INVITATION TO BID

The Pulaski County Board of Education is sending out a RFP for the following items as specified.

2022-2023 FRUITS AND VEGETABLES

Bid released May 2, 2022

Advertised on PCBOE webpage May 2 – 20, 2022

Bid Due: May 23, 2022

PROPOSAL SUBMITTAL

Bids must be submitted to the Pulaski County Board of Education, 925 North Main Street, P.O. Box 1055, Somerset, KY 42502. Closing time for responses will be 4pm, May 23, 2022, as specified, at the Pulaski County Board of Education, Central Office Building, North Main Street, Somerset, KY.

RFPs will be opened at this time but a committee will meet the following week and make a recommendation of award at the June Board Meeting and all responding vendors will receive notification of awards thereafter. The bid is in effect July 1, 2022 – June 30, 2023.

If you have any questions, please contact Mary Worley via e-mail at mary.worley@pulaski.kyschools.us

RIGHT TO REJECT AND WAIVER

The Pulaski County Board of Education reserves the right to reject any and all proposals, to waive all formalities and/or technicalities where the best interest of the Pulaski County Schools can be served and to enter into contract with the best apparent qualified vendor.



PULASKI COUNTY SCHOOLS

Request for Proposal

FRUIT AND VEGETABLES

For

Pulaski County Food Service Department

Contract Period

JULY 1, 2022 – JUNE 30, 2023

*Pulaski County Board of Education*

Post office Box 1055 925 North Main Street

Somerset, KY 42502 REQUEST FOR PROPOSAL Somerset, KY 42503

Phone 606-679-1123 Fax 606-679-1438

Reference Number: 2021-23 Fresh Fruit and Vegetables Bid Title: Fruit and Vegetables RFP

Date Bids is Due: May 23, 2022 Time Bid is Due: 4:00PM

Date Bid Information Released: May 2, 2022 Advertised: May 2, 2022 – May 20, 2022

Sealed Proposals will be received by Pulaski Board of Education, 925 North Main Street Somerset KY 42503, for Food Service, Fresh Fruit and Vegetables items for the School Year 2022-2023. Proposals are due by Monday, May 23, 2022 at 4 pm and will be opened Tuesday May 24, at 9 am. After opening, a committee will review the Proposals and make a recommendation for award. The award for the 2022- 2023 Fresh Fruits and Vegetables will be announced at the June Board Meeting currently scheduled for June 14, 2022 and will be in effect July 1, 2022 – June 30, 2023.

GENERAL CONDITIONS OF CONTRACT:

Notices, conditions and specification issued incident to the proposal to purchase Fresh Fruit and Vegetables for the July 1, 2022 through June 30, 2023 school year described herein, together with the purchase policies of School District, are on file for examination in the Office of Food Service Director, shall form a part of the contract conditions.

NATURE OF CONTRACT:

Specifications are technical for purposes of establishing high standards of line item material purchasing. Bidders shall indicate the manufacturer’s brands names where specified in their proposals. All items bid or under contract stipulate there is no guarantee, promise or commitment to any quantity estimated or service to be rendered other than materials, supplies, equipment or labor authorized by direct orders.

Procurement and delivery of items will be on an “as needed basis” according to orders placed by the Assistant Food Service Director. Purchase timeframe will be in effect for the school year July 1, 2022 through June 30, 2023.

Buy American Provision

The bidder will abide by the Buy American Provision added to the National School Lunch Act (NSLA) by Section 104(d) of the William F. Gooding Child Nutrition Reauthorization Act of 1998 (Public Law 105-336). Section 12(n) to the NSLA (42 USC 1760(n)). This provision requires all school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodity or product. Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable (7 CFR Part 210.21(d)). Federal regulations require that all foods purchased for the Child Nutrition Program be of domestic origin to the maximum extent practicable.

Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51 percent) using agricultural commodities that are produced in the US. “Substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

The bidder will provide documentation to the Pulaski County Board of Education prior to shipment for each product. Documentation must include item number, item description, country of origin, and exception rationale (if not a domestic product). Allowable exceptions to the Buy American Provision are limited to 1) the product is not produced or manufactured in the United States in sufficient, reasonable and available quantities of a satisfactory quality, such as bananas and pineapple; and 2) competitive proposals reveal the cost of a domestic product is significantly higher than a non-domestic product. Any substitution of a non-domestic product for a domestic product (which was originally a part of the solicitation), must be approved, in writing, by the Assistant Food Service Director, prior to the delivery of the product to the School.

