

DAIRY PRODUCT BID SPECIFICATIONS

1. **PRODUCT** - It is the responsibility of the successful bidder to assure product freshness at all times. All dairy products are to have an expiration date of not less than five (5) days after the delivery date.
2. **PACKAGING** – Milk cartons shall be received in cleaned and sanitary crates.
3. **DELIVERY** - It is the responsibility of the successful bidder to place all deliveries in proper areas within the school. All sales invoices must be reviewed and signed by an authorized school employee.
4. **EXCESS MILK** - Excess milk is to be picked up for credit, prior to school breaks and on the last day of school in May, unless product has adequate shelf life to be useable upon return from vacation. A school calendar will be available for your information.
5. **PAYMENTS** - Payment of account will be made within 30 days of receipt of monthly statements. All bills are to be sent to:

Furlow Charter School Nutrition Program
63 Valley Drive
Americus, GA 31709
Attn: Stephanie Duff

Statements are to clearly identify school site activity and show a total amount due for each week's activity. Any errors or past due balances must be submitted for review and payment requested within 30 days of receipt of payment.

6. **CREDITS** - Credits will be given by the supplier for any product shortage, defective packages or unsatisfactory products as deemed by the School Nutrition Department. All deficiencies need to be noted, dated and initialed by the driver and SN employee on the invoice.