

Submitting a “Fresh Sheet” to Walla Walla Public School (WWPS) Nutrition Services Department (NSD) – 2014

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A fresh sheet is regularly emailed or faxed from vendors (farmers) to buyers and details information about product type, pack size, volume available, price per pack and price per pound.

The school district is required to receive 3 price quotes for each item that they wish to purchase locally. A price listed on a vendor’s fresh sheet can be considered a price quote. If 3 separate vendors provide the district a price quote for a specific product and the price fits the district budget, there is no need for the district to request additional price quotes. Submitting regular fresh sheets could be advantageous to the vendor wishing to sell produce to the school district.

Regularly submitting information about available produce and price will also encourage the district to consider seasonal fruits and vegetables that aren’t typically purchased.

If you indicated on the vendor information questionnaire and/or the product questionnaire that you can provide a fresh sheet for a specific product, you may begin doing so at any time using the email and/or fax information at the top of the page. If the school wishes to purchase something listed, they will contact you with additional information about specifications, packaging and delivery.

When submitting a fresh sheet to WWPS – NSD keep in mind the minimum volume required to provide all 10 schools in the district, (listed on the product questionnaire), and the fact that the district needs to compare the different quotes provided at price per pound.

Please see below for examples of a fresh sheet.

Farm Name – phone number – email – fax number - DATE

Product	Unit	Price \$	Bulk Unit	Bulk Price
Onions	Lbs.	\$0.70/lbs	10 lbs. bag	\$0.65/lbs.
Tomatoes	20 lbs. flats	\$22/flat	5 flats or more	\$20/flat

Product	Unit	Price	Price/lbs.
apples	40 lbs. boxes	\$22	\$0.55/lbs.