

Sample Vendor Letter

Dear *(insert name)*:

Attached is a copy of the Invitation for Bid and Contract for Purchased Meals for the Summer Food Service Program. My institution, *(insert name of your institution)*, is accepting bids for meal service. Our program serves children, age *(insert ages of children served)*, in a child care setting. We are soliciting bids for *(insert all types of meal(s) requested e.g., hot pre-plated, hot bulk, cold bulk or cold bag)* meals for the meal periods of *(insert all that apply – e.g., breakfast, lunch, supper, supplement/snack)* as defined on Exhibit A, beginning *(insert day, month, and year)* and ending *(insert day, month, and year)*.

Any food service vendor bidding on this contract must be willing and able to meet the specifications, terms, and conditions of the contract. In addition, the food service vendor must agree to provide accurate and final billing for services to this institution within *(insert number of days)* days following the end of the billing period.

If you wish to submit a bid for the preparation and delivery of meals for this program, read the attached Invitation for Bid and Contract thoroughly and complete the following areas within the contract:

1. Section I, Nos. 1 – 6 and signature area

2. Section II, No. 9, if required

3. All Certification from Section XII

Please return your bid along with a copy of your current health inspection report to *(insert address)*. All bids must be sealed and received no later than *(insert date and time of bid deadline)*. Sealed bids will be opened and read on *(insert date and time of bid opening)*.

If you have any questions regarding the Invitation for Bid and Contract, please contact *(insert name, phone number and/or email address of your institution's contact person)*.

Sincerely,

(insert signature)