

The Abby Kelley Foster Charter Public School is soliciting proposals for Component Prepared Breakfasts and School Lunches that meet USDA and State requirements for reimbursement for our students in grades K-8. Vendors are invited to submit proposals based on the requirements contained herein.

All proposals must contain the following:

- Brief company profile including name and address of company, date of inception, professional experience of key food service personnel and description of plant size and production capability.
- References- please provide contact information of 5 schools in which vendor provides full school lunch programs (including meals, distribution, and equipment). Each reference location should have a student population of approximately 500 students or more.
- Completed Quotation Sheet for each location
- Certificate of Insurance

Vendors who intend to submit a proposal are required schedule a site visit to occur no later than end of day November 11, 2022. Please contact Stephanie Collins, Director of Nutrition Services at 508-854-8400 x4645 or [Scollins@akfcs.org](mailto:Scollins@akfcs.org) to schedule. Current or past vendors who know the scope of the job are not required to complete a site visit.

Bids will be accepted at the Business Office, 10 New Bond St., Worcester, MA 01606 until 2:45 p.m. on Friday, November 18, 2022, at which time bids will be publicly opened and read aloud. In-hand deliveries shall be accepted only between the hours of 9:00 a.m. and 1:00 p.m., Monday through Friday, at the Office of the Executive Director of Schools, 10 New Bond Street, Worcester, Massachusetts. All bids must be sealed and clearly marked:

## **COMPONENT PREPARED BREAKFASTS AND SCHOOL LUNCHES**

Due: 2:45 p.m., November 18, 2022

Bid Opening: 3:00 p.m., November 18, 2022

The contract shall be awarded to the bidder who submits the lowest total responsible and responsive bid for this one-year contract with the option for renewal up to four additional years on a yearly basis, if both parties agree, and who is determined by the Executive Director or their designee, to be the most capable and reliable.

The School reserves the right to accept or reject any or all bids, or any part thereof, and to make such awards deemed to be in the best interest of the Abby Kelley Foster Charter Public School.

## **SCOPE OF SERVICES:**

The vendor agrees to twice weekly delivery of meals to the school locations listed on Exhibit 1 attached. Locations may be added or deleted at a later date to accommodate the school.

Proposals must be based on the complete 20-day menu for lunch and 21-day menu for breakfast as outlined in Exhibits 2 & 3 attached.

All meals furnished must meet or exceed USDA requirements for the child nutrition breakfast and school lunch program, and shall from the inception of this contract, meet those requirements prescribed to be in effect on and after November 18, 2022. All meals furnished must comply with the traditional food-based option and the nutritional mandates of said requirements. Upon thirty days' notice during the service of this contract, Vendor must provide documentation of such compliance, on an item-by-item and weekly summary basis, indicating portion size by weight and nutrient contribution as prescribed in accordance with USDA requirements, for each food component provided. In providing this documentation, proposals will include 8 ounces of fluid milk as approved by USDA with each meal. Vendor must additionally provide, with its bid, a complete nutritional analysis, as required above, for the menu included in Exhibits 2 & 3 of this solicitation.

All proposals must be based on the sample menu cycle provided in Exhibits 2 & 3 attached. The single proposal price must include the cost of all food (including milk) including packaging, freight, delivery to the schools, and all other related costs including, but not limited to, condiments, utensils, disposable serving trays, tray liners, etc. which are required to serve a complete School Meal consistent with the menu included as Exhibits 2 & 3.

Vendor shall provide meals as ordered by each individual school during the period of November 18, 2022, thru June 30, 2023, and thereafter, when and if the contract is renewed.

The vendor will be responsible for approximately 185 serving days per school year.

A school calendar is attached as Exhibit 4. The calendar is subject to minor revisions.

Vendors are required to have the option of "Offer vs. Serve", in which the student may decline a fruit or a vegetable. The proposal must provide, on Exhibit 5, their Offer vs. Serve credit for items not ordered by the school.

The vendor will provide locally based personnel to provide in-service training for school staff on an on-going basis, during the term of the contract. Training shall include written reports to the School of all training performed.

## **MEAL COMPONENTS:**

The vendor shall supply components that permit the service of meals that meet the breakfast and lunch specifications of the National School Lunch Act. The vendor shall also supply all required food and non-food supplements and supplies.

## **MEAL ORDERS:**

The school will order meals on a weekly basis and will include totals for each site and each type of meal to be delivered.

