

Date: May 10, 2024

Request for Proposal Bid Sheet

Attached is a copy of the Produce Bid for the 2024-2025 School Year for the Van Buren School District. All bids and prices are for a period of 1 year, unless otherwise specified. All bids must be returned digitally by email to tessa.clemmons@vbsd.us no later than noon on June 3, 2024, and the bids will be opened and awarded by a staff panel to the lowest bidder. Awarded bid will be sent out to the winning bidder by June 10, 2024. The Board of Education reserves the right to reject any and all bids. Bid award will be based upon those considerations which are in the best interest of the Van Buren School District, including but not limited to; customer service, product availability and price. Price alone may not be the determining factor. Please do not submit a bid which you will be unable to fulfill.

Requirements for bid:

1. Delivery will be on Mondays weekly, 8am – 1pm.
2. Fee per case charged above the “landed cost” to vendor: \$ _____
3. Additional charge (if any) for less than full case quantities. \$ _____
4. Pricing is firm and to be held for the entire year.

Prices changes for guaranteed items may be requested for emergencies in the market, by requesting in writing, with a 30-day notice. This notice will hold the bid price for 30 days. If the product is withheld to try and avoid selling at the honored price, the bid contract may be terminated.

The Van Buren School District has 10 school sites. No guarantee may be given as to its usage. Projected quantities and or dollar volume may vary due to availability of similar USDA Commodity products. Any distributor that is unable to provide these services will no longer have the bid. Also, all produce should be of domestic origin. These products should be produced in the United States. A Buyer Justification Form has also been added, in case you need to send any foreign produce product. This form needs to be filled out and returned to the district for approval before shipment. Van Buren School District takes all steps possible to assure that small, local grown, minority, and women’s businesses, enterprises, and labor surplus firms are used whenever possible. Placing qualified businesses on solicitation lists assuring that small, local grown, and minority businesses, and women’s business enterprises are solicited whenever they are potential sources.

Distributors are encouraged to provide a complete list of produce items, as there may be needs for different items weekly. All bids submitted will act as a signed agreement to the attached terms and conditions.

Thank you for your interest in our District. This institution is an equal opportunity provider.

Tessa Clemmons: Child Nutrition Director

E-Mail: tessa.clemmons@vbsd.us

I have read, understand and agree to all statements in this request for proposal and to the terms and conditions stated herein:

COMPANY NAME

PHONE NUMBER

FAX NUMBER

COMPANY ADDRESS

SIGNATURE

PRINT NAME

DATE