

Request for Proposal- Produce Distributor

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:

Produce Distributor

Due no later than 10:00 am on May 29th, 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.

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REQUEST FOR PROPOSAL (RFP)



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

PRODUCE DISTRIBUTOR

MOORHEAD AREA PUBLIC SCHOOLS ISD 152

DATE OF REQUEST: APRIL 27TH, 2026

DATE PROPOSALS ARE DUE: MAY 29TH, 2026@10:00 AM

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 produce for two separate objectives. Objective #1 is to offer produce for consumption on salad bars and serving lines at lunch. Objective #2 is to support our fresh fruit and vegetable program.

Objective #1 is to partner with a produce distributor that aligns with our commitment to the Buy American provision while consistently supplying high-quality, fresh fruits and vegetables. We aim to enhance our school nutrition program by ensuring reliable access to fresh produce for our salad bars and for use in scratch cooking and roasting on our serving lines. Through this partnership, we seek to expand menu variety and increase student exposure to a wide range of fruits and vegetables, encouraging exploration, improving dietary habits, and supporting overall student wellness.



Objective #2’s goal of the Fresh Fruit and Vegetable service is to introduce students to new and unusual produce that they would not normally encounter while educating them about these products.

- a. These products should come in the form of cut IW packages or small whole portions for easy distribution and consumption in MAPS classrooms.
- b. We understand that with price constraints new and different isn’t possible every day, but we seek to maximize variety as much as possible.
- c. The program goal is a “taste” of the item which MAPS defines as: 1-1.5 oz cut package or 1 small whole item.
- d. For the efficiency of distribution in the district and to minimize over ordering, MAPS prefers 30 count cases of processed product. Whole products should be in their most cost efficient case size though 150 pieces or less is preferred for most items.

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	\$285,000
Estimated annual Commercial Cases Purchased	50,000
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 29th, 2026 @ 10:00 am, Central Time



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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.

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.



Produce Distributor 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 Produce Distributor 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 27th, 2026
Deadline for submission of any communications from Distributors	May 11th, 2026
Deadline for School to issue addenda to RFP	May 18th, 2026
Proposal due date	May 29th, 2026
School's selection of proposal	June 1st, 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: May 11th, 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>Pricing: Lowest cost will be determined by total cost of most frequently used items bid multiplied by total anticipated usage for each item.</i>	35
<i>Product quality and availability. Product lines assuring best customer needs. We reserve the right to request sample products</i>	20
Vendor Delivery and History Sheet. Narrative response to Delivery Experience (Previous experience, timeliness, driver service and professionalism and local reference checks.	15
<i>Vendor’s proposed service and delivery schedule: Strength of safety and sanitation program, Sales Representative’s record, professional training, ability to communicate new market trends and products, adjusting for late deliveries or product unavailability, invoicing, and accounts receivable process</i>	20
<i>Additional Proposal Considerations. Narrative responses to listed questions (product quality, product availability, and food safety)</i>	5
<i>Ability to vendor to provide local products. Proposer to define what is local per their definition and specifically identifying items grown or produced in Minnesota</i>	5

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

All pricing submittals shall be entered into the price proposal spreadsheet (Attachment D). This document must be included in the submitted documents, labeled “PRODUCE DISTRIBUTOR RFP [Proposer’s Name] Attachment D”. Should the proposer's additional products not be listed, please include those in “additional items offered” on the second tab, in the price proposal spreadsheet. This is a non-binding listing of additional products offered. Each proposer must provide current pricing on all items listed. Pricing includes but is not limited to the lowest case price and/or lowest unit price. Quick pay discounts and other price savings will also be considered.

Product quality and uniformity

is a measure of District acceptance of the product and ability to provide a consistent product with minimal substitutions. Product substitutions present a burden to District.

Ability to satisfy requirements stated in RFP

Takes into consideration: service, items available and in stock in sufficient quantities to satisfy demand, availability of night deliveries or key stops, delivery time agreements with each District, handling of credits, incentives for early delivery, documentation of temperatures, building secured after delivery, communication, out of stock notifications, discontinuations, price changes, item number changes, invoicing, Vendor online invoice archival, invoice history available to the district, and Vendor’s general responsibility as evidenced by past performance.

