

# Farm2School

## REQUEST FOR PROPOSALS FOR THE 2019-2020 FARM2SCHOOL LUNCH PROGRAM

ROCORI School District  
ISD #750  
534 5th Ave N.  
Cold Spring, MN. 56320

PROPOSALS DUE: **NO LATER THAN 1:00 PM, May 3, 2019**  
LATE PROPOSALS WILL NOT BE ACCEPTED

# 1 OVERVIEW

## 1.1 INTRODUCTION

ROCORI School District (ISD # 750) seeks proposals from farmers for food as part of the Farm2School Lunch Program.

## 1.2 TERM OF CONTRACT

The contract term shall be the 2019-2020 school year with products being procured for the once a month Farm2School Lunch Program (F2S). Months include September, October and November.

## 1.3 CONTRACT PROVISIONS & TIMELINES

Proposers are advised to read and become familiar with ISD #750 standard terms and conditions provided in section 5.

### TIMELINES

ACTIVITY	DATE
Issue and Advertise RFP	4-9-19
Deadline for Questions	4-26-19
Proposals Due	5-01-19
Procurement Committee Meeting	TBD
Anticipated Contract Award	By 5-13-19

NOTE: ISD #750 reserves the right to deviate from this schedule.

## 1.4 PROCUREMENT COMMITTEE MEMBERS

Christine Barker

Food Service Director

Beth Bertram

Director of Business Services

Irene Worm

Richmond Head Cook

## 2 SCOPE OF WORK

### 2.1 STATEMENT OF WORK

The selected Contractors/Farmers will provide and deliver Farm Fresh Produce. Individual product specifications are listed on Attachment A, Cost Proposal.

ROCORI Public School District will begin implementing the Farm2School Lunch Program in September 2019. The program provides lunch once a month which introduces farm fresh grown food to students. The Farm2School Lunch Program promotes healthy eating habits, supports neighboring small and mid-sized farmers and help builds the local economy. The program offers important learning opportunities for students, staff and guests. The school cafeteria is a model for health, wellness and food system sustainability. At ISD #750, the cafeteria is viewed as a learning laboratory to introduce students to locally sourced food. ISD #750 is interested in purchasing products from farmers whose production practices support environmental sustainability goals, such as, but not restricted to, reduced use or elimination of chemical pesticides and fertilizers, use of organic fertilizers, fewer transport miles between farm and ISD #750, and environmentally friendly packaging.

Featured ISD #750 products will be promoted through the Food Service Department. In addition, ISD #750 may choose to provide supplemental educational activities during the Farm2School lunches.

ISD #750 used the following in determining which products to feature in the 2019-2020 Farm2School Program.

1. **Availability** of the item in the area where students live such that the featured item is more likely to also be offered outside the school environment.
2. Consideration of **children's food preferences** and how much children generally like each item selected for Farm2School.

3. Foods were selected to represent the **diverse** bio-cultural landscape and food economy in which ISD#750 is located. Considerations included foods both associated with traditional farming.
4. To promote **school and home garden connections**, foods were selected that are also likely to be grown in local gardens.
5. **Nutrient dense** foods were selected.
6. So that kitchens may incorporate the F2S products into a variety of dishes, the **versatility** of the selected item was considered.

### **Product Quality of Produce**

Fresh fruit and vegetables shall be:

- Cool to the touch
- Of reasonably uniform color
- Free from foreign flavor and odor
- Normally developed
- Free from objectionable matter
- Clean and free from foreign material

Fresh fruit and vegetables shall be reasonably free from:

- Extraneous vegetable material
- Stem ends
- Rot
- Damage by insects or disease
- Insect infestation
- Mechanically damaged units
- Moderate amount of bruising
- Fibrous units and stems

### **Food Safety Requirements for Produce**

Farmers shall have a written on-farm food safety plan, which shall address:

- Handwashing in field and packing area

- Health and hygiene training for workers
- Management of manure and compost as fertilizer
- Limiting animals in fields and packing area
- Cleaning of equipment, storage containers, and tools
- Testing of well water

### 3 PROPOSAL FORMAT, EVALUATION AND SELECTION

- 3.1 All proposals will be uniform by completing the RFP. (ATTACHMENT A)
- 3.2 The proposals shall be evaluated by the Procurement Committee. The Committee will assign scores to each proposal described under the Evaluation Criteria below.

