

Kingston Hill Academy

INVITATION FOR BID:

Meal Vendors

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INVITATION FOR BID:

Meal Vendors

Kingston Hill Academy (“KHA”) is soliciting bids from qualified Meal Vendors for the 2023-2024 calendar year. Meal Vendors are requested to submit bids by June 15, 2023, in accordance with the instructions contained within this Invitation for Bids (“IFB”). All proposals must be submitted to:

Susan Wilcox, Office Manager
Kingston Hill Academy
850 Stony Fort Road,
Saunderstown, RI 02874
(401) 783-8282
swilcox@kingstonhill.org

KHA will accept proposals delivered in person or by mail. Interested vendors are invited to submit SIX (6) copies: ONE (1) digital copy on flash drive (or CD or DVD) and FIVE (5) hard copies. Proposals received after the submittal date deadline will be returned to the sender. Proposals should be placed in a sealed envelope labeled “**IFB – Kingston Hill Academy Meal Vendor**”.

This IFB does not commit KHA to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. KHA reserves the right to cancel in part or in its entirety this IFB. Additionally, KHA reserves the right to accept or reject without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of KHA.

The attached Flat Fee Vended Meals Agreement (Appendix A) contains certain core contract provisions that form a part of this IFB.

I. Introduction

The purpose of this invitation is to provide nutritious and quality meals to the students enrolled at KHA. The Vendor will assume responsibility for providing meals to KHA. This responsibility will include the Vendor’s adherence to all rules and regulations by the United States Department of Agriculture (USDA) and the Rhode Island Department of Education (RIDE). The applicable regulations are 7 CFR 210 (National School Lunch Program), 7 CFR 215 (Special Milk Program), 7 CFR 220 (School Breakfast Program), 7 CFR 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk), 7 CFR 250 (Food Distribution Program), 7 CFR 225 (Summer Food Service Program for Children), 7 CFR 226 (Child and Adult Care Food Program), and 7 CFR 3052 (Audit Requirements).

The organization or individual responding to this request will be referred to as the Vendor and the Agreement will be between the Vendor and KHA, as the School Food Authority (SFA).

The information provided herein is intended to assist the Vendor in the preparation of proposals necessary to properly respond to this IFB. The IFB is designed to provide interested Vendor's with sufficient and detailed information to submit competitive proposals meeting minimum requirements but is not intended to limit proposals' content or exclude any relevant or essential data. Vendors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any Agreement.

A copy of the proposal must be received by June 15, 2023. Proposals received after the submittal date deadline will be returned to the sender. The following represents a tentative outline of the process currently anticipated by KHA:

1. Invitation for Bids published: June 1, 2023
2. Receive written proposals: June 15, 2023
3. Evaluation of Proposals, selection of qualified offerors, and recommendation for selection of Meal Vendor: June 19, 2023
4. Selection of Meal Vendor by KHA Board: June 21, 2023
5. Approval of Contract and Authorization to Proceed: July 19, 2023
6. Notification of Award to selected Meal Vendor: July 20, 2023

II. Questions, Addendum or Proposal Modification

Questions concerning this IFB must be submitted in writing to: Alison Carr, 850 Stony Fort Rd., Saunderstown, RI 02874 or they may be emailed at acarr@kingstonhill.org. All questions/inquiries must be received by June 8, 2023 at 3:00 pm to be considered. Questions/inquiries may be delivered, mailed, emailed or faxed. Written responses will be posted on KHA's website (<https://kingstonhill.org/>) in "Bids, Quotes and Proposals" by June 12, 2023 at 3:00 pm.

If any changes are made to this IFB, an addendum will be posted on KHA's website in "Bids, Quotes and Proposals." It is the sole responsibility of the bidder to ascertain the existence of any addenda and/or modifications issued by KHA. As this IFB has been published on KHA's website (<https://kingstonhill.org/>) all bidders are responsible for checking the website for any addenda and /or modifications that are subsequently made to this IFB.

KHA accepts no liability for and will provide no accommodations to bidders who fail to check for amendments and/or modifications to this IFB and subsequently submit

inadequate or incorrect responses. Bidders may not alter (manually or electronically) the IFB language or any IFB component files. Modifications to the body of the IFB, Scope of Work, terms and conditions, or which change the intent of this IFB are prohibited and may disqualify a response.

