

Informal Food Bid Solicitation & Evaluation: Maple Syrup

Date:

School Name:

Contact information:

Values statement & Farm to School purchasing goals for your program:

(This is important so that producers know more about you and your school food program.)

1. Our program specifications:

(Examples: number of students and number of schools)

2. Specifications for program use and time periods:

(When will you be using the syrup and how often?)

3. Specifications for products:

(Examples: 100% maple syrup, preferred grade (golden, amber rich, dark robust), pack size (1 or 5 gallons), delivery schedule and locations. Note: if you are willing to adjust any of these criteria, state that flexibility.)

5. Additional vendor requirements:

(Examples: Willing to visit 1-2 classrooms between February and May, OR willing to participate in 1-2 taste tests; carries liability insurance, source of the syrup identified at time of purchase)

6. Payment terms and process:

(Provide your invoicing and payment process)

7. Buy American: The Buy American provision requirements. Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a provision, Section 12(n) to the NSLA (42 USC 1760(n)), requiring school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodity or product.

Please complete and return the bid page via email to submit your bid.

Maple Syrup Bid

Name:

Farm name & address:

Contact information:

Producers will be good candidates for our program and the bidding process if they meet all the requirements listed below. If all requirements are met, the lowest price will win the bid.

Instructions: Please indicate which of the vendor criteria you can fulfill, and fill in your price.	
Criteria: Include those from the product specifications & vendor requirements listed on page 1.	Yes / No
Price per gallon (includes delivery costs).	\$

The award will go to the vendor who provides the lowest bid and is able to meet all the criteria above.

Notification criteria: All producers will receive a notification letter via email informing them of the school or district award decisions. This letter will contain the name of the producers awarded the bid. A general outline of the ordering and delivery process and duration of the awarded bid will also be included.

Timeline:

Quote submissions are due:

Decisions made by and communicated by:

Orders may be placed as early as:

Please return bids to:

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