

# Illinois State Board of Education – Nutrition Department

## Summer Food Service Program Invitation for Bid Contract & Competitive Bidding Process

The Summer Food Service Program (SFSP) prototype, used to procure vended meals for the Summer Food Service Program, must be used for all contracts and must be competitively bid if the contract will exceed \$250,000. The enclosed materials were developed to assist program sponsors in procuring a contract and include required materials and instructions for completing the competitive bid process.

### Included in This Booklet:

- ◆ Procurement Procedures
- ◆ Instructions for Completing the Invitation for Bid and Contract
- ◆ Sample Advertisement
- ◆ Checklist
- ◆ Sample Food Specifications
- ◆ Sample Cold Lunch Menus
- ◆ Sample Cold Breakfast Menus
- ◆ Sample Vendor Letter
- ◆ Informal Bidding Procedures
- ◆ Pre-Bid Conference
- ◆ Contract Renewals

The Department of Treasury's Listing of Approved Sureties Circular 570, 2010 Revision is available on the Nutrition Department's website at <https://www.isbe.net/Pages/SFSP-CACFP-Vended-Meals-Contracts.aspx>, scroll down and click on *The Summer Food Service Program (SFSP)* and then scroll down and click on *The Department of Treasury's Listing of Approved Sureties Circular 570*.

**Please contact ISBE BEFORE you set your bid opening date at [nutritionprocurement@isbe.net](mailto:nutritionprocurement@isbe.net).** A draft copy of the completed Invitation for Bid and Contract, a cover letter to potential vendors, and a copy of the newspaper advertisement, must be submitted to your ISBE representative.

## STEP 1—Requirements

- ◆ When the food service contract has a total aggregate value of less than \$250,000, a sponsor may competitively bid or may contact vendors directly and follow the informal bid process.
- ◆ If the contract will exceed \$250,000, competitive sealed bidding must be used. The sponsor must prepare an Invitation for Bid and Contract (IFB) and bid specifications.
- ◆ Sponsors must use the prototype contract included in this packet.
- ◆ Addendums may be attached to the contract if needed. The bid contract should include all data essential to bidders to meet the contract terms.
- ◆ Specifications must describe the sponsor's needs in clear and precise language. **Such descriptions should not include information which could restrict competition.** Restriction of competition might include the use of brand-name products or a description of a product that may limit the bid to one supplier.
- ◆ If there are any changes to the bid/contract, all prospective bidders must be informed of the changes.
- ◆ Every effort must be made to contact as many known suppliers as possible; however, at a minimum, the Invitation to Bid and bid specifications must be sent to **four** vendors. ISBE is no longer supplying a *List of Known Vendors* in this packet; we encourage you to conduct an internet search of your area for vendors.
- ◆ Sponsors must develop at least an eleven-day cycle menu for each meal type they wish to receive bids on. Sponsors **may not** use a vendor's menu! This is unfair to potential bidders!
- ◆ **A draft of the Invitation for Bid, the proposed menus, a draft of the advertisement, and a list of intended vendors with a cover letter must be submitted to this agency for approval prior to placing the advertisement in the paper or providing bid packets to potential vendors.** ISBE has up to 30 days to review these documents. The sponsor will be notified if there are any changes that need to be made. **Contact ISBE PRIOR to setting your actual bid opening date.**
- ◆ The Invitation for Bid must be publicly advertised **at least 14 calendar days** prior to the bid opening date. Advertisements may be placed in an area newspaper and/or a newspaper of general circulation in the state. The advertisement must include at a minimum:
  1. Name, address, and telephone number of your organization
  2. Proposed operating days of the food service
  3. Types and estimated number of meals to be served daily
  4. Locale where program will operate
  5. Statement of the amount of bid bond, if required
  6. Statement that a 10 percent performance bond may be required of the successful bidder
  7. Due date of bid including time and place of the bid opening
  8. Statement that contracts are subject to review by the Illinois State Board of Education
  9. Non-discrimination 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 <https://www.ascr.usda.gov/how-file-program-discrimination-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).

