



# SEEKING LOCALLY GROWN FRUITS AND VEGETABLES FOR STUDENTS IN X, Y AND Z SCHOOL DISTRICTS

## REQUEST FOR QUOTES AND INFORMATION FROM FRUIT & VEGETABLE VENDORS

South King County Farm to School Collaborative (the Collaborative) is pleased to be seeking locally-grown produce for the school meal programs during 2014. This is part of an exploratory project for the Collaborative and the member districts to strategize the seasonal sourcing of Washington-grown products and work toward cost-effectiveness in farm to school. This forward contract process will focus on price and volume commitments to award contracts for selected vegetables and fruits for the Spring, Summer, and Fall of 2014 (Request for Quote). Enclosed are vendor questionnaire and product availability and pricing forms for you to complete and submit.

Tree fruit (cherries, apples, pears, peaches, plums, pluots and nectarines) will be purchased using a fresh sheet comparison process closer to harvest time during 2014. We request growers and distributors of these products to complete the attached forms with the products offered and the typical harvest season, in order to facilitate a simple fresh sheet purchasing process closer to harvest (Request for Information).

Please note that the attached forms indicate the preferred product types, varieties, and conditions identified by schools. Feel free to make us aware of any additional products you would like us to consider, along with their specifications, pricing and availability, in the extra spaces provided on the forms. Quantities indicated are based upon historic consumption and represent conservative minimum purchase estimates for this pilot project. Additional volumes may be purchased through this RFQ if price and quantity are acceptable, and/or school districts may buy additional similar items through other channels (main contracted vendors, fresh sheets, seasonal quotes) during the year outside of this award. Quotes will be compared on a line-item basis, so it is not required that you have available all products listed.

Evaluation criteria are attached in this document, and **award(s) will be made only when price and availability meet the member districts' needs.**<sup>1</sup> All vendors must also meet the delivery requirement and the payment terms attached in this document.

A forward contract is intended to be a commitment from both the vendor and the school district, and the expectation is that product will be reserved to meet the contract volumes. However, due to the inherent nature of crops, weather and farming, we understand that an agreed upon amount of produce may become unavailable. If this should occur, the member districts require 7 days notice before scheduled delivery so that other arrangements can be made. Receiving a better price in another market is not a valid reason for having insufficient product to meet the contracted volumes. Similarly, schools are expected to purchase product they have awarded, even if they are offered a better price for similar product by another vendor later. Successful vendor(s) will enter into a contract with the member district(s) by signing an agreement.

Submission is due [date]. Please return the forms to the Collaborative Farm to School Coordinator either via email: [email address] or via FAX: [###]

<sup>1</sup> The produce budgets for the districts are usually around \$0.20 - 0.30 per lunch, which covers ½ - 1 cup serving of fruits and ¾ - 1 cup serving of vegetables per lunch. For example, if a district serves 10,000 lunches per day, the district budgets between \$10,000 and \$15,000 per week for produce served in the lunch program.

## PRODUCTS, VOLUME & SPECIFICATIONS

A list of products and specifications are attached to this document. Please review carefully and quote based on the fixed unit price for specified produce items following the formula described below. For selected tree fruit, the vendors will be asked to provide fresh sheets (as a way of quoting prices for comparison) closer to harvest time. Please indicate on the submittal form C (product availability form) which products you hope to quote via fresh sheets when those produce items are available. It is understood by the vendors that the unit price shall include all costs, EXCEPT TAX (if applicable). Submittal form B (quote form) provides columns for you to quote two separate prices based on the delivery needs of the different districts should you choose to do so (Please see "Delivery Locations" on page 4).

All prices shall be firm for the purchases contracted by this quote from the date of agreement through quoted product availability period, and it is understood by the vendors that potential market forces should be considered. Pricing is based on the following formula and must be quoted accordingly:

$$\text{Unit Price} = \text{Delivered Price} + \text{Distribution Price}$$

- A. **Unit Price:** The unit price is defined as the total price charged to the District per unit for a product delivered to the member district
- B. **Delivered Price:** The delivered price is defined as the actual invoice price of a product that the vendor has paid a manufacturer or supplier for that product delivered to their distribution point. This price includes any transportation costs necessary for delivery to the distribution point and is sometimes referred to as "landed cost." For growers, this price is the baseline price for the product as grown, harvested and packed.
- C. **Distribution Price:** The distribution price is defined as a firm fixed price, offered as a dollar amount, which represents all elements of the contract price other than the delivered price. The distribution price typically consists of the vendor's projected general and administration costs, overhead, packaging costs, transportation costs from the prime vendor's distribution point, including all fuel costs and other projected expenses associated with the vendor (function & anticipated profit). This distribution price is intended to reflect the difference between the delivered price and the unit price to deliver the specified product to the customer. This dollar amount shall remain constant for the term of the contract.

