



South King County Farm to School Collaborative Fresh Sheet Instruction

This document describes the process you will take with the Collaborative member school district Nutrition Services to sell tree fruit throughout the year. Please keep this document for your reference, and follow the instruction below.

Please update schools on product availability and pricing by sending a weekly fresh sheet (fresh sheet template is attached to this document). Please refer to “Products, Volume and Specifications” below, and quote based on the fixed unit price. All prices shall be firm throughout the purchase period listed on the fresh sheet as “Availability for the week of,” and it is understood by the vendors that the unit price shall include all costs, EXCEPT TAX (if applicable).

Member districts will make purchase decision after comparing the quotes on fresh sheet and place orders based on product availability and menus at least 4 days before serving.

PRODUCTS, VOLUME, AND SPECIFICATIONS

The districts need a shelf life of 3 to 5 days on the products from the delivery date for all products. Purchasing volume estimates are conservative, and should be considered baseline amounts for a vendor to be able to deliver. If price and quantity are acceptable, it is possible that school districts will purchase more volume or more items than they have estimated for this form.

Produce	Specification	Volume		
		X	Y	Z
Apples, fresh, whole, popular eating varieties	2014 harvest. Multiple varieties to introduce students different kinds. Ripe, well formed, firm, crisp, juicy, smooth skin free of blemishes, bruises and scars. (or WA EX Fancy or WA Fancy **) Color: typical of variety. Size: 163 CT/CS or 2.5-3 inches in diameter; not exceeding 3.5 inches in diameter. *volume listed based on 163 CT/CS. ** for apple grades, see http://www.bestapples.com/facts/facts_grades.aspx			
Apricots, fresh, whole	Mature, not overripe or shriveled, well formed, free from decay, skin breaks, worm holes, blemishes, bruises, brown spots, and insects. Color: typical of variety. Size: 2 inches minimum in diameter; not exceeding 3.5 inches in diameter. *volume listed based on 96-100 CT/lug			
Asian pears, fresh, whole, popular eating varieties	Ripe, well formed, firm, crisp, juicy, smooth skin free from blemishes, bruises and scars. Color: typical of variety. Size: 2.5-3 inches in diameter; not exceeding 3.5 inches in diameter.*volume listed based on 80 CT/CS			
Cherries, Bings, fresh	Mature, well colored, well formed, clean, not shriveled, and free from decay, insect larvae or insect injuries. Size: not less than ¾ inch in diameter			
Nectarines, fresh, whole	Mature but not soft or overripe. Well formed, free from decay and damage caused by bruises or insects. Fairly well-colored. Size: 2.25-2.5 inches in diameter			
Peaches, fresh, whole	Mature but not soft or overripe. Well formed, free from decay and damage caused by bruises or insects. Fairly well-colored. Size: 2.5 inches in diameter; not more than 3 inches in diameter.			



Produce	Specification	Volume		
		X	Y	Z
Pears, fresh, whole	2014 harvest. Both popular varieties (e.g. Anjou, Bartlett) and ones new to students (e.g. Seckel, Red Krimson, etc.) Mature, ripe, well formed fruit. Free from blemishes, bruises, scars, and insect injury. Size: 120-150 CT/CS or 2.5-3 inches in diameter; not exceeding 3.5 inches in diameter.			
Plums, fresh, whole	Fairly well-formed, well colored, ripe, clean fruit. Free from blemishes, bruises, scars, and insect injury. Size: 2-3 inches in diameter. *volume based on 2" whole fruit			
Plums, Italian, fresh, whole	Fairly well-formed, well colored, ripe, clean fruit. Free from blemishes, bruises, scars, and insect injury. Size: 2 inches in diameter, not less than 1 ¼ inches in diameter. *volume listed based on 90 CT/20-lb CS			
Pluots/Aprium, fresh, whole	Fairly well-formed, well colored, ripe, clean fruit. Free from blemishes, bruises, scars, and insect injury. Size: 2-3 inches in diameter.			

ORDERS & DELIVERY

All deliveries shall be to designated district sites listed in the Appendix “Delivery Locations”.

1. Products shall be transported in vehicles that are capable of maintaining the quality and food safety of all products up to the time of delivery and acceptance at the buyer’s specified delivery locations.
2. Delivery should be on the agreed upon date and time discussed with the member districts contact personnel listed in the “Contact Information” when order is placed.
3. When an agreed upon amount of produce may become unavailable, the member districts require 7 days notice before scheduled delivery (excluding weekend and holidays) so that other arrangements can be made. Any changes in product availability or delivery scheduling must be immediately communicated with the district contacts.
4. The member districts have the right to refuse produce upon delivery if it does not meet the agreed upon quality and pricing requirements. Damaged or unacceptable product shall be credited to the districts.
5. Your quote is a unit price and includes delivery cost. The district Nutrition Services shall not be charged for any additional cost except tax should it incur. Please note that some districts require a single delivery location, and Auburn School District requires multiple drop sites during the school year and a single delivery location during the summer months as listed in the Appendix “Delivery Locations”.

INVOICE & PAYMENT

A detailed invoice must be provided with each delivery of product. The invoice should be separate for each district and contain the following information:

1. Name, address and phone number of vendor/business selling products to each district.
2. Date of delivery
3. Itemized list of quantity, item description, origin of the item (farm, location), unit of sale (ea, cs, lb, etc.), price per unit and extended total price for each item listed on invoice
4. Grand total amount each district has to pay for the total purchase including any applicable sales tax
5. Payment by the district will be net 30 unless other terms have been discussed and agreed to.



CONTACT INFORMATION

South King County Farm to School Collaborative

Please send all responses to RFQ to: [email]

The Member District Contacts: (Do NOT send your quote and other forms directly to the contact listed below.)

[X] School District

[name]

[title]

[address]

[phone]

[email]

[Y] School District

[name]

[title]

[address]

[phone]

[email]

[Z] School District

[name]

[title]

[address]

[phone]

[email]

DELIVERY LOCATIONS

Order by X School District:

[Address and/or direction]

Order by Y School District:

[Address and/or direction]

Order by Z School District:

Z School District prefers a vendor with capacity to deliver to each school kitchen. The list indicates school and auxiliary buildings to which produce products will probably be delivered. The Z School District reserves the right to demand and the supplier agrees to deliver products at the contract price, to such locations as may be indicated by the district during the seasonal purchase period.

[Address and/or direction]