

**Subject:** Meal Service Contract for partial Academic School Year November 1, 2018 - January 31 2019.

**Note to Bidders/ Contractor:** Honolulu Community College and Kapiolani Community College are in the process of soliciting vended meals service via Invitation for Bid for a long-term contract (January 2019 – May 2023). In the event that the contract starts in January 2019, Honolulu Community College and Kapiolani Community College reserve the right to cancel meal orders for the month of January 2019 by giving the contractor a ten (10) days advance notice.

A bid process to secure a food vendor for two small children's centers will be opened on Commerce Point/Super Quote (<https://www.commercepoint.com/>) from 09/26/2018 at 09:00 am through 10/12/2018 04:00 pm.

Vendor must be locally based and cannot subcontract any portion of contract once awarded. Purpose is to deliver meals by Vendor to (1) Keiki Hau'oli Children's Center (KHCC) facility on the Honolulu community Center (HonCC) campus (874 Dillingham Blvd., Building 11, Honolulu, HI 96817) and (2) Alani Children's Centers (Alani) facility on the Kapi'olani Community College (KapCC) campus (4303 Diamond Head Rd..11, Honolulu, HI 96816) no later than 10:30am daily for lunch that day and the following school day breakfast. All meals provided shall be in accordance with the Child and Adult Food Program (CACFP) Rules and Regulations for all meal components required as outlined in the revised CACFP Meal Patterns USDA Guidelines as of June 24, 2016.

Vendor will provide bulk breakfast, lunch, and PM snack components with portions to cover enough meals/snack for (1) KHCC - up to 18 children ages 3 to 5 years of age and up to 12 meals/snack for children ages 1 year to 2 years of age and (2) Alani – up to 32 children ages 3-5 years of age and up to 12 meals/snacks for children ages 1-2 years of age.

All meals of each type must meet the minimum standards set by the USDA for CACFP meals of that type. All shelf stable commissary goods (ex: canned and pre-packaged items) shall be delivered weekly in quantity that will cover all requirements for components served during that week. Bid should be based upon those for (1) KHCC estimated 46 of serving days of which 37 will require breakfast and lunch only (no snack served on Fridays) for which KHCC will be in operation and (2) Alani estimated 46 days of which all will require breakfast, lunch, and snack for which Alani will be in operation (\*SEE SCHEDULE A ATTACHED).

If cycle menus are used, they must be furnished monthly or as the cycle runs. Vendor will provide menus to KHCC and Alani on a weekly basis if no cycle menus are used. Vendor will complete and provide to KHCC and Alani a delivery form at the time of each delivery which will mark date of delivery, time of delivery, hot and cold food temperatures, delivery person initials, receiving person initials, description of meal delivery, portion sizes of each item, and the number and description of substitute meals provided for children with allergies. Vendor will maintain all records supported by invoices, receipts, or other evidence HonCC, KHCC, or Alani may need to meet their responsibilities. Upon request, Vendor will provide HonCC KHCC, and Alani with receipts of food purchased and production records for meals served at KHCC and Alani.

All taxes and additional charges shall be included in bid. If bid is won, the Vendor must agree to all stipulations outlined by CACFP and complete the CACFP required forms and the Contract for Vended Meals. By submitting agreement, Vendor agrees to abide by standard terms and conditions set forth in the contract. Email to Beverly Chang at [changbev@hawaii.edu](mailto:changbev@hawaii.edu) or fax 808-845-9493 the Unit Price Schedule (Section E page 19 of the CACFP Invitation for Bid) to include price per meal (breakfast, lunch and PM snack) and total price for all servings for estimated number of serving days.

Recipient of bid award must complete and sign required forms (pages 5 through 36 of the CACFP Invitation to Bid), provide a sample menu, a letter of introduction, and supporting documents which must include a copy of a current Department of Health Food Establishment Permit and inspection placard, GE tax license and a State Vendor Compliance certificate reflecting current status as compliant in order to be considered. The contract will be awarded to the lowest in price. Other factors may be given consideration when there are business reasons such as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. Bid will be awarded through Commerce Point website only, but finalization of contract is dependent upon CACFP approval of vendor.

Attachments needed for Commerce Point/Super Quote:

- 1) CACFP Invitation For Bid (IFB) which includes: (Highlighted areas to be filled in/signed after notification of bid opening/bid process started/after bid awarded)
  - a. Contract for Vended Meals (Section A, page 10)
  - b. Certificate of Independent Price Determination, No Sanctions, Drug Free Workplace, and Anti-lobbying form (Section B, page 11-12)
  - c. Scope of Services (Section D, page 17)
  - d. Unit Price Schedule and Instructions (Section E, page 18)
  - e. Contract Provisions and Specifications (Section F, page 20-22)
  - f. General Conditions (Section G & H, Page 23-28)
  - g. Invitation for Bid Contract- Delivery (Schedule A, Page 29)
  - h. Meal Patterns (Schedule B, Page 30-34)
  - i. Schedule C: Templates (page 35-43)
  
- 2) KHCC/Alani 2018-2019 Calendar showing dates of operation