Estimated purchase quantities

The District’s estimated annual quantities are submitted on the Attachment D: Price Proposal Spreadsheet. The estimates are offered solely for the purpose of proposer submission and evaluation. Larger or smaller volume may be purchased, and there is no guarantee of purchases as a result of this solicitation.

Product quality

Produce products are to be furnished and delivered in accordance with the following:



- a. **Product Quality** All products sold to District shall be warranted and guaranteed to be merchantable by Vendor and fit for the purpose for which it is intended.

Product temperature FOR EACH ITEM must be maintained at a suitable temperature to maintain freshness, quality, shelf life and nutritional value. Product shall be transported in a climate-controlled container regulated to keep the item(s) in good condition and in accordance with the current US Department of Agriculture guidelines and food handling practices during all stages of processing, distribution and storage.

- b. **Deviations from specifications** If there is any deviation in the pack, source or quality of an item requested, from that prescribed in the specifications, the difference must be clearly indicated and approved by the District. During the term of the Contract, Vendor must adhere to the pack and size specifications.
- c. **Brand, pack size, product specifications changes** The Vendor shall not change the brand, pack size or product specifications, including but not limited to ingredients and product formulations, unless circumstances arise that are out of the vendor's control. Notice in writing with an explanation for the change shall be given to the district five (5) business days prior to any change.

Refrigerated Goods

Vendor will assure that all products are processed, packaged and stored in humidity elevated (90%-95%), ventilated (air circulating), refrigerated areas that are sufficient to maintain product quality and excellence until delivery of product into the District's refrigerator as the product requires for safe food handling.

Refrigerated items are not to exceed an internal temperature of 40 degrees F or reach an internal temperature lower than 32 degrees F (temperature of refrigerated items is not to exceed 32-40 degrees F in the cargo hold of mechanically refrigerated truck transporting/delivering these items.) Refrigeration system condensation shall not come in contact with the product.

All refrigerated goods shall be delivered and placed inside coolers on first-in-first-out basis, unless otherwise directed by the delivery site.

Refrigerated perishable items must have at least a 1-week shelf life on date of delivery.



Dry Goods

All dry goods shall be delivered and placed inside dry goods storerooms on first-in-first-out basis, unless otherwise directed by the delivery site.

Unusable product

Unusable products must be replaced or credited. Credit for all unusable items not replaced is to be noted on the delivery receipt.

Ordering Procedures

School prefers the ordering process described here:

Order to be placed electronically by 5:00 pm the day before the delivery. 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.
- Manages communication in the event of snow days.

Substitutions

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.

Returns

Vendors shall allow returns within five (5) working days of delivery at no charge.

Packaging and labeling



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- a. All products shall be packed and prepared under sanitary conditions and in accordance with good commercial practice.
- b. All packaging shall be wholesome, safe and in sanitary condition.
- c. Cartons and carriers used to transport products from the Vendor's plant shall be clean and sanitary at all times.
- d. Labeling of all containers shall comply with Federal Food, Drug and Cosmetic Acts and related legislation including latest revisions.
- e. Packaging must be in accordance with good commercial practice. Package size to be manufacturer's standard unless otherwise specified.
- f. Proposers are advised to make notations for items found on Pricing Attachment which have had packaging changes by the producer and price accordingly. Failure to make notation will be construed as merchandise being furnished as specified.
- g. Each shipping container shall be labeled legibly to show:
 - i. Name of product contained
 - ii. Item number
 - iii. Product number
 - iv. Net Weight
 - v. Plant number
 - vi. Name, address and date packed (month, day, year)
 - vii. Best Used By/Expiration Date
 - viii. Chilled products shall be marked "Keep Under Refrigeration"
 - ix. "ROOM TEMPERATURE" held products shall be labeled as such
 - x. Labels shall display clearly the Port of Origin and Country of Origin.

