

**Request for Proposals:  
Regional Farm to Food Bank (RF2FB) Egg Supplier  
The Food Depot  
RFP #: 0038**

**Schedule of Proposal**

1. **Opening of Bids-** Monday, April 15, 2024
2. **Optional RFP Informational Webinar,** Monday, April 22, 2024, 1:30-2:30 pm MT
3. **Proposals Due/Close of Bids-** Sunday, May 19, 2024 11:59 pm MT
4. **RF2FB award notification-** Monday, June 3, 2024
5. **Implementation** Monday, July 1, 2024

**Submit bids electronically to:**  
[localfood@thefooddepot.org](mailto:localfood@thefooddepot.org) by Sunday, May 19, 2024, at 11:59 pm MT.

**Preparation of Proposals**

These documents constitute the complete set of specification requirements and RFP forms. It is the sole responsibility of potential bidders to ensure that all pages are included. Prior to submitting the RFP, it is the sole responsibility of each bidder to ensure that all addenda released are received; that all RFP and addenda requirements have been completed and that all required submittals have been included. ***If submitting multiple bids, please fill out Appendices 1 and 2 for each RFP submission.***

**Proposal Checklist for a complete submission**

1. [2024 Regional Farm to Food Bank application](#). Or visit: [www.nmfoodbanks.org/farmtofoodbank](http://www.nmfoodbanks.org/farmtofoodbank)
2. Appendix 1: Product Availability and Product Attestation
3. Appendix 2: Mandatory Specifications and Attestations
4. Supporting proposal materials, if applicable.

**Purpose**

The purpose of this agreement is for The Food Depot (TFD) on behalf of the New Mexico Association of Food Banks (NMAFB) and in cooperation with the New Mexico Department of Agriculture (NMDA) and New Mexico Farmers' Marketing Association (NMFMA) to purchase food from local farmers, ranchers and other producers to distribute to food banks and their agencies in New Mexico as part of the New Mexico Governor's Food Initiative. These local farmers, ranchers and other producers will act as Regional Farm to Food Bank (RF2FB) Suppliers.

TFD, NMDA, and NMFMA have a common objective to fulfill the terms of their Local Food Purchase Assistance Cooperative Agreement (LFPA) in compliance with the terms set forth by the United States Department of Agriculture's Agricultural Marketing Services (AMS). By using a values-based procurement model, this Regional Farm to Food Bank cooperative partnership will pay local farmers, ranchers, and other producers fair market prices for locally produced, minimally processed, nutritious foods to underserved communities; thus, bolstering food and agricultural supply chain resiliency and providing nutritional assistance to food insecure New Mexicans.

Values-based-procurement is procurement guided by local values that are agreed upon by the RF2FB cooperative partners. This includes making purchases that support socially disadvantaged supplier ownership,

local production/processing, sustainable production practices, small producers, and other community support activities. Values-based procurement moves away from purchasing decisions being made solely on selecting the lowest price and towards decision-making based on a combination of other important priorities.

The LFPA program supports the production of local foods by producers of all backgrounds with an emphasis on socially disadvantaged producers. The United States Department of Agriculture defines “local foods” as foods produced within the state or within 400 miles of a distribution destination and socially disadvantaged producers as those belonging to groups that have been subject to racial, ethnic and gender prejudice. [Click here for USDA "socially disadvantaged" definition.](#)

The purpose of this RFP is to seek multiple proposals to allow for the effective utilization of funding and statewide allocation of local food purchases in a values-based procurement model. Purchases from this agreement can continue throughout the estimated end of the program, June 30, 2025.

TFD requests fixed price quotations with a price adjustment clause.

### **Objective**

To leverage LFPA funds to support local food producers, food systems and underserved communities in line with USDA AMS terms and the New Mexico Governor’s Food Initiative goals.

### **Expected Accomplishments and Deliverables**

Food products delivered to food banks and/or other food agencies to be distributed in underserved communities.

These food products must meet the cooperative agreement standards as follows: locally produced, minimally processed, food-safe, nutritionally sound, culturally appropriate and desired by recipients.

Pricing must reflect fair market rates for the products provided.

Completion of the Regional Farm to Food Bank application, and other reporting as required by the cooperative agreement partners and their AMS cooperative agreement terms.

### **Scope of Work**

- A. The RF2FB Supplier will be responsible to the RF2FB cooperative agreement partners.
- B. The RF2FB Supplier will ensure that food deliverables are commensurate with the pricing and are delivered in a timely fashion and in accordance with the needs of the receiver.
- C. The RF2FB Supplier will be responsible for the information included in the Deliverable Proposal.

### **Deliverable Proposal**

***\*\*Appendix 1: Product Availability and Product Attestation requires applicant review of this section\*\****

The following deliverable food products are provided and an estimated price per specified unit. Other deliverables include, but are not limited to, the following:

**1. Product specifications:**

- a. 441 cases of Grade A or AA eggs
- b. Certified Organic or Animal Welfare Approved
- c. Produced within New Mexico, or no greater than 400 miles from the delivery location
- d. Sourced and delivered through an Approved New Mexico food hub
- e. 15 paper pulp cartons per case, 1 dozen eggs per carton

**2. Product delivery:**

- a. The contractor is responsible for the delivery of product to **The Community Pantry, 1130 Hasler Valley Rd, Gallup, NM 87301. Delivery of the product is anticipated to be delivered between July 1, 2024 and March 31, 2025.**
- b. The vendor must ensure the safe transportation of eggs from the source of the product to the end distribution point to facilitate food safety and quality management throughout the cold-chain distribution process. Specifically, the vendor must ensure that acceptable temperature ranges have been maintained – i.e., the eggs that are packed into containers destined for the end-consumer must be stored and transported under refrigeration at an ambient temperature of no greater than 45 °F.
- c. The contractor will be responsible for demonstrating cold chain distribution and other quality assurance metrics via driver logs. The finding of any product showing evidence of deterioration due to mishandling, freezing, insufficient cold chain handling, or evidence of damaged product will not be accepted.
- d. The cost of delivery shall be provided as a separate line item on all quotes and invoices.

**3. Product labeling:** Egg cases and cartons must include the following

a. Cases:

“Keep Refrigerated” Statement  
Grade A or AA  
Statement of identity: Eggs  
Individual Farm Code and Lot Code

b. Cartons:

Distributor Packer Name and Address  
Phone and/or email  
‘Certified Organic’ statement or ‘Certified Humane’ seal  
Individual Farm Code and Lot Code  
“Sell by” with date  
Statement of Identity: Eggs  
Net Contents: 1 dozen large eggs  
Grade: A or AA  
“Keep Refrigerated” Statement  
Egg Safe Handling Instructions

#### **4. Other requirements:**

- a. Timely completion of necessary application and reporting required by the RF2FB cooperative partners and AMS.
- b. Maintain Approved Supplier Program membership and food-safe conditions at all points in the supply process.
- c. Conduct all activities in compliance with applicable nondiscrimination provisions and local, state and federal laws and regulations.
- d. Pricing is in line with market rates as put forth in the proposal.
- e. Submit estimates and invoices for individual purchases with all the required information, including
  - i. Individual Farm Code
  - ii. Lot Code
  - iii. Sell-by date

#### **Specifications**

##### **Mandatory Specifications**

*Attestation of the following is required in Appendix 2*

1. Agreement to perform the scope of work identified in the RFP.
2. Approved Supplier status or ability to become an Approved Supplier before the first sale.
3. Compliance with USDA AMS [Grant Terms and Conditions](#).

#### **Proposal Evaluation Criteria**

##### **Values-Based Procurement**

1. To submit the required values-based procurement information, suppliers must complete a RF2FB application for 2024.
2. If the business aggregates products, then TFD, NMFMA, or NMDA may request verification documentation of “socially disadvantaged” producers that would directly benefit from the agreement.
3. Considerations other than price will be central to determining which proposals are or are not accepted. This includes making purchases that support socially disadvantaged supplier ownership, local production/processing, sustainable production practices, small producers, and other community support activities.

##### **Bid Reservations**

Regional Farm to Food Bank reserves the right to reject any portion of and/or the entirety of bids, to award in whole or in part, and to waive minor immaterial defects in bids. Such decisions are entirely at the discretion of Regional Farm to Food Bank within the USDA AMS Terms and Conditions of their funding.

##### **Capability**

*Attestation of the following is required in Appendix 2*

1. Capability to produce, store, and deliver food products meeting RF2FB cooperative agreement standards and specifications.
2. Capability to provide accurate and timely reporting and invoicing to facilitate compliance.

##### **Company Overview /Experience and Ability to Provide Services**

*Attestation of the following is required in Appendix 2*

1. Key personnel in business have the qualifications, skills, and experience to perform the scope of work.
2. Demonstrated ability to perform scope of work to agencies in New Mexico.
3. Ability to perform timely communications to RF2FB cooperative partners.

### **References**

No references are needed if an Approved Supplier.

If not currently an Approved Supplier, two (2) references are needed from purchasers of the deliverable food products from the respondent. Each reference shall include:

1. Name and address of entity
2. Name and telephone number of the contact person
3. List of deliverable food products provided, description of the delivery process, and date range of purchasing activity.

**Pricing and Quotes** Proposals should include:

1. A clear pricing proposal for each of the deliverable food items
2. A range of estimated price increases throughout the life of the agreement
3. Estimated per delivery costs to the location
4. A range of estimated price increases for delivery costs.

Price adjustments are acceptable in this agreement only if they are shown to reflect cost changes and/or changes in fair market pricing. When adjusting price, TFD requires two weeks' notice prior to any sale of the product for which the price is being adjusted. All price adjustments must include an explanation/justification and are subject to renegotiation.

Several rural and remote agencies lack cold storage capacity. Those locations may require more frequent deliveries of products requiring cold storage. As such, proposals must clearly separate the price of their products from the price of deliveries so that the proposal may be accurately assessed by TFD.

Before each delivery, producer agrees to manufacture a quote of sale generated through invoicing software, an email, or text that includes the following:

1. In the title, clearly states whether the information provided is a "quote" or "sales estimate,"
2. Name of the vendor is clearly visible.
3. A clear unit of measurement for the item being quoted (e.g., lbs. or packages or bushels)
4. A price per unit
5. Number of units being quoted
6. Estimated delivery cost to the destination including miles traveled and total cost
7. Total price
8. Date (if an email or text, the date it is sent will be automatically captured).
9. To ensure complete product traceability and food safety, the following must be provided on both the estimate and the final invoice:
  - i. Individual Farm Code
  - ii. Lot Code
  - iii. Sell by date

**Appendix 1: Product Availability and Product Attestation**  
**PLEASE ATTACH AND SUBMIT ALONG WITH REQUIRED RFP DOCUMENTS**

Name (print): \_\_\_\_\_

Business: \_\_\_\_\_

Please use the provided template attached below, or provide documentation detailing product availability as follows:

- Item type (list varieties)
- Unit type (lb, case, bunch, package size)
- Price per unit/price per lb
- Total units/lbs per delivery
- Total units projected through June 2025
- Months available
- Frequency of delivery (weekly, bi-weekly, monthly, single order)
- Total cost of product projected through June 2025

Producer is responsible for delivery of products to location:

\_\_\_\_\_  
\_\_\_\_\_

*(name and address of Food Bank)* as referred to in RFP #: \_\_\_\_\_.

What is the proposed transportation method of products?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If there is a \$ charge for transportation, provide \$ charge details.

Cost of transportation: \$ \_\_\_\_\_ per delivery/per mile.

Provide a price adjustment statement detailing a maximum percent increase for the life of the agreement through June 2025, for both product and delivery costs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please detail the expected shipping and packaging materials here, with reference to the required specification on the applicable RFP.

---

---

---

If applicable, please list any voluntary certifications that apply to products i.e. (Certified organic, certified naturally grown, certified grass-fed, GAP certification, etc).

---

---

---

***Please initial to attest to the following:***

\_\_\_\_\_ The business will meet the product specifications referred to in the Deliverable Proposal, Section 1 of the RFP.

\_\_\_\_\_ The business will meet the delivery expectations referred to in the Deliverable Proposal, Section 2 of the RFP.

\_\_\_\_\_ The business will meet the labeling specifications referred to in the Deliverable Proposal, Section 3 of the RFP.

\_\_\_\_\_ Maintain Approved Supplier Program membership and food-safe conditions at all points in the supply process.

\_\_\_\_\_ Conduct all activities in compliance with applicable nondiscrimination provisions and local, state, and federal laws and regulations.

\_\_\_\_\_ Pricing is in line with local market rates.

\_\_\_\_\_ Price adjustments must be submitted at least two weeks before any sale of the product for which the price is being adjusted. All price adjustments must include an explanation or justification. I understand the sale would be subject to renegotiation even if it is within the range of price increases previously indicated in my bid.

\_\_\_\_\_ Submit quotes and invoices for individual purchases with all the required information.

\_\_\_\_\_ I agree to provide backup documentation for any certifications listed above. I will include these in the official RFP submission.







**Appendix 2: Mandatory Specifications and Attestations**  
**PLEASE ATTACH AND SUBMIT ALONG WITH REQUIRED RFP DOCUMENTS**

**Specifications**

*Please initial to attest to the following:*

\_\_\_\_\_ Respondent must agree to perform the *Scope of Work* identified in the RFP, which is in accordance with the agreement between TFD, NMDA, NMFMA, and AMS.

\_\_\_\_\_ Respondent must be an Approved Supplier or be able to qualify to become an Approved Supplier with the NMFMA before the first sale.

\_\_\_\_\_ Participation in RF2FB requires compliance with USDA AMS [Grant Terms and Conditions](#). As a condition of my ongoing participation in this program, I agree to comply with these rules including requests for information, and the possibility of scheduled site visits during normal business hours, if deemed necessary.

\_\_\_\_\_ I agree to complete the [2024 Regional Farm to Food Bank application](#).  
Or visit: [www.nmfoodbanks.org/farmtofoodbank](http://www.nmfoodbanks.org/farmtofoodbank)

**Capability**

Please explain how your business has the capability to produce, store, and deliver food products meeting RF2FB cooperative agreement standards and specifications:

---

---

---

---

Please explain how your business has the capability to provide accurate and timely reporting and invoicing to facilitate compliance.

---

---

---

---

**Company Overview /Experience and Ability to Provide Services**

*Please initial to attest to the following:*

\_\_\_\_\_ Key personnel demonstrating qualifications, skills, and/or experience in:

- (a) Quoting, invoicing and reporting
- (b) Approved-Supplier-Program-compliant food safety protocols
- (c) Growing, raising, aggregating, co-packing, packaging and/or processing the deliverable food products
- (d) Delivering and/or coordinating the delivery of the food products to either food banks or food pantries in New Mexico.

Please provide names of above personnel/service providers

---

---

\_\_\_\_\_ Management structure and policy allows timely response to communications and requests for information from the RF2FB cooperative partners.

Please detail the applicants demonstrated ability to successfully provide the deliverable food products to agencies in New Mexico.

---

---

---

---

If the applicant is **not** currently an Approved Supplier, two (2) references are **required** from purchasers of the deliverable food products from the respondent.

Reference 1

Name and address of entity: \_\_\_\_\_

---

Name and telephone number of contact person : \_\_\_\_\_

---

List of deliverable food products provided, description of delivery process, and date range of purchasing activity. \_\_\_\_\_

---

---

Reference 2

Name and address of entity: \_\_\_\_\_

\_\_\_\_\_  
Name and telephone number of contact person: \_\_\_\_\_

\_\_\_\_\_  
List of deliverable food products provided, description of delivery process, and date range of  
purchasing activity. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_