

May 2021

REQUEST FOR PROPOSAL (RFP)

LAUNDRY PRODUCTS AND SERVICES

Cedar Rapids Community School District

The Purchasing Office of the Cedar Rapids Community School District is requesting proposals/offers for Food and Nutrition Laundry Products and Services for School Year 2021-22, beginning August 1, 2021 and ending July 31, 2022 with up to three (3) 1-year renewals.

The Purchasing/Business Office and/or Board of Directors of each School District reserve the right to reject any and all offers or any part thereof, to waive any immaterial defect or informality and to enter into such contract or contracts as shall be deemed in the best interest of their School Districts in the County of Linn, State of Iowa.

Type of contract to be awarded: Service Contract for Fixed Fee Product

Proposal Deadline: May 24, 2021 at 10:00 AM

Proposal Submission]:

Hardcopy Submissions:

All offers must be sealed in an opaque envelope and addressed to:
Tom Day, Manager of Purchasing
Cedar Rapids Community School District
2500 Edgewood Road NW
Cedar Rapids, Iowa 52405-1015

The envelope must be clearly marked on the outside:
RFP-Food and Nutrition Laundry Products and Services

Electronic Submissions: E-Mail: bids@crschools.us

Make sure documents are scanned with signatures in place. Place the wording "RFP-Food and Nutrition Laundry Products and Services" in the subject line.

Questions regarding this RFP are to be directed to:

Tom Day, Manager of Purchasing
Phone: (319)558-1249
Fax: (319)558-2327
Email: tday@crschools.us

SPECIFICATIONS – LAUNDRY PRODUCTS AND SERVICES

GENERAL

The successful Vendor will be required to furnish and provide all designated facilities laundry products and services as specified and meet with the intent of these specifications.

The Cedar Rapids Community School District, by mutual agreement, may extend the opportunity to participate in this Request for Proposal to the following Metro Area Districts, Marion Independent School District will participate in 2021-22.

Product and services may vary between buildings within the district and between districts. A separate purchase order / agreement will be issued by the respective districts.

OBJECTIVE

The primary goal of Child Nutrition Programs is to protect the health and well being of the nation's children as stated in the National School Lunch Act of 1946. Districts identified in this RFP participate in the National School Lunch and Breakfast Programs for reimbursement of meals that meet federal standards and are allocated USDA commodities for use in school meals through the Food Distribution Program. In accordance with federal Buy American Law, the School desires to purchase domestic food products/supplies to the maximum extent practical.

PROCEDURAL REQUIREMENTS

CAUTION: Proposers are cautioned to become fully informed as to the extent and character of the work required. No consideration will be granted for any alleged misunderstanding of the materials to be furnished or the work to be done; it is further understood that the submission of a proposal is an agreement to all items and conditions referred to herein.

Modifications, additions, or changes to the terms and conditions of this Request for Proposal may be cause for rejection of a proposal. Proposers are required to submit all proposals on the School District's official forms, proposals not submitted on District's forms will be rejected.

Prior to submission or openings, errors may be crossed out, corrections entered, and initialed by the person signing the proposal. No proposals shall be altered or amended after the specified time for opening. The reason for this requirement is to prevent apprehensions on the part of proposers that School District officials might alter price proposals.

DISTRICT PROFILES

| District | ADP Lunch | ADP Breakfast | Delivery Sites |
|-------------------------|--------------|------------------|-------------------|
| Cedar Rapids Schools | 11,000 | 5,500 | 32 |
| Marion ISD | 1,100 | 325 | 1 |
| | | | |

GENERAL DELIVERY REQUIREMENTS

- Deliveries shall meet and comply with HACCP and OSHA regulations.
- Driver and helpers shall request the authorized school receiver, or the designated representative, to verify the accuracy of items, quantities of each item, total quantities, and condition of merchandise.
- A designated school receiver shall sign each packing slip.
- Variations from the invoice/packing slip, i.e.: shortages, damages, etc., shall be noted on each ticket by the designated school receiver and initialed by both the driver and school receiver. If delivery is made before a school representative is present, variations can be noted/communicated within 24 hours.
- Deliveries shall be made between the hours of 7:00 a.m. and 1:30 p.m. or as otherwise arranged with mutual agreement by school district and vendor.
- Delivery schedules need to be flexible with student safety as a priority.
- Drivers and helpers shall deliver merchandise into designated storage areas at each school.
- Soiled products will be picked up weekly, or as agreed upon.
- For schools not operating summer programs, soiled product shall be picked up within 10 days of the last day of school.
- Service is required for schools operating summer programs. Usage may be less than normal and therefore service inventory shall be adjusted based on need and input from district.
- Vendor will be responsible for any and all damages caused by the vendor to existing facilities and equipment.
- A list of schools requiring services will be provided when the bid is awarded.
- Successful vendor shall submit a delivery schedule and discuss procedures for ordering.

