Attachment 9

2019 Grocery Bid Special Order Procedure

1. After reviewing the bid document, vendors may submit requests to treat up to 10 lines as special order if they are awarded the bid.

2. Only lines with Projected Usage of 100 or less may be proposed as special order. Spices may not be special ordered.

3. The MSBG reserves the right to deny any special order request. If a line is denied, it must be stocked if the vendor is awarded the bid.

4. Any items approved as special order must be delivered no later than 2 weeks from date of order.

5. If interested in submitting items as special order, please submit the Special Order Request form to Tim Goossens by email at tgoossens@food4schools.com, no later than Tuesday, April 9, 2019.

6. The group will respond to your request in a timely fashion.