



# Fayetteville Public Schools'

## Seed to Student Program

### Formal Bidding Packet – Tree Fruit

#### **Purpose:**

The purpose of this document is to outline the formal bidding process for foods defined as locally grown for use in Fayetteville Public Schools' (FPS) food services department and the Seed to Student program (S2S). Using a formal bidding process is required when making local food purchases that exceed the Arkansas state small purchasing threshold of \$10,000 to a single grower per bid term. The bid process ensures: fair competition among growers; federal and state regulations are met; products are cost-effective; and the district can forecast product availability, and therefore, consistently purchase large amounts of local product for seasonal menus.

Farm to School is broadly defined as a program that connects schools (K-12) and local farms with the objectives of serving healthy meals in school cafeterias, improving student nutrition, providing agriculture, health and nutrition education opportunities, and supporting local and regional producers. Farm to School programs are a fun way for students to try new foods, learn about where their food comes from, and feel connected to their food system. It is our hope that a robust Seed to Student program will increase students' fruit and vegetable intake, improve student nutrition, and reduce childhood hunger and obesity. We seek to accomplish the following by offering students more fresh and minimally processed foods and purchasing as many of those products locally as possible.

We are primarily interested in purchasing local products for our school lunch program and special events. The products listed in this document will be offered to over 9,000 students in the district on a schedule that currently operates 5 days a week during the academic year. Additionally, we plan to purchase local products for the summer lunch and preservation programs. The summer lunch program offers meals to approximately 360 students 5 days a week during the school summer break, and our preservation program increases the amount and variety of local product offered during the winter months when availability is limited.

#### **Bid evaluation and award criteria:**

The FPS formal bid process for tree fruit happens once a year. Be sure to include complete information for all tree fruit products you wish to sell to FPS for a one year bid term. Due to the recent change in bid terms (see FPS Seed to Student Program Special Memo), the 2015-16 bid term has been shortened to honor the current bid term that lasts through July 31<sup>st</sup> 2015. That means the 2015-2016 bid term will be August 1<sup>st</sup> 2015-May 31<sup>st</sup> 2016. For the following bid term, 2016-2017, bidding will open in April, bids will be awarded in May and purchasing will begin in June. This bid term will last June 1<sup>st</sup> 2016-May 31<sup>st</sup> 2017 or one year. Growers who would also like to sell annual crops, meats or other products to FPS will complete a separate bid process for those items in November 2015 for purchasing between January 1<sup>st</sup>, 2016-December 31<sup>st</sup>, 2016, including items to be purchased for summer 2016 meal program and preservation projects. This is not a single lot award but a line-by-line award opportunity; we are asking producers provide information for the items they are interested in growing for the district within the table below. Producers do not need to bid on every product to be considered for the bid. Primary and secondary growers will be assigned for each product. The school district retains the right to award multiple bids to multiple producers. In some instances, multiple growers may be awarded a portion of the product bid to better meet the district's needs. Only the information in this document, the food safety checklist, and FPS Seed to Student Guidelines will be used to fairly evaluate and award bids. Be sure to complete and submit all three

documents (food safety checklist and Guidelines may have already been submitted. No need to resubmit). Bids will be awarded to producers who are responsive, responsible, and can provide the products sought in this solicitation at the lowest price, per federal regulation. Geographic preference will be applied during the evaluation process to give an advantage to local producers. The school district reserves the right to use other producers if better pricing is available and does not guarantee any specific ordering volumes. No exchange of information will occur regarding status of any bid before the bid is awarded. During the bid term, FPS will monitor and keep documentation on producer service, product quality, price, and compliance with the FPS Seed to Student Guidelines to ensure we continue to work with the most responsive and responsible producers.

### **Pricing**

Past local product pricing can be provided upon request to determine if our local procurement program is a good fit for your business. Prices are subject to change based on future bidding processes. The price list is for comparison purposes only and does not guarantee any product's price or a bid award.

### **Corrections**

All information must be written in ink or typed, do not use pencil. Errors may be crossed out and corrections printed in ink next to the error. Corrections should be initialed by the person completing the form.

### **Cancellation**

Either party may cancel this agreement (withdraw from bidding process) with a written notice of 7 days. FPS reserves the right to cancel this agreement without notice if any of the following applies:

1. Producer is found in violation of the law
2. Producer is found to be in violation of Department of Health standards

### **Definition of local and geographic preference**

FPS desires to serve fresh, locally grown products to its students. To this end, the Child Nutrition Department is seeking to develop a list of vendors that meet all procurement requirements from which quotes may be requested or supplied through weekly procurement or on an "as needed" basis. Under federal law, this district, as the purchasing institution, has the authority to apply a "local" geographic preference to minimally processed foods and to determine what is "local" for the purposes of United States Department of Agriculture (USDA) programs such as the National School Lunch Program, the School Breakfast Program, the Fresh Fruits and Vegetable Program, the Special Milk Program, the Child and Adult Care Food Program, the Summer Food Service Program, and the Department of Defense Fresh Program. FPS defines locally grown products eligible for the geographic preference for the purposes of informal bidding as agriculture products that are minimally processed (as defined by the USDA rule 7 CFR 210.21; 220.16; 215.14a; 225.17; and 226.22) and grown and packaged or processed:

- 1) within Arkansas state lines (tier 1)
- 2) out-of-state but within 100 miles of the FPS district warehouse (tier 2)

As allowed under federal law, FPS will provide a price percentage preference during evaluation of quotes to "locally grown products" purchased for school food procurement as defined under this geographic preference. The price percentage is as follows:

- 1) If a product is grown and packaged or processed within state lines a 10% weighted preference will be applied
- 2) If a product is grown and packaged or processed out-of-state and within 100 miles of the FPS district warehouse a 6% weighted preference will be applied

The price percentage preference means that for the purposes of comparison, prices for product grown within Arkansas state lines will be adjusted to a price 10% lower than the price quoted for the product by the producer or 6% for product grown out-of-state but within 100 miles of the district warehouse. The price percentage preference affects the quoted price only for awarding of the bid, not the actual price paid to the producer.

