***PART V - REQUIRED RESPONSES***

The following information must be included in the bid submission. Failure to provide the requested information could be grounds for disqualification. Explanatory information can be found in the sections noted next to each item.

1. Please describe how your organization manages recalls of products. (4.1)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please provide your company’s Social Responsibility Commitment and certifications you may have achieved.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How much will your company be donating for scholarships? (4.4.1)

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Value of goods your company be donating for Food Shows (4.4.2)

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Value of goods your company will be donating for Picnic (4.4.2)

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Value of goods your company will be donating for Culinary Arts Job Fair (4.4.2)

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Value of goods your company will be donating for raffle prizes (4.4.3)

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Annual Renewals (4.7.3)

Choose one option with an X:

\_\_\_\_\_\_ For the annual renewals after the initial one-year term, we will provide annual service at the

cost indicated on the spreadsheet plus an escalator of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per year.

\_\_\_\_\_\_We propose an inflation factor tied to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify your index or means of

computing the increase).

\_\_\_\_\_\_ We do not wish to provide a factor for subsequent years increases.

1. Drop Size Incentive (4.6.1)

Proposed Terms\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Define how to be applied\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Volume Discount/Rebates (4.6.2)

Proposed Terms\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Define how to be applied\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please describe any other fees, (i.e. delivery fee, fuel surcharges or other fees). (4.7.6)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please list delivery minimum by cases or by dollar value of products. (4.8.1)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please describe your policy for adding additional delivery dates. (4.8.2)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please describe Emergency Procedures for delivery for inclement weather or other unforeseen circumstances. (4.8.3)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Market Basket Information (4.9) – Complete attached spreadsheet.
2. Define Special Orders and Specialty Items (4.10)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please provide a markup schedule by category:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Disposables |  | Dairy |
|  | Dry Grocery |  | Cleaning Supplies |
|  | Frozen Grocery |  | Beverages |
|  | Meat & Poultry |  | Produce |
|  | Seafood |  | Supplies & Equipment |

1. Does your bid pricing derive from a consortium or Group Purchasing Organization?

 Yes  No

If yes, please list name of GPO here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please list three (3) trade references:

**Reference #1**

|  |  |
| --- | --- |
| Organization Name: |  |
| Contact Name: |  |
| Email Address: |  |
| Phone Number: |  |

**Reference #2**

|  |  |
| --- | --- |
| Organization Name: |  |
| Contact Name: |  |
| Email Address: |  |
| Phone Number: |  |

**Reference #3**

|  |  |
| --- | --- |
| Organization Name: |  |
| Contact Name: |  |
| Email Address: |  |
| Phone Number: |  |