

Institution Use Only	
Representative	
Date Reviewed	

**Regional Consolidated Services (RCS)  
Head Start**

**REQUEST FOR PROPOSAL (RFP)**

**RCS HEAD START CATERING SERVICES 2021**  
**ALAMANCE/CASWELL & RANDOLPH COUNTY**

**RFP Date Extended:**

**Submit by 8/20/2021 at 12pm**

**Issued by RCS Head Start**

**109 N Main Street, Randleman, NC 27317**

**PO Box 487, Randleman, NC 27317**

**C/O Danielle Bolinsky, Nutrition Coordinator**

**dbolinsky@regionalcs.org**

**Phone: 336-629-5141**

**Dated: 7/26/2021**

**Must be submitted by: August 12, 2021 at 12pm**

1. **Notice**
2. **Receipt & Confirmation of Bid** *(page 4)*
3. **RCS Vendor Form** *(page 5)*
4. **Instructions on Bidding Process & Terms and Conditions** *(page 7)*
5. **Service Contract Scope** *(page 11)*
6. **Catering Contract Provisions & Specifications** *(page 12)*
7. **Procurement Contract Requirements** *(page 14)*
8. **Bid Matrix** *(page 16)*
9. **References** *(page 17)*
10. **Confidentiality Agreement** *(page 18)*
11. **Liability Agreement** *(page 18)*
12. **Non-Collusive Bidding Certification (Certificate of Independent Price Determination)** *(page 19)*
13. **RCS Head Start History** *(page 20)*
14. **Attachment 1: Food Service Requirements for RCS Head Start** *(page 21)*

**Overview:**

Regional Consolidated Services (RCS) Head Start is seeking proposals for Catering Services for Alamance, Caswell & Randolph County. Catering Services follow federal and state regulations to use funds granted under the Head Start Act of 1998 through the U.S. Department of Health and Human Services. The RCS Head Start Program is a comprehensive preschool program that provides services to young children and their families in Alamance, Caswell and Randolph Counties. Catering services provide for two-thirds of the daily nutritional requirements for all children in the program.

The paper bids must be received prior to **12:00 P.M. by 8/12/2021** in a sealed envelope labeled with the bid title and addressed to Danielle Bolinsky, Nutrition Coordinator at 109 N Main Street, Randleman, NC 27317 or PO Box 487, Randleman, NC 27317.

Proposals submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format and emailed to Danielle Bolinsky: [dbolinsky@regionalcs.org](mailto:dbolinsky@regionalcs.org) no later than 12:00 p.m. on the due date. Proposals emailed may not exceed nine (9) megabytes and is up to the vendor to verify delivery was complete to the Nutrition Coordinator. If any files will cause the email to exceed the size limit, please separate the submission into two or more separate emails and clearly label them “1 of X”, “2 of X” and so forth (where X= the total number of emails).

Bids will be opened and evaluated by August 13, 2021 at the above address. Bids received after the above stated time will be considered for evaluation at the sole discretion of Regional Consolidated Services.

Bids must be signed in longhand or e-signature. All bids shall be submitted on forms furnished within this bid packet.

Regional Consolidated Services reserves the right to accept or reject any and all bids, to waive any irregularities in the bids or bidding, to be sole judge as to the merit, quality and acceptability of materials proposed and their compliance to the specifications, if it is in the best interest of the agency.

**RFP Contacts:**

All general correspondence and inquiries about the RFP should be submitted in writing by mail or email to the primary contact.

The primary contact is:

Danielle Bolinsky  
Nutrition Coordinator  
Regional Consolidated Services – Head Start  
109 N Main Street, Randleman, NC 27317  
PO Box 487, Randleman, NC 27317  
Phone: 336-629-5141  
Email: [dbolinsky@regionalcs.org](mailto:dbolinsky@regionalcs.org)

Bidders may bid for all requested in this RFP in whole or in part.

**Example Definition of “in whole” or “in part”:**

- A. Whole: All centers located in Alamance, Caswell and Randolph County centers\*\*
- B. Part: Alamance/Caswell County centers or Randolph County centers\*\*

**\*\*Bids cannot be broken down by individual sites within the counties. \*\***

**RECEIPT & CONFIRMATION:****RCS HEAD START REQUEST FOR PROPOSALS – CATERING SERVICES:**  
**ALAMANCE, CASWELL & RANDOLPH CO**

This document contains a RFP for the furnishing of meals to be served to participants of the Child and Adult Care Food Program (CACFP) established by the United States Department of Agriculture (USDA) (7 CFR §226), and sets forth the terms and conditions applicable to the proposed procurement.

