



DESOTO
INDEPENDENT SCHOOL DISTRICT

TOGETHER, WE WILL

DESOTO INDEPENDENT SCHOOL DISTRICT

Request for Proposals

Restaurant, Delivery & Catering Services -24-004

Issued by:

DeSoto Independent School District

Closing: December 5th, 2023 @ 2:00 p.m.

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KEY DATES AND INFORMATION

PROJECT NAME: RESTAURANT, CATERING & DELIVERY SERVICES -RFP
24-004

PROPOSAL DUE DATE & TIME: **DECEMBER 5, 2023, NO LATER THAN 2:00 p.m.**

DELIVERY LOCATION: DeSoto ISD
Procurement Department
Administration Building
200 E. Beltline Road
DeSoto, Texas 75115

AWARD BY
BOARD OF TRUSTEES: _____, _____ [Optional]

INTRODUCTION

1. Background

- 1.1. The DeSoto ISD operates seven (10) campuses and other facilities, all located in Dallas County, Texas. This request for proposal ("RFP") invites competitive offers to provide restaurant, catering and delivery services ("Services") as specified herein.
- 1.2. DeSoto ISD is an equal opportunity employer and does not discriminate in awarding of contracts or employment of persons because of their race, color, age, national origin, religion, sex, disability, sexual orientation, or any other characteristic protected by law. DeSoto ISD requires companies with which it conducts business to be equal opportunity employers and comply with all applicable federal, state and municipal laws and regulations regarding contracting and employment practices.

2. Statement of Purpose

- 2.1. Through this RFP, DeSoto ISD seeks to procure the best services at the most favorable, competitive prices and to give ALL qualified businesses, including those that are small, minority, service-disabled, or women-owned an opportunity to do business with DeSoto ISD as contractors and subcontractors. Proposers must complete the Diversity Business Program Form (see attachment Business Diversity Form and classification definitions).
- 2.2. DeSoto ISD has issued this RFP to define DeSoto ISD minimum service requirements; solicit proposals; detail proposal requirements; and, outline DeSoto ISD process for evaluating proposals and selecting the contractor.
- 2.3. DeSoto ISD intends to secure a pool of business for **[Restaurant, Catering & Delivery Services for 11 DeSoto ISD locations.]**

3. Scope of Service, Contract Period, and Required Terms and Conditions

- 3.1. The Sample DeSoto ISD Contract/Agreement/Agreement details DeSoto ISD required:
 - Agreement; and,
 - Terms and Conditions;
- 3.2. DeSoto ISD Contract/Agreement/Agreement substantially represents the contract document that the Proposer selected by DeSoto ISD will agree to and sign. A Proposal that limits or changes any of the terms or conditions contained in DeSoto ISD Contract/Agreement must be approved by DeSoto ISD or else may be considered non-responsive.

4. Contract Term

- 4.1. The term of the contract is three years with two **(1) year extension** from date of award or the Effective Date, whichever is later.

5. RFP Communications

- 5.1. Interested Parties shall direct all communications regarding this RFP-24-004 to the following, who is DeSoto ISD's only official point of contact for this RFP. -24-004

Michael Smith
DeSoto ISD
Purchasing Department
200 E. Beltline Road
DeSoto, Texas 75115
972-223-6666 Ext. 8702
Michael.smith02@DeSotoisd.org

- 5.2. Unauthorized contact regarding this RFP with employees or officials of DeSoto ISD other than the named above may result in disqualification from this procurement process.
- 5.3. DeSoto ISD has assigned the following RFP identification number that must be referenced in all communications regarding the RFP: **24-004**
- 5.4. Any oral communications shall be considered unofficial and non-binding with regard to this RFP.
- 5.5. Each Proposer shall assume the risk of the method of dispatching any communication or proposal to DeSoto ISD. DeSoto ISD assumes no responsibility for delays or delivery failures resulting from the method of dispatch. Actual or electronic "postmarking" of a communication or proposal to DeSoto ISD by a deadline date shall not substitute for actual receipt of a communication or proposal by DeSoto ISD.
- 5.6. All written comments, including questions and requests for clarification, must be received no later than the Written Comments Deadline included in RFP Schedule of Events.
- 5.7. DeSoto ISD reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. DeSoto ISD's official responses and other official communications pursuant to this RFP shall constitute an addendum to this RFP.
- 5.8. DeSoto ISD will convey all official responses and communications pursuant to this RFP to the potential Proposers to whom DeSoto ISD mailed or sent a RFP.
- 5.9. Only DeSoto ISD's official, written responses and communications shall be considered binding with regard to this RFP.

