

GREENWICH PUBLIC SCHOOLS
Purchasing Department
290 Greenwich Avenue
Greenwich, Connecticut 06830
(203) 625-7411
eugene_watts@greenwich.k12.ct.us

EUGENE H. WATTS
Director of Purchasing

May 14, 2026

Dear Sir/Madam:

You are invited to submit a bid for Farm-to-Table Food Procurement Bid for Greenwich Public Schools. The attached bid specifications detail the requirements we are looking for.

Bids must be submitted on the schedule forms attached. All unit prices must be filled in and the cost sheet must be the first page of the submitted proposal. Each Bid must be submitted and clearly marked as (1) original and three (3) copies of the proposal. Bidders must submit Bids in a clear, concise and legible manner to permit proper evaluation of responsive proposal. The cost sheet must be the first page of the submitted proposal. Faxed, late or emailed bids will not be accepted. Hand delivered, mailed or overnight bids will be accepted Monday through Friday between the hours of 9:00 am - 3:00 pm at the above address.

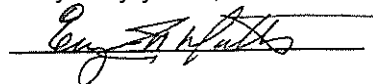
Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.

Bids must be submitted on the schedule form attached hereto. Each bid must be submitted with one (1) original and three (3) copies of the bid. Bidders must submit bids in a clear, concise and legible manner so as to permit proper evaluation of responsive bids. Faxed bids will not be accepted.

Sealed Bids for supplying the above will be received by the Purchasing Department at the above address until 11:00 a.m. at which time they will be opened and read publicly. All bidders and other interested people are invited to be present at the opening of these bids.

The RFB opening will be held in person at 290 Greenwich Avenue, Greenwich, CT on June 4, 2026 at 11:00 a.m. All bidders and other interested people are invited to attend.

Very truly yours,



Eugene H. Watts

**FARM-TO-TABLE FOOD
PROCUREMENT BID #2574-26
GREENWICH PUBLIC SCHOOLS
GREENWICH, CONNECTICUT**

BIDDER: _____

**Board of Education
Purchasing Department
290 Greenwich Avenue
Greenwich, Connecticut 06830**

2026/2027

1. Introduction

Sealed bids for Local Produce and Ground Meat for Greenwich Public Schools Food Service Department as specified on the attached specification sheets will be received at the time and date specified. All bidders and other interested persons are invited to be present at the opening of these bids that will take place at the Board of Education.

The purpose of this Request for Bid (RFB) is to increase access to fresh, seasonal, and regionally grown foods while supporting local agriculture and promoting student wellness, nutrition education, and sustainability initiatives.

This procurement shall comply with all applicable federal, state, and local regulations, including USDA school nutrition procurement standards.

2. District Background

The Town of Greenwich, Connecticut, is situated approximately 30 miles northeast of New York City along the shores of Long Island Sound and is home to roughly 62,000 residents. The community is widely recognized for its strong tradition of civic engagement and its enduring commitment to educational excellence.

Greenwich Board of Education (BOE) maintains a national reputation for rigorous academic standards, comprehensive educational programming, and consistently strong student outcomes. The District benefits from broad and sustained community support, which plays a vital role in advancing the success of its schools and students.

The District operates fifteen public schools serving approximately 8,340 students. These include eleven elementary schools (grades K–5), three middle schools (grades 6–8), and one comprehensive high school (grades 9–12). In addition, the District offers select pre-kindergarten programming and alternative high school pathways designed to address the diverse academic and social-emotional needs of its student population.

The District is committed to:

- Expanding healthy meal offerings
 - Supporting local and regional agriculture
 - Increasing student exposure to fresh foods
 - Reducing environmental impacts associated with food transportation
 - Incorporating nutrition and agricultural education into school communities
-

3. Scope of Services

The selected vendor(s) shall provide fresh, high-quality local food products including, but not limited to:

Eligible Products

- Fresh fruits
- Fresh vegetables
- Herbs
- Dairy products
- Eggs
- Locally raised proteins
- Value-added local products
- Seasonal specialty items

Product Requirements

Products should:

- Be locally or regionally sourced whenever possible
- Meet USDA school meal program standards
- Be fresh, properly handled, and food-safe
- Meet all Connecticut Department of Public Health requirements
- Be delivered in quantities and packaging appropriate for K–12 food service operations

Preference may be given to products grown or produced within:

- Connecticut
 - New England
 - Northeast regional farms
 - New York
-

4. Vendor Responsibilities

The awarded vendor(s) shall:

A. Delivery

- Deliver products to designated school kitchens and/or central receiving locations
- Maintain consistent delivery schedules
- Ensure all products arrive in proper condition and temperature

B. Food Safety

Vendors must:

- Comply with all FDA, USDA, and Connecticut food safety regulations
- Maintain traceability records
- Provide documentation of Good Agricultural Practices (GAP) certification if available
- Carry all required licenses and insurance

C. Communication

- Provide seasonal availability lists
- Notify the District of shortages or substitutions promptly
- Coordinate with GPS Food Services staff regarding ordering procedures

D. Educational Collaboration (Optional)

Preference may be given to vendors willing to support:

- Farm visits
- Classroom presentations
- Harvest-of-the-month programs
- Nutrition education initiatives

5. Contract Term

The anticipated contract term shall be:

July 1, 2026 – June 30, 2027

with the option to renew annually for up to four additional one-year periods, contingent upon satisfactory performance and Board approval.

