



Durango School District 9-R
Nutrition Services
Krista Garand
2390 Main Avenue
Durango CO 81301

Invitation for Bid

BID #2019

Bid Response Due: 2:00 P.M. March 23, 2018

Purpose of Bid

School districts in the southwest are working together to source more locally grown foods into our school breakfast and lunch programs.

Table of Contents	Page
INSTRUCTIONS TO VENDORS	3
Invitation for Bid	3
Preparation of Bid Documents.....	3
Withdrawal of Vendors	3
Inquiries Regarding Proposal	4
Pre-Bid Conference	4
Award	4
Right to Award to More than one Vendor	5
Point System Used in Determining Award of Bid.....	5
GENERAL SPECIFICATIONS	5
Contract Period	5
Contract Pricing.....	5
Contract Cancellation.....	5
Vendor Performance.....	5
Delivery Guarantee	6
Delivery Instructions	6
Insurance.....	6
Payment Terms	6
Compliance with Laws.....	6
Food Safety	7
ADDENDUMS	
A: Acceptance	
B: Variations	
C: Delivery Locations	
D: Produce List	
E: Farm to School Checklist	
F: Food Safety Plan	
G: Instructions to Respond to the SW Bid for Local Fruits and Vegetables	
H - L: Farm to District Response Form (one for each School District)	

I. INSTRUCTIONS TO VENDORS

A. INVITATION FOR BID

1. Sealed bids will be received at Durango School District 9-R on March 23, 2018 by 2:00 P.M. for the furnishing and delivery of locally grown fresh fruits and raw vegetables to participating School Districts.
2. Delivery locations are specified within Addendum C of the bid.
3. This will be in accordance with the terms and conditions established within this bid.
4. **Bids received after the time specified in Section I.A.1 will not be opened or considered.**
5. The vendor assumes all risk of any delay in the mail or on the handling of mail by employees of the district.
6. The vendor assumes responsibility for having the bid in on time.
7. Telephone amendments, faxed bids and emailed bids will not be accepted.
8. For the purpose of this bid, locally grown fresh fruits and raw vegetables are defined as “unprocessed agricultural product that retains its inherent character” and originates from within a 250 mile radius of Durango, Colorado.
9. All “locally grown” products will be harvested within one week of delivery and local products meeting these requirements must be documented in the awarded respondents subsequent purchase orders and invoicing.

B. PREPARATION OF BID DOCUMENTS

1. All documents must be typewritten or printed in ink.
2. All bids must be addressed and mailed to the Durango School District 9-R, Student Nutrition Department, 2390 Main Avenue, Durango, CO 81301.
3. Bid pricing should be submitted in two parts: raw food cost and delivery cost. Delivered pack sizes must be included.
4. An agent authorized to enter into an agreement must sign bid.

C. WITHDRAWAL OF VENDORS

1. Bids may be withdrawn with written notice from agent who signed the original document after the document has been opened.
2. Once submitted, documents become the property of the Durango School District.

3. When documents are opened, they become public information and any restrictions put upon the district regarding the sharing of information or duplicating copies after opening will be grounds to reject the Bid.

D. INQUIRIES REGARDING PROPOSAL

1. All inquiries concerning this Bid must be submitted in writing to the attention of: Krista Garand, Student Nutrition Department, 2390 Main Avenue, Durango, CO 81301.
2. Responses that include interpretations, classifications, modifications, and supplemental instructions in the form of written addendum will be provided to all Vendors on record in the Student Nutrition Department.
3. Inquiries and questions must be submitted by March 2, 2018 at 10 A.M.
4. Inquiries and questions will be answered March 7, 2018 and posted on the Durango School District 9-R Web site.
5. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor.
6. No phone or in person inquiries will be accepted.
7. It is the Vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention.

