



**Notice of Request for Proposals
Vended Meals Fixed-price Contract
RFP ALTA2022LIBERTY**

Notice is hereby given that the Governing Board of the Alta Public Schools (hereinafter referred to as **SFA**) is requesting proposals for a food vending company (hereinafter referred to as **Respondent[s]**) to assist with the SFA's food service program.

Respondents should not construe from this legal 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 Request for Proposal (RFP) documents are available at
Alta Public Schools Web site at www.altaps.org

To request the RFP documents by email, postal mail, or phone, please contact

Glenda Aleman
Alta Public Schools
Email: g.aleman@altaps.org
Postal Mail: 4210 Broadway Avenue, Walnut Park, CA 90255
Phone: 323-629-9665

The SFA will record and provide answers to any questions or requests for clarifying information about the RFP before the proposal deadline.

Respondents must submit written proposals in a sealed package labeled:

"Proposal - Food Service Management Company ALTA2022LIBERTY"
Addressed to the SFA at Alta Public Schools
4210 Broadway Avenue, Walnut Park, CA 90255
ATTN: Glenda Aleman

The SFA will accept all proposals received on or before April 25, 2022 at 11 am. The SFA will not accept proposals that are received after the deadline. The SFA will open proposals on April 25, 2022 at 11 am.

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 governing board, as applicable, at its regularly scheduled meeting.

INTRODUCTION

The purpose of this Request for Proposal (RFP) is to enter into a fixed-price contract with a Food Vendor that will provide **Alta Public Schools** (hereinafter referred to as the school food authority [SFA]) with vended meals for their food service operation. The Food Vendor will provide services to the SFA as described in the Scope of Work in the RFP.

The SFA's food service goals are to provide nutritious, high-quality meals to students and participants in the School Breakfast Program, National School Lunch Program, After-School Meal Supplements and Seamless Summer Option to accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program (Title 7, *Code of Federal Regulations* program [7 CFR, sections 210.10 and 220.8, if applicable].

To respond to this RFP, interested Food Vendors must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. The SFA will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Respondent must:

- Carefully read the entire RFP, attachments, exhibits, addenda, and SFA responses to questions before submitting a proposal
- Ask appropriate questions or request clarification before the deadline in the RFP
- Submit all required responses by the required deadlines
- Follow all instructions and requirements of the RFP thoroughly and appropriately

If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Respondent shall immediately notify the SFA of the error in writing and request clarification or a modification of the RFP. If the Respondent fails to notify the SFA of the error prior to the date for submission of proposals, and is awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction.

SCOPE OF WORK

Alta Public Schools is the SFA for 7 charter schools in the greater Los Angeles area, and one public school in Tulare. This RFP is for the Liberty Elementary School District in Tulare, CA. Our meal program consists of the following:

1. Provide pre-cooked, individually wrapped lunch meals that are heated on site for optimal freshness. (Note: Liberty can only use warmers with regular voltage)
2. Provide cold and hot breakfast options.
3. Provide varied and nutritious snacks for the after-school program

School Site Name	Address	Grades	Projected Enrollment	Breakfast ADP	Lunch ADP	Snack ADP	Site has space to heat on site
Liberty Elementary School	1771 E Pacific Avenue, Tulare, CA 93274	K-6	711	120	300	190	Yes

Vendor Qualifications

Alta is seeking an organization that has experience providing compliant meals for the following programs:

- The National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- After-School Meal Supplements
- Seamless Summer Program

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, nonfat and flavored milk with each meal.
- Provide appropriate utensils and napkins as needed for the meals.
- Provide consistent quality control.
- Provide nutrition advocacy.
- 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. LAPCM reserves the right to inspect Vendor's facilities at any time during the contract period.
- Has valid certifications and insurance documents.
- Provide fresh vegetable with every lunch meal.
- Provide fresh fruit with every breakfast, and lunch meal. No canned/frozen fruits.
- 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 (aka "pink slime").
- Provide lowfat or nonfat milk with each breakfast, lunch and supper meal.
- No BHA & BHT.
- Whole grains must be offered.
- Provide a daily vegetarian option.
- Use organic and locally produced ingredients whenever possible.
- Participant in USDA Food Commodities Program and utilize USDA Foods to the fullest extent based on the needs of the SFA
- The SFA has historically used the following USDA foods:
 - Ground beef
 - Beans
 - Yogurt
 - Cheese
 - Orange juice
 - Rice
 - Applesauce
 - Potato wedges and fries
 - Various canned and fresh fruits and vegetables

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.
- 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.
- Provide sack lunches for school fieldtrips.
- Maintain the proper temperature of the breakfast, lunch, and snack and components until they are delivered.
- Maintain all necessary records on the nutritional components and quantities of the meals served at Liberty and make said records available for inspection by State and Federal authorities upon request.
- Provide documentation that they are abiding by the Buy American requirements. [7 CFR, Section 210.21(d)]
- Provide documentation justifying their use of exceptions to the Buy American provision.
- Utilize USDA Foods to the fullest extent based on the needs of the SFA and apply commodity credits, DOD Fresh Credits and/or any other resulting discounts to monthly invoices.