ORDERING PROCEDURE & INVENTORY LEVEL

Initial orders and inventory levels will be determined by the districts' central offices. Individual schools may request temporary changes in inventory levels; however, long term adjustments must be pre-approved by the Food and Nutrition office. Products, such as towels, shall be sorted and good quality.

NEW PRODUCTS

All new products must be pre-approved for use by a representative of the central office of the Food and Nutrition Department.

BILLING

- Original invoice must be received by the district either directly or via the delivery sites.
- Separate credit memos are to be issued and must not be included with any other invoices.
- All credits shall remain in the vendor's accounting system until processed by the District.
- Payments will be made by the School District at a minimum of once a month with

- specific invoice cutoff dates arranged with awarded vendor.
- A monthly statement shall be provided by the vendor.
- Billing Addresses will be provided to the successful bidder upon award.
- If vendor assesses a fee for damage product, the district requests a monthly fee which shall be considered in the overall proposal. School nutrition programs historically would be considered light use, with minimal wear and damage to products.

CONTRACT

Prices shall be fixed for the entire 2021-22 school year – August 1, 2021 through July 31, 2022. No assignment of interest in this contract will be permitted without written approval of the School District.

The District(s) reserves the right to extend the agreement for up to three (3) 1-year periods after the lapse of the agreement for 2021-22 based on satisfactory performance and bid compliance.

PRICING

The prices shall include all charges for services including packing and transporting to the individual schools. Prices quoted will not include Federal Excise Tax or State Sales Tax and shall remain fixed for the contract term. The School Districts involved in this contract are tax-exempt organizations. State Sales and Use Tax Certificates of Exemption forms will be issued upon request.

CERTIFICATION

Upon submitting your bid, you certify that you are in a position to perform this contract, having available at all times quantities of products required and will guarantee to deliver in accordance with specified requirements.

TERMINATION

Individual Districts may terminate the contract at any time that the awarded vendor fails to carry out its provisions.

The district will provide the vendor written notice of conditions endangering the contract. The vendor must provide in writing their solution, with timeline, to correct the violation. Corrective action must be approved by the school district. If after the notice, the vendor fails to remedy the conditions contained in the notice in a timely manner, the District(s) shall terminate the contract.

The School Districts shall be obligated only for those services rendered and accepted before the date of notice of termination less any damages that may be assessed for non-performance.

With mutual agreement of both parties, upon receipt and acceptance of not less than thirty (30) days written notice, the contract may be terminated on an agreed date before the end of the contract period without penalty to either party.

Notwithstanding any other provisions of the contract, if funds anticipated for the continued fulfillment of this contract are at any time not forthcoming or insufficient, either through the failure of the State or the District to appropriate funds or through discontinuance of material alteration of the program for which funds were provided, the School Districts shall have the right to terminate this contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funds.

END OF CONTRACT

In the event the vendor's contract is not renewed, the vendor shall remove all company equipment/product no earlier than the last day of the contract and within 20 working days of the end of contract. Final payment will be withheld until the task is complete to the district's satisfaction.

ETHICS/PROFESSIONAL CONDUCT

- The vendor shall provide competent supervision of employees.
- The vendor shall perform work without unnecessary interference with work in progress by the District employees.
- Upon request, the vendor shall furnish the District with a complete list of all employees who will be working on School District property.
- The District(s) reserve the right to bar from its premises any employee of the vendor for any cause that the District deems reasonable.

INSURANCE

The awarded vendor will supply a certificate of Insurance with the Districts named as an additional insured.

AWARD

A committee will evaluate the bid responses based on the criteria:

- Competitive Pricing
- Completeness of bid response
- The extent to which the goods and services meet the District's needs
- Quality of vendor's goods or services

OTHER

Companies providing services to the district as a contractor or as operating or managing the operations of a contractor must comply with the Standard Rules for Contractors attached and submit the "Acknowledgement and Certification"- Attachment B page.

SUSPENSION AND DEBARMENT CERTIFICATION

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds for \$25,000 or more, and all sub recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing

business with the Federal Government. (Debarment Certification Form – Attachment C)

DRUG FREE WORKPLACE ACT

The contractor must comply with all terms and conditions of the Drug Free Work Place Act, S.C. CODE ANN.44-107-10 et seq. (1976, as amended), if this contract is for a stated or estimated value of \$50,000 or more.

TOBACCO FREE WORKPLACE

Tobacco use or smoking is not allowed on the school district's premises. The word "premises" for purposes of this section shall include inside personal or company trucks or automobiles parked on school property.

