

INVITATION TO BID

BID 2017 Farm to School

Pricing due 2:00 PM, Monday May 16, 2016

**Durango 9-R School District
Nutrition Services, Krista Garand
201 E. 12th Street
Durango CO 81301
970-247-5411 ext 1436
Email: kgarand@durango.k12.co.us**

**Ignacio School District
Nutrition Services, Kim Cotta
115 Ute Street
Ignacio CO 81137
970-563-0653
Email: kcotta@ignacio.k12.co.us**

**(Mancos School) District RE 6
Nutrition Services, Janet Fogel
395 Grand Avenue
Mancos, CO 81328
970-533-7748
Email: jfogel@mancosre6.edu**

**Bayfield School District 10JT-R
Nutrition Services, Julie Whitmore
800 CR 501
Bayfield, CO 81112
970-884-9571
Email: jwhitmore@bayfield.k12.co.us**

**Montezuma-Cortez School District
Nutrition Services, Sandi Vanhoutean
25 East Second St.
Cortez, CO 81321
970-565-5157
Email: svanhoutean@cortez.k12.co.us**

Purpose of Bid

School districts in southwest Colorado are working together to purchase beef from Colorado Ranchers in order to bring in healthier, sustainably produced and regionally sourced foods to our lunch programs.

PART I- INSTRUCTIONS TO VENDORS

1.1 Invitation to bid-Bid 2017 Farm to School

Sealed bids will be received at Durango School District 9-R, Nutrition Services, 201 E. 12th Street, Durango, CO 81301 by 2:00 PM, May 16, 2016 for the furnishing of local beef to the delivery sites specified in the Delivery Locations document that accompanies this bid. This will be in accordance with the terms and conditions established in this bid. All bids received after the time specified will not be opened or considered. The vendor is responsible for having their bid in on time, at the location specified.

1.2 Preparation of Bid Documents

- 1.2.1 All bids must be typewritten or printed in ink.
- 1.2.2 All bids must be addressed and mailed to Durango School District 9-R, Nutrition Services, 201 E 12th Street, Durango, CO 81301
- 1.2.3 Bid pricing should be submitted in two parts, raw food cost and delivery cost. Pack sizes must be included.
- 1.2.4 No fax copies will be accepted.
- 1.2.5 An agent authorized to enter into an agreement must sign bid.

1.3 Withdrawal of Vendors

Bids may be withdrawn with written notice from agent who signed the original document. Once submitted, documents become property of Durango School District 9-R. When documents are opened, they become public information and restrictions put upon the District regarding the sharing of information after opening will be grounds to reject the bid.

1.4 Award

- 1.4.1 Award shall be based on, but not limited to the following:
 - Proposed pricing
 - Vendor performance
 - Financial responsibility of the vendor
 - Delivery-vendor's ability to meet delivery and stocking requirements

In evaluating bids, it will be taken into consideration whether or not the bids comply with prescribed requirements. A Vendor may be disqualified based on failure to meet any of the above listed criteria. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

Right is reserved to award this bid in part or in whole to a single supplier or multiple suppliers or to reject any or all proposals if it is in the best interest of the Districts to do so. District School Boards reserve the right to reject any or all bids or parts of bids and to waive informalities to the proposals.

Estimates of pounds needed are based on purchasing history and not a guarantee of purchase.

PART 2-GENERAL SPECIFICATIONS

2.1 Contract Period

The Contract Period is from August 1, 2016-July 1, 2017.

2.2 Contract Pricing

The price per unit must remain firm for the full contract period. Pack sizing must be included in pricing.

2.3 Contract Cancellation

Unless otherwise stated, any contract entered into as a result of the bid may be cancelled by either party upon 30 day written notice to the effective date of cancellation. Cancellation may be in whole or in part.

2.4 Vendor Performance

If the vendor is unable to perform under the terms of the contract, we reserve the right to cancel this contract.

2.5 Delivery Guarantee

Vendor must notify District(s) in advance of delivery, if unable to deliver items as ordered.