6. RFP Definition of Terms

- 6.1. **District** refers to the DeSoto ISD, a political subdivision of the State of Texas. DeSoto ISD may be used to refer collectively or individually, as applicable, to the campuses and other facilities that comprise the DeSoto ISD.
- 6.2. **District Representative** refers to the persons named in the contract to give approval or render a decision, at the district level, regarding various aspects of: (a) use of the facilities or (b) the providing of Services as specified in the signed contract.
- 6.3. **Company, Proposer or Bidder** refers to a company that chooses to submit a Proposal to provide Services for DeSoto ISD as specified in this RFP.
- 6.4. **Contractor** refers to the company awarded the contract to provide products and services for DeSoto ISD as specified in this RFP.
- 6.5. **M/WBE** refers to a Company that is certified by an entity acceptable to DeSoto ISD as being at least 51% owned, controlled, and operate by a person(s) that is an Anglo-American woman or Black/African American, Hispanic American, American Indian/Alaskan Native, American Asian, or American Asian Pacific. Certification must be by the North Central Texas Regional Certification Agency ("NCTRCA"), the

State of Texas or other College-approved certifying entity on the date when Proposals are publicly opened, only the name of each Company will be read aloud.

6.6. **Proposal Documents** refer collectively to this RFP and all addenda, Company's proposal, and all plans, specifications, schedules and the like attached hereto, or incorporated herein as if attached hereto.

6.7. **Services** refers to maintenance and repairs inclusive of all labor, travel, parts, and materials needed to restore and/or keep Equipment and Software in proper operating condition and meet all the required deliverables specified herein.

7. Proposal Deadline

7.1. Proposals must be submitted no later than the Proposal Deadline detailed in RFP Schedule of Events. A proposal must respond to the written RFP and any RFP exhibits, attachments, or addendums. Late proposals will not be accepted.

7.2. Pre-Proposal Conference [N/A to this RFP]

A Pre-Proposal Conference will be held at the time and date in the RFP Schedule of Events. The purpose of the conference is to discuss the RFP scope of services and allow Proposers to meet with District personnel to clarify specification requirements or to conduct site visits, as necessary. No questions will be answered prior to the pre-proposal conference. Oral responses to any question(s) at the Pre-Proposal Conference shall be considered tentative and non-binding with regard to this RFP. Additional questions, as well as any questions asked at the Pre-Proposal Conference, concerning the RFP should be submitted in writing prior to the Written Comments Deadline date in the RFP Schedule of Events. DeSoto ISD response to all questions raised at pre-proposal conference will be issued as described in RFP Communications section 5.0 and by the date detailed in the RFP Schedule of Events. Pre-Proposal Conference attendance is not mandatory, and each potential Proposer may be limited to a maximum number of attendees depending upon space limitations. The walk thru -conference will start at:

8. Written Questions/Answer Period

8.1. Questions regarding the RFP and its scope may be submitted in writing during the Question/Answer Period. The deadline for the Question/Answer Period is detailed in RFP Schedule of Events. The purpose of the written Question/Answer Period is to allow Proposers to submit any questions they may have in regard to the scope of services requested. DeSoto ISD response to questions raised during the Question/Answer Period will be issued by DeSoto ISD by the date detailed in RFP Schedule of Events.

9. Performance Bond [N/A to this RFP]

9.1. [DeSoto ISD shall require a performance bond upon approval of a contract pursuant to this RFP. The amount of the performance bond must be in the sum of contract dollar amount. The successful Proposer shall obtain the required performance bond in the form and substance acceptable to DeSoto ISD and provide it to DeSoto ISD no later than the Performance Bond Deadline date detailed in RFP Schedule of Events. Failure to provide the performance bond by the Performance Bond Deadline shall result in contract termination.]

