Shawnee Heights Food Service Department Request for Proposal

4201 SE Shawnee Heights Road
Tecumseh, KS 66542
(785) 379-5032
Bids due Friday, May 22, 2026 @ 3:00 PM

Description of Proposal

Items:	Commercially purchased food and non-food items; Bread Products; Produce and Dairy
Type of contract:	Firm fixed line item (annual) Market price for fresh produce (annual)
Period:	Effective July 1, 2026– June 30, 2027
USD 450 Food Service	Shawnee Heights USD 450 Food Service Department 4201 SE Shawnee Heights Road Tecumseh, KS 66542
Contact:	All questions concerning this request for proposals, should be submitted to Tara Cox, Food Service Director at coxt@usd450.net and to the Shawnee Heights Purchasing Department at bids@usd450.net.
Bid Timeline:	Solicitation Release Date – May 1, 2026 *RFP, Compliance Document, All Required Forms and Product Specification Bid Sheet will be posted on the district website at https://www.usd450.net/page/vendor-information and on the SHFSD site at https://www.usd450.net/page/food-service.* Clarification Deadline – May 8, 2026 (3:00 PM) Proposal Due Date – May 22, 2026 (3:00 PM) Bid Opening Date – May 29, 2026 (10:00 AM) Evaluation Period – June 1-June 5, 2026 Award Notification – June 16, 2026

Shawnee Heights School District will be accepting proposals via email only to the Shawnee Heights Purchasing Department at bids@usd450.net for the purchase of food and non-food supply items, produce, bread products and dairy products. Only proposals received by the date and time specified will be considered. Bidders are invited to be present at the opening of the proposals to be held at Food Service Department Office, 4201 SE Shawnee Heights Road, Tecumseh, KS 66542, on the date and time above.

Specifications as written meet all entity's admissible specified requirements. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer or brand name, the term "or approved equal" if not inserted shall be implied. The Food Service Department reserves the right to make final decisions on comparable items as approved equals. Items delivered must be exact brand and pack size as reviewed and awarded or must be approved as equal.

Proposal: Proposals (including completed product specification worksheet, signature page, questionnaire and forms) shall be filed no later than **3:00 PM, Friday, May 22, 2026**. Proposals must include the completed product specification bid sheet as presented with this RFP. It is the bidder's responsibility to assure receipt of the bid.

The product specifications bid sheet must be electronically completed and will not be accepted as a handwritten or hard copy. Bidders must fill in all blank columns on items being quoted such as manufacturer brand name and number, and unit price and all other requested criteria. Only one quote per item will be accepted on original proposal. Official signatures are required on the proposal document.

Clarification Deadline: The bidder is expected to completely accept the bid requirements. The bidder must raise any questions regarding the bid requirements no later than **3:00 PM, Friday May 8, 2026.**

GENERAL BID AND CONTRACT REQUIREMENTS SCOPE

I. DISTRICT OVERVIEW

The Shawnee Heights School District has an enrollment of approximately 3,500 students and operates 6 school sites, including 1 high school, 1 middle school and 4 elementary schools. Delivery drops per week will include one drop to the Shawnee Heights High School warehouse.

The goal of this proposal is to receive firm pricing and procure the best items to meet the needs of our district.

Prices on this proposal shall remain firm for the entire term, July 1, 2026 through June 30, 2026. However, the district will accept market price for fresh produce and evaluate escalating price for dairy products. If there may be a need to adjust pricing and or make substitutions. The procedure for changes is as follows:

- Complete and return the **Request for Price Change Form** (attached to RFP) each time a price increase is required and return to SHFS department along with documentation from the manufacturer stating/justifying the price increase. This documentation is required for auditing purposes.
- Complete the **Request for Substitution Form** (attached to RFP) each time a bid product is substituted with a like product.
- Price decreases will not require documentation from the manufacturer.

USD 450 reserves the right to solicit prices from other vendors for any item that increases in price, and may change the source of supply if the proposed pricing appears unjustified.

The District's intent is to enter into professional relationship with all distributors. We are looking for partners with experience, financial stability, whose technology will be kept up-to-date and who will sustain and provide effective customer service. The District's objective is to obtain a reliable supply of product in a manner that is financially viable for both the District and the awarded Distributors. The District and awarded Distributors will utilize mutually agreed upon price adjustments based upon industry standards and best business practices thereby allowing both parties to control costs.