The school reserves the right to increase or decrease the number of meals ordered on a forty-eight-hour notice or less if mutually agreed upon between the parties to this contract.

## **MENU-CYCLE CHANGE PROCEDURE:**

Meals shall be delivered on a twice weekly basis in accordance with the menu cycle. Deviation from this menu cycle shall be permitted only upon authorization of the school. Menu changes may be made only when agreed upon by both parties. When an emergency situation might prevent the vendor from delivering a specified meal component, the vendor shall notify the school's designated representative so that substitutions may be approved. The school reserves the right to request menu changes periodically throughout the contract period.

## **INSPECTION AND NON-COMPLIANCE:**

The school reserves the right to inspect and determine the quality of food delivered and reject any meals which do not comply with the requirements and specification of the contract. The vendor shall not be paid for unauthorized menu changes, incomplete meals, and meals not delivered within the agreed delivery time period. The school shall notify the vendor in writing as to the number of meals rejected and the reasons for rejection.

## **SPECIFICATIONS AND TEMPERATURES:**

### **Packaging-**

To maximize the impact of Offer vs. Serve credits, food components should be individually packaged, rather than packaged with several food items in a single container. Pre-plated meal components intended for heating shall be supplied in ovenable paperboard containers only, individually, and securely lip sealed with ovenable closure film. When intended for oven crisping (such as fried chicken and pizza) the should be packaged in colorful vented ovenable folding boxes or the ovenable paperboard containers should be sealed with vented ovenable film. Vented ovenable film shall be with perforations of one quarter inch in diameter, with four perforations per square inch. Meal components shall be master packaged in corrugated containers. Colorful ovenable paperboard containers shall be printed to resist scuffing, marring and caramelizing, with inks that are odorless and smokeless under conditions of oven heating. The film used shall be 60–80-gauge polyester stock, transparent and non-toxic, which is heat (not adhesive) sealed to the flanges of the containers, so as to prevent separation in convection oven heating. Excess film should be tucked under containers in a fashion to preclude sticking to adjacent containers during heating. All modules must withstand oven heating up to 400 degrees F for a minimum of 35 minutes and subzero Fahrenheit

temperatures as well. Ovenable film wrap used for sandwich type items shall be 60–80-gauge polyester stock, transparent and non-toxic.

Cartons- Each carton shall be labeled to meet state or local requirements. Label to include:

- Processor's Name, address, zip code (plant)
- Item identity and meal type
- Date of production
- Quantity of individual units per carton
- Heating or thawing instructions
- USDA Inspection Numbers
- USDA CN label where applicable
- Preparation instructions, heating time, and temperature, must be furnished with each case. The master shipper shall be a top opening regular slotted container of minimum 200# test strength.

Meals shall be delivered with the following nonfood items: disposable serving trays, tray liners, condiments consistent with the attached menu, straws for milk, napkins, single service ware, etc. Vendor shall include all non-food items that are necessary for the meal to be served.

The white napkin, white plastic fork/spoon and plastic straw shall be prepackaged in a clear plastic or cellophane bag. Eating utensils and straws shall measure approximately 5 1/8" length and shall not break in normal use and shall be made from materials which are safe and wholesome for food contact in their normal use. Eating utensils shall be white only.

Vendor shall furnish individual packets of ketchup, barbecue sauce, tartar sauce, and mustard, and fruit and produce, as dictated in cycle menu, to all schools. Any deviation in the content must have prior approval by the school.

All refrigerated food shall be delivered at an internal temperature of 45 degrees Fahrenheit or below, but no lower than 32 degrees Fahrenheit.

All frozen food shall be delivered at 0 degrees Fahrenheit or below. Frozen products shall show no evidence of thawing or re-freezing, freezer burn, or any off color or odors.

### **EQUIPMENT:**

Prospective vendors must perform a complete school facilities survey as part of this proposal.

The vendor will supply and maintain properly functioning equipment (ovens, freezers, oven racks, insulated bags, oven carts, dollies, oven baskets, refrigerators, and milk coolers) as required. The cost of this equipment shall be included in the per meal cost. An itemized list of equipment to be provided must be included with this proposal. If additional equipment is needed by the school during the term of the contract, the vendor shall provide such additional equipment at no cost to the school. The school will provide any necessary electrical service.

**MAJOR INGREDIENTS:**

Meal entree pack shall be processed and packed under continuous inspection of the United States Department of Agriculture.

