



DATE PROPOSAL SUBMITTED: \_\_\_\_\_

or

NO PROPOSAL SUBMITTED: \_\_\_\_\_

PLEASE SUBMIT REASON FOR NO PROPOSAL: \_\_\_\_\_

**HPS SCHOOL FOOD SERVICE PURCHASING PROGRAM**  
(Michigan HPS Contract #99)

**REQUEST FOR PROPOSAL (RFP)**

**BY COMPETITIVE PROPOSAL PROCESS**

**FOR BROADLINE DISTRIBUTION OF  
FOOD AND NONFOOD SUPPLIES**

**COMMERCIAL and COMMODITY PRODUCTS**

**PROPOSAL OF MATERIAL - SPECIFICATION LIST**

**Proposals are due: By 5:00 p.m. EDT on April 22, 2024**

**Public Opening: April 25, 2024, 4:00 p.m. EDT at the HPS office**

**Contract Duration: July 1, 2024, through June 30, 2025, with HPS option to renew for up to four (4) additional terms of one year each: July 1, 2025, through June 30, 2026; July 1, 2026, through June 30, 2027; July 1, 2027, through June 30, 2028, and July 1, 2028, through June 30, 2029.**

**HPS**

**3275 N. M-37 Highway**

**P.O. Box 247**

**MIDDLEVILLE MI 49333**

**269-795-3308**

**c. Firm Pricing.**

**1. Firm Pricing; Adjustments.** The Proposal of Material - Specification List attached as **Exhibit C** represents the high-volume Products purchased by HPS Institutions. The Products listed on the Proposal of Material – Specification List, must be quoted firm against any increase (firm priced) at minimum for each four month price protection period, (unless the responding vendor offers the price protection period for a longer period). The four month price protection periods are July 1 – October 31; November 1 – February 28/29; and March 1 – June 30, commencing on July 1, 2024. All prices must be quoted F.O.B. HPS Institution’s place of business, unless otherwise noted on item #13 of the Terms & Conditions informational sheet and accepted by HPS in writing. After the initial four month period, (unless otherwise stated) all successive price increase requests must be submitted to the HPS office a minimum of 30 days before the proposed effective date (i.e., the first day of the next four month price protection period) and are subject to the approval of HPS prior to implementation. The HPS School Food Purchasing Advisory Committee will evaluate any requested price increase by considering relevant factors such as any changes in the Bureau of Labor Statistics Consumer Price Index for All Urban Consumers: Food Away from Home in U.S. City Average (Series ID CUUR0000SEFV) (“CPI”). Allowable changes will be determined by the change in the published CPI verse the published CPI for the number of months in price protection period (example: for price protection period July 1 through October 31<sup>st</sup> if the most current published CPI is September, the acceptable change will be the difference between the June CPI and the September CPI). **The Committee will not approve any aggregate price increase it determines would constitute a Material Change to the contract.** If manufacturers’ price increases only pertain to a specified geographic area, the Awarded Distributor will only submit the price changes for the specified geographic area. HPS reserves the right to bill the Awarded Distributor for costs incurred to notify HPS Institutions of any price increase that was not part of the originally agreed upon pricing term. In the event of a general market decline for any Product after the initial four (4) month period, either (1) the Awarded Distributor may reduce the price(s) to HPS Institutions to a level reflecting such general decline, or (2) HPS may renegotiate or terminate the Master Group Agreement.

**2. Other Group Purchasing Contracts.** Responding vendors should note that HPS already has entered into group purchasing contracts for certain items included in the “Separate Contracts” tab of the Proposal of Material – Specification List attached as **Exhibit C**. Those items are also covered by this RFP, and the Awarded Distributor will be required to stock those items or the manufacturer equivalent in the case of private label. Please provide your fixed fee to deliver the items to the HPS institutions. The items in **Exhibit C** will be included in the overall HPS bid and **not** be considered off bid items.

**d. Market Sensitive.** All Products listed on the Proposal of Material – Specification List attached as **Exhibit C**, that are “market sensitive” high volume items (e.g., produce and dairy) may be priced using the “cost plus a Fixed Fee” mechanism.

**e. Other Product Pricing.** For all other Products that the responding vendor may provide, the vendor must provide a detailed description of the pricing mechanism used to determine the "non-firm priced items" net pricing. The mechanism must provide net pricing that reflects the competitive market and is available to all HPS Institutions. The responding vendor’s response must include a Fixed Fee per case schedule for all items not listed on the Proposal of Material.