**BIDDER:**

NAME OF COMPANY:		FEDERAL ID NUMBER:
STREET ADDRESS:		TELEPHONE NUMBER:
CITY:	STATE:	ZIP:
TOTAL ESTIMATED AMOUNT OF BID:		

By submission of this proposal, the company certifies that, in the event they receive an award under this solicitation, they shall operate in accordance with all applicable current Child and Adult Care Food Program regulations.

SIGNATURE OF AUTHORIZED REPRESENTATIVE:	TITLE:	DATE:
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Upon acceptance by the Institution and review by the Department of Health and Human Services, this document shall constitute the covenants, conditions, agreement, and stipulations of the contract between the company making the proposal and the Institution named above.

**Unsigned proposals will not be considered.**

**Questions & Answers:**

- Bidders may submit questions on the specification of Head Start Catering Services by August 6, 2021. A written response will be sent to all potential Bidders.
- Bidders may call for any detailed clarification on Head Start Catering Services by August 11, 2021

**BID CLOSING DATE: 12:00 P.M. 8/12/2021**  
**REGIONAL CONSOLIDATED SERVICES MAIN OFFICE**  
**109 N Main Street, Randleman, NC 27317**  
**PO Box 487, Randleman, NC 27317**  
**336-629-5141**

TO: Nutrition Coordinator

1. Pursuant to and in compliance with the Instructions to Bidders, and other documents relating thereto, the undersigned bidder, having familiarized themselves with the terms of the bid and the conditions affecting the performance of the bid, hereby proposes and agrees to perform, within the time stipulated, everything required by the Agreement for the amount herein set forth.

2. It is understood that Regional Consolidated Services reserves the right to reject this bid as specified in the Instructions for Bidders.

3. Bidders must comply with the provisions of this bid and Instructions for Bidders.

#### VENDOR INFORMATION

COMPANY NAME:		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY/STATE:	ZIP:	COUNTY:
OWNER:		TITLE:
PHONE:	EXT:	FAX:
COMPANY CONTACT:	EMAIL ADDRESS:	COMPANY WEBSITE:
DESCRIPTION OF BUSINESS PRODUCTS/SERVICES:		
YEARS IN BUSINESS:	EMPLOYER'S FEDERAL ID # (or the Number used to report the business to the government) :	
	<p>_____ Corporation (indicate the name used to formally register your corporation with the state you are registered with to do business) _____  State: _____</p> <p>_____ Sole Proprietor (please complete a W-9 and enclosed a Schedule C form from the most recent tax filing)</p> <p>_____ Partnership (please complete a W-9 and enclose a K1 form)</p> <p><b><i>Please note that if you are a Sole Proprietor or Partnership using an "Assumed Name or a Doing Business As (DBA) that is not registered with the State you will need to provide documentation that you have an assumed name certificate on file with the Register of Deeds in the county where the business is being conducted. These documents must be attached.</i></b></p> <p>____ Non-Profit    ____ IRS Designation    ____ Other</p>	

Is the company a subsidiary of another company or affiliated with a parent company? \_\_\_\_\_ YES    \_\_\_\_\_ NO

If "YES", please provide the following information about the corporate office/parent company, if different from previously stated, or indicate "SAME".

PARENT COMPANY NAME:		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY/STATE:	ZIP:	COUNTY:
AUTHORIZED REPRESENTATIVE: (Person who is listed as the responsible party for tax filings)		TITLE:
PHONE:	EXT:	FAX:
EMAIL ADDRESS:		COMPANY WEBSITE:

Is the company current on all state taxes? \_\_\_\_\_ YES \_\_\_\_\_ NO

Is the company current on all federal taxes? \_\_\_\_\_ YES \_\_\_\_\_ NO

Is the company current on all county, city and local taxes? \_\_\_\_\_ YES \_\_\_\_\_ NO

Enclosed a copy of your company's most recent W-9? \_\_\_\_\_ YES

Enclosed documentation of any Assumed Name (if applicable)? \_\_\_\_\_ YES

Enclosed certificate of insurance? \_\_\_\_\_ YES

Signature of Authorized Representative: \_\_\_\_\_

Printed Name of Authorized Representative: \_\_\_\_\_ DATE: \_\_\_\_\_

**RCS Office use only:**

Have you checked to see if the company is listed \_\_\_\_\_ Yes \_\_\_\_\_ No  
on the debarment list? ([www.sam.gov](http://www.sam.gov)) and (NC SOFL) on the shared forms drive.