ASSURANCE OF CIVIL RIGHTS COMPLIANCE

The contractor agrees to comply with Civil Rights Compliance

ITEMS TO SUBMIT TO BE CONSIDERED A COMPLETE BID RESPONSE

- Attachment A, B, and C – Please respond to all line items and questions
- Product Samples

Signature Required

STANDARD RULES FOR CONTRACTORS WORKING FOR CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT

These rules shall apply to all contractors. A contractor shall be defined as companies or persons (not employees of the Cedar Rapids Community School District) doing work on any property owned by the Cedar Rapids Community School District. These rules are not all inclusive.

PROTECTION OF THE BUILDINGS AND MATERIALS

The Contractor shall protect all parts of the project and site affected by construction operations and is to arrange his work so that the Owner is not needlessly inconvenienced. Contractor is to repair all damages caused by his work, keep premises clean and upon completion remove all rubbish and surplus material and leave the site clean and in good repair so far as his work is concerned.

NOISE AND DISRUPTION OF CLASSES

At no time shall any Contractor disrupt classes by either noise or by entering rooms where class is in session, unless permission has been granted by the school principal.

OWNERS RIGHTS TO MATERIALS

The Owner reserves the right to retain ownership to any materials or equipment that are part of the existing facility. If materials or equipment are to be removed from the site, Contractor shall detach such items and before removing items from site, obtain permission from the Manager of Buildings and Grounds or his designee to do so. All items not retained by Owner shall be removed in a proper manner by the Contractor.

EQUAL OPPORTUNITY POLICY

Because it is the desire of the Cedar Rapids Community School District to encourage equal employment policies, all Contractors, including suppliers supplying goods or services to the School District, are expected to comply with the spirit of equal opportunity employment, as well as with the letter of all applicable statutes and regulations. Compliance shall require Contractors not to discriminate and, in addition, to take reasonable affirmative action to insure that members of minority groups are effectively accorded equal employment opportunities.

ASBESTOS

All buildings in the School District contain asbestos.

It is the contractors responsibility to become familiar with the locations of asbestos in

any building that he/she is working on and be responsible for any disturbance of the asbestos that he/she intentionally or accidentally causes.

It is also the responsibility of the contractor to utilize the AHERA Management Plan which is located in the main office of each building and inform his/her employees/subcontractors of the locations where asbestos materials have been identified. The AHERA Management Plan is not to leave the buildings. If the contractor desires a copy of the information showing the asbestos locations, he/she may request it from the Manager of Buildings and Grounds and will be charged the cost of reproduction.

Contractors shall not remove or disturb any asbestos unless licensed to do so by the State of Iowa. If asbestos must be removed to carry out the work, contact the Manager of Buildings and Grounds who will contract for its removal in a proper manner.

At no time shall any product be sold to the Cedar Rapids Community School District that contains asbestos.

HAZARDOUS SUBSTANCES

The contractor shall submit to the Construction Projects Supervisor before construction begins, two copies of material safety data sheets of hazardous substances to be stored on the Owner's premises or incorporated in the performance of this contract. The Contractor shall also keep material safety data sheets posted at the work site for all substances while these substances are on the Owner's premises, hazardous substances shall be any substance which is covered by Iowa law (Right to Know Rules).

It is the Contractor's responsibility to obtain copies of the material safety data sheets and the Hazardous Communication Program which lists and describes hazardous substances stored on the school's premises, and inform their employees of the potential exposure. This information is available in the administrative office of each building. Further details may be obtained from the Manager of Buildings and Grounds or the Construction Projects Supervisor.

INSURANCE

All Contractors shall supply a certificate of insurance with the minimum coverage shown as follows, with the District named as an additional insured which includes Completed Operations.

No construction work shall be started under this contract until the insurance requirements have been satisfied.

Workers' Compensation shall be carried by the contractor in accordance with the Iowa Workers' Compensations statutes.

Commercial General Liability limits of \$1,000,000 each occurrence and \$2,000,000 aggregate.

The Comprehensive General Liability insurance shall include coverage for underground, explosion and collapse hazards.

Commercial Automobile Liability coverage, including hired and non-owned liability, with Bodily Injury limits of \$500,000 each person and \$1,000,000 aggregate and Property Damage limits of \$250,000 each occurrence, or a combined single limit of \$1,000,000.

Excess or Umbrella Liability coverage shall be provided with a limit of \$1,000,000 each occurrence and \$1,000,000 aggregate.

The contractor shall name the Cedar Rapids Community School District and their agents and employees as an Additional Insured on all policies listed above for the contract involved and a certificate, or a policy if requested, should be filed with the School District evidencing this coverage. Iowa Governmental Immunities endorsement is to be included pursuant to Iowa Code 670.

All certificates and/or policies of insurance furnished by the contractor are to be filed with the Owner and shall include the name and address of the agency issuing the same. All certificates and/or policies shall be signed.

