



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

August 25, 2020

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

RE: Child Nutrition United States Department of Agriculture (USDA) Food Values for School Year 2020-2021

The allocations for the USDA Food values for city and county public schools participating in the National School Lunch Program are attached. Utilizing available USDA Foods can provide your local Child Nutrition Programs with food products for just the cost of a per case delivery fee. Applicable storage and distribution fees for USDA Foods left in excess storage over 60-days will apply per distributor contract language.

The Child Nutrition Programs Online Ordering Application has been updated to include USDA Foods available to order from School Year 2019-2020 due to COVID-19 related school closures. The reports detailing the USDA Foods available for your school district are located in the online ordering application under the ALSDE Food Distribution Reports.

Instructions and additional details are provided in the attached Food Distribution Updates.

EGM:JBO:AL

Attachment

cc: City and County Chief School Financial Officer
City and County Child Nutrition Programs Directors
Mr. Andy Craig
Mr. E. Perry Taylor
Mrs. June Barrett Owen

FY20-3044

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Child Nutrition Programs Agreement Number and School Name	Sponsor SY 2020-2021 Estimated Entitlement
001-0000-Autauga County Board of Education	\$311,209.16
002-0000-Baldwin County Board of Education	\$1,017,188.11
003-0000-Barbour County Board of Education	\$38,165.99
004-0000-Bibb County Board of Education	\$128,271.91
005-0000-Blount County Board of Education	\$302,463.73
006-0000-Bullock County Board of Education	\$76,643.63
007-0000-Butler County Board of Education	\$133,633.49
008-0000-Calhoun County Board of Education	\$318,774.76
009-0000-Chambers County Board of Education	\$168,137.73
010-0000-Cherokee County Board of Education	\$157,578.99
011-0000-Chilton County Board of Education	\$325,443.01
012-0000-Choctaw County Board of Education	\$68,833.14
013-0000-Clarke County Board of Education	\$128,901.18
014-0000-Clay County Board of Education	\$79,854.60
015-0000-Cleburne County Board of Education	\$94,417.67
016-0000-Coffee County Board of Education	\$95,163.94
017-0000-Colbert County Board of Education	\$127,860.83
018-0000-Conecuh County Board of Education	\$72,778.78
019-0000-Coosa County Board of Education	\$43,685.33
020-0000-Covington County Board of Education	\$113,123.84
021-0000-Crenshaw County Board of Education	\$114,937.51
022-0000-Cullman County Board of Education	\$345,780.14
023-0000-Dale County Board of Education	\$117,547.33
024-0000-Dallas County Board of Education	\$147,506.16
025-0000-DeKalb County Board of Education	\$400,539.30
026-0000-Elmore County Board of Education	\$393,450.48
027-0000-Escambia County Board of Education	\$219,477.90
028-0000-Etowah County Board of Education	\$337,876.90
029-0000-Fayette County Board of Education	\$103,287.83
030-0000-Franklin County Board of Education	\$199,254.61
031-0000-Geneva County Board of Education	\$113,842.36
032-0000-Greene County Board of Education	\$55,113.31
033-0000-Hale County Board of Education	\$108,884.12

034-0000-Henry County Board of Education	\$102,902.05
035-0000-Houston County Board of Education	\$240,396.17
036-0000-Jackson County Board of Education	\$234,193.81
037-0000-Jefferson County Board of Education	\$1,491,231.38
038-0000-Lamar County Board of Education	\$102,251.70
039-0000-Lauderdale County Board of Education	\$319,018.24
040-0000-Lawrence County Board of Education	\$201,388.70
041-0000-Lee County Board of Education	\$303,884.94
042-0000-Limestone County Board of Education	\$302,432.81
043-0000-Lowndes County Board of Education	\$83,024.48
044-0000-Macon County Board of Education	\$110,131.05
045-0000-Madison County Board of Education	\$653,241.47
046-0000-Marengo County Board of Education	\$40,270.93
047-0000-Marion County Board of Education	\$134,454.95
048-0000-Marshall County Board of Education	\$239,134.12
049-0000-Mobile County Board of Education	\$2,454,072.48
050-0000-Monroe County Board of Education	\$142,985.00
051-0000-Montgomery County Board of Education	\$1,394,845.80
052-0000-Morgan County Board of Education	\$277,720.32
053-0000-Perry County Board of Education	\$70,230.81
054-0000-Pickens County Board of Education	\$88,003.45
055-0000-Pike County Board of Education	\$122,247.33
056-0000-Randolph County Board of Education	\$84,527.55
057-0000-Russell County Board of Education	\$144,470.15
058-0000-St. Clair County Board of Education	\$331,577.92
059-0000-Shelby County Board of Education	\$659,285.73
060-0000-Sumter County Board of Education	\$69,098.41
061-0000-Talladega County Board of Education	\$323,384.46
062-0000-Tallapoosa County Board of Education	\$107,415.13
063-0000-Tuscaloosa County Board of Education	\$649,915.95
064-0000-Walker County Board of Education	\$231,234.39
065-0000-Washington County Board of Education	\$100,020.63
066-0000-Wilcox County Board of Education	\$81,840.09
067-0000-Winston County Board of Education	\$94,005.54
101-0000-Albertville City Board of Education	\$257,223.67

102-0000-Alexander City Board of Education	\$112,366.34
103-0000-Alabaster City Board of Education	\$239,207.20
104-0000-Andalusia City Board of Education	\$65,143.27
105-0000-Anniston City Board of Education	\$104,087.15
106-0000-Arab City Board of Education	\$87,086.07
107-0000-Athens City Board of Education	\$127,346.11
109-0000-Attalla City Board of Education	\$58,412.13
110-0000-Auburn City Board of Education	\$236,171.90
113-0000-Bessemer City Board of Education	\$181,935.91
114-0000-Birmingham City Board of Education	\$1,112,583.24
115-0000-Boaz City School System	\$98,922.32
116-0000-Brewton City Board of Education	\$28,194.00
121-0000-Chickasaw City Board of Education	\$55,472.04
125-0000-Cullman City Board of Education	\$83,709.96
126-0000-Daleville City Board of Education	\$45,560.48
127-0000-Decatur City Board of Education	\$337,312.64
128-0000-Demopolis City Board of Education	\$80,871.77
130-0000-Dothan City Board of Education	\$374,350.45
131-0000-Elba City Board of Education	\$31,780.23
132-0000-Enterprise City Board of Education	\$250,170.00
133-0000-Eufaula City Board of Education	\$112,575.75
137-0000-Fairfield City Board of Education	\$77,995.62
141-0000-Florence City Board of Education	\$172,859.51
143-0000-Fort Payne City Board of Education	\$151,378.03
144-0000-Gadsden City Board of Education	\$206,788.93
146-0000-Geneva City Board of Education	\$46,165.51
152-0000-Gulf Shores City Schools Board of Education	\$65,221.62
154-0000-Guntersville City Board of Education	\$67,200.77
155-0000-Haleyville City Board of Education	\$66,653.02
156-0000-Hartselle City Board of Education	\$82,028.76
157-0000-Homewood City Board of Education	\$147,781.26
158-0000-Hoover City Board of Education	\$425,761.24
159-0000-Huntsville City Board of Education	\$867,315.97
162-0000-Jacksonville City Board of Education	\$62,317.02
163-0000-Jasper City Board of Education	\$88,476.01