Have you checked the Secretary of State website to see if the company is registered? ([www.sosnc.gov/](http://www.sosnc.gov/))  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Reason for request to set up the new vendor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of staffer requesting the new vendor set-up

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Representative

\_\_\_\_\_  
Date

## INSTRUCTIONS ON BIDDING PROCESS & TERMS AND CONDITIONS

### PREPARATION OF BID FORM

1. Regional Consolidated Services invites bids on the form enclosed to be submitted no later than 12:00 P.M. 8/12/2021. All blanks on the bid form must be appropriately filled in. Each bid must be submitted in a separate sealed envelope bearing on the outside RCS HEAD START Catering Services. Bids submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format and emailed to the Nutrition Coordinator at [dbolinsky@regionalcs.org](mailto:dbolinsky@regionalcs.org). It is the sole responsibility of the bidder to ensure that their bid is received by the Nutrition Coordinator at 109 N Main Street, Randleman, NC 27317 prior to the closing date and time. Any bids received after the scheduled closing time for receipt of bids will be considered at the discretion of Regional Consolidated Services.

### 2. BID SUBMISSION ADDRESS

All bids must be submitted and received by the Nutrition Coordinator at 109 N Main Street, Randleman, NC 27317 or P.O. Box 487, Randleman, NC 27317.

### 3. BID OPENING READING

All bids shall be opened and evaluated on 8/13/2021 at the above mentioned address.

### 4. SIGNATURE

The bid must be signed in the name of the bidder and must bear the signature in longhand or e-signature of the person or persons duly authorized to sign such bids.

### 7. WITHDRAWAL OF BID

Bidders may withdraw bids by written request at any time prior to the scheduled closing time for receipt of bids.

### 8. INTERPRETATION OF BID DOCUMENTS

If discrepancies or omissions are found in the bid documents, bidders may submit a written request for clarification or correction to the office of the Nutrition Coordinator. A copy of the request for clarification and the response thereto will be mailed or emailed to all bidders. Regional Consolidated Services will not be responsible for oral interpretations. All addenda issued during the time of bidding shall be incorporated into the bid.

### 9. AWARD OF BID

- a) The contract will be awarded to that responsive and responsible bidder whose bid will be most advantageous to the Institution, price and other factors considered. Consideration shall be given to such matters as Contractor integrity, compliance with public policy, record of past performance and other qualifying factors.
- b) The Institution reserves the right to reject any or all bids when there are sound documented business reasons in the best interest of the Program and to waive informalities and minor irregularities in bids received.
- c) The Institution reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or the bid of a bidder who investigation shows is not in a position to perform the contract.
- d) All bids shall remain open and valid and subject to acceptance until a bid acceptance decision has been made, but not to exceed a period of forty-five (45) days after the bid opening date.

- e) Items listed on the bid will be awarded in part or whole and quantities may vary, whichever is in the best interest of the agency and at the agency's sole discretion. The final project approval is contingent on available funds.

#### 10. SERVICE SCHEDULE.

Bidders shall be required to commence delivery of service upon contract start date. Should service not begin on the contract begin date then it will be deemed sufficient cause for default action under the DEFAULT provision of this bid.

#### 11. EVIDENCE OF RESPONSIBILITY

Regional Consolidated Services requests the names of three (3) references with whom similar transactions have occurred.

#### 12. ANTI-DISCRIMINATION

It is the policy of Regional Consolidated Services that in connection with all services performed, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age or marital status, and therefore, the bidder agrees to comply with applicable Federal and State laws. In addition, the bidder agrees to require like compliance by all subcontractors employed by them.

#### 13. INSPECTION AND ACCEPTANCE

All services provided under this bid shall meet or exceed the bid specifications and shall comply with all Federal and State laws governing their productions, handling, and processing. Inspection and acceptance of all services shall be at delivered destinations. Services found to be defective or not in accordance with the bid specifications shall be replaced rectified by the bidder at no cost to Regional Consolidated Services. Failure to rectify said services shall be considered sufficient cause for default action under the DEFAULT provision of this bid.

#### 14. LIABILITY

The bidder shall hold the Regional Consolidated Services, its officers, agents, servants and employees harmless from liability of any nature or kind whatsoever on account of use by the publisher or author, manufacturer or agent, of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this bid. The bidder hereby agrees to indemnify and save harmless Regional Consolidated Services, the Head Start Program, their representatives and employees from and against any and all loss, cost, damage, expense and liability caused by an accident or other occurrence causing bodily injury, including death, sickness, and disease to any person, or damage or destruction to property, real or personal, which may arise from operations, productions or services rendered as a result of my contracting with Regional Consolidated Services.

#### 15. BID DOCUMENTS

The complete bid includes the following documents: Notice, Confirmation Page, Vendor Information Form, Technical Specifications including Bidder Response, Business Specifications, References, Confidentiality Agreement, Liability Agreement, and Non-Collusive Bidding Certification. Any of these shall be interpreted to include all the provisions of the other documents as though fully set out therein. The Bidder should fully acquaint himself with the conditions and terms affecting the performance of the agreement if awarded. The bidder's submission of a bid shall be taken as prima facie evidence of compliance with this section.