**Producer qualifications**

Producers will be good candidates for our program and the bidding process if they meet the following requirements:

- 1) History of providing quality customer service and product to FPS or can provide references to demonstrate this, upon request
- 2) Communicate in a timely manner via phone and email
- 3) Can provide product to meet all or the majority of FPS needs for that product for several weeks during a season
- 4) Provide product that meets the specifications outlined in the informal bid information below
- 5) Comply with the requirements outlined in the FPS Seed to Student Guidelines
- 6) Can deliver product within 24 to 48 hours of harvest, unless the product can be cold stored for longer periods of time or delivered frozen
- 7) **Abide by, sign, and submit a Bidder Assurance and Disclosure form provided to you by our department**

**Additional considerations**

Please describe below your organization’s capacity to trace product from farm to institution?

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When feasible, FPS desires to purchase products grown using sustainable agricultural practices. Please describe any sustainable production methods used when growing the products on which you are bidding. Up to a 2% price percentage preference may be applied for sustainable growing methods. Sustainable growing methods are not a requirement for being awarded the bid.

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Experiential learning is a critical part of the FPS S2S program; please describe your willingness and availability to be present at educational Seed to Student programming opportunities in the space provided below. Please describe any experiential educational opportunities that you might be able to provide FPS students, if any. For example, do you host farm tours or do you visit school classrooms and talk about farming and agriculture with students? If a tie in pricing occurs, producers who demonstrate the greatest educational benefit to FPS students will be awarded the bid.

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**Local Product List (August 2015-May 2016)**

**Note:** (\*) indicates that the section must be completed by producer. All products will be purchased by the pound. (~) denotes that limited usage information is available and FPS is interested in purchasing more of this product. (+)Quantities indicated are for evaluation purposes only and are based upon historic consumption. Quantities may not predict future sales and do not indicate a minimum or maximum purchase quantity.

The following table has been filled out by: \_\_\_\_\_ Date: \_\_\_\_\_

Product	Product Specifications	*\$/#	+ usage/wk(#) Academic yr : summer	*Projected supply/wk (#) Academic yr : summer	*Min. order/wk (#)	*Months & # of wks available (ex: Jan-Feb/ 4wks)	*Freshness (delivered w/in X days of harvest)
Apples	All varieties; <b>125-138 ct./case only (40# cs)</b> ; clean; mature but not overripe; free of dirt, decay, internal breakdown, damage and injury; minor difference in color, shape and size okay		2,200 : 80				
Nectarines	<b>Size 88-96.</b> Mature, not soft or overripe; sweet; slightly under ripe okay; fairly well formed; washed/ clean with sanitized water; characteristic color some blushed or red color preferred; free of dirt, decay, damage and injury		~ : 50				
Peaches	<b>Size 60,64 or 80.</b> Mature, not soft or overripe; sweet; fairly well formed; healed injury only; characteristics color, blushing, pink or red color preferred; dry brush to clean if not too ripe; slightly under ripe okay; free from dirt, decay, damage, injury		~ : 50				

**Additional Product Offerings:**

Please list 1) the other types of produce you may be able to offer, along with 2) proposed volume availability, 3) price quote and 4) date range of availability.

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**Notification criteria:**

All producers will receive a notification letter via email informing them of FPS' award decisions. This letter will contain a list of all products and the name of the growers awarded the bid for each product. Primary and secondary growers will be assigned for each product. In some instances, multiple growers may be awarded a portion of the product bid to better meet the district's needs. A general outline of the ordering and delivery process and duration of the awarded bid will be included in the letter. FPS reserves the right to accept or reject any or all bids and to amend the award schedule as deemed necessary.

***Quote submissions are due by April 24<sup>th</sup>, 2015 at 5:00pm CST***

***Bid awards will be made by May 15<sup>th</sup>, 2015 at 5:00pm CST***

Your signature below indicates agreement to general terms and evaluation criteria. Please return completed and signed bid packet, the Seed to Student Guidelines, the food safety checklist and **NOTARIZED Bidder Assurance and Disclosure form** (if you submitted the Guidelines and a food safety checklist previously, you do not need to submit these again) to Ally Mrachek, FPS Nutrition Supervisor, via email at [allyson.mrachek@fayar.net](mailto:allyson.mrachek@fayar.net) or via mail at FPS Child Nutrition Dept., P.O. Box 849, Fayetteville, AR 72702 or in person at 2233 W. Stone St., Fayetteville, AR 72701 (District Warehouse). For questions, please contact Ally Mrachek via the email provided above or call (479) 445-1526.

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Producer Signature: \_\_\_\_\_

Producer Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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