

**INSTRUCTIONS TO VENDOR
FOR COMPLETING *PRODUCT SPECIFICATION SPREADSHEET*
(*attachment B*)**

General Instructions

Decimals

The unit price offered may contain four points (0.0000) beyond the decimal and the extended price shall be rounded to the nearest whole cent. If the pack size bid for all distributors is not equal, a common unit will be determined and extension calculated based on common unit.

Drained weights

Drained weight of “wet pack: items shall conform to good industry practices and the minimum requirements of the Federal Food, Drug and Cosmetics Act. The individual products shall conform to drained weights as prescribed in the individual specifications of each product in 21 CFR. Except for whole tomatoes, drained weight is not a factor in USDA grades.

Fill of container

All products shall be filled as full as practical under good commercial packing practices without impairment of quality and in accord with the Federal Food, Drug, and Cosmetic Act regulations regarding individual specifications for standard fill (21 CFR).

Items not bid

If a vendor fails to offer a price on a line item, the highest value plus 5%, submitted from the remaining responsive bidders will be inserted for evaluation purposes.

If a vendor fails to accurately respond to bid specifications this item would be considered not bid, with the resulting action defined above.

All rows and columns within the Product Specification Spreadsheet must be completed to be considered complete.

Common Unit

For evaluation purposes, items will be converted to a common unit between all responses and extended for comparison. If a common unit cannot be determined, the EIPG reserves the right to omit the item from the evaluation process.

Product Specifications

Information that summarizes the characteristics of a product such as quality (Grade), size, weight, performance, storage information parameters, preparation, and safety requirements.

Nutrition Standards in Child Nutrition Programs and definitions:

Below are the requirements of SFAs to procure foods to be in compliance with the nutrition standards of Child Nutrition Programs:

TRANS-FAT - Food products and ingredients used must contain zero grams of trans fat per serving (less than 0.5 grams per serving). The trans fat restriction does not apply to naturally occurring trans fat in products such as beef and dairy products made with whole milk.

On commercially prepared products, SFAs must refer to the nutrition facts panel or the manufacturer's specifications to determine there are zero grams of trans fat per serving. A mixed product such as beef burrito that may contain both naturally occurring trans fat (e.g. beef) and added/synthetic trans fat (partially hydrogenated oil), the SFA must have documentation from the manufacturer the source of the trans fat and how much of trans fat is naturally occurring versus added trans fat.

WHOLE GRAIN-RICH - Child Nutrition Programs have whole-grain rich requirements. This means that at least 50 percent of the grain product must be whole grain meal and/or flour. The remaining 50 percent or less of grains, if any, must be enriched. Foods that are 100 percent whole grain meet the whole grain-rich criteria. Foods are not required to be 100 percent whole grain. Therefore, foods between 50 and 100 percent whole grains are allowable.

SFAs can strategically utilize non whole-grain rich items in a limited capacity. Therefore the Product Specification Spreadsheet includes a variety of both whole-grain rich items and non whole grain rich items.

CREDITABLE GRAINS - Whole meal, whole flour, enriched meal, enriched flour (and/or bran or germ for CACFP, SFSP and afterschool snacks only)

SODIUM - Sodium amounts are closely monitored. Low sodium and reduced sodium items will be specified within the Product Specification Spreadsheet.

COMPLIANCE WITH BUY AMERICAN PROVISION - All SFAs participating in the NSLP and SBP are required to purchase, to the maximum extent practicable, domestic commodity or product.

CHILD NUTRITION (CN) LABELS - The CN Labels are a regulated form of documentation that provides a way for the food manufacturers to communicate with SFAs about how their products contribute to the meal pattern requirements for meals served under the Child Nutrition Programs (CNP). SFAs and manufacturers can click on the link https://www.fns.usda.gov/sites/default/files/cn/cnl_tipsheet-processedproduct.pdf to review the TIP Sheet for Accepting Processed Product Documentation.

PRODUCT FORMULATION STATEMENT (PFS) - The PFS are a regulated form of documentation that provides a way for the food manufacturers to communicate with SFAs about how their products contribute to the meal pattern requirements for meals served under the Child Nutrition Programs (CNP).