## 16. TAXES

State and local taxes will be paid by purchaser. Taxes are not to be included in the prices that are submitted with this bid but shown separately under the area labeled "Taxes" (*if applicable*).

## 17. ERRORS & MODIFICATIONS

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so shall be at the bidder's own risk and s/he cannot secure relief on the plea of error. All bids must be legible. No erasures will be permitted. Mistakes may be crossed out and corrections typed adjacent to the error. Corrections must be initialed in ink prior to the bid opening by the person signing the bid. Receipt of an amendment to the bid must be acknowledged by signing and returning amendment. Such acknowledgement must be received prior to Bid due date. Written or emailed amendments are accepted, no oral or telephone amendments shall be considered.

## 18. PERIOD OF AGREEMENT/ EXTENSION

The term shall be one year from the effective date of any contract(s) executed as a result of this solicitation or August 31, 2022, whichever comes later. This Contract may be extended annually in one-year increments at the discretion of Regional Consolidated Services for a total Contract period of no more than three years.

## 19. PRICES INCREASES

In the event that parties involved consent to contract time extensions beyond August 31, 2022, the following conditions for price adjustments shall apply. The Contractor may petition for an increase in the per meal charge annually at the time of Contract renewal. The amount of increase granted shall not exceed the index to which the reimbursement rates are tied, such as the Food Away from Home series of the Consumer Price Index (CPI). Any change in total unit cost that occurs shall be negotiated with the mutual consent of the parties involved and noted in the contract renewal.

## 20. INVOICE PROCESS

Invoices shall be submitted to Regional Consolidated Services and shall contain the following information:

- invoice number
- invoice date
- billing account number
- total invoice amount
- purchase order number
- general description of items or services invoiced
- the number of items invoiced
- the cost per item

Failure to enter the above information on the invoice may cause a delay in payment. Payment shall be made on partial deliveries accepted by Regional Consolidated Services.

## 21. OSHA

The vendor certifies by delivery, that all items furnished under this agreement meet or exceed applicable OSHA codes. All electrical devices must be supplied with three wire grounded cords. **\*\*If Applicable\*\***

## 22. DEFAULT

Regional Consolidated Services may, by written notice of default to the vendor, terminate the whole or any part of its order under this agreement if:

- A. Vendor fails to make delivery of the services or to perform the service within the time specified herein or any extension thereof:

OR

- B. Vendor fails to perform any of the other provisions of this agreement and does not cure such failure within a period of fifteen (15) calendar days (or such longer period as the purchasing director may authorize in writing) after receipt of notice from the purchasing director specifying such failure. In the event that Regional Consolidated Services terminates its order(s) in whole or in part, Regional Consolidated Services may procure supplies or services similar to those so terminated from other sources, and the vendor shall be liable to the Regional Consolidated Services for any additional costs resulting from such action. Vendor shall be required to deliver all supplies or services under this agreement, which are not terminated.

## 23. WARRANTY

Warranty periods and terms shall be stated in the bid response. The vendor agrees that all items & services furnished under this agreement shall be covered by the most favorable commercial warranties (to include merchantability) that the vendor provides any customer for such items, and that the right and remedies provided therein are in addition to any other provision of this agreement.

## 24. INDEPENDENT CONTRACTOR

While providing the items or services included herein, the vendor is an independent contractor and not an officer, employee, or agent of Regional Consolidated Services.

## **SERVICE CONTRACT SCOPE**

### **Catering Services – Alamance, Caswell, & Randolph County**

*The Primary scope of Catering Services are as follows:*

*Provide Catering Services to the following RCS Head Start centers in Alamance, Caswell, and Randolph Counties.*

#### Centers in Randolph County:

- Head Start Station: 7279 Jordan Rd., Ramseur
  - 20 Kids
- Connie Redding Head Start: 118 Virginia Ave., Asheboro
  - 111 Kids
- North Asheboro Head Start: 1822 Unit D N Fayetteville St. Asheboro
  - 30 kids

#### Centers in Alamance & Caswell County:

- Graham: 620 Ray St., Graham
  - 36 Kids
- Head Start Junction: 421 Alamance Rd., Burlington
  - 92 Kids
- Janice S. Scarborough Head Start (JSS): 615 Gunn St., Burlington
  - 148 Kids
- Caswell Community Head Start: 317 E. Main St., Yanceyville
  - 48 Kids

#### **1. Service Requirements**

Contractor Agrees to the following:

