Sample Invitation for Bid
for Milk and Dairy Products
(Place on sponsor’s letterhead stationery)

_________________Unified School District #____ is requesting bids for sale of milk and other
dairy products to the school attendance centers listed below for the ________ school year.

____________________________________      _____________________________________
____________________________________      _____________________________________
____________________________________      _____________________________________
____________________________________      _____________________________________
____________________________________      _____________________________________
____________________________________      _____________________________________

General Conditions

1. Sealed bids will be received until _____ AM/PM on ___________ (day, month, year). The
   bid opening is scheduled for ________ AM/PM on that date.

2. Only sealed bids will be accepted and the bids must be provided using the form enclosed.
   The sealed envelope must be marked as follows:

   Milk Bid

   School District Name and USD Number

   Address ________________________________________________________________
   ATTN: ________________________________________________________________

1. Approximately ________ students are enrolled in the district and over ____________
   half-pint milk containers were purchased in the ____________ school year.

2. Please attach information relative to the escalator clause to be considered as part of your
   bid.

3. The ______________ Board of Education reserves the right to accept/reject any and all bids
   submitted and waive any formalities as deemed in the best interests of the district.

   Bids will be awarded based on bottom line bid amount and history of service.