

FOOD BANK of NORTHWEST LOUISIANA

REQUEST FOR PROPOSAL Food Vendor for Summer Food Meal Program

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In accordance with federal civil rights law and US. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on 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, audiotape, 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/USOA-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

Food Bank of Northwest Louisiana

Purpose: The Food Bank of Northwest Louisiana is soliciting quotes for Shelf Stable Meals for the Summer Meal Program for by the State of Louisiana, Department of Education to participate in the Summer Food Service Program (SFSP).

Bidders may submit their bid on prepared food for May 2024 – August 2024 for the Summer Meal Program (referred to as Meal Program). The Shelf Stable 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 Summer Food Service Program (referred to as SFSP) 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 Summer Meal site for \$x.xx per meal). All labor, packaging, delivery costs to the Food Bank of NWLA should be factored into this single per meal price.

Bids:

Sealed bids must be received by 10:00 a.m. on May 29, 2024, to the Food Bank of NWLA, 285 Mt. Zion Road, Shreveport, LA 71106. Bids will be accepted via mail or hand delivered. A public bid opening will be held at 10:30 a.m. on May 29, 2024 at the same location. Contractors submitting bids must meet approval by the State of Louisiana, Department of Education to participate in the Summer Food Service Program (SFSP).

Program Information:

The Meal Program sites are located at various locations, church and community center locations in Caddo, Bossier and Webster Parishes in Louisiana, and can operate Monday through Friday for the summer months. There will be approximately 3,300 students daily between all the sites, however these numbers are subject to change. All meals need to be individually packaged and vendor will supply any utensils and napkins.

Shelf Stable and or Meal Vendor requirements:

Bids for Shelf stable meals must include the price per meal, delivery fee, 16 meal menu and the component breakdown. All shelf stable meal bids must follow the component guidelines and include shelf stable milk. Please include your estimated lead time on delivery.

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 SUMMER Food Program (SFSP)

FOOD BANK of NORTHWEST LOUISIANA

Program and Meal Requirements for Summer Food Service Program

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. 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.
5. A SFSP vendor agreement contract with operating guidelines and requirements will be executed with the awarded Prepared Meal 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 |
| 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 |

Food Bank of Northwest Louisiana

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 Food Bank of NWLA Summer Meal Program

My Bid is for: Shelf Stable Breakfast and Lunch 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 THE DEADLINE DATE:

MAY 29, 2024 at 10am

Late bids will be not be considered.