PFS Must Include:

- Signed company letterhead. (signature on PFS can be handwritten, stamped, or electronic.
- Product name, product code number, and serving/portion size
- Demonstrates how the food item contributes towards the meal pattern requirement (i.e. provides information to calculate crediting) with supporting documentation as needed.
- Additional product information may be requested for verification.

Click on the following link to access standard template for requesting Product Formulation Statements from manufacturers

<https://www.fns.usda.gov/cnlabeling/food-manufacturersindustry>.

Tips for Evaluating a Manufacturer's Product Formulation Statement is found at

<https://www.fns.usda.gov/sites/default/files/cn/manufacturerPFStipsheet.pdf>

Specific Instructions

Upper right-hand corner must be completed for each Group.

- Distributor Name
- Group Fixed Fee

Column 1 – **Item Number – protected cells, used as reference**

Column 2 – **Item Specification/Product Description – protected Cells**

- a. When a particular manufacturer's name and product number and the phrase "or equal" appear in the description, any manufacturer or brand will be considered as long as the performance and quality levels are equal to the product specified. The bidder shall supply sufficient data to enable a comparison to be made with the particular product specified. (A product sample may be requested by the EIPG administrators.)
- b. When Distributor's Choice is indicated in the description, the vendor may offer a price on any brand that meets the desired quality levels. The brand on which the price is offered must be stated in Column 3 and cannot be changed during the effective period without the permission of the school district.

- c. Product specific dispensers, for items such as but not limited to napkins and condiments, shall be provided free of charge for the required number of dispensers with first delivery in the first year and as needed in subsequent years of contract.

Column 3 – Brand Bid

Indicate Manufacturer or Brand for item bid

Column 4 – Manufacturer Product Code

Indicate Manufacturer Product Code for the item bid.

Column 5 – Distributor Product Code

Indicate Distributor Product Code for the item bid.

Column 6 – Pack Size

Indicate pack size of item bid. **Group A only – indicate # of servings per case in addition to pack size.**
For bulk catch weight items, list price per pound.

Column 7 – Cost to Distributor

Enter the distributor's invoice cost from the manufacturer, including freight.

Column 8 – Allowance

Enter the amount of allowance, rebate, discount or billback that will offset the price to the districts.

Column 9 – Allowance Expiration Date

List date when allowance in Column 8 expires.

Column 10 – Fixed Fee

List fixed fee per case – must be a monetary value. Cost plus percentage method is prohibited by Federal regulation. Fixed fee shall be firm for the duration of the contract.

Column 11 – Final Unit Price to District – protected cells, formula will calculate

Cost to Distributor – Allowance + Fixed Fee = Final Unit Price

Column 12 – Firm Thru Date

All prices given are to be firm through 11/30/23 except group F, which is to be priced as of the week of January 9-13th, 2023. Indicate firm dates for any product beyond 11/30/23 in this column.

It is desired that prices for the goods listed in Attachment B shall remain unchanged for 12 months following the effective date of the contract. (exceptions granted for seasonal items June – October such as plums, nectarine, and peaches)

Column 13 – Combined Annual Usage

All volume estimates provided in this RFP are based on historical usage data of SFA. While good faith efforts are made in providing the quantities listed in this RFP, quantities are for estimation and planning purposes only. The accuracy of the product volume estimates may be affected by a number of factors including but not limited to availability of Federal funds and other subsidies, availability of USDA Foods, student preferences, budgetary constraints, and product prices, changing market conditions, product unavailability due to manufacturer discontinuance, or unintentional errors or omissions. The listed quantities are subject to change, with no guaranteed minimum order implied by this RFP.

Column 14 – Extended Price to District – protected cells, formula will calculate
Final Unit Price x Combined Usage = Extended Price to District

Attachment D

Questionnaire Prospective Vendors

Name of Company: _____

Please answer the following questions. Responses will be used during the evaluation of the RFP.

History

1. Please indicate the number of years your company has worked with school food service programs?

Private Label

2. Does your company belong to a buying group? **Yes** or **No**
3. If so, what is the name of your buying group?
4. Please provide sample labels, one label representing each of the three different quality levels.

