

Quotes Requested by:

Minnesota Service Cooperatives

Locations in Mt. Iron, Mankato, Thief River Falls, Fergus Falls,
Rochester and Marshall, MN



MSC RFQ 13.4: Bread and Bread Products

Return by 3:00 pm CDT, June 25, 2013

Minnesota Service Cooperatives

Attn: Doug Koch

1001 E. Mount Faith

Fergus Falls, MN 56537

Opening at 3:30 pm CDT June 25, 2013

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Instructions to Vendors

A. The Group Requesting Quotes

Quotes for the products and/or services detailed in the accompanying Technical Specifications are being requested by the Minnesota Service Cooperatives. The Minnesota Service Cooperatives (MSC) is a joint powers group of eight Minnesota service cooperatives. The eight member cooperatives, organized pursuant to MS123A.21, are public, non-profit cooperatives designed to provide a variety of services to their member organizations. These eight member service cooperatives (see map on page 8) include:

- Lakes Country Service Cooperative, Fergus Falls, MN (LCSC)
- Metro ECSU, St. Anthony, MN (Metro)
- Northeast Service Cooperative, Mt. Iron, MN (NESC)
- Northwest Service Cooperative, Thief River Falls, MN (NWSC)
- Resource Training and Solutions, St. Cloud, MN (RTS)
- South Central Service Cooperative, Mankato, MN (SCSC)
- Southeast Service Cooperative, Rochester, MN (SSC)
- Southwest/West Central Service Cooperative, Marshall, MN (SW/WC)

Metro ECSU and Resource Training and Solutions are not participating in this RFQ.

B. Intent of the Request for Proposals

Purpose:

MSC is seeking to partner with a vendor(s) to develop a program(s) for MSC that will allow them to purchase the goods and/or services described in the accompanying Technical Specifications at substantial savings.

Objective:

To accept a vendor(s) proposal(s) that will increase sales to MSC members and provide significant cost savings along with exceptional service and delivery of the products and/or services listed in the Technical Specifications. The awarded vendor(s) will be MSC's "Prime Vendor(s)" for the products and/or services defined in the Technical Specifications. MSC will work closely with the awarded vendor(s) to market this prime vendor contract to MSC members.

Contract Period:

See Technical Specifications

C. Proposal Content

Submission of Proposals:

Vendors must submit their proposal, as described in the Technical Specifications, to the RFQ Facilitator listed in the Technical Specifications, by the time listed in the Technical Specifications.

Proposals MUST be submitted electronically on either a thumb/flash drive, CD or DVD. If the data in the submission is password protected, the password must be provided with the proposal. The forms must be submitted in the formats specified in the Technical Specifications. Oral, facsimile, printed, telephone or telegraphic proposals are invalid and will not receive consideration.

Interpretations:

Requests for additional information, including Instructions to Respondents or Technical Specifications shall be addressed to the RFQ Facilitator identified in the Technical Specifications.

D. RFQ Particulars

Award:

It is the intent of MSC to award a contract(s) to the lowest responsible respondent(s) meeting specifications, provided the proposal has been submitted in accordance with the requirements of the RFQ documents. MSC shall have the right to waive any informality or irregularity in any proposal received; to accept the proposal, which, in its judgment, is in its own best interest; and to advertise for new quotes where the acceptance, rejection, waiving, or re-advertising is determined by MSC to be in its members' best interest. Award(s) will be based upon the total quoted price (including any discounts), unit quoted price or extended price. To qualify for consideration, however, the supplier providing the quote must:

1. Adhere to all conditions and requirements contained in these RFQ specifications
2. Be able and willing to deliver to all MSC members that have committed to this program.
3. Provide pricing to participating members that is lower than what they would be quoted if conducting their own RFQ.
4. Provide product samples, upon request, to the MSC members that have committed to the program. These samples must meet the program participant's approval.
5. Be able to provide the quoted products or their equivalent.
6. Have a positive reputation.
7. Have experience providing the quoted products to schools.
8. Be able to deliver the products to participating schools at a mutually agreed upon day of the week and time of day.
9. Demonstrate the fiscal responsibility necessary to meet the terms presented in this RFQ.

MSC will award to one vendor for each participating region, or may reject any or all quotes by region. Low-tied quotes will be resolved in a manner that is in MSC's and its members' best interest.

Response to this RFQ is an offer to contract with MSC based upon the terms, conditions, and scope of work and specifications contained in this request. Following the award, MSC will enter into contract negotiations with the awarded vendor(s).

Conditions Precedent to Award:

MSC reserves the right to request and test samples from the apparent successful vendor(s). Prior to the award of the contract, the apparent successful vendor(s), if requested by MSC, shall furnish current information and data regarding the vendor's resources, personnel, and organization within 3 days. MSC reserves the right to reject the proposal of the apparent successful vendor when the available evidence or information does not satisfy MSC that the vendor is qualified to properly carry out the terms of the contract.

Correction of RFQ Document:

Upon examination of the RFQ documents, respondents shall promptly notify the RFQ Facilitator of any ambiguity, inconsistency or error that they may discover. Interpretations, corrections, and changes to the RFQ documents will be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding, and respondents shall not rely upon such interpretations, corrections and changes.

Late Proposals:

Quotes received after the due date and time listed for opening will be returned to the respondent unopened.

Modifications or Withdrawal of Proposal:

A quote may not be modified, withdrawn or cancelled by the proposer for a period of 365-days following the time and date designated for receipt of quotes, as each respondent so agrees in submitting a proposal. Prior to the time and date designated for receipt of proposal, any proposal submitted may be modified or withdrawn by notifying the RFQ Facilitator at the location designated for receipt of proposals. Such notice shall be in writing over the signature of the respondent. Written confirmation over the signature of the respondent shall be mailed and postmarked on or before the date and time set for receipt of proposals, and it shall be so worded as not to reveal the amount of the original proposal. However, the original proposal shall not be physically returned to the vendor submitting the proposal until after the RFQ opening. Withdrawn proposals may be resubmitted up to the time designated for the receipt of the proposals provided that they are fully in conformance with these Instructions to Vendors. RFQ security, if any is required, shall be in an amount sufficient for the RFQ as modified or resubmitted.

