



MOORHEAD
AREA PUBLIC SCHOOLS

Independent School District 152

District Operations Center

1313 30th Ave. S., Moorhead, MN 56560 ■ Fax: 218-284-3333

www.moorheadschoools.org

■ Superintendent: 218-284-3330

■ Assistant Superintendent for Learning and Accountability: 218-284-3310

■ Human Resources and Operations: 218-284-3350

Request for Proposal Prime Vendor, Grocery

Official Publication

Moorhead Area Public Schools ISD 152

1313 30th Ave. S.

Moorhead, MN 56560

Advertisement for Proposals

The Board of Education, Independent School District 152, will receive digital proposals on behalf of ISD 152 for the following:

Prime Vendor, Grocery

Due no later than 10:00 am on May 20th, 2026, at ashleyschneider@moorheadschoools.org.

Copies of the Request for Proposal are available free of charge. Please contact Ashley Schneider via email at ashleyschneider@moorheadschoools.org to request the proposal.

Instruction on how to submit a response is contained in the RFP materials.

No vendor may withdraw his/her proposal within thirty (30) days after the date of opening proposals without consent of the Board of Education.

Independent School District 152 reserves the right to reject any or all proposals and to waive informalities in bidding of advertisement. Independent School District 152 reserves the right to select the proposal that best meets the needs of the Independent School District 152 pursuant to M.S.471.6161.

Publish 04.08.2026 & 04.15.2026.

Equal Opportunity Provider



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REQUEST FOR PROPOSAL (RFP)
PRIME VENDOR- SCHOOL FOOD

MOORHEAD AREA PUBLIC SCHOOLS ISD 152

DATE OF REQUEST: APRIL 6, 2026

DATE PROPOSALS ARE DUE: MAY 20TH, 2026@10:00

No public bid opening will be held.

EMAIL: ASHLEY SCHNEIDER, ASHLEYSCHNEIDER@MOORHEADSCHOOLS.ORG



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DEFINITIONS

For consistency throughout this document:

“School” means the School Food Authority (SFA) that is requesting proposals. At the time of this RFP the participating SFA is: Moorhead Area Public Schools ISD 152.

The SFA reserves the right to implement a Joint Powers agreement to add additional SFA’s to this contract with prior approval from the contractual SFA, the additional SFA and the awarded Distributor.

“Distributor” or “Commercial food purveyor” means a distributor that submits a proposal in response to this request. Who purchases, receives and/or stores commercial food products, related foodservice goods and handling of USDA foods such as direct delivery and finished end products. The prime vendor in turn sells, delivers, and bills the SFA for the goods and/or services provided.

I. SCHOOL OBJECTIVES

The mission of school food service is to provide a variety of healthy school meals and other food service at affordable prices in support of the educational goals of students. The school(s) identified on page one participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Summer Food Service Program (SFSP) for reimbursement of meals that meet federal standards and is allocated USDA commodities for use in school meals through the Food Distribution Program. In accordance with federal Buy American law, schools desire to purchase domestic food products to the maximum extent practicable for school meals.

The School requests proposals in response to this Request for Proposals (RFP) for purchasing commercial food products and end products produced through the further processing of USDA donated foods (hereinafter referred to as “end products”) and related services from a Primer Vendor. To minimize the need to seek alternate distributors, School will purchase a minimum of 80% of its commercial food products, except food products excluded below, from the Distributor, which will agree to provide all products specified by the school.

The following products are excluded from purchase from Prime Vendor:

- Milk
- Bread
- Produce
- Speciality Items



- Chemicals

One Distributor will be chosen to negotiate with School under the terms of the proposal in effect for *school year 2026-2027 beginning on July 1, 2026 and ending on June 30, 2027* with up to *four* 1-year renewals.

School Profile	
School Enrollment	7466
Estimated annual purchases under proposed contract	\$1,500,000
Estimated annual Commercial Cases Purchased	40,000
Estimated annual cases of USDA Direct Delivery Commodities	2090
Does your district participate in Direct Diversion	YES
Does your district require board approval before contract award	YES

II. PROCEDURAL REQUIREMENTS

Proposal Submission

Submit proposals to: Ashley Schneider
ashleyschneider@moorheadschoools.org

Proposals will be accepted until: May 20th, 2026 @ 10:00 am, Central Time

Inquiries regarding proposal are to be directed to:

Ashley Schneider, Food and Nutrition Services Director
ashleyschneider@moorheadschoools.org

Proposals will be accepted up to, and no proposals may be withdrawn after, the due date and time for submission. Time is Central Standard Time as indicated on the designated clock at the SFA.



