



Invitation for Bid (IFB) – Distributor Contract

School District / Cooperative Name: SUGAR CREEK CHARTER SCHOOL

Date Issued: APRIL 27, 2026

IFB / Contract Number: 60B 26-4 GROCERY

Bid Period: July 1, 2026 to June 30, 2027

Purpose of Invitation

This Invitation for Bid (IFB) is issued to qualified distributors interested in submitting a **new contract proposal** for the procurement and delivery of products for federally funded Child Nutrition Programs operated by the School District/Cooperative identified above. This invitation for Bid (IFB) is to provide GROCERIES for the Sugar Creek Charter School Child Nutrition program.

The awarded contract shall constitute the **first year** of a contract with the option for up to **four (4) one-year renewals**, contingent upon satisfactory performance and mutual agreement between the School District/Cooperative and the awarded Vendor.

School District Bid Contact Information

Contact Name: JANET STERN

Title: CHILD NUTRITION SUPERVISOR

Email Address: STERN.JANET@THESUGARCREEK.ORG

Phone Number: 434-989-7252

All questions regarding this IFB must be directed to the contact listed above.

Bid Opening Information

Bid Opening Date: MAY 20, 2026

Bid Opening Time: 2:00 PM

Location:

4101 NORTH TRYON STREET

CHARLOTTE, NC

Bid Submission and Distribution Procedures

Vendors shall submit bids in a SEALED opaque envelope or other non-transparent package or container, including all required forms, attachments, certifications, and bid spreadsheets. Each bid must contain the following information in clear and legible form:

The full name and address of the distributor, the telephone number, including the area code of the authorized contact, bid number and submission deadline indicated on the bid certification.

The bid packet shall include, but is not limited to:

- Distributor Checklist
- Official IFB/Contract document
- Required bid certifications and agreements (with original signatures)
- Official bid pricing spreadsheets by lot

Failure to submit all required documentation may result in bid disqualification.

Bid Delivery Requirements

In-Person Delivery OR

Distributors delivering bids in person must:

- Sign in at the designated registration desk prior to the stated deadline
- Submit sealed bid envelopes clearly labeled with:
 - School District/Cooperative Name
 - IFB/Contract Number
 - Lot Number(s), if applicable

Mailed Bid Submissions

Mailed bids must:

- Be received no later than 2 PM on May 20, 2026
- Be sealed and clearly labeled with the required identifying information
- Be mailed to the address below:

Bid Submission Address:

Sugar Creek Charter School
Attention: Janet Stern Child Nutrition Supervisor

4101 North Tryon Street, Charlotte, NC 28206

The Vendor bears full responsibility for ensuring timely receipt of mailed bids. Bids received later than the designated time and specified date will be returned to the proposer unopened. Sugar Creek Charter School will not be responsible for bids or related correspondence not delivered by the deadline, delivered to the wrong address or misplaced. Facsimile (FAX) copies of the proposal will not be accepted. ***Late bids will not be accepted.***

Digital Master Pricing Submission

Distributors may be required to submit a **digital master copy of bid pricing by lot** to the School District/Cooperative or designated procurement representatives by the deadline specified above.

Submission instructions:

- **Email Recipient(s):** STERN.JANET@THESUGARCREEK.ORG
 - **Email Subject Line Format: Digital Master Copy Bid Pricing 60B 26-4 GROCERY**
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Produce Distributors Only:

Submit a digital copy of the Master Bid Pricing by lot, along with all required supporting documentation, including annual contract and/or weekly pricing supplier contracts and invoices, for the specified date of: March 16, 2026 listed on the IFB contract.

Files must be saved on a flash drive and electronically submitted to the School District/Cooperative or designated procurement contacts within the timeframe established in the IFB. The email subject line should clearly identify the distributor name, contract year, and applicable lot number.

The submitted pricing information will be used to conduct the required pre-award bid audit following the official bid opening.

Product Specifications and Compliance

Product specifications, including Buy American and allergen information, may be required as part of the bid package or submitted by a date established by the School District/Cooperative.

All products offered must comply with USDA Child Nutrition Program requirements.

Bid Opening Procedures

Vendors are welcome to attend the bid opening but vendor presence is not required. No weight or other consideration toward any award decision will be given to any vendor's attendance or absence at the bid opening.

At the bid opening:

- Required signatures and certifications will be reviewed
- **Evidence of unauthorized contract language changes will result in immediate disqualification**
- Only bid totals and the apparent preliminary low bidder will be announced

No discussion or questions regarding bid content or procedures will be permitted during the bid opening.

All post-opening questions must be submitted in writing to the School District/Cooperative contact.

Actions Required Prior to Award

Prior to official award notification, the following actions will occur:

- Review and verification of bid tabulations
- Correction of mathematical errors, if applicable
- Issuance of a recommended award notice to all bidders
- Local approval by the School District/Cooperative governing authority

Final award notification shall occur through issuance of an official Purchase Order or written award notice.

Bid Questions – School District Contact

Name: JANET STERN

Email: STERN.JANET@THESUGARCREEK.ORG

Phone: 434-989-7252
