



Des Moines Independent Community School District
Division of Purchasing
1915 Prospect Road, Suite 1200
Des Moines, Iowa 50310
Phone (515)242-7751
Fax (515)242-7550

Sink Paper
12044 Ridgemont Drive
Urbandale, IA 50323
Attn: Austin Kruenstjerna, Purchasing Manager

March 8, 2016

RE: B7012 – Food Service Paper & Plastics – Second Extension

Mr. Kruenstjerna,

The Des Moines Public Schools is seeking to exercise its renewal option for the above mentioned bid. This will be the second extension of this option, with the contract period beginning July 1, 2016 and ending on June 30, 2017. Enclosed is a copy of the District's Form of Proposal, detailing the items which were on this bid, as well as the, general terms and conditions associated with this bid.

We ask all suppliers to review their pricing structures prior to submitting renewal proposals. The District will again consider any program that may reduce its costs through process improvement, ordering methodology, patterns, etc. Conversely, any planned increase may require the District to employ its option to place the product category out for bid solicitation. The District appreciates your past service. We look forward to continuing our business relationship with you in the months and years to come. Please complete and sign the attached document, and return the signed Proposal for 2016-2017 no later than April 3, 2016 to:

Des Moines Public Schools – Purchasing Department
1200 Prospect Road Suite 1200
Des Moines, IA. 50310

Sincerely

Purchasing Specialist
Des Moines Public Schools

Non – Discrimination Policy:

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 Isaiah.mcgee@dmschools.org Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C

Debarment Policy:

The District is prohibited from entering into a contract where an organization or, its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.

Payment Policy:

The District plans to pay Awardee (s) using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Contractors accept one of these forms of payment

Acknowledgement & Certification:

Awardee(s) must agree to complete and sign the Acknowledgement & Certification regarding their staff's ability to be in contact with the student population.

SUBJECT TO THE TERMS AND CONDITIONS @ <http://www.dmschools.org/wp-content/uploads/2014/11/General-Terms-n-Conditions-New.pdf> THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED.



Acknowledgment & Certification

SWK PAPER ("Company") is providing services to the Des Moines Independent Community School District ("District") as a contractor, vendor, supplier, provider or sub-provider and/or is operating or managing the operations of a contractor, vendor, supplier or provider. The services provided by the Company may involve the presence of the Company's employees upon the real property of the District.

The Company acknowledges that 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 District. The Company further acknowledges that, pursuant to Iowa law, a sex offender who has been convicted of a sex offense against a minor shall not operate, manage, be employed by, or act as a contractor or volunteer at 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 certifies and 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.

The Company further certifies that the Company has completed a satisfactory background check on the Company's employees. The Company hereby agrees to provide the District with the Company's background screening procedures including specific context and infractions that are reviewed by the Company. The District reserves the right to, but does not have the obligation to, conduct a District background check on Company employees as determined by the District in its sole discretion. The District reserves the right to restrict access of any Company employee upon the real property of the District if such employee does not clear the District's background check.

The District reserves the right, but does not have the obligation to, to audit the Company's background screening program at any time, whether announced or unannounced. The Company hereby agrees that the Company shall, upon request, permit an authorized District representative to review background screening records, including those of individual Company employees, in order to conduct a compliance review, audit or investigation, to the fullest extent permitted by law.

The Company shall ensure that the provisions of this Acknowledgement and Certification are extended to any and all subcontractors, consultants, or others the Company may engage if such engagement involves their presence upon the real property of the District.

The Company understands and agrees that violation of any of the provisions of this Acknowledgement and Certification shall constitute sufficient grounds for termination of any contract or subcontract without damages or penalty to the District.

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 not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.

**SPECIAL CONDITIONS FOR FOOD SERVICE:
PAPER & PLASTIC ITEMS B7012 – SECOND EXTENSION**

General

There will be two pricing levels for this bid. Bidders are to propose all items listed, as well as provide a "cost" mark-up percentage bid for items which may be added during the term of the contract. See Below:

Firm pricing for the contract period 7/1/2016 - 6/30/2017 is required for all items listed on the Form of Proposal. The annual usage is an estimate and may vary depending on District wide requirements. The District may also require additional items be added to the contract. For those items the District is seeking a "cost" mark-up percentage pricing proposal. The District would expect the mark-up percentage to remain constant for the first contract period and extensions, even though the costs for the individual items may adjust to pricing received by the manufacturers. The District reserves the right to request documentation for any proposed "cost" increases from the manufacturer being passed along to the District.

