



**CAPISTRANO UNIFIED SCHOOL DISTRICT**  
**Amendment No. 2**  
**Posted May 31, 2024**  
**Request for Proposal RFP#3-2324**  
**Fresh Produce**

To: ALL PROSPECTIVE BIDDERS

This is to inform all prospective bidders that the Capistrano Unified School District is issuing Bid Amendment No. 2 to the RFP, as previously defined.

Each bidder must ensure to submit a signed and completed copy of this Bid Amendment No. 2 along with their bid proposal by the specified bid date and time. Failure to do so may result in the bidder's proposal being deemed non-responsive.

Please be advised that the information contained in this bid amendment supersedes any conflicting information previously provided. Any other information in the original RFP not amended remains unchanged.

Please note that there are several items on this amendment.

If you have any questions, please contact the District for clarification.

**CONTRACT/BIDDER ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Print Name and Title

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Print Company Name

Sincerely,  
**Kristin Hilleman, Director**  
**Office: 949.234.9501**  
**klhilleman@capousd.org**  
**32972 Calle Perfecto**  
**San Juan Capistrano, CA 92675**

1. **See Page 10**

**Amended From:**

Cost plus fixed fee items - Provide a detailed Statement of Pricing for produce to be provided. For cost + fixed fee items, price per case must be demonstrated using actual cost to the Bidder given to a similar size and type of customer from July 1, 2023 to March 30, 2024 (Most recent school year before bid solicitation). For each item, the fixed fee for the 2024-2025 contract term will be listed in a column labeled “Cost Plus Fixed Fee Markup per Unit”. Fixed fee must be given in a dollar (\$) amount per case, percentage mark-ups will not be accepted. The extended price of the items using the previous pricing will be added to the offered fixed price and multiplied by the number of cases to determine the total bid cost of those items. Confirm that Bidder will provide best pricing based on type of item and quantity and that such pricing shall not exceed the actual cost, plus fixed fee, charged to the District. Bidder shall provide evidence and documentation of cost (at invoice price) to the District upon the District’s request. Bidder must indicate item name, variety of item offered, description of item offered, origin, prices and any additional notes pertaining to each item. Errors in price computations will not excuse Bidder from holding price.

**Amended To: [Removed]**

2. **See Page 10**

**Amended From: [language not included in original bid]**

**Amended To:**

ii. Monthly Seasonal Fixed Price Items – The Itemized Bid list spreadsheet includes tabs for each month of the contract length. The Bidder should indicate fixed pricing for each month by filling out the sheet on each tab. Bidders are not required to bid on all products, the Bidder may bid on all or some products. If the Bidder has additional items not included in the item list for the District to consider, the Bidder may add these to the list below the items already included. Please download the item list and enter data electronically and turn in the list electronically in spreadsheet format. Bidders should enter prices into every month they wish to be evaluated, even if it is identical data to another month.

3. **See Page 10**

**Amended From:**

iii. Price Verification – For the purposes of award review, price quoted for cost plus fixed fee items on the Item Bid List must be the Bidder’s lowest pricing using actual cost to a similar size and type of customer from July 1, 2023 to June 30, 2024, (Most recent school year before bid solicitation). Please submit actual copies of one invoice each for the items for which price verification is requested in the column titled, “Column U - Price Verification Required” of the Itemized Bid List. If an invoice does not include price markup amounts, then provide the price markup amounts with invoice copies. The following items are “price verification items” that require invoice copies for price verification: red and gold beets, bell pepper, blackberry, blueberries, kiwi, lime, mandarin, seasonal melons, nectarine, blood and cara-cara and navel oranges, white and yellow peaches, peas, persimmons, plums, pears, raspberries, strawberries, watermelon, yam sticks.

Items used for price verification must be grown in the USA. The District has the right to request invoices of additional items for price verification. The specifications of these items are listed in further detail in the “Itemized Bid List”.

