

TOMPKINS COUNTY FARM TO SCHOOL COOPERATIVE GROUP BID

FRESH FRUIT, VEGETABLE, AND MEAT GEOGRAPHIC PREFERENCE BID

BID OPENING:

FOR PERIOD OF: February 10th, 2022- June 30th, 2022

RETURN SEALED BID BY MAIL OR IN PERSON TO:

**Baz Perry
RE: Farm to School
Cornell Cooperative Extension Tompkins County
615 Willow Ave
Ithaca, NY 14850**

BID CLOSING:

Bids will be publicly opened at 615 Willow Ave. Ithaca, NY at **1:00 PM on February 3, 2022.**

Any bid received after the specified date and time will not be considered.

The Board of Education (listed below) is accordance with Section #103 of Article “#5-A of General Municipal hereby invites the submission of school bids on Fresh Fruit, Vegetable and Meat Geographic Preference for the following districts:

Ithaca CSD, Lansing CSD, Newfield CSD, Trumansburg CSD., TST-BOCES

For questions, please contact:

Baz Perry, Agriculture and Food Systems Team Leader; Cooperative Extension of Tompkins County
(607)272-2292 ext 131 eba20@cornell.edu

Tompkins County Farm To School

Fresh Fruit, Vegetable and Meat Geographic Preference Bid

February 10, 2022- June 30,2022

Tompkins County Child Nutrition Departments work to provide the highest quality meals to their students, understanding that school meals are an essential component of student health, well-being, and future success. Tompkins County Farm to School works to connect k-12 schools with local food providers to improve student nutrition, provide agriculture and nutrition education opportunities, and support local and regional farmers. Child Nutrition Departments are also striving to achieve this by working with vendors who can cultivate relationships with various types of local farmers that can provide local products to our districts.

Geographic Preference is a credit system designed to help local providers by awarding the bidder with the highest geographic preference percentage points a 10% credit on the bid price for a given product. Geographic Preference bids will take place at the beginning of each spring and fall semester.

Requirements*:

** Documentation providing these requirements are essential but not necessary to include with your submission. By answering yes to any of the questions, you are pledging your ability to provide this proof upon request.*

1. Are you able to **guarantee delivery** of products to a loading dock in the City of Ithaca **and** to Trumansburg CSD on **Mondays and/or Tuesdays between 6 am-11 am?** (see full list of locations on p.8) YES NO
2. Delivery Guarantee: Vendor must notify Districts 7 days in advance of delivery if unable to deliver items ordered.
3. Documented Food Safety plan YES NO
4. Proof of Liability YES NO
5. Current Water Test Results with a clean result YES NO
6. **Traceability Product Label**, with the farm name, product, date of harvest, and supplier and/or Farm attestation that the product was grown or produced on the farm **for every product?** YES NO
7. Product Handling & Packaging: products must arrive **washed**, in clean, new boxes, bags or reusable clean totes. Delivery of products must be in clean vehicles.
8. The price per unit must remain firm for the full contract period. Pack sizes must be included with the pricing.

For Meat Providers:

1. If you are bidding on a meat product, is the product processed in a USDA-approved facility? YES NO
2. Production procedures and packing shall conform to good manufacturing practices and all federal and local regulations.

Bid Determination:

Bids will be evaluated using a point system. Each vendor will be able to earn up to 100 points for their pricing and 100 points for other considerations, based on the criteria below.

Then the points will be weighted by the following measure:

$$(\text{Price points} \times .70) + (\text{Preference Points} \times .30) = \text{Total Points}$$

The vendor with the most points for any given item will be awarded the contract for that item.

For pricing, points will be awarded on a best value system.

The maximum amount of points (100) will be awarded to the lowest bidder. Other bid amounts will be awarded points based on the following formula. $\text{Lowest Price/Bid Price} \times 100$ points.

