**Informal Solicitation Bid - Eggs Template**

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

**INFORMAL SOLICITATION BID for EGGS**

**The (School) is inviting you to participate in the following bid for the purchase of \_\_\_\_\_\_\_\_\_\_\_\_\_\_** *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, use what you want.)

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

**Specifications for products:** (these are examples that can be put on your *vendor response sheet*):(Ex: a variety of sizes acceptable – prefer medium size, any changes in products or quantity need to be called in as soon as possible (preferably 24 hours prior to delivery). If you want this, include details on vendor response form)

* Vendor will be able to verify that all eggs are free from artificial growth hormones (rBST/rBGH) and that no sub-therapeutic antibiotics are added to the animal feed
* Humanely raised and processed[[1]](#footnote-1), antibiotic free, growth hormone free, raised and processed in Vermont

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

For eggs our definition of Local is Vermont (list your own definition of local for eggs), we will apply Geographic Preference\*.

**Vendor requirements:**(Ex**:** farm of origin identification, willingness to host farm field trips, proof of farm or food safety plan, quality customer service, rapid return policy and responsiveness to inquiries in a timely fashion, 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.

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)