

CaliberSchools

INVITATION FOR BID: VENDED MEALS Caliber Schools

Statement of Purpose

This Invitation for Bid establishes the conditions to be met by bidders interested in providing vended meals to Caliber Schools hereinafter referred to as the AGENCY. Subject to the conditions prescribed, sealed bids are invited for the purpose of providing breakfasts, lunches, snacks and supper, hereinafter referred to as MEALS, that meet the National School Lunch Program (NSLP) 7 CFR, sections 210, School Breakfast Program (SBP) 7 CFR, section 220, Child and Adult Care Food Program (CACFP) 7 CFR, section 226 and Meal Supplements in the National School Lunch Program meal pattern requirements. Caliber's food service goals are to provide nutritious, high-quality meals to students, to accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program. Bids for MEALS are required for the following school locations:

Caliber: ChangeMakers Academy : 500 Oregon Street Vallejo, CA 94590
Caliber: Beta Academy: 4301 Berk Avenue, Richmond, CA 94804

Bidders may request copies of this IFB by contacting Sally Chapin by any of the following methods:

- Phone: 510-913-0103 or Email: sally@caliberschools.org

During the proposal interval, bidders shall contact Chayla Gibson, Operations Manager, for clarification and questions regarding the IFB at chayla@caliberschools.org. Responses or clarifications will be provided in written form. All questions will be answered on April 30 via email to all bidders.

Background Information:

Caliber Schools is a nonprofit charter organization serving the West Contra Costa and Solano communities. Caliber: ChangeMakers Academy is a TK-8th grade school in its second year of operation. During the 2018-19 school year CMA will proudly serve approximately 700 students. Caliber: Beta Academy is a K-8th grade school in its fourth year of operation. During the 2018-2019 school year CBA will proudly serve approximately 800 students.

The term of the ensuing fixed-price agreement shall be from August 1, 2018 through July 31, 2019, with four additional one-year renewals, subject to required approvals.

Payment Terms:

- a. The vendor's fixed-price invoice will be fully compliant with Title 7, CFR Part 210, 220, and 226 Procurement Requirements. The vendor has already taken discounts, rebates, and other credits into account when formulating their prices for this fixed-price agreement.
- b. Charges and expenses must be mutually agreeable. AGENCY will only pay invoices if they pass audit and are compliant with Title 7 CFR 210.14(a), 210.19(a)(1), 21021(c)(3) and Title 2 CFR, 200 & 400.
- c. The AGENCY will not pay for meals that are spoiled or unwholesome at time of delivery.
- d. Any interest, fines, penalties, and finance charges are not allowable cafeteria fund expenses (Title 2 CFR 200.449).
- e. Invoices will be sent and paid weekly and be broken out by individual site and meal program

Bid Requirements

Interested bidders should inspect Caliber's premises prior to submitting a proposal in order to determine all requirements associated with the proposed contract.

To respond to this IFB, interested vendors must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this IFB. Caliber will consider this evidence in the award of the contract.

All bids must include:

- a fixed price for: MEAL cost for lunch, which shall include equipment, utensils and other supplies necessary for meal service, and delivery charges (broken down per item cost, using the attached Attachment D)
- a fixed price per-MEAL cost for breakfast, which shall include equipment, utensils and other supplies necessary for meal service, and delivery charges (broken down per item cost, using the attached Attachment D)
- a fixed price per-MEAL cost for snack, which shall include equipment, utensils and other supplies necessary for meal service, and delivery charges (broken down per item cost, using the attached Attachment D)
- a fixed price per-MEAL cost for supper, which shall include equipment, utensils and other supplies necessary for meal service, and delivery charges (broken down per item cost, using the attached Attachment D)
 - Broken down using the attached Attachment D
- All bids must indicate if milk will be provided with each MEAL and what type(s).
- a 21-day cycle menu for each meal as an example of expected offerings. Offerings must be compliant with state and federal portion sizes and nutritional values. See Appendices.
- Certificate of Independent Price Determination
- A copy of the vendors current health permit for the facility at which meals will be prepared and food items stored.
- A bid that shows both schools together, and each individual school site

All bids of \$100,000 or more must include the following certifications from potential vendors:

- Certification Regarding Lobbying

- Disclosure of Lobbying Activities
- Certification Regarding Debarment, Suspension, and Ineligibility
- See Appendices for these documents

Bids will be received only in the following manner:

- By mail: PO Box 5282, Richmond, CA 94805
- In person: 4301 Berk Ave Richmond, CA 94804
- By email: sally@caliberschools.org

All bids are due to Caliber Schools by **Monday May 7 at 1:00pm**. All bids will be publicly opened and announced at 4301 Berk Ave Richmond, CA 94804 on that date and time. Proposals received by district after the date and time indicated may not be considered for contract award and shall be returned to the Proposer. Incomplete proposals will not be accepted.

Caliber reserves the right to waive any informalities or to reject any or all bids.

Caliber will recommend awarding the contract to the most responsive and responsible bidder.

No submitted bid may be withdrawn by a bidder within sixty (60) days after the bid opening unless Caliber consents to a withdrawal of the bid during such period.