If the respondent feels the cost of the domestic product is significantly higher, they must list the price of the domestic product as well as the non-domestic product price on the bid worksheet along with the Country of Origin. The decision to purchase the domestic or non-domestic product will rest with each individual Child Nutrition Director of the Group.

Any non-domestic product delivered to the School, without the prior, written approval of the Assistant Food Service Director, will be rejected

Pulaski County School District has 14 schools

* Burnside Elementary, 435 East Lakeshore Drive, Burnside KY 42519
* Eubank Elementary, 285 West Hwy 70, Eubank KY 42567
* Memorial Education Center, 222 Langdon St, Somerset KY 42503
* Nancy Elementary, 240 Highway 196, Nancy KY 42544
* Northern Elementary, 6155 Hwy 39, Somerset KY 42503
* Northern Middle, 650 Oak Leaf Lane, Somerset, KY 42503
* Oak Hill Elementary, 1755 WTLO Road, Somerset, KY 42503
* Pulaski Day Treatment/Eagle Academy, 500 Chandler Street, Somerset KY 42501
* Pulaski County High, 511 University Drive, Somerset KY 42503
* Pulaski Elementary, 107 West University Drive, Somerset KY 42503
* Shopville Elementary, 10 Shopville Road, Somerset KY 42503
* Southern Elementary, 198 Enterprise Drive, Somerset KY 42503
* Southern Middle, 200 Enterprise Drive, Somerset KY 42503
* Southwestern High, 1765 WTLO Road, Somerset KY 42503

QUALITY OF THE PRODUCTS:

Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and if the products are not produced in the US, it needs to be noted, in the bid proposal, where is the origin of product.

RESPONSIBILITY OF VENDOR:

Each vendor shall be responsible for the delivery of products of such quality and in quantities as specified. Vendors will submit weekly price quotes to the PCBOE.

Conditional bids or bids with stipulations will not be accepted.

DIRECT REPRESENTATIVE:

Refer all questions to Mary Worley, Assistant Food Service Director (AFSD) at (606)-679-1123 or e-mail at mary.worley@pulaski.kyschools.us.

DELIVERY:

Delivery will be accepted on an “as needed” basis, according to orders by school representative. No drop shipment will be accepted. Delivery hours between 7:00 AM through 3:00 PM.

PAYMENTS:

All invoices should be submitted to the school.

Invoice payment schedule will be once a month after monthly Board Meeting. Board Meetings are held on Tuesday following the 2nd Monday of each month.

EVALUATION AND CRITERIA:

Vendor selection on this project will be evaluated based on the following:

1. Price

2. Vendor service & reputation for providing quality products on timely basis.

3. Vendor who best meets the specified items as listed will be given priority in bidding specific items

4. Multiple vendors may be awarded individual products when it serves in the best interest of the PCBOE.

The contract will be awarded based on the best value to the Pulaski County Board of Education, with all factors considered.

NOTES CONCERNING REQUEST FOR PROPOSAL:

All substitutions must be pre-approved by the Assistant Food Service Director before product is delivered.

There is no current conflict of interest with PCBOE employees and shall not be going forward with regard to manufacturers, vendors, or representative of such entities.

Any or all items subject to individual market price valuation may be accepted or rejected at the PCBOE discretion. A thirty (30) day notice is to given to the AFSD.

The school representative retains the right of refusal of products due to damage, insufficient use-by dates, non-approval substitutions or major alterations of items.

Keep in mind that there would be no service when there is no school, i.e. holidays, teacher in-service days etc. The district calendar is available by logging onto www.pulaski.net.

Be sure to include pack size, sizing of fruit and vegetables, pre-portion, origin of the product and all cost associated with product. If you have questions, you may e-mail Mary Worley at mary.worley@pulaski.kyschools.us.

**USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.  Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.  Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Compliant Online Form](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf), (AD-3027) found online at [How to file a Complaint](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter 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;

(2)  fax: (202) 690-7442; or

(3)  email: program.intake@usda.gov.

