



st.croixprep

**REQUEST FOR PROPOSALS (RFP)
PRIME VENDOR - SCHOOL FOOD**

**St. Croix Preparatory Academy
4260 Stagecoach Trail N
Stillwater, MN 55082
651-395-5900**

**DATE OF REQUEST: March 25, 2026
DATE PROPSALS ARE DUE:
Wednesday, April 29th, 2026
2:00 pm**

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DEFINITIONS:

For consistency throughout this document:

“School District(S)” herein referred as “School Food Authority” or “SFA”. the School Food Authority (SFA) that is requesting proposals. At the time of this RFP the participating SFA is St. Croix Preparatory Academy.

The SFA reserves the right to implement a Joint Powers agreement to add additional SFA’s to this contract with prior approval from the contractual SFA, the additional SFA and the awarded Distributor.

“Distributor” or “Commercial food purveyor” means a distributor that submits a proposal in response to this request. Who purchases, receives and /or stores commercial food products, related food service goods and handling of USDA Foods such as direct delivery and finished end products. The prime vendor in turn sells, delivers and bills the SFA for the goods and/or services provided.

I. SFA OBJECTIVES

This solicitation is issued with the intent to procure products and related services of a Prime Vendor in accordance with applicable state and federal law governing the federally funded Child Nutrition Programs which collectively refers to the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Summer Food Service Program for Children (SFSP), and the Child and Adult Care Food Program (CACFP) for the SFA.

The SFA requests proposals in response to this Request for Proposals (RFP) for purchasing commercial food products and end products produced through the further processing of USDA donated foods (hereinafter referred to as “end products”) and related services from a Prime Vendor. To minimize the need to seek alternate distributors, SFA will target to purchase a minimum of 80% of its commercial food products, except food products excluded below, from Distributor, which will agree to provide all products specified by the school.

The following products are excluded from purchase from Prime Vendor:

- Milk
- Bread
- Produce
- Specialty Items
- Chemicals

Contract Term

One Distributor will be chosen to negotiate with SFA under the terms of the proposal in effect for school year 2026 – 2027 beginning on July 1, 2026, and ending June 30, 2027, with an option to renew the agreement up to four (4) additional 1-year periods with mutual agreement with the SFA and selected Prime Vendor. Renewals are based on customer satisfaction with prime vendor services.

Amendments and Modifications

The SFA reserves the right to modify the awarded contract by mutual agreement between the SFA and selected Prime Vendor, so long as such modification would not result in a material change to the solicitation and awarded contract. Such modifications will be evidenced by issuance of a written authorized amendment by the SFA.

Prime Vendor Agreement

Selected Prime Vendor may need to sign the awarded contract upon notification by the SFA. This awarded contract will represent the contractual requirements in the RFP, attachments to RFP, amendments to the SFA, and selected Prime Vendor proposal.

Fair and Open Competition

Pursuant to the USDA regulations this solicitation is intended to promote fair and open competition. If the language, specifications, and terms of any of the solicitation are restrictive or limiting it is the responsibility of the interested proposer to communicate such concerns within 5 business days of the release of the RFP. The RFP may or may not be changed but will be reviewed prior to contract award.

Calendar of Events

The required dates and times by which actions must be completed and, where applicable, locations are listed in the following chart. If the School determines that it is necessary to change a date or time or location it will issue an addendum to this RFP. Times are local time at the School.

| Calendar of Events | |
|--|--|
| Action | Date/Time and Location if applicable |
| RFP released | March 25, 2026 www.stcroixprep.org |
| Deadline for submission of any communications from Distributors | April 15, 2026, at 2:00 pm mthole@stcroixprep.org |
| Deadline for School to issue addenda to RFP | April 20, 2026 at 2:00 pm |
| Proposal due date | April 29, 2026 at 2:00 pm St. Croix Preparatory Academy |
| SFA’s selection of proposal | May 1, 2026 |
| Board approval and contract award | May 20, 2026 |

INQUIRIES REGARDING PROPOSAL

All inquiries concerning this Proposal must be submitted in writing for the attention of:
Marianne Thole
mthole@stcroixprep.org

Deadline for inquiries is April 15, 2026, at 2:00 pm CST

Responses that include interpretations, classifications, modifications, and supplemental instructions will be provided to all Vendors on record in the District Purchasing Office in the form of written agenda. The School will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor. No phone or in person inquiries will be accepted. It is the Vendor’s responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the School’s attention.

