raw**
  - This category includes and is not limited to; sandwiches, cups, snacks
- **100193 Pork Picnic**
  - This category includes and is not limited to; diced pork, shredded pork, barbeque pork, burritos, sausage, breaded pork products.
- **100506 White Potatoes**
  - This category includes and is not limited to; french fries, roasted potatoes, hashed browns, frozen mashed potatoes, various chopped and formed products.
- **110227 Potato Dehydrated**
  - This category includes and is not limited to; dried mashed potatoes, hashed browns, and various potato casseroles.
- **100332 Tomato Paste**
  - This category includes and is not limited to; ketchup, salsa canned and cups, marinara sauce canned and cups, various sauces.
- **100124 Turkey Whole**
  - This category includes and is not limited to; turkey roasts, shredded turkey, turkey crumbles, various sliced meats, franks.
- **100047 Whole Eggs**
  - This category includes and is not limited to; hard cooked eggs, frozen scrambled eggs, omelets, egg patties, frittatas, French toast.

**MUST FILL OUT REQUIRED INFORMATION, SIGN AND SUBMIT WITH PROPOSAL**

**Buy American Requirements**

The following three documents (hyperlinks) are consistent in defining the Buy American requirements.

1. [Richard B Russell National School Lunch Act \(n\)1 \(A\) and \(B\)](#)
2. [7 CFR 210.21 Procurement, \(3\)d and](#)
3. [SP 20-2006: Procurement questions related to the Buy American Provision](#)

The Richard B. Russell National School Lunch Act provides in Section 12(n) the Buy American provision which requires that school food authorities (SFAs) operating school meals programs purchase domestically produced (grown) and processed foods, to the maximum extent practicable. The Buy American provision was codified in the National School Lunch Program regulations at 7 CFR 210.21(d). A “domestic commodity or product” is defined in the Federal regulations as:

- (i) an agricultural commodity that is produced in the United States (U.S.); and
- (ii) a food product that is processed in the U.S., substantially using agricultural commodities that are produced in the U.S., 7 CFR 210.21(d).

The language about ‘*substantially*’ using U.S., agricultural commodities is referring to products that are processed in the U.S., comprised of at least 51% domestic ingredients. According to the regulations, a food product must meet a two part test to be considered a domestic commodity or product: (1) the food product must be processed in the U.S.; and (2) the food product must be processed substantially using agricultural commodities that are produced in the U.S. There is no further need to determine whether 51% of a foreign product consists substantially of agricultural commodities that are produced in the U.S., because the product does not meet the first part of the test as it is not processed in the U.S.

Waivers to the Buy American provision are rare. While the Food and Nutrition Service (FNS) sets the Buy American requirements by which States and SFAs must abide, keep in mind that USDA is not a part to the contract between the SFA and its food supplier. It is the responsibility of the SFA to document that there is basis for allowing an exception (waiver); it is unacceptable for exceptions to be granted without substantial evidence that either of the two following situations have occurred:

- 1) The product is not produced or manufactured in the U.S., in sufficient and reasonable available quantities of a satisfactory quality; **and**
- 2) Competitive bids reveal the costs of a U.S., product is significantly higher than the foreign product.

Availability, cost, and quality are factors an SFA must weigh when considering the purchase of non-domestic products. The SFA needs to review current market information to determine if purchasing a specific non-domestic product meets one or more of the exceptions to the Buy American provision.

SFAs are encouraged to include in their bidding process a requirement for certification similar to: “We require that suppliers certify the percentage of U.S., content in products supplied to us. If you are unable or unwilling to make such certification, we will not purchase from you.” Appearing under this statement could be the sentence, “We certify that our U.S., **processed \_\_\_\_ have at least \_\_\_\_% U.S., content,**” with space for the supplier to fill in the name of the product and its percentage of domestic content. The SFA’s active role in clarifying the Buy American provision to all contractors in the bidding process helps ensure that contractors have a clear understanding of the Federal requirements and the ingredients contained in a product during the manufacturing process do not contain significant foreign content. Additionally, the best tool an SFA has to ensure that the Buy American provision is being followed is its contract with the distributor. If an SFA writes a contract with specific provisions and administers its contract properly, many conflicts or issues with the distributor can be avoided.

