

**BREAKTHROUGH CHARTER SCHOOLS INVITATION FOR BID #2021WL
SPECIAL REQUIREMENTS/INSTRUCTIONS**

VENDOR INSTRUCTIONS:

Responses to this ITB must be formatted as follows. Responses not formatted with these sections clearly labeled may be deemed non-responsive to this IFB.

All bids must be typed on standard 8.5 x 11 paper and organized in the following order for consistency and ease of review:

Section I:

- Offer Cover Sheet (Page 4 below, completed)
- Title Page (completed)
- Signed addenda, if any

Section II:

Bidder's information:

- a) Attachment A—Bid Questionnaire
- b) Attachment B – Proof of Insurance or Bonding
- c) Attachment C—Financial Statement
- d) Attachment D – Reference sheet
- e) Attachment E – Proposed staffing matrix

Section III:

Narrative to include:

- a) Brief introduction and history of organization; and
- b) Any information the bidder wishes to provide that is not included in answers to the Questionnaire.

All bids must be received by **9:00 AM EST on April 17th, 2020**. Bids must be mailed or delivered to the offices of Breakthrough Charter Schools, located at 3615 Superior Ave. Suite 4403A, Cleveland, OH 44114. **No facsimiles or e-mails will be accepted.**

All bid packages must be clearly marked with the Bidders' name and address. It is the schools' preference that the total bid package not exceed 150 pages, and that the Bidder's Information (Section II) and Narrative (Section III) not exceed 50 pages.

School and Breakthrough Support Staff will review the bids received to determine if they are responsive. For bids to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The bids must have been submitted by the due date and time.
2. The bids must be complete with the original signatures.
3. The bids must be for the specific services requested and described in the ITB Packet.
4. The bids must be submitted in the format described in the ITB Packet.
5. One original (in blue ink and marked original) and three copies must be submitted.

All bids will be screened for inclusion of all required information prior to release to the evaluation team. Any non-responsive bid or portion of a bid may be excluded from further consideration for contract award.

SELECTION CRITERIA

In evaluating the bids submitted, the evaluation team will apply the “Best Value” process in selecting the vendor to be awarded a contract for this project. **Purchase price is not the only criteria that will be used in the evaluation process.**

Bids will be evaluated and selected on the basis of the following criteria (refer to Attachment A below for more information):

Qualification
Cost (labor must be included in unit prices)
Compliance with desired criteria
Vendor financial stability
Reference feedback

All bids must be valid for a minimum period of one hundred-twenty (120) days from the due date of this ITB. Bidders shall furnish such additional information as reasonably requested.

All costs associated with the project must be enumerated in the bid. Any costs associated with the project not explicitly enumerated and discussed in the bid will not be honored. Contract prices and terms are to remain firm through project completion. The Vendor shall provide information on their standard fee arrangement for any goods and/or services proposed, and any discounts offered.

Bidders are strongly encouraged to offer pricing that is aligned to the student meal reimbursement rates for breakfast, lunch, and snacks; complete with price structures that reflect potential variations in reimbursement rates. We reserve the right to contact references from the Vendor’s client list, or any other persons considered relevant by the Breakthrough Schools.

Vendor must be able to meet all ODE requirements of the 6-Cents Certification program.

EXPECTATIONS OF VENDOR PROVIDED FOOD SERVICE WORKER

The following duties are expected of vendor and vendor-provided food service employee:

1. Hours of service are 6:45 AM – 1:00 PM or 7:00 AM to 2PM (depends upon school).

2. Assemble, heat, serve and deliver breakfast and lunch, and snack if/when applicable.
3. Prepare field trip lunches in coolers or brown bags – complete meal must contain milk; juice is not an acceptable substitute.
4. Assist custodial staff with setting up and breaking down cafeteria tables.
5. Clean and disinfect all equipment and hard surfaces, including cafeteria tables, kitchen counters, kitchen equipment, etc.
6. Sweep and mop at the end of all meal periods.
7. Ensure kitchen is properly stocked with all necessary materials and notify school of necessary items needed.
8. Complete BCI/FBI background check within 5 business days of assignment.
9. Substitute staff must be provided when vendor’s employee calls off or is moved to another school location.
10. Handwashing sink is only to be used for handwashing.
11. Vendor is to provide gloves and hairnets for kitchen staff as needed.
12. Vendor is responsible for ensuring food service obtain all required trainings and certifications (ServSafe, Civil Rights, Heimlich, etc.)

