

Request for Proposal (RFP) for Farm to School Apple Delivery Services SY 2025-2026

Newaygo Public Schools, Newaygo, Michigan

Overview

Newaygo Public Schools is seeking proposals from local farms to supply fresh, washed, and packed apples for delivery to Newaygo Middle School, located at 850 East 76th Street, Newaygo, MI 49337. The purpose of this RFP is to establish a contract with a qualified local farm to provide high-quality apples to support our school district's food service program during the school year.

Scope of Services

- **Delivery Schedule:** Apples must be delivered twice per month during the school year (September through May, excluding school holidays).
- **Delivery Location:** Newaygo Middle School, 850 East 76th Street, Newaygo, MI 49337.
- **Product Specifications:**
 - Apples must be fresh, locally grown, and of high quality.
 - Apples must be washed and packed in cases suitable for school food service use.
 - Varieties and quantities to be determined based on availability and agreement with the selected vendor.
- **Contract Duration:** One school year (2025–2026), with the option to renew annually based on performance and mutual agreement.

Submission Requirements

Proposals must be submitted **NO LATER THAN 12:00 PM (noon) on Tuesday, August 19, 2025**, to:

Newaygo Public Schools

Attn: Mary Anne Charette, Food Service Director

360 Mills Street

Newaygo, MI 49337

Email: mcharette@newaygo.net

Proposals should include the following:

1. **Farm Information:**
 - Name, address, and contact information of the farm.
 - Brief description of the farm's operations, including years in business and experience supplying produce.
2. **Pricing:**
 - Detailed pricing per case of apples, including any delivery fees.
 - Estimated quantities available for delivery twice per month.
3. **Delivery Plan:**
 - Confirmation of ability to meet the twice-monthly delivery schedule.
 - Description of delivery logistics, including packaging and transportation methods.
4. **Quality Assurance:**
 - Description of washing and packing processes to ensure cleanliness and food safety.
 - Any certifications (e.g., GAP, organic, or other relevant standards).
5. **References:**
 - At least two references from previous or current clients, preferably schools or institutions.

Evaluation Criteria

Proposals will be evaluated based on the following rubric:

Criteria	Weight	Description
Price	50%	Competitiveness of pricing per case, including delivery costs.
Farm Location	30%	Proximity to Newaygo Middle School to support local sourcing and reduce transport costs.
Quality & Reliability	20%	Demonstrated ability to provide high-quality, washed, and packed apples consistently.

Timeline

- **RFP Release Date:** August 5, 2025
- **Submission Deadline:** August 19, 2025, by 12:00 PM (noon)
- **Review Period:** August 20–22, 2025
- **Vendor Notification:** August 22, 2025
- **Contract Start Date:** September 1, 2025

Terms and Conditions

- Newaygo Public Schools reserves the right to reject any or all proposals, waive informalities, or negotiate terms with the selected vendor.
- The selected vendor must comply with all applicable Michigan Department of Agriculture and FDA food safety regulations.
- Proof of insurance and liability coverage may be required upon contract award.

Contact Information

For questions or clarifications regarding this RFP, please contact:

Mary Anne Charette

Food Service Director

Email: mcharette@newaygo.net

Phone: (231) 652-6984

We look forward to partnering with a local farm to provide fresh, high-quality apples to our students.

Farm to School Apple Delivery for Newaygo Public Schools SY 2025 - 2026

Bid Response

Pricing is firm and shall remain in effect for 180 days.

Company Name Website

Address Phone Number

Email Address Date

Signature Printed Name

Title

References

List references for similar services provide for at least three (3) clients in the past five (5) years.

Client 1:

Organization Name: _____

Contact Name: _____

Phone: _____

Project(s): _____

Client 2:

Organization Name: _____

Contact Name: _____

Phone: _____

Project(s): _____

Client 3:

Organization Name: _____

Contact Name: _____

Phone: _____

Project(s): _____

Affidavit of Bidder

The undersigned, owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Newaygo Public Schools (School District) advertisement for Farm to School Apple Delivery for Newaygo Public Schools SY 2025 - 2026 hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the "Bidder" and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships (or state "None")

Bidder:

Signature of Bidder

Printed Name

Title

STATEOFMICHIGAN

COUNTY OF _____

This instrument was acknowledged before me on the day of _____, 2025, by

Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____