

Company Name: _____

Address: _____

Contact Name: _____ Title: _____

Telephone: _____ Fax: _____

Email Address: _____

Website: _____

Company's Dun & Bradstreet Number: _____

****[insert name of SFA]** has the right to request Dunn & Bradstreet reports as it deems necessary.

List key personnel, title(s) and years with your Company:

Type of Organization: Corporation Partnership Other [Click here to enter text.](#)
 Individual Joint Venture (Please Specify)

How many years has your organization been in business as a school meal service provider?

How many years has your organization been in business under its present business name?

Is your organization a franchise operator?

Will your organization use subcontractors for this contract?

Financial Stability: Please include a copy of your business license, certificate of occupancy, and two years of audited financial statements.

List Trade, Bank & Insurance References we can contact:

List at least three references of on-going or recently performed Child Nutrition Programs Services at schools or similar institutions. Please also include the general scope of services, the term of your contract, and the name and telephone number of person(s) we may contact:

1. School: _____
Contact: _____
Telephone: _____
Scope of Work: _____
Contract Term: _____

2. School: _____
Contact: _____
Telephone: _____
Scope of Work: _____
Contract Term: _____

3. School: _____
Contact: _____
Telephone: _____
Scope of Work: _____
Contract Term: _____

Claims and Suits: (if the answer to any of the following questions is yes, please attach details.)

1. Has your organization ever failed to complete any work awarded to it? Choose an item.
2. Are there any judgments, claims, arbitration proceedings, or suits pending or outstanding against your organization or its officers? Choose an item.
3. Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five (5) years? Choose an item.
4. Has your organization ever been temporarily closed by the Health Department for **any** reason? Choose an item.

1. Explanation to Bidders

Any explanation desired by a bidder regarding the meaning or interpretation of the RFP specifications, etc., must be requested, in writing, prior to closure of the bid period and with sufficient time allowed for a reply to reach all bidders before the closing of the bid period. Oral explanations or instructions given before the award of the contract shall not be binding. Any information given to a prospective bidder concerning an RFP shall be furnished to all prospective bidders as an amendment to the RFP, if such information is necessary to

bidders in submitting bids on the RFP, or if the lack of such information would be prejudicial to uninformed bidders.

2. Acknowledgement of Amendments to RFPs

Signing and returning the amendment must acknowledge receipt of an amendment to an RFP by a bidder. Such acknowledgement must be received prior to the closing of the bid period.

3. Bidders Having Interest in More Than One Bid

Each entity may submit only one bid. If more than any one representative of an entity submits more than one bid, all such bids shall be rejected.

4. Time for Receiving Bids

Bids shall be submitted at the address specified on the RFP of the SFA no later than the exact time and date indicated on the face of this RFP.

5. Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so shall be at the bidder's own risk and he cannot secure relief on the plea of error.

6. Award of Contract

- a) The contract will be awarded to the responsive and responsible bidder(s) whose bid will be most advantageous to the SFA, price and other factors considered. Consideration shall be given to such matters as FSMC integrity, compliance with public policy, record of past performance, and financial and technical resources.
- b) The SFA reserves the right to reject any or all bids when there are sound documented business reasons in the best interest of the Program and to waive informalities and minor irregularities in bids received.
- c) The SFA reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or the bid of a bidder who upon investigation shows is not in a position to perform the contract.

7. Late Bids, Modifications of Bids or Withdrawals of Bids:

- a) Any bid received after the exact time specified for receipt will not be considered unless it is received before award is made and it was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for the receipt of bids (e.g., a bid submitted in response to an RFP requiring receipt of bids by the 20th of the month must have been mailed by the 15th or earlier).
- b) Any modification or withdrawal of bid is subject to the same conditions as in (a) above except that withdrawal of bids by email, fax and telegram is authorized. A bid may also be withdrawn, in person, by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bids.

- c) The only acceptable evidence to establish the date of mailing of a late bid, modifications, or withdrawal sent either by registered or certified mail is the U.S. Postal Service postmark on the wrapper or on the original receipt from the Postal Service. If neither postmark shows a legible date, the bid, modification, or withdrawal shall be deemed to have been mailed late. (The term "postmark" means, a printed, stamped, or otherwise placed impression that is readily identifiable without further action as having been supplied and affixed on the date of mailing by employees of the U.S. Postal Service.)
- d) Notwithstanding the above, a late modification of an otherwise successful bid, which makes its terms more favorable to the SFA, will be considered at any time it is received and may be accepted.