Opening of Proposals & Proposal Award:

The properly identified proposals, which have been received by 3:00 PM, CDT, on June 25, 2013 will be opened that same day at 3:30 PM, CDT, and will be read by MSC purchasing staff members. The results will be reviewed by the MSC's RFQ Facilitator. A summary of the proposals will be made available for public inspection in the MSC office in Fergus Falls. The award will be made within seven business days of the RFQ opening.

The Respondent Guarantees Lowest Available Price:

In the event that during the contract term the awarded vendor reduces any or all prices charged to any or all customers other than MSC members, for the same or similar bread and bread products and services of the equivalent quantity, delivery, performance, duration, and location as said products and services specified herein, the awarded vendor shall make an equivalent reduction for MSC members in corresponding prices for said products and services.

In the event that during the contract term the awarded vendor reduces any or all prices charged to any given pricing tier of MSC members, the vendor will make equivalent price reductions to the other pricing tier(s).

Rejection of Proposals:

MSC shall have the right to reject any or all proposals and to reject a proposal not accompanied by data required by the RFQ documents, or to reject a proposal, which is in any way incomplete or irregular. MSC shall reject all proposals from respondents where there has been collusion among respondents.

Required Securities:

The awarded vendor(s) will be required to post a \$500.00 performance bond with MSC. This bond may be in the form of a bond, certified or cashier's check or money order payable to MSC. It may also be a bond naming MSC as obligee written by a corporate surety satisfactory to MSC pledging that the respondent will fulfill its obligations as stated in the RFQ. MSC shall have the right to retain the performance bond of awarded vendor(s) until the contract term has been completed.

E. General Specifications

Addenda:

Addenda are written instruments issued by MSC, which modify or interpret the RFQ documents by additions, deletions, clarification, or corrections and will be sent prior to the date for receipt of quotes. All addenda issued by MSC shall become a part of the specifications and will be made part of the contract. Addenda will be e-mailed to all that are known by the Bid and Contract Coordinator to have received a complete set of RFQ documents. Copies of addenda will be made available for inspection wherever RFQ documents are on file. No addenda will be issued later than five business days prior to the date and time for receipt of proposals, except an addendum withdrawing the request for proposals or one that includes postponement of the date of receipt of proposals. Each respondent shall ascertain prior to submitting a quote that it has received all addenda issued, and the respondent shall acknowledge their receipt in its proposal.

Data Privacy:

Vendor agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals. Vendor agrees to hold MSC harmless from unlawful disclosure or use of private or confidential information.

Delivery:

Items must be delivered to the addresses specified on the purchase orders. Awarded vendor(s) will be required to deliver to any and all members of MSC identified in Appendix A. Drop times and schedules must be mutually agreed upon by the chosen vendor(s) and the MSC members.

Manufacturer's Specifications:

The awarded vendor(s) must submit child nutrition labels or nutritional information on all items offered to member schools.

Ordering Procedures:

All orders will be placed from MSC members directly to the awarded vendor(s). The awarded vendor(s) will deliver directly to the member's location and invoice the members directly.

Prices:

All items under this contract will be provided at the quoted price. Any items and products purchased by MSC members that are not on the quote sheet will be marked up in a manner that is consistent with the formula used to price items on the quote sheet. Respondent(s) may elect to offer tiered pricing based upon estimated purchase volumes.

Price Changes:

Bread prices shall be quoted for the term of the contract (1 year).

Audits:

Vendor(s) agree that MSC may audit their records to establish that total compliance of this contract is met. MSC will be responsible for their staff member(s) and travel associated with an audit. The vendor being audited will provide one staff member, at their expense, for a period not to exceed eight hours, to access records as requested by MSC. The vendor will provide copies as requested by MSC at the vendor's expense.

If any audit discloses an overcharge or undercharge by the vendor, the party receiving the benefit of the mistake shall promptly reimburse the other party. MSC's audit shall be conducted during normal business hours and shall be non-disruptive to the vendor. All information provided by an audit shall be deemed "confidential," pursuant to the terms of the subsequent contract and may not be copied or removed from the vendor's premises. The vendor being audited agrees to provide verifiable documentation tracking goods from the vendor to the MSC member and will make every reasonable effort to fairly and equitably resolve discrepancies to the satisfaction of both MSC and the vendor.

MSC may audit a vendor no more than once annually and will give 30-day notice of the audit.

Sales Tax:

Sales tax shall not be included in the prices quoted on the quote form.

Substitutions:

The products or supplies described in these documents establish a standard of type and quality to be met by any proposed substitution. Quotes for substitute items may be submitted on the respondent's letterhead attached to the quote form. Respondents shall attach to the form a statement of the manufacturer and brand name of each proposed substitution plus a complete description of the item including descriptive literature, illustrations, performance and test data and any other information necessary for an evaluation. The burden of proof of the merit of the proposed substitution is upon the respondent.

Defects:

Vendor shall accept for full credit, bread and/or bread products that are found to be deficient in quality or defective in packaging so as to render the item unsuitable for its intended purpose. Merchandise so designated shall be replaced at vendor's expense within seven calendar days.

Sales Representation and Marketing:

Vendor agrees to provide sales people to visit all members on a periodic basis along with support from their telemarketing staff. MSC agrees to assist the vendor with their marketing efforts as mutually agreed upon by the vendor and MSC.

F. Contract Development

Following the final proposal evaluations, MSC will develop a contract(s) with the most highly qualified vendor(s). If a satisfactory contract cannot be developed with the most highly qualified vendor(s), the second most qualified vendor(s) may then be approached to develop a contract.

