



# Request for Proposal

## **SY2025 NATIONAL SCHOOL LUNCH PROGRAM**

### **Fresh Fruit and Vegetable Grant**

**Nondiscrimination Statement** In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or 2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov) This institution is an equal opportunity provider.

**MAYWOOD-MELROSE PARK-BROADVIEW SCHOOL DISTRICT 89**

**906 WALTON STREET, MELROSE PARK, IL 60160**

**Phone: (708) 450-2460 FAX: (708) 410-1717**

Sealed bids will be accepted for:

**FRESH FRUIT AND VEGETABLE PROGRAM**

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SUBMIT YOUR BIDS TO THE ATTENTION OF:

**Scott Wold, Business Manager**

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AT THE ABOVE ADDRESS NO LATER THAN

**10:00 AM, Thursday, August 8, 2024**

***BIDS WILL BE OPENED AT 10:00 AM, August 8, 2024***

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**YOUR BID MUST BE SUBMITTED IN A SEALED OPAQUE ENVELOPE CLEARLY MARKED WITH YOUR COMPANY NAME AND THE FOLLOWING INFORMATION:**

**FRESH FRUIT AND VEGETABLE PROGRAM BID**

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Please complete the following:

\_\_\_\_\_  
Name Company

\_\_\_\_\_  
Address Street

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Telephone Number (**Including area code**)

School District Name	MAYWOOD-MELROSE PARK-BROADVIEW SCHOOL DISTRICT 89
Type of Products Being Procured	Fresh Fruit and Vegetable Grant
District Contact Person Name	Marisa Raymond
District Contact Person Phone Number	708-450-2475
District Contact Person Email	marisa.raymond@maywood89.org
District Contract Person Fax	708-410-1717

**Bids are due Thursday, August 8th, 2024 at 10:00 a.m.**

Bids are to be sent to the following address by mail, courier, or hand delivered.

Melrose Park-Broadview School District 89  
Administration Building  
Attention: Scott Wold, Business Manager  
906 Walton Street  
Melrose Park, IL 60160

All bids are to be enclosed in a sealed envelope clearly marked

**“Sealed Bid – NSLP Fresh Fruit and Vegetable Program”**

## **Introduction**

Maywood-Melrose Park-Broadview School District 89 is the recipient of a Fresh Fruit and Vegetable Grant and is requesting proposals from growers and processors to supply fresh fruits and vegetables for the 2024-2025 school year.

The Fresh Fruit and Vegetable Program (FFVP) provides all children in participating schools with a variety of free fresh fruits and vegetables. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options.

The Goal of the FFVP is to create healthier school environments by providing healthier food choices.

- Expand the variety of fruits and vegetables children experience.
- Increase children's fruit and vegetable consumption.
- Make a difference in children's diets to impact their present and future health.

This program is seen as an important catalyst for change in efforts to combat childhood obesity by helping children learn more healthful eating habits. The FFVP introduces school children to a variety of products that they otherwise might not have the opportunity to sample.

## **General Information**

The requested price quote is for produce to be served as part of the United States Department of Agriculture (USDA) Fresh Fruit and Vegetable Program (FFVP) grant.

The bid will establish a maximum contract price which Maywood-Melrose Park-Broadview School District 89 will pay for all items covered by the bid in whole during the term of this contract.

All fresh fruits and vegetables must be ripe and in good condition when delivered and must be ready for consumption. At a minimum, fruits must meet the food distributors' second-quality level. Fruits and vegetables should have characteristic color and good flavor and be well-shaped and free from scars and bruises.

## **Terms of Reference and Project Requirements**

All nine district schools will be participating and will serve a total student enrollment of approximately 4,250.

From August 19, 2024, through May 30, 2025, fruit, and vegetable products to be delivered directly to the participating schools.

The following District 89 schools have been awarded the grant:

Emerson Elementary School, 311 Washington Blvd., Maywood, IL 60153

Garfield Elementary School, 1514 9<sup>th</sup> Avenue, Maywood, IL 60153

Irving Middle School, 805 S. 17<sup>th</sup> Avenue, Maywood, IL 60153

Jane Addams Elementary School, 910 Division Street, Melrose Park, IL 60160

Lincoln Elementary School, 811 Chicago Avenue, Melrose Park, IL 60160

Melrose Park Elementary School, 1715 Lake Street, Melrose Park, IL 60160

Roosevelt Elementary School, 1927 S. 15<sup>th</sup> Avenue, Broadview, IL 60155

Stevenson Middle School, 1630 N. 20<sup>th</sup> Avenue, Melrose Park, IL 60160

Washington Elementary School, 1111 Washington Blvd., Maywood, IL 60153

Interested parties must be able to supply whole or fresh cut fruit or vegetable products to the Program.

