



Sandy Creek School District
Small Purchase Solicitation / Request for Quotes (RFQ)
Chicken, Beef, Pork

Date: April 8, 2025

Attention:

Sandy Creek Central School District, hereafter referred to as SFA, is seeking a responsible vendor to provide Chicken, Beef and Pork items at one of sites operating the USDA Child Nutrition Programs in Sandy Creek, New York.

Deadline:

Please reply to Tracy Sullivan no later than July 31, 2025, by sending an email to tracy.sullivan@scs.cnuric.org with your pricing.

Goods/Services Requested:

The SFA anticipates purchasing the following items in the estimated quantities, however, the following list is only an estimate, is subject to change, and is not a commitment to purchase. Prices should include the total cost including delivery or installation costs where applicable. The SFA will not pay fuel surcharges. Please provide pricing information for the following items.

Estimated Annual Usage per Unit	Unit	Description
Beef	Case	New York Ground Beef - frozen in 5-10lb packages. No more than 20% fat. New York Beef Strips - frozen in 5-10lb packages
Chicken	Case	Chicken breast - raw, 6/5# case Chicken Wings - raw, 6/5# case
Pork	Case	Pork Shoulder, Boston Butt , Frozen Without bone, 1/4-inch trim Pork, Mild Cured, Bacon -Frozen Slices Pork Loin Chops , Frozen Without bone, 1/4-inch trim Pork Sausage Patties , Frozen

The foods provided by the vendor must comply with all state and federal requirements of the federal USDA Child Nutrition Program guidelines. Appropriate documentation must be maintained by the vendor, and provided upon request, including but not limited to: food safety records, nutrition facts labels, Child Nutrition Labels, product formulation statements, ingredient labels, and other items required to demonstrate compliance with the meal pattern and food safety regulations.

If a product requested is not available, substitutions must be pre-approved by the SFA at least 48 hours in advance of delivery. The vendor shall notify the SFA in advance whenever there is a product or ingredient change, and provide nutrition facts labels, ingredient statements, and product specification sheets/CN labels where applicable.

Delivery:

- Delivery must include off-loading and inside delivery.
- Delivery must be made between the hours of 6 am and 2 pm on all school days (and occasional non-student days when returning from break).
- Delivery must be made to: 124 Salisbury Street, Sandy Creek, NY 1314

Evaluation Criteria

- The lowest-priced responsive and responsible vendor shall be awarded the contract.
- The SFA defines responsive as the respondent conforming to all of the stated terms and conditions herein and defines responsible as the respondent is capable of performing successfully under the terms and conditions of the resulting contract.
- The SFA reserves the right to reject any and all bids or any portion or combination therein; to work with whomever and in whatever manner the SFA decides; and to abandon the procurement process entirely. Errors in price computations do not relieve respondents from offering the goods and services at the quoted price. The veracity of prices submitted is the sole responsibility of the bidder.

Pricing:

- Firm, fixed pricing must be specified.
- Extra 10 points for being located within 30 miles of the School District.

Billing and Invoicing:

- Invoices must be accurate and provided by the vendor by the 5th of the month following the delivery of items.
- Invoices must follow net 30 payment terms.

Buy American:

The SFA participates in meal programs that require the use of nonprofit school food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U. S. substantially (51 percent or more by weight or volume) using agricultural commodities that are produced in the U. S. as provided in 7 CFR, sections 210.21(d) and 220.16(d). The vendor must:

1. Submit certification statements for all processed agricultural products. The vendor must provide written documentation to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume.

OR:

2. Request SFA approval prior to delivering a non-domestic agricultural commodity or product. If the vendor cannot comply with #1 above, the vendor must notify the SFA in writing 10 days before delivering a non-domestic agricultural commodity or product. This written notification must include the following:

- a) Whether the request to deliver a non-domestic food is because the product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality, or competitive bids reveal the costs of a domestic product are significantly higher than the non-domestic product
- b) The pricing of both domestic and non-domestic products and/or availability data to justify the use of one of the two allowable exceptions
- c) A list of alternative domestic substitutes for the SFA to consider for delivery instead of the non-domestic agricultural product

In accordance with the 2024 Final Rule for Child Nutrition Meal Standards, the vendor must provide data on a monthly, quarterly or annual basis demonstrating the total dollars spent on domestic versus non-domestic produce. The SFA will utilize this data to assess compliance with restrictions placed on total dollars spent on non-domestic foods.

Our SFA will only purchase agricultural food products grown, packed, or processed domestically *unless* any of the following applies:

- The quality of the domestic agricultural food product is inferior to the quality of the agricultural food product grown, packed, or produced non-domestically.
- The agricultural food product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality to meet the needs of the public institution.
- The vendor shall be responsible for complying with all local, state, and federal laws, including applicable sections of the education code, food code, occupational safety, and health codes.
- To the fullest extent permitted by law, the vendor agrees to indemnify, defend, and hold the SFA entirely harmless from all liability arising out of workers' compensation acts, any loss, injury

to, or death of persons or damage to property, and any and all claims, actions, suits, or other proceedings relating to work under this contract

Agreement

The parties listed agree to this contract, as evidenced by their signatures below.

Vendor: _____

SFA: _____

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and Teletypewriter [TTY]) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> (PDF), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
833-256-1665 or 202-690-7442; or
3. email: Program.Intake@usda.gov
4. This institution is an equal opportunity provider.