2.6 Delivery Instructions

The prices quoted shall be for delivery to the locations specified in the Delivery Locations document.

At receipt of delivery, product is to be inspected for acceptable quality and quantities verified against the invoice. Any discrepancies are to be noted on the invoice.

Boxes should be labeled with item and quantities in the container.

All beef shall be received in solid, frozen state. If packaging shows any sign of defrosting, refreezing, freezer burn, contamination or mishandling the District(s) may refuse the delivery at no cost.

2.7 Payment Terms

The Districts will not accept payment terms of less than 30 days.

2.8 Compliance with Laws

All items must comply with all applicable Local, State and Federal laws pertaining thereof.

2.9 How Packed

If Bidder proposes a pack size which differs from pack shown, Bidder shall state size offered and convert the estimated usage to conform to proposed bid size.

PART 3-ACCEPTANCE

3.1 The vendor agrees to comply with all Federal, State and local laws, ordinances and all applicable rules, regulations and standards.

3.2 Participating Districts are tax-exempt. Exemption forms will be issued upon request.

3.3 The vendor certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment and is, in all respects, fair and without collusion or fraud. The vendor understands that collusive bidding is a violation of federal law and can result in fines, prison sentences and civil damage awards. The vendor further agrees to abide by all condition of this proposal.

SIGNED: _____

NAME: _____

VENDOR NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Product Request By School District

District	Product	Pack Size	Total Case Weight	Estimated Usage
Durango	Ground	5 lbs.	25 lbs.	263 cs. 6575 lbs.
Durango	Beef-Stew Meat 1" dice	2-10 lbs	20 lbs	1200 lbs
Ignacio	Ground	5 lbs.	25 lbs.	100 cs. 2500 lbs.
Ignacio	Beef Patties 4:1	4:1, 60 each	15 lbs.	75 cs. 1125 lbs.
Ignacio	Beef Patties 5:1	5:1, 75 each	15 lbs.	60 cs. 900 lbs.
Mancos	Ground	5 lbs.	25 lbs.	32 cs. 800 lbs.
Mancos	Beef Patties 4:1	4:1, 60 each	15 lbs.	17 cs. 255 lbs.
Mancos	Beef Patties 5:1	5:1, 75 each	15 lbs.	20 cs. 300 lbs.
Mancos	Beef Patties 8:1	8:1, 120 each	15 lbs.	7 cs. 105 lbs.
Cortez	Ground	5 lbs.	25 lbs.	260 cs. 6500 lbs.
Bayfield	Ground	5 lbs.	25 lbs.	56 cs. 1400 lbs.

Product usage amounts are estimated on prior usage totals and may not be exact numbers.
Once awarded exact values will be determined.

**Bid response should be on the Bid Response Form

Instructions to Bidders

1. Submission of bids
 - a. Bids should be submitted to Durango School District 9-R on bid response form and mailed to:

Durango School District 9-R
Nutrition Services
201 E. 12th Street
Durango, CO 81301

Completed bids are to be submitted so they are received no later than 2:00 p.m. on Monday May 16, 2016. Bids received after that date will not be considered.

2. Completion of Bid
 - a. Signed Part 3: Acceptance acknowledging that you have read, understood and agree to the terms and conditions in the invitation to bid for Durango 9-R, Ignacio and Mancos School Districts.
 - b. Inclusion of type written specs for bid including pack size, case size, case price delivered, fat content and total bid cost.

Bid Response Form

Due 2:00 P.M. Monday May 16, 2016

Please provide a separate bid response form for each participating school district.

Name of Farm or Ranch: _____

Contact Information:

Phone _____

Email _____

Name of District: _____

Product	Pack Size	Total Case Weight	Number Cases	Total Pounds	Price	Delivery Cost	Total Cost
Ground Beef							
Beef Patties 4:1							
Beef Patties 5:1							
Beef Patties 8:1							
Beef, Stew Meat 1"							

****You may respond to all or part of the pounds requested. Your bid will be considered if you cannot fulfill the entire order because the bid may be awarded to more than one vendor.**