

**REQUEST FOR QUOTES**

**FOR THE 2016-2017 FARM2SCHOOL LUNCH PROGRAM**

RIPPLESIDE ELEMENTARY SCHOOL ISD#1

225 2nd Ave SW,

Aitkin, MN. 56431

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **FARM FRESH GROWN FOOD** |  |
|  |  |  |

PROPOSALS DUE: NOT LATER THAN 1:00 PM, March 18, 2016

LATE PROPOSALS WILL NOT BE ACCEPTED

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **1 OVERVIEW** |  |
|  |  |  |

### INTRODUCTION

Rippleside Elementary School [RES] seeks proposals from farmers and ranchers for

food as part of the Farm2School Lunch Program.

### TERM OF CONTRACT

The contract term shall be the 2016-2017 school year with products being procured for

the once a month Farm2School Lunch Program [F2S]. Months include September

through May.

### CONTRACT PROVISIONS & TIMELINES

Proposers are advised to read and become familiar with RES’s standard terms and

conditions provided in section 5.

### TIMELINES

|  |  |
| --- | --- |
| ACTIVITY | DATE |
| Issue and Advertise RFQ | 3/7/2016 |
| Deadline for Questions | 3/14/2016 |
| Proposals Due | 3/18/2016 |
| Procurement Committee Meeting | 3/24/2016 |
| Anticipated Contract Award | 3/30/2016 |

NOTE: RES reserves the right to deviate from this schedule.

### PROCUREMENT COMMITTEE MEMBERS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Amy M. Wyant |  |  | Healthy Northland, Aitkin County Public Health |
|  | Jesse Peterson |  |  | Principal, Rippleside Elementary School, ISD#1 |
|  | Kevin Hoge |  |  | School Board Member, ISD#1 |
|  | Michelle Leitinger |  |  | Aitkin County Environmental Services |
|  | Wanda Blakesley |  |  | Head Cook, Rippleside Elementary School, ISD#1 |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **2 SCOPE OF WORK** |  |
|  |  |  |

### 2.1 STATEMENT OF WORK

The selected Contractors/Farmers/Ranchers will provide and deliver Farm Fresh

Produce and Meat. Individual product specifications are listed on Attachment D, Cost

Proposal.

RES began implementing the Farm2School Lunch Program in September 2015. The

program provides lunch once a month which introduces farm fresh grown food

to students. The Farm2School Lunch Program promotes healthy eating habits,

supports neighboring small and mid-sized farmers and help builds the local economy,

The program offers important learning opportunities for students, staff and guests.

The school cafeteria is a model for health, wellness and food system sustainability.

At RES, the cafeteria is viewed as a learning laboratory to introduce students to locally

sourced food. RES is interested in purchasing products from farmers whose

production practices support environmental sustainability goals, such as, [but not

restricted to], reduced use or elimination of chemical pesticides and fertilizers, use of

organic fertilizers, fewer transport miles between farm and RES, and environmentally

friendly packaging.

Featured RES products will be promoted through the Food Service Department. In

addition, RES may choose to provide supplemental educational activities during the

Farm2School lunches.

RES used the following in determining which products to feature in the 2016-2017

Farm2School Program.

**1. Availability** of the item in the area where students live such that the

featured item is more likely to also be offered outside the school

environment.

|  |  |  |
| --- | --- | --- |
|  | **2.** | Consideration was given to **children’s food preferences** and how much |
|  |  | children generally like each item selected for F2S. |
|  |  |  |
|  | **3.** | Foods were selected to represent the **diverse** bio-cultural landscape and food |
|  |  | economy in which RES is located. Considerations included foods both |
|  |  | associated with traditional farming and those that honor the local hunting |
|  |  | traditions. |
|  |  |  |
|  | **4.** | To promote **home garden connections**, foods were selected that are also likely |
|  |  | to be grown in local gardens. |
|  |  |  |
|  | **5.** | **Nutrient dense** foods were selected. |
|  |  |  |
|  | **6.** | So that kitchens may incorporate the products into a variety of dishes, the |
|  |  | **versatility** of the selected item was considered. |
|  |  |  |

### Product Quality of Produce

Fresh fruit and vegetables shall be:

Cool to the touch

Of reasonably uniform color

Free from foreign flavor and order

Normally developed

Free from objectionable matter

Clean and free from foreign material

Fresh fruit and vegetables shall be reasonably free from:

