

# 2021 LOCAL PRODUCE FORWARD PURCHASE AGREEMENT SMALL INFORMAL PURCHASE SOLICITATION DOCUMENT

## FARM TO SCHOOL: PUBLIC SCHOOLS & ALLEGANY COUNTY SHERIFF'S OFFICE PROCESSING PARTNERSHIP

**BID OPENING:** 1:00 PM on April 13, 2021

**FOR PERIOD OF:** April 13, 2020 – May 4, 2021

**RETURN BID BY MAIL OR IN PERSON, OR VIA EMAIL TO:**

CASSANDRA BULL  
CORNELL COOPERATIVE EXTENSION OF ALLEGANY COUNTY  
5345 COUNTY ROAD 48,  
BELMONT, NY 14813  
CB775@CORNELL.EDU

**BID CLOSING:** 2:30 PM on May 4, 2021.

Bids will be awarded by each participating district on **May 11, 2021**.  
Any bid received after the specified date and time will not be considered.

### **CONTACT INFORMATION:**

Please direct all questions about this form to Cassandra Bull, Farm to School Coordinator at Cornell Cooperative Extension of Allegany County. 585-268-7644, CB775@cornell.edu.

CCE is an employer and educator recognized for valuing AA/EEO, providing equal program and employment opportunities.

## **PARTICIPATING DISTRICTS:**

### **WELLSVILLE CENTRAL SCHOOL DISTRICT**

Bob Meyers, Cafeteria Manager  
bmeyers@wlsv.org  
50-98 School Street, Wellsville, NY 14895

### **WHITESVILLE CENTRAL SCHOOL DISTRICT**

Doug Moot, Business Administrator  
DMoot@whitesvillesd.org  
692 Main St, Whitesville, NY 14897

### **SCIO CENTRAL SCHOOL DISTRICT**

Cindy Winchell, Cafeteria Manager  
CWinchell@sciocsd.org  
3968 Washington, Scio, NY 14880

## **ALLEGANY COUNTY SHERIFF'S OFFICE:**

Christopher Ivers, Jail Administrator  
4884 NY-19, Belmont, NY 14813  
585-268-9204  
IversCP@alleganyco.com

Wilma Simons, Cafeteria Manager  
585-268-9207  
SimonsW@alleganyco.com

## **HISTORY & BACKGROUND:**

In 2018, NYS made a historic commitment to the local farming community by increasing the meal reimbursement from 5 to 25 cents to Districts that purchase 30% of their lunch ingredients from NY farms. This new legislation creates a big incentive for districts to think locally when purchasing ingredients for school meals. The initiative comes in tandem with Cornell Cooperative Extension of Allegany's "From Carrots to Curriculum" project, a funded by NYS Department of Ag. & Markets. The goal of this program is to assist the county's districts in procuring more local products, boosting the local farming economy in the process.

One main barrier for implementing Farm to School in Allegany County is the short growing season, which can be overcome by processing and freezing produce while it is in season. However, many cafeteria managers in the county have expressed concern over self-processing at their District due to a reduction of staff time and equipment. This sentiment and the lack of processing facilities or food hubs within an 80-mile radius of Allegany have led Cornell Cooperative Extension (CCE) to collaborate with the Allegany County Sheriff's Office (ACSO) through the Inmate Working Program (IWP). New York Sustainable Agriculture Working Group (NYSAWG) a branch of Southern Tier West Regional Planning and Development board, CCE, ACSO, and local school districts (also referred to as Districts) have developed a partnership regarding this issue. The ACSO is willing to provide processing services (wash, chop, blanch, vacuum seal) to freeze in-season produce for participating school districts within the county. This partnership has received supplemental funding from the NYS Department of Agriculture and Markets and the United Way of Allegany County for an outdoor freezer to store the produce and a blast chill freezer to aid in the processing of products. In their pilot year (2019) and 2020, the ACSO IWP processed over 10,000 pounds of local produce for participating school districts. The group wants to continue this partnership each year and will seek farm businesses perennially to be involved in this partnership.

# EXPECTATIONS & INSTRUCTION FOR LOCAL VENDORS

It is the intention of the above Districts to purchase the below produce items from local farmers, aggregators, and distributors in 2021. Please read these instructions and fill out the attached forms carefully.

## **BID FORM INSTRUCTIONS:**

- Please complete and submit bid form no later than **May 4, 2021**. Please submit bid form by email or mail to Cassandra Bull (contact information listed above).
- Aggregators, distributors, and farmers (hereby referred to as Vendors) may submit bids for this program.
- This is a competitive procurement process. After the bid deadline, Cornell Cooperative Extension agents work with the participating Districts to choose their Vendors based on the provided information.
- The chart below represents a compilation of items requested by participating District Cafeteria Managers. Please read the instructions on the chart, provide the period of availability and the price per unit for each item you would be able to provide. Vendors do not necessarily need to meet total quantities of a product to sell that product to District; Districts will consider partial quantities as well. Please list the amount you would be able to provide (for example, 250 pounds) in the appropriate column. The additional lines are for you to provide additional crops that the District may be interested in.
- The price per unit must remain firm for the full contract period. Please include pack sizes with the pricing.
- Vendors must complete new bid each year. Vendors are not guaranteed a perennial purchasing agreement within this partnership.

