**Sample Bid Advertisement**

**Child and Adult Care Food Program (CACFP)**

[Sponsor Name], hereby referred to as “Sponsor” is accepting bids from Pre-plated Meal Vendors to provide [breakfast, lunch, snack, supper] meals that meet all United States Department of Agriculture (USDA) guidelines for meals served in the Child and Adult Care Food Program (CACFP).

Bid packets can be obtained by contacting:

[Sponsor Contact]

[Sponsor Name]

[Address]

[Phone Number]

The Sponsor reserves the right to reject any and all bids or accept the bid that it finds to be the most responsive and responsible bid submitted.

All [bids/proposals] must be received no later than [Date and Time\*]. [Bids/proposals] received after this date and time will not be considered. [Bids/proposals] must be addressed to the attention of [Name] at [Address] in a sealed envelope. The outside of the envelope should be clearly marked Child and Adult Care Food Program. The Sponsor may extend the time and place for opening of [bids/proposals] on not less than 2 calendar days’ notice, by certified delivery, facsimile machine, or other electronic means to those bidders who obtained copies of the specifications or descriptions.

USDA is an equal opportunity provider, employer, and lender.

\*Bid opening must be at least 14 days from the posted solicitation. (Delaware Code – Title 29, Chapter 69 § 6924 (c)(2)

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

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| 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.