

Santa Fe Public Schools: Bid & Quote Processes for Local Farmers

(as of 06/11/2013; compiled by Tiffany Terry, localfoodnm@mrcog-nm.gov)

- 1) **Get in touch with NM Farm to Cafeteria Director, Shauna Woodworth:**
shauna@farmtotablenm.org or 505-473-1004 ext. 15.

Shauna is the liaison with many of the NM schools that are currently purchasing produce from NM farmers. She can connect you with Santa Fe Public Schools (SFPS) and more. The “Farm to School Coordinator” for SFPS, Betsy Cull, works closely with Shauna. Shauna can advise you on the bid and quote processes, especially in regard to what products the schools might be most interested in, the volume, etc.

- 2) Familiarize yourself with the bid and quote processes for SFPS. They, like APS, are a gateway school to other NM schools. Here’s the information on SFPS bid and quote processes:

Santa Fe Public Schools has separated the bids for local food.

The bidding is closed for this year, 2013. The deadline has already passed for this year, but the process should be the same next year.

If you’re interested in bidding in 2014, you’ll need to notify SFPS in March or April of 2014 so you can be part of the list to receive the bid.

The pre-bid meeting is usually in May, around the second or third week; in 2014, attendance will likely be mandatory to be eligible to bid. Bid is due early June (this year was June 4th) for the upcoming school year; you bid on the items you have. Bid is set up for lowest price. SFPS will pick the top 3 lowest prices. If the top lowest price vendor doesn’t have enough, then the next lowest price vendor gets it.

Buying starts July 1st for the upcoming school year.

Though it’s too late for 2013 bidding, quotes in 2013 are still possible.

Quotes are limited to a certain dollar amount that SFPS can spend: only \$20,000 per commodity. SFPS has 2 things to use this on, and they use the money up specifically on those. This year, the commodities are sunflower sprouts and salad greens, but it varies from year to year.

If you have a high quality product with a total value under \$5,000, then it’s possible that you can even go around the bid—like “a one shot deal for a good price”. For example, in the fall maybe SFPS will get beets to do a special vegetable blend or “tastings”. SFPS still needs to see product prior to purchase, and you have to be an established vendor. If you are interested in this, contact Shauna first. Once you are an established SFPS vendor, talk directly with Betsy. The more advanced notice you can give them, the better since they are planning their menus pretty far in advance. Good quality surplus is fine as long as they have time to adjust their menu, arrange for delivery to schools, etc. Betsy orders weekly. You have to have a PO open to be a vendor. You get paid in 30 days (net 30 terms).

SFPS won't start quote purchases until just before the school year begins. They usually need to have the produce before the first week of school.

They still want to see product first. Then they would need to set you up as a vendor. They would need your info (for W-9) so when Betsy sends out the quotes, she can include you. A quote is a spec sheet of criteria to meet. If you, as a vendor, can meet all of those, then you'll give a price to Betsy for the product. For example, SFPS purchases 3lb bag of salad mix, so you could set a price per pound or price per bag.

Product liability insurance is required for quotes—SFPS likes to see a minimum of \$1 million policy. Going forward, SFPS will be stricter about having a traceability program, product liability insurance, and eventually using non-GE seed.

3rd party inspection by a County Extension Agent is required for bidders.

Prices will vary by farmers. You can probably get a better price if you work together. And it's probably to SFPS's benefit, too. The larger the group, the more helpful it will be to have a point person who can be that SFPS contact and coordinate how the group is dividing up responsibilities, the money, etc. (like a cooperative).

Betsy Cull, Farm to School Coordinator for Santa Fe Public Schools for more information: (505) 467-3606 or etorres@sfps.info.

SANTA FE PUBLIC SCHOOL DISTRICT

INVITATION NO.6-GENERAL 2013 - 14
PRODUCE, LOCAL, PURCHASE AND DELIVERY

SUBMIT BIDS TO:

**Santa Fe Public School District
Educational Service Center
Purchasing Dept - Room #204A
610 Alta Vista
Santa Fe, New Mexico 87505**

**BID OPENING: Tuesday, June 04,
2013 at 2:00 P.M. Local Time.**

Bidder/Company Name	Address	City	State	Zip Code
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Signature of member authorized to sign for firm
(I have bid according to the specifications and
conditions of this bid).

