**Vendor Response Form - Dairy with Geographic Preference 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.

**Vendor Response Form - Dairy with Geographic Preference**

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.

The price percentage for geographic preference means that for the purposes of comparison only, prices for product within the tiers will be adjusted according to the outlined discount. The price percentage preference affects the quoted price only for awarding of the quote, not the actual price paid to the producer. (This is an example; tiers are defined by school or district.)

**EXAMPLE ONLY (for other examples see the Geographic Preference Booklet on the FEED website):** A percentage will be used to evaluate the ability of vendors to meet our criteria including geographic preference.

* 10% discount for products from VT, NY, or NH

This discount is for the purposes of comparison only.

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

|  |  |
| --- | --- |
| Do you have liability insurance? | Yes\_\_  No \_\_ |
| All of the milk is from dairy cows that are not treated with artificial growth hormones. All of the milk used is Grade A and rBST free. | Yes\_\_  No \_\_ |
| All flavored milks will be without high fructose corn syrup | Yes\_\_  No \_\_ |
| The yogurt fruit flavors and vanilla use only pure cane sugar, and the maple contains pure maple syrup from Vermont. | Yes\_\_  No \_\_ |
| No use of artificial additives (e.g., flavors, colors, sweeteners) high fructose corn syrup or preservatives. | Yes\_\_  No \_\_ |
| Vendor will make periodic visits to the schools to host milk taste tests in the school cafeterias | Yes\_\_  No \_\_ |
| Vendor will be willing to host annual farm visits at one of their dairy farms | Yes\_\_  No \_\_ |
| Vendor provides marketing materials for cafeteria. | Yes\_\_  No \_\_ |
| Vendor will deliver the milk to all the schools in the district a minimum of 2x per week. | Yes\_\_  No \_\_ |
| Invoices will be made out to each school's account and will paid following approval at the SU. | Yes\_\_  No \_\_ |
| Vendor has policies in place for returns of products and/or receive credit that is not in compliance with the specifications. | Yes\_\_  No \_\_ |

The milk is sourced from local dairy farms in Vermont, New Hampshire and New York. **YES\_\_\_\_**

**10% discount applied to price (for the purposes of comparison only) YES\_\_\_\_**

**Notification criteria:**

* All producers will receive a notification letter via email informing them of (your school or district) award decisions.
* In some instances, multiple producers 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.