



Park Hill School District

Building Successful Futures • Each Student • Every Day

PARK HILL NUTRITION SERVICES

9501 N Seymour Avenue
Kansas City, MO 64153
816-359-4090

DATE ISSUED:

Friday, June 9, 2023

SEALED BID

Please Mark as Follows:

ITB: #107-2023-24-005: Fresh Produce Bid

INVITATION TO BID DUE:

Sealed bid due Wednesday, June 28 @ 10:00 AM

Description of Invitation to Bid (ITB)

ITEMS:	Fresh Produce
TYPE OF CONTRACT:	Annual Fixed Fee or FIRM <i>and</i> MONTHLY pricing
CONTRACT PERIOD:	Effective August 1, 2023 - July 31, 2024, pending BOE approval <i>with possible renewal up to four (4) additional contract years, not to extend beyond July 31, 2028.</i>
MAIL OR DELIVER PROPOSAL TO:	Park Hill School Nutrition Services Support Services Center 9501 N Seymour Avenue Kansas City, MO 64153
CONTACT:	All questions concerning ITB should be submitted in writing to Susan Weaver at weavers@parkhill.k12.mo.us <i>and/or</i> Grennan Sims at simsg@parkhill.k12.mo.us
TIMELINE:	Solicitation Release Date – June 9, 2023 ⇒ Bid Opening – June 28, 2023 @ 10:00 AM

The Park Hill School Nutrition Services solicits bids for the purchase of “Fresh Produce.” Sealed bids must be submitted no later than 10:00 AM, Wednesday, June 28, 2023. No faxed or e-mailed bid will be accepted. It is the Bidder’s responsibility to ensure receipt of bid materials. Proposals received after the date and time specified will be rejected. Bidders are invited to be present at the public opening to be held at the Park Hill School District Support Services Center, 9501 N Seymour Ave, Kansas City, MO 64153.

It is the Bidder’s responsibility to complete the **Produce Bid Worksheet** and verify that the formulas provided total correctly. When there is a discrepancy in extension of price, the unit price shall prevail.

It is not the policy of the Park Hill School District to award bids solely on lowest price; quality, service, past performance, and other amenities will be considered along with price as controlling factors. The District reserves the right to accept or reject any or all bids, as well as the right to waive irregularities or informalities. That being understood, the Park Hill School District shall remain the sole judge of what it shall consider the lowest *and* most responsible bid.

Bid submittal is considered a firm offer which shall be irrevocable and remain open for acceptance for 45 calendar days from the date set for submission.

PACKAGE IDENTIFICATION LABEL – OPTIONAL

For your convenience, you may use the label below to identify your bid submittal. All bid submissions must include printed, completed, and signed Bid Price Worksheet. Electronic submission of Bid Price Worksheet via USB drive welcomed.

DO NOT OPEN - SEALED BID - DO NOT OPEN

ITB #107-2023-24-005: **Fresh Produce Bid**

PROPOSAL TO BE PUBLICLY OPENED ON: Wednesday, June 28, 2023 @ 10:00 AM

FROM:

DELIVER TO:

Park Hill School Nutrition Services
Support Services Center
9501 N Seymour Avenue
Kansas City, MO 64153

ATTN: Grennan Sims

I. SCOPE and DISTRICT OVERVIEW

The intention of this invitation to bid is to solicit bid pricing for fresh produce weekly deliveries to all sites within the Park Hill School District. The Park Hill School District has an enrollment of approximately 12,000 and operates 20 school kitchen sites including two (2) high schools, one (1) innovation studio serving grades 9-12, four (4) middle schools, eleven (11) elementary schools, one (1) alternative school, and an early childhood center.

District growth led the Park Hill School Board of Education to approve construction of Elementary School #12 with anticipated opening in the year 2025. Service for this new location shall be consistent with like-sized elementary schools.

The District seeks a partner with experience, financial stability, and up-to-date reliable technology who will provide and sustain exceptional customer service. The goal of this request for proposal is to receive both firm and monthly pricing and procure the highest quality produce that meets district standards and the needs of our growing district. The District and awarded Distributor will utilize mutually agreed upon price adjustments based upon industry standards and best business practices to allow both parties to control costs.

In evaluating aspects of submitted Bid, the District may consider previous dealings with the Vendor, references from the Vendor customers, inspections of supplies or services provided by the Vendor, and other information the District confirms accurate regarding the Vendor, or that the District deems relevant.

