

FOOD BANK of NORTHWEST LOUISIANA

REQUEST FOR PROPOSAL Food Vendor for Summer Meal Program

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USDA is an equal opportunity provider, employer, and lender.

BIDS MUST BE RECEIVED BY THE DEADLINE DATE:

MAY 15, 2026 at 10AM

Late bids will be not be considered.

Food Bank of Northwest Louisiana

Purpose: The Food Bank of Northwest Louisiana is soliciting quotes for Prepared Meals for the Summer Meal Program for by the State of Louisiana, Department of Education to participate in the Summer Food Service Program (SFSP).

Bidders may submit their bid for the Summer Meal Program (referred to as Meal Program).

- The Prepared Food vendor/catering company bid is for the preparation and delivery of meals that meet the specifications to the various program sites.

Request:

- Bidders are requested to provide a **four-week, non-repetitive menu (16 menu items)**, that meet all nutritional guidelines as set forth by the Food Bank and Louisiana Summer Food Service Program (referred to as SFSP) and outlined in Attachment "A" and "B".
- 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 Summer Meal sites for \$x.xx per meal). All labor, packaging, delivery costs should be factored into this single per meal price.

Program Information:

The Meal Program sites are located at various locations, church and community center locations in Caddo, Bossier, Webster, Claiborne, Bienville, Red River and DeSoto Parishes in Louisiana, and can operate Monday through Friday for the summer months. There will be approximately 300-500 students daily between all the sites, however these numbers are subject to change. Meal service begins at varied times depending on the sites. All meals need to be individually packaged and vendor will supply any utensils and napkins

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Program and Meal Requirements for Summer Meal Program

1. Vendor must provide and follow a 4-week non-repetitive menu, or at least 16 different meals (entrees may be repeated occasionally, but with variation in other components).
2. Each meal must include 5 components, each of the following (minimum portion requirement) for children 6 – 12.

SFSP Breakfast

- Fluid milk: 8 fluid ounces (1 cup)
- Fruit/vegetable: $\frac{1}{2}$ cup
- Grains/bread: One serving, for example:
 - 1 slice of bread
 - 1 serving of cornbread, biscuit, roll, or muffin
 - $\frac{3}{4}$ cup or 1 ounce cold dry cereal
 - $\frac{1}{2}$ cup hot cooked cereal
 - $\frac{1}{2}$ cup cooked pasta, noodles or grains

SFSP Lunch or Supper

- Meat/meat alternate: 2 ounces
- Fruit and/or vegetables: Two different servings, totaling $\frac{3}{4}$ cup
- Grains/bread: One serving, for example:
 - 1 slice of bread
 - 1 serving of cornbread, biscuit, roll, or muffin
 - $\frac{1}{2}$ cup hot cooked cereal, pasta, noodles, or grains
- Fluid milk: 1 cup

3. Upon notification of bid acceptance, Vendor must provide documentation of:
 - Kitchen's current health inspection
 - Fire Marshall inspection
 - Permit to Operate
 - Food Safe Certification
 - Proof of General Liability insurance
 - Amounts of all main ingredients used (list at the beginning of program for each menu item)
 - Monthly temperature log of food items before leaving the facility. Sites will maintain their own temperature log as well.

Food Bank of Northwest Louisiana

Attachment "A"

NON-ALLOWED MEATS

Foods That Do Not Count Toward the Meat or Meat Alternate Requirements

Bacon
Bacon substitutes
Bean sprouts (counts as a vegetable)
Canned meat soup
Canned spaghetti with or without meat sauce
Cheese dips (Commercial)
Chicken necks
Cream Cheese
Frozen pot pies (Commercial)
Ham hocks
Pigs feet and Pigs tails
Potted meats
Powdered cheese (as in commercial macaroni & cheese mixes)
Processed meats with meat by-products, extenders, cereals or binders
Sandwich spreads (Commercial)

NOT ALLOWED VEGETABLES

Foods That Do Not Count Toward the Fruit and Vegetable Requirements

Banana chips	Kool-Aid
Candied cherries, pineapples, figs, dates, or citron	Lemonade
Carbonated beverages	Limeade
Catsup	Nectar
Coconut	Pepper
Commercial pizza sauce	Sauce Pickle
Fruit cocktail drinks	Relish
Fruit drinks	Pimentos
Fruit flavored powders and syrups	Potato Chips
Fruit punch	Potato sticks
Gelatin/Jell-O	Powdered fruit drinks
Hominy	Preserves
Honey	Punch
Imitation fruit drinks	Popsicle (unless made with at least 100% fruit juice)
Jams	Syrups
Jellies	Toaster pastry filling

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Attachment "B"

NOT ALLOWED BREADS

Foods That Do Not Count Toward the Bread / Bread Alternate Requirement

Cakes (with frosting)	Wheat germ
Potato chips	Potato sticks
Ice cream cones	Tapioca
Popcorn	Brownies
Corn nuts	Hominy
Dessert pie crust	

NOT ALLOWED MILKS

Foods That Do Not Count Toward the Milk Requirement

Canned milk	Sweetened condensed milk
Raw milk	Cream
Powdered cocoa mix	Sherbet
Custards	Half and half
Cream cheese	Sour cream
Cheese dips	Whipping cream
Dry powdered milk	Ice cream
Ice milk	
Puddings	

OTHER FOODS THAT ARE NOT ALLOWED

Foods that Do Not Count Toward Menu Pattern Requirements

These food items are sometimes used to add flavor to foods but have no or little nutritional value. If you use these items, use them in small amounts since they are high in sugars, salts, and fat.

Butter	Margarine
Candy	Carbonated beverages
Mustard	Mayonnaise
Canned Soups (Except vegetable)	Pigs feet
Popcorn	Salad dressings
Dry vegetables (used for seasoning)	Catsup
Chocolate	Chili Sauce
Cocoa	Syrups
Gelatin/Jell-O	Honey

1. Must serve all five components for a reimbursable meal

2. Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
3. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.
5. Alternate protein products must meet the requirements in Appendix A to Part 226.
6. Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
7. Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
8. A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
9. At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grain's requirement.
10. Refer to FNS guidance for additional information on crediting different types of grains.
11. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

REQUEST FOR PROPOSAL
Food Vendor for Food Bank of NWLA Summer Meal Program

My Bid is for:

Vendor Information:

Business Name: _____

Owner Name: _____

Address: _____

City, State, Zip code: _____

Prepared Meal Vendor Kitchen Location: _____

Email Address: _____

Phone: _____

Please submit your bid (price per delivered meal), sample menu and provide any comments:

Bid submission must include a 4-week non-repeating sample menu to be considered.

Please check that you have proof of the following:

- Kitchen's current health inspection
- Fire Marshall Inspection
- Permit to Operate (Occupancy License)
- Food Safe Certification
- Proof of General Liability insurance

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: _____

Title: _____

Date: _____

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