



July 1, 2025

**The Learning Center**  
**REQUEST FOR BID**  
**FOOD SERVICES CONTRACT**  
**CHILD DEVELOPMENT CENTER**

The Learning Center of Northeast Arkansas is requesting pricing proposals for food/dry good, dishwasher and kitchen sanitation chemicals and paper products for their child and adult care facilities.

**SPECIFICATION APPENDIX "A" IS ATTACHED**

Bidders are asked to return this proposal by the **end of the day August 1, 2025** with completed cover sheet and pricing (Appendix "A") attached. Bidders are asked to provide the prices based on the following:

**Instructions to Bidders:**

1. The terms of the service contract will be for a period not to exceed one (1) year beginning **August 6, 2025 through August 1, 2025**. Purchase Orders will be issued on a weekly basis, all processed foods must have a **Child Nutrition Label** and billing is requested to be net 30. Deliveries will be accepted Thursday mornings between the hours of 6:00 am and 9:00 am. **The bid price for food/dry goods/paper products/equipment and supplies etc. is expected to be accurate as indicated on the submitted bid, no deviation from the original agreed upon pricing will be permitted during the course of the contract unless agreed to by the parties herein.** The Learning Center reserves the right to cancel or change the terms of this service contract by submitting written notification. This notification will be sent certified mail 30 days prior to any change or cancellation. Termination justifications may include, but not be limited to the following: Non-performance issues, funding issues, bid variances or contract term expiration.
2. Appendix "A" constitutes a list of the most frequently purchased items during the past year. Quantities vary between 1-150 cases per year for items listed on appendix "A". The Appendix "A" proposal attached will be considered the fixed pricing quoted for these items. Prices on "new" items verbally quoted will be the guaranteed pricing for that item and adhered to when calculating and issuing invoices.
3. All items must be high quality, prepared foods must have a CN label (Child Nutrition Label), canned fruit are required to be juice packed or in light syrup, cereals and snack items sugar content are required to indicate 6 grams or lower and whole grain.
4. Bids must be received by the close of business **August 1, 2025**, late bids will not be accepted.
5. The envelope containing the food bid information must be labeled or emailed to **ssmith@tlcnea.com**: Attention: Sharon Smith "Bid Proposal – Food Program". The bid and all documents submitted will become the property of The Learning Center.
6. **The Learning Center is a non-profit, consideration should be made to wave any and all fuel charges. The Learning Center is not tax exempt.**
7. **Orders will be placed on Monday via purchase order requests or online ordering for delivery on Thursday mornings between the hours of 6:00 am and 9:00 am.**
8. DOT items must be clearly marked on Appendix "A", with delivery time frame.

SIGNATURE OF REPRESENTATIVE: \_\_\_\_\_

NAME OF VENDOR: \_\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_