EXAMPLE 1:

Comparison to Lowest Price

Maximum Points for Price Proposal = 100 points

Proposer #1 Price = \$1,000,000	Proposer #1: $\frac{\$900,000}{1,000,000} \times 100 \text{ points} = 0.900 \times 100 = 90 \text{ points}$
Proposer #2 Price = \$1,100,000	Proposer #2: $\frac{\$900,000}{1,100,000} \times 100 \text{ points} = 0.818 \times 100 = 81.8 \text{ points}$
Proposer #3 Price = \$1,200,000	Proposer #3: $\frac{\$900,000}{1,200,000} \times 100 \text{ points} = 0.750 \times 100 = 75 \text{ points}$
Proposer #4 Price = \$1,400,000	Proposer #4: $\frac{\$900,000}{1,400,000} \times 100 \text{ points} = 0.643 \times 100 = 64.3 \text{ points}$
Proposer #5 Price = \$ 900,000	Proposer #5: Given 100 points for Lowest Price

For the geographic preference and other non-price criteria, points will be awarded as follows:

1. Production Location:

If the products are produced within 50 miles of Ithaca, NY **50 points**

If the products are produced beyond 50 miles of Ithaca, NY but are in NY **40 points**

NYS products are defined as either:

- i. Grown in NYS
- ii. Minimally processed in or out of NYS, with a majority (51%) of product grown in NYS (i.e., diced peppers, sliced apples, ground beef, diced chicken)

2. GAP certified **15 points**

4. Produce is sourced from Minority and/or Women-Owned Farm
(no certification necessary, mark within product tables) **20 points**

5. Bidder is a Minority and/or Women-Owned Business Distributor or Farm
(no certification necessary, note that if the farm is the bidder, 15 points will be awarded,
mark below** for consideration throughout the bid) **5 points**

6. Responsive and Responsible (determined by references below)

B. PRODUCE: **10 points**

C. MEAT PRODUCTS:

a. Responsive and Responsible as determined by references **5 points**

b. AMR Responsible*** as determined by veterinary reference
(see template on next page) **5 points**

****AMR Responsible: To help combat antibiotic resistance in animal and human medicine, meat is sourced from farms with antibiotic practices that not only follow all current FDA regulations but also lower risk of infection with improved management, and limit antibiotic use to treat clinically ill animals; or to prevent anticipated disease in specific animals identified as being at high risk of infection. The product MUST be covered by documentation on file that includes the sources of meat procurement that identify with the statement above and a description of processing protocols to avoid cross-contamination.*

**Are you, the bidder, a Minority and/or Women-Owned Business Enterprise? YES NO

References

Please provide 2 references of past and present customers below

This information will be used to determine your points for Responsive and Responsible criteria throughout the bid.

Tompkins Farm to School reserves the right to contact any past clients, including those not listed on this bid application, in order to establish whether or not the vendor will provide the quality food and service determined to meet the best interest of the Tompkins Farm to School program.

AMR Certification Affidavit

Name of farm:

Affidavit:

The _____ (number) cattle that _____ (farm name) will supply to Tompkins Farm to School, CCE Tompkins between February and June, 2022 represent animals involved in one of the following antibiotic protocols. Please certify by checking the practice(s) that your farm used for these animals.

- _____ **dairy cows in a program selective dry cow therapy**
- _____ **dairy cows in a program of pathogen based dry cow therapy**
- _____ **certified organic cattle**
- _____ **cattle that have never received antibiotics,**
- _____ **antibiotics are only given to individual cattle for short term treatment of diagnosed bacterial infections.**
- _____ **not sure, or none of the above.**

We also certify that:

- Cattle has been raised on a New York Farm.
- All animals are ear-tagged as soon after birth as possible.
- Cattle feeders buying calves maintain a record sheet for animal acquisition date.
- Fly control agents have not been used in feed.
- All animals will be handled humanely during loading, trucking, and restraint for harvest.
- Each animal is healthy, ambulatory with no visible signs of serious injury or disease at time of slaughter.

I certify that the above statement accurately describes the animals delivered on the above date.

(signature)

(print)

(date of signature)

Products Requested:

Requested products are listed in Section A. The bidder may suggest additional products for our consideration in the future (Jan-June, Sept-Dec). These items can be listed in Section B.

Quantities are estimates. Items are awarded line by line. Bidders do not necessarily need to provide more than one item or to meet total quantities of a product to sell that product to schools; partial quantities will be considered as well. Please indicate that in the comments sections.

