

**Daviess County Public Schools
SCHOOL NUTRITION SERVICES
REQUEST FOR PROPOSAL FOR LOCALLY-GROWN PRODUCE**

**Locally-Grown Fresh Fruits and Raw Vegetables
(50-mile radius from Daviess County, Kentucky)**

DESCRIPTION

The purpose of the Request for Proposal (RFP) is to contract with local growers and farmers to grow and provide locally-grown fresh fruits and vegetables to the Daviess County Public Schools. These items will be used in the National School Lunch Program meal service.

All items will be delivered to the individual school site (or one central site if pre-arranged.) For the purpose of the RFP, locally-grown is defined as grown within a 50-mile radius from Daviess County which may include southern Indiana.

DELIVERY OF REQUEST FOR PRICE

Completed Request for Proposal documents will be delivered, mailed or emailed to: Lisa Sims, Director, Daviess County School Nutrition, 1622 Southeastern Parkway, Owensboro, KY 42303.

This proposal is an estimate of price for the season. Actual price will fall at or below market value as defined on the USDA website at: <http://www.ams.usda.gov/mnreports/fvwretail.pdf> (scroll down to the Mid-West Region)

REVIEW PROCEDURE

Review of RFP will be made by the School Nutrition Director.

AWARDING OF CONTRACTS

Contract(s) may be awarded to one or more responsible bidders meeting all specifications and conditions based on the lowest price, after the application of any reciprocal preference for resident bidders as required by the Kentucky Model Procurement Code. Extra consideration will be given for a farm that is registered KY Proud. A purchase order will be issued to the successful growers upon final review of the RFP.

The Daviess County Public Schools reserves the right to make partial, multiple and progressive awards if determined to be in the best interest of the Board. Best interest may include considerations of past performance and growth proximity to DCPS sites.

HACCP (Hazard Analysis Critical Control Points)

HACCP is a prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food products. DCPS has a written HACCP plan for the School Nutrition Department at each site.

GOOD AGRICULTURE PRACTICES (GAP)

All bidders must be trained and meet all requirements outlined in the Good Agriculture Practices and must provide documentation of training prior to the award of the RFP. This training is available at the Daviess County Cooperative Extension Office.

Please submit copy of your farm plan including list of chemicals used. Resources for labeled pesticides for produce can be found in the Vegetable Production Guide for Commercial Growers, by the University of Kentucky Cooperative Extension Service and in the Midwest Small Fruit and Grape Spray Guide by the Cooperative Extension Services of several states including Kentucky. The resources are available from the Daviess County Cooperative Extension Service, 4800A New Hartford Road, Owensboro 42303, phone number 270-685-8480. It is the responsibility of the grower to read the product label, follow the directions, and make sure the intended crop for treatment is on the label. Records must be kept for each chemical applied to the produce. Please submit copy (electronic if possible) of your farm plan including list of chemicals used.

TRACEABILITY

All products must be marked with name of farm, name of product, date picked and pack size.

DELIVERY OF PRODUCTS

1. Delivery will be made to the Daviess County Public Schools. All costs for deliver including packaging of products are to be borne by the bidder, and must be included in your quoted prices.
2. Delivery shall be made between 7:00 a.m. - 1:00 p.m., Mondays preferred (or the first school day of the week.)
3. Drivers must obtain signature of receipt by School Nutrition personnel on all delivery tickets.
4. All items must be delivered at the agreed price; no additional charges are to be added to the invoice.
5. All products will be inspected for acceptable quality and quantity will be verified against the invoice.
6. Products are to be bulk packed in clean, unused cases or sanitized re-usable plastic tubs.
7. Estimated quantities have been listed within the specification. Product purchases and approximate dates are subject to change due to growing conditions and product availability. Notify School Nutrition Director's office should an item become unavailable due to growing conditions.
8. NO SUBSTITUTIONS OF PRODUCTS WILL BE ALLOWED BY THE GROWER/FARM WITHOUT WRITTEN APPROVAL OF THE SCHOOL NUTRITION DIRECTOR.
9. New Growers/Farmers doing business with the Daviess County Public Schools will be required to complete the W9 and Tax Identification Form. Completed forms must be included with the written RFP.

Items of consideration for DELIVERY PREFERENCES:

_____ grower/farm is _____ miles

from _____ school.

Our farm _____ (is) _____ (is not) registered KY Proud.

These are the produce items our farm would like to provide: _____

Check mark the schools you would like to provide your produce to:

- ☐ Apollo High School
- ☐ Daviess County High School
- ☐ Burns Middle School
- ☐ College View Middle School
- ☐ Daviess County Middle School
- ☐ Audubon Elementary
- ☐ Burns Elementary
- ☐ Country Heights Elementary
- ☐ Deer Park Elementary
- ☐ East View Elementary
- ☐ Highland Elementary
- ☐ Meadow Lands Elementary
- ☐ Sorgho Elementary
- ☐ Southern Oaks
- ☐ Tamarack Elementary
- ☐ Whitesville Elementary
- ☐ West Louisville Elementary

Failure to adhere to the requested practices and specifications may be sufficient cause for rejection of this proposal.

**DCPS SCHOOL NUTRITION SERVICES
SPECIFICATIONS FOR LOCALLY-GROWN PRODUCE**

Apples, fully tree-ripened. Approximate size 100-138 per box, 30lb. Apples to be firm, fresh picked, washed and packed in bulk in a clean, unused box or sanitized re-usable tub. One bushel per container.
Estimated quantity: 30/500 Box

List amount available _____

List dates of product availability_____

Price per Box_____

Peaches, fully tree-ripened. Peaches to be firm, consistent in size, fresh picked, blemish free and packed in bulk in a clean, unused box or sanitized re-usable tub. Approximate delivery dates:
Estimated Quantity 100/1800 lb

List amount available of product_____

List dates of product availability_____

Price per lb_____

Watermelon, Large, oblong, dark green in color. Approximately 15-22 lbs. per watermelon.
Watermelon to be mature, fresh-picked and packed in clean, unused boxes or sanitized re-usable tubs.
Estimated quantity: 40/700 watermelons

List amount of available product_____

List dates of product availability_____

Price per watermelon_____

Cantaloupe, sweet smelling, sun ripened, fresh-picked and packed in clean, unused boxes or sanitized re-usable tubs.

