

REQUEST FOR PROPOSAL (RFP)
BLUE VALLEY UNIFIED SCHOOL DISTRICT NO. 229

Blue Valley School District
Attention: Teresa Varner
14950 Metcalf Avenue
Overland Park, Kansas 66223

Date: April 5, 2023
RFP: 23024
For: Produce

RFP #23024

RFP DUE DATE:
Date: April 26, 2023
Time: 2:30 p.m.

CONDITIONS UNDER WHICH PROPOSALS ARE REQUESTED ARE INCLUDED.
PLEASE REVIEW THOROUGHLY.

The Blue Valley School District (referred to as “the district”) is soliciting competitive proposals to obtain a Produce that provides maximum services and competitive pricing to the district for all its Food and Nutrition Services Programs.

If a potential vendor is participating in the RFP process in response to an advertised listing via newspaper or website, they are required to notify purchasing@bluevalleyk12.org for any addenda that are issued. Proposals received by the District that do not include acknowledgements of addenda may be rejected.

Blue Valley School District reserves the right to reject any or all proposals received if such action is in the best interest of the Blue Valley School District. This request does not obligate Blue Valley School District to pay any cost incurred by vendors related to submission of proposals in response to this RFP.

Any questions regarding RFP specifications or procedures should be directed in writing to: Purchasing@bluevalleyk12.org by April 19, 2023, at 2:00 p.m. CST. All questions received by this date will be sent with answers to all known participants shortly thereafter. Please keep in mind your questions and our responses will be shared with all known participants. Unauthorized communication by potential vendors about this RFP to District representatives, other than via the purchasing email address above, may result in vendor disqualification.

We are including one copy of the RFP. Please return all RFP sheets completed. **Do not include sales tax**

Final results of the RFP will be sent via email once the RFP process has been completed.

RFP number and name of proposer must appear in the subject line.

THIS RFP IS NOT TRANSFERABLE

REQUEST FOR PROPOSAL - TERMS AND CONDITIONS

1. Blue Valley USD 229 (“School District”) reserves the right to reject any or all proposals, to accept any item or items in the proposal and to waive any informality in proposal.
2. **Submit sealed proposals** - One (1) original with signatures and four (4) copies. Cost proposal (market basket spreadsheet) in a separate envelope and one (1) electronic copy. The electronic copy should be produced in MS-Excel 2007 or later, not in PDF, and saved on a CD Rom or flash drive.
3. The right is reserved by the School District to increase or decrease, by not more than thirty percent (30%) at time of award, the quantity listed for any proposal items.
4. Prices quoted are to be free of all federal, state, and local taxes, except those taxes from which the School District is not exempt.
5. The supplier represents that the price or prices specified in the proposal do not exceed the supplier’s current selling prices for the same or substantially similar items to any other purchaser, considering the quantity and/or service under consideration.
6. When submitting a substitute product or service as equal, the full name and illustrated description must be given in the proposal response. The School District reserves the right to decide upon suitability of the product or service for the intended use. Upon request, samples of substitute products or services must be submitted. Substitute items furnished must be manufactured in compliance with all existing legal or governmental directives.
7. Envelopes containing proposals must be sealed and marked on the lower left-hand corner with the company name and address of the supplier, proposal control number, proposal opening date, and proposal opening time.
8. The date when goods are physically received by the School District shall be the effective date of receipt.
9. Deliveries are to be F. O. B. at a stated location and included in your proposal.
10. If the supplier refuses or fails to make deliveries of the materials or supplies within the time specified on the face of the request for proposal or the purchase order, the School District may, by written notice to the supplier, terminate the right of the supplier to proceed with deliveries of the materials or supplies as to which there has been delay.
11. In the event the School District cannot accept a scheduled delivery, it will notify the supplier of such delay as soon as possible.
12. All items must be properly packed or crated to ensure delivery in good condition and in accordance with instructions listed on the face of the request for proposal or purchase order, if any.
13. **The School District is seeking a one-year contract for July 2023 - June 2024 with the option to renew the resulting contract for up to two consecutive one-year periods.** Either party may terminate the contract by giving the other party a (30) thirty calendar day prior written notice of termination.
14. Contracts entered based on submitted proposals are revocable if contrary to law.
15. Kansas state law prohibits smoking in or on any Blue Valley USD 229 property. Compliance is required.
16. **Indemnity and Hold Harmless:** The supplier agrees to protect, defend, indemnify and hold the School District, its Board members, officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, reasonable attorneys’ fees, or other expenses

or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of the error, omission or negligent act of the supplier. The supplier further agrees to investigate, handle, respond to, provide a defense for, and defend any such claims, at supplier's sole expense; and agrees to bear all costs and expenses related thereto, even if such claim is groundless, false or fraudulent.