COOPERATIVE
Purchasing
CONNECTION
a Program of MNC

The *Minnesota*
Service Cooperatives

**Northwest Service
Cooperative**

**Northeast Service
Cooperative**

**Lakes Country
Service
Cooperative**

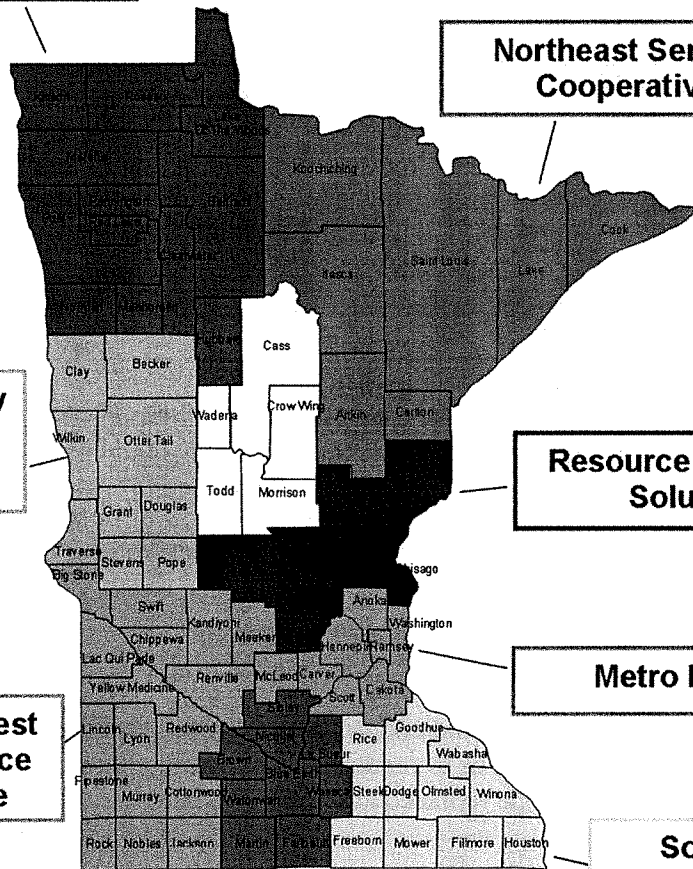
**Resource Training &
Solutions**

**Southwest/West
Central Service
Cooperative**

Metro ECSU

**South Central
Service Cooperative**

**Southeast
Service
Cooperative**



Technical Specifications

Purpose

This RFQ is for the implementation of a purchasing contract(s) for Bread and Bread Products for members of MSC. Each of the participating MSC regions will select their own awarded vendor. LCSC will function as the fiscal administrator of this program for the participating regions. Vendors must be able to deliver and bill to all program participating member locations within the region for which they are quoting. (Appendix A).

Product Category: Bread and Bread Products

RFQ Facilitator

The RFQ Facilitator for this RFQ is:

Doug Koch, Bid and Contract Coordinator
Minnesota Service Cooperatives
1001t Mount Faith,
Fergus Falls, MN 56537
1-218-739-3273 (phone)
1-218-739-0326 (fax)
dkoch@lcsc.org

Estimated Quantities: See Appendix B

Proposal Due Date

Proposals are due in the office of the RFQ Facilitator by 3:00 PM CDT on June 25, 2013. Proposals will be opened at 3:30 PM CDT on June 25, 2013.

Award Date

RFQ award notification(s) will be made on or before July 1, 2013, pending board approval.

Contract Term

The period of this/these contract(s) will be from July 1, 2013 through June 30, 2014. The contract(s) may be renewed annually for an additional three years.

RFQ Submission

MSC requires that responses be submitted electronically on a CD, DVD or flash drive, labeled RFQ 13.2, in the formats as described below:

- Form A: Vendor Information Form (MS Word™ format)
- Form B: Questionnaire (MS Word™ format)
- Form C: Quoted Pricing (MS Word™ format)
- Form D: Assurance of Compliance (Adobe™ PDF format)
- Form E: Vendor's Contract Offer and Contract Award (Adobe™ PDF format)
- Form F: Completed Proposal Checklist (Adobe™ PDF format)

Required documents MUST be submitted in indicated format. MS Word documents with inserted images of completed documents will not be accepted.

Specifications

1. All prices given will include delivery.
2. If not a stock item, "Special Order" will be plainly marked on the quote sheet.
3. Vendor agrees to invoice and deliver all items directly to MSC members.
4. Vendor shall accept for full credit and pay return shipping on any defective product.
5. Vendor agrees to provide sales people to visit all members, subscribing to this program, on a periodic basis.
6. Vendor agrees to deliver goods directly to member during normal operating hours.
7. Perishable items must be delivered at a time agreed upon by member and vendor so as to ensure the freshness of these products.
8. Proposed pricing is expected to be maintained through 6/30/2014. If, for reasons beyond the awarded vendor's control, the vendor deems a price adjustment to be necessary, the vendor may present its case for a price change to MSC. Any price changes are subject to MSC approval.
9. If awarded the contract, the vendor agrees to submit all packing changes and associated pricing to MSC and MSC members being served through this agreement.
10. Awarded vendor(s) will be required to notify MSC and MSC members of any new products, and the pricing for those products, introduced during the contract period.
11. If a MSC member exceeds the quantity of a given item that they intended to purchase, they shall continue to purchase that excess at the current contract price.

Defects

Vendor(s) shall accept for full credit and pay return delivery charges on any item received by an MSC member that is found to be deficient in quality or defective in packaging so as to render the item unsuitable for its intended purpose, or if vendor(s) has/have substituted items other than items that were ordered, without knowledge by the member. Merchandise so designated shall be replaced at vendor's expense within seven calendar days.

Marketing Fees

The awarded vendor(s) will be required to pay a \$40/program participant/region marketing fee. This fee shall not exceed \$1000/region. The purpose of this fee is for MSC's role in surveying member school usage, enrolling members in this program and conducting this RFQ on those member's behalf. The awarded vendor(s) is/are expected to pay this fee since this RFQ allows them to procure business at multiple schools with one quote response, rather than responding to a RFQ for each individual school. MSC will invoice the awarded vendor(s) quarterly for these fees. The marketing fee information, by region, is shown below.

