

Request for Quote (RFQ)
GARRETT COUNTY HEALTH DEPARTMENT (GCHD)
Products for Inclusion in Harvest Hub Meal Boxes

Section 1 - General Information

RFQ Number:	2025-0711		
Product/Service:	Farm and Food Products		
Anticipated Start Date	07/11/25		
Duration of Assignment	The initial term of this Award resulting from this RFQ shall be from 07/11/2025-9/30/2025. GCHD will have the right to terminate this award if it is determined that services are no longer needed or the awardee determines they are no longer available to perform the awarded duties. The GCHD does not guarantee a minimum or maximum quantity of orders or product fulfillment during the term of the contract.		
Issue Date: mm/dd/yyyy	06/16/2025	Due Date: mm/dd/yyyy	07/07/25
		Time (EST): 00:00 am/pm	9:00 AM EST
Special Instructions	<p>GCHD reserves the right to make an award for multiple quotes.</p> <ol style="list-style-type: none"> 1. In the event that more than 1 quote is received, the Program Manager may elect to exercise the following down-select process: <ol style="list-style-type: none"> a. An initial evaluation for all submitted quotes/documentation will be completed. Based on this evaluation, the proposed Quotes will be ranked lowest to highest based on their RFQ Price Sheet (Attachment 1) with consideration of Section 3C. Minimum Qualifications and Section 4 - Personnel Qualifications being given equal weight to submitted quotes/documentation. b. The Quoters who have submitted the top-ranked quotes will be notified of their Award. The Program Manager will follow the Selection/Award Process in RFQ Section 6. c. All other Quoters will be notified of non-selection for this RFQ (if applicable). 		
Late Responses & Mistakes in Request	Requests for an extension of this time or date will not be granted. Quotes received after the due date and time listed in Section 1 will not be considered. Quotes may be modified or withdrawn by written notice received by the Program Manager before the time and date set forth in Section 1 for receipt of Quotes.		

Section 2 - Procurement Officer (PO)/Program Manager (PM) Information

Requesting Agency	Garrett County Health Department (GCHD)		
Procurement Officer (PO)	Vickie Weeks	PO phone #	240-226-0022
PO email address	vickie.weeks@maryland.gov		
PO mailing address	Garrett County Health Department, 1025 Memorial Dr. Oakland, MD 21550		
Program Manager (PM)	Shelley Argabrite	PM phone #	301-501-6161
PM email address for emailed quote submissions:	shelley.argabrite@maryland.gov		
PM mailing address for submitted quotes:	Garrett County Health Department, Attn: Shelley Argabrite 1025 Memorial Dr. Oakland, MD 21550		

Role Definitions

1.	PO – responsible for managing the RFQ structure up to the point of release and issuing the Purchase Order(s).
2.	PM – responsible for managing the RFQ process after the point of release, distributing the Purchase Order(s), and overseeing the work performance for all functions once it is awarded.
3.	Awardee – The Awardee shall provide the resource and be accountable for the resource’s quality, accuracy of the order, and timeliness under the award.

Section 3 – Scope of Project

A. Background

The GCHD is recruiting for the following services: Sourcing for food and nutrition security efforts related to a variety of program deliverables for the community. Farm and Food Products, and transportation of said products. All products sold in Maryland must at a minimum, be labeled with the name and address of the producer or distributor, a quantity statement (count, fluid measurement, or net weight depending on the product), the identity of the product, the ingredients listed in descending order of prominence by weight.

B. Project Description - Product Quality

Requirement	Product Quality Specifications
Fresh Tomatoes, uncut and not processed - USDA, Stage 6	https://www.ams.usda.gov/grades-standards/tomato-grades-and-standards

Fresh Vegetables, uncut and not processed	https://www.ams.usda.gov/grades-standards/vegetables
Meats	https://mda.maryland.gov/maryland_products/Documents/selling_ag_products_at_market.pdf

C. Experience

Quoters shall include required documentation and grant permission for inspection of the farm premises by GCHD at any time during the contract period. **Quotes that do not meet the minimum experience/knowledge/skills will be deemed non responsive and will not progress to the evaluation process.**

Quoter	Minimum Experience/Knowledge/Skill
Cultivators, Growers, Raisers	<p>1. Required Documentation: (for more detailed info click on link) https://mda.maryland.gov/foodfeedquality/Documents/Processing%20and%20Selling%20Value%20Added%20Food%20Products%20in%20Maryland.pdf#:~:text=Must%20have%20a%20license%20from%20MDH%20for,Licenses%20required%20for%20sales%20at%20Farmer's%20Markets</p> <ul style="list-style-type: none"> • Business registration, tax ID • Provide proof of any licensure or permits you currently obtain. Ex. Maryland Department of Agriculture (MDA) for on-farm storage, Producer Mobile Farmer's Market License, Approved Nutrient Management Plan, Commercial Processing Exemption (link attached): https://onestop.md.gov/licenses/commercial-processing-exemption-produce-safety-rule-651c414b84a71202415c4b82 , Crop and Pasture Certification, etc... • Provide a description of business; include years of operation, farming practices, products sold, and website) • Complete Attachment 1. • Quoter shall submit a currently dated W-9 (Refer to section 7.4 below), click here for the attachment: https://garretthealth.org/wp-content/uploads/2024/04/W9032024Revised.pdf

Section 4 – Additional/Preferred Experience

Experience

Quoters will be evaluated on their ability to meet the program requirements, in addition to the preferred experience listed below. Quoters possessing the preferred experience below may receive a higher technical ranking.

Preferred Experience

1. Prior agency experience providing Harvest Hub box products. Please submit appropriate documentation if applicable.

Section 5 – Required Submissions

Quoters submitting a quote to the RFQ must include the documents below:

1. RFQ Attachment 1 - Signed and completed RFQ Price Sheet.
2. Required Documentation - See Section 3C - Minimum Qualifications above.
3. Any relative documentation to demonstrate meeting the qualifications in RFQ Section 4 – Additional/Preferred Experience (if applicable).
4. All farm products supplied must be from the same farm applying. Farmers are restricted from buying from other farms or grocery stores to fulfill orders.

Section 6 – Selection/Award Process

1. After completion of review, the Quoter will be ranked for merit based on the following evaluation criteria:
 - a. Line Item Pricing requested from Attachment 1
 - b. Prior agency/organization level experience providing products for Harvest Hub Meal Boxes
 - c. Documentation submittal
2. Quotes will be evaluated and ranked based on the RFQ Price Sheet (Attachment 1) while having equal weight with the Minimum Experience/Knowledge/Skill and Additional/Preferred Experience documents submitted.
3. The Program Manager will recommend an award to the Quoter(s) whose quotes are determined to be the most advantageous to the GCHD, considering price, experience, and evaluation factors set forth above. The Procurement Officer along with the Program Manager will initiate Purchase Orders to the Awardees.

Section 7 – Invoicing Instructions

1. On or before the 10th of each month, the Awardee shall submit Invoices for the preceding month to the Program Manager.
2. The Awardee shall invoice the GCHD at the line item pricing that was submitted on the RFQ Price Sheet (Attachment 1). The Awardee will not be paid until the service is completed and reviewed for accuracy. Payment will not be made for incomplete services.
3. Errors on Invoices may delay processing and payment. Invoices submitted without the required information cannot be processed for payment until the Awardee provides the required information. Invoice verification shall be completed for accuracy, completeness and mathematical accuracy.
4. **Tax Identification Number, the Awardee shall complete a currently dated W-9.** This documentation is required to process payment for the Awardee. Payment can be processed with either the Awardees Federal Tax Identification Number or Social Security Number (Individual Awardee Only). Awardees Federal Tax Identification Number or Social Security Number shall appear on all invoices submitted by the Awardee to the GCHD for payment.

