

Notre Dame School of Milwaukee

REQUEST FOR FOOD SERVICE VENDOR PROPOSAL for 100% CEP School

Notre Dame School of Milwaukee (hereafter “Agency”) is requesting proposals from food service vendors (hereafter “Vendor”) to provide National School Lunch, Severe Needs Breakfast, and After-School Snack Area Eligible and related supplies to the premises of Agency’s school for the school year 2020-2021. Sealed proposals due to Agency on or by 12:00 PM on March 31, 2020. Agency service locations are as follows:

Notre Dame School of Milwaukee
1418 S Layton Blvd
Milwaukee, WI 53215
And
1420 W Scott St
Milwaukee WI 53204

Approximately 180 breakfasts and 550 lunches per day between two campuses. Snack varies depending on time of year and day, but ranges from 50 – 550 a day. Currently lunch service begins at 10:45 am, breakfast begins at 7:00 am

Scope

1. Vendor shall provide meals that meet the traditional food based Menu Planning System of the National School Lunch (hereafter “NSLP”) contract.
2. Vendor shall sign Vended Meals Agreement template as required by DPI.
3. Vendor shall have exclusive right to provide NSLP approved breakfast, lunch, and After School Snack Area Eligible to the sites above.
4. Vendor shall be an independent contractor and not an employee of the Agency.
5. Vendor shall provide meals in such a manner that will insure compliance with the rules and regulations of the U.S. Department of Agriculture and the Wisconsin Department of Public Instruction regarding child nutrition programs per time, date, and schedule established by the Agency.
6. Contract will be effective for the period beginning July 1, 2020 and continuing through June 30, 2021, with options to renew yearly not to exceed four additional years.
7. Vendor shall obtain and maintain all applicable licenses, permits, and health certification required by local, state, and federal law for any facility outside the Agency.
8. Vendor shall maintain insurance coverage set forth by DPI’s Vended Meal Agreement. A Certificate of Insurance of the Vendor’s insurance coverage indicating appropriate coverage. “Notre Dame School of Milwaukee” shall be named as an additional insured under the commercial general liability policy.

Upon notification of award and prior to issuance of a contract the Vendor will provide a Certificate of Insurance with the required coverage and limits of insurance by an insurance company that has an AM Best Rating of A-, is licensed to do business in the State of Wisconsin, and signed by an authorized agent.

All policies of insurance shall contain a provision requiring sixty (60) days written notice by the insurer and sent certified mail to the Agency before cancellation, reduction or other modifications of coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the contractor for each subsequent renewal period of the contract.

In the event of non-renewal, cancellation, or expiration, the Vendor shall provide the Agency with evidence of the new source(s) of required insurance within twenty-one (21) calendar days after the Agency's receipt of the sixty (60) day notice. Failure to maintain the required insurance in force may be cause for contract termination.

In the event that the Vendor fails to maintain and keep in force the insurance herein required, the Agency shall have the right to cancel and terminate the contract without notice.

The Vendor agrees to indemnify, defend and hold harmless Seeds of Health and the Board of Regents of the University of Wisconsin System, its officers, employees and agents from and against any and all claims, losses, liability, costs or expenses (herein collectively referred to as "claims") occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work in connection with this contract, but only to the extent that such claims are caused by or result from the negligence, misconduct or other fault of the contract, its agents, employees, subcontractors or contractor.

9. Because this contract will be in excess of \$100,000, Vendor will certify compliance with all local, state and federal standards, orders, and regulations applicable, including:
 - Certificate of Debarment
 - Disclosure of Lobbying Form
 - Section 306 Clean Air Act of 1970 as amended (USC1857)h
 - Section 598 Clean Water Act (33USC1368)
 - Executive Order 11738
 - Environmental Protection Agency Regulations (40CFR, part 15)

Menus

Vendor shall be responsible for designing food service menus that will be published to the Agency at least two weeks in advance of service. This published menu will be a 4-week menu, developed in accordance with the meal pattern and nutritional requirements of NSLP. Changes to established menus and new menus prior to their publication will be approved by the Agency prior to their change. Vendor will respond to requests at any time by the Agency for changes in the menu where these requests are consistent with the NSLP nutritional guidelines, improve student participation in the food service program and satisfy budgetary assumptions made by the Vendor.

