



Yuma Private Industry Council, Inc.

**EDUCATIONAL OPPORTUNITY CENTER
CHARTER HIGH SCHOOL**

OPERATED BY

THE YUMA PRIVATE INDUSTRY COUNCIL, INC.

REQUEST FOR QUOTES

School Lunch Program

Issues Date: March 28, 2024

Please complete and submit this completed package

TO

**YUMA PRIVATE INDUSTRY COUNCIL, INC.
3834 W. 16th Street
YUMA, ARIZONA 85364
(928) 329-0990**

Solicitation Deadline: April 25, 2024 at 4:00 pm

RFP websites: www.ypic.com

The Educational Opportunity Center Charter High School (EOC) operated by the Yuma Private Industry Council, Inc. (YPIC), seeks to contract with a food service management company (FSMC) to prepare and deliver specified meals under the: National School Lunch Program (NSLP), and School Breakfast Program (SBB). The goal of the Food Service Program is to provide healthy, nutritious, and cost-conscious meals to our students.

The SFA is a charter school with one (1) site and approximately **110 students** in grades **9th – 12th** grade. The FSMC must follow the Arizona Department of Education (ADE) regulations regarding contracting for the Child Nutrition Programs.

The Contract value will not exceed the formal purchase threshold of \$100,000.

YPIC intends to award a single contract for the services identified herein. **The Contract period shall start on August 1, 2024, and end on May 21, 2025.**

SCOPE OF WORK

- The food services provided shall be operated and maintained as a benefit to the SFA’s students.
- The SFA shall have the exclusive right to manage the Child Nutrition Programs at the site located at **3810 W. 16th Street Yuma, AZ 85364.**
- The FSMC will provide food services at **3810 W. 16th Street Yuma, AZ 85364.**
- Meal times are to be served as follows:
 - SBP – Breakfast: 7:45 to 8:15 am
 - NSLP – Lunch: 11:17 – 11:42
- Number of entrees (choices for the students): 2
- Buy American Provision: The FSMC will purchase, to the maximum extent practicable, domestic commodities or products for Program meals in accordance with 7 CFR 210.21(d) and 7 CFR 220.16(d).
 - A “domestic commodity or product” is defined as one that is either produced in the U.S. and its territories or is processed in the U.S. and its territories substantially using agricultural commodities that are produced in the U.S. and its territories. [7 CFR 210.21(d)]
 - The SFA and the FSMC shall purchase, to the maximum extent practicable, domestic agricultural commodities or products substantially processed in the United States. “Substantially” means the final processed product contains over 51% domestically grown agricultural commodities.
- The FSMC will prepare, deliver, and serve meals that meet the School Breakfast Program, and National School Lunch Program requirements for reimbursable breakfast and Lunch meals. Should these guidelines change, the FSMC will alter their menu planning accordingly to meet the most updated nutrition requirement for reimbursable meals.
 - The FSMC will prepare meals in an offsite facility that maintains the appropriate state and local health certifications.

- The FSMC will prepare and deliver meals in accordance with the food safety guidelines of the appropriate governing health departments.
- The FSMC will not be compensated for meals that do not meet all Federal and State requirements for reimbursement (i.e., not meeting specifications for each food component in the meal pattern, meals that are delivered in unsanitary conditions (incorrect temperatures, etc.), meals that are delivered later than the start of the breakfast or lunch periods, or meals that are spoiled, damaged or unwholesome at time of deliver.
- Provide and maintain records of NSLP/SBP menus, production, and daily delivery sheets containing nutritional components and quantities of meals served and make said records available for necessary inspection by State and Federal authorities upon request.
- The FSMC will be responsible for providing menus appropriate for the age of the students served and acceptable to students evidenced through production records, a minimum of plate waste, and participation levels in the National School Lunch and School Breakfast, as applicable.
- The FSMC will provide monthly menus covering meals to be serviced for the following month no later than one week prior to the end of each month.
- The food service operation shall be managed to promote maximum participation in the Child Nutrition Programs.
- Provide necessary plates, utensils, napkins, condiments, and covered containers in sufficient quantity along with meals.
- Provide equipment for holding foods at a safe temperature; warmers and coolers, and it is preferred that retherm ovens are provided for schools that op for heating on site.
- Have the ability to deliver lunches hot in an insulated, heated holding pan carrier to keep food at the appropriate serving temperature as required by the Arizona Department of Education (ADE).
- The SFA does not use USDA Foods/DoD Fresh (commodities).
- The FSMC will provide guidance on ordering to minimize unserved meals and waste.
- The FSMC will provide such services to the EOC Charter High School on a fixed-price contract basis.
- The FSMC will prepare specified meals for delivery **INCLUSIVE** of milk to the school.
- The FSMC will deliver the meals in **UNITIZED** form.
- The FSMC will not offer a la carte food services unless free, reduced, and full-price reimbursable meals are offered to all eligible children.
- The FSMC shall purchase all food and non-food at the lowest price possible consistent with maintaining quality standards and service.
- The FSMC shall be an independent contractor and not an employee of the EOC Educational Opportunity Center Charter High School.

