STATE OF NORTH CAROLINA

Department of Agriculture and Consumer Services

Invitation for Bid #: 10-IFB-009753

Food Items for NC Farm School Program

Date Issued: September 25, 2021

Bid Opening Date: October 6, 2021

At 2:00 PM ET

Direct all inquiries concerning this IFB to:

Karen Moore
Procurement Manager

Email: karen.moore@ncagr.gov
Phone: 919-707-3065
STATE OF NORTH CAROLINA

Invitation for Bids #
10-IFB-009753

For internal State agency processing, including tabulation of bids in the Interactive Purchasing System (IPS), provide your company's eVP (Electronic Vendor Portal) Number or alternate identification number (e.g., Social Security Number). Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. This page will be removed and shredded, or otherwise kept confidential, before the procurement file is made available for public inspection.

This page shall be filled out and returned with your bid. Failure to do so shall be sufficient cause to reject your bid.

NC Farm to School Cooperative
Vendor Name

Vendor #

Note: For your bid to be considered, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at https://vendor.ncgov.com/vendor/login

Sealed, mailed responses ONLY will be accepted for this solicitation.

Ver. 09/01/2021
STATE OF NORTH CAROLINA
Department of Agriculture and Consumer Services

Refer ALL Inquiries regarding this IFB to:
Karen Moore, Procurement Manager
Email: karen.moore@ncagr.gov

Invocation for Bids # 10-IFB-009753
Bids will be publicly opened: October 6, 2021, at 2:00PM ET

Using Agency: NCDA&CS Food Distribution
Commodity No. and Description: 504000 Fresh Vegetables
Requisition No.: N/A

EXECUTION

In compliance with this Invitation for Bids (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this bid, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this bid is submitted competitively and without collusion (G.S. 143-54),
- that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 76A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this bid, the undersigned certifies to the best of Vendor’s knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of this bid response to the IFB, the undersigned certifies, for Vendor’s entire organization and its employees or agents, that Vendor are not aware that any such gift has been offered, accepted, or promised by any employees or agents of Vendor’s organization.

By executing this bid, Vendor certifies that it has read and agreed to the INSTRUCTION TO VENDORS and the NORTH CAROLINA GENERAL TERMS AND CONDITIONS. These documents can be accessed from the ATTACHMENTS page within this document.

Failure to execute/sign bid prior to submittal may render bid invalid and it MAY BE REJECTED. Late bids cannot be accepted.

COMPLETE/FORMAL NAME OF VENDOR:
NC Farm to School Cooperative

STREET ADDRESS: 7802 Sadie Rd.
P.O. BOX: 27542
ZIP: 27542

CITY & STATE & ZIP: Kenly, NC 27542
TELEPHONE NUMBER: 252-237-1260
TOLL FREE TEL. NO: 252-237-1260

PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #11):

PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR: James Sharp, President
FAX NUMBER: 252-237-6133

VENDOR'S AUTHORIZED SIGNATURE: [Signature]
DATE: 10/6/2021
E-MAIL: jsharp@freshpik.com

Ver: 09/01/2021
Page 1 of 20
Bid Number: 10-IFB-009753

Vendor: _______ NC Farm to School Cooperative

VALIDITY PERIOD
Offer shall be valid for at least 60 days from date of bid opening, unless otherwise stated here: ______ days, or if extended by mutual agreement of the parties. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

BID ACCEPTANCE
If your bid is accepted, all provisions of this IFB, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

FOR STATE USE ONLY: Offer accepted and Contract awarded this ____ day of ______________, 20____, as indicated on the attached certification, by ________________________________

(Authorized Representative of the NC Department of Agriculture and Consumer Services)
1.0 PURPOSE AND BACKGROUND ........................................................................................................ 5
 1.1 CONTRACT TERM.................................................................................................................. 5

2.0 GENERAL INFORMATION .......................................................................................................... 5
 2.1 INVITATION FOR BID DOCUMENT .................................................................................... 5
 2.2 E-PROCUREMENT FEE ....................................................................................................... 5
 2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS ......................... 5
 2.4 IFB SCHEDULE .................................................................................................................. 6
 2.5 BID QUESTIONS ............................................................................................................... 6
 2.6 BID SUBMITTAL ............................................................................................................... 6
 2.7 BID CONTENTS ............................................................................................................... 7
 2.8 ALTERNATE BIDS ........................................................................................................... 7
 2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS ....................................................... 7

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS .................................................. 8
 3.1 METHOD OF AWARD ......................................................................................................... 8
 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION... 8
 3.3 BID EVALUATION PROCESS ............................................................................................ 8
 3.4 PERFORMANCE OUTSIDE THE UNITED STATES .......................................................... 9
 3.5 INTERPRETATION OF TERMS AND PHRASES ............................................................... 9

4.0 REQUIREMENTS ....................................................................................................................... 9
 4.1 CONTRACT ADMINISTRATOR .......................................................................................... 9
 4.2 PRICING .......................................................................................................................... 9
 4.3 ESTIMATED QUANTITIES ............................................................................................... 10
 4.4 PRODUCT IDENTIFICATION ............................................................................................ 10
 4.5 TRANSPORTATION AND IDENTIFICATION ................................................................. 10
 4.6 REFERENCES .................................................................................................................... 10
 4.7 VENDOR’S REPRESENTATIONS ..................................................................................... 10
 4.8 FINANCIAL STABILITY .................................................................................................... 10
 4.9 INSURANCE ....................................................................................................................... 11

5.0 PRODUCT SPECIFICATIONS .................................................................................................. 11
 5.1 SPECIFICATIONS ............................................................................................................. 11
 FOOD DISTRIBUTION RESPONSIBILITIES .............................................................................. 11
 5.2 VENDOR REQUIREMENTS ............................................................................................. 11
 5.3 VENDOR RESPONSIBILITIES .......................................................................................... 11
 5.4 DEVIATIONS .................................................................................................................... 12

6.0 CONTRACT ADMINISTRATION ............................................................................................... 13
 6.1 PROJECT MANAGER AND CUSTOMER SERVICE .......................................................... 13
 6.2 CONTINUOUS IMPROVEMENT ...................................................................................... 13
 6.3 INVOICES ....................................................................................................................... 13
 6.4 DISPUTE RESOLUTION .................................................................................................... 13
 6.5 PRODUCT RECALL ........................................................................................................... 13
 6.6 CONTRACT CHANGES ...................................................................................................... 13
1.0 PURPOSE AND BACKGROUND

The Department of Agriculture and Consumer Services, Food Distribution Division on behalf of NC Public Schools, is soliciting quotes to provide quality fresh fruits and vegetables, frozen fruits and frozen meat to North Carolina Schools.

The North Carolina Farm to School Program was formed in 1997 by the N.C. Department of Agriculture & Consumer Services (NCDA&CS) Food Distribution and Marketing divisions and the U.S. Department of Defense Produce Merchandising Office (DOD) to develop a system for North Carolina schools across the state to receive fresh produce grown by local farmers as well other food items.

The intent of this solicitation is to award an Agency Specific Contract. The intent of this solicitation is to award an Agency Specific Contract.

1.1 CONTRACT TERM

This is an Agency Specific Term Contract beginning on the date of contract award (the “Effective Date”) through January 25, 2022. Quantities are estimates and the State reserves the right to increase or decrease quantities as needed. No quantities are guaranteed. Actual quantities utilized will be paid.

In addition, the State reserves the right to extend a contract term after the last active term.

Bids shall be submitted in accordance with the terms and conditions of this IFB and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

The IFB is comprised of the base IFB document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

ATTENTION: This is NOT an E-Procurement solicitation. Paragraph entitled ELECTRONIC PROCUREMENT do not apply to this solicitation.

General information on the E-Procurement Services can be found at: http://eprocurement.nc.gov/.

2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this IFB and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this IFB.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this IFB, those must be submitted as questions in accordance with the instructions in the BID QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an IFB addendum. The State may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question and answer period. Other than through this process, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s bid. This applies to any language appearing in or attached to the document as part of the Vendor’s bid that purports to vary any terms and conditions or Vendors’ instructions herein or to render the bid non-binding or subject to further negotiation. Vendor’s bid shall constitute a firm offer.

By execution and delivery of this IFB Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s bid as nonresponsive. The State may exercise its discretion to consider Vendor proposed modifications.
2.4 IFB SCHEDULE

The table below shows the intended schedule for this IFB. The State will make every effort to adhere to this schedule.

<table>
<thead>
<tr>
<th>Event</th>
<th>Responsibility</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue IFB</td>
<td>State</td>
<td>September 25, 2021</td>
</tr>
<tr>
<td>Submit Written Questions</td>
<td>Vendor</td>
<td>September 30, 2021; 2:00PM ET</td>
</tr>
<tr>
<td>Provide Responses to Questions</td>
<td>State</td>
<td>October 1, 2021; 2:00PM ET</td>
</tr>
<tr>
<td>Submit Bids</td>
<td>Vendor</td>
<td>October 6, 2021; 2:00PM ET</td>
</tr>
<tr>
<td>Contract Award</td>
<td>State</td>
<td>TBD</td>
</tr>
</tbody>
</table>

2.5 BID QUESTIONS

Upon review of the IFB documents, Vendors may have questions to clarify or interpret the IFB in order to submit the best bid possible. To accommodate the Bid Questions process, Vendors shall submit any such questions by the "Submit Written Questions" date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum.

Written questions shall be e-mailed to karen.moore@ncagr.gov by the date and time specified above. Vendors will enter "IFB # 10-IFB-009753 Questions" as the subject for the email. Question submittals will include a reference to the applicable IFB section and be submitted in a format shown below:

<table>
<thead>
<tr>
<th>Reference</th>
<th>Vendor Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFB Section, Page Number</td>
<td>Vendor question…?</td>
</tr>
</tbody>
</table>

Questions received prior to the submission deadline date, the State's response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to the Interactive Purchasing System (IPS), http://www.ips.state.nc.us, and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this IFB.

2.6 BID SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Vendor shall bear the risk of late submission due to unintended or unanticipated delay—whether submitted electronically, delivered by hand, U.S. Postal Service, courier, or other delivery service. It is the Vendor's sole responsibility to ensure its bid has been received as described in this IFB by the specified time and date of opening. The date and time of receipt will be marked on each bid when received. Any bid or portion thereof received after the bid submission deadline will be rejected.

MAILING AND OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, HAND DELIVERY, OVERNIGHT DELIVERY OR BY ANY OTHER CARRIER

<table>
<thead>
<tr>
<th>BID NUMBER: 10-IFB-009753</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Karen Moore</td>
</tr>
<tr>
<td>NCDA&amp;CS Purchasing</td>
</tr>
<tr>
<td>2 West Edenton Street</td>
</tr>
<tr>
<td>Raleigh, NC 27601</td>
</tr>
</tbody>
</table>

CAUTION: For bids submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the State’s Mail Service Center. Vendors are cautioned that bids sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the agency’s purchasing office on the due date in time to meet the bid deadline. All Vendors are urged to take the possibility of delay into account when
submitting bids by U.S. Postal Service, courier, or other delivery service. **Attempts to submit a bid via facsimile (FAX) machine, telephone or email in response to this IFB shall NOT be accepted.**

a) Must submit **one (1) signed, original executed** bid response, may submit (1) un-redacted copies on CD, DVD or flash drive to the address identified in the table above.

b) Submit your bid in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the IFB number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) bid, each bid shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Bids are subject to rejection unless submitted with the information above included on the outside of the sealed bid package.

c) Copies of bid files must be provided on separate read-only CD’s, DVD’s or flash drives. File contents **shall NOT** be password protected but shall be in .PDF or .XLS format and shall be capable of being copied to other sources.

### 2.7 BID CONTENTS

Vendors shall populate all attachments of this IFB that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor’s submission of incomplete items, may result in the State rejecting Vendor’s bid, in the State’s sole discretion.

Vendor IFB responses shall include the following items and attachments, which shall be arranged in the following order:

a) **Title Page:** Include the company name, address, phone number and authorized representative along with the Bid Number.

b) Completed and signed version of EXECUTION PAGES, along with the body of the IFB.

c) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.

d) **Vendor Response**

e) Completed version of ATTACHMENT A: PRICING

f) Completed and signed version of ATTACHMENT D: LOCATION OF WORKERS UTILIZED BY VENDOR

g) Completed and signed version of ATTACHMENT E: CERTIFICATION OF FINANCIAL CONDITION

h) Completed and signed version of ATTACHMENT F: CUSTOMER REFERENCE FORM

i) Completed and signed version of ATTACHMENT G: HUB SUPPLEMENTAL VENDOR INFORMATION

### 2.8 ALTERNATE BIDS

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bids must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Any alternate bid, in addition to the marking described above, must be clearly marked with the legend: "Alternate Bid # 10-IFB-009678 [for 'name of Vendor']". Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate bid. Each bid must be complete and independent of other bids offered.

### 2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this IFB are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

The following definitions, acronyms, and abbreviations are also relevant to this IFB:

**NCDA&CS:** North Carolina Department of Agriculture and Consumer Services
3.0  METHOD OF AWARD AND BID EVALUATION PROCESS

3.1  METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State’s best interest.

All responsive bids will be reviewed, and award or awards will be based on the responsive bid(s) offering the lowest price that meets the specifications set out herein.

While the intent of this IFB is to award a Contract(s) to a single Vendor for all line items, the State reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this IFB in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The status of a Vendor’s E-Procurement Services account(s) shall be considered a relevant factor in determining whether to approve the award of a contract under this IFB. Any Vendor with an E-Procurement Services account that is in arrears by 91 days or more at the time of bid opening may, at the State’s discretion, be disqualified from further evaluation or consideration.

The State reserves the right to waive any minor informality or technicality in bids received.

3.2  CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this IFB is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See the Paragraph of the Instructions To Vendors Entitled Confidential Information.

3.3  BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct an evaluation of responsive Bids, as follows:

Bids will be received according to the method stated in the Bid Submittal section above.

All bids must be received by the issuing agency not later than the date and time specified in the IFB SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum, the bids from each responding Vendor will be opened publicly and the name of the Vendor and total cost offered may be announced. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor’s pricing position.

If negotiation is anticipated under 01 NCAC 05B.0503, pricing may not be public until award.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the bid. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all bids should be complete and reflect the most favorable terms available from the Vendor. Prices bid cannot be altered or modified as part of a clarification.

Bids will generally be evaluated, based on completeness, content, cost and responsibility of the Vendor to supply the requested Goods and Services. Specific evaluation criteria are listed in Section 3.1 METHOD OF AWARD.
Upon completion of the evaluation process, the State will make Award(s) based on the evaluation and post the award(s) to IPS under the IFB number for this solicitation. Award of a Contract to one Vendor does not mean that the other bids lacked merit, but that, all factors considered, the selected bid was deemed most advantageous and represented the best value to the State.

The State reserves the right to negotiate with one or more Vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT D: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this IFB, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

a) Total cost to the State
b) Level of quality provided by the Vendor
c) Process and performance capability across multiple jurisdictions
d) Protection of the State’s information and intellectual property
e) Availability of pertinent skills
f) Ability to understand the State’s business requirements and internal operational culture
g) Particular risk factors such as the security of the State’s information technology
h) Relations with citizens and employees
i) Contract enforcement jurisdictional issues

3.5 INTERPRETATION OF TERMS AND PHRASES

This IFB serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether bids should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State’s needs as described in the IFB. Except as specifically stated in the IFB, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a bid in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this IFB. By submitting a bid, the Vendor agrees to meet all stated requirements in this Section, as well as any other specifications, requirements, and terms and conditions stated in this IFB. If a Vendor is unclear about a requirement or specification or believes a change in a requirement would allow for the State to receive a better bid, the Vendor is encouraged to submit these items in the form of a question during the question-and-answer period in accordance with the Bid Questions Section above.

4.1 CONTRACT ADMINISTRATOR

Ted Fogelman, or designee, of the Food Distribution Division, is the contact person for the Department only after an award has been made. He may be reached at (919) 575-4490 or Ted_Fogelman@ncagr.gov

4.2 PRICING

Bid price shall constitute the total cost to the State for delivery fully assembled and ready for use, including all applicable charges for shipping, delivery, handling, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor’s response.
4.3 ESTIMATED QUANTITIES

The quantities indicated herein are annual estimates only and are provided for informational purposes based on the State’s historical and anticipated needs. No maximum or minimum quantities are guaranteed. It shall be understood and agreed that the State may purchase more or less than the estimated quantities during the contract period. The State reserves the right to increase or decrease the quantities as needed. The State shall not be obligated to purchase more than its normal requirements. The State will be responsible only for items requested and received.

4.4 PRODUCT IDENTIFICATION

SUITABILITY FOR INTENDED USE

Vendors are requested to offer only items directly complying with the specifications herein or comparable items which will provide the equivalent capabilities, features and diversity called for herein. The State reserves the right to evaluate all bids for suitability for the required use and to award the one best meeting requirements and considered to be in the State’s best interest.

4.5 TRANSPORTATION AND IDENTIFICATION

The Vendor shall deliver Free-On-Board (FOB) Destination to one of the Food Distribution warehouses below with all transportation costs listed as a separate item. At the discretion of the Department, the items may be picked up from another predetermined location after award.

Salisbury Warehouse
160 Circle M Drive
Salisbury, NC 28147

Creedmoor Warehouse
1015 Food Distribution Drive
Creedmoor, NC 27522

4.6 REFERENCES

Vendors shall provide at least three (3) references, using ATTACHMENT F: CUSTOMER REFERENCE FORM, for which your company has supplied the exact model of equipment offered. The State may contact these users to determine quality level of the offered equipment; as well as, but not limited to user satisfaction with Vendor performance. Information obtained may be considered in the evaluation of the bid.

4.7 VENDOR’S REPRESENTATIONS

If the bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor’s proper performance, provision and delivery of the Service and deliverables under a resulting Contract or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.8 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction

Each Vendor shall certify it is financially stable by completing the ATTACHMENT E: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential performance issues from Contracting with a Vendor that is financially unstable. This Certification shall be deemed continuing, and from the date of the
Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification.

4.9 INSURANCE

During the term of the contract, the contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the contractor shall provide and maintain insurance as per Paragraph 15 of the Terms and Conditions.

5.0 PRODUCT SPECIFICATIONS

5.1 SPECIFICATIONS

FOOD DISTRIBUTION RESPONSIBILITIES

1. Notify the Vendor of the quantities 2-4 weeks in advance of the delivery.
2. Coordinating the delivery of fresh produce/food items from the Vendor. Coordinating the pick-up of fresh produce/food items if the Department makes the pick-up as described in 4.3.
3. The State reserves the right to modify pick-up dates, based on seasonality (if product comes in sooner or later than date stated in IFB).
4. Schools shall have twenty-four (24) hours from time of delivery to report any problem to NCDA&CS. Will notify the vendor of any issues.
5. Invoicing to schools and payments to vendor.

