

## Notice of Request for Proposals (RFP)

NOTICE IS HEREBY GIVEN THAT the Hayward Unified School District (hereinafter referred to as "District" invites qualified suppliers to submit proposals for the following contract:

RFP Number: **24.147 Dairy Products**

Proposals shall be sealed and **clearly marked with the HUSD Proposal Name and Number** and received up to, but no later than **10:00 a.m., Thursday, May 16, 2024**

Proposals shall be received at: **Hayward Unified School District Purchasing Department  
24411 Amador Street Hayward, CA. 94544**

Proposals will be opened at the above stated time and place, however, no commitment will be made at that time until all proposals are evaluated for pricing, specifications and other pertinent information. Any nonconforming or incomplete proposal may be rejected. Proposers must comply with the instructions contained in the proposal. It shall be the full responsibility of all proposers to ensure that sealed proposals are delivered to the Purchasing Department office by the time and date stated. *Facsimile (FAX) copies or E-mail of the proposal will not be accepted.* The District will not be responsible for late deliveries by U.S. mail or any other means.

All proposals shall be made on form(s) furnished by the DISTRICT. Proposals must conform with and be responsive to the contract **documents**, copies of which are on file and accessible on our website at <https://www.husd.us/departments/purchasing/active-bids-proposals>

All **questions** regarding the proposals shall be submitted in writing to Victoria Coronado, Purchasing Manager via email to [vcoronado@husd.k12.ca.us](mailto:vcoronado@husd.k12.ca.us) with "24.147 Dairy Products" in the Subject line no later than **10:00 am on Friday, May 10, 2024**. Answers to questions and all related RFP documents will be posted online at the School District's Purchasing website.

It is the sole responsibility of the Proposer to monitor the website and ensure that they have reviewed all documents, addenda, and/or clarifications prior to submitting a response. Failure to acknowledge changes to the RFP may result in a determination that the proposer is nonresponsive.

The District reserves the right to accept or reject any and all proposals and to waive any irregularities or informalities in any proposal or in the proposal process.

No proposal, or any portion thereof, may be withdrawn for a period of ninety (90) days after proposal opening.

Publication Dates: 4/26/24 and 5/3/24

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