It is important for both SFAs and distributors to recognize that the determination as to whether a product meets the requirements of the Buy American Contractual provision rests with the SFA; it is not enough to assume that a product with a well-recognized American brand name or a product supplied by a domestic foodservice distributor complies with the Buy American provision. Distributors/suppliers should, in good faith, facilitate this process and provide the SFA with sufficient information regarding the country of origin for each end product in order for the SFA to make a determination. These efforts will enable distributors and suppliers to provide SFAs with products that meet the specifications of their contract. A brief description of the Buy American Requirement is printed behind the front cover of the Food Buying Guide for Child Nutrition Programs.

**Signature of Company Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Company Name /Certifying Official Signature)**

# **EVALUATION CRITERIA**

## EVALUATION CRITERIA

**\*\*\*The Offeror should contact Buyer for clarification of evaluation criteria or terminology\*\*\***

	Possible Points	Points This RFP
<b>Company Profile</b> <ul style="list-style-type: none"> <li>Submit company profile; Submit detailed and in-depth information describing your company’s qualifications providing services as requested in the Scope of Work. Include proof of your State of New Mexico Approved Processor.</li> </ul>	10	
<b>Experience and References</b> <ul style="list-style-type: none"> <li>Submit a minimum of three (3) past and/or current K-12 public schools or public entities that your company has provided similar services as requested in the Scope of Work. Include number of years providing service, description of the service, contact person name, telephone number and email address.</li> </ul>	10	
<b>Delivery and Customer Service</b> <ul style="list-style-type: none"> <li>Submit written information regarding bracket delivery methods, minimum quantity for delivery and lead times.</li> <li>Submit written information regarding policies on returns, replacements, and restocking fees.</li> <li>Please provide a sample usage report (both monthly and yearly) that meets requirements contained on page 17 of this document. Provide detailed information on how APS staff will be able to retrieve usage reports.</li> </ul>	10	
<b>Nutritional Standards</b> <ul style="list-style-type: none"> <li>Describe in detail how your company meets the USDA Regulations for School Nutrition Programs.</li> </ul>	10	
<b>Product specification Information</b> <ul style="list-style-type: none"> <li>Products specification information must be submitted for every item you are proposing.</li> <li>Product spec. information requirements contained on page 15.</li> </ul>	10	
<b>Quality of Products Offered</b> <ul style="list-style-type: none"> <li>Processed products are expected to be handled under the highest standards of quality control. The manufacturer is responsible for the quality of the product being offered and subsequently awarded. Please describe in detail the process for quality control.</li> </ul>	20	
<b>Pricing Proposal Attachment A:</b> <ul style="list-style-type: none"> <li>Submit detailed information as requested in Attachment A. All columns of Attachment A must be filled out with pricing or “N/A”. Evaluation points will be factored from <b>Commercial Price 3 (Minimum)</b> <b>FAILURE</b> to fill this column may be cause for the proposal to be deemed, non-responsive by the Buyer.</li> </ul>	30	
<b>Offerors Submission</b> <ul style="list-style-type: none"> <li>Offerors following RFP instructions for submission and comply with solicitation format explicitly.</li> </ul>	5	
<b>Total Possible Points</b>	<b>105</b>	
<b>Interview ( if needed)</b>	<b>50</b>	



Total Possible Awarded Points	105-155	
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**PROPOSAL – DETAILED REQUIREMENTS**

The Offeror is particularly encouraged to address all evaluation criteria that will be evaluated as described herein. If a factor of evaluation is not adequately responded to by the Offeror, the Offeror may be determined to be non-responsive.

**SUBMITTAL REQUIREMENTS**

**ATTENTION:**

Proposals must be submitted electronically via Vendor Registry by required date and time as noted on Bid/RFP documents.