- A. Caterer will provide nutritious breakfasts, lunches, & snacks that meet the USDA standards five\* days per week at an agreed upon rate. This Contract must meet or exceed USDA requirements set forth in the 7 CFR §226.20, Meal Pattern Requirements and shall meet the requirements of the NC DHHS. All yields of cooked and uncooked products shall conform to yields identified in the USDA Food Buying Guide.
- B. Caterer will work with the Nutrition Coordinator to design and implement a food program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities. In addition, in accordance with this standard, the Caterer will ensure that the children are being served a variety of foods, which consider cultural and ethnic preferences and which broaden the children's food experiences.
- C. Caterer will provide and maintain cleanliness and safety of food before, during, and after preparation, including maintenance of correct food temperature;
- D. Caterer will provide a copy of the breakfast, lunch, and snack menu to the RCS Nutrition Coordinator at least two weeks prior to the beginning of the period covering the menu so that the RCS Head Start Nutrition Staff can review and post menus in a timely manner;
- E. Caterer will provide notice of changes in meal service time at least four (4) weeks prior to the change;
- F. Caterer must sign delivery slips at time of delivery with a representative of RCS Head Start Present
- G. Caterer must comply with the RCS Head Start Food Service Requirements (*see Attachment 1*).
- H. Caterer will provide bulk meals by classroom with milk included for locations set out above, subject to the terms and condition of this RFP.
- I. Caterer shall furnish meals for Head Start as ordered during the period from September 1, 2021 to August 31, 2022.

*\*exceptions to the five-day-a-week schedule include days on which the programs are closed following the RCS Head Start calendar or inclement weather*

## **CATERING CONTRACT PROVISIONS & SPECIFICATIONS**

### **1. Requirements**

- a) This is a requirements contract for the services specified in the sections and schedules and for the period set forth herein. The quantities of such services specified herein are estimates only and are not purchased hereby. Except as may be otherwise provided herein, in the event the Institution's requirements for services set forth in the sections and schedules do not result in orders in the amounts or quantities described as "estimated" in the sections and schedules, such event shall not constitute the basis for an equitable price adjustment under this contract.
- b) The Institution shall not be required to purchase from the Contractor in excess of the limit on total orders under this contract, if any.
- c) The Institution may issue orders that provide for delivery or for performance at multiple destinations.
- d) The Institution shall not be obligated to place any minimum dollar amount of orders under this contract or any minimum number of orders. The utilization of the Contractor for services specified in the sections and schedules will be dependent upon the needs and requirements of the Institution.
- e) If changes are needed in the provisions of this contract, due to regulatory or guidance changes prescribed by USDA or DHHS, during the duration of this contract; such event shall be considered a basis for renegotiation, with prior approval and agreement from DHHS, of the terms and conditions of the contract between the Institution and the Contractor.

### **2. Pricing:**

- a) Pricing shall be on the numbers described in the Unit Price Schedule. All Bidders must submit bids based on the same menu requirements listed under the Contract Scope and provide sample menus to reflect their pricing. Bids must include price of food, milk, packaging, transportation and all other related cost (exp. Condiments, utensils, etc)

### **3. Evaluation of Bidders:**

- a) Capability to perform a contract of the scope required. Adequacy of facility for food preparation with approved license certification that facility meets all applicable state and local health, safety & sanitation standards.
- b) Previous experience of the bidder in performing services similar in nature and scope.
- c) Menus evaluated to meet USDA & Head Start Requirements.
- d) Other factors such as transportation capability, sanitation, and packaging. Bidders that do not satisfactorily meet the above criteria may be rejected as nonresponsive and not considered for award.

### **4. Unit Price:**

The unit prices of each meal type, which the bidder agrees to furnish, must be written in ink or typed in the blank space provided in the Unit Price Schedule and must include proper packaging as required in the specifications and delivery cost to the designated sites. The unit price for each meal is in effect for the duration of this Contract. If the Federal reimbursement rate for meals increases, the Contractor may petition for an increase in the per meal charge annually at the time of Contract renewal. The amount of increase granted shall not exceed the index to which the reimbursement rates are tied, such as the Food Away from Home series of the Consumer Price Index (CPI). Any change in total unit cost that occurs shall be negotiated and noted by in the contract renewal.

5. Meals Ordered:

- a) The Institution reserves the right to increase or decrease the number of meals ordered on a weekly notice if mutually agreed upon between the parties of this contract.

6. Menu-Cycle Change Procedures:

Meals shall be provided on a daily basis in accordance with the menu cycle provided.

All meals served under this Contract shall meet the USDA meal pattern requirements of 7 Code of Federal Regulations (CFR) §226.20. Deviation from the meal pattern shall be permitted only upon authorization of the Institution, to accommodate participants with medical conditions. Unit price must include food, milk, packaging, transportation, and all related costs.