II. CONTRACT TERMS and CONDITIONS

A. STANDARD REQUIREMENTS

1. Park Hill Nutrition Services reserves the right to accept or reject all or any part of any proposal, to waive any irregularities, and to award items to best serve the interest of the District. This solicitation implies no obligation on the part of the District, nor does the District's lack of response imply an acceptance or rejection of any offer.
2. Prices quoted are to be free of all federal, state and local taxes unless otherwise imposed by a governmental body and applicable to the material within the proposal.
3. Bidder represents the prices specified do not exceed the Vendor's current selling prices for the same or substantially similar items to any other purchaser, taking into account the quantity and/or service under consideration.
4. Any brand name or manufacturer reference used herein is restrictive due to participation in the USDA commodity foods Net Off Invoice (NOI) program.
5. All school district properties are tobacco free. All tobacco, including smokeless tobacco, is prohibited on District property, including in company vehicles. NOTE: There are no designated areas for tobacco use.
6. All Vendor representatives shall wear appropriate attire, including ID tags identifying their name and the name of the company representing.
7. Vendor representatives will properly/safely utilize areas for vehicle access and parking, material storage, etc.
8. The Vendor shall be held responsible for all damage to persons or property caused by the Vendor's employees and/or agents.

B. CONTRACT PERIOD

The contract shall be effective for one full year, from August 1, 2023 through July 31, 2024, with the option to renew for up to four (4) one-year extensions, not to exceed beyond July 31, 2028.

The Vendor must provide Park Hill Nutrition Services Department with price changes by April 15th of each renewable year. If Park Hill does not receive price adjustment information by the stated date, it is understood that the current year's pricing shall remain in effect for the following school calendar year.

C. CONTRACT TERMINATION

Should the District determine that it is not in its best interest to continue the contract and/or the Vendor is not performing with the provisions and intent of the Agreement, this contract may be terminated at any time by the District upon thirty (30) days written notice. Upon receipt of the termination notice, the Vendor shall have fifteen (15) working days to correct non-compliance issues. If compliance is achieved, the termination notice may be canceled. This agreement may be terminated by the Vendor with sixty (60) days written notice for failure by the District to comply with contract terms.

D. USAGE QUANTITIES

The historical purchase quantities provided are intended only as a useful guide and do not imply a guarantee on the part of the District to purchase stated quantity as a minimum or a maximum. Nutrition Services will advise successful Bidder of anticipated volume increases or decreases to ensure a smooth flow of product, as well as prevent delivery shortages and Distributor overstocks.

During the term(s) of a contract awarded under this solicitation, additional purchases not included in this solicitation list may become necessary and benefit the Program.

E. LOCALLY SOURCED

Fresh produce sourced from within 350 miles of the Park Hill School District/Kansas City Area is defined as local and will be given preference in evaluation of the bid award.

F. ORDERING PROCEDURES

Bidders should provide a detailed explanation of how orders are to be transmitted from Park Hill Nutrition Services Department team members, including:

- Ordering schedule to ensure delivery in accordance with specified sites for regularly scheduled deliveries
- Ordering schedule for special order items
- Order acknowledgement/confirmation process of orders received
- Details to track the status of submitted orders
- Other features or requirements*

*An online ordering portal is the preferred method of order transmission. In addition to site logins tied to individual accounts, a master login credential to view every site's account is requested for administrative purposes.

G. SUBSTITUTIONS AND/OR SHORTAGES

The Vendor's account representative shall contact the Nutrition Services office as soon as shortages are known to arrange for later delivery and/or seek approval for necessary substitutions. The Vendor shall make every effort to make the District whole, but substitutions shall not be made without District prior approval.

H. DAMAGED AND/OR LATE DELIVERIES

The District has no obligation to accept damaged shipments and reserves the right to return at the Vendor's expense damaged merchandise even if the damage was not apparent or discovered until after the receipt of the items. A credit will be issued when the merchandise is returned.

I. FORCE MAJEURE

Price adjustments caused by reason of act of God, fire, flood, or other natural disaster, malicious injury, strikes, lock-outs, or other labor troubles, riots, insurrection, war or other reason of like nature and not the fault of the Distributor in performing under this Agreement, shall be excused for a designated time period. The Distributor must define the "force majeure event" itself and the causal connection between a price increase and the event. The Distributor should also indicate an anticipated time frame for relief of associated price increases.

