


Aitkin Schools ISD 001 - 2025-26 Prime Vendor Proposal

Performance Foodservice presents our comprehensive response to Aitkin Schools ISD 001's Prime Vendor RFP for the 2025-26 school year. As one of the nation's largest foodservice distributors, we offer quality ingredients, personalized service, and reliable deliveries to meet your district's needs. This proposal outlines our pricing structure, service capabilities, and commitment to supporting your school food program.

 By "Paul DeRosier"



Partner With Performance Foodservice

As one of the largest foodservice distributors in the nation, commitment to quality ingredients, personalized customer service, and on-time deliveries form the core of our service. We understand the unique challenges school districts face and have tailored our offerings specifically to meet your needs.

Schools are very important to Performance Foodservice. We supply schools in South Dakota, Minnesota, Iowa and Nebraska. We are proud to state that during the supply challenges of the 2021-22 school year, Performance Foodservice did not relinquish school business or terminate any school contracts.



Key Ingredients to Our Success



Put People First

We maintain unique relationships with every customer, delivering innovative services and tools to help you exceed your goals.



Customer Focus

We are committed to our customer's success. Our staff covers many aspects of business, so wherever you need assistance, we're ready to help.



Do The Right Thing

We act with honesty and integrity. We accept responsibility for our decisions and actions. We serve the communities where we work.



Thrive on Innovation

We encourage ideas that make us better. Collaboration is key to find new ways to drive our company forward.

Meet The Performance Foodservice Team



At Performance Foodservice, we believe our team is our greatest asset. Our dedicated professionals work together seamlessly to ensure your school district receives exceptional service, product expertise, and responsive support whenever you need it.

Your Support Network

Purchasing Support
Team

RFS-
ALLTWCBUYERS@PFGC.
COM

Corporate Support

RFS-
ALLTWCCUSTOMERSERV
ICE@PFGC.COM

Customer Service
Support

CULINARYTEAM@PFGC.
COM

Our team structure ensures you always have access to the right expertise, whether you need help with product selection, menu planning, nutritional information, or order management. We're committed to being responsive partners in your school food service program's success.



Pricing Method & Financial Information

Pricing Structure

Performance Foodservice will provide all products at **\$1.89 per case over PFG's landed procurement cost**. This consistent markup applies across all product categories, making your budgeting process simpler and more predictable.

Our transparent pricing approach allows for easy auditing and ensures you receive competitive pricing throughout the contract period. While market fluctuations may occasionally impact base costs, our fixed markup remains constant, providing stability in your food service budgeting.

Financial Stability

Performance Foodservice is part of Performance Food Group, a publicly traded company with strong financial footing. Complete financial information is available at pfgc.com, demonstrating our stability as your long-term supply partner.

Payment Terms

Payment terms will be Net 30 days from receipt and approval of invoice, as requested. Approved credits will be issued within one week once approved, following our detailed credit policy outlined later in this proposal.

References from other school districts we serve are available upon request. Our track record of reliability during recent supply chain challenges demonstrates our commitment to educational institutions.



Market Basket Pricing & Cost Definition

Market Basket Price

Performance Foodservice will hold pricing on market basket items for the duration of this bid except in cases of manufacturer price increases. Due to fluctuating markets, increasing fuel costs, cases of demonstrated force major and serious supply challenges, we cannot guarantee locked pricing on all items in all circumstances.

Price Adjustments

In the event of price increases or freight increases, the set fixed fee will be added to the vendor price to determine the new cost. Similarly, any price decreases from suppliers will be passed along to the district. All items will continue to be auditable.

Cost Definition

Cost is defined as PFG invoice price from supplier/vendor, plus freight minus customer allowances. This does not include manufacturer discounts for cash or prompt payment, nor compensation for value-added services.

Aitkin School District will not be eligible for food show, flyer, or other special allowances not outlined in this RFP response. Summer programs are covered in the contract period, and products will be provided at the same cost structure as stated in this response.



Ordering Procedures & Service Commitments



TRACS® Direct Electronic Ordering

Performance's TRACS® Direct is available for streamlined electronic ordering. All orders will be placed using our intuitive online order system, with customer service representatives available to assist staff as needed.



Order Cut-Off Times

For optimal service, cut-off for next-day delivery is 3:00 pm CST, with Monday deliveries requiring orders by Friday at 3:00 pm CST. Fresh fruits, vegetables, and dairy may require additional lead time.