The District's intent is to provide the Distributors accurate, timely forecasting and fulfill purchase of forecasted volumes. It is expected that the awarded Distributors will work in good faith with the District in all efforts related to cost savings realized as a result of the forecasting process. It is recognized that, in the food supply chain process, economics of scale are not the only cost opportunities that may arise. The District is interested in partnering with Distributors who may introduce other cost savings concepts that will be to the benefit of all parties.

In evaluating any aspect of the Proposal, the District may consider previous dealings with the Vendors, references from the vendor's customers, inspections of other Supplies or Services provided by the vendors and any other information the District obtains regarding the Vendor, or that the District deems relevant.

II. CODE OF CONDUCT

Shawnee Heights Food Service Department will not engage in actions that restrict competition including, but not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business
- Requiring unnecessary experience and excessive bonding
- Conducting noncompetitive pricing practices between firms or between affiliated companies
- Awarding noncompetitive contracts to consultants who are on retainer contracts
- Allowing organizational conflicts of interest
- Specifying a brand name product instead of allowing an equal product to be offered by describing product performance or other relevant requirements
- Engaging in any arbitrary action during the procurement process, such as awarding a contract—without a valid reason—to a vendor that did not rank first (or lowest in price) according to the agency's evaluation criteria when awarding a contract

Furthermore, incentives that may serve to induce or influence an employee of SHFSD engaged in the selection, award, or administration of contracts may be unlawful and will not be accepted. Examples of incentives include, but are not limited to:

- Extra goods or services that were not solicited
- Gifts (such as free merchandise, event tickets, gift cards)
- Money for scholarships
- Cash

III. BID TERMS

A. MANDATORY REQUIREMENTS

1. Bids will be accepted at Shawnee Heights Food Service Department Office at the place, date and hour shown in Contract Section I, at which time the bids will be publicly opened. The lowest bidder on each line item will be designated for contract purposes, provided the firm is on the qualified bid list and subject to a final review and agreement between the two parties (SHFSD and designated distributor). The bid of any low bidder not on the qualified bid list will be subject to approval.
2. Specifications as written meet all entity's admissible requirements. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer or brand name, the term "or approved equal" if not inserted shall be implied. The Shawnee Heights Food Service (SHFSD) procurement specialist will be the sole judge to determine if product quoted/tested is equal. Items delivered must be exact brand and pack size as reviewed and awarded and must be approved as equal according to procedures outlined in this bid.
3. Bidding requires firm annual pricing for applicable products, as specified.
4. Cost adjustments: All price adjustment requests must be submitted on the Request for Price Change Form and state the proposed new price changes; provide a copy of the manufacturer's old and new price list and a letter from the manufacturer stating that there are no special prices available. All proposed price adjustments must be approved by the SHFSD for any new pricing to take effect. Price decreases will not require any proof from the manufacturer. SHFSD reserves the right to solicit other sources for items when increases are proposed and may change the source of supply if the proposed pricing seems unjustified.
5. Bidders must provide an on-line order entry and item inquiry website that will enable the District to order food and supplies; to check history of quantities ordered for each item by school; to check current prices; to check nutritional information; and to check pack and special instructions for items in the Food Services office.
6. Bidder must provide nutritional and allergy information, formulation statements, and CN labels for items on request, PDF file preferred.
7. Bidders must be able to track the usage of items eligible for manufacturer's rebates.
8. Bidders must guarantee that if they do not currently stock the item being awarded that they will begin stocking the

item for SHFSD in time for school ordering (July 2026) and as new items are added to the bid going forward.

9. If quoting an item that is considered "special order", this must be noted on each item as quoted on the bid specifications sheet. If vendor is unable to supply special orders in timely fashion, items will be reassigned.

B. CORRECTION OR WITHDRAWL OF BIDS

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by distributors guaranteeing authenticity. Proposals and modifications received after the time set for the opening will be declared late and not eligible for opening and consideration. Late deliveries will be held unopened. Distributors will be advised that their proposal was late and not accepted and will be allowed to pick up their proposal or furnish a "call tag" and have the proposal picked up by a courier. Proposals will remain open and valid for acceptance for a period of 60 days following the proposal opening. SHFSD is not responsible for mail, courier, or other delivery methods, in-transit time or non-delivery.

