

SOUTHEASTERN COMMUNITY ACTION PARTNERSHIP  
EARLY HEAD START/HEAD START PROGRAM

## Invitation for Bid Dairy Products

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August 22, 2022 – June 30, 2023

Date IFB Issued: 07/13/2022

IFB#DAIRY – SCAP 2022-2023

Description: This IFB is issued with the intent of entering a Contract for procurement and delivery of dairy products to 13 Head Start Center in a six-county area. The centers' locations are in Bladen, Brunswick, Columbus, Hoke, Robeson, and Scotland Counties (see attachment). Southeastern Community Action Partnership is a private nonprofit organization funded through federal and state grants.

Release of Bid Package: July 13, 2021

Date/Time Bid Opens: August 1, 2022, at 10:00 am

Deliver Bids to: Southeastern Community Action Partnership  
405 N. Elm Street  
Post Office Box 1025  
Lumberton North Carolina 28359

Instructions: Mail One Original of the complete IFB and Original Signatures in a **SEALED** envelope. Due to COVID-19, we will accept emailed bids to the attention of [foskeyc@scapnc.org](mailto:foskeyc@scapnc.org) or [greerbc@scapnc.org](mailto:greerbc@scapnc.org). Bids must be received by 10:00 a.m. **July 29, 2022**. Bids received after this time will not be considered. Please direct all inquiries concerning this bid to Brenda Carol Greer, Food & Nutrition Program Specialist, at [greerbc@scapnc.org](mailto:greerbc@scapnc.org) or 910/277-3513.

Award Notification: Subject to the conditions, provisions, and specifications associated with this IFB, Bids will be received at the above location until the stated date and time.

### SCAP Rights Regarding Bids:

SCAP expressly reserves the right to reject all Bids and to waive informalities and/or irregularities thereof, and request resubmission of bids from all vendors. Neither receipt of a bid nor failure to reject shall impose any legal obligation on SCAP.

SCAP reserves the right to retain all Bids for ninety (90) days or until approval by the SCAP Board of Directors, whichever comes first.

- Delivery:** Dairy products will be delivered to the Head Start facilities Monday through Friday, **twice weekly between the hours of 8:00 a.m. and 3:00 p.m.**
- Condition:** No milk will be delivered before 8:00 a.m. or after 3:00 p.m. Should this occur, this bid will be canceled.
- Method:** Plain milk will be delivered to each Head Start facility regularly. Chocolate milk will be ordered occasionally. Soymilk is ordered only as needed for special dietary needs. All Head Start facilities **must receive 1% Low-Fat Plain Milk.**
- Contract Period:** **This period is from August 22, 2022, through June 30, 2023. The first delivery will be scheduled for the week of August 22-26, 2022.** Should products and services of contractors prove to be satisfactory, SCAP intends to award the contract for the full operating year.

***Please explain your policy on the delivery of backorders should this situation ever occur.***

- Pricing:** The successful vendor may present requests for minor price changes on **November 1, 2022, and February 1, 2023.** Price changes must be submitted in writing to the Child and Adult Care Food Program Director (CACFP) of SCAP by **November 1, 2022, and February 1, 2023.** If the price change is significant, Southeastern Community Action Partnership reserves the right to re-bid this service for the remainder of the school year.

**Product Specifications:**

Low Fat Milk	Size	Containers	If Available) Soy Original or Vanilla Soymilk
1% Plain Milk	½ pint	cartons	½ gal. Carton

Plain milk will be served twice daily, breakfast and lunch.

Included is a listing of all facilities' locations, contact information, address, and the number of children to be served. Before returning the bid, Bidder should check to ensure the following items are completed and/or enclosed:

1. Completed and signed Invitation to Bid documents.
2. Bid prices offered have been reviewed.

*Signature Page*

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Cynthia Foskey, Executive Administrator

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Dr. Ericka J. Whitaker, Chief Executive Officer

- Bidder must Fill in the information listed below and sign where indicated

Company Name: _____
Address: _____
City, State: _____ Zip: _____
E-Mail: _____
Signature of Owner or Authorized Agent _____
Type/Printed Name of Above: _____

***Please check one:***

We can  cannot  deliver to all locations

Return to: Southeastern Community Action Partnership  
 Post Office Box 1025  
 405 N. Elm St.  
 Lumberton North Carolina 28359  
 Attn: Cynthia Foskey/Executive Administrator  
 foskeyc@scapnc.org