Any issue concerning the bidder's capability to deliver an item must be raised with the District prior to the bid opening.

All prices are to include freight and handling and are to ship FOB Destination prepaid. No additional charges will be accepted.

Bid prices are to be based on bidder ordering in quantities for stock to their warehouse that will meet the manufacturer's minimums, and that will accommodate incremental releases to the District warehouses as directed. The District will be placing frequent orders to the successful bidder for delivery to its warehouses for quantities necessary to meet its immediate needs. Lead times will be minimal, bidders will be expected to maintain adequate inventory locally to meet the District's needs in a short period of time. The District makes every effort to accurately forecast its demand, but cannot guarantee the purchase of any excess inventory from the successful bidder. The successful bid price shall include all shipping and handling charges but will not include Federal Excise or State Sales Taxes as it is exempt from those charges.

Contract Period

The contract period begins on July 1, 2016 through June 30, 2017. The District reserves the option to renew the contract for four (4) additional years after the original contract period. The amount of the contract for the second through fifth years is to be negotiated at the end of the each year. We would expect the mark up percentage to remain the same for the entire period, even though the cost from the manufacturer may change.

Award of Bid

The District intends to award on an all or none, item, or category basis for a prime vendor for all food service paper, plastic and packaging supplies, whichever is in the best interest of the District. The District reserves the right to request bid pricing for new products added throughout the life of the bid and would expect the prime vendor to set up contracts with manufacturers as needed to meet the needs of the District.

Award of Bid (continued)

Bidders will be bound to all the terms of the bid unless they specifically note exceptions on the Form of Proposal. Any exception may be grounds for disqualification of the bidder's proposal.

Bidders must complete, sign and submit all pages of the Form of Proposal in order for their bid to be considered responsive. Complete address, phone number, fax number, and signature must be completed on page one.

Bids will be evaluated on the basis of price, specifications, and warehouse / order fulfillment abilities of the vendor. When brand is a given, it is intended to indicate the quality and grade desired. On those items in which alternatives are not an option the bidder must submit pricing for the item specified only, or "no bid" the item. Bidder must indicate on the Form of Proposal the pack size, the brand name, and code bid, which would be furnished if awarded. Bidder must also indicate the bid unit price on the Form of Proposal. Please indicate on the Form of Proposal the name, title and phone number of the person to be contacted for information concerning the bid.

Delivery Dates

Order for specific quantities will be ordered as needed throughout the bid period. The Purchasing or Food & Nutrition Management departments will determine the exact delivery dates. For all deliveries, vendor is to contact the appropriate warehouse personnel, approximately three (3) days in advance to schedule a delivery appointment. Deliveries are accepted between the hours of 7:30 a.m. and 3:00 p.m.

The District has limited warehouse space making it difficult to accept full truckloads of product or to meet the manufacturer's minimums. Therefore, the District will be ordering frequent smaller quantities with minimal lead times. The District expects the selected bidder to inventory supplies to meet manufacturer's minimum orders, and provide optimum pricing with service to the District to meet the needs of the students and staff.

Deliveries

The successful bidder will make deliveries to two locations as directed by District staff, FOB destination:

Food & Nutrition Management Production Center
1225 2nd Ave
Des Moines, Iowa 50314

Des Moines Public Schools
Central Stores Receiving
1915 Prospect Road
Des Moines, Iowa 50310

All deliveries must be made Monday through Friday between the hours of 7:30 a.m. and 3:00 p.m. Delivery appointments must be made with the appropriate staff at the location.

All containers shall be in good condition upon arrival at the warehouse or product will be rejected. Truck deliveries only, no rail delivery is available. Facilities are available for unloading palletized product only. The District requires deliveries all year.

Quantities

The quantities shown on the Form of Proposal are estimates only, based on anticipated use. They are submitted as information to the bidder, and for District use to facilitate the evaluation of the bid responses. Actual quantities may vary and will be ordered as needed. The bid is also intended to cover items not specifically listed whose usage may arise in the future. Items may be added to the core list of items for years two through five if the contract is extended.