- A. Meat and Poultry: All meat and poultry products shall be processed under continuous inspection of the US DA. Only domestic meat and poultry meeting the following grade standard shall be used:

Beef	USDA Choice or better
Pork	USDA Number 1
Veal	USDA Choice
Poultry Chicken (fryers)	USDA Grade A
Fowl	USDA Grade A or B
Turkey	USDA Grade A or B

- B. Cured Processed Meats: (Bologna, frankfurters, luncheon meat, salami, others) shall be made from beef and/or poultry and meet all requirements for RSQ standards for that product. No variety meats, fillers, extenders, non-fat milk solids or cereal will be allowed.
- C. Non-cured Meat Products: Fillers not approved as a protein source by the USDA Food and Nutrition Service (FNS) may not be included as cooked meat weight.
- D. Fish and Seafood: Frozen fish and seafood ingredients shall be manufactured under continuous inspection of the US Department of Commerce: Grade A.
- E. Dairy Products: All dairy products shall be USDA Grade A, where applicable. Cheese food or cheese spread are not permitted. Cheese alternates may be used.
- F. Frozen Vegetables: All vegetables USDA Grade A Fancy IQF frozen shall provide color, flavor and textural characteristics of freshly prepared vegetables upon re-heating of meal from frozen 0 degrees Fahrenheit state. (Canned vegetables may be used only in preparation of sauces.)

All fresh vegetables must be ready for consumption per USDA Food Buying Guide.

- G. Fruits: Canned or Frozen- USDA Grade A Fancy- must comply to standards of identity for the product and provisions of the Food, Drug and Cosmetic Act and must be packed in water, light syrup, or their natural juices. Fresh fruit shall be USDA Fancy or #1 Grade, and size must provide at least 1/2 cup fruit equivalency.
- H. Fats and Oils: Butter - 92 score,  
Fortified Margarine- Fortified 15,000  
I.U.

### **FOOD PREPARATION:**

Meals shall be prepared under properly controlled temperatures and assembled prior to delivery and in accordance with all applicable health department requirements.

Vendor's production facilities must be owned and operated by the vendor and must be under continuous inspection by the USDA Food Safety and Quality Service. There will be no exceptions of the requirements for ownership and inspection.

### **COMMODITIES:**

It is expected that the successful vendor will utilize USDA donated commodities to the fullest extent possible. Include in your proposal a listing of commodities you will utilize.

### **LICENSES/FEES/TAXES:**

The vendor shall obtain and maintain all licenses, permits and health certifications required by federal, state, and local laws.

### **INSURANCE**

The vendor shall supply with its bid a specimen certificate proving satisfactory insurance coverage as required by the School. Such coverage shall remain in effect for the term of the contract and any extension thereof. The School shall be named as an additional insured on all coverage for the length of the contract.

General Liability coverage must be provided by a Commercial General Liability Policy on an occurrence basis only. Claims-made basis will not be acceptable.

- A. Comprehensive General Liability and Property Damage Insurance in the amount of \$1,000,000 for each injury to or death of any one person, \$1,000,000 for each accident or occurrence for bodily injury or death, and \$1,000,000 for each accident or occurrence for property damage.
- B. Product Liability: Vendor will supply satisfactory evidence of products and complete operations insurance in the amount of \$1,000,000.
- C. Contractual Liability: Bidder will supply satisfactory evidence of insurance in the amount of \$1,000,000 each occurrence and \$1,000,000 general aggregate for Bodily Injury as well as \$1,000,000 each occurrence and \$1,000,000 general aggregate for Property Damage.

- D. Warehouse Legal Liability Insurance: Liability Insurance in the amount of \$1,000,000 for the loss of merchandise owned by the School while held under vendor's control including commodities.
- E. Umbrella Excess Liability: Bidder will provide evidence of \$5,000,000 coverage over primary insurance per occurrence.
- F. Worker's Compensation Coverage: The vendor shall accept insofar as the workers covered by this contract are concerned, the statutory provision of Massachusetts Workmen's Compensation Act any supplements or amendments thereto, and will ensure its liability thereunder, and furnish proof thereof to the School or file with the School a certificate of exemption from insurance from the Bureau of Workmen's Compensation of the Department of Labor and Industry.
- G. Business Auto Liability (including owned, non-owned and hired vehicles): Vendor will supply satisfactory evidence of insurance in the amount of \$1,000,000 Bodily Injury for each person and each occurrence and \$1,000,000 Property Damage for each person and each occurrence.
- H. Within 10 days of award of contract, a Certificate of Insurance listing School as additional insured shall be sent to:

Alisha Carpino  
Director of Finance and Operations  
Abby Kelley Foster Charter Public  
School 10 New Bond St. Worcester, MA  
01606

**EXHIBIT 1**

<b><u>SCHOOL</u></b>	<b><u>LUNCH ADP</u></b>	<b><u>BREAKFAST ADP</u></b>
Elementary School Building Grades K-3 10 New Bond St. Worcester, MA 01606	246	264
Middle School Building Grades 4-5* (Mon-Friday)	155	200
Grades 4-7 (Friday)	310	200
10 New Bond St. Worcester, MA 01606		

\*(grades 6 & 7 are not served lunch on Monday through Thursday)



## EXHIBIT 2- LUNCH MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Cheese Pizza Dippers Marinara Sauce Green Beans Diced Peaches Choice of Milk Ranch Dressing	4 Sloppy Joe on WG Bun French Fries Whole Kernel Corn Applesauce Choice of Milk Ketchup	5 Beef Meatballs Marinara Sauce WG Penne Pasta Broccoli Cuts Fresh Apple Choice of Milk	6 WG Breaded Chicken Patty on WG Bun Mixed Vegetables Diced Carrots Fresh Orange Choice of Milk BBQ Sauce	7 <b>1/2 Day of School</b>  <b>~No Lunch Served~</b>
10 <b>NO SCHOOL</b>	11 WG Popcorn Chicken General Tso's Sauce Brown Rice Broccoli Cuts Mixed Vegetables Mixed Fruit Choice of Milk	12 Beef Taco Meat Pinto Beans Whole Kernel Corn Brown Rice WG Tortilla Chips Fresh Apple Choice of Milk	13 WG Chicken Nuggets Marinara Sauce with Parmesan Green Beans WG Breadstick Diced Peaches Choice of Milk	14 Salisbury Beef Brown Gravy Whipped Potatoes Diced Carrots WG Dinner Roll Fresh Banana Choice of Milk
17 Cheese Pizza Dippers Marinara Sauce Wango Mango Juice Fresh Apple Choice of Milk	18 Hamburger on WG Bun Sweet Potatoes Baked Beans Fresh Orange Choice of Milk Ketchup	19 Turkey Hot Dog on WG Bun Green Beans Fresh Baby Carrots Mixed Fruit Choice of Milk Ketchup Mustard	20 Beef Meatballs Korean BBQ Sauce Broccoli Cuts Brown Rice Mixed Vegetables Fresh Banana Choice of Milk	21 BBQ Diced Chicken Green Peas Macaroni & Cheese Whole Kernel Corn Mandarin Oranges Choice of Milk
24 Cheesy Penne Bake Green Beans WG Breadstick Fresh Apple Choice of Milk	25 Popcorn Chicken French Fries Broccoli Cuts Mandarin Oranges WG Breadstick Choice of Milk Ketchup	26 Chef Salad with Chicken Cucumber Slices Ranch Dressing WG Dinner Roll Diced Peaches Choice of Milk	27 Diced Chicken Sweet & Sour Sauce Brown Confetti Rice Lima Beans Diced Carrots Fresh Orange Choice of Milk	28 Mini WG Corn Dogs Mixed Vegetables Diced Carrots Fresh Banana Choice of Milk Mustard
31 Galaxy Cheese Pizza Green Beans Diced Carrots Fresh Orange Choice of Milk				

In accordance with Federal 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), age, disability and reprisal or retaliation for prior civil rights activity