## EVALUATION AND AWARD

The final decision of selecting the vendor(s) will be based on the criteria listed below. The decision resulting from the evaluation process as to which products best meet the needs of the Collaborative or the member districts remains the sole responsibility of the districts and is final. The Collaborative reserves the right to split awards by items in order to secure the best cost and product availability for the Collaborative member districts. ***Please note that award(s) will be made only when price and availability meet the member districts' needs.*** If quoted unit prices for some products are too high for district budgets, those products will not be awarded. (The districts' produce budget is \$0.20-0.30/serving except for some selected special items. Please see the appendix 1 for examples of produce price per pound for the budget and a list of selected special items)

- Vendor Qualifications (below) must be met.
  - Ability to provide the products specified, or acceptable substitutes. (Member districts will determine whether a substitution is acceptable on a per item basis.)

- Ability to deliver to the destinations listed in the “Delivery Locations” on dates and during the designated delivery times that have been established for each receiving location.
- Acceptable minimum order requirements
- Acceptable response to food safety questionnaire (checklist), as determined by each district, or proof of GAPs or other third party food safety audit/certification (Questionnaires are on file for one year after submission; vendors are responsible for updating if practices change.)
- Timely submission of submittal forms A-C, checklist, and W-9 Form (as well as New Vendor Application for vendors who have never had business with Z School District)
- Lowest cost (as determined after application of the Geographic Preference Evaluation System) that meets the member districts’ needs. Costs will be compared on a line-item basis.
- Freshness of Product (Time between harvest and delivery) – 48 or fewer hours between harvest and the delivery is desirable (Except apples and pears). (These time frames are desired by the Districts and will be considered in the case of a tie.)
- Willingness to provide a personal visit to the school districts by the vendor owner, grower or staff employed on the farm, to educate students about the farm and the products offered. Such visit should be offered at least one time, at a time and place mutually agreed upon by vendor and the District Nutrition Services. (This is desired by the Districts and will be considered in the case of a tie.)

### *GEOGRAPHIC PREFERENCE EVALUATION*

The following criterion will be used to provide an advantage for vendors that can supply Washington-grown products.

- Product is grown and packed or processed within Washington State. Include farm sources, and when each product is available, on the attached form

If the Collaborative receives quotes for both Washington-grown and out-of-state products, any vendor who meets the criterion will receive a 10% price preference. This means that 10% of their price will be deducted FOR COMPARISON PURPOSE ONLY. After the price reduction, prices will be compared between vendors and the lowest price quote will be selected and that vendor will be awarded the purchase. (If all responding vendors meet the criterion, then a preference will not be applied, and all prices will be compared directly.) If vendors commit to providing Washington-grown product, and receive the price preference, they will be expected to deliver Washington-grown product. If they cannot, the contract is void and the Collaborative will purchase products through other channels. If Washington-grown product is only available for certain time periods, please make that clear in the quote documents.

### **INVOICE & PAYMENT**

A detailed invoice must be provided with each delivery of product. The invoice should be separate for each district and contain the following information:

1. Name, address and phone number of vendor/business selling products to each district.
2. Date of delivery
3. Itemized list of quantity, item description, origin of the item (farm, location), unit of sale (ea, cs, lb, etc.), price per unit and extended total price for each item listed on invoice

4. Grand total amount each district has to pay for the total purchase including any applicable sales tax
5. Payment by the district will be net 30 unless other terms have been discussed and agreed to.

## ORDERING & DELIVERY

Awarded vendors will be expected to update schools on product availability/timing approximately 6-8 weeks prior to estimated product delivery (based on submitted forms). Member districts will place orders with awarded vendor(s) based on product availability and menus at least one week before serving. All deliveries shall be to designated district sites listed in the "Delivery Locations" below.