The Owner shall purchase property insurance upon the entire Work at the site to the full insurable value thereof. This insurance shall exclude the contractor's and subcontractor's equipment, tools, and machinery that are not incorporated into the work. The Property Insurance shall be written under a "Special Cause of Loss Form" to include perils of fire, lightning, windstorm, vandalism, and theft, as well as other perils normally covered by standard Insurance Service Office Special Cause of Loss Form.

The contractor shall provide insurance coverage for portions of the work stored off the site, and also for the portions of work in transit.

CONTRACTOR REGISTRATION

All contractors and their subcontractors shall be registered with the labor commissioner as per chapter 91C of the Iowa Code.

SMOKING

Smoking is not allowed on the Owner's premises. The word "premises" for purposes of this section shall include inside personal or Company trucks or automobiles parked on school property.

SEX OFFENDER ACKNOWLEDGMENT AND CERTIFICATION

Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the District. The

Contractor and all sub-contractors acknowledge and certify that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor or sub-contractor at the schools of the District.

The Contractor and all sub-contractors shall provide a signed original of an Acknowledgment and Certification letter (provided at the end of this section). No worker of the Contractor or any sub-contractor will be allowed to work on site until this letter is received by the District.

It shall be responsibility of the Contractor to provide the Acknowledgment and Certification letter to all sub-contractors. An initial list of sub-contractors shall be provided to the Architect with the signed contract. Updates to the sub-contractor list shall be provided to the Architect within three (3) days after any additional sub-contractors are contracted by the Contractor.

Rev. 2/18/2011

Please return your completed copy of this page with all pertinent information entered.

Attachment B ACKNOWLEDGMENT AND CERTIFICATION

_____ ("Company") is providing services to
[name of contractor/sub-contractor]
the Cedar Rapids Community School District ("District") as a contractor or is operating or managing the operations of a contractor. The services provided by the Company may involve the presence of the Company's employees upon the real property of the schools of the District.

The Company acknowledges that the law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the District. The Company further acknowledges that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor or volunteer at the schools of the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document that he/she understands its terms, and that he/she has signed it knowingly and voluntarily.

Dated: _____

_____ [name of contractor/sub-contractor]

By: _____

Printed Name: _____

Title: _____

If a current "Acknowledgement and Certification" document has been entered in the District Business Services Office within this current year, and no changes have been made, another copy is not needed. Call 319-558-1084 for verification.

Please return your completed copy of this page with all pertinent information entered.

Attachment C

ACKNOWLEDGMENT AND CERTIFICATION

DEBARMENT CERTIFICATION STATEMENT

Cedar Rapids Community School District
Food and Nutrition Department

These rules shall apply to all companies submitting a response to the Cedar Rapids Community School District request.

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds for \$25,000 or more, and all sub recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Website: <https://www.epls.gov/epls/search.do>

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she understands its terms, and that he/she has signed it knowingly and voluntarily.

Dated: _____

_____ [company]

By: _____

Printed Name: _____

Title: _____

**CEDAR RAPIDS COMMUNITY SCHOOLS
LAUNDRY PRODUCTS AND SERVICES PROPOSAL
2021-22**

Estimated usage is based on one school's average usage per week – actual usage will vary by site. Approximately 32 schools utilize laundry services in the Cedar Rapids School District and 1-2 locations in Marion District

INCLUDE A SAMPLE OF EACH ITEM. These will be returned to you.

| | <u>Weekly Estimated Usage</u> | <u>Unit Price</u> |
|--|-------------------------------|-------------------|
| Bar Mop – Ribbed Approximate Size 14 x 17 inches | 50 -200 | \$ _____ |
| Dish Towel Approximate Size 20 x 32 inches | 10 - 60 | \$ _____ |
| Oven Mitt Approximate Size 17 inches length | 5 - 15 | \$ _____ |
| Potholder Approximate Size 8 x 11 inches | 5 - 20 | \$ _____ |
| Wet Mop Small 12-15 oz | 1- 2 | \$ _____ |
| Medium 16-18 oz | | \$ _____ |
| Wet Mop Handle | 1-2 | \$ _____ |
| Laundry Bag | 1 - 2 | \$ _____ |
| Laundry Bag Stand | 1 | \$ _____ |
| Aprons, white | 5 - 30 | \$ _____ |

Attachment A

Prospective Vendor Questions

Describe if there will be any additional service and/or delivery charges or minimum order charges:

In the space provided, please describe how your company manages the inventory:

Describe the process for reconciling damaged or lost merchandise:

Describe how products are organized, assembled, and packaged for delivery.

Company Name _____

Address _____

Contact Name _____

Contact Phone _____

Authorized Company Official:

Signature

Printed Name **Title**

Telephone: _____ **Fax:** _____

E-Mail: _____

