

FOOD BANK of NORTHWEST LOUISIANA

REQUEST FOR PROPOSAL Food Vendor for Kid's Café After School Meal Program

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Food Bank of Northwest Louisiana

Purpose: The Food Bank of Northwest Louisiana is soliciting quotes for a food vendor/ catering company to prepare and deliver meals to its After School Program (hence referred to as Meal Program) for the 2018-2019 school year.

Request:

- Bidders are requested to provide a **four week, non-repetitive menu (16 menu items)**, that meet all nutritional guidelines as set forth by the Food Bank and Louisiana CACFP (Child and Adult Care Food Program) and outlined in Attachment "A" and "B".
- Bidders are requested to provide a **single fixed price per meal** that will be maintained throughout the duration of the contract (for example, Company X will provide individual meals for Kid's Café sites for (\$x.per meal). All labor, packaging, delivery costs to the school site should be factored into this single per meal price.

Program information:

The Meal Program sites are located at many different church and community center locations in Caddo and Bossier Parishes in Louisiana, and can operate Monday through Friday for the school year for the CACFP. There will be approximately 100-400 students daily between all the sites, however these numbers are subject to change. The Vendor will receive a notice at least 24 hours before any changes are requested. Any other change in schedule will be submitted in writing, via email or a direct communication with the Vendor supervisor in charge of meal service. Meal service begins at varied times depending on the sites. All meals need to be individually packaged and vendor will supply any utensils and napkins. Warming ovens or cambros will need to be provided by the vendor to meet food safety requires for proper temperature. Hot food must not be held for more than 2 hours before serving time. Vendors will supply ice chests or other cold storage for milk and cold foods.

Vendor requirements:

Vendor must have a current Health Inspection for kitchen, Fire Inspection, Permit to Operate and Food Safe Certification

Minimum Insurance Requirements: Commercial General Liability: Including Bodily Injury and Property Damage, Contractors Liability, Contractual Liability and Product Liability in an amount not less than \$1,000,000 combined single limit per occurrence and \$1,000,000 aggregate.

Business Automobile Liability including Bodily Injury and Property Damage.

Worker's Compensation: Statutory limits are required.

Contractors submitting bids must meet approval by the State of Louisiana, Department of Education to participate in the Child and Adult Care Food Program (CACFP).

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Program and Meal Requirements for Kids Café Afterschool

1. Vendor must provide and follow a 4 week non-repetitive menu, or at least 16 different meals (entrees may be repeated occasionally, but with variation in other components).
2. Each meal must include each of the following (minimum portion requirement)
 - 8 oz. of 1% fluid milk
 - 2 oz. of meat or a meat alternative
 - 1 oz./1 slice of a bread or bread alternative (Whole Grain)
 - 4 oz. of a fruit or vegetable (2 servings total, one serving must be a vegetable)
3. Upon notification of bid acceptance, Vendor must provide documentation of:
 - Kitchen's current health inspection
 - Fire Marshall inspection
 - Permit to Operate
 - Food Safe Certification
 - Proof of General Liability insurance
 - Amounts of all main ingredients used (list at the beginning of program for each menu item)
 - Monthly temperature log of food items before leaving the facility. Sites will maintain their own temperature log as well.
4. All meals must be delivered no sooner than 1.5 hours before the meal time and counted. The meals need to be placed into proper holding container provided by vendor. Milk and any chilled items must be counted into an ice chest provided by the vendor.
5. After School and Summer Feeding program dates will be provided in advance. The vendor will be notified as soon as possible of any program cancellation due to weather or emergency.
6. Vendor will be paid within 30 days of receiving a monthly invoice (with daily meal count delivered per site), temperature log and any other necessary paperwork. Only complete, undamaged, unspoiled meals delivered to sites will be paid for.
7. A separate CACFP vendor agreement contract with operating guidelines and requirements will be executed with the awarded vendor.

Food Bank of Northwest Louisiana

Attachment "A"

NON ALLOWED MEATS

Foods That Do Not Count Toward the Meat or Meat Alternate Requirements

Bacon
Bacon substitutes
Bean sprouts (counts as a vegetable)
Canned meat soup
Canned spaghetti with or without meat sauce
Cheese dips (Commercial)
Chicken necks
Cream Cheese
Frozen pot pies (Commercial)
Ham hocks
Pigs feet and Pigs tails
Potted meats
Powdered cheese (as in commercial macaroni & cheese mixes)
Processed meats with meat by-products, extenders, cereals or binders
Sandwich spreads (Commercial)

NOT ALLOWED VEGETABLES

Foods That Do Not Count Toward the Fruit and Vegetable Requirements

Banana chips	Kool-Aid
Candied cherries, pineapples, figs, dates, or citron	Lemonade
Carbonated beverages	Limeade
Catsup	Nectar
Coconut	Pepper sauce
Commercial pizza sauce	Pickle relish
Fruit cocktail drinks	Pimentos
Fruit drinks	Potato chips
Fruit flavored powders and syrups	Potato sticks
Fruit punch	Powdered fruit drinks
Gelatin/Jell-O	Preserves
Hominy	Punch
Honey	Popsicle (unless made with at least 100% fruit juice)
Imitation fruit drinks	Syrups
Jams	Toaster pastry filling
Jellies	

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Attachment "B"

NOT ALLOWED BREADS

Foods That Do Not Count Toward the Bread / Bread Alternate Requirement

Cakes (with frosting)	Wheat germ
Potato chips	Potato sticks
Ice cream cones	Tapioca
Popcorn	Brownies
Corn nuts	Hominy
Dessert pie crust	

NOT ALLOWED MILKS

Foods That Do Not Count Toward the Milk Requirement

Canned milk	Sweetened condensed milk
Raw milk	Cream
Powdered cocoa mix	Sherbet
Custards	Half and half
Cream cheese	Sour cream
Cheese dips	Whipping cream
Dry powdered milk	Ice cream
Ice milk	
Puddings	

OTHER FOODS THAT ARE NOT ALLOWED

Foods that Do Not Count Toward Menu Pattern Requirements

These food items are sometimes used to add flavor to foods but have no or little nutritional value. If you use these items, use them in small amounts since they are high in sugars, salts, and fat.

Butter	Margarine
Candy	Carbonated beverages
Mustard	Mayonnaise
Canned Soups (Except vegetable)	Pigs feet
Popcorn	Salad dressings
Dry vegetables (used for seasoning)	Catsup
Chocolate	Chili Sauce
Cocoa	Syrups
Gelatin/Jell-O	Honey

REQUEST FOR PROPOSAL
Food Vendor for Kid's Café After School Meal Program

Applicant Information:

Business Name: _____

Owner Name: _____

Address: _____

City, State Zip code: _____

Kitchen Location: _____

Email Address: _____

Phone: _____

Bid Information:

Please submit your bid (price per delivered meal), sample menu and provide any comments:

Bid submission must include a 4 week non-repeating sample menu to be considered.

Please check that you have proof of the following:

- Kitchen's current health inspection
- Fire Marshall Inspection
- Permit to Operate (Occupancy License)
- Food Safe Certification
- Proof of General Liability insurance

I hereby certify that the information provided in this application and all accompanying information, if provided, is true and accurate as of the date of completion.

Signature: _____

Title: _____

Date: _____