(Optional Template)

Invitation for Bid

BID #\_\_\_\_\_\_\_

Pre-Bid Conference: Date and Time if applicable

Bid Response Due: Date and Time

School Food Authority (SFA) Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Participating SFAs:

(List all participating SFAs)

Purpose of Bid

SFAs working together to source more locally grown foods into our school breakfast and lunch programs.

PART 1: INSTRUCTIONS TO VENDORS

* 1. INVITATION FOR BID: Sealed bids will be received at (SFA)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on Date and Time for the furnishing and delivery of locally grown fresh fruits and raw vegetables to participating SFAs. Delivery locations are specified within the bid. This will be in accordance with the terms and conditions established within this bid. All bids received after the time specified will not be opened or considered. The vendor assumes all risk of any delay in the mail or in the handling of mail by employees of the SFA. The vendor assumes responsibility for having the bid in on time. Telephone amendments, faxed bids and emailed bids will not be accepted.
	2. For the purpose of this bid, locally grown fresh fruits and raw vegetables are defined as “unprocessed agricultural product that retains its inherent character” and originates from within a (specify geographic preference area) mile radius of SFA, Colorado. Geographic Preference requirements are: (EX: All “locally grown” products will be harvested within (specify time) of delivery) and local products meeting these requirements must be documented in the awarded respondents subsequent purchase orders and invoicing.
	3. PREPARATION OF BID DOCUMENTS:
		1. All documents must be typed or printed in ink.
		2. All bids must be addressed and mailed to the (SFA)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Bid pricing should be submitted in two parts, raw food cost and delivery cost. Delivered pack sizes must be included.
		2. An agent authorized to enter into an agreement must sign bid.
	1. WITHDRAWAL OF VENDORS: Bids may be withdrawn with written notice from agent who signed the original document after the document has been opened. Once submitted, documents become the property of the SFA. When documents are opened, they become public information and any restrictions put upon the SFA regarding the sharing of information or duplicating copies after opening will be grounds to reject the Bid.
	2. INQUIRIES REGARDING PROPOSAL: All inquiries concerning this Bid must be submitted in writing (indicate if email is acceptable with “Proposal #\_\_\_ Inquiry” in subject line) to the attention of:

SFA Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SFA Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responses that include interpretations, classifications, modifications, and supplemental instructions in the form of written addendum will be provided to all Vendors on record in the SFA’s Food and Nutrition Department. Inquiries and questions must be submitted no later than Date and Time. Inquiries and questions will be answered Date and Time (Indicate how vendors will be notified: EX: posted on the SFA Web site, mass email, etc.). The SFA will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor. No phone or in person inquiries will be accepted. It is the Vendor’s responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the SFA’s attention.

* 1. PRE-BID CONFERENCE: Pre-bid conference will be held Date and Time.
	2. AWARD: A vendor may be disqualified based on failure to meet any of the criteria listed in 1.7.1-1.7.5. Site visits and pre-award audits may be done prior to the award. Award shall be based on but not limited to the following:
		1. Proposed Pricing: (List number of) lowest bidders will be considered.
		2. Vendor Performance: The general reputation and experience of the vendor in the industry. The SFA’s knowledge and/or experience of the Vendor’s past performance, including quality of merchandise offered.
		3. Delivery: Vendor’s ability to meet delivery and stocking requirements.
		4. Financial responsibility of the Vendor.
		5. Ability to meet requirements of the bid including an attached completed self-assessment and written food safety plan.
	3. RIGHT TO AWARD TO MORE THAN ONE VENDOR: Right is reserved to award this bid in whole to a single supplier or multiple suppliers or to reject any or all Proposals if it is in the best interest of the SFAs to do so. SFA Boards reserve the right to reject any or all Bids or parts of Bids and to waive informalities in the proposals. Estimates provided on attached sheets are based on historical purchasing history and are not a guarantee of purchase.
	4. POINT SYSTEM USED IN DETERMING AWARD OF BID: Preference Points (pp) awarded after (# of) lowest bidders are identified are as follows: (# of pp’s) preference points (pp) if they meet the geographic preference defined in 1.2. Each pp equals one cent. (EX: 10 pp equal 10 pp cents. A total of 10 pp cents can be taken into consideration in determining award of the bid.) The preference points and cents only apply to determining the winning bidder and do not affect purchase price. The preference points are used to determine applicability of geographic preference to pricing and do not preclude any vendor outside the geographical preference from bidding.

