Quote solicitations gathered by (name and job title):	Date:
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Product specification + BID TERM DURATION:

## Informal Bidding Evaluation Form: For Official Use Only

Bids will be awarded to vendors who are responsive, responsible and can provide the products sought in the solicitation at the lowest price, per federal regulation.

Farm #1	Farm #2	Farm #3
Name:	Name:	Name:
Contact information:	Contact information:	Contact information:
Meets producer requirements:  ☐ YES ☐ NO	Meets producer requirements:  ☐ YES ☐ NO	Meets producer requirements:  ☐ YES ☐ NO
Poundage/wk:	Poundage/wk:	Poundage/wk:
When & # of weeks available:	When & # of weeks available:	When & # of weeks available:
Delivery day:	Delivery day:	Delivery day:
Price quote:	Price quote:	Price quote:
<ul><li>Geographic preference (circle one)</li><li>Tier 1 (10%)</li><li>Tier 2 (7%)</li></ul>	Geographic preference (circle one)  • Tier 1 (10%)  • Tier 2 (7%)	Geographic preference (circle one)  Tier 1 (10%) Tier 2 (7%)
Adjusted price quote:	Adjusted price quote:	Adjusted price quote:

Winner of bid: \_\_

<sup>\*</sup>If a tie occurs, producers who demonstrate the greatest educational benefit to FPS students will be awarded the bid.

<sup>\*</sup>Price quotes will not be disclosed to any bidding producer until all quotes are received.

<sup>\*</sup>This document is to be kept on file for public inspection for three years.