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PULASKI COUNTY BOARD OF EDUCATION

Food Service Office

925 North Main Street

Somerset, KY 42502

 (606)-679-1123

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Product Origin | Description | Qty./Packed Size | Unit | Price |
|  | Red Del. Apple | 113/125 ct. Tray | Case |  |
|  | Gold del. Apple | 113/125 ct. Tray | Case |  |
|  | Empire Apple | 113 ct. Tray | Case |  |
|  | Granny Smith Apple | 113 ct. Tray | Case |  |
|  | Bananas | 40 lbs. | Case |  |
|  | Bananas | 150 ct. singles | Case |  |
|  | Broccoli Crown | Head/lb. | Pc |  |
|  | Broccoli Floret Bite Size | 3lbs | Bag |  |
|  | Cauliflower Floret | 3lbs | Bag |  |
|  | Carrots Baby Whole Clean | 30 – 1lb per pk  | Case |  |
|  | Carrots Baby Whole Clean | 1 lb. | Pack |  |
|  | Carrots snack pack mini | 100 pack – 2 oz. | Case |  |
|  | Carrots snack pack mini | 200 pack – 1.6 oz. | Case |  |
|  | Carrots Shredded | 1 – 5 lbs. resalable  | Bag |  |
|  | Cole Slaw Mix | 5 lbs. – 4 bags | Case |  |
|  | Cole Slaw Mix | 5 lbs. bag | Bag |  |
|  | Cabbage  | Head/lb. | Pc |  |
|  | Celery Stalk | Each | Each |  |
|  | Celery Sticks | 5 lbs. | Case |  |
|  | Cucumber Medium | 24 ct | Case |  |
|  | Cucumber Medium | 12 ct | Case |  |
|  | Radish | 14 bags – 1 lb. per pk | Case |  |
|  | Grapes Red Seedless Fancy | 19 lbs. | Case |  |
|  | Grapes Green Seedless | 19 lbs. | Case |  |
|  | Cantaloupe | 12 ct | Case |  |
|  | Honeydew Melon | 8 ct | Case |  |
|  | Clementine | 5 lbs. – 4 bags | Case |  |
|  | Strawberry  | 8 lbs. – 1 lb. per container | Case |  |
|  | Pears Green Regular | 120 ct | Case |  |
|  | Potato (Baking) | 100-120 ct | Case |  |
|  | Onion Yellow | Per Lb. | Lb. |  |
|  | Onion Yellow | 50 lbs. | Bag |  |
|  | Onion Red | Per lb. | Lb. |  |
|  | Onion Red | 25 lbs. bag | Bag |  |
|  | Peppers Green | 5 lbs. | Case |  |
|  | Peppers Green | Each | Each |  |
|  | Peppers Red | 5.5 lbs. – ½ case | Case |  |
|  | Peppers Red | Each | Each |  |
|  | Spinach | 2.5 lbs. | Bag |  |
|  | Romaine Head lettuce | 24 ct | Case |  |
|  | Romaine CHOPPED | 2 lbs. – 6 bags | Case |  |
|  | Romaine SHREDDED | 2 lbs. – 6 bags | Case |  |
|  | Romaine Chopped/Shredded | 2 lbs. bag | Bag |  |
|  | Iceberg Lettuce Head | 24 ct | Case |  |
|  | Iceberg Lettuce | Each | Each |  |
|  | Iceberg Taco Shred Lettuce | 5 lbs. – 4 bags | Case |  |
|  | Iceberg Taco Shred Lettuce | 5 lbs. | Bag |  |
|  | Tossed Salad Romaine Blend | 5 lbs. – 4 bags | Case |  |
|  | Salad Mix | 5 lbs. – 4 bags | Case |  |
|  | Salad Mix | 5 lbs. | Bag |  |
|  | Tomatoes Whole Vine Ripe | 25 lbs. | Case |  |
|  | Tomatoes Whole Vine Ripe | 25 lbs. FL | Case |  |
|  | Tomatoes Grape | 12 pint – 1 pint | Case |  |
|  | Watermelon | 8 ct personal | Case |  |
|  | Sweet Potato Baking | 40 lbs. | Case |  |
|  | Sweet Potato Random Size | 40 lbs. | Case |  |
|  | Egg Fresh in shell | 15 dozens | Case |  |
|  | Egg Fresh in shell | 1 dozen | Dozen |  |
