

# ROCKWOOD SCHOOL DISTRICT PRODUCE BID TERMS AND CONDITIONS

## 2023-24 SCHOOL YEAR

1. Sealed bids must be received at the Rockwood Child Nutrition Services office, 17146 Manchester Road, Wildwood, Missouri 63040 by 9:45 am on May 10, 2023. At this time, all bids will be publicly opened and read. **There will be no exceptions.**
2. Deliveries are required Monday through Friday between 6:30 A.M. and 10:00 A.M. or after lunch service, between 1:00 P.M. and 2:00 P.M. at all buildings unless otherwise approved and coordinated by the Director of Child Nutrition Services and the successful bidder. There will be a minimum of two deliveries per week to school locations listed on the provided map.
3. Delivery schedules will be altered to meet holiday, inclement weather and other school closures as a result of Acts of God. A holiday is defined as a break of one or more days that the school district is closed. If the holiday falls on a scheduled delivery day, the delivery shall be made on a day to be mutually agreed upon by the Director of Child Nutrition Services and the successful bidder.
4. If inclement weather forces cancellation of a school day, the supplier will be informed by public radio, website or television before 7:00 A.M. on that day. If the closure has an effect on the delivery schedule, information on an alternate schedule must be emailed to the Rockwood CNS Director.
5. Produce will be top quality and will be awarded all or none.
6. The purveyor shall provide weekly price quotes on or before Friday morning each week based on the wholesale price for "Top Quality Produce" as listed in the United States Department of Agriculture, Chicago Terminal Wholesale Fruit and Vegetable Report issued each Monday of the bid period.
7. Orders will need to be customizable based on a weekly buy list approved by Rockwood Child Nutrition. Having online ordering capabilities is beneficial to coincide with the buy list.
8. Non-domestic items shall be noted on the price list or invoice.
9. Attached is a list of produce items commonly used by the Rockwood Child Nutrition Services office. Items not listed on the USDA Chicago reports and other items requested will be supplied after a mutually agreed price is reached between the district's Child Nutrition Director and the successful purveyor.
10. It is the policy of the Rockwood School District to give preference to commodities manufactured, mined, produced, grown or otherwise substantially originated within the state of Missouri and to give preference to all firms, corporations, or individuals doing business as Missouri entities when quality, delivery and price are approximately the same.
11. Each delivery must be accompanied by a legible delivery ticket with the name of school, date of delivery, quantity of each item delivered and total cost. Successful bidder will provide the Child Nutrition Services office with a computerized monthly statement.

12. Please prepare your bid using produce prices for the week of May 1, 2023. We will compare pricing to the Chicago Terminal Market list.
13. Bid awards will be determined by the use of a **Scoring Matrix** and a **Market Basket Analysis**. Bids will be reviewed for the best cost benefit to the school district, the highest quality of products, and the best service suited to the school district's needs.
- **Market Basket Analysis:** This will be established to represent approximately 75% of the total estimated value of the contract to be awarded. The most recent velocity/sales report was used to project the balance for the year. As a result, the list of goods represented to be purchased under this solicitation includes the top purchased items per dollar volume. The remaining goods listed in the solicitation should be priced, but they will not be a part of the market basket analysis.
  - **Evaluation Matrix Criteria:** To be used to determine the best cost benefit to the school district, the highest quality of products, and the best service suited to the school district's needs. In no event shall the District be required to explain the evaluation process or award selection to any Proposer.

**Evaluation Matrix:**

Evaluation Components	Points
Price	55
Quality	10
Service	10
Delivery Twice per Week	10
Flexibility to Deliver After Holidays/Breaks	5
Ability to Customize Weekly Buy List	5
Ability to List Non-Domestic Items	5
<b>Total:</b>	<b>100</b>

14. Please provide the minimum order requirement for delivery: \_\_\_\_\_

13. Signature

**I have read the above conditions and agree to the terms of the bid.**

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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_