General Conditions- Reverse Auctions

ALL BIDS SUBMITTED SHALL BE IN COMPLIANCE WITH ALL CONDITIONS SET FORTH HEREIN. THE BID PROCEDURES FOLLOWED BY BOSWELL REGIONAL CENTER WILL BE IN ACCORDANCE WITH THESE CONDITIONS. THEREFORE, ALL BIDDERS ARE URGED TO READ AND UNDERSTAND THESE CONDITIOND PRIOR TO SUBMITTING A BID.

1. DEFINITIONS

The use of the word "agency" in any Bid invitation solicitation or specification shall be intended to mean Boswell Regional Center.

2. Preparation of bids

2.1 Bids and/or Quotes may be submitted through the State of Mississippi's e-procurement system (MAGIC) or in person to Boswell Regional Center. Paper bids are allowed. All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed, in ink, by the person signing bid.

2.2 To submit bids electronically, bidders must ensure they are registered in the MAGIC system and have received a login, password, and supplier number and that all technical requirements have been met.

2.3 If a bidder is unwilling or unable to participate through MAGIC, a Boswell representative can enter the Vendor's bid(S) manually (i.e. Surrogate bidding).

2.4 Bidders participating in person by surrogate bidding must so indicate in their response to the initial Request for Quote- Formal (RFQF).

2.5 Failure to examine any drawings, specification, and instructions will be at bidder's risk.

2.6 Price each item separately. Unit prices shall be shown. Bid prices must be net.

2.7 It is understood that reference to available specification shall be sufficient to make the terms of such specification binding on the bidder.

2.8 Bidder must furnish all information requested in the bid specifications. Further, when required, each bidder must submit for bid evaluation cuts, sketches, descriptive literature and technical specifications covering the product offered. Reference to literature submitted with a previous bid or on file with Boswell will not satisfy this provision.

2.9 Sample of items, when requested, must be furnished free of expense, and if not destroyed in testing will, upon request, be returned at the bidder's expense. Request for the return of samples must be made within ten (10) days following opening bids. Each individual sample must be labeled with bidder's name,

manufacturer's brand name and number, State of Mississippi commodity number, bid number and item reference.

2.10 Time of performance. The number of calendar days in which delivery will be made after receipt of order shall be indicated in the bid specification.

3. BID SUBMISSION

3.1 When submitting a bid electronically, the authorized signature may be typed or be an electronic signature.

3.2 Bids and modifications or corrections received after the closing time specified will not be considered.

3.3 When submitting the response to the RFQF in MAGIC, bidder must ensure all questions have been answered within the RFQF and all proposed items in bid have a response.

3.4 Bidders submitting paper responses should submit responses to Boswell by the response deadline.

4. ACCEPTANCE OF BIDS

Boswell reserves the right to reject any and all bids, to waive any informality in bid and unless otherwise specified by the bidders, to accept any item on the bid. Boswell reserves the right to modify or cancel in whole or in part the Invitation for Bids.

If a bidder fails to state the time within which a submitted bid will expire, it is understood and agreed that Boswell shall have 60 days to accept.

5. ERROR IN BID

If a vendor is participating in a Live Auction, the vendor can notify Boswell in the event of an erroneous bid via the chat message feature. Erroneous bids, where the mistake is apparent to Boswell, may be deleted during the live auction.

6. SPECIAL DISCOUNT PERIOD

Time in connection with a special discount offered will be computed from the date of delivery at destination or from the date correct invoices are received, if the latter date is later than the date of delivery. Cash discounts will not be considered in the award process.

7. AWARD

7.1 Contracts and purchases will be made or entered into with the lowest responsible bidder meeting specification, except as otherwise specified in the bid specifications. Where more than one item is specified in the specifications, Boswell reserves the right to determine the low bidder either on the basis of the individual item(s) or on the basis of all items included in its Invitation for Bids, or as expressly provided in the State's Invitation for Bids.

7.2 Unless the bidder specified otherwise in the bid, Boswell may accept any item or group of items of any kind.

7.3 A written purchase order or contract award furnished to the successful bidder within the time of acceptance specified in the Invitation for Bid results in a binding contract without further action by either party. The contract shall consist solely of these General Conditions, the Instruction and Special Condition, the successful bidder's bid, and the written consent of Boswell.

