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## Sample Template for Informal Procurement Process

*This method is allowed for purchases that fall under the State of Vermont small purchase threshold of \$15,000, or your local small purchase threshold, whichever is lower. Prices can be verbal quotes from the vendor, posted prices found in promotional materials, catalogs, or stores, or written estimates provided by the vendor.*

**Item/Product:** Fresh Whole Apples, to be served whole on lunch line

**Specifications for Product (for example: quantity, pack size, product quality or grade, color, ripeness):**

Empire or like variety. Two 125 count, 40lb cases/week for 30 weeks (September-May). US Fancy or better. Product must meet federal Buy America requirements (be US Grown).

**Additional Vendor Requirements (for example: delivery times, customer service requirements, food safety plan requirements, insurance, farm or state identification, farm field trips, etc.):**

Delivered by vendor on Mondays or Tuesdays between 6-11am, or between 1pm-3pm. Vendor must follow a HACCP plan.

**List bids from 3 vendors:**

Vendor 1:

Vendor Name: McDonald's Apple Farm Date Contacted: 8/25/14

Quoted Price: \$ 35.63/case Met all additional requirements? YES NO

Vendor 2:

Vendor Name: Ray's Orchard Date Contacted: 8/26/14

Quoted Price: \$ 34.99/case Met all additional requirements? YES NO

Vendor 3:

Vendor Name: Johnson's Produce Company Date Contacted: 8/26/14

Quoted Price: \$ 0.90/lb (\$36/case) Met all additional requirements? YES NO

**CHOSEN VENDOR NAME:** Ray's Orchard

Julie Smith

Food Service Manager Signature

8/26/14

Date