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Proposals that arrive after the required time will not be considered. It is the responsibility of the Proposer to ensure that the proposal arrives at the requested location by the required time.

The school shall not waive or extend this requirement for any reason. Telephone, facsimile, and telegraphic proposals will not be accepted. A submitted proposal shall remain valid for sixty (60) days from the proposal submission date.

Submit one (1) digital copy. Refer to Attachment A of this RFP, "Checklist of Requirements for Proposals" for a list of required parts of a proposal. Use the cover sheet, Attachment D to this RFP.

The proposal must include the firm name and be signed by an officer or other employee authorized to submit the proposal. Proof of authority of the person submitting the proposal must be available upon request from the School.

If School determines that there is a discrepancy in or omission from this RFP prior to the opening of proposals, an addendum will be issued to all distributors that have submitted proposals.



Amendments and Modifications

The SFA reserves the right to modify the awarded contract by mutual agreement between the SFA and the selected Primer Vendor, so long as such modifications would not result in a material change to the solicitation and awarded contract. Such modifications will be evidenced by issuance of a written authorized amendment by the SFA.

Prime Vendor Agreement

Selected Prime Vendor will need to sign the awarded contract upon notification by the SFA. This awarded contract will represent the contractual requirements in the RFP, attachments to the RFP, amendments to the RFP, and selected Prime Vendor proposal

Calendar of Events

The required dates and times by which actions must be completed and, where applicable, locations are listed in the following chart. If the School determines that it is necessary to change a date, time, or location it will issue an addendum to this RFP. Times are local time at the School.

Calendar of Events	
Action	Date/Time and Location if applicable
RFP released	April 6th, 2026
Deadline for submission of any communications from Distributors	April 27th, 2026
Deadline for School to issue addenda to RFP	May 8th, 2026
Proposal due date	May 20th, 2026
School’s selection of proposal	May 27th, 2026
Board approval and contract award	June 15th, 2026

INQUIRIES REGARDING PROPOSAL

All inquiries concerning this Proposal must be submitted in writing to the attention of: Ashley Schneider, Food and Nutrition Services Director ashleyschneider@moorheadschoools.org

Deadline for inquiries is: April 27th, 3:00 pm Central Time



Responses that include interpretations, classifications, modifications, and supplemental instructions will be provided to all Vendors on record from the District in the form of an email. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the results of misunderstanding by the Vendor. No phone or in person inquiries will be accepted. It is the Vendor’s responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District’s attention.

Evaluation Criteria

School will evaluate proposals based on the following criteria. The maximum possible score for each criterion is shown.

Criteria	Maximum Score
<i>Price (FF 20: Market Basket 30)</i>	50
<i>Completeness of product line / volume of special orders</i>	20
<i>Distributor experience & qualifications / Past performance with School/ Distributor references/reputation</i>	10
<i>Computer capabilities, including operational reports, nutritional analysis, and uploading of purchase data to MN Dept of Education</i>	30
<i>Customer Service & Regulatory support</i>	20
<i>NOI & FFS Capabilities</i>	10
<i>Foodservice Consultant Trained in School requirements</i>	20
<i>Operational plan & procedures</i>	20
<i>Ability to meet service characteristics described by School</i>	20
<i>Degree of ancillary services that impact School needs</i>	10

Proposal Selection

Upon completion of evaluation of proposals, School shall negotiate with the responsible Proposer that submits the most responsive proposal. Contract award is contingent upon School and Distributors reaching mutually agreeable terms. Other Distributors that have submitted proposals will be notified when negotiations have been completed. No public bid opening will be held.

School reserves the right to:

- A) Waive any irregularities or informalities in proposals.
- B) In the best interests of School. Accept or reject any and all proposals or portions thereof, select the next most responsive proposal, or if necessary, issue a new RFP or take other action as School deems appropriate.



III. SCHOOL REQUIREMENTS

Pricing Method

The required method for determining product prices in the contract is “Cost plus Fixed Fee.”

“Cost” is defined as Distributor’s invoice from the supplier, plus inbound freight, minus customer allowance and any other “off” invoice allowances.

“Fixed Fee” is defined as the difference between cost, as defined above, and the selling price to School. Fixed fees shall remain firm for the duration of the agreement regardless of supplier invoice price.

