

Invitation for Bid

BID #2012

Pre-Bid Conference: 10 AM January 13, 2012

Bid Response Due: 2:00 PM February 28, 2012

Durango School District 9-R

Nutrition Services

Krista Garand

201 E 12th Street

Durango CO 81301

Participating School Districts:

Durango School District 9-R

Ignacio School District

Bayfield School District

Mancos School District

Cortez School District

Purpose of Bid

School districts in Southwest Colorado are working together to source more locally grown foods into our school breakfast and lunch programs.

PART 1: INSTRUCTIONS TO VENDORS

- 1.01 INVITATION FOR BID: Sealed bids will be received at Durango School District 9-R on Tuesday February 28, 2012 by 2:00 PM for the furnishing and delivery of locally grown fresh fruits and raw vegetables to participating School Districts. 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 district. The vendor assumes responsibility for having the bid in on time. Telephone amendments, faxed bids and emailed bids will not be accepted.
- 1.02 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 250 mile radius of Durango, Colorado. All “locally grown” products will be harvested within one week of delivery and local products meeting these requirements must be documented in the awarded respondents subsequent purchase orders and invoicing.
- 1.03 PREPARATION OF BID DOCUMENTS:
- 1.03.1 All documents must be typewritten or printed in ink.
- 1.03.2 All bids must be addressed and mailed to the Durango School District 9-R, Student Nutrition Department, 201 E 12th Street, Durango, CO 81301.
- 1.03.3 Bid pricing should be submitted in two parts, raw food cost and delivery cost. Delivered pack sizes must be included.
- 1.03.4 An agent authorized to enter into an agreement must sign bid.
- 1.04 WITHDRAWAL OF VENDORS: Bids may be withdrawn with written notice from agent who signed the original document after the document has been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 Durango School District. When documents are opened, they become public information and any restrictions put upon the district regarding the sharing of information or duplicating copies after opening will be grounds to reject the Bid.

- 1.05 INQUIRIES REGARDING PROPOSAL: All inquiries concerning this Bid must be submitted in writing to the attention of:

Krista Garand
Student Nutrition Department
201 E 12th Street
Durango, CO 81301.

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 Student Nutrition Department. Inquiries and questions must be submitted no later than February 10, 2012, 10 AM. Inquiries and questions will be answered February 14, 2012 and posted on the Durango School District Web site. The District 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 District's attention.

- 1.06 PRE-BID CONFERENCE: Pre-bid conference was held January 13, 2012.
- 1.07 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:

1.07.1 Proposed Pricing: Three lowest bidders will be considered.

1.07.2 Vendor Performance: The general reputation and experience of the vendor in the industry. The District's knowledge and/or experience of the Vendor's past performance, including quality of merchandise offered.

1.07.3 Delivery: Vendor's ability to meet delivery and stocking requirements.

1.07.4 Financial responsibility of the Vendor.

1.07.5 Ability to meet requirements of the bid including an attached completed self-assessment and written food safety plan.

1.08 **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 Districts to do so. District School 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.

1.09 **POINT SYSTEM USED IN DETERMINING AWARD OF BID:** Preference Points (pp) awarded after three lowest bidders are identified are as follows: 10 preference points (pp) if they meet the geographic preference defined in 1.2. Each pp equals one cent. 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

- 2.1 **CONTRACT PERIOD:** This contract period is from August 1, 2012 through December 31, 2012.
- 2.2 **CONTRACT PRICING:** The price per unit must remain firm for the full contract period. Pack sizes must be included with pricing.
- 2.3 **CONTRACT CANCELLATION:** Unless otherwise stated, any contract entered into as a result of the bid may be canceled by either party upon 30 day written notice to the effective date of cancellation. Cancellation may be in whole or part.
- 2.4 **VENDOR PERFORMANCE:** If the vendor is unable to perform under the terms of the contract, the Districts reserve the right to cancel this contract.
- 2.5 **DELIVERY GUARANTEE:** Vendor must notify Districts in advance of delivery, if unable to deliver items ordered. 14-day advance notice is required.
- 2.6 **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. Districts reserve the right to refuse product due to unacceptable quality. Any delivery discrepancies are to be noted on the delivery invoice. Districts require delivery on Monday 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.
- 2.7 **INSURANCE:** Vendors must provide evidence of liability insurance.
- 2.8 **PAYMENT TERMS:** Payment terms will be defined by individual school districts 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.

