

North Carolina Department of Health and Human Services  
 Division of Child and Family Well-Being, Community Nutrition Services Section  
 CHILD AND ADULT CARE FOOD PROGRAM



**Quotes or Bids Documentation**

(For amounts greater than \$10,000 from Food Service Management Companies)

	Vendor 1	Vendor 2	Vendor 3
(Date)	<b>Name of Vendor:</b>		
(Name of Institution)	<b>Address:</b>		
(Agreement Number)	<b>City, State ZIP:</b>		
(Name of person completing this form)	<b>Telephone Number:</b>		
(Signature of person completing this form)	<b>Small/Minority/ Woman-Owned Business:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Quoted by:</b>		
	<b>Method of Contact: (phone, email, website)</b>		

Item	Qty	Meal*	Description	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
<i>example</i>	<b>200</b>	<i>Lunches</i>	<b>(Sample) Child Care lunches</b>	<b>\$3.00</b>	<b>\$600.00</b>	<b>\$3.25</b>	<b>\$650.00</b>	<b>\$2.90</b>	<b>\$580.00</b>
1									
2									
3									
4									

\*Unit of Measure **Total:** \_\_\_\_\_

<b>VENDOR SELECTED (Check Yes or No):</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Reason for Vendor Selection:

North Carolina Department of Health and Human Services  
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## Quote/ Bid Checklist for Food Service Contracts over \$10,000

When soliciting quotes or bids for food service, institutions and facilities are required to provide the same information/specifications to each vendor (Food Service Management Company). Please consider your area and which vendors could potentially provide meals. This could include nearby hospitals, food banks, community centers, senior nutrition programs, and other catering services.

Use the checklist below to make sure that each vendor contacted receives the same information/specifications:

- CACFP Meal Patterns (<https://www.fns.usda.gov/cacfp/meals-and-snacks>)
- Sample menus
- Number and type of meals needed and whether milk is to be included
- Delivery times and locations (facilities)
- Food preparation (temperature requirements)
- Packaging requirements
- Payment terms
- A copy of a Food Service Contract

**Note:**

- Once you have obtained 3 quotes, review and select the bidder that can provide the product specifications at the lowest price (if the lowest bidder is not selected, you must justify your selection).
- Submit the *Quotes or Bids Documentation* log with the signed *Food Service Contract* in NC CACFP CONNECTS. For contracts over the Simplified Acquisition Threshold of \$250,000, use formal procurement procedures.
- Contracts greater than \$50,000 must be submitted to the State agency for approval before acceptance.
- Affirmative steps shall be taken to assure that small and minority businesses are utilized when possible [(7 CFR §226.22(f)(1-7)].
- Keep all procurement records for at least five years following the expiration date of the contract.