Estimated quantity: 600/10,800

List amount of available product_____

List dates of product availability_____

Price each_____

Strawberries, Fresh. Strawberries to be fresh-picked and packed in bulk in clean, unused box or sanitized re-usable tubs.

Estimated quantity: _60/1000__quarts (packed 8 quarts per flat)

List amount of available product_____

List dates of product availability_____Price per quart_____

Grapes, Fresh. Approximate 23 lbs. per lug. Grapes to be firm, tender, sweet, seedless, fresh-picked and packed in bulk in clean, unused box or sanitized re-usable tubs.

Estimated quantity: _90/1600__lbs per month

List amount of available product_____

List dates of product availability_____

Price per pound_____

Cucumbers. Cucumbers to be 7"-8" in length with a 2" barrel, firm, dark green in color and free of insects and worm damage. Must be fresh-picked, cleared of excess dirt, and packed in clean, unused boxes or sanitized re-usable tubs.

Estimated quantity: 60/1000 each

List amount of available product_____

List dates of product availability_____

Price per cucumber_____

Corn, sweet, young, ripe and free of insects and worm damage. Must be fresh-picked and packed in clean, unused boxes, mesh bag (60cnt) or sanitized re-usable tubs.

Estimated quantity: _1200/21,500 each

List amount of available product_____

List dates of product availability_____Price per doz._____

Pepper, Green, Bell variety. Pepper to be firm and dark green in color and free of insects and worm damage. Must be fresh-picked, cleared of excess dirt, and packed in clean, unused boxes or sanitized re-usable tubs.

Estimated quantity: 48/800 each

List amount of available product_____

List dates of product availability_____Price each_____

Pepper, Red, Bell variety. Pepper to be firm and dark red in color and free of insects and worm damage. Must be fresh-picked, cleared of excess dirt, and packed in clean, unused boxes or sanitized re-usable tubs. Approximately 26-30 pounds per bushel. Estimated quantity: 24/400 each

List amount of available product_____

List dates of product availability_____Price each_____

Squash, Summer, Straight neck, yellow. Medium size. Approximately 6-8 inches in length and 3 inches or less in diameter. Summer squash to be firm, not tough, appropriate yellow color and free from decay and damage. Must be fresh-picked, cleared of excess dirt, and packed in bulk in clean, unused box unused box or sanitized re-usable tubs. Suggested variety like Lazor or Lioness.

Estimated quantity: 80/140 lbs

List amount of available product_____

List dates of product availability_____Price per lb_____

Squash, Zucchini. Straight, cylindrical, approximately 6-8 inches in length, 3 inches or less in diameter with stem attached to vegetable. Zucchini squash to be firm, not tough or over-ripe, dark green in color and free from decay and damage. Must be fresh-picked, cleared of excess dirt, and packed in bulk in clean, unused box unused box or sanitized re-usable tubs. Suggested variety like Zucchini Spineless and Spineless King. Estimated quantity: 40/70 lbs

List amount of available product_____

List dates of product availability_____Price per lb_____

Cabbage, Head. Round-head with light green leaves and free of insect damage. Must be fresh-cut, free from bruises, cleared of excess dirt, and packed in a clean, unused box or sanitized re-usable tubs.

Estimated quantity: 18/300 heads

List amount of available

product_____

List dates of product availability_____

Price per lb._____

Broccoli, young, dark green, must be fresh-cut florets, free from bruises, cleared of excess dirt, and packed in a clean, unused box or sanitized re-usable tubs.

Estimated quantity: 30/540 lbs

List amount of available

product_____

List dates of product

availability_____

Price per lb_____

Tomatoes, Cherry or Grape, ripe, firm, red color. Tomatoes to be fresh-picked, not overripe or soft, cleared of excess dirt, and packed in bulk in clean, unused flat boxes or sanitized re-usable tubs.

Estimated quantity: 80/1400 pints

List amount of available product_____

List dates of product availability_____

Price per pint_____

Tomatoes, Ripe, firm, red color. Tomatoes to be fresh-picked, not overripe or soft, cleared of excess dirt, and packed in bulk in clean, unused boxes or sanitized re-usable tubs. Approximately 20-25 lbs. per box.

Estimated quantity: 8/144 boxes

List amount of available product_____

List dates of product availability_____

Price per lb _____

Spinach. Fresh, bright green color, free from browning, decay and wilt, cleared of excess dirt, and packed in clean, unused box or sanitized re-usable tubs. Approximately 10 lbs. per box.

Estimated quantity: 12/200__boxes

List amount of available product_____

List dates of product availability_____

Price per lb_____

Price per box_____

Sweet Potatoes, naturally sweet, bright orange, to be fresh-dug, not overripe or soft, cleared of excess dirt, and packed in bulk in clean, unused boxes or sanitized re-usable tubs.

Estimated quantity: _3/50__ bushels

List amount of available product_____

List dates of product availability_____

Price per lb_____

Squash, Butternut. Squash to be firm with hard rind, not tough or overripe, dull color. Free from decay and damage. Must be fresh-picked, cleared of excess dirt and packed in bulk in clean, unused box or sanitized re-usable tubs.

Estimated quantity: _2/35__ bushels

List amount of available product_____

List dates of product availability_____

Price per lb_____