Telephone Number:

Fax Number:

**Bids must be submitted in a sealed
envelope with the outside marked:
Invitation No. 6 General 2013-14
Produce, Local, Purchase and Delivery**

(There are 8 pages of this bid, plus cover page, plus pricing sheets)

(It is the practice of the Santa Fe Public School District to purge our bid list every two years. If we have had no response from a vendor in those two years that vendor is removed from our mailing list).

**BID FOR THE PURCHASE
AND DELIVERY OF LOCAL PRODUCE
FOR SANTA FE PUBLIC SCHOOL DISTRICT**

The Santa Fe School District (the District) is requesting bids from New Mexico produce growers and non-profits that work with and provide technical assistance to new growers to provide distribution and delivery of locally grown produce. The purpose and intent of this invitation to bid is to secure the best quality produce at competitive prices for fresh, seasonal and locally grown produce for the District. It is the intent of the District to develop a secure service relationship between the growers and the District in a competitive atmosphere. Service and price are of equal concern. The District is, therefore, willing to consider any and all options that will make service more effective and price more economical while providing reasonable income and security of contract to the grower.

Part 1-FARM-TO-CAFETERIA

Definition: Collaborative projects that connect schools and local farms to serve locally grown, healthy foods in K-12 school settings, improve student nutrition, and support local and regional economy.

For the purposes of the Invitation to Bid (ITB), Locally Grown is defined as seasonal produce grown within New Mexico.

Locally grown produce shall be identified and featured on the menu as often as economically and seasonally feasible.

Part 2-VENDOR QUALIFICATIONS

All vendors must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service. Prior to awarding a bid, the District reserves the right to request a third party inspection of vendors place of business or to take any other action necessary to determine ability to perform in accordance with the specifications, terms and conditions. The District will determine whether the evidence of ability to perform is satisfactory and will make awards only when such evidence is deemed satisfactory. The District reserves the right to reject bids where evidence submitted or investigation and evaluation indicates inability of the vendor to perform. The decision as to whether a bidder meets the qualifications stated below is at the sole discretion of the District.

Vendors must meet all of the following requirements to sell to the District. All the required documentation listed below must be included in the bid. Bid will be rejected if a vendor fails to meet any one of the following requirements:

1. Certificate of product liability insurance (minimum \$1 million dollar policy).
2. The vendor must complete District's guidelines for Vendors.
3. A one-page summary of each bidder's traceability program including recall policy and procedures.
4. A successful Vendor must have a verifiable record of service, particularly with respect to delivering all items according to established ordering and delivery schedules at favorable prices. To verify record of service, vendors must complete the reference page of the vendor packet.
5. Pricing sheets.

FACILITIES AND FARM INSPECTIONS

The District reserves the right, prior to award of any contract and throughout the contract period, to request a third party inspection of the prospective awardees' facilities and/or farm to determine that the awarded vendor has a regular, bona fide establishment that meets the District's requirements. The third party agent will be selected by the District. Areas of evaluation by District representatives may include, but are not limited to fields, wash station, packing shed, and delivery vehicles.

FOOD SAFETY AND RECALLS

Recalls are an effective method of removing or correcting consumer products that are in violation of laws administered by the Food and Drug Administration. The awarded vendor shall have a plan and process in place to effectively respond to a food recall, which should include the following objectives:

1. Provide immediate notification to the District if recall should occur.
2. The required recall information must include traceability, handling of recalled product, disposal of recalled product and evidence of same day recall activity and accessible documentation.
3. In the event of a recall, the District will cancel payment to vendors or vendors will reimburse the District within 30 days.

The District reserves the right, prior to award of any contract and throughout the contract period, to request a third party mock recall of vendor's product to assure the District that the perishable products distributed to the schools are handled in accordance with the latest USDA and industry food safety standards. If a vendor refuses to participate, their contract will be canceled for the remainder of the bid period.

Part 3-PRICING METHODS AND QUALITY

PRICING

Prospective vendors will fill complete attachment for each item listed on "pricing sheets". Prior to filling out the "pricing sheets", vendors must comply with the following requirements:

1. The price per item listed must include delivery fee.
2. The price per item must remain the same for the full contract period.
3. Escalation of prices will be considered at the beginning of new fiscal year but are not automatic and will be reviewed by the SFPS Student Nutrition Office. This measure is not intended to allow any increase in profit margin, only to compensate for actual cost increase.