8. INSPECTION

Final inspection and acceptance or rejection may be made at delivery destination, but all materials and workmanship shall be subject to inspection and test at all times and places, and when practicable. During manufacture, the right is reserved to reject articles which contain defective material and workmanship. Rejected material shall be removed by and at the expense of the materials or supplies of the contractor promptly after notification or rejection. Final inspection and acceptance or rejection of the materials or supplies shall be made as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the State or any subdivision thereof for such materials or supplies as are not in accordance with the specification. In the event necessity requires the use of materials or supplies not conforming to the specification, payment therefore may be made at a proper reduction in price.

9. TAXES

Boswell Regional Center is exempt from federal excise taxes and state and local sales or use taxes and bidders must quote prices which do not include such taxes. Exemption certificates will be furnished upon request. Contractors making improvements to, additions to or repair work on real property on behalf of Boswell are liable for any applicable sales or use tax on purchase of tangible personal property for use in connection with the contracts. Contractors are likewise liable for any applicable use tax on tangible personal property furnished to them by Boswell to use in connection with their contracts.

10. GIFTS, REBATE, GRATUITIES

10.1 Acceptance of gifts from bidders is prohibited. No officer or employee of OPTFM, nor any head of any state department, institution or agency, nor any employee of any state department, institution or agency charged with the responsibility of initiating requisitions, shall accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract for the purchase of materials, supplies, or equipment for the State of Mississippi may be awarded, by rebate, gifts, or otherwise, any money or anything of value whatsoever, or any promise, obligation or contract for future rewards or compensation.

10.2 Bidding by state employees is prohibited. It is unlawful for any state official or employee to bid on, or sell, or offer for sale, any merchandise equipment, or material, or similar commodity to the State during the tenure of his or her office or employment, or for the period prescribed by law thereafter, or to have any interest in the selling of the same to the State.

11. BID INFORMATION

Bid information and documents may be examined pursuant to the Mississippi Public Records ACT of 1983, MS Code 25-61-1 et SEQ.

12. PRECEDENCE

Bids shall be made and the contract shall be entered into in accordance with the General Conditions as hereinafter amended and modified. Should a conflict exist between the General Conditions and the Instructions, and Special Conditions, the Instructions and Special Conditions shall take precedence.

13. COMPETITION

There is no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the U.S. Government. Bidders may bid lower than the U.S. Government contract price without any liability as the State is exempt from the provisions of the Robinson-Patman Act and other related laws. In addition, the U.S. Government has no provisions in any of its purchasing arrangements with a bidder whereby a lower price to the State must automatically be given to the U.S. Government.

14. WAIVER

Boswell reserves the right to waive any General Condition, Special Condition, or minor specification deviation when considered to be in the best interest of the state.

15. CANCELLATION

Any contract or item award may be canceled with or without cause by Boswell with the giving of 30 days written notice of intent to cancel. Cause for the State to cancel may include, but not limited to, cost exceeding current market prices for comparable purchases; request for increase in prices during the period of the contract; or failure to perform to contract conditions. The Contractor will be required to honor all purchase orders that were prepared and dated prior to the date or expiration or cancellation if received by the Contractor within a period of 30 days following the date of expiration or cancellation. Cancellation by Boswell does not relieve the Contractor of any liability arising out of a default or nonperformance. If a contract is canceled by Boswell due to a Contractor's request for increase in prices or failure to perform, that Contractor will be disqualified from bidding for a period of 24 months. The Contractor may cancel a contract for cause with the giving of 30 days written notice of intent to cancel. Cause for the Contractor to cancel may include, but not limited to the item(s) being discontinued and/or unavailable from the manufacturer.

16. SUBSTITUTION DURING CONTRACT

During the term of a contract, if adequate documentation is provided that supports the claim that the contract item(s) are not available, items which meet the minimum specifications may be substituted if approved by Boswell and the substitution are deemed to be in the best interest of the State.

17. APPLICATION

It is understood and agreed by the bidder that any contract entered into as a result of this Invitation for Bids is established for use by state agencies and all purchases made by these agencies for products included under the provisions of the contract shall be purchased from the bidder receiving the award unless exempt by special authorization from the OPTFM.

Under the provisions of Section 31-7-7 Mississippi Code of 1972, Annotated, the prices offered herein shall be extended to the governing authorities. However, the governing authorities, by provisions of section 31-7-12 Mississippi Code, may purchase products covered by state contracts from any source offering an identical product at a price that does not exceed the state contract price.

Employees of the OPTFM have acted exclusively as agents of the State for the award, consummation, and administration of the contract and are not liable for any performance or nonperformance by the state agencies that utilize the contract.