**SCORING CRITERIA:** All products purchased by Districts must be grown or raised in the United States of America as per federal regulation. However, the above Districts are incorporating geographic preference scoring to prioritize unprocessed locally grown or locally raised agricultural products and other criteria. The following point system will be attributed to each product bid on by each Vendor:

CRITERIA	POINTS
Price	60
Vendor interested in participating in an educational opportunity for District	5
Item grown directly by Vendor	15
Item grown in Western New York (Allegany, Cattaraugus, Chautauqua, Erie, Niagara)	4
And/or Item grown in NY counties neighboring Allegany County (Steuben, Livingston, Cattaraugus, or Wyoming Counties)	6
And/or Item grown in Allegany County	10
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

### DELIVERY OF PRODUCE:

- Vendors must deliver harvested produce to the Allegany County Jail, rather than the school district, as seasonal produce is ready between the months of May and November.
- Vendors must schedule deliveries **Monday through Thursday**. Deliveries made on Friday, Saturday, and Sunday to the Allegany County Jail are prohibited.
- Vendors must give 48 hours' notice of delivery to the Allegany County Jail. Please state the item(s) and respective weights of your delivery to allow staff to prepare for intake. This can be by emailing Wilma Simons (SimonsW@alleganyco.com) and Cassandra Bull (cb775@cornell.edu) or by calling the Allegany County Jail Kitchen at 585-268-9207.
- Vendors are not responsible for delivery from the Jail to the respective Districts.
- Invoices must be provided to the Allegany County Jail staff during delivery.
- Invoices must be made to the District the produce belongs to and list the product, quantity in specified units, lot or batch number, and name and address of each farm where all product is coming from.
- Produce must arrive at the Allegany County Jail in a fresh, unprocessed state. No frozen or pre-cut items will be permitted.
- Produce must be harvested no more than 72 hours with refrigeration or 24 hours without refrigeration before delivery to the Allegany County Jail to ensure freshness of the product.
- The Allegany County Jail has a right to refuse product if the staff deem the quality of produce undesirable or subpar. Undesirable features include but are not limited to mold, browning spots, slime, and shriveled skin.
- No more than 400 pounds total per delivery of all produce (except green beans) from each vendor will be allowed per day. No more than 200 pounds total per delivery from each vendor providing green beans will be allowed per day due to longer processing time required. Exceptions may be made in specific cases with notice in advance.

### SAFETY AND INSURANCE:

- Site visits may be scheduled by the Cornell Cooperative Extension Farm to School Coordinator or Cafeteria Manager. Scheduling will be made after bids are collected and purchases are finalized.

- Vendors must adhere to current food safety standards and work to develop a food safety plan for all crops they supply to the Districts through this partnership.
- Vendors must be able to show proof of liability insurance.

#### **PAYMENT & BILLING:**

- Each participating school district's Cafeteria Manager is responsible for finalizing orders for produce with each Vendor.
- Vendor will bill each District directly for the products they deliver to the Jail.
- Vendors will bill the Districts for unprocessed field weight of items. The schools are purchasing raw agricultural products from local producers and the Allegany County Jail is processing produce for schools as a free service to them.
- After delivery is made to the Allegany County Jail and verified by their staff, invoices left at the Jail will be sent to the District(s). Turnaround for payment by school districts may take longer than usual businesses, at an estimated 8-week turnaround from invoice to payment. Please note that school districts are dependable clients, and though this turnaround may not be as fast as desired, the school districts are trusted buyers once orders are finalized.

#### **ANNOUNCEMENTS & AWARDS:**

- Each District will contact all awarded Vendors to finalize their orders no later than the date listed in the first page. The Districts will specify their exact order from that Vendor. Districts will contact Vendors regardless of whether they were awarded the bid.
- Districts are not required to purchase full quantities of produce as seen in the initial requests below. In some cases, prices for certain products may be more expensive than Districts feel they can afford, and they may lower their purchase amount or not purchase a certain item if this is the case. In other cases, a school board may require approving these purchases and will make their purchasing decisions once all bids are submitted.
- No Vendor will face direct financial repercussions if they state they will provide a specific quantity of produce but fail to provide their originally proposed quantity. All parties understand that growing crops is dependent on many external factors. If the deficit is significant, this may be considered in evaluating future bids from that vendor. It is key to keep an open line of communication with the purchasing Districts and the Farm to School Coordinator if a major change in projected harvest occurs.

#### **LEGAL NOTICE:**

- The bidder agrees to hold Cornell Cooperative Extension of Allegany County, the Districts, and the Allegany County Sheriff's Office harmless from and against 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.

