

(Sample)

Attachment B

Notice of Intent to Purchase Fresh Fruits & Vegetables Locally

The _____ Board of Education is seeking to purchase the following items directly from farmers/producers/growers for the 2004-05 school year. These amounts are per month for 10 months (Sept 04 to June 05). The district will receive quotes on the following items on e.g., Wed _____ by 12:00 p.m. prior to the week of _____.

Full Year Cost Items-example

Apples (Empire)	<u>4 cases</u>
Potatoes	<u>100 lbs.</u>

Seasonal Items-example

Broccoli	<u>2 bags</u>	Tomatoes (6x5)	<u>3 cs.</u>
Spinach #	<u>3 bags</u>	Carrots #	<u>4 cs.</u>
Lettuce cs.	<u>5 cs.</u>	Onions #	<u> </u>
Cucumbers	<u> </u>	Peppers	<u>2 lbs.</u>
Pears (120)	<u>10 cs.</u>	Cauliflower	<u>10</u>
Peaches cs.	<u>1 cs.</u>	Apricots	<u> </u>
Cabbage	<u> </u>	Cherries	<u> </u>

Use subject to availability of product and menu requirements. The district is required to obtain products from the farmer(s) that submit(s) the lowest price(s).

Delivery would be to the school at the address between time and time.

Payment from approved invoices shall be paid the e.g., third Tuesday of the month following delivery.

For further information contact (name), (title) at (phone) or (e-mail) or (fax) by (date).

We encourage you to contact us by date if you are interested in selling items to the district or if you have additional questions.

NOTE: This is a sample notice – Districts should incorporate their own information/specifications to meet their needs.