Extraneous vegetable material

Stem ends

Rot

Damage by insects or disease

Insect infestation

Mechanically damaged units

Moderate amount of bruising

Fibrous units and stems

### Food Safety Requirements for Produce

### Farmers shall have a written on-farm food safety plan, which shall address:

### Handwashing in field and packing area

### Health and hygiene training for workers

### Management of manure and compost as fertilizer

### Limiting animals in fields and packing area

### Cleaning of equipment, storage containers, and tools

### Testing of well water

### Resource for on-farm food safety plans: http://safety.cfans.umn.edu

### Product Quality and Requirements for Meat

All meat purchased by Rippleside Elementary School must be processed at either a Minnesota State “Equal to” plant or a USDA-inspected plant.

### MN Equal-To Meat Slaughter Facilities: Plants that slaughter and further process meat only Establishment Name Address City Phone

A & M Processing 34825 - 170th Street Hamburg (952) 467-3261 Belgrade Meat Center Inc. 408 Washburn Avenue Belgrade (320) 254-8287 Blue Ribbon Quality Meats LLC 7124 Jason Avenue NE Monticello (763) 295-2025

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Foley Locker Inc. |  | 270 4th Avenue | Foley |  | (320) 968-7267 |
| Fox Farm Processing |  | 27887 County Road #14 | Browerville |  | (320) 533-1100 |
| French Lake Butcher Shop | | 17497 Cty Rd 37 NW | South Haven | | (320) 286-5345 |
| Hancock Quality Meats | | 966 - 6th Street | Hancock | | (320) 392-3143 |
| Heart O' Lakes Quality Meats | | 14 Industrial Park Drive | Pelican Rapids | | (218) 863-6328 |
| Klinder Processing 1 | | 1515 Klinders Lane NE | Carlos | | (320) 852-7742 |
| Lakes Area Cooperative | | 459 - 3rd Ave SE | Perham | | (218) 346-6245 |
| Odenthal Meats | | 18189 - 320th Street | New Prague | | (507) 364-8040 |
| Pep's Pork | | 29769 325th Avenue | Melrose | | (320) 987-3368 |
| Plantenberg Food Pride-Meat | | 36 Main Street West | Richmond | | (320) 597-3620 |
| Ruck's Meat Processing | | 121 North Willow | Belle Plaine | | (952) 873-2848 |
| Schaefers Market Inc. | | 411 Sinclair Lewis Ave. | Sauk Centre | | (320) 352-6490 |
| Schroeders Meats | | 17425 - 62nd Street | New Germany | | (952) 353-2228 |
| Taylor Meats | | 2930 Highway 25 | Watertown | | (952) 955-1155 |
| U of M, Meat Science Lab | | 1354 Eckles Ave. RM 36 | St. Paul | | (612) 624-9260 |

### MN Equal-To Poultry/Rabbit Processors: Plants that slaughter and process poultry only

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Callister Farm |  |  | 52237 - 170th Avenue | West Concord | | (507) 527-8521 |
| Hector Poultry |  |  | 801 Hwy 212 East | Hector |  | (320) 848-2622 |
| Nelson Shine |  |  | 2911 - 145th Avenue | Brainerd |  | (218) 828-0357 |
| Vernon Center Market | | | 300 Hilltop Street | Vernon Center | | (507) 549-3172 |
| Wild Acres Processing Inc. | | | 7443 Wild Acres Road | Pequot Lakes | | (218) 568-5748 |
| US | | |  |  | |  |

USDA Processing Plants can be found on the website of the Food Safety and Inspection Service:

<http://www.fsis.usda.gov/wps/portal/fsis/topics/inspection/mpi-directory>

The list is searchable by state. Type “MN” into the box marked “State” to find plants in Minnesota. This list includes very large plants that do not process for individual farmers.

Refer farmers to the “Ask MISA” blog for advice on finding the right MN Equal-to or USDA plant for their needs: <https://askmisa.wordpress.com/2017/01/06/how-can-i-find-a-meat-processor-for-my-livestock/>

**Product Quality and Requirement of Eggs**

A retail egg license is required if a farmer distributes eggs from other farms, not their own; or has more than 3,000 hens in production. Otherwise, farmers need to register with the MDA using the form found on the next page. Farmers selling eggs from their small flocks need to follow the grading, candling, packing and labeling requirements. This fact sheet lays out the requirements for food facilities accepting locally grown eggs from farmers:   
  
<http://www.mda.state.mn.us/licensing/inspections/~/media/Files/food/foodsafety/eggsales.ashx>



