

STATE OF ALABAMA

DEPARTMENT OF FINANCE DIVISION OF PURCHASING

INVITATION TO BID

FOR: WIC PROMO PLATES REQ. AGENCY : 011000

DEPARTMENT OF PUBLIC HEALTH

AGENCY REQ. NO. : 313622

T-NUMBER DATE ISSUED

VENDOR NO.
VENDOR PHONE NO.
SNAP REQ. NO.
BUYER NAME : : 1511741 : SUSAN JANA

BUYER PHONE NO. : (334) 242-7173-PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE: DATE: 06/12/13 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED: DATE: 06/13/13 TIME: 10:00 AM

FAX NUMBER

TO BE COMPLETED BY VENDOR

	TION SHOULD BE PROVIDED, A	AS APPROPRIATE. BID RESPONSE AND NOTARIZATION.	
1. DELIVERY: CAN BE MADE	DAYS OR	WEEKS AFTER RECEIPT OF ORDER	
2. TERMS:	(DISCOUNTS ARE TAKEN WIT	THOUT REGARD TO DATE OF PAYMENT.)	
3. PRICE VALID FOR ACCEPT	CANCE WITHIN	DAYS.	
VENDOR QUOTATION REFERENCE NUMBER, IF ANY: (THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)			
5. E-MAIL ADDRESS:	E-MAIL ADDRESS:		
INTERNET WEBSITE:			
TYPE OF G.C. LICENSE:			
			ITEM 6 - COPY REQUIREN
RETURN INVITATION TO			
US MAII		COURIER	
STATE OF ALABA DEPARTMENT OF DIVISION OF PU P O BOX 302620 MONTGOMERY, AI	FINANCE JRCHASING	STATE OF ALABAMA DIVISION OF PURCHASING RSA UNION BUILDING 100 N. UNION ST., SUITE 192 MONTGOMERY, AL 36104	
I HAVE READ THE ENTIRE BI I HERBY AFFIRM I HAVE NOT	BEEN IN ANY AGREEMENT OF	N REQUIRED ACH ITEM OFFERED AT THE PRICE QUOTED. R COLLUSION AMONG BIDDERS IN TO BID AT A FIXED PRICE OR TO	
SWORN TO AND			
	VENDOR NUMBER (MUST MATCH REGISTRA	AUTHORIZED SIGNATURE (INK) ATION)	
SUBSCRIBED BEFORE ME THIS	COMPANY NAME	TYPE/PRINT AUTHORIZED NAME	
DAY OF	MAIL ADDRESS	TITLE	
NOTARY PUBLIC	CITY, STATE, ZIP	TOLL FREE NUMBER	
TERM EXP:			

PHONE INCLUDING AREA CODE

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER:

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF T HIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

BID (ITB) RESPONSE INSTRUCTIONS REV: 03/31/11

- TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
- BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
- BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
- THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
- THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
- THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE EXACT COPY OF THE SIGNED, NOTARIZED INVITATION-TO-BID TO INCLUDE ANY REQUIRED ADDENDUM(S) AND DOCUMENTATION. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
- AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISOUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED BID RECEIVED LATE

BID NOT SIGNED/NOT ORIGINAL SIGNATURE BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION

NOTARIZED OWN SIGNATURE

REQUIRED INFORMATION NOT SUBMITTED WITH BID FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY BID RECEIVED FROM NON-REGISTERED/EXPIRED VENDOR

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 AND AS AMENDED BY ACT 2012-491)

AS A CONDITION FOR AWARD OF THIS ITB, THE VENDOR ACKNOWLEDGES THE FOLLOWING:

"BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF ANY AGREEMENT THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM."

STANDARD TERMS & CONDITIONS

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VERIFICATION OF ENROLLMENT IN THE E-VERIFY PROGRAM WILL BE REQUIRED PRIOR TO ANY AWARD TO A VENDOR WHO EMPLOYS ONE OR MORE EMPLOYEES WITHIN THE STATE OF ALABAMA. E-VERIFY DOCUMENTATION SHOULD BE IDENTIFIED WITH THE BID NUMBER AND THE BUYER NAME. FAILURE TO PROVIDE DOCUMENTATION WITHIN 5 CALENDAR DAYS OF NOTIFICATION WILL RESULT IN THE REJECTION OF YOUR BID. TO ENROLL IN THE E-VERIFY PROGRAM VISIT WWW.DHS.GOV/E-VERIFY.

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

SPECIAL TERMS & CONDITIONS

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VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. NOTIFICATION OF BIDS. GO TO WWW.PORCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS FOR BIDS ISSUED AFTER SEPTEMBER 1, 2010. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK. VENDOR NUMBER SUBMITTED ON BID RESPONSE MUST MATCH VENDOR REGISTRATION OR THE BID WILL BE REJECTED.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER $355-4-1\,(14)$.

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

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ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP DIVISION, (334) 242-5324. THE CE THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

COMPLIANCE WITH THE REPORTING REQUIREMENTS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA): WHEN THE SELECTED VENDOR IS NOTIFIED BY THE PROCURING AGENCY THAT SPECIFIC PURCHASES ARE BEING PAID WITH ARRA OR STIMULUS FUNDS, THE VENDOR SHALL COMPLY WITH THE PAID WITH ARRA OR STIMULUS FUNDS, THE VENDOR SHALL COMPLY WITH THE ARRA REPORTING REQUIREMENTS DEFINED BY THE FEDERAL OMB. THE PROCURING AGENCY IS RESPONSIBLE FOR INFORMING THE AWARDED VENDOR AS SOON AS THE AGENCY IS AWARE THAT ARRA OR STIMULUS FUNDS ARE BEING USED TO PURCHASE ITEMS OR SERVICES AWARDED BY THE ITB AND WHETHER TO REPORT THE INFORMATION TO THE PROCURING AGENCY OR DIRECTLY TO THE FEDERAL GOVERNMENT. THE PROCURING AGENCY MAY NOTIFY THE VENDOR AT THE TIME THE PURCHASE ORDER IS PROCESSED, BY CHANGE ORDER, E-MAIL OR LETTER. THE VENDOR SHALL PROVIDE THE REQUESTED REPORT INFORMATION AS RECULTED BY LAW REQUIRED BY LAW.

AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

DELIVERY TIME FRAME:

PLATES MUST BE DELIVERED WITHIN 15 WEEKS AFTER THE AWARD IS FINALIZED. SHIPMENTS NOT MADE IN A TIMELY MANNER MAY BE REFUSED BY THE AGENCY AND NO MONIES WILL BE PAID FOR ITEMS REFUSED FOR LATE DELIVERY.

SHIPPING LOCATIONS:

PLATES WILL BE SHIPPED IN CASE QUANTITIES TO THE 82 SEPARATE LOCATIONS AS SHOWN ON THE SHIPPING LIST PROVIDED TO BIDDERS BY THE AGENCY.

BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE SHOWN ON LINE 02 OF THE ITB. ADDITIONAL FREIGHT, SHIPPING, HANDLING, ETC. CHARGES WILL NOT BE PAID.

SUPPLIES OR EQUIPMENT: MATERIALS,

ALL MATERIALS, SUPPLIES OR EQUIPMENT BEING BID AND DELIVERED TO THE STATE SHALL BE NEW, UNUSED, OF RECENT MANUFACTURE, FIRST CLASS IN EVERY RESPECT, AND SUITABLE FOR THEIR INTENDED PURPOSE.

REQUESTED INFORMATION: ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN THREE (3) BUSINESS DAYS FROM RECEIPT OF REQUEST.

PLATES MUST BE PACKAGED 50 PLATES PER CASE.

VENDORS MAY BE REQUIRED TO SUBMIT A SAMPLE PLATE, AT NO ADDITIONAL CHARGE, FOR EVALUATION.

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SAMPLES, IF REQUESTED, MUST BE RECEIVED WITHIN 5 BUSINESS DAYS FROM THE DATE OF REQUEST. FAILURE TO SUBMIT A SAMPLE, TO SUBMIT A SAMPLE IN A TIMELY MANNER, OR TO SUBMIT A SAMPLE MEETING ALL SPECIFICATIONS WILL RESULT IN BID REJECTION.

SAMPLES SHOULD BE LABELED WITH VENDOR'S NAME AND BID NUMBER.

SAMPLES WILL NOT BE RETURNED UNLESS THE VENDOR REQUESTS THEIR RETURN, IN WRITING, WITHIN 30 DAYS AFTER THE BID OPENING, AND PROVIDES A METHOD FOR THEIR RETURN. THE STATE WILL NOT PAY FOR THE RETURN OF ANY SAMPLES. SAMPLES NOT REQUESTED FOR RETURN WILL BE DISPOSED OF AT THE STATE'S DISCRETION.

ATTACHMENTS VENDOR NAME :

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FOR SPECIFICATION QUESTIONS, CONTACT THE AGENCY: MS. GAIL MASK @ (334) 206-2922 OR GAIL.MASK@ADPH.STATE.AL.US

FOR PROCEDURAL QUESTIONS, CONTACT THE BUYER: SUSAN JANA @ (334) 242-7173 OR SUSAN.JANA@PURCHASING.ALABAMA.GOV

REMINDER: CHANGES TO AN ITB ARE ONLY ALLOWED VIA A WRITTEN ADDENDUM.

PRICE SHEET VENDOR NAME :

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LINE EXTENDED COMMODITY/SERVICE DESCRIPTION QUANTITY UNIT UNIT PRICE AMOUNT NO.

UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 011000 / 011N52 DEPARTMENT OF PUBLIC HEALTH SEE ADDRESS IN DESCRIPTION

00000

00001 COMMODITY CODE: 080-56-079188 CHILDREN'S 4-SECTION MYPLATE PORTION MEAL PLATE AS FOLLOWS:

70000 EΑ

MEETS USDA MYPLATE SPECIFICATIONS.

APPROPRIATE SIZE FOR CHILDREN UNDER 5-YEARS OF AGE WITH 7 INCH EATING AREA.

DIVIDED SECTIONS ARE ALIGNED WITH PORTION RECOMMENDATIONS OF USDA.

PLATE CONTAINS 4 DIVIDED SECTIONS THAT ARE APPROPRIATELY SIZED BY COMPARTMENTS FOR: FRUITS, VEGETABLES, PROTIENS AND GRAINS.

BOTH VISUALS AND WORDS IDENTIFY FOOD CATEGORY REPRESENTED IN EACH SECTION.

100% MELAMINE, DISHWASHER SAFE, TESTED TO BE FREE OF BPA, PHTHALATES, CADMIUN,

MUST BE PACKAGED 50 PLATES PER CASE.

MUST BE DELIVERED WITHIN 15 WEEKS AFTER THE AWARD IS FINALIZED.

00002 COMMODITY CODE: 080-56-079188 SHIPPING CHARGES

> SEE ATTACHED FOR SHIPPING ADDRESSES AND CASE QUANTITIES FOR EACH OF 82 DIFFERENT WIC LOCATIONS

PAGE	TOTAL
BID	TOTAL

1 LOT