Vendor deliverables and responsibilities

- a. Delivery and performance schedule
 - i. The Vendor must meet the highest standards prevalent in the industry or business most closely involved in providing the goods or services that District is purchasing.
 - ii. The Vendor shall make delivery to District as requested throughout the school year. Deliveries shall be made as needed and within the timeframe requested for each school. Delivery charges are FOB and must be included in the proposers pricing. Proposers pricing should include any minimum order requirements.
- b. General delivery requirements. The Vendor shall meet the following conditions:



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- i. Provide packing slips with each shipment identifying items ordered by the District’s item number(s), quantity ordered, purchase order, master PO number, and associated invoice numbers.
- ii. All deliveries shall be organized for easy off loading and receipting.
- iii. Vendor shall provide delivery, unload, and place the product in the school or building as directed. Vendor will remove all debris, and rubbish resulting from delivery off site in a responsible manner. The premises shall be left in a neat, unobstructed condition upon completion of the delivery.
- iv. Products that do not meet District or HACCP Specifications may be rejected and replacement of the rejected products shall occur within 24 hours of the delivery date at no cost to the District.
- v. Delivery schedule and frequency will be determined by the District to assure proper inspections. The district is requesting one delivery per site each week. Deliveries will be made while staff are on site. Delivery schedule can be amended to allow additional delivery sites and times as required by the District. Deliveries will not be made at elementary schools between the hours of 7:15-7:45 am or 2:15-2:45 pm.
- vi. School in expected deliveries chart below, marked with a “*” will need to have orders labeled FFVP on the invoice to easily separate them from regular invoices for grant purposes.
- vii. Expected delivery sites

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



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SG Reinertsen Elementary	6:00am-2:00pm	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

c. Delivery delays

- i. If delivery delays are foreseen District must be notified within 24 hours of Vendor’s knowledge of such delay. Vendor shall keep District advised of the status of deliveries.
- ii. Failure to meet delivery dates may constitute a breach of contract by Vendor which may subject Vendor to termination under terms and conditions of the resultant contract.
- iii. In the event of default by Vendor of their obligations, District reserves the right to obtain the required products elsewhere. Vendor would be responsible for any differences in price for the replacement products.
- iv. The Vendor shall not be liable for any delays in delivery caused by circumstances beyond its control including acts of God or of the Public Enemy, acts of the United States Government, fire, floods, epidemics, quarantine restrictions, strikes, or embargoes. When any delays in delivery will occur or are anticipated, Vendor should immediately give notice thereof to District.
- v. Holidays or school closures In the event of a school holiday, scheduled school closure, or unplanned closure for inclement weather or other incidents, deliveries will be made the next day that the schools are open, or deliveries will be coordinated between District and Vendor.
- vi. Product recall
 1. If a product recall is instituted on an item that has been delivered, the Vendor will immediately notify the District within 24 hours. The Vendor



will be responsible for all costs associated with replacement product, shipping charges, and/or product credit.

2. If at any time it is determined that the health and/or safety of the customers at the District are affected by the usage of this product, the Vendor and/or Vendor's processor must and will assume full liability.
- vii. Food safety testing
1. District reserves the right to submit a sample of any product to an independent laboratory for analysis as listed for each product. Testing of perishable products may include monitoring acceptable chemical levels and maximum bacteria levels on designated products. Random sample testing may be performed during the resultant contract as required by District. Such analysis is to be paid for by District if the product meets the specifications. If the product fails to meet specification analysis, Vendor will be billed for the analysis by the laboratory and shall pay all such billings within thirty (30) days. Additionally, Vendor shall immediately replace or refund District for all remaining affected product within five (5) working days of notification. Vendor will be responsible for all shipping, disposal, return, and restocking fees. District reserves the right to have non-compliant products shipped to and stored in commercial storage facilities at Vendor's expense if the five (5) working day deadline is not met.
 2. Failure of the product to meet specifications and acceptable chemical and bacterial levels may be considered a breach of contract and addressed as stated in the contract terms and conditions. All noncompliant products at the time of analysis must be picked up and refund issued to District within 48 hours.
- viii. Food security preventive measures
1. Food security preventive measures shall be employed by the selected Vendor to minimize the risk that food under their control is subject to tampering or criminal or terrorist actions. ii. Unless specifically approved by District, it is understood that all products furnished by Vendor shall be maintained in facilities owned and operated by Vendor during the term of any resultant contract.
 2. Food safety
 - a. The Vendor's premises, equipment, supplies and warehouse facilities shall be maintained, throughout the life of the contract,



in conditions satisfactory to District and in compliance with the State of Minnesota Health and Sanitation code. The Vendor shall adhere to the highest standards of cleanliness and sanitary practices, including the food distributor's employee's appearance and performance in the preparation, service, transportation, and storage of food and related items.

