

**Request for Proposal
Milk Bid for 2021-2022 School Year**

GENERAL INSTRUCTIONS

1. Quotes must be received by the Mount Lebanon School District, 7 Horsman Drive, Pittsburgh, PA 15228 on or before **Friday, May 28, 2021 at noon.** If COVID-19 causes issues with meeting this deadline, please contact Nolen Fetchko at the phone number/email below.
2. The winning proposal will be awarded, tentatively, at the **Monday, June 14, 2021** School Board Meeting. All vendors that submit a proposal will be notified that week of the outcome.
3. If submitting quote, mark on the outside of the sealed envelope "Milk Proposal".
4. The successful company will be responsible for the cost of all deliveries to the location specified; this includes freight, parcel post, or any other means of transportation.
5. End of the month statements must be mailed to the Mount Lebanon School District, Food Service Department, 7 Horsman Drive, Pittsburgh, PA 15228 the first week of each month.
6. No quotes on inferior quality will be considered. A sample of each item may be requested; product should be labeled for identification of company and item.

Nolen Fetchko
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Mount Lebanon School District
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