

c/o Sponsoring District's Name
Address
City, State, Zip

CERTIFIED MAIL WITH RETURN RECEIPT

Date

Vendor Contact Name
Company Name
Address
City, State, Zip

Re: **Notice of Pending Award**
Bid Title
Bid Number

Dear _____:

At the next North County Educational Purchasing Consortium Board meeting on (insert date), I will recommend to the Board that a contract be awarded to your company for various items on the above referenced bid.

Attached is a copy of the bid form indicating those items to be awarded to your company. Please review the bid form and notify me immediately if you should find any inconsistencies. **FAILURE TO NOTIFY ME WITHIN TEN (10) WORKING DAYS OF RECEIPT, WILL CONSTITUTE YOUR ACCEPTANCE OF THE BID FORM PRICING FOR THE CONTRACT'S DURATION.**

Also enclosed are two (2) copies of our Agreement. Please sign both copies, and return both to my office within five (5) working days of receipt. Upon receipt of the contracts and approval by the Consortium's Board, a signed copy of the Agreement will be mailed to your company.

We appreciate your bid and look forward to working with you and your company.

Sincerely,

Bid Administrator
Bid Administrator's School District
Phone Number, Fax Number

Enclosures