E. PRE-BID CONFERENCE

1. No Pre-bid conference will be held for the 2018-2019 season.

F. AWARD

1. A vendor may be disqualified based on failure to meet any of the criteria listed in Section I.F.3.a-e.
2. Site visits and pre-award audits may be done prior to the award.
3. Award shall be based on, but not limited to the following:
 - a) *Proposed Pricing: three lowest bidders will be considered.*
 - b) *Vendor Performance: The general reputation and experience of the vendor in the industry. The District's knowledge and/or experience of the Vendor's past performance, including quality of merchandise offered.*
 - c) *Delivery: Vendor's ability to meet delivery and stocking requirements.*
 - d) *Financial responsibility of the Vendor.*
 - e) *Ability to meet requirements of the bid, including self-assessment and food safety plan.*

G. RIGHT TO AWARD TO MORE THAN ONE VENDOR

1. Right is reserved to award this bid 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.
2. District School Boards reserve the right to reject any or all Bids or parts of Bids and to waive informalities in the proposals.
3. Estimates provided on attached sheets are based on historical purchasing history and are not a guarantee of purchase.

H. POINT SYSTEM USED IN DETERMING AWARD OF BID

1. Preference Points (pp) awarded after three lowest bidders are identified are as follows:
 - a) *10 preference points (pp) if the bidder meets the geographic preference defined in Section I.A.8.*
 - b) *Each pp equals one cent. 10 pp equal 10 pp cents.*
 - c) *A total of 10 pp cents can be taken into consideration in determining award of the bid.*
 - d) *The preference points and cents only apply to determining the winning bidder and do not affect purchase price.*
 - e) *The preference points are used to determine applicability of geographic preference to pricing and do not preclude any vendor outside the geographical preference from bidding.*

II. GENERAL SPECIFICATIONS

A. CONTRACT PERIOD

1. This contract period is from August 1, 2018-June 2, 2019.

B. CONTRACT PRICING

1. The price per unit must remain firm for the full contract period. Pack sizes must be included with pricing.

C. CONTRACT CANCELLATION

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

D. VENDOR PERFORMANCE

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

E. DELIVERY GUARANTEE

1. Vendor must notify Districts in advance of delivery, if unable to deliver items ordered. 14-day advance notice is required.

F. DELIVERY INSTRUCTIONS

1. The prices quoted shall be for delivery to the locations specified in delivery locations document.
2. Delivery shall be on an as-needed basis.
3. All deliveries must have a Purchase Order that clearly identifies the farm(s), product, quantity, and pack sizes.
4. At receipt of delivery, product is to be inspected for acceptable quality and quantities verified against the purchase order.
5. Districts reserve the right to refuse product due to unacceptable quality.
6. Any delivery discrepancies are to be noted on the delivery invoice.
7. Districts require Monday deliveries.
8. Districts require the ability to email orders directly to vendors.
9. Districts prefer boxes with lids.
10. Delivery boxes must be labeled clearly with the name of the farm, name(s) of enclosed item(s), quantity of each item, date of harvest for each item, and delivery date.
 - a) *Districts reserve the right to refuse any product that is not delivered in acceptable packaging.*
11. All deliveries to the Durango receiving center will follow the Durango 9-R Aggregation Facility for Farm to School Produce Policy and Procedure for Vendor Delivery and Receiving Guide. Farmers may request a copy from the Durango School District 9-R Student Nutrition Services Department.

G. INSURANCE

1. Vendors must provide evidence of liability insurance.

H. PAYMENT TERMS

1. Payment terms will be defined by individual school districts involved within the bid. "Date of receipt" means the completed delivery of the goods or the receipt of the invoice for the delivery of the goods or services, whichever is later.

I. COMPLIANCE WITH LAWS

1. All items must comply with applicable local, state and federal laws pertaining thereof.

J. **FOOD SAFETY**

1. All vendors must have an on-farm Food Safety Plan in place and provide documentation of said procedures as part of their Bid response.
2. If awarded , producers agree to allow District staff to schedule farm visits to observe agricultural and food safety practices at mutually agreed upon times throughout the contract period.

ADDENDUM A

ACCEPTANCE

- 1) The Vendor agrees to comply with all Federal, State and local laws, ordinances, and all applicable rules, regulations, and standards.
- 2) Participating Districts are tax-exempt. Exemptions forms will be issued upon request.
- 3) The Vendor Certifies that this Proposal is made without prior understanding, agreement, or connection with any corporations, 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 conditions of this Proposal.