625 Robert St. N., St. Paul, MN 55155-2538

[www.mda.state.mn.us](http://www.mda.state.mn.us/)

Dairy and Meat Inspection Division, Ph: 651-201-6300, Fx: 651-201-6116

**Egg Grading and Sales for Small Producers Exempt from Licensing Poultry Slaughter and Sales Direct to Consumers Exemption**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Application: | Establishment E-mail: | | | |
| Name of Applicant: | | | | |
| Address: | | | | |
| City: | | | State: | Zip: |
| Establishment Phone: | | Establishment Fax: | | |

|  |  |
| --- | --- |
| **Name / Title** | **Present Home Address** |
|  |  |
|  |  |

# **Exemption Requested**

I (we) are applying for an exemption to slaughter and process poultry for direct sales to consumers. I (we) understand that we are limited to the number of poultry we can sell and that the poultry products must only be

Selling less than or equal to 1,000 poultry per calendar year Selling between 1,000 and 5,000 poultry per calendar year   
Selling between 5,000 and 20,000 poultry per calendar year

Candling and grading shell eggs for sales to restaurants, grocery stores, or farmer’s markets.

# **Agreement and Certification**

When an exemption is granted by the Minnesota Department of Agriculture to sell eggs without a food handler license, I (we) agree to conform to Minnesota Statutes Section 29 and Minnesota Rules 1520 in regard to the candling, grading and handling of eggs. We have a copy of the appropriate rules and regulations and will strictly adhere to them. I (we) are aware that any violations of state requirements may cancel this exemption.

# **Signature and Title of Owner, Partner, or Authorized Officer making this application:**

Applicant’s Signature Title

Printed Name Date

**To Be Completed by MDA**

Signature of Area Supervisor

Date

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

AG-02433

5/18/16 Page 5 of 5

Date Received

|  |  |
| --- | --- |
| **3 PROPOSAL FORMAT, EVALUATION AND SELECTION** |  |
|  |  |

**3.1** All proposals will be uniform by completing the RFQ. [ATTACHMENT A]

**3.2** The proposals shall be evaluated by the Procurement Committee. The Committee

will assign scores to each proposal described under the Evaluation Criteria below.

|  |  |
| --- | --- |
| CATEGORY | MAXIMUM SCORE |
| 1. Meets Product Specification | 20 |
| 1. Meets Geographic Preference | 20 |
| 1. Experience & Capacity of Proposer/Past Performance | 10 |
| 1. Cost | 40 |
| 1. Production system attributes | 10 |
| TOTAL POSSIBLE SCORE | 100 |

1. **Category**: Meets Product Specification

**Information required**: Meat products – processing receipt from “Equal-To” or USDA plant

Produce – affirm that product quality specifications can be met

Produce – provide 1-page summary of on-farm food safety plan

**Evaluation criteria**: Can provide amount and form of product requested

* Can provide 100% of requested amount: 20 points
* Can provide 80% of requested amount: 15 points
* Can provide 60% of requested amount: 10 points

1. **Category**: Meets Geographic Preference

**Information required**: Address of farm

**Evaluation criteria**: Farm located within Aitkin County 20 points

Farm located in bordering county 15 points

Farm located in Minnesota 10 points

1. **Category**: Experience & Capacity of Proposer/Past Performance

**Information required**: 2015-2016 successful Farm2School contracts on file

**Evaluation criteria**: Met obligation of past contract 10 points  
 Reference(s)/other evidence of past performance 10 points

New to the Farm2School Program 5 points

1. **Category**: Cost

**Information required**: Cost of products offered

**Evaluation criteria**: Lowest bidder: 40 points

Second lowest bidder: 30 points

Third lowest bidder: 20 points

1. **Category**: Additional information about production systems

**Information requested**: [from checklist on producer’s application]

|  |  |
| --- | --- |
| **Produce production systems** | |
| No pesticide use |  |
| Crop rotation |  |
| Integrated Pest Management |  |
| Organic certification |  |
| Crop diversity |  |
| Pollinator habitat |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Livestock production systems** | |  |  | |
| RUMINANTS (beef, bison, lamb, goat, deer, elk) | |  | NON-RUMINANTS (pork, poultry, rabbit) | |
| Grass-fed |  |  | Free-Range |  |
| Rotationally grazed |  |  | Cage- or Crate-Free |  |
| No grain ration |  |  | No grain ration |  |
| Non-GMO feed |  |  | Non-GMO feed |  |
| Pasture-Raised |  |  | Pasture-Raised |  |
| No antibiotics |  |  | No antibiotics |  |
| No hormones |  |  |  |  |

