

## Prototype Bid/Proposal Solicitation

ATTENTION: Pre-plated Food Vendor Companies

[School or District Name] is accepting bids from Pre-plated Meal Vendors to provide [List Meals to be Provided] that meet all United States Department of Agriculture guidelines for meals served in the School Nutrition Programs.

Bid packets will be [will be sent out/can be picked up] by contacting:

[SFA Contact]

[School or District Name]

[Address]

[Phone Number]

The [School or District Name] Board of Education reserves the right to reject any and all bids or accept the bid that it finds to be the most responsive and responsible bid submitted.

All bids must be received no later than [Date and Time\*]. Bids received after this date and time will not be considered. Bids must be addressed to the attention of [Name] at [Address] in a sealed envelope. The outside of the envelope should be clearly marked School Nutrition Program Bid. The [SFA] may extend the time and place for opening of bids on not less than 2 calendar days' notice, by certified delivery, facsimile machine or other electronic means to those bidders who obtained copies of the specifications or descriptions.

This institution is an equal opportunity provider.

\*Bid opening must be at least 14 days from the posted solicitation. (Delaware Code – Title 29, Chapter 69 § 6924 (c)(2))