18. ADDENDA

Addenda Modifying plans and/or specifications may be issued if time permits. No addendum will be issued within a period of two (2) working days prior to the time and date set for the bid opening. Should it become necessary to issue an addendum within the two (2) day period prior to the bid opening, the bid date will be reset to a date not less than five (5) working days after the date of the addendum, giving bidders ample time to comply with the addendum When replying to a bid request on which an addendum has been issued, and the specifications require acknowledgement, the bid shall indicate that provisions of the addendum have

been noted and that the bid is being offered in compliance therewith. Failure to make this statement may result in the bid being rejected as not being in accordance with the revised specifications or plans.

19. NONRESPONSIVE BIDS

Nonresponsive bids will not be considered. A non-responsive bid is considered to be a bid that does not comply with the minimum provisions of the specification. Any bidder found to repeatedly offer alternated products that are not compliant with specifications in an attempt to obtain a contract on the basis of pricing only will be disqualified from bidding for a period of 24 months.

20. SPECIFICATION CLARIFICATION

It shall be incumbent upon all bidders to understand the provisions of the specifications and to obtain clarification prior to the time and date set for the live auction or bid opening. Such clarification will be answered only in response to a written request submitted in a specified amount of time set by Boswell. Boswell reserves the right to specify a time frame in which clarification request shall be made.

21. PRE-QUALIFICATION PROCESS

21.1 The purpose of the RFQF is to advertise the competitive procurement for solicitation of formal quotes from potential bidders to participate in the Reverse Auction. Boswell will be responsible for defining product categories, adding bidders, and publishing all bid related documents in the procurement portal. Once the responses have been received and the Opening Date has been reached, Boswell will review the submission to qualify bidders and determine a starting price for reverse auction items.

21.2 The invitation for Bids/RFQF shall be advertised in accordance with Section 3.106.05.4 of the Mississippi Procurement Manual. Boswell shall advertise for 14 consecutive days in accordance with section 31-7-13 © (I) (1) of Miss. Code ann. Responses to the RFQF will be due on the 8th working day after the last day of advertisement.

21.3 Responses to the RFQF will be reviewed by Boswell for responsiveness to specifications. Price quotes received will be evaluated in conjunction with other market research to determine the starting price for the Auction.

21.4 Boswell will accept bidder responses in MAGIC who have qualified meeting RFx specifications. Bidders not meeting specifications will not be allowed to participate in the Auction.

21.5 Once qualified, Boswell will notify the vendor of qualification and the date of the Live Auction via email. After receiving the confirmation email, bidders should review/ensure technical requirements for MAGIC have been met or confirm participation in person.

21.6 It is requested that bids be submitted on the basis of statewide distribution. Contractors must maintain adequate distribution capabilities and adequate stock of all items to insure prompt delivery.

22. FIRM BID PRICE

Prices accepted from bidder submissions shall be firm for the term of the contract except that the State shall receive the benefit of any price decrease in excess of five (5) percent. The Contractor must provide written price reduction information within ten (10) days of its effective date.

23. CONTRACT EXTENSION

23.1 Automatic contract renewals or extension are not allowed. Contracts must be extended or renewed with the proper documents signed or approved by OPTFM.

23.2 Boswell reserves the right to extend the term of a contract, when necessary. To continue a source of supply whenever new or replacement contracts are not completed prior to the expiration date. Such extensions are dependent upon the agreement of the Contractor and shall not exceed three (3) months.

24. SUSPENSION AND DEBAREMENT

By submitting a bid, the bidder is certifying that neither the bidder nor any potential subcontractors are debarred or suspended or are otherwise excluded from or ineligible for participation in federal assistance programs.

25. ASSIGNMENT

The Contractor shall not assign or subcontract in whole or in part, its right or obligations under this agreement without prior written consent of Boswell.

26. INDEMINIFICATION

Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the State of Mississippi, its Commissioners, Board Members, Officers, employees, agents, and representatives from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever, including, without limitation, court costs. Investigative fees and expenses, and attorneys' fees, arising out of or caused by Contractor's and/or its partners, principals, agents, employees, and/or subcontractors in the performance of or failure to perform this Agreement. In the State's sole discretion, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the State; Contractor shall be solely liable for all reasonable cost and/or expenses associated with such defense and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc., without the State's concurrence, which the State shall not unreasonably withhold.

