

**FISCAL YEAR 2025 INVITATION FOR BID AND CONTRACT
THE GREATER BOSTON FOOD BANK – MEFAP Holiday Turkeys**

Issued by: The Greater Boston Food Bank
70 South Bay Avenue
Boston, MA 02118
Tel: 617-427-5200
Contact Person: Dan O'Neill/Lauren Parr

Bid Issue Date: Friday, February 16, 2024
Bid Due Date: Wednesday, March 6, 2024
Time Due: 4:30 PM EST

Business Hours: 8:00 AM to 4:30 PM
Location: The Greater Boston Food Bank
70 South Bay Avenue
Boston, MA 02118

Bid Award Date: On or before Wednesday, March 13, 2024

Name of Bidder: _____

Address: _____

Telephone: _____ Email: _____

Signature of Bidder: _____

Print or Type Name of Authorized Signer: _____

Title: _____ Date: _____

**FISCAL YEAR 2025 INVITATION FOR BID
MEFAP HOLIDAY TURKEYS
INSTRUCTIONS FOR BIDDERS**

The Greater Boston Food Bank (herein 'GBFB') invites interested parties to submit a bid for the provision of food products as outlined in Attachment A, The Turkey Bid Sheet (herein Turkey Bid Sheet).

In submitting this bid, the bidder (the "Company") agrees, if selected by GBFB, to provide selected food products from the Turkey Bid Sheet to GBFB, Worcester County Food Bank and Merrimack Valley Food Bank. Food products are to be delivered to the locations and during the months specified in the Turkey Bid Sheet.

1. The food products must meet the requirements as established under the following regulations and by submission of this bid, the Company certifies that, in the event it is the successful bidder, it shall operate in accordance with and comply with all such requirements and related laws:
 - United States Government, Department of Health and Human Services
 - United States Government, Department of Agriculture
 - Commonwealth of Massachusetts, Department of Public Health
 - Commonwealth of Massachusetts, Department of Agricultural Resources
 - Commonwealth of Massachusetts, Department of Education, Nutrition Programs and Services
 - All other applicable laws and regulations
2. The Company must provide food safety information for the manufacturing sites for any labels bid. For each label, The Company must provide a Letter of Continuing Material Guarantee, a document signed by someone in position of authority stating that the material to be shipped to The MA Food Banks is guaranteed not to be adulterated or misbranded within the meaning of the Federal Food, Drug and Cosmetic Act, and not an article which may not, under the provisions of sections 404, 505, or 512 of the act, be introduced into interstate commerce. The Company must also include **one** of the following manufacturing site specific documents for each manufacturer bid:
 - A GFSI (Global Food Safety Initiative) recognized food safety certification and audit (e.g. SQF, BRC, FSSC 22000);
 - In the absence of a GFSI-certified audit, a food safety audit by another third party auditor may be acceptable;

Any questions regarding food safety information requirements can be directed to Dan O'Neill (contact information above).

3. The Turkey Bid Sheet (Attachment A) is a list of items for bid. The Company should complete the price per pound that GBFB will be charged as well as the brand(s) and anticipated production dates. All prices are **delivered prices** (Price per pound includes FOB + delivery to destination) within the delivery dates, and to the locations indicated. The Company must completely fill out the Bidder Questionnaire (Page 4 and 5 of Bid).
4. **Bids are due either electronically (via e-mail) or by sealed hard copy and must be sent as a complete package to Dan O'Neill: doneill@gbfb.org and Lauren Parr: lparr@gbfb.org – 70 South Bay Ave., Boston, MA, 02118 – by close of business or 4:30**

PM on Wednesday, March 6, 2024. Any bid received after the time specified for receipt may not be considered. Bids may be withdrawn or modified at any time prior to 4:30 PM on **March 6, 2024**. All bids received by GBFB may be made available for public inspection.

5. Subject to the following sentence, the contract will be awarded on or before **Wednesday, March 13, 2024** to the company whose bid is most responsive and most advantageous to GBFB, based on price, adherence to product specifications, quality and dating of product, ability to service all locations, contractor integrity, record of past performance, and compliance with public policy. Pursuant to The General Laws of Massachusetts Chapter 7, Section 23B & 22O, special consideration and preference will be given to any bids that are either: produced in Massachusetts, produced by a Massachusetts manufacturer, or supplied to the MA Food Banks from a Massachusetts based company.
6. All purchases will be made according to the Food Product Purchasing Agreement, a sample of which is attached as Attachment B. A copy of the signed bid acceptance, the Company's accepted bid and a completed Food Purchasing Agreement will be returned to the Company upon acceptance of the bid. Pursuant to 801 CMR 21.07(1)(c) of the Code of Massachusetts Regulations, The Greater Boston Food Bank reserves the right to negotiate on any specific item or item(s), which results in lower costs or in a more cost effective or better value than was presented in the Bidder's originally selected response. Until signed by GBFB, the Food Product Purchasing Agreement will not be enforceable by either party.

As stated in the Food Product Purchasing Agreement, all deliveries must include a bill of lading stating number of cases and actual net weight of the product being delivered. All invoices must be made at the per pound price specified in the accepted bid and must reflect the actual net weight received as noted on the bill of lading accompanying delivery.

7. Funding for the purchase of this food is provided through the Massachusetts Department of Agricultural Resources, and The Company acknowledges that additional terms and conditions may be included in the Food Product Purchasing Agreement based on the final agreement between GBFB and that Department, which in turn will become a part of the Food Product Purchasing Agreement. The Department of Agricultural Resources is an affirmative action/equal opportunity employer. Women, minorities, veterans and handicapped persons are encouraged to bid.
8. Attachment A to this Bid, the Turkey Bid Sheet shall be the same as Attachment A to the Food Product Purchasing Agreement.

FISCAL YEAR 2025 INVITATION FOR BID

BIDDER QUESTIONNAIRE

1. List three customers you have provided food products that you have bid to in the last twelve months, including the name and address of the company, a contact person, and a phone number for the contact person:

1. Name: _____

Address: _____

Contact: _____

Phone: _____

2. Name: _____

Address: _____

Contact: _____

Phone: _____

3. Name: _____

Address: _____

Contact: _____

Phone: _____

2. Length of time the Company has been in the food distribution business: _____

3. List products bid that are grown or processed in Massachusetts:

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- Bidders Initials