



GARLAND INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT

*501 S. Jupiter
Garland, Texas 75042*

August 5, 2024

ADDENDUM 2, RFP #274-25 (134579)

Farm to School (Local Produce, Meats, and other foods) for Student Nutrition Services

This addendum modifies the original document as listed below and is hereby incorporated to the contract documents. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Failure to submit the addendum may be used as an evaluated factor.

1. QUESTION:

On the Sample Log, there are columns called “Code Number” and “Product Data Sheet” – can you please help me understand what information should be listed there?

RESPONSE:

Samples are not required at the time of bid submission. If the vendor has an identifying code number for their product, then they may enter it under “Code Number”, but this information isn’t required for produce items. The Product Data Sheet is not applicable for produce items. For meat items, if a USDA Inspection or nutrient analysis has been completed, then this should be submitted with the bid submission.

2. QUESTION:

Can you please give us the bid period and is the quantity on the bid monthly or ??

RESPONSE:

The deadline for bid submissions is 10:30 am on Tuesday, August 13, 2024. Each month we will release a monthly quote for bid for the following month roughly 3-4 weeks before the month of bidding. The quantities on the bid are estimates for the school year.

3. QUESTION:

Will there be a recap of this call by chance?

RESPONSE:

Attached you will find the presentation of what was discussed in the pre-bid meeting.

Company Name

Mayte R. Martinez

Mayte R. Martinez
Assistant Director of Purchasing

Address

City State Zip

Signature

Title



Farm to School RFP

Pre-Bid Meeting



Farm to School RFP Overview

- To procure local food items for Garland ISD Student Nutrition Services
- Vendor must be located in Texas and the products must be grown or raised in Texas
- Will be utilizing LFS Grant funds until deplete, but will continue to purchase from local vendors
- Vendors will be awarded for the school year of 2024-2025. RFP will release annually each year.
- Our goal is to support local farmers while highlighting healthy, fresh local foods on our menus



Criteria and Evaluation

- Must be local to Texas
- Will request monthly quotes after the initial bid period
- Farmers/producers must abide by all state and federal regulations
 - Should be GAP or GHP Certified or provide a food safety plan with bid
- Samples are not required with bid submission, but samples may be requested on a monthly basis to determine quality of product
- Ship to location: SNS Warehouse during normal business hours



Criteria and Evaluation

- Bids will be evaluated based on the following:
 - purchase price,
 - reputation of vendor and their goods/services (Must provide references)
 - the extent to which the goods/services meet district's needs
 - Meet specs,
 - Delivery requirements,
 - Ability to provide food safety plan or is GAP or GHP certified (must provide documentation)
 - Geographical Preference (must be local to Texas)



Important Dates

ACTIONS	ACTION DATES
Pre-Bid Meeting (Google Meet)	July 25, 2024
Deadline for Questions from Vendors	August 1, 2024
Date to issue Addendums and Responses to vendor questions	August 6, 2024
Proposal Due Date	August 13, 2024



Other Requirements and Information

- Must register as a vendor with Garland ISD (Purchasing Webpage - How to do Business with Us)
- Will need to utilize Oracle iSupplier system
- Bids can be submitted via Oracle iSupplier or as a hard copy (must request from Purchasing Dept)
- If any questions, please contact bids@garlandisd.net



Questions?

We look forward to working with you!