**Bid Generator Mail Merge Cheat Sheet**

April 16, 2025

**District Profile**

District Name: «=district\_name»

Bid Type: «=bid\_type»

City: «=city»

County: «=county»

School year: «=school\_year»

Number of enrolled students: «=enrolled\_students\_number»

Number of delivery sites: «=delivery\_locations\_count»

Local percentage: «=local\_percentage»

**Contact information**

Title (“District Food Supervisor”): «=contact\_title»

Department name: «=contact\_department\_name»

Full name: «=contact\_full\_name»

Street address: «=contact\_mailing\_address\_street»

City: «=contact\_mailing\_address\_city»

State: «=contact\_mailing\_address\_state»

Zip: «=contact\_mailing\_address\_zip»

**Piggyback clause, add the if/endif tags below, content is for reference only:**

«allow\_piggyback:if»

Describe the piggyback clause

Piggyback option granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Piggyback option NOT granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

«allow\_piggyback:endIf»

Case demonstrated price start: «=case\_demonstrated\_price\_start»

Case demonstrated price end: «=case\_demonstrated\_price\_end»

Pricing period start: «=price\_period\_start»

Pricing period end: «=price\_period\_end»

**Price verification, add the if/endif tags below, content tags included:**

«price\_verified:if»

First price verification date: «=price\_verfication\_date\_1»

Second price verification date: «=price\_verfication\_date\_2»

First invoice verification date: «=price\_verfication\_invoice\_date\_1»

Second invoice verification date: «=price\_verfication\_invoice\_date\_2»

The following items are “price verification items” that require invoice copies for price verification: INSERT PRICE VERIFICATION ITEMS.

«price\_verified:endIf»

**Insurance**

Per incident (will not include $): $«=required\_insurance\_per\_incident»

Aggregate (will not include $): $«=required\_insurance\_aggregate»

Commercial Automobile Liability (will not include $): $«=required\_insurance\_automobile»

**Delivery Locations**

Delivery days: «=delivery\_days»

Number of deliveries total: «=total\_deliveries\_count»

Delivery location table, include the whole thing and style appropriately:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Delivery Locations | | | | |
| Location | Address | Delivery Times | Preferred Delivery Days | Number of Deliveries Per Week |
| «deliveries:each(delivery)» |  |  |  |  |
| «=delivery.name» | «=delivery.address» | «=delivery.delivery\_window» | «=delivery.delivery\_days» | «=delivery.deliveries\_per\_week» |
| «deliveries:endEach» |  |  |  |  |

**Evaluation Criteria**

Evaluation criteria table, include the whole thing and style appropriately:

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation Criteria | Description and Points Awarded | Points Based On | Max. Points |
| «scores:each(score)» |  |  |  |
| «=score.name» | «=score.point\_split\_descriptions» | «=score.point\_awarded\_basis» | «=score.value» |
| «scores:endEach» |  |  |  |
| TOTAL POINTS: | | | 100 |

**Vendor Questions**

«vendor\_questions:each(question)»

«=question»

«vendor\_questions:endEach»