

INVITATION FOR BIDS / REQUEST FOR PROPOSAL
2026 Summer Food Service Program (SFSP)
Vended Meal Contract Meal Services
Greater Baton Rouge Food Bank



Contact:

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PURPOSE: To combat child and adolescent hunger, the Greater Baton Rouge Food Bank (hereafter referred to as GBRFB) will become a sponsor of the Summer Food Service Program (SFSP) in our 11-parish service area. In June, July, and August, our program will aim to distribute approximately 10,000 meal boxes. GBRFB seeks a vendor to provide **shelf stable, 7-day ready-to-eat prepackaged breakfast and lunch meals** that fulfill USDA requirements for SFSP reimbursable meals

REQUEST:

- Bidders are requested to provide a menu for a pre-packed box containing **7 days of shelf stable, ready-to-eat prepackaged breakfast and lunch meals** meeting all SFSP nutritional requirements as set forth by the USDA and the Louisiana Department of Education as outlined in the attached documents.
- Bidders are requested to provide a single fixed price per meal that will be maintained throughout the duration of the contract (for example, Company X will provide individual meals for the program for \$x.xx per meal). **All labor, packaging, and delivery costs to the GBRFB should be factored into this single per meal price.** All lunch meals should include 1 percent shelf stable milk. Please include your estimated lead time on delivery.
- Vendor will be paid within 30 days of receiving a monthly invoice and any other necessary paperwork. Only complete, undamaged, unspoiled meals delivered to the Greater Baton Rouge Food Bank within the agreed-upon time frame will be paid for.
- A separate SFSP vendor agreement contract with operating guidelines and requirements will be executed with the awarded vendor.

INSTRUCTIONS:

- Bids must be received by **4:00 p.m. CST on April 21, 2026**. Late bids will not be accepted.
- Bids should be addressed to the Child Nutrition Programs Coordinator, and submitted to the Greater Baton Rouge Food Bank, 10600 South Choctaw Drive, Baton Rouge, LA 70815 or cacfp@brfoodbank.org.
- Please see attachments for evaluation criteria and additional provisions.
- Bids will be opened at **8:00 a.m. CST on April 22, 2026** at GBRFB. Vendors will be informed by email of acceptance or rejection.
- For additional information, please contact Cole Baker or Jordyn Mancuso at the Greater Baton Rouge Food Bank using the contact information on the first page of this document.

VENDOR REQUIREMENTS LISTED ON PAGE 3 OF THIS DOCUMENT

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Business Name: _____

Owner Name: _____

Address: _____

City, State, Zip code: _____

Email Address: _____

Phone: _____

Please include the following:

- Your bid
- Your menu
- Estimated lead time and delivery time
- Health department permit to operate
- Proof of General Liability Insurance
- Signed Debarment and Suspension Certification Form
- Signed Independent Price Determination Certification
- Signed Byrd Anti-Lobbying Amendment Clause
- Any additional comments or documents necessary

I hereby certify that the information provided in this application and all accompanying information, if provided, is true and accurate as of the date of completion.

Signature: _____ Date: _____

Title: _____

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MEAL REQUIREMENTS*: Bids for shelf stable meals must include the price per meal, delivery fee, 14-meal menu, and the component breakdown; labor, packaging, and delivery costs to the GBRFB should be factored into the single price per meal. All shelf stable meal bids must follow the component guidelines and include 1 percent shelf stable milk. Vendor must supply all necessary Child Nutrition Labels and/or Product Formulation Statements for processed foods that require this documentation. Please include your estimated lead time on delivery.

Breakfast Meal Pattern	
Food components and food items	Minimum quantities
Fluid milk	8 fluid ounces
Fruit/vegetable	½ cup
Grain/bread (breads/grains must be made from whole-grain or enriched meal or flour; cereal must be whole-grain or enriched or fortified)	1 serving bread or ¾ cup cold dry cereal or ½ cup grains

Lunch Meal Pattern	
Food components and food items	Minimum quantities
Fluid milk	8 fluid ounces
Meat/meat alternates (edible portion as served):	
Lean meat, poultry, or fish	2 ounces
Tofu, soy products, or alternate protein products	2 ounces
cheese	2 ounces
Large egg	1
Cooked dry beans or peas	½ cup
Peanut butter or soy nut butter or other nut or seed butters	4 Tbsp
Yogurt, plain or flavored, sweetened or unsweetened (must contain no more than 23g or total sugars per 6 oz)	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement and must be combined with another meat/meat alternate to fulfill the requirement:	
Nuts and/or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounce of nuts/seeds=1 ounce of cooked lean meat, poultry, or fish)	1 ounce=50%
2 fruits/vegetables (full-strength juice, fruit, and/or vegetable)	¾ cup
Grains (oz eq)	1 serving bread or ¾ cup cold dry cereal or ½ cup grains

* Each meal must have a label attached. Labels should include identity of the source, contents (identify allergens), use-by date, and handling instructions.