

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
<http://www.co.henry.va.us/>

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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

APRIL 11, 2016
REQUEST FOR PROPOSAL
RFP # 16-05033-A171
HENRY COUNTY PURCHASING DEPARTMENT

The Henry County Public Schools solicits firms to submit proposals for “**Sanitation Supplies, Systems and Training Services.**” The **original** and **four (4)** submittals (**FOR A TOTAL OF FIVE (5) PROPOSALS**), marked “**Sanitation Supplies, Systems and Training Services**” RFP #16-05033-A171 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, MAY 3, 2016, 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 #16-05033-A171

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 the terms and conditions on page 7 of this RFP. 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.

Permits/Licenses

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this proposal. Proposal prices shall include these fees and no additional costs are to be accessed to the County/PSA. Vendor’s attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors.

Contact for RFP

Please contact Marci Lexa at mlexa@henry.k12.va.us 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, 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# 16-05033-A171

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# 16-05033-A171** for **Sanitation Supplies, Systems and Training Services**.

_____ 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 # _____

Vendors Company Name _____

Vendors Authorized Signature _____ **Date:** _____

Vendors Telephone # _____ **Federal ID #** _____

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

**HENRY COUNTY PUBLIC SCHOOLS
SANITATION SUPPLIES, SYSTEMS AND TRAINING SERVICES
FOR SCHOOL NUTRITION PROGRAMS**

1.01 GENERAL

Henry County Public School Cafeterias invites proposals for sanitation supplies, systems and training for the School Nutrition Programs at fifteen schools. The fifteenth school, our Center for Community Learning (CCL), is an alternative education facility that is to be considered a “satellite” of Fieldale-Collinsville Middle School. Services and chemicals for that location should be included in the costs for Fieldale-Collinsville Middle in the proposed pricing. Proposers have the option of submitting proposals/pricing in several ways. 1) A proposer may choose to only propose to provide the Sanitation Systems, Training and Cleaning Chemicals & Supplies. 2) A proposer may choose to only propose to provide the Ware-washing Chemicals, Supplies and Services. 3) A proposer may choose to propose to provide both services. Henry County School Nutrition reserves the right to award the contract(s) for the two services separately or as one contract; whichever most benefits the department.

The proposed sanitation system is to include but not be limited to those listed in the Statement of Needs. Qualified Proposers responding to this RFP must be responsible, regularly engaged in providing the services requested, and possess ample resources for carrying out proposed system.

The proposed Sanitation system is to obtain a comprehensive sanitation and cleaning program that includes, but is not limited to:

- Standardization of all Sanitation and Safety Processes and Procedures in each kitchen facility
- Monthly monitoring
- Monthly verification of food safety systems and due diligence documentation
- Monthly food safety training of School Nutrition Employees at each school site
- Cleaning and products
- Procedure Manuals
- Supporting Display Signage
- Development of written procedures (SOPs) for all steps in the HACCP Plan
- Safety Data Sheets
- Mixing and use posters
- Just-in-time delivery of products
- Service

The proposed Ware-washing system is to obtain a comprehensive ware-washing program that includes, but is not limited to:

- Standardization of all ware-washing Processes and Procedures in each kitchen facility
- Monthly monitoring, staff training as needed to maintain equipment, proper procedures
- Monthly verification dish machine ppm levels and due diligence documentation
- Ware-washing products direct delivery on a monthly basis
- Procedure Manuals

- Supporting Display Signage
- Development of written procedures (SOPs) for all ware-washing processes
- Safety Data Sheets
- Mixing and use posters
- Just-in-time delivery of products
- Service

1.02 DEFINITIONS

The following definitions shall be applicable throughout these specifications:

- A. SERVICE shall be defined as all work related to sanitation systems and training services at fifteen school cafeterias and kitchens. A list of facilities and addresses is provided in **Appendix A, School Addresses and Contact Information**. A list of dish machines installed in the schools is provided in **Appendix C, Dish Machine Survey Form**. Enrollment information by school and average daily participation is provided in **Appendix D, ADP Henry County Schools**.
- B. OWNER shall be defined as Henry County Public Schools Cafeterias.
- C. CONTRACTOR shall be defined as the party with whom the owner has entered into a contractual agreement to perform the SERVICE.

1.03 CONTRACT TERM

The period of the contract shall be 12 months beginning on July 1, 2016, with an option to renew for up to four (4) additional 12 month extensions by mutual consent of the contracting parties. The School Nutrition Program intends to award the contract(s) to vendor(s) to provide service to all locations. Through mutual agreement with the Contractor(s), contracts may be extended to other school divisions and local governments.