Evaluation Criteria

SFA will evaluate proposals based on the following criteria. The maximum possible score for each criterion is shown

| | Maximum Score |
|---|----------------------|
| Price (Market Basket) | 50 |
| Completeness of product line / volume of special orders | 10 |
| Distributor experience & qualifications / Past performance with School/ Distributor references/reputation | 10 |
| Computer capabilities, including operational reports, nutritional analysis, and uploading of purchase data to MN Dept of Education | 30 |
| Customer Service & USDA Regulatory support | 25 |
| Foodservice Consultant Trained in School requirements | 20 |
| Direct Diversion Capabilities & Programs | 20 |
| Operational plan & procedures | 5 |
| Ability to meet service characteristics described by School | 10 |
| Degree of ancillary services that impact School needs | 20 |

Proposal Selection

RFP will be scored by two (2) separate individuals, and their averaged score is used to determine the most responsive bidder. Upon completion of evaluation of proposals, SFA shall negotiate with the responsible Proposer that submits the most responsive proposal. Contract award is contingent upon School and Distributor reaching mutually agreeable terms. Other Distributors that have submitted proposals will be notified when negotiations have been completed.

SFA reserves the right to:

- A) Waive any irregularities or informalities in proposals.
- B) In the best interests of SFA, accept or reject any and all proposals or portions thereof, select the next most responsive proposal, or if necessary, issue a new RFP or take other action as SFA deems appropriate.

III. SFA REQUIREMENTS

Requirements

The SFA is looking for a Prime Vendor to provide the products and services listed in the RFP. If Proposer is unable to provide products or services to the SFA, Proposer must succinctly define what can and cannot be provided including the reason. The SFA will determine if the request is accepted. If the request is denied, the proposal may be rejected.

Pricing Method

The required method for determining product prices in the contract is "Cost plus Fixed Fee."

"Cost" is defined as Distributor's invoice from the supplier, plus inbound freight, minus customer allowance and any other "off" invoice allowances.

"Fixed Fee" is defined as the difference between cost, as defined above, and the selling price to SFA. Fixed fees shall remain firm for the duration of the agreement regardless of supplier invoice

Pricing Period

For the purpose of this Proposal, Distributor shall determine costs on the Product List using the week of March 1 – 5, 2026. Pricing should be current school year's bid pricing.

Cost information must be available for audit upon request by SFA. Food show allowances are not to be used. Freight prices are to reflect actual freight weight for products based on total weight of the shipment with monies evenly spread throughout the load based on weight. Supporting invoices copies may be requested for verification. Acceptable forms of documentation are manufacturer invoices, manufacturer bid documentation, or signed manufacturer letter on manufacturer letterhead state what your cost would have been during the market basket time frame (must be specified it is delivered pricing or prepaid shipping with cost added to invoice pricing). Vendors are to include a list describing their "private label" product labels.

Distributor marketing funds, growth programs and/or dollars, accruals, and similar supplier funded programs based on total distributor sales shall NOT be used to lower distributor costs on the market basket unless distributor provides program documentation accounting for the discount in cost AND distributor agrees to pass on those discounts to the SFA on all items purchased by the SFA for the term of the contract, including any renewal periods. Distributor must also provide an outline describing the audit process the School will have to ensure these funds are being applied to lower the SFA's cost.

Price Verification

As part of the bid review process, we may request to verify the accuracy of bidders' base costs. As part of the review process you may be requested to submit copies of manufacturer or supplier invoices for the week referenced in the RFP to confirm the base prices bid for selected items. If invoices cannot be provided because you currently do not stock the product, a letter from the manufacturer confirming the base price will be acceptable. The documentation will audit invoices to ensure that the bidder's base prices match the prices provided in response to the RFP.

