



Educational Excellence. Diversity. Community.

INVITATION FOR BIDS: VENDED MEALS

PUBLIC NOTIFICATION INVITING BIDS: CITY CHARTER SCHOOLS

Notice is hereby given that City Charter Schools (School Food Authority, hereinafter referred to as **SFA**) is requesting proposals for a meal vendor (hereinafter referred to as **VENDOR**) to provide meals to the SFA's food service program.

VENDOR should not construe from this legal notice that the SFA intends to enter into a fixed-price contract with the VENDOR unless, in the opinion of the SFA, it is in the best interest of the SFA to do so. The SFA reserves the right to negotiate final contractual terms with the successful VENDOR.

The Invitation for Bid (IFB) documents may be obtained from the SFA by e-mail, postal mail, or fax. To request the (IFB) documents on our website (www.citycharterschools.org), by e-mail, or fax, please contact Stephanie Romero-Crockett at srcrockett@citycharterschools.org or 213-308-8125. The SFA will record and provide answers to any questions or requests for clarifying information about the IFB before the proposals are due.

The SFA reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The SFA will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of the SFA. Following the review and analysis of all responsive proposals, the SFA will make a recommendation to their Board of Education at its regularly scheduled meeting.

Purpose:

Subject to the conditions prescribed, proposals are requested for the purpose of providing breakfast and lunches, and/or hereinafter referred to as MEALS, that meet the National School Lunch Program (NSLP) meal pattern requirements, for City Charter Schools.

SEALED BIDS/PROPOSALS DUE JUNE 1, 2018

SECTION 2: GENERAL INFORMATION

About us

City Charter Schools is a one of kind group of schools serving a group of ethnically and socio-economically diverse students. We provide more than 700 students in grades K-8 with a rigorous, college-preparatory education. City Charter Schools is a School Food Authority for the 3 Charter Schools listed in Appendix A. As such, it 1) files for state and federal reimbursement dollars in order to make food provision financially feasible, 2) performs required monitoring responsibilities, and it 3) facilitates the securing of school contracts with Authority-approved, Charter-selected vendors to provide high-quality, USDA-compliant breakfasts and lunches.

Charter School Sites

This bid is intended to approve vendors for the 2 Charter schools listed in this bid in addition to any new school opened under the City Charter Schools SFA (though none are scheduled for the 2018-19 school year). Charter school sites are made up of schools serving elementary and middle school students, and the average enrollment of each school is 350 students. See Appendix A for list of sites.

2.1 Form of Submissions – Each person or entity submitting a response to this IFB (each “Bidder”) should prepare and submit their proposal in response to this IFB (“Proposal”) in a sealed envelope. Hard copy proposals shall include one (1) original copy and one (1) electronic. The envelope shall be plainly marked as “Food Service FY2018-19”, along with the Bidders name and the package shall be addressed to:

City Charter Schools
Attn: Stephanie Romero-Crockett
11625 W. Pico Blvd.
Los Angeles, CA 90064

2.2 Manner of Submission – The sealed Proposal must be received at the address listed in Section 2.1 on or before **June 1, 2018 at 3:00 P.M.** Each Proposal date and time of delivery will be recorded at City Charter School’s Home Office. Proposals received after the listed time on the due date will not be considered and will remain unopened. The proposal may also be submitted via email to srcrockett@citycharterschools.org, as long as it is received prior to the deadline.

2.3 Format of Proposal - Each Proposal must include the information required in Section 3.

2.4 What it means to “Win” the bid: In order to serve one or more of the 2 charter schools listed in Appendix A, vendors must have a contract with and as specified by City Charter Schools. City Charter Schools will approve successful vendors based on their ability to fulfill criteria (summarized in Attachment A – Scope of Services) and necessary further negotiations with City. Schools will then select a vendor from the list of approve vendors. This is designed to allow schools a voice in the vendor-selection process and to ensure that a sufficient number of vendors are available to serve all schools. Vendors are allowed to bid on specified school sites or all of the sites listed

2.5 Rejection of Proposals – City Charter Schools reserves the right to accept or reject any Proposal or any part of any Proposal. Failure to submit all requested information is reason for rejection of the Proposal

2.6 Submitted Proposals are Considered Final – All Proposals shall be deemed final, conclusive and irrevocable, and no Proposal shall be subject to correction or amendment for any error or miscalculation.