5.2 VENDOR REQUIREMENTS

1. Vendor shall provide current proof of GAP third party audit with Bid, if applicable.
2. Vendor shall provide current proof of HACCP or HARPC third party audit with Bid, if applicable.
3. All meat products must be harvested and packaged in a USDA or state inspected facility. Packaging must bear mark of inspection.

5.3 VENDOR RESPONSIBILITIES

1. All fresh produce shipped to the Farm to School program will be required to have a USDA fruit and vegetable inspection and meet the minimum grade of a US Number 1 prior to shipment.
2. NCDA&CS prefers "NC Goodness Grows" membership.
3. All produce is to be the current season’s harvest unless otherwise noted in the description.
4. Product shall be identified by label indicating the farm from which it came. If the cases of the product do not have the name of the farm it came from, the product will be refused.
5. Product shall be held at the proper temperature as noted in product specifications to begin the cold chain and the cold chain shall not be broken.
6. Notification of quantities shall be provided to Vendor a minimum of two weeks and a maximum of four weeks before required delivery/pickup from the Vendor. NCDA&CS and NC Schools reserve the right to change the quantity of produce indicated herein within seventy-two (72) hours of delivery/pickup from Vendor with no change in the price offered.
7. In the event the Vendor is unable to fulfill the contract, notification shall be submitted to the NCDA&CS Marketing Specialist in table listed below immediately prior to delivery/pickup or by 12:00 noon on the day before scheduled delivery/pickup of the product.
8. In the event of a product recall of a delivered item, the successful Vendor will immediately notify NCDA&CS Food Distribution.

9. The successful Vendor shall have produce delivered/picked up by designated date. If produce will be picked up, produce shall be ready at the pickup point designated by Food Distribution.

10. Exact quantities cannot be guaranteed by NCDA&CS at time of award. Quantities are our best estimates for the quarter. Schools will submit their orders after award.

5.4 DEVIATIONS
The nature of all deviations from the Specifications listed herein shall be clearly described by the Vendor. Otherwise, it will be considered that items offered by the Vendor are in strict compliance with the Specifications provided herein, and the successful Vendor shall be required to supply conforming goods. Deviations shall be explained in detail below or on an attached sheet. However, no implication is made or intended by the State that any deviation will be acceptable. Do not list objections to the North Carolina General Terms and Conditions in this section.

The remainder of this page is intentionally left blank
6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor's planning purposes.

6.1 PROJECT MANAGER AND CUSTOMER SERVICE

The Vendor shall be required to designate and make available to the State a project manager. The project manager shall be the State's point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

6.2 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consisting of various ideas to enhance business efficiencies as performance progresses.

6.3 INVOICES

Vendor shall invoice the Purchasing Agency. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Purchasing Agency with an invoice for each order. Invoices shall include detailed line item information to allow Purchasing Agency to verify pricing at point of receipt at the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices:

Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer's Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS ACCEPTED.

6.4 DISPUTE RESOLUTION

During the performance of the Contract, the Parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State's Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.5 PRODUCT RECALL

Vendor expressly assumes full responsibility for prompt notification to the Buyer listed on the face of this IFB of any product recall in accordance with the applicable state or federal regulations. The Vendor shall support the State, as necessary, to promptly replace any such products, at no cost to the State.

6.6 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor.
ATTACHMENT A: PRICING FORM

Vendor is a member of "NC Goodness Grows" [check applicable box]

☑ YES  ☐ NO

FURNISH AND DELIVER:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY.</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Apple Slices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3,600</td>
<td>Cases</td>
<td>$28.75</td>
<td>$103,500.00</td>
</tr>
<tr>
<td></td>
<td>Packed: 100 two-ounce bags packed per case, apple slices are to be packed in a modify atmosphere bag.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Quality: Will not accept Rome. Will accept Gala, Pink Lady, Fuji and Granny Smith varieties. Apple slices are to be stored at 34-38 degrees F.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery/Pickup: Apple slices, 1200 cases on December 2, 2021</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery/Pickup: Apple slices, 1200 cases on January 6, 2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery/Pickup: Apple slices, 1200 cases on January 20, 2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Apples</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6,700</td>
<td>Cases</td>
<td>$23.50</td>
<td>$150,750.00</td>
</tr>
<tr>
<td></td>
<td>Packed: 113-125 count, tray packed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quality: U.S. No.1, apples must be washed, handling temperature 34-38 degrees F from harvest to final destination.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery/Pickup: Apples, 1500 cases on November 4, 2021.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery/Pickup: Apples, 1300 cases on November 10, 2021.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery/Pickup: Apples, 1300 cases on December 2, 2021.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery/Pickup: Apples, 1300 cases on January 6, 2022.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery/Pickup: Apples, 1300 cases on January 20, 2022.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITEM</td>
<td>DESCRIPTION</td>
<td>QTY.</td>
<td>UNIT</td>
<td>UNIT PRICE</td>
<td>EXTENDED PRICE</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>3.</td>
<td>Cabbage- (Red)</td>
<td>150</td>
<td>Cases</td>
<td>$12.00</td>
<td>$1800.00</td>
</tr>
<tr>
<td></td>
<td>Packed: 25 pounds per case, 8-11 head per case.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Quality: US No. 1 handling temperature 40 degrees F from harvest to final destination.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery/Pick Up: Cabbage, 150 cases on December 3, 2021.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Cabbage- (Green)</td>
<td>200</td>
<td>Cases</td>
<td>$9.00</td>
<td>$1800.00</td>
</tr>
<tr>
<td></td>
<td>Packed: 25 pounds per case, 8-11 head per case.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Quality: US No. 1 handling temperature 40 degrees F from harvest to final destination.</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Delivery/Pick Up: Cabbage, 200 cases on December 3, 2021.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ITEM</td>
<td>DESCRIPTION</td>
<td>QTY.</td>
<td>UNIT</td>
<td>UNIT PRICE</td>
<td>EXTENDED PRICE</td>
</tr>
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</tr>
</tbody>
</table>
| 5.   | **Frozen Berry Medley**  
*(Strawberry, Blueberry, Blackberry)*  
**Packed:** 3 lb. bags. Carton net weight – 18 lbs.  
**Quality:** Blend of 45% blueberry, 38% Strawberry, and 17% Blackberry.  
**Delivery/Pick Up:** Berry Medley  
150 cases on December 1, 2021. | 300 | Cases | $30.60 | $9,180.00 |
| 6.   | **Collards**  
**Packed:** top iced in 6 two-pound bags, 2x2 diced cut, chlorinated wash, trimmed and de-stemmed, pre-cooled and stored at 40 degrees. Must be top iced.  
**Delivery/Pick Up:** Collards,  
200 cases on December 3, 2021. | 200 | Cases | $13.00 | $2,600.00 |
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY.</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td><strong>Sweet Potatoes</strong>&lt;br&gt;<strong>Packed:</strong> 8-12- ounces, 65-70 count per case, 40-pound case.&lt;br&gt;<strong>Quality:</strong> U.S. No. 1 Covington variety, sweet potatoes must be cured, must be current season crop, handling temperature 55-60 degrees from harvest to destination.&lt;br&gt;<strong>Delivery/Pick Up:</strong> Sweet potatoes 800 cases on November 4, 2021.&lt;br&gt;<strong>Delivery/Pick Up:</strong> Sweet potatoes 600 cases on November 10, 2021.&lt;br&gt;<strong>Delivery/Pick Up:</strong> Sweet potatoes 500 cases on December 2, 2021.&lt;br&gt;<strong>Delivery/Pick Up:</strong> Sweet potatoes 500 cases on January 6, 2022.</td>
<td>2,400</td>
<td>Cases</td>
<td>$17.75</td>
<td>$42,600.00</td>
</tr>
<tr>
<td>8.</td>
<td><strong>Romaine Lettuce</strong>&lt;br&gt;<strong>Packed:</strong> 24 heads in a box.&lt;br&gt;<strong>Quality:</strong> U.S. No.1, stored at 40 degrees.&lt;br&gt;<strong>Delivery/Pick Up:</strong> Romaine Lettuce, 200 cases on November 5, 2021.&lt;br&gt;<strong>Delivery/Pick Up:</strong> Romaine Lettuce 200 cases on December 3, 2021.</td>
<td>400</td>
<td>Cases</td>
<td>$16.00</td>
<td>$6,400.00</td>
</tr>
<tr>
<td>ITEM</td>
<td>DESCRIPTION</td>
<td>QTY.</td>
<td>UNIT</td>
<td>UNIT PRICE</td>
<td>EXTENDED PRICE</td>
</tr>
<tr>
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<tr>
<td>9.</td>
<td>Frozen Ground Beef: <strong>Quality:</strong> Frozen in 10-pound chubs, 80/20, no fillers, preservatives, or other additives, held at 32 degrees Fahrenheit or below. <strong>Packed:</strong> 10-pound 80/20 chubs, 2 frozen chubs per case. <strong>Delivery/Pick Up:</strong> Ground Beef, 250 cases on November 8, 2021.</td>
<td>750</td>
<td>Cases</td>
<td>$81.00</td>
<td>$60,750.00</td>
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</tr>
<tr>
<td></td>
<td>Broccoli Crowns <strong>Packed:</strong> Fresh crowns, top iced, 18-pound case. <strong>Quality:</strong> US No. 1, handling temperatures 32 degrees F from harvest to final destination <strong>Delivery/Pickup:</strong> Broccoli Crowns, 500 cases on November 12, 2021. <strong>Delivery/Pickup:</strong> Broccoli Crowns, 500 cases on December 3, 2021.</td>
<td>1,000</td>
<td>Cases</td>
<td>$80.25</td>
<td>$20,250.00</td>
</tr>
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<td></td>
</tr>
</tbody>
</table>