Evaluation criteria: Category 5 items will be discussed by the procurement

Committee and assigned points from 0 to 10.

|  |  |
| --- | --- |
| **4 PURCHASING REQUIREMENTS** |  |
|  |  |

**4.1** PROPOSAL SUBMISSION

Farmers must submit the proposal electronically or in paper form to:

Amy M. Wyant, RES Farm2School Coordinator

ELECTRONICALLY: amy.wyant@co.aitkin.mn.us

PAPER FORM: Aitkin County Health & Human Services

204 1st Street NW

Aitkin, MN 56431

PROPOSALS MUST BE RECEIVED ON OR BEFORE 1 PM ON MARCH 18, 2016.

Note: Proposals will NOT be accepted at Rippleside Elementary School. Proposals

are only accepted in paper form at Aitkin County Health & Human Services.

**4.2** REJECTION OF PROPOSALS

RES reserves the right to reject any or all responses to this RFQ.

**4.3** CLARIFICATION OF RESPONSES

RES reserves the right to request clarification of any item in a farmer’s proposal or to

request additional information necessary to properly evaluate a particular proposal.

**4.4** PUBLICITY

News releases pertaining to the Farm2School Program will share the awarded contracts and profiles of each farm.

**4.5** COLLUSION

A Proposer submitting a proposal hereby certifies that no employee of RES has a

pecuniary interest in this proposal; that the proposal is made in good faith without

fraud, collusion or connection of any kind with any other Proposer and that the

Proposer is competing solely in its own behalf without connection with, or obligation,

to, any undisclosed person or firm.

|  |  |
| --- | --- |
| **5 CONTRACT TERMS AND CONDITIONS** |  |
|  |  |

**5.1** RIPPLESIDE ELEMENTARY SCHOOL FARM2SCHOOL STANDARD CONTRACT

Farmers awarded a contract will be notified and a Procurement Contract will be

drawn up and sent to the Farmer. See ATTACHMENT B for a sample contract.

Farmers will have 10 business days to sign and return the contract to Amy M.

Wyant at Aitkin County Health & Human Services.

**5.2** PAYMENT OF INVOICES

Wanda Blakesley will sign each contract and submit for payment to the District

Business Office. Copies of the completed contract will be mailed or emailed to the

awarded farmers. Farmers will receive payment after the product is delivered per

awarded contract.

**5.3** DELIVERY OF PRODUCT

The 2016-2017 Farm2School Lunches will be on the 3rd Thursday of each month

beginning in September and ending in May. Products must be delivered on the

Monday of Farm2School Lunch Week to Rippleside Elementary School kitchen.

Deliveries shall be made between 7:00 AM and 11:00 AM.

**5.4** DELAYS

If delivery delays are foreseen:

Rippleside Elementary Food Service must be notified within 24 hours of Contractor’s

knowledge of such delay. Contractor shall keep the school advised of the status of

deliveries. Two failures to meet delivery dates will constitute a breach of contract by

Contractor which may subject the Contractor to termination under terms and

conditions of the resultant contract, and may further jeopardize future bidding

opportunities with Rippleside Elementary. In the event of default by the Contractor

of their obligations, Rippleside reserves the right to obtain the required products

elsewhere. The Contractor would be responsible for any differences in price for

the replacement products.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **ATTACHMENT A** |  |
|  |  |  |

### REQUEST FOR QUOTES

**Farm Name:\_ Farmer’s Full Name:\_ Address:\_**

**In which county is your farm located?**

**Phone/cell #:\_ FAX:\_ Email:\_ Website:**

**DIRECTIONS:**

Indicate which product/s you can provide by completing the minimum weight, month and

price per pound columns. If hand-writing the information, write legibly.

Some products indicate a minimum weight, others do not. These weights are listed as a guide to determine quantities desired by food service.