17. Tax Exempt: School District is exempt from state and local sales taxes by virtue of Kansas Statutes Annotated 79-3606.
18. Supplier understands that the School District is subject to the Kansas Open Records Act, K.S.A. 45-215 et seq., as amended (the "Act"), and that any proposals made in response to an RFP may be disclosed as required, in the sole opinion of the School District, by the Act or other applicable law or judicial order. The School District assumes no responsibility for such disclosure and will not be held liable for any damage or injury that may result from any disclosure that may occur. By submitting a response to an RFP, Supplier agrees to defend, indemnify, and hold School District harmless from and against all claims, demands, costs, and expenses, including reasonable attorneys' fees, arising as a result of School District's disclosure or refusal to disclose response information provided by Supplier.
19. Payment of the supplier's invoice is subject to adjustment for any shortage, or for rejection of any item or items. Individual invoices must be issued for each shipment applying against a purchase order.
20. **ESCALATION CLAUSE** - Escalation/De-escalation Clause - In the event prevailing market conditions warrant an adjustment in contract pricing, the following escalation/de-escalation clause shall be the only clause applicable or acceptable to the school district as it should affect any annual adjustment:
 - a. Contractors shall give written notice to the Director of Food and Nutrition Services of any proposed changes from contract prices not less than seven (7) calendar days prior to the effective date of said price changes on an annual basis.
 - b. Such notice must be accompanied by a copy of the supplier's advisory or notification to the contractor of a justifiable price change.
 - c. No price escalation will be authorized more than the amount of the increase referred to on the supplier's notice.
 - d. The approved price change shall be honored for all orders received by the contractor after the effective date of such price change.
 - e. Approved price changes are not applicable to orders already issued and in process at time of price change.
 - f. The School District reserves the right to audit and/or examine any pertinent books, documents, papers, records, or invoice relating directly to the contract transaction in question after reasonable notice and during normal business hours.
 - g. The Director of Food and Nutrition Services retains the right to determine whether such proposed price changes are in the best interests of the school district.

- h. If, in the opinion of the Director of Food and Nutrition Services any proposed increase is found unacceptable, the Director of Food and Nutrition Services reserves the right to cancel the contract upon fifteen (15) calendar days written notice.
- i. Contractors must tie any price change clause to an industry-wide or otherwise nationally recognized index or some other form of verifiable document. The contractor will put the Director of Food and Nutrition Services on the mailing lists for such publications so the Director of Food and Nutrition Services can monitor said changes. Such membership will be at no cost to the school district.

21. Buy American

All products purchased through the Prime Vendor will be American made unless a foreign product is 25%, or more, less expensive. All products shall be American made, unless specifically requested by the vendor to the Director of Food and Nutrition Services with supporting documentation.

BLUE VALLEY USD #229 - PAYMENT TERMS:

- Payment can take 30-60 calendar days depending on when goods or services are received, orders are verified, and the date the invoice is received in Accounts Payable.
- Invoices received by Accounts Payable, and orders verified by the 15th day of the month will be paid/mailed on or about the 15th day of the following month. Invoices received and orders verified on or after the 16th day of the month will be paid the second month following on or about the 15th day of the month.
- The School District does not require the acceptance of a credit card as its form of payment and will still offer checks. However, would you accept a credit card as the School District’s form of payment for your goods and services understanding the requirements below?
 Yes _____ / No _____

Note: Acceptance of Credit Card Payment

- *Will not change payment terms or timelines.*
- *Cannot increase the proposed costs as outlined in your Bid or RFP response.*
- *The vendor cannot charge any additional fees for the acceptance of credit card payment.*
- *We will need to work with you to set up the payment details.*

SCHEDULE OF EVENTS

Produce Food Vendor

Release Request for Proposal	April 5, 2023
RFP Question Deadline	April 19, 2023
Proposal Due Date	April 26, 2023
Projected Recommendation and Award	May 8, 2023
Final Product Specifications	May 31, 2023
Order Guide	May 31, 2023
Opening Orders	July 10, 2023
First Delivery	August 14, 2023
First Day of School	August 16, 2023
First Renewal Option	May 2024
Second Renewal Option	May 2025

DISTRICT OVERVIEW

1. HISTORY

The Blue Valley School District was unified in 1965.

