

# Memo

To: All Bread, Dairy and Ice Cream Vendors  
From: Sharon Fields  
CC: Steve Smith, Sam Atkins  
Date: May 25, 2006  
Re: Bid Opening Procedure

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Be advised that the bid opening procedure for the bid invitations listed below will be as follows:

1. Each bid will be opened at the time specified in the Invitation for Bid.
2. Only the bidders name will be read aloud.
3. The bid committee will meet in closed session to evaluate and tabulate the submitted bids.
4. A tabulation of all valid bids will then be made available to all bidders.
5. Upon the recommendation of the bid committee, the Kentucky Educational Development Corporation Board of Directors as the Legal Education Authority for KPC will award the bids following the guidelines in the appropriate bid document.
6. Awarded vendors will be notified in writing of their award.

The above applies to the following bid invitations:

- **Bread-LI-2006-07**
- **Dairy-LI-2006-07**
- **IC-LI-2006-07**