2.7 Form of Contract – Each successful Bidder shall be required to enter a contract in the form prescribed by City Charter Schools. Contracts will have a term of one year and may be renewed for up to four additional one-

year terms, as permitted by law.

This Invitation for Bid establishes the conditions to be met by agencies interested in providing vended meals to City Charter Schools hereinafter referred to as the SFA. Subject to the conditions prescribed, sealed bids are invited for the purpose of providing breakfasts, and/or lunches, hereinafter referred to as MEALS that meet the National School Lunch Program (NSLP) and School Breakfast Program (SBP), in the National School Lunch Program meal pattern requirements.

Section 3. THE PROPOSAL

The Scope of Services for this IFB is set forth in Attachment A.

In order for your bid to be considered complete, you will need to submit the following items:

3.1 Part I: Pricing Proposal

The following information should be provided in Part I of the Proposal. The Proposal should be clearly marked: "Part I- Pricing Proposal"

a. Per Meal Price to be charged for Lunch & Breakfast, (Attachment B) can include any tiered pricing options including:

- Pricing based on the number of schools served
- Salad bar options
- Use of commodities
- Emergency meals

b. Equipment Costs for any special equipment required for lunch service

3.2 Part II: Experience

The following information should be provided in Part II of the Proposal and marked: "Part II- Experience". Only Vendors with a minimum of 2 to 4 years' experience servicing charter schools/school districts/ private schools will be considered.

- A list of clients served within past five years (please include contact information and an indication of whether or not food was provided in accordance with NSLP or SBP guidelines).
- Evidence of past experience and commitment to continue working with schools to incorporate Nutrition Education with both parents and students (samples of materials recently used are encouraged). Vendors with a strong track record of nutritional education with students and parents will be given higher preference.

3.3 Part III: Menus

Part III of the Proposal should be clearly marked "Part III- Menus" and include the following:

- a. Minimum of 3 one-week menus for each meal as an example of expected offerings. Offerings must be compliant with state and federal portion sized and nutritional values. Weekly menu must demonstrate compliance with NSLP meal pattern requirements (Calories, Trans Fats, Fruit and Vegetable servings, etc.)
- b. Meals should be prepared and prepackaged individually for each student with eating utensils, napkins and condiments included.

- c. Accommodation for special diets is required for all locations
- d. Corresponding production records and Nutrient Analysis for the menus. Corresponding standardized recipes for the menus.
- e. A list of all menu items offered throughout a school year for breakfast and lunch.
- f. A copy of the Registered Dietitian credential status.
- g. Indicate if meals are served cold or hot each day.
- h. A detailed list of equipment you provide for your style of service. Example: salad bars, warming equipment, and refrigeration.
- i. If providing equipment you must include a manufacturer specs with electrical requirements.

Part IV: REQUIRED DOCUMENTS

3.4 The following information should be provided in Part IV of the Proposal. The Proposal should be clearly marked: "Part IV- Required Documents"

- Vendor Bid (may use template in Attachment B)
- List of 3 references (Attachment C)
- Authorization Agreement (Attachment D)
- Signed Certificate of Independent Price Determination (Attachment E)
- Certificate of Insurance
- A copy of the production kitchen HACCP Plan
- A copy of the county permit to operate
- A copy of the last health inspection report for the facility at which meals will be prepared and food items stored

Please note that proof of TB clearance for all employees that will be on City's school grounds including drivers and proof of cleared background checks for all employees that will be on City's school grounds will be required upon signing a contract.

Section 4. EVALUATION CRITERIA

4.1 Evaluation Criteria – The following criteria will be used with the weighted values below to evaluate each proposal received. City Charter Schools reserves the right to request clarification to the Proposal in order to evaluate all proposals.