J. SAFETY

1. All practices, materials, supplies, and equipment shall comply with the federal occupational safety and health act, as well as any pertinent federal state and or local safety or environmental codes.
2. The Vendor must have systems in place to maintain a safe, high-quality program for warehousing and distribution of food, including but not limited to:
 - a. First-in, first-out (FIFO) inventory rotation system
 - b. HACCP (Hazard Analysis Critical Control Points) standard operation procedures
 - c. Cold Chain Management System
 - d. Monitoring of product shelf life to avoid short dated or expired product delivery
 - e. Products delivered free of damage
 - f. Corrective action plans
 - g. Promptly reported Supplier/FDA-initiated food recalls
 - h. Salvaged products are not returned to distribution

NOTE: Inspection of the distribution facility, delivery trucks, and/or HACCP compliance records may be conducted.

K. PRODUCT RECALLS/FOOD SAFETY ALERTS

It is the responsibility of the Vendor to notify the Director of Nutrition Services and/or designee by phone call and by email within 24 hours of the Distributor being notified by the manufacturer of a supplier/FDA recall or of an FDA/CDC public health alert that may impact goods received from the Vendor. DO NOT call or otherwise notify the individual schools regarding the recall.

The Vendor must provide the Nutrition Services office with specifics of the recall and the purchase history of the recalled product to identify the school(s) receiving the product, as well as any other pertinent information. The Vendor will be responsible for all costs associated with replacement of product, shipping charges, and/or product credit.

The Vendor should provide the following information:

- Specific Product Name/Description of Affected Product
- Code Identifiers (Batch, Lot, Unit Numbers, or other Code Identifiers)
- Expiration or Use By Dates
- Distribution Information – Product Origin, Distribution Dates to Supplier and District, etc.
- Number of cases delivered to the District and to specific Sites
- Potential Health Hazard causing Recall or Alert

- Product Handling and/or Disposal Information
- Other necessary information to ensure public safety

L. **Delivery Schedule**

The Vendor is required to provide all necessary labor, equipment, and delivery vehicles necessary to perform delivery of fresh produce to each of the twenty (20) designated site locations.

1. Deliveries shall be weekly, or as otherwise specified by the Park Hill School District, and before 9:00 am to ensure adequate product supply for each school's meal program.
2. Delivery schedule subject to final approval by the District of Nutrition Services or designee.
3. When holidays or closed dates fall on a scheduled delivery day, deliveries shall be made on the next school day unless otherwise coordinated and agreed upon by the District and the Distributor. In the event the district cancels school due to an emergency or inclement weather, the District will communicate with the Vendor as soon as possible, as deliveries may need to be postponed and/or cancelled due to severe weather, road conditions, or other extenuating circumstances.
4. All shipments are subject to inspection and approval upon arrival at designated District locations. When key drop deliveries are made, an inspection will occur within employee business hours. The Distributor will be informed of missing, incorrect product, or damaged items within 24 business hours and credit or replacement will be requested.
5. The Vendor shall follow all District security procedures during deliveries.

M. **DATED PRODUCT**

The District has no obligation to accept items, ie. cut fruit, with expiration, use by, or best by dates that have passed or will pass before the District has a reasonable time to use the product. The District reserves the right to return items at the Vendor's expense even though the dates were not apparent or discovered until after receipt of the items.

N. **QUALITY**

All produce delivered shall be high quality premium grade with a minimum 7-day shelf life for all perishable, whole or cut, products.

O. **INVOICES**

All deliveries shall be accompanied by an itemized invoice. The invoice shall include the school/site name and account number, product name(s), unit cost, extension, piece count, and total charges. Any damage or delivery of incorrect product shall be reported to the Vendor's account representative who shall then issue credit memos for any incorrect charges and arrange for the return of miss-shipped or deficient products.

P. **PAYMENT**

Payment is processed using the invoices provided at the time of delivery. If a bill of lading or packing slip accompanies delivery in lieu of invoice, the Vendor should send the invoice electronically within 36 hours of delivery. Statements of purchase must be provided monthly by the Vendor electronically to the Nutrition Services main office, which will be used by the District to reconcile expenditures noted on invoices.

Payment terms are net 45 days.