HACCP Qualifications

5. What steps has your company taken to ensure suppliers/manufacturers compliance with safe food handling procedures?
 - a. Who developed your HACCP program?
 - b. Who validated the program as effective?
 - c. Who are the members of the HACCP team?
 - d. What are the qualifications of the HACCP team members?
 - e. How often do they meet?

6. Describe your recall and emergency action program:

Accounting practices

7. What information is provided on an invoice? (provide sample invoice)

8. Can you customize invoices based on customer needs? (Example: are you able to group like items such as frozen, USDA, non-food, etc.) **Yes** or **No**

9. Describe the procedure for issuing credit memos:

10. Are you able to accept payment electronically? **Yes** or **No**

If so, is there a cost involved? **Yes** or **No**
Please describe:

Pricing after firm dates

11. Describe your process to obtain competitive pricing after expiration of allowances and firm dates.

Ordering

12. Describe order placement procedures:

13. What reports can the customer obtain through the ordering system?

14. Do you have a minimum dollar and/or case size order requirement? If yes, please define.

15. How is a product deemed “special order” and what is the process for obtaining such product?

16. Describe your plan for training new customers on your order entry system.

17. Explain in detail how order guide(s) are organized for large buying groups:

18. Who and how will an electronic order guide be created that accurately reflects the completed Product Specification Spreadsheet, and maintain updates?

Warehousing

19. What volume or movement of a specific item warrants a slot in your warehouse?
20. Who determines the case minimums for stocking a product/brand?
21. Some schools operate summer feeding programs. How do you ensure child nutrition products are available to meet menu compliance year-round?

Nutritional Information

22. Does your company provide nutritional and allergy information on-line?
Nutritional: **Yes** or **No** Allergy: **Yes** or **No**
 - a. If yes, what percent of products have detailed nutrient analysis /allergy information?
 - b. How often is the information updated?
 - c. If no, describe how you provide customers with this information.
23. Does your company provide federally regulated Child Nutrition Labels and/or Product Formulation Statements on-line?
Yes or **No**
 - a. If yes, what percent of products have this information available?
 - b. How often is the information updated?
 - c. If no, describe how you provide customers with this information.

Service Information

24. Describe how you will handle product substitutions?
 - a. How do you distinguish between a temporary substitution and product discontinuation and how is this communicated to EIPG members?
 - b. How do you communicate “outs” prior to delivery?
 - c. How do you ensure competitive pricing on substitute products?
 - d. Is nutritional, ingredient, and processed product documentation (CN/PFS) available with suggested substitutions?
25. Describe your general delivery plan:
 - a. Explain if “will-calls” are an option?
 - b. In the case of a delivery error (made by vendor or district) explain if second chance deliveries are available and cost if applicable.

26. Do you have a service/on-call individual available to all EIPG members?

Farm to School

Farm-to-School is broadly defined as any program that connects schools and local farms with the objectives of serving healthy meals in school cafeterias, improving student nutrition, providing agriculture, health and nutrition education opportunities, and supporting local and regional farmers.