SIGNED: _____

PRINTED NAME: _____

VENDOR NAME: _____

ADDRESS: _____

BUSINESS PHONE: _____

BUSINESS EMAIL: _____

The following documents must be submitted for a complete Bid package:	
	Proof of liability insurance
	Signed Acceptance [Addendum A]
	Variations, if applicable [Addendum B]
	Food Safety Checklist [Addendum E]
	Food Safety Plan with Signature and Date [Addendum F]
	Response Forms: Pricing and Estimated Availability of Products [Addendums H - L]

ADDENDUM B

Variations:

The bidder shall identify all variations and exceptions in the space provided below provided, however, that such variations are not expressly prohibited in the Bid documents. For each variation listed, reference the applicable section of the bid document. If no variations are listed here, it is understood that the Bidder's Proposal fully complies with all terms and conditions. It is further understood that such variations may be cause for determining that the Bid Proposal is non-responsive and ineligible for award. Examples of variations may include, but are not limited to, pack sizes and products not listed in the product list and usage page that a Vendor would like to be considered.

Section _____

Variance _____

Section _____

Variance _____

Section _____

Variance _____

Section _____

Variance _____

Section _____

Variance _____

If necessary, you may attach additional sheets.

ADDENDUM C

DELIVERY LOCATIONS:

Durango School District 9-R

Durango High School

2390 Main Avenue

Durango, CO 81301

Ignacio School District 11-JT

315 Becker Street

Ignacio, CO 81137

Bayfield School District

800 Cty Rd 501

Bayfield, CO 81122

Mancos School District Re-6

395 Grand Avenue

Mancos, CO 81328

Montezuma-Cortez School District Re-1

25 East 2nd Street

Cortez, CO 81321

ADDENDUM D

DURANGO PRODUCE LIST

VEGETABLES	PACK SIZE	MINIMUM DELIVERY
Arugula		
Broccoli	20 LBS	20 LBS
Carrots	25 LBS	1 Case
Cauliflower	20 LBS	20 LBS
Celery	5 LBS	
Corn, Ears	50 Ct	
Cherry Tomato	Pint	6 Pints
Cucumbers	5 LBS	1 Case / 5 LBS
Grape Tomato	Pint	6 Pints
Green Beans	10 LBS	
Green Chilies	5 LBS	
Jalapenos	5 LBS	
Lettuce, Mix	1 LB	20 LBS
Lettuce, Romaine, Whole	12 – 24 Each	12 – 24 Each
Pepper, Green	5 LBS	1 Case / 5 LBS
Pepper, Red	5 LBS	1 Case / 5 LBS
Potato, Red	25 LBS	2 Cases
Potato, Russet	25 LBS	2 Cases
Potato, White	25 LBS	2 Cases
Potato, Yellow	25 LBS	2 Cases
Radish	1 LB	10 LBS
Spinach	2.5 LBS	
Squash, Yellow	20 LBS	
Tomato	10 LBS	10 LBS
Zucchini	20 LBS	

FRUITS	PACK SIZE	MINIMUM DELIVERY
Apples, Fuji	1/2 Bushel or 40 LBS	5 Cases
Apples, Gala	1/2 Bushel or 40 LBS	5 Cases
Apples, Granny Smith	1/2 Bushel or 40 LBS	5 Cases
Apples, Jonathan	1/2 Bushel or 40 LBS	5 Cases
Melon, Variety	6 – 8 Count	1 Case
Cantaloupe	6 – 8 Count	1 Case
Watermelon	Each	10 Each
Pears	22 – 26 LBS	10 Cases
Peaches	22 – 26 LBS	10 Cases
Plums	22 – 26 LBS	
Strawberries	PINT	

HERBS	PACK SIZE	MINIMUM DELIVERY
Cilantro	1 LB	1 LB
Basil	4 oz.	1 LB
Thyme	4 oz.	1 LB

SPECIALTY MEAL: THANKSGIVING – DURANGO ONLY

Delivery: First Week of November

ITEM	QUANTITY	PACK SIZE
Beets	150 LBS	15 LBS
Carrots	500 LBS	25 LBS
Onions	100 LBS	10 LBS
Potatoes	2,000	50 LBS
Rutabaga	200 LBS	20 LBS
Turnip	100 LBS	10 LBS

ADDENDUM E



Farm to School CHECKLIST For Producers & Local K-12 Schools

Welcome! Thank you for considering providing our schools with local products. This checklist is designed to begin a relationship and to communicate the needs of both, the Producer and the school Food Service Directors (FSD). Your answers will not prohibit you from becoming a provider for our schools. Please answer as accurately as you can.