Brands

Bidders should enter the brand of product they propose to supply on the line provided for each item. The District assumes the bidder will supply the specified item by code noted unless otherwise stated. Samples may be requested and must be supplied within a week (5 working days) of the request at no charge to the District.

Pack Size

Bidders must state "How Packed" If the bidder wishes to offer a pack size which is larger than the pack shown, they must state the size offered, convert the number of units to conform to their pack size and enter this information on the form. The District reserves the right to reject larger or smaller pack sizes.

Purchase orders / Invoices

Purchase order will be issued for all purchases. The purchase order number must appear on all packing lists, billing statements and invoices.

No substitutes of any item listed on the purchase order will be allowed without the prior written approval of the Purchasing department for Central Stores deliveries or the Director of Food & Nutrition Management for items being delivered to the Production Center. Without this approval, District warehouse personnel are obligated to refuse such items. Substitutions should only exist in emergency situations only.

Prices

Bidders are to enter the price per unit (roll, case, etc as specified) for each item. Bidders to multiply the total cost by the number of units on each line and enter the extension in the Extended Total Column. The total price reflected in the Extended Total Column must be adjusted if the bidder is quoting a product with a different pack size from the one specified (i.e. It would require more cases of an item packed 48 cartons / case than if packed 60 cartons / case)

Rounding

When a product unit is stated as roll or case, decimals should be carried out two places. For items in a unit of each, decimals will be carried out to three places (to the ½ cent). Sample: .3589 would be .360

Continuous Quality & Performance Checks

Random sampling and testing of products will be conducted. Should any item fail to meet specifications, quality or condition as awarded, the District shall require the vendor to remove any such item from the Production Center, provide full credit for the total amount of the product removed, as well as, any production costs associated with the removal or replacement of defective product. If Federal / State reimbursement is lost because of failure to meet the terms of this contract, the District will require the bidder to pay a dollar amount equal to the cost of the product and reimbursement lost.

Additional Services

If the bidder has any additional services they wish to detail that may assist the District in reducing costs or improving efficiencies they may do so by attaching an attachment to this bid, this information may also be used in the overall evaluation of the bid responses.

Bidder Qualifications

Bidder must be deemed qualified, in the judgment of the District to perform as required herein, For any bid on which bidder includes qualifying exception, bid may not be considered. A bid may be rejected if a bidder fails to meet any one of the following qualifications. Attached with their proposal, the bidder is to provide information to be used during the evaluation process for each of the areas listed below:

Breadth of Product Line

It must be clearly evident to the District that a bidder is capable of delivering promptly all items if awarded and acquiring, on short notice, any peripheral items which might be required. Describe your capabilities in this area.

Capacity

A bidder must clearly demonstrate to the District the capacity, both physically and financially, to supply items to the District in the quantities required. Describe what you have in place and your experience with frequent small delivery scenarios, while maintaining larger inventory investments at your facility.

Facilities & Equipment

Bidder must have adequate warehouse for supplying contract products. Describe your capabilities to the supply the District's needs.

Reliability

A bidder must have a successful record of service, particularly with respect to delivering all items on a regular scheduled basis, at acceptable prices. The bidder must provide three references from other school district customers complete with name, addresses, phone numbers, fax numbers, and email addresses, in which to contact. Additional private corporate references may be required.

Accounting Practices

The successful bidder must clearly demonstrate to the District its capability to provide accurate, reliable and timely reports specific to the District, in terms of invoices, statements, credits, and usage reports. Describe how your company will address these issues.

Food Service Paper and Plastics B7012 SECOND EXTENSION

In accordance with the attached Form of Proposal, General Conditions, and Special Conditions for the period July 1, 2016 to June 30, 2017.

Print or type Name, Title and Phone of the person to be contacted for bid information.