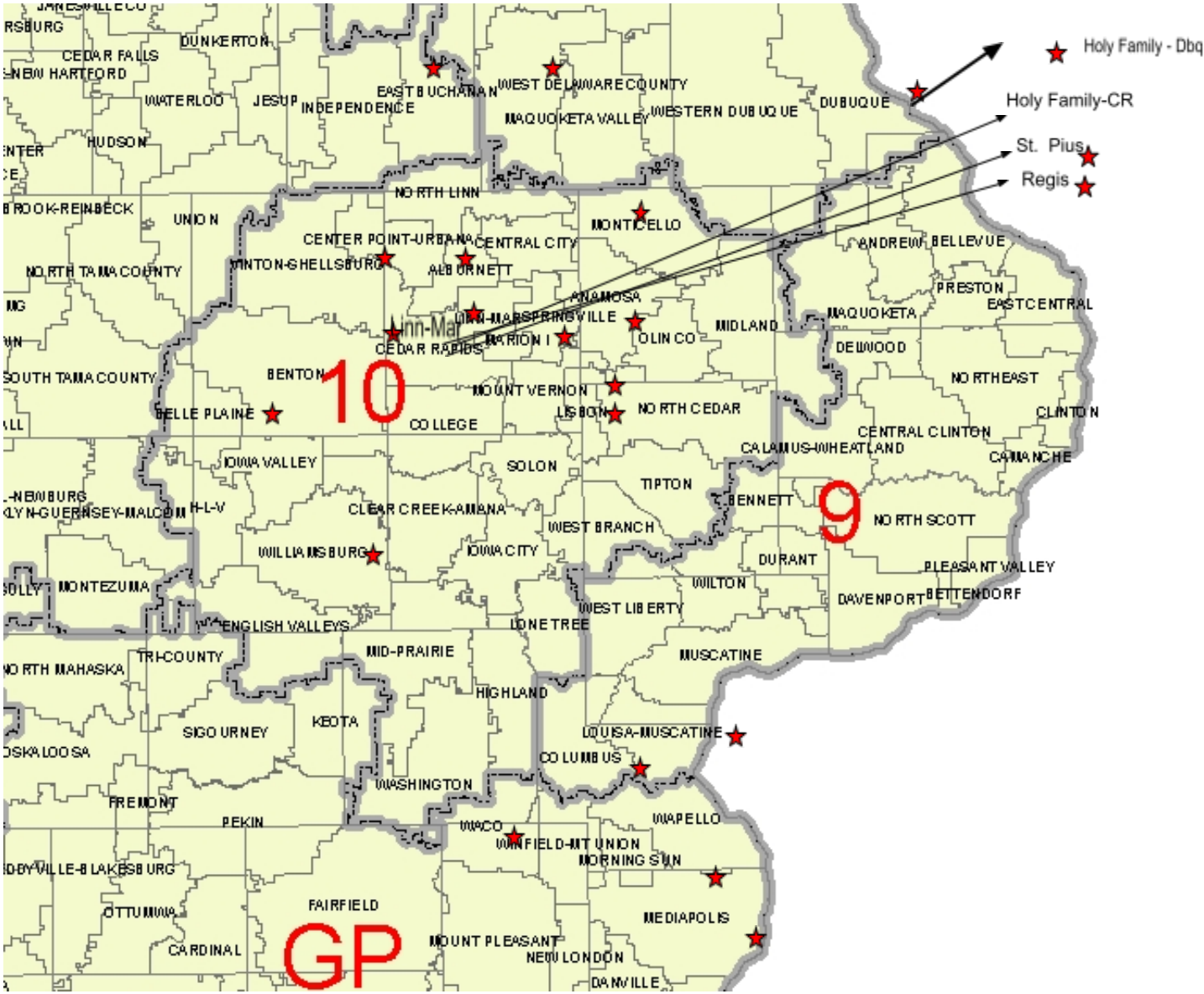
1. Do you procure and offer locally grown foods? **Yes or No**
If yes, what foods do you offer:

If no, what are the reasons:

Attachment E

EIPG Member Districts

★ Waverly-Shell Rock



- ASAC
- Alburnett
- Belle-Plaine
- Cedar Rapids
- Columbus Junction
- Dubuque
- East Buchanan
- Holy Family Schools - CR
- Holy Family Schools - Dubuque

- Linn-Mar
- Lisbon
- Louisa-Muscatine
- Marion
- Mediapolis
- Morning Sun
- Mount Vernon
- Regis
- Sacred Heart Catholic - Monticello

- Springville
- St. Pius
- Vinton-Shellsburg
- WACO/Crawfordsville
- Waverly-Shell Rock
- West Delaware
- Williamsburg

DISTRICT PROFILES

District	Certified Enrollment	# Delivery Sites	Average Drop Size
ASAC	Varies-25-100	2	\$750
Alburnett	527	1	\$2,800
Belle-Plaine	546	1	\$2,500
Cedar Rapids	15000	32	\$2,500
Columbus Junction	648	2	\$1500
Dubuque	9724	6	\$5000
East Buchanan	550	2	\$1500
LaSalle Catholic Schools - CR	322	2	\$750
Holy Family Schools - Dubuque	1581	5	\$2000
Linn Mar	7425	10	\$1850
Lisbon	640	1	\$1800
Louisa-Muscatine	878	2	\$1,700
Marion	2319	2	\$2,500
Mediapolis	900	1	\$2,500
Morning Sun	210	1	\$900
Mt Vernon	1427	2	\$7000
Regis	343	1	\$1,700
Sacred Heart Catholic, Monticello	100	1	\$750
Springville	404	1	\$1800
St. Pius	492	1	\$2,000
Vinton-Shellsburg	1589	4	\$1500
WACO/Crawfordsville	480	2	\$650
Waverly-Shell Rock	2198	2	\$4,250
West Delaware	1363	3	\$3,000
Williamsburg	1160	2	\$600