1. Products shall be transported in vehicles that are capable of maintaining the quality and food safety of all products up to the time of delivery and acceptance at the buyer's specified delivery locations.
2. Delivery should be on the agreed upon date and time discussed with the member districts contact personnel listed in the "Contact Information" (the district contacts) when order is placed.
3. When an agreed upon amount of produce may become unavailable, the member districts require 7 days notice before scheduled delivery (excluding weekend and holidays) so that other arrangements can be made. Any changes in product availability or delivery scheduling must be immediately communicated with the district contacts.
4. The member districts have the right to refuse produce upon delivery if it does not meet the agreed upon quality and pricing requirements. Damaged or unacceptable product shall be credited to the districts.
5. All price estimates shall include delivery costs (see pricing formula under "Product, Volume and Specifications" on page 2). Please note that some districts require a single delivery location, and Auburn School District requires multiple drop sites as listed below.

## DELIVERY LOCATIONS

### ORDER BY X SCHOOL DISTRICT:

[Address and/or direction]

### ORDER BY Y SCHOOL DISTRICT:

[Address and/or direction]

ORDER BY Z SCHOOL DISTRICT: During school year (September through mid June), Z School District needs delivery to # school sites listed below, which are located within a 5-mile radius from downtown Z. Please consider this delivery requirement when quoting prices on the submittal form. Awarded vendors selling to Z School District will be expected to deliver to all of the sites below within their quoted price. (Note: Submittal form B provides columns for you to quote two separate prices based on the delivery needs of the different districts should you choose to do so.) *\*\*During the summer (late June through mid August), Z School District needs delivery to the Central Warehouse (one drop-off) due to the difference in food service operation. Central Warehouse is located at [Address and/or direction]*

[List of School Sites]

## CONTACT INFORMATION

### South King County Farm to School Collaborative

[name], Farm to School Coordinator

Please send all submittal forms to: [email; address]

**The Member District Contacts:** (Do NOT send your quote and other forms directly to the contact listed below.)

#### [X] School District

[name]

[title]

[address]

[phone]

[email]

#### [Y] School District

[name]

[title]

[address]

[phone]

[email]

#### [Z] School District

[name]

[title]

[address]

[phone]

[email]

## Appendix 1: Price Cap

The produce budgets for the member districts are around \$0.20 - 0.30 per lunch, which covers ½ - 1 cup serving of fruits and ¾ - 1 cup serving of vegetables per lunch. **In this quote request, the Collaborative sets \$0.30/serving as the price cap because the member districts cannot afford produce that exceeds the amount, and the unit price described under “Product, Volumes and Specification on page 2 of RFQ shall not exceed this amount.** Examples of unit price equivalent to the proposed price cap are listed below. THESE PRICES SHOULD BE CONSIDERED MAXIMUMS. QUOTES WILL STILL BE COMPARED FOR LOWEST COST FOR DESIRED PRODUCT.

Produce	Serving size	Price/lb for \$0.30/serving
Blueberries, fresh	½ cup whole berries	\$1.80
Cantaloupe, fresh, whole (15 ct/cs or 40oz melon)	½ cup cut flesh	\$1.00
Pears, fresh, whole (120ct/cs)	1 each	\$0.98
Carrots, fresh, topped	½ cup	\$1.50
Green beans, fresh, whole	½ cup	\$1.65
Radishes, fresh, whole, topped	½ cup	\$1.88
Zucchini, fresh, whole	½ cup sliced	\$1.90

**Exceptions:** The districts identified following produce items as seasonal specials, for which they will consider paying more, based on market realities. The price cap for each exception is listed below.

Produce	Serving size	Price cap	Price/lb for proposed cap
Asparagus, fresh, whole	½ cup	\$0.40/serving	\$0.98
Asian pears, fresh, whole (2.5”- 3” in diameter)	1 each	\$0.35/serving	\$1.40
Nectarines, fresh, whole (2”- 2.25” in diameter)	1 each	\$0.35/serving	\$1.75
Peaches, fresh, whole (2.5” in diameter)	1 each	\$0.38/serving	\$1.52
Strawberries, fresh, whole	½ cup	\$0.40/serving	\$2.00