QUALITY

All produce shall meet District specifications and shall conform to the provisions set forth by the District Guidelines for packaging and labeling. Produce not meeting quality standards will be refused and credit given or items exchanged.

Part 4-FARM-TO-CAFETERIA ORDERING, DELIVERY AND PAYMENT

ORDERING OF PRODUCTS

The District will provide the awarded vendor with a pre-approved list of items. The District will inform the vendors of estimated usage via written notification at the beginning of the awarded period. The district will

also provide the vendors with a school calendar with days of operation. All orders will be placed directly to the awarded vendor.

DELIVERY INSTRUCTIONS

Product will be bulk packed either in bins or other mutually agreeable shipping container. Each bin or shipping container should meet vendor labeling requirements that are outlined in District Guidelines.

All produce must be fresh and delivered within 36 hours after harvest unless otherwise specified. If an item is omitted from an order by the awarded vendor, or is delivered in unacceptable condition, replacement delivery shall be made within 24 hours, or at a longer time span if approved by the District.

Vendors will be notified of delivery dates and times upon award of the bid. Vendors must notify the District 14 days prior of any changes to the delivery schedule.

At receipt of delivery, product is to be inspected for acceptable quality and quantities verified against the invoice. The District reserves the right to refuse product due to unacceptable quality or quantity. Any delivery discrepancies are to be noted on the delivery invoice.

ITEM SUBSTITUTION

The District understands that changes to availability may arise. If changes occur, the vendors must notify the District 14 days prior to delivery date. If the awarded vendor is temporarily out-of-stock of a particular item, they must deliver an equal or superior product at an equal or lower price with prior approval from the District.

FORCE MAJEURE

Acts of nature such as hail storms and inclement weather (drought, floods or temperatures) may be a factor in the unavailability of certain produce items. If such an incident should occur, the awarded vendor is to contact the District immediately to present alternative products and prices.

INVOICING

All invoices shall comply with the District Guidelines, which include the following:

- Farm name and billing address (**same as on W-9 provided**).
- Vendor contact person and contact information
- Order # (Same as order # on box label)
- Delivery Date
- Price per unit, total weigh of product, and number of boxes/pallets in order.
- Total price of invoiced goods.

Invoices must be submitted with delivery. All invoices shall be typed or legibly written. An additional invoice must be provided upon delivery and signed by receiving District personnel. The driver will leave the signed delivery invoice with the District or receiving District employee.

CREDITS

The awarded vendor shall agree to accept, for full credit, the return of any items received which are found by the District to be defective in quality or defective in packaging so as to render the item unusable for its intended purpose. The delivery invoice must be clearly marked with corrections including changes to quantity received, product rejected or other issues resulting in the need for credit. This documentation should be initialed by the delivery person and the receiving District employee.

For products found to be defective after the delivery (within three days) the awarded vendor will issue a credit memo or replace product per the District's request. The credit memo shall reference the original invoice number and be issued within seven days of request.

DEFAULT

The District shall consider excessive product cost, repetitive non-deliveries, late deliveries, and/or deliveries of products which are either out of condition or not meeting quality standards, to be in default of the contract, and may result in termination of the contract.

Part 5-BIDDING

PRE-BID CONFERENCE

There will be a pre-bid conference on May 21, 2013 at 2:00 pm local time. The conference will be held at the Student Nutrition Building, 2600 Cerrillos Road, Santa Fe, New Mexico 87505. Call (505) 467-3600 for directions.

Attendance at the pre-bid conference is strongly encouraged. Failure to attend may be cause for rejection of bid.

DOCUMENTS & ADDENDA

These documents constitute the complete set of specification requirements and Bid forms. It is the sole responsibility of potential bidders to ensure that all pages are included. Any questions regarding the completeness of this bid should be immediately directed to the District. Prior to submitting a bid, it is the sole responsibility of each bidder to ensure that all addenda released are received; that all Bid and addenda requirements have been completed and that all required submittals have been included.

AWARD

Any response to the District will be considered a binding agreement, which outlines the terms and conditions for all financial and service aspects of doing business as the District's agent in these areas. The bid will be the basis for an agreement, under which the successful bidder will be issued a purchase order.

The SFPS Purchasing Department will make the awards. Awards will be made to the three (3) lowest bidders, per item, meeting specifications.

The District reserves the right to use the next lowest bidder(s) in the event the original awardee of the bid cannot fulfill their contract. The next lowest bidders must meet all specifications, terms and conditions, and lowest price criteria.