1.04 INSURANCE

Contractor(s) shall carry and maintain in force throughout the duration of the contract insurance in the amounts specified below, including contractual liability assumed by the contractor. Contractor shall deliver to the Owner, prior to the commencement of work, a Certificate of Insurance from carriers acceptable to the Owner specifying such limits. The certificate shall name the Owner as an additional insured for the Commercial General Liability and Automobile Liability, including owned, non-owned and hired car coverage and Umbrella Liability coverage. The coverage shall be provided by a Carrier(s) rated "excellent" by A.M. Bests. In addition, the insurer shall agree to give the Owner 30 days' notice of its decision to cancel coverage.

1. Workers' Compensation and Employer's Liability
 - Coverage A – Statutory Requirements
 - Coverage B - \$1,000,000 per Occurrence

Coverage C - \$1,000,000/\$1,000,000 Accident and/or Disease
All States Endorsement

2. Automobile Liability, including Owned, Non-Owned and Hired Car Coverage

Limits of Liability

Bodily Injury \$1,000,000 each person
 \$1,000,000 each occurrence

Property Damage \$1,000,000 each occurrence

3. Comprehensive General Liability

Limits of Liability

Bodily Injury \$1,000,000 each occurrence

Property Damage \$1,000,000 each occurrence

Or

Single Limit \$2,000,000 each occurrence

Bodily Injury

Property Damage

Including

- A. Completed Operations/Products
- B. Contractual Liability for Specified Agreement
- C. Personal Injury
- D. (XCU) Explosion, Collapse and Underground Coverage
- E. Broad Form Property Damage

Note 1: Contractual Liability covers the following indemnity agreement: “The Contractor shall indemnify and hold harmless the Owner against and from all liability, claims, damages and costs, including attorney’s fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.”

1.05 SCHEDULE

Service / deliveries shall commence immediately after the receipt of the Purchase Order, on or about July 1, 2016. The Contractor shall schedule work in a manner to maximize safety and minimize the distraction of students. The Contractor shall refrain from performing noisy activities adjacent to buildings while students are in class. Services shall be performed between the hours of 7:30 a.m. and 2:30 p.m. Training services for the Sanitation System shall be performed between the hours of 8:30 – 10:30 a.m. or between 1:00 – 2:30 p.m. at a time agreed upon by the individual School Nutrition Manager. No change in schedule may be made without the prior approval of the Owner. The schedules for school activities are provided in **Appendix B, Henry County Schools 2016-17 School Calendar.**

1.06 SITE INVESTIGATION

As a requirement for submitting a proposal, Contractor shall satisfy himself as to the nature of existing conditions. All information provided in these specifications shall be confirmed by Contractor prior to proposal. Contractor's failure to examine the site(s) and include all work in proposal shall result in denial of claims for additional compensation after submission of proposals.

1.07 QUALIFICATIONS

The Contractor and its employees shall be licensed and certified as required by law to perform this service. The Contractor shall obtain and pay for all licenses and permits from the appropriate governmental agencies / jurisdictional authorities as required by law in order to perform the work. The Contractor shall have a minimum of five consecutive years of experience serving schools or commercial accounts of comparable size and scope to this contract. In addition, Contractors submitting proposals on the sanitation systems and training services shall have a minimum of five years of experience providing training services.

As required by Section 22.1-296.1 of the Code of Virginia, the Contractor shall certify that its employees and the employees of its subcontractors have not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child. The Contractor shall comply with the schools' No Smoking/No Drugs policy while on school property. The Owner may require the Contractor to bar from the site any employee the Owner deems to be incompetent, careless or disruptive to school operations.

1.08 SAFETY PRECAUTIONS

Contractor shall take all necessary precautions to protect school children, employees, the public and the facilities, and meet laws and governmental safety requirements. Such as OSHA.

Contractor shall take necessary safety precautions to protect facilities during services. Contractor shall assure that all work areas, etc. are kept clean and functional during and upon completion of work. Contractor shall be responsible for ensuring that Owner's premises and equipment are not disturbed or damaged by the work. Leaks of lubricants, etc. from vehicle, shall be immediately contained and cleaned up by the Contractor. In the event of any damage, the Contractor shall be responsible for the cost of restoring buildings, vehicles and grounds to previous equivalent condition.

1.09 PRICING

Prices provided in the bid sheets are to reflect the scope of services as outlined in this RFP and shall be fixed for each given period, with the exception of the addition or deletion of facilities or the use of

additional services. If during the term of this contract, the school system adds or deletes facilities or elects to utilize additional services of the selected firm, an adjustment shall be made in the amount of the contract by applying units prices established in the bid or by adding or deducting such costs where identified as a line item, and if not so identified, then cost shall be determined through negotiation.