Ordering Procedures

SFA prefers the ordering process described here:

Orders to be placed electronically by Friday will be delivered to each school on Tuesday of the following week and orders placed by Wednesday will be delivered on Friday of the same week, on a mutually agreed upon schedule. Special orders must be approved by the supervisor and confirmed to the designated school staff via sales representative.

SFA's Expectation of Distributor sales staff is:

- K12 Specialist Sales staff visits as agreed upon to update customer on pricing, promotions and services.
- Sales staff need to be educated in USDA & School Foodservice regulations
- Ensure that all items ordered are delivered in time for preparation.
- Provides training and support to individual schools as needed.
- Communicate any substitutions in report form to the program Supervisor on a weekly basis.
- Supports district in identifying, enrolling in, tracking and submitting for vendor rebates.
- Manages communications in the event of snow days.

Substitutions

Under Normal conditions without Supply Chain Disruptions the SFA expects that, with SFA -provided forecasting, Distributor will fulfill 95% of orders without shortages, outages, or substitutions. Substitutions should be labeled clearly on each invoice with a separate item code.

Prior Approval

Under Normal conditions without Supply Chain Disruptions, If Distributor is temporarily out of stock or short on a particular item, an equal or superior product may be delivered at an equal or lower price with prior approval by SFA not less than twenty-four (24) hours prior to scheduled delivery. Substitutions at higher prices may be made only upon prior approval of the SFA

Deliveries

Schools requiring delivery are listed below with their delivery requirements and characteristics. A map of the locations is also attached.

| School Name | Delivery Time Frame | Delivery/per week | Address |
|-------------------------------|---|-------------------|--|
| St. Croix Preparatory Academy | 7:00 am – 8:15 am and 9:00 am – 2:00 pm | Twice per week | 4260 Stagecoach Trail N Stillwater, MN 55082 Loading area past circle, service door and garage door for deliveries |

Driver required to place deliveries in assigned place of storage

All shipments shall be delivered FOB: Destination – no freight allowed. Deliveries should not occur while SFA’s buses are loading or unloading.

The School requires deliveries approximately 10 months (Early August – June). Deliveries shall be made Mondays through Fridays except for school holidays or closing days (inclement weather), when deliveries shall be made on the next school day. The School will have designated delivery day(s) using one or two trucks to ensure delivery between the hours of 7:00 am and 2:00 pm. Bus arrival times MUST be avoided (8:15-8:45 am).

Communication

Distributor shall designate sales staff to work with the SFA.

Nutritional Standards:

All products shall conform to NSLP, SBP, and other federal and state regulated nutritional programs (including new meal patterns) in which the SFA participates. Distributor will provide Product Specification Sheets, CN Label Sheets, and Signed Formulation Statements on products listed on the order guide, upon request from SFA. Nutritional Information sheets must be provided as manufacturer updates occur and when new products are added to the order guide.

Reports:

Upon request Distributor will provide velocity Reports, and summary information in Excel Format at the end of the contract period, with detail by delivery location and summary for all locations.

Special orders:

Distributor will provide the procedure for special orders of non-stock products.

Forecasting:

SFA will provide Distributor with a system of forecasting purchases with sufficient lead time to ensure successful fill rates. Where needed this forecast will be provided on a monthly basis.

Payment Terms

SFA will pay within 30 days from receipt of the weekly/monthly invoice or statement, for delivered products only. The School is willing to utilize ACH for a discount if available.

Product Specifications

Refer to SFA's attached *Product List* for product specifications and anticipated purchase quantities. Following the instructions on Attachment A, *Instructions to Proposer for Completing Product List*, complete all required columns for each product.

- Where a brand is specified, provide the price and indicate if the product is non-stock.
- Where acceptable alternates to the primary brand are listed, provide data only if the item is special order or you are unable to supply the branded item.
- If the brand field states * Required Brand only the referenced brand can be submitted.

Quantities shown on the *Product List* are estimated purchases of each product during the specified period. SFA has attempted to estimate within 10-15 percent of actual requirements. The receipt of USDA commodities and changes in student preferences affect purchase quantities.