## EXHIBIT 3- BREAKFAST MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Cereal (Variety) Graham Crackers Fresh Orange Grape Juice Choice of Milk	4 Bagel (Variety) Mixed Fruit Blended Fruit Juice Choice of Milk Cream Cheese	5 Strawberry Yogurt Granola Diced Peaches Orange Juice Choice of Milk	6 Bagel (Variety) Fresh Banana Grape Juice Choice of Milk Cream Cheese	7 Apple Cinnamon Break Bar Corn Muffin Fresh Orange Apple Juice Choice of Milk
10 <b>NO SCHOOL</b>	11 Bagel (Variety) Applesauce Orange Juice Choice of Milk Cream Cheese	12 Cereal (Variety) Graham Crackers Grape Juice Fresh Orange Choice of Milk	13 Bagel (Variety) Fresh Banana Blended Fruit Juice Choice of Milk Cream Cheese	14 WG Honey Bun Fresh Apple Grape Juice Choice of Milk
17 Apple Cinnamon Break Bar WG Banana Muffin Fresh Apple Choice of Milk	18 Bagel (Variety) Fresh Orange Grape Juice Choice of Milk Cream Cheese	19 Cereal (Variety) Graham Crackers Fresh Pear Grape Juice Choice of Milk	20 Bagel (Variety) Fresh Banana Apple Juice Choice of Milk Cream Cheese	21 Strawberry Yogurt Granola Fresh Apple Orange Juice Choice of Milk
24 WG Honey Bun Fresh Orange Grape Juice Choice of Milk	25 Bagel (Variety) Fresh Pear Blended Fruit Juice Choice of Milk Cream Cheese	26 Vanilla Yogurt Granola Fresh Apple Choice of Milk	27 Bagel (Variety) Fresh Banana Apple Juice Choice of Milk Cream Cheese	28 Cereal (Variety) Graham Crackers Fresh Apple Choice of Milk Blended Fruit Juice
31 Strawberry Break Bar WG Apple Cinnamon Muffin Fresh Pear Apple Juice Choice of Milk				
<small>In accordance with Federal 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), age, disability and reprisal or retaliation for prior civil rights activity.</small>				

# EXHIBIT 4- SCHOOL CALENDAR

## Abby Kelley Foster Charter Public School

### 2022-2023 School Calendar

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- School Closed
- Early Release Day
- Parent Teacher Conferences
- EP Employee Planning/ PD (no school for students)
- First and Last Day of School
- Alert- Please review date and message
- Foundation Golf Tournament

- |           |   |           |   |
|-----------|---|-----------|---|
| 18-Aug    | Planning/Development Day (New Staff)              | 2-Jan     | No School- New Year's Day Observed- Closed              |
| 22-24 Aug | Planning/Development Days (All Staff)             | 3-Jan     | Holiday Break Ends- Return to School                    |
| 25-Aug    | First Day of School- Students grade 1-12          | 16-Jan    | No School- Closed                                       |
| 1-Sep     | Kindergarten Meet The Teacher                     | 17-20 Jan | Early Release (High School Only) Midterms Tuesday, Thun |
| 2-Sep     | Early Release-DISTRICT                            | 18-Jan    | Early Release- Professional Development- DISTRICT       |
| 5-Sep     | No School-Closed                                  | 8-Feb     | Early Release- Professional Development- DISTRICT       |
| 7-Sep     | First Day of School for Kindergarten              | 20-Feb    | School Vacation Begins- No School                       |
| 21-Sep    | Early Release- Professional Development- DISTRICT | 24-Feb    | School Vacation Ends                                    |
| 7-Oct     | Early Release- DISTRICT                           | 15-Mar    | Early Release (Elem. only) Teacher Conferences          |
| 10-Oct    | No School-Closed                                  | 16-Mar    | Early Release (Elem. Only) Teacher Conferences          |
| 26-Oct    | Early Release- Professional Development- DISTRICT | 29-Mar    | Early Release- Professional Development- DISTRICT       |
| 11-Nov    | No School-Closed                                  | 7-Apr     | No School- Closed                                       |
| 21-Nov    | Early Release- Teacher Conferences- DISTRICT      | 17-Apr    | Spring Break Begins-No School                           |
| 22-Nov    | Early Release- Teacher Conferences- DISTRICT      | 21-Apr    | Spring Break Ends                                       |
| 23-25 Nov | November Break- No School- Closed                 | 17-May    | Early Release (1-3 Only, No school for K) K Screening   |
| 23-Dec    | Holiday Break Begins- No School- Closed           | 26-May    | Early Release- DISTRICT                                 |
|           |   | 29-May    | No School- Closed                                       |
|           |   | 15-Jun    | Early Release- Last Day of School- DISTRICT- Tentative  |
|           |   | 19-Jun    | No School- Closed                                       |
|           |   | 26-Jun    | Foundation Golf Tournament                              |

**EXHIBIT 5**

**Prepackaged Prepared School Meals Proposal**

**Guaranteed Price per Lunch for K-8 Menu for period 11/21/22-6/30/23**

\$ \_\_\_\_\_ / meal

**Guaranteed Price per Breakfast for K-8 menu for period 11/21/22-6/30/23**

\$ \_\_\_\_\_ / meal

**Guarantee Offer vs. Serve credit per meal for K-8 menu for period 11/21/22-6/30/23**

\$ \_\_\_\_\_ / vegetable

\$ \_\_\_\_\_ / fruit