6. Bid Submission Requirements

Vendors must include the following in their submission:

Required Documentation

1. Company profile and history
2. Description of local sourcing practices
3. Product availability list
4. Pricing structure
5. Delivery capabilities and service area
6. Food safety certifications/licenses
7. References from at least three institutional clients
8. Proof of insurance
9. Completed non-collusion affidavit
10. Signed certification regarding debarment/suspension

Optional Documentation

- Sustainability practices
 - Educational partnership offerings
 - Minority-owned, women-owned, or small farm certifications
-

7. Evaluation Criteria

Bids will be evaluated based on:

Criteria	Weight
Product quality and freshness	30%
Local sourcing commitment	25%
Pricing competitiveness	20%
Delivery and service capability	15%
Sustainability and educational value	10%

GPS reserves the right to award contracts to multiple vendors.

8. Pricing

Pricing shall:

- Be submitted on the attached pricing sheet
 - Include all delivery costs
 - Identify seasonal pricing fluctuations
 - Remain firm for a minimum of 60 days unless otherwise approved
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9. Bid Timeline

Activity:	Date:
RFB Issued	5/13/26
Questions Due	5/20/26
Responses Issued	5/27/26
Bid Submission Deadline	6/3/26

10. Submission Instructions

Bids must be submitted in sealed envelopes clearly marked:

Farm-to-Table Food Procurement Bid
Greenwich Public Schools
290 Greenwich Ave
Greenwich, CT 06830
Attn: Purchasing Department

11. Terms and Conditions

Greenwich Public Schools reserves the right to:

- Reject any or all bids
- Waive informalities or technicalities
- Request additional information
- Award contracts in whole or in part
- Negotiate terms in the best interest of the District

All vendors must comply with:

- USDA procurement regulations (2 CFR Part 200)
 - Buy American provisions
 - Equal employment opportunity requirements
 - Applicable state and local laws
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12. Insurance Requirements

Awarded vendors shall maintain:

- General Liability Insurance
- Workers Compensation Insurance
- Automobile Liability Insurance (if applicable)

Minimum coverage limits shall be determined by the District.

13. Contact for Questions

Questions concerning this bid will be received by email only directed to the Bid Department, (bid_department@greenwich.k12.ct.us). In the “Subject” line you must put Bid #2574-26 Farm-to-Table Food. All questions must be received no later than noon on May 20, 2026. All answers will be posted as an addendum on our website (www.greenwichschools.org) by noon on May 27, 2026. It

is the responsibility of all bidders to verify that they are current with all Addendums prior to bid submission. Failure to comply with these conditions will result in the bidder waiving his right to dispute the bid specifications and conditions. Questions received verbally will not be answered and no verbal interpretations will be binding.

14. General Information:

The attached specifications are intended to serve as a uniform basis for the information of bidders when quoting prices and to be a standard for inspection when these products are received by Greenwich Public Schools Food Service. At the time of delivery, substitution of products other than those specified on the quote sheets shall be made only upon written approval of the Greenwich School Food Services Department. Where brand names are specified, they must be supplied. Upon delivery, products not meeting these specifications will be removed and replaced with conforming goods at the bidder's expense.

Orders will be considered complete upon delivery. In the event shortages occur, we request PRIOR NOTIFICATION of those items which will not be available on your scheduled delivery day. Shortages should be noted as "BACK ORDERED" on invoice and sent as soon as possible. These items will then be re-evaluated as to their availability from other sources and new orders will be placed in an effort to obtain these products as soon as possible.

Awards will be made based on the lowest quotes, as considered to be in the best interest of the Board of Education, taking into consideration all relevant factors, including but not limited to the reliability of the bidder; the quality and acceptability by students and staff of the materials, equipment or supplies to be furnished and their conformity with the instructions and specifications; the purposes for which required; the production, packaging, storage and delivery facilities of the bidder; and the terms of delivery.

Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection.

No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Greenwich Public Schools is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the bid price.