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- ◆ The bid opening must be held at the date, time, and place specified in your newspaper advertisement.
- ◆ Any bids received prior to the final deadline for bid submission must be held **unopened** in a secure place. Bids received after the deadline date should be returned unopened to the bidder.
- ◆ All bids must be publicly opened and read aloud. The lowest responsible bidder who meets the requirements of the Invitation for Bid must be accepted. To ensure all bidders are responsible firms, the sponsor should develop criteria and evaluate each bidder on a pass or fail basis. Keep in mind, any and all bids may be rejected when there are sound documented business reasons in the best interest of the Program to do so.

## STEP 2—Instructions for Completing the Invitation for Bid and Contract

The sponsor must complete the following items on the Invitation for Bid and Contract as well as read the instructions and the contract thoroughly before submitting the bid packet to the Illinois State Board of Education (ISBE) for approval:

- ◆ Section A—Sponsor Information
  1. Name, address, and telephone number of sponsor including contact person
  2. Bid number—sponsor assigns this number before submitting to the food service management company (FSMC)
  3. Bid opening—date, time, and location
  4. Contract commencement date
  5. Contract expiration date
  6. Estimated servings per day and estimated number of serving days for each meal type
- ◆ Section B—Do **NOT** complete until a bid is accepted
- ◆ Section C—Instructions to Bidders

If the total bid is anticipated to exceed \$250,000, the sponsor must insert a figure of not less than 5 percent or more than 10 percent under 9 (A) for bid bond requirements.
- ◆ Section D—Scope of Services
  1. Enter whether milk is included in contract or not under 1.
  2. Enter dates of operation (actual) and the days of the week service is expected under 3.
- ◆ Sections E—Unit Price Schedule and Instructions

Read and understand the instructions of the contract.

◆ Sections F—General Conditions

1. Enter the number of minutes within the specified meal delivery time that deliveries may be made at asite under 8.
2. Enter the **one year period** under 9 (A).
3. Enter the capped % for renewal increase under 9 (F).

◆ Sections G—General Provisions

Read and understand the provisions of the contract.

◆ Schedule A—Program Sites

List each site for which you are requesting bids. Include the name, address, and telephone number for each site. Also indicate the authorized designee (contact person), type and quantity of meals, delivery time for each meal, and the begin and end date of the food program for each site. **Please include the total number of meals claimed in the prior year for the site and also if the site will participate in offer vs serve.**

◆ Schedule B—Menu Cycle

1. You must include a menu cycle of at least 11 days for each meal type. Sample menus are included in the packet.
2. All menus must be stated by specific item and portion for each component to ensure all meals meet the minimum quality and quantity standards as set forth in Schedule C. Refer to the *Required Meal Patterns* found in the *Invitation for Bid and Contract* and the *Instructions for Completing the Menu Forms* which are also part of this packet.
3. Sponsors should consider the equipment available at each site when determining menus. All hot and refrigerated foods must be maintained at acceptable temperatures by the site between meal delivery and service. This may require refrigerators and/or ovens at the site.

◆ Schedule C—Meal Pattern Requirements

The sponsor and the vendor must ensure all meals served meet the guidelines for a reimbursable meal. Include a copy of the Meal Pattern Requirements **with** the bid packet.

◆ Schedule D—Product Specifications

Food specifications should also be developed and submitted as a part of the contract. Sample specifications are included in this packet and also in the prototype. You may choose either or make a combination of your own specific to your menu.

◆ Bidder Responsibility and Bid Responsiveness—Bid Criteria

This a listing of the criteria to evaluate the IFBs received and consequently award the contract to. Choose the criteria for the contract and delete the other criteria listed. **You do not have to do all of those listed.** The potential bidder should include the documents required to demonstrate compliance with their IFB packet. A sponsor must check each potential bidder's documents and evaluate them on a pass/fail basis. The contract will be awarded to the lowest responsible and responsive bidder.

