



Request for Proposal (RFP) for Fresh Fruits and Vegetables

Project Overview: Cedar Tree Academy, an elementary school dedicated to providing nutritious meals to its students, is seeking proposals from qualified vendors for the supply of fresh fruits and vegetables for the upcoming academic year. We are committed to promoting healthy eating habits among our students and aim to offer a diverse selection of high-quality produce as part of our school meal program.

Scope of Work: The selected vendor will be responsible for supplying a variety of fresh fruits and vegetables on a regular basis to Cedar Tree Academy PCS. The scope of work includes but is not limited to:

1. Providing a weekly assortment of seasonal fruits and vegetables.
2. Ensuring the freshness, quality, and safety of all produce supplied.
3. Delivering the ordered items to the school premises on the agreed-upon schedule.
4. Offering competitive pricing while maintaining high standards of product quality.
5. Collaborating with the school nutrition team to accommodate any special dietary requirements or preferences.
6. Providing exceptional customer service and promptly addressing any concerns or issues that may arise.

Proposal Requirements: Interested vendors are requested to submit a comprehensive proposal addressing the following points:

1. **Company Overview:** Provide a brief overview of your company, including its history, experience in supplying fresh produce to educational institutions or similar clients, and any certifications or accreditations relevant to food safety and quality standards.
2. **Product Offerings:** Detail the range of fresh fruits and vegetables that your company can supply, highlighting the seasonal availability and sources of your produce. Include information on any organic or locally sourced options available.
3. **Pricing Structure:** Present a pricing structure for the supply of fresh fruits and vegetables, including unit prices, volume discounts (if applicable), delivery charges, and any other relevant fees or expenses.
4. **Quality Assurance:** Describe your company's quality control measures to ensure the freshness, safety, and nutritional value of the produce supplied. Provide details on your sourcing practices, handling procedures, and compliance with food safety regulations.
5. **Delivery Schedule:** Propose a delivery schedule that meets the school's requirements, specifying the frequency, timing, and logistics of deliveries. Ensure flexibility to accommodate any changes or adjustments to the schedule as needed.
6. **References:** Include references from current or past clients, particularly educational institutions or organizations with similar requirements, to demonstrate your track record of delivering high-quality products and services.

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1. **Submission Guidelines:** Email a PDF copy of proposals for Services for Cedar Tree Academy Public Charter School (CTA) to Bidsubmission@Cedartree-dc.org Proposals will be received via email until **May 31, 2024 at 4:00 P.M.** Consider your proposal received once you receive a confirmation email.
2. Bids received after the time established for the receipt of bids will not be considered regardless of the cause for the delay in the receipt of any such bid.
3. Questions on the proposal should be directed to: Bidsubmission@Cedartree-dc.org
4. Cedar Tree Academy reserves the right to reject any bids and to waive any informality in bidding and/or to make the award for all or any part of the work to be done, as appears to its best interests.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

1. Quality and variety of product offerings
2. Pricing competitiveness and value for money
3. Reliability of delivery schedule and logistics
4. Track record and references
5. Commitment to food safety and quality standards
6. Overall suitability and responsiveness to the school's needs

Additional Information:

- All proposals should remain valid for a minimum of 30 days from the submission deadline.
- Cedar Tree Academy reserves the right to accept or reject any proposal, in whole or in part, and to negotiate with any or all vendors.
- The submission of a proposal does not constitute a contract or commitment on the part of Cedar Tree Academy to award any business to the vendor.

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