CATEGORY	MAXIMUM SCORE
1. Sourcing	20
2. Experience & Capacity of Proposer/Past Performance	10
3. Cost	50
4. Additional information for consideration	20
TOTAL POSSIBLE SCORE	100

1. **Category:** Sourcing (Meets Geographic Preference)

**Information required:** Address of farm

**Evaluation criteria:**

- Farm located within Stearns County                      20 points
- Farm located in bordering county                              15 points
- Farm located in Minnesota                                      10 points

2. **Category:** Experience & Capacity of Proposer/Past Performance  
**Information required:** 2019 Farm2School contracts on file

**Evaluation criteria:**

Met obligation of past contract	10 points
Reference/other evidence of past performance	10 points
New to the Farm2School Program	5 points

3. **Category:** Cost  
**Information required:** Cost of products offered

**Evaluation criteria:**

Lowest Bidder	50 points
Second Lowest	40 points
Third Lowest	30 points

4. **Category:** Additional Information about product systems  
**Information requested:**

<b>Produce production systems</b>	
No pesticide use	<b>5</b>
Crop rotation	<b>3</b>
Integrated Pest Management	<b>3</b>
Organic certification	<b>3</b>
Crop diversity	<b>3</b>
Pollinator habitat	<b>3</b>

## 4 PURCHASING REQUIREMENTS

### 4.1 PROPOSAL SUBMISSION

**PROPOSALS MUST BE RECEIVED ON OR BEFORE 1 PM ON May 3, 2019**

Farmers must submit the proposal electronically or in paper form to:

Christine Barker, ROCORI Food Service Director  
ELECTRONICALLY:       barkerc@rocori.k12.mn.us  
PAPER FORM:            ROCORI District Office  
                              534 5th Ave North  
                              Cold Spring, MN 56320

#### **4.2 REJECTION OF PROPOSALS**

ISD #750 reserves the right to reject any or all responses to this RFP.

#### **4.3 CLARIFICATION OF RESPONSES**

ISD #750 reserves the right to request clarification of any item in a farmer's proposal or to request additional information necessary to properly evaluate a proposal.

#### **4.4 COLLUSION**

A Proposer submitting a proposal shall declare if any employee of ISD #750 has a monetary interest in this proposal; that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposer and that the Proposer is competing solely in its own behalf without connection with, or obligation, to, any undisclosed person or firm.

## **5 CONTRACT TERMS AND CONDITIONS**

#### **5.1 ROCORI SCHOOL DISTRICT FARM2SCHOOL STANDARD CONTRACT**

Farmers awarded a contract will be notified and a Procurement Contract will be drawn up and sent to the Farmer. See ATTACHMENT B for a sample contract.

Farmers will have 10 business days to sign and return the contract to Christine Barker at ROCORI Schools District Office.

#### **5.2 PAYMENT OF INVOICES**

Head Cooks and the Food Service Director will sign each contract and submit for payment to the District Business Office. Copies of the

completed contract will be mailed or emailed to the awarded farmers. Farmers will receive payment after the product is delivered per awarded contract.

### **5.3 DELIVERY OF PRODUCT**

The 2019-2020 Farm2School Lunches will be on an assigned Thursday of each month beginning in September, October and November. Products must be delivered on the Monday of Farm2School Lunch Week to each school in the District - Richmond Elementary, Cold Spring Elementary, Rockville Elementary and the Cold Spring Secondary Site kitchens. Deliveries shall be made between 7:00 AM and 11:00 AM.

### **5.4 DELAYS**

If delivery delays are foreseen:

Christine Barker (Food Service Director) must be notified within 24 hours of Contractor's knowledge of such delay. Contractor shall keep the school advised of the status of deliveries. Two failures to meet delivery dates will constitute a breach of contract by Contractor which may subject the Contractor to termination under terms and conditions of the resultant contract, and may further jeopardize future bidding opportunities with ROCORI Public School District. In the event of default by the Contractor of their obligations, ISD #750 reserves the right to obtain the required products elsewhere. The Contractor would be responsible for any differences in price for the replacement products.



**ATTACHMENT A**  
**REQUEST FOR PROPOSAL**

Farm Name: \_\_\_\_\_

Farmer's Full Name: \_\_\_\_\_

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

\_\_\_\_\_

In which county is your farm located? \_\_\_\_\_

Phone/cell #: \_\_\_\_\_

FAX: \_\_\_\_\_

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

Website: \_\_\_\_\_

**DIRECTIONS:**

Indicate which product/s you can provide by completing the minimum weight, month and price per pound columns. If hand-writing the information, write legibly.