165-0000-Lanett City Board of Education	\$46,104.02
167-0000-City of Leeds Board of Education	\$53,745.16
168-0000-Linden City Board of Education	\$24,796.45
169-0000-Madison City Board of Education	\$277,835.92
171-0000-Midfield City Board of Education	\$54,351.94
176-0000-Muscle Shoals City Board of Education	\$99,426.86
177-0000-Pelham City Board of Education	\$113,402.12
178-0000-Oneonta City Board of Education	\$58,392.81
179-0000-Opelika City Board of Education	\$186,221.66
180-0000-Opp City Board of Education	\$58,144.40
181-0000-Oxford City Board of Education	\$153,631.58
182-0000-Ozark City Board of Education	\$86,241.08
183-0000-Pell City Board of Education	\$132,586.83
184-0000-Phenix City Board of Education	\$269,377.19
185-0000-Piedmont City Board of Education	\$33,325.80
187-0000-Saraland City Board of Education	\$111,755.70
188-0000-Roanoke City Board of Education	\$66,180.46
189-0000-Russellville City Board of Education	\$135,303.81
190-0000-Scottsboro City Board of Education	\$74,736.50
191-0000-Selma City Board of Education	\$163,071.27
192-0000-Sheffield City Board of Education	\$53,427.19
193-0000-Sylacauga City Board of Education	\$73,185.30
194-0000-Talladega City Board of Education	\$91,039.80
195-0000-Tallasse City Board of Education	\$54,276.40
196-0000-Satsuma City Board of Education	\$40,465.22
197-0000-Tarrant City Board of Education	\$65,395.19
198-0000-Thomasville City Board of Education	\$50,397.15
199-0000-Troy City Board of Education	\$59,907.47
200-0000-Tuscaloosa City Board of Education	\$445,396.38
201-0000-Tuscumbia City Board of Education	\$58,236.10
202-0000-Vestavia Hills City Board of Education	\$172,757.61
204-0000-Winfield City Board of Education	\$52,239.28
205-0000-Trussville City Board of Education	\$135,515.32



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
 State Superintendent of Education

June 18, 2020

MEMORANDUM

**TO: City and County Child Nutrition Directors
 Administrators of Private Schools and
 Residential Child Care Institutions**

**FROM: Angelice Lowe, Administrator
 Food Distribution and Statewide Procurement Programs**

RE: Food Distribution Program Update for School Year 2020-2021

Enclosed is a packet of essential information for those participating in the United States Department of Agriculture (USDA) program for USDA Foods. This information provides procedures for ordering and delivery of USDA Foods from our commercial warehouses to your agency. The commercial warehouse contracts for USDA Foods and Statewide Procurement became effective June 1, 2020. School systems must share the information in this packet with their schools since they are directly affected by this information.

Information explaining our USDA Foods cheese processing contract is also included. For those of you not participating in Statewide Procurement, rebate forms are provided which you should duplicate for your use in the program. You may also access the applications on the ALSDE website at www.alsde.edu.

You must provide your distributor with your school calendar showing holidays and other closings. If you have an unscheduled closing during the year, let your distributor know so that deliveries can be rescheduled.

USDA Foods orders must be submitted to the warehouse using our online ordering program. Online ordering is done on the Child Nutrition Programs Online Application website found at <https://cnpforms.alsde.edu>. Log in to the website by entering a username and password. Once on the site, from the left menu click on **SWP & FD**. Next, select **FD** to start the process.

All agencies, including private schools and residential child care institutions, require internet access in order to determine what USDA Foods have been allocated to you on the FDP Form 11, to see the arrival of USDA Foods at the warehouse, which are posted on the FDP Form 12, and to submit orders online to your warehouse. Please contact us for assistance with navigating the website.

Should you need additional information, please contact Angelice Lowe, Administrator, Food Distribution and Statewide Procurement Programs, Alabama State Department of Education, 5303 Gordon Persons Building, P. O. Box 302101, Montgomery, Alabama 36130-2101, telephone number (334) 694-4659, email fooddist@alsde.edu.

AL:bt
 Enclosures

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IMPORTANT CHANGES AND REMINDERS FOR SY 2020-2021

1. **ADDITIONAL CONTACT INFORMATION** –
2. Food Distribution (USDA Donated Foods) – FoodDist@alsde.edu
Statewide Procurement (Purchased Foods) – SWP@alsde.edu
It is very important that you thoroughly read emails coming from our office as they will include essential information regarding foods and/or the distribution of foods served in your program.
3. **ONLINE ORDERING** – USDA Donated Foods must be ordered online through the Child Nutrition Programs Online Application website located at <https://cnpforms.alsde.edu>.
DO NOT FAX IN ORDERS OR CALL THE DISTRIBUTOR TO HAVE ORDERS DELIVERED.
PLEASE ORDER YOUR USDA FOODS IN A TIMELY MANNER.
4. **USDA FOODS NEWS** – USDA Foods News will continue to be updated weekly with information regarding your DOD Fresh Fruits & Vegetables as well as notices of cancellations of Commodities ordered for the school year. Commodity News can be found within the Child Nutrition Programs Online Application website located at <https://cnpforms.alsde.edu>, then by clicking on SWP/FD and lastly “USDA Foods News”.
5. **FORMS OF COMMUNICATION** – We need to hear from you! Here is how:
Access all forms of communication on the Alabama Department of Education’s website at www.alsde.edu. Follow this path: Support Systems>Child Nutrition Programs>Food Distribution>USDA Foods Programs>NSLP
Forms you will find here are: COMPLAINTS, SHORTAGES and SUMMER HOLD FORMS
Submit all Complaints and Shortages no later than 3 days from incident.
Summer Hold Folds should be submitted by May 15th of the current school year.
6. **EMERGENCY CONTACT INFO** - Recipient Agencies are required to provide emergency contact information to their distributor as an alternate form of communication.
7. **UNFORSEEN CLOSURES (INCLEMENT WEATHER)** - In the event of unforeseen closures, i.e. inclement weather, Recipient Agencies are required to notify their distributors **immediately** after being informed of the closure.

**PROCEDURES FOR WAREHOUSING AND DELIVERING
USDA FOODS TO RECIPIENT AGENCIES IN ALABAMA**

CONTRACTUAL ARRANGEMENTS WITH DISTRIBUTORS

(a) Duration of Contract

Contract services will begin June 1, 2020, and terminate on May 31, 2021, but may be extended at the option of both parties for two (2) additional twelve (12) month periods in accordance with applicable Federal Regulations. On March 1, each party shall notify the other of its intention to either extend or terminate the contract. If the contract is extended, the distributor must update all pertinent information requested for the agreement and demonstrate that all received during the previous contract period have been accounted for. In accordance with 7 CFR 250.12(c)(3) this contract may be terminated for cause prior to the expiration date by either party upon receipt of a 30-day written notice, however, this contract may be terminated immediately due to noncompliance on the part of warehouse management. Termination by the distributor prior to the expiration date will be considered an express admission of non-performance and failure to perform and fulfill the terms and conditions of the contract. Such admission shall constitute automatic grounds for the issuance of payment of the Performance Bond to Alabama State Department of Education (ALSDE).