NAME AUSTIN KRUSENSTERN
TITLE PURCHASING MANAGER
PHONE 515-331-9000
EMAIL austin@sinkpaper.com

1. District expectation is for firm prices for the period July 1, 2016 to June 30, 2017.
2. Are quoted prices firm for the period July 1, 2016 to June 30, 2017? X YES _____ NO

If no, explain: _____

3. Please explain any issues concerning warehousing and delivery to Des Moines Public Schools that you wish to make known at the time of bid submission:

4. What is your "Cost" mark- up percentage for items that may need to be added during the period of the contract?

6%

Will this mark- up percentage remain constant for the life of the contract? Yes X No _____

If no, please explain:

B7012 Paper & Plastic Items for Nutrition: 2nd Extension, 2016-17

VENDOR: SINK PAPER

Bid / Quote:

B7012

Original Bid Date:

5/30/2014

Supervisor:

Sandy Huisman

Department:

Central Nutrition

DMPS Item #	Description Approved Brand Pack Size	Estimated Usage	Unit of Measure (UOM)	Product Bid & Pack Size	Bid Price (per UOM)	Total Cost for Estimated Usage	Vendor Item #
C0380	Napkins, white SCA tissue Cascade 2410 Servone 6000/case	200	Case		40.78	8156	2410
J0100	Fork, Black Plastic Dart F6BBPS 1000/case	300	Case		12.32	3696	F6BBPS
J0425	Lid, 5.5 oz Portion cup Dart 400PCL 20 packs/125 each/case	30	Case		26.62	798.6	PL4
J0450	Cup 5.5 oz portion Dart 550PC 20 packs/125 each/case	30	Case		60.04	1801.2	P550N
J0125	Cover, Clear, Bun Rack, 52x80 .0005 Elkay BR 52x80 50/case	5	Case		11.97	59.85	75001750
J0150	Aprons, Plastic, White, 2 mil Prime Source 75007272 5 box/100 ea/case <i>*Bid Price Per Box</i>	40	Box		11.37	454.8	AHEW
J0350	Food Tray 5# Red Plaid SQP 8155 500/case	800	Case		16.55	13240	SQP8155
J0475	Tray, Chinet, 6 Compartment Chinet 22021 500/case	80	Case		97.25	7780	22021
J0250	Gloves, Med., Powder-Free Vinyl Safety Zone GVP9-MD-1 10 box/100 ea/case	100	Case		21.25	2125	GVP9-MD-1
J0275	Gloves, Large, Powder-Free Vinyl Safety Zone GVP9-LG-1 10 box/100 ea/case	100	Case		21.25	2125	GVP9-LG-1
J0225	Linens, Pan, 16.75x24 Quilon 25Q1 1000/case	300	Case		29.66	8898	162-1
J0361	Sanitizing Wipes, No Alcohol Wipes Plus 33803 12 containers/240 ea/case	150	Case		58.36	8754	33803
Q0725	Spoons, White for Dispenser Dixie Smart Stock sss21p 960/case	250	Case		25.92	6480	SSS21P
Q0700	Fork, White for Dispenser Dixie Smart Stock ssf21p 960/case	250	Case		25.92	6480	SSF21P
J0600	Cup, Parfalt, 14-12 oz. Clear, PET Pactiv YP1412C 10 sleeves/70 each/case	5	Case		40.38	201.9	YP1412C
J0601	Lid, Clear, Flat, No Straw Slot For Pactiv YP1412C Parfalt Cup Pactiv YLP24CNH 12 sleeves/85 each/case	5	Case		40.8	204	YLP24CNH
J0349	Food Tray, 2.5#, Red Plaid SQP 8143 500/case	300	Case		12.92	3876	SQP8143

