




# Dairy Products IFB Pre-Bid Conference

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Ashley Clericus, Contracts and Procurement Manager  
Juliana Fisher, Director of Food Services



# AGENDA

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- General IFB Requirements
- Overview of Products
- Q&A

# Pre-Bid Conference

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- Materials and verbal responses today are for informational purposes only.
- Presentation and Sign-In sheet will be available on the website.
- Check the website frequently!

# Communications Regarding this IFB- 1.04

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- Sole Point of Contact
- Questions submitted through email to [aclericus@nsd.org](mailto:aclericus@nsd.org)
- Verbal or written communication with other District Representatives or Contractors may result in disqualification.

# Procurement Schedule

6/25/2019	Last Day to Submit Questions or Requests for Substitution
7/2/2019 at 3:00PM	Proposal Due Date, Public Bid Opening at District Administrative Office- Room 101 at 3:05 PM
7/29/2019	Notice of Intent to Award (All Bidders Notified)
8/12/2019	Board Approval
8/26/2019	Contract Period Begins Initial deliveries anticipated on 8/30/2019 and 9/3/2019

# Content and Format of Bids- 3.01

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- Bid Form
- Checklist of Bid Documents
  - Attachment A Bid Form
  - Attachment B Company Information and References
  - Attachment C Certification Form
  - Attachment D Debarment and Anti-Lobbying Certification
  - Attachment E Cooperative Purchasing Form
- 1 Original, Electronic Copy of Bid Form on Flash Drive

# How to Submit a Bid- 3.01

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- Sealed bids mailed or hand-delivered to  
Ashley Clericus, Contracts and Procurement Manager  
3330 Monte Villa Parkway  
Bothell, WA 98144
- Must be received by 3:00PM
- No email or fax submissions

# Overview of Products and Services- 2.01

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- Products Requested
- Delivery Schedule



Questions?