C. MISTAKES IN BIDS

If the bidder discovers a mistake in the RFP prior to the date and time specified for the RFP opening, he or she may correct the mistake by modifying or withdrawing the RFP. If the apparent low and best bidder discovers a mistake in RFP of a serious and significant nature which is unfavorable to them prior to the issuance of a purchase order or a contract, he or she may request consideration be given to modifying the RFP if the bidder remains the lowest Submitter or to withdrawing the RFP if the result of the correction of the mistake makes another RFP lowest and best RFP. The mistake must be evident and proven. A mistake in RFP cannot be considered once a purchase order or contract is issued.

D. QUANTITIES

It shall be understood by all parties concerned that any contract established as a result of this invitation will not oblige the District to receive any quantity more than actual requirements. While the quantities shown are classified as estimates for bidding purposes, they do represent actual historic tabulation. SHFSD district authorities will make a reasonable effort to utilize projected supplies of bid items, but this does not constitute a guarantee to purchase more than requirements.

Distributors are required to bid on and deliver all items awarded, as well as items which may be added throughout the duration of this contract. Any questions concerning a distributor's ability to bid or deliver an item must be raised with the Shawnee Heights Food Service director, Tara Cox by **3:00 PM CST, Friday, May 22, 2026.**

Quantities given herein are believed to be correct. SHFSD district members will not make any guarantees of the total amount of product to be purchased. SHFSD will advise distributor of volume increases or decreases as possible when these increases or decreases occur to ensure a smooth flow of product and eliminate delivery shortages and distributor overstocks.

E. NEGOTIATION

1. The District reserves the right to award a contract based on the initial Responses received, without engaging in discussions or negotiations. Accordingly, a bidder should submit its initial RFP on the most favorable terms possible to the District. However, should only one RFP be received by the District, the District may, but is not obligated to, conduct negotiations with this bidder whose Response, in the opinion of the District, is competitive or may best meet the needs of the District.
2. The District may, but is not obligated to, seek clarification of a Response submitted by a bidder.
3. If the District chooses to negotiate, negotiation may involve any issue bearing on the initial Response and may take place after submission of Response and before an award is made. The District reserves the right to follow negotiations with a request for submission of a best and final Response.

F. REVIEW AND AWARDING OF BID

After the public opening of bids, the Shawnee Heights School District will evaluate each bid based on the criteria outlined in the

Scope. Bid requirements are obligatory, and failure to fully comply may deem the proposal unresponsive. The bidder acknowledges the right of SHFSD to reject any deviations or bids as it deems it to be in the best interest of the District and to waive informality or irregularity in any bid received.

USD 450 will honor produce only bids and reserves the right to award the produce bid to more than one vendor based on pricing.

G. LINES OF COMMUNICATIONS

A distributor's customer service contact shall be provided for daily communication with designated SHFSD personnel. When practical, communications between these parties should be conducted primarily via email or written communications.

A distributor representative shall be assigned to SHFSD to facilitate lines of communication. This representative is responsible for providing the following services to the district:

1. Coordinate credits and returns of any products that are deficient or mistakenly selected items.
2. Coordinate the replacement of critical items that are short on delivery dates by purchasing them from other sources and delivering them to the District.
3. Resolve any issue with the delivery schedule and coordinate alternate delivery dates when the district is closed or during holidays.
4. Coordinate the communication of SHFSD's product requirements for use by the Distributor's buyers, including repeated shortages in supply, increased menu requirements, and special event or holiday pre- order items
5. Educate SHFSD team regarding special programs, promotions, and new product ideas that would be helpful to the district.
6. Introduce and/or conduct samplings of new products to SHFSD.
7. Arrange for samples as requested by SHFSD.
8. Coordinate all special orders, drop deliveries or proprietary orders.
9. Obtain and communicate contract pricing for new products and add new products to the bid listing
10. Provide information on nutritional content and allergens as requested by the district.
11. Coordinate delivery of required and requested reports.
12. Coordinate documentation for all rebates available to the district including velocity reports or other requirements. Provide this documentation weekly or at the least, monthly to the district for submission.
13. Respond to all requests for action and information in a complete and timely manner.