RFP SCHEDULE OF EVENTS

The following Schedule of events represents DeSoto ISD best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events will be between 8:00 a.m. and 5:00 p.m., (Central Time Zone)

RFP SCHEDULE OF EVENTS

NOTICE: DeSoto ISD reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. DeSoto ISD will communicate any adjustment to the Schedule of Events to potential Proposers.

EVENT	TIME	DATE (<u>all</u> dates are District business days)
1. Advertisement Dates		November 9 th & 16 th
2. Pre-proposal Walk-Thru Conference		N/A
3. Written Comments Deadline		November 17, 2023 @ 4:00pm
4. District Response to Written Comments		November 27, 2023 @ 4:00pm
5. Proposal Deadline		December 5th, 2023 @ 2:00pm
6. District Completes Proposal Evaluations		To Be Determined
7. Board of Trustees Approval		To Be Determined

1. Evaluation Process

- Proposals will be selected by DeSoto ISD in accordance with the requirement and specifications set forth in this RFP. The proposal evaluation process is designed to award the Contract/s not necessarily to the Proposer/s of least cost, but rather to the Proposer/s with the best combination of attributes based upon the evaluation criteria and who submits a proposal that is the most advantageous to DeSoto ISD.
- A Proposal Evaluation Team, appropriate to the scope and nature of the RFP, will evaluate each Proposal that appears responsive to the RFP.
- Each Proposal Evaluation Team member will independently, evaluate each proposal against the evaluation criteria in this RFP, rather than against other proposals, and will score each in accordance with RFP Proposal and Evaluation Guide.
- DeSoto ISD reserves the right, at its sole discretion, to request Proposer clarification of a Technical Proposal or to conduct clarification discussions with any or all Proposers. Any such clarification or discussion shall be limited to specific sections of the proposal identified by DeSoto ISD. The subject Proposer shall put any resulting clarification in writing as may be required by DeSoto ISD.

2. Contract Award Process

- The tabulation results of the responsive submitted proposal in the evaluation process will be forwarded to the appropriate department official who will consider the proposal evaluation process results and all pertinent information available to make a determination about the contract award. DeSoto ISD reserves the right to make an award without further discussion of any proposal.
- Notwithstanding the foregoing, to affect a contract award to a Proposer other than the one receiving the highest evaluation score, the requesting department/party must provide written justification for such an award and obtain the written approval of the appropriate District official.
- The Proposer with the apparent best-evaluated proposal will be required to enter into an agreement with DeSoto ISD, which shall be substantially the same as the Sample Contract/Agreement.
- However, DeSoto ISD reserves the right, at its sole discretion, to add terms and conditions or to revise College Contract/Agreement requirements in DeSoto ISD best interests subsequent to this RFP process. No such terms and conditions or revision of contract requirements shall materially affect the basis of proposal evaluations or negatively impact the competitive nature of the RFP process.
- The Proposer with the apparent best-evaluated proposal must sign and return the Contract written by DeSoto ISD pursuant to this RFP no later than the Award of Contract Date in RFP Schedule of Events. If the Proposer fails to provide the signed Contract by the Award of Contract Date, DeSoto ISD may determine that the Proposer is non-responsive to the terms of this RFP and reject the proposal.

- If DeSoto ISD determines that the apparent best-evaluated proposal is non-responsive and rejects the proposal, DeSoto ISD reserves the right, at its sole discretion to award the next best evaluated responsive proposal.

Evaluation Factors:

Awarding Best Value and Evaluation Criteria:

When deemed necessary, responses shall be evaluated by a committee designated by DeSoto ISD. The district will generally award contracts on the basis of best value. Award(s) will be made to the best responsive, responsible offer, price and other factors considered. In determining the best value for the district. In awarding a contract, a district shall consider:

- Purchase price.
- The reputation of the vendor and of the vendor's goods or services.
- The quality of the vendor's goods or services.
- The extent to which the goods or services meet the district's needs.
- The vendor's past relationship with the district.
- The impact on the ability of the district to comply with laws relating to historically underutilized businesses.
- The total long-term cost to the district to acquire the goods or services.
- Evaluations may include any other relevant factor specifically listed in the request for bids or proposals.