For the purpose of this Proposal, Distributor shall determine costs on the Product List using the week of: **February 2-5th, 2026.**

Cost information must be available for audit upon request by the School. Food show allowances are not to be used. Freight prices are to reflect actual freight weight for products based on total weight of the shipment with monies evenly spread throughout the load based on weight. Supporting invoice copies may be requested for verification. Acceptable forms of documentation are manufacturer invoices, manufacturer bid documentation, or signed manufacturer letter on manufacturer letterhead stating what your cost would have been during the market basket time frame (must be specified if it is delivered pricing or prepaid shipping with cost added to invoice pricing).

Price Verification

As part of the bid review process, we may request to verify the accuracy of bidders’ base costs. As part of the review process, you may be requested to submit copies of manufacturer or supplier invoices for the week referenced in the RFP to confirm the base prices bid for selected items. If invoices cannot be provided because you currently do not stock the product, a letter from the manufacturer confirming the base price will be acceptable. The documentation will audit invoices to assure that the bidder’s base prices match the prices provided in response to the RFP.



Ordering Procedures

School prefers the ordering process described here:

Order to be placed electronically by 5:00 pm the day before the delivery. Schools that have two (2) deliveries a week will place their order on Monday by 5:00 pm and will be delivered to each school on Tuesday the following week on a mutually agreed upon schedule. Orders to be placed electronically by 5:00 pm on Thursday will be delivered to sites on Friday of the same week on a mutually agreed upon schedule. Schools that have one (1) delivery a week will place their order on Tuesday by 5:00 pm and will be delivered to each school on Wednesday of the same week on a mutually agreed upon schedule. Deliveries will happen Monday-Friday as agreed upon between Distributor and School . Special deliveries must be approved by the supervisor and confirmed to the designated school staff via a sales representative.

School's expectation of Distributor sales staff is:

- School Sales Specialist staff visits quarterly to update School on pricing, promotions and services.
- Sales staff need to be educated in School Foodservice regulations.
- Ensures that all items ordered are delivered in time for preparation.
- Provides training and support to individual schools as needed.
- Communicates any substitutions in report form to the program Supervisor.
- Supports district in identifying, enrolling in, tracking, and submitting for vendor rebates.
- Manages communication in the event of snow days.

Substitutions

School expects that, with School provided forecasting, Distributor will fulfill 95% of orders without shortages, outages, or substitutions.

Prior Approval

If a Distributor is temporarily out of stock or short on a particular item, an equal or superior product may be delivered at an equal or lower price with prior approval by School not less than twenty-four (24) hours prior to scheduled delivery. Substitutions at higher prices may be made only upon prior approval of the School.



Deliveries

Schools and other locations requiring delivery are listed below with their delivery requirements and characteristics. A map of the locations is also attached.

School Name	Delivery Time Frame	Dock Y/N	Deliveries per week	Address
Dorothy Dodds Elementary	6:00am-2:00pm	N	1	4400 24th Ave S Moorhead, MN 56560
Ellen Hopkins Elementary	6:00am-2:00pm	N	1	2020 11th St S. Moorhead, MN 56560
Probstfield Center for Education	6:00am-2:00pm	No Walkin Cooler/ Freezer	1	2410 14th St. S Moorhead, MN 56560
Robert Asp Elementary	6:00am-2:00pm	N	1	910 11th St N Moorhead, MN 56560
SG Reinertsen Elementary	6:00-2:00	N	1	1201 40th Ave S Moorhead, MN 56560
Horizon East Campus	6:00am-2:30pm	N	2	3601 12th Ave S Moorhead, MN 56560
Horizon West Campus	6:00am-2:30pm	N	2	3601 12th Ave S Moorhead, MN 56560
Moorhead High School	6:00am-2:30pm	N	2	2300 4th Ave S Moorhead, MN 56560
Career Academy	6:00am-2:30pm	N	2	2800 27th Ave S Moorhead, MN 56560

Driver required to place deliveries in assigned place of storage.

Deliveries must not occur while school buses are loading or unloading. Elementary Schools 7:00am-7:45am.



Communication

Distributor shall designate sales staff to work with School.

Nutritional Information

Distributor will provide Product Specification Sheets, CN Label Sheets, and Signed Formulation Statements on products listed on the order guide, upon request from School. Nutritional Information sheets must be provided as manufacturer updates occur and when new products are added to the order guide.

