

**VAN BUREN SCHOOL DISTRICT
CHILD NUTRITION DEPARTMENT
2804 INDUSTRIAL PARK RD.
VAN BUREN, AR. 72956**

Date: May 10, 2024

This is a request from the Child Nutrition department of the Van Buren School District for proposal to bid. The proposed bid prices must be honored for 1 year and are firm. An inability to hold a price firm for 1 year, will affect to whom the award is granted. However, a bid on produce that guarantees a market fluctuation percentage, will be considered. Any increase over the bid price throughout the year, may result in the termination of the bid contract, on that specific item. An item consistently being unavailable to order, or delayed more than three times may result in award loss for that item. An item that needs to be added to a bid after the closing period will be judged individually and will not be formally placed in a section until the following bid year. Bids will be due digitally via email at Tessa.clemmons@vbsd.us no later than noon on June 3, 2024 and will be opened and awarded by a staff panel by June 10, 2024. Groceries must be delivered the week of July 22, 2024. Please contact my office if you are awarded items that you will need an extension on for delivery. All items should be available for weekly delivery to the Van Buren School District warehouse.

This warehouse accepts deliveries for Child Nutrition on Wednesday, each week. If you are unable to make weekly drops your bid on these items will not be considered. All items listed as market items will be open for bidding again when re-ordering. Please identify your market items when filling out your bid. Do **NOT** make substitutions of an item unless you have received permission. If a bid item is substituted without prior approval, the item will not be accepted at the warehouse, and the item will be awarded to the next bidder that meets specifications. Please make notations on the bid if pack size of items is different than what the bid specifies. This will save all of us from making phone calls and make the award process faster for all parties involved.

Absolutely no bid will be accepted after 12:00 pm on June 3, 2024. Also, all products must be of domestic origin. These products must be either produced in the United States, or processed in the United States using commodities that are produced in the United States. A Buyer Justification Form is also enclosed, in case you need to send any foreign food product. This form needs to be filled out and returned to the district for approval before shipment.

This year, the bid proposal is an “all or nothing by section.” This means that a vendor will be awarded based on the overall score per bid section and not by line item. Each line item must have a bid price. All calculations for the section will be done by the panel opening the bid. Estimated use will be multiplied by the vendor bid and whatever vendor provides the lowest overall purchasing cost for that upcoming year will win the “price” point value for that entire bid section. Bid sections are broken as follows: spices,

canned/dry vegetables, canned/dry fruit, frozen vegetables, frozen fruit, yogurt/dairy not including milk, milk/juice, produce, chemicals, paper goods, frozen breakfast items, frozen chicken entrees, frozen meat/meat alternates, frozen lunch entrees, frozen sides/grains, condiments, dry cereals/snacks, dry staples.

Bids will only be accepted when returned on the bid form attached. Any bid that is returned in a different or modified format or form will not be considered.

Criteria for bid evaluation will be scored as listed below. The department will not disclose one vendor's score to another.

Evaluation Criteria-

Price- 40 points (point value will be awarded based on lowest bid)

Product specifications- 25 points (point value will be awarded based on how like item or exact a product is to the bid specification)

Service and deliveries- 30 points (point value will be awarded based on past service history with the vendor, preferred delivery style, and whether or not a full service bid is available depending on the product type)

Geographic preference-5 points (point value will be awarded based on geographic availability)

Delivery specifications-

Deliveries of groceries, including bread and paper goods, not including chemicals will be expected on Wednesday mornings each week.

A full service bid for milk products is preferred.

A full service bid for chemical products is preferred.

School deliveries of produce is mandatory to be considered for the award.

School deliveries of milk is mandatory to be considered for the award.

Truck minimums instated after the signing of these bid documents will not be honored and may result in termination of the bid contract. Please state your truck minimum below-

Produce_____ (school drop)

Milk_____ (school drop)

Chemical_____ (full service preferred but not mandatory)

Warehouse deliveries_____

By submitting a bid to this request for proposal, the vendor is declaring that they will adhere to all aforementioned rules and guidelines.

Van Buren School District takes all steps possible to assure that small, minority, and women's businesses, enterprises, and labor surplus firms are used whenever possible. Placing qualified businesses on solicitation lists assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.

Thank you for your bid, and I look forward to doing business with you this year.

This institution is an equal opportunity provider.

Thank you,

Tessa Clemmons
Director of Child Nutrition, VBSD

479-474-4736

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