

## Vendor Worksheet

Business Name: \_\_\_\_\_ DUNS Number: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
After Hours Number: \_\_\_\_\_ After Hours Number: \_\_\_\_\_  
Contact Fax: \_\_\_\_\_ Contact Email: \_\_\_\_\_

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There are many different opportunities to do business with the government. Please fill out this form to the best of your ability. Check all boxes that apply. Please bring completed worksheet to the vendor meeting.

### **Our Business is able to provide:**

#### \_\_\_\_\_ ***Catering (set up on local incidents)***

- \_\_\_ (1-20 people) Notification Time: \_\_\_\_\_ Hours
- \_\_\_ (21-60 people) Notification Time: \_\_\_\_\_ Hours
- \_\_\_ (61-100 people) Notification Time: \_\_\_\_\_ Hours
- \_\_\_ (100+ people) Notification Time: \_\_\_\_\_ Hours

- Includes but not limited to:
  - Utensils, Plates, Condiments
  - Usually served as Buffet Style with Serving Staff
  - Per Meal, and may consist of Breakfast, Sack Lunches, and Dinner

#### \_\_\_\_\_ ***Dine In (Firefighters come into the local business, bound by per diem rates)***

- \_\_\_ (1-20 people) Notification Time: \_\_\_\_\_ Hours
- \_\_\_ (21-60 people) Notification Time: \_\_\_\_\_ Hours
- \_\_\_ (61-100 people) Notification Time: \_\_\_\_\_ Hours
- \_\_\_ (100+ people) Notification Time: \_\_\_\_\_ Hours

- Includes but not limited to:
  - Waited tables, or buffet style in the establishment
  - Order from Menu Prices
  - Per Diem Rates (Idaho unless otherwise listed): Breakfast-\$7, Lunch-\$11, Dinner-\$23
  - Per Diem Rates (Sun Valley/Ketchum): Breakfast-\$12, Lunch-\$18, Dinner-\$36

#### \_\_\_\_\_ ***Pick Up (Prepare meals to be delivered by a government person to deliver to the incident)***

- \_\_\_ (1-20 people) Notification Time: \_\_\_\_\_ Hours
- \_\_\_ (21-60 people) Notification Time: \_\_\_\_\_ Hours
- \_\_\_ (61-100 people) Notification Time: \_\_\_\_\_ Hours
- \_\_\_ (100+ people) Notification Time: \_\_\_\_\_ Hours

- Includes but not limited to:
  - Each meal is in its own container with condiments, & utensils

#### \_\_\_\_\_ ***Delivery (Prepare & Deliver meals to an incident)***

- \_\_\_ (1-20 people) Notification Time: \_\_\_\_\_ Hours
- \_\_\_ (21-60 people) Notification Time: \_\_\_\_\_ Hours
- \_\_\_ (61-100 people) Notification Time: \_\_\_\_\_ Hours
- \_\_\_ (100+ people) Notification Time: \_\_\_\_\_ Hours

- Includes but not limited to:
  - Establishment arranges for a driver for delivery
  - Each meal is in its own container with condiments, & utensils

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## **Our Establishment Provides**

\_\_\_ Breakfast, \_\_\_ Sack Lunch (**Fill out 2 examples**), \_\_\_ Hot Lunch, \_\_\_ Dinner

## **Our Business would provide**

If you have marked "Sack Lunch" *Please provide 2 Example Lunch Menus:*

*Sack Lunch #1:*

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*Sack Lunch #2:*

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Delivery of meals often includes difficult driving conditions; please make sure you are capable of getting over and through difficult terrain.

*Please mark the forms of payments accepted:*

\_\_\_ EFT (DUNS #, and CCR required), \_\_\_ Credit Card, \_\_\_ Check

## **To be paid via EFT (Electronic Funds Transfer):**

### **Step 1:**

You must acquire a DUNS number, you can get one by logging onto: <http://www.dnb.com/us/>

### **Step 2:**

You must sign up through CCR by logging onto: <http://www.ccr.gov/>