

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

APRIL 14, 2015
REQUEST FOR PROPOSAL
RFP # 15-052012-A154
HENRY COUNTY PURCHASING DEPARTMENT

The Henry County Schools solicits firms to submit proposals for “**Provision of Cafeteria Food.**” The **original** and **five (5)** submittals (**FOR A TOTAL OF SIX (6) PROPOSALS**), marked “**Provision of Cafeteria Food**” **RFP #15-052012-A154** will be received in a sealed envelope not later than **12:00 p.m., Local Prevailing Time, May 20, 2015, in the:**

Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (UPS or FedEx)
Collinsville, VA 24078-0007

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

RFP #15-052012-A154

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for 1-year beginning July 1, 2015 and ending June 30, 2016. However, the Henry County Schools reserves the right to negotiate each year with awarded vendor for four (4) additional 1-year terms starting each year on July 1. In addition this contract could last until June 30, 2020. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms.

The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

ILLEGAL ALIENS

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

CONTACT FOR THIS RFP:

Please contact Marci Lexa at 276-634-4700 for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

RFP# 15-052012-A154

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# **15-052012-A154** for **Provision of Cafeteria Food**.

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

Henry County School Nutrition Programs
Request for Proposals #15-052012-A154
Provision of Cafeteria Food Items to School Division

Overview:

Henry County is located in south/central Virginia, surrounding the city of Martinsville. The district has an enrollment of 7,426 students, and serve an average of 4,654 lunch meals and 3,440 breakfast meals per day. We have recently begun expanding our CACFP (At-Risk Supper Program) and plan to continue expanding in SY 2015-2016. Our cafeterias work from a five-week cycle menu, written for elementary, middle and high school level meal pattern requirements. We are seeking proposals for the provision of cafeteria food, as described in the attached specifications, to our fifteen locations: ten elementary, two middle, two high schools and one alternative education location that also does catering and the supper program for other locations. Weekly deliveries unloaded into the kitchen/storage areas of the attached list of schools will be expected, preferred delivery days of the week are Wednesday through Friday due to limited cold storage space. We also run an active Summer Food Service Program, with three production kitchens open during June and July that will need weekly deliveries. Last summer the three kitchens provided over 16,300 breakfasts, 24,500 lunches, 6400 suppers and 1975 snacks. This is more than what three of our kitchens average during the school year.

Specifications:

The smallest elementary schools (3) average \$450-\$800 per delivery, mid-size elementary schools (3) average \$750-\$1000, large elementary schools (4) average \$850-1100, middle schools (2) average \$2000-\$3400, and high schools (2) average \$2500-\$4000 per delivery. CCL/Figsboro may only order every other week and averages \$350-\$500, depending on catering. Vendors must be able to provide routing so that all deliveries will take place within a 6:30 am to 2:00 pm delivery window. Deliveries to elementary schools must be completed by 2:00 pm, so that delivery trucks do not impede traffic at the end of the school day. All schools do not have to be delivered on the same day of the week, but we are asking that the delivery schedule be set up so that all schools have a delivery day of either Wednesday, Thursday, or Friday as their “set” day of the week, with the exception of weeks with school holidays.

The individual schools send their weekly orders to the Central Nutrition Office where they are keyed into a master order guide/spreadsheet for editing and approval. Approved orders will then be sent to the awarded vendor via e-mail or entered into the vendor’s automated order system. Weekly orders will be submitted to vendor at least two days in advance of the first weekly delivery day. The Central Nutrition Office must be given an inside sales contact who can adjust orders as needed until noon on the day before orders will be delivered.

The School Nutrition Central Office expects to be notified of shortages the day prior to delivery and told when the item will become available or given options for substitution. Substitutions are expected to be of equal or greater quality than the bid list item and cannot exceed the bid list price.

The school district reserves the right to cancel the entire contract and/or to buy on the open market at the current price and charge the company the difference between the price paid and the contracted price in the event any item is not delivered according to specifications, the brand of merchandise is different without prior approval, or orders are not delivered within the specified period. The school district reserves the right to refuse any and all substitutions and to require the vendor to return on a non-delivery day to fill out-of-stock items that arrive at the vendor's warehouse in time to meet the school district's menu needs. The premises of the vendor must be inspected at least once annually by the local Health Department.

Requirements:

The awarded vendor must be able to provide delivery drivers who meet the requirements of the Henry County Food Defense Plan. Awarded vendor must also be able to certify that their establishment meets the requirements of the Food Defense Plan for vendors. (See attached). Drivers will be expected to show photo I.D. the first time that they are "checked in" at any school. Drivers will be expected to sign-in on arrival at each school for every delivery. Deliveries will be checked against the original order and the invoice at the time of delivery. Schools are to receive two copies of the delivery invoice on delivery, with any discrepancies to the delivery noted by the driver (shorts, refused substitutions, etc.) Signed invoices with no notations or attachments are considered "complete" as printed, so we expect our staff to do a complete job when checking in trucks and they are not to be rushed by the driver. Drivers can assist in this process by ensuring that box labels are turned so that they will be accessible to the person checking in the truck.

The awarded vendor must be able to provide the School Nutrition Office with item velocity reports on a monthly basis for the tracking of rebates for commodity usage and other programs. The office will provide a list of items that need to be tracked. The School Nutrition Office must be provided with a monthly statement of all invoices, complete with customer numbers or school names, date of delivery/invoice and amount owed.