Region	Number of Program Participants Committed to Purchase from Awarded Vendor	Marketing Fee
Lakes Country Service Cooperative	27	\$1,000.00
Northeast Service Cooperative	1	\$40.00
Northwest Service Cooperative	10	\$440.00
South Central Service Cooperative	4	\$160.00
Southeast Service Cooperative	6	\$240.00
Southwest Service Cooperative	13	\$520.00

Form A: Vendor Information Form

Company Name	
Address	
City/State/Zip	
Phone #	
Fax #	
Toll Free Customer Service #	
Primary Contact Person	
Primary Contact Person's E-mail	

Company Personnel Contacts

General Manager	
Sales Manager	
Customer Service Manager	
Account Manager(s) for MSC (Identify by region)	

Who in your company will be responsible for the following?

Conducting audits	
Submitting sales reports	
Payment of administrative fees	

Form B: Vendor Questionnaire

Vendor Name:	
Question	Response
1. Indicate for which regions of MSC you are providing quotes (Yes/No) (See map on page 8).	
A. Lakes Country Service Cooperative	
B. Northeast Service Cooperative	
C. Northwest Service Cooperative	
D. Southeast Service Cooperative	
E. South Central Service Cooperative	
F. Southwest Service Cooperative	
2. Are you able to service all members listed in Appendix A within the region(s) you are quoting?	
3. As a vendor you are expected to provide products/services through MSC at a price lower than our members can access directly. Please state your method for ensuring this occurs.	
4. Respond to the following concerning your company's inventory.	
A. Locations of inventory (serving MN)	
B. Size of inventory at each location	
C. Number of accounts serviced from each location	
D. Fill rate at each location	
E. Inventory control procedures in place	
5. Describe your ordering process.	
6. Number of staff in sales? Support?	
7. Is there a minimum order? If so, what is it?	
8. Do you assess a fuel surcharge? If so, how is it assessed?	
9. How do you handle returns/credits?	
10. Are you offering a tiered pricing structure based upon purchase volume?	
11. Do you offer a prompt pay discount? If so, what is it?	
12. State your process for handling an order from the time you receive it, until the time the items are delivered	
13. Describe your process for ensuring the freshness of the product delivered to the customer addressing the time from baking to delivery and delivery to customer use.	
14. State your proposed pricing for MSC members on items not covered on the quote list. Also state how you would price and introduce additions to your product line.	
15. Are you asking for any exceptions to these RFQ specifications? If yes, please describe.	
16. Please complete the table below listing five school references, including the school name, contact, phone number and e-mail address (if known).	

References:

School Name	Contact Person	Telephone Number	E-mail Address

Form C: Bread and Bread Product Quote Forms

If you elect to offer tiered pricing, copy the forms as needed and identify on each set of forms, which schools would fall into that pricing tier. If you elect to offer a single pricing structure, you need only complete one set of the forms.

- **Make copies of these forms as necessary.**
- **Estimated quantities, by school, are located in Appendix B.**

Product Description	Pack Size	Estimated Quantity	Quoted Price	Quoted Pack/Size (Slices/Loaf)
WHITE BREADS				
Bread, Sandwich, Thin Sliced, White	24oz Loaf	500		
Bread, Sliced, White, RT	24oz Loaf	24		
Bread, Sliced, White, Min. 51% WG	24oz Loaf	23456		
Bread, Sliced, Whole Grain, White, RT	20oz Loaf	5037		
WHEAT BREADS				
Bread, Wheat, Sandwich, Sliced	24oz Loaf	1710		
Bread, Whole Grain, Sliced, ST	24oz Loaf	1000		
French Bread, Whole Grain (Min. 51%), Sliced	14oz Loaf	350		
Bread, 100% Whole Wheat, Sliced (Sara Lee #5518 equivalent)	20oz Loaf	16096		
Bread, 100% Whole Wheat, Sliced (Sara Lee #53067 equivalent)	20oz Loaf	6296		
SPECIALTY BREADS				
Bread, French, Long, Sliced	14oz Loaf	238		
Bread, French, Sliced, Min. 51% WG	14oz Loaf	350		
Bread, 7 Grain, Sliced	24oz Loaf	50		
Marble Rye, Sliced	24oz Loaf	30		
Bread, Texas Toast, ¾", Sliced	24oz	207		
WHITE BUNS				
Hamburger Buns, 4", Sliced	30ct./54oz	970		
Steak Buns, Split Top, 6", Sliced	24ct./64oz	5076		
Coney Buns, 6", White, Sliced	16ct./25oz	19		
Coney Buns, 6", White, Sliced	8ct./12oz.	255		
Kaiser Bun, 4 ½", Sliced	12ct./29oz	0		
Hamburger Buns, 4", Sliced	12ct./21oz	0		
Hamburger Buns, 3.75", Sliced	12ct./18oz	4800		
Buns, Footlong Hot Dog, 9", Sliced	8ct./19oz	230		
Hamburger Buns, 3 ¾", Whole Grain	8ct./12oz	1875		

WHEAT/WHOLE GRAIN WHEAT BUNS				
Hamburger Buns, 100% Whole Grain	8 ct./21oz	3629		
Hamburger Buns, Whole Grain White Wheat (Min. 51%), 4", Sliced	30ct./60oz	61197		
Hamburger Bun, Whole Grain (Min. 51%, 3 1/2", Sliced	30ct./48oz	495		
Coney Bun, Whole Grain White Wheat, (Min. 51%), 6", Sliced	30ct./52.5oz	7370		
Coney Bun, Whole Grain White Wheat, (Min. 51%), 6", Sliced	16ct./24oz	15877		
Steak Buns, Whole Grain White Wheat (Min. 51%), 6", Sliced	24ct./72oz	6885		
Steak Buns, Whole Grain Wheat (Min. 51%), 5", Sliced	24ct./60oz	135		
Hoagie, Whole Grain (Min. 51%), Sliced	24ct./72oz	1250		
Hamburger Bun, Whole Grain Wheat, (Min. 51%), 3 3/4", Sliced	16ct./24oz	316		
BREAKFAST ITEMS				
English Muffins, Sliced	12ct./16oz	88		
English Muffins, Whole Grain, (Min. 51%), Sliced	6ct./14oz	80		
English Muffins, Whole Grain (Min. 51%) w/Honey, Sliced	6ct./14oz	360		
OTHER				
Croissant (2 oz.),	64ct./128oz	144		
Rolls, Dinner, White	12ct./17oz	37		
Rolls, Dinner, Wheat	12ct./17oz	3270		
Rolls, Dinner, White, Min. 51% WG	12ct./17oz	9329		

If offering tiered pricing, complete the following:

Pricing Tier: _____ **Schools included (See Appendix A):** _____

Form D: Assurance of Compliance

To Whom It May Concern:

The respondent has carefully checked the accuracy of all items including description, price per unit, and listed total price per item in this proposal. In addition, the respondent accepts the general provisions of the proposal, including delivery timelines, and all responsibilities of delivery as outlined.