27. Live Auction

27.1 Notification of Auction Start date and time will be sent via email to qualifying bidders. If a bidder is unwilling or unable to participate through MAGIC, a representative from Boswell can enter the Vendor's bid(s) manually (i.e. Surrogate Bidding). If a bidder elects to participate via Surrogate Bidding, the bidder must be physically present at the public bidding location, with the means to submit written bids for each offer made and signed by an authorized agent of the Vendor. A Bid Form will be provided to the Vendor at the start of the Auction. This form will not be returned to the bidder but will become a part of the Bid Documentation for Evaluation by Boswell.

27.2 The Auction time may be extended at the discretion of Boswell. Examples of reasons to extend an auction include, but are not limited to, technical difficulties experienced by Boswell or bidder, the need to pause the Auction, or bids placed within the last few moments of bidding.

27.3 Communications with bidder participating electronically during the Auction may be done via the Live Chat Feature, Boswell has the ability to send messages to particular bidders or broadcast to all bidders. Bidders can only communicate with Boswell, not other bidders.

27.4 Bidders may be removed from a Live Auction for improper conduct, including but not limited to profanity, threats, consistently entering erroneous or extremely low bids, or other disruptive behavior.

28. Force Majeure

If Boswell is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemic, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all bidders, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the agency until the new date and time of the bid opening as set forth herein. Boswell shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of Boswell as a result of a Force Majeure Event. Each bidder shall be required to ensure the delivery and receipt of its bid by Boswell prior to the new date and time of the live auction or bid opening.

Reverse Auction Overview

HB 1109 of the 2017 Regular Session, effective January 1st, 2018 has mandated reverse auctions to be the primary method to receive competitive bids within the State of Mississippi. A reverse auction is a real-time electronic procurement practice in which suppliers compete online to bid freely on specified items within an allotted timeframe. Prices will be entered into a secure web-based procurement portal in decrements. The vendor with lowest price, meeting bid specifications, in most cases will be awarded a contract. Reverse auctions will not be used for any public contracts for design or construction of public facilities, including buildings, roads and bridges.

The State of Mississippi requires vendors to register in MAGIC (Mississippi Accountability System for Government Innovation and Collaboration) to compete for bid opportunities published by State agencies conducted via reverse auction. **State of Mississippi Supplier Registration**. The registration is free of charge, and vendors receive the pleasantries of automatic email notifications of all Mississippi bid opportunities for selected product categories. Current vendors, who have completed registration prior to January 1st, 2018, will not have to re-register to participate.

In addition to the registration, all bidders will be required to confirm compliance with all administrative and technical requirements prior to the start date and time of the reverse auction. All reverse auctions conducted by State agencies will specify the time and date of when the auction will take place within the bid proposal. Proposals will contain item specifications, and the estimated time to enter pricing. Pricing decrements will be set and sellers compete to offer lower bids than their competitors. At the expiration of the auction, bids will rank from highest to lowest. The buyer may award the contract to the vendor with the highest ranking bid (lowest price) that meets specs.

Reverse Auction Benefits:

- Free of charge- The State of Mississippi does not charge any initial fees for MAGIC registration nor is a fee payable after the contract is awarded and executed via reverse auction.
- Automatic reverse auction bid opportunities notifications- vendors will receive emails of all reverse auction bid opportunities for product categories chosen at the time of registration.
- Real-time transparent view of competitor's pricing- all bidders will have access to prices entered by all companies competing for the award. The auction gives all potential awardees updates in seconds to determine how they rank and get insight on competitor's pricing intelligence.
- Real-time question and answering during bidding –bidders can chat messages that are visible to only the agency buyer
- Reduction of time to award contracts – awarding bids is almost instantaneously. Buyers and bidders are able to justify the winning bid. But offers must still be evaluated to ensure awardee is compliant with all bid requirements.

REVERSE AUCTION QUICK REFERNCE GUIDE

Is there a fee for using Reverse Auctions in MAGIC?

No. The State of Mississippi will not charge any additional fees for products or services purchased through Reverse Auctions in **MAGIC**.

How do I register as a Vendor in MAGIC?

Vendors who are new to MAGIC may visit the Vendor Information page on DFA's Web Site, or register online, Vendor Registration.

To log into MAGIC, open the following URL: https://portal.magic.ms.gov/irj/portal

What are the Password Requirements?

Passwords must be at least 8 characters long.

Passwords must contain at least one uppercase letter.

Passwords must contain at least one number.

What are the technical requirements for using Reverse Auctions?

Acceptable Internet Browser(s) -

- Microsoft Internet Explorer (IE) version 11
- Google Chrome with a Chrome extension called "IE Tab Extension" installed/enabled

Note: Pop-up blocker must be turned off.

