**Instructions to complete Invitation for Bid (IFB)**

**Page 2**

1. Place cursor on *District Name, Address, City, St ZIP.* Type in the appropriate information.

2. Place the cursor on *Enter Title*. Type in the name of bid. (i.e. Fruit, **or** Vegetables, **or** Food for SY 16-17).

3. Place cursor on *Enter Date.*  On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Choose the date that corresponds with the date you will **issue** the IFB.

4. Place cursor on the words E*nter Time.*  Type in the time that the IFB is due.

5. Place cursor on *Enter Date.*  On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Choose the date that corresponds with the date that IFB is due.

6. Place the cursor on the words *Office Name*. Type in the name of the office where the bid is returned to.

7. Place the cursor on the words *SFA Name*. Type in the name of your SFA

8. Place the cursor on the words *Address.* Type in the appropriate information.

9. Place the cursor on the words *City St ZIP*. Type in the appropriate information.

**Page 2, bottom half of page:**

1. Place the cursor on *Enter Title*. Type in the name of bid. Information should correspond with the title name listed in the Enter Title on the top half of the first page.

2. Place cursor on *Due Date*. On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Information should correspond with the Date and Time listed in the Time and Date Due information on the top half of the first page.

3. Comments section. To be completed by the distributor in the event that they choose not to submit a bid.

4. Company information: To be completed by the distributor.

**General Instructions and Conditions, Page 3, Item #1.**

1. Submission of Bids: Type in the name of bid. (i.e. Fruit, **or** Vegetables, **or** Food for SY 16-17).

2 Place the cursor on the words *Office Name*. Type in the name of the office where the bid is returned to.

3. Place the cursor on the words *Enter time*. Type in the time that the IFB is due.

4. Place the cursor on the words *Enter time zone.* Type the time zone of your location (i.e. CT or MT)

5. Place cursor on *Enter Date.*  On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Choose the date that corresponds with the date you will **issue** the IFB.

6. Place the cursor on the words *Enter time*. Type in the time that the IFB is due.

7. Place the cursor on the words *Enter time zone.* Type the time zone of your location (i.e. CT or MT)

8. Place cursor on *Enter Date.*  On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Choose the date that corresponds with the date you will **open** the IFB.

**General Instructions and Conditions, Page 3, Item #2.**

1. Place the cursor on *Enter Title*. Type in the name of bid. (i.e. Fruit, **or** Vegetables, **or** Food for SY 16-17).

2. Place cursor on *Click here to enter a date*. On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Choose the date that the IFB is due back.

**General Instructions and Conditions, Page 3, Item #9.**

1. Place cursor on *Location Name*. Type in the location where you want samples sent.

2. Place cursor on *Address*. Type in the address where you want samples sent.

3. Place cursor on City, ST, ZIP. Type in the City, State, and Zip Code that samples should be sent.

4. Place cursor on *Click here to enter a date*. On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Choose the date that the samples are due.

**Special Conditions Page, Page 6**

1. Place the cursor on *Enter Title*. Type in the name of bid. (i.e. Fruit, **or** Vegetables, **or** Food for SY 16-17).

2. Place cursor on *Enter Date.*  On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Choose the date that corresponds with the date you will **issue** the IFB.

3. Place cursor on the words E*nter Time.*  Type in the time that the IFB is due.

4. Place cursor on *Enter Date.*  On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Choose the date that corresponds with the date that IFB is due.

5. Place the cursor on the words *Office Name*. Type in the name of the office where the bid is returned to.

6. Place the cursor on the words *SFA Name*. Type in the name of your SFA

7. Place the cursor on the words *Address.* Type in the appropriate information.

8. Place the cursor on the words *City St ZIP*. Type in the appropriate information.

**Special Conditions Page, Item 1 Table, Page 6**

1. Orders will be placed by… further into the paragraph place the cursor on ##. Type in the appropriate number of sites for your SFA.

**Inside the Table…complete the following information for *each* site you are requesting delivery.**

1. Place the cursor on the words *Contact Name*. Type in the name of your Contact person.

2. Place the cursor on the words *School District*. Type in the name of the SFA.

3. Place the cursor on the words *Address.* Type in the appropriate information.

4. Place the cursor on the words *City St ZIP*. Type in the appropriate information.

**Under the Table…Item #2. Contract Term, pg. 6**

1. Place cursor on *Date.*  On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Choose the start date that the IFB begins. In the 2nd date box, choose the date that the IFB ends. (i.e. July 1, 2016 to June 30, 2017)

**Awarding of Contract: Item #3, Page 7**

You may need to edit the wording here, depending on whether the IFB is being decided up line by line, (i.e. item by item. That means when deciding on who gets the bid, you compare each individual item and choose the distributor who provided the lowest price on that individual item). Or, you may choose to leave the wording as is that says you are accepting the lowest responsible bidder, for all items in the bid (i.e. that means when you total up the price of all items by distributor, the lowest responsible bidder with the lowest overall bid is declared the winner).

**Identification of Bid: Item #6, Page 7**

1. Place the cursor on *Enter Title*. Type in the name of bid. (i.e. Fruit, **or** Vegetables, **or** Food for SY 16-17).

2. Place cursor on *Click here to enter a date*. On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Choose the date that the IFB is due back.

**Identification of Bid: Item #8, Page 7**

Place cursor on *Enter Start* *Date.*  On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Choose the start date that the IFB begins. In the Enter End Date box, choose the date that the IFB ends. (i.e. July 1, 2016 to June 30, 2017).

**Federal Social Security Number: Page 8**

Place cursor on *Enter number here*. Type the SFA’s Federal Social Security Identification Number in.