Bidders may contact the Contact Person for this IFB in the event this IFB is incomplete, or the bidder is having trouble obtaining any part of the IFB electronically through KHA's website (<https://kingstonhill.org/>), including, and without limitation the form and attachments.

Bidder with disabilities or hardships that seek reasonable accommodations, which may include the receipt of IFB information and/or addenda and/or modifications in an alternative format, must communicate such requests in writing to the Contact person, and reasonable accommodation will be made by agreement with the Contact Person on behalf of KHA.

III. Background

KHA is a public charter school based in Saunderstown, RI serving students in Kindergarten through 5th Grade. For the 2023-2024 calendar year, KHA will have approximately 260 students enrolled. Based on the number of students enrolled, it is projected that KHA will require the following:

Total Projected Meals

Breakfast: 4200

Lunch: 6500

Daily Project Meals

Breakfast: 25

Lunch: 40

Free and reduced-price eligibility applications are approved and monitored by KHA.

IV. Scope of Work

KHA is seeking a Vendor to provide appealing and nutritionally sound reimbursable breakfasts, lunches, and snacks for students as economically as possible. The Vendor must promote healthy eating by compliance with R.I.G.L 16-21-7 and the Regulations Governing Nutritional Requirements for Reimbursable Meals and Competitive Foods and Beverages; Limitations on Competitive Foods and Beverages at Meal Time by offering only healthy

choices every day, in order to promote maximum utilization of the USDA National School Breakfast and Lunch Programs.

Specifically, KHA is seeking a Vendor to provide the following services:

1. Delivering meals;
2. Cleaning their own equipment used for meal delivery;
3. Receiving, storing, and using USDA Foods on behalf of the sponsor, provided that the RIDE approved the vendor to minimally process USDA Foods and meals are prepared at the Vendor's facilities;
4. Preparing menus. Meals must be planned to meet the USDA meal pattern requirements and nutritional standards and the Rhode Island Nutritional Requirements (RI 200-RICR-20-25-4)
5. Completing the daily menu production worksheets.

In fulfilling the above responsibilities, the Vendor must meet or exceed the minimum federal nutrition criteria as required by the USDA in the School Breakfast Program (SBP), the National School Lunch Program (NSLP), the Summer Food Service Program (SFSP), as applicable, and the Rhode Island Nutrition Requirements (see Appendix B).

Vendors may not access individual student meal eligibility information, collect meal payments, conduct point of service meal counts, provide program oversight, collect claim data, or act as an employee of or agent for KHA.

Please refer to Section B of the attached Flat Fee Vended Meals Agreement (FFVM) to review additional responsibilities of the Vendor. This Section in the FFVM Agreement is not inclusive as other Vendor responsibilities are set forth throughout the attached Agreement.

V. Proposal Format and Contents

Submission of a Bid will indicate that the offeror has read the instructions, will abide by the terms and conditions governing this Invitation for Bid and understands the requirement for delivery of the services specified.

A. Definitions

Except as otherwise specifically provided, definitions are set forth as follows:

1. KHA – Refers to Kingston Hills Academy, the awarding authority.
2. Invitation for Bid (IFB) – Refers to the document named KHA's Invitation for Bid for the stated Scope of Work included in this document.

3. Addenda – Refers to the written or graphic instruments issued by the KHA Representative prior to the Bid Deadline, which modifies or interprets the IFB by additions, deletions, clarifications, or corrections.
4. Bidder – Refers to the vendor that is interested in and/or responds to the IFB.
5. Bid – Refers to all documents that the Bidder must submit to the KHA Representative prior to the Bid Deadline.
6. Bid Deadline – Refers to the time and date indicated in the IFB as the latest date and time that a Bid will be accepted.
7. Contract – Refers to the final agreement reached between the successful Bidder and KHA.
8. Contractor – The term Contractor shall mean the successful Bidder awarded the Contract.