Menu changes may be made only when agreed upon by both parties. When an emergency exists, which might prevent the Contractor from delivering a specified meal component; s/he shall notify the Institution immediately so substitutions can be agreed upon. The Institution reserves the right to suggest menu changes within the FMSC's food cost periodically throughout the contract period.

7. Noncompliance:

The Institution reserves the right to inspect and determine the quality of food provided and to reject any meals, which do not comply with the requirements and specifications of the contract. The Contractor shall not be paid for unauthorized menu changes, incomplete meals, meals not provided within the specified delivery time, and meals rejected because they do not comply with the specifications. The Institution reserves the right to obtain meals from other sources if meals are rejected due to any of the stated reasons. The Institution or agency inspecting shall notify the Contractor in writing as to the number of meals rejected and the reasons for rejection.

## PROCUREMENT CONTRACT REQUIREMENTS

### 1. Bidders Shall Respond To Price:

Check below for Bidding clarification: *(Bidders may bid this RFP in whole or in part)*

<b>Submitting BID to Cater Entire Head Start Program</b>	<b>Submitting BID to Cater just Randolph County.</b>	<b>Submitting BID to Cater just Alamance &amp; Caswell County.</b>
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Definition of “in whole” or “in part”:

- A. Whole: Entire Head Start Program – all centers located in Alamance, Caswell and Randolph County centers\*\*
- B. Part: Alamance/Caswell County centers or Randolph County centers\*\*

*\*\*Bids cannot be broken down by individual sites within the counties. \*\**

### UNIT PRICE SCHEDULE AND INSTRUCTIONS

#### a) Unit Price Schedule – Randolph County

Bidders must submit prices on the following meal types meeting the contract specifications set forth above in Bid Packet.

Meal Type (Column A)	Estimate Count Served Per Day (Column B)	Estimate Number of Serving Days (Column C)	Price (Column D)	Total Price (Column E)
Breakfast	161	160		
Lunch	161	160		
Snack	161	160		

Instructions for completion of Unit Price Schedule:

- (1) RCS shall indicate which meal types the Contractor will be providing during the contract period.
- (2) RCS shall fill in the estimated number of meals (in Column B) that will be served each day by meal type during the contract period.
- (3) RCS shall fill in the number of an anticipated operating days that meals will be served (in Column C) during the contract period.
- (4) The Bidder shall insert the appropriate unit price (in Column D) for each meal type indicated by the Institution.
- (5) The Bidder shall calculate total price (Column E) by multiplying B x C x D.

**In the event of any inconsistencies or errors, the unit price (D) shall take precedence.**

#### b) Unit Price Schedule –Alamance & Caswell County

Bidders must submit prices on the following meal types meeting the contract specifications set forth above in Bid Packet.

Meal Type (Column A)	Estimate Count Served Per Day (Column B)	Estimate Number of Serving Days (Column C)	Price (Column D)	Total Price (Column E)
Breakfast	324	160		
Lunch	324	160		
Snack	324	160		

Instructions for completion of Unit Price Schedule:

- (1) RCS shall indicate which meal types the Contractor will be providing during the contract period.
- (2) RCS shall fill in the estimated number of meals (in Column B) that will be served each day by meal type during the contract period.
- (3) RCS shall fill in the number of an anticipated operating days that meals will be served (in Column C) during the contract period.
- (4) The Bidder shall insert the appropriate unit price (in Column D) for each meal type indicated by the Institution.
- (5) The Bidder shall calculate total price (Column E) by multiplying B x C x D.

**In the event of any inconsistencies or errors, the unit price (D) shall take precedence.**

- 2. Performance Reliability: Please include 3 references**
- 3. Implementation & Delivery: Please specify operation and estimated time for delivery for food service.**
- 4. Warranty: Please specify ways in which work will be tracked for confirmation.**
- 5. Provide copy of sample month menu – breakfast, lunch & snack.**
- 6. Provide Certificate of Insurance (*needed for vendors who will be on site*) with minimum limits of liability for commercial general liability, auto, worker's compensation, & employer's liability.**
- 7. Provide current W-9.**
- 8. Provide copy of current state or local health certificate for the food preparation facility with the Bid Packet.**

The bidder shall address each of the above to the best of their ability in their bid document. Proposals should not exceed 50 pages of text, exclusive of attachments and appendices. The font should be clearly readable and no less than 11 point. Proposals submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format and emailed to the Nutrition Coordinator at [dbolinsky@regionalcs.org](mailto:dbolinsky@regionalcs.org) no later than 12 p.m. on the due date. Proposals emailed may not exceed nine (9) megabytes and is up to the vendor to verify delivery was complete to the Nutrition Coordinator. If any files will cause the email to exceed the size limit, please separate the submission into two or more separate emails and clearly label them "1 of X", "2 of X" and so forth (where X= the total number of emails).