◆ Attachment—Certification Regarding Debarment, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions

To ensure the sponsor does not enter into a contract with a debarred or suspended company or individual, each sponsor must require each responsive bidder to include a certification statement with each bid. By signing the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred, or suspended by a Federal agency. It is the responsibility of each bidder to sign the certification statement and submit it with any bid.

A sponsor may rely on the certification statement submitted by a bidder unless sponsor personnel know the certification is in error. In such cases, the sponsor should contact the State agency for confirmation of the bidder's status relative to debarment and suspension. The required form is attached to the Invitation for Bid and Contract in the folder.

◆ Attachment—Bid Rigging

To ensure the bidder has not been barred from bidding on a public contract as a result of a violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid rotating) of the Illinois Criminal Code, contained in Chapter 38 of the Illinois Revised Statutes (for bidding only).

◆ Attachment—Certification Regarding Lobbying

To ensure the bidder is not using Federal funds (other than profits from Federal contracts) for lobbying Congress or any Federal agency in connection with the award of a particular contract, grant, cooperative agreement, or loan.

The required form is attached to the Invitation for Bid and Contract in the folder and should be signed by the bidder and submitted with any bid in excess of \$150,000.

◆ Attachment—Disclosure of Lobbying Activities

The bidder will be required to complete the lobbying disclosure form if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract.

**\*\*END OF BID PACKET\*\***

## NEWSPAPER ADVERTISEMENT

The Invitation to Bid must be publicly advertised at least 14 calendar days prior to the bid opening date 225.15(m)(4)(i). Advertisements may be placed in an area newspaper and/or a newspaper of general circulation in the state. The state newspaper is the Breeze-Courier; 212 S. Main St.; P.O. Box440; Taylorville, IL 62568.

- ◆ The newspaper advertisement must include, at a minimum:
  - Name, address, and telephone number of your organization
  - Proposed operating days of the food service
  - Types and estimated number of meals to be served daily
  - Locale where program will operate
  - Statement of the amount of bid bond, if required
  - Statement that a 10 percent performance bond may be required of the successful bidder
  - Due date of bid including time and place of the bid opening
  - Statement that contracts are subject to review by the Illinois State Board of Education

**Non-discrimination statement:** Non-discrimination 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 <https://www.ascr.usda.gov/how-file-program-discrimination-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:*

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2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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- ◆ Develop bidders list—This list must include four vendors at a minimum. ISBE is no longer supplying a *List of Known Vendors* in this packet; we encourage you to conduct an internet search of your area for vendors.
- ◆ Contact ISBE **BEFORE** you set the bid opening date.

## SAMPLE ADVERTISEMENT

Sponsor's Name, (Sponsor's address) sponsors the Summer Food Service Program (SFSP) and is soliciting bids from food service vendors. SFSP provides meals to children attending summer activity programs in low-income neighborhoods. The program is intended to provide a nutritionally balanced meal to children who may be nutritionally deprived during the summer recess when the free and reduced-price lunch programs are not available. All meals served must meet the United States Department of Agriculture (USDA) pattern requirements and Sponsor's Name established menus.

Bids are being solicited for service in the Sponsor's city area for approximately number of meals and meals type with will be served daily. The proposed operating days will run from dates of operation. A 5 percent bid bond is required and a 10 percent performance bond may be requested. All contracts are subject to review by the Illinois State Board of Education. To obtain a bid packet, contact Sponsor's phone number, contact name, email address and mailing address. A (non)mandatory pre-bid meeting will be held from sponsor's times at place of meeting.

The deadline for bid submission is date and time. A public bid opening will take place on date and time at address of place for bid opening.

