

Wallace Stegner Academy Procurement  
Bid Opportunity Information  
Bid Number: 26A  
Bid Title: Fresh Produce  
Issue Date: 5/22/2026 01:00:07 PM (MT)  
Close Date: 6/21/2026 01:00:00 PM (MT)  
Question Cut Off Date: 5/30/2026 10:00:00 AM (MT)

#### Bid Notes

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals from qualified Suppliers to provide Wallace Stegner Academy (WSA) with high quality produce for Nutrition Services. It is anticipated that this RFP may result in a contract award to a qualified Supplier as needed and as defined further in the Scope of Work.

This RFP is designed to provide interested Suppliers with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Proposing suppliers are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement. All proposal preparation costs and any associated activities related to this RFP are the sole responsibility of the Supplier.

All solicitation responses must be submitted electronically through email to Dave Hirst @ [dhirst@wsacharter.org](mailto:dhirst@wsacharter.org).

All procurement-related inquiries relative to this proposal must be submitted through email at the same email address listed above by the questions cut off deadline. Proposals will be opened electronically within five (5) business days of the closing of the solicitation.

#### Eligibility Requirements

In order to be eligible to respond to this RFP, an interested Supplier must meet all of the following minimum qualifications:

- A. Licensed: The proposing Supplier must be properly licensed to do business in the State of Utah.
- B. Liability Insurance: The interested supplier must provide Certificate of Liability Insurance that will protect the Supplier from the following: claims under workmen's compensation acts and other employee benefit acts, claims for damages resulting in bodily injury and claims for damages to property which may arise from the Supplier's actions pursuant to the fulfillment of this contract, whether such operations be by

himself or by any partner/Supplier or anyone directly or indirectly employed by the Supplier.

C. Bonded: The interested Supplier must provide all delivery drivers' bonding information including bonded limits.

D. Federal Requirements:

The interested supplier must comply with Federal Code 2 CFR, parts 200.318-326

General Procurement Requirements:

1. Federal Code 7 CFR Part 220.16 (d) Buy American Agriculture Provisions
2. Contract provisions as required in appendix II to 2 CFR 200
3. USDA Commodity items 7 CFR 250.30
4. Federal code 7 CFR 210.19-21 Additional responsibilities and buy American provisions
5. Ability to service the schools with multi- weekly deliveries
6. Recall Plan - must include a primary & secondary contact
7. Hazard analysis and critical control points
8. Bioterrorism plan
9. Must be able to handle FFVP and mark invoices with those items & Provide educational paperwork to be included.
10. Invoice must include the purchase order number
11. Fast recipes to Phone, Text and Email concerns

General Information

A. Terms & Conditions: It is expected of all proposing suppliers to read the WSA Policies and Procedures on purchasing as they contain necessary information that is not included in this document.

B. Inquiries: All inquiries relative to this RFP must be submitted through e-mail.

C. RFP Award: When the award is made, it will be posted on the school website. In the event that the RFP is canceled after the closing date, that information will be posted on the school website.

D. Right of Rejection: WSA reserves the right to reject the low proposal if the products bid are not equal to or better than the items listed on the Price Schedule and/or are not acceptable in appearance, durability, and performance (applicable if samples are requested and evaluated).

E. Contract Period: This agreement shall commence on the date of the RFP award by the WSA Food Service and Wellness Director and continue for one (1) year. Each proposal must include an option whereby WSA, at its sole discretion, can extend the contract annually for up to four (4) additional years with the same terms, prices, and conditions set forth in this document and/or as negotiated between the successful supplier and the Procurement Officer. The option shall be exercisable at the end of the first year. If the option is not exercised, then the contract shall automatically expire at the end of the contract term. Notice of exercise of the option must be given at least thirty (30) days prior to the end of the contract term.

F. Contract Pricing: The contract will be a Firm Fixed Price Contract. Consideration for proposal price increases or decreases will be made only for extreme changes in market conditions, as determined and agreed upon by the WSA Food Service & Wellness Director and the supplier.

G. Oral Presentations An oral presentation by the proposing Supplier to expand on their submitted proposal may be required. Presentations will be scheduled after the submission of proposals. More information about the required presentation content will be addressed at that time.

