

ATTACHMENT "B"
Boys & Girls Clubs of Martin
INSTRUCTIONS FOR COMPLETING BID RESPONSE SHEETS

Column (A) Bid Item Number: Bid item number.

Column (B) Item Description: Brief description of bid item.

Column (C) Class/Location: Brief description of class/location of bid item.

Column (D) Desired No. of Units Per Case: Description of current pack size for bid item.

Column (E) Brand/Product Code Number: Enter the brand/manufacturer of the item being bid. Enter the manufacturer's code number that uniquely identifies the item being bid. List all product code numbers and their description if 'variety' is indicated in item description.

Column (F) Bid Unit: Description of unit size of item for purposes of the bid.

Column (G) Vendor No. of Units per Case: Enter the pack size of the item being bid.

Column (H) Bid Unit Cost: Enter the cost of the bid unit as defined in Column (G).

Column (I) Full/Broken Fixed Delivery Fee: Enter the full/broken fixed delivery fee for bid item. In the example below, the fixed fee per full case being bid is \$1.75. The fee for an item packed 6 units per case, would be prorated at 1/6 of the fee for a full case (.2916 rounded to .29).

Column (J) Total Delivered Cost: Automatically calculates the cost of the bid unit plus the full/broken fixed delivery fee for the bid item.

Column (K) Minimum Item Requirement: Lists minimum item requirements.

EXAMPLES

(A) BID ITEM NO.	(B) ITEM DESCRIPTION	(C) CLASS / LOCATION	(D) DESIRED NO. OF UNITS PER CASE	(E) BRAND/ PRODUCT CODE NUMBER	(F) BID UNIT	(G) VENDOR NO. OF UNITS PER CASE	(H) BID UNIT COST	(I) FULL/ BROKEN DELIVERY FEE	(J) TOTAL DELIVERED COST	(K) MINIMUM ITEM REQUIREMENT
14	JUICE, ORANGE CUP 4OZ, 100% FRUIT JUICE	COOLER	72/4 oz	M & B Products	Case	72/ 4oz	10.80	1.75	12.55	Acceptable Brand: M & B Juice, orange, 100% fruit juice, pure pack, ecopack container, plastic cup or pouch, 4 oz individual container.
85	SPICE, CUMIN GROUND **	DRY STORAGE	1/16 oz	Badia 206611	Each	1/ 16 oz	4.75	..29	5.04	Cumin, ground, one container. **

** Indicates items that will purchased as a broken unit from the full case pack.