*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.*

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3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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## STEP 3—Checklist

1. **Submit one copy of the following items to this office PRIOR TO DISSEMINATING THE INVITATION FOR BID AND CONTRACT TO POTENTIAL VENDORS OR ADVERTISING THE BID:**

- ◆ Completed draft of the Invitation for Bid and Contract
- ◆ Your proposed newspaper advertisement
- ◆ List of vendors/food service management companies (FSMCs) you will send an Invitation to Bid packet (at least four)
- ◆ Cover letter to the vendors/FSMCs that will be disseminated with the Invitation to Bid packet

*After this office reviews the bid documents, a compliance letter will be mailed to you. ISBE has up to thirty days to review these documents. Upon receiving the compliance letter:*

- ◆ Make copies of the Invitation for Bid and Contract for every vendor/FSMC on your bidders list.
- ◆ Assign a bid number and record the date materials are mailed to vendors/FSMCs.

Submit the newspaper advertisement to the media so it is published at least 14 days prior to the bid opening. At a minimum, you must submit this advertisement to a paper of general circulation; however, it may be submitted to the designated State newspaper which is the Breeze-Courier; 212 S. Main St.; P.O. Box 440; Taylorville, IL 62568.

- ◆ Mail a copy of the cover letter and approved Invitation for Bid and Contract to each vendor/FSMC on your bidders list.

### Bid Award and Contract Procedures

- ◆ Sealed bids returned to you must be securely held until the date and time of the public bid opening. **DO NOT OPEN** any bids you receive until the bid opening!
- ◆ On the day of the public bid opening, open and read all bids received on or before the due date. Record all bids and no bids received.

2. **Following the bid opening and prior to awarding the contract, you must submit the *Pre-Contract Award Summary Sheet* along with the following:**

- ◆ Actual newspaper advertisement with date of publication or certification from the newspaper.
- ◆ A copy of Section A for each bid received.
- ◆ Correspondence from bidders opting not to bid (or phone call documentation).

Once submitted, please allow approximately five working days for review of these documents and to receive written notification to proceed with the contract award. Arrange an award conference with the vendor/FSMC to discuss the contract terms.

3. **Upon completion of the contract award, the sponsor must provide the following documents to ISBE for review, accompanied by an original signed copy of the *Post-Contract Award Summary Sheet*:**

- ◆ Executed copy of the contract—signed by both vendor/FSMC and sponsor
- ◆ If the contract is \$25,000 or more—signed copy of the *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions*
- ◆ If the contract is over \$150,000—signed copy of the *Certification Regarding Lobbying*
- ◆ If the contract is over \$150,000 and any funds other than Federal appropriated funds have been used for lobbying—signed copy of the *Disclosure of Lobbying Activities*

4. **If the bid you selected is not the lowest bid, before communicating your acceptance to the**



**vendor/FSMC you selected, you must submit to this office:**

- ◆ Copy of all bids received, including all attachments
- ◆ Reasons for selecting a bid other than the low bid

This office will respond to your request within five working days.

## SAMPLE FOOD SPECIFICATIONS

### Summer Food Service Program

#### Meat-Meat Alternate

All meat and meat products shall be from plants under continuous USDA processing and inspection and shall be so identified.