1.10 ADDITIONAL SERVICES

The Contractor may provide additional services under this contract. The Contractor shall provide a written quote when additional services are requested. Such services shall be paid as an addition to the contract.

The Contractor shall be available 24 hours a day 7 days a week to service district in the event of an emergency. The Contractor shall provide telephone numbers for contact outside the normal workday.

1.11 PRICE ESCALATION / DE-ESCALATION

Prices shall be unchanged for the first period of the contract. At the time of subsequent contract renewals, price adjustments may be permitted for changes in the Contractor's cost of labor and materials not to exceed the lesser of four per cent or the increase in the U.S. Department of Labor, Bureau of Labor and Statistics Consumer Price Index (<http://www.bls.gov/cpi/tables.htm>) for Urban Consumers (CPI-U) in the Southern Region, for all items, over the preceding twelve month period.

1.12 PAYMENT

Monthly service inspections, instruction, delivery and reports must be provided to each and every location. Fifteen (15) sites receive service August through May. Summer production kitchen locations may change yearly, but are generally limited to three (3) locations. Summer locations will expect chemicals only through the summer months. Ware washing in summer months is limited to pots and pans only (all meal service is on disposable wares).

Invoicing will be processed by figuring the total annual cost divided by twelve monthly installments. Invoices shall be sent to the attention of the Director of School Nutrition at Henry County Public Schools, P.O. Box 8958, 3300 Kings Mountain Road, Collinsville, VA 24078-8958, or mlexa@henry.k12.va.us.

All invoices shall be submitted on a monthly basis, Invoices shall reference the purchase order number and itemize the work and cost by school. Separate invoices shall be provided for additional services.

1.13 SERVICE REQUIREMENTS

Service Time Frames

Training and service visits will occur between the hours of 8:30 a.m. and 2:30 p.m. A time schedule will be established for each site.

Duties performed during service visit for Sanitation Systems, Training & Supplies

Monthly service visits will include but not be limited to:

- Review of cleaning chemical & supply product inventory
- Stocking of inventory, supplies and materials to cover until next visit's re-stocking
- Review of all product mixing and storage
- Examination of all labels, posters, charts and replacement as needed
- Completion of a standardized, automated service report form
- Copy of service report reviewed and left with Nutrition Manager
- Monthly service reports e-mailed to School Nutrition Director
- Deficiencies corrected, on-the-spot training conducted
- Training of all site employees to include such topics as: cleaning techniques, Sanitizing techniques, Thermometer calibration, food safety, temperature logs, record keeping, etc.
- Teach perpetual cleaning to minimize need for mid-year and end of year major cleaning
- Inspect process for OSHA and HACCP compliance
- Address safety concerns
- Confirm proper concentration of sanitizer in sinks, buckets, spray bottles and thermometer cups
- Sanitizer test strips always to be in ample supply
- Confirm presence of procedures and reference manual
- Confirm presence of Safety Data Sheets.

Service Reports

A standardized, automated report form will be completed at the time of each visit. As a minimum, the report must include:

- School name
- Date of visit
- Safety, cleaning and sanitation items reviewed
- Follow-up needed
- Contractor signature or name or reviewer
- Name of cafeteria manager who reviewed the information
- Comments as needed
- An electronic version of the report will be sent to the Director of School Nutrition Programs

Duties performed during service visit for Ware-washing Systems & Supplies

Monthly service visits will include but not be limited to:

- Review of ware-washing chemical & supply product inventory
- Stocking of inventory, supplies and materials to cover until next visit's re-stocking
- Review of all product mixing and storage
- Examination of all labels, posters, charts and replacement as needed
- Completion of a standardized, automated service report form

- Copy of service report reviewed and left with Nutrition Manager
- Monthly service reports e-mailed to School Nutrition Director
- Deficiencies corrected, on-the-spot training conducted
- Inspect ware-washing processes for OSHA and HACCP compliance
- Address safety concerns
- Confirm proper concentration of ware-washing chemicals in automated dish machines
- Confirm presence of procedures and reference manual
- Confirm presence of Safety Data Sheets.

