

ALAMEDA UNIFIED SCHOOL DISTRICT  
FOOD AND NUTRITION SERVICES  
2060 Challenger Drive  
Alameda, CA 94501  
**Produce Bid #018-061-01**



**INVITATION FOR BID  
FOR  
PRODUCE FOR FISCAL YEAR 2018-2019**

**MAIL OR DELIVER BIDS TO**

Alameda Unified School District  
Attn: Purchasing Department  
2060 Challenger Drive  
Alameda, CA 94501

All questions regarding the proposal, terms and conditions shall be submitted in writing via email to:

Linda Takagaki  
Accounting/Purchasing Manager  
[LTakagaki@alamedaunified.org](mailto:LTakagaki@alamedaunified.org)

**BID DUE DATE AND TIME:**

**July 31, 2018, 2:00 pm**

- Competitive bids for the specified material and/or service must be received by the Alameda Unified School District's Purchasing Department, on or before the due date and time specified herein.
- As a requirement of this solicitation, bidders are required to respond according to the instructions contained in this Request for Proposal ("RFP"). Bidders will respond utilizing the format, forms and other criteria indicated in this RFP.
- Bidder responses that do not comply with the format, forms and other criteria indicated, may be rejected. The District reserves the right to refuse all bids.
- Bids transmitted by facsimile will **not** be considered. Bids received after the due date and time will be rejected.
- To preserve the integrity of this RFP, bidders are requested **not** to contact any other individual within the District.

## Instructions to Bidders and Terms

- 1 Proposals must be received no later than: **Tuesday, July 31, 2018 at 2:00pm**  
L.Takagaki@alamedaunified.org no later than July 25, 2018 by 2:00 pm. Replies will be posted on the Fiscal page of the District website under Current Bids on July 27, 2018:  
<http://www.alameda.k12.ca.us/fiscalservices>
- 2 All Bids shall cover the period of July 1, 2018 through June 30, 2019 with the option to renew for additional two (2) twelve (12) month periods by mutual written consent (Referenced Ed Code 17596).
- 3 Quantities listed here are estimates of the Districts need for the quotation period. These are estimates only and should not be construed to be a commitment to a minimum or a limitation to a maximum.
- 4 This bid will be evaluated on the following factors: Price, competency, credibility, and compliance with all aspects of the specifications, exceptions that may be noted, and any other factors that may arise during the review process after bid opening.
- 5 Award shall be made based on the combined lowest responsive, responsible proposal based on pricing for all items listed. The Produce Bid will be awarded to one vendor. The Alameda Unified School District reserves the right to reject any or all Proposals, or any part thereof; to waive any informality or irregularity in the proposal; and to accept proposals that are in the best interest of the District. Award of the bid is contingent on the apparent successful bidder entering into an acceptable contract with the District.
- 6 Orders will be delivered to designated sites, between the hours of 5:00AM and 7:00AM to the following sites.
  - a. Wood Middle School  
420 Grand Street, Alameda, CA
  - b. AUSD Warehouse  
2130 Clement Avenue, Alameda, CA
  - c. Encinal High School  
210 Central Avenue, Alameda, CA
  - d. Academy of Alameda  
401 Pacific Avenue, Alameda, CA
- 7 Alameda USD supports California product. These items may receive preferential consideration.
- 8 "Buy American" - all items must originate in the United States unless not grown domestically or seasonally available
- 9 Payment terms are Net 60 Days. Each District shall be billed individually at the close of each calendar month, on an itemized invoice including delivery date, delivery location and units sold by item.
- 10 Pricing will not be increased without prior written authorization to Alameda USD Food and Nutrition Services Department. Proposed increases must be submitted 30 days in advance with documentation of corresponding consumer price index increase relative to this commodity. Note: Vendor must receive signed approval from lead agency, before price increases become effective.
- 11 If volume increases for any school site to a level that requires an additional delivery, the delivery schedule shall be modified to accommodate additional deliveries as needed. If the scheduled delivery date falls on a holiday, delivery must be made on a mutually agreed upon day and time. Upon award, the successful vendor will submit a District delivery schedule for approval. Proposed changes in the delivery schedule must be approved by the District in writing prior to the implementation of any such change. No deliveries will be accepted after 9:00am to all schools on scheduled school days.
- 12 Distributor will maintain local and state health codes for the facility and all delivery vehicles in accordance with the food safety guidelines of the governing local health codes. Vendors will submit with this quotation, a copy of the facility health permit or a recent health inspection report.
- 13 Non-Collusion Declaration: Each Proposer must return a fully executed Non-Collusion Declaration, as required by Public Contract Code section 7106, with the completed proposal. The Non-Collusion Declaration is included in this package.
- 14 Cost of Preparation: All costs for preparation of proposals shall be borne by the Proposer.
- 15 Insurance Requirements: All insurance must be issued by an Admitted Surety in the State of California. Each Proposer must return a fully executed Statement of Insurance Coverage with completed proposal. The Statement of Insurance Coverage is included in this package.
- 16 Liability Insurance: Proposer shall purchase and maintain such insurance as will protect Proposer and District from claims for damages because of bodily injury, including death, and from claims for damages to property which may arise out of or result from Proposer's operations under this Contract, whether such operations be by Proposer or anyone directly or indirectly employed by the Proposer. This insurance shall name District as an additional insured with an included additional insured endorsement required and shall be written for not less than Five Hundred Thousand Dollars (\$500,000.00) per person, One Million Dollars (\$1,000,000.00) per occurrence. Certificates of such insurance shall be filed with the District. The Certificates of Insurance will state that the contractual liability assumed is covered and shall provide that ten (10) days notice of cancellation or reduction in coverage shall be given District.
- 17 In no event will additional shipping, handling, fuel or other surcharges apply.

