

DUBUQUE COMMUNITY SCHOOL DISTRICT
FOOD & NUTRITION SERVICES
2300 CHANEY ROAD
DUBUQUE, IOWA 52001-3059

REQUEST FOR SMALL WARES PRICE QUOTES

Monday, December 18th, 2017

The Dubuque Community School District of Dubuque, Iowa invites price quotes for small wares specified on the attached pages. **PLEASE READ CAREFULLY**, all criteria to be considered in the price quotes.

- Delivery will be made as follows:

Dubuque Community Schools
Food and Nutrition Services
2300 Chaney Road
Dubuque, Iowa 52001-3059

- Deliveries are to be made *no later than February 28th, 2018* between 7:00 AM and 2:00 PM. Quote prices F.O.B. Destination. Price quotes will be without sales or excise taxes.
- Invoices and claims will be billed to Food & Nutrition Services and will be processed in an orderly manner by the Dubuque Community School District.
- The School Board reserves the right to reject any and all quotes and to waive any and all formalities and award the bid(s) in their own best interest.
- A completed copy of the Request for Price Quote is to be returned to Dubuque Community School District, Food & Nutrition Services, 2300 Chaney Road, Dubuque, Iowa 52001-3059. Quotes for small wares must be received at Food and Nutrition Services on or before **January 12th, 2018 at 2 PM**. All price quotes must be identified on the outside of the envelopes as **SMALL WARES PRICE QUOTE**.
- Electronic submissions are accepted and should be marked **SMALL WARES PRICE QUOTE**. Send electronic submissions to jfranck@dbqschools.org

Specific Instructions

****Please review example given at the top of the Price Quote Form****

Column 2 – Specifications

- a. When a particular manufacturer's name and product number and the phrase "or equal" appear in the description, any manufacturer or brand will be considered as long as the performance and quality levels are equal to the product specified. The bidder will be prepared to provide supporting comparison data. The brand and product code must be stated in Column 4 and Column 5.
- b. When the phrase "or Equal" appears in the description and the bidder fails to complete Column 4 and Column 5, it is assumed that the product being bid is the specified product.
- c. When "Distributor's Choice" is indicated the distributor may offer a price on any brand. The brand and product code must be stated in Column 4 and Column 5.

Column 3 – Quantity of Specification

The amount needed of the specification. When the Specification in Column 2 indicates "12 count" and the Quantity of Spec in Column 3 indicates "2"; the total amount needed is 24 individual items.

Column 4 – Manufacturer Bid

Indicate manufacturer for the item bid.

Column 5 – Manufacturer Code

Indicate product code for the item bid.

Column 6 – Unit Price

The price related to how the specification is written in Column 2.

Column 7 – Extended Price

This price is automatically calculated based on the Unit Price in Column 6 which is multiplied by Quantity of Specification in Column 3.

Column 8 – Notes

Any clarification on pack size or relevant notes can be written here when needed.

Refer any questions on detailed specifications and/or products to the Food & Nutrition Manager, Joann Franck, at 563/552-3225.