

**CHILD AND ADULT CARE FOOD PROGRAM
Meal and Snack Services
Request for Quotes 23-24**

This *Request for Quotes* would become part of a contract between Community Day School Association (dba Launch), located at 3401 Rainier Ave. S., Ste. A, Seattle, WA 98144, and selected vendor regarding the food service and delivery requirements for Launch. Launch is adhering to OSPI and the Federal Government's *Simplified Acquisition Threshold* (<https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-226>) in asking for vendor quotes.

PURPOSE

Community Day School Association ("Launch"), as a CACFP sponsor (Child and Adult Care Food Program <https://www.k12.wa.us/policy-funding/child-nutrition/community-nutrition/child-and-adult-care-food-program>), is stating the expectations to provide healthy, well-balanced meals and/or snacks to children from a community vendor. These meals/snacks are served as part of youth enrichment programs and early learning programs and must meet the current CACFP nutritional requirements. The specific expectation is to provide meals that meet or exceed the following items below. Please refer to the attached/included "OSPI School Nutrition Programs Reference Sheet" and the "CACFP Child Meal Pattern Chart" for more information.

Menu Components

- Each meal must contain a fruit and vegetable component. Serve fresh fruit and vegetables with every meal at least four times a week. When a fresh fruit or vegetable is not possible, frozen with no added sugars is acceptable.
- Provide the milk portion of the meal in a pint-sized milk container in addition to the four other required meal components.
- When at all possible, Launch would request that the use of local produce be used. We request that the vendor make every effort to source products from local farmers and growers.
- The menu should be based on a 4-week cycle menu (minimum) to maximize variety.
- Launch does not serve any cookies, chips, or candy. The menu should not include any of these items.
- Menu items should contain 8 grams of sugar or less or sugar should not be listed within the first three ingredients of the item as much as possible.
- Launch does not serve any items containing trans-fat.

Ordering and Delivery

- The vendor shall work with Launch staff and partner site staff to allow for adjustments to the meal counts within 24 hours or one day prior to the delivery.
- The vendor should provide a menu of cold meals to be delivered in sack lunches. The vendor should also provide a menu of hot meals that could be delivered in bulk at sites.
- If hot meals are agreed to, the vendor shall work with site staff and Launch management to ensure that meals are delivered hot at locations without ability to reheat and provide a cambro to hold hot meals at temperature until food service. Hot meals delivered in cambro's at a site will be delivered within two hours or less of the food service time.
- Delivery will be made to the area designated by Launch site staff along with a dated invoice accounting for number of servings delivered, meal delivered, temperature at delivery, and initial of delivery driver and staff member accepting the food.

Meals and/or Snacks - 23-24 School Year Needs

- October 2023 – June 2024
- Avg. 21 days per mo. (school break months could be less)
- Amounts per site will vary based on enrollment, and an annual average is used for quote purposes. These numbers will be updated if/as they change.
- Launch will confirm final October numbers upon receipt of vendor quote and if vendor is being considered.

| Site # | Site name | Address | Avg. # of Breakfast/am snack + milk daily | Avg. # of lunches daily | Avg. # of afternoon snack + milk daily |
|--------|--|---|---|-------------------------|--|
| 1 | Beacon Hill Elementary | 2025 14th Ave. S. Seattle, WA 98144 | | | |
| | <i>PreK/SA</i> | | 60 | 60 | |
| 2 | Delridge Comm. Ctr. (DCC) <i>PreK only</i> | 4501 Delridge Way SW Seattle, WA 98106 | 20 | 20 | |
| 3 | Hawthorne Elementary <i>School Age only</i> | 4100 39th Ave. S. Seattle, WA 98118 | | | 58 |
| 4 | Highland Park Elementary | 1012 SW Trenton St. Seattle, WA 98106 | | | |
| | <i>PreK</i> | | 20 | 20 | |
| | <i>School Age</i> | | | | |
| 5 | Leschi Elementary <i>School Age only</i> | 135 32nd Ave. Seattle, WA 98122 | | | |
| 6 | Madrona Elementary | 1121 33rd Ave. Seattle, WA 98122 | | | |
| | <i>PreK</i> | | 40 | 40 | |
| | <i>School Age</i> | | | | |
| 7 | Maple Elementary <i>School Age only</i> | 4925 Corson Ave. S. Seattle, WA 98108 | 28 | 48 | |
| 8 | Miller Comm. Ctr. Annex <i>PreK only</i> | 301 20th Ave. E. Seattle, WA 98112 | 80 | 80 | |
| 9 | Original Van Asselt <i>School Age only</i> | 7201 Beacon Ave. S. Seattle, WA 98108 | | | 45 |
| 10 | Montlake Elementary <i>School Age only</i> | 2409 22nd Ave E. Seattle, WA 98112 | | | 27 |
| 11 | Rainier Comm. Ctr. (RCC) <i>PreK only</i> | 4600 38th Ave S. Seattle, WA 98118 | 20 | 20 | |
| 12 | Sanislo Elementary <i>School Age only</i> | 1812 SW Myrtle Seattle, WA 98106 | | | 15 |
| 13 | Cascade Vista | 16045 116th Ave SE Renton, WA 98058 | 25 | 40 | 20 |
| | | TOTAL PER DAY (avg.) | 200 | 200 | 145 |

