

School Breakfast and Lunch Program Request for Proposal

Provident Charter School
1400 Troy Hill Road
Pittsburgh, PA 15212
412-709-5160

Date Proposal Opens: Wednesday, July 12, 2017 @ 12pm

Bid Due Date: Wednesday, July 26, 2017 @ 12pm

Optional pre-bid walk-through: Wednesday, July 19th at 1pm

Date Issued: July 12, 2017

Description: Provident Charter School (PCS) is seeking a Food Service Management Company (FSMC) to provide breakfast and lunch for elementary school students throughout the 2017-18 school year. PCS is currently soliciting competitive proposals and wishes to invite your company to submit a proposal. The attached Request for Proposal provides a detailed description of the details of the PCS breakfast and lunch program.

Proposal Procedure

FSMCs shall complete the attached proposal document, indicating the proposed portion sizes and component contribution for each menu item meeting the USDA meal pattern requirements as closely as possible, and indicating the price per meal.

Submit **TWO (2) original copies** with original signatures of the complete RFP and the accompanying proposal sheets in a SEALED envelope. The sealed package shall be labeled as follows:

Provident Charter School CHILD NUTRITION PROGRAM Request for Proposal 1400 Troy Hill Road Pittsburgh, PA 15212	
Name of Company	<input type="text"/>
Address of Company	<input type="text"/>
Phone Number of Company	<input type="text"/>
Responsible Authority for Proposal Signature	<input type="text"/>



PROVIDENT
CHARTER SCHOOL

School Breakfast and Lunch Program Request for Proposal

Program overview:

- **Approximate number of meals requested each day:**
Approximate enrollment: 120-150 students
Approximate volume for lunch: 50-70 students daily
Approximate volume for breakfast: 50-70 students daily
**These numbers are estimates only and do not guarantee that number will be ordered.*
- The school kitchen is not yet in operation. Therefore, all food must be prepared off site. Warming lines and cooling units will be operable before August 23, 2017.
- All food is to be delivered in a **hot holding** or **cold holding** unit that will maintain food temperature in the safe zones until served at these times:
Breakfast: 7:45 a.m. Lunch: 12:00 p.m.
- Monthly menus will be submitted to PCS no later than the 20th day of each month, for the following month.
- Weekly orders will be provided to the FSMC by PCS no later than Wednesday at 4pm for the following week.
- FSMC will provide all nutrition information needed on a monthly basis at the time of invoicing for the required nutrient analysis upon request and reporting purposes.

In compliance with this proposal, and subject to all conditions required herein, the undersigned offers and agrees to furnish and deliver, any or all items upon which prices are proposed, at the prices set correlating to each item, within the time specified.

By responding to this proposal the FSMC certifies that the proposal is made without prior understanding, agreement, or connection with any firm, corporation, or person submitting a proposal for the same items, and is in all respects fair and without collusion or fraud. The FSMC also certifies no one connected to this company has had any connection with the development or drafting of this proposal. Under penalty of perjury, the undersigned FSMC certifies that this proposal has not been arrived at collusively or otherwise in violation of Federal or State laws or regulations.

The award shall be made to the qualified responsive and responsible offeror whose proposal best fits the needs of PCS. A responsible offeror is a vendor whose financial, technical and other resources indicate an ability to perform the services established by the FSMC and required by this solicitation and whose responses best meet the criteria contained throughout the RFP. The award may be made to other than the lowest monetary proposal. PCS reserves the right to reject any and all proposals and to cancel this solicitation if it is in the best interest of the district. PCS shall not be held responsible for any expenses incurred in the preparation or subsequent presentation of the FSMC's response to this solicitation.

Provident Charter School Child Nutrition Program Request for Proposal

I. PURPOSE AND AUTHORITY

This Proposal, dated _____, between **Provident Charter School**, hereinafter referred to as PCS, and the Food Service Management Company, hereinafter referred to as the FSMC, authorizes that the FSMC shall provide meals to the school, in accordance with applicable regulations for USDA Child Nutrition Programs referred to below, for the period, not to exceed one year, from August 23, 2017 through June 30, 2017. The FSMC will provide meals to 1400 Troy Hill Road, Pittsburgh, PA 15212.

