



**Child Development Center**

**REQUEST FOR PROPOSAL**

**2018 VENDED MEALS**

**DUE DATE: Friday, May 4, 2018**

City of Emeryville Child Development Center participates in the Child and Adult Care Food Program (CACFP) for children.

City of Emeryville Child Development Center is accepting proposals from qualified outside food vendors to provide breakfast, lunch and morning and afternoon snacks under the CACFP for approximately 100 preschool children ages 5 months to 5 years old.

**SUBMISSION DUE DATE: Friday, May 4, 2018**

## **ABOUT City of Emeryville Child Development Center**

The Child Development Programs Division operates a state licensed infant, and preschool program for up to 80-100 children ages four months to five years at Emeryville Child Development Center (i.e.; Center) at 1220 53<sup>rd</sup> Street. The Center is approximately 12,000 square feet and consists of one infant room, and two toddler rooms, three pre-Kindergarten rooms, multi purpose room, full-service kitchen, toilet rooms, staff offices, storage areas, lobby area, and three age-appropriate play areas that were completely renovated in 2010). The program was the first city-run child care center in California. The program has been in operation since 1979 and located in its current facility since 1991.

The City of Emeryville is seeking the services of a qualified outside food vendor to provide breakfast, lunch and afternoon snack for approximately 80-100 school children ages 5 months to 5 years old under the Child and Adult Food Program guidelines.

## **SCOPE OF WORK**

City of Emeryville Child Development Center is seeking an organization that is familiar with the following programs:

- The Child and Adult Care Food Program (CACFP)

The ideal food vendor will have the following qualifications:

- ❖ Provide child friendly, nutritious, tasty, and visually appealing meals.
- ❖ Provide fresh fruit and/or vegetable with every meal.
- ❖ Provide whole and low fat milk with each meal.
- ❖ Provide consistent quality control.
- ❖ Provide nutrition education.

- ❖ Provide responsible account manager.
- ❖ Has previous experience working with preschool sites.
- ❖ CACFP compliant meals/snacks (all meals must be eligible for state and federal reimbursement).
- ❖ CACFP menu recordkeeping and planning and reporting necessary to receive reimbursements.
- ❖ Be familiar with State and Federal regulations pertaining to operations in a preschool setting.
- ❖ Comply with all State, County and City health and sanitation requirements. City of Emeryville Child Development Center reserves the right to inspect Vendor's facilities at any time during the contract period.
- ❖ Have valid certifications and insurance documents.

#### **Food qualifications:**

- ❖ Emphasize fresh and all-natural ingredients, – no overly processed, fried, or microwaved product meals.
- ❖ Organic and locally produced ingredients whenever possible.
- ❖ All milk must be free of BST growth hormone.
- ❖ Meats are free of nitrates and nitrites.
- ❖ No high fructose corn syrup, or added sugar
- ❖ No artificial trans fats.
- ❖ No artificial colors, flavors or sweeteners.
- ❖ No peanuts

### **VENDOR RESPONSIBILITIES**

The Vendor shall be responsible for the following:

- Delivering meals to the Center at times specified by City of Emeryville Child Development Center.
- Condition or care of meals until they are delivered to the Center
- Providing to City of Emeryville Child Development Center 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.

- Notify center of menu changes and send updated menus.
- Providing City of Emeryville Child Development Center with bag lunches for field trips when requested. All meals for field trips must meet the appropriate meal pattern requirements.
- Maintaining the proper temperature of the breakfast, lunch, and snack components until they are delivered.
- Maintaining all necessary records on the nutritional components and quantities of the meals served at City of Emeryville Child Development Center and making said records available for inspection by State and Federal authorities upon request.
- Provide alternative meal options to meet individual dietary restrictions.

### **City of Emeryville Child Development Center Responsibilities**

City of Emeryville Child Development Center will be responsible for the following:

- Monthly ordering of the number of meals needed for each day of the following month.
- Notify vender immediately of changes in enrollment.
- Condition and care of meals once accepted upon delivery.
- Service of meals to children
- 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 child eligibility, counting meals served in accordance with eligibility, consolidation of counts of meals served to children, 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 time of service, do not meet the specifications, or do not otherwise meet the requirement of the agreement. However, no deduction will be made unless City of Emeryville Child Development Center provides written notification of the meal service for which the deduction is to be made, specifying the number of meals for which we intend to deduct payment and setting forth the reasons for the deduction. City of Emeryville Child Development Center 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, 2018 through June 30, 2020, with the option to renew.

### **Proposals must include:**

- Description of services including but not limited to the following:
  - Menu development rationale
  - Placing orders
  - Equipment needed
  - Nutrition education
  - Duration and extent of experience in the operation of Center meal services
  - Additional services
- Cost per meal (breakfast, lunch, and afternoon snack)

- Sample 21-day cycle menu for breakfast, lunch and snacks 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 CACFP.
- Proof of liability insurance and proposed indemnity language based on the City's insurance requirements
- Materials/supplies provided
- 3 professional references

**For contracts in excess of \$100,000, include the following certifications:**

- Certificate of Independent Price Determination
- Certification Regarding Debarment, Suspension, and Ineligibility
- Certification Regarding Lobbying
- Disclosure of Lobbying Activities

## **SELECTION OF VENDOR**

**The selection of a vendor shall be based upon:**

- Description of services
- Menu appeal
- Proposed price
- Confidence in the provider
- Compliance with RFP specifications
- Input by staff and parents of Center participants

City of Emeryville retains the right to terminate services if the service is unsatisfactory. City of Emeryville reserves the right to reject all proposals.

Interested vendors must submit 2 copies of their response to this Request for Proposals via mail or hand delivered no later than **May 4, 2018 by 5:00 pm**. Late proposals will not be considered under any circumstances.

**Via Mail or Hand Delivered:**

City of Emeryville Child Development Center  
1220 53<sup>rd</sup> Street  
Emeryville, CA  
Attention: Quera Owens

**E-mail:**

Vendors are requested to submit any questions regarding the RFP in writing via email to Quera Owens at [gowens@emeryville.org](mailto:gowens@emeryville.org). Once proposals are reviewed, vendors may be contacted for a follow up interview and/or oral presentation.

Submittals must be valid for 60 days following the submission deadline.

Sincerely,

Quera Owens  
ECDC Manager