Answers to these questions could lead to further conversation, farm visits and/or requests for documentation.

Personal / Farm Information

Name: _____ Farm Name: _____

Name of person to oversee food safety: _____

Address: _____

Phone: _____ E-mail: _____

Preferred method of communication: _____

Expected products for sale: _____

Total acres farmed: _____

Are all products you plan to sell coming from this farm? ☐ Yes ☐ No If no, please indicate what products come from another location: _____

Would you be interested in hosting a field trip on your farm? ☐ Yes ☐ No

Production Information & Farm Self-Assessment

Personal Hygiene

Potable water is available for all workers. ☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan

Training and supervision on proper sanitation, hand washing and hygiene practices is provided and implemented to all workers. ☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan

All toilet, rest room and field sanitation facilities are clean and properly supplied with single-use towels, toilet paper, hand soap and potable water for hand washing. ☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan

Workers are instructed to not work if he or she exhibits any sign(s) of infection such as fever, diarrhea, etc. ☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan

Water/Irrigation & Chemicals

List the source of irrigation/water; pond, stream, well, municipal, other: _____

List irrigation techniques; flood, drip, sprinkler, other: _____

Pesticide/herbicide is used on the farm. ☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan

If yes, please elaborate and/or cover more in-depth in your Food Safety Plan. Use a separate sheet of paper if necessary.: _____

Animals/Wildlife/Livestock

Crop / production areas are located near or adjacent to a dairy, livestock or fowl production facility. ☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan

If yes, please provide documentation within your Food Safety Plan any natural barriers or safety procedures taken to prevent contamination of crop/production areas. Use a separate sheet of paper if necessary. _____

Animals/Wildlife/Livestock (Continued)

- Manure stored near or adjacent to crop / production area(s) is properly contained to prevent contamination of crop / production areas.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- Crop / production area(s) are monitored for the presence of wild or domestic animals including birds and rodents.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- Measures are taken to limit wild or domestic animals from entering crop / production area(s).
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- When / if composted raw manure is applied, it is incorporated at least 14 days prior to planting and 120 days prior to harvest.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- Manure used is properly composted to reduce expected levels of pathogens.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan

Traceability

- Product(s) delivered are clearly labeled with the date of harvest.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- Documentation of when a product is harvested and who the product is delivered to can be provided.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan

Field Harvesting & Transportation

- Harvesting containers and bulk hauling vehicles coming into direct contact with product(s) are cleaned and sanitized on a scheduled basis.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- All hand-harvesting equipment and implements are kept clean and sanitized.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- Harvesting equipment and/or machinery coming in contact with product(s) is in good repair.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- Efforts to remove excessive dirt and mud from product(s) and/or containers during harvest has been made.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- Product(s) are properly stored.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- Measures are taken to avoid cross contamination with animal and/or undocumented products in delivery.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan

Washing & Packing

- A water quality assessment has been performed to determine the quality of water used for washing post harvest.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- List source of post harvest / packing water: _____
- Food contact surfaces are in good condition; clean and sanitized prior to use.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- Ice used for cooling produce is manufactured from potable water and transported and stored under sanitary conditions.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- Packing containers are properly stored and protected from contamination.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan
- Measures are taken to ensure animals, domestic or wild, and pests cannot be in packing and storage facilities.
☐ Yes ☐ No ☐ N/A ☐ See attached Food Safety Plan

I confirm that information provided is true to the best of my knowledge: _____
(Sign) (Date)

This image shows a full page of blank graph paper. The grid consists of thin, light gray horizontal and vertical lines that intersect to form small squares across the entire surface. There are no margins, text, or other markings on the paper.