1. Beef Bologna Meets Institutional Meat Product Specification #801, sliced half-ounce each piece, beef, pork, (beef is predominant) no meat by-products, cereals, or extenders.
2. Beef Salami Meets Institutional Meat Product Specification #804, sliced half-ounce each piece, beef, pork, (beef is predominant) no pepper corns, no meat by-products, cereals, or extenders.
3. American Pasteurized or Swiss Processed Cheese Sliced one-ounce pieces.
4. Beef Frankfurter Meets Institutional Meat Product Specification #800. Beef only—containing skeletal meat only, no binders, extenders, or by-products used. Not more than 30 percent fat. Each frankfurter must weigh two ounces raw.
5. Oven-Fried Chicken Leg Breaded, fried U.S. Grade A. The batter/breading shall consist of a flour-type base with other ingredients as needed to produce desirable texture, flavor, and color. The pick-up of batter and breading prior to frying shall be approximately 14–16 percent of the weight of the chicken. Chicken should be processed in vegetable oil for at least two minutes at 325°F. The finished fried chicken should have an internal temperature of 185°F (dark meat). After frying, the chicken should be immediately chilled and quick-frozen. The finished product should be uniformly covered with batter and breading and have a uniform brown color. The product should be free from burnt areas. The edible portion of the chicken exclusive of breading, skin, and bone must be two ounces cooked weight.
6. Peanut Butter Graham Cacker Sandwich The weight of the peanut butter shall be 2.3 ounces. The graham crackers, made with enriched flour, shall weigh .9 ounces.
7. Chopped Ham Log Sliced in one-ounce pieces. Meat by-products may not be used. Made from cured ham.
8. Turkey Roll Processed from U.S. Grade II or better quality. Each roll shall be composed of natural proportions of light and dark turkey meat and skins of turkeys (not to exceed 15 percent of total weight). The product shall be free of all tendons, cartilages, large blood vessels, blood clots, and discolorations. Moisture content 69–72 percent of cooked product.
9. Luncheon Meat Meets Institutional Purchase Specification #805, no meat by-products or nonfat dry milk can be added, sliced one-ounce portions.

10. Pizza Sausage and cheese with tomato sauce shall contain .5 ounces cooked meat, 1.5 ounces cheddar cheese, 1.6 ounces enriched pizza crust (size 4" x 6"), 1.4 ounces of tomato sauce. Each portion shall weigh five ounces.
11. Beef Patty Meets Institutional Meat Purchase Specification #1136, Beef U.S. Grade Good or Better not to exceed 25 percent fat, 2.67 ounce patty, six patties per pound, no soy, meat by-products, binders, or extenders. Meat shall be free of bone.
12. Roast Beef Sliced U.S. Choice—when specified wafer thin, shall not be less than eight slices per two-ounce portion.
13. Meat Loaf Sliced in one-ounce portions per two-ounce sandwich; percentage of additives of protein (meat or vegetable protein) may be counted in the total protein allowance.

### **Fruit-Vegetable Components**

1. Pineapple Juice Must be 100 percent fruit juice, unsweetened, U.S. Grade A, packed in individual containers of four ounces each.
2. Diced Peaches in Gelatin Peaches, cling, diced U.S. Grade 8, light syrup, drained volume of peaches equaling ¼ cup in six ounces of lime gelatin.
3. Polish Dill Pickles U.S. Grade 8 or better, whole pickles, size of each (medium) pickle 2¾" to 3½", uniform in size and shape, texture firm and crisp, no soft, slippery, or hollow centers. Pickles free from objectionable odors (¼ cup serving).
4. Pears U.S. Grade 1. Size medium, 135 or 150 count (2½" diameter) well formed, smooth fruit, free from scars. Pears shall not be shriveled near stem (½ cup serving).
5. Banana 100–125 count. Fruit shall be plump, firm, bright colored, free from scars and bruises. There shall be no discolored skins (½ cup serving).
6. Carrots/Pineapple in Orange Gelatin Shredded carrots—good orange color, free of green color. Crushed pineapple—drained, U.S. Grade 8 packed in juice. It shall be reasonably free from defects and blemishes and have uniform ripeness (¼ cup serving before gelatin is added).
7. Apple Juice Shall be 100 percent juice. U.S. Grade A, unsweetened, packed in individual containers of four ounces.
8. Fruit Cocktail U.S. Grade 8, light syrup. Fruit cocktail should contain not less nor more than:
- 30–50 percent peaches
  - 25–45 percent pears
  - 6–16 percent pineapple
  - 6–20 percent grapes (seedless)
  - 2–6 percent cherries
9. Orange Juice 100 percent orange juice, unsweetened, four-ounce portion.