Java
Reverse Auction requires Java version 6.30 or higher. Java can be downloaded from following Web site: https://www.java.com/en/download/

How do I participate in a Reverse Auction?

Be registered in MAGIC

Ensure you meet the technical requirements.

Respond to the RFx (RFQF) and with a bid response that meets the bid qualifications. Instructions for creating a response to an RFx are available here, RFx Response -Supplier Self Service.

Can anyone participate in a Reverse Auction?

Anyone can participate in the pre-qualifying RFQF. Only bidders who submit a qualifying response to the RFx (RFQF) are invited to participate in the Reverse Auction.

How do I find RFQF Bid opportunities?

Bid opportunities may be found on the MS Procurement Portal, (RFx) Procurement Opportunities or by searching in MAGIC.

Are all products or services required to use Reverse Auctions?

No. Only basic commodity procurements require Reverse Auctions (i.e. office supplies, furniture, vehicles). Information Technology products, construction contracts, and most service procurements do not require use Reverse Auctions.

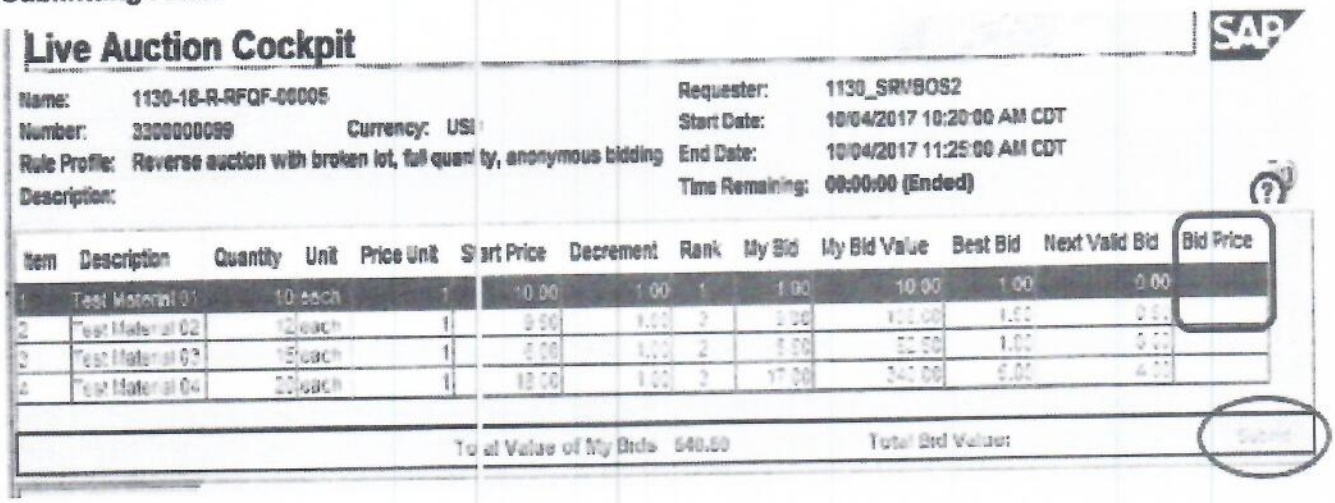
If I submit an erroneous bid or need technical support, who do I contact?

- During the Reverse Auction – Send a message via the Chat feature to the Auction Monitor (Agency Buyer) who is monitoring the Reverse Auction. Chatting during the Reverse Auction should be limited to this such as erroneous bids or technical issues.
- Prior to the Reverse Auction - Contact the MAGIC Help Desk at mash@dfa.ms.gov.

Where can I find complete Reverse Auction instructions for the Bidder?

Complete step by step instructions for the Reverse Auction Bidder's Guide can be found on the Vendor Information page of DFA's Website.

Submitting Price:



Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Material C1	10	each	1	10.00	1.00	1	1.00	10.00	1.00	0.00	
2	Test Material C2	12	each	1	9.50	1.00	2	9.50	132.00	1.50	0.50	
3	Test Material C3	15	each	1	6.00	1.00	2	5.50	82.50	1.00	0.00	
4	Test Material C4	20	each	1	18.00	1.00	3	17.00	340.00	5.00	4.00	

Definitions:

Start Price – starting bid price of the item (Bids higher than the start price will not be accepted.)

