***Sample Legal Notice for Request for Proposal (RFP)***

***For a Commercial Vendor***

**The advertisement must be published ONCE in the newspaper at least 20 calendar days before the RFP due date**

**Public/Charter School Food Authorities (SFA)** must advertise the Commercial Vended Meal RFP in a regional news source/official newspaper of record as designated by the board of education.

**Non‐Public SFAs** must advertise the Commercial Vended Meal RFP in a major newspaper that is normally used by the SFA for publicizing procurement.

The (*SFA Name*) is currently requesting proposals for the

(*School Year*) for the delivery and receipt of vended meals for the school food service programs consisting of the following United States Department of Agriculture (USDA) meal programs:

**Select the programs the SFA participates in:**

☐ National School Lunch Program

☐ School Breakfast Program

☐ After School Snack Program

The (*SFA Name*) has an enrollment of (*Enrollment*) and grades consisting of (*Grade levels*). Services will consist of preparing meals off site at the commercial vendor facility and delivering meals as follows:

***Select one or all that apply:***

☐ Individual unitized meals ☐ Meals in bulk quantities

***Select one:***

☐ Milk Included ☐ Milk excluded (SFA will purchase separately)

The Commercial Vendor will provide meals/documents according to USDA meal patterns, regulations and guidelines as well as the New Jersey Department of Agriculture policies and guidelines.

**Note** – If a pre‐proposal meeting will be scheduled:

A pre‐proposal meeting will be scheduled at:

(*Date*)

(*Time*)

(*Location*)

Specifications can be obtained from:

(*Name of SFA*)

(*Name of SFA Contact Person*)

(*Email Address*)

(*School Address*)

Interested Commercial Vendors and/or their representatives must submit proposals to:

(*Name of SFA*)

(*Name of SFA Contact Person*)

(*Street Address*)

(*City, State and Zip Code*)

All proposals must be submitted no later than (*Date and*

*Time Due*).

All proposals must be delivered in a sealed envelope and be clearly marked “Commercial

Vended Meals Proposal”.

The (SFA Name) reserves the right to accept or reject any and/or all proposals or accept the proposal that it finds, in its sole discretion, to be the most advantageous to the SFA.