

Child and Adult Care Food Program (CACFP)

SAMPLE INVITATION TO BID ANNOUNCEMENT

Instructions: Insert the specific information for your CACFP center in the yellow highlighted sections.

SAMPLE BID 1

Invitation to Bid – Food Service

XYZ Child Care Center, Inc. invites the submission of sealed bids from qualified food service management companies for the preparation and delivery of meals to its centers. Prospective bidders must be capable of providing breakfast, lunch and afternoon (PM) snacks for approximately 120 children ages 3-5 and 15 adults, five days a week for 250 days per year. The bids should take into account all applicable U.S. Department of Agriculture (USDA) requirements.

Bids for the above must be received by 2:00 p.m. on June 15, 2016, at XYZ Child Care Center, 2 Safe Street, Middletown, CT 06457, at which time they will be opened to the public, read and recorded. Interested parties may obtain the service specifications at the XYZ Child Care Center, 2 Safe Street, Middletown, CT 06457, on any week day from 9:00 a.m. to 5 p.m., or by calling Dave Jones at 860-855-1234.

SAMPLE BID 2

Invitation to Bid – Food Service

The XYZ Child Care Center is posting this bid request for food service management companies wishing to provide breakfast and lunch five days a week, and three snacks per week for approximately 70 children ages 3-5, and 10 adults. Meals must comply with the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) meal patterns. The contract period will cover September 1, 2015 through August 31, 2016.

Written bids must be submitted by 2:00 p.m. on June 15, 2016 to: XYZ Child Care Center, 2 Safe Street, Middletown, CT 06457. Bids must be sealed and must be clearly marked “Food Service BID” on the sealed envelope. Bids will be publicly opened in the XYZ Child Care Center conference room at 2:00 p.m. on June 15, 2016, read and recorded. Bid forms and specifications may be obtained by calling Dave Jones at 860-855-1234.

SAMPLE CACFP INVITATION TO BID ANNOUNCEMENT, continued

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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	For more information on FSMC contracts, visit the CSDE's FSMC Web site or contact the CACFP staff in the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.
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