DISTRICT DELIVERY SITES

ASAC		
ASAC	3601 16th Ave SW	Cedar Rapids, IA 52404

Alburnett Community School District		
Alburnett	141 Roosevelt St	Alburnett, IA 52202

Belle Plaine Community School District		
Belle Plain Jr./Sr. School	610 13 th Ave.	Belle Plaine, Iowa 52208

Cedar Rapids Community Schools		
High Schools		
Jefferson High School	1243 20 th St. SW	Cedar Rapids, IA 52404
Kennedy High School	4545 Wenig Rd. NE	Cedar Rapids, IA 52402
Metro High School	1212 7 th St. SE	Cedar Rapids, IA 52401
Washington High School	2205 Forest Dr. SE	Cedar Rapids, IA 52403
Middle Schools		
Franklin Middle School	300 20 th St. NE	Cedar Rapids, IA 52402
Harding Middle School	4801 Golf St. NE	Cedar Rapids, IA 52402
McKinley Middle School	620 10 th St. SE	Cedar Rapids, IA 52403
Roosevelt Middle School	300 13 th St. NW	Cedar Rapids, IA 52405
Taft Middle School	5200 E Ave. NW	Cedar Rapids, IA 52405
Wilson Middle School	2301 J St. SW	Cedar Rapids, IA 52404
Elementary Schools		
Arthur Elementary	2630 B Ave. NE	Cedar Rapids, IA 52402
Cleveland Elementary	2200 First Ave. NW	Cedar Rapids, IA 52405
West Willow Elementary	6225 First Ave. SW	Cedar Rapids, IA 52404
Erskine Elementary	600 36 th St. SE	Cedar Rapids, IA 52403
Garfield Elementary	1201 Maplewood Dr. NE	Cedar Rapids, IA 52402
Viola Gibson Elementary	6101 Gibson Dr. NE	Cedar Rapids, IA 52411
Grant Elementary	254 Outlook Dr. SW	Cedar Rapids, IA 52404
Grant Wood Elementary	645 26 th St. NSE	Cedar Rapids, IA 52403
Harrison Elementary	1310 11 th St. NW	Cedar Rapids, IA 52405
Hiawatha Elementary	603 Emmons St.	Hiawatha, IA 52233
Hoover Elementary	4141 Johnson Ave. NW	Cedar Rapids, IA 52405
Maple Grove Elementary	1300 38 th St. NW	Cedar Rapids, IA 52405
Johnson Elementary	355 18 th St. SE	Cedar Rapids, IA 52403
Kenwood Elementary	3700 E Ave. NE	Cedar Rapids, IA 52402
Madison Elementary	1341 Wood Side Dr. NW	Cedar Rapids, IA 52405
Nixon Elementary	200 Nixon Dr.	Hiawatha, IA 52233
Pierce Elementary	4343 Marilyn Dr. NE	Cedar Rapids, IA 52402
Polk AEC	1500 B Ave. NE	Cedar Rapids, IA 52402

Taylor Elementary	720 7 th Ave. SW	Cedar Rapids, IA 52404
Truman Elementary	441 West Post Rd. NW	Cedar Rapids, IA 52405
Van Buren Elementary	2525 29 th St SW	Cedar Rapids, IA 52404
Wright Elementary	1550 Hollywood Blvd. NE	Cedar Rapids, IA 52402

Columbus Junction School District		
Roundy Elementary	1212 Colton Street	Columbus Junction, IA 52738
Columbus JH/HS	1004 Colton Street	Columbus Junction, IA 52738

Dubuque Community School District		
Central Kitchen	2300 Chaney Rd.	Dubuque, IA
Middle Schools		
Thomas Jefferson M.S.	1105 Althausen Street	Dubuque, IA 52001
Eleanor Roosevelt M.S.	2001 Radford Road	Dubuque, IA 52002
George Washington M.S.	51 North Grandview Ave.	Dubuque, IA 52001
High Schools		
Stephen Hempstead H.S.	3715 Pennsylvania Ave.	Dubuque, IA 52002
Dubuque Senior H.S.	1800 Clarke Drive	Dubuque, IA 52001