[Texas Education Code 44.031(b)]. Although all evaluation criteria listed above may be considered by the District, the District will decide which criteria will determine the successful bidder(s) to be considered for contract award.

When an evaluation is applicable, an evaluations committee will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP.

Each proposal received will be analyzed to determine overall responsiveness and completeness as defined in the scope section and in the instructions on submitting a proposal. Failure to comply with the instructions or to submit a complete proposal may deem a proposal non-responsive and may at the discretion of the Evaluation Committee be eliminated from further evaluation.

If the evaluation committee has reasonable grounds to believe that the Proposer is unable to perform the required services to the satisfaction of DeSoto ISD. DeSoto ISD reserves the right to make an award to another proposer. Some indicators (but not a complete list) of possible supplier/proposer performance concerns are:

- Past supplier performance.
- The proposer's financial resources and ability to perform.
- The proposer's experience or demonstrated capability and responsibility.
- The proposer's ability to provide a reliable on-going business relationship and the maintenance of on-going agreements and support.

EVALUATION CRITERIA

Evaluation Criteria Score Sheet – General Procurement (Non-Construction)		Max Points	Vendor Score
1.	Purchase Price	25	
	A. Offers a fair reasonable price for items or services to be procured by DeSoto ISD		
2.	Reputation of Vendor or of the vendor's goods or services	25	
	A. Vendor has good reputation with other school district, or governmental entities		
3.	Quality of the Vendor's goods and services	25	
	A. Vendor offers quality product & convenient ordering process, via menu or website. Supplies ample disposable accessories. I.E., napkins, cutlery and condiment items when necessary.		
4.	Extend to which goods or services meet the district needs	25	
	A. Vendor accepts terms of payment, able to provide delivery service and provides all required forms.		
Maximum Total Points		100	

The undersigned authorized representative of the vendor indicated below hereby acknowledges:

1. That he/she is authorized to enter into contractual relationships on behalf of the company indicated below, and
2. That he/she has carefully examined this Proposal Notice, the accompanying Proposal Forms, and the General Terms and Conditions and Item Specifications associated with this RFP and
3. That he/she proposes to supply any products or services submitted under this proposal invitation at the prices quoted and in strict compliance with the General Terms and Conditions, and Item Specifications associated with this proposal invitation, unless any exceptions are noted in writing with this bid response, and
4. By submitting a bid, each bidder agrees to waive any claim it has or may have against the DeSoto Independent School District and their respective employees, arising out of or 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.
5. Offeror agrees to exhaust its administrative remedies under District Policy and the Disputes Clause of any resulting contract before seeking judicial relief of any type in connection with any matter related to this solicitation, the award of any contract, and any dispute under any resulting contract.

Name of Bidding Company

Date

Address

Signature of Authorized Representative

City, State, Zip
Representative

Printed name of Authorized

Contact Name

Position of Authorized Representative

Telephone Number of Contact Person

Email Address of Contact Person

RESTAURANT, CATERING, DELIVERY SERVICES PROJECT SCOPE AND DOCUMENTATION

The DeSoto Independent School District is accepting proposals for restaurant, catering and delivery services. Proposals are due at 2:00 p.m. on, December 5th, 2023 at the DeSoto ISD Administration Building, 200 E. Beltline Road, DeSoto, Texas 75115. Please submit Required Bid Forms and Bid Documents within the proposal.

Scope of Work

DeSoto ISD is seeking a pool of qualified area restaurant vendors, to provide catering & delivery services to the district staff and students for order delivery to be delivered to the various campuses located on page 18 for district meeting, trainings. Additionally other local off-site meeting & training sites location (TBD) will be another option.

