**NOTICE OF INVITATION FOR BID (IFB)**

SFA/District Name invites bidders to submit bids to furnish Product or Service Being Procured. The duration of the contract will be Beginning Date through Ending Date with the option to renew for up to 4 one-year terms. The estimated dollar value of awarded contract is Enter Dollar Amount Annually. This will include delivery to List the Number of Schools and their Names Along with Street Address.

Bids must be received by the Food Service Director of SFA Name, at SFA Address up until Enter Time and Time Zone, bid close date Enter Bid Close Date, at which time and place bids received will be logged for evaluation. Late bids will not be accepted.

# Requesting a Copy of IFB

Only those organizations who request a copy of the IFB will receive a copy. To obtain a copy in person, or by mail, use the following address Enter SFA Address. To request an electronic copy, send email to Enter Contact Person’s Email Address.

# Required Attendance at Pre-Bid Meeting

Organizations who intend to submit bids are *required* to attend the pre-bid meeting on *Enter Pre-bid Meeting Date*, at *Enter Time and Time Zone* and at *Enter Pre-Bid Meeting Location*. Only those organizations that submit a responsive bid and attend the pre-bid meeting will be considered in the evaluation.

# Contact Information

*Enter SFA Contact Person’s Name*

*Enter SFA Contact Person’s Phone Number*

*Enter SFA Contact Person’s Email*.