Q. CUSTOMER SERVICE

The Vendor will assign an account representative to the District to advocate and provide exceptional customer service. The District expects to see the account representative on site as needed, as well as the following:

- Oversee all aspects of the account to maintain smooth and efficient operations while fostering a strong relationship between the District and the Vendor;
- Maintain and update buying guide and/or online portal with bid pricing;
- Communicate product needs to Distributor’s buyers;
- Timely communication to address District issues regarding products, service, ordering and delivery;
- Arrange for return of miss-shipped or unacceptable products and issue credit memos; and,
- Maintain communication between the accounting department of Vendor and the District to ensure all invoices are paid and credited properly.

R. REPORTS

The Vendor shall provide unit and district aggregate reports electronically and/or provide the ability for the District to obtain reports from Vendor database.

III. BID PRICE WORKSHEET (See Attachment)

Complete the **Bid Price Worksheet** and return within the designated time frame.

- A. Quoted prices shall be firm for the term of the contract specified unless the escalator option is selected.
 - Bidder must indicate whether product is FIRM/FIXED or MONTHLY pricing; Firm bid shall not change for the term of the contract August 1 – July 31.
 - Firm pricing is given preference over monthly price quotes
- B. Indicate pack size if other than what is stated on the Bid Price Worksheet.
- C. Indicate if product is locally sourced – defined as within 350 miles.

IV. DELIVERY SITES

Park Hill High School 7701 Barry Road, Kansas City MO 64153 (816) 359-4116	Park Hill South High School 4500 NW Riverpark Drive Riverside, MO 64152 (816) 359-4126
Lead Innovation Studio 7201 N Line Creek Parkway Kansas City, MO 64151 (816) 359-4136	Congress Middle School 8150 N Congress Kansas City, MO 64152 (816) 359-4236
Lakeview Middle School 6720 NW 64 th Street Kansas City, MO 64151 (816) 359-4226	Plaza Middle School 6501 NW 72 nd Street Kansas City, MO 64151 (816) 359-4216
Walden Middle School 4701 NW 56 th Street Kansas City, MO 64151 (816) 359-4246	Chinn Elementary 7100 NW Chatham Road Kansas City, MO 64151 (816) 359-4336
English Landing Elementary 6500 NW Klamm Road Kansas City, MO 64151 (816) 359-4376	Graden Elementary 8804 NW 45 Highway Kansas City, MO 64152 (816) 359-4346

Hawthorn Elementary 8200 N Chariton Ave Kansas City, MO 64152 (816) 359-4396	Hopewell Elementary 6801 N Line Creek Parkway Kansas City, MO 64151 (816) 359-4416
Line Creek Elementary 5801 NW Waukomis Drive Kansas City, MO 64151 (816) 359-4326	Prairie Point Elementary 8101 NW Belvidere Road Kansas City, MO 64152 (816) 359-4386
Renner Elementary 7401 NW Barry Road Kansas City, MO 64153 (816) 359-4356	Southeast Elementary 5704 NW Northwood Kansas City, MO 64151 (816) 359-4366
Tiffany Ridge Elementary 5301 NW Old Tiffany Springs Road Kansas City, MO 64154 (816) 359-4406	Union Chapel Elementary 7100 NW Hampton Road Kansas City, MO 64152 (816) 359-4316
Russell Jones Education Center 7642 NW Waukomis Kansas City, MO 64151 (816) 359-4516	Gerner Early Childhood Center 8100 N Congress Road Kansas City, MO 64153 (816) 359-4606

V. CONTRACT AGREEMENT

Note: Complete this section in INK or electronically. Cross out and initial any corrections, as necessary. DO NOT ERASE.

ORGANIZATION: _____

SIGNING OFFICIAL: _____

BID SUBMITTAL DATE: _____

BID FOR PRODUCTS AS FOLLOWS:

Total Cost based on Historical Usage Extended Total Amount: \$ _____

**See Bid Price Worksheet for individual unit pricing*

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other Proposal Respondent, and that the contents of this bid as to prices, terms, or conditions of said proposal have not been communicated by the undersigned, nor by any employee or agent to any other person engaged in this type of business, prior to the official opening of this proposal.

DATE: _____

SIGNATURE: _____

PRINTED NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE: _____

EMAIL: _____

PARK HILL SCHOOL DISTRICT OFFICIAL:

DATE: _____

SIGNATURE: _____

Grennan Sims, RD, LD
Nutrition Services Director

A signed copy of this contract agreement will be provided to the successful Bidder.

