



## **Crete Academy**

# **REQUEST FOR PROPOSAL 2019-2020 VENDED MEALS**

## INTRODUCTION

Crete Academy (hereinafter referred to as the school food authority [SFA]) is requesting proposals for their vended meal service. The program will run from August 19, 2019- August 14, 2020, with the option to extend up to four years.

Crete Academy is an approved School Food Authority with the California Department of Education. The vendor will be expected to begin vended meal service on August 19, 2019 as well as provide a compliant menu with the accompanying 6-cent certification documents.

**Crete's Mission:** Crete Academy will deliver an educational program to students TK-6th grade who are homeless and living in poverty, that will meet their physical, mental and emotional needs while developing strong character and critical thinking skills so that each child is prepared for college and beyond.

## RESPONSE DATE and REQUIREMENTS

Interested vendors must submit a proposal with quote via email to [tbordenave@creteacademy.org](mailto:tbordenave@creteacademy.org) or in person no later than **June 12, 2019 by 2:00pm.** Submittals must be valid for 30 days following the submission deadline.

We will host a **taste test on site, on Friday, June 14, 2019 from at 12noon to 1:30.** Please be prepared to bring only the following for 15 people

- Vegetarian entrée
- Chicken entrée
- Pizza entree
- Hot Breakfast item

## SCOPE OF WORK

The ideal food vendor will have the following qualifications:

- Provide hot-delivered, pre-packaged meals in a safe manner
- Meals to be delivered during timeframe established by Crete Academy
- Provide consistent quality control.
- Provide responsible and responsive account manager.
- NSLP compliant meals (all meals must be eligible for state and federal reimbursement).
- NSLP menu recordkeeping and planning necessary to receive reimbursements.
- Be familiar with State and Federal regulations pertaining to operations in a school setting.
- Comply with all state, county and city health and sanitation requirements. SFA reserves the right to inspect Vendor's facilities at any time during the contract period.
- Has valid certifications including background checks and insurance documents.
- Provide appropriate utensils and napkins as needed for the meals.
- Own adequate delivery trucks/equipment

Food qualifications:

- Provide fresh, nutritious, tasty, and visually appealing meals.
- Provide fresh vegetable and fruit with each lunch.
- Provide 1% or nonfat milk with each meal.
- No overly processed foods.
- No high fructose corn syrup.
- No artificial preservatives, colors, flavors or sweeteners.
- Foods with little or no added sugar.
- Provide lowfat or nonfat milk with each meal. Milk shall be rBST-free.
- Provide a daily vegetarian option.
- Use organic and locally produced ingredients whenever possible.

Crete Academy currently owns a single door, stainless steel refrigerator to store milk and limited cold items.

Average daily number of breakfast: 85

Average daily number of lunch: 120

We anticipate the daily number of breakfast and lunch served will increase if Crete Academy is approved for CEP (Community Eligibility Program) for the 2019-2020 school year.

## **VENDOR RESPONSIBILITIES**

The Vendor shall be responsible for the following:

- Provide the necessary utensils and napkins in sufficient quantity for the number of meals ordered (must occur as part of the vendor process – Crete Academy will not be responsible for ordering – vendor to keep count and replenish when necessary)
- **Provide all necessary equipment (heating/cooling)**
- **Deliver meals to the school at times specified by SFA.**
- Condition or care of meals until they are delivered to the school. Maintain the proper temperature of the meal components until they are delivered.
- Provide to SFA no later than one (1) week prior to the end of each month, a monthly menu covering the meals to be served for the following month in an electronic file.
- Maintain all necessary records on the nutritional components and quantities of the meals served at SFA and make said records available for inspection by State and Federal authorities upon request.
- Monthly invoice for total meals served to SFA

## **SCHOOL RESPONSIBILITIES**

SFA will be responsible for the following:

- Condition and care of meals once accepted upon delivery.
- Service of meals to students.
- Maintenance of the premises, equipment and facilities where meals will be served, and will adhere to the highest standards of cleanliness and sanitary practices to ensure compliance with state and local health and sanitation requirements related to the food service program.
- Distribution and collection of applications, determining student eligibility, counting meals served in accordance with eligibility, consolidation of counts of meals served to students, and claiming of meals for reimbursement.

- Maintenance of records required to substantiate free and reduced-price meals.
- Payment of invoices to the vendor using net 30 terms.
  - No payment will be made for meals that are spoiled or unwholesome at time of service, do not meet the specifications, or do not otherwise meet the requirement of the agreement. However, no deduction will be made unless SFA provides written notification of the meal service for which the deduction is to be made, specifying the number of meals for which we intend to deduct payment and setting forth the reasons for the deduction. SFA will provide such notice no later than three (3) business days after the date the meal was served.

## **PROPOSAL SPECIFICATIONS**

### **Contract Period:**

The contract period will be August 19, 2019 through August 14, 2020, with the option to renew up to four (4) one-year contracts.

### **Proposals must include:**

- Cost per meal (including the cost of all required equipment)
- Sample 21-day cycle menu
- A copy of current health certifications for the food service facility in which it prepares meals for the NSLP.
- A copy of the background check for employees dropping meals off
- Proof of liability insurance and proposed indemnity language
- Materials/supplies provided
- 3 professional references from schools currently operating the National School Lunch Program in CA

### **Please include the following certifications:**

- Certificate of Independent Price Determination
- Certification Regarding Debarment, Suspension, and Ineligibility
- Certification Regarding Lobbying
- Disclosure of Lobbying Activities

## PROPOSAL CRITERIA

Points	Criteria	Minimum Standard	Evidence/Documents Required to Demonstrate	Total
10	K-12 Experience in National School Lunch Program	A minimum of five years in K-12 food service management -specifically National School Lunch Program	Documentation of experience as outlined in company history	
20	References	Vendor must provide at least three local customer references	Three local references provided with 100% positive feedback	
10	Menu Appeal	Vendor must submit a 21 day menu for all meals platforms requested	Menus will be graded upon variety and appeal	
20	Taste Test	Vendor must attend the taste test with all required items	Vendor must attend the taste test with all required items	
40	Cost	Provide a cost per meal as shown in the fee proposal table	Vendors will be ranked according to cost	
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## Fee Proposal

Meal Type	Fee per Meal
Breakfast	\$
Lunch	\$
Total	

Meal cost to include:

- All required equipment for heating/cooling
- Delivery costs
- Utensils
- Milk (two types daily)