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|----------------------------|---|
| 10. Applesauce             | Sweetened, spiced with cinnamon. U.S. Grade A fancy, made from comminuted apples. The product shall be free of off flavors, seeds, flecks from bruised portions, peels, or inedible tissue. |
| 11. Raisins                | Dehydrated, regular moisture Thompson seedless, individual packages of 1.3 ounces, U.S. Grade A, small (¼ cup serving).   |
| 12. Nectarine              | 80 count, medium size, 2½" diameter fruit shall not be hard, dull, or shriveled (½ cup serving).  |
| 13. Pineapple/Orange Juice | U.S. Grade A unsweetened, 100 percent juice, packaged in individual containers of four fluid ounces.  |
| 14. Fresh Peach            | 84 count, small, 2⅞" diameter, fruit shall be firm, not hard, with a yellowish cast rather than distinctly green (⅓ cup serving).   |
| 15. Apples                 | U.S. Grade 1 2¾" diameter, 100 count red delicious, Jonathan, or golden delicious (½ cup serving).  |
| 16. Oranges                | Medium orange; California or Arizona, 113 count; Florida or Texas, 125 count (½ cup serving).   |
| 17. Cole Slaw              | ¼ cup raw chopped vegetable with vinegar and oil or sweet and sour dressing.  |
| 18. French Fries           | Made with U.S. Grade A potatoes, ⅛" diameter, 3" long, straight cut, oven brown.  |
| 19. Plums                  | 2" diameter (two per serving) fairly firm to slightly soft stage of ripeness (½ cup serving).   |

**Bread-Bread Alternate**

All breads shall be whole grain or enriched breads as required by the USDA.

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|--------------------|---|
| 1. Spolentino Bun  | Enriched, need size and weight of product.  |
| 2. Frankfurter Bun | Enriched flour, each roll weighs 40 grams or 1.4 ounces.  |
| 3. Dinner Roll     | 2½" to 3" inches diameter. Enriched flour with a minimum weight of 25 grams.  |
| 4. White Bread     | From enriched flour, must contain 62 percent total solids, weight of each slice must be 28 grams or one ounce. Loaf: Pullman Sandwich sliced—16 slices per pound. |
| 5. Kaiser Roll     | 2½" to 3" diameter. Made from enriched flour. One roll must weigh 57 grams or two ounces.   |
| 6. Wheat Bread     | Made from whole wheat flour and enriched white flour. Each slice must weigh 28 grams or one ounce.  |

**Condiments**

- |                          |   |
|--------------------------|---|
| 1. Salad Dressing Packet | Specify weight of package.              |
| 2. Mustard Packet        | Specify weight of package.              |
| 3. Ketchup Packet        | U.S. Grade A—specify weight of package. |

4. Jelly Packet

Specify flavor and weight of package.

**Milk**

1. Unflavored, whole, eight fluid ounces in half-pint cartons, homogenized, pasteurized, vitamin A and D fortified. Meets state, local, and federal specifications, Grade A.
2. Flavored, whole, eight fluid ounces in half-pint cartons, flavored with chocolate or cocoa, homogenized, pasteurized vitamin A and D fortified. Meets state, local, and federal specifications, Grade A.

These specifications have been prepared as a guide for developing food specifications for your Summer Food Service Program Contract. *Choice Plus* is a USDA reference guide on foods and ingredients to assist purchasers in developing food specifications consistent with nutritional goals and knowledge.

You may add or delete any item(s) that applies to the menu cycle developed for your program.