H. REPORTS

1. Bidders must submit a detailed electronic bid document of all proposed items with full item description, pack size and stock numbers with proposal.
2. Usage reports which report item sales and totals for the district, shall be supplied upon request,
3. Monthly rebates shall be provided to SHFSD and submitted on behalf of the district as allowable.
4. By January 15th of each contract year, the SHFSD must receive a purchased velocity report detailing all purchases. This report must be presented in an electronic format that can be manipulated to meet the needs of the district. The velocity report will reflect the actual purchases from July 1, through December.
5. Additional velocity reports may be requested as needed.

I. FOOD SAFETY

A Performance Report "may be" requested at any time during the bid year in electronic form. The report should include:

1. First-in, first-out inventory rotation system
2. HACCP (Hazard Analysis Critical Control Point) system in place.
3. Cold Chain Management System in place.

4. Product shelf life is monitored.
5. Products delivered free of damage.
6. Corrective action plan in place.
7. Supplier/FDA-initiated food recalls are promptly reported
8. Salvaged products are not returned to distribution

J. PRODUCT RECALLS

Manufacturers and distributors are expected to comply with all federal, state, and local laws and regulations regarding recalls. The Distributor shall have a process in order to effectively respond to a product recall which should include the following objectives:

1. Provide accurate and timely communication to the District regarding a recall both verbally and in writing.
2. Ensure that unsafe products are removed from school sites in an expedient, effective and efficient manner.
3. Streamline the process for reimbursement for recalled products.
4. Contractor will be responsible for all costs associated with replacement product, shipping charges, and/or product credit. SHFSD will make final decision whether product needs to be credited or replaced.

K. DELIVERY TIMES AND PLACES

1. The prices quoted shall be for delivered products to all delivery sites in the district as shown in Section IX. All drop sites require deliveries for the length of the contract.
2. The successful bidder shall submit delivery schedules to the school district official for approval. This schedule shall remain constant from week to week.
3. Deliveries to Shawnee Heights High School must be made prior to 10:30 AM. Warehouse deliveries must be scheduled during warehouse business hours 5 am – 10:30 am, Monday through Friday. No weekend or holiday school or warehouse deliveries can be accommodated.
4. Deliveries shall be ordered in full-case quantities whenever possible.
5. All perishable items must be delivered with a minimum of 2 weeks of shelf life.
6. Deliveries shall be made in accordance with the frequency and hours designated in Section IX and all deliveries must be complete by 10:30 am to avoid the lunch meal service.
7. When holidays or closed dates fall on a scheduled delivery day; deliveries shall be made on the next school day unless otherwise coordinated and agreed upon by SHFSD and the distributor.
8. Deliveries must be made in dual or tri-compartment refrigerated trucks to adequately protect frozen, dry, chilled, and special care products in accordance with packer's recommendations. The Distributor shall make all deliveries in such manner that will reduce shifting cases on the delivery truck, and thereby minimize crushed or damaged cases/products. Signage with the Distributor's name shall be prominently displayed on delivery vehicles the Distributor utilizes to conduct business on the District's school campuses.
9. Drivers and helpers shall deliver merchandise into designated storage areas (dry, chilled and frozen) at each school accompanied by a designated school employee.
10. The District reserves the right to require a change in service or management representation if the conduct by the Distributor's personnel, in the opinion of the District is unprofessional.
11. All shipments are subject to inspection and approval upon arrival at the District's assigned destination.
12. The District reserves the right to refuse delivery of any product(s) which may present with evidence of improper storage, sanitation practices, or other damage(s). Multiple occurrences may result in the cancellation of the contract.
13. All products(s) are subject to inspection and return, at the expense of the distributor, if found to be non-conforming to the proposal award. If product(s) are non-conforming in any respect (quantity, quality or packaging) the participants have the right to reject shipment without liability.
14. Additional delivery sites may be added throughout the duration of the contract as district needs require.

L. ITEM SUBSTITUTIONS

The Manufacturer's Brand number awarded must be the brand number delivered.

1. No unauthorized substitutions will be accepted. Substitutions are to be avoided, and vendor must have items stocked and available to begin filling orders the last week of July each school year.
2. Critical items that are short on delivery dates more than one time in a 3-month period must be purchased from another source and delivered to the SHFSD by the Distributor for the contracted bid price.

Substitution may be made only with the approval of the District Representative.