Section A: Products Requested										
Product	Purchase Unit (s)	Due Tuesday at 11am	Quantity Requested	Price per unit *specify unit	Total Price	Unit Size *indicate if specs differ from requested	<50 miles of Ithaca	NY >50 miles from Ithaca	GAP	MWOB
EXAMPLE: Potatoes	5 lb. or 10 lb.	9/13	100 lb.	\$1.50/ lb.	\$150	10 lb. Case No.1		x		
Vegetables										
Beets, Red	Bag, 25 lbs.	2/15, 3/8, 4/19, 5/17	9							
Beets, Chioggia (striped)	Bag, 25 lbs.	3/8	2							
Carrots, Orange, Large	Bag, 25 lbs.	2/15, 3/8, 4/19, 5/17	15 (25 lb bags), 2 (5 lb bags) = total of 160 lbs							
Celeriac	Bag, 25 lbs.	2/15	1							

Mixed Baby Greens	1 lbs	6/7	58							
Onions, Red	Bag, 25 lbs.	2/15, 4/19, 5/17	7							
Onions, Yellow	Bag, 50 lbs.	2/15, 3/8, 4/19, 5/17	9							
Parsnips	Bag, 20 lbs.	2/15, 3/8, 4/19	8 (20 lb bags), 2 (5 lb bags)= total of 170 lbs							
Potatoes, White, A, No. 1	Bag, ~50#	2/15, 3/8, 4/19, 5/17, 6/7	8							
Potatoes, Red, A, No. 1	Bag, ~50#	2/15	3							
Potatoes, Red No. 2	Bag, ~50#	3/8, 4/19,	6							
Potatoes, sweet	Half bushel, 20# (we buy by the 40#)	2/15, 3/8	2							
Radish, Korean Daikon, White	Bag, 25 lbs.	2/15, 3/8	5							
Radish, Korean Daikon, Purple	Bag, 25 lbs.	2/15, 3/8	2							
Radish, Watermelon	Bag, 25 lbs.	2/15, 3/8	4							
Rutabaga	Bag, 25 lbs.	2/15, 3/8	2							
Baby Spinach	1 lbs..	5/17	65							

Turnips	Bag, 25 lbs.	2/15	1							
Fruits										
Apples	Bushel, 163 ct, 40#	2/15, 3/8, 4/19, 5/17, 6/7	25							
Apples	Bushel, 125 ct, 40#	2/15, 3/8, 4/19, 5/17, 6/7	45							
Pears, Asian	Bushel, ~100 ct	2/15	11							
Frozen Vegetables										
Green Beans, frozen (IQF)	Case, 20 lbs.	2/15, 3/8, 4/19, 5/17, 6/7	11							
Diced Carrots, IQF	Case (20 Lbs.)	2/15	1							
Sweet Corn, IQF	Case (20 Lbs.)	2/15, 4/19, 5/17	3							
Diced Butternut Squash, IQF	Case (20 Lbs.)	2/15, 3/8, 4/19, 5/17, 6/7	9							
Peas, IQF	Case (20	2/15, 3/8,	17							

	Lbs.)	4/19, 5/17, 6/7								
Frozen Fruits										
Apples, sliced, frozen (IQF)	Case, 20 lbs.	2/15, 3/8, 5/17	7							
Cherries, frozen (IQF)	Case 40, lbs.	2/15, 5/17, 6/7	7							
Blueberries, frozen (Not IQF)	Case, 20 lbs.	4/19	6							
Fruits - Fresh Cut										
Apples, Red (Sliced), No. 1	Case, 100-2.5oz Bags/~15.63lb s	2/15, 3/8, 4/19, 5/17, 6/7	42 cases							
Meat and Dairy										
Eggs	dozen	5/17	9 dozen							
Ground beef	1lb or 5lb packs	Mar 8, Apr 19, May 17	75 lbs (25 ea month)							
Other Products										
Maple Syrup - Amber Grade A	Gallon		5							

Section B. Additional Products to be considered in the future										
Product	Purchase Unit	Months Available	Quantity	Price per unit *specify unit	Total Price	Comments *if specs differ from requested	<50 miles of Ithaca	NY >50 miles from Ithaca	GAP	MWOB

Delivery Logistics:

Delivery will be as-needed with notification in advance.

Please indicate the districts which you can deliver directly to the addresses listed. If the bidder is unable to deliver to all locations, the food partners will work with the awarded bidders to coordinate deliveries.

