**Informal Bid Record**

Bid for:

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| --- | --- | --- | --- | --- |
| **Vendor and**  **Contact Information\*** | **Date of Contact** | **Product Specifications** | **Quote Price** | **Quote Accepted\*\*** |
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Name and title of individual obtaining quotes: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date solicitation prepared: \_\_\_\_\_\_\_\_\_\_

Name and title of individual awarding vendor: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date awarded: \_\_\_\_\_\_\_\_\_\_

Instructions:

1. Consider your area and who potential vendors are that could possibly provide meals. This could include the school district, nearby hospitals, community centers, senior nutrition programs, and other catering services.
2. Contact at least 3 organizations and determine who you should be working with to get a bid.
3. Send the meal pattern chart as well as a sample cycle menu to each contact person so they understand the requirements of the meals you are needing. Let them know this is just an example and the vendor could propose their own cycle menu. Send a copy of the Food Service Agreement for Vendors as well.
4. Use a standard set of questions with each potential vendor. This can be done over the phone, by email, or regular mail. You will need to keep this information as part of your bidding documentation. Here are some suggested questions:
   1. What is your experience in vending meals to a child nutrition program? Other programs, such as meals-on-wheels?
   2. What licenses and/or permits do you have that allows you to vend meals?
   3. Are you able to accommodate special dietary needs that require food substitutions?
   4. Do you deliver meals? (If applicable)
   5. How do you assure hot foods are kept hot and cold foods are kept cold during delivery?
   6. How much advance notice do you need to adjust the number of meals to be delivered?
   7. Is your organization or any of its principals currently debarred or suspended or proposed for debarment from doing business with any federal department or agency?
   8. How much would you charge per lunch? (Use appropriate meal(s) being vended.)
   9. You may have other good questions to ask – these are just to give some ideas.
5. Maintain all documentation for 3 years plus the current year. Keep the responses to your questions as well as a summary.