**Informal Solicitation Bid - Dairy Template**

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

**Informal Solicitation Bid - Dairy**

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

NOTE: Use this statement IF you want to use Geographic Preference

For milk and yogurt our definition of Local is VT, NY, and NH. We will apply Geographic Preference\* for these products.

**Milk Quality**

(These are examples)

* Vendor will be able to verify that all milk is free from artificial growth hormones (rBST/rBGH) and that no sub-therapeutic antibiotics are added to the animal feed
* All flavored milks will be without high fructose corn syrup
* Vendor will supply milk that is not ultra-pasteurized
* Milk will be delivered to schools within 36 hours of processing

**Milk quantity to purchase and frequency:**

**Yogurt Quality**(These are examples)

* The milk is sourced from local dairy farms in Vermont, New Hampshire and New York.
* 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.
* The fruit flavors and vanilla use only pure cane sugar, and the maple contains pure maple syrup from Vermont.
* No use of artificial additives (e.g., flavors, colors, sweeteners) high fructose corn syrup or preservatives.

**Yogurt quantity to purchase and frequency:**

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

* Vendor willing to make periodic visits to the schools to host milk taste tests in the school cafeterias
* Vendor willing to host annual farm visits at one of their dairy farms
* Vendor provides marketing materials for cafeteria
* Vendor will deliver the milk to all the schools in the district a minimum of 2x per week.
* Vendor can supply products to all school sites.
* Vendor will have a rapid return policy and responsiveness to inquiries in a timely fashion
* Vendor will provide proof of a food safety plan
* Vendor will communicate in a timely manner via e-mail or telephone
* Vendor has policies in place for returns of products and/or receive credit that is not in compliance with the specifications.

**Evaluation and Notification:** (see vendor response form)

* 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.

\***Definition of local and geographic preference**: Under federal law, our district, as a purchasing institution, has the authority to apply a “local” geographic preference to minimally processed foods and to determine what is “local” for the purposes of the United States Department of Agriculture (USDA) programs such as the National School Lunch Program, The School Breakfast Program, The Fresh Fruit and Vegetable Program, The School Supper Program and the Summer Food Service Program. OCSU defines locally grown products eligible for geographic preference for the purposes of informal bidding as agriculture products that are raw or minimally processed.