

Libertas College Prep

REQUEST FOR PROPOSAL

2018-19 VENDED MEALS

Due Date

July 27, 2018 by 2:00pm

INTRODUCTION

Libertas College Prep (hereinafter referred to as the school food authority [SFA]) is requesting proposals for their vended meal service (breakfast, lunch and after school snack).

Respondents should not construe from this notice that the SFA intends to enter into a fixed-price contract with the Respondent 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 Respondent.

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 at its regularly scheduled meeting.

RESPONSE DATE

Interested vendors must submit a proposal with quote via sealed proposal (one copy) no later than **July 27 2018 at 2:00pm**. Submittals must be valid for 30 days following the submission deadline.

Questions submitted to Anna Hurst: annachurst@libertascollegeprep.org

SCOPE OF WORK

The SFA is seeking an organization that is familiar with the following programs:

- The National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- After School Snack Program (ASSP)

The ideal food vendor will have the following qualifications:

- Provide fresh, nutritious, tasty, and visually appealing meals.
- Provide fresh fruit and/or vegetable with every meal.
- Provide lowfat or nonfat milk with each meal.
- Provide appropriate utensils and napkins as needed for the meals.
- Provide consistent quality control.
- Provide nutrition advocacy.
- Provide responsible and responsive account manager.

- Has previous experience working with multiple school sites.
- NSLP compliant meals/snacks (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 and insurance documents.

Food qualifications:

- Provide fresh vegetable with every lunch.
- Provide fresh fruit with every breakfast and lunch.
- No hydrogenated oils.
- No artificial trans fats.
- No more than 30% of calories from total fat, and no more than 10% of calories from saturated fats.
- No deep fried foods.
- No overly processed foods.
- No high fructose corn syrup.
- No artificial preservatives, colors, flavors or sweeteners.
- No MSG.
- Foods with little or no added sugar.
- Meats shall be free of nitrates and nitrites.
- No animal by-products.
- No mechanically separated meats.
- Provide lowfat or nonfat milk with each breakfast, lunch and supper meal. Milk shall be rBST-free.
- No BHA & BHT.
- Whole grains must be offered.
- Provide a daily vegetarian option.
- Use organic and locally produced ingredients whenever possible.

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.
- Deliver meals to the school at times specified by SFA, hot, ready to serve.

- Condition or care of meals until they are delivered to the school.
- 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.
- Provide SFA with sack lunches for field trips when requested. All meals for field trips must meet the appropriate meal pattern requirements.
- Maintain the proper temperature of the breakfast, lunch components until they are delivered.
- 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.

SCHOOL RESPONSIBILITIES

SFA will be responsible for the following:

- Weekly ordering of the number of meals needed for each day of the following week.
- 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 1, 2018 through June 30, 2019, with the option to renew up to four (4) one-year contracts.

Proposals must include:

- Description of services including but not limited to the following:
 - Menu development rationale
 - Placing orders
 - Nutrition advocacy
 - Duration and extent of experience in the operation of school meal services
 - Additional services
- Cost per meal
- Sample 21-day cycle menu for breakfast, lunch and snack, including nutritional information showing compliance with federal and state meal program requirements.
- A copy of current health certifications for the food service facility in which it prepares meals for the NSLP.
- 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
- Sample daily meal transport/production record

Please include the following certifications in your proposal and contract:

- Certificate of Independent Price Determination
- Certification Regarding Debarment, Suspension, and Ineligibility
- Certification Regarding Lobbying
- Disclosure of Lobbying Activities
- Buy American statement
- Professional Standards Requirements

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 and Breakfast Program	Documentation of experience as outlined in company history	
15	References	Vendor must provide at least three local customer references	Documentation of all K-12 organizations vendor has had contracts with in the past five years with contact information	
35	Menu Appeal	Vendor must submit a 21 day menu for all meals platforms requested	Menus will be graded upon variety and appeal	
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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School Site Information

School Name:	Libertas College Prep
Grades in school	4th-8th
Site address	3875 Dublin Ave. Los Angeles, CA 90008
SY19 Projected enrollment	272
FRL%	CEP
SY19 Number of operating days	186
SY19 School start date	8/10/2018
SY19 School end date	6/6/2019
SY19 Lunch start time	10:55 am & 11:55 am (Mon-Th); 11:40 am & 12:15 pm (Fridays)
SY19 Breakfast start time	7:30 AM
SY19 School end time	3:15 PM
Daily # Breakfast	160
Daily # Lunch	225
Daily # Snack	80 (M-F)
Equipment	Meals delivered in cambro from vendor
Type of Breakfast Service	Grab and Go

Fee Proposal

Meal Type	Annual	Fee per Meal	Annual Cost
Breakfast	29,760	\$	\$
Lunch	41,850	\$	\$
Snack	14,880	\$	\$
			\$

Fees should include:

- Delivery costs
- Prepacked meals, ready to be served hot (delivered within 30 minutes of meal serving time in cambros)
- Pre-packed utensils
- Milk (2 types delivered daily)