Produce must be in pre-packaged, ready to eat, individual, sealed servings.

Vendor must be able to deliver at least once a week (Monday or Tuesday), subject to the agreement of the district.

All deliveries are to be between the hours of 7:00 a.m. to 9:00 a.m.

Delivery schedule will be adjusted for short school weeks.

We require that your farm, production or packing facility has an industry recognized food safety program in place that is third party audited by a recognized auditor. Proof of your third part audit will be required.

### **Proposal Submission:**

The complete bid must contain:

#### Letter of Introduction

One page introducing who you are and what products you supply to the program.

You should include a brief history of your company and how long you have been in business.

If a joint bid is being submitted, the proposal should clearly identify the lead organization for the submission.

#### References

References may be contacted and used to verify their experience with your services.

A minimum of three references are requested.

#### Price quote

The bid will be awarded to the responsible and responsive bidder whose bid, conforming to all the material terms, specifications, and conditions of the invitation for bid, is lowest in price for all items combined (all items bid as a whole).

#### Critical Qualifying Factors

Bidder can deliver at least 95% of the items specified to all sites.

Bidder can deliver to each school building at least once per week.

Bidder can provide 3 references with a minimum of two years FFVP experience in school districts.

#### Quality Service Indicators

Bidder can provide local fresh fruits and vegetables.

Bidder can provide fresh fruits and vegetables in sealed pre-packaged, individual, ready to eat servings.

Bidder can provide educational materials and fun facts related to the fruit/vegetable which will be distributed to students at the time of service.

Bidder can provide and submit in advance a monthly produce serving calendar for approval.

**Elimination from Consideration:**

An offer may not be accepted from, nor any contract be awarded to, any person or firm which has failed to perform faithfully any previous contract with this school district, the state or federal government, for a minimum period of three years.

**Terms and Termination of Contract:**

This Contract is effective for school year 2024-2025.

Either party may cancel the contract for cause upon issuance of thirty (60) days written notice. Cause to cancel shall include, but is not limited to, failure on the part of the awardee to perform in compliance with the specifications, contract conditions. District 89 can terminate this contract in whole or in part without the payment of any penalty or incurring any further obligation.

If the awardee initiates the cancellation, they are required to honor all orders placed prior to the effective date of the cancellation and received within a seven (7) day period after the effective date of the cancellation. Any order covered by this clause will be delivered at a price that does not exceed the price set by the contract.

**Pricing Conditions:**

The duration of this contract shall be August 19, 2024, to May 30, 2025.

The contract shall include a total of 75 serving days.

Enrollment approximately 4,250 students.

Bidders must understand that the quantity to be provided is based on student enrollment, total number of serving days and serving size. The school district reserves the right to modify quantities or to forego purchases altogether at their discretion.

**Value Added:**

As part of this solicitation, the school district is soliciting, at your discretion, any “value-added” services or support that you as the bidder, feel will be helpful to our schools. While we have no specific requests, “value added” could range from grants to promotional goods to training programs. These “value-added” services or support should be listed on the bid documents.

**Evaluation of Proposal:**

The price quote/bid will be awarded on a whole basis. To qualify for the contract award, interested bidders must first be able to answer yes to all Critical Qualifying Factors and the Quality Service Indicators will be considered in awarding the negotiated bid to determine best overall value.

**Condition of Deliveries:**

Containers shall be clean, sound, compact, sturdy, and sealed. Opened, damaged or leaking packages will not be accepted. Any hidden damages discovered after acceptance and delivery will be reported to the vendor for credit.

**Buy American Act/Import Products:**

The National School Lunch Act requires that school districts participating in the NSLP in the contiguous 48 states of the United States to buy food products produced in the United States when using federal funds. Therefore, if there is a domestic and non-domestic food product available the domestic product must be supplied. Non-domestic products may be supplied only when domestic products are unavailable. Per federal regulation, the vendor may be required to provide certification of domestic origin and content and must certify that most of the food products proposed to be provided and supplied meet the federal requirements in the "Buy American Act" and stipulate which specific products are unavailable domestically.

**Records Retention:**

The successful bidder agrees to retain all books, records, and other documents relative to this agreement for three years plus the current year. The school district and/or state/federal representatives shall have full access to and the right to examine any of said materials during said period. If any investigation or audit is in progress, records shall be maintained until the stated matter is closed.

**Modifications to Existing Contract:**

Terms and conditions may be added, modified, and deleted upon mutual agreement between agents of the school district and the bidder provided that such terms and conditions remain within the scope and original intent of the solicitation. All modifications must be expressed in writing and authorized by agents of the school district and the bidder prior to the enactment of such modifications.

