

## Mid Cumberland CAA Head Start/Early Head Start Conditions for Bid

- Contract Period:** November 1, 2025 through October 31, 2028
- Licensing:** Only vendors that are licensed in accordance with state and local law shall bid.
- USDA Certification:** All vendors submitting a bid shall sign the attached form regarding debarment, suspension, ineligibility and voluntary exclusion.
- Price Quotes:** Prices quoted shall be firm for one calendar year and shall include all charges for packing and transporting to the individual centers at the addresses provide (see site list details). Prices quoted shall not include Federal Excise Tax or State Sales Tax, as Mid Cumberland CAA is a tax exempt organization (Sales & Use Tax Certification of Exemption is provided upon request). A Price Review will occur annually by October 1st to affirm agreeable prices by both parties, ensuring due diligence in the best pricing. Contract will be for 3 calendar years, barring use of termination clause.
- Quantities:** It shall be understood that the quantities designated for each item is only estimates based on past use, and that any contract established as a result of this request for bid will not obligate Mid Cumberland CAA to purchase any quantities in excess of action requirements.
- Deliveries:** Deliveries shall be made month or bi-monthly depending on sites. Deliveries must be made between the hours of 7:00 a.m. and 2:00 p.m. Monday – Friday. Special or intermediate deliveries shall be required only if a contractor fails to deliver a product on a regularly scheduled delivery. The successful bidder shall submit a schedule of delivery days that shall remain constant from delivery to delivery.
- CACFP Requirements:** Mid Cumberland CAA Head Start/Early Head Start participates in the Child and Adult Food Program (CACFP) program, and therefore, must choose food items that meeting USDA recommendations and CACFP nutrition requirements. Furthermore, all foods must have updated Child Nutrition Label available for our records.
- Other Specifications:** All items must be bid according to specifications unless the company does not carry the item. Package weights and types vary and therefore should be updated as need on the bid sheet. If several packing types differ, the bid sheet can be emailed to the bidder upon request to make those changes more easily.
1. Ground Beef must be frozen in 1 lb. units
  2. All juices must be 100% fruit juice
  3. A Non-CN Label product shall not be substituted when a CN Labeled product has been specified.

**Substitutions:** In the event that the successful bidder is unable to furnish the brand which was indicated in their bid, items of equal or better quality may be substituted at the bid price. However, delivery must not be made without prior approval of the Family Service & Health Manager. Delivery of brands that are not pre-approved shall be reason for rejection of the product and termination of the contract.

**Ethnic & Special Diets:** Please note that special consideration for particular food items have been included in the list to the bid list, e.g. gluten free and vegetarian foods, to meet these types of requests and accommodations.

**Contract Termination:** Failure on the part of the successful bidder to comply with the conditions as outlined above may result in contract termination. Unsatisfactory results of annual Price Review may result in contract termination. Either party to this contract may terminate with a thirty (30) day written notice to the other party.