**Vendor Response Form - Produce Template**

**NOTE TO SCHOOL**: only include the evaluation criteria you are interested in—these are only suggestions. Make this form your own, fill in relevant info. and send with the informal solicitation.

For multiple produce items, use the Market Basket Template.

**VENDOR RESPONSE FORM - PRODUCE**

Vendors please fill out this form.

Farm/Vendor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendors will be good candidates for our program and the bidding process if they meet ALL the requirements listed below. Bids will be evaluated based on meeting ALL the criteria below and the lowest prices.

Please check Yes or No to the questions below. (These are examples)

|  |  |
| --- | --- |
| Are you willing to host student farm visits or participate in school taste tests occasionally? | Yes\_\_No **\_\_** |
| Vendor has liability insurance? | Yes\_\_ No \_\_ |
| Diversity of seasonal fresh fruits and vegetables available? | Yes\_\_No\_\_ |
| Vendor can indicate farm of origin produce on box and invoice? | Yes\_\_No \_\_ |
| Vendor can provide a food safety plan? | Yes\_\_No \_\_ |
| Vendor can deliver products on a weekly basis to each school | Yes\_\_No \_\_ |
| Vendor has on line ordering system. | Yes\_\_No \_\_ |
| Vendor willing to take orders over the phone if school is not comfortable with on line ordering.  | Yes\_\_No \_\_  |
| Vendor has policies in place for returns of products and/or receive credit when product is not in compliance with the specifications. | Yes\_\_No \_\_ |

**Notification criteria:**

* All vendors will receive a notification letter via email informing them of (your school or district) award decisions.
* In some instances, multiple vendors may be awarded a portion of the product bid to better meet the school/district needs.
* A general outline of the ordering and delivery process and duration of the awarded bid will also be included.

**The award will go to the responsive and responsible vendor AND with the lowest prices.**

**Timeline:**

Quote submissions are due:

Decisions made by and communicated by:

Orders may be placed as early as:

**Please return this form to:**

**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.