ALSDE reserves the right to rebid at the end of each contract year.

(b) Outbound Deliveries

Recipient Agencies (RA) shall submit orders to the distributor one week prior to scheduled delivery dates. However, deliveries may be made on shorter notice if agreeable with the distributor. There is a ten (10) case minimum delivery per stop. RA's are encouraged to order more cases per stop if storage space permits. An RA that receives fewer than ten (10) cases during a two-month period is exempt from the ten case minimum for that period of time. Each delivery site is entitled to one (the first) delivery a month at the regular rate per case regardless of the number of cases ordered. The second or any additional deliveries in a month are required to be a minimum of ten (10) cases per delivery site. An RA may order less than the minimum order size at any time within a month by paying for a 10 case order. For example, if a RA wishes to order 7 cases and pay the 10 cases minimum, the charge would be 10 times the rate per case.

The ten (10) case minimum delivery does not apply to RAs that participate in the statewide procurement program. USDA Foods may be delivered weekly as ordered with purchased items.

(c) Frequency of Deliveries

Deliveries to RA's shall be made weekly. Distributors should deliver on the same day of each week and RA's shall be notified of delivery schedules. If an emergency arises the distributor shall notify each RA which is scheduled for delivery on the day of the emergency and reschedule the delivery. Charges will not be allowed for unscheduled deliveries that the RA is unable to accept.

(d) Delivery Times

Deliveries shall be completed prior to 3:00 p.m. Central time, unless a later time is agreed upon (in writing) by the distributor and the RA. Deliveries shall be made Monday through Friday, except on school holidays. RA's shall be required to provide a list of observed holidays and other closings to the distributor serving their region so the distributor does not make an unnecessary trip. The distributor shall review this list prior to scheduling deliveries. If a RA fails to provide this list of closings, the distributor may charge for an unnecessary delivery trip.

(e) Delivery Drops

Drivers and helpers shall deliver merchandise to designated storage areas (dry, chilled and frozen). Drivers or helpers shall not be required to stow merchandise on shelves nor stack in reach-in coolers, freezers, or other cabinets or to rotate stock.

Drivers and helpers shall request the authorized receiver or the designated representative, to verify the accuracy of quantities of each item, brand and code numbers of each item and condition of merchandise. Each delivery ticket shall be signed by a designated receiver. Variations from the norm shall be noted on each ticket by the designated receiver and initialed by both the truck driver and receiver. The distributor shall not be required to issue credits for errors not detected at the time of delivery, except for hidden damage.

Every case of USDA Foods is pre-assigned to specific RA's of ALSDE. Due to this stipulation, if a delivery shortage occurs, the distributor must not replace from USDA inventory, but may have the option, if approved by ALSDE, to replace the shorted USDA Foods with the same product of equal or higher quality from commercial stock. If the replacement option is not chosen and the shortage remains unresolved at the end of school year, the distributor may be required to make financial restitution to ALSDE when the annual audit is finalized.

Special or intermediate deliveries shall be required only if a distributor fails to deliver a product on a regularly scheduled delivery or in emergency situations.

(f) Straight or Mixed Loads

The distributor may deliver commercially purchased and USDA Foods together to the RA's. Food may not be stored or delivered with chemicals or other products which may harm the quality or safety of the food.

(g) Price Adjustments

If the option to extend the contract is exercised, the prices may be renegotiated with the new prices becoming effective on June 1st of the new contract year. The prices shall be subject to increases or decreases based on the United States Department of Labor Consumer Price Index. The United States Annual Average of the All Item Group or category of the All Urban Consumers (CPI-U) Index will be used to determine price changes.

The maximum allowable percentage change in prices will be the same as the percentage change in the Annual Average Index. Price changes will be rounded to the nearest whole cent using standard rounding procedures. No change in prices will be allowed if there is less than one percent change in the Annual Average Index. No price increase or decrease will become effective unless requested by the distributor in the case of an increase, or by ALSDE in the case of a decrease. Any such request shall be made in writing by March 1, each year to become effective June 1. In the absence of a written notice from the Distributor to ALSDE or from ALSDE to the Distributor regarding a price change for the ensuing contract year, the price then in effect shall continue for the next contract year.

(h) Product Carry-Over

RA's shall have the option of carrying over USDA Foods through the summer at the distributor's warehouse, unless the contract is not extended for the next school year. Any foods which accrue extra storage prior to June 1 shall be billed at the extra month's storage rate for that contract year. If the contract is extended, the rates which apply to the new contract year shall be charged after June 1. Prior to the end of the school year a USDA Foods Hold Form, FDP Form 25, must be completed and sent to the distributor for all USDA Foods a Recipient Agency wants the distributor to hold over the summer. FDP Form 25 can be found on the Child Nutrition Programs Online Application.

(i) Payments to the Distributor

Distributors must submit statements and signed copies of each invoice to RA's on the first of each month. The statement shall also include a summary of the signed invoices for the period. Each referenced invoice shall be listed in numerical sequence and show the total number of cases, bags, etc. delivered. Charges for pickups by RA's shall be listed separately on the statement.

All invoices for products received and accepted prior to the last working day of the month shall be paid on or before the 15th of the next month. A penalty charge may be added to all delinquent bills on the first day of the following month in accordance with the distributor's prevailing policy for commercial business. Distributor's delinquent payment policy must be submitted within 10 days of receiving the intent to award letter.

If a RA's bill has become delinquent for two months, the distributor is to notify ALSDE and shipments to this delinquent agency shall be terminated until payment is received. Distributors should notify ALSDE of any delinquencies.

PROCEDURES FOR RECIPIENT AGENCIES

The procedures for ordering USDA Foods from the distributor's warehouse are as follows:

(a) Notice of Availability (FDP Form 11)

When the State FDP office submits a USDA Foods order to the USDA, the items ordered are posted to the FDP Form 11. To view this report, log in to the Child Nutrition Program Online Application located at <https://cnpforms.alsde.edu>. From the left menu, click on SWP & FD and then Reports. Next, select FD Reports. A grid will appear at the top of the screen listing all available reports. Click on "Commodity Notice of Availability Form 11" to see what has been ordered from the USDA for you.

The FDP Form 11 is illustrated by Figure 1 on page 4. This form is for your planning purposes only and does not indicate arrival of the product at the distributor's warehouse. When the product arrives at the distributor's warehouse and the arrival date is posted on the FDP Form 12, the corresponding item will drop off the FDP Form 11.

(b) Notice of Arrival (FDP Form 12)

The State FDP office will notify Recipient Agencies of food arrivals at the distributor's warehouse by posting the arrival date on the FDP Form 12. To view this report, log in to the Child Nutrition Program Online Application. From the left menu, click on SWP & FD and then Reports. Next, select FD Reports. A grid will appear at the top of the screen listing all available reports. Click on "Commodity Notice of Arrival of USDA Foods Form 12" to see what has arrived at the warehouse for you.