B. General Instructions

1. Specifications contained in the Invitation for Bids are for Meal Vendor services for the 2023-2024 calendar year;
2. Minimum requirements are specified. The offeror may choose to exceed those minimums;
3. Failure to provide sufficient information may result in the proposal not being considered;
4. Proposals are to be delivered or mailed to KHA no later than 12:00 pm June 15, 2023, and bids will be publicly opened at 3:00 pm, June 15, 2023;
5. Late proposals will not be accepted.

C. Technical Proposal Required Elements

Bidder shall provide a brief narrative that addresses the following:

1. **Letter of Transmittal.** This Letter of Transmittal should include (a) an introduction of the Bidder; (b) contact information for the person to be contacted, along with others who are authorized to represent the company in dealing with the IFPB; (c) an expression of the Bidder's ability and desire to meet or exceed the requirements of the IFB; and (d) any other information not appropriately contained in the proposal itself.
2. **Executive Summary.** The reader should be able to determine the essence of the proposal by reading the Executive Summary. The Executive Summary should (a) briefly describe the Bidder's approach to the proposal and clearly indicate any options or

alternatives; (b) indicate any major requirements that cannot be met by the Bidder; and (c) highlight the major features of the proposal and identify any supporting information considered pertinent.

3. **Experience, References, and Service Capability.** This section should describe (a) the Bidder's experience with providing appealing and nutritionally sound reimbursable breakfasts, lunches, and snacks for students in public schools, or comparable experience; and (b) include a list of similar operations and locations, as well as contact information for administrators, or comparable contacts, capable of commenting on performance.
4. **Menu Selection, Use of Commodities, Food Quality, and Portion Size.** This section should describe the Bidder's philosophy for each of the following and supply sample menus to be implemented including portion sizes.
 - Menu Selection
 - Use of commodity foods
 - Procurement and use of RI-grown/locally-grown produce
 - Food quality
 - Portion quantities
5. **Price Information.** This section should list all fixed prices per meal and confirm payment terms are per attached FFVM Agreement, Section B and C.

VI. Evaluation of Proposals and Award

It is the intent of KHA to accept the proposal of the lowest priced, most responsible bidder, whose bid is responsive, and conforms with all the material terms and conditions of the IFB.

- Responsiveness

Bidders must completely fill out and submit the bid form and all other required forms. All services that are the subject of the bid must meet the minimum standards and scope of services set forth in the Scope of Work description including the standards by which the procurement officer will determine acceptability as to quality, workmanship, results of inspections and tests, and suitability for a particular purpose.

- Responsibility

Bidders must demonstrate that they meet measures of responsibility. KHA will not award a contract to any bidder who cannot furnish satisfactory evidence of their ability and

experience in this type of work, and their ability to prosecute and complete the work as outlined in the Scope of Work. KHA may make such investigations as it deems necessary to determine the above and a bidder shall furnish any information requested in this regard.

KHA Board of Directors will evaluate each proposal submitted and may accept any proposal deemed to be in the best overall interests of KHA. The Board shall have the right to waive informalities or irregularities in a Bid received and to accept the Bid which, in the Board's judgement, is in the Board's own best interest. The Board shall also have the right to reject any and all proposals, or portions thereof, or re-issue an invitation for proposals.

VII. Award of Contract

The successful bidder will be required to execute the FFVM Agreement, and the appropriate supplement as attached.

VIII. General Provisions

1. **Independent Contractor.** The relationship of the selected bidder with KHA under any contract shall be that of an independent contractor. Nothing in this IFB or any resulting contract shall be construed to designate the selected bidder, or any of its employees, as employees, agents, joint ventures, or partners KHA.
2. **Conflict of Interest.** By submitting a response to this IFB, the bidder certifies that no officer, agent, or employee of KHA has a financial interest in the proposal or has participated in contract negotiations on the part of the bidder. The bidder shall submit its proposal in good faith without fraud, collusion, or connection of any kind with any other company for the same call for proposals. The bidder is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or company/firm/organization. Further, no person or company/firm/organization who is listed as a subcontractor shall be eligible to become a qualified bidder in this solicitation.
3. **Insurance.** Bidder shall retain and maintain the insurance coverage set forth in the FFVM Agreement, specifically Section F.21. A Certificate of Insurance of the bidder's insurance coverage indicating the required insurance must be submitted at the time of the award.