**TOTAL ALL PRODUCTS** $399,630.00
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>DELIVERY/PICKUP</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIPPING COSTS</td>
<td>For evaluation purposes, please state one-time delivery cost for all items for dates listed.</td>
<td>November 4, 2021</td>
<td>$372.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>November 5, 2021</td>
<td>$70.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>November 8, 2021</td>
<td>$160.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>November 10, 2021</td>
<td>$372.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>November 12, 2021</td>
<td>$160.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>November 29, 2021</td>
<td>$160.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>December 1, 2021</td>
<td>$90.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>December 2, 2021</td>
<td>$513.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>December 3, 2021</td>
<td>$160.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 6, 2022</td>
<td>$513.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 17, 2022</td>
<td>$160.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 19, 2022</td>
<td>$90.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 20, 2022</td>
<td>$423.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL ALL SHIPPING</td>
<td>$3,243.00</td>
</tr>
</tbody>
</table>

| TOTAL ALL PRODUCTS | $399,630.00 |
| TOTAL ALL SHIPPING | $3,243.00   |
| GRAND TOTAL        | $402,873.00 |
7.0 ATTACHMENTS

ATTACHMENT B: INSTRUCTIONS TO VENDORS
The Instructions to Vendors, which are incorporated herein by this reference, may be found here:

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS
The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:

ATTACHMENT D: LOCATION OF WORKERS UTILIZED BY VENDOR
The Location of Workers Utilized by Vendor associated with this IFB is a separate document can be found at the following link:

ATTACHMENT E: CERTIFICATION OF FINANCIAL CONDITION
The Certification of Financial Condition associated with this IFB is a separate document that can be found at the following link:
https://files.nc.gov/ncdoa/pandc/OnlineForms/CERTIFICATION-OF-FINANCIAL-CONDITION.docx

ATTACHMENT F: CUSTOMER REFERENCE FORM
The Customer Reference Form associated with this IFB is a separate document that can be found at the following link:
https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Customer-Reference-Template_092020.pdf

ATTACHMENT G: HUB SUPPLEMENTAL SUPPLIER INFORMATION
The Historically Underutilized Businesses (HUB) Supplier Information associated with this IFB is a separate document that can be found at the following link:
LOCATION OF WORKERS UTILIZED BY VENDOR

RFP# 10-IFB3-009753
Vendor Name: NC Farm to School Cooperative

In accordance with NC General Statute 143-59.4, the Vendor shall detail the location(s) at which performance will occur, as well as the manner in which it intends to utilize resources or workers outside of the United States in the performance of The Contract.

Vendor shall complete items a) and b) below.

a) Will any work under this Contract be performed outside the United States? □ YES □ NO

If "YES":

1. List the location(s) outside the United States where work under The Contract will be performed by the Vendor, any sub-Contractors, employees, or other persons performing work under the Contract:

2. Specify the manner in which the resources or workers will be utilized:

b) Where, within the U.S., will work be performed?

North Carolina

NOTES:

1. The State will evaluate the additional risks, costs, and other factors associated with the utilization of workers outside the United States prior to making an award.

2. Vendor shall provide notice, in writing to the State, of the relocation of the Vendor, employees of the Vendor, sub-Contractors of the Vendor, or other persons performing services under the Contract to a location outside of the United States.

3. All Vendor or sub-Contractor personnel providing call or contact center services to the State of North Carolina under the Contract shall disclose to inbound callers the location from which the call or contact center services are being provided.

Version Date: 1/2020
CERTIFICATION OF FINANCIAL CONDITION
Attachment ____

Solicitation #: 10-IFB-009753

Vendor Name: NC Farm to School Cooperative

The undersigned hereby certifies that: [check all applicable boxes]

☑️ The Vendor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.
  Date of latest audit: 12-31-2020 (If no audit within past 18 months, explain reason below.)

☑️ The Vendor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.

☑️ The Vendor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.

☑️ The Vendor is not the subject of any current litigation or findings of noncompliance under federal or state law.

☑️ The Vendor has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of this Contract.

☑️ He or she is authorized to make the foregoing statements on behalf of the Vendor.

Note: This shall constitute a continuing certification and Vendor shall notify the Contract Lead within 15 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, Vendor shall explain the reason(s) in the space below:

__________________________
Signature

James Sharp
Printed Name

10-6-21
Date

President
Title

[This Certification must be signed by an individual authorized to speak for the Vendor]
CUSTOMER REFERENCE TEMPLATE

Instructions: Please use this form to submit three (3) customer references.