2.9 COMPLIANCE WITH LAWS: All items must comply with applicable local, state and federal laws pertaining thereof.

DELIVERY LOCATIONS DOCUMENT

1. Durango School District 9-R

201 E. 12th Street
Durango, CO 81301

Durango High School
2390 Main Avenue
Durango, CO 81301

2. Ignacio School District

315 Becker Street
Ignacio, CO 81137

3. Cortez School District

25 E. 2nd Street
Cortez, CO

4. Bayfield School District

511 E. Mustang Lane
Bayfield, CO 81122

5. Mancos School District

395 Grand Avenue
Mancos, CO

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.

Sect _____

Variance _____

Sect _____

Variance _____

Sect _____

Variance _____

Sect _____

Variance _____

Sect _____

Variance _____

Sect _____

Variance _____

Attach additional sheets if necessary.

Item	Specifics	Pack Size	Ignacio No of Cs	Durango Aug-Oct No of Cs	Bayfield No of Cs	Cortez No of Cs	Mancos No of Cs
Fruit (unwashed):							
Apples	All varieties/uniform in size	40 lb cases	30	236	30		
Apricots			20	N/A	5	15	
Cantaloupe	38 lbs	9-12 ct	10	17	10	16	
Honeydew	20 lbs	6-8 ct	10	33	10	16	
Peaches	2 layer/uniform in size	20 lb cases	20	123	5	30	
Pears	Uniform in size	44 lb cases	20	102	30	30	
Strawberries	1 lb	8 lb total	10	35	20	40	
Watermelon, large	Each	15-18 lbs	10	36	0	20	
Watermelon, Seedless	Min. 8 lbs ea	2 per box	10	N/A	20	40	
Vegetables:							
Beets, Golden		25 lb case	3	12	0		
Beets, Red		25 lb case	3	12	0		
Broccoli	Crowns	18-20 lbs	10	72	5	3	
Carrots	Tops and dirt removed	25 lb cases	10	49	5	4	
Corn, Sweet	60 ears per case	42 lbs case	15	40 per menu	0	30	
Corn, Sweet, Shucked,	60 ears per case	42 lbs case	15	TBA	5		
Cucumbers	Medium to large	5 lb cases	20	95	10	7	
Greens, Mixed	Washed	3 lb cases	10	81	10	30	
Greens, Sunflower		1 lb bags	20	18#	5	20	
Lettuce, Romaine	Whole head, dirt removed	24 ct cases/35 lbs	40	65	10	3	
Onion, White		5 lb cases	5	42	0		
Onions, Red		5 lb cases	5	42	0		
Peppers, Green Bell	Medium to large, without defects	5 lbs	10	56	0	4	
Peppers, Red Bell	Medium to large, without defects	5 lbs	10	43	5	4	
Potatoes, Golden	Any uniform size per case	25 lbs	5	See red	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	390 lb per day	0	5
Potatoes, Russet	Uniform size per case	100 ct/50 lbs	5	TBA	10	5
Potatoes, Sweet	Uniform size per case	100 ct/50 lbs	10	TBA	0	10
Tomatoes	Pink to red	5x6/10 lbs	20	124	10	8
Tomatoes, Grape	Pink to red/Pints	6 pints/ 5 lbs	10	0	10	8
Tomatoes, Cherry	Pink to red/Pints	6 pints/ 5 lbs	10	77	0	
Tomatoes, Sun Gold Cherry	Pints	6 pints/ 5 lbs	10	0	5	8