|  | Apple-Grape Buddies | 50 ct – ½ c | Case |  |
|  | Apple Green Snack | 50 ct – ½ c | Case |  |
|  | Apple Red & Green Snack Pak | 50 ct – ½ c | Case |  |
|  | Grape Giggles (red grapes) | 50 ct – ½ c | Case |  |
|  | Cantaloupe Chunks  | 50 ct – ½ c  | Case |  |
|  | Honeydew Chunks Snack Pak | 50 ct – ½ c | Case |  |
|  | Pineapple Chunks Snack Pak | 50 ct – ½ c | Case |  |
|  | Tomato Grape Snack Pak | 50 ct – ½ c | Case |  |
|  | Non Food: |  |  |  |
|  | Ice Bag | 100 ct | Case |  |
|  | Ziploc Storage Bag Gallon | 250 ct | Case |  |
|  | Ziploc Storage Bag Quart | 500 ct | Case |  |
|  | Thank you Bag | 1000 ct | Case |  |
|  | Plastic Spoon Unwrapped | 1000 ct | Case |  |
|  | Plastic Fork Unwrapped | 1000 ct | Case |  |
|  | School Tray 5 compartment | 500 ct | Case |  |
|  | 3 Compartment Tray | 200 ct | Case |  |
|  | Sandwich bag | 2000 ct | Case |  |
|  | Plastic Spoon Indi Wrapped | 1000 ct | Case |  |
|  | Plastic Fork Indi Wrapped | 1000 ct | Case |  |
|  | 1 Compartment Salad Tray | 200 ct – 8 oz. | Case |  |
|  | 1 Compartment Salad Tray | 200 ct – 12 oz. | Case |  |
|  | Clear Portion Cup 2 oz. | 2500 ct | Case |  |
|  | Clear Portion Cup 2 oz. LID | 2500 ct | Case |  |
|  | Clear Portion Cup 5.5 oz. | 2500 ct | Case |  |
|  | Clear Portion Cup 5.5 oz. LID | 2500 ct | Case |  |
|  | Foam Squat Cup 4 oz. | 1000 ct | Case |  |
|  | Foam Squat Cup 4 oz. LID | 1000 ct | Case |  |
|  | Non laminated Bowl 12 oz. | 1000 ct | Case |  |
|  | 1 Comp. Hinged Container | 500 ct | Case |  |
|  | Food Tray 1 lb. | 1000 ct | Case |  |
|  | Interfold Napkin | 12pack/500/6000 ct | Case |  |
|  | Foam Squat Cup 12 oz. | 1000 ct | Case |  |
|  | Foam Squat Cup 8 oz. | 1000 ct | Case |  |
|  | Foam Squat Cup 6 oz. | 1000 ct.  | Case |  |
|  | Foam Squat Cup 12 oz. Lid | 1000 ct | Case |  |
|  | Foam Squat Cup 8 oz. Lid | 1000 ct | Case |  |
|  | Foam Squat Cup 6 oz. Lid | 1000 ct.  | Case |  |
|  |  |  |  |  |

BID SHEET

2022 – 2023 FRESH FRUIT AND VEGEBTABLES PRODUCTS

Pulaski County Board of Education/Food Service Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

925 North Main St.

Somerset, KY 42502

We, the undersigned, propose to provide pricing for various line items in connection with Fresh Fruit and Vegetable Products under the supervision of the Food Service Director, for the sums attached hereto.

Delivery will be accepted on an “as needed” basis, according to orders places by the School Representative.

SPECIFICATIONS MUST BE SUBMITTED AT THE BID OPENING WHEN ANY SUBSTITUTION IS MADE, OR THE BID WILL BE CONSIDERED NON-RESPONSIVE.

The Pulaski County Board of Education reserves the right to reject any/or all bids or to waive any information, or to accept the bid or bids deemed best.

Respectfully submitted,

* Line Item Pricing

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name Authorized Signature/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Phone/Fax Number

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 E-mail