DIRECT DIVERSION - NOI & FFS

At the time of this RFP the Distributor must be approved with K12 Foodservice and ProcessorLink for uploads and tracking of NOI's and FFS. Distributor must offer SFA modified FFS items to be delivered with weekly commercial grocery items. SFA shall inform Distributor of any changes in the ordering of commercial products approved for commodity diversion and work with Distributor to determine change-order dates.

Please note that at the time of this RFP the SFA's that are participating in further processing of USDA foods are noted in the SFA profiles

NOI and FFS allowances cannot be used in the allowances on the market basket

SFA shall inform Distributor of any changes in the ordering of commercial products approved for commodity diversion and work with Distributor to determine change-order dates.

MSFBG

This SFA is a member of the Minnesota School Food Buying group, and as such expects the Prime Vendor to stock items based on reasonable usage of combined SFA's. Distributor is required to send listings of current MSFBG Prime Vendor districts.

IV. STANDARD TERMS AND CONDITIONS

The following standard terms and conditions shall be incorporated into the contract.

Modifications, additions, or changes to the terms and conditions of this Proposal may be causes of rejection of a Proposal. Vendors are requested to submit all Proposals on the District's official forms. Proposals submitted on company forms may be rejected.

Pricing

All pricing submitted shall include all packaging, handling, and shipping charges. SFA's in the State of Minnesota are exempt from paying sales tax. State Sales and Use Tax Certificates of Exemption Form will be issued upon request.

Processing and Delivery Conditions

All products must be:

- Processed in a USDA continuously inspected and approved plant.
- All RFP responses submitted for fruits and vegetables are to be from the current growing season unless otherwise indicated on the proposal form. If prior growing season's product is submitted, vendor must state pack date along with the price submitted.
- All products delivered shall conform in all respects to applicable standards promulgated under the Federal Food, Drug and Cosmetic Act, and the Meat Inspection Act and the Poultry Products Inspection in effect at the time of delivery. Any product that contains any artificial coloring agent, such as #2 red dye, must be disclosed in this RFP.
- If a product that has been approved is found to be unacceptable when used in schools, the School reserves the right to remove product from our approved list.
- All cases and cans shall be in good condition at the time of delivery and shall, under proper storage conditions, have a shelf life of at least eight (8) to twelve (12) months.
- The supplier guarantees products against swelling for a period of six (6) months after delivery.
- Except in those instances where certain food items are not commercially available from production within the United States, no food items covered by this RFP are to be imported, imported and repacked, or imported and labeled with an American Processor or Distributor's label.
- Unless specifications state otherwise, all cans shall be filled - slack cans are not acceptable.

Food Laws

The Vendor agrees to comply with all Federal, State and local laws, ordinances and all applicable rules, regulations and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the company's performance of the provisions of this agreement. SFA officials may inspect Distributor's facilities.

The Vendor shall comply with applicable federal, state, and local laws and regulations pertaining to wages, hours, and conditions of employment in connection with contractor's performance of work under this agreement. Vendor agrees not to discriminate against any employee(s) or applicant(s) for employment because of age, race, religion, creed, sex, national origin, or handicap.

Upon request from SFA, Distributor shall provide:

- Letter of guarantee of compliance with food laws.
- Latest facility inspection forms and comments from applicable federal, state, and local agencies.
- Procedures for food safety and sanitation, including procedures used for product holds or recalls.
- Other Federally Required Contractual Provisions

Buy American

SFA participating in the National School Lunch Program is required by federal regulations to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic products are those that are produced in the United States and those that are processed in the United States substantially (at least 51%) using agricultural commodities produced in the United States.

Limited exceptions to the Buy American provision include

- a. The product is not produced or manufactured in the U.S. in sufficient, reasonable and available quantities of a satisfactory quality, such as bananas and pineapple; and
- b. Competitive proposals reveal the cost of a domestic product is significantly higher than a non-domestic product.

Insurance

Distributor shall maintain all necessary and proper insurance for the duration of the work to be performed, including Comprehensive General Liability Insurance and Property Damage Insurance, Workers Compensation Insurance, and Automobile Liability Insurance. Evidence of insurance must be filed with the School showing compliance with all insurance requirements. Should any required insurance be cancelled before the expiration date, the issuing company will mail 30-days written notice to the SFA.

