

# **INVITATION TO BID**

## **BID 2013 Farm to School**

**Pricing due 2:00 PM, Friday May 25, 2012**

**Durango 9-R School District  
Nutrition Services, Krista Garand  
201 E. 12<sup>th</sup> Street  
Durango CO 81301  
970-247-5411 ext 1436  
Email: [kgarand@durango.k12.co.us](mailto:kgarand@durango.k12.co.us)**

**Ignacio School District  
Nutrition Services, Kim Cotta  
315 Becker Street  
Ignacio CO 81137  
970-563-0653  
Email: [kcotta@ignacio.k12.co.us](mailto:kcotta@ignacio.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-2013 Farm to School Beef**

Bid for raw beef, no mechanical separation, minimally processed, no additives or preservatives, with minimum fat of 80/20.

Send sealed bids to:

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

by 2:00 PM, May 25, 2012, 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 on included response form.
- 1.2.2 All bids must be addressed and mailed to Durango School District 9-R, Nutrition Services, 201 E 12<sup>th</sup> 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**1.3 Withdrawal of Vendors.** Bids may be withdrawn with written notice from agent who signed the original document.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 9-R School District. When documents are opened, they become public information and any 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 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.

Districts reserve the right to request documentation of origin of animals.

## **PART 2-GENERAL SPECIFICATIONS**

### **2.1 Contract Period**

The Contract Period is from August 15, 2012-June 1, 2013.

### **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) 14 days in advance of delivery, if unable to deliver items as ordered.

### **2.6 Delivery Instructions**

**First Delivery for 2012-2013 school year expected by August 20, 2012 for Durango School District and August 27, 2012 for Ignacio School District.**

The prices quoted shall be for delivery to the addresses noted on the invitation to bid page.

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.

## **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: \_\_\_\_\_

<b>District</b>	<b>Product</b>	<b>Pack Size</b>	<b>Total Case Weight</b>	<b>Estimated Usage</b>
Durango	Ground Beef	5 lb pack	40 lb case	7125 lbs
**Durango	Beef Patties	4:1, 60 each	15 lb case	10,740 lbs
**Durango	Beef Patties	5:1, 75 each	15 lb case	8700 lbs
**Durango	Beef Slider	8:1, 120 each	15 lb case	10,740 lbs
Ignacio	Ground Beef	5 lb pack	40 lb case	2500 lbs

Product Request:

\*\*Each of the estimated totals will be total usage for patties (total usage is not 30,180 pounds). Response may include some from each category but it will not include all of the pounds in each category. Response may be for just one product i.e. 4:1, or a combination.