The FDP Form 12 is illustrated by Figure 2 on page 5 and is updated each time a USDA Foods arrives at the distributor's warehouse for you. Once an FDP Form 12 is posted on the website, you should order the product from the distributor using the online Child Nutrition Program Online Application. We recommend that at least weekly, if not more frequently, you check the FDP Form 12 for new arrivals.

(c) Child Nutrition Programs Online Application

Recipient Agencies will use the Child Nutrition Programs Online Application to request delivery of USDA Foods from the distributor. To begin the ordering process, log in to the online application. From the left menu, click on SWP & FD and then FD. Next, select Order Entry to begin ordering.

Individual schools do not have access to the FD section of the Online Application and cannot enter USDA Foods orders. USDA Foods must be allocated, ordered, and approved at the system level.

Recipient Agencies shall submit orders to the distributor one week prior to scheduled delivery dates. However, deliveries may be made on shorter notice if agreeable with the distributor. There is a ten (10) case minimum delivery per stop for agencies that are not on the Statewide Procurement Program. Recipient agencies are encouraged to order more cases per stop if storage space permits.

(d) School System Control Sheet for Scheduling USDA Foods for Delivery to Schools (FDP Form 14)

FDP Form 14 is used as a control sheet to provide an overview of all items scheduled for delivery. The purposes of the control sheet are to: (1) balance your deliveries from week to week, and (2) help you better manage inventory and stock movement within the two month storage period. Two of these School System Control Sheets are enclosed for each Recipient Agency.

(e) Procedures for Recipient Agencies Selecting the Option to Pick Up All USDA Foods (FDP Form 17)

A Recipient Agency may elect to pick up all USDA Foods at the distributor's warehouse. We ask that you observe the following procedures: (1) send FDP Form 17 to the distributor indicating the USDA Foods and number of cases of each USDA Foods that you will pick up, (2) send FDP Form 17 far enough in advance so that the distributor has it 24 hours prior to pick up date, (3) do not change the requested amount once you get to the warehouse, (4) be aware of the amount you are asking to pick up so that your vehicle will accommodate the load, and (5) take a copy of FDP Form 17 with you to use as a checklist when you pick up your USDA Foods and also for use by the distributor in case the one you previously mailed may have become lost. The FDP Form 17 is illustrated by Figure 3 on page 6 and Instructions for Completion are on page 7. A Recipient Agency must pick up at least 5 cases unless specifically given exempted by the distributor.

Please note that multiple USDA Foods may be ordered on FDP Form 17.

FIGURE 1

NOTICE OF AVAILABILITY OF USDA DONATED FOODS: FDP FORM 11

Your Districts Name: Agreement #

Warehouse: Merchants

Commodity Name	Material Number	Sales Order Number	Item Number	Weight / Case	Cost / Pound	Qty Allocated	Cost / Case	Total Value	Expected Arrival Period
BEANS GREEN FRZ CTN-30 LB	100351	5000359606	100	30.0000	\$0.4974	26	\$14.92	\$387.97	7/16 - 31/2017
BEANS GREEN FRZ CTN-30 LB	100351	5000359607	200	30.0000	\$0.4974	13	\$14.92	\$193.99	7/16 - 31/2017
CORN WHOLE KERNEL(LIQ) CAN-6/10	100313	5000359652	100	39.7500	\$0.3868	21	\$15.38	\$322.88	7/16 - 31/2017
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	5000390892	200	27.0000	\$1.6030	16	\$43.28	\$692.50	7/16 - 31/2017
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	5000390893	200	27.0000	\$1.6030	16	\$43.28	\$692.50	7/16 - 31/2017
CHEESE CHED RDU FAT YEL SHRED BAG-6/5 LB	100012	5000393097	100	30.0000	\$1.8582	2	\$55.75	\$111.49	7/16 - 31/2017
PORK PULLED CKD PKG-8/5 LB	110730	5000393361	100	40.0000	\$2.6971	13	\$107.88	\$1402.49	7/16 - 31/2017
PORK PULLED CKD PKG-8/5 LB	110730	5000393362	100	40.0000	\$2.6971	13	\$107.88	\$1402.49	7/16 - 31/2017
PEACHES CLING CAN-6/10	100219	5000359131	100	39.7500	\$0.5846	7	\$23.24	\$162.67	8/01 - 15/2017
PEACHES CLING CAN-6/10	100219	5000359132	100	39.7500	\$0.5846	7	\$23.24	\$162.67	8/01 - 15/2017
PEACHES CLING CAN-6/10	100219	5000359133	100	39.7500	\$0.5846	7	\$23.24	\$162.67	8/01 - 15/2017
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	5000359608	100	27.0000	\$1.6030	26	\$43.28	\$1125.31	8/01 - 15/2017
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	5000359609	100	27.0000	\$1.6030	26	\$43.28	\$1125.31	8/01 - 15/2017
TOMATO DICED CAN-6/10	100329	5000359661	100	38.2500	\$0.3366	24	\$12.88	\$309.00	8/01 - 15/2017
TOMATO DICED CAN-6/10	100329	5000359662	100	38.2500	\$0.3366	24	\$12.88	\$309.00	8/01 - 15/2017

NOTE: THIS FORM IS FOR PLANNING PURPOSES ONLY AND DOES NOT INDICATE ARRIVAL OF THE PRODUCT AT THE DISTRIBUTOR'S WAREHOUSE. WHEN THE PRODUCT ARRIVES AT THE DISTRIBUTOR'S WAREHOUSE AND THE ARRIVAL DATE IS POSTED ON THE FDP FORM 12, THE CORRESPONDING ITEM WILL DROP OFF THE FDP FORM 11.

FIGURE 2

NOTICE OF ARRIVAL OF USDA DONATED FOODS: FDP FORM 12

Your Districts Name: Agreement #

Warehouse: Merchants

Commodity Name	Material Number	Sales Order Number	Item Number	Weight / Case	Cost / Pound	Cost / Case	Total Value	Arrival Date	Expiration Date	Qty Allocated	Amt Ordered	Remaining Qty in Whse
PEARS SLICES CAN-6/10	100224	5000390875	200	39.5000	\$0.6584	\$26.01	\$78.02	7/24/2017	09/22/2017	3	0	3
CORN WHOLE KERNEL(LIQ) CAN-6/10	100313	5000359653	100	39.7500	\$0.3868	\$15.38	\$322.88	7/19/2017	09/17/2017	21	0	21
BEEF FINE GROUND FRZ CTN-40 LB	100158	5000393331	100	40.0000	\$2.2973	\$91.89	\$1654.06	7/19/2017	09/17/2017	18	0	18
PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	100241	5000359613	100	26.4000	\$1.5524	\$40.98	\$655.73	7/18/2017	09/16/2017	16	0	16
PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	100241	5000359614	100	26.4000	\$1.5524	\$40.98	\$655.73	7/18/2017	09/16/2017	16	0	16
PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	100241	5000359615	100	26.4000	\$1.5524	\$40.98	\$655.73	7/17/2017	09/15/2017	16	0	16
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	5000390894	100	27.0000	\$1.6030	\$43.28	\$1125.31	7/17/2017	09/15/2017	26	0	26
BEANS GREEN CAN-6/10	100307	5000359567	100	38.0000	\$0.3500	\$13.30	\$119.70	7/14/2017	09/12/2017	9	0	9
PEAS GREEN CAN-6/10	100315	5000390886	100	39.5000	\$0.4352	\$17.19	\$395.38	7/13/2017	09/11/2017	23	0	23
STRAWBERRY SLICES FRZ CTN-30 LB	100254	5000390891	200	30.0000	\$1.2466	\$37.40	\$1795.10	7/13/2017	09/11/2017	48	0	48
MIXED FRUIT CAN-6/10	100212	5000390740	200	39.7500	\$0.6587	\$26.18	\$261.83	7/11/2017	09/09/2017	10	0	10
BEANS GREEN CAN-6/10	100307	5000359566	100	38.0000	\$0.3500	\$13.30	\$119.70	7/7/2017	09/05/2017	9	0	9
MIXED FRUIT CAN-6/10	100212	5000359100	100	39.7500	\$0.6587	\$26.18	\$471.30	7/7/2017	09/05/2017	18	0	18
MIXED FRUIT CAN-6/10	100212	5000359151	100	39.7500	\$0.6587	\$26.18	\$471.30	7/7/2017	09/05/2017	18	0	18

