WACO INDEPENDENT SCHOOL DISTRICT

Business Services Department
501 Franklin Avenue, Waco, TX 76701
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Date Bid Issued: December, 2019
Bid Number: RFP # 19-1150
Bid Opening: Friday, January 10, 2020 # @ 2:00 PM

Request For Proposal: Restaurant and Catering Services
Bid Opening Time & Date: Friday, January 10, 2020 at 2:00 P.M
Contact Person for this Bid: Judy Monroe, Buyer

Introduction, Scope of Work & Instructions to Bidders:

Request for Proposal, **RFP # 19-1150** for **Restaurant and Catering Services** will be received electronically through the district's e-bidding system until the bid deadline of **Friday, January 10, 2020 @ 2:00 P.M. CST.** Please answer all questions online and submit your online response by the bid deadline. For questions, direct them online in the questions portal on this site. This bid is being issued to create a list of approved vendors in which the District can utilize on an as need basis for Restaurant and Catering needs. **This bid does not ask for individual pricing on specific items**.

PLEASE NOTE: THIS IS A NEW BID FOR ALL RESTAURANT AND CATERING COMPANIES. IF YOU WERE APPROVED ON THE PRVIOUS BID, YOU MUST SUBMIT A RESPONSE TO THIS SOLICITATION IN ORDER TO REMAIN AN APPROVED VENDOR.

This Bid does not obligate the Waco ISD to award a contract or to pay costs incurred in the preparation or submittal of any offer.

This bid must remain open for acceptance for a period of ninety (90) days. The District shall have the right to accept or reject any or all Bids, or any part thereof, and to waive any technicalities in the best interest of the District.

Scope of Work

The Waco Independent School District will be accepting electronic bid proposals for area merchants which would be interested in providing Restaurant and Catering Services to Waco Independent School District. This bid is not asking for individual pricing on specific menu items. This bid is creating a list of vendors which will be approved to use on an as needed basis by the District. These services would be used for meetings, luncheons, banquets, UIL events, and any other occasion as needed by the District.

Terms of Agreement: This initial bid will expire on January 30, 2024. If additional vendors are needed, supplemental bids will be issued on an as needed basis after each of the annual anniversary dates..

Award of Bid: It is the intent of the District to award this bid at the January 2020, Board Meeting. It is also the intent of the District to award this bid to multiple vendors, therefore all valid responsive bids will be accepted.

Bid Contest Procedure: Anyone wishing to contest a recommendation for award of Bid(s) and/or to present additional information relevant to the Bid, will be required to complete a special form stating the reason(s) for information relevant to the Bid award. The completed form shall be filed with the Director of Purchasing **no less than four (4) hours** prior to the meeting of the Board of Trustees. The vendor may not inject new information other than that presented on the input form. Vendor must contact Director of Purchasing to receive this form

Authorization: The Waco Independent School District will not be responsible for any goods delivered without a purchase order signed by the Director of Purchasing, **therefore vendors should not accept orders for services or without a valid purchase order.**

Late Proposals: The District is not responsible for late proposals submitted either electronically through the online bidding system nor is the district responsible for late proposals that are delivered in person or mailed to the purchasing office. The online bidding system will automatically reject any proposals submitted after the bid deadline and the time/date stamp clock in the Waco ISD's Business Services Department shall be the official date and time for delivered or mailed proposals.

Ethics: The proposer shall not offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the District.

Pricing:

- If a discount percentage is offered, it will remain firm for the duration of this contract and any extension periods.
- The percentage discount offered will be based on the current published catalog pricing, shelf or list price.
- Proposers must indicate a percentage discount even if the discount is "0%".
- A price list especially prepared for this bid/proposal will not be accepted.
- If an online catalog is offered in addition to the printed catalog, the pricing must be consistent

Interlocal Agreements with other School Districts through the Central Texas Purchasing Alliance

A. *Membership*. Waco Independent School District (WISD) is a member in good standing of the Central Texas Purchasing Alliance (CTPA / txctpa.org), an alliance of over 40 school districts in Texas representing over a million students, sharing information, services and contractual opportunities. CTPA is an alliance created in accordance with Section 791.001 of the Texas Government Code through Interlocal agreements.

B. *Adoption of Awarded Contracts*. In support of this collaborative effort, all awards made by Waco Independent School District may be adopted by other active CTPA member districts. By adopting a contract from another CTPA member district, the adopting district has met the competitive bidding requirements established by the Texas Education Code, Section 44.031(a)(4) and as required by the adopting district's policies. There is no obligation on either party to participate unless both parties agree. The goods and services provided under the contract will be at the same or better contract pricing and purchasing terms established by the originating district.

C. *Adopted Contract Management*. The adopting district shall be responsible for the management of the new contract and all payments to the contracted vendor. The originating district shall have no responsibilities under the new contract agreement.

By submitting a bid, each bidder agrees to waive any claim it has against the district, and its respective employees arising out of in connection with the administration, evaluation, or recommendation of any bid; waiver of any requirements under the bid documents, or the contract documents, acceptance or rejection of any bids; and award of the contract.

By execution and submission of this bid, the bidder hereby represents and warrants to the district as follows: "The bidder has read and understands the bid documents and the contract documents and this bid is made in accordance with the documents."

This Bid does not obligate the Waco ISD to award a contract or to pay costs incurred in the preparation or submittal of any offer. The District shall have the right to accept or reject any or all Bids, or any part thereof, and to waive any technicalities in the best interest of the District.

*******THIS DISTRICT HAS IMPLEMENTED A "NO CONTACT" PROCEDURE DURING THE BIDDING PROCESS. THIS MEANS THAT FROM THE DATE THE BID IS ISSUED UNTIL THE DATE THE BID IS AWARDED BY THE BOARD, THERE SHALL BE NO CONTACT BY ANY VENDOR TO ANY DISTRICT EMPLOYEE (EXCLUDING THE BUSINESS SERVICES DIRECTOR AND BUSINESS SERVICES STAFF) OR BOARD MEMBER IN RELATION TO THIS BID, UNLESS AUTHORIZED BY THE BUSINESS SERVICES DIRECTOR.**