BUY AMERICAN PROVISION

The Park Hill School District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit Nutrition Services funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U.S. substantially produced using agricultural commodities produced in the U.S. as provided in 7 CFR 210.21(d)."

Compliance with the Buy American Provision must be documented on the bid sheet as outlined. Any exceptions must be specifically noted and may be rejected at the discretion of Park Hill School Nutrition Services.

Suppliers must certify the percentage of U.S. content in the products supplied to us. Exceptions to the Buy American provision are very limited; however, an alternative or exception may be approved upon request. To be considered for an alternative or exception, the request must be submitted with the original proposal. After award of bid, exceptions must be requested in writing to the Park Hill Nutrition Services Director a minimum of 7 day(s) in advance of delivery.

LOBBYING CERTIFICATION

Submission of this certification is a prerequisite for entering into this transaction Agreement and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

CLEAN AIR AND WATER ACT

As required by USDA, the undersigned certifies the following:

I, the vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1990, as amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C.1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14(l) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

CIVIL RIGHTS/ ANTI-DISCRIMINATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington D.C. 20250-9410
2. Fax: (202) 690-7442 or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

DEBARMENT AND SUSPENSION

As required by Executive Order 12549, the undersigned certifies the following:

The Bidder certifies that neither it nor any of its principals (e.g., key employees) has been proposed for debarment, debarred or suspended by a federal agency according to Executive Order 12549 titled Debarment and Suspension. The prospective bidder shall provide immediate written notice to the person to which this proposal is submitted it at any time the prospective bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Federal and State penalties exist for vendors and districts that knowingly enter into contracts with suspended/debarred persons.

BYRD ANTI-LOBBYING AMENDMENT

As relevant, contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier-to-tier up to the non-Federal award. (31 U.S.C. 1352)

LIMITED LIABILITY INSURANCE

During the term of this contract, the Contractor shall maintain insurance coverage with not less than the type and requirements shown below for the Park Hill School District. Park Hill School District should be listed as an "additional insured" on General Liability Policy. Such insurance is to be provided at the sole cost of the contractor. These requirements do not establish limits of the contractor's liability and upon awarding of this contract, certified copies of original insurance policies shall be furnished to PHSNS.

- b) Workers' Compensation with Waiver of subrogation to Park Hill Employer's Liability, including all states, and other endorsements, if applicable to the Project. Statutory and Bodily Injury by Accident: \$1,000,000 each accident. Bodily Injury by Disease: \$2,000,000 policy limit, \$300,000 each employee. Park Hill shall be named as "additional insured" on workers' compensation policy.
- c) Commercial General Liability Occurrence Form including, but not limited to, Premises and Operations, Products Liability Broad Form Property Damage, Contractual Liability \$1,000,000; Damage to premises rented to your limit, \$100,000 anyone premises, Medical expense limit \$5,000 any one person. Personal and Advertising Injury Liability. \$1,000,000 each occurrence. Limit Bodily Injury and Property Damage Combined \$300,000 Products-Completed Operations General Aggregate Limit \$2,000,000 per Job Aggregate \$1,000,000 Personal and Advertising Injury Limit. Park Hill shall be named as "additional insured" on commercial general liability policy.
- d) Automobile Liability Coverage: \$300,000 Combined Liability Limits per individual, \$2,000,000 per occurrence, Bodily Injury and Property Damage Combined. Park Hill shall be named as "additional insured" on automobile policy.

Please share these requirements with your insurance agent and have a current certificate of insurance (COI) sent to Park Hill School Nutrition Services Department, 9501 N Seymour Avenue, Kansas City, MO 64153, within 15 days of contract award.

Having carefully examined the Request for Proposal, proposal terms and conditions, specifications and the proposal forms, the undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the specifications and conditions contained in this proposal document.

NOTICE OF NO BID

ITB #107-2023-24-005: FRESH PRODUCE BID

Return Via Email: weavers@parkhill.k12.mo.us or simsg@parkhill.k12.mo.us

(Check one below)

Our company will not submit a bid for the reason(s) listed below but wishes to remain on the vendor's list.

The product/service we represent should be listed in another category. (Specify)

Please remove our company from the vendors list for the reason(s) listed below.

EXPLANATION FOR "NO BID" OR WISH TO BE REMOVED

Company: _____ Phone: _____

Address: _____

City, State, Zip Code: _____

E-mail Address: _____

Signature of Vendor's Representative: _____

Typed/Printed Name: _____

Title: _____ Date: _____