

SUMMER FOOD SERVICE PROGRAM
DYER COUNTY CONSERVATION & ENVIRONMENT DEVELOPMENT BOARD
INVITATION TO BID ON FOOD SUPPLIES

The Summer Food Service Program/Dyer County Conservation & Environment Development Board is requesting bids for food supplies for its Summer Food Service Program, operating May 26, 2026 to July 24, 2026. The program serves approximately 790 breakfast and 815 lunch daily from 25 sites, in Dyer County and Lake County. The bids are to be submitted based on a cost-plus fee contract.

The purpose of this invitation to bid is to establish a contract with a qualified vendor for the provision and delivery of food supplies, including but not limited to perishable and non-perishable goods. Vendor must be a qualified food service that provide food supplies in accordance with regulations from the United States Department of Agriculture (USDA).

If you are interested in participating in the bidding with Summer Food Service Program/Dyer County Conservation & Environment Development Board, please complete the bid, sign the bid document and certification statements and return to the Dyer County Extension Office, 151 Everett Avenue, Dyersburg, TN 38024, between the hours of 8:00 A.M. to 4:30 P.M. Bids must be received on/or before May 21, 2026 at 10:00 A.M. The sealed bid will be publicly opened at that time. For more information, please contact William Taylor at 731-286-7821.

GENERAL OBJECTIVE

To provide high-quality, safe, and cost-effective food supplies in a timely and reliable manner, meeting all required specifications (including FDA/USDA guidelines), nutritional standards, and delivery schedules while ensuring consistency, compliance, and customer satisfaction.

The objective of the bid is a reduction in logistic and distribution cost through consolidation and to develop an equitable way of determine the successful supplier on an advertised bid basis. Our goal is to establish a dependable partnership that supports operational continuity, accountability and public interest through excellence in service and performance.

The invitation to bid on purchases over \$25,000.00 will be placed in the local newspaper and Dyer County website and will run for three consecutive weeks.

BID SUBMISSION REQUIREMENTS

- Complete bid form with pricing
- Proof of licensing, certifications, and insurance
- References from similar contracts
- Compliance with federal and state regulations
- Delivery schedule and capabilities

EVALUATION CRITERIA

Bids will be evaluated based on:

- Cost Competitiveness
- Quality of food products
- Vendor reliability and experience

STATEMENT OF WORK

The selected vendor will be responsible for supplying food items including, but not limited to:

- Fresh fruits and vegetables
- Dairy products
- Whole grain-rich items
- Shelf-stable food items

All food must meet applicable USDA and state nutrition guidelines and be delivered in compliance with health and safety standards.

DELIVERY REQUIREMENTS

- Delivery to designated site (Summer Food Service Program warehouse)
- Food must be delivered according to approved schedules
- Maintain proper temperature controls (hot/cold holding requirements)
- Provide documentation for deliveries (invoices, etc.)

INSPECTION AND ACCEPTANCE

- All products are subject to inspection upon delivery
- The Summer Food Service Program reserves the right to reject products that are:
 - Damaged
 - Spoiled
 - Not meeting specifications

Food items should contain a Child Nutrition (CN) label. If the CN label is unavailable, we must have a product formulation statement from the manufacturer stating the following: portion size and weight, product name, time/code number, and crediting statement showing what the items contributes to the meal pattern. Rejected goods must be replaced at no additional cost.

INVOICING AND PAYMENT

- Vendors shall submit invoices promptly after delivery
- Payment terms are typically Net 30 days unless otherwise specified
- Bidders must not include any taxes since Summer Food Service Program is tax exempt
- Invoices must include:
 - Purchase order number
 - Itemized list of goods delivered
 - Delivery dates

SUBMISSION INSTRUCTIONS

Bids may be submitted by the following method:

Mail or Hand Delivery:

Dyer County Extension Office

151 Everett Avenue

Dyersburg, TN 38024

Summer Food Service Program Bid Form

Vendor Information

Company Name: _____

Contact Person: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____

Federal Tax ID (EIN): _____

Vendor Qualifications

Years in Business: _____

Do you have experience with USDA Child Nutrition Programs?

Yes No

If yes, please list programs:

License / Certifications (attach copies):

Food Service Permit

Health Department Certification

Liability Insurance

Other: _____

List 3-4 References (Name, Organization, Phone):

1. _____

2. _____

3. _____

4. _____

Delivery & Service

Delivery Area / Locations Served:

Delivery Schedule (days/times):

Can you meet temperature control requirements?

Yes No

Do you provide delivery documentation (invoices, meal counts, etc.)

Yes No

Compliance Certification

By signing below, the vendor certifies:

___ All food items will meet USDA SFSP meal pattern requirements

___ Compliance with all food safety and sanitation regulations

___ Price quoted are calid for the contract period

___ Vendor agrees to all terms outline in the Invitation to Bid

Authorized Signature

Authorized Representative Name: _____

Title: _____

Signature: _____ Date: _____