2. VISION STATEMENT

Together, we will enable each child to become more than he or she ever hoped to be.

3. MISSION STATEMENT

The Blue Valley School District's mission is unprecedented academic success and unparalleled personal growth for every student.

4. LOCATIONS

The Blue Valley School District (USD 229) is committed to giving students an *Education Beyond Expectations* - an education filled with opportunities. This K-12 district encompasses 91 square miles in southeastern Johnson County, Kansas. More than 22,000 students attend Blue Valley's 35+ schools, and the District is committed to providing a personalized learning experience to every one of them. The District has five high schools (grades 9-12), nine middle schools (grades 6-8), 22 elementary schools (grades K-5) and two high school program buildings (CAPS & Academy). Additional general information about the District is available at www.bluevalleyk12.org.

5. GENERAL

Blue Valley School District ("the District") is seeking proposals for a produce vendor agreement that will supply the Food and Nutrition Department with the following items.

- Fresh Produce

This agreement is not intended to cover all fresh produce served in the Blue Valley Schools Breakfast and Lunch program. The District annually spends approximately \$570,000 on produce. The District reserves the right to increase or decrease the quantity of purchases. The estimated purchases are intended as a useful guide, and do not imply a guarantee on the part of the District to purchase stated quantities as a minimum or maximum.

6. PROGRAM DESCRIPTION

Blue Valley School District operates 22 elementary schools, 9 middle schools, 1 high school academy, and 5 high schools. Our programs serve over 22,000 students daily and operate breakfast, lunch, catering and a la carte programs. Our schools are typically open from the middle of August through the first of June.

7. TYPE OF CONTRACT

Option One: Market Basket with Fixed Annual Cost

Vendor will provide fixed cost that will hold firm through June 2024 on the selected items from the market baskets. All other produce items may be added and will be charged at market value at the time of purchase.

Option Two: Market Basket with a fee-based cost that reflects the week of April 10, 2023, invoices.

Vendors must provide a list of market pricing of other produce available but were not listed in the market basket spreadsheet. The award will be based on the lowest total dollars for the primary products (market basket), and ability to meet other defined requirements. Refer to Scoring and Shortlisting on Page 15 for further details.

MINIMUM REQUIREMENTS

1. **PRODUCT LINE** - It must be clear to the District that a vendor is capable of delivering all items on the list and acquiring, on short notice, any peripheral items which might be required. A list of current specifications is included as part of this request. The winning vendor and the District will work to create a complete list of product specifications that we will utilize starting July 2023. Final product specifications will be provided according to the “schedule of events.”
2. **CAPACITY** - It must be clear to the District that the vendor has school experience and the physical and financial capacity to supply items in the quantities required.
3. **RELIABILITY** -A vendor must have a successful record of service, particularly with respect to delivering all requested items on a regularly scheduled basis. A vendor may be designated as unacceptable if the requirements listed are violated and/or poor communications exist between the seller and the District.
4. **ACCOUNTING** – A successful vendor must clearly demonstrate to the District the capacity to provide accurate, reliable and timely reports. Examples of reports include invoices, statements, credits, and utilization reports. Moreover, the vendor must demonstrate the capacity to spontaneously provide data for price reviews by District.
5. **FACILITIES AND EQUIPMENT** – Vendor must have an adequate warehouse for supplying contract products. Conditions for storing chilled and frozen products must be recommended by the Refrigeration Research Foundation. Delivery temperature of frozen and chilled food shall be in compliance with Food and Drug Administration, State and Local laws and regulations.
6. **SANITATION REQUIREMENTS** – Facilities and operating practices must be in compliance with Food and Drug Administration, State and Local laws and regulations.
7. **FILL RATE**- Vendor must be able to guarantee a 98% fill rate on all deliveries made by delivery location. In addition, all shortages of items deemed necessary to meet the menu demands of the program must be remedied by re-delivery, without additional charge to the District.
8. **PERIOD OF AGREEMENT** –
Prices will be effective from July 1, 2023, through June 30, 2024. The District shall have the option to renew the resulting contract for up to two consecutive one-year periods. Prices are to be free of all federal, state, and local taxes. At the District’s option, there may be an additional 90-day transitional period added to the end of the initial term or any renewal term. The agreement prices, terms and conditions are to remain in force during the transitional period. Should the agreement with the vendor terminate during the initial or any renewal term for any reason, the district reserves the right to have the same transitional period, prices, terms, conditions as if the agreement terminated at the expiration of that term.