The respondent is aware of any detailed and special conditions.

In submitting this proposal, it is understood that the right is reserved by MSC to reject any or all proposals, and it is agreed that this proposal may not be withdrawn during a period of 360 (three hundred-sixty) days from the time of the opening date.

Company Name: _____

Authorized Agent's Signature: _____

Agent's Name (printed): _____

Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Form E: Contract Offer

MSC RFQ 13.4: Bread and Bread Products

OFFER TO BE COMPLETED BY VENDOR

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instruction to Offerors, and, being familiar with these instructions and Technical Specifications contained in MSC RFQ 13.4: Bread and Bread Products offer to provide the products listed in our offering to MSC members in the regions we have quoted. The under-signed understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to MSC as stated in the evaluation section, will be a consideration in making the award.

Company Name: _____

Address _____ City _____ State _____ Zip _____

Contract Contact Person _____

Authorized Signature _____ Printed Name _____

ACCEPTANCE OF OFFER AND CONTRACT AWARD TO BE COMPLETED ONLY BY THE AWARDING MSC REGION

Contract period: It is _____ intent to award a contract for Bread and Bread Products. The initial contract term shall be from the July 1, 2013 through June 30, 2014. By mutual written agreement between _____ and the contracted vendor named above, the contract may be extended through June 30, 2015, again through June 30, 2016 and June 30, 2017. However, no contract extension exists unless and until contractor is so notified by _____.

Authorized Signature Contract Number

Awarded this _____ day of _____, 2013.

Form F: Vendor's Checklist

The following items are required by the RFQ due date and time. Any missing item(s) will result in disqualification of your proposal. Please take a moment to review the check-off list provided:

- ☐ Form A: Vendor Information Form (MS Word™ format)
- ☐ Form B: Questionnaire (MS Word™ format)
- ☐ Form C: Quoted Pricing (MS Word™ format)
- ☐ Form D: Assurance of Compliance (Adobe™ PDF format)
- ☐ Form E: Vendor's Contract Offer and Contract Award (Adobe™ PDF format)
- ☐ Form F: Proposal Checklist (Adobe™ PDF format)

Required documents **MUST** be submitted in the indicated format. MS Word documents with inserted images of completed documents will not be accepted.

One electronic copy of all of the forms and information listed above must be submitted on a CD, DVD or flash drive.

No hardcopy of these documents is required.

Any proposal not containing ALL of the above listed items and not received by the due date and time will be considered non-responsive.

Appendix A

MSC Member List

Note: All of the schools listed below responded to the MSC bread product use survey and their estimates are included in Appendix B, except for those marked with “**” did not submit the survey form.

Schools committed to purchase from the awarded vendor		Schools NOT committed to purchase from the awarded vendor but may elect to do so	
School Name	Region	School Name	Region
Ashby Public School	LCSC	Alexandria Public Schools	LCSC
Barnesville Public School	LCSC	Henning Public School	LCSC
Battle Lake Public School	LCSC	Esko School District	NESC
Brandon Public School	LCSC	Lake Superior School District	NESC
Breckenridge Public Schools	LCSC	Nett Lake School District	NESC
Browns Valley Public School	LCSC		
Campbell-Tintah Public School	LCSC		
Chokio-Alberta Public School*	LCSC		
Clinton-Graceville-Beardsley Public School	LCSC		
Evansville Public School	LCSC		
Fergus Falls Public School	LCSC		
Hancock Public School	LCSC		
Hawley Public School	LCSC		
Herman-Norcross Public School	LCSC		
Morris Public Schools	LCSC		
New York Mills Public Schools	LCSC		
Our Lady of Victory Catholic School, Fergus Falls	LCSC		
Pelican Rapids Public School	LCSC		
Rothsay Public School	LCSC		
St. Joseph's School, Moorhead*	LCSC		
Sebeka Public Schools	LCSC		
St. Mary's School, Breckenridge	LCSC		
Ulen-Hitterdal Public School	LCSC		
Underwood Public School	LCSC		
West Central Area Schools	LCSC		
Wheaton Public School	LCSC		
Zion Lutheran School, Alexandria	LCSC		
North Shore Community Schools	NESC		
Ada/Borup Public Schools	NWSC		
Fertile/Beltrami Public Schools	NWSC		
Goodridge Public School	NWSC		

Schools committed to purchase from the awarded vendor		Schools NOT committed to purchase from the awarded vendor but may elect to do so	
School Name	Region	School Name	Region
Lancaster Public School*	NWSC		
Marshall County Central Public Schools	NWSC		
Norman County West Public Schools	NWSC		
RLCC (Oklee/Plummer) Public Schools	NWSC		
Stephen-Argyle Public Schools	NWSC		
Tri County Public Schools	NWSC		
Warroad Public Schools	NWSC		
Buterfield-Odin Public Schools	SCSC		
Lake Crystal Public School	SCSC		
Madelia Public School	SCSC		
Nicollet Public Schools	SCSC		
Caledonia Public School	SESC		
Grand Meadow Public School	SESC		
Lanesboro Public School	SESC		
Leroy/Ostrander Public Schools	SESC		
Lyle Public School	SESC		
Spring Grove Public School	SESC		
Cedar Mountain Public Schools	SWSC		
ECHO Charter School	SWSC		
Heron Lake-Okabena Public Schools	SWSC		
Holy Redeemer School (Marshall)	SWSC		
Jackson County Public Schools	SWSC		
Lakeview Public School	SWSC		
Lac Qui Parle Valley Public Schools	SWSC		
McCray Public Schools	SWSC		
Ortonville Public Schools	SWSC		
Russell-Tyler-Ruthton Public Schools	SWSC		
Springfield Public Schools	SWSC		
Tracy Public School	SWSC		
Windom Public School	SWSC		

Appendix B: Usage Estimates

NOTE: Bimbo numbers are listed only for cross-reference purposes and in no way should be interpreted to reflect any favoritism in this RFQ.