TERM OF CONTRACT

This bid shall be in effect for one (1) year from date of award, approximately July 1, 2013 through June 30, 2014 with optional three year renewal (2014-15, 2015-16, 2016-17. Contract period will begin when bid is awarded and a purchase order is processed and approved by signature from the SFPS Business Office. Contract period for each year will begin approximately July 1st through June 30th.

ASSIGNMENT

The successful bidder shall not sub-contract, assign, transfer, convey, sublet, or otherwise dispose of this contract, or of any or all of its rights, title, or interest therein, or its power to execute such contract to any person, firm, or corporation without prior written consent of the District.

BID INSTRUCTIONS

Complete bid is required. **Bidder's response must be received by the Santa Fe Public School District, Educational Service Center, Purchasing Department, Room 204A, 610 Alta Vista Street, Santa Fe, New Mexico, 87505** prior to the specific date and time. Late bids are not accepted.

Each envelope shall bear the name of the bidder, Bid Number, and the opening date and time on the outside of the sealed response envelope. No oral or electronic proposals or amendments to proposals shall be accepted.

PREPARATION OF BID DOCUMENTS

Each bid must be submitted on the prescribed forms. Bidders are to comply with all instructions and provide the information requested into the appropriate spaces. Bid prices must be entered in black ink or type written. The following documents shall be included in the bid:

- Certificate of product liability insurance.
- District guidelines for vendors (see page 6).
- A one-page summary of traceability program including recall policy and procedures.
- Reference page.
- Pricing sheets.

RESPONSE DEADLINES

Responses are due to the District by Tuesday, June 04, 2013 at 2:00 pm local time. Bids shall be delivered to the District enclosed in a sealed envelope to Santa Fe Public School District, Educational Services Center, Purchasing Department, Room 204A, 610 Alta Vista, Santa Fe, New Mexico 87505.

ADDITIONAL INFORMATION

Any and all vendor questions regarding this bid, whether technical, procedural or otherwise, must be submitted in writing to the attention of Andrea Gallegos, Purchasing Manager, Santa Fe Public School District. The written questions may be submitted by electronic mail, USPS or other regular mail delivery service as follows:

Andrea Gallegos, Purchasing Manager, Santa Fe Public School District, Educational Service Center, Purchasing Department, Room 204A, 610 Alta Vista, Santa Fe, New Mexico 87505.
Email address: angallegos@sfps.info

Any and all written questions received will be compiled and official responses will be developed by appropriate District employees. The compilation of written questions and their official responses will be issued by the Purchasing Department in the form of an Addendum and forwarded by facsimile transmission or certified mail to all potential Bidders.

The Santa Fe Public School District (SFPSD) reserves the right to reject any part or all of this bid and or all bids and waive any technicalities in this bid that is within the best interest of the Santa Fe Public School District.

Bidder shall comply with all state, city, county laws including Megan's Law.

Bidder shall comply with Santa Fe Living Wage Ordinance for any services provided in the Santa Fe Public School District.

I acknowledge that I've read, understand and will comply with the Vendor responsibilities as listed above.

Signature of Representative: _____

Print Name: _____ Date: _____

Company Name: _____

DISTRICT GUIDELINES FOR VENDORS

All potential vendors must adhere to the guidelines. The purpose of the guidelines is to verify that all produce being delivered to the District under this bid is indeed being produced locally as defined by the District. In addition to completing a bid price on fruits and vegetables for sale to the District, at the start of the bidding year it is required that the bidder include the following information. If you are working with multiple farms, you must list the following information for all farms that will be supplying the District.

1. Name of farm.
2. Farm location.
3. Contact person and all contact information for the farm (phone and email address), physical location including the municipality and/or county where the produce is being grown.
4. Location of the production areas (fields) including if possible the GPS coordinates of the various field locations. If GPS coordinates are not available, a map or sketch of the fields showing the specific locations of the fields is acceptable.
5. A list of the produce that is grown on the farm and will be sold to the District. Probable harvest and delivery dates should be included.
6. Acreage / Square footage / Row feet of these products.
7. All vendors must include the following information in all invoices:
 - Farm name and billing address
 - Vendor contact person and contact information
 - Order # (Same as order # on box label)
 - Delivery Date
 - Name of Product
 - Price per unit, total weight of product, and number of boxes/pallets in order.
 - Total price of invoiced goods.