East Buchanan		
East Buchanan Central Elementary	414 5 th Street	North Winthrop, Iowa 50682
East Buchanan Middle/High School	414 5 th Street	North Winthrop, Iowa 50682

LaSalle Catholic Schools– Cedar Rapids		
LaSalle Catholic M.S.	3700 1 st Avenue N.W	Cedar Rapids, IA 52405
LaSalle Catholic E.S.	3700 1 st Avenue N.W	Cedar Rapids, IA 52405

Holy Family Schools - Dubuque		
Wahlert Catholic H.S.	2005 Kane Street	Dubuque, IA 52001
St Joseph the Worker	2105 St Joseph Street	Dubuque, IA 52001
Resurrection	4320 Asbury	Dubuque, IA 52001
Holy Ghost	2981 Central	Dubuque, IA 52001
St. Columbkille	1198 Rush	Dubuque, IA 52001

Linn-Mar Community School District		
Central Storage LRC	2999 North 10 th St.	Marion, IA 52302
Elementary Schools		
Echo Hill Elementary	400 Echo Hill Rd.	Marion, IA 52302
Linn Grove Elementary	2301 50 th Street	Marion, IA 52302

Novak Elementary	401 29 th Street	Marion, IA 52302
Westfield Elementary	901 East Main Street	Marion, IA 52302
Middle Schools		
Bolder Peak Intermediate	3920 35 th Ave	Marion, IA 52303
Excelsior Middle School	3555 North 10 th Street	Marion, IA 52302
Hazel Point Intermediate	453 Echo Hill Road	Marion, IA 52302
Oak Ridge Middle School	4901 Alburnett Road	Marion, IA 52302
High School		
Lin-Mar High School	3111 North 10 th Street	Marion, IA 52302

Lisbon Community School District		
Lisbon Community School	235 West School Street	Lisbon, IA 52253

Louisa-Muscatine Community School District		
L-M Elementary School	14506 170 th Street	Letts, IA 52754
L-M High School	14354 170 th Street	Letts, IA 52754

Marion Independent School District		
Vernon Middle School	1301 5 th Avenue	Marion, IA 52302
Marion High School	675 South 15 th Street	Marion, IA 52302

Mediapolis Community School District		
Mediapolis Comm. School	725 N. Northfield St.	Mediapolis, IA 52637

Mt. Vernon School District		
Mt Vernon High School	731 Palisades Road SW	Mt. Vernon, IA 52314
Mt Vernon Middle School	525 Palisades Road SW	Mt. Vernon, IA 52314

Morning Sun Community School District		
Morning Sun School	311 Division Street	Morning Sun, IA 52640

St. Pius School		
St. Pius Catholic School	4901 Council St. NE	Cedar Rapids, IA 52402

Vinton Shellsburg Community School District		
Vinton-Shellsburg H. S.	210 West 21 st Street	Vinton, IA 52349
Vinton-Shellsburg M. S.	212 W. 15 th Street	Vinton, IA 52349
Tilford Elementary	308 E. 13 th Street	Vinton, IA 52349
Shellsburg Elementary	203 Cottage Street	Shellsburg, IA 52332

WACO Community School District		
WACO Secondary School	706 N. Pearl	Wayland, IA 52654
WACO Elementary School	200 S. Main Street	Crawfordsville, IA 52621

Waverly Shell Rock District		
Waverly- Shell Rock H.S	1405 4 th Avenue SW	Waverly, IA 50677
Waverly-Shell Rock M.S.	501 Heritage Way	Waverly, IA 50677

West Delaware District		
Lambert Elementary	1001 Doctor Street	Manchester, IA 52057
West Delaware M.S.	1101 Doctor Street	Manchester, IA 52057
West Delaware H.S.	701 New Street	Manchester, IA 52057

Williamsburg Community School District		
Williamsburg High School	810 Walnut	Williamsburg, IA 52361
Mary Welsh Elementary	2383 Raider Drive	Williamsburg, IA 52361