SFA and SCHOOL RESPONSIBILITIES

SFA and School will be responsible for the following:

- Monthly/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 the time of delivery, including food not received at the correct temperature. The SFA will inform the vendor setting forth the reasons for the deduction. The 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 July 1, 2022 through June 30, 2023, with the option to renew up to four (4) one-year contracts.

Proposal Instructions:

Proposals shall be received until 11:00 am on April 25, 2022 for vended meals service described herein. Proposals received after the above mentioned time and date will be rejected and returned unopened. Proposals shall be delivered in person or my US mail. Faxed proposals are not acceptable. Proposals must be submitted in an envelope clearly marked with an electronic copy included.

Proposals must be clear and concise. Proposals shall conform to the RFP format or binding specifications or they be rejected. Respondents must include all information requested in this RFP. Alta reserves the right to rejected a proposal if all requested information is not provided.

Exception to RFP:

Include exceptions to the Agreement term and conditions presented to submit additional information pertinent to RFP (brochures, reading material, etc.) with original response.

Proposal Distribution:

Proposals shall be addressed as follows:

One Master Copy, one physical and one electronic copy in a sealed package:

Proposal - Food Service Management Company ALTA2022LIBERTY"
Addressed to the SFA at Alta Public Schools
4210 Broadway Avenue, Walnut Park, CA 90255
ATTN: Glenda Aleman

All forms and attachments must be filled out in ink, typewritten, or word processed. The proposals must be signed by an authorized member of the firm. Prices and terms of the proposal must be valid for the duration of any resulting contract, unless changes are made through mutual consent in writing.

REVISIONS TO THE REQUEST FOR PROPOSAL:

In the event it is necessary to revise any part of the Request for Proposal, revisions will be provided to all Vendors who received the initial Request of Proposal.

WITHDRAWAL OF PROPOSAL:

Proposals may be withdrawn in writing and submitted by facsimile, mail, or hand delivery from the Offer or prior to the deadline for receipts of proposals. No oral withdrawals will be accepted.

REQUIREMENTS FOR SUBMITTING A PROPOSAL:

Proposals should be as thorough and detailed as possible so Alta Public Schools can properly evaluate the proposal and the vendor's capability to provide the required services. The Vendor must state any deviations and/or exceptions from the specifications and/or terms and conditions described herein. Vendors are required to submit the following items or information but is not limited solely to these items:

- Description of services including but not limited to the following:
 - Menu development rationale
 - Placing orders
 - Equipment needed
 - Nutrition advocacy
 - Duration and extent of experience in the operation of school meal services
- Cost per meal (breakfast, lunch, and snack)
- Sample monthly 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
- Verification of participation in USDA and/or DOD Foods Cooperative.
 - Information about the vendor's participation in the USDA and DOD commodities program and how vendor maximizes use of such commodities before using other sources of food. Information should include the following:
 - Percentage of schools that participate in the commodities program.
 - What assistance, if any, the vendor provides to schools participating in the commodities program.
- Three professional references from schools currently operating the National School Lunch Program.
- Include a copy of the contract to be signed at time of award, to include all required language as specified by the California Department of Education Nutrition Services Division.

EVALUATION OF PROPOSALS

Proposals will be opened on or after the date and time specified. During the evaluations process, the SFA may ask Respondents to clarify information in the proposals, but Respondents may not change their proposals.

An error in the proposal may cause the SFA to reject that proposal; however, the SFA may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, the SFA will consider the conformance of the proposal to the format and content required by the RFP and that the Respondent’s intent is clearly established based on review of the whole proposal. Based on that established intent, the SFA may choose to correct errors such as obvious grammatical or punctuation errors and arithmetic errors. The Master Copy of the proposal shall have priority over additional proposal copies.

CRITERIA	MAXIMUM POINTS			
Administrative Requirements: did the Respondent include all required information in accordance with the General Instructions and Proposal Requirements?	10 points (pts)	Yes	10 pts	
		No	0 pts	
Experience with National Lunch Program (NSLP), the School Breakfast Program (SBP), the Afterschool Meal Supplements (AMS), the Seamless Summer Feeding Option (SSFO)	15 pts	NSLP	Yes	6 pts
			No	0 pts
		SBP	Yes	3 pts
			No	0 pts
		AMS	Yes	3 pts
			No	0 pts
SSFO	Yes	3 pts		
	No	0 pts		

Based on the Proposal Requirement responses, the Respondent demonstrates a complete understanding of the SFA's food service program and its service requirements, as described in the RFP and the Scope of Work, and can perform those services to the SFA's satisfaction.	20 pts	Yes	20 pts
		Partially	10 pts
		No	0 pts
Corporate capability and experience as measured by client retention and satisfaction, and references.	10 pts	Positive references; no schools terminated contract due to performance issues	10 pts
		Some negative comments from references; no schools terminated contract due to performance issues	5 pts
		Some negative comments from references; several schools terminated contract due to performance issues	0 pts
Corporate capability and experience as measured by years in the food service management industry.	10 pts	9+ years	10 pts
		7-8 years	8 pts
		5-6 years	6 pts
		3-4 years	4 pts
		Less than 3	2 pts
Price Per Meal	35 pts	Lowest	35 pts
		2 nd Lowest	25 pts
		3 rd Lowest	15 pts
		4 th Lowest	10 pts
		5 th Lowest	5 pts
TOTAL POINTS	125 pts		

Alta Public Schools reserves the right to reject any proposals.