

ALABAMA'S STATEWIDE PROCUREMENT SYSTEM
SCHOOL SYSTEM REQUEST FOR PRODUCT PLACEMENT ON STATE BID

NAME OF SCHOOL SYSTEM/DIRECTOR SUBMITTING THE REQUEST: (Please print or type information)

DISTRICT: _____ DIRECTOR: _____

PHONE: _____ FAX: _____ EMAIL: _____

The product Advisory Committee is an ongoing part of our Statewide Procurement System. This committee must approve every product prior to inclusion on the state bid.

A school system that would like to have product(s) considered by the committee must provide the following information on each item. All items submitted must be available from at least two manufacturers.

ITEM/PRODUCT DESCRIPTION: _____

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	<u>BRAND A</u>	<u>BRAND B</u>	<u>BRAND C</u>
• Brand names of product:	_____	_____	_____
• Product code:	_____	_____	_____
• Label attached:	yes ___ no ___	yes ___ no ___	yes ___ no ___
• Nutritional Analysis:	yes ___ no ___	yes ___ no ___	yes ___ no ___
• CN Label	yes ___ no ___	yes ___ no ___	yes ___ no ___

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Contact manufacturer to determine minimum case order required from the manufacturer for shipment to the distributor.

	<u>BRAND A</u>	<u>BRAND B</u>	<u>BRAND C</u>
• Minimum case order	_____ cases	_____ cases	_____ cases
• Manufacturer contact person:	Name _____	Name _____	Name _____
	Phone # _____	Phone # _____	Phone # _____
• Indicate product shelf life	_____	_____	_____
• Indicate your guaranteed monthly usage	_____ cases		

Was student testing completed? Yes ___ No ___ Date of student testing _____

Percent of acceptability by students _____% Is student testing documentation on file? Yes ___ No ___

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Date submitted _____

Director Signature _____

Please mail this completed form with necessary information to:

Perry Fulton, Director
Child Nutrition Programs
State Department of Education
P. O. Box 302101
Montgomery, AL 36130-2101