Reports

Distributor will provide monthly velocity reports, and summary information in Excel format at the end of the contract period, with detail by delivery location and summary for all locations.

Special Order

Distributor will will provide the procedure for special orders of non-stock products.

Forecasting

School will provide Distributor with a system of forecasting purchases with sufficient lead time to ensure successful fill rates.

Payment Terms

School will pay within 30 days from receipt of the weekly/monthly invoice or statement, for delivered products only.

Product Specifications

Refer to School's attached *Product List* for product specifications and anticipated purchase quantities. Following the instructions on Attachment A, *Instructions to Proposer for Completing Product List*, complete all required columns for each product.

- For the brand specified, provide the price, and indicate if the product is non-stock.
 - Only the referenced brand can be submitted on the Product List

Quantities shown on the *Product List* are estimated purchases of each product during the specified period. School has attempted to estimate within 10-15 percent of actual requirements. The receipt of USDA commodities and changes in student preferences affect purchase quantities.



DIRECT DIVERSION- NOI & FFS

At the time of this RFP the Distributor must be approved with K12 Foodservice and Processor Link for uploads and tracking of NOI and FFS. School shall inform Distributor of any changes in the ordering of commercial products approved for commodity diversion and work with Distributor to determine change-order dates.

Please note that at the time of this RFP the SFA's that are participating in further processing of USDA foods are noted in the schools profiles.

NOI's and FFS allowances cannot be used in the allowances on the market basket

School shall inform Distributor of any changes in the ordering of commercial products approved for commodity diversion and work with Distributor to determine change-order dates.

Distributor marketing funds, growth programs and/or dollars, accruals, and similar supplier funded programs based on total distributor sales shall NOT be used to lower distributor costs on the market basket

MSFBG

This SFA is a member of the Minnesota School Food Buying group, and as such expects the Prime Vendor to stock items based on reasonable usage of combined SFA's. Distributors are required to send listings of current MSFBG Prime Vendor districts.

IV. STANDARD TERMS AND CONDITIONS

The following standard terms and conditions shall be incorporated into the contract:

Modifications, additions, or changes to the terms and conditions of this Proposal may be cause of rejection of a Proposal. Vendors are requested to submit all Proposals on the District's official forms. Proposals submitted on company forms may be rejected.

Pricing

All pricing submitted shall include all packaging, handling, and shipping charges. School Districts in the state of Minnesota are exempt from paying sales tax. State Sales and Use Tax Certificates of Exemption Form will be issued upon request.



Processing and Delivery Conditions:

All products must be:

- Processed in a USDA continuously inspected and approved plant.
- All RFP responses submitted for fruits and vegetables are to be from the current growing season unless otherwise indicated on the proposal form. If a prior growing season's product is submitted, the vendor must state the pack date along with the price submitted.
- All products delivered will comply with standards of identity, quality, and fill and drained weights as described in the relevant federal and state regulations.
- All foods, especially temperature controlled foods, will be handled according to the latest with federal and state food codes that govern the products.
- Random sampling and testing of products will be performed by the SFA. Should any product fail to meet specification, quality, or condition as awarded, the SFA will require the selected Prime Vendor to remove such products from all SFA locations, provide full credit for the total value of removed product, and reimburse the SFA for any cost.
- All cases and cans shall be in good condition at the time of delivery and shall, under proper storage conditions, have a shelf life of at least eight(8) to twelve (12) months.
- The supplier guarantees products against swells for a period of six (6) months after delivery.
- Except in those instances where certain food items are not commercially available from production within the United States, no food items covered by this RFP are to be imported, imported, and repacked, or imported and labeled with an American Processor or Distributor's label.
- Unless specifications state otherwise, all cans shall be filled- slack cans are not acceptable.

Food Laws

The Vendor agrees to comply with all Federal, State and local laws, ordinances and all applicable rules, regulations and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the company's performance of the provisions of this agreement. School officials may inspect the Distributor's facilities.

The Vendor shall comply with applicable federal, state and local laws and regulations pertaining to wages, hours, and conditions of employment in connection with contractor's performance of work under this agreement. Vendor agrees not to discriminate against any employee(s) or applicant(s) for employment because of age, race, religion, creed, sex, national origin, or handicap.