Prices for all items included in this RFP may be adjusted annually based upon the percentage changes, (whether up or down) of the consumer price index (CPI) data published by the Bureau of Labor Statistics (BLS) found at <https://www.bls.gov/cpi/> with a maximum 3% increase per year.

If the Blue Valley School District does not receive price adjustment information by March 1st of each renewable year, then it is understood that the current year’s pricing will remain in effect for the following calendar year. The awarded contract will not automatically be renewed but will be based upon its continuation being in the best interest of the District. Vendor will be evaluated at the end of the contract period on their ability to fulfill all requirements as stated in this RFP.
9. **MODIFICATIONS** – Modifications, additions, or changes to the terms and conditions of this Request for Proposal may be cause for the rejection of a response.

10. **RECORD KEEPING** – The vendor agrees to retain all books, records, invoices, and quotes to substantiate the cost of items sold under this agreement for three (3) years after the termination or expiration of this agreement. The District, its authorized agents, and/or state auditors shall have full access to any of said materials during this period.
11. **SPECIFICATIONS** - All items are to be per the enclosed specifications.
12. **EQUIVALENTS** - When brand or trade names are used in the request for proposal, it is for the purpose of item identification and to establish standards for quality, style, and features. Proposals with equivalent items. The District shall have the sole discretion to determine whether a substitute or equivalent item is in fact comparable to the specified item.
13. **ACCURACY** - Each proposal is made part of the public record of Blue Valley School District. Therefore, it is necessary that all information presented to the District be complete and accurate. If there is a discrepancy between the unit price and extended total, the unit price will prevail.
14. **USAGE PROJECTIONS** - This request for proposal contains a market basket reflecting the District’s historical purchases. The District reserves the right to increase or decrease the quantity listed for any RFP item. The estimated product quantities are intended only as a useful guide, and do not imply a guarantee on the part of the District to purchase stated quantities as a minimum or maximum.
15. **DELIVERY CHARGES** - The contract will be awarded to only one vendor. No minimum delivery charges will be added. The District will do everything possible to purchase in quantities to meet minimum delivery demands. There shall be no extra charge for any deliveries made outside the specified delivery schedule.
16. **DISCOUNTS** - Quantity discounts and delivery terms will be considered in awarding a contract.
17. **WARRANTY** - Supplies or services furnished as a result of this RFP shall be covered by the most favorable commercial warranties, expressed or implied, that the vendor and/or manufacturer gives to any customer. The rights and remedies provided herein are in addition to and do not limit any rights afforded to the District by any other clause of this RFP.
18. **DELIVERY REQUIREMENTS** - There are thirty-four (34) delivery locations. Attached is a district map with addresses and expected delivery times for all locations. Any deviations from the required delivery times must be included in the Deviation Section of this request. Delivery times are designed to meet the needs of the building. Emergency deliveries may be necessary to ensure our service to students as required by the National School Lunch Program. Changes to delivery dates will be required to accommodate holidays and other non-student days.
19. **DELIVERY TERMS** - Deliveries to be F. O. B. stated locations and at defined times. One monthly statement is to be sent to Blue Valley School District, Food and Nutrition Services, 14950 Metcalf, Overland Park, Kansas 66223.
20. **COMPARISONS** – The seller represents that the price or prices specified do not exceed the seller’s current selling prices for the same or substantially similar items to any other purchaser, considering the quantity and/or service under consideration.
21. **DELIVERY SPECIFICATION** - The vendor shall deliver all individual orders to each location. All products are to be kept at the proper temperature prior to and during delivery. Refrigerated trucks or other means of refrigeration must be used when delivering all products. Deliveries are to be placed in the designated kitchen locations at each delivery site. The awarded vendor shall provide any equipment needed

to complete this process. School designated staff will check temperatures of the product and the quantity delivered.