Pricing

Vendor shall provide pricing for reimbursable student breakfast, reimbursable student lunch, and reimbursable after school snack. Reimbursable meal prices include all expendable supplies like, but not limited to, paper trays, tableware, utensils, delivery of supplies, and the cost of labor to prepare and serve meals on site.

Equipment

Vendor shall provide and maintain equipment such as a 4-well steam table, warming unit, salad bar, and milk cooler as needed at each location.

Food Specifications

Vendor will insure that the minimum food specifications shall be:

Meat / Seafood: All meats, meat products, poultry, poultry products, and fish must be government inspected.

- Beef, lamb and veal shall be USDA Grade Choice or better.
- Pork shall be US No. 1 or US No. 2.
- Poultry shall be Government Grade A.
- Seafood will be top grade, frozen fish must be a nationally distributed brand, packed under continuous inspection of the USDA.

Dairy Products: All dairy products must be government inspected.

- Fresh eggs, USDA Grade A or equivalent, 100% candled.
- Frozen eggs, USDA inspected.

Fruits and Vegetables:

- Fresh fruits and vegetables selected according to written specifications for freshness, quality and color, US Grade A Fancy.
- Canned fruits and vegetables selected to requirements US Grade A Choice or Fancy (fruit may be packed in light syrup or natural juices).
- Frozen fruits and vegetable shall be US Grade A Choice or better.

Baked Products:

- Breads, rolls, cookies, pies, cakes and pudding either prepared or baked on Vendor's premises or purchased on a quality level commensurate with meeting USDA breakfast and lunch requirements as applicable.

Staple Groceries:

- Staple groceries to be a quality level commensurate with previously listed standards.

Commodities –USDA Donated Food Program

Vendor insures that all commodities received on behalf of the Agency will be utilized only for the benefit of the NSLP. Vendor will credit Agency for commodity handling and processing charges and the value of USDA Foods received during the month as found on the DPI school nutrition website.

Labor Schedule

Vendor shall provide the number of servers specified as follows:

Scott Street –

- 1 full-time server from 6:45am – 2:45 for breakfast and lunch service which includes prep, serving, cleanup, and start prep for the next day
- An additional 1 server from 9:00am – 2:45 include lunch prep, serving, cleanup, and start prep for next day
- An additional 1 server from 10:30am – 1:30 for some lunch prep, all lunch service times, cleanup, start prep for the next day

Layton Blvd –

- 3 full-time servers from 6:45am – 2:45 for breakfast and lunch service which includes prep, serving, cleanup, and start prep for the next day
- An addition 1 server from 10:30am – 2:30 for some lunch prep, all service times, cleanup, start prep for the next day

Instructions to Proposers

1. All proposals must be word processed.
2. Submit sealed proposals to 2604 W Orchard St, Milwaukee WI 53204 attn: Emilia Melendez
3. All proposers must submit a sample menu.
4. All proposals are due by 12:00 PM on March 31, 2020.
5. Contract will be awarded on April 3rd.

PROPOSAL EVALUATION SCORING CRITERIA

CRITERIA	MAXIMUM POINTS
Administrative Requirements: Respondent included all required information in accordance with the RFP.	20
Experience with Sever Needs School Breakfast, National School Lunch Programs, and After-School Snacks Area Eligible.	20
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
Corporate capability and experience as measured by performance record, years in the industry, relevant experience, number of SFAs served in a CEP school capacity, client retention and satisfaction, and references.	20
Overall anticipated income for the school at the end of the year. Please include cost per meal with all expenses included (please refer back to "Pricing" section).	25
TOTAL	105

Point award system provided upon request.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.