Paper submissions must be submitted in one hard copy. Paper submissions must be in a sealed envelope delivered in person or a delivery service mark with bold inscription "RCS HEAD START RFP – Catering Services to the following address:

Regional Consolidated Services  
Attn: Danielle Bolinsky  
109 N Main Street, Randleman, NC 27317  
PO Box 487, Randleman, NC 27317

Bids will not be accepted by fax.

## **BID MATRIX**

If a contract is awarded as a result of this Bid, it will bind the Institution during the term of the contract to secure all its needs from the successful Bidder and such contract shall bind the Contractor to perform all such work ordered by the Institution at prices specified in the contract. Award will be made to a single responsive, responsible bidder based the proposal who is most advantageous to the program, with price and other factors considered. Evaluation will be based on the estimated requirements set forth herein.

### **Factors in determining the award of this bid:**

1. Price
2. Business Qualifications & Ability to Perform Services needed
3. Quality of Service & Previous Experience
4. Menus meets USDA & RCS Head Start requirements & offers a variety of foods
5. Small Business
6. Woman/Minority-Owned Business

The bidder shall address each of the above to the best of their ability in their bid document.

### **BIDDER SPECIFICATIONS**

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Is your business (*check all that apply*):

- ☐ A Small Business
- ☐ Woman or Minority Owned

### **BID MATRIX**

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<b>Price</b>	<i>up to 30 points</i>
<b>Qualifications: Ability to Perform</b>	<i>up to 25 points</i>
<b>Service Quality/Previous Experience</b>	<i>up to 20 points</i>
<b>Menu/Variety</b>	<i>up to 15 points</i>
<b>Small Business</b>	<i>up to 5 points</i>
<b>Woman/Minority Owned</b>	<i>up to 5 points</i>



**REFERENCES**

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1. Company

Contact Name

Address

Telephone

Project

Completed byDate

2. Company

Contact Name

Address

Telephone

Project

Completed byDate

3. Company

Contact Name

Address

Telephone

Project

Completed byDate

## **CONFIDENTIALITY AGREEMENT**

I understand that any information learned about any staff or participant or their spouse, family, or the Agency, is to be kept confidential and is not to be discussed outside this facility at any time.

I also understand that discussion of any information gathered during interaction with staff, children or families of the program is not permitted unless specifically directed by the program director or the executive director of Regional Consolidated Services.

I understand that at no time should I or any other employee of the same vendor attempt to access, look at, review, log/record/retain/save/copy, redirect or in any other way access the content of traffic on the network. If, at any time, the I or any other employee of the same vendor become aware that unauthorized access is taking place or has taken place, it is required to take immediate steps to stop current and/or future unauthorized access and immediately notify the Nutrition Coordinator and Executive Director of Regional Consolidated Services.

Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

\_\_\_\_\_

## **LIABILITY AGREEMENT**

I acknowledge that I have the primary responsibility. I hereby agree to indemnify and save harmless Regional Consolidated Services, the Head Start Program, their representatives and employees from and against any and all loss, cost, damage, expense and liability caused by an accident or other occurrence causing bodily injury, including death, sickness and disease to any person, or damage or destruction to property, real or personal, which may arise from operations, productions or services rendered as a result of my contracting with Regional Consolidated Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Claims Representative/Telephone Number

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Expiration Date

## **NON-COLLUSIVE BIDDING CERTIFICATION**

**By submission** of this bid, each bidder and each person signing on behalf of any bidder certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- i. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- ii. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the bid opening, directly or indirectly, to any other bidder or to any competitor;
- iii. No attempt has been made or will be made by the bidder to induce any person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

**Each person signing this bid certifies that:**

- a. S/he is the person in the bidder's organization responsible for the decision as to the prices being offered herein or that s/he has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated and will not participate, in any action contrary to (i) through (iii) above,
- b. and s/he has not participated, and will not participate, in any action contrary to (i) through (iii) above,

**and as their agent does hereby so certify:**

\_\_\_\_\_  
AUTHORIZED SIGNATURE OF COMPANY  
REPRESENTATIVE

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE OF AUTHORIZED PERSON

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CITY, STATE, ZIP

**In accepting this bid, the Institution certifies that the Institution's officers, employees, or agents have not taken any action that may have jeopardized the independence of the bid referred to above.**

\_\_\_\_\_  
AUTHORIZED SIGNATURE OF INSTITUTION  
REPRESENTATIVE

\_\_\_\_\_  
TITLE OF AUTHORIZED PERSON

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

**ACCEPTING A BID DOES NOT CONSTITUTE ACCEPTANCE OF THE CONTRACT**

## **HISTORY OF RCS HEAD START**

Head Start began in 1965 with the implementation of the Economic Opportunity Act, which was part of President Lyndon B. Johnson's war on poverty. The program was designed to provide preschool children from economically challenged families with a "head start" on formal education.