22. **DAMAGED PRODUCT** – Blue Valley School District has no obligation to accept damaged or substandard shipments. The District reserves the right to return, at the vendor’s expense, products, and merchandise even though the damage was not apparent or discovered until after the receipt of the items. Any such returned product or merchandise will result in credit for the product and will be noted on the daily delivery slip (or a credit memo will be issued).
23. **LATE SHIPMENTS** - The vendor is responsible for notifying the Blue Valley School District, Food and Nutrition Services Department, in the event of any late or delayed shipments. The District reserves the right to cancel all or any part of an order prior to delivery. In the event the District cannot accept delivery, it will notify the vendor of such delays as soon as possible. If an order is delivered late, the supplier will reimburse the District for any overtime payments to any District personnel necessitated by the late delivery. If this situation occurs, the District will provide a listing of the personnel and their overtime rates in a bill to the supplier.
24. **SUBSTITUTIONS OR SHORTAGES** – The vendor’s account representative shall contact the District’s Food Service Department by 12:00 noon the weekday prior to delivery to discuss any shortages on the next day’s delivery and any substitutions that may need to be made. Product substitutions will not be made without the District’s prior approval. The supplier shall assume all additional costs between the price of the originally ordered item and the price of the substitution. If there is a cost savings by use of the substitution the District shall receive the product at the lower product cost. The vendor is expected to take corrective action, either by making a special delivery or arranging for delivery at a special time or date, in order to prevent substitutions and shortages.
25. **EMERGENCY ORDERS** – The vendor must be able to respond to emergency deliveries as requested by the District. The District will make efforts to hold these to a minimum.
26. **WORK STOPPAGES** – The awarded vendor guarantees delivery to the District regardless of any organized work stoppage.
27. **INVOICES** - Each delivery must be accompanied by one original delivery receipt at the time of delivery. Delivery receipts must be signed at the time of delivery by the cafeteria manager or other designee for authorization of payment. Payment of the seller’s invoices is subject to adjustment for any shortage, or for rejection of any item or items. Invoices shall contain the following information: name of the school to which a delivery was made; invoice number; item number; description of food, or supplies delivered; sizes, unit of measure, or quantity; unit price; and extended totals.
29. **NUTRITION ANALYSIS** – The successful vendor will supply the District with printed nutritional analysis and verification of USDA Child Nutrition Program meal components as requested. This information must be provided within seven (7) days of the request.
30. **CONTRACT TERMINATION** - The agreement and contract can be terminated at any time at the discretion of the School District for any reason with thirty (30) day notice.
31. **SAFETY** - All practices, materials, supplies and equipment shall comply with the federal occupational safety and health act, as well as any pertinent federal, state, or local safety or environmental codes.
32. **INSURANCE** - The supplier shall have General Commercial Liability Insurance at a minimum level of \$1,000,000. Certificate of Insurance will be provided to the District and list Blue Valley School District as additional insured.