EVALUATION AND AWARD

This ITB in no manner obligates any Breakthrough school to eventual rental, lease, purchase, etc. of any equipment or service described, implied or that may be proposed, until confirmed by a written contract. Progress toward this end is solely at the discretion of the schools and may be terminated at any time prior to the signing of this contract.

Evaluation will consider the bid(s) best meeting the needs and requirements of the schools and such evaluation and determination of best value shall be solely at the discretion of the schools. Submission of a bid implies the bidder’s acceptance of the evaluation criteria and bidder’s recognition that subjective judgments can and will be made by those individuals evaluating bid.

Purchase price is not the only criteria that will be used in the evaluation process.

The evaluation criteria and the relative weights for scoring are provided below. The evaluation team will consider the following elements in the evaluation process.

Qualification	Possible Points Awarded
Cost <i>(see Attachment A below)</i>	40
Compliance with desired criteria <i>(see Attachment A below)</i>	30
Vendor financial stability <i>(see Attachment A below)</i>	20
Reference feedback <i>(see Attachment A below)</i>	10
TOTAL	100

We reserve the right to use school staff, Breakthrough Support staff, independent evaluators or a combination of the aforementioned to evaluate and rank bids.

INVITATION FOR BID COVER SHEET

To Provide Vended Meals for students attending:

Citizens Academy, Citizens Academy East, Citizens Academy Southeast, Citizens Leadership Academy,
Citizens Leadership Academy East, Village Preparatory School Woodland Hills,
Village Preparatory School Willard

Date Due: April 17th, 2020

DUE NO LATER THAN 9:00 A.M. EST, LOCAL TIME IN CLEVELAND, OHIO

Bids received later than the date and time above will not be considered.

NOTE TO PROPOSERS:

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your bid with all appropriate supplements and/or samples and return as instructed in Special Requirements/Instructions.

RETURN BID TO:

Breakthrough Charter Schools
3615 Superior Ave, Suite 4403A.
Cleveland, OH 44114

**For additional information, contact Megan Johnston at
mjohnston@breakthroughschools.org or (216) 456-2086 x. 1312.**

You must sign below in INK; failure to sign WILL disqualify the bid. All prices must be typewritten or written in ink. Your signature attests to your bid to provide the goods and/or services in this bid according to the published provisions of this Invitation for Bid.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Taxpayer Identification Number (T.I.N.): _____

Telephone Number: _____ Email: _____

Print Name of Submitter: _____

Signature: _____

Submission Date: _____

ATTACHMENTS

The attachments listed below are required and should be included with the bid. All forms must be signed (in ink) and completed.

1. Attachment A—Bid Questionnaire
2. Attachment B – Proof of Insurance
3. Attachment C—Financial Statement
4. Attachment D – Reference Sheet
5. Attachment E – Proposed Staffing Matrix

ATTACHMENT A: BIDDER QUESTIONNAIRE

All bidders must provide answers to the following questions, typed on 8 ½ x 11 inch paper, in the order below. Attachments to the questionnaire answers should reference the question number.

Please note that all awards are based on funding availability and the assumption that all schools listed will be utilized during the fiscal year.

1. Provide the full name and address of your organization
2. Contact person for information concerning this offer: name, title, phone, email address.
3. What form of business is your organization (e.g. proprietorship, partnership, and corporation) and is your organization local only, statewide or nationwide?
4. How long has your organization provided food services?
5. List all the names under which this company has operated in the last ten years in the State of Ohio.
6. How many employees work for your organization in the greater Cleveland area?
7. Describe your organization's requirements for food handler employment and training.
8. Does your organization hold contracts with other organizations for food service that might result in delay of delivery if they weren't able to provide the necessary services?
9. What is your largest account?
10. How many students did you serve **LUNCH, in the state of Ohio**, on an average day during the 18-19 school year?
11. Provide copies of certificates and licenses required by the State of Ohio, City of Cleveland, and any other governing body having jurisdiction over food preparation and service.
12. Do you currently have any investigations pending by or on behalf of a government entity or other licensing entity?

13. Have you had investigations by or on behalf of a government entity or other licensing entity in the past?

If the answer to question 12 or 13 is yes, please provide copies of relevant paperwork.

14. COST /P R I C E (40 P O I N T S)

Provide the cost for the services proposed in Section A of the ITB.

15. COMPLIANCE WITH DESIRED CRITERIA (30 POINTS)

Describe in detail how the Vended Meals provided will comply with the National School Lunch Program/School Breakfast Program and the specifications included in the Invitation to Bid. Please consider including information regarding commodities and the sources of food used, sample menus, sample production records, sample standardized recipes (preferably in U.S. Department of Agriculture’s format), ordering schedule, menu planning systems, quality assurance processes, delivery procedures, systems in place to respond to federal and Ohio Department of Agriculture compliance audits, etc.

