

## **PROCEDURE FOR PLACING ORDERS FOR SACK LUNCHES:**

The authorized personnel responsible for ordering sack lunches will consult the vendors list, phone the vendor who bid the most economic price and inform that vendor of the quantity, selection and arrangements for pickup or delivery. If that vendor is unable to meet the requirements, the vendor next on the list will be contacted etc. The next time lunches are needed, the next vendor in line will be contacted. For example, if the top two vendors are contacted and cannot meet delivery requirements but the number three vendor can, the next time sack lunches are needed, vendor #4 will be contacted first. Then the next time sack lunches are needed vendor #1 will be contacted first. If, in one (1) day, all the primary vendors are contacted and none can meet delivery requirements, vendors not on the primary list will be contacted.

## **PAYMENTS**

Payments will be the responsibility of the ordering agency.