Scope of Work:

The Vendor will prepare and deliver MEALS to the AGENCY that comply with the nutrition standards established by the United States Department of Agriculture (USDA) for the New Food Based Menu Planning (FBMP) for Breakfast and Lunch which is further described in Attachment A to this IFB. 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. Vendors must submit with their bid, a copy of the current state and local health certifications. The AGENCY will not pay for meals that are spoiled or unwholesome at time of delivery.

VENDOR RESPONSIBILITIES

- a. VENDOR will provide the necessary utensils, napkins, and condiments in sufficient quantity for the number of MEALS ordered.
- b. VENDOR shall deliver meals to location(s) at times specified by AGENCY (generally prior to _7:00am_ excluding school holidays).
- c. VENDOR shall be responsible for the condition or care of MEALS until they are delivered to the school.
- d. VENDOR shall provide to AGENCY 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.

- e. VENDOR shall provide and maintain warming stations (and any other necessary equipment) for onsite food storage prior to meal service. Kitchen equipment must be compatible with Caliber's servery layout.
- f. VENDOR shall deliver food in a transportation method approved by FSMA (Food Safety Modernization Act)
- g. When requested by the AGENCY, the VENDOR shall provide AGENCY with sack lunches for field trips. All meals for field trips must meet the appropriate meal pattern requirements.
- h. VENDOR shall maintain all necessary records on the nutritional components and quantities of the MEALS served at the AGENCY and make said records available for inspection by State and Federal authorities upon request
- i. VENDOR shall maintain all necessary records pertaining to the receipt and use of USDA donated foods provided to the VENDOR by the AGENCY.
- j. VENDOR shall maintain and provide to agency all necessary transportation and other required records.
- k. 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.
- l. VENDOR shall work with district staff to determine the order amounts to reduce over-ordering. This can be done on a daily or weekly basis.
- m. VENDOR will guarantee that district is getting a price not more than vendor has offered to other clients under similar circumstances.
- n. VENDOR will assist district in becoming compliant for additional meal reimbursement.
- o. VENDOR will guarantee compliance with new meal pattern standards.
- p. VENDOR will invoice Caliber weekly
- q. VENDOR shall provide transport record, which must contain: food items, number of servings, serving size, contribution to the meal pattern, Food temperatures / time documentation prior to leaving vendor's facility.
- r. VENDOR shall make themselves available during CDE onsite review to answer questions and provide any necessary information requested by auditor.

AGENCY RESPONSIBILITIES

- a. AGENCY shall notify VENDOR of the number of MEALS needed each week by the end of business Friday of the preceding week. AGENCY shall be obligated to pay for the number of MEALS requested even if not served or consumed.

- b. The AGENCY shall notify the VENDOR of the number of sack lunches needed by the end of business Friday of the week preceding the day that sack lunches will be required.
- c. The AGENCY shall not pay for meals that are spoiled or unwholesome at time of delivery.
- d. AGENCY shall be responsible for maintaining the proper temperature of the lunch components in stations provided by the vendor until they are consumed.
- e. AGENCY shall verify delivery (Food items and quantity, meals meet meal pattern requirements)
- f. AGENCY shall record temperature
- g. AGENCY shall record leftovers
- h. AGENCY must ensure that vended meal contractor completes Transport Records correctly.

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

- NSLP/SBP/CACFP compliant MEALS (all MEALS must be eligible for state and federal reimbursement)
- NSLP/SBP/CACFP menu recordkeeping and planning necessary to receive reimbursements
- All bids must indicate if milk will be provided with each MEAL and what type(s).
- All fresh foods: no processed, fried, re-heated or packaged product MEALS.
- Organic ingredients used whenever possible. - min. threshold of 50%
- Hormone and antibiotic-free meats and dairy products used whenever possible.
- Fresh fruit and vegetable with every MEAL. Open to working with the USDA Fresh Fruit and Vegetable Program

**ATTACHMENT A:
Food Based Meal Plan for Breakfast & Lunch
Nutrition Requirements for Fluid Milk**

**ATTACHMENT B:
Menu Production Record #4**

Attachment C

Respondent References

List three references to which the Respondent has provided food service management services within the past 2 year

Reference 1		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 2		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 3		
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 FEE PROPOSAL

COST BREAKDOWN Table Basic Instructions: Provide a breakdown of all costs included in the fixed price

COST PER MEAL Table Basic Instructions: Provide the cost per meal. All food costs must be based on the attached 21-day cycle menu.

Note: All costs are based on average daily participation of ___ number of meals served on ___ number of school days.

COST BREAKDOWN (Note: Clearly identify all costs)

Item #	Description (Include All Goods and Services included in the Fixed Price)	Annual Cost
1.	Utensils	
2.	Paper plates	
3.	Napkins	
4.	Equipment use	
5.	Transportation	
	SUB TOTAL	
	Other Costs?	Annual Cost
1.		
2.		

COST PER MEAL

(Note: Prices must NOT include values for USDA Foods, and must include all meal programs)

LINE ITEM		RATE	TOTAL
Breakfast		\$	\$
Lunch		\$	\$
Snacks		\$	\$
Nonreimbursable Meals		\$	\$
TOTAL		\$	\$

*Units to be provided by SFA