Des Moines Public Schools

DMPS Item #	Description Approved Brand Pack Size	Estimated Usage	Unit of Measure (UOM)	Product Bid & Pack Size	Bid Price (per UOM)	Total Cost for Estimated Usage	Vendor Item #
S006017438	Film/Vinyl 12x12x1600 perforated Anchor E-15 1600'/roll	100	Roll		11.52	1152	E15-1212
S006017437	Film/Vinyl Self Cllng 24"x2000' box type dispenser Value Wrap VW242 2000'/roll	115	Roll		16.94	1948.1	VW242
S006017026	Clear PolyFood Storage/Freezer bag 10x14 1.5 mil Tuffgards FB14RM 1000/case	120	Case		11.19	1342.8	FB14RM
S006017035	Bag, Bun Pan Cover Clear Poly 21x6x35 Elkay 80R21635 200/case	210	Case		12.86	2700.6	D2135
S006017154	Bowl, Foam, 12 oz Dart 128WWQ 1000/case	120	Case		24.24	2908.8	128WWQ
S006017305	Cup, Foam, 6oz Hot/cold DART 6J6 1000/case	15	Case		14.72	220.8	6J6
S006017869	Plate 6" Foam, rigid non leak med weight DART 6PWC 1000/case	150	Case		15.14	2271	6PWC
S006017262	Container Food/Squat 12 oz foam DART 12SJ20 500/case	160	Case		19.18	3068.8	12SJ20
S006017269	Lid for 12 oz foam container DART 20JL 1000/case	20	Case		17.38	\$347.60	20JL
S006017265	Portion Cup 2 oz clear plastic souffle cup DART 200PC 2500/case	70	Case		26.94	1885.8	P200N
S006017264	Lid, Portion Cup, for 2oz cup DART 200PCL 2500/case	50	Case		22.14	1107	PL2
S006017468	Gloves MED Disposable food Safety Zone GDPE-MD 10 box/100 ea/case <i>*Bid Price Per Box</i>	1000	Box		3.95	3950	GDPE-MD
S006017469	Gloves, Large Disposable Food Safety Zone GDPE-LG 10 box/100 ea/case <i>*Bid Price Per Box</i>	500	Box		3.95	1975	GDPE-LG
S006017006	Foil/Roll 18x500' .001 ga dispenser box w/cutter Reynolds 624 500'/roll	350	Roll		25.8	9030	624
S006017034	Poly Bag 18x24 flat seal Elkay BOR1824HD 250/case	100	Case		9.9	990	BOR1824HD
S006018280	Tray, clear plastic hinged 8.25x8.25x3 DART C90PST1 250/case	100	Case		33.76	3376	C90PST1
S006017008	Aluminum Foil Interfold sheets 12x10 3/4 Reynolds 720 12 boxes/200 ea/case <i>*Bid Price Per Box</i>	250	Box		4.05	1012.5	720

Des Moines Public Schools

DMPs Item #	Description Approved Brand Pack Size	Estimated Usage	Unit of Measure (UOM)	Product Bid & Pack Size	Bid Price (per UOM)	Total Cost for Estimated Usage	Vendor Item #
S006017025	Bag Sandwich 6.75x6.75 lip & fold .36 high density Elkay HD07 2000/case	120	Case		8.58	1029.6	HD07
C1010	<u>Catering Items</u> Fork, White, Heavy Weight Vintage V173001 10 box/100 ea/case	2	Case		32.13	64.26	E173001
C1015	Tea Spoons, White, Heavy Weight Vintage V173003 10 box/100 ea/case	2	Case		32.13	64.26	E173003
C1020	Knife, White, Heavy Weight Vintage V173002 10 box/100 ea/case	2	Case		32.13	64.26	E173002
C1025	Wrapped Kits, White, Heavy Weight, Includes fork, knife, teaspoon, 2-ply napkin, salt & pepper D&W Wrapped Kit 3ANSPW 250/case	4	Case		47.82	191.28	CKPSHW123
C1030	Cake Box White, with Window, Full Sheet, 26.5x18.63x4 INNO-PAK 005200203 25/case Delivery days	2	Case		77.5	155	5200203
C1035	Cake Box White, with Window, 1/2 sheet, 19x14x4 INNO PAK 005200202 50/case	2	Case		66.75	133.5	5200202
C1040	Trays, Cater, 12", Flat, Black Pactiv 9812K 50/case	2	Case		20.36	40.72	9812K
C1045	Lid, Dome, Clear Plastic, to fit 12" Catering Tray PACTIV P9812 50/case	2	Case		21.4	42.8	P9812
C1050	Tray, Cater, 16", Flat, Black PACTIV 9816KY 50/case	2	Case		35.25	70.5	9816KY
C1055	Lid, Dome, Clear Plastic, to fit 16" Catering Tray PACTIV P9816Y 50/case	2	Case		31.06	62.12	P9816
C1060	Tray, Cater 18", Flat, Black PACTIV 9818K 50/case	2	Case		45.56	91.12	9818K
C1065	Lid, Dome, Clear Plastic, to fit 18" Catering Tray PACTIV P9818 50/case	2	Case		37.24	74.48	P9818
C1070	Coffee Stirrers Brown 90CK525BR 10 box/1000 ea/case	2	Case		13.11	26.22	90CK525BR
C1075	Plate 10.25" foam Genpak LAM10 4 sleeve/125 ea/case	5	Case		32.2	161	LAM10