Interested companies should make their proposals based on meeting the above criteria and providing the items in the attached specifications. We will need the following in order to evaluate proposals:

1. Clear pricing of items specified with any difference in case pack, serving sizes, etc. from the original specification noted. Return on form provided, filled out electronically.

2. Any items with a “Preference” and noted brand name and code followed by the phrase "Equals" must have delivery of samples and nutritional information by May 8, 2015 and may only be bid if approved by May 15 through the Henry County School Nutrition office” must be bid noted brand name unless the vendor prepares a packet with the following:
 - a. Five servings of the proposed substitution, with nutritional specifications.
 - b. If the specified product has a CN Label, a copy of CN label for the proposed.
 - c. Indicate on the **outside of the package** the ID # the sample is for (Col. A).
 - d. Ship all proposed samples, which must arrive by May 8, 2015 to be considered for approval to: Attn: School Nutrition Manager, Drewry Mason Elementary School, 45 Drewry Mason Drive, Ridgeway, VA 24148
 - e. Provide contact information for approval/denial of submitted substitutions, (preferably an e-mail address). Approvals/denials will be completed by May 15, 2015.
3. Provide Henry County School Nutrition with a delivery and service proposal: what days of the week / beginning and ending schedule, etc. Comment on your company’s usual handling of “out-of-stock” items, (percentage of orders filled, re-delivery, and substitutions).
4. Copy of the most recent Health Inspection Report.
5. One set of Nutritional information and a copy of either CN Label or Manufacturer’s Statement of Meal Pattern Equivalents for each proposed protein and bread/grain item.
6. One copy of Nutritional information for all fruits, vegetables, condiments, snack items, etc.

Additional Requirements:

Proposals shall be mailed or delivered to the Henry County Purchasing office by 12:00 noon on May 20, 2015. Any proposals received after the deadline will not be accepted. Electronic submissions of the proposal will not be accepted as the full proposal package, this must be hard copy. However, vendors shall be prepared to send an electronic copy, if requested, of the completed specification worksheet after the proposals have been accepted and opened.

The top 2-3 vendors will be notified by end of business day Tuesday, May 26, 2015 of their selection to appear before the evaluation committee for an interview. Interviews will be scheduled for June 1, 2015. The recommendation for award will go to the School Board at the June 4, 2015 Board Meeting. The awarded vendor will be notified of the Board’s decision.

Selection Criteria:

Proposals will be evaluated on the following basis:

1. Tabulation of pricing on specified items. Items with different pack sizes will be equalized by portions or weight for tabulation purposes.
2. Completeness of proposal.

3. Health Inspection Report
4. Ability/willingness to source preferred brands, or research and provide equal or better nutritive quality in a higher overall quality product.
5. Service/delivery proposal
6. Location

**HENRY COUNTY SCHOOLS
SCHOOLS & CAFETERIA MANAGERS LIST**

School Nutrition Office (276) 634-4702 FAX: (276) 638-2925

Year-- 2014-2015

Bassett High School 85 Riverside Drive Bassett, VA 24055 276-629-1761 Frances Perdue, Café. Mgr. Janet Hancock, Shift Mgr. 276-629-1015	Magna Vista High 701 Magna Vista School Rd. Ridgeway, VA 24148 276-956-3147 Theresa Huston, Café. Mgr. Delois Hylton, Shift Mgr. 276-956-3140	Fieldale-Collinsville Middle 645 Miles Road Collinsville, VA 24078 276-647-3841 Debbie Martin, Café. Mgr. Gail Earles, Shift Mgr. 276-647-7360	Laurel Park Middle 280 Laurel Park Avenue Martinsville, VA 24112 276-632-7216 Virginia Millner, Café. Mgr. Marilyn Moore, Shift Mgr. 276-638-7707
Axton Elementary 1500 Axton School Rd. Axton, VA 24054 Peggy Adams Café. Mgr. 276-650-1193	Campbell Court Elementary 220 Campbell Court Rd. Bassett, VA 24055 Sandra Shuler, Café. Mgr. 276-629-5344	Carver Elementary 220 Trott Circle Martinsville, VA 24112 Debbie Gutowski, Café. Mgr. 276-957-2226	Collinsville Primary 15 Primary School Rd. Collinsville, VA 24078 Norma Deskins, Café. Mgr. 276-647-8932
Drewry Mason Elementary 45 Drewry Mason Drive Ridgeway, VA 24148 Kathy Scott, Café. Mgr. 276-956-3626	John Redd Smith Elem 40 School Road Collinsville, VA 24078 Wanda McNeely, Café. Mgr. 276-647-7676	Mount Olivet Elementary 255 Lancer Lane Martinsville, Va 24112 Lisa Flint, Café. Mgr. 276-638-1022	Rich Acres Elementary 400 Rich Acres School Rd. Martinsville, VA 24112 Tara Shuler, Café. Mgr. 276-638-3366
Sanville Elementary 19 Sanville School Rd. Bassett, VA 24055 Wendy Martin, Café. Mgr. 276-629-5301	Stanleytown Elementary 74 Edgewood Drive Stanleytown, VA 24168 Lisa Rigney, Café. Mgr. 276-629-5084	CCL/Figsboro 340 Ridgedale Drive Martinsville, VA 24112 Linda Irby, Café. Mgr. 276-638-1668	CENTRAL OFFICE 3300 Kings Mountain Road Collinsville, VA 24078 Marci Lexa, Director 276-634-4702