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Company Name

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Printed Name of Authorized Representative

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Title Position

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Signature of Authorized Representative

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Date

## BUY AMERICAN CERTIFICATION

By the requirements of the Richard B. Russell National School Lunch Act's (NSLA) Buy American provision that school food authorities (SFAs) must follow these guidelines when purchasing food and food products for use in the Child Nutrition Programs. Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a new provision, Section 12(n) of the NSLA (42 USC 1760(n)), requiring SFAs to purchase domestically grown and processed foods, to the maximum extent practicable.

Section 12(n) of the NSLA defines "domestic commodity or product" as one that is produced and processed in the United States substantially (greater than 51%) using agricultural commodities that are produced in the United States.

There are two situations which may warrant a waiver to permit purchases of foreign food products include: 1) the product is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality; and 2) competitive bids reveal the costs of a U.S. product is significantly higher than the foreign product.

If Vendor offers a non-American product, Vendor must list the product below. Product is subject to review by District. If District declines waiver, product will be awarded to lowest priced item meeting award criteria. District's decision on approval of foreign substitutions will be final.

Product Description	County of Origin	Domestic Price	Non-American Price	Reason for Waiver

\*Attach additional sheets if necessary

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**Name of Contractor**

**Date**

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**Signature of Authorized Official**

**Title**

**Proposer's Statement Regarding Insurance Coverage**  
**To Be Submitted With Proposal**

PROPOSER HEREBY CERTIFIES that the Proposer has reviewed and understands the insurance coverage requirements specified in the Request for Proposals for Alameda Unified School District Produce Bid

Should the Proposer be awarded the contract for the work, Proposer further certifies that the Proposer can meet the specified requirements for insurance, including insurance coverage of the subcontractors, and agrees to name the Alameda Unified School District as Additional Insured for the work specified.

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Name of Proposer (Person, Firm, or Corporation)

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Signature of Proposer's Authorized Representative

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Name & Title of Authorized Representative

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Date of Signing

**Non-Collusion Affidavit**  
**To Be Executed By Proposer And Submitted With Proposal**

(State of California) ss.  
(County of Alameda)

I, \_\_\_\_\_ (Proposer's Name), being duly sworn, deposes  
and says that he or she is \_\_\_\_\_ (Owner) of

\_\_\_\_\_ (Contractor Name) the party making the foregoing proposal that  
the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership,  
company, association, organization, or corporation; that the proposal is genuine and not collusive or  
sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a  
false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with  
any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that  
the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or  
conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any  
overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any  
advantage against the public body awarding the contract of anyone interested in the proposed contract;  
that all statements contained in the proposal are true; and further, that the proposer has not, directly or  
indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or  
divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation,  
partnership, company association, organization, proposal depository, or to any member or agent thereof  
to effectuate a collusive or sham proposal.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018 at \_\_\_\_\_, California.

\_\_\_\_\_  
Proposer Name (Person, Firm, Corp.) Address: \_\_\_\_\_

\_\_\_\_\_  
Representative's Name Title City, State, Zip Code

DISTRIBUTOR NAME: \_\_\_\_\_

	Product	Pack/size	Unit	2017-18 Quantity	Pack/size	Unit	PRICE
1	Apple Fuji 138ct	138	case	30			
2	Apple Gala 138ct	138	case	30			
3	Apple Granny Smith 138ct	138	case	60			
4	Apple Red Delcious 198ct	198	case	400			
5	Apple Fuji 198ct	198	case	150			
6	Apple Gala 198ct	198	case	150			
7	Banana (Petite) CT 150	150	case	680			
8	Carrot Baby Bag 100x2.6oz	100	case	20			
9	Carrot Baby Bag 200x1.6oz	200	case	260			
10	Bell Ppr Green 25#	25	pounds/cs	30			
11	Bell Ppr Red 25#	25	pounds/cs	30			
12	Bell Ppr Yellow 25#	25	pounds/cs	30			
13	Broccoli Floret 4x3#	4x3#	case	190			
14	Cantaloupe	12ct	case	10			
15	Carrot Matchstick	5	pounds/cs	10			
16	Carrot Matchstick	20	pounds/cs	20			
17	Carrot Stick	5	pounds/cs	10			
18	Carrot Stick	20	pounds/cs	50			
19	Carrot Coin 4x5#	4x5#	case	80			
20	Celery Stick	5	pounds/cs	10			
21	Celery Stick	20	pounds/cs	90			
22	Cilantro 6ct	6	count	50			
23	Cucumber	20	pounds/cs	140			
24	Honeydew	6ct	case	10			
25	Jalapeno 5#	5	pounds/cs	10			
26	Green Leaf Leaves Wash/Trim	24ct	case	40			
29	Kiwi 110ct	110ct	case	160			
30	Lettuce Shredded	20	pounds/cs	70			
31	Orange 113ct	113	case	430			
32	Onion Red	5	pounds/cs	20			
33	Onion Red	25	pounds/cs	10			
34	Onion Yellow	5	pounds/cs	20			
35	Onion Yellow	50	pounds/cs	10			
36	Peach	120ct	case	160			
37	Pear	135ct	case	150			
38	Plum	120ct	case	280			
39	Potato	90ct	case	5			
40	Nectarine	120ct	case	140			
41	Romaine Cut	20	pounds/cs	200			
42	Spinach Washed	10	pounds/cs	10			
43	Spinach Washed	20	pounds/cs	30			
44	Strawberry	8x1#	case	320			
45	Tangerine	120ct	case	340			
46	Tomato Grape	12	baskets	330			
47	Tomato Large (Loose)	25	pounds/cs	70			
48	Tossed Salad	5	pounds/cs	10			
49	Tossed Salad	20	pounds/cs	250			
50	Watermelon	5ct	case	5			