<table>
<thead>
<tr>
<th>Name of Customer organization</th>
<th>Sampson County School Nutrition</th>
<th>Customer Reference Name</th>
<th>April Jordan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Reference Address</td>
<td>437 Rowan Rd., Clinton, NC 28328</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>04/01/2021</td>
<td>Customer Reference Phone Number</td>
<td>910-592-4111</td>
</tr>
<tr>
<td>Contract End Date</td>
<td>06/15/2021</td>
<td>Customer Reference Email</td>
<td><a href="mailto:ajordan@sampson.k12.nc">ajordan@sampson.k12.nc</a></td>
</tr>
</tbody>
</table>

Describe the quantity and type of products or services provided by your company to the customer.

Fresh and value-added produce and frozen ground beef

Describe any service level agreements your company had in place with this customer, how your company performed against these service level agreements during the term of the contract, and describe any issues that came up during the contract period and how they were resolved.

We met the terms of the agreement with this customer and had no issues.
CUSTOMER REFERENCE TEMPLATE

Instructions: Please use this form to submit three (3) customer references.

<table>
<thead>
<tr>
<th>Name of Customer organization</th>
<th>Union County School Nutrition</th>
<th>Customer Reference Name</th>
<th>Denise Lamar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Reference Address</td>
<td>407 N. Main St., Monroe, NC 28112</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>04/01/2021</td>
<td>Customer Reference Phone Number</td>
<td>704-296-3000</td>
</tr>
<tr>
<td>Contract End Date</td>
<td>06/15/2021</td>
<td>Customer Reference Email</td>
<td><a href="mailto:denise.lamar@ucps.k12.r">denise.lamar@ucps.k12.r</a></td>
</tr>
</tbody>
</table>

Describe the quantity and type of products or services provided by your company to the customer.

Various fresh and value-added produce and ground beef

Describe any service level agreements your company had in place with this customer, how your company performed against these service level agreements during the term of the contract, and describe any issues that came up during the contract period and how they were resolved.

There were no issues with this customer. They met the terms of the contract.
CUSTOMER REFERENCE TEMPLATE

Instructions: Please use this form to submit three (3) customer references.

<table>
<thead>
<tr>
<th>Name of Customer organization</th>
<th>Customer Reference Name</th>
<th>Customer Reference Address</th>
<th>Contract Start Date</th>
<th>Customer Reference Phone Number</th>
<th>Contract End Date</th>
<th>Customer Reference Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yadkin County School Nutrition</td>
<td>Cindy Marion</td>
<td>121 Washington St., Yadkinville, NC 27055</td>
<td>04/01/2021</td>
<td>336-679-2051</td>
<td>06/15/2021</td>
<td>cindy.marion@yadkin.k12</td>
</tr>
</tbody>
</table>

Describe the quantity and type of products or services provided by your company to the customer.

We supply fresh and value-added produce and frozen ground beef, to meet the district's order.

Describe any service level agreements your company had in place with this customer, how your company performed against these service level agreements during the term of the contract, and describe any issues that came up during the contract period and how they were resolved.

We had no issues during this contract period.
HISTORICALLY UNDERUTILIZED BUSINESSES
Supplemental Vendor Information

Solicitation #: 10-IFB-009753
Vendor Name: NC Farm-to-School Cooperative

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the State invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing individual(s) of the categories as subcontractors to perform the required functions in this solicitation documents.

The Vendor shall respond to questions below, as applicable.

1. Is Vendor a NC-certified HUB? ☐ Yes ☑ No
   
   If yes, provide vendor #: ______________________
   
   If no, does vendor qualify for certification as HUB? ☐ Yes ☑ No

   Vendors that check “yes” will be referred to the HUB Office for assistance in acquiring certification.

2. For Commodity procurements, are you using Tier 2 suppliers? ☐ Yes ☑ No
   
   If yes, then provide the following information:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company Address</th>
<th>Website Address</th>
<th>Contact name</th>
<th>Contact email</th>
<th>Contact Phone</th>
<th>NC HUB certified?</th>
<th>Percentage of total bid price</th>
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3. For Services procurements, are you using Subcontractors to perform any of the services being procured under this solicitation? ☐ Yes ☑ No

   If yes, then provide the following information:

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<th>Contact name</th>
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North Carolina HUB Supplemental Vendor Information
Version Date: 9/2020
1 | Page
Need more information?

Questions concerning the completion of this form should be presented during the Q&A period through the process defined in the solicitation document.

Questions concerning NC HUB certification, contact the North Carolina Office of Historically Underutilized Businesses at 984-236-0130 or huboffice.doa@doa.nc.gov

North Carolina HUB Supplemental Vendor Information
Version Date: 9/2020
1 | Page