



READING COMMUNITY SCHOOLS

301 Chestnut St., Reading Michigan 49274

Reading Community Schools is seeking Fluid Milk bids for the 2025-2026 school year.

Start date for Reading Community School is August 19th, 2025.

BID REQUEST:

Bid for 8oz carton 1% White Milk.

Bid for 8oz carton 1% Flavored chocolate.

Bid for 8oz carton 1% Flavored strawberry.

Bid for 8oz carton nonfat chocolate and strawberry flavored.

Bid for 8oz carton Skim.

Please provide information of pricing with and without "equipment"

Reading Community Schools may participate in the Summer Lunch Program. Must be available to deliver during the summer months of June, July, and August.

Specifications:

The vendor is to assume all responsibility of transport of items and unloading items to district.

Inspection of truck for cleanliness and temperatures when requested by Food Service Director.

Product will need to be unloaded and loaded into designated milk coolers/walk-in refrigerator.

Product **MUST BE** clean and come in clean crates.

Any damaged product will need to be credited to the School Districts Food Service Department.

Product can only be stacked 5 crates high and placed on provided shelves.

NO product is to be left on the floor. Please use the provided shelves.

Dates need to be facing forward.

Rotation of stock is a **MUST**.

Removal of empty milk crates.

Must provide emergency contact information to District Food Service Director.

Food Service Director will provide emergency contact information.

Reading Community Schools anticipates a purchase of items being bid but is under no obligation to make such a purchase. All bids received will be evaluated to determine the **best purchase** for Reading Community Schools and such evaluation may include **factors other than cost**.

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

Buy American Provision

This sponsor participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program Meals.

(d) Buy American. — (1) Definition of domestic commodity or product. In this paragraph (d), the term ‘domestic commodity or product’ means— (i) An agricultural commodity that is produced in the United States; and (ii) A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (2) Requirement. (i) In general. Subject to paragraph (d)(2)(ii) of this section, the Department shall require that a school food authority purchase, to the maximum extent practicable, domestic commodities or products. (ii) Limitations. Paragraph (d)(2)(i) of this section shall apply only to— (A) A school food authority located in the contiguous United States; and (B) A purchase of domestic commodity or product for the school lunch program under this part.

Cancellation/Termination of contract: The District reserves the right to discontinue purchasing from the vendor with a **30-day notice** from the last delivery time on the day of notice due to unacceptable products and/or service at the sole discretion of the **Reading Community Schools**. The district will give vendor ample notice of product issues or services that needs addressed. District will document any findings for product issues or service-related concerns.

Request for Bid
Fluid Milk Products
2025-2026
Reading Community Schools
C/O Michell Dunn, FSD
301 Chestnut St.
Reading, MI 49274

Bids will be accepted via mail or email.

Email: michell.dunn@readingrangers.org (**Please “subject” BID Fluid Milk**)

Bids will be accepted by **Reading Community Schools until April 11th, 2025, at 4:00PM.**

Vendors, please attach vendor information form with the bid submitted.

Name of Vendor: _____

Mailing Address: _____

City, State and Zip: _____

Name: _____

Signature: _____

Telephone Number _____

Fax Number: _____

Email Address: _____

Page must be returned with bid documents.