

REQUEST FOR PROPOSAL



Local Beef Supplier

Raytown School District Nutrition Services Department

To Begin: June 20, 2025

Submittal Deadline: **July 14, 2025 at 1:00 PM (CST)**

Overview:

The Raytown School District Nutrition Services Department seeks to serve locally grown products to students. We are accepting quotes for local, all natural ground beef patties to be served to our students through the National School Lunch Program during the 2025-2026 school year.

Under federal law, this school nutrition program has the authority not only to apply a “local” geographic preference to minimally processed foods, but also to determine what is “local” for the purpose of United States Department of Agriculture (USDA) Child Nutrition Programs, such as the National School Lunch Program. For the purposes of this solicitation, The Raytown School District defines locally grown and/or raised as within a **seventy-five (75) mile radius** of the Raytown School District. The district will use applicable federal, state and district procurement procedures.

The Raytown School District reserves the right to use other local vendors if better pricing is available. We do not guarantee any specific ordering volumes, but will provide anticipated usage. The Raytown School District Nutrition Services Department has the right to refuse any product upon delivery if it does not meet the prior agreed upon quality and pricing requirements. Arrangements regarding delivery schedules, ordering and payment will be made prior to delivery.

Beef Requirements:

All Natural - animals must be grass fed for the majority of their lives but can be grain finished before processing. Animals must be hormone free.

Beef Processing - Beef must be processed in a state of Missouri or USDA processing facility. Because the beef product will be served to school-aged children, the process must be inspected from beginning to end. The district reserves the right to inspect the facilities or have the facilities inspected prior to award of the contract. The district may request to review the bidder’s current Hazard Analysis Critical Control Points (HACCP) food safety system for their facility in order to ensure proper storage and distribution practices.

Beef Patty Specifications:

100% raw ground beef, 3.3 to 4 ounce patties, individually frozen. Fat content may not be more than 20%. One cooked patty must meet 2 meat/meat alternate equivalents per USDA Child Nutrition program requirements. No non-meat ingredients. Child Nutrition (CN) labeled preferred.

Delivery Requirements:

- The local beef farmer will use a distributor in the state of Missouri to deliver the product to the Raytown School District.
- Deliveries will be scheduled in advance and accepted Monday through Friday between the hours of 7:30 am and 2:00 pm.
- Deliveries will be made to:
Raytown School District Warehouse
5210 Blue Ridge Blvd
Raytown, MO 64133

Evaluation and Award:

The decision resulting from the evaluation process as to which product best meets the needs of the district remains the sole responsibility of the Raytown School District and is final. The final decision of selecting the vendor will be based on the following criteria:

- Lowest cost
- Ability to provide product specifications, in anticipated quantities.
- Ability to deliver to the Raytown School District Warehouse once per month.
- Ability to meet distributor delivery requirements.
- Locally grown/raised within a seventy-five (75) mile radius of the Raytown School District.

Bid Pricing for 2025-2026

ITEM	QUANTITY	SPECIFICATIONS	PRICE PER POUND
Beef Patties, Raw	Anticipated usage 3250-4000 patties per month (July 2025 through March 2025)	• 100% raw ground beef • 3.3 - 4.0 ounce patties, individually frozen. • One cooked patty must meet 2 meat/meat alternate equivalents per USDA CNP requirements. • Fat content may not be more than 20%. • No non-meat ingredients. • Child Nutrition (CN) labeled preferred.	

Required Bid Format and Content:

Bid should include details on pricing, as well as how all beef requirements and delivery requirements will be met.

In order to be considered, 2 sealed copies of the bid must be received by the Raytown School District Nutrition Services Department at 6608 Raytown Road, Raytown, MO 64133 by personal delivery or by U.S. mail no later than:

July 14, 2025 at 1:00 PM (CST)

An informal public bid opening will take place at this time. Attendance is not required.

District Contact:

Ginger Thompson, RDN, LD
Director of Nutrition Services
ginger.thompson@raytownschools.org

Any questions about the Request for Proposal process must be received in writing by:

July 14, 2025 at 1:00 PM (CST)

CONTRACT PROVISIONS

Termination for Cause

Except as may be otherwise provided by this document, the awarded contract may be terminated in whole or in part by either party to the awarded contract in the event of failure by the other party to fulfill its obligations under the awarded contract through no fault of the terminating party; provided that no such termination may be implemented unless and until the other party is given:

- a. at least thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and
- b. an opportunity for consultation with the terminating party, followed by a reasonable opportunity, of not more than ten (10) business days or such other reasonable amount of time as may be required under the circumstances, to rectify the defects in products or performance, prior to termination.

Termination for Convenience

The LEA may terminate an award prior to the expiration of the term, without cause and without penalty, upon thirty (30) days written notice to the selected Vendor.

Debarment and Suspension Certification

The Vendor certifies that neither the Vendor or its principals; the sub-recipients or their principals; or the subcontractors or their principals are suspended, debarred, proposed for debarment, voluntarily excluded from covered transactions, or otherwise disqualified by any federal department or agency from doing business with the Federal government pursuant to Executive Orders 12549 and 12689. The Vendor specifically covenants that neither the Vendor nor its principals; the subcontractors or their principals; nor the sub-recipients or their principals are included on the Excluded Parties List System ("EPLS") maintained by the General Services Administration ("GSA"). By responding to this solicitation the Vendor is certifying they are in "Good Standing".

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, audiotope, 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.