**Special Conditions:**

Successful bidder will provide deliveries to designated areas at the school sites. The school district or sites must be advised of product substitutions at least 24 hours in advance of delivery. Substitutions must be approved by the FFVP contact or designee prior to delivery.

An accurately priced delivery invoice must accompany all deliveries and will include an invoice number, quantities of each item delivered, unit prices, and extended prices.

An authorized food service employee must sign delivery invoices and credit memos and two copies must be left with the FFVP contact.

Monday or Tuesday morning delivery between the hours of 7:00am to 9:00am.

**Payment:**

Payment will be made following approval by the School District #89 Board of Education.

**Bid Protest Procedures:**

An unsuccessful bidder may protest the bid award by submitting in writing said protest within five business days of the bid award. The protest must state the nature and grounds of the protest. The Board of Education will review the protest and communicate the findings of the Board to the protesting bidder and to the Illinois State Board of Education Nutrition Programs Division within 30 business days. All administrative remedies with District 89 must be exhausted before the bidder may pursue a protest at the state or federal level.



**Failure to answer all questions with a yes and supply requested information or failure to provide required service may result in disqualification of the bidder.**

**This form to be returned with price quotes.**

**Critical Qualifying Factors:**

1. Bidder can deliver at least 95% of the items specified to all sites.  
  
Yes                      No
  
2. Bidder can deliver to each school building at least 1 time per week.  
  
Yes                      No
  
3. Bidder can provide 3 references with a minimum of two years FFVP experience in school districts.  
  
Yes                      No

**Quality Service Indicators:**

1. Bidder can provide local fresh fruits and vegetables.  
  
Yes                      No
  
2. Bidder can provide fresh fruits and vegetables in pre-packaged, individual, ready to eat servings.  
  
Yes                      No
  
3. Bidder can provide in advance educational materials/fun facts related to the fruit/vegetable which will be distributed to students at the time of service.  
  
Yes                      No
  
4. Bidder can provide and submit in advance a monthly produce serving calendar for approval.  
  
Yes                      No

### **List of Produce to be supplied to the Fresh Fruit and Vegetable Program**

Apples – Variety	Papaya	Sliced Cucumbers
Cantaloupe	Mango	Carrots
Pears – Variety	Pomegranate	Tomatoes – Variety
Canary Melon	Peaches	Watermelon Radishes
Blueberries	Asian Pears (Apple Pears)	Peppers – Variety
Honeydew	Tangerines	Water Chestnuts
Bananas – Variety	Avocados	Broccoli
Kiwi	Limes	Cauliflower
Grapefruit	Lemons	Purple Cauliflower
Grapes – Variety	Papaya	Jicama
Plums	Mango	Asparagus
Strawberries	Pomegranate	Sliced & Cleaned Mushrooms
Oranges – Variety	Peaches	Green Onions
Raspberries	Pea Pods	Spinach Leaves
Pineapple	Sugar Snap Peas	Jicama
Blackberries	Green Peas	Corn
Watermelon	Celery	
Star Fruit		
Low-fat yogurt-based dips		

- Supplier is strongly encouraged to develop and submit new produce ideas for consideration in the Program that are not listed above.
- All produce must be packed to order and be free of un-natural additives or any type of sweetener.
- District 89 encourages all produce to be packed in 100% recyclable or biodegradable packaging material.
- District 89 requests serving repeat produce items be kept to a minimum.

**PRICE QUOTE PER SERVING:**

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## **CERTIFICATE OF ELIGIBILITY TO BID**

\_\_\_\_\_(vendor/contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended (720ILCS 5/33E-11), hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended (720ILCS 5/33E-3) and that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has ever been convicted of the offense of bidrotating under section 33E-4 of the Illinois Criminal Code of 1961, as amended (720ILCS 5/33E-4).

\_\_\_\_\_  
Vendor/Contractor

By: \_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **BID FORM**

TO: Maywood-Melrose Park-Broadview School District 89  
906 Walton Street  
Melrose Park, IL 60160

FROM: \_\_\_\_\_  
(Name of Bidder)

I have examined the specifications and instructions included herein and agree, provided a contract on behalf of the firm named below is awarded within 60 days of bid due date, that the firm named below shall provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto. I understand that no claim for relief because of errors or omissions in bidding will be considered and that both I and the firm named below will be held strictly to the proposal(s) as submitted.

\_\_\_\_\_  
Firm Name Signature

\_\_\_\_\_  
Address Print Name

\_\_\_\_\_  
City, State & Zip Code Title

\_\_\_\_\_  
Telephone Number Date