Product Quality: Product provided shall be delivered in sealed food quality containers. Containers shall be of a quality that will not leak under normal handling. Food and beverage shall be protected in transit using insulated food transport containers approved by National Sanitation Foundation (NSF). Food must be prepared, stored, and transported at the proper temperature according to Texas Food Establishments Rules (TFER). All menu products shall be freshly prepared and served. Day old products are unacceptable. Products shall be uniform in size and shape, uniformly sliced, and free of foreign objects. **No alcoholic beverages** are to be offered or served as part of this proposal.

Vendors may offer a discount from menu price. If you are offering actual menu price only, with no additional discounts, indicate in the discount section on the Proposal form as **0%** for the discount amount.

If there will be no charge for delivery, indicate in the delivery charge section by checking 'No.' If a vendor is unable to include delivery charges in their pricing, indicate a percentage to be added and specify what delivery terms will be offered. If vendor leaves the delivery terms **blank**, then the delivery terms will be calculated as **free**.

Order request should not be taken by the vendor before a Purchase Order number is provided. The Purchase Order is assurance that the purchase has been reviewed and approved by the Purchasing Department and can be submitted for payment. Purchase orders will be issued on an as-needed basis. **The district will not be responsible for any products and/or services rendered without a DeSoto ISD purchase order signed electronically by authorized District personnel and/or proper authorization by the District's Purchasing Department.** Any item(s) delivered to DeSoto ISD without a DeSoto ISD purchase order number may be refused and returned to the vendor. The cost of the return shall be the burden of the responsible vendor

The district does not guarantee the volume (quantity or dollar value) to be purchased annually and purchases may be made from any responding vendor. The actual dollar amount to be purchased depends on **actual needs of the end-user and budgetary constraints.**

Additional Documentation

1. Restaurant and Catering Services Proposers are additionally required to submit the following:

- List of **ALL** participating locations owned under the same FID should be included in the proposal.
- Payment terms (either **Purchase Orders** accepted, **Pre-Pay Checks** accepted, or BOTH)
- Copy of current, applicable Food Delivery Certifications and Permits such as the Department of Health Food Dealer's Permit
- Food Service Manager's Certificate
- Documentation of any and all service charges associated with delivery and set up.
- Minimum delivery requirements
- List of any supplies provided, i.e., disposable towels, tableware, utensils and serving utensils
- Menu/s – Breakfast/Lunch/Dinner

All delivery persons are required to sign in with the front desk of the building/campus for security reasons.

Proposal Submittal Form included in this package shall be completed and returned with the proposal. Vendors shall answer each question. Use additional pages if necessary. If any question is not applicable (N/A) to your proposal vendor shall indicate in space for answering the question "N/A" rather than leaving the question blank.

Any other offense the district believes might compromise the safety of students, staff, or property Vendors will itemize bid pricing for base price of equipment, disconnecting existing equipment for placement of new equipment, installation and removal of old equipment contingent upon DeSoto ISD's need for removal.

Proposal Submission

Proposal will include on the outside of the envelope/packet:

RESTAURANT, CATERING, DELIVERY SERVICES RFP – 24-004

Please provide one (1) copy marked ORIGINAL, one (1) copy marked COPY and one (1) Digital copy

If additional information should be required questions should be submitted by email to:

Michael.smith02@DeSotoisd.org

RESTAURANT, CATERER DELIVERY INFORMATION

(Firm) Name _____

Address _____

Mailing Address _____

Telephone(s) _____

Fax Number(s) _____

E-mail _____

Name of Principal Contact _____

Title of Principal Contact _____

Signature of Principal Contact _____

MAKE SURE YOU INCLUDE THE FOLLOWING:

Enclose Health Certificates

Enclose Insurance Certificate

Enclose W9

Pricing/Questionnaire:

Answer the following questions. If not applicable to your company, please indicate N/A. **Do not leave blank.**