3. The distributor may deliver an equal or superior product at an equal or lower price with prior approval. Substitutions must be equal to or better than item bid and will be shipped at the original item cost.
4. If the substituted item cost is less than the original item cost, the lower cost shall prevail. If the house brand is the bid item, the district must be notified when the packer of the house brand changes.
5. A monthly report on all substitutions and the corresponding price charged must be provided.
6. Substitutions that do not comply with the Buy American Provision must be handled as outlined and must be identified as such to the district representative

M. NEW BID ITEMS

Bid pricing on new items may be requested at any time throughout the contract period. Within 5 days of the request, the distributor will solicit bid pricing from the manufacturer and provide the District with pricing. The distributor will provide a copy of their published supplier's price list minus any discounts to verify cost.

In addition to pricing, the distributor will also disclose to the District order availability, SPO/in-stock, vendor stock number, nutritional information, allergens, shelf life, and pack size information as requested.

N. SAMPLES

To evaluate and compare a product's acceptability for use in the SHFSD program, product samples may be requested at the discretion of the district. Reasonable quantities as requested may be provided at no charge to the district and noted as such on the invoice.

O. PAYMENTS

1. The successful bidder shall submit statements and claims monthly on mutually agreed dates to the food service office. Each statement shall include a summary of delivery tickets (invoiced) for the period. Each ticket shall be listed in numerical sequence and show the total charge. Statements may be submitted more often than monthly with the mutual agreement of both parties. Payment terms are net thirty (30) days.
2. Credits for incorrectly priced items or returned products should be issued within 30 days and must be accompanied by printed documentation.

P. CONTRACT TERM/EXTENSION/RENEWAL

This contract is an annual and line-item contract for food and non-food effective July 1, 2026, through June 30, 2027.

Q. TERMINATION

Contracts may be terminated at any time, on 30 days' written notice, upon the mutual agreement of all parties, or in a shorter period of time, if the terms of the contract are violated in any way.

IV. BIDDER QUALIFICATIONS

Before any bid can be accepted, a bidder must be deemed qualified in the judgment of Shawnee Heights School District officials to perform as required herein. Business references may be requested to confirm qualifications and positive performance history. A bid may be rejected if a bidder fails to meet any of the following qualifications:

A. ACCOUNTING PRACTICES-Successful bidder must clearly demonstrate to the District officials their capability to provide accurate, reliable and timely reports, in terms of invoices, statements, rebates, invoice price adjustments, credits and utilization reports. Bidder must also be able to provide commodity net off invoice processing, account allocation draw down, and reporting to K12 or Processor Link. Moreover, they must demonstrate the capability to spontaneously provide data for periodic review of prices by the PHNS.

B. CAPACITY-A bidder must clearly demonstrate they have the capacity, physically and financially, to supply items to all delivery sites in economical quantities as required.

C. COMPUTER SUPPORT-The bidder must be able to support the District with technology support as requested.

D. FACILITIES AND EQUIPMENT – Successful bidders must have adequate warehouses for supplying contract products. Conditions for storing chilled and frozen products must be as recommended by the Refrigeration Research Foundation. Delivery temperatures of frozen and chilled food shall be in accord with Association of Food and Drug Officials (AFDOS) Code as recommended by the Food and Drug Administration.

E. LIABILITY INSURANCE - Bidders shall provide proof of comprehensive liability insurance.

F. PRODUCT LINE - It must be clear to SHFSD officials that the bidder is capable of delivering promptly all items on the bid list and acquiring, on short notice, any peripheral items which might be required. PHNS is not responsible for items purchased by distributor(s) in anticipation of award.

G. RELIABILILTY- A successful bidder must have a proven record of service, particularly with respect to delivering all items on a regularly scheduled basis, at favorable prices. A distributor may be designated as unacceptable if the requirements listed herein have been previously violated.

H. SANITATION REQUIREMENTS - Contractors' facilities may be routinely inspected by any PHNS District representative. Facilities and operating practices must be continuously in compliance with the U.S. Food, Drug, and Cosmetic Act, and State and local laws and must meet all requirements outlined in III. BID TERMS, Section J. Food Safety. Vendors must submit their HACCP Compliance Documentation.

