Attachment 7

Alternative Item Procedure - 2019 Grocery Bid

1. Distributors may submit line items “as Equal” to the specified items listed on the bid. Requests submitted directly from manufacturers or brokers will not be considered after the bid is released.

2. Complete the Alternative Item Request form, along with supporting information and return it to Tim Goossens by e-mail at tgoossens@food4schools.com on or before Tuesday, April 9, 2019. Based on this information, the group may request samples.

3. If requested, provide samples to a location determined by the group on or before Tuesday, April 30, 2019 for a group sampling on Wednesday, May 1, 2019.

4. Please note that this process in intended for a limited number of items. The group will determine if the number of requests is excessive and in this case, limit the number of requests by distributor.

5. A determination on the acceptability of the product will be made by the group and you will be notified as to the group’s decision. Approved alternatives will be posted so that all vendors may consider bidding these items.

6. If the Buying Group does not consider the sample to be “Equal”, you will need to bid on the brand specified.

Attachment 7