



[Name of farmer/vendor representative]
 [farm/vendor business name]
 [address]
 [phone number]
 [email address]

Date

Thank you for your response to our Request for Quotes (RFQ) for fruit and vegetables. After evaluating the quotes by line item, the Collaborative member districts Nutrition Services will be establishing purchase orders with you as listed in the table below. These purchase orders will be good through the quoted availability/harvest season. The quoted price is firm throughout this purchase period.

This document describes the process you will take with the Collaborative member school district Nutrition Services. Please keep this document as an agreement with the member districts, and follow the instruction to fill their order.

You are expected to update schools on product availability/timing approximately 6-8 weeks prior to estimated product delivery (based on submitted forms). Please refer to the timeline in the table below. Member districts will place orders with you based on product availability and menus at least one week before serving.

PRODUCT, QUOTE & PRODUCT UPDATE TIMELINE

| Item | Specification | Availability/ Harvest Season | Volume* | | | Product Update |
|------|---------------|---------------------------------|---------|---|---|----------------|
| | | | X | Y | Z | |
| | | | | | | |

**Volumes listed are based upon historic consumption and represent conservative minimum purchase estimates for this contract. Additional volumes may be purchased if price and quantity are acceptable, and/or school districts may buy additional similar items through other channels (main contracted vendors, fresh sheets, seasonal quotes) during the year outside of this award.*

Orders & Delivery

All deliveries shall be to designated district sites listed in “Delivery Locations”.

1. Products shall be transported in vehicles that are capable of maintaining the quality and food safety of all products up to the time of delivery and acceptance at the buyer’s specified delivery locations.
2. Delivery should be on the agreed upon date and time discussed with the member districts contact personnel listed in the “Contact Information” when order is placed.
3. When an agreed upon amount of produce may become unavailable, the member districts require 7 days notice before scheduled delivery (excluding weekend and holidays) so that other arrangements can be made. Any changes in product availability or delivery scheduling must be immediately communicated with the district contacts.
4. The member districts have the right to refuse produce upon delivery if it does not meet the agreed upon quality and pricing requirements. Damaged or unacceptable product shall be credited to the districts.
5. Your quote is a unit price and includes delivery cost. The district Nutrition Services shall not be charged for any additional cost except tax should it incur. Please note that some districts require a single delivery

location, and Z School District requires multiple drop sites during the school year and a single delivery location during the summer months as listed in “Delivery Locations”.

Invoice & Payment

A detailed invoice must be provided with each delivery of product. The invoice should be separate for each district and contain the following information:

1. Name, address and phone number of vendor/business selling products to each district.
2. Date of delivery
3. Itemized list of quantity, item description, origin of the item (farm, location), unit of sale (ea, cs, lb, etc.), price per unit and extended total price for each item listed on invoice
4. Grand total amount each district has to pay for the total purchase including any applicable sales tax
5. Payment by the district will be net 30 unless other terms have been discussed and agreed to.

CONTACT INFORMATION

South King County Farm to School Collaborative

Please send all responses to RFQ to: [email]

The Member District Contacts: (Do NOT send your quote and other forms directly to the contact listed below.)

[X] School District

[name]
[title]
[address]
[phone]
[email]

[Y] School District

[name]
[title]
[address]
[phone]
[email]

[Z] School District

[name]
[title]
[address]
[phone]
[email]

DELIVERY LOCATIONS

Order by X School District:

[Address and/or direction]

Order by Y School District:

[Address and/or direction]

Order by Z School District:

Z School District prefers a vendor with capacity to deliver to each school kitchen. The list indicates school and auxiliary buildings to which produce products will probably be delivered. The Z School District reserves the right to demand and the supplier agrees to deliver products at the contract price, to such locations as may be indicated by the district during the seasonal purchase period.

[Address and/or direction]