FY 2014 Bread Bid: Totals														
		LCSC	NESC	NWSC	SCSC	SSC	SWSC	Total						
Schools Responding		29	4	11	4	6	13	67						
Schools Participating		27	1	11	4	6	13	62						
Marketing Fee Assessed		\$1,000	\$40	\$440	\$160	\$240	\$520	\$2,400						
WHITE BREADS														
Bimbo Bakery Item #														
794	THIN SLICED WHIT SANDWICH BREAD						500	500						
27197	WHITE ROUND TOP			24				24						
11335	WHOLE GRAIN WHITE BREAD (MINIMUM 51% WG)	10506	630	100	128	1690	10402	23456						
5487	WHOLE GRAIN WHITE ROUND TOP	360		3647		1030		5037						
WHEAT BREADS														
Bimbo Bakery Item #														
17461	WHEAT SANDWICH BREAD	270	500		540	400		1710						
27211	SPLIT TOP WHOLE WHEAT	1000						1000						
5518	100% WHOLE WHEAT BREAD	10351	1675	100	115	2131	1724	16096						
53067	CLASSIC WHEAT (100%)	3230	200	1386		360	1120	6296						
SPECIALITY BREADS														
Bimbo Bakery Item #														
21618	MARBLE RYE		30					30						
25205	BREAD, 7 GRAIN, SLICED, (MINIMUM 51% WG)						50	50						
55625	TEXAS TOAST 3/4" SLICED		120				87	207						
	FRENCH BREAD, SLICED, WHOLE GRAIN (MINIMUM 51% WG)						350	350						
59416	OLD TIME LONG FRENCH SLICED					238		238						
WHITE BUNS														
Bimbo Bakery Item #														
5303	CONEY BUN, 6", 8 CT, 12 OZ	63					192	255						
59404	CONEY BUN, 6", 16 CT, 25 OZ	19						19						
5304	HAMBURGER BUN, 8 CT, 12 OZ, 3 3/4", WHOLE GRAIN	4800						4800						
39024	BULK HAMBURGER BUNS	694					276	970						
46847	SPLIT-TOP STEAK BUNS	4800	36				240	5076						
59410	9" FOOTLONG CLUSTER	140			90			230						
WGW BUNS														
Bimbo Bakery Item #														
5486	WHOLE GRAIN HAMBURGER BUN (100% WG)	2779		100			750	3629						
41064	WHOLE GRAIN WHITE WHEAT HAMURGER BUN (MINIMUM 51% WG)	33934	1997	1923	11710	3686	7947	61197						
	WHOLE GRAIN HAMBURGER BUN (MINIMUM 51% WG), 3 1/2", 30 CT, 48 OZ		495					495						
	WHOLE GRAIN HAMBURGER BUN (MINIMUM 51% WG), 3 3/4", 16 CT, 24 OZ						316	316						
41146	WHOLE GRAIN WHITE WHEAT STEAK BUN (MINIMUM 51% WG)	3855	220	456	427	398	1529	6885						
41278	WHOLE GRAIN WHITE WHEAT CONEY (MINIMUM 51% WG), 30 CT, 52.5 OZ	95			7095	180		7370						
41099	WHOLE GRAIN WHITE WHEAT CONEY (MINIMUM 51% WG)	8690	705	1823	323	827	3509	15877						
	STEAK BUN, WHOLE GRAIN WHEAT (MINIMUM 51%), 5", 24 CT, 60 OZ		135					135						
	HOAGIE, WHOLE GRAIN (MINIMUM 51%), SLICED	320			930			1250						
BREAKFAST														
Bimbo Bakery Item #														
59406	ENGLISH MUFFINS	70				12	6	88						
	ENGLISH MUFFINS, WHOLE GRAIN (MINIMUM 51%), 6 CT, 8 OZ						80	80						
	ENGLISH MUFFINS, WHOLE GRAIN (MINIMUM 51%), WHONEY, 6 CT, 8 OZ					360		360						
OTHER														
Bimbo Bakery Item #														
15149	CROISSANT			75		64	5	144						
5507	WHITE DINNER ROLLS	25				12		37						
11336	WHOLE GRAIN WHITE DINNER ROLL (MINIMUM 51% WG)	3489	210	226	210	52	5142	9329						
5510	WHEAT DINNER ROLLS	2848	125	285	12			3270						

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PAN-O-GOLD Baking Co.

501 NORTH UNIVERSITY DRIVE
P.O. BOX 2563
FARGO, ND 58108

TELEPHONE 701-235-6611

June 17, 2013

Minnesota Service Cooperatives
Fergus Falls, MN
Attn: Doug Koch

Dear Mr. Koch:

Due to time constraints and not servicing all these towns we will be unable to bid for the upcoming school year. Please keep us on your mailing list for future bids.

Sincerely,

Brad Bolin
General Sales Manager
Pan O Gold Baking Co.

Form A: Vendor Information Form

Company Name	Bimbo Bakeries USA
Address	1607 N. 6 th St.
City/State/Zip	Superior, WI 54880
Phone #	715-395-5661
Fax #	855-538-3653
Toll Free Customer Service #	NA
Primary Contact Person	Courtney Pulsifer
Primary Contact Person's E-mail	cpulsifer@sl.bbumail.com

Company Personnel Contacts

General Manager	Gary Daniels 715-395-5661
Sales Manager	Chad Hoverson 701-746-5259
Customer Service Manager	Courtney Pulsifer 715-395-5661
Account Manager(s) for MSC (Identify by region)	LCSC- Chad Myhrer 218-556-2753 or Tom Beaulieu 320-496-5978 NESW- Bob Malone 218-770-7124 NWSC- Todd Vanlaere 612-875-2438

Who in your company will be responsible for the following?