Questions regarding the RFQ **must be submitted via email on or before noon on**

**Monday, March 14, 2016** to Amy M. Wya[nt at amy.](mailto:amy.wyant@co.aitkin.mn.us)wy[ant@co.aitkin.mn.us.](mailto:amy.wyant@co.aitkin.mn.us)

Questions submitted after the above deadline for questions will not be answered.



|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Requested product** | **Minimum Weight** | **Which month can you provide the product?** | **Price per lb.** |
| **Meat & Livestock** | | | |
| Cattle/ground beef | 150 lbs. |  |  |
| Goat | 100 lbs. |  |  |
| Sheep/ground lamb | 100 lbs |  |  |
| Swine/bacon | 90 lbs. | **Note: Geographic Preference**  For schools and nutrition programs subject to USDA-FNS Child Nutrition Program rules, the highlighted items on this page do not qualify for geographic preference. Your scoring of quotes received for these or similar multi-ingredient or processed items should *not* include points for “Meets Geographic Specification.”  See Appendix C for more information: <http://misadocuments.info/AppendixC_LocalFood_Sourcing_Local_Meat_Eggs.docx> |  |
| Swine/Breakfast bulk sausage | 25 lbs. |  |  |
| Swine/ground pork | 100 lbs. |  |  |
| Swine/pork roasts | 110 lbs. |  |  |
| Swine/smoked ham | 160 lbs. |  |  |
| **Poultry** | | | |
| Chicken/whole fryer or broiler | 150 lbs. |  |  |
| Ducks | 130 lbs. |  |  |
| Geese | 130 lbs. |  |  |
| Turkey | 130 lbs. |  |  |
| **Game Animals Domesticated** | | | |
| Bison/ground bison | 150 lbs. |  |  |
| Deer/ground venison | 150 lbs. |  |  |
| Deer/venison sticks | 600 sticks |  |  |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested product** | **Minimum Weight** | **Which month can you provide the product?** | **Price per lb.** |

### Fresh Produce

|  |  |  |  |
| --- | --- | --- | --- |
| [Apples/Chestnut Crab](http://gilbysorchard.com/apples/chestnut-crab/) | 4 bushels |  |  |
| [Apples/Cortland](http://gilbysorchard.com/apples/cortland) | 4 bushels |  |  |
| [Apples/Fireside](http://gilbysorchard.com/apples/fireside) | 4 bushels |  |  |
| [Apples/Frost Bite](http://gilbysorchard.com/apples/frost-bite) | 4 bushels |  |  |
| [Apples/Haralred](http://gilbysorchard.com/apples/haralred) | 4 bushels |  |  |
| [Apples/Haralsen](http://gilbysorchard.com/apples/haralsen) | 4 bushels |  |  |
| [Apples/HoneyCrisp](http://gilbysorchard.com/apples/honeycrisp) | 4 bushels |  |  |
| [Apples/McIntosh](http://gilbysorchard.com/apples/mcintosh) | 4 bushels |  |  |
| [Apples/MN 55](http://gilbysorchard.com/apples/mn-55) | 4 bushels |  |  |
| [Apples/Sweet 16](http://gilbysorchard.com/apples/sweet-16) | 4 bushels |  |  |
| [Apples/Sweet Tango](http://gilbysorchard.com/apples/sweetango) | 4 bushels |  |  |
| [Apples/Wealthy](http://gilbysorchard.com/apples/wealthy/) | 4 bushels |  |  |
| [Apples/Zestar](http://gilbysorchard.com/apples/zestar/) | 4 bushels |  |  |
| Beets/Chioggia | 20 lbs. |  |  |
| Beets/Goldens | 20 lbs. |  |  |
| Beets/White | 20 lbs. |  |  |
| Broccoli Florets | 15 lbs. |  |  |
| Cabbage/White | 20 lbs. |  |  |
| Carrots/All colors | 25 lbs. |  |  |
| Celery | 20 lbs. |  |  |
| Corn/Sweet | 570 cobs |  |  |
| Cucumbers | 20 lbs. |  |  |
| Green Beans | 48 lbs. |  |  |
| Kohlrabi | 40 lbs. |  |  |
| Lettuce Green Leaf | 30 heads |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested product** | **Minimum Weight** | **Which month can you provide the product?** | **Price per lb.** |
| Lettuce/Green Leaf | 30 heads |  |  |
| Lettuce/Red Leaf | 30 heads |  |  |
| Lettuce/Romaine | 25 heads |  |  |
| Melon/Cantaloupe | 150 lbs. |  |  |
| Melon/Honeydew | 150 lbs. |  |  |
| Onions/Red | 20 lbs |  |  |
| Onions/Red Candy | 20 lbs |  |  |
| Onions/Sweet | 20 lbs |  |  |
| Peas/Snap | 20 lbs |  |  |
| Peppers/Bell | 20 lbs. |  |  |
| Pepper/Green | 20 lbs. |  |  |
| Peppers/Orange | 20 lbs. |  |  |
| Peppers/Red | 20 lbs. |  |  |
| Peppers/Yellow | 20 lbs. |  |  |
| Potatoes/Fingerlings | 600 units |  |  |
| Potatoes/Reds | 150 lbs. |  |  |
| Potatoes/Russets | 150 lbs. |  |  |
| Potatoes/Yellow | 150 lbs. |  |  |
| Pumpkins/Cinderella | 90 lbs. |  |  |
| Radish | 15 lbs. |  |  |
| Rhubarb | 10 lbs. |  |  |
| Spinach | 20 lbs. |  |  |
| Squash/Acorn | 50 lbs. |  |  |
| Squash/Buttercup | 50 lbs. |  |  |
| Squash/Butternut | 50 lbs. |  |  |
| Squash/Carnival | 50 lbs. |  |  |
| Squash/Delicata | 50 lbs. |  |  |
| Squash/Hubbard | 50 lbs. |  |  |
| Squash/Summer | 50 lbs. |  |  |
| Squash/Winter | 50 lbs. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested product** | **Minimum Weight** | **Which month can you provide the product?** | **Price per lb.** |
| Tomatoes/Black Cherry | 20 lbs. |  |  |
| Tomatoes/Cherry | 20 lbs. |  |  |
| Tomatoes/Grape | 20 lbs. |  |  |
| Tomatoes,/Heirloom | 30 lbs |  |  |
| Tomatoes/Sun Gold | 30 lbs. |  |  |
| Tomatoes/Vine Ripened | 30 lbs. |  |  |
| Turnips | 40 lbs. |  |  |
| Watermelon | 160 lbs. |  |  |
| Zucchini | 20 lbs. |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Products** |  |  |  |
| Bread/Rolls made with local ingredients | 560 Ham- burger/36 dozen rolls |  |  |
| Eggs | 5 dozen |  |  |
| Wild Rice/MN originated | 25 lbs. |  |  |

