

**MANISTEE AREA PUBLIC SCHOOLS**  
**KALEVA NORMAN DICKSON SCHOOL DISTRICT**  
**BEAR LAKE SCHOOLS**

May 1, 2012

Dear Produce Vendor:

Manistee Area Public Schools, Kaleva Norman Dickson School District, and Bear Lake Schools are now accepting proposals for Michigan fruits and vegetables for delivery to any or all of the following sites:

- Manistee High School, 525 12<sup>th</sup> St., Manistee, MI 49660
- Brethren Middle/High School, 4400 North High Bridge Rd., Brethren, MI 49619
- Bear Lake School, 7748 Cody St., Bear Lake, MI 49614

Proposals will be accepted for locally-grown products for the 2012/2013 school year for all schools, but proposals will also be accepted for delivery for the summer food service program at Manistee High School.

Enclosed are a vendor questionnaire and product availability and pricing forms for you to complete and submit for consideration, should you wish. Feel free to make us aware of any additional products you would like us to consider, along with their specifications, pricing, and availability, in the extra spaces provided on the product availability and pricing forms. Please note that the product availability and pricing form indicates the preferred product types, varieties, grades, and conditions, but the school food authorities at each district are willing to discuss other product options based on availability. Also, it is not required that you have available all products listed in this request to participate; please feel free to submit a proposal for just one or two products if that is all you have available for purchase by one or more school districts.

The enclosed forms must be completed and submitted with your proposal. Proposals are to be delivered in a sealed envelope, identified **Produce Service** clearly printed on the outside of the envelope. The proposals must reach one of the below addresses by **12 noon on June 4th, 2012**. Proposals submitted by fax will not be accepted. Respondents will be acknowledged upon receipt of proposals. Completed forms may become the final contract, which will begin on a date specified between the school district(s) and awarded Vendor(s).

The school districts reserve the right to award multiple contracts to multiple vendors, and do not guarantee any specific ordering volumes but are happy to discuss

anticipated use. All successful Vendor(s) may be asked to meet with the school districts' Food/Nutrition Services and Administration individually or collectively prior to delivery of produce and/or school presentations. All arrangements between the school district(s) and successful Vendor(s) regarding delivery schedules, ordering, payment, and availability/seasonality of produce will be made during that meeting. Additionally, successful Vendor(s) may be asked to host school field trips and/or visit schools within the districts and present their products to students and staff as an educational tool and hands-on method for introducing local produce within the school or cafeteria.

Please direct all responses, questions, and inquiries to:

Kathy Gutowski  
Director of Nutrition Services  
Manistee Area Public Schools  
525 12<sup>th</sup> St.  
Manistee, MI 49660  
231-398-3695  
[kgutowski@manistee.org](mailto:kgutowski@manistee.org)

Jenice Momber  
Kaleva Norman Dickson and Bear Lake  
School Districts  
Food Service Director  
4400 N High Bridge Rd  
Brethren, MI 49619  
231-477-5353 ext. 304  
[jmomber@manistee.org](mailto:jmomber@manistee.org)

We look forward to working with you to provide fresh Michigan fruits and vegetables to our students. Thank you for your consideration.

Sincerely,

Kathy Gutowski and Jenice Momber

*Manistee Area Farm to School Project*  
**Vendor Questionnaire**

Name: \_\_\_\_\_  
Farm/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone and/or email: \_\_\_\_\_

Schools to which you are willing to deliver (see list on first page of cover letter):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe method and vehicle for delivery:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of liability insurance coverage (provide copy of policy): \_\_\_\_\_

Other current local customers & contact information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment terms (receipt must be left at each delivery, one statement to be paid to vendor):

\_\_\_\_\_

List any inspections your facility receives from USDA/State/Local Inspectors and their frequency (annual, bi-annual, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please attach copies of latest inspection report(s), and a copy of the food safety and sanitation plan for your farm/business.

Please describe your pest management practices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Credit/return policy for poor quality: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **Manistee Area Farm to School Project Product Availability and Pricing Form**

Name of Vendor and Business/Farm Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please fill in count, pack, price, projected quantity, minimum delivery, and months available for applicable products. In the space provided, add any additional products or varieties of products that you have available and would like us to consider.

<b>Product</b>	<b>Count</b>	<b>Variety</b>	<b>Quality</b>	<b>Packed</b>	<b>Condition/Description</b>	<b>Price</b>	<b>Projected Quantity</b>	<b>Minimum Delivery</b>	<b>Months available</b>
Apples		Any variety	US Fancy or US No. 1		Ripe, firm, crisp, juicy, smooth skin free of blemishes, bruises and scars. Color typical of variety. Washed.				
Asparagus			US No. 1 or 2		Closed bracts. Stalks should be free of excess woody fiber in the stem. Free from decay and serious damage.				
Blueberries		Bluecrop, Elliott, Duke or equivalent	US No. 1		Fruit should be fully blue and firm; Free of decay, injury, mold, and attached stems.				
Corn, sweet		Yellow, White, or Bi-color	US Fancy, Husked		Uniform size and color. Sweet, well-developed kernels. Free from insect injury, damage, or decay				
Cherries, sweet		Any variety	US No 1 or US Commercial		Fairly well colored, well formed, and clean. Free from decay or damage.				

Name of Vendor and Farm/Business Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Green Beans		Any variety	US Fancy or US No. 1		Ripe, fairly well formed, full pods. Fairly bright in color and fairly tender. Free of damage. Loose dirt removed.				
Lettuce		Any variety	US Fancy or US No. 1		Fresh with bright color. Free from browning, decay, and wilt. Washed.				
Pears		Bartlett, Bosc, or Equivalent	US No. 1		Mature, ripe, well-formed fruit. Free from decay, damage, and insect injury.				
Plums		Stanley, Damson, or equivalent	US Fancy or US No. 1		Well-formed fruit, ripe, clean fruit. Free from decay, damage, and sunscald.				
Potatoes		Ass't varieties	US Extra No. 1 or US No. 1		Firm and smooth, (not wrinkled); free of soft and/or dark spots, cut surfaces, greening, sprouts, or damage. Color typical of variety. Loose dirt removed, and washed.				
Squash, summer		Ass't varieties	US No. 1		Ripe, firm, and fairly well formed. Fairly young and tender. Color typical of variety. Free from decay or damage.				
Squash, winter		Ass't varieties	US No. 1 or 2		Well matured with color typical of variety. Free from serious damage, not broken or cracked.				

Name of Vendor and Farm/Business Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Strawberries		Any variety	US No. 1 or US Combination		Firm, not overripe or undeveloped. Free from mold, decay, or damage. Red in color.				
Tomatoes		Ass't varieties	US No.1 or US Combination		Mature, well-developed, and not overripe or soft. Fairly smooth. Color typical of variety. Free from decay or injury.				
Watermelon			US Fancy or US No. 1		Mature, fairly well formed, and not overripe. Free from damage, decay, or disease.				

Upon review, this bid has been awarded by the School Food Authority of \_\_\_\_\_.

School Food Authority Signature: \_\_\_\_\_

Date: \_\_\_\_\_