

**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.

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**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.