Attachment 7

Alternative Item Procedure - 2018 Grocery Bid

1. Each vendor may submit line items “as Equal” to the specified items listed on the bid.

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 Friday, April 13, 2018. Based on this information, the group may request samples.

3. If requested, provide samples to a location determined by the group on or before Monday, April 23, 2018 for a group sampling on Tuesday, April 24, 2018.

4. 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.

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