Service Reports

A standardized, automated report form will be completed at the time of each visit. As a minimum, the report must include:

- School name
- Date of visit
- Ware-washing items reviewed
- Follow-up needed
- Contractor signature or name of reviewer
- Name of cafeteria manager who reviewed the information
- Comments as needed
- An electronic version of the report will be sent to the Director of School Nutrition Programs

In the event of unsatisfactory service, the Owner may withhold payment for those facilities where this occurs. The Owner reserves the right to contract with others to remedy unsatisfactory work and deduct that cost from the payment to the Contractor. The Owner may terminate this contract for any reason upon 30 days written notice. The owner may terminate the contract immediately for failure to perform or if the Contractor fails to properly protect students and staff.

1.14 PROPOSAL PREPARATION AND EVALUATION

Proposals shall be signed by an authorized representative of the Proposer. By submitting a proposal, the Proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP may result in rejection of the proposal.

Proposals shall be presented simply and economically, providing for a straightforward, concise description of the Proposer's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content. All documentation submitted with the proposal shall be included in a single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.

Proposers shall submit a bound original and four (4) bound copies of the proposal, which shall include the following information, in sequence:

1. Front Page: Complete and provide pages 1-5 of this RFP.

2. Description of Firm: Provide a description of the company, not to exceed two pages, providing years in the business, its qualifications, number of employees, types and quantities of equipment used, and number and types of current customers.
3. Description of Subcontractors: Provide a description of subcontractors, not to exceed two pages, providing the services that will be rendered, years in business, qualifications, number of employees, types and quantities of equipment used, and numbers and types of current customers.
4. Firms interested in the Sanitation Systems and Training Services must provide the following, addressed and clearly labeled in the order listed below:
 - Propose your solutions to meet the requirements listed within this RFP
 - Include response time information to any location with re-supply or technical needs
 - Plan for responding to out of stock product between service dates
 - A list of equipment provided by the Proposer
 - Equipment recommended for provision by the School Nutrition Department
 - A list of all training materials, including videos, posters, etc., with an explanation of use (training of safe food handling must follow HACCP guidelines and be presented under the direction of a certified HACCP trainer).
 - Schedule / list of proposed training topics
 - Copies of report forms used to document the following: 1) Service activities; 2) the level of each school's safety and sanitation performance; and 3) the types and quantities of materials delivered to each site
 - A sample master schedule for the school year
 - A sample Procedure and Reference Guide
 - A list of support materials necessary for the effective use of cleaning chemicals, such as dispensing equipment, spray bottles, etc. Include a corresponding description/picture of each.
 - A list of cleaning and ware-washing chemicals (if also proposing to provide ware-washing supplies and services) and supplies, with corresponding Safety Data Sheets, that will be provided to each school site as part of this proposal
 - Cost per site per month for goods and services described, averaged over 12 months (on bid sheet provided)
 - All proposals must include a statement of the relationship between the Contractor and the product manufacturer. Any proposer who is not a manufacturer must submit with their proposal a complete written explanation of the working agreement that the Proposer has with the product manufacturer. Included shall be a statement of the length of the agreement. In addition, an affidavit by the product manufacturer attesting to the above shall also be submitted with the proposal
5. Firms interested in Ware-washing Supplies and Services only must provide the following, addressed and clearly labeled in the order below:
 - Include response time information to any location with re-supply or technical needs

- Plan for responding to out of stock product between service dates
 - A list of equipment provided by the Proposer
 - Equipment recommended for provision by the School Nutrition Department
 - A list of all training materials, including videos, posters, etc., with an explanation of use (training of safe food handling must follow HACCP guidelines and be presented under the direction of a certified HACCP trainer).
 - Copies of report forms used to document the following: 1) Service activities; and 2) the types and quantities of materials delivered to each site
 - A sample master schedule for the school year
 - A list of support materials necessary for the effective use of chemicals, such as dispensing equipment, spray bottles, etc. Include a corresponding description/picture of each.
 - A list of ware-washing chemicals and supplies, with corresponding Safety Data Sheets, that will be provided to each school site as part of this proposal
 - Cost per site per month for goods and services described, averaged over 12 months (on bid sheet provided)
 - All proposals must include a statement of the relationship between the Contractor and the product manufacturer. Any proposer who is not a manufacturer must submit with their proposal a complete written explanation of the working agreement that the Proposer has with the product manufacturer. Included shall be a statement of the length of the agreement. In addition, an affidavit by the product manufacturer attesting to the above shall also be submitted with the proposal
6. Evidence of Licensure: Provide a copy of Commonwealth of Virginia business license and any other applicable licensure.
 7. Evidence of Insurance: provide a certificate of insurance or letter from insurer demonstrating ability to meet the specified insurance requirements.
 8. References: Provide a list of references, using the form on **Appendix E**, from contracts within the past two (2) years.
 9. Food Defense Plan: Contractor/Contractor's employees must agree to follow all policