



Stillwater Public Schools
NUTRITION SERVICES
5005 North Perkins Road
Stillwater, Oklahoma 74075
405-533-6445

Stillwater Public Schools (hereafter known as SPS) Nutrition Services Department is requesting proposals from qualified produce suppliers to provide products for SPS for the 2022-2027 school year.

The Request for Proposal (RFP) is posted online at the SPS website
<https://www.stillwaterschools.com/departments/nutrition>

The RFP consists of two files, a Portable Document Format file titled "2026-2027 Produce RFP" and a duplicate of the same information as a GoogleDoc file.

Submissions must be received by SPS Nutrition Services by 10:15 a.m. CST on April 28, 2026. The submission must include signed copies of all required forms. Signed forms may also be submitted electronically on a flash drive. All materials must be returned in a sealed envelope marked, "Sealed Produce proposal April 28, 2026".

After receiving submissions, SPS will respond back to each supplier with the results of the analysis and selection of the supplier/s. Suppliers will be notified on or after May 13, 2026.

All instructions, clarifications, terms, and conditions are included in the SPS Produce RFP. Inquiries concerning this request for proposals must be in writing and should be addressed to nutrition@stillwaterschools.com

Buy American Provision: Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.1760) to require School Food Authorities participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the United States to purchase for those programs, to the maximum extent practicable, domestic United States Department of Agriculture (USDA) Foods or products. For purposes of this provision, the term domestic food commodity or product means agricultural USDA Foods produced in the United States, including Guam, American Samoa, the Virgin Islands, Puerto Rico, and the Northern Mariana Islands, and food products processed in the United States SUBSTANTIALLY using agricultural USDA Foods that are produced in the United States. The Conference Report accompanying Public Law 105-336 makes it clear that the term SUBSTANTIALLY means that over 51 percent of the processed food comes from American-produced products. (SD-24-2016)

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information in employment or in any program or activity conducted or funded by USDA. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaint_filing_cust.html>, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to USDA by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250- 9410, by fax 202-690-7442, or e-mail at <program.intake@usda.gov>.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

1) Invitation

a) You are cordially extended an invitation to submit proposals for fresh fruits & vegetables for Stillwater Public Schools Nutrition Services for the 2026-2027 school year.

b) Proposals Due: April 28, 2026, 10:15 A.M. CST

c) Selection Notification: On or after May 13, 2026

d) Agreement Period: July 1, 2026 – June 30, 2027

e) Address: Stillwater Public Schools Nutrition Services

5005 North Perkins
Stillwater, Oklahoma 74075

f) Contact Person: Krista Neal, MS, RD, LD, SNS

Director of Nutrition Services
405-533-6445
kneal@stillwaterschools.com

g) At the above date, time and place proposals will be opened. The public is invited. All proposals shall be submitted sealed to the above address on or before the date and time of the opening.

2) General Information

a) Agreed pricing is for the sole use of Stillwater Nutrition Services. Other school groups or entities are not eligible to purchase directly from the vendor at these rates; however, SNS maintains the right to resell or provide produce purchased through this contract to other school-related organizations at its discretion.

b) The purpose of this solicitation is to obtain, evaluate, and award, through a competitive process, one (1) prime produce supplier who can furnish and deliver produce directly to each of Stillwater Public Schools kitchens on a no less than a weekly basis and more frequently as necessary to maintain an adequate supply of produce at each of the schools.

c) SPS Nutrition Services is committed to promoting healthy food options and increasing student participation in meal programs. We aim to boost the consumption of fresh fruits and vegetables—specifically those sourced from local farms. A primary goal of this RFP is to expand our partnerships with Oklahoma growers and increase the volume of local produce served in our schools.

d) Stillwater Public Schools serves 5,700 students at 11 sites, with 9 delivery sites.

- e) The period of performance for goods and services subject to this solicitation and any resulting contract shall be for one complete school year from July 1, 2026, through June 30, 2027.
- f) Estimated dollars spent on produce per year: \$56,000
No guarantee may be given as to usage. Projected quantities and or dollar volume may vary due to the availability of similar USDA commodity products.
- g) SPS spends an additional \$54,000 through the DOD Fresh Program, which is not included in this RFP.
- h) Where it may serve SPS's best interest, SPS reserves the right to spot purchase some produce from other sources.
- i) Each supplier is responsible for examining the Purchasing and Proposal Information, instructions to suppliers, special provisions, specifications, forms, proposal form, and all other terms and conditions contained herein prior to submitting a proposal. Failure to examine any portion of this solicitation, or any errors made in the preparation of your response, shall be at your own risk.
- j) The purchasing agreement for produce will be separate from any other vendor agreements.
- i) Questions about this RFP must be in writing to nutrition@stillwaterschools.com. All questions will be answered and posted at <https://www.stillwaterschools.com/departments/nutrition>

3) Proposal Submission

- a) All required forms included in the packet must be signed and/or notarized by a duly authorized representative of the firm and returned in a sealed envelope marked "Produce RFP" with the date and time of the opening.
- b) Forms may be submitted on paper forms, or on a flash drive. Do not email documents to SPS personnel. Note: Flash drives must be inside the sealed envelope.
- c) Attachments A, B, E, F, and G must be returned. All information must be included.
- d) These proposal forms must be prepared and executed in the name of the supplier by a properly authorized person.
- e) Submissions may not be withdrawn or changed after the closing date and time for proposals. Proposals or amendments received after the date and time designated for the opening or received unsealed will not be considered.
- f) All proposals must be submitted to the Nutrition Services Office located at 5005 N. Perkins Road, Stillwater, OK 74075 between the hours of 7:30 a.m. and 3:30 p.m. Monday through Friday.

- g) Faxed proposals, e-mailed proposals, or telephone proposals/quotes will not be accepted.
 - h) Proposals cannot be changed or withdrawn after the closing date and time. Any notes written on the outside of the envelope intended to change the bid price or terms will be ignored. Any correction must be initiated by the person signing the form.
 - i) Submissions must be received by the due date and time indicated on the proposal cover page.
 - i) The supplier shall be solely responsible for the timely furnishing of proposals. The proposal may be returned by registered or certified mail, return receipt requested, or hand-delivered. SPS is not responsible for proposals lost or delayed in the mail.
 - ii) *Exception:* A late proposal may be granted in event of extreme weather conditions that caused the late delivery or the closure of the school district's office resulting in a disruption of delivery.
 - j) A submission checklist is included.
 - k) A public proposal opening will be held on the proposal closing date immediately following the proposal closing time.
- 4) Award Criteria
- a) Proposals will be evaluated based on the criteria below. Stillwater Public Schools (SPS) reserves the right to consider any additional data provided in the response, conduct site/plant visits, and check references to determine which proposal best serves the district's interests.

Evaluation Factors	Points
Price: Competitive market pricing, fixed fee structures, farm-to-school pricing, price stability/duration, and escalation methods.	55
References and Performance: Proven past performance and feedback from current or former customers	10
Supplier's qualifications: reporting capability, size, capacity, service capabilities, plant/facility, personnel, insurance, other related factors practices, awards, performance, and evaluation site visits	5
Local Preference: farm-to-school programs, local products & farms: breadth of products, farms, & supply capabilities *	20
Safety and Sanitation: Quality of safety, health, and sanitation programs and standards.	10
Total	100

*Points for Preference of Local Produce (20 total out of 100 points) will be determined by the number of Oklahoma grown products that can be provided by the supplier, the number of farmers that will provide these local products, and how close the farm is to Stillwater.

- b) Award of a proposal is not a guarantee that all items in the quantities specified on the proposal will be ordered. Orders will be placed and confirmed throughout the school year by means of a purchase order and vendor order.
 - c) Upon notification of a price increase by an awarded supplier, SPS reserves the right to reject the price increase, evaluate the next lowest responsive supplier, or issue a new RFP for the category.
 - d) The projected award date will be on or after May 13, 2026. Purchase orders issued against awarded proposals may be issued on or after July 1, 2026.
- 5) Market-Based Pricing Adjustments: Any proposed escalation or de-escalation in pricing must be tied to a verifiable industry index. The supplier is required to specify their fixed margin, the adjustment interval (weekly/monthly), and the exact index source. The initial bid price submitted with this RFP will serve as the baseline for all future adjustments.
- 6) Specifications- See produce specifications in Attachment C.
- 7) Agreement- The agreement may be extended for the following four school years. If either party wishes to continue the agreement, the party must communicate a desire to continue the agreement on or before April 1st of the school year.
- 8) Products and Proposed Pricing
- a) Prices must be firm until September 30, 2026.
 - b) Costs plus a percentage of cost proposals i.e. percentage mark up from supplier's actual costs will not be considered. Do not submit a proposal as a percentage of invoice cost.
 - c) All prices must include "inside delivery" to each of the 9 school kitchens.
 - d) Pricing categories
 - (1) Market Index Price plus fixed service fee per case
 - (a) Standard produce which SPS describes as fresh whole fruits and vegetables must be invoiced according to the supplier's market index invoice price, plus the firm-fixed service fee per case/box/flat (the proposal price) necessary to cover the supplier's distribution, handling, processing, marketing, delivery inside to the cafeterias and profit.
 - (i) The proposal price for Standard Produce submitted on the proposal form shall be the firm-fixed service fee per case/box/flat. The current supplier's product invoice price will not be included in the proposal for all items.

- (ii) Only the “mark up” service fee is required; however, the supplier shall include, for evaluation and calculation purposes, sample and market pricing as specified on the proposal form.
- (2) Annual Market Basket Select Produce
- (a) Total fixed, delivered price for the 2026-2027 school year
 1. Annual Market Basket Selected Produce as listed and itemized on the proposal form.
 2. Annual Market Basket Selected Produce pricing must be stated as a firm-fixed delivered price per case – the total delivered price to all the school cafeterias with inside delivery.
 3. The Selected Market Basket Produce shall be inclusive of the supplier’s invoice price, plus all distribution, handling, processing, delivery inside the school's kitchen, profit, and service fees which must be determined and submitted on the proposal form as a firm-fixed-price which shall remain firm for the duration of the initial contract period (2026-2027 school year)
 4. This proposal price shall represent the final invoice price to SPS.
 5. The proposal price submitted on the proposal form for Annual Market Basket Selected Produce must be the firm-fixed total delivered price per case/box/flat.
 6. The proposal price on the proposal form and the invoice price for these products will remain the same and constant for the duration of the initial contract period.
 - (b) Quarterly Selected Market Basket Produce
 - (i) Total, fixed, delivered price per case that is set quarterly based on the Market Index
 1. Quarterly Selected Market Basket Produce as listed and itemized on the proposal form. Quarterly Selected Market Basket Produce pricing must be stated as a firm, fixed price delivered price per case – total delivered price, to all the school cafeterias with inside delivery.
 2. The Quarterly Selected Market Basket Produce shall be inclusive of the supplier’s invoice price, plus all distribution, handling, processing, delivery, profit, and service fees determined as a firm, fixed price at the time the proposal is submitted.
 3. Quarterly prices must be based on historic prices for dates in September 2025 and January 2026.
 4. The proposal price submitted on the proposal form for Quarterly Market Basket Selected Produce must be a firm, fixed price per case/box/flat.
 - (ii) Fresh Locally Sourced Fruits and Vegetables
 1. For products sourced from individual farmers the School District’s invoice price shall be:
 - i. the farmer's invoice product price to the successful supplier plus;
 - ii. the firm-fixed service fee per case price as submitted for Standard Produce herein.

- iii. The Successful Supplier shall provide transaction documentation, upon request by the school district, which verifies the invoice price from the local farmer for the products (invoices with the net price paid to the farmer on a per-pound and/or a per-case basis).

9) Invoice Price & Price Increases

- a) The supplier must specify the terminal index market used to determine its invoice price, e.g. the AMS/USDA Dallas Terminal Market Index. The designated market index shall be the basis for SPS's pricing audit.
- b) SPS may consider price increases during times when extreme market conditions of certain products become volatile. Likewise, SPS may consider price reductions when surplus or favorable market conditions result in lower wholesale market prices or during specific growing seasons result in great supply and lower pricing.
- c) Petitions for escalation and de-escalation of firm-fixed pricing must be based on solid, verifiable, well-documented data which demonstrates the historical and current changes in market conditions affecting the wholesale and or terminal invoice price or the overall direct costs of the raw produce, e.g. third-party bulletins, published market indexes, or as reported by the AMS/USDA using the Dallas Terminal Market historical price as of a certain date vs. current invoice price.

10) Packaging and Transportation

- a) All items must be harvested, packed, and transported according to the Food Safety Modernization Act.
- b) All produce items must be packed in a stackable container with a lid and packaging material shall be FDA approved and meet all pertinent state and federal regulations for safe use with foods.
- c) Produce from the producer, wholesaler, farm, and from the Farm-to-School/local farmers must be transported in containers that protect the integrity of the product and ensure there is no risk of the food becoming contaminated.
- d) All prepared produce is required to carry legible, open code dating on each bag to indicate the processing date of the item.
- e) Damaged cases or packages may be rejected and returned for credit or immediate replacement, at no cost to SPS for product or freight.

11) Product Delivery

- a) The successful supplier shall furnish and deliver produce to each school's cafeteria according to a mutually determined schedule by and between the School District and the successful supplier.

- b) Produce must be delivered to nine locations. A list of all schools and addresses is included in Attachment D.
- c) **Delivery vehicles may not have more than two axles.** Semi-tractor trailers cannot access all loading areas.

12) Food Safety

- a) GAP/GHP
 - i) All produce shall maintain Good Agricultural Practices (GAP) certification and Good Handling Practices (GHP)
 - ii) Local farmers must meet the requirements for GAP and GHP, but may not necessarily obtain certification due to expense certification.
 - iii) The successful supplier may be required by the school district to conduct an on-site inspection of the local supplier (farm & farmer) to ascertain that good agricultural practices and food handling (using Checklist for Retail Purchasing of Local Produce from Iowa State University or other approved checklist) are being followed.
 - iv) The results of all inspections must be shared with the school district(s) within thirty (30) days of the inspection.
- b) The supplier shall follow appropriate procedures for a First-In-First-Out (FIFO) stock rotation system.
- c) Age of finished prepared product shall be no more than four (4) days old upon receipt by SPSs.
- d) Unopened prepared produce must be guaranteed to remain in fresh, crisp condition for at least five (5) days after delivery.

13) Farm-to-School Preferences and Requirements

- a) In accordance with federal law, Stillwater Public Schools (SPS) exercises its authority to apply a geographic preference to the procurement of minimally processed local foods. This preference supports our mission to provide students with the freshest possible produce while reinvesting in our local economy.
- b) The school district defines "locally grown products" eligible for this geographic preference at two levels:
 - i) as foods grown within the state of Oklahoma as first preference,
 - ii) within the region of 200 miles of Stillwater as the second preference.

14) Local Farm Requirements

- a) Local farms shall grow food with no detectable pesticide residues on/in final food products. Organic is preferred.
- b) Farmers shall not treat, wash, or clean raw or minimally processed foods with toxic detergents or cleansing agents (e.g., bleach, ammonium, or similar chemicals). Only food-grade, safe cleaning methods are permitted.

- c) Local farms shall be able to deliver the product to SPS's contracted produce supplier within 72 hours of harvest.
- d) Local farms must be capable of coordinating logistics with the District's contracted produce vendor. This includes meeting the distributing vendor's specific requirements for variety, grading, and packing standards.
- e) Preference will be given to local farms that are able to provide experiential educational opportunities for District students such as farm tours and Farm to Student events.
- f) Attachment E is a list of local produce available from the supplier.

15) Buy American Provision

- a) Federal Requirement: In accordance with the National School Lunch Act, Stillwater Public Schools is required to purchase, to the maximum extent practicable, domestic commodities or products. A "domestic commodity or product" is defined as one that is either produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S. (over 51% domestic content).
- b) Supplier Reporting & Transparency
 - i) To ensure compliance, SPS requires high levels of transparency regarding the Country of Origin (COO) for all products.
 - ii) Preference will be given to suppliers who provide automated, on-demand "Buy American" or "Country of Origin" reporting. Ideally, the District should be able to access these reports via a web portal or digital dashboard without requiring manual intervention from the vendor. Please include a sample of a purchase report with country of origin.
- c) Invoicing: Whenever possible, the Country of Origin should be clearly printed on the delivery invoice or packing slip.
- d) Limited Exceptions
 - i) SPS may approve the purchase of a non-domestic product only when:
 - (1) The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
 - (2) Competitive bids reveal the costs of a domestic product are significantly higher than the non-domestic product.
 - ii) Documentation of Exceptions: If a non-domestic product is delivered, the supplier must notify SPS Nutrition Services in advance. The supplier is responsible for providing the documentation necessary for the District to justify the exception during a federal audit.

16) Attachments and Submission Checklist

- a) Attachment A: Business Felony Conviction Statement, **MUST BE RETURNED**
- b) Attachment B: Certification Statement, **MUST BE RETURNED**
- c) Attachment C: Specifications

- d) Attachment D: List of school names and addresses
- e) Attachment E: Local Produce Available from Supplier- MUST BE RETURNED
- f) Attachment F: Company Information MUST BE RETURNED
- g) Attachment G: Pricing Form MUST BE RETURNED
- h) Please furnish a copy of the last three (3) health department inspections.
- i) Please provide a sample of a report including products, quantity, and country of origin.

Attachment A- Business Felony Conviction Statement
Stillwater Public Schools

_____ has entered into an agreement contract dated _____ with
(Company/Name)

STILLWATER PUBLIC SCHOOLS. The undersigned is a principal of the company and/or is authorized to execute and deliver this statement for and on behalf of the company. No employee of the company who has worked on or is working on school premises during normal school hours has been convicted in this state, the United States, or another state of (i) any sex offense subject to the Sex Offenders Registration Act in this state or similar of another state or the Federal Sex Offender Registration provisions; or (ii) any unpardoned felony sex offense within the last ten (10) years; except that the foregoing does not apply to volunteers, persons performing community service hours under court order, or persons performing community service under a supervised work release program, except that persons performing community service hours or services under work release have not been allowed to work on school premises at any time after having been convicted of any sex offense subject to the Sex Offenders Registration Act of this state, similar law of any other state, or Federal Sex Offender Registration provisions.

The undersigned is personally familiar with the facts stated above and makes the statement of the undersigned's personal knowledge.

Signature of Company Representative Dated

Printed Name of Company Representative

Attachment B: Certification Statement

I as the below named representative do hereby certify that I have read and thoroughly understand the proposal requirements and specifications and that this proposal meets such criteria. I further certify that all deliveries will be made as requested and that all unit prices have been checked for accuracy and correctness. As such, these prices will be honored without any change or escalation for the duration of the proposal except that price adjustment may be allowed as so stated in the specifications.

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporations, firm, partnership, or individual has not prepared this proposal under collusion with any other supplier, and that the contents of this proposal as to prices, terms, conditions, of the said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Company Name: _____

Address: _____

City, State, Zip: _____

Representative Signature: _____

Representative Name: _____

Date: _____

FOOD SERVICES
PRODUCE SPECIFICATIONS
Attachment C
2026-2027

FRUITS- Must be free from scars, bruises, and broken skins

APPLES, FRESH

Purchase Unit:	Box/carton, tray pack
Order Unit:	Box
Weight:	38-44 pounds
Grade:	U.S. No. 1 Grade or better at delivery; U.S. Utility for use as cut or diced fruit
Variety:	Red& Golden Delicious, Gala, Granny Smith, Fuji, Jonagold, Pink Lady, Honeycrisp
Size:	Approximate Sizes: 138, 113, & 125 Count
Origin:	U.S.A., Washington preferred

Apples should be crisp and juicy with moderate to low acidity and high sweetness. They should be firm, bright, and clean with well-colored smooth skins. Fruit should be mature, not overripe, and free from defects. All stickers should be removed from apples.

BANANAS

Purchase Unit:	Case
Order Unit:	Pounds/Case
Weight:	40 pounds/100-120 count case
Variety:	Cavendish or Nita
Size:	Regular
Origin:	Central America

Bananas to be firm, with a little green at the tip with no brown flecking, unless specified otherwise. Fruit should be plump, well filled out, and of characteristic shape.

CANTALOUPE

Purchase Unit:	Carton/crate
Order Unit:	Carton/Pound
Weight:	35-38 pounds
Grade:	U.S. No. 1
Variety:	Top Mark, PMR45 & 450, Magnum
Size:	18-23 count approx. 28 oz. each
Origin:	U.S.A. or Mexico

Melons should be approximately five and one-half (5-1/2) inches in diameter, well netted or webbed, and vine-matured with a smoothly rounded, depressed scar at tip end indicative of "full-slip" harvesting.

GRAPES

Purchase Unit: Box
Order Unit: Box
Weight: 18-24 pounds
Grade: U.S. Fancy Table or better at delivery
Variety: Thompson Seedless, Flame Seedless, or Ruby Seedless
Origin: U.S.A. or Chile

PEARS

Purchase Unit: Box
Order Unit: Box
Weight: 36 pounds
Grade: U.S. No. 1 Grade
Variety: Bartlett, Anjou, Bosc&Comice
Size: 110 Count
Origin: U.S.A.

Pears should be firm, clean, bright, with color typical of the variety when ripe (Bartlett—yellow, Anjou, Bosc&Comice—greenish-yellow). All stickers must be removed from pears.

ORANGES

Purchase Unit: Box
Order Unit: Box
Weight: 38-45 pounds
Grade: U.S. No. 1 or better at delivery
Variety: Valencia, Temple or Navel
Size: 113, 125, 138 counts
Origin: U.S.A.

Orange should be firm and heavy with fine-textured skin appropriate for variety. All fruit to be picked mature and should not be light, puffy, or spongy. If color is added the container must so indicate. For damage other than decay, U.S. Grade No. 2 choice permitted. All stickers must be removed from oranges.

STRAWBERRIES

Purchase Unit: 12 Pint Flat
Order Unit: Flat
Weight: 12 Pounds
Grade: U.S. No. 1 or U.S. Combination
Variety: Douglas, Pajara, Chandler, Selva, Driscoll's
Size: Not less than ¾-inch diameter
Origin: U.S.A., Mexico

Berries should be fresh, clean, and bright. The color should be bright solid red with very little green or white in evidence. Caps should be in place, with no mold, moisture, or damage on the berries. Berries should be free from trash and small, misshapen berries. There should be no leaky or damaged berries.

WATERMELON

Purchase Unit: Case
Order Unit: Cases
Weight: 22-30 pounds
Grade: U.S. No. 1 or better at delivery
Variety: Crimson Sweet, Jubilee, Royal Sweet, or Seedless
Size: 30-pound average
Origin: U.S.A.

The melon should be ripe, firm, symmetrical, fresh, and attractive looking with characteristic color of the variety. The lower side should be yellowish rather than white or very pale green. Should have a dry stem, and a dull (not shiny) rind.

HONEYDEW

Purchase Unit: Box
Order Unit: Box/Pound
Weight: 30-lb. box
Grade: U.S. No. 1
Size: 4 or 5 count
Origin: U.S.A.

Melons should be ripe, creamy color with soft blossom end. Bruised melon is not acceptable.

ITEMS BELOW MAY BE PURCHASED IN SMALLER QUANTITIES:

Avocados-Hass, Us No. 1; 40 Count Per Flat

Blackberries- Us No. 1, 4.5 Lbs

Blueberries- Us No. 1, 5lbs

Dragonfruit

Grapefruit- Us No. 1; Size 40; Ruby-Red; 34-40 Lb/Case; Heavy, Firm, Well-Shaped, Thin Skin

Kiwi Fruit- Us No 1 Or Better 20-45 Ct

Mangos

Nectarines, Us No.1, 88 Count, Plump, Smooth, Unblemished, Slight Softening Along Seam

Peaches-Us No. 1; Freestone; 3/4 Or 1/2 Bushel Standard Pack; Firm, Ripe, Creamy Or Yellow Color.

Pineapple Spears Or Sticks, Fresh Individual Portion Packs

Pineapples, Hawaiian, Us No. 1, 6-7 Ct /Case

Plums- Us No. 1; Small -1.5 Inch Diameter, 8-9 /Lb

Pluots-Us No. 1; Small -1.5 Inch Diameter, 8-9 /Lb

Raspberries- Us No. 1, 6 Lb Box

Tangelos- Us No. 1; Heavy For Size, Deep Orange Color, Puffy Appearance; Medium Size

Tangerines- Us No. 1; Heavy For Size, Deep Orange Color, Puffy Appearance; Medium Size

VEGETABLES-

BROCCOLI FLORETS

Purchase Unit: Carton/4-3 lb. bags or 18 lb/cs loose
Order Unit: Pound
Weight: 12-18 pounds
Grade: U.S. No. 1 or better at delivery
Variety: Calabrese, Green Duke, Emperor
Size:
Origin: U.S.A.

Broccoli must be pre-cooled at the shipping point. Bud clusters should be firm and fairly compact with an even dark-green or purple-green color. Stems should be lighter green, tender, and slightly moist, not hard or dry. There should be no open bud clusters showing yellow flowers nor any unevenness of color. Florets should be neatly and evenly cut at the base and well-trimmed. Sulfite free; packaged in a gas permeable package.

CARROTS

Purchase Unit: Carton
Order Unit: Pounds
Weight: 24 pounds (24- 1—pound bags)
Grade: Topped U.S. no. 1 or better at delivery
Variety: Shaped – Short-tapered to squared, short conic base
Size: 7-8 inches long, Medium (NO JUMBO)
Origin: U.S.A. (California, Arizona, Texas)

Carrots should be firm, fresh, smooth, well-shaped, of uniform shape and vibrant orange-red color. Roots should not be wilted, flabby, soft, or shriveled. Misshapen carrots, large green areas at the top, or decayed areas are not acceptable.

CAULIFLOWER

Purchase Unit: Carton/Head
Order Unit: Head
Weight: 34 lb. average
Grade: U.S. No. 1
Variety: Veitch Autumn, Snowdrift, Early Snowball, Super Snowball Danish Giant
Size: 9 or 12 count
Origin: U.S.A.

Heads should be clean, firm, and compact. Trimmed heads. The jacket leaves fresh, green, and brittle with a creamy white head.

CAULIFLOWER FLORETS

Purchase Unit: Carton/4-3 lb. bags
Order Unit: Pounds
Weight: 12 Pounds
Grade: U.S. No. 1 at delivery

Variety: Early Snowball, Super Snowball, Danish Giant
Size: Medium
Origin: U.S.A.

Clean, firm, compact, creamy, white heads. No loose, open flower cluster, off-color, or dried-looking curds. Sulfite-free; packaged in a gas permeable package.

CUCUMBERS

Purchase Unit: Carton
Order Unit: Pound
Weight: 26-32 pounds
Grade: U.S. No. 1 at delivery
Variety: Ashley, Gemini or equal
Size: Large, 24 count, 2-2 3/8 inches in diameter, not less than 6
Inches in length
Origin: U.S.A. (California, Arizona, Texas)

Unwaxed market type or slicing type cucumber that is firm, straight and well-formed with an even green coloration. The product should not be withered, shriveled, or yellow in color.

CARROTS, BABY PEELED & STICKS

Purchase Unit: Carton
Order Unit: Pounds
Weight: 30 pounds (30- 1 pound bags)
Grade: U.S. No. 1 or better
Variety: Shape- Short tapered to squared, short conic base
Size: 1 1/2 X 3 Inches long
Origin: U.S.A. (California, Arizona, Texas)

Carrots should be firm, fresh, smooth, well-shaped, of uniform shape, and vibrant orange-red color. Sulfite-free. Packaged in a gas permeable package; code dated.

CELERY, STALKS & STICKS

Purchase Unit: Crate
Order Unit: Pounds, Celery Sticks, 5 lb. Bags
Weight: 50-55 pounds
Grade: U.S. No. 1 at delivery
Size: 1-1 3/4 lb./stalk, Celery Sticks 3"-4" each
Origin: U.S.A.

Celery Stalks should be crisp, of medium thickness, and snap easily. Leaves should be fresh and green, not dry and papery. There should be no loose, limp, brown, or cracked stalks. Bunches should be well-trimmed with straight stalks, thick and solid, of standard length with good heart formation. Celery sticks should be crisp and clean. Sleeve pack.

LETTUCE, CHOPPED

Purchase Unit: Case
Order Unit: Case
Weight: 20 pounds
Grade: U.S. No. 1
Variety: Romaine lettuce, chopped
Size: 4/5 lb. film bags
Origin: U.S.A.

Lettuce should be firm, fresh, and show no sign of wilting.

LETTUCE, LEAF

Purchase Unit: Case/Each
Order Unit: Case/Each
Weight: 20-pounds net
Grade: U.S. Fancy at delivery
Variety: Salad Bowl, Black-seeded Simpson, Prize Head, Grand Rapids
Size: 24 count
Origin: U.S.A.

Crisp-texture leaves in loose bunches on a common stalk. Green or red leaves, curled or smooth characteristic of the variety.

SALAD MIX

Purchase Unit: Case
Order Unit: 5 lb. Bag
Weight: 30 pounds
Grade: U.S. No. 1
Variety: Romaine lettuce, carrots, and red cabbage
Size: 6- 5 # pound film bags
Origin: U.S.A.

Fresh-cut; made with cut romaine lettuce, carrots, and cabbage. Lettuce uniformly cut $\frac{3}{4}$ to 1-inch widths; sulfite-free; packaged in a gas permeable package; code dated. No swollen bags, discolored, slimy, or wet produce. Code dated for freshness.

ONIONS, DRY- White & Red

Purchase Unit: Bag
Order Unit: Pound
Weight: 5-pound bag
Grade: U.S. No. 1 at delivery
Variety: Bermuda-Granex-Gravo, Glove, Vidalia, Texas Supersweet, Walla Walla
Size: Medium 2 ½-3" diameter
Origin: U.S.A.

Onions should be hard, clean, dry, and firm with small necks. Outer areas should be covered with papery scales, free from sunburn spots, decayed areas, or mold spots.

CILANTRO-CLEANED & TRIMMED

Purchase Unit: Carton
Order Unit: Bunch
Weight: 1 lb.
Grade: U.S. No. 1
Origin: U.S.A.

Cilantro should be fresh appearing, bright color, and free from wilted leaves and decay.

PEPPERS, SWEET BELL

Purchase Unit: Carton
Order Unit: Pound
Weight: 24-34 Pounds
Grade: U.S. No. 1 or better at delivery
Variety: California Wonder, Early Cal Wonder
Size: 2-1/2 inches x 2-1/2 inches, medium
Origin: U.S.A.

Peppers should be clean, bright green, red, or gold depending on variety and degree of maturity. Should be soft, pliable, thin fleshed, crisp, and tender. No shriveling or softness, bleached or discolored areas indicative of decay.

POTATOES, BAKING LARGE

Purchase Unit: Carton
Order Unit: Pound
Weight: 50 Pounds
Grade: U.S. No. 1 at delivery
Variety: Russet Burbank, Washington, Idahoan or Colorado
Size: 70 count
Origin: U.S.A.

The potato should be firm, clean, relatively smooth, and reasonably well-shaped. The product should be cylindrical or slightly flattened in shape with russeted and netted skin. Should be firm and smooth (not wrinkled); free of soft dark spots, cut surfaces, and greenish color.

POTATOES, RED

Purchase Unit: Carton
Order Unit: Pound
Weight: 50 Pounds
Grade: U.S. No. 1 at delivery
Variety: Norland, Red Pontiac, and Red McClure
Size: 1.5 to 3.5 inches, size B
Origin: U.S.A.

The potato should be firm, clean, relatively smooth, and reasonably well-shaped. The product should be cylindrical or slightly flattened in shape with russeted and netted skin. Should be firm and smooth (not wrinkled); free of soft dark spots, cut surfaces, and greenish color.

RADISHES, TOPPED

Purchase Unit: Carton
Order Unit: Pound
Weight: 14- 1 lb. bags
Grade: U.S.No.1 at delivery
Size: 1 # pound film bags
Origin: U.S.A.

Radishes should be fresh and bright looking, smooth and firm. The flesh should be crisp, white, and tender. The root should be well-formed with no wilted, spongy, dry, or rough-skinned appearance, breaks, or cuts.

SPINACH, LEAF AND BABY

Purchase Unit: Carton
Order Unit: Bag
Weight: 4-5 Pounds
Grade:
Size: 2.5 lb. film bags or 4 lb bags
Origin: U.S.A.

Spinach leaves should have a fresh, crisp, clean appearance with good, green coloring. Spinach to be partly trimmed and washed; sulfite-free; packaged in a gas permeable package; code dated.

TOMATOES

Purchase Unit: Carton, 6x6, 2 layer
Order Unit: Pound
Weight: 20 pounds
Grade: U.S. No. 1 or better at delivery
Variety: Beefsteak type
Size: Medium, 5-6 ounces,
Origin: U.S.A. or Mexico
Stage: Stage 4

Should have good flavor and succulence. They should be plump and well-formed, contour in size and shape, and free from bruises, cuts, decay, sunburn, or freezing injury. Field-grown vine ripe pink properly handled and ripened are acceptable.

TOMATOES, ROMA

Purchase Unit: Carton
Order Unit: Pound
Weight: 25 Pounds

Grade: U.S. No. 1 or better at delivery
Origin: U.S.A. or Mexico
Stage: Stage 5, light red or pink

Plum-shaped, well-formed, free from bruises, cuts, decay, sunburn, or freezing.

TOMATOES, GRAPE OR CHERRY

Purchase Unit: Carton
Order Unit: 12 baskets/carton
Weight:
Grade: U.S. No. 1 or better at delivery
Origin: U.S.A. or Mexico
Stage:

Well-formed, free from bruises, cuts, decay, sunburn or freezing

KALE

Purchase Unit: Carton
Order Unit: Bunch
Weight: 20-25 pounds
Grade: U.S. No. 1
Variety: Scotch, blue, or Purple
Size: 24 bunches
Origin: U.S.A.

Kale should be fresh appearing, bright-colored, and free from wilted leaves and decay.

COLESLAW MIX

Purchase Unit: Case
Order Unit: 5 lb. Bag
Weight: 20 pounds
Grade: U.S. No. 1
Variety: White & red cabbage, carrots
Size: 4 5# pound film bags
Origin: U.S.A.

Coleslaw mix contains shredded white cabbage, red cabbage, and carrots. Vegetables should be firm, and fresh with no signs of browning or wilting. Code dated; sulfite-free.

Attachment D: Schools and Addresses of Stillwater Public Schools

Nutrition Services Office
5005 North Perkins Road
Stillwater, OK 74075

Highland Park Elementary
400 South Drury
Stillwater, OK 74074

Sangre Ridge Elementary
2500 South Sangre Road
Stillwater, OK 74074

Skyline Elementary
1402 East Sunrise
Stillwater, OK 74075

Westwood Elementary
502 South Kings Highway
Stillwater, OK 74074

Will Rogers Elementary
1211 North Washington
Stillwater, OK 74075

Richmond Elementary
201 West Richmond Road
Stillwater, OK 74075

Stillwater Middle School
2200 South Sangre Road
Stillwater, OK 74074

Stillwater Junior High School
1900 North Skyline
Stillwater, OK 74075

Stillwater High School
410 W Franklin Avenue
Stillwater, OK 74075

Attachment E: Local Produce Available From Supplier

Please indicate which produce you will be able to provide from a local source, as defined by grown or processed in Oklahoma. Also provide the name of the farm or Farmer, and the location of the farm. This information will be utilized to evaluate the points counted towards local produce in awarding the proposal.

Produce	Check if can provide this produce locally	Name of Farm or Farmer	Location of Farm (Nearest city or town)
Apples			
Asparagus			
Blackberries			
Blueberries			
Broccoli			
Cabbage			
Cantaloupe			
Carrots			
Cauliflower			
Cucumbers			
Green beans			
Greens			
Herbs			
Lettuce			

Produce	Check if can provide this produce locally	Name of Farm or Farmer	Location of Farm (Nearest city or town)
Okra			
Onions			
Peaches			
Pears			
Peas: English, snap, snow			
Peppers			
Potatoes			
Pumpkins			
Radishes			
Raspberries			
Spinach			
Summer squash			
Strawberries			
Sweet corn			
Sweet potatoes			
Tomatoes			
Turnips			
Watermelon			
Winter squash			
Other			

ATTACHMENT F: COMPANY INFORMATION

Any or all of the information may be used in the evaluation of this proposal. This form is available as an editable GoogleDoc.

Company Name: _____

Printed Name/Title of Person Responding: _____

Signature: _____

Principal Owner/Parent Company: _____

Principal Place of Business: _____

Address of Distribution Plant: _____

Phone Number: _____

Other relevant contact information: _____

Total Refrigerated Square Feet w/in local plant: _____

Total Full-time Employees (FTE) at local plant: _____

Number of fully operational refrigerated trucks (local plant): _____

Number of FTE local delivery drivers: _____

Delivery drivers' average number of years' experience with your company: _____

List and describe any recent production, performance, efficiency or quality awards your company and/or the local plant has received.

Designated Market Index: _____

Describe your company's employee training program for drivers and plant workers. _____

Can your company deliver products with vehicles with no more than two axles? _____

How do you track prices and brands of produce purchased?

Would the school district be permitted to audit the daily pricing and brands? _____

What methods do you use to alert customers on the availability of seasonal produce?

Describe your current insect and pest control program (frequency of inspections and treatment plan):

Describe your plant's garbage removal program and frequency.

Describe how your packaging and containers meet or exceed Oklahoma State and Federal regulations for safe use with food. _____

How are locally produced produce tracked and identified, e.g. identification of containers? _____

Do you have a written and implemented current food safety plans and procedures for the local facility? _____

When was the last revision of the plan made? _____

When were the local plant personnel last trained on the food safety plan? _____

In the last 60 days, how many inspections has your plant received and what were the results of the inspection?

How is produce tracked and traced as it moves through the supply chain to the customer?

How many OSHA Recordable accidents did you have at your local plant during the last 12 months? _____

How many lost work days did your local plant have during the last 12 months? _____

What safety-related awards or recognitions has the local plant received for employee safety programs, accident free work days or accident reduction in the last two (2) years?

What is your plant's average turn-around time for produce (received and then shipped to customer)?

What are the limits of your company's product liability coverage?

What, if any, nutritional education programs does your company provide for schools and school age children?

What methods, programs, promotional materials or resources does your company offer to promote the farm-to-school produce program?

Does your company employ a part-time or full-time nutrition professional? If yes, please furnish their name and credentials.

Is local produce delivered from the farmer's gate directly to school sites?

Will apples and pears have stickers? _____

Please describe reporting capabilities for the district: _____

Can the district create reports for Buy American regulations? _____

What is your company's return and credit policy for poor quality produce? _____

Describe how your company will invoice for partial cases? _____

Is there an additional fee/charge for "hot shot" deliveries? _____

If yes, how much per delivery per site? _____

List three references of other customers, including name, company name, phone number, and email address. School districts are preferred.:

Accounts Payable/Accounts Receivable Mailing and Contact Information:

Contact Person: _____

Billing Address: _____

Phone Number: _____

E-mail: _____

ATTACHMENT G: PRICING FORM

Please carefully and thoroughly examine Section 8: Products and Pricing before proceeding to complete the proposal form.

For the purpose of evaluation, the supplier must attach invoice pricing that the supplier paid (cost) for produce for the following weeks. For quarterly price changes, price lists must show effective dates: September 15-19, 2025 and January 12 -16, 2026.

Proposed Pricing

Firm Fixed Fee Per Case/Box/Flat (Total Delivered Service Fee)		\$			
Suppliers's Invoice Price Calculation Example					
<i>Standard Produce Firm-Fixed Fee per case/box shown above</i>		\$			
<i>Supplier's current invoice (Dallas Market Price) for Grapes 18-24 pounds Box</i>		\$			
<i>District's total invoice price (supplier's cost + firm-fixed fee)</i>		\$			
Product	Estimated 2026-2027 Unit Usage	Frequency of Price Change: Annual/Quarterly/Monthly	Annual Price	Price for Week of September 2025	Price for Week of January 2026
Cucumber, Select 5lb	494				
Tomato, Grape Red 12/1ct	489				
Oranges, 113 Or 138 Ct	483				
Banana, Green Tip Stage 4 40lb	369				
Salad Mix Chl Romaine Blend 4/5 Lb Bg	363				
Apples Variety 125-138 Ct	342				
Broccoli, Florets 6/3lb	318				
Squash Yellow Or Zucchini 5lb	282				

Carrots Chl Baby Slims 5lb Bg	255				
Celery, Stick 5lb	237				
Potato Baking Fr 80 Ct 50 Lb Cs	210				
Peppers Grn Fr Swt Bell Med 5 Lb Bg/Cs	210				
Cabbage Chl Red, Green, or Slaw Shrd 1/5 Lb Bg	150				
Berry, Strawberry Fc 8/1lb	147				
Tomato, Cherry Red C/S 12ct	123				
Spinach, Flat 1bag 2.5lb	108				
Carrot Chl Shrd 1/5 Lb Pg	107				
Grapes Red Or Green Sdls 9/2 Lb Pg	101				
Lettuce, Green Leaf 24ct	87				
Lettuce, Romaine 6ct	86				
Cauliflower, Floret 3lb	71				
Tomato, 2 Layer 5x6 20lb	54				
Lettuce, Romaine Chopped 6/2lb	38				
Miscellaneous Fees And Charges					
Additional fees/charges for "hot shot" deliveries?		Yes	No		
If yes, how much per delivery per site?		\$			
Extra charge for more than two deliveries per site, per week?		Yes	No		
If yes, how much per delivery per site?					
Fuel Surcharge per drop (Flat fee only, if any) Specify trigger or index method.		\$			

No guarantee may be given as to usage. Projected quantities and or dollar volume will vary.

Stillwater Public Schools reserve the right to reject any or all proposals and to waive informalities or minor irregularities or technicalities in any proposal.

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
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Address

Authorized Signature	Name	Date
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Email Address