Bidders must be able to deliver either Monday 6:00 AM-11:00 AM or Tuesday at 6:00 AM-11:00 AM to at least one location in the City of Ithaca (and with a strong preference to additionally deliver to Trumansburg CSD) in order to be considered for the bid.

School / Organization	Delivery Location	Check for YES
CCE Tompkins Commercial Kitchen	615 Willow Ave, Ithaca, NY 14850	
CCE NYSDAM registered cooler at facility formerly known as The Space	700 West Buffalo Street, Ithaca, NY 14850	
Ithaca CSD	Boynton Middle School 1601 South Cayuga Street, Ithaca, NY 148450	
	Ithaca High School 1401 North Cayuga Street, Ithaca, NY 14850	
Lansing CSD	Lansing High School 300 Ridge Road, Lansing, NY 14882	
Newfield CSD	Newfield Elementary School, Newfield High School 247 Main Street, Newfield, NY 14867	
Trumansburg CSD	100 Whig Street, Trumansburg, NY 14886	

Bidder Agreement:

_____ (bidder name) hereby submits this proposal (Bid Offer) which includes the Non-Collusive Bidding Certification Debarment, Suspension Certification, and Iran Divestment Act Certification to the Tompkins County Farm to School, agreeing to all terms and conditions in Requirements, Specifications, Legal Notice, Information to Bidders and all addenda, (if any) concerning this bid for:

Bid addenda acknowledge (if any): Addendum # _____ Dated _____

LEGAL NOTICE:

BIDDER agrees to hold Cornell Cooperative Extension of Tompkins County harmless from and against any and all claims, demands, cost, expenses, liabilities, causes of action and damages of any kind and character (including reasonable attorney's fees) which may be asserted or in any way related or incident to, arising out of, or in connection with this bid or bidding process.

NON-COLLUSIVE BIDDING CERTIFICATION:

By submission of this bid, each bidder and each party hereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this bid have been arrived at independently and without collusion, consultation, communications, or agreement, for the purpose of restricting the bidder, or with any competitor.
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to another bidder, or to any competitor, and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

Completion of this form by bidder simultaneously completes the
Proposal and Non-Collusive Bidding Certification

Name of Vendor _____ by _____

Address _____ Title _____

Date _____

Telephone _____

Resolution-for corporate bidders only

RESOLVED that _____ be authorized to sign and submit the bid or proposal
(Individual)

Of this corporation for the following project

COOPERATIVE GROUP NET OFF INVOICE BID

And to include in such bid or proposal the certificate as to non-collusion required by Section One Hundred Three-d of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or misstatements in such a certificate this corporate bidder shall be liable under the penalties of perjury. The foregoing is a true and correct copy of the resolution adopted by

_____ corporation at a meeting of its Board of Director held on the _____ day
Of _____, 20____, and is still in full force and effect on the _____ day of _____ 20_____.

(Secretary)

(Seal of Corporation)

USDA (UNITED STATES DEPARTMENT OF AGRICULTURE)
REQUIRED CERTIFICATION STATEMENT
DEBARMENT AND SUSPENSION

A school food authority is prohibited from contracting with a company or individual that has been debarred or suspended in accordance with CFR Part 3017 (this states that any vendor that has been barred from doing business from one government agency is barred from business with any government agencies, including schools). This prohibition does not extend to contracts in existence at the time of the disbarment/suspension or to most contracts under \$25,000. Rather, it applies to new contracts and extensions or renewals of existing contracts of \$25,000 or more and to contracts for audit services, regardless of amount.

I, _____, representing

(Named Representative)

_____, certify that

(Named Vendor Bidding)

neither the "Named Vendor Bidding" nor any of its principals (e.g., key employees) have been proposed for disbarment, debarred, or suspended by a Federal agency. It is the responsibility of each bidder to sign this certification statement and submit it with any bid.

(Signature of Named Representative)

(Date)

IRAN DIVESTMENT ACT CERTIFICATION FOR
TOMPKINS COUNTY FARM TO SCHOOL COOPERATIVE GROUP BID

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded Hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at:

<http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the contract is renewed or extended.

During the term of the Contract, should Tompkins County Farm to School receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, Tompkins County Farm to School will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Tompkins County Farm to School shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Tompkins County Farm to School reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after the contract award.

Signature

Title

Date

Company Name