Under request from School, Distributor shall provide:

- Letter of guarantee of compliance with food laws.
- Latest facility inspection forms and comments from applicable federal, state and local agencies.
- Procedures for food safety and sanitation, including procedures used for product holds or recalls.
- Other Federally Required Contractual Provisions

Buy American

Schools participating in the National School Lunch Program are required by federal regulations to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic products are those that are produced in the United States and those that are processed in the United States substantially (at least 51%) using agricultural commodities produced in the United States.

Limited exceptions to the Buy American provision include

- a. The product is not produced or manufactured in the U.S. in sufficient, reasonable, and available quantities of a satisfactory quality, such as bananas and pineapple; and
- b. Competitive proposals reveal the cost of a domestic product is significantly higher than a non-domestic product.

Insurance

Distributors shall maintain all necessary and proper insurance for the duration of the work to be performed, including Comprehensive General Liability Insurance and Property Damage Insurance, Workers Compensation Insurance, and Automobile Liability Insurance. Evidence of Insurance must be filed with the District showing compliance with all insurance requirements. Should any required insurance be cancelled before the expiration date, the issuing company will mail 30-days written notice to the School.

Hold Harmless

The Vendor agrees to defend and hold the District harmless from any claims, demands, actions, or causes of action arising out of any act or omission on the part of the company subcontractors, its agents, or employees in the performance of, or with relation to, any of the work or services provided to be performed or furnished by the Vendor under terms of this agreement.



Conflict of Interest

No SFA employee shall participate in the selection, award or administration of of a contract when any of the following persons has a financial interest in the firm selection of the award:

- The Employee, any member of his/her immediate family, people with whom there is an affectionate personal relationship, an organization which employees any or the parties indicated herein.

Resolution of Protest and Disputes

The School or SFA Co-op alone is responsible, in accordance with good administrative practices and sound business judgment, for the settlement of all contractual and administrative issues arising out of this procurement.

These issues include, but are not limited to, source evaluation, protests, disputes, and claims. All disputes from vendors must be in writing and be received by the procurement leader within seven calendar days of the date of the award notice.

Audits

The Vendor agrees to retain all books, records, invoices, and/or quotations to substantiate initial item costs as quoted and other documents relative to this agreement for three(3) years after final payment or until audited by the District, whichever is sooner.

The District, its authorized agents, and/or state auditors shall have full access to the right to examine any of said materials during said period.

Schools may conduct audits to validate costs and compliance with agreement terms and conditions. School will allow a reasonable timeframe for the Distributor to prepare files for an audit. Distributor will correct audit findings immediately or within 30 days following notification of the errors.

Not Debarred, Suspended, Proposed for Debarment, Declared Ineligible or Voluntarily Excluded

If the negotiated contract exceeds \$25,000, Distributor certifies that neither the company nor any of its principals has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency.



Lobbying

If the negotiated contract exceeds \$100,000, Distributor certifies that no federal funds to any person for influencing or attempting to influence an officer or employee of any federal agency or Congress, Distributor is required to submit a "Disclosure Form to Report Lobbying" at the time of the executed contract and at the time of any renewals.

Other Federally Required Contractual Provisions

Distributor is required to comply with applicable parts of state energy conservation standards standards (Minn. Rules Chapter 216C) and Minnesota Energy Code (Minn. Rules Chapter 7670).

If the contract exceeds \$2,500, Distributor is required to comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented.

If the contract exceeds \$10,000, Distributor is required to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in U.S. Department of Labor regulations (41 CFR Part 60),

If the contract exceeds \$100,000, Distributor will be required to comply with Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use of facilities included on the EPA List of Violating Facilities. Distributor shall report all violations to the grantor agency and to the USEPA Administrator for Enforcement (EN-329).



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I CERTIFY THAT THIS RFP IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER VENDOR SUBMITTING A PROPOSAL FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP FOR THE VENDOR COMPANY.

AUTHORIZED SIGNATURE

TYPED OR PRINTED NAME

TITLE

DATE



CHECKLIST OF REQUIREMENTS FOR PROPOSAL

The following information and completed forms must be submitted for a complete proposal.