<https://vrapp.vendorregistry.com/Vendor/Register/Index/albuquerque-public-schools-nm-vendor-registration>

**Important Information:** Albuquerque Public Schools Online Bidding System (Vendor Registry) utilizes the Internet and the World Wide Web which is comprised of systems that are completely out APS’s control including but not limited to: the District, its agents, and registered suppliers' respective internet service providers. The District and its agents are not responsible for Internet outages, hardware failures, software failures, downtime, internet slowness, acts of God, power failures, and or user errors. All bids/proposals must be submitted before the due date regardless of your organization's ability to submit proposals online. It is the suppliers' responsibility to ensure that Bid/RFP offers arrive before the due date and time.

Proposers understand and agree that technical support may not be readily available the day of and or the hours/minutes prior to a bid closing time (Due Date/Time). Proposers also understand and agree that internet access, browsers, and operating systems are not supported by the District and/or its agents. **Suppliers are strongly encouraged to review, create, and submit all electronic bid responses several days in advance of the due date and time.** Please Note: **There is no fee to submit a bid/RFP response, contact Vendor Registry Customer Service for assistance if you see a fee is required.**

# Vendor Registry Proposal Format

Do not upload individual files for each individual document. Create a file no larger than 800mb with the required information per the format listed below. You should have no more than 4 files uploaded onto Vendor Registry.

Upload files onto Vendor Registry and label them by category. Files by category are listed below for your reference. If a file is larger than 800mb, please upload additional files and label it; part 2, part 3 etc. for that category.

Note: Files cannot exceed 800mb.

## Category/File Name

# 1 File - Attachment A Pricing Proposal – Spreadsheet

#2 File - Required Forms to include:

- a) Buy American Requirement Form – Signed
- b) Letter of Transmittal – Signed
- c) Campaign Contribution Disclosure Form – Signed
- d) Conflict of Interest, Non Collusion and Debarment/Suspension Form – Signed
- e) Terms & Conditions Statement of Confidentiality Form - Signed
- f) Addendums (if applicable) – Signed

#3 File – Product Specification Information – **only submit product specification sheets you are proposing on.**

#4 File - Evaluation Criteria to include:

- a) Company Profile
- b) Experience & References
- c) Delivery & Customer Service
- d) Nutritional Standards
- e) Quality of Products Offered
- f) Usage Report (sample)

# **FORMS & ATTACHMENTS**

LETTER OF TRANSMITTAL FORM  
**SUBMIT WITH YOUR PROPOSAL**

Items one (1) to four (4) each **MUST** have a response, failure to respond to all four items **WILL** result in the disqualification of your proposal.

1. Identity (Name) and Mailing Address of the submitting organization:


2. For the Person authorized by the organization to contractually obligate the organization:

Name	
Title	
E-Mail Address	
Telephone	

3. For the person authorized to negotiate the contract on behalf of the organization:

Name	
Title	
E-Mail Address	
Telephone	

4. For the person to be contacted for clarifications:

Name	
Title	
E-Mail Address	
Telephone	

- On behalf of the submitting organization named in item one (1) above, I accept the Terms and Conditions governing the Procurement.
- I agree that submission of our proposal constitutes acceptance of the Evaluation Factors contained in this RFP.
- I acknowledge receipt of any and all amendments of this RFP.



Authorized Signature and Date (**Must be signed** by the person identified in Item #2, above.)

# COMPLIANCE

***(REQUIRED LEGAL FORMS)***

*All of the following forms must be signed and submitted with your proposal or your proposal may be rejected.*

# CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The Prospective Contractor must disclose whether they, a family member or a representative of the Prospective Contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the Contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the Prospective Contractor, a family member or a representative of the Prospective Contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a Prospective Contractor, a family member of the prospective Contractor, or a representative of the Prospective Contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a Prospective Contractor fails to submit a fully completed disclosure statement pursuant to the law.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the Prospective Contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to federal, statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Person”** means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“**Prospective Contractor**” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“**Representative of a Prospective Contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the Prospective Contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title (position)

– OR –

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title (position) Offeror Business Name



**CONFLICT OF INTEREST, NON-COLLUSION AND  
DEBARMENT/SUSPENSION CERTIFICATION FORM**  
**CONFLICT OF INTEREST**

As utilized herein, the term "Vendor" shall mean that entity submitting a proposal to Albuquerque Public Schools in response to the above referenced bids/request for proposals.

