

**Fresh Produce Quote Request:**

**Introduction:**

District Five of Lexington and Richland Counties (D5) seeks quotes on locally-grown (South Carolina Grown only) products that will be served to students through the National School Lunch Program. This quote request will be used to determine the farmer or farmers from whom the district will buy selected products for November 2014 thru May 2015.

The list below is an example of the type of produce the District would like delivered upon award of a Purchase Order for the time period specified. The inclusion of this list does not limit the right of the District to purchase other products (as available from the selected farmer/or farmers) nor requires the District to purchase all the types listed.

**Specifications:**

The District has established the following specifications:

- a) Using the USDA allowed geographic preference, a 10% price preference will be given to the farmer(s) who can provide all produce that is grown and harvested in South Carolina.
- b) (If all responding farmers meet this standard, then a price preference will not be applicable.)
- b) Produce must be delivered in clean, sanitary and appropriately covered vehicles. Produce shall be stored at appropriate industry standard storage temperatures post-harvest.
- c) All products will be delivered to: Spring Hill High located at 11629 Broad River Road, Chapin, SC.

**Civil Rights Provisions:** The contractor providing services under this Invitation to Bid must comply with the provisions of the Civil Rights Act of 1964, as amended.

The contractor must comply with applicable federal, state, and local laws and regulations pertaining to wages, hours, and conditions of employment. In connection with contractor's performance of work under this contract, contractor agrees not to discriminate against any employee(s) or applicant(s) for employment because of race, color, national origin, sex, age, or disability.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free at (866) 632-9992. Individuals who are hearing impaired 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.

**Submittal Form A: Vendor Responses to Questions:** (due by end of business on Tuesday, October 28, 2014)

***Must be answered for quote to be accepted:***

1. Can you deliver orders to the School District's designated school twice per month?  No  Yes  
Please list day(s) and approximate time frame deliveries could be made in the chart below.

Days of Week	Mon	Tue	Wed	Thu	Fri
Time frame					

3. Do you have a minimum delivery \$, case count or total weight that must be met? Yes  No   
Please list any delivery parameters in the chart below.

Min. delivery \$, if any	
Min. case count, if any	
Min. total weight, if any	
Other	

4. Would you be able to provide a minimum of one educational visit by a representative of vendor? (Owner, grower or another on-farm staff)?  Yes  No

5. I have read, completed, and submitted a copy of Submittal Form B: Product Pricing for the products I am able to provide if awarded the quote  Yes  No

6. I have read, completed, signed and submitted a copy of Submittal Form C: Checklist for Purchasing of Local Products Direct from Farm

Regarding on-farm food safety practices to Nutrition Services? Yes  No   
Date submitted:

(Please note: Completed questionnaire will remain on file for one year from the date of submission at which a new questionnaire must be updated and submitted. If any significant changes take place during the year covered by questionnaire submitted, vendor is required to complete and submit an updated questionnaire outlining the changes affecting food safety practices. District Five of Lexington and Richland Counties reserves the right to audit questionnaires submitted through a personal visit to vendor's site(s) by: Todd A. Bedenbaugh, Brinton Fox, or Susan Bowles).

Farm Name: \_\_\_\_\_

Farmer Representative: \_\_\_\_\_

Contact Information:

Phone: \_\_\_\_\_

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Email: \_\_\_\_\_

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Fax: \_\_\_\_\_

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**Evaluation and Award:**

The District reserves the right to purchase these products from multiple farmers, based on price and availability. The decision resulting from the evaluation process as to which product best meets the needs of the district remains the sole responsibility of the district and is final. The final decision of selecting the farmer/farmers will be based on the following criteria:

- Lowest cost (as determined after 10% preference adjustment is made when products from outside of South Carolina are included with quote responses. (Please note: The 10% price preference applied when out of “locally” defined counties, does not affect the price paid to you. The preference allows District Five to apply a geographic preference in the decision of which vendor will receive the order award.
- Ability to provide the products specified (if unable to supply specified products, please identify and list any substitutions you feel are appropriate along with their associated costs)
- Ability to deliver to school on a biweekly delivery schedule that meets the needs of District Five of Lexington and Richland Counties.
- Willingness to provide a personal visit to the school district by the farmer or staff employed on the farm, to educate students about the farm and the products offered. Such visits should be offered at least one time at a time and place mutually agreed upon by vendor and District Five. Use picture of Farmer and Farm on Marketing Materials.
- Acceptable response to the Checklist for Purchasing of Local Produce Direct from Farm and proof of working towards GAPs or other third party food safety audit/certification, and being in GAP certified within 6 month and a minimum of 1 million dollars in liability insurance.

**Quote Responses:**

Responses to this quote request may be emailed to: Todd A. Bedenbaugh: [tbedenba@lexrich5.org](mailto:tbedenba@lexrich5.org) or faxed to attention Todd: (803) 476-8032.

1. Vendor is responsible for making sure all questions are answered, details and pricing of any of the requested products they can supply have been listed, and a current copy of the food safety questionnaire is on file or submitted with this response.
2. Vendor response must be made on forms provided with this quote request in order for response to be considered. Vendor must submit:
  - a. **Form A: Response to questions**, b. **Form B: Product**
  - c. **Check List for Purchasing of Local Produce Direct from Farm**
3. Prices quoted should be F.O.B. to 11629 Broad River Road, Chapin, SC 29036
4. Vendor is expected to honor prices quoted for the period of time quote request covers.
5. Contact Todd A. Bedenbaugh, if you have questions or if assistance is needed.
7. **Responses due by the end of business on October 28, 2014 by 5 PM. The first delivery for product will be scheduled for the week of November 10, 2014.**
8. **If a vendor chooses not to participate in this quote, they can check the box on the bottom of Submittal Form A and either fax or email the form to the phone number or email address referenced below.**

**Contact Information:**

Todd A. Bedenbaugh  
District Five of Lexington and Richland  
Counties  
Student Nutrition  
1020 Dutch Fork Road  
Irmo, SC 29063

**Submittal Form B- Page 1: Product Pricing: (due by 5 PM on October 28, 2014)**

Farmers are asked to provide pricing and the information asked for on the products contained in the attached market basket.

For **Months:** November, December, (2014) January, February, March, April and May (2015)

Estimated Quantity Needed Per Month	Item	Locally Grown in South Carolina? Please Circle		Name of the farm/grower	40 lbs. Per case	Est. Potatoes Per case	Total Price per case Delivered
		Yes	No				
80 Cases per month	Sweet Potatoes <ul style="list-style-type: none"> <li>• Must be Hernandez or Jewel Variety No. 1</li> <li>40 lb. case</li> </ul>						



**We will not be participating in this quote**