**SAMPLE COLD LUNCH MENUS**  
**Summer Food Service Program**

**Day 1:**

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Cold Sausage Pizza

Sausage - 1 ounce	Fresh Grapes - ¼ cup
Mozzarella Cheese - 1 ounce	Lettuce Salad - 1 cup
Crust - 1½ ounces minimum	French Dressing Packet - 1 tablespoon
	Milk - 8 ounces*

**Day 2:**

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Turkey Club Sandwich

American Cheese - ½ ounce	Whole Nectarine (2½" diameter) - ½ cup
Sliced Turkey - 1½ ounces	Frozen 100 percent Apple Juice With spoon - ½ cup
Lettuce Leaf and Tomato Slice**	Salad Dressing Packet - 1 tablespoon
Hamburger Bun	Milk - 8 ounces*

**Day 3:**

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Snackin' Cheese and Breadsticks

Mozzarella Cheese Sticks - 2 ounces	Peach Slices - ¼ cup
Soft Breadsticks 2 large - 1½ ounces	Lettuce Salad - ½ cup
Meatless Spaghetti Sauce - ½ cup	French Dressing Packet - 1 tablespoon
	Milk - 8 ounces*

**Day 4:**

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Ham Loaf Sandwich

Chopped Ham Loaf - 2 ounces	Fresh Broccoli Florets - ½ cup
Enriched Wheat Bread - 2 slices	Ranch Dressing Packet - 1 tablespoon
Whole Apple (2½" diameter) - ½ cup	Milk - 8 ounces*
Mustard and Salad Dressing Packets	

**Day 5:**

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Ham and Turkey on a Roll

Shaved Ham - 1 ounce	Whole Orange, Cut (2½" diameter) - ½ cup
Shaved Turkey - 1 ounce	Cole Slaw / Sweet and Sour Dressing – ½ cup
Italian Bun - 1½ ounces minimum	Mustard and Salad Dressing Packets
	Milk - 8 ounces*

**Day 6:**

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Salami Pita Supreme

Salami - 2 ounces	Pineapple Chunks With Coconut - ¼ cup
American Cheese - 1 ounce	Whole Medium Banana - ½ cup
Lettuce Leaf and Tomato Slice**	Mustard and Salad Dressing Packets
Pita - .9 ounce minimum	Milk - 8 ounces*

**Day 7:****Cold Pepperoni Pizza**

Pepperoni - ½ ounce  
Mozzarella Cheese - 2 ounces  
Crust - 1½ ounces minimum

Mixed Fruit - ¼ cup  
Lettuce Salad - 1 cup  
French Dressing Packet - 1 tablespoon  
Milk - 8 ounces\*

**Day 8:****Mini Submarine Sandwich**

American Cheese - ½ ounce  
- 1 ounce  
Turkey - 1 ounce  
Lettuce Leaf and Tomato Slice\*\*  
Oval Roll - 1½ ounces minimum

Raisin Packet - ¼ cup Bologna  
Ruby Red Applesauce - ½ cup  
Mustard and Salad Dressing Packets  
Milk - 8 ounces\*

**Day 9:****Spiced Luncheon Meat**

Spiced Luncheon Meat - 2 ounces  
American Cheese - ½ ounce  
Enriched Bread - 2 slices  
Mustard Packet

100% Pineapple/Orange Juice - ½ cup  
Whole Medium Banana - ½ cup  
Milk - 8 ounces\*

**Day 10:****Peanut Butter Sandwich**

Peanut Butter - 2 tablespoons  
Grape Jelly - 1 tablespoon  
Enriched Bread - 2 slices  
ounces\*Cheese Stick - 1 ounce

Celery and Carrot Sticks – 1/8 cup each  
Pear Halves - ½ cup  
Milk - 8

**Day 11:****Chef Salad**

Sliced Ham - ½ ounce  
Sliced Turkey - ½ ounce  
Shredded Cheese - ½ ounce  
Boiled Egg - ½ egg

Lettuce - 1 cup  
Tomato - ¼ cup  
Low Fat Ranch Dressing Packet - 2 tablespoons  
Corn Chips - .9 ounce minimum  
Milk - 8 ounces\*

\*Choice of 1% chocolate or 2% white.

\*\*Does not go towards meeting the vegetable/fruit component and MUST be packed separately from the sandwich.