NOTE: THIS FORM WILL BE UPDATED ON THE CHILD NUTRITION PROGRAM ONLINE APPLICATION AS EACH USDA DONATED FOODS SHIPMENT ARRIVES AT THE CONTRACTOR'S WAREHOUSE. THIS FORM NOTIFIES RECIPIENT AGENCIES THAT THE USDA DONATED FOODS HAS ARRIVED AND SHOULD BE ORDERED FOR DELIVERY USING THE CHILD NUTRITION PROGRAMS ONLINE APPLICATION.

FIGURE 3

PICK UP NOTICE FOR USDA FOODS
SCHOOLS AND OTHER RECIPIENT AGENCIES

RECIPIENT AGENCY _____

ACCOUNT NUMBER _____

SCHOOL YEAR _____

DATE OF PICKUP (A) _____

The USDA Foods listed below will be picked up by a representative from this agency on the date indicated above.

USDA FOODS NAME	MATERIAL NUMBER	SALES ORDER NUMBER	ITEM NBR	AMOUNT ALLOCATED	AMOUNT TO BE PICKED UP (B)	AMOUNT PREVIOUSLY PICKED UP	BALANCE AT WAREHOUSE

This order for pick-up of USDA Foods will be paid by the recipient agency at state contract price(s).

SIGNED _____ DATE _____

- (A) This form must arrive at the distributor's warehouse at least 24 hours prior to pick up.
- (B) Recipient Agencies shall pick up no less than 5 cases unless your allocation is less than this amount or unless specifically exempted by the distributor.

INSTRUCTIONS FOR COMPLETING FDP FORM 17

Please use FDP Form 17 if you choose to pick up your USDA Foods from the warehouse with your vehicle. Listed below are instructions for completing this form.

1. Recipient Agency - Enter the name of your agency.
2. Account Number - Complete this blank if the distributor has assigned you an account number. If he has not assigned you a number, call him and ask him to provide you with one.
3. School - Enter the date (Example: 2020-2021) of the current school year.
4. Date of Pickup - Enter the date that you will pick up your USDA Foods from the distributor's warehouse.
5. On the next section, indicate the following:
 - a. USDA Foods Name - Enter the USDA Foods you wish to pick up.
 - b. Material Number - Enter the Material Number from the FDP Form 12.
 - c. Sales Order Number – Enter the Sales Order Number from the FDP Form 12.
 - d. Item Number – Enter the Item Number from the FDP Form 12.
 - e. Amount Allocated - Enter the total number of cases allocated for each USDA Foods as indicated by the FDP Form 12.
 - f. Amount to be Picked Up - Enter the amount of each USDA Foods that you wish to pick up. Keep in mind that you do not have to pick up all of your food at one time unless it totals five cases or less. This is your option.
 - g. Amount Previously Picked Up - If you have previously picked up a portion of this USDA Foods (same material number, sales order number and item number), enter that amount in the blank provided for this purpose.
 - h. Balance at Warehouse - If you choose to pick up your USDA Foods in more than one trip, you should subtract the amount to be picked up plus the amount previously picked up from the amount allocated. The remaining amount will be your balance at the warehouse.

Please abide by the instructions of the two footnotes on the FDP Form 17. Do not place orders with the distributors by telephone. If you must change the date of your pick up as indicated on the FDP Form 17, please call the distributor and notify him of the change. Sign and date the FDP Form 17 prior to mailing it to the distributor.

Have your truck driver take a duplicate copy of the FDP Form 17 to the warehouse with him in case the copy you previously mailed may have become lost. This will eliminate confusion at the warehouse.

SELECTION OF FOOD DISTRIBUTION DELIVERY OPTION FOR SCHOOL YEAR _____

NAME OF RECIPIENT AGENCY _____

ADDRESS _____

TELEPHONE _____

CONTACT PERSON _____

Place an "X" in the box by the delivery option selected for this school year.

- Weekly delivery option
- Pick-up option (cost is 50% of the weekly delivery price.)

This form must be sent to your distributor prior to the beginning of the new school year. ***The distributor will not deliver any food to the Recipient Agency until the Recipient Agency informs the distributor of its delivery option selection.***

No changes in the delivery option will be allowed during the year unless agreed upon in writing by both the distributor and the Recipient Agency. If the distributor retains the USDA Foods contract for more than one year, the same delivery option will be continued for each Recipient Agency, unless a written request to change the option is sent to the distributor.

Date

**Signature of Superintendent
or Child Nutrition Director
or Administrator**

DISTRIBUTOR PRICES FOR JUNE 1, 2020 THROUGH MAY 31, 2021

TABLE 1

REGION	DISTRIBUTOR	WEEKLY PRICE	PICK UP	EXTRA STORAGE
1	<p>MERCHANTS FOODSERVICE P.O. BOX 1351 HATTIESBURG, MS 39403-1351</p> <p>Phone: (800) 844-3663; (601) 583-4351 Fax: (601) 584-4048</p> <p>MERCHANTS FOODSERVICE 2450 BIG M BLVD CLANTON, AL 35046 Phone: (205) 280-1709; (800) 844-0061 Fax: (205) 280-1748</p> <p>Contact: Sara Martin (Account Manager in Mississippi) (601) 584-4022 smartin@merchantsfoodservice.com Zandy Wilson (Transportation) (205) 280-7010 zwilson@merchantsfoodservice.com ALCNPALERT@merchantsfoodservice.com</p>	\$2.27	\$1.14	\$0.57
2	<p>WOOD FRUITTICHER GROCERY CO., INC. 2900 ALTON ROAD BIRMINGHAM, AL 35210</p> <p>Phone: (800) 489-4550; (205) 836-9663 Fax: (205) 838-0797</p> <p>Contact: Benita Vinson (School Procurement) (205) 838-0734 bvinson@woodfruitticher.com Richard Toya (Transportation) (205) 838-0789 rtoya@woodfruitticher.com</p>	\$2.66	\$1.33	\$0.67
3	<p>WOOD FRUITTICHER GROCERY CO., INC. (Contact information is the same as Region 2)</p>	\$2.66	\$1.33	\$0.67
4	<p>WOOD FRUITTICHER GROCERY CO., INC. (Contact information is the same as Region 2)</p>	\$2.66	\$1.33	\$0.67
5	<p>THE MERCHANTS COMPANY (Contact information is the same as Region 1)</p>	\$2.27	\$1.14	\$0.57
6	<p>THE MERCHANTS COMPANY (Contact information is the same as Region 1)</p>	\$2.27	\$1.14	\$0.57

USDA Foods Processing Contracts for the 2020-2021 School Year

This year the State has two contracts to process USDA **CHEESE** into pizza items. The contracts are with Schwan's Food Service, Inc. and ConAgra Foodservice. Those of you that participate in the Statewide Procurement Program (SWP) **will not** have to file a refund application with these processors because we will submit rebate applications for you based on the usage reports submitted to us by your SWP distributor.