Bid Decrement – the minimum amount by which a Seller's total bid price must decrease when submitting a bid

Best Bid – the current best bid

Next Valid Bid - determined by the Best Bid minus the bid Decrement amount

How to respond to a RFX link: http:/ /uperform.magic.ms.gov/gm/folder-1.11.7512?originalContext=1.11.85[]7

RFX procurement opportunities Linl : https://www.ms.gov/dfa/contract_bid_search/Home/Sell

If you wish to make a response via ɼ erson, We will have someone at Boswell to assist.

BOSWELL REGIONAL CENTER
P. O. BOX 128
1049 Simpson Highway 149
MAGEE, MS 39111
(601) 867-5000

DAIRY CONTRACT/BOSWELL MAC

Sealed bids will be received in the business office of Boswell Regional Center for the purchase of Milk for Boswell Regional Center, Magee, Mississippi and for The Mississippi Adolescence Center, Brookhaven, Mississippi. The Purpose of the Bids are to establish a base price for entering into a reverse auction. Deadline for receiving bids is 10:00 a.m., Monday, May 10, 2021. All items must be f.o.b. institution. All items must meet the specifications. All bid prices must stand firm for the duration of the contract period. All items must be bid on to be a responsive bidder. The winner of the reverse auction that will be held on May 17th 2021 at 10:00 A.M, will be the bidder that meets all specification on both locations and are the lowest price. Boswell reserves the right to extend this time to a later date if needed in order to complete the pre-qualifying process prospective Bidders. No award will automatically result from the reverse auction, and Boswell will review the results of the reverse auction and make a determination in a timely manner. Only one Bidder will win the auction for all locations. Bidders may issue response by mail to the above address, in person, email to bpurser@brc.ms.gov, or in the Mississippi Accountability System for Governmental Information and Collaboration System.(MAGIC) **All Vendors must provide all technical specifications of the bid in the bid packet.**

NOTE ANY DEVIATION FROM SPECIFICATIONS

ITEM NO.	QUAN-TITY	UNIT	ITEM	UNIT PRICE	TOTAL PRICE
(1)	6	1 gal	(More or Less Weekly) 2% Low-fat Milk, one gallon jugs, made from Grade A homogenized, pasteurized milk, no flavoring added.	$_____	$_____
(2)	650	½ pt	(More or Less Weekly) 2% low fat milk, half-pint cartons, made from Grade A pasteurized milk, no flavorings added.	$_____	$_____
(3)	250	½ pt	(More or Less Weekly) fat free Chocolate Milk, half-pint cartons, made from Grade A pasteurized milk, specify milk fat_____	$_____	$_____
(4)	2	1 gal	(More or Less Weekly) Buttermilk, one gallon jugs, made from Grade A pasteurized milk, no flavorings added.	$_____	$_____

BOSWELL REGIONAL CENTER
P. O. BOX 128
1049 Simpson Highway 149
MAGEE, MS 39111
(601) 867-5000

DAIRY CONTRACT/BOSWELL MAIN CAMPUS

NOTE ANY DEVIATION FROM SPECIFICATIONS

ITEM NO.	QUAN-TITY	UNIT	ITEM	UNIT PRICE	TOTAL PRICE
(1)	12	1 gal	(More or Less Weekly) 2% Low-fat Milk, one gallon jugs, made from Grade A homogenized, pasteurized milk, no flavoring added.	$_____	$_____
(2)	2000	½ pt	(More or Less Weekly) Skim Milk, half-pint cartons, made from Grade A pasteurized milk, no flavorings added.	$_____	$_____
(3)	300	½ pt	(More or Less Weekly) Low-fat Chocolate Milk, half-pint cartons, made from Grade A pasteurized milk, specify milk fat_____	$_____	$_____
(4)	1000	½ pt	(More or Less Weekly) 2% Low-fat Milk, half-pint cartons, made from Grade A homogenized, pasteurized milk, specify milk fat_____	$_____	$_____
(5)	24	1 gal	(More or Less Weekly) Skim Milk, one gallon jugs, made from Grade A pasteurized milk, no flavorings added.	$_____	$_____

GRAND TOTAL $_____

Purchase Orders will be written as needed by Boswell Regional Center.
APPROXIMATE DELIVERY SCHEDULE: 2 times per week (Tuesday, Thursday)

DAIRY CONTRACT
3 Boswell Regional Center

Delivery MUST BE BETWEEN 4:30 am & 1:00 pm

BID TO BE TYPEWRITTEN OR IN PEN & INK
BID ACCEPTED ONLY WHEN SUBMITTED ON THIS FORM

Firm_____ Date_____

Signature(Signature and Printed)_____

Address_____

Telephone_____

Fax_____