8. Processing / Production for animal products (if any).
9. Water source
10. Bathrooms
11. Hand washing / Sanitizing areas
12. Compost / Manure areas

ADDENDUM F
Food Safety Plan

Producer Information

Name/Owners: _____

Farm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Date this Safety Plan was completed: _____

Total Acres Farmed/Ranched: _____

Do all products you sell come from this farm? ☐ Yes ☐ No

If no, does this other location have a food safety plan? ☐ Yes ☐ No

Other information: _____

Production Information: Personal Hygiene and Training

Potable water is provided for all workers by:

Toilet, rest room and field sanitation facilities are clean and properly supplied with single use towels, toilet paper, hand soap and potable water for hand washing in the following locations:

Sanitation facilities are checked, cleaned and stocked by this method:

Training and supervision on proper sanitation, hand washing and hygiene practices is provided and implemented to all workers according to the attached training document and schedule or by:	
Workers are instructed to NOT work if they exhibit any sign(s) of infection such as fever, diarrhea, etc., in this manner:	
Water/Irrigation and Chemicals: Description of water/irrigation sources on this farm	
Ponds:	
Streams:	
Ditches:	
Well:	
Municipal Water:	
Other:	
Irrigation techniques used on this farm:	
<input type="checkbox"/> Flood <input type="checkbox"/> Drip <input type="checkbox"/> Sprinkler <input type="checkbox"/> Other _____ _____	
Pesticide/Herbicide Use (If none are used, enter N/A):	
Describe in depth, specifically, what pesticides are used including how often, on which products, why, when:	
Describe in depth, specifically, what herbicides are used including how often, on which products, why, when	

Animals/Wildlife/Livestock

Are crop production areas located near or adjacent to dairy, livestock or fowl production facility? If yes, describe natural barriers, safety precautions and measures taken by this farm to prevent contamination of crop:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Crop/production areas are monitored for the presence of wild and domestic animals, including birds and rodents by:	
Measures taken to limit/prevent wild or domestic animals from entering crop areas are:	
For safety purposes, any manure stored or adjacent to crop/production areas are contained by:	
When/if composted raw manure is applied, it is incorporated at least 14 days prior to planting and 120 prior to harvest. Records of any manure applications are kept in this manner:	
In order to reduce expected levels of pathogens, manure is properly composted by these methods:	

Traceability

Prior to delivery, clear labeling of all products with the date of harvest is accomplished by these methods:	
We document when products are harvested and to whom the product is delivered. Harvest dates and delivery records are maintained by:	<input type="checkbox"/> Log Book <input type="checkbox"/> File (paper) <input type="checkbox"/> Computer/Electronic File <input type="checkbox"/> Other _____

Field Harvesting and Transportation

Harvesting containers, hand harvesting equipment/implements and bulk hauling vehicles that come into direct contact with product(s) are cleaned/sanitized according to this schedule, by this method:	
Harvesting equipment and/or machinery that comes into contact with product(s) is in good repair and maintained by:	
Efforts to remove excessive dirt and mud from product(s) and containers during harvest are done by:	
Product(s) are stored properly by these methods:	
The following measures are taken to avoid cross contamination with animal and/or undocumented products in delivery:	

Washing and Packing

The source of water used for washing post-harvest product:	
Water quality used for washing post-harvest product is assessed by:	
Food surfaces are clean and sanitized prior to use following these methods:	
Ice used for cooling produce comes from:	
Methods for cleaning and storing packing containers are:	
The following measures are taken to ensure that animals, domestic or wild, and pests are not in packing and storage facilities:	

Grid map of farm/ranch attached; must include the following items:

- ☐ Crops grown
- ☐ Roads
- ☐ Ditches (not irrigation)
- ☐ Irrigation ditches
- ☐ Livestock areas (if any)
- ☐ Wildlife areas (if any)
- ☐ Processing/production areas for produce and/or animals
- ☐ Water sources
- ☐ Bathrooms
- ☐ Hand washing/sanitizing areas
- ☐ Compost/manure areas
- ☐ Gradient slopes

Report Prepared By:

Signature

Printed Name

Date: _____

ADDENDUM G

Instructions to Respond to the SW Bid for Local Fruits and Vegetables

- Respond to each school district separately.
 - The response forms are labeled with the name of the District at the top of the form.
 - Please print and complete the appropriate form for each District you wish to respond to.
- On Response Forms, provide the quantity that you can provide *to each district*.
 - For example, if you are responding to five school districts, and on each district's form you indicate "10 CS, 5 LBS Green Peppers," this means you can provide 50 LBS per district, a total of 250 LBS.
- Response forms will be reviewed by the District named on the form.
- After a District chooses which products they wish to purchase, there may be pounds/cases unaccounted for. When this happens, another District may choose to award those pounds.
- As producers, you may decline to award to a District that you did not initially respond to.
- You may include all responses to the Districts in one sealed envelope addressed to Durango School District 9R as outlined in the bid.
- Clearly state your delivery price.
- Please use the suggested case sizes when responding and delivering product.