Some products indicate a minimum weight, others do not. These weights are listed as a guide to determine quantities desired by food service.

**Questions regarding the RFP must be submitted via phone or email on or before noon on April 26, 2019** to Christine Barker at 320-685-4921 or [barkerc@rocori.k12.mn.us](mailto:barkerc@rocori.k12.mn.us)

Questions submitted after the aforementioned time will not be answered.

Farmers must submit the proposal electronically or in paper form to:

Christine Barker, ROCORI Food Service Director  
ELECTRONICALLY: [barkerc@rocori.k12.mn.us](mailto:barkerc@rocori.k12.mn.us)  
PAPER FORM: ROCORI District Office  
534 5th Ave North  
Cold Spring, MN 56320

**PROPOSALS MUST BE RECEIVED ON OR BEFORE 1 PM ON May 3, 2019**

Fresh Produce - The total amount will be divided between the four schools in the District. The contract will indicate how much needs to be delivered to each school.

Requested product	Minimum Weight	Month Needed for Service	Price per lb.	Menu item to be used in
Apples- McInstosh, Honey Crisp, Haralsen	1000 apples	September, October, November		Fruit -Side
Cabbage-White	20#	September, October, November		Coleslaw
Carrots-Orange	65#	September, October, November		Vegetable—Side
Onion-Red, Yellow or White	10 med. onions	September, October, November		Sliced on Salad Bar
Bell Peppers– Variety of Green, Orange, Yellow and/or Red	15#	September, October, November		Sliced on Salad Bar
Potatoes—Russet, Yellow and/or Red	1500 potatoes	September, October, November		Baked Potato
Tomatoes—Cherry or Grape	8#	September, October, November		Vegetable—Side
Tomatoes— Red,, yellow, or orange	40 tomatoes	September, October, November		Slicers as a side
Zucchini	8 Zucchini	September, October, November		
Cucumbers	25#	September, October, November		Sliced for Salad Bar
Squash—Buttercup, Butternut, Acorn or another winter squash	20 to 25 squash	September, October, November		Cooked Vegetable

Please provide a One-Page Summary of Written On-Farm Food Safety Plan for Fruit & Vegetable Production: Briefly describe how you address each of the following food safety practices on your farm.

1. Handwashing station (s) in the field and/or packing area

2. Clean and stocked restroom facilities available to workers.
3. Hygiene, illness, injury and safety training for workers.
4. Regular cleaning/sanitizing for equipment, tools, storage, and transport containers.
5. Manure and/or compost management plan.
6. Measures to keep wild and domestic animals out of fields and packing areas.
7. Annual well water testing for generic E. coli and nitrites/nitrates.

**Crop Production System Attributes:**

<b>Check all that apply to your RFQ for produce.</b>	
No pesticide use	
Crop rotation	
Integrated Pest Management	
Organic certification	
Crop diversity (check if >6 types of crops)	
Pollinator habitat	

**More about your produce production practices:**

Have you participated in a Farm2School Program previously? Can you provide the contract?

Is there anything else you'd like the 2019-2020 Farm2School Procurement Committee to know about your RFP?

**SIGNATURE**

The undersigned has read the Overview, Scope of Work, Proposal Format, Evaluation and Selection, Purchasing Requirements, and the Contract Terms and Conditions, is familiar with and understands the information contained herein and agrees to furnish and deliver the goods in accordance with the aforementioned.

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Signature

Date

ATTACHMENT B  
SAMPLE CONTRACT

# Farm2School

It is the intention of ISD #750 ROCORI Farm2School Program to purchase from **Gilby's Nursery and Orchard**.

It is the intention of **Gilby's Nursery and Orchard** to sell the following product to **ROCORI School District**

Product name:	Apples, HoneyCrisp
The total estimated quantity to be delivered:	350 count
When it will be delivered to: <b>Co Spring Elementary School</b> :	10/12/18
Cost per unit paid to farmer:	\$1.00 each
Total cost for product:	\$350.00

\_\_\_\_\_  
ISD #750

Date:

\_\_\_\_\_  
David Gilbertson, Gilby's Nursery and Orchard

Date: