



REQUEST FOR FOOD SERVICE

Issued: August 2, 2022

Proposals due on or before: August 8, 2022

Inquiries should be directed to:

D'Anne Johnson

Head Start Director

Inter-County Community Council

PO Box 189 Oklee, MN 56742

218.796.5144 Ext. 1028

dJohnson@intercountycc.org

General Information

1. Purpose

Inter-County Community Council Inc. (ICCC) is seeking a catering service to provide meals for the Thief River Falls Center and Bagley Center for 3-5-year old and staff daily during the school year.

2. Who May Respond

All qualified licensed caterers who have a food safety certification or food service permit, carry liability insurance and have a certified facility to safely prepare food and sanitize supplies.

Proposals may cover one or both sites.

3. Instructions on Proposal Submissions

- a. Closing Submission Date: Proposals must be submitted no later than 12:00 p.m. on August 8, 2022
- b. Questions: RFP Questions should be directed to D'Anne Johnson at 218-796-5144 ext. 1028.
- c. Conditions of Proposal: All cost incurred in the preparation of a proposal responding to this RFP will be the responsibility of the contractor and will not be reimbursed by ICCC.
- d. Instructions to Prospective Contractors: The proposal shall be submitted electronically by e-mail or dropped off at the office by the deadline.

Via email sent to D'Anne Johnson at djohnson@intercountycc.org with "Food Service Proposal" in the subject line.

Or delivered to the office by 12:00 p.m. on August 8, 2022 to:

Food Service Proposal
Inter-County Community Council
207 North Main Street
PO Box 189
Oklee MN 56742

All proposals must be received on or before 12:00 pm on August 8, 2022. Proposals received after the due date will be rejected.

- e. Right to Reject: ICCC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
- f. Small and/or Minority-Owned Businesses, Women's Business Enterprises and labor surplus are firms (200.321): Efforts will be made by ICCC to utilize small and/or minority-owned businesses and women's business enterprises. A Contractor qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).
- g. Notification of Award:
 - i. It is expected that a decision about selection of the successful contractor will be made by August 15, 2022.
 - ii. Upon conclusion of final negotiations with the successful contractor, all contractors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful contractor.

4. Description of Entity

Inter-County Community Council is a private non-profit Community Action Agency mostly serving the counties of Clearwater, East Polk, Pennington and Red Lake in Northwestern Minnesota. Through varied and multiple programs, Inter-County Community Council helps people who are primarily income eligible. ICCC is governed by a 15-member Board of Directors that meets every other month at the Oklee office.

5. Code of Conduct

- a. No employee, officer or agent may participate in the selection, award or administration of a contract if he or she has a real or apparent conflict of interest.
- b. Contractors are subject to the non-procurement debarment and suspension regulation implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities.
- c. Contractors will be held to a code of ethical conduct, including confidentiality of staff and families that we serve.

6. Options

It is expected that the contract shall be a one-year contract with options for four additional one-year periods.

Specification of Service

Inter-County is seeking food service to prepare breakfast, lunch and a snack for our Thief River Falls Center and Bagley center for the school year. Approximately 40 children and 6 adult meals are needed in the Thief River Falls location and 20 children and 3 adult meals in the Bagley center.

- Breakfast would be provided between the hours of 8:00-9:00 am
- Lunch would be provided between the hours of 11:00 am-12:00 pm
- Snack would be provided between the hours of 2:00-2:30 pm
- Meal pattern requirements must be followed. Attachments A and B are included. Sample of menus are included in attachment C.
- Milk would be included with breakfast and lunch.
- Shelf stable snack items may be ordered in bulk and stored at ICCC sites.
- Meals will be served family style. Containers will be passed around to allow individuals to serve themselves.
- ICCC will work with offeror to provide meals to meet necessary nutrition requirements for children and staff who have food allergies or sensitivities.
- ICCC will provide bowls, spoons, silverware, trays, ladles, cups, supplies necessary to transport food to maintain temperature.
- Offeror must be able to sanitize supplies daily, including pans, trays, silverware, bowls, etc.
- Offeror should note if they would be able to deliver and pick up meals / supplies to location or if ICCC would need to pick up and return prepared meals / supplies. Limitation of distance from center would be in place if ICCC needs to do the transportation.
- Offeror will be required to provide documentation when needed to fulfill the requirement of the CACFP program.

1. Set Schedule

- Meal counts would be provided to the offeror at a scheduled time each day.
- Calendar of center days will be provided to offeror.

2. Payment

Monthly invoices with daily meal and snack counts should be submitted to ICCC by the 5th of each month. Invoices would be processed with payment within two weeks of receipt.

3. Contractor's Technical Qualifications

The contractor, in its proposal, shall, as a minimum, include the following:

a. Prior Experience

The contractor should describe its prior experience including 1 reference (the name, address, contact person, and telephone number) of prior organization served.

b. Organization, Size, and Structure

The contractor should describe its business and structure. Indicate, if appropriate, if the business is a small, women's or minority-owned business.

c. Qualifications

The contractor should describe the qualifications of any individuals who may be assigned to this contract.

d. Understanding of Needs

The contractor should describe its understanding of the needs of Inter-County and other pertinent information.

e. Price & Transportation

The contractor should describe the price per breakfast, lunch and snack per individual.

The contractor should describe their ability to transport the meals and supplies. If unable to transport, describe their location in relation to our sites.

f. Certifications

Include:

- A copy of food safety certification or a food service permit
- Signed certification of Appendix A at the end of this proposal

If awarded the contract will also need:

- A copy of liability insurance
- Conflict of interest form completed
- Verify in writing they have not been debarred from the federal government

Proposal Evaluation

1. Submission of Proposals

All proposals shall include the information listed above, and a copy of the signed certification. These documents will become part of the contract.

2. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received in a timely manner in accordance with the terms of this RFP
- The proposal does not include the Certifications.

3. Proposal Evaluation

Evaluation of each proposal will be scored according to the scoring criteria laid out in the previous section. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states, “The non-Federal entity must conduct procurements in a manner that **prohibits the use of statutorily or administratively imposed state or local geographical preferences in the**

evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.”

Prior Experience	0-20
Organization, size, and structure of Offeror’s firm	0-10
Qualifications of Offeror to complete this contract	0-15
Offeror’s understanding of ICCC needs and objectives	0-15
Price & Transport ability	0-40
Maximum Points	100

Review Process

ICCC may, at its discretion, request meetings with any or all contractors to clarify or negotiate modifications to the contractors’ proposals.

However, ICCC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the contractor can propose.

ICCC contemplates award of the contract to the responsible contractor with the highest total points.

APPENDIX A

Certifications

On behalf of the Offeror:

- A. The individual signing certifies that he/she is authorized to contract on the behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of the agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all of the information in this RFP.
- G. The individual signing this certifies that the Offeror, and any individuals to be assigned to the contract, does not have a record of substandard work and has not been disbarred or suspended from doing work with any governmental organization.

Dated this _____ day of _____, 2022

(Offeror's Firm Name)

(Printed Name & Title of Individual Signing)