

# Invitation for Bid and Contract

## — At-a-Glance Checklist —

Fax the complete bid packet to me for approval at 217.524.6124.  
(See below)

- ◆ Complete 15-page bid packet including:
  - Sections A through G
  - Schedule A—Listing of your program sites
  - Schedule B—Menus
  - Schedule C—Meal pattern requirements
  - Schedule D—Product specifications
- ◆ Bid Criteria and Responsiveness form
- ◆ Attachments
  - Bid Rigging Certification
  - Certification Regarding Debarment, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
  - If the estimated contract cost is \$100,000 or more, you must also include:
    - Certification Regarding Lobbying form
    - Disclosure of Lobbying Activities form
- ◆ List of vendors you will mail the packet to (at least four)
- ◆ Copy of cover letter to be included with the Invitation for Bid
- ◆ Copy of the advertisement you will send to the newspaper. You **CANNOT** send this to the newspaper until your complete packet has been approved.

*The packet you send to the Illinois State Board of Education for approval must be an exact duplicate of what goes to vendors and should include all of the information above. If you have any questions, please call Amy Bianco at 800.545.7892.*