ADDENDUM H

Farm to School Bid Response: Durango School District 9-R

Farm Name: _____ Contact: _____ Phone# _____

Product	Description	Case Size/ Pack Size	Projected First Date of Delivery	Projected Amount Pack/Case Per Delivery for this District	Estimated Delivery Frequency	Projected Deliveries in Season to this District	Projected Total Available Pack/Cases to this District	Cost of Product by Pack/Case Size	Delivery Cost to this District	Total Cost
Example: Tomatoes	Cherry	6 Pints/cs	9/15/2013	1-3 cases	Weekly	4 Weeks	12 cs	\$7.50	\$1.50	\$9.00
Example: Carrots	Tops Trimmed	25 lbs	9/28/2013	100-300 lbs	2 x Month	2 Months	1,200 lbs	\$25.00	\$0.00	\$25.00

ADDENDUM I

Farm to School Bid Response: Ignacio School District 11-JT

Farm Name: _____ Contact: _____ Phone# _____

Product	Description	Case Size/ Pack Size	Projected First Date of Delivery	Projected Amount Pack/Case Per Delivery for this District	Estimated Delivery Frequency	Projected Deliveries in Season to this District	Projected Total Available Pack/Cases to this District	Cost of Product by Pack/Case Size	Delivery Cost to this District	Total Cost
Example: Tomatoes	Cherry	6 Pints/cs	9/15/2013	1-3 cases	Weekly	4 Weeks	12 cs	\$7.50	\$1.50	\$9.00
Example: Carrots	Tops Trimmed	25 lbs	9/28/2013	100-300 lbs	2 x Month	2 Months	1,200 lbs	\$25.00	\$0.00	\$25.00

ADDENDUM J

Farm to School Bid Response: Bayfield School District

Farm Name: _____ Contact: _____ Phone# _____

Product	Description	Case Size/ Pack Size	Projected First Date of Delivery	Projected Amount Pack/Case Per Delivery for this District	Estimated Delivery Frequency	Projected Deliveries in Season to this District	Projected Total Available Pack/Cases to this District	Cost of Product by Pack/Case Size	Delivery Cost to this District	Total Cost
<i>Example: Tomatoes</i>	<i>Cherry</i>	<i>6 Pints/cs</i>	<i>9/15/2013</i>	<i>1-3 cases</i>	<i>Weekly</i>	<i>4 Weeks</i>	<i>12 cs</i>	<i>\$7.50</i>	<i>\$1.50</i>	<i>\$9.00</i>
<i>Example: Carrots</i>	<i>Tops Trimmed</i>	<i>25 lbs</i>	<i>9/28/2013</i>	<i>100-300 lbs</i>	<i>2 x Month</i>	<i>2 Months</i>	<i>1,200 lbs</i>	<i>\$25.00</i>	<i>\$0.00</i>	<i>\$25.00</i>

ADDENDUM K

Farm to School Bid Response: Mancos School District Re-6

Farm Name: _____ Contact: _____ Phone# _____

Product	Description	Case Size/ Pack Size	Projected First Date of Delivery	Projected Amount Pack/Case Per Delivery for this District	Estimated Delivery Frequency	Projected Deliveries in Season to this District	Projected Total Available Pack/Cases to this District	Cost of Product by Pack/Case Size	Delivery Cost to this District	Total Cost
Example: Tomatoes	Cherry	6 Pints/cs	9/15/2013	1-3 cases	Weekly	4 Weeks	12 cs	\$7.50	\$1.50	\$9.00
Example: Carrots	Tops Trimmed	25 lbs	9/28/2013	100-300 lbs	2 x Month	2 Months	1,200 lbs	\$25.00	\$0.00	\$25.00

ADDENDUM L

Farm to School Bid Response: Montezuma-Cortez School District Re-6

Farm Name: _____ **Contact:** _____ **Phone#** _____

[illegible]