Service Level Commitment

During normal circumstances, Performance will meet the 97.00% service level requirement requested in the RFP. Exceptions will only occur in cases of manufacturer shortages, unusual demand, and other circumstances beyond our control.



Substitution Process

Our TRACS ordering system will alert each school of potential out-of-stock items and suggest available substitutions. If shortages occur due to issues beyond PFG control, substitutions will be provided at vendor pricing plus our fixed fee markup.

Market basket items will be regularly stocked if meeting appropriate minimum requirements. Items falling below accepted minimums may be moved to special order status with advance notice and agreement from the district.



Delivery Specifications



Delivery Schedule

All school locations will receive 2 deliveries per week, on Monday and Thursday mornings. Delivery hours will be determined upon acceptance of the RFP, with early morning key-drop accommodations available where permitted.



Product Handling

All products will be properly delivered and placed in the appropriate storage zones: dry, chilled, and frozen. Performance drivers will require adequate space provided by each school to safely and efficiently deliver products.



Order Minimums

While our technical minimum order requirement is 15 cases, the pricing structure presented is based on an average order size of 100 cases with the delivery schedule stated above. Special delivery requests outside specified days require pre-approval.



Communication

Performance will notify schools of delays exceeding two hours as soon as possible and will work to negotiate alternate delivery times when necessary. Each school will be assigned a dedicated contact person for ongoing support.



Reporting, Compliance & Audit Rights

Information Resources

Performance Foodservice can provide comprehensive product documentation including specification sheets, CN Labels or Equivalent statements, and nutrient data sheets upon request. This information is also accessible through the TRACS Direct® online system for convenient self-service access.

We will provide custom reports upon request within 7-10 business days. Advanced notice of planned product usage and school menus with product numbers and case requirements helps us ensure adequate service to your schools.

Buy American Compliance

Performance fully complies with the "Buy American" provision. In the rare cases where products are not available domestically, imported alternatives may be offered. Our ordering system clearly labels domestic products to facilitate compliant purchasing decisions.

Audit Rights

Audits will be honored at the district's request with 28 days advanced notice. Audits must be limited to 90 days and not exceed 20 line items. Performance will provide documentation for review, though all materials must remain in our possession. One audit per school term is permitted, excluding fresh produce items due to rapidly changing market prices.

Performance Foodservice reserves the right to terminate the agreement if the district is in default and fails to cure within 30 days of written notice. We also reserve the right to terminate for convenience with 60 days prior written notice.



Guidelines For Credits And Returns - Part 1

Our credit policy ensures product quality and food safety while minimizing processing time and product loss. We appreciate your adherence to these guidelines:

Delivery Review

Please review your order for accuracy when the driver is present. Any item may be returned for full credit at time of delivery for items that have not left Performance's possession. Special order items require authorization before returns can be accepted.

Shortages & Damages

If products are short or damaged upon delivery, your Performance driver will write a credit request to be entered and applied to your account. Credits for partial cases will be issued as appropriate. For key drop deliveries, all issues must be reported by 12:00 p.m. local time on the delivery date.

Food Safety Limitations

Certain temperature-sensitive items cannot be returned after delivery, including fresh seafood, refrigerated raw poultry, refrigerated egg products, refrigerated raw ground beef, and refrigerated ready-to-eat potentially hazardous products.



Guidelines For Credits And Returns - Part 2

Return Requirements

- Performance customer account number
- Invoice number
- Date of delivery
- RFS item number and quantity to be returned
- Reason for return

All returned merchandise must be in the original packaging, uncompromised, intact, and resalable. Acceptable shelf life must remain on all returned products as determined by Performance's standard operating procedures.

Temperature Control

All refrigerated and frozen products being returned must be stored at the proper temperature (-10° to 20° Fahrenheit for frozen items and 30° to 40° Fahrenheit for all refrigerated items). Each customer returning these products must provide a signed HACCP statement confirming proper temperature maintenance.

Return Time Limits

Products without HACCP limitations must be returned within 14 business days and with adequate shelf life remaining. All short shipments and damage must be reported by noon on the delivery date if the invoice has not been signed. If the invoice was signed, credit will only be allowed if the issue was noted on the delivery receipt.

Special order claim adjustments for damage credit are allowed only at the time of delivery. Pick-ups for vendor or manufacturer return need special pre-authorization. All refrigerated and frozen products must be returned in a Performance temperature-controlled vehicle.