**All appropriate condiments, napkins, utensils, and straws must be provided.**

## SAMPLE COLD BREAKFAST MENUS

### Summer Food Service Program

#### **Day 1**

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Ready-to-eat cereals (lesser of  $\frac{3}{4}$  cup or 1 oz)

$\frac{1}{2}$  c orange slices

8 oz low-fat/fat-free milk\*

#### **Day 2**

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1 biscuit (25 gm or 0.9 oz)

with 1 T jelly variety

$\frac{1}{2}$  c pear wedges

8 oz low-fat/fat-free milk\*

#### **Day 3**

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Blueberry muffin (50 gm or 1.8 oz)

$\frac{1}{2}$  c fresh fruit cup (grapes, bananas, strawberries)

8 oz low-fat/fat-free milk\*

#### **Day 4**

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Whole wheat English muffin (25 gm or 0.9 oz)

with 2 T peanut butter

4 oz 100% grape juice\*\*

8 oz low-fat/fat-free

milk\*

#### **Day 5**

---

French toast (63 gm or 2.2 oz)

with 1 T light maple syrup

$\frac{1}{2}$  c grapes

8 oz low-fat/fat-free milk\*

#### **Day 6**

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Bagel (25 gm or 0.9 oz)

with 1 T light cream cheese

4 oz 100% orange juice\*\*

8 oz low-fat/fat-free milk\*

#### **Day 7**

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Soft pretzel (25 gm or 0.9 oz)

with 1 T cheese sauce

$\frac{1}{2}$  c apple slices

8 oz low-fat/fat-free milk\*



**Day 8**

---

Grain fruit bar (63gm or 2.2 oz)

½ c sliced strawberries

8 oz low-fat/fat-free milk\*

**Day 9**

---

Waffle (31gm or 1.1 oz)

with 1 T light maple syrup

½ c blueberries

8 oz low-fat/fat-free milk\*

**Day 10**

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Cinnamon raisin bread (25 gm or 0.9 oz)

½ c apple sauce

8 oz low-fat/fat-free milk\*

**Day 11**

---

Egg and sausage burrito (25 gm or 0.9 oz)

½ c banana

8 oz low-fat/fat-free milk\*

**NOTES:**

\*Milk may be flavored or unflavored

\*\*All fruit juices must be 100% juice

**For Contract Bidding Purposes**, all appropriate condiments, napkins, and straws must be provided.

## SAMPLE VENDOR LETTER

Date

Dear :

Attached is a copy of the Invitation for Bid and Contract for the Summer Food Service Program sponsored by (name of your organization). This program will serve (i.e. cold sack, cold packed, hot packed) lunches at approximately (number of sites on schedule) sites, beginning (date) and ending (date), 20\_.

Any food service management company awarded this contract must agree to adhere to the menus, specifications, and conditions stated in the attached Invitation for Bid and Contract. In addition, the food service management company must agree to provide accurate and final billing for services to this organization within (number) days following the end of the billing period.

If you wish to submit a bid for the preparation and delivery of meals for this program, read the attached contract thoroughly and complete:

1. Section A, numbers 6, 7, and 8
2. Section B, 1 (B), and 3 (A)
3. Certifications
  - a) Independent Price Determination
  - b) Bid-Rigging
  - c) Debarment, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
  - d) Lobbying form
    - a. Disclosure of Lobbying Activities (if applicable)

Please return your bid along with a copy of your current health certificate, bid bond, and documents required to demonstrate compliance of the Bidder Responsibility and Bid Responsiveness Criteria, to (address to where bids are to be returned). *A (non)mandatory pre-bid meeting will be held from sponsor's times at place of meeting.* All bids must be received no later than (date and time of opening) at which time the bids will be opened and read.

If you prefer not to place a bid for this contract, please respond back to us with the reason for not bidding.

If you have any additional questions regarding the Invitation for Bid and Contract, please contact (name and phone number of contact person).

Sincerely,

(name of sponsor representative)

Attachment