

Template Letter to Vendor (From SFA Without a Pre-bid Meeting)

Date: _____

Dear Company Representative:

Progeny Academy _____ will be accepting bids for vended meals for the forthcoming year. A pre-bid meeting will not be scheduled. A bid packet will be available at 5929 Brooklyn Blvd., Brooklyn Center, MN 55429 _____ or by email at nicolen@progenyacademy.org _____ to all potential bidders until May 11, 2026. Potential bidders are asked to email their questions to Nicole Nelson at nicolen@progenyacademy.org _____ by May 11, 2026. The school district will email its response to these questions by May 15, 2026.

The contracting process is strictly controlled by United States Department of Agriculture (USDA) procurement regulations. Substantive contact or communication with district personnel, vendors, contractors, or board members, other than Nicole Nelson, the district's designated representative, is not permitted. Any attempt to unduly influence district staff, administration, vendors, contractors, or board members will automatically disqualify your company as a bidder.

If I can provide more information, please call me at (763) 325-9150 X154. If you should need to contact the Minnesota Department of Education, please call 651-582-8526 or toll-free 1-800-366-8922.

Sincerely,

District's Designated Representative