
MEMORANDUM

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
FOOD SERVICE DEPARTMENT
435 HILLCREST AVE
PACIFIC GROVE, CA 93950**

DATE: July 26th, 2024
TO: Interested Vendors
FROM: Robert Silveira, School Nutrition Director
RE: Pizza Bid for 2024-2025 School Year

Attached is a quote sheet outlining the estimated Pizza needs for the Pacific Grove Unified School District Food Service Department for the 2024-2025 school year. The following conditions apply to this request for quotes:

1. Please submit quotes on the attached form. Vendors may quote on any or all of the products listed.
2. Pizzas are required for delivery 30 minutes before lunch service begins at the schools.
3. Pizzas are required to be delivered fresh-baked each day that school is in session.
 - a) Daily order numbers and delivery times may vary due to changes in school schedules.
4. Must meet the following nutrition guidelines:
 - a) Pizzas for the elementary, middle and high schools may not exceed more than 400 calories and 16 grams of fat per slice.
 - b) Pizzas for the elementary, middle and high school must have 16 ounces of cheese/meat on every 16-inch pizza / 8 slices.
 - c) Crusts must be made using at least 51% whole grains.
 - d) Ingredients should be reduced fat and low sodium.
 - e) Pizzas for the elementary school must be cut in 10 equal slices, and pizza for the middle and high school must be cut in 8 equal slices.
5. The District reserves the right to reject any bid.
6. Prices quoted shall include delivery to the designated site
7. As required by the Buy American provision, the District shall give preference to United States-grown produce and foods when there is a choice.
8. Pricing will be in effect from July 1, 2024 to June 30, 2025

Upon agreement with both parties this bid could be extended into the 2025-2026 school year. Yes _____ No _____

**Nutritional information and quotes are to be returned to:
Pacific Grove Unified School District
Food Services
435 Hillcrest Ave
Pacific Grove, CA 93950
or Emailed to Rsilveira@pgusd.org
by August 6th, 2023**

If you have questions regarding this request for bid, please feel free to contact Robert Silveira at 831-646-6521 or rsilveira@pgusd.org

Information for Vendors

Pizzas will be delivered **daily** on school days to:

Pacific Grove High School

615 Sunset Drive, Pacific Grove

Estimated Daily Usage (8-cut pizza):

4 Pepperoni

2 Cheese

1 Vegetarian

1 BBQ Chicken

Delivery by 11:00-11:15 am every day

Pacific Grove Middle School

835 Forest Avenue, Pacific Grove

Estimated Daily Usage (8-cut pizza):

4 Pepperoni

4 Cheese

Monday delivery by 12:00 pm

Tuesday, Wednesday, Friday delivery between 11:35 am - 11:45 am

Thursday delivery by 11:00 am

Pizzas will be delivered **every Friday** on school days to:

Forest Grove Elementary School

1065 Congress Avenue, Pacific Grove

Estimated Usage (10-cut pizza):

11 cheese pizzas

11 Pepperoni pizzas

Friday delivery by 11:00 am

Robert Down Elementary

485 Pine Avenue, Pacific Grove

Estimated Usage (10-cut pizza):

15 cheese pizzas

11 Pepperoni Pizzas

Friday delivery by 11:25 am

Delivery times and quantities may change and will be communicated

Bid Document

Item	Description and specification	QTY	Cost Per Pizza
	Cooked 16" Pepperoni pizza cut into 8 Equal pieces	40 per Week (estimate)	\$

Item	Description and specification	QTY	Cost Per Pizza
	Cooked 16" Cheese pizza cut into 8 Equal pieces	30 per Week (estimate)	\$

Item	Description and specification	QTY	Cost Per Pizza
	Cooked 16" BBQ CHK pizza cut into 8 Equal pieces	5 per Week (estimate)	

Item	Description and specification	QTY	Cost Per Pizza
	Cooked 16" Veggie pizza cut into 8 Equal pieces	5 per Week (estimate)	

Item	Description and specification	QTY	Cost Per Pizza
	Cooked 16" Cheese pizza cut into 10 Equal pieces	26 per Week (estimate)	

Item	Description and specification	QTY	Cost Per Pizza
	Cooked 16" Pepperoni pizza cut into 10 Equal pieces	22 per Week (estimate)	

Vendor Info for PGUSD 2023-24

Name of Vendor: _____

Name of Bidder: _____

Signature: _____

Title: _____

Address: _____

Phone Number _____

Fax Number _____

Date: _____

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