Amani Public Charter School

Amani Public Charter School
REQUEST FOR PROPOSAL
2022 - 2023 VENDED MEALS

DUE DATE: [June 1, 2022]

Amani Public Charter School participates in the National School Lunch Program (NSLP) and Child and Adult Care Food Program (CACFP) for students.

AMANI PUBLIC CHARTER SCHOOL is accepting proposals from qualified outside food vendors to provide breakfast, lunch, and after school snacks under NSLP and CACFP for approximately 180 students served in grades 5 - 8.

SUBMISSION DUE DATE: (June 1, 2022]

ABOUT AMANI PUBLIC CHARTER SCHOOL

The mission of the Amani Public Charter School is to provide Mount Vernon, New York students in the 5th through 8th grades with the academic skills necessary to succeed in the competitive high school programs, college and the career of their choice.

School Information

Hours of Operation: 7am - 4:00pm, Mon, - Fri
School begins in or on August 25, 2022 and ends on June 23, 2022 (195 school days)- *subject to change*
Breakfast served from 7:30a - 8:00a
Lunch served from 11:15a - 1:30p
Snack served from 3:30p - 3:45p
Free & Reduce; 75%
Amani is CEP Certified
Student Enrollment 355

SCOPE OF WORK

AMANI PUBLIC CHARTER SCHOOL is seeking an organization that is familiar with the following programs:

- The National School Lunch Program (NSLP)

The ideal food vendor will have the following qualifications:

Ø Provide fresh, nutritious, tasty, and visually appealing meals.
Ø Provide fresh fruit and/or vegetables with every meal.
Ø Provide low fat or nonfat milk with each meal.
Ø Provide appropriate utensils and napkins as needed for the meals.
Ø Provide consistent quality control.
Ø Provide nutrition advocacy.
Ø Provide responsible and responsive account management.
Ø Has previous experience working with multiple school sites.
Ø NSLP compliant meals/snacks (all meals must be eligible for state and federal reimbursement).
Ø NSLP menu recordkeeping and planning necessary to receive reimbursements.
Ø Be familiar with State and Federal regulations pertaining to operations in a school setting.
Ø Comply with all state, county and city health and sanitation requirements. AMANI PUBLIC CHARTER SCHOOL reserves the right to inspect Vendor's facilities at any time during the contract period.
Ø Has valid certifications and insurance documents.

Food qualifications:

Ø Provide fresh vegetables with every lunch.
Ø Provide fresh fruit with every breakfast and lunch. No canned/frozen fruits.
Ø No partially or fully hydrogenated oils.
Ø No artificial trans fats.
Ø No deep fried foods.
Ø No overly processed foods.
Ø No high fructose corn syrup.
Ø No artificial colors, flavors or sweeteners.
Ø No MSG.
Ø Foods with little or no added sugar.
Ø No sodium nitrates and nitrites in meat.
Ø No animal by-products.
Ø No mechanically separated meats (aka "pink slime").

Ø No rBST hormones in milk.
Ø No BHA & BHT.
Ø Whole grains must be offered in accordance with state regulations
Ø Provide a daily vegetarian option.

VENDOR RESPONSIBILITIES

The Vendor shall be responsible for the following:

- Provide the necessary single use utensils, trays, and napkins as appropriate for the meal item and in sufficient quantity for the number of meals ordered.
- Provide condiments as appropriate for the meal
- Deliver meals to location(s) at times specified by AMANI PUBLIC CHARTER SCHOOL.
- Condition or care for meals until they are delivered to the school.
- Provide to AMANI PUBLIC CHARTER SCHOOL no later than one (2) week prior to the end of each month, monthly menu options covering the meals to be served for the following month.
- Provide AMANI PUBLIC CHARTER SCHOOL with sack lunches for field trips when requested. All meals for field trips must meet the appropriate meal pattern requirements.
- Maintain the proper temperature of the breakfast, lunch, snack and supper components until they are delivered.
- Maintain all necessary records on the nutritional components and quantities of the meals served at AMANI PUBLIC CHARTER SCHOOL and making said records available for inspection by State and Federal authorities upon request.

ORDERING

- **The vendor's ordering system must allow the school to order different quantities of breakfast and lunch daily within the vendor's ordering time frame.**
- **Lead times for ordering may not be great than 2 weeks prior**
- **Ordering system must allow for changes of quantities even after the initial order has been places, so long as its within the 2 week timeframe.**

SCHOOL RESPONSIBILITIES

AMANI PUBLIC CHARTER SCHOOL will be responsible for the following:

· Weekly ordering of the number of meals needed for each day of the following week.

· Condition and care of meals once accepted upon delivery.

· Service of meals to students, implement Offer vs. Serve for all students.

· 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 student eligibility, counting meals served in accordance with eligibility, consolidation of counts of meals served to students, 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.

o 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 AMANI PUBLIC CHARTER SCHOOL 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. AMANI PUBLIC CHARTER SCHOOL will provide such notice no later than three (3) business days after the date the meal was served.

o If any invoices presented for payment are not paid within the number of days specified, the charges from the invoice may be subject to a late fee, the terms to be outlined in the contract. All late fees will be paid from AMANI PUBLIC CHARTER SCHOOL's general fund, not food service account funds.

Meal Cancellations
The vendor must include a reasonable cancellation policy in their proposal. Cancellations can be related to snow days, COVID or other unforeseen circumstances. Cancellation policies will be considered when evaluating proposals.

PROPOSAL SPECIFICATIONS

Contract Period:
The contract period will be July 1, 2022 through June 30, 2023 with the option to renew up to four (4) one-year contracts.

Proposals must include:
· Description of services including but not limited to the following:
o Menu development rationale
o Placing orders
o Equipment needed

- Nutrition advocacy
- Duration and extent of experience in the operation of school meal services
- Additional services

· Cost per meal (breakfast, lunch, snack)
· Sample 21-day cycle menu for breakfast, lunch, and snack 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 NSLP.
· Proof of liability insurance and proposed indemnity language
· Materials/supplies provided
· 3 professional references

Please 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 an 100 point scale including:
Description of services (10 points)
Ease and flexibility of ordering system (10 points)
Menu appeal (20 points)*
Proposed price (20 points)
Confidence in the provider (30 points)
Compliance with RFP specifications (10 points)

*Vendors will be required to provide menu samples. A focus group composed of students, staff and parents can be arranged with the Director of Operations. The sampling must take place before Jun 1, 2022.

AMANI PUBLIC CHARTER SCHOOL retains the right to terminate services if the service is unsatisfactory. AMANI PUBLIC CHARTER SCHOOL reserves the right to reject all proposals.

Interested vendors must submit 1 copy of their response to this Request for Proposal via mail or email no later than [DATE: June 1, 2022].

Via Mail:
60 S. Third Avenue
Mount Vernon, NY 10550

Via E-mail:
btanner@amanicharter.org

Late proposals will not be considered under any circumstances.

Vendors may make arrangements to visit the site prior to submission of proposal by contacting Director of Operations, Mr. Tanner.

Vendors are requested to submit any questions regarding the RFP in writing to Bruce Tanner, Director of Operations; btanner@amanicharter.org. Once proposals are reviewed, food vendors may be contacted for a follow up interview and/or oral presentation.

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