**Amended To: [Removed]**

4. **See Page 27**

**Amended From:**

3. Pre-cut processed fruit and vegetables and whole fruits and vegetables shall be on a guaranteed price, or a cost plus fixed fee, as specified in the Bid Item List, for the year from July 1, 2024 through June 30, 2025 with price adjustments made only for Acts of God/Force Majeure for fixed price items. The successful bidder shall notify the District in advance so that the District may elect to order a cost-effective substitution. Bid on each item separately.

**Amended To: [Removed]**

5. **See Page 36**

**Amended From:**

Please submit two (3) current school district References references from School Districts in the Orange County and surrounding areas for contracts you have completed in the last three years that are of similar scope and complexity. An unresponsive reference will not be considered a valid Reference. The Bidder is expected to exercise due diligence to ensure the References listed will be responsive to communications from the District.

**Amended To:**

Please submit two (2) current school district references from School Districts in the Orange County and surrounding areas for contracts you have completed in the last three years that are of similar scope and complexity. An unresponsive reference will not be considered a valid Reference. The Bidder is expected to

exercise due diligence to ensure the References listed will be responsive to communications from the District. The District will not be limited to contacting these references and reserves the right to seek out and contact references outside of those provided by the proposer. Where past experience is relevant, the District may also utilize its own staff for references.

**6. See Page 15**

**Amended From:**

**LOCALLY-GROWN AND PRODUCED, ORGANIC, and PRODUCED BY SOCIALLY DISADVANTAGED FARMERS PRODUCTS** - The District prefers locally-grown products whenever possible and has a goal of procuring, at minimum, 40% locally grown and produced. The District's definition of local includes three tiers: 1) Grown within a 150 mile radius of San Juan Capistrano, 2) Grown within a 300 mile radius from San Juan Capistrano, 3) Grown within the state of California. Suppose California or U.S.-grown products are unavailable in sufficient quantities to provide affordability. In that case, only products inspected and approved by the USDA are acceptable and approved by the Director of Food and Nutrition Services. To support sustainable agriculture and the health of farm communities, the District seeks to purchase Organic Certified produce, as demonstrated in the item list.

The District seeks to support Socially Disadvantaged Farmers or Ranchers following the USDA definition of Socially Disadvantaged:

“Socially Disadvantaged Farmer or Rancher: The Consolidated Farm and Rural Development Act defines a socially disadvantaged group as one whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. USDA regulations further define socially disadvantaged farmers and ranchers (SDFRs) as belonging to the following groups: American Indians or Alaskan Natives, Asians, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics, and women.”

**Amended To:**

**LOCALLY-GROWN AND PRODUCED, ORGANIC, PRODUCED BY SOCIALLY DISADVANTAGED FARMERS PRODUCTS, and SOURCED FROM A SMALL TO MID-SIZED FARM -**

- The District prefers locally-grown products whenever possible and has a goal of procuring, at minimum, 40% locally grown and produced. The District's definition of local includes three tiers: 1) Grown within a 150 mile radius of San Juan Capistrano, 2) Grown within a 300 mile radius from San Juan Capistrano, 3) Grown within the state of California.

Suppose California or U.S.-grown products are unavailable in sufficient quantities to provide affordability. In that case, only products inspected and approved by the USDA are acceptable and approved by the Director of Food and Nutrition Services. To support sustainable agriculture and the health of farm communities, the District seeks to purchase Organic Certified produce, as demonstrated in the item list.

- The District seeks to support Socially Disadvantaged Farmers or Ranchers following the USDA definition of Socially Disadvantaged:

“Socially Disadvantaged Farmer or Rancher: The Consolidated Farm and Rural Development Act defines a socially disadvantaged group as one whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. USDA regulations further define socially disadvantaged farmers and ranchers (SDFRs) as belonging to the following groups: American Indians or Alaskan Natives, Asians, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics, and women.”

The District seeks to support small to mid-scale farms. The USDA classifies Small to Mid-size farms as those having a gross cash Farm Income (GCFI) of under \$350,000 to \$999,999. Small scale farms are defined as having a GCFI of under \$350,000.