In addition, the Breakthrough Schools will evaluate vendors based on their ability to comply with the following desired criteria. Please circle your answer for the statements below. Partial credit may be awarded based on comments from bidder.

<i>Desired Criteria</i>		<i>Can vendor meet?</i> BIDDER CIRCLE YES OR NO		COMMENTS FROM BIDDER
1	Vendor can provide allergy safe meals at no additional cost to accommodate most commonly diagnosed allergies (gluten, dairy, etc.).	Yes	No	
2	Vendor utilizes recyclable paper goods (no styrofoam) to cut down on waste accumulation.	Yes	No	
3	Vendor can provide hot breakfast up to five times per week.	Yes	No	
4	Vendor can accommodate school-by-school requests (i.e. cold breakfast for elementary schools/hot breakfast for middle schools).	Yes	No	
5	Vendor offers an online ordering system to include reports for download (i.e. order history).	Yes	No	
6	Menus and nutritional information are available on public website (no login required) that the school can share with families.	Yes	No	
7	Fresh fruits offered five (5) of five (5) days per week for lunch; juice is not equal replacement.	Yes	No	

8	Raw vegetables and other cold items served cold should be packed separately.	Yes	No	
9	Vendor meals are compliant with the State of Ohio Offer vs. Serve requirements.	Yes	No	
10	Vendor will provide hot lunch five days per week, unless special request is made by school for cold lunch in the event of a field trip, appliance outage, etc.	Yes	No	
11	Breakfast and lunch will be delivered prior day before 9:00 AM. The exact schedule for each school will be mutually agreed upon by the SFA and successful bidder after the contract is awarded.	Yes	No	
12	In the event of unforeseen circumstances (i.e. delivery truck breaks down), meals still must be delivered the day prior to service.	Yes	No	
13	Vendor offers volume discount for contracting with multiple schools.	Yes	No	
14	Vendor can provide marketing and compliance-related posters and signage.	Yes	No	
15	Vendor has ability to loan equipment, such as milk-coolers, to school as needed.	Yes	No	
TOTAL MAXIMUM SCORE = 30 POINTS				

16. CONTRACTOR FINANCIAL STABILITY (20 POINTS)

Provide financial information using the forms provided below in Attachment C.

17. REFERENCES (10 POINTS)

Describe in detail the type of services provided for other organizations. List at least three of these organizations, along with contact information, in the form provided below in Attachment D.

18. STAFFING MATRIX (USED TO ENSURE CONSISTENCY IN BID EXPECTATIONS)

Vendor to provide anticipated staffing matrix (number of employees per location, number of hours per employee per week) in order to accommodate the anticipated numbers of meals referenced in Section A of the ITB.

ATTACHMENT B PROOF OF INSURANCE

Please attach proof of insurance along with your bid submission.

ATTACHMENT C FINANCIAL STATEMENT

Complete this form or provide audited financial statements and include with your bid package.
Condition of bidder at close of business **December 31, 2019.**

ASSETS

Cash on hand	_____
In Bank	_____
Accounts Receivable from Completed contracts	_____
Pledges	_____
Grants	_____
Accounts Receivable from other sources than above	_____
Amounts earned on uncompleted contracts (Contract price on completed portion of uncompleted contracts less total cost of completed portion	_____
Deposits for bids or other guarantees	_____
Notes Receivable	_____
	<i>Past due</i>
	<i>Due 90 days</i>
	<i>Due later</i>
Interest Earned	_____
Real Estate	_____
	<i>Business Property, Present Value</i>
	<i>Other Property</i>
Stocks and Bonds	_____
	<i>Listed on Exchange</i>
	<i>Unlisted</i>
Equipment, machinery, fixtures	_____
	<i>Less depreciation</i>
Other Assets	_____
TOTAL ASSETS	_____

ATTACHMENT D REFERENCE SHEET

Note: Bidder must submit at least three (3) responsive references at other schools/school districts you have served. References should be from past projects for same or similar goods/services. **EMAIL ADDRESS MUST BE INCLUDED.**

Name of School	Contact Person	Telephone #	Email Address	Amount of Contract and Services Provided

ATTACHMENT E PROPOSED STAFFING MATRIX

Bidder must provide a proposed staffing matrix in order to accommodate the estimated service of the number of meals to be served per school, per day as noted in Section A of the ITB. Please include the number of employees per location and anticipated daily hours per employee.

FAILURE TO PROVIDE MAY DISQUALIFY YOUR BID.

[END OF ITB PACKAGE]