**ATTACHMENT 1
RFQ #2025-0711**

**RFQ PRICE SHEET - PRODUCTS FOR INCLUSION IN Harvest Hub Meal Boxes
(Please complete the following information.)**

Initial Term: July 2025 - September 2025						
Months Needed	Product	Bundle Specification	Totals per Month	Cost	Deliverable Schedule	Location of Delivery
July	Chicken	½ Frozen chicken: 3-5 pounds	60 Total Bundles as Specified		July 25, 2025	360 Access Hub
July	Carrots	6 Medium / one pound	60 Total Bundles as Specified		July 25, 2025	360 Access Hub
July	Potatoes	4 Medium / 2 pounds	60 Total Bundles as Specified		July 25, 2025	360 Access Hub
July	Onion	2 Medium / one pound	60 Total Bundles as Specified		July 25, 2025	360 Access Hub
July	Whole Raw Garlic Head	1 Bulb - 2 ounces	60 Total Bundles as Specified		July 25, 2025	360 Access Hub
July	Green Beans	1 ½ pound	60 Total Bundles as Specified		July 25, 2025	360 Access Hub
July	Cucumber	11 ounces	60 Total Bundles as Specified		July 25, 2025	360 Access Hub
July	Tomatoes, Cherry or Grape	12 ounces	60 Total Bundles as Specified		July 25, 2025	360 Access Hub
July	Dill	Small bunch / 1 ounce	60 Total Bundles as Specified		July 25, 2025	360 Access Hub
July	Chicken Backs	40 pounds	60 Total Bundles as Specified		July 25, 2025	360 Access Hub
August	Yellow Squash	1 ½ to 2 pounds	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Zucchini, Green	1 ½ to 2 pounds	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Eggplant	1 ½ to 2 pounds	60 Total Bundles as Specified		August 29, 2025	360 Access Hub

August	Tomatoes	2 Pounds	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Onions, Yellow	2 Medium/ 8 ounces each	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Bell Peppers	2 Medium/ 8 ounces each	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Garlic	1 Bulb - 2 ounces	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Basil	Small bunch / 2 ounces	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Thyme	Small bunch / 1 ounce	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Oregano	Small bunch / 1 ounce	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Wild Mushrooms	1 pound	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Mixed Salad Greens (Lettuces)	12 ounces / Washed and bagged	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Carrots	3 Medium / ½ pound	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Broccoli	½ pound	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Bread	One loaf / one pound	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
August	Cheese Curds	8 ounces	60 Total Bundles as Specified		August 29, 2025	360 Access Hub
September	Pork: Center-Cut Pork Loin or Tenderloin	32 ounces	60 Total Bundles as Specified		September 12, 2025	360 Access Hub
September	Honey	6 ounces	60 Total Bundles as Specified		September 12, 2025	360 Access Hub

September	Corn	6 Ears of sweet corn / 3 pounds	60 Total Bundles as Specified		September 12, 2025	360 Access Hub
September	Green Beans	½ pound	60 Total Bundles as Specified		September 12, 2025	360 Access Hub
September	Sugar Snap Peas	½ pound	60 Total Bundles as Specified		September 12, 2025	360 Access Hub
September	Tomatoes: Any Variety	8 ounces	60 Total Bundles as Specified		September 12, 2025	360 Access Hub
September	Kale	Small bunch / 6 ounces	60 Total Bundles as Specified		September 12, 2025	360 Access Hub
September	Beets With Stems	2 pounds	60 Total Bundles as Specified		September 12, 2025	360 Access Hub
September	Goat Cheese	8 ounces	60 Total Bundles as Specified		September 12, 2025	360 Access Hub

 Authorized Individual Name

 Company Name (if applicable)

 Title

 Individual SS # or Company
 Federal Tax ID #

This RFQ Price Sheet must accompany the Quote provided.

“Act of God Clause: Neither party shall be liable for any failure to perform its obligations under this award if such failure is caused by an event beyond its reasonable control, including but not limited to acts of God, war, terrorism, natural disasters, or any other similar events that could not be anticipated”.