**7. See Page 32**

**Amended From:**

Vendor Consultation	100% of Max Points: Bidder's staff will be available for consultation to district staff about seasonal sourcing strategies and menu planning ideas that may deliver the best value to the school district for a minimum of 2 hours per month. 0 Points: Bidder is unable to provide consultation for a minimum of 2 hours per month.	Responses to Questions Labeled "Vendor Consultation - " in Vendor Questionnaire.	5
TOTAL POINTS:			120

**Amended To:**

Vendor Consultation	100% of Max Points: Bidder's staff will be available for consultation to district staff about seasonal sourcing strategies and menu planning ideas that may deliver the best value to the school district for a minimum of 2 hours per month. 0 Points: Bidder is unable to provide consultation for a minimum of 2 hours per month.	Responses to Questions Labeled "Vendor Consultation - " in Vendor Questionnaire.	5
Small and Mid-Scale Farms	100% of Max Points: Bidder is able to provide invoices to demonstrate that they have supplied from a small to mid-scale farm in the past school year to a school district. 0% of Max Points: Bidder is unable to provide invoices to demonstrate that they have supplied	-Responses to Questions Labeled “Small and Mid-Scale Farms” -Accompanying Documentation	5

	from a small to mid-scale farm in the past school year to a school district.		
Delivery Locations	<p>100% of Max Points: Bidder is able to deliver to all sites listed in the table labeled “CUSD DELIVERY INFORMATION” on pages 24-25 of the RFP.</p> <p>0% of Max Points: Bidder will be able to delivery ONLY to the <b>Central Kitchen/Warehouse at 32972 Calle Perfecto San Juan Capistrano, CA 92675</b></p>	-Responses to Questions Labeled “Delivery Locations”	3
TOTAL POINTS:			128

**8. See Page 35**

**Amended From:**

33. Please list which customers you are using for the price verification (unscored):

In accordance with the contract documents, the undersigned propose to supply all of the product and perform all work specified in the contract documents in accordance with the proposal.

Name of Bidder (Person, Firm, or Corporation): \_\_\_\_\_

Signature of Bidder’s Authorized Representative: \_\_\_\_\_

**Amended To:**

33. **Small and Mid-Scale Farms** - Can you provide invoices demonstrating that you have supplied from a small to mid-scale farm in the past school year to a school district. If you select yes, please provide invoices with your proposal.

- a. Yes
- b. No

34. **Delivery Locations** - Will you be able to make deliveries to

- a. All of the sites listed in the table labeled “CUSD DELIVERY INFORMATION” on pages 24-25 of the RFP
- b. Only to the Central Kitchen/Warehouse at 32972 Calle Perfecto San Juan Capistrano, CA 92675

In accordance with the contract documents, the undersigned propose to supply all of the product and perform all work specified in the contract documents in accordance with the proposal.

Name of Bidder (Person, Firm, or Corporation): \_\_\_\_\_

Signature of Bidder's Authorized Representative: \_\_\_\_\_

**8. See Page 55**

**Amended From:**

**ITEM LIST – Attachment “19”  
TO BE SUBMITTED WITH PROPOSAL**

This attachment is provided as a separate spreadsheet. Please [click here](#) to download and complete.

END OF RFP

**Amended To:**

**\*\*\*PLEASE NOTE THAT HYPERLINK IN THIS AMENDMENT IS TO A NEW, AMENDED SPREADSHEET\*\*\***

**ITEM LIST – Attachment “19”  
TO BE SUBMITTED WITH PROPOSAL**

This attachment is provided as a separate spreadsheet. Please [click here](#) to get to the item list spreadsheet. Please note, pricing must be submitted in Excel or Google Sheet format. The Item list will be protected to avoid accidental edits. To enter your data and pricing, please follow the following steps.

1. Click “File” in the top left corner.
2. Choose either “Download”.
3. Add your company name to the file name.
4. Enter your data into your downloaded document and submit this with your proposal.
  - a. Note there is a separate tab for each month for seasonal fixed price items. Enter a fixed price per month. For example, you may sell Fuji Apples for \$60/case in January and \$30/case in September. You may enter these prices in their respective month's tabs.
  - b. Bidders may enter suggested, similar products on additional lines.

Bidders are not required to bid on all items. The District may award to multiple bidders. Please enter “NO BID” for items you are not bidding on.

END OF RFP

