

FOOD BANK of NORTHWEST LOUISIANA

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

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Food Bank of Northwest Louisiana

Purpose: The Food Bank of Northwest Louisiana is soliciting quotes for Prepared Meals for the Kids Café After School Meal Program for by the State of Louisiana, Department of Education to participate in the Child and Adult Care Food Program (CACFP).

Bidders may submit their bid on prepared food for September 2022 and may re-bid for the remainder of the 2022- 2023 school year After School Program (referred to as Meal Program).

- The Prepared Food vendor/catering company bid is for the preparation and delivery of meals that meet the specifications to the various program sites.

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 Child and Adult Care Food Program (referred to as CACFP) 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.xx per meal). All labor, packaging, delivery costs to the school site should be factored into this single per meal price.
- BIDS MUST BE RECEIVED BY 10:00 a.m. on August 19, 2022. Late bids will not be considered.

Program Information:

The Meal Program sites are located at 12 different schools, 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 300-500 students daily between all the sites, however these numbers are subject to change. The Prepared Meal Vendor will receive a notice at least 24 hours before any changes to the meal count 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 Cambro’s will need to be provided by the Prepared Meal Vendor to meet food safety requires for proper temperature. Hot food must not be held for more than 2 hours before serving time. Prepared Meal Vendor will supply ice chests or other cold storage for milk and cold foods.

Prepared Meal Vendor requirements:

Prepared Meal 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 5 components, each of the following (minimum portion requirement)
 - 8 oz. of unflavored 1% milk or unflavored fat free(skim) or flavored fat free (skim) fluid milk
 - 2 oz. of meat or a meat alternative
 - ½ cup vegetable
 - ¼ cup fruit
 - 1 oz./1 slice of a Whole Grain Bread or Whole Grain bread alternativeSee attached guideline for additional meal component requirements
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 prepared meals must be delivered no sooner than 30 minutes 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 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 Prepared Meal Vendor.

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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
Commercial pizza sauce	Sauce Pickle
Fruit cocktail drinks	Relish
Fruit drinks	Pimentos
Fruit flavored powders and syrups	Potato Chips
Fruit punch	Potato sticks
Gelatin/Jell-O	Powdered fruit drinks
Hominy	Preserves
Honey	Punch
Imitation fruit drinks	Popsicle (unless made with at least 100% fruit juice)
Jams	Syrups
Jellies	Toaster pastry filling

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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

CHILD MEAL PATTERN

Lunch and Supper (Select all five components for a reimbursable meal)		
Food Components and Food Items ¹	Ages 6-12	Ages 13-18 ² <small>(at-risk afterschool programs and emergency shelters)</small>
Fluid Milk³	8 fluid ounces	8 fluid ounces
Meat/meat alternates		
Lean meat, poultry, or fish	2 ounces	2 ounces
Tofu, soy product, or alternate protein products ⁵	2 ounces	2 ounces
Cheese	2 ounces	2 ounces
Large egg	1	1
Cooked dry beans or peas	½ cup	½ cup
Peanut butter or soy nut butter or other nut or seed butters	4 tbsp	4 tbsp
Yogurt, plain or flavored unsweetened or sweetened ⁶	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounces of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	1 ounce = 50%	1 ounce = 50%
Vegetables^{7, 8}	½ cup	½ cup
Fruits^{7,8}	¼ cup	¼ cup
Grains (oz eq)^{9,10,11}	1 ounce equivalent	1 ounce equivalent

1. **Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.**
2. Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
3. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.
5. Alternate protein products must meet the requirements in Appendix A to Part 226.
6. Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
7. Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
8. A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
9. At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grain's requirement.
10. Refer to FNS guidance for additional information on crediting different types of grains.
11. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

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

My Bid is for: Prepared Meal

Vendor Information:

Business Name: _____

Owner Name: _____

Address: _____

City, State, Zip code: _____

Prepared Meal Vendor Kitchen Location: _____

Email Address: _____

Phone: _____

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: _____

BIDS MUST BE RECEIVED BY 10:00 a.m. on August 19, 2022.
Late bids will be not be considered.