Conducting audits	Courtney Pulsifer
Submitting sales reports	Courtney Pulsifer
Payment of administrative fees	Courtney Pulsifer

Form B: Vendor Questionnaire

Vendor Name:	
Question	Response
1. Indicate for which regions of MSC you are providing quotes (Yes/No) (See map on page 8).	
A. Lakes Country Service Cooperative	Yes
B. Northeast Service Cooperative	Yes
C. Northwest Service Cooperative	Yes
D. Southeast Service Cooperative	No
E. South Central Service Cooperative	No
F. Southwest Service Cooperative	No
2. Are you able to service all members listed in Appendix A within the region(s) you are quoting?	No. RLCC/Oklee School isn't within our route structure to service. Browns Valley is services out of another sales sub-region.
3. As a vendor you are expected to provide products/services through MSC at a price lower than our members can access directly. Please state your method for ensuring this occurs.	We will cross reference bids to assure this doesn't occur.
4. Respond to the following concerning your company's inventory.	
A. Locations of inventory (serving MN)	Fergus Falls, MN
B. Size of inventory at each location	Varies by day
C. Number of accounts serviced from each location	Distribution to all routes/accounts via transport
D. Fill rate at each location	Per order request
E. Inventory control procedures in place	Orders placed through HHC then shipped
5. Describe your ordering process.	Schools place orders which are entered into our hand held computer
6. Number of staff in sales? Support?	Route Sales Representatives in numerous sales depot locations
7. Is there a minimum order? If so, what is it?	Orders are delivered based on volume in a timely manner
8. Do you assess a fuel surcharge? If so, how is it assessed?	No
9. How do you handle returns/credits?	Any crippled products are credited back through our handheld computers
10. Are you offering a tiered pricing structure based upon purchase volume?	Yes
11. Do you offer a prompt pay discount? If so, what is it?	No
12. State your process for handling an order from the time you receive it, until the time the items are delivered	Product is delivered to the bakery hub and then distributed to outlying depot locations where our sales team then delivers to the accounts the same day
13. Describe your process for ensuring the freshness of the product delivered to the customer addressing the time from baking to delivery and delivery to	Our products are delivered to each account within 24 hours after the producing plant ships the product.

customer use.	Product delivered has a guaranteed freshness date on each package.
14. State your proposed pricing for MSC members on items not covered on the quote list. Also state how you would price and introduce additions to your product line.	Items not on the bid will be reviewed and pricing will be offered based on the same formula used with the initial bid offerings.
15. Are you asking for any exceptions to these RFQ specifications? If yes, please describe.	No
16. Please complete the table below listing five school references, including the school name, contact, phone number and e-mail address (if known).	

References:

School Name	Contact Person	Telephone Number	E-mail Address
Grand Forks Schools	Julie Tunseth	701-746-2436	Julie.tunseth@gfschools.org
South Koochiching-Rainy River Schools	Jerry Struss	218-897-5280	
Warren/Alvarado/Oslo Schools	Lon Jorgensen	218-745-5393 Ext. 208	ljorgensen@wao.k12.mn.us
Wahpeton Public Schools	Rick Jacobson	701-642-6741	
Warroad Public Schools	Craig Oftedahl	218-386-6006	

Form C: Bread and Bread Product Quote Forms

If you elect to offer tiered pricing, copy the forms as needed and identify on each set of forms, which schools would fall into that pricing tier. If you elect to offer a single pricing structure, you need only complete one set of the forms.

- **Make copies of these forms as necessary.**
- **Estimated quantities, by school, are located in Appendix B.**

Product Description	Pack Size	Estimated Quantity	Quoted Price Tier 1	Quoted Price Tier 2	Quoted Price Tier 3	Quoted Pack/Size (Slices/Loaf)
WHITE BREADS						
Bread, Sandwich, Thin Sliced, White	24oz Loaf	500	NA			
Bread, Sliced, White, RT	24oz Loaf	24	NA			
Bread, Sliced, White, Min. 51% WG	24oz Loaf	23456	1.57	1.45	1.33	24 slices
Bread, Sliced, Whole Grain, White, RT	20oz Loaf	5037	1.65	1.58	1.25	22 slices
WHEAT BREADS						
Bread, Wheat, Sandwich, Sliced	24oz Loaf	1710	NA			
Bread, Whole Grain, Sliced, ST	24oz Loaf	1000	NA			
French Bread, Whole Grain (Min. 51%), Sliced	14oz Loaf	350	NA			
Bread, 100% Whole Wheat, Sliced (Sara Lee #5518 equivalent)	20oz Loaf	16096	1.47	1.44	1.27	22 slices
Bread, 100% Whole Wheat, Sliced (Sara Lee #53067 equivalent)	20oz Loaf	6296	1.47	1.44	1.27	22 slices
SPECIALTY BREADS						
Bread, French, Long, Sliced	14oz Loaf	238	NA			
Bread, French, Sliced, Min. 51% WG	14oz Loaf	350	NA			
Bread, 7 Grain, Sliced	24oz Loaf	50	NA			
Marble Rye, Sliced	24oz Loaf	30	NA			
Bread, Texas Toast, ¾", Sliced	24oz	207	1.85	1.45	1.25	17 slices
WHITE BUNS						
Hamburger Buns, 4", Sliced	30ct./54oz	970	5.00	4.40	3.70	
Steak Buns, Split Top, 6", Sliced	24ct/64oz	5076	5.21	4.61	3.89	
Coney Buns, 6", White, Sliced	16ct./25oz	19	2.64	2.32	1.95	
Coney Buns, 6", White, Sliced	8ct./12oz.	255	NA			
Kaiser Bun, 4 ½", Sliced	12ct./29oz	0	NA			
Hamburger Buns, 4", Sliced	12ct./21oz	0	NA			
Hamburger Buns, 3.75", Sliced	12ct./18oz	4800	2.09	1.61	1.31	
Buns, Footlong Hot Dog, 9", Sliced	8ct./19oz	230	2.09	1.93	1.77	
Hamburger Buns, 3 ¾", Whole Grain	8ct./12oz	1875	NA			

