*SCHOOL FOOD AUTHORITY (SFA) NAME*

*SFA CONTACT INFOMRATION*

*RETURN QUOTE BY DATE*

**Beef to School - Informal Request for Quotes**

# PRODUCT SPECIFICATIONS AND VENDOR REQUIREMENTS

*[Listed below in red are sample product specifications and vendor requirements. Change, remove, or add specifications to meet your school’s needs, and remove this paragraph! Clearly describe what product(s) you need, how they should be packaged, and how and when they should be delivered. If you are flexible on certain specifications, then list acceptable substitutions or keep the description general to allow for options.]*

|  |  |
| --- | --- |
| **Product Overview:** | *[100% beef burger patties, 100% raw ground beef]* |
| **Product Description:** | *[80/20 fat content*  *Fresh or IQF Frozen*  *No additives, preservatives, or flavors. List acceptable specific additives or fillers, if any.]* |
| **Cattle Requirements:** | *[Pastured cattle, fed hay in winter is allowable*  *Use of sub-therapeutic antibiotics or hormones is prohibited]* |
| **Traceability Requirements:** | *[Must be able to trace each case of product back to specific cattle/ranch]* |
| **Portion/Unit Size:** | *[2.71 oz. patties (6/16.26 oz per pound gross weight, raw]* |
| **Case Size and Packaging:** | *[10-40 lb (30 lb cases preferred)]* |
| **Estimated Quantity:** | *[300 lb/week (15 x 20 lb cases) throughout school year*  *Total annual volume: approximately 12,000 lb]* |
| **Delivery/Receiving Requirements:** | *[Price quoted must include delivery in final cost or as a separate line item on invoice]*  *Delivery must be made using mechanically refrigerated delivery vehicle*  *Fresh – held below 41 degrees F. at all times*  *Frozen – held below 0 degrees F. at all times]* |
| **Delivery Locations:** | *[List name(s) and address(es) of delivery sites]* |
| **Delivery Schedule:** | *[Product to be delivered from August through May during the 20XX-20XX school year*  *Deliveries must be made between 7:00-8:30 am*  *Fresh – Deliver once or twice per week*  *Frozen – Deliver once or twice per month]* |
| **Shelf Life Upon Receiving:** | *[Fresh – at least 3 Days*  *Frozen – at least 3 Months (6 months preferred.)]* |
| **Vendor Requirements:** | Must provide proof of product liability insurance  Must provide current state or USDA certification  *[Daily inspections/testing required]*  *[Must allow initial and annual inspection of processing facility for cleanliness conducted by school staff]*  *[Must have strong record of good customer service]*  *[Must provide references upon request]* |