***SAMPLE* SOLICITATION LETTER FOR PRICE QUOTES**

**For Commercial Vended Meals for the School Nutrition Program**

***(Type on School Food Authority (SFA) Letterhead)***

*(Date)*

*(Vendor Contact Person/Title)*

*(Name of Commercial Vendor)*

*(Address)*

*(City, State, Zip Code)*

**Request for Price Quotes for School Meals for the USDA School Nutrition Program**

Dear :

*(Vendor Contact Name)*

The \_ will accept price quotes for the procurement

*(SFA Name)*

of commercial vended meals for the school year.

*(School Year)*

It is the intent of the \_ to award a contract to a

*(SFA Name)*

commercial vendor that will provide reimbursable meals for the following USDA School Nutrition Programs:

National School Lunch Program

School Breakfast Program

After School Snack Program

All meals and snacks must be compliant with USDA meal pattern requirements.

If interested in submitting a price quote for vended meals/snacks, please contact us to obtain specifications:

Name of SFA: \_ Name of Contact Person:

Address:

(City, State, Zip Code)

Telephone: ( \_) \_ FAX: ( ) E-Mail Address:

The specifications will be emailed upon receipt of the request. The price quotes must be submitted

by . For questions contact

*(Date Due) (Name of Individual)*

at \_.

*(Email Address)*

Check this box if your company is not interested in submitting a quote and return to SFA.

Indicate the reason: Signature: \_ Date: \_

Return this form to the contact person listed above by

*(Date Due)*

**Note: Procurement regulations require commercial vendors to respond in writing to each request for price quote**

Sincerely,

*(Name)*

*(Title)*