Those of you that **are not** on the Statewide Procurement Program **must file a refund application** with these processors in order to receive your refund. **Two (2) refund applications are enclosed for your use.** Please make sufficient copies of the forms for your use this year. You may also access the refund application in a fillable format on the ALSDE website by clicking [here](#) *. Please file your refund applications on monthly so you can receive your refunds on a regular basis as well as to help us determine when to order additional cheese for the processors. Remember, refund applications should be completed at the school system level rather than by individual schools to insure that **all** refunds are requested and received for the entire system.

Schwan's Food Service, Inc.
 115 West College Drive
 Marshall, MN 56258
 Contact: Tiffany Johnson
 Phone No: 1-888-494-5045 Ext. 73343

ConAgra Foodservice
 801 Dye Mill Road
 Troy, OH 45373
 Contact: Sarah Fine
 Phone No: 937-440-2956

Item Name	Bid item	MFR #	Rebate	Brand
MaxStix	16500	77387-12439	\$10.08	ConAgra
The Max Lunch aRound Cheese Whole Grain Pizza	16515	77387-12514	\$4.49	ConAgra
The Max Stuffed Crust Cheese Whole Grain Pizza	16505	77387-12671	\$7.57	ConAgra
The Max Stuffed Crust Pepperoni Whole Grain Pizza	16506	77387-12682	\$6.85	ConAgra
The Max 4x6 Turkey Sausage Pizza	16502	77387-12703	\$4.89	ConAgra
Tony's 51% WG Turkey Sausage Breakfast Pizza 50/50	16509	63912	\$3.99	Schwan's
Tony's WG Fiestada Pizza	16512	68523	\$5.69	Schwan's
Tony's French Bread 6" WG Pepperoni Pizza 50/50	16507	78357	\$3.82	Schwan's
COYOTE GRILL® WG Chicken & Cheese Quesadilla	10609	78373	\$11.17	Schwan's
Beacon Street Cafe WG Turkey Pepperoni Stuffed Sandwich	16400	78376	\$4.51	Schwan's
Tony's Smartpizza 4x6 WG Cheese Pizza 50/50	16501	78673	\$7.48	Schwan's
Tony's Smartpizza 4x6 WG Pepperoni Pizza 50/50	16503	78674	\$5.54	Schwan's

Recipient Agency # / Recipient Agency Name	Distributor
Address	Month/Year Products Purchased
City, State Zip	Email Address
Name of Agency Representative (Please print)	() () Phone Fax
Signature of Agency Representative	Date

Product Code	Description	Lbs of Mozz Per Case	Refund Per Case	Cases Purchased	Total Refund Per Item
GILARDI					
77387-12439	MaxStix	6.06	\$10.08		
77387-12514	The Max Lunch aRound Cheese Whole Grain Pizza	2.70	\$4.49		
77387-12671	The Max Stuffed Crust Cheese Whole Grain Pizza	4.55	\$7.57		
77387-12682	The Max Stuffed Crust Pepperoni Whole Grain Pizza	4.12	\$6.85		
77387-12703	The Max 4x6 Turkey Sausage Pizza	2.94	\$4.89		
			Total		



Send to: **Conagra Foodservice**
Attn: Sarah Fine
801 Dye Mill Road, Troy, OH 45373
Ph: 937/440-2956 * Fax: 937/339-1024

Please submit within 30 days from the end of the purchase month with invoice copies or a distributor usage report.



2020-2021 School Year Rebate Application July 1, 2020 - June 30, 2021
 Have Questions? Contact Commodity Dept. at 888-494-5045 or Commodities@schwans.com

SUBMIT 1 COMPLETED, SIGNED COPY TO:
 Email: Commodities@schwans.com
 SCHWAN'S FOOD SERVICE, INC
 115 WEST COLLEGE DRIVE
 MARSHALL, MN 56258

STATE RECIPIENT AGENCY # _____

NAME OF APPLYING AGENCY _____

ADDRESS _____

CITY/STATE/ZIP _____

DISTRIBUTOR NAME

Please submit one rebate application per distributor

THESE APPROVED PRODUCTS WERE PURCHASED IN:

Month/Year _____

Refund applications should be submitted within 30 days from the end of the purchase month. I certify that purchase invoices are on file to substantiate that the listed products were purchased and the refund received will be deposited for food service use only. No other refund application has been submitted for the listed products.