# BASIC INFORMATION

*Please fill out the following fifteen questions below. Incomplete forms will not be accepted. If more space is needed, please answer questions on a separate page.*

1. Farm/business name-
2. Owner-
3. Business address-
4. Phone number-
5. Email address-
6. Producer/Supplier Ownership Structure (such as independent, cooperative, distributor, corporate):
  
7. Certifications (such as organic, naturally grown, women and minority owned, GAP):
  
8. How is product tracked and traced as it moves through the supply chain to the customer?
  
9. Please name other outlets where you sell your product:
  
10. Do you have insurance? If so, how much does your policy cover?
  
11. Do you have a return/refund policy for unacceptable products?
  
12. Would you be willing to provide the following:
  - Host a field trip at your Farm Yes\_\_\_ No\_\_\_
  - Promotional material for your farm Yes\_\_\_ No\_\_\_
  - Cafeteria visit for a lunch period Yes\_\_\_ No\_\_\_
  - Assembly presentation Yes\_\_\_ No\_\_\_
  - Classroom Visit to School Yes\_\_\_ No\_\_\_

ITEM	TOTAL AMOUNT REQUESTED (lbs)	AMOUNT AVAILABLE BY YOUR BUSINESS	ESTIMATED TIME FRAME OF AVAILABILITY	PRICE PER CASE	POUNDS PER CASE	WILL THIS ITEM BE FROM YOUR FARM OR A RESALE?
<p><i>Below are the items Districts identified that they want to be processed through this partnership. Feel free to add in items that are not listed here at the bottom. This may or may not be wanted by Districts specifically to process, but we will let you know.</i></p>	<p><i>Below is the total amount requested by Districts. It will be broken up to show the request from each district on a separate page.</i></p>	<p><i>For each item below, please indicate the quantity you perceive will be available for purchase from your business for this partnership.</i></p>	<p><i>Please fill out below the estimated weeks for which this product will be harvested and available.</i></p>	<p><i>Below, please fill out the price at which you are able and willing to sell your products.</i></p>	<p><i>Please fill out the number of pounds you provide per case for each product.</i></p>	<p><i>If you are a distributor reselling local farm goods, please fill out the resale section of this form. If you are providing items strictly and directly from your farm, please ignore this section. Write below, "resale" or "direct farm"</i></p>
<b>Cauliflower</b>	<b>440</b>					
<b>Broccoli</b>	<b>360</b>					
<b>Zucchini/summer squash</b>	<b>360</b>					
<b>Winter Squash</b>	<b>140</b>					
<b>Onions</b>	<b>42</b>					
<b>Peppers</b>	<b>42</b>					
<b>Strawberries</b>	<b>400</b>					
<b>Blueberries</b>	<b>300</b>					
<b>Corn (ears)</b>	<b>0</b>					
<b>Green Beans</b>	<b>1050</b>					
<b>Carrots</b>	<b>630</b>					
<b>Snow Peas</b>	<b>220</b>					
<b>Raspberries</b>	<b>48</b>					
<b>Blackberries</b>	<b>48</b>					
<b>TOTAL</b>	<b>4080</b>					

## RESALE NARRATIVE:

For each item, please list below the farm names and addresses all produce will be coming from. Districts will use this information to award advantage points to give geographic advantage/preference points for local products. If you are unsure of all the farms you will be purchasing from, please explain why and write how you find farmers to source from.

<b>Allegany County Sheriff's Office Processing Partnership - Requested Product List</b>				
<b>Item</b>	<b>Whitesville</b>	<b>Wellsville</b>	<b>Scio</b>	<b>TOTAL</b>
	<i>pounds per district</i>			
<b>Cauliflower</b>	<b>120</b>	<b>0</b>	<b>240</b>	<b>440</b>
<b>Broccoli</b>	<b>120</b>	<b>0</b>	<b>240</b>	<b>360</b>
<b>Zucchini/summer squash</b>	<b>120</b>	<b>80</b>	<b>160</b>	<b>360</b>
<b>Winter Squash</b>	<b>80</b>	<b>60</b>	<b>0</b>	<b>140</b>
<b>Onions</b>	<b>18</b>	<b>24</b>	<b>0</b>	<b>42</b>
<b>Peppers</b>	<b>18</b>	<b>24</b>	<b>0</b>	<b>42</b>
<b>Strawberries</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>400</b>
<b>Blueberries</b>	<b>100</b>	<b>200</b>	<b>0</b>	<b>300</b>
<b>Corn (ears)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Green Beans</b>	<b>600</b>	<b>300</b>	<b>150</b>	<b>1050</b>
<b>Carrots</b>	<b>300</b>	<b>180</b>	<b>150</b>	<b>630</b>
<b>Snow Peas</b>	<b>0</b>	<b>120</b>	<b>100</b>	<b>220</b>
<b>Raspberries</b>	<b>0</b>	<b>48</b>	<b>0</b>	<b>48</b>
<b>Blackberries</b>	<b>0</b>	<b>48</b>	<b>0</b>	<b>48</b>
<b>Other?</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other?</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>0</b>
<b>Total</b>	<b>1676</b>	<b>1364</b>	<b>1040</b>	<b>4080</b>