The first Head Start classes, attended by about 561,000 children, met for eight weeks during the summer of 1965. By 1972 most Head Start programs were full-year preschool programs.

The Head Start program was designed to meet the needs of such children and their families, so that when the child reaches kindergarten, he or she is ready to learn without barriers such as poor health, hunger, or other conditions that could distract them from learning. To achieve this objective, Head Start was designed as a comprehensive preschool program, which addressed the areas of education, disabilities, health (including dental, medical, mental health and nutrition), social services, and parent involvement.

As a result of the implementation of Head Start, over 14,500,000 children have been properly vaccinated, and have received needed medical and dental attention before beginning kindergarten.

Because Head Start is not a "hand out" type of program and there is a big emphasis on parent involvement and parent training, many families involved in the Head Start program have become economically self-sufficient, no longer requiring public assistance.

Children who attend Head Start have a significantly lower chance of being retained in a grade, becoming a teenage parent, committing a crime, or dropping out of school as their peers who do not attend. Parents of Head Start children are more supportive and more active in school activities as their children go through the public school system.

Regional Consolidated Services (RCS) began serving 20 Head Start children at East Side Head Start, located at Asheboro Day Care on Brewer Street, in 1990. In 1994, RCS expanded to serve 60 additional children in three classrooms located at Franklinville, Ramseur, and Trinity Elementary Schools. In 1995, RCS expanded again to serve 34 additional children in two classrooms located at the Early Childhood Development Center (ECDC) in North Asheboro. The ECDC is part of the Asheboro City School System. In 1998, RCS Head Start expanded into Alamance and Caswell Counties. In 2010, RCS Head Start was granted expansion slots to serve an additional 60 children in Alamance and Randolph counties. In 2013, the effects of sequestration led to the closing of one Randolph County site. In 2014, sequestration effects were reinstated and Randolph County received the 20 slots back so we have a total of 485 children and their families that we can serve in Alamance, Caswell and Randolph Counties. In May 2005, RCS Head Start was recognized by the National Head Start Association as an Outstanding Grantee. RCS Head Start has earned 5-Star rated licenses at all centers within the three county program.

## **Attachment: 1**      **Food Service Requirements for RCS Head Start**

Our Head Start Program has Food Service Requirements that we must follow. All Food Service Providers must meet our requirements in order to provide quality food to our children. Head Start Food Service requirements are listed below and are broken down into the components of meal service:

### **Vegetables:**

- Orange Vegetables must be served at least three times a month
- Green Vegetables must be served at least once a week
- Beans must be served at least once a month as a vegetable
- No Fried Vegetables
- A fresh vegetable must be served at least twice a week

### **Fruit**

- There must be a varied array of fruits served each week
- Fruit, not fruit juices, must be served at least two times a week for Breakfast
- Canned Fruit should be packed in water or its own juice and not syrup
- A fresh fruit must be served at least twice a week
- Juice can only be served once a day

### **Meat**

- Processed entrée's (such as Pizza, hamburgers, hot dogs, corn dogs, chicken nuggets, chicken sandwiches) can be served no more than two times a week.
- No American Cheese will be served, only natural cheeses
- Only lean or extra-lean meat will be served
- A non-meat entrée (such as cheese, beans, eggs) will be served once a week
- Protein can be served instead of a grain for breakfast. If serving yogurt, it must have less than 23g of sugar per 6 oz.

### **Milk**

- Only serve Skim Milk
- No Flavored Milk will be served

### **Grain**

- One serving of grains a day must be whole grains.
- Cereal must contain no more than 6g of sugar - Cereal served must be listed on the WIC Approved List (such as Cheerios, Kix, Rice Chex, Corn Chex, Corn Flakes, Mini Wheats, Honey Bunches of Oats, Life)
- Cereal can be served no more than three times a week for Breakfast
- No Processed Sugary Grain (such as PopTarts & breakfast bars) can be served for breakfast

## **Recap of Important Meal Service Reminders:**

### **Breakfast**

- Juice cannot be served more than 3 days a week for breakfast. The remaining days of the week the Fruit/Vegetable component of breakfast must be fulfilled by items other than juice.
- For Breakfast, cereal cannot be served more than three times a week. No Processed sugary grains.

### **Lunch**

- A non-meat entrée must be served once a week.
- Processed entrées can be served no more than two times a week
- Must contain one vegetable and one fruit component