Hold harmless:

The Vendor agrees to defend and hold the School harmless from any claims, demands, actions, or causes of actions arising out of any act or omission on the part of the company subcontractors, its agents, or employees in the performance of, or with relation to, any of the work or services provided to be performed or furnished by the Vendor under terms of this agreement.

Conflict of Interest

Pursuant to 2 CFR part 200.318, No SFA employee shall participate in the selection, award or administration of a contract when any of the following persons has a financial interest in the firm selection of the award:

- The Employee, any member of his/her immediate family, People with whom there is an affectionate personal relationship, an organization which employees any or the parties indicated herein.

Resolution of Protest and Disputes

The SFA or SFA Co-op alone is responsible, in accordance with good administrative practices and sound business judgement, for the settlement of all contractual and administrative issues arising out of this procurement.

These issues include, but are not limited to, source evaluation, protests, disputes and claims. All disputes from vendors must be in writing and be received by the procurement leader within seven calendar days of the date of the award notice.

Audits

The Vendor agrees to retain all books, records, invoices, and/or quotations to substantiate initial item costs as quoted and other documents relative to this agreement for three (3) years after final payment or until audited by the School, whichever is sooner.

The School, its authorized agents, and /or state auditors shall have full access to the right to examine any of said materials during said period.

SFA may conduct audits to validate costs and compliance with agreement terms and conditions. SFA will allow a reasonable timeframe for Distributor to prepare files for an audit. Distributor will correct audit findings immediately or within 30 days following notification of the errors.

Not Debarred, Suspended, Proposed for Debarment, Declared Ineligible, or Voluntarily Excluded

If the negotiated contract exceeds \$25,000, Distributor certifies that neither the company nor any of its principals has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency.

Lobbying

If the negotiated contract exceeds \$100,000, Distributor certifies that no federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any federal agency or Congress with respect to the awarding of a federal contract, etc.

If Distributor has paid, or will pay, any funds other than federal appropriated funds to any person for influencing or attempting to influence an officer or employee of any federal agency or Congress, Distributor is required to submit a "Disclosure Form to Report Lobbying" at the time of the executed contract and at the time of any renewals.

Other Federally Required Contractual Provisions

Distributor is required to comply with applicable parts of state energy conservation standards (Minn. Rules Chapter 216C) and Wisconsin Energy Code (Minn. Rules Chapter 7670).

If the contract exceeds \$2,500, Distributor is required to comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented.

If the contract exceeds \$10,000, Distributor is required to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in U.S. Department of Labor regulations (41 CFR Part 60),

If the contract exceeds \$100,000, Distributor will be required to comply with Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use of facilities included on the EPA List of Violating Facilities. Distributor shall report all violations to the grantor agency and to the USEPA Administrator for Enforcement (EN-329).

I CERTIFY THAT THIS RFP IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER VENDOR SUBMITTING A PROPOSAL FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP FOR THE VENDOR COMPANY.

AUTHORIZED SIGNATURE:

TYPED OR PRINTED NAME:

TITLE:

DATE:

CHECKLIST OF REQUIREMENTS FOR PROPOSALS

The following information and completed forms must be submitted for a complete proposal.

- Completed *Product List*. – Hard Copy and electronic
- Company description, including organizational chart, identification of staff responsible for contract duties, and brief position descriptions.
- Name and contact information of two school districts or schools of similar size and characteristics that may be contacted for references. List one (1) customer with approximately the same volume who has discontinued a contract with you in the last three (3) years.
- Description of procedures: Delivery timelines, minimum delivery quantities, payment terms, change orders, credits, pickups, special orders, communication services and sales staff. Include description of how these functions are managed to facilitate maximum cost and time savings to SSFA.
- Identification of any SFA requirements (Section III of this RFP) that cannot be met fully met.
- Description of any ancillary services that will contribute to SFA requirements, with no additional cost.
- Completed and signed cover sheet “School Food Service – Prime Vendor Proposal” form – place on top of RFP.
- Completed copy of commodity delivery proposal.
- List of Current Prime Vendor Schools in Minnesota

- Login & Password for order entry system for evaluation
 - Website _____
 - Log In _____
 - Password _____

FOOD SERVICE PRIME VENDOR PROPOSAL

St. Croix Preparatory Academy

DUE: April 29, 2026, at 2:00 pm CST

The undersigned hereby offers to provide prime vendor service for food products as specified in this proposal for the period of July 1, 2026, through June 30, 2027.