33. **FACILITY INSPECTION** - Vendor shall allow District to visit and inspect its facility or operation upon request, with no minimum notice required.
34. **AUDITING** – Throughout the life of the contract the District reserves the right to conduct audits a maximum of four times per year. A maximum of twenty-five items will be reviewed at each audit. Audits shall verify that the amounts invoiced are in accordance with the terms of this agreement. The Vendor will be given at least seven (7) days advance notice to prepare the documents for review. The Vendor shall promptly reimburse the District for any over-charges disclosed by such an audit.
35. **ORDER BOOKS** –
Include in your response a complete listing of the entire stock book indicating all inventory items maintained in your warehouse. The stock book shall include item name, manufacturer code number, pack size, and order unit.
36. **ORDERING SCHEDULE** – Orders will be placed by Wednesday 12:00 noon, for delivery to all school locations for the following week. The District’s representative must be able to call the vendor until 3:00 p.m. on the school day prior to delivery to add or cut from the next day’s delivery.
37. **METHOD OF ORDERING** – The successful vendor shall provide software necessary for direct electronic order entry from the Food and Nutrition Services Office. The successful vendor will ensure that its software will interface with (receive an exported file) the District’s ordering and inventory system. The successful vendor’s account representative will be able to receive orders via email in the event the electronic order entry is not working. Telephone or fax will be considered only as an emergency alternative.
38. **QUALITY ASSURANCE** – The District will test products for quality assurance as necessary.
39. **MARKET INFORMATION** – The successful vendor will provide ongoing market information relating to produce conditions and quality, pricing, and new products. Where appropriate the Vendor shall make recommendations on more appropriate product use.
40. **TOLL FREE NUMBER** – The successful vendor shall provide a toll-free telephone number.
41. **PAYMENT** – Payment is processed based on the delivery invoices. Monthly statements from the vendor are used to reconcile the vendor’s invoices. If invoices are reported missing, the vendor will be required to provide a signed copy of the invoice. Checks are mailed the Tuesday following the District’s monthly Board of Education Meeting, which is typically held on the second Monday of each month. Monthly invoice cutoff dates are the 15th of each month for payment the following 15th of the next month.
42. **PRICE ADJUSTMENTS** – The vendor will pass on to the District all promotional allowances, discounts, and manufacturer’s rebates in the form of lower product cost.
43. **SPECIAL ORDER ITEMS** –
 - a. A special-order item is an item requested by the District that is not normally stocked by the Vendor. The vendor will purchase the requested product and the District will take delivery of the entire stock upon its receipt by the Vendor.
 - b. The District will notify the Vendor three weeks in advance of the need for new special-order items with quantities needed and estimated monthly usage.
 - c. The Vendor will provide the District with a complete list of all special-order items in the Vendor inventory on the first of each month.
 - d. There will be no extra charges for buying and storage of special-order items.
44. **REPORTS** – The successful vendor will provide the following reports.
 - a. Velocity reports. (Monthly and Year to date for the fiscal year).

- b. Usage figures for a specific brand or manufacturer for a specified time frame to use for tracking rebates.
- c. Monthly reports, listing quantity of each item purchased and the total dollar amounts expended for each item by each food service location.

45. **SERVICE** –The successful vendor will have an account representative assigned to the District. The assigned account representative should have prior school food service experience, and preference may be shown to those proposals that meet this condition. The District expects to see the assigned account representative on site each week or as needed. The assigned account representative will at a minimum provide the following services:

- a. Timely communication with the District’s representative to discuss shortages and substitutions.
- b. Conduct weekly meetings with District’s representative to discuss challenges and areas of concern.
- c. Providing resources and training for Food and Nutrition staff on produce handling and preparation.
- d. Provide product cuttings and sampling as necessary or requested.
- e. Introduce new products or marketing. Make recommendations to District that will improve or enhance the quality of products.
- f. Maintain and update the price list and order guide.
- g. Issue credit memos and arrange for return of incorrectly shipped or deficient products.
- h. Resolve any problems with order and delivery schedules.
- i. Coordinate rebate programs with District representative.
- j. Conduct research with the District representative for any product changes to better meet the District’s needs.
- k. Oversee the Vendor operation to help maintain a smooth and efficient relationship.

46. **PRICING DEFINITIONS** –
 Vendor’s Cost (Landed cost): The actual cost of an item.

MINIMUM REQUIREMENTS EXPLANATION

- 1. Provide an explanation of how your company can meet the minimum requirements as outlined on pages seven through eleven of this proposal.

MANDATORY QUESTIONS

VENDOR QUALIFICATIONS

1. Briefly describe your company’s history, the number of years in business, how long you have operated in the Kansas City metropolitan area and the structure for those that will be involved in servicing our account. Provide a resume and qualifications for the account representative that would be assigned to our district.

2. Provide an overview of your experience in servicing school districts of similar size. We would also be interested to know your experience in servicing school districts in the Kansas City metropolitan area.

3. Describe your distribution system and how you deliver to schools in the Kansas City metropolitan area.

4. Describe in detail your online ordering software and the process of submitting orders.

REFERENCES

- 5. List a minimum of (3) three references from current school district customers where similar services are provided. Include name of school district, contact name, phone number, number of year's served and general description of the scoop of the service you provided.

FLEXIBILITY, TIMELINESS AND RESOURCES

- 6. We have 35 delivery locations weekly and sometimes more frequent. It is preferred to have all schools delivered on Monday and Tuesday of each week and preference may be shown to those proposals that meet this condition. We will consider an alternative to have all schools delivered on other days each week. Describe your ability to meet our delivery request. Please provide your anticipated delivery schedule.

- 7. The vendor's supplier or its representative is encouraged to present or demonstrate new items or concepts to the District. The District will add new items to the existing pricing structure at any time. Please explain your company protocol for adding new items. Ensure that you outline any requirements or restrictions.