Evaluation Criteria

- *Cost Effectiveness & Operational Compatibility (40%)* Proposals will be judged primarily on the per-meal cost of food.
- *Vendor Experience and Customer Service (25%)* The SFA seeks vendors that have demonstrated a consistent record of high quality customer service to schools.
- *Vendor Commitment to Provide Healthy Food Options (25%)* The SFA seeks proposals from vendors that are committed to providing healthy food to students.
- *Vendor Model to Increase Student Participation (10%)* The SFA seeks vendors who will partner with schools to provide the benefit of school meals to the maximum number of students.

No submitted bid may be withdrawn by a bidder within thirty (30) days after the bid opening unless SFA

consents to a withdrawal of the bid during such period.

ATTACHMENT A SCOPE OF SERVICES

Scope of Work: The Vendor will supply MEALS to the SFA that comply with the nutrition standards established by the United States Department of Agriculture (USDA) for Traditional Menu Planning. The vendor will prepare MEALS at a site that maintains the appropriate state and local health certifications for the facility and will package and deliver these MEALS in accordance with the food safety guidelines of the appropriate governing health departments. The SFA will not pay for meals that are spoiled, unwholesome at time of delivery and not compliance with national school lunch program as a reimbursable meal. The Vendors should have capacity to execute potential contract starting August 27, 2018.

SFA asks for the VENDOR to provide documentation that VENDOR will be compliant with new NSLP menu standards. VENDOR must provide a minimum of three (3) weekly menus that demonstrate compliance with new NSLP menu pattern requirements. Non-compliance will result in bid disqualification.

VENDOR RESPONSIBILITIES

- a. VENDOR will provide the necessary utensils and napkins in sufficient quantity for the number of MEALS ordered.
- b. VENDOR shall deliver meals to location(s) at times specified by SFA.
- c. VENDOR shall be responsible for the condition or care of MEALS until they are delivered to the school and delivery has been accepted by appropriate school personnel.
- d. VENDOR shall provide to SFA no later than two (2) weeks prior to the end of each month, a monthly menu covering the meals to be served for the following month. Menu must including a food-based analysis to ensure the menu meets the minimum menu pattern for each grade level.
- e. When requested by the SFA, the VENDOR shall provide SFA with sack lunches for field trips. All meals for field trips must meet the appropriate meal pattern requirements.
- f. VENDOR shall be responsible for maintaining the proper temperature of the lunch components until the SFA accepts delivery.
- g. VENDOR shall maintain all necessary records on the nutritional components and quantities of the MEALS served at the SFA and make said records available for inspection by State and Federal authorities upon request as well as provide copies to City personnel upon request.
- h. VENDOR shall maintain all necessary records pertaining to the receipt and use of USDA donated foods provided to the VENDOR by the SFA.
- i. VENDOR shall assume all liability for proper use and protection of commodities and materials necessary to prepare the meals while they are stored at the preparation site.
- j. VENDOR shall allow SFA to visit production centers at any time requested.

- k. VENDOR must supply transport record for daily deliveries.
- l. VENDOR will assist SFA in becoming compliant for additional meal reimbursement.
- m. VENDOR to document delivery time and temperature of entrée(s) delivered to the school site on the school sites temperature log.
- n. VENDOR shall assist, through meal packaging, compliance with new requirements related to Offer vs. Serve.
- o. VENDOR will invoice meals to the SFA on a monthly basis.

SFA RESPONSIBILITIES

- a. SFA shall notify VENDOR of the number of MEALS needed each week (details to be outlined in contract) and shall be responsible for any waste (i.e. meals not served).
- b. The SFA shall notify the VENDOR of the number of sack lunches needed by the end of business day preceding the day that sack lunches will be required.
- c. The SFA shall be responsible for temperature and condition of food after delivery has been accepted.
- d. The SFA shall not pay for meals that are spoiled or incomplete reimbursable meals or unwholesome at time of delivery this includes meals delivered outside the safe temperature range.
- e. The SFA shall not pay for meals that are spoiled or unwholesome at time of delivery. This includes meals delivered outside the safe temperature range. The SFA will only pay for meals that were ordered by SFA.
- f. The SFA will only pay for meals that were ordered by SFA

The vendor's food service program must meet the following criteria:

- NSLP/SBP compliant MEALS (all MEALS must be eligible for state and federal reimbursement)
- NSLP/SBP menu recordkeeping and planning necessary to receive reimbursements
- Fresh fruit and/or vegetable with every MEAL.
- Milk served to students must comply with Federal guidelines
- All fresh, home-style foods: no overly processed, fried, or packaged product lunches (ie: taco pockets, etc.)
- Hormone and anti-biotic free meat and dairy products
- Organic ingredients used whenever possible
- A nutrition education offering should be included with meal service

ATTACHMENT B - CITY CHARTER SCHOOLS VENDOR BID TEMPLATE 2018-2019

Vendor Name:

Vendor Contact:

Telephone:

Email:

Fax:

Option (Describe option or tiered pricing structure)	Breakfast Cost	Lunch Cost	Sack Lunch Cost

Describe how the VENDOR will become compliant with new NSLP meal pattern requirements. Please demonstrate through weekly menus, etc.:

Describe how the VENDOR will assist the School in meeting the Offer vs. Serve requirements (packaging methods, etc.):

Describe the VENDOR’s capacity to execute potential contract starting August 21, 2018:

Describe the process or model that the VENDOR will use to increase student participation in the Food Service Program:

Describe the VENDOR’s commitment to giving students healthy food options:

Describe any additional services or products the VENDOR is offering:

Vendor Authorized Signature Date

Note: Please attach documents as directed by Invitation for Bid. These include weekly menus, a copy of the Vendor’s facility health permit, list of school references, insurance certificates, and any additional documentation that the Vendor wishes to include.

ATTACHMENT C VENDOR REFERENCES

Please include the following information for at least three references to which the VENDOR has provided meal vendor services within the past 5 years.

Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

ATTACHMENT D - AUTHORIZATION AGREEMENT

Invitation for Bid for Meal Vendor (IFB Number: 2018-19)

We, _____ [enter meal vendor name], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this IFB and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for City Charter Schools.
5. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Meal Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative _____

Date Signed: _____

APPENDIX A LIST OF SCHOOLS

1. City Language Immersion Charter – elementary school
4001 Venice Blvd. Los Angeles, CA 90019
375 students, Transitional Kinder-5th grade
Breakfast time: 7:30am
Lunch time: staggered lunches, but first one is at 11:00am
2. The City School - middle school
Moving to: 5753 Rodeo Rd., Los Angeles, CA 90016
365 students, 6th-8th grade
Lunch time: 12:15pm

Addendum to RFP for Vended Meals – 2018-19

Added 5.23.18

1. Will there be a taste test?
 - a. No, there will not be a taste test.
2. Are you utilizing an ordering and/or payment system for parents?
 - a. Yes, we utilize Boonli.com for orders and payments from parents.
3. Will schools be selecting one vendor for both sites for all meal programs?
 - a. Schools will be choosing a vendor for lunch only, and that vendor will service both sites.
4. Do the schools prefer a hot or cold breakfast?
 - a. N/A, not part of this RFP
5. What is your current average daily meal participation for breakfast and lunch at each site?
 - a. CLIC (TK-5):
 - i. Breakfast: 135
 - ii. Lunch: 175
 - b. The City School (6-8):
 - i. Lunch (only): 50-75
6. Is it possible to tour the schools prior the bid opening?
 - a. Tours will only be given if chosen as a finalist.
7. If not, is it possible to tour the sites if chosen a finalist?
 - a. Tours will only be given if chosen as a finalist.
8. Please provide a list of the current equipment that is school owned or provided by your current vendor
 - a. Warming oven – none needed
 - b. Warmer – we have one at both schools
 - c. Refrigeration single door or double door
 - i. CLIC (Tk-5): have double door
 - ii. The City School (6-8): likely need single door fridge or milk chest
9. Which pieces of equipment could be accommodated by each site if provided by the vendor? Please indicate the quantity and the site
 - a. Warming oven
 - b. Warmer
 - i. The City School – possibly could accommodate 1
 - c. Refrigeration single door or double door
 - i. The City School – 1 single door fridge
10. Please provide the current price per meal for breakfast, and lunch per vendor.
 - a. CLIC:
 - i. Lunch: \$3.50
 - b. The City School:
 - i. Lunch: \$3.50