#### Scope of Work

In order to be considered for award, the interested Supplier must agree to meet or exceed all of WSA's specifications, requirements, and provide the services outlined below. Requirements include, but are not limited to, the following:

A. Product Grade: Produce must be XF/Grade A products unless a Choice Grade exception has been approved. Such cases may be necessary if the supplier does not have sufficient produce to accommodate the selected items and to eliminate stickered fruit.

B. Substitutions: Substitutions made for lack of inventory must be minimal. Any substitution from the contract item must be given at the contract item cost. The item substituted must be given in equivalent amount and equal or better quality to what was originally ordered. WSA must be notified of any shortages within 48 hours in advance of substitution. WSA reserves the right to approve/disapprove substitutions.

C. Damaged, Spoiled, or Unacceptable Product: WSA will only accept produce of the highest quality, according to specifications contained in this RFP. Produce that does not meet with described specifications - grade, size, color, freshness, etc. - will

be refused. All processed product must have a code date of no less than seven (7) days from the time of delivery to the WSA school site(s). Any produce that is refused, damaged, or spoiled must be immediately replaced in order to allow WSA to maintain its current planned menu. If the replacement of refused, damaged, or spoiled produce is not replaced or is not needed by WSA a credit must be issued by the Supplier within 48 hours.

In addition, the supplier will accept liability for doors left open, loss of product, or theft if building is not secured after departure. The supplier will take responsibility for any damages to building or property caused by trucks/drivers.

D. Deliveries: WSA has a total of 5 schools. There will be one (1) to two (2) deliveries per week, possibly three (3) depending on the product. The first delivery is required on Monday between 6:00am to 1:30pm. If a holiday falls on a Monday, the supplier will be expected to deliver first thing Tuesday morning at 6:00am. The line items listed in this RFP are simply a sample market basket to calculate points on price and is not a guarantee of quantities that will be purchased and items will vary by week

E. Product Transportation: The supplier must have refrigerated transportation services that comply with HACCP and ServSafe criteria to ensure the safety and quality of the produce.

F. FFVP program services

G. Fuel Surcharges: No fuel surcharges will be allowed.

Technical Proposal Requirements

The technical proposal constitutes all necessary information (as listed below), but should not include any pricing. The proposing supplier is expected to fulfill the following requirements as part of their proposal:

Proposing Suppliers are expected to complete Schedules A-D (in Attachments) and upload as part of their proposal.

Each supplier shall submit only one proposal. Alternate or multiple proposals from a single supplier are prohibited. On any item where multiple proposals are submitted, that item may be deemed non-responsive.

Evaluation of Proposals

Evaluation Criteria WSA will evaluate each proposal submitted based on responsiveness to WSA's overall needs. The award of contract, if made, will be to the supplier(s) who is responsive and responsible to all administrative and technical requirements of the RFP; who has demonstrated competence and qualifications in

regards to providing the services required; the pricing for the services offered; and who receives the highest rating based upon all of the criteria set forth in the RFP.

A supplier must use the attached schedules in submitting a proposal. The schedules must be completed in their entirety. Other materials that support these schedules may be included in the proposal.

n/a: Certification of Proposal (Schedule A)

10 Points: Executive Summary (Schedule B)

25 Points: Detailed Response (Schedule C)

20 Points: Qualifications/Experience (Schedule D)

10 Points: References (Schedule E)

35 Points: Price Proposal (Line Items/fill in prices): Fill in pricing on sample market basket: This is not a guarantee of quantities that will be purchased and items will vary by week.

Evaluation Method The schedules will be scored by Food Service & Wellness Director, scoring each section 1-5 (1 being low and 5 being high). Scores will then be multiplied by a specified number. The scores will be totaled and added to the cost scores to obtain the overall highest score.

Line items (Pricing) will be evaluated by the Purchasing Agent using the following point weight method:  $(\text{Lowest Proposed Price} / \text{Each Individual Proposed Price}) \times 35$  Points.

NOTE: If price proposals are unclear and clarification is needed, the Purchasing Agent reserves the right to request a best and final offer from all submitting Suppliers.

Most common items we use

Green Leaf Lettuce

Red Shred Cabbage

Grape Tomatoes

Cucumbers

Apples

Oranges, Navel

Roma Tomatoes

Banana

Kiwi

Carrots, mini

Carrots, Shred

Celery

Peppers, Green and Red