

# Fowlerville Community Schools

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7677 W. Sharpe Road, Suite A, Fowlerville, MI 48836  
Amy Verhelle-Smith, Food & Nutrition Director  
(517) 223-6115

## Pizza RFQ

**Date of Request:** 6/13/2025 for 2025-2026 school year with option to renew yearly for up to 4 years.

**Quotes Due:** 7/11/2025

### **Name of Product, Goods or Services Requested:**

Fowlerville Community Schools, Food & Nutrition Services, is looking for a pizza company to provide 7" fresh personal pizzas to Fowlerville High School & Fowlerville Jr. High that are on par with restaurant quality pizza. Fowlerville High School/Fowlerville Jr. High will have 3 30-minute lunches and plans to serve about 200 pizzas per day, per building. Fowlerville High School/Fowlerville Jr. High's first day of school is August 25, 2025.

### **Special Conditions:**

Pizza must be whole grain rich and compliant with 6-12 grade group NSLP guidelines providing at least 2 Meat/Meat Alternatives and 2 Oz. Equivalent Grain. Complete proposals must include all recipes and nutritional information.

We are requesting that the pizza company work with our current equipment as much as possible and only quote the upfront cost of any additional equipment needed for the program. Fowlerville High School/Fowlerville Jr. High has a TurboChef ventless conveyor 2620 oven and multiple Hatco drop in heated shelves as well as multiple 7" pizza pans.

Pizzas must come with a personal sized pizza box and additional marketing as requested. Although we understand marketing is an important piece of most programs, Fowlerville Community Schools Food & Nutrition Department has the final say of what promotional products are or are not posted.

**Evaluation:**

Proposals will be evaluated in five categories. Please give detailed responses to the questions below. Points will be awarded based on the ability to best fit the needs of Fowlerville Community Schools Food & Nutrition Department. Maximum number of points available in each category is listed in the table below.

**Submissions of Proposal:**

All proposals and signed attachments must be received by 10:00 AM on July 11, 2025. Send printed proposals to 7677 W Sharpe Rd Fowlerville MI 48836 or electronic proposals to [verhellesmitha@fowlervilleschools.org](mailto:verhellesmitha@fowlervilleschools.org). It is the bidder's responsibility to ensure bid has been received by the school district by the appropriate date and time.

Please contact Amy Verhelle-Smith at [verhellesmitha@fowlervilleschools.org](mailto:verhellesmitha@fowlervilleschools.org) with any questions regarding the requirements, specifications, or terms and conditions in this solicitation.

AWARDING OF THE CONTRACT WILL BE ON July 11, 2025. Please note that award is pending Board Approval.

**Vendor's Information**

**Company's Name:** \_\_\_\_\_

**Average Food Cost/Individual Pizza:** \_\_\_\_\_

**Equipment Needed & Quote:** \_\_\_\_\_

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**Training Program Explanation (including dates):** \_\_\_\_\_

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**Ordering Process:** \_\_\_\_\_

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Marking Products/Requirements: \_\_\_\_\_

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RFP Evaluation Scoring Worksheet

Factor	Maximum Rating	Supplier		
Food/Box Cost per Slice	25			
Equipment Quote	25			
Training Availability	20			
Ease of Ordering	20			
Marketing	10			

***Non-discrimination Statement:*** This explains what to do if you believe you have been treated unfairly. In accordance with federal law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call 202-720- 5964 (voice and TDD). USDA is an equal opportunity provider and employer.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at USDA, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at [http://www.fns.usda.gov/snap/contact\\_info/hotlines.htm](http://www.fns.usda.gov/snap/contact_info/hotlines.htm).

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