



West Indy Coop

**WEST INDY COOPERATIVE  
RFP Response Forms  
Snack & Beverages for K12 Schools 2019-20**

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Proposals must be submitted on response forms.  
The forms provide the format for the Proposal and  
must be completed and submitted for your Proposal to be considered.

**Selection Criteria**

Proposals will be evaluated based upon the following selection criteria:

<b>Category</b>	<b>Form Number</b>	<b>Points Possible out of 100</b>
Benefit of the Distributor	Form 1	10
Market Basket Analysis	Form 2	70
Deliveries, Charges, Fees & Payments	Form 3	10
Ordering Procedures & Online Ordering	Form 4	5
Policy and Procedures on Buying American	Form 5	5

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**FORM 1**  
**BENEFIT OF THE DISTRIBUTOR: 10 Points**

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Name of Organization: \_\_\_Commercial Food  
Systems\_\_\_\_\_

Contact Information for Point Person: \_\_\_\_\_Anthony Gates 317-926-  
4237\_\_\_\_\_

In detail, answer the questions below. All value-added statements must be true and will be used during the contract if the Proposal is selected.

**Proposing Distributor Organization Overview**

1. Describe your organization. Highlight any new or upcoming services for your organization including: major service line changes, business model changes or governance changes.
  2. What differentiates you from your competitors in the K12 school market?
  3. Please provide at least 3 Indiana school customers for references.
  4. What value-added services do you offer K12 school customers?
  5. Do your K12 school representatives belong to any school related organizations?
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1. Commercial Food Systems is a specialty food distributor of compliant snack and beverage foods. We are an Indiana owned small business since 1984 and not expecting any ownership changes in the near future.
  2. We publish our prices at the beginning of each school year and do not change those prices until the next year. We have no minimums, or delivery charges and we make deliveries into each school's stock room.
  3. Three current school customers are: Indianapolis Public Schools, Fort Wayne Community Schools and Bartholomew County Public Schools.
  4. Our priced brochure clearly presents helpful nutritional information and information necessary in determining whether an item is compliant as a USDA Smart Snack. We also offer consulting on signage and marketing needs as well as training on food packaging needs.
  5. We are a member of the ISNA.

**FORM 2**  
**MARKET BASKET: 70 Points**

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Market Basket item pricing must be the delivered price for the 2019-2020 school year.

No additional fees may be added to invoices, including freight or fuel charges.

Pricing must be held firm from July 1, 2019 through June 30, 2020.

The Vendor does have the ability to increase prices annually through the contract renewal process.

Proposers must complete & submit Market Basket Excel form sent with RFP packet.

<b>Evaluation of Market Basket</b>	<b>Points Possible</b>
Total Price of Market Basket	40
Specified Products Offered by Proposer	20
Smart Snack Items offered by Proposer	10

**FORM 3**  
**DELIVERIES, CHARGES, FEES & PAYMENTS: 10 Points**

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1. Describe your standard operating procedure for deliveries to K12 school customers.
2. What are your recovery procedures for items shorted if customer is not notified in advance?
3. Do you require a minimum delivery size?
4. Is there a fee for deliveries?
5. What are your payment terms?
6. Do you offer an early pay discount?
7. Do you impose any other miscellaneous charges?

- 1. Deliveries are made as frequently as weekly to each school site. We prefer that orders be made at least two days prior to the regularly scheduled delivery day. Emergency add-ons can be made.**
  - 2. We make every effort to redeliver whenever needed.**
  - 3. We have no minimum delivery requirement.**
  - 4. There is no delivery fee for service**
  - 5. Net 30 days.**
  - 6. We do not offer an early pay discount.**
  - 7. There are no other miscellaneous charges.**
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**FORM 4**  
**ORDERING PROCEDURES & ONLINE ORDERING: 5 Points**

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1. Explain your ordering procedures.
  2. Do you offer an online ordering system?
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1. Orders may be placed by each school or by the School system's Food Service Department for multiple delivery sites using our customized order guide that can be provide upon request. Deliveries are made either weekly or bi-weekly as need by the individual school. We prefer that orders be submitted two days prior to the school's regularly scheduled delivery day. A priced invoice is submitted for signature at the time of delivery and two copies are left for the customer's processing and payment.
  2. We do not offer an online ordering system. Orders are obtained either by an email or phone call to us. We follow up with a verifying phone call to make sure the order is received in time for the scheduled delivery.

**FORM 5**  
**POLICY AND PROCEDURES ON BUYING AMERICAN: 5 Points**

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Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act 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.

1. What are your policies and procedures on purchasing domestic products?
2. Are any items you submitted pricing for in the Market Basket non-domestic?
  1. We make every effort to provide domestic products and our suppliers can provide their made in America statements when requested.
  2. The only items that may be non-domestic would be fruit cups. Some of the fruit cups contain fruits not available as only domestic, examples would be mandarin and possibly pineapple. Also, often the fruit cup pricing for domestic is significantly more expensive which is an allowable exception for the made in America requirement.