

Attn: K12 National School Lunch Program Pizza Vendor

The College Community School District Food and Nutrition Department is inviting pizza bids for 2025-2026 school year with the option to extend the bid yearly for up to 3 additional years SY 2026-2027, SY 2027-2028, 2028-2029)

Enclosed with this letter are four attachments and 5 information items that must be completed or provided and returned with all bid responses.

- Attachment 1: Contract for Vendor Pizza
- Attachment 2: SUSPENSION AND DEBARMENT CERTIFICATION
- Attachment 3: Certification Regarding Lobbying
- Attachment 4: Assurance of Civil Rights Compliance
- Nutritional analysis and ingredient list of all products
- Allergen statement for all products and an Allergen statement for facility regarding peanuts and tree nuts
- Vendor to provide a letter to District stating that a HACCP plan is in place in their facility
- Copy of current Food Establishment Inspection Report from Linn County Public Health
- Proof of liability insurance

**Enclose all required documents in a sealed envelope that is clearly marked "Pizza Bid". Bid responses are due by NOON on July 24, 2025. Bids received after 12:00pm on July 24, 2025 will not be accepted for any reason. Return sealed bid responses using one of the options below:**

- Mailing Address: College Community School District Food and Nutrition Department  
Attn: Ginny Scott, 401 76<sup>th</sup> Ave SW, Cedar Rapids, IA 52404
- In Person Delivery: Ginny Scott, Prairie Hill Elementary, 151 Prairie Hill Ct SW, Cedar Rapids, IA 52404
- Email Delivery: [vscott@crprairie.org](mailto:vscott@crprairie.org)

Price is a prime consideration; however, food safety, criteria standards, performance, and serviceability will be factors weighted in reaching an award decision. The Board of Directors reserves the right to accept the bid most advantageous to the College Community School District, to reject any or all bids, and to waive any informality or irregularity in the bidding. Email [vscott@crprairie.org](mailto:vscott@crprairie.org), with questions and to confirm receipt of this bid request. Sealed bids will be opened in the Food and Nutrition Office beginning at 12:01 pm on July 24, 2025.

Regards,

Virginia Scott, Director of Food and Nutrition

C: Doug Wheeler, Superintendent of Schools

C: Angela Morrison, Chief Financial Officer

**Pizza Vendor agrees to supply pizza to the College Community School District as follows:**

**DELIVERY LOCATIONS (Campus map included):**

- Prairie High School, 401 76th Avenue SW, Cedar Rapids, IA 52404
- Prairie Point Middle School, 8015 Kirkwood Boulevard SW, Cedar Rapids, IA 52404
- Prairie Creek Intermediate School, 8451 Kirkwood Boulevard SW, Cedar Rapids, IA 52404
- Prairie Crest Elementary School, 301 76th Avenue SW Cedar Rapids, IA 52404
- Prairie Heights Elementary School, 190 76th Avenue SW Cedar Rapids, IA 52404
- Prairie Hill Elementary School, 151 Prairie Hill Ct SW Cedar Rapids, IA 52404
- Prairie Ridge Elementary School, 278 South Prairie Road SW Cedar Rapids, IA 52404
- Prairie View Elementary School, 251 Prairie Hill Court SW, Cedar Rapids, IA 52404

**DELIVERY SCHEDULE FOR IN SESSION SCHOOL DAYS:**

- Prairie High School, every Thursday, approximately 800 slices delivered.
- Prairie Point Middle School, every Friday approximately 825 slices.
- Prairie Creek Intermediate School, every Wednesday approximately 850 slices.
- Prairie Crest, Prairie Heights, Prairie Hill, Prairie Ridge, and Prairie View Elementary Schools, rotation of once per month per building on Tuesday, approximately 230 slices. Two elementary locations will share one Tuesday a month.

**ORDERING AND DELIVERY:**

- Pizza Vendor will be notified with a monthly schedule and a district calendar
- If school is cancelled, we will work with the vendor to reschedule to avoid loss of product
- Orders will be submitted via email or phone one week before scheduled delivery or as agreed upon between the customer and vendor. Orders may be delivered in one or two rounds.
- Delivery of orders may not delay student lunch service. Late orders may be rejected at NO COST to College Community School District.
- Pizzas must be handled in accordance with food safety regulations during all stages including but not limited to receiving and storage of ingredients, preparation, cooking, holding, and delivery. Delivery vehicle interior must be clean. Pizza must be transported inside the enclosed passenger cabin of the delivery vehicle. Product arrival minimum internal temperature shall be 150 °F and shall not drop below 140 °F internal temperature prior to serving.
- Vendor shall provide a current copy of the Food Establishment Inspection Report from Linn County Health Department, nutritional analysis of all products, and an ingredient list of all items.

**NSLP MEAL PATTERN REQUIREMENTS AND CRITERIA FOR PIZZA:**

- 14" Pizza cut into 8 consistently equal portions by vendor (or) 16" Pizza cut into 10 consistently equal portions by vendor. Each Slice must meet or exceed National School Lunch Program meal pattern requirements for meat/meat alternate, bread/grain (50% whole grain, and 1/8 c. vegetable/fruit when randomly checked by USDA or State or Local Food Service Officials.
- **NSLP Meal Pattern Requirements:** Each slice of pizza consistently must include 2 oz. meat/meat alternate equivalents and 2oz. of Bread/Grain equivalents. (Serving weight).
- 100% natural cheese: 1 oz. Cheese equals 1 oz. Meat alternate. No cheese substitute products.

