

DISTRIBUTOR CHECKLIST
2024-2025 NCPA DISTRIBUTOR BID

DISTRIBUTOR NAME:

LOCATION:

0	DISTRIBUTOR CHECKLIST - Completed by Distributor. <i>PLACE UNDER BID TABULATION SHEET AND RETURN</i>
1	OFFICIAL NEW BID INVITATION TO DISTRIBUTORS – Invitation and general procedures for New Bid Distributors. <i>DO NOT RETURN WITH BID DOCUMENTS</i>
2	OFFICIAL NEW DISTRIBUTOR BID TABULATION SHEET - Provide TOTALS from the bid spreadsheets. This sheet is used to determine the “Preliminary Bid Award” at Bid Opening. Bid review by the school district may show corrections. <i>1-COMPLETED HARDCOPY TO BE PLACED AS FIRST PAGE OF BID PACKET.</i>
3	OFFICIAL NEW BID CERTIFICATION AGREEMENT – Two original forms, each completed and signed by Distributor with original signature in Blue Ink preferred, but a scanned copy of the form with an original signature of an authorized company official will be accepted. School District Official signs after School District approval of award and the completed/signed Agreement copy is mailed to the awarded Distributor. The agreement is effective by the issue to the Distributor of a School District Purchase Order. <i>2- COMPLETED HARDCOPIES TO BE RETURNED IN BID PACKET</i>
4	OFFICIAL IFB – CONTRACT FOR 2024–2025 details procedures in Sections 1 – 36. Retain for Distributor reference. <i>DO NOT RETURN WITH BID DOCUMENTS</i>
5	OFFICIAL 2024-2025 CONTRACT ATTACHMENTS A – J – Attachments A – I are defined in the IFB – Contract and must be completed and signed. Attachment J is the “no bid” sheet. Digital signatures are allowed on Attachments A-J. <i>SAVE ATTACHMENTS TO BID FLASHDRIVE AND RETURN DIGITAL COPIES</i>
6	OFFICIAL NC TAXABLE – NON - TAXABLE STATUS LIST - LOT 3 SUPPLIES – Retain for Distributor reference. <i>DO NOT RETURN WITH BID DOCUMENTS</i>
7	OFFICIAL DISTRICT PROFILE 2024–2025 - Additional Information: cycle menus, 209 reports, etc. may be provided after the bid award but no later than June 1. Retain for Distributor reference. <i>DO NOT RETURN WITH BID DOCUMENTS</i>
8	SPECIAL CONDITIONS SHEET (if required) – agreement to Special Conditions must be made prior to bid opening and acknowledged on the New Bid Certification and Agreement. Any change to the Special Conditions by one Distributor requires the School District to issue local addenda to all potential bidders, a minimum of seven (7) working days prior to bid opening, which would be May 7, 2024. <i>DO NOT RETURN WITH BID DOCUMENTS. ACKNOWLEDGE ACCEPTANCE OF SPECIAL CONDITIONS ON BID CERTIFICATION AND AGREEMENT PAGE.</i>
9	OFFICIAL NCDA STORAGE CONTRACT – (if required) Sign and return with the Official Bid Documents, keeping a copy on file. The SN Director will forward a copy of the dual signed Official NCDA Storage Contract to the Director of NCDA & CS Food Distribution. <i>IF REQUIRED, RETURN SIGNED HARDCOPY IN BID PACKET</i>
10	Specifications for Distributor Bid Products including the Buy American (BA) and Allergen Information - may be provided in the bid packet, but no later than June 1 of the contract year. NOTE: USDA requires BA only for products that are part of the school meal components: meat/meat alternate, grains, fruits/vegetables and fluid milk.
11	Official 2024-2025 Bid Spreadsheets with Product Usage Estimates – Distributor is to complete and return with the School District bid package, a copy of bid spreadsheets with bid Category Totals by LOT using the Usage Estimates as provided by the School District. Email a copy of the 2024-2025 Master Distributor Bid Pricing by Lot to Cindy Hobbs (Cindy.hobbs@dpi.nc.gov) and to Leann Seelman (leann.seelman@dpi.nc.gov) no earlier than 7:00 am and no later than 10:00 AM ET May 16, 2024. The Subject Line Should Read: (Distributor Name) 2024-2025 Master Bid Documents. <i>SAVE PRICING SPREADSHEETS TO BID FLASHDRIVE AND RETURN DIGITAL COPIES</i>

12	<p>Produce Distributors Only: Distributor is to complete and return with the School District bid package, a copy of bid spreadsheets with bid pricing using the Usage Estimates as provided by the School District.</p> <p>On Flash drive, save Master Pricing along with Annual Contract/Weekly pricing Supplier contracts and invoices as detailed in 11.1-11.1.1 of the IFB Contract. Email a copy of the 2024-2025 Master Distributor Bid Pricing and include the Annual Contract/Weekly pricing Supplier contracts and invoices to Cindy Hobbs (Cindy.hobbs@dpi.nc.gov) and to Leann Seelman (leann.seelman@dpi.nc.gov) no earlier than 7:00 am and no later than 10:00 AM ET May 16, 2024. The Subject Line Should Read: (Distributor Name) 2024-2025 Master Bid Documents. This data is used by the Audit Committee for the required Audit before districts can award their bids.</p> <p><i>SAVE COPIES OF REQUIRED SUPPORTING DOCUMENTATION TO BID FLASHDRIVE AND RETURN DIGITAL COPIES</i></p>
13	<p>HAND DELIVERED DISTRIBUTOR BIDS - Label the outside of the SEALED BID ENVELOPE containing both the REQUIRED HARD COPIES and DIGITAL documents as follows: <u>DISTRIBUTOR NAME, SCHOOL DISTRICT NAME AND ZONE NUMBER</u></p>
14	<p>MAILED DISTRIBUTOR BIDS (allowed only when submitting 5 or less bids) - Label the outside of the SEALED BID ENVELOPE containing both the REQUIRED HARD COPIES and DIGITAL documents as follows: <u>DISTRIBUTOR NAME, SCHOOL DISTRICT NAME AND ZONE NUMBER.</u></p> <p>Place the sealed bid envelope inside of a mailer envelope addressed to: Leann Seelman, NCPA Consultant, C/O Enter the School District or Co-Op Name on Second Line, 3006 Pinecrest Drive, Greenville, NC 27858. Mailed bid envelope must be received by 5:00 PM ET, May 14, 2024.</p>