



Salem Academy Charter School

REQUEST FOR PROPOSAL 2018-2019 VENDED MEALS

DUE DATE: 5pm, June 1, 2018

Request For Proposal of Vended Food Services 2018

Salem Academy Charter School participates in the National School Lunch Program (NSLP) for students.

Salem Academy Charter School is accepting proposals from qualified outside food vendors to provide breakfast and lunch meals, and after school snacks under NSLP for approximately 500 students in grades 6-12.

SUBMISSION DUE DATE: 5pm, June 1, 2018

ABOUT SALEM ACADEMY CHARTER SCHOOL

Salem Academy Charter School is a public charter school that serves students from the city of Salem, MA and surrounding towns. The school's mission is to teach students through a unique integration of college preparatory courses and service to the community, and to graduate informed, articulate, and proactive individuals of strong character.

Salem Academy currently serves 480 students in grades 6-12 and aims to grow to serve more students in the future.

More background information about Salem Academy can be found here:

www.salemacademy.org.

SCOPE OF WORK

Salem Academy 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:

- Provide fresh, nutritious, tasty, and visually appealing meals.
- Provide fresh fruit and/or vegetable with every meal.
- Provide lowfat or nonfat milk with each meal.
- Provide appropriate utensils and napkins as needed for the meals.
- Provide consistent quality control.
- Provide nutrition advocacy.
- Provide responsible and responsive account manager.
- Has previous experience working with multiple school sites.
- NSLP compliant meals/snacks (all meals must be eligible for state and federal reimbursement).
- NSLP menu recordkeeping and planning necessary to receive reimbursements.

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- Be familiar with State and Federal regulations pertaining to operations in a school setting.
- Comply with all state, county and city health and sanitation requirements. Salem Academy Charter School reserves the right to inspect Vendor's facilities at any time during the contract period.
- Has valid certifications and insurance documents.

Ideal Food Qualities:

- Locally sourced.
- No frozen foods.
- Provide fresh vegetable with every lunch meal.
- Provide fresh fruit with every breakfast, and lunch meal. No canned/frozen fruits.
- No partially or fully hydrogenated oils.
- No artificial trans fats.
- No deep fried foods.
- No overly processed foods.
- No high fructose corn syrup.
- No artificial colors, flavors or sweeteners.
- No MSG.
- Foods with little or no added sugar.
- No sodium nitrates and nitrites in meat.
- No animal by-products.
- No mechanically separated meats (aka "pink slime").
- No rBST hormones in milk.
- No BHA & BHT.
- Whole grains must be offered.
- Provide a daily vegetarian option.

VENDOR RESPONSIBILITIES

The Vendor shall be responsible for the following:

- Provide the necessary utensils and napkins in sufficient quantity for the number of meals ordered.
- Deliver meals to location(s) at times specified by Salem Academy Charter School.
- Condition or care of meals until they are delivered to the school.
- Provide to Salem Academy Charter School no later than one (1) week prior to the end of each month, a monthly menu covering the meals to be served for the following month.

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- Provide Salem Academy 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, and snack components until they are delivered.
- Maintain all necessary records on the nutritional components and quantities of the meals served at Salem Academy Charter School and making said records available for inspection by State and Federal authorities upon request.

SCHOOL RESPONSIBILITIES

Salem Academy 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.
- 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.
 - 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 Salem Academy 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. Salem Academy Charter School will provide such notice no later than three (3) business days after the date the meal was served.

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- 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 Salem Academy Charter School's general fund, not food service account funds.

PROPOSAL SPECIFICATIONS

Contract Period:

The contract period will be July 1, 2018 through June 30, 2019, 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:
 - Menu development rationale
 - Placing orders
 - Equipment needed
 - Nutrition advocacy
 - Duration and extent of experience in the operation of school meal services
 - Additional services
- Cost per meal (breakfast, lunch, and 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
- Vendors will be asked to schedule a meeting with the Food Service Director and others for taste testing and questions.

For contracts in excess of \$150,000, 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:

- Description of services
- Menu appeal
- Proposed price
- Confidence in the provider
- Compliance with RFP specifications

Salem Academy Charter School retains the right to terminate services if the service is unsatisfactory.

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Salem Academy 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 5pm, June 1, 2018. Late proposals will not be considered under any circumstances.

Via Mail:

Attn: Erica Klag, Director of Food and Nutrition Services
Salem Academy Charter School
45 Congress Street
Salem, MA 01970

Via E-mail:

Vendors are requested to submit any questions regarding the RFP in writing to Erica Klag, Director of Food and Nutrition Services at eklag@salemacademycs.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.

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School Information

School Name and Address	# Students Enrolled by Grade	% F/R Students	Estimated # Serving Days	Meal Times
Salem Academy Charter School 45 Congress Street Salem, MA 01970	K-5: 0 6-8: 223 9-12: 256	F: 39% R: 8%		B: 7:30 am L: 11am Sn: 4pm Su: n/a
	K-5: 6-8: 9-12:	F: R:		B: L: Sn: Su:
	K-5: 6-8: 9-12:	F: R:		B: L: Sn: Su:
	K-5: 6-8: 9-12:	F: R:		B: L: Sn: Su:
	K-5: 6-8: 9-12:	F: R:		B: L: Sn: Su:
	K-5: 6-8: 9-12:	F: R:		B: L: Sn: Su:

Note: School calendar is attached.