If any changes to the list (a deletion, an addition, or any produce or availability changes), the District must be notified within 15 days. If there are changes to production areas, for example additional growers and or acreage, vendors must submit updated field locations with GPS coordinates.

These requirements apply to each vendor-run farm and it applies to all individual farm locations working within a group, through internal agreement or through non-profits that work with and provide technical assistance to new growers.

At any time, all farm locations are subject to randomly scheduled farm inspections.

The failure to provide an adequate farm list and required updates consists of the grounds necessary to take further action by the District and may include removal of a particular vendor from the bidding process.

DISTRICT SPECIFICATIONS

HARVEST

Harvest tips:

- Produce for schools should be picked no more than 36 hours prior to delivery.
- Harvest in the morning or the cool part of the day.
- Put produce in cold-storage cooled to 40 °F as soon as possible after harvest (except tomatoes).

Quality:

- All produce delivered to schools must be top quality “firsts” unless otherwise arranged with the District to be sold at a discount.
- Produce must be fresh, firm and crisp.
- No blemishes, decay, dirt or insects.

Size:

- Size will be determined by the District. If the size changes, please notify the District.

HANDLING/PACKING

Washing:

- All produce must be washed.
- Use clean potable water.
- Change washing water frequently.
- Greens should be dried so that they are slightly damp but not wet when packed, all other products should be sufficiently dried.

Packing:

- After washing and drying farm products, pack in standard wax-lined cardboard boxes.
- Boxes may be re-used, with a plastic liner, as long as they are still in good shape and properly cleaned.
- Salad mix and other loose greens must be packed in new **food grade** plastic bags.

Box Label:

Each box should be labeled with the following:

- Farm Name
- Order #
- Delivery Date
- Name of Product
- Total weight of box
- School Name

REFERENCE PAGE

1. INSTITUTION NAME/DESCRIPTION: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL: _____

NUMBER OF SALES TO THIS INSTITUTION _____

2. INSTITUTION NAME/DESCRIPTION: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL: _____

NUMBER OF SALES TO THIS INSTITUTION _____

3. INSTITUTION NAME/DESCRIPTION: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL: _____

NUMBER OF SALES TO THIS INSTITUTION _____

This Invitation to bid and final awarded agreement(s) will be available to any local school district and or government agency upon awarding company(s) and or awarded individual approval. It will be the responsibility of the local school district and or government agency using the agreement(s) to be in compliance with New Mexico Procurement Code.

Description	Specifications	Case Count	Case Weight	District Quantity	First Menu Date	Price/Case
Apple, Red	U.S. Fancy packed 138/cs <input type="checkbox"/> 2 3/4" min. 40#/cs	138ct	40#	40cs		
Apple, Granny Smith	U.S. Fancy packed 138/cs 2 3/4" min. 40#/cs	138ct	40#	40cs		
Apple, Golden Delicious	U.S. Fancy packed 138/cs 2 3/4" min. 40#/cs	138ct	40#	40cs		
Apple, Gala	U.S. Fancy packed 138/cs 2 3/4" min. 40#/cs	138ct	40#	40cs		
Apple, Winesap	U.S. Fancy packed 138/cs 2 3/4" min. 40#/cs	138ct	40#	40cs		
Cantaloupe	U.S. No 1 Grade Standard 3lb-4lb melons	87ct/116ct	350#	100ct		
Honeydew	U.S. No 1 Grade Standard 6lb-8lb melons	43ct/58ct	350#	100ct		
Peaches	Extra No 1 Grade 2-2 1/4 Diam	80ct	25#	30cs		
Pears	U.S. No 1 Grade Standard	135ct	45#	30cs		
Plums	U.S. No 1 Grade Standard 2" Diameter	80ct	28#	30cs		
Watermelons, Seedless	U.S. No 1 Standard 15-18 lbs each.	39ct/47ct	700#	100ct		