- Completed Product List. - one (1) copy.
- Company description, including organizational chart, identification of staff responsible for contract duties, and brief position descriptions.
- Name and contact information of two school districts or schools of similar size and characteristics that may be contacted for references. List one(1) customer with approximately the same volume who has discontinued a contract with you in the last three (3) years.
- Description of procedures: Delivery timelines, minimum delivery quantities, payment terms, change orders, credits, pickups, special orders, communication services and sales staff. Include description of how these functions are managed to facilitate maximum cost and time savings to School.
- Identification of any School requirements (Section III of this RFP) that cannot be fully met.
- Description of any ancillary services that will contribute to School requirements, with no additional cost.
- Completed and signed cover sheet "School Food Service- Prime Vendor Proposal" form
- Completed copy of commodity delivery proposal.
- List of Current Prime Vendor Schools in Minnesota.
- List of current MSFBG Prime Vendor Schools
- Login & Password for order entry system for evaluation
 - Website _____
 - Login _____
 - Password _____



INSTRUCTIONS TO DISTRIBUTOR FOR COMPLETING PRODUCT LIST- PRIME VENDOR

School has specified product information and estimated quantities in columns B, C, D, E, and L, on the Product List. The week that must be used as the basis for Distributor costs is indicated at the top left of the form.

1. Complete the *Product List- Prime Vendor* by entering Distributor Information:

At upper right, provide Distributor name, contact information and the proposed fixed fee. **Fixed fee must be consistent for all products and categories**

Complete columns as indicated:

- Column A **Distributor Item Number**- Add number or leave blank if not currently stocked
- Column B **Manufacturer Product Code** - Must match the specific product code that is referenced
- Column C **Product Description**- of the required product requested
- Column D **Manufacturer Brand**- must match the specific brand that is referenced
- Column E **Pack Size or Purchase Unit**- Indicate, if not already indicated by School
- Column F **Invoice Cost from Manufacturer**- Cost from Distributor's supplier during specified week
- Column G **Freight**- If there is any freight cost associated in establishing the auditable cost put here
- Column H **Manufacturer Allowance**- Indicate any supplier allowance provided for 2025-2026 SY.
- Column I **Net Case Cost**- The distributor cost before mark up to the school district
- Column J **Fixed Fee Per Case**- only one fixed fee per foll all categories is acceptable
- Column K **Final Case Cost to the District**- The distributor cost including the fixed fee mark up to the School district. (Formula will automatically populate this column).
- Column L **Annual District Usage**- Estimated annual usage for the district.
- Column M **Extended Price to District** (Unit Price x Annual District Usage)Formula will automatically Populate this column.



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SCHOOL FOOD SERVICE PRIME VENDOR PROPOSAL

MOORHEAD AREA PUBLIC SCHOOLS

DUE: MAY 20, 2026

The undersigned hereby offers to provide prime vendor service for food products as specified in this proposal for the period of: July 1st, 2026 through June 30th, 2027.

I understand that the School reserves the right to reject any or all proposals, and that this proposal may not be withdrawn during a period of sixty (60) days from the time of opening of the proposal.

DISTRIBUTOR NAME _____

DISTRIBUTOR ADDRESS _____

SIGNATURE (authorized rep) _____

PRINTED NAME _____

TITLE _____

DATE _____

CONTACT NAME _____

TITLE _____

PHONE _____

EMAIL _____



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PROPOSAL FOR DISTRIBUTION OF USDA COMMODITIES

TO

Moorhead Area Public Schools ISD 152

The undersigned hereby certifies that it has an approved agreement with the Minnesota Department of Education offers to deliver USDA commodities from the State-designated warehouse, to Moorhead Area Public Schools ISD 152 for School Year 2026-2027, with options to renew, as described in this proposal and in compliance with the Food Distribution Program Master Agreement for the school year.

I understand that the School reserves the right to reject any or all proposals, and that this proposal may not be withdrawn during a period of sixty (60) days from the time of opening of the bid.

Are the proposed prices contingent upon a concurrent prime vendor contract with the school?

_____ No _____ Yes

Commodity Dry Delivery Fee

\$ _____ per case

(Fee per case charged in addition to warehouse fee from State-designated warehouse)

Commodity Frozen/Refrigerated Delivery Fee

\$ _____ per case

(Fee per case charged in addition to warehouse fee from State-designated warehouse)

Fee for Accepting and Re-Delivery of Processed Product

\$ _____ per case

Additional Storage Available: _____ Yes. If yes, how long? Fee? _____

Minimum Delivery Requirements: _____ NO _____ YES

If yes, please describe: _____



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Order/Delivery options: (Check One)

Weekly Delivery _____ Bi-monthly _____ Monthly _____

Additional Requirements:

FIRM NAME _____

FIRM ADDRESS _____

SIGNATURE (authorized rep) _____

PRINTED NAME _____

TITLE _____

DATE _____

CONTACT NAME _____

PHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____