Federal Regulations for USDA Child Nutrition Programs

National School Lunch Program: 7 CFR 210

School Breakfast Program: 7 CFR 220

Special Milk Program: 7 CFR 215

Procurement Regulations 7 CFR 210.16, 7 CFR 201.21, 7 CFR 3016 and 7 CFR 3019

II. MEALS

A. The FSMC will provide the following types of meals:

Breakfast (daily) and lunches (daily) for up to 182 school days throughout the 2017-18 school year.

B. The FSMC will also provide:

Condiments.

Snacks may be ordered in addition to this contract if mutually agreed upon on an as needed basis. Snacks would be ordered by PCS in advance.

C. The FSMC will provide meals that meet USDA meal pattern requirements, in accordance with meal patterns in program regulations. The FSMC agrees to use the USDA Food Buying Guide, CN Labels, or manufacturer's specifications to determine that adequate amounts of foods are provided to meet the serving sizes required by the meal pattern.

D. The FSMC will prepare meals for the school in the following manner:

The school kitchen is not yet in operation. Therefore, all food must be prepared off site. Warming lines and cooling units will be operable before August 23, 2017.

All food is to be delivered in a **hot holding** or **cold holding** unit that will maintain food temperature in the safe zones until served at these times:

Breakfast: 7:45 a.m. Lunch: 12:00 p.m.

E. Estimated count:

Approximate number of meals requested each day:

Approximate enrollment: 120-150 students

Approximate volume for breakfast: 50-70 students daily

Approximate volume for lunch: 50-70 students daily

**These numbers are estimates only and do not guarantee that number will be ordered.*

F. The FSMC will utilize any USDA donated foods made available to PCS to the maximum extent possible and solely for the purpose of providing benefits for the School's Child Nutrition Program.

III. ORDERING AND DELIVERY

A. The FSMC will provide menus, as described:

Monthly menus will be submitted to PCS no later than the 20th day of each month, for the following month.

B. PCS will notify the FSMC in advance of the number of meals needed, as described:

Weekly orders will be provided to the FSMC by PCS no later than Wednesday at 4pm for the following week.

C. The FSMC will deliver meals as described:

Meals will be prepared by the FSMC off site and delivered to PCS prior to serving time and with enough advance for meals to be served on time.

D. Responsibility for transport and cleaning of containers and serving equipment will be as described:

The FSMC will be responsible for transporting containers and all serving equipment. The FSMC will be responsible for cleaning containers and serving equipment off site.

IV. MEAL PRICES AND BILLING

A. The FSMC will charge the following prices for meals:

(TO BE COMPLETED BY FSMC: FSMC must indicate price for each meal type (breakfast and lunch) provided by the FSMC. If applicable, indicate charges for extra milk, adult meals, or other. Note: if adult meals will be provided by the FSMC, these meals must be invoiced separately from those prepared for students.)

B. The FSMC will prepare and deliver breakfast and lunch to PCS as described:

(TO BE COMPLETED BY FSMC: FSMC must explain site of food preparation, methods of delivery and time(s) of delivery.)

C. The FSMC will invoice PCS as described:

(TO BE COMPLETED BY FSMC: FSMC must indicate whether FSMC will bill on weekly, bi-weekly, or monthly basis and when payment is due.)

V. ADDITIONAL PROVISIONS

FSMCs are invited, but not required, to provide proposals that include one or more servers. Including servers as part of a bid is optional for the purpose of bid submission. However, PCS strongly prefers that companies include one or more food servers employed by the FSMC as part of their bid and the agreed upon operation for the 2017-18 school year. FSMCs who are interested in submitting a bid both with and without servers are asked to submit separates bids for each scenario.

Please select one:

- ☐ The cost of a server is accounted for in this bid.
☐ The cost of a server is not accounted for in this bid.

Sample breakfast and lunch menus and proposed portion sizes and component contribution for each menu item meeting the USDA meal pattern requirements must accompany any bid.

Please note that the FSMC is responsible for any reclaims that may result from a Federal and/or State review resulting from inadequate portion sizes or missing meal components. Therefore, it is critical that all meals provided include all meal components in the exact portion size.

Proposal Certification

On Behalf of the Food Service Management Company Submitting the Proposal:

Food Service Management Company (Insert legal name of company)

Address

Responsible Authority Printed Name

Title

Responsible Authority Signature

Phone Number

Date

On-site Contact Person Name

Phone Number