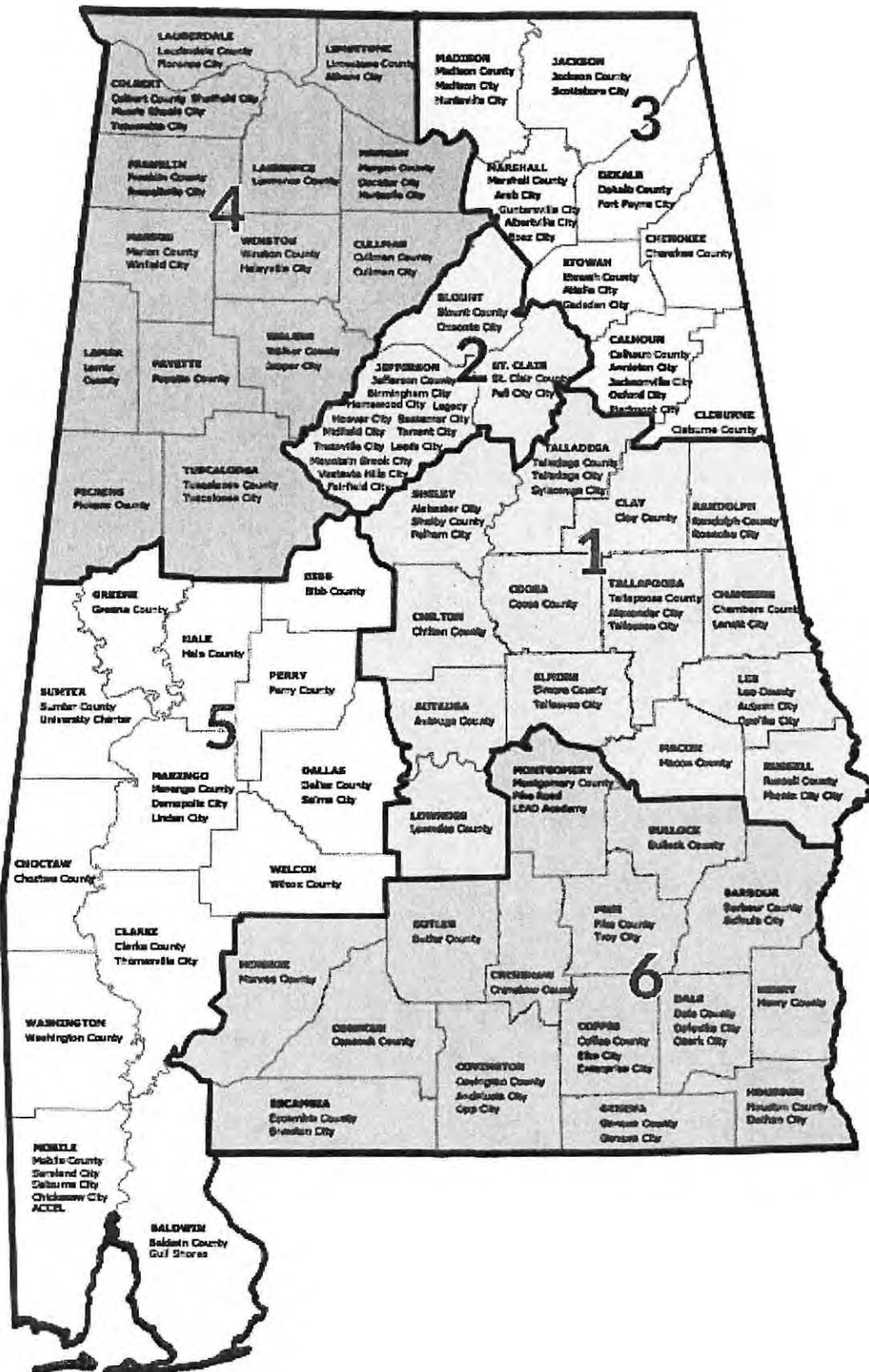
SIGNATURE OF AGENCY REPRESENTATIVE _____

DATE _____

TELEPHONE NUMBER _____

Code	Product Description	Cases	Mozz	Mozzerella	TOTAL
		Purchased	Cheese lbs/CS	Cheese \$1.6629	
63912	TONY'S® 51% WG Turkey Sausage Breakfast Pizza 50/50		2.40	\$ 3.99	\$ -
68523	Tony's WG Fiestada Pizza		3.42	\$ 5.69	\$ -
78357	TONY'S® French Bread 6" WG Pepperoni Pizza 50/50		2.30	\$ 3.82	\$ -
78373	COYOTE GRILL® WG Chicken & Cheese Quesadilla		6.72	\$ 11.17	\$ -
78376	BEACON STREET CAFÉ™ WG Turkey Pepperoni Stuffed Sandwich		2.71	\$ 4.51	\$ -
78673	TONY'S® Smartpizza 4x6 WG Cheese Pizza 50/50		4.50	\$ 7.48	\$ -
78674	TONY'S® Smartpizza 4x6 WG Pepperoni Pizza 50/50		3.33	\$ 5.54	\$ -
					\$ -

Alabama USDA Foods and Statewide Procurement Regions for School Year 2020-2021



Merchants Foodservice
P.O. Box 1351
Hattiesburg, MS 39403-1351
(601)583-4351 / 800-844-3663



**MERCHANTS
FOODSERVICE**

Questions

e-mail addresses
mfsorders@merchantsfoodservice.com

Account Manager
Sara Martin extension 4022
(601) 584-4022

Smartin@merchantsfoodservice.com

Accounts Receivable Contact
(601) 584 - 4005

alschoolar@merchantsfoodservice.com

AR FAX number (601) 583-4353

SCHOOL CANCELLATIONS

(205) 280-1728

Leave message

(205)-217-1529

After hours

ALCNPALERT@merchantsfoodservice.com

Merchants Foodservice
Clanton, AL 35045
(205) 280-1709 / 800-844-0061
Fax (205) 280-1748

Division President
Ricky Reed ext. 1710
(205) 280-1710

rreed@merchantsfoodservice.com

Transportation Supervisor
Michael Waters ext. 1728
(205) 208-1728

mwaters@merchantsfoodservice.com

Transportation Coordinator
Zandy Wilson ext. 7010
(205) 208-7010

zwilson@merchantsfoodservice.com

Assistant Transportation Manager
Travis Wills ext. 1735
(205) 208-1735

twills@merchantsfoodservice.com



When bad weather occurs, please use the contact list below to inform us of your plan of action.

ALCNPALERT@merchantsfoodservice.com

Name	Phone Number	Email Address
During Office Hours – Sara Martin	601-584-4022	<u>ALCNPALERT@merchantsfoodservice.com</u>
After Hours - 1.) Warehouse	205-280-1728	CALL FIRST LEAVE A MESSAGE & <u>ALCNPALERT@merchantsfoodservice.com</u>
2.) Warehouse	205-280-1745	CALL AFTER 10 PM
3.) Travis Wills	205-280-1735	<u>twills@merchantsfoodservice.com</u>
4.) Mike Waters	205-280-1728	<u>mwaters@merchantsfoodservice.com</u>
5.) Ricky Reed	205-280-1710	<u>rreed@merchantsfoodservice.com</u>

Thank you,

Merchants Foodservice
P.O. Box 1351
Hattiesburg, MS 39401

Revision Date: 10/03/2019



ORDERING PROCEDURES

SCHEDULE FOR ORDERING AND ITEM CHANGES

- **All orders must be entered on the State Website no later than 1 week before date of delivery.** (I.E. For a Monday delivery, your order needs to be approved by the end of the day the Monday before.)
 - This allows buyers and warehouse staff the opportunity to prepare in advance for the following week.
- Orders are pulled twice a day; 7:45 a.m. and 1:00 p.m.
- A report is sent to each school daily, that has a list of products we may be out of which we call "Outs". This report is sent out a day prior to delivery. **A response is vital and should be sent to mfsorders@merchantsfoodservice.com by 11:30 a.m.** If the school would like to sub an "out" product; the stock number, line number, and item description should be provided.
- If there are any item changes or add-ons that need to be made, please do so on the State Website, at least 48 hours in advance.
- Orders are checked 2 days prior to the delivery date to make sure there are no missed orders. If there are no orders in the system for a school, you will be notified by email. Please respond to this email.

PRODUCE

- Merchants does offer Produce; however, it is not an online feature. Produce orders forms are sent out weekly with updated pricing that is only valid for the following week. Produce pricing is updated and sent out on Thursday of every week.
- Produce orders can be sent in ahead of time for a later delivery period, but pricing will be based off of the update.(I.E. If you send an order in on a Tuesday for the following Tuesday delivery, the prices will be based off of the Thursday updated price list.)
- Due to market fluctuations and unforeseen weather conditions, produce prices are subject to change occasionally.
- Produce orders need to be sent in 2 days prior to delivery.