WHEAT/WHOLE GRAIN WHEAT BUNS						
Hamburger Buns, 100% Whole Grain	8 ct./21oz	3629	1.85	1.75	1.55	
Hamburger Buns, Whole Grain White Wheat (Min. 51%), 4", Sliced	30ct./60oz	61197	5.00	4.40	3.70	
Hamburger Bun, Whole Grain (Min. 51%, 3 ½", Sliced	30ct./48oz	495	NA			
Coney Bun, Whole Grain White Wheat, (Min. 51%), 6", Sliced	30ct./52.5oz	7370	NA			
Coney Bun, Whole Grain White Wheat, (Min. 51%), 6", Sliced	16ct./24oz	15877	2.64	2.32	1.95	
Steak Buns, Whole Grain White Wheat (Min. 51%), 6", Sliced	24ct./72oz	6885	4.73	4.25	3.77	
Steak Buns, Whole Grain Wheat (Min. 51%), 5", Sliced	24ct./60oz	135	NA			
Hoagie, Whole Grain (Min. 51%), Sliced	24ct./72oz	1250	NA			
Hamburger Bun, Whole Grain Wheat, (Min. 51%), 3 ¾", Sliced	16ct./24oz	316	NA			
BREAKFAST ITEMS						
English Muffins, Sliced	12ct./16oz	88	2.99	2.75	2.30	
English Muffins, Whole Grain, (Min. 51%), Sliced	6ct./14oz	80	NA			
English Muffins, Whole Grain (Min. 51%) w/Honey, Sliced	6ct./14oz	360	NA			
OTHER						
Croissant (2 oz.),	64ct./128oz	144	9.05	8.55	7.45	
Rolls, Dinner, White	12ct./17oz	37	NA			
Rolls, Dinner, Wheat	12ct./17oz	3270	1.98	1.65	1.40	
Rolls, Dinner, White, Min. 51% WG	12ct./17oz	9329	1.98	1.65	1.40	

If offering tiered pricing, complete the following:

Pricing Tier 1: Ashby School, Battle Lake School, Brandon Public School, Campbell-Tintah Schools, Chokio-Alberta Schools, Hancock School, Herman-Norcross School, Our Lady of Victory Catholic School, St. Joseph's School Moorhead, Sebeka School, St. Mary School Breckinridge, Ulen-Hitterdal School, Zion Lutheran School Alexandria, Goodridge School

Pricing Tier 2: Barnesville School, Clinton-Graceville-Beardsley School, Hawley School, Pelican Rapids School, Rothsay School, Underwood School, West Central Area School, Wheaton School, North Shore Community Schools, Ada/Borup School, Fertile/Beltrami School, Lancaster School, Marshall County Central School, Norman County West School, Stephen/Argyle Schools, Tri County Schools, Henning School, Esko School District, Nett Lake School District

Pricing Tier 3: Breckenridge Public Schools, Evansville School, Fergus Falls Schools, Morris Schools, New York Mills Schools, Warroad Schools, Alexandria Schools, Lake Superior School District

Form D: Assurance of Compliance

To Whom It May Concern:

The respondent has carefully checked the accuracy of all items including description, price per unit, and listed total price per item in this proposal. In addition, the respondent accepts the general provisions of the proposal, including delivery timelines, and all responsibilities of delivery as outlined.

The respondent is aware of any detailed and special conditions.

In submitting this proposal, it is understood that the right is reserved by MSC to reject any or all proposals, and it is agreed that this proposal may not be withdrawn during a period of 360 (three hundred-sixty) days from the time of the opening date.

Company Name: Bimbo Bakeries USA

Authorized Agent's Signature:

Agent's Name (printed): Chad Hoverson

Address: 2000 Demers Ave

City/State/Zip: Grand Forks, ND 58201

Telephone Number: 701-746-5259 Fax Number: 701-746-8706

E-Mail Address: choverson@sl.bbumail.com

Form E: Contract Offer

MSC RFQ 13.4: Bread and Bread Products

OFFER TO BE COMPLETED BY VENDOR

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instruction to Offerors, and, being familiar with these instructions and Technical Specifications contained in MSC RFQ 13.4: Bread and Bread Products offer to provide the products listed in our offering to MSC members in the regions we have quoted. The under-signed understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to MSC as stated in the evaluation section, will be a consideration in making the award.

Company Name: Bimbo Bakeries USA

Address: 2000 Demers Ave City: Grand Forks State: ND Zip: 58201

Contract Contact Person: Chad Hoverson

Authorized Signature:

Printed Name: Chad Hoverson

ACCEPTANCE OF OFFER AND CONTRACT AWARD TO BE COMPLETED ONLY BY THE AWARDING MSC REGION

Contract period: It is _____ intent to award a contract for Bread and Bread Products. The initial contract term shall be from the July 1, 2013 through June 30, 2014. By mutual written agreement between _____ and the contracted vendor named above, the contract may be extended through June 30, 2015, again through June 30, 2016 and June 30, 2017. However, no contract extension exists unless and until contractor is so notified by _____.

Authorized Signature

Contract Number

Awarded this _____ day of _____, 2013.

Form F: Vendor's Checklist

The following items are required by the RFQ due date and time. Any missing item(s) will result in disqualification of your proposal. Please take a moment to review the check-off list provided:

- X Form A: Vendor Information Form (MS Word™ format)
- X Form B: Questionnaire (MS Word™ format)
- X Form C: Quoted Pricing (MS Word™ format)
- X Form D: Assurance of Compliance (Adobe™ PDF format)
- X Form E: Vendor's Contract Offer and Contract Award (Adobe™ PDF format)
- X Form F: Proposal Checklist (Adobe™ PDF format)

Required documents **MUST** be submitted in the indicated format. MS Word documents with inserted images of completed documents will not be accepted.

One electronic copy of all of the forms and information listed above must be submitted on a CD, DVD or flash drive.

No hardcopy of these documents is required.

**Any proposal not containing ALL of the
above listed items and not received by the
due date and time will be considered
non-responsive.**