8. If a product was shorted on a delivery day and then received into your distribution center the following afternoon when would you be able to deliver this product?

VALUE ADDED

9. What makes your company unique when compared to the competition?

10. What benefit do you feel you can offer to Blue Valley School District?

11. Please provide any additional information on services offered or not called out in the RFP?

DEVIATIONS

12. Please explain any deviations within your proposals from the requested requirements, schedules, or specifications or state “none”.

APPENDIXES

- a. ENCLOSE INSURANCE CERTIFICATE
- b. ENCLOSE SAMPLE VELOCITY REPORTS
- c. ENCLOSE OR EMAIL COPY OF COMPLETE STOCK LIST
- d. SUPPORTING INVOICES DATED WEEK OF APRIL 10, 2023
- e. ADDENDUMS (IF APPLICABLE)

SCORING AND SHORTLISTING

A. Phase I - Proposals will be evaluated based on the following criteria:

1.	Vendor Qualifications		20 Points
2.	Market Basket		18 Points
	$\frac{\text{Lowest Proposed Fees}}{\text{Proposer Proposed Fees}}$	Possible Points Available	Pricing Score (rounded to the nearest hundredth)
3.	(Group A) Food, Non-food, Chemicals (per case)		18 Points
	$\frac{\text{Lowest Proposed Fees}}{\text{Proposer Proposed Fees}}$	Possible Points Available	Pricing Score (rounded to the nearest hundredth)
4.	(Group B) Random Weight Items (per pound)		4 Points
	$\frac{\text{Lowest Proposed Fees}}{\text{Proposer Proposed Fees}}$	Possible Points Available	Pricing Score (rounded to the nearest hundredth)
5.	References		5 Points
6.	Flexibility, Timeliness and Resources		20 Points
7.	Value Added		10 Points
8.	Overall Proposal		5 Points
Total Possible Points Phase I:			100 Points

The District retains the right to end the RFP and base award of the RFP after the Phase I scoring or continuing on to Phase II Optional Finalists Interviews. Vendors are encouraged to put their best proposals forward since award can be made after Phase I and if a Phase II shall occur, only the selected finalists will be invited based on Phase I scoring.

B. Phase II Optional Interviews:

The district retains the right to invite some, all or none of the RFP Finalists identified in the Phase I Scoring. Companies invited for interviews will be notified approximately one week in advance.

Scores from Phase I will carry over and combined with the following:

	Total Possible Points
Phase I	100 Points
<i>(May be adjusted pending outcome of interviews.)</i>	
<u>Clarifications and additional information presented.</u>	50 Points
Grand Total Possible Points	150 Points

Scoring from Phase I will not be made available until Phase II has been completed or ruled out.

PROPOSAL SUBMISSION INSTRUCTIONS

The following describes the process and requirements that the Proposers shall follow:

1. **All proposals received after the date and time set for receipt will be REJECTED. Proposals received after the time and date set will not be considered.** The District will not consider or be responsible for errant deliveries or late performance by courier service.
2. The Proposal shall be signed by a duly authorized officer.
3. Submit response in two packages as follows:
 - A. Qualitative Solution Proposal - One (1) original with signatures, four (4) copies. The outside of the envelope/package must be labeled: RFP # 23024 Produce— Qualitative Solution and company’s name.
 - B. Cost Proposal *Market basket spreadsheet must be submitted in a separate sealed envelope:* One (1) original with signatures, and one (1) electronic copy. The electronic copy shall be produced in MS-Excel 2007 or later, not in PDF, and saved on a CD ROM or flash drive. The outside of the envelope/package must be labeled: RFP # 23024 Produce— Cost Proposal and company’s name.
4. Withdrawal of bid proposals will be accepted until the bid proposal submission time and date stated herein. No bid proposals may be withdrawn after the deadline.
5. **Unauthorized communication by potential vendors about this RFP to district representatives, other than via the purchasing email address below or via an optional pre-proposal conference, may result in vendor disqualification.**
6. All inquiries, requests for clarification, change of condition or requirement, specification omissions, doubt as to meaning, or requests for additional information must be submitted in writing to purchasing@bluevalleyk12.org. In the written request, the Proposer must identify him/herself and provide the page number, section, and paragraph of the conditions or requirements in question. The Proposer must also recommend specific written changes to the specified condition(s) or requirement(s).