Should the bidder find, during examination of specifications, any discrepancies, omissions, ambiguities, or conflicts in the specifications or be in doubt as to the meaning of any portion of them, he/she shall bring the question to the attention of the Purchasing Department at the Board of Education at once and no later than ten (10) days before the bid due date. The Purchasing Department will review questions and, where information sought is not clearly indicated or specified, the Purchasing Department will then instruct all bidders in writing regarding the points in question, by issuing a clarifying addendum that will become a part of the specifications. No alleged "verbal interpretation" shall be held valid. All addenda issued during this period supersede previous information and automatically becomes part of the specifications.

The Board of Education reserves the right, in its sole discretion, to waive any irregularity or informality in any bid. The Board of Education reserves the right, in its sole discretion, to reject any or all bids or any one or more items or part of any bid for any reason, or to accept those bids which appear to be in the best interest of the Board of Education. The right is reserved to cancel this contract if instructions are not followed. Any bid received after the time and date specified shall not be considered. The right is reserved to limit the number of vendor awards based on operational need

If the Board of Education and the bidder agree to extend the contract for additional years, the bidder agrees to adhere to a percentage rate which will not exceed what was originally specified. Furthermore, the Board of Education reserves the right to negotiate a lower percentage rate when extending this contract.

2027/2028 _____ %
2028/2029 _____ %

If the Board of Education deems it necessary, it may postpone the opening date of bids by notifying each bidder by telephone, mail or the issuing of an addendum.

All addenda issued during the proposed period supersede previous information and automatically becomes part of the specifications.

GREENWICH PUBLIC SCHOOLS
REQUEST FOR Bid # 2574-26 DEADLINE 6/3/26 at 11:00 a.m
Farm-to-Table Food Procurement
REPLY SHEET (Page 1 of 2)

STATEMENT OF NON-COLLUSION

In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud, or mental reservation; and that no elected or appointed official of the Town, or any person or entity in the employ of the Town, is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof, except as permitted under the Town of Greenwich Code of Ethics.

CODE OF ETHICS

In submitting this bid/proposal, the undersigned further declares and certifies that a) it has not, and will not induce or attempt to induce any Town of Greenwich employee or officer to violate the Town of Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of, such contract, and b) if an elected or appointed official or any person in the employ of the Town has a direct or indirect interest in Vendor or any supplier or Subcontractor expected to be involved with the contract, such person or entity is in compliance with the safe harbor procedures established by the Town of Greenwich Board of Ethics or has received an advisory from the Town's Board of Ethics with respect to such involvement.

The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/proposal. If found to be false, the Town of Greenwich retains the right to reject said bid/proposal and rescind any resulting contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.

The Town of Greenwich Code of Ethics can be found at www.greenwichct.gov. Relevant provisions of the Town's Code of Ethics state:

Section 2. DEFINITIONS. (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm, or partnership which has a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal, and which is not common to the interest of other citizens of the Town. (3) Town officer shall mean and include any official, employee, agent, consultant, or member, elected or appointed, of any board, department, commission, committee, legislative body, or other agency of the Town. (4) Transaction shall mean and include the offer, sale, or furnishing of any real or personal property, material, supplies, or services by any person, directly or indirectly, as Vendor, prime contractor, subcontractor, or otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town officer.

Section 3. GIFTS AND FAVORS. No Town officer or his immediate family shall accept any valuable gift, thing, favor, loan, or promise that might influence the performance or nonperformance of his official duties.

Section 4. IMPROPER INFLUENCE. No Town officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

By signing below, the undersigned acknowledges reviewing and understanding the Non-Collusion and Code of Ethics statements contained herein and confirms compliance with the contents:

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

BIDDER'S COMPANY NAME: _____

GREENWICH PUBLIC SCHOOLS
REQUEST FOR Bid # 2574-26 DEADLINE 6/3/26 at 11:00 a.m
Farm-to-Table Food Procurement
REPLY SHEET (Page 2 of 2)

BIDDERS INFORMATION:

BIDDER'S COMPANY NAME _____

ADDRESS _____

TELEPHONE # _____ **FAX #** _____

E-MAIL ADDRESS _____

WEBSITE _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

TITLE _____

STATE OF CT TAXPAYER ID # _____

FEDERAL TAXPAYER ID # _____

INCORPORATED IN THE STATE OF _____ **Corporate Seal** **Yes** **No**

AWARD/CONTRACT SIGNATURE

The Bidder shall indicate below, the full name, title, and the complete mailing address of the authorized person (i.e., **officer of the company**) who will sign the contract (if applicable) for this procurement:

The requested products include, but are not limited to:

Meat Products (Monthly Estimated Usage):

- Ground Beef: approximately 300 pounds per month
- Ground Turkey: approximately 300 pounds per month

Fresh Vegetables (Estimated Weekly Usage):

In the spreadsheet

- Estimated volume: approximately 15–20 cases per item, per week

Fresh Fruits (Estimated Weekly Usage)

In the spreadsheet

- Estimated volume: approximately 15–20 cases per item, per week and more