Number	Question	Yes	No
1.	<p>Will you offer discounted/special pricing for DeSoto ISD? If yes, please indicate below:</p> <p>Discount_____</p> <p>Special Pricing_____</p>		
2.	<p>Do you require a minimum order for any item or category of items proposal or request for quote? If “yes”, please explain. (Use a separate sheet if necessary)</p>		
3.	<p>Will a delivery charge be added to the order? _____</p> <p><u>Note: Gratuities cannot be added to the order.</u></p>		
4.	<p>Will your company accept purchase orders issued by DeSoto ISD? If yes, please enter ordering address, fax number and email address below.</p> <p>Mailing Address_____</p> <p>Phone Number_____</p> <p>Fax Number_____</p> <p>Email Address_____</p>		
5.	<p>Is your menu/catalog available via the World Wide Web (www)? If yes, please list your website address below:</p> <p>Website:_____</p>		

6.	<p>Please provide information regarding the local sales representative that will assist DeSoto ISD with services/products below:</p> <p>Representative Name: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>Email Address: _____</p>		
7.	<p>List addresses and phone numbers of all locations which may be utilized by DISD under this contract. Please attach separately. ** Additional locations may be added as needed.</p>		

List commodity of food delivery services that you can provide to DeSoto ISD below:

Corporate VS Franchise:

If Proposer Company is managed by a Corporate Office, **only one (1)** proposal submission is required for **ALL locations** (W-9) must reflect the Corporate Office Information.

If Proposer Company is an independently owned Franchise, **one (1) proposal** submission is required for **each location** (W-9) must reflect the Franchise information.

Pricing Worksheet

RFP -24-004 RESTAURANT, CATERING DELIVERY SERVICES

What type of services does your company provide?

Type of Food	Select all that apply
Prepared Meals/Cultural Cuisine. Boxed Lunches (sandwiches, burgers, taco, pasta, pizza, etc.	<input type="checkbox"/>
Donuts, Kolaches and Pastries	<input type="checkbox"/>
Bakery Delicacies: Cupcakes/Cookies/Cakes	<input type="checkbox"/>
Beverages: Coffee's/Soda/Cold & Hot Tea	<input type="checkbox"/>
Fun Food: Popcorn/Candies	<input type="checkbox"/>
Vegetarian	<input type="checkbox"/>
Others – (please attach a menu list)	<input type="checkbox"/>
Special Pricing – DeSoto ISD	_____%
Discount Pricing – DeSoto ISD	_____%
Supplies/Equipment Included with Services: serving utensil, tableware, disposable towels, etc.	<input type="checkbox"/>
Delivery Method: DoorDash/Grubhub/Uber Eats	<input type="checkbox"/>
Service: Breakfast/Lunch/Dinner	<input type="checkbox"/>

Other/Miscellaneous: Please describe any other pertinent information or processes that will support a successful relationship.

DeSoto ISD Delivery Locations

<i>Campus</i>	<i>Street Address</i>	<i>City</i>	<i>Zip</i>	<i>Phone Number</i>
Administration Building	200 E. Beltline Road	DeSoto	75115	817-297-5800
DeSoto High School	600 Eagle Drive	DeSoto	75115	972-230-0726
Alternative Education Program	204 E. Beltline Road	DeSoto	75115	972-223-2242
McCowan Middle School	1500 Majestic Meadows Drive	Glenn Heights	75154	972-274-8090
West Middle School	800 N. Westmoreland Road	DeSoto	75115	972-230-1820
Katherine Johnson	1200 Academy	DeSoto	75115	972-274-8026
Ruby Young	707 Young Blvd	DeSoto	75115	972-274-8221
Cockrell Hill	425 S. Cockrell Hill Road	DeSoto	75115	972-230-1692
Frank Moates	1500 Heritage Blvd	Glen Heights	75154	972-230-2881
The Meadows	1016 The Meadows Pkwy	DeSoto	75115	972-224-0960
Woodridge Elementary	1001 Woodridge	DeSoto	75115	972-223-3800
Amber Terrace	224 Amber Lane	DeSoto	75115	972-223-8757

SUBMITTAL FORMS

Complete, sign and submit the following forms:

Restaurant, Catering Delivery Service

Required Forms: <https://rb.gy/dzl0g>.