I understand that the School reserves the right to reject any or all proposals, and that this proposal may not be withdrawn during a period of sixty (60) days from the time of opening of the proposal.

DISTRIBUTOR NAME _____

DISTRIBUTOR ADDRESS _____

SIGNATURE: _____
of authorized representative

PRINTED NAME _____

TITLE _____

DATE _____

CONTACT NAME _____

TITLE _____

PHONE: _____

FAX NUMBER _____

E-MAIL _____

INSTRUCTIONS TO DISTRIBUTOR FOR COMPLETING PRODUCT LIST-PRIME VENDOR

School has specified product information and estimated quantities in columns B, C, D, E, and L on the Product List. The week that must be used as the basis for Distributor costs is indicated at the top left of the form.

1. Complete the *Product List – Prime Vendor* by entering Distributor information:

At upper right, provide Distributor name, contact information and the proposed fixed fee.
Fixed fee must be consistent for all products and categories

Complete columns as indicated:

- Column A Distributor Item Number – Add number or leave blank if not currently stocked.
- Column B Manufacturer Product Code - must match the specific product code that is referenced.
- Column C Product Description – of the required product requested
- Column D Manufacturer Brand - must match the specific brand that is referenced.
- Column E Pack Size or Purchase Unit – Indicate, if not already indicated by School.
- Column F Invoice Cost from Manufacturer – Cost from Distributor’s supplier during specified week.
- Column G Freight – If there is any freight cost associated in establishing the auditable cost indicate it here.
- Column H Manufacturer Allowance – Indicate any supplier allowance provided for 2026-2027 SY.
- Column I Net case cost – The distributor cost before mark-up to the school district
- Column J Fixed Fee Per Case – only one fixed fee per for all categories is acceptable.
- Column K Final Case Cost to the District - The distributor cost including the fixed fee mark-up to the school district. (Formula will automatically populate this column)
- Column L Annual District Usage – Estimated annual usage for the district.
- Column M Extended Price to District (Unit Price x Annual District Usage)
(Formula will automatically populate this column)

Proposal for Distribution of USDA Commodities

TO

St. Croix Preparatory Academy

The undersigned hereby certifies that it has an approved agreement with the Minnesota Department of Education offers to deliver USDA commodities from the State-designated warehouse to St. Croix Preparatory Academy for School Year 2026 -2027, with options to renew, as described in this proposal and in compliance with the Food Distribution Program Master Agreement for the school year.

I understand that the School reserves the right to reject any or all proposals, and that this proposal may not be withdrawn during a period of sixty (60) days from the time of opening of the bid.

Are these proposed prices contingent upon a concurrent prime vendor contract with the school?

___NO __YES

Commodity Dry Delivery Fee \$ ___ per case
(Fee per case charged in addition to warehouse fee from State-designated warehouse)
Commodity Frozen/Refrigerated Delivery Fee \$ ___ per case
(Fee per case charged in addition to warehouse fee from State-designated warehouse)
Fee for Accepting and Re-Delivery of Processed Product \$ ___ per case

Additional Storage Available: _____ YES If Yes, how long? Fee?

Minimum delivery requirements: ___NO ___YES

If yes, please describe:

Order/Delivery options: (Check One)

Weekly Delivery _____

Bi-monthly _____

Monthly _____

Additional Requirements:

FIRM NAME _____

FIRM ADDRESS _____

SIGNATURE
Of authorized representative

PRINTED NAME

TITLE _____

DATE _____

CONTACT NAME _____

PHONE NUMBER _____

FAX NUMBER

EMAIL ADDRESS _____