PART 2-GENERAL SPECIFICATIONS

* 1. CONTRACT PERIOD: This contract period is from Date and Time through Date and Time.
	2. CONTRACT PRICING: The price per unit must remain firm for the full contract period. Pack sizes must be included with pricing.
	3. CONTRACT CANCELLATION: Unless otherwise stated, any contract entered into as a result of the bid may be canceled by either party upon (# of days) written notice to the effective date of cancellation. Cancellation may be in whole or part.
	4. VENDOR PERFORMANCE: If the vendor is unable to perform under the terms of the contract, the SFAs reserve the right to cancel this contract.
	5. DELIVERY GUARANTEE: Vendor must notify SFAs in advance of delivery, if unable to deliver items ordered. (State number)-day advance notice is required.
	6. DELIVERY INSTRUCTIONS: The prices quoted shall be for delivery to the locations specified in delivery locations document. Delivery shall be on an as needed basis. All deliveries must have a Purchase Order that clearly identifies the farm(s), product, quantity, and pack sizes. At receipt of delivery, product is to be inspected for acceptable quality and quantities verified against the purchase order. SFAs reserve the right to refuse product due to unacceptable quality. Any delivery discrepancies are to be noted on the delivery invoice. SFAs require delivery on (day of week) and the ability to email orders directly to vendors. Boxed items delivered need to be labeled clearly with items and quantities in container and with name of farm and date of harvest and delivery date.
	7. INSURANCE: Vendors must provide evidence of liability insurance.
	8. PAYMENT TERMS: Payment terms will be defined by individual SFA involved within the bid. “Date of receipt” means the completed delivery of the goods or the receipt of the invoice for the delivery of the goods or services whichever is later.
	9. COMPLIANCE WITH LAWS: All items must comply with applicable local, state and federal laws pertaining thereof. All disputes are resolved under Colorado law.**Appendix A:DELIVERY LOCATIONS DOCUMENT**

**(List all delivery sites)**

# (SFA)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SFA Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# (SFA)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SFA Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Attach additional sheets if necessary.

**Appendix B: Variations**

The bidder shall identify all variations and exceptions in the space provided below; provided, however, that such variations are not expressly prohibited in the Bid documents. For each variation listed, reference the applicable section of the bid document. If no variations are listed here, it is understood that the Bidder’s Proposal fully complies with all terms and conditions. It is further understood that such variations may be cause for determining that the Bid Proposal is non-responsive and ineligible for award. Examples of variations may include but are not limited to pack sizes and products not listed in the product list and usage page that a Vendor would like to be considered.

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Attach additional sheets if necessary.

**Appendix C: Specifications and Expected Usage**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   | Site 1 | Site 2 | Site 3 | Site 4 | Site 5 |
| **Item** | **Specifics** | **Pack Size** | **No of Cs** | **No of Cs** | **No of Cs** | **No of Cs** | **No of Cs** |
| Fruit (unwashed): |   |   | **Expected usage per site by case/pack** |
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| Vegetables: |   |   |  |  |  |  |  |
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Attach additional sheets if necessary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   | Site 1 | Site 2 | Site 3 | Site 4 | Site 5 |
| **Item** | **Specifics** | **Pack Size** | **No of Cs** | **No of Cs** | **No of Cs** | **No of Cs** | **No of Cs** |
| Fruit (unwashed): |   |   |   |   |   |   |   |
| Apples | All varieties/uniform in size | 40 lb cases | 30 | 2240# | 30 |  |  |
| Apricots |   |   | 20 | N/A | 5 | 15 |  |
| Cantaloupe | 38 lbs | 9-12 ct | 10 | 648# | 10 | 16 |  |
| Honeydew | 20 lbs | 6-8 ct | 10 | 200# | 10 | 16 |  |
| Peaches | 2 layer/uniform in size | 20 lb cases | 20 | 120# | 5 | 30 |  |
| Pears | Uniform in size | 44 lb cases | 20 | 528# | 30 | 30 |  |
| Strawberries | 1 lb | 8 lb total | 10 | 280# | 20 | 40 |  |
| Watermelon, large | Each | 15-18 lbs | 10 | 650# | 0 | 20 |  |
| Watermelon, Seedless | Min. 8 lbs ea | 2 per box | 10 | N/A | 20 | 40 |  |
| Vegetables: |   |   |  |  |  |  |  |
| Beets, Golden  |   | 25 lb case | 3 | TBA | 0 |  |  |
| Beets, Red  |   | 25 lb case | 3 | TBA | 0 |  |  |
| Broccoli | Crowns | 18-20 lbs | 10 | 260# | 5 | 3 |  |
| Carrots | Tops and dirt removed | 25 lb cases | 10 | 1215# | 5 | 4 |  |
| Corn, Sweet | 60 ears per case | 42 lbs case | 15 | TBA | 0 | 30 |  |
| Corn, Sweet, Shucked, | 60 ears per case | 42 lbs case | 15 | TBA | 5 |  |  |
| Cucumbers | Medium to large | 5 lb cases | 20 | 410# | 10 | 7 |  |
| Greens, Mixed | Washed | 3 lb cases | 10 | 243# | 10 | 30 |  |
| Greens, Sunflower  |   | 1 lb bags | 20 | 18# | 5 | 20 |  |
| Lettuce, Romaine  | Whole head, dirt removed | 24 ct cases/35 lbs | 40 | 2275# | 10 | 3 |  |
| Onion, White |   | 5 lb cases | 5 | 210# | 0 |  |  |
| Onions, Red |   | 5 lb cases | 5 | 210# | 0 |  |  |
| Peppers, Green Bell  |  Medium to large, without defects | 5 lbs | 10 | 280# | 0 | 4 |  |
| Peppers, Red Bell  |  Medium to large, without defects | 5 lbs | 10 | 215# | 5 | 4 |  |
| Potatoes, Golden | Any uniform size per case | 25 lbs | 5 | TBA | 0 | 5 |  |
| Potatoes, Purple | Any uniform size per case | 25 lb cases | 5 | TBA | 0 | 5 |  |
| Potatoes, Red | Any uniform size per case | 50 lb cases | 5 | TBA | 0 | 5 |  |