

District Office

Bryan M. Girbach

Superintendent

Ryan J. McMahon

Assistant Superintendent

Krista A. Hendrix

Finance Director

Lon A. Smith

Director of Student Services



Milan Area Schools

Founded on Tradition – Focused on Excellence

March 25, 2019

Dear Company Representative:

Milan Area Schools will be accepting bids for the management of the school food service operation for the forthcoming year. A copy of the RFP will be available by email at girbachb@milanareaschools.org by April 25, 2019. A **mandatory** pre-bid meeting is scheduled for May 2, 2019, at 8:00 AM in the District Offices located at 100 Big Red Drive, Milan, MI 48160. Please respond in writing to indicate whether you will or will not be attending this meeting. A bid packet will also be available at that time. **There is a 5% bid bond requirement.**

The contracting process is strictly controlled by United States Department of Agriculture (USDA) procurement regulations. Substantive contact or communication with any district personnel, vendors, contractors, or board members, other than Superintendent Bryan Girbach, 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, the district's designated representative, can provide more information, please call me at 734-439-5050. If you should need to contact the Michigan Department of Education, please call (517) 241-5348.

Sincerely,

Bryan M. Girbach, Superintendent

District's Designated Representative

cc: Tom Priest, Supervisor, MDE

Tammy Saul, Department Analyst, MDE