**Informal Solicitation Bid - Beef Template**

**NOTE TO SCHOOL:** Please use your letterhead and whatever parts of this template meets your needs.

**Informal Solicitation Bid - Beef**

**The (School) is inviting you to participate in the following bid for the purchase of beef.**

*VENDOR: Please use the Vendor Response Sheet to submit a bid.*

**Bid must be returned by:**

**Please direct any and all questions to:**

(Your contact information)

**Our Farm to School Program–values statement and purchasing goals are as follows:**

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

**The (your program) is a Farm to School and Nutrition Program that believes the following:**

(These are examples)

* Access to nutritious, safe, healthy and delicious food is paramount for the success of students.
* We honor the work of our farmers and value the importance of connecting to local farms and agriculture.
* Providing health and nutrition educational opportunities for students is part of the overall educational experience.
* Supporting local and regional producers benefits everyone.

**Our program specifications:**

(Ex: number of students served and grades, number of schools, days of operation)

**Specifications for Products:**

* We require (XXX) pounds delivered to (School), December 1st – May 1st on the first of each month.
* Vermont ground Beef frozen or fresh 80/20 mix in 10-pound sealed packages
* Ground Beef must be 100% Vermont Beef with no additives
* Cattle Humanely Raised and processed[[1]](#footnote-1), antibiotic free, growth hormone free, raised and processed in Vermont
* All beef to be slaughtered and processed in a State or USDA inspected facility in Vermont.

School reserves the right to refuse delivery of products which show evidence of time temperature abuse or other damage.

**Specifications for program use and time periods:**(Ex**:** frequency of use, school year September–June)

**Vendor requirements** (these are examples that can be put on your *vendor response sheet*):

* Food safety plan required.
* Each lot MUST receive a negative test result on samples tested by an approved laboratory for the E.Coli 0157:H7 bacteria
	+ - A copy of the negative E.Coli 0157:H7 report MUST be included with each delivery.
* The price will be by the pound and inclusive of all fees, tests, transportation, and processing.
	+ - Pricing will be set for the entire term of the bid.
* Willing to participate in periodic school/district farm to school educational events (for example, farmer will come to the school for a taste test or could provide a farm visit for some of our students)
* Quality customer service: good communication and responsive to questions and concerns by school personnel
* Provide an invoice at time of delivery showing the actual weight delivered, price per pound and total price should accompany the order-net 30 days.
* Identification of farm at time of ordering.

**Additional Consideration: Responsive Bidder**

If a producer can’t meet all of the requirements stated above, a list of what requirements can’t be met must be provided with the submission of the bid.

**Evaluation and Notification:** *(see vendor recording sheet)*

* We reserve the right to award multiple bids.
* Vendors will be good candidates for our program and the bidding process if they meet ALL the requirements listed on the vendor response form.
* The contract will be awarded to the lowest priced responsive and responsible vendor.

**Payment Terms and Process:**

(Provide your invoicing and payment process here or on the vendor response form)

School: Provide a list of products and a vendor response form with your requirements and with this solicitation

**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.

1. **HUMANELY RAISED:**

Raise animalswithout the use of routine, non-therapeutic antibiotics or added hormones and allow them to engage in natural behaviors with sufficient space, shelter, and appropriate handling to limit stress. Animal production methods keep the welfare of the farm animal in mind. [↑](#footnote-ref-1)