



## DELMONTE FOODSERVICE BID POLICY

**Bid Requests:** Direct all bid requests to Al Calabrese (412.222.4286 phone, 412.222.4286 fax and email is [al.calabrese@delmonte.com](mailto:al.calabrese@delmonte.com) ). Bid requests must be submitted on the Del Monte Bid Request Form unless an alternate form has been pre-approved. Please allow for at least four (4) working days turn around time for Del Monte to process bid requests.

**Opening Dates:** The bid opening date is the date that bids are due to the requesting agency. The option date is Del Monte's *expiration date* of the bid pricing and is also the deadline for communication of awards to Del Monte. All Del Monte bids expire after 30 days from the bid opening date. If an extension is necessary, please request one promptly. If an extension is granted, the extension date must be documented by Del Monte on the original bid will be faxed back or emailed to the broker or, buying group.

**Name of agency and location:** The agency and its location, (i.e. the state in which the agency resides), are important for processing the bid effectively. Please complete the upper portion of the bid request form to ensure efficient processing.

**Prices:** All prices quoted are FOB. Freight and appropriate service charges are separate from bid pricing. For questions regarding freight charges, contact your Del Monte Foodservice Customer Service Representative (i.e. the person to whom you submit your Del Monte orders for product). Del Monte Foodservice will not protect bid award prices against a lower market price or trading level prices. Del Monte Foodservice will not honor any bid quotes not pre-approved by Del Monte Bid Administration.

**New Pack:** We occasionally bid "Subject to New Pack" when price is requested for product that will be delivered during or after new pack. A specific shipment or delivery date cannot be guaranteed. Bid awards that are "Subject to New Pack" will be shipped as soon as possible.

**Distributors:** Del Monte quotes prices to established distributors. Only those distributors having established credit with Del Monte and an active Del Monte customer number are qualified to participate in Del Monte's bid process.

**Grading and Stamping:** All bid requests must indicate if USDA grading and stamping is required. If no reference is made to grading and stamping, it will be assumed that grading and stamping is not needed. Allow at least Four (4) weeks lead time for USDA grading and stamping. Additional charges apply for grading and stamping.

**Product specifications:** Del Monte offers high quality products through its bid program. As such, requests for unique specifications such as drain weight or current year pack will not be honored. Should a state or local bidding agency specify certain requirements, it is the responsibility of the broker/group to ascertain whether or not Del Monte's specifications meet those of the requesting agency. Product specifications can be found in the Del Monte Foodservice Product Reference Guide which is provided to all brokers/ groups.

**Special Payment Arrangements:** Prior to receiving bid pricing, approval must be secured from Del Monte Credit for shipments of awards that exceed the distributor's line of credit.

**Minimum Quantities:** Del Monte Foodservice policy limits bid pricing to a minimum of 224 cases per item.

**Alternate Items:** Occasionally, Del Monte Foodservice will bid an alternate item when possible rather than "no bidding" the requested item. This is usually noted as "Alt" on the returned Bid Request Form.

**Awarding Bids:** Brokers must notify the Del Monte Bid Administrator in writing, of items awarded on a bid. This can be done by circling the awarded items, and writing the words "AWARDED" clearly on the bid form and faxing to the Bid Administration fax number (Fax 412.222.4286 or via email to [al.calabrese@delmonte.com](mailto:al.calabrese@delmonte.com)). If notification of an award is not faxed or emailed to the Bid Administrator prior to or on the option date, the bid is considered null and void. If an extension on the option date is required, please call and request an extension. Del Monte reserves the right to refuse an extension.

**Awarded Bid Notification:** Upon Del Monte receiving notification of a bid award, a 'Bid Award Number' will be assigned to the bid and faxed back to the originator (usually within three days). The "Bid Award Number" verifies Del Monte's receipt and acceptance of the awarded bid. The "Bid Award Number" must be used when entering all bid orders. Please do not attempt to order product prior to receiving the "Bid Award Number". If for some reason you did not receive the "Bid Award Number" in a timely manner, please contact the Bid Administrator (412.222.8341).

**Awarded Quantities:** Awarded quantities may not vary more than 10% +/- from the case quantity originally awarded. Del Monte commits the specified amount of product to the awarded bid assuring the customer product for purchase at the bid price quoted.

**Proof of Bid Award:** Del Monte reserves the right to require written proof of bid award from the bid agency. It is the responsibility of the broker (through distributor) to provide this information when requested by the Bid Administrator.

**Placing Orders:** All orders submitted for bids must include the "Bid Award Number". Del Monte tracks actual bid award shipments via the award number. Orders must be placed in pallet multiples (56 cases) with a minimum of one (1) pallet per item, per order.

**Ship Dates:** Bid pricing on awarded product will not be honored after the Final Ship Date noted on the confirmed Del Monte Bid Request. Ship dates for bids are confined to a one year time frame.

**Award Cancellations:** Del Monte Foodservice reserves the right to cancel non-performing awarded bids. At least 15% of the bid award must be shipped within the first 25% of the shipping period.

**Distributors Buyers Guarantee:** The Distributor/Buyer guarantees all product purchased from Del Monte Foodservice pursuant to the bid award will be shipped to the award agency only in full case quantities and at the bid award prices.

The Distributor/Buyer guarantees by advising Del Monte of a bid award they will, purchase only Del Monte product at the awarded price. If lower Del Monte promotion pricing is available during the ship period, the lower pricing will not be used in lieu of bid award pricing.

**Samples:** Del Monte does not ship samples for bid purposes.

**Force Majeure/Bids:** As a pre-condition to accepting this confirmation of bid pricing, the buyer agrees that Del Monte Foods, henceforth referred to as "DMF" shall not be liable to the buyer for DMF's delay or failure to perform any of its obligations hereunder which delay or failure to perform is due to pack shortfalls, fires, storms, floods, drought or other acts of God, government action, interruption or diminution of supply, disputes, failure of transportation or equipment, or other matters beyond the reasonable control of DMF. Where partial performance is possible, DMF will allocate the available goods among all buyers.

Del Monte Foods  
375 North Shore Drive  
Pittsburgh, Pa. 15237

**Bid Administration:**

Al Calabrese Tel. 412.222.8341

Fax: 412.222.4286

Email: [al.calabrese@delmonte.com](mailto:al.calabrese@delmonte.com)