



REQUEST FOR QUOTATION RFQ 2010-001

Return To:
Ms. Tracy A. Gingher
Director of Development
Baltimore Lutheran School
1145 Concordia Drive
Towson, MD 21286

Date Issued: September 2, 2010
Buyer's email: tgingher@baltimorelutheran.org
Due Date: September 17, 2010 by 3pm

QUOTATIONS MUST BE SUBMITTED VIA EMAIL AND RECEIVED BY 3PM ON SEPTEMBER 17, 2010.

DESCRIPTION

PIZZA

Baltimore Lutheran School desires to enter into an agreement with a local pizza provider, to provide pizza to the school at various times throughout the school year. It is estimated that the number of pizzas ordered during the one year term of agreement will be approximately 1,000-2,000. Nothing in this proposal will require Baltimore Lutheran to purchase a minimum number of pizzas either per order, or per annum. This RFQ seeks to ensure the best pricing available for pizza and delivery to the school.

1. **Term:** One year beginning on date of award. Baltimore Lutheran School (hereafter known as BLS) may, at its option, extend the contract for up to two additional one-year terms.
2. **Escalation/De-Escalation:** Bid prices shall remain firm for a period of one year from the date of award. The contract prices may be changed after the first year for the following reasons:

An increase or decrease in the supplier's cost of materials may be justification for price change; however, this shall not be construed in any way to increase vendor's margin of profit.

All written requests for price increases must include backup documentation as to the nature of the increase and shall be submitted to Director of Development at least 60 days prior to the scheduled increase/decrease or renewal of contract. Approval of each request shall be by written confirmation from BLS. If BLS should consider said increase unwarranted or unreasonable, BLS reserves the right to terminate the contract with the vendor. Any price decline at the manufacturer's level shall be reflected on an immediate reduction of the contract prices and the vendor shall notify the buyer of said decline.

3. **Quantity:** Quantities listed are approximate annual usage estimated for bid purposes only, based on past usage and projected needs. Actual usage may be more or less, and orders will be placed by using departments on an as required basis.
4. **Award:** Award criteria may be based on price, delivery time, taste, texture, and appearance. BLS reserves the right not to award any bid for this service.
5. **Experience:** The successful bidder shall have been in the fresh delivered pizza business for a minimum of one (1) year and maintain a current business license from the State of Maryland.
6. **Delivery:** Pizza must be delivered fresh and hot. Delivery Personnel must have good personal hygiene (clean hands, hair, and clothing) and carry appropriate company identification. They must not loiter on campus once the delivery is made.
7. **F.O.B. Destination:** Bids must include all delivery charges, tips, and gratuities.

PROCEED TO QUOTATION FORM



BALTIMORE LUTHERAN SCHOOL
QUOTATION FORM – PROPOSAL
RFQ # 2010-001

Submitted by: _____

Company Name: _____

Pursuant to and in accordance with the above stated Request for Quotation, the undersigned hereby declares that they have examined the RFQ documents and specifications for the item(s) listed below. The undersigned propose and agrees, if their Bid is accepted, to furnish the items(s) submitted below, including delivery to Baltimore Lutheran School located at 1145 Concordia Drive, Towson, MD 21286 in accordance with the delivery schedule indicated below and according to the prices products/s services information submitted.

ITEM	QTY	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1.	1000-1500	Pizza , Large (14" or larger), regular crust, one meat or vegetable topping	\$ _____	\$ _____
2.	1501-2000	Pizza , Large (14" or larger), regular crust, one meat or vegetable topping	\$ _____	\$ _____
3.	1000-1500	Pizza , Large (14" or larger), regular crust, cheese only topping	\$ _____	\$ _____
4.	1501-2000	Pizza , Large (14" or larger), regular crust, cheese only topping	\$ _____	\$ _____

** Bids must include all delivery charges, tips, and gratuities.

Delivery: F.O.B Destination

Accept Visa Card: Yes _____ NO _____

Prompt Payment Discount _____ % _____ Days, Net _____ Days