USDA/COMMODITY FOODS

- An email is sent out on Monday's that show a list of all commodity items still available for order in the warehouse. **If you find an error in this list, please reply to email with questions.**
- Commodity items that are short or do not arrive with order, should be marked on drivers invoice and an email sent to mfsorders@merchantsfoodservice.com with order discrepancy.



ACCOUNTING

- Credit invoices are no longer being sent out. Please make sure all deliveries are checked while driver is still at the school and marked on the drivers invoice.
- Accounts that have invoices 45 days past due will receive an email letting you know that at day 60 of this account being delinquent it will be placed on credit hold. No further orders will ship until the account is brought current.

WHAT TO DO IF.....

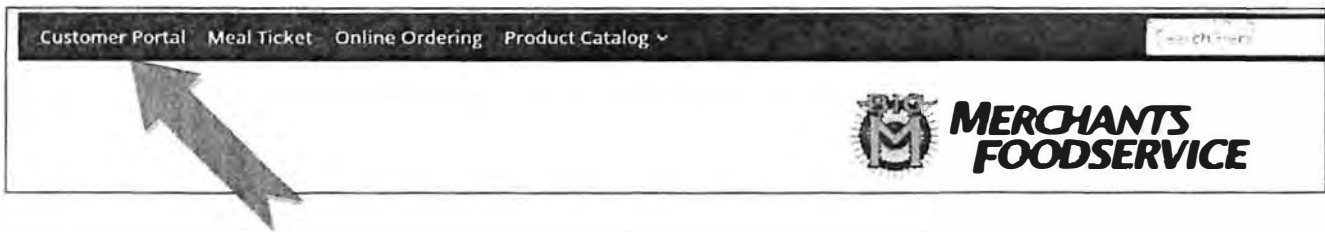
- Your truck is running late or need an E.T.A, after checking the Big M Tracker, call Zandy Wilson at 205-280-7010
- You have an accounting issue, email alschoolar@merchantsfoodservice.com
- You need a copy of an invoice that cannot be found on the customer portal, email alschoolar@merchantsfoodservice.com
- You need to schedule a pick up or have a credit issued, email mfsorders@merchantsfoodservice.com
- You have a commodity issue, email mfsorders@merchantsfoodservice.com
- You need to mail in a payment, sent payments to P.O. Box 1351 Hattiesburg, MS 39403-1351
- Your school system is closing due to inclement weather, email ALCNPALERT@merchantsfoodservice.com
-

BIG M TRACKER

On your internet browser key in: www.BigMTracker.com



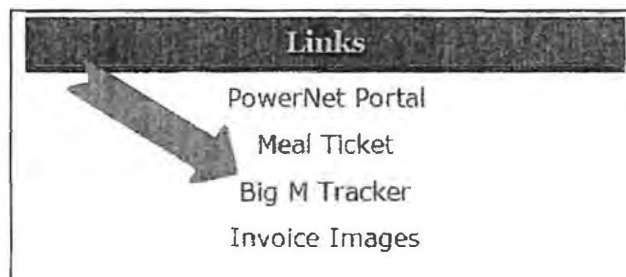
Step 1: Choose Customer Portal



Step 2: Key in your GROCERY account number. (Password is bigm1904) ←password is lowercase

A screenshot of the 'Big M Portal Login' form. At the top is the Merchants Foodservice logo and the tagline 'Serving Your Favorite Restaurants!'. Below this is a dark header with the text 'Big M Portal Login'. The form contains two input fields: 'User ID : ' and 'Password : '. Below the password field is a 'LOGIN' button.

Step 4: Choose BIG M TRACKER



Finding an Invoice

On your internet browser key in: www.bigm.com/merchant



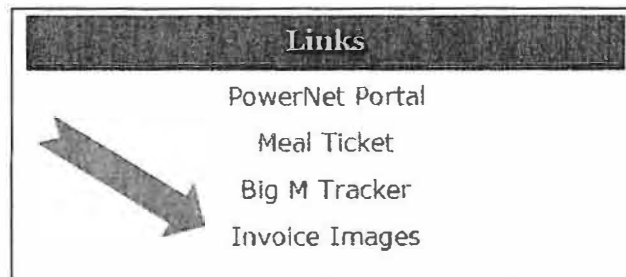
Step 1: Choose Customer Portal



Step 2: Key in your GROCERY account number. (Password is bigm1904) ←password is lowercased

A screenshot of the "Big M Portal Login" form. At the top, there is the Merchants Foodservice logo and the tagline "Serving Your Favorite Restaurants!". Below the logo is a dark grey bar with the text "Big M Portal Login". Underneath this bar are two input fields: "User ID :" and "Password :". Below the password field is a "LOGIN" button.

Step 4: Choose INVOICE IMAGES



WOOD FRUITTICHER POLICES FOR SCHOOL YEAR 20-21

CONTACT INFORMATION

TRANSPORTATION

Richard Toya

205-838-0789 work

205-283-6955 cell phone

205-472-4878

Transportation Hot Line

205-838-0770

SCHOOLS

Benita Vinson

205-838-0734 work

205-300-0331 cell phone

205-265-3222 home phone

WAREHOUSE

Steve Tackett

205-838-0768 work

COVID-19 UPDATES

N/A

LATE AND RETURN POLICIES

All orders need to be in a week ahead of your normal delivery day for your deliveries.

Cut off time for the orders to be submitted is 2:00 PM at least two days prior to delivery day.

All return requests must be made within a two-week time frame for pickup along with pictures and codes on boxes if product is damaged or product is bad.

Produce must be turned back the day of delivery if product is bad or damaged.

If product is returned the day of the delivery the driver must mark the ticket and initial if the driver does not mark the ticket and the manager signs the invoice stating everything was delivered, credit can not be issued.

Items not reported to Wood Fruitticher in a timely manner will not be able to be picked up for credit.

Items need to be called in within one week for the original delivery day and emails must be sent also so records can be kept on what was sent back. When returning items please include date of delivery and invoice number that the item was on.

WAREHOUSE SCHEDULE FOR WOOD FRUITTICHER GROCERY COMPANY

At this time, no access to warehouse is allowed except to pick up items at the Will Call window

Pick ups can be made from 8-3 p.m Monday thru Friday

RESTOCKING FEES

If an order is returned for any other reason than the schools has closed for inclement weather, a charge of 30% will be charged to the school system for restocking purposes. Always be sure to double check your orders and that it is on the correct week for delivery. If you put orders in and then for whatever reason decide you are not going to need them please make sure that Woodfruitticher is contacted ASAP so that the orders can be deleted out of our system before they are sent out for delivery.

COMMODITIES

Commodities need to be pulled out of warehouse no later than the sixty-day period. Fresh fruit, produce and yogurt need to be pulled as soon as it arrives, and you are notified it is here. Storage fees will be billed after the expiration date of sixty days if the product is still in the warehouse. Storage cost is .67 cents per case that is still here. If you are charged storage fees and you believe that you have pulled all items I will need the invoices that the items were billed on before I can ask my credit department to issue credit for the storage fee in question.

I am looking forward to another great school year and I hope to see you all soon

Benita Vinson

Wood Fruitticher Grocery Company