

SMALL PURCHASE PROCUREMENT FORM ("Three Bids and a Buy"):

Supplier/Bidder Name:		Bid #1: <i>Bob's Co</i>			Bid #2: <i>Mary's Co</i>			Bid #3: <i>Pat's Co</i>		
<u>Items to be Purchased</u> Delivery Frequency : _____ <i>weekly</i> _____ Bid will be honored for: _____ <i>3 months</i> _____ Number of day/week/month(s) <i>School will state time period</i>	Quantity to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	SB* (✓)	Unit Price	Extended Price (Quantity x Unit Price)	SB* (✓)	Unit Price	Extended Price (Quantity x Unit Price)	SB* (✓)
Product Name(s) & Specification(s):										
All foods procured for federal food programs must follow Buy American requirements.				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Applesauce, 6/10 cans	300	15.75	4,725.00	<input type="checkbox"/>	16.50	4,950.00	<input type="checkbox"/>	15.00	4,500.00	<input type="checkbox"/>
Pineapple, chunks, (Nondomestic)	100	16.25	1,625.00	<input type="checkbox"/>	17.50	1,750.00	<input type="checkbox"/>	18.00	1,800.00	<input type="checkbox"/>
Cranberry Sauce, 6/10 cans	50	25.25	1,262.50	<input type="checkbox"/>	21.75	1,087.50	<input type="checkbox"/>	23.50	1,175.00	<input type="checkbox"/>
Peaches, Freestone, Halves, 6/10 cans	300	22.25	6,675.00	<input type="checkbox"/>	21.50	6,450.00	<input type="checkbox"/>	22.75	6,825.00	<input type="checkbox"/>
Delivered to two separate school sites; preferred twice monthly				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Total:		\$14,287.50			\$14,237.50			\$14,300.00		
*SB(Selected Bidder) = bidder that was chosen -check box:		<input type="checkbox"/>			<input checked="" type="checkbox"/>			<input type="checkbox"/>		
*Selected Bidder = school may award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). School needs to tell the bidders which option they will use for awarding the purchase when they are asking for pricing; schools can state that either option may be used by the school to award the purchase.										
Method of contact: Email/Fax/Mail/In person/Phone		Fax			Phone			In Person		
Name of person quoting pricing:		Bob			Mary			Pat		
Date(s) contacted:		Aug 22, 2025; Faxed in Bid; Bid sheets attached			Aug 23, 2025; Price given per phone; Confirmed in writing/Attached			Aug 21, 2025; Visited store to obtain prices; Price sheet attached		
Additional Notes:		Can accommodate delivery.			Will deliver once per month to one site.			No delivery available.		
Signature & title of person completing this form: <i>Jane Doe</i>								Date: Aug 24, 2025		

Name of selected bidder: <u> Mary's Co. </u> Why bid was chosen (price, availability, etc.) <u> Best price; Buy Am. doc available (Pineapple chunks considered Nonavailable); Delivery schedule can work. </u>	
Selected bidder was notified on: <u> August 26, 2025 </u> by: <u> Jane Doe </u> If notification was in writing, attach document to the procurement form	
Method of notification: Email/Fax/Mail/In person/Phone <u> Email </u> <input checked="" type="checkbox"/> Keep records for three years plus current year.	

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<u>Items to be Purchased</u> Delivery Frequency : _____ Bid will be honored for: _____ Number of day/week/month (s) <i>School will state time period</i> All foods procured for federal food programs must follow Buy American requirements. <u>Product Name(s) & Specification(s):</u>	Quantity to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	SB* (✓)	Unit Price	Extended Price (Quantity x Unit Price)	SB* (✓)	Unit Price	Extended Price (Quantity x Unit Price)	SB* (✓)
				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
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Total:		\$			\$			\$		
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Additional Notes:										
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Name of selected bidder: _____	Why bid was chosen (price, availability, etc.) _____
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Method of notification: Email/Fax/Mail/In person/Phone _____ Keep records for three years plus current year.	

"This institution is an equal opportunity provider."