- b. The Vendor's facility shall be subject to inspection at all times. If in the opinion of District sanitary conditions are unsatisfactory, this may be considered a breach of contract and shall be addressed as stated in the contract terms and conditions. Any losses incurred by District as a result of such a termination shall be charged against Vendor.
3. Inspection
 - a. Delivery of items that do not meet all requirements will be rejected. Rejected items shall be removed and replaced promptly by Vendor at no cost to District.

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 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.

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.

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.

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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),



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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).

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.

- Intention to Submit a 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- Produce Distributor Proposal" form
- Delivery Practices Sheet



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

- List of Current Vendor Schools in Minnesota.
- Login & Password for order entry system for evaluation
 - Website _____
 - Login _____
 - Password _____

APPENDIX 1

INTENTION TO SUBMIT A PROPOSAL

In order to provide timely updates to this Request for Proposal, including the responses to questions submitted, we ask that potential organizations complete the follow form and return it by email to Procurement at ashleyschneider@moorheadschoools.org

Business Name:
RFP Point of Contact:
RFP Contact Email:
Physical Address:
Mailing Address:
Phone #
Fax #
Diverse Organization?: If no, please select "None of the Above". If yes, Please select which classification: <ul style="list-style-type: none"> - Disadvantage Business Enterprise - GLBT - Vetern Owned - Woman Owned and Controlled - Service Disabled Veteran



- Non Profit
- None of the Above

- Yes, we plan to submit a proposal to provide the request product, provide updates to the individual names above
- No, we do not plan to submit a proposal

Reason:

Organization Name (Print Name): _____

Signature of Authorized Individual: _____

Printed Name of Authorized Individual: _____

Printed Title of Authorized Individual: _____

Date: _____

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- Produce Distributor* 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 **Line Number**- Leave Blank
- Column B **Product Description** - Leave Blank-of the required product requested
- Column C **Long Description and Specification**- of the required product requested
- Column D **Brand or Equal**- must match the specific brand that is referenced
- Column E **Pack Size or Purchase Unit**- Indicate, if not already indicated by School
- Column F **Estimated Usage**- This is only an estimate
- Column G **Brand or Manufacturer**- Indicate specific brands in this column
- Column H **Manufacturer SKU**- Enter manufacturer number
- Column I **Vendor SKU**- If different from manufacturer
- Column J **US Domestic Yes or No**- Indicate whether this is a domestic product or not



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- Column K **Price per UOM**- Enter the price of the product item.
- Column L **Special Order** - Indicate whether this item is a special order or readily available
- Column M **Comments, Notes, Additional Descriptions, Substitutions, Etc.** - Indicate any notes

SCHOOL FOOD SERVICE PRODUCE DISTRIBUTOR PROPOSAL

MOORHEAD AREA PUBLIC SCHOOLS

DUE: MAY 29, 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) _____



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PRINTED NAME _____

TITLE _____

DATE _____

CONTACT NAME _____

TITLE _____

PHONE _____

EMAIL _____

VENDOR DELIVERY AND HISTORY SHEET

VENDOR: _____

Date started business: _____ # of years doing business in Minnesota: _____

A. Describe your capabilities to provide product delivery service to Moorhead Area Publics Schools ISD 152 (including the days of the week, time of day for deliveries, and how Vendor will handle special needs deliveries).

B. Delivery fee schedules (minimums and volume discounts):

C. Performance History: Please provide the names of public agencies or schools to which you have provided product delivery service for 18 months or longer:

Agency Name	Location	Approx. Amount	Delivery Days
1. _____	_____	_____	_____
2. _____	_____	_____	_____



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3. _____

Provide the names and addresses of five (5) agencies your company has provided services similar herein. District may perform reference checks to evaluate existing service.

VENDOR NAME: _____

1. Customer Identification: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name/Title: _____

Phone Number: () _____ Email: _____

2. Customer Identification: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name/Title: _____

Phone Number: () _____ Email: _____

3. Customer Identification: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name/Title: _____

Phone Number: () _____ Email: _____



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4. Customer Identification: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name/Title: _____

Phone Number: () _____ Email: _____

5. Customer Identification: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name/Title: _____

Phone Number: () _____ Email: _____