- The FSMC shall conduct the food service operation to ensure compliance with the rules and regulations of the Arizona Department of Education (ADE) and the USDA regarding the Child Nutrition Program.
- The FSMC shall be legally and financially responsible for the conduct of the food services operation and shall supervise the food service to ensure compliance with the rules and regulations of the Arizona Department of Education (ADE) and the USDA regarding the Child Nutrition Program.
- The FSMC shall serve, on such days and at such times as requested by the Educational Opportunity Center Charter High School:
 - Breakfasts, priced as a unit, which meet the USDA requirements
 - Lunches, priced as a unit, which meet the USDA requirements
 - Other foods as agreed upon by the FSMC and the Educational Opportunity Center Charter High School and approved by the ADE.
- The FSMC shall serve free, reduced-priced, and paid meals and/or free milk to students.
- The SFA will be serving the meals to the students.
- The SFA will not offer a salad bar but offer unitized salads
- The FSMC shall implement collection procedures as specified by the EOC Charter High School and approved by ADE.
- The FSMC will implement the *Offer versus Serve* provision at the food service site.
- The FSMC will operate and care for equipment and food service areas in a clean, safe, and healthy condition in accordance with the standards and comply with the applicable federal, state, and local laws, ordinances regulations, and rules concerning sanitation.
- Notify the school promptly (as soon as possible, ideally before the day of service) when order changes/delivery issues occur.
- After food service is complete, the FSMC will pick up equipment.

The expectation is that services will be customized and will be delivered in Yuma, Arizona. In the appropriate space provided for this request for vendors, proposed vendors must identify the following:

- Their particular areas of expertise
- Their qualifications
- Previous experience in providing school lunch and services to public schools and/or Charter Schools.
- Full disclosure of their pricing methodology and cost for services
- At least five references
- Any other information that may relate to how your product line offers the best benefit to the Yuma Private Industry Council.

Please submit your packets electronically to the email listed below.

PLEASE DIRECT ALL INQUIRIES TO:

Alicia Huizar, Contracts Manager
3834 W.16th Street, Yuma, AZ 85364
Phone: (928) 329-0990
Fax: (928) 783-0886
AHuizar@ypic.com

PROPOSED VENDOR INFORMATION

A. GENERAL INFORMATION

Legal Name of Organization: _____

Complete Mailing Address: _____

List the name and title of individual(s) authorized to sign proposals and contracts and negotiate on behalf of proposer organization. (Provide telephone number and address if different than address listed above.)

Name: _____
Title: _____
Address: _____
Phone: _____
Fax: _____

Federal Employer I.D. Number (FEIN): _____

B. ORGANIZATION LEGAL STATUS

Private For-Profit Corporation*: Private Non-Profit Corporation*:
Public Agency (Non-Educational): Educational Agency:
National Organization _____ Other (Specify): _____

*Please attach a copy of your certificate of incorporation, articles of incorporation, or other proof of legal power to contract.

C. FINANCIAL MANAGEMENT INFORMATION

(1) Identify any expenditure (s) that has/have been disallowed under any Local, Federal/State contract during the past three completed calendar years. Did the proposer terminate any engagement in the past 3 years & specify the reason? Include disallowance still in resolution and describe status. Use additional sheets if necessary.

Grantor: _____
Date of Disallowance: _____
Amount: _____
Date Paid: _____
N/A: _____
Comments: _____

- (2) Please provide an organization chart and list of key professional staff. Are staff personal service contractors, employees of the organization or affiliates.
- (3) The submission of this packet does not guarantee or bind the Yuma Private Industry Council, Inc. to award a contract for services.

CERTIFICATIONS

The undersigned hereby certifies and affirms the following:

- (1) That the information represented herein is true and correct to the best of my knowledge.
- (2) Authorization will be granted for an official representative(s) of the Yuma Private Industry Council, Inc. to access its facilities, staff and records should a pre-award survey in connection with this application be necessary, and;
- (3) That the Yuma Private Industry Council, Inc. is authorized to contact any or all of the references and fund sources named herein in order to verify credit, funding, accreditation and satisfactory performance.

Contractor Organization: _____

Name of Authorized Representative: _____

Date: _____

Signature

YUMA PRIVATE INDUSTRY COUNCIL, INC.
REQUEST FOR QUOTES

Please respond to the questions listed below in a clear, concise, and succinct manner. Limit your answers to no more than 4 pages.

1. Please identify your particular areas of expertise.
2. Please state your qualifications.
3. Please indicate your previous experience providing applications of your products and services to public school and/or Charter schools.
4. Please provide full disclosure of your pricing methodology and costs for services.
5. Please list at least five references.
6. Please list any other information that may be useful relating to how your product line offers advantages to organizations like ours.

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities. The regulations were published as Part VII of the Federal Register dated May 26, 1988, (pages 19160-19211).

- (1) The prospective primary participant certifies to the best of his/her knowledge and belief that he/she and the organization's principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;
 - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for:
 - (1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; or
 - (2) Violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation.

Name and Title of Authorized Representative

Organization

Signature

Date

**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his/her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid by on or behalf of the undersigned to any person for influencing or attempting to influence:
 - (a) an officer or employee of any agency,
 - (b) a Member of Congress,
 - (c) an officer or employee of Congress, or
 - (d) an employee of a Member of Congressin connection with awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence:
 - (a) an officer or employee of any agency,
 - (b) a Member of Congress,
 - (c) an officer or employee of Congress, or
 - (d) an employee of a Member of Congressin connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with instructions.

- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was entered into or made. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name and Title of Authorized Representative

Organization

Signature

Date

IRS W-9 FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Download W-9 Form from <https://www.irs.gov/pub/irs-pdf/fw9.pdf>