AUTHORIZED SIGNATURE

Company Name

Authorized Signature

Company Address

Date

Phone Number

FAX Number

E-Mail Address if Available

School	School Address	Phone #	Delivery Day\Time
Blue Valley High School	6001 W. 159 th Street, Stilwell, KS 66085	239-4803	6:00-2:00
Blue Valley North High School	12200 Lamar, Overland Park, KS 66209	239-3003	6:00-2:00
Blue Valley Northwest High School	13260 Switzer, Overland Park, KS 66213	239-3437	6:00-2:00
Blue Valley West High School	16200 Antioch Road, Overland Park, KS 66085	239-3757	6:00-2:00
Blue Valley Southwest High	17600 Quivira Road, Overland Park, KS 66221	624-2003	6:00-2:00
Blue Valley Academy	7500 W. 149 Terr., Overland Park, KS 66223	239-4532	6:00-2:00
Aubry Bend Middle School	12501 W. 175 Street, Overland Park, KS 66221	624-2300	6:30-2:00
Harmony Middle School	10101 W 141 Street, Overland Park, KS 66221	239-5203	6:30-2:00
Leawood Middle School	2410 W. 123 Street, Leawood, KS 66209	239-5303	6:30-2:00
Overland Trail Middle School	6201 W. 133 Street, Overland Park, KS 66209	239-5403	6:30-2:00
Oxford Middle School	12500 Switzer, Overland Park, KS 66213	239-5503	6:30-2:00
Prairie Star Middle School	14201 Mission Road, Leawood, KS 66224	239-5603	6:30-2:00
Pleasant Ridge Middle School / Cedar Hills Elementary	9000 W. 165 Street, Overland Park, KS 66085	239-5703	6:30-2:00
Blue Valley Middle School / Blue River Elementary	5001 W 163 Terr., Overland Park, KS 66085	239-6003	6:30/2:00
Lakewood Middle School / Lakewood Elementary	6601 Edgewater Drive, Overland Park, KS 66223	239-6503	6:30-2:00
Cottonwood Point Elementary School	10521 W 129 Street, Overland Park, KS 66213	239-6103	7:00-2:00
Harmony Elementary School	14140 Grant, Overland Park, KS 66221	239-6203	7:00-2:00
Heartland Elementary School	12775 Goodman, Overland Park, KS 66213	239-6303	7:00-2:00
Indian Valley Elementary School	11600 Knox, Overland Park, KS 66210	239-6403	7:00-2:00
Leawood Elementary School	2400 W 123 Street, Overland Park, KS 66209	239-6603	7:00-2:00
Liberty View Elementary School	14800 S. Greenwood, Olathe, KS 66062	239-7703	7:00-2:00
Mission Trail Elementary School	13200 Mission, Leawood, KS 66209	239-6703	7:00-2:00
Morse Elementary School	15201 Monrovia, Overland Park, KS 66221	239-6803	7:00-2:00
Oak Hill Elementary School	10200 W. 124 Street, Overland Park, KS 66221	239-6903	7:00-2:00
Overland Trail Elementary School	6225 W 133 Street, Overland Park, KS 66209	239-7003	7:00-2:00
Prairie Star Elementary School	3800 W. 143 Street, Leawood, KS 66224	239-7103	7:00-2:00
Stanley Elementary School	6121 W 158 Street, Overland Park, KS 66223	239-7203	7:00-2:00
Stilwell Elementary School	6410 W 199 Street, Stilwell, KS 66085	239-7303	7:00-2:00
Sunrise Point Elementary School	15800 Roe Ave, Overland Park, KS 66224	239-7503	7:00-2:00
Sunset Ridge Elementary School	14901 England Ave, Overland Park, KS 66221	239-7403	7:00-2:00
Valley Park Elementary School	12301 Lamar, Overland Park, KS 66209	239-7603	7:00-2:00
Timber Creek Elementary School	179 th & Quivira, Overland Park, KS 66062	239-7803	7:00-2:00
Wolf Springs Elementary School	9300 W. 178 th Street, Overland Park, KS 66013	624-2403	7:00-2:00
Aspen Grove Elementary School	12402 W. 182 nd Terr., Overland Park, KS 66013	TBD	7:00-2:00