College Community School District may reject a delivery at NO COST if product delivered does not meet quality, food safety, criteria standards, or if pizza is not delivered in time for scheduled lunch service. This contract is for the 2025-2026 school year from July 1st to June 30th. This contract may be, upon agreement of both parties, extended annually for up to 3 consecutive years as follows: 2026-2027, 2027-2028, 2028-2029. College Community School District may utilize more than one pizza vendor in rotation as needed. Please direct questions via email to Ginny Scott at [vscott@crprairie.org](mailto:vscott@crprairie.org).

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Vendor Name and Address: \_\_\_\_\_

Store Address: \_\_\_\_\_

Name of Store Manager(s): \_\_\_\_\_

Email and Phone Number for Store: \_\_\_\_\_

Name of Territory Manager: \_\_\_\_\_

Email and Phone Number of Territory Manager: \_\_\_\_\_

Price per pizza: \_\_\_\_\_ Size/number of servings per pizza: \_\_\_\_\_

Flavor Options Available: \_\_\_\_\_

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Vendor Authorized Representative Signature

Date

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College Community School District Authorized Representative Signature

Date

# SUSPENSION AND DEBARMENT CERTIFICATION

## Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Vendor Organization Name

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Vendor Authorized Representative

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Signature

## Instructions for Suspension and Debarment Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tiered covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded" as used in this clause, have the meanings set out in the definitions and coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Targeted Small Business Certification** Small businesses, businesses owned, operated, and managed by women, minority persons, veteran-owned are encouraged to respond to the solicitation. Vendor should attach a copy of the Targeted Small Business (TSB) certification issued by the Iowa Department of Economic Development.

**Termination for Cause:** The School Food Authority (SFA) or the selected vendor may terminate the contract in whole, or in part, for any reason. The reasons may include but are not limited to:

Failure by one party to fulfill its obligations under the contract through no fault of the terminating party. The terminating party will provide a reasonable opportunity to rectify the issues identified in product or service performance prior to termination.

In the event that no funds or insufficient funds are appropriated and budgeted for payments due to the vendor. The SFA shall notify the vendor of such occurrence as soon as SFA's designated individual is notified of insufficient funds by the SFA administration.

**Termination for Convenience:** The School Food Authority may terminate the contract prior to the expiration of the agreed upon contract duration or school year, without cause and without penalty. The SFA will provide thirty (30) days written notification to the selected vendor.

**Equal Employment Opportunity:** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

By submitting a response to the request, the vendor has agreed to affirmatively cooperate in the implementation of the policy and provision of Executive Order 11246; Executive Order 11375, and 41 CFR part 60. To comply, the vendor will:

Provide equal opportunity to all qualified persons to prohibit discrimination in employment on the basis of race, color, religion, sex, or national origin.

Will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

Employ and treat employees fairly during employment, which shall include, but is not limited to the following: upgrading, demoting, or transferring, recruitment, layoff or termination, rates of pay or other forms of compensation, and selection for training.

**Iowa Gift Law (Iowa Code Chapter 68B)** – The gift law prohibits a public employee or that person's immediate family member from accepting or receiving, directly or indirectly, any gift or series of gifts from a "restricted donor." A restricted donor is defined in the law as a person or company who is or is seeking to be a party to a sale, purchase, lease or other type of contract with the employer of the public employee. For more information on how the gift law applies to employees of a SFA go to: [Iowa Gift Law- legal lessons](#).

**Examination of Public (Open) Records (Iowa Code Chapter 22)** – The law states that any person shall have the right to examine and copy a public record and to publish or otherwise disseminate a public record or the information contained in a public record. This includes all documents related to food service procurement. A person should be allowed to examine the procurement documents in the physical possession of the SFA free of charge. The examination and copying of the public record will be done in the presence of the SFA's designated authority. A request for a copy of procurement documents received in writing, by telephone, or by electronic means (emails) must be fulfilled by the SFA. The request for a copy of the procurement documents may be contingent upon the receipt of payment of expenses to be incurred in fulfilling the request. The estimated expenses shall be communicated to the person requesting the records. If the SFA copy equipment is used, the SFA shall provide a reasonable number of copies of the procurement documents upon the payment of a fee. The fee for copying shall not exceed the actual cost of providing the service. The copy of procurement documents must be done in the presence of the SFA's authorized designee. For more information go to: [Iowa Code Chapter 22](#).

## **USDA Nondiscrimination Statement**

Revised 2-15-23

All FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or
3. Email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

[Declaración de no discriminación del Departamento de Agricultura \(USDA\)](#)

## **Iowa Nondiscrimination Statement**

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, 6200 Park Ave Suite 100, Des Moines, IA 50321-1270; phone number 515-281-4121 or 1-800-457-4416; website: <https://icrc.iowa.gov/>.

# Certification Regarding Lobbying

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## Certification Regarding Lobbying College Community School District Certification Regarding Lobbying

**Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal funds. Contractors that apply or bid for such an award must file the required certification.**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. The Disclosure Form to Report Lobbying can be found at the following link:  
<https://www2.ed.gov/fund/grant/apply/appforms/sflll.doc>
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

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Name and Address of Organization

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Name/Title of Submitting Official

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Signature

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Date

## Assurance of Civil Rights Compliance

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The Vendor hereby agrees that they will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

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Signature of Vendor's Authorized Representative   Title   Date