**The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge:**

No employee or board member of Albuquerque Public Schools (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any Albuquerque Public Schools employee, board member or close relative, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator: \_\_\_\_\_ List below the name(s) of any Albuquerque Public Schools employee, board member or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor's stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor.

**CERTIFICATION OF NON-COLLUSION STATEMENT**

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity. Does vendor agree? **YES Initials of Authorized Representative of vendor** \_\_\_\_\_

**DEBARMENT/SUSPENSION STATUS**

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or any State agency or local public body, or in receipt of a notice or proposed debarment from any Federal or State agency or local public body. The vendor agrees to provide immediate notice to Albuquerque Public School's Purchasing Department in the event of being suspended, debarred or declared ineligible by any department or agency of the Federal government, or any agency of local public body of the State of New Mexico, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

**CERTIFICATION**

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST, NON-COLLUSION and DEBARMENT/SUSPENSION Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named **and that the information contained in this document is true and accurate to the best of their knowledge.**



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

Name of Person Signing (typed or printed): \_\_\_\_\_

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

Email: \_\_\_\_\_

Name of Company (typed or printed): \_\_\_\_\_

Address: \_\_\_\_\_ City/ State: \_\_\_\_\_



**ALBUQUERQUE PUBLIC SCHOOLS**  
**TERMS AND CONDITIONS**  
**STATEMENT OF CONFIDENTIALITY**

The undersigned employee of/subcontractor to \_\_\_\_\_, hereinafter referred to as "Offeror" and/or "Contractor", agrees, during the RFP process, and during the term of the Contract between Contractor and the Albuquerque Public Schools (APS) and forever thereafter, to keep confidential all information and material provided by APS or otherwise acquired by the Employee/Subcontractor, excepting only such information as is already known to the public, and including any such information and material relating to Attachments of this RFP, and relating to any client, vendor, or other party transacting business with APS, and not to release, use or disclose the same except with the prior written permission of APS. This obligation shall survive the termination or cancellation of the Contract between Contractor and APS or of the undersigned's employment or affiliation with Contractor, even if occasioned by Contractor's breach or wrongful termination.

The undersigned recognizes that the disclosure of information may give rise to irreparable injury to APS, a client or customer of APS, or to the owner of such information, inadequately compensable in damages and that, accordingly, APS or such other party may seek and obtain injunctive relief against the breach or threatened breach of the within undertakings, in addition to any other legal remedies which may be available. The undersigned acknowledges that he or she may be personally subject to civil and/or criminal proceedings for such breach or threatened breach.



\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Offeror Business Name

\_\_\_\_\_  
Date

## **PROPOSAL SUBMITTAL REQUIREMENTS AND CHECKLIST**

Please submit your completed proposal, including the following items. Note that the requested information is mandatory and **failure to submit these items with your response may deem it non-responsive and may be disqualified.**

- Letter of Transmittal, **SIGNED**
- Evaluation Criteria Documentation
- Price Proposal Attachment A
- Sample Usage Report
- Buy American Requirements, **SIGNED**
- Completed Conflict of Interest and Debarment/Suspension Form, **SIGNED**
- Campaign Contributions Disclosure Form, **SIGNED**
- Statement of Confidentiality, **SIGNED**
- Addendums (**if applicable**) – **before** submitting your proposal, please check for addendums here:  
<http://www.aps.edu/procurement/current-bids-and-rfps> **SIGNED**

*\* If items are not completed as required, your proposal may be deemed non-responsive.*