

# SAMPLE BID ADVERTISEMENT

## CHILD AND ADULT CARE FOOD SERVICE PROGRAM

\_\_\_\_\_, an approved sponsor in the State of Delaware,  
(Service Institution)

invites the submission of sealed bids for prepackaged meals meeting program requirements as described in the bid specification and contract. Bids containing dual prices for one meal type that are tied to a sponsor's ultimate level of meal service will be rejected. Contractors submitting bids must be approved by the State of Delaware, Department of Education to participate in the Child and Adult Care Food Program (CACFP). These meals are to be served to children or adults in the CACFP. Delivery is to be made as per bid specifications and contract.

Invitation to Bid may be obtained as of \_\_\_\_\_ from  
(Date)

\_\_\_\_\_. Sealed bids clearly marked on the outside envelope, "Child and  
(Service Institution)

Adult Care Food Program Bid," along with a sample lunch are to be received by \_\_\_\_\_  
(Date)

at \_\_\_\_\_ at \_\_\_\_\_  
(Time) (Service Institution Location)

at which time all bids will be opened.\*\*

Sponsor contact information: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

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**\*\*BOND REQUIREMENTS (to be added to notice if applicable).**

A bid bond in the amount of \_\_\_\_\_\* percent of the estimated total amount of bid must accompany the bid. The bid bond must be from a company listed in the current Department of Treasury Circular 570 certified to do business in Delaware. No other type of bid bond is acceptable.

\*Percent should be greater than or equal to 10 percent for the bid bond.

## USDA Nondiscrimination Statement (Continued)

**For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**NOTE: THERE IS A 14 DAY PUBLIC NOTIFICATION PERIOD REQUIRED FOR REQUESTS FOR BIDS**