



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25

LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

**Administration Office
3115 Pole Line Road
Pocatello, Idaho**

Request for Proposal

SPECIFICATIONS

2023-2024

**Fresh Fruit
& Vegetable Program**

BIDS WITH CONDITIONS WILL NOT BE ACCEPTED

Proposals Due:

April 13, 2023
4:00 P.M.

Bid Opening:

April 14, 2023
10:30 A.M.



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25

LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

REQUEST FOR PROPOSAL

2023-2024

Fresh Fruit & Vegetables Program Items

Proposals for Food Service, Fresh Fruit and Vegetable Program Items for the 2023-2024 school year will be received by a representative of the Board of Trustees of Pocatello/Chubbuck School District No.25, Bannock County, Idaho, at 3115 Pole Line Road, Pocatello, Idaho 83201, until 10:30 AM on April 14, 2023.

Specifications or additional details, (including bid forms), may be secured at 3115 Pole Line Road, Pocatello, Idaho, 83201. All bids must be on the forms furnished, all blank spaces filled in, and signed with the name and address of the Bidder. No unqualified bids will be read

The Board of Trustees reserves the right to reject any or all bids or to waive any informalities, or to accept the bid or bids deemed best for School District No. 25, Bannock County, Pocatello, Idaho.

Rena Johnson, Clerk
School District No. 25

To be published on the dates of:

March 4, 2023
March 11, 2023

IDAHO STATE JOURNAL

REQUEST FOR PROPOSAL

GENERAL CONDITIONS OF CONTRACT:

Notices, conditions and specifications issued incident to the proposal to purchase Food Items described herein, together with the purchase policies of Pocatello/Chubbuck School District No. 25, are on file for examination in the Office of the Director of Business Operations, shall form a part of the contract conditions.

NATURE OF CONTRACT:

Specifications are technical for purposes of establishing high standards of line item material purchasing. Bidders shall indicate the manufacturer's brand names where specified in their proposals. All items bid or under contract stipulate there is no guarantee, promise or commitment to any quantity estimated or service to be rendered other than materials, supplies, equipment or labor authorized by direct orders.

Procurement and delivery of items will be on an "as needed basis" according to orders placed by the Food Service Coordinator. Purchase timeframe will be in effect from July 1, 2023 through June 30, 2024. Summer delivery will be required for the summer lunch program.

The Buy American provision was added to the National School Lunch Act (NSLA) by Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336). Section 12(n) to the NSLA (42 USC 1760(n)), requiring school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodity or product.

The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards SFAs must comply with when purchasing commercial food products served in the school meals programs.

For *unprocessed foods*, the agricultural commodities must be domestic, and for *processed foods* they must be processed domestically using domestic agricultural food components that are comprised of over 51% domestically grown items, by weight or volume. The following are two limited exceptions when non-domestic foods may be purchased:

- The food or food product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the cost of a United States food or food product is significantly higher than the non-domestic product.

If the above exceptions apply to a food product on your bid proposal, fill out the Exception Documentation Worksheet to be submitted with your bid proposal. **Fill out one form for each food item requiring an exception to the Buy American Provision.**

QUALITY OF MATERIALS:

IT IS SPECIFICALLY UNDERSTOOD THAT PRODUCTS OFFERED AT THE TIME OF BIDDING SHALL BE EQUAL TO THOSE SPECIFIED. **Substitutions or major alterations must be indicated upon the proposal sheet at the time of bid submission.**

SAMPLES must be submitted with the name of Company origin and/or Broker/Manufacturer origin clearly marked on all samples for proper consideration. For best consideration, samples should be submitted by April 7, 2023.

Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51 percent) using agricultural commodities that are produced in the US.

Vendor must affirm their willingness to assert their best and reasonable efforts to ensure compliance with this Federal rule.

RESPONSIBILITY OF VENDOR:

Each contractor shall be responsible for the delivery of materials of such quality and in quantities as is specified. The bidder shall submit his bid on the proposal form furnished and shall plainly mark on the envelope:

"BID – FRESH FRUIT & VEGETABLES ITEMS 2023-2024
TO BE OPENED ON APRIL 14, 2023, AT 10:30 AM"

Bids not delivered by Vendors at time of bid opening must be received by mail or in office no later than 4:00 PM on April 13, 2023, the last working day before the bid opening to ensure receipt prior to formal bid opening.

