

**FISCAL YEAR 2018 INVITATION FOR BID AND CONTRACT
THE GREATER BOSTON FOOD BANK – NON MEFAP**

Issued by: The Greater Boston Food Bank
70 South Bay Avenue
Boston, MA 02118
Tel: 617-427-5200
Contact Person: Dan O'Neill

Bid Issue Date: Friday, March 3, 2017
Bid Due Date: Friday, March 17, 2017
Time Due: 4:30 PM

Business Hours: 8:00 AM to 4:30 PM
Location: The Greater Boston Food Bank
70 South Bay Avenue
Boston, MA 02118

Bid Award Date: On or before Friday, March 24, 2017

Name of Bidder: _____

Address: _____

Telephone: _____ Fax: _____

Signature of Bidder: _____

Print or Type Name of Authorized Signer: _____

Title: _____ Date: _____

**ACCEPTANCE BY
THE GREATER BOSTON FOOD BANK**

Upon acceptance of a bid, the Food Product Purchasing Agreement shall constitute the contract between the bidder and The Greater Boston Food Bank.

Signature: _____

Date: _____

Print or Type Name and Title:

GBFB Staff Only

**FISCAL YEAR 2018 INVITATION FOR BID
THE GREATER BOSTON FOOD BANK
Non-MEFAP HOLIDAY TURKEYS
INSTRUCTIONS FOR BIDDERS**

The Greater Boston Food Bank (herein called 'GBFB') invites interested parties to submit a bid for the provision of food products as outlined in Attachment A, The Turkey Bid Sheet (herein Turkey Bid Sheet).

In submitting this bid, the bidder (the "Company") agrees, if selected by GBFB, to provide selected food products from the Turkey Bid Sheet to GBFB. Food products are to be delivered to the locations and during the months specified in the Turkey Bid Sheet.

1. The food products must meet the requirements as established under the following regulations and by submission of this bid, the Company certifies that, in the event it is the successful bidder, it shall operate in accordance with and comply with all such requirements and related laws:
 - United States Government, Department of Health and Human Services
 - United States Government, Department of Agriculture
 - Commonwealth of Massachusetts, Department of Public Health
 - Commonwealth of Massachusetts, Department of Agricultural Resources
 - Commonwealth of Massachusetts, Department of Education, Nutrition Programs and Services
 - All other applicable laws and regulations

2. The Company must provide food safety information for the manufacturing sites for any labels bid. For each label, The Company must provide a Letter of Continuing Material Guarantee, a document signed by someone in position of authority stating that the material to be shipped to The MA Food Banks is guaranteed not to be adulterated or misbranded within the meaning of the Federal Food, Drug and Cosmetic Act, and not an article which may not, under the provisions of sections 404, 505, or 512 of the act, be introduced into interstate commerce. The Company must also include **one** of the following manufacturing site specific documents for each manufacturer bid:
 - A GFSI (Global Food Safety Initiative) recognized food safety certification and audit (e.g. SQF, BRC, FSSC 22000);
 - In the absence of a GFSI-certified audit, a food safety audit by another third party auditor is acceptable;

3. Attachment A, the Turkey Bid Sheet is a list of items for bid. The Company should complete the price per pound that GBFB will be charged as well as the brand(s) and anticipated production dates. All prices are **delivered prices** (Price per pound includes FOB + delivery to destination) within the delivery dates, and to the locations indicated. The Company must completely fill out the Bidder Questionnaire (Page 4 and 5 of Bid).

4. **Bids are due electronically (via e-mail) or by sealed hard copy and must be sent as a complete package to Dan O'Neill: doneill@gbfb.org – 70 South Bay Ave., Boston, MA, 02118 – by close of business or 4:30 PM on Friday, March 17, 2017.** Any bid received after the time specified for receipt may not be considered. Bids may be withdrawn or modified at any time prior to 4:30 PM on **March 17, 2017.**
5. Subject to the following sentence, the contract will be awarded on or before **Friday, March 24, 2017** to the company whose bid is most responsive and most advantageous to GBFB, price, adherence to specifications and other factors considered. Consideration shall be given to such matters as contractor integrity, record of past performance, present ability to perform, quality and dating of product and product grown, processed or manufactured in Massachusetts and in compliance with public policy.
6. All purchases will be made according to the Food Product Purchase Agreement, Attachment B. GBFB reserves the right to negotiate on any specific item or item(s), which results in lower costs or in a more cost effective or better value than was presented in the Bidder's originally selected response. A copy of the signed bid acceptance, the Company's accepted bid and the Food Purchasing Agreement will be returned to the Company upon acceptance of the bid. Until signed by GBFB, the Food Product Purchasing Agreement will not be enforceable by either party.
7. Funding for the purchase of this food is provided through GBFB. The Greater Boston Food Bank is an affirmative action/equal opportunity employer. Women, minorities, veterans and handicapped persons are encouraged to bid.
8. Attachment A to this bid, the Turkey Bid Sheet shall be the same as Attachment A to the Food Product Purchasing Agreement.

FISCAL YEAR 2018 INVITATION FOR BID
BIDDER QUESTIONNAIRE

1. List three customers you have provided food products that you have bid to in the last twelve months, including the name and address of the company, a contact person, and a phone number for the contact person:

1. Name: _____
Address: _____

Contact: _____
Phone: _____

2. Name: _____
Address: _____

Contact: _____
Phone: _____

3. Name: _____
Address: _____

Contact: _____
Phone: _____

2. Length of time the Company has been in the food distribution business. _____

3. List products bid that are grown or processed in Massachusetts:

4. Has the Company ever been fined, sanctioned or penalized by any governmental body for food product violations? If yes, describe the violation and the remedial measures taken by the Company.

5. By initialing where indicated, the bidder hereby acknowledges that the attached bid may be made available for public inspection. _____

Bidders Initials