Watermelon, Regular	U.S. No 1 Standard	47ct/58ct	700#	100ct		
	15-18lb each.					
Beans, Pinto Dried	Cleaned and free of debris		25#			
Beets	U.S. No 1 Grade Standard		10#			
	31/2 Diameter					
Carrots, Med.	U.S. No 1 Grade Standard		25#	200#		
	3/4 diameter, 8"-10" length					
Chile, Green	Roasted		25#			
	Bagged and boxed					
Chile, Ground Red	Cleaned and free of debris		5#			
	Bagged and boxed					
Corn, Fresh	U.S. Fancy, Husked	48ct				
Corn, Frozen	U.S. Fancy, Cobbettes	48ct				
	3" Cobbettes					
Cucumbers, Large	U.S. Extra No 1		10#/25#/40#	350#		
	2" Diameter, 8" length					
Green Beans	U.S. Fancy Grade Standard		25#			
	5" length					
Head Lettuce, Dark Green	U.S. No 1 Grade Standard	12ct/24ct		20cs/10cs		
	10"-12" length					
Head Lettuce, Romaine	U.S. No 1 Grade Standard	12ct/24ct		25cs/15cs		
	10"-12" length					

Head Lettuce, Red Leaf	U.S. No 1 Grade Standard 10"-12" length	12ct/24ct		10cs/5cs		
Lettuce, Salad Mix	U.S. No 1 Grade Standard 4" leaf		3# bags	40#		
Onions, Red	U.S. No 1 Grade Standard		25#			
Onions, Yellow	U.S. No 1 Grade Standard		25#			
Sprouts, Sunflower	Cleaned and free of debris		2# bags	24#		
Sweet Peppers, Baby	U.S. No 1 Grade Standard 2"-3" Diameter, 3 1/2" length		10#	50#		
	Green, Purple, Red, Yellow					
Sweet Peppers, Green	U.S. No 1 Grade Standard 3"-5" Diameter, 3 1/2" length		10#/25#	100#		
Sweet Peppers, Red	U.S. No 1 Grade Standard 3"-5" Diameter, 3 1/2" length		10#/25#	75#		
Sweet Peppers, Mixed	U.S. No 1 Grade Standard 3"-5" Diameter, 3 1/2" length		10#/25#	75#		
	Green, Purple, Red, Yellow					
Peas, Snap	U.S. No 1 Grade Standard		10#	85#		
Peas, Snow	U.S. No 1 Grade Standard		10#	40#		
Potatoes, Fingerling	U.S. No 1 Grade Standard		25#/50#			
Potatoes, Russet	U.S. No 1 Grade Standard	80ct	25#/50#	250#		

Potatoes, Yukon Gold	U.S. No 1 Grade Standard		25#/50#				
Spinach	U.S. No 1 Grade Standard		3# bags	50#			
	Trimmed & Washed						
Squash, Zucchini Mixed	U.S. No 1 Grade Standard		10#/25#	125#			
	2" Diameter, 8" length						
	Green and Yellow						
Tomato, Large Red	U.S. No 1 Grade Standard		10#/25#	500#			
	2 1/2" Diameter						
Tomato, Cherry Mixed	U.S. No 1 Grade Standard		10#	50#			
	Orange, Purple, Red, Yellow						

Call for Price Quotes for Fresh New Mexico Salad Mix

Deadline for Quotes: August 3, 2012

Agreement Administrator: Return quote by fax to (505) 467-3636 or by mail to Student Nutrition Services, 2600 Cerrillos Road, Santa Fe, NM 87505, Attn: Judi Jaquez, R.D., Director.

Item Name: Fresh New Mexico Salad Mix

Item Specifications: Fresh New Mexico Salad Mix that contains no more than 25 percent baby spinach, no more than 20 percent mizuna, no more than 20 percent tatsoi, with the remainder (at least 35 percent) other sweet greens. The mix will specifically exclude arugula, radicchio, frisee and other bitter greens. Leaf size shall be no more than (4) inches. The mix will be free of debris and other materials, picked no more than 36 hours prior to delivery, washed and packaged.

Quantity: As Needed (Approximately 45 pounds per week)

Packaging: The salad mix will be packed in re-sealable plastic food grade bags ranging from 3 pound to 5 pound quantities, depending on need. The mix will then be placed in clean boxes consisting of a bottom and closeable lid.

Delivery Schedule: Deliveries will be made weekly by 6:30 a.m. on Mondays at the Santa Fe Public School District food distribution center and shall commence on August 20, 2012 and run through the entire school year. A school calendar will be provided and adjustments made for school holidays and recesses.

Other: Proof of Product Liability Insurance is required.

All produce shall comply in all respects to standards and regulations established by federal and/or New Mexico State Laws, including the Federal Food, Drug and Cosmetic Act and subsequent decisions of the U.S. Department of Agriculture.

Price per pound: \$ _____

Company: _____

Signature: _____