Procedures – Request for Proposals

The following procedures will be in effect for purchasing through the proposal process:

- Requests for proposals will be evaluated based on price and other factors considered. Evaluation factors have been included in this request, with price being the primary factor.
- Proposals are due to Shannon.thomas@launchlearning.org by 7/31/23 end of day.
- Vendor communication and selection will take place following closing of RFQ.
- Contracts will be entered into between Launch and selected vendor by 8/30.



- Food ingredients' description, brand names, manufacturers' catalog numbers used in meals/snacks are for the purpose of identification and to establish a standard of quality and are required by the vendor to be shared with Launch.
- Launch will reserve the right to reject any or all proposals, waive any formalities and/or irregularities and cancel the solicitation, if a reason exists.
- Contracts will be awarded to the responsive and responsible vendors who possess the ability to perform successfully under the terms and conditions of the proposed procurement.
- Unless otherwise stated, any contract entered into as a result of this Request for Quotes may be cancelled by either party upon 30-day written notice. Cancellation may be in whole or part.
- Contract Pricing: The price per unit must remain firm for the full contract period.

Bid information: Evaluation Factors

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • Food passes all CACFP requirements • Experience • Licenses/Permits req. • Special Diets considered • Delivery needed | <ul style="list-style-type: none"> • Current need is for individually packaged meals / snacks • Hot/Cold options – <i>with cambro's for transporting (hot for when Launch</i> | <ul style="list-style-type: none"> <i>may go back to 'family style')</i> • Time to Adjust – 24 hours required • Vendor is not debarred • Price |
|--|---|--|

When providing a response/quote, please answer the following:

1. Can you meet our (CACFP) food nutritional requirements? Including milk? Do you source locally?
2. What is your experience in vending meals to a child nutrition program? Other programs, such as meals-on-wheels?
3. What licenses and/or permits do you have that allows you to vend meals?
4. Are you able to accommodate special dietary needs that require food substitutions?
5. Can you deliver meals?
6. Can you package the meals / snacks individually? (not 'family style'). *Launch may go back to family style in the future. Can you accommodate both styles?*
7. Can you provide ingredients backup as described in this request?
8. How do you assure hot foods are kept hot and cold foods are kept cold during delivery?
9. We would require 24 hours' notice to adjust numbers. Is that sufficient for you to adjust the number of meals / snacks to be delivered?
10. Is your business or any of its principals currently debarred or suspended or proposed for debarment from doing business with any federal department or agency?
11. Do you use compostable packaging? Describe.
12. How much would you charge per required meals / snack needed based on the above table? Do you give price breaks to sponsors enrolled in the CACFP reimbursement program? Are there are fees?
11. Can you begin working with Launch for October service?

Summary

We've also attached the "CACFP Food Service Vendor Agreement" which would also be required to be completed by 8/30 for Launch submission to OSPI when finalization of Launch and vendor contract is complete.

Please feel free to contact us if you have any questions. We look forward to hearing back and potentially partnering to provide healthy and nutritious meals and snacks to the children we serve.

Thank you,

Shannon Thomas, MNPL
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