I affirm that I can meet product specifications for produce.

**One-Page Summary of Written On-Farm Food Safety Plan for Fruit & Vegetable Production: Briefly describe how you address each of the following food safety practices on your farm.**

1. **Handwashing station(s) in the field and/or packing area.**
2. **Clean and stocked restroom facilities available to workers.**
3. **Hygiene, illness, injury and safety training for workers.**
4. **Regular cleaning/sanitizing for equipment, tools, storage, and transport containers.**
5. **Manure and/or compost management plan.**
6. **Measures to keep wild and domestic animals out of fields and packing areas.**
7. **Annual well water testing for generic E. coli and nitrites/nitrates.**

**Crop or Livestock Production System Attributes:**

|  |  |
| --- | --- |
| **Check all that apply to your RFQ for produce.** | |
| No pesticide use |  |
| Crop rotation |  |
| Integrated Pest Management |  |
| Organic certification |  |
| Crop diversity (check if >6 types of crops) |  |
| Pollinator habitat |  |

**More about your produce production practices:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Check all that apply to your RFQ for meat products.** | | | | |
| RUMINANTS (beef, bison, lamb, goat, deer, elk) | |  | NON-RUMINANTS (pork, poultry, rabbit) | |
| Grass-fed |  |  | Free-Range |  |
| Rotationally grazed |  |  | Cage- or Crate-Free |  |
| No grain ration |  |  | No grain ration |  |
| Non-GMO feed |  |  | Non-GMO feed |  |
| Pasture-Raised |  |  | Pasture-Raised |  |
| No antibiotics |  |  | No antibiotics |  |
| No hormones |  |  |  |  |

**More about your livestock production practices:**

**Is there anything else you’d like the 2016-2017 Farm2School Procurement Committee to know about your RFQ?**





### SIGNATURE

The undersigned has read the Overview, Scope of Work, Proposal Format, Evaluation and Selection, Purchasing Requirements, and the Contract Terms and Conditions, is familiar with and understands the information contained herein and agrees to furnish and deliver the goods in accordance with the aforementioned.

Signature Date

# ATTACHMENT A

must be completed and submitted to the

Aitkin County Health & Human Services Office 204 1st Street NW,

Aitkin, MN 56431,

Attention: Amy M. Wyant before 1:00 PM March 18, 2016.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **ATTACHMENT B SAMPLE CONTRACT** |  |
|  |  |  |

