

Pocatello/Chubbuck School District No. 25



Request for Proposal  
Fresh Fruit and Vegetable Program Items 2016-2017

**REQUEST FOR PROPOSAL**  
**Fresh Fruit and Vegetable Program Items 2016-2017**

Proposals will be received at the Pocatello/Chubbuck School District No. 25, 3115 Poleline Road, Pocatello, Idaho 83201, until 3:00 PM on April 28, 2016, related to Fresh Fruit and Vegetable Program Items 2016-2017 for our School Food Service Program.

Details including submission forms may be secured at 3115 Poleline Road, Pocatello, Idaho.

**GENERAL CONDITIONS OF CONTRACT:**

Notices, conditions and specifications issued incident to the proposal to purchase Food Items 2016-2017 for the Pocatello/Chubbuck Food Service Program.

**NATURE OF CONTRACT:**

The various items of manufacture under these proposed contracts are specified under the respective division. Specifications are technical for purposes of establishing high standards of material purchasing. Respondents shall indicate the manufacturer's brand names where specified in their proposals.

Contracts for purchase will be put into effect by means of a purchase order executed by the Food Services Purchaser after tabulations are compiled and approved.

**QUALITY OF MATERIALS:**

It is specifically understood that products offered shall be equal to those specified. Substitutions or major alterations of a specified brand name or product name must be clearly indicated upon the proposal sheet at the time of submission.

**SAMPLES MUST BE SUBMITTED WITH NAME OF COMPANY ORIGIN AND/OR  
BROKER/MANUFACTURER ORIGIN CLEARLY MARKED ON ALL SAMPLES FOR PROPER  
CONSIDERATION OF SAMPLES. FOR BEST CONSIDERATION, SAMPLES SHOULD BE  
SUBMITTED BY April 15, 2016.**

**RESPONSIBILITY OF VENDOR:**

Each respondent shall be responsible for the delivery of materials in such quality and quantities as specified. The respondent shall submit their response on the proposal form furnished and shall plainly mark on the outside envelope: FRESH FRUIT AND VEGETABLE PROGRAM ITEMS 2016-2017.

**DISTRICT REPRESENTATIVE:**

Refer all questions to Tom Wilson, Food Service Coordinator/Purchaser at (208) 235-3208 or [wilsonto@sd25.us](mailto:wilsonto@sd25.us)

**DELIVERY:**

Delivery will be accepted on an “as needed” basis, according to orders placed by the School Food Service Purchaser. No drop shipments will be accepted.

**PAYMENTS:**

Vendor will be responsible for invoicing School Food Service at time of delivery for all shipments. Payments will be made within 45 days of product delivery.

**OBJECTIONS:**

Written objections to specifications or procedures must be received by the clerk, secretary, or other authorized official of the District at least one (1) business day before the date and time upon which proposals are scheduled to be received per Idaho Code Section 68-2806(c).

**EVALUATION CRITERIA:**

Vendor selection on this proposal shall be evaluated based on the following;

1. Price
2. Vendor reputation for providing quality materials on a timely basis.
3. Vendor who best meets the specified item as listed will be given priority in bidding a specific item.
4. Multiple vendors may be awarded individual products when it serves in the best interest of the District.

**NOTES CONCERNING REQUEST FOR PROPOSAL:**

1. SAMPLES MUST BE SUBMITTED WITH NAME OF COMPANY ORIGIN BEFORE BID OPENING WHEN ANY SUBSTITUTION OF SPECIFIED BRAND NAME OR NUMBER IS MADE ON BID OR THE BID WILL NOT BE CONSIDERED. FOR BEST CONSIDERATION, SAMPLES SHOULD BE SUBMITTED BY APRIL 15, 2016.
2. All substitutions must be pre-approved by the Food Service Coordinator before product is shipped.
3. There is no current conflict of interest with School District employees and shall not be going forward with regard to manufacturers, vendors, or representatives of such entities.
4. All price increases from the original response must be tied to the unique market index and a 30-day notice given to the School Food Authority.
5. The School Food Authority retains the right of refusal of products due to damage, insufficient use-by dates, in appropriate subbed items and/or if there was never an intent to order products being delivered.

6. Bid items with the USDA item listed under the ITEM column will be purchased through the awarded process only if the USDA Commodity Program is unable to provide those items as needed.

7. Included within the bid document are items that Pocatello has used this year. We would ask that you take these ideas and incorporate them into possible products that would fit our needs into a calendar format for the school year, 2016-2017. The approximate dates would be from Sept. 6, 2016 – May 19, 2017, depending on the number of schools that are approved for the grant and the dollar amount for which they are approved.

8. This year's daily count is as follows: Tuesday (900 servings), Wednesday (950 servings) and Thursday (1000 servings). Please keep in mind that there would be no service when there is no school, i.e. holiday's, teacher in-service days, etc. The district calendar is available by logging onto [www.sd25.us](http://www.sd25.us)

9. Be sure to include pack size, sizing of fruit and vegetable, if the item is available to be processed into 2 oz. pre-portions and all costs associated with the product. If you have questions, you may e-mail Tom Wilson at [wilsonto@sd25.us](mailto:wilsonto@sd25.us) or call (208)235-3208.



## BIDDER CERTIFICATION FORM

1. **Debarment and Suspension** – In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
2. **Anti-Collusion** – In submitting this bid proposal, we hereby certify this proposal was developed and prepared without any collusion with any competing bidder or District employee. The content of this proposal has not been disclosed to any competing or potentially competing bidder prior to the proposal due date and time. Furthermore, no action to persuade any person, partnership or corporation to submit or withhold a bid has been made.
3. **Anti-Lobbying** – In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
4. **National Sexual Offender Registry** – In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: <http://www.nsopr.gov/>

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

Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

City & State: \_\_\_\_\_

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

## Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA Child Nutrition Programs recognize the following protected classes: race, color, national origin, sex, age, and disability.

This institution is an equal opportunity provider.

**POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25**

**School Food Service**

3115 Poleline Rd.  
 Pocatello, ID 83201-6119  
 Tom Wilson 235-3208

Firm Name: \_\_\_\_\_  
 Representative: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_

**DELIVERY: 8/01/16 - 7/31/17**

**FAX COPIES WILL NOT BE ACCEPTED**

| <b>Category</b> | <b>ITEM</b>          | <b>DESCRIPTION</b> | <b>QTY</b> | <b>UNIT</b> | <b>Current Bid Price Per Unit</b> | <b>BRAND Product #</b> | <b>UNIT PRICE</b> |
|-----------------|----------------------|--------------------|------------|-------------|-----------------------------------|------------------------|-------------------|
| <i>Produce</i>  | APPLES, ASIAN        |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | APPLES, FUJI         |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | APPLES, GALA         |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | APPLES, GOLDEN DEL.  |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | APPLES, GRANNY SMITH |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | APPLES, PINK LADY    |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | APPLES, RED DEL.     |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | APPLES, ROSE         |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | APPLES, STAR         |                    |            |             |                                   |                        |                   |

| <b>Category</b> | <b>ITEM</b>                  | <b>DESCRIPTION</b> | <b>QTY</b> | <b>UNIT</b> | <b>Current Bid Price Per Unit</b> | <b>BRAND Product #</b> | <b>UNIT PRICE</b> |
|-----------------|------------------------------|--------------------|------------|-------------|-----------------------------------|------------------------|-------------------|
| <i>Produce</i>  | APRICOTS                     |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | ASPARAGUS, GREEN             |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | ASPARAGUS, WHITE             |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | AVOCADO, 1/2'S (Pre-wrapped) |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | BANANAS, PETITE              |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | BLACKBERRIES                 |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | CARROTS, BABY                |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | CARROTS, BABY RAINBOW        |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | CAULIFLOWER CARNIVAL         |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | CELERY STICKS                |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | CHERRIES                     |                    |            |             |                                   |                        |                   |



| <b>Category</b> | <b>ITEM</b>                       | <b>DESCRIPTION</b> | <b>QTY</b> | <b>UNIT</b> | <b>Current Bid Price Per Unit</b> | <b>BRAND Product #</b> | <b>UNIT PRICE</b> |
|-----------------|-----------------------------------|--------------------|------------|-------------|-----------------------------------|------------------------|-------------------|
| <i>Produce</i>  | CUCAMELON                         |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | CUCUMBERS                         |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | CUCUMBERS, AFRICAN (Horned Melon) |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | CUCUMBERS, ENGLISH                |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | DAIKAN                            |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | DRAGON FRUIT                      |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | FENNEL                            |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | GOOSEBERRIES, CAPE                |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | GRAPES, BLACK SEEDLESS            |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | GRAPES, GREEN SEEDLESS            |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | GRAPES, RED SEEDLESS              |                    |            |             |                                   |                        |                   |

| <b>Category</b> | <b>ITEM</b>        | <b>DESCRIPTION</b> | <b>QTY</b> | <b>UNIT</b> | <b>Current Bid Price Per Unit</b> | <b>BRAND Product #</b> | <b>UNIT PRICE</b> |
|-----------------|--------------------|--------------------|------------|-------------|-----------------------------------|------------------------|-------------------|
| <i>Produce</i>  | GRAPEFRUIT CHUNKS  |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | GREEN BEANS, LOCAL |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | JICAMA STICKS      |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | KIWI, BERRIES      |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | KIWI, BULK PACK    |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | KOHLRABI           |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | KUMQUATS           |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | MANGO              |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | MELON, CANTALOUPE  |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | MELON, GALIA       |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | MELON, HONEYDEW    |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | MELON, SANTA CLAUS |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | MELON, WATERMELON  |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | MUSHROOMS, BUTTON  |                    |            |             |                                   |                        |                   |

| <b>Category</b> | <b>ITEM</b>                                     | <b>DESCRIPTION</b> | <b>QTY</b> | <b>UNIT</b> | <b>Current Bid Price Per Unit</b> | <b>BRAND Product #</b> | <b>UNIT PRICE</b> |
|-----------------|---|--------------------|------------|-------------|-----------------------------------|------------------------|-------------------|
| <i>Produce</i>  | NECTARINES                                      |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | ORANGE, BLOOD                                   |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | ORANGES, Navel Preferred or acceptable Valencia |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | PARSNIP STICKS                                  |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | PEACHES, LOCAL                                  |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | PEARS, Bartlett                                 |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | PEARS, COMICE                                   |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | PEARS, D'anjou                                  |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | PEARS, YA                                       |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | PEPPERS, MINI ASSORTED                          |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | PERSIMANS                                       |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | PINEAPPLE SPEARS                                |                    |            |             |                                   |                        |                   |

| <b>Category</b> | <b>ITEM</b>       | <b>DESCRIPTION</b> | <b>QTY</b> | <b>UNIT</b> | <b>Current Bid Price Per Unit</b> | <b>BRAND Product #</b> | <b>UNIT PRICE</b> |
|-----------------|-------------------|--------------------|------------|-------------|-----------------------------------|------------------------|-------------------|
| <i>Produce</i>  | PLUMS             |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | PLUOTS            |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | RADISH, ICICLE    |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | RADISH, RED       |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | RADISH,WATERMELON |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | RAMBUTAN          |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | TANGELOS          |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | TANGERINES        |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | TAYBERRIES        |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | TOMATOES, CHERRY  |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | TOMATOES, GRAPE   |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  |                   |                    |            |             |                                   |                        |                   |

| <b>Category</b> | <b>ITEM</b>                | <b>DESCRIPTION</b> | <b>QTY</b> | <b>UNIT</b> | <b>Current Bid Price Per Unit</b> | <b>BRAND Product #</b> | <b>UNIT PRICE</b> |
|-----------------|----------------------------|--------------------|------------|-------------|-----------------------------------|------------------------|-------------------|
| <i>Produce</i>  | TOMATOES, HEIRLOOM (SMALL) |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | TOMATOES, YELLOW TEARDROP  |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | SNAP PEAS                  |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | STAR FRUIT                 |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | SQUASH. YELLOW STICKS      |                    |            |             |                                   |                        |                   |
| <i>Produce</i>  | SQUASH. ZUCCHINI STICKS    |                    |            |             |                                   |                        |                   |