CONDITIONAL BIDS OR BIDS WITH STIPULATIONS WILL NOT BE ACCEPTED.

DISTRICT REPRESENTATIVE:

Refer all questions to Heather Canfield, Food Service Coordinator/Purchaser at (208) 235-3256 or e-mail at: canfiehe@sd25.us. Contact with other district staff, Board of Trustees, or Administration will be by written permission only.

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. All proposals must include the F.O.B. cost of the transportation to the Warehouse of Pocatello/Chubbuck School District No. 25, 3115 Pole Line Road, Pocatello, Idaho.

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 project will 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.

The contract will be awarded to the lowest responsive and responsible bidder or bid/offer most advantageous to the District with price and other factors considered.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

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 name or number is made on bid or the bid will not be accepted. For best consideration, samples should be submitted by April 7, 2023.
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. Any or all items subject to individual market price valuation may be accepted or rejected at the District's discretion. A 30-day notice is to be given to the School Food Coordinator.
5. The School Food Coordinator retains the right of refusal of products due to damage, insufficient use-by dates, non-approved substitutions or major alterations of items.
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 during the 2023-2024 school 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, 2023-2024. The approximate dates would be from July 1, 2023 – June 30, 2024.
8. Keep in mind that there would be no service when there is no school, i.e. holidays, teacher in-service days, etc. The district calendar is available by logging onto www.sd25.us
9. The 2023-2024 school year daily count is based on the number of schools that have been approved for the USDA grant and the dollar amount for which they were approved. Current program totals are 1,500 servings, distributed to classrooms on Tuesdays, Wednesdays, and Thursdays of each week.
10. 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 Heather Canfield at canfiehe@sd25.us or call (208)235-3256.



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25

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BID PROPOSAL SHEET

2023-2024 FRESH FRUIT & VEGETABLE ITEMS

Board of Trustees
Pocatello/Chubbuck School District No. 25
3115 Pole Line Road
Pocatello, ID 83201

Date: _____

We, the undersigned, propose to provide pricing for various line items in connection with Fresh Fruit & Vegetable Items under the supervision of the Food Service Coordinator and the Director of Business Operations, for the sums attached hereto.

Delivery will be accepted on an "as needed" basis, according to orders placed by the School Food Service Coordinator.

SPECIFICATIONS MUST BE SUBMITTED AT THE BID OPENING WHEN ANY SUBSTITUTION IS MADE, OR THE BID WILL BE CONSIDERED NON-RESPONSIVE.

The Board of Trustees reserves the right to reject any/or all bids or to waive any informalities, or to accept the bid or bids deemed best for School District No. 25, Bannock County, Pocatello, Idaho.

Respectfully submitted,

- Attached is Bidder Certification Form.
- Buy American Provision Exception Worksheet
- Line Item Pricing

Company Name

Authorized Signature / Date

Address

Title

City, State, Zip

Phone / Fax Number

Email



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25

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BIDDER CERTIFICATION FORM

- 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.
- 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.
- 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.
- 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: _____ Date: _____

Name & Title: _____ Phone: _____

Company: _____

Address: _____

City/State: _____

Buy American Provision Exception Documentation Worksheet

Fill out one form for **each food item requiring an exception** to the Buy American Provision.

1. Type of Exception: (Check one box only)

- Annual Exception Seasonal Exception One-Time Exception

2. Person completing the worksheet:

Name & Title: _____ Phone: _____

Company: _____

Name of vendor supplying nondomestic commodity or product: _____

3. List the dates for the following:

Vendor informed the SFA about supplying a nondomestic commodity or product: _____

Commodity or product was received by the SFA: (SY), or season(s)/month(s), or date: _____

4. List the nondomestic item and country of origin (List only one food item per worksheet)

Nondomestic item: _____ Country of origin: _____

5. Which of the two allowable exceptions is being used? (Check at least one box)

- The commodity or product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality.
- Competitive bids reveal the costs of the domestic commodity or product are significantly higher than the nondomestic commodity or product.

6. Provide justification to support the use of one of the two exceptions.

Exceptions based on products not manufactured domestically in sufficient and reasonably available quantities:

Attach a copy of pricing or availability data for **both** domestic and nondomestic commodities or products.

Exceptions on costs being significantly higher:

Attach a copy of pricing or availability data for **both** domestic and nondomestic items.