I. WORK STOPPAGES - the bidder guarantees delivery to the district regardless of any organized work stoppages.

V. STANDARD CONTRACT CONDITIONS

A. This contract shall be governed in all respects -- as to validity, construction, capacity, performance, or otherwise --by the laws of the State of Kansas.

B. State Sales and Use Tax Certificate of Exemption forms will be issued to the contractor upon request.

C. Deliveries against this contract must be free of fuel surcharge, excise, transportation, and sales taxes, except when such a tax is part of a price and the school district is not exempt from such levies.

D. Modifications, additions, or changes to the terms and conditions of this Request for Proposal may be a cause for rejection of a bid. Bidders are requested to submit all bids on the official form provided. Bids submitted on a company form may be rejected.

E. The bidder agrees to protect, defend, indemnify and hold the Board of Education, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof.

VI. STANDARD PRODUCT CONDITIONS

A. All products shall conform to the minimum requirements of Federal and State regulations. Those requirements shall include but not be limited to weights, measures, full containers, drained weights, and contamination.

B. All products shall conform to standard guarantee requirements with respect to HACCP safety standards, and the supplier by his signature on Section I, agrees to hold the buyer harmless in the event of product failures.

C. All products should arrive in an unopened original container.

D. Perishable products (including but not limited to yogurt and juice) shall have a minimum of a two-week shelf life from date of delivery.

VII. RIGHTS AND REMEDIES

In addition to other rights and remedies, the SHFSD reserves the right to cancel the entire contract with any distributor who fails to perform in any manner or in accordance with the proposal as offered to and accepted by SHFSD.

VIII. BID AND CONTRACTS REQUIREMENTS

TYPE OF CONTRACT:
Fair Market Pricing for Produce, Escalating Pricing for Dairy and Annual Firm Line-Item Pricing for all other items.

INSTRUCTIONS FOR COMPLETING PRODUCT SPECIFICATIONS BID SHEET

Category – Category code for each line item. Category code key included in product specification bid sheet).

Product – Line-item product name or type

Description - Identifies and lists the product specifications and pack size of the item.

Estimated Annual Usage – cases purchased based on historical data provided by SHFSD.

Pack Size - The correct servings per case/pack size requested.

Alternate Pack Size (complete only if alternate item is bid) note the correct servings per case/pack size of the alternate bid item.

Manufacturer (Code) – lists the acceptable brand(s) or approved equal. Manufacturer's code for the requested brand specified.

Pricing – enter vendor cost including freight/laid in cost as defined in Bid Terms.

Vendor Stock Number - Each item has a number to simplify product inquiries.

Special Order (SPO) check if any product specified is considered a special-order items (SPO) in column as indicated.

CN- indicate yes (Y) if the product has a CN label or Product Formulation/Analysis documentation and no (N) if it does not.

Meets Buy American Standard – indicate yes (Y) if the product meets Buy American standard and no (N) if it does not.

Shawnee Heights Food Service Stock Number – SHFSD ordering system number that corresponds to the product name.

Notes - indicate additional information or notes to be communicated to SHFSD.

BID DISCLOSURE

Bidders may be present at the bid opening:

"No bid" totals, contract terms and the quantity of alternate quotes and SPO will be reviewed for accuracy and evaluated to establish the most competitive bid provided following the bid opening and prior to the awarding of the bid. Failure to make the appropriate conversions may cause for rejection of the bid.

REQUEST FOR PRICE CHANGE

(REQUEST TO ADJUST BID PRICE DUE TO MANUFACTURER PRICE INCREASE)

This form is to be completed when there is a pricing change on awarded item(s).

A copy of documentation from the manufacturer with justification for the price increase must be included with this form.

Date	Vendor Number	Bid Item	Original Bid Price	New Bid Price	Manufacturer Letter Included?

Signature of Vendor Representative **Date**

Signature of USD 450 Authorized Representative **Date**

USD 450 FOOD SERVICE OFFICE USE ONLY

REQUEST FOR SUBSTITUTIONS

This form is to be completed when requesting to substitute awarded food products.

A reason for the substitution must be included on this form.

Date	Original Product	Vendor Stock #	Case Size	Original Bid Price	New Product	Vendor Stock #	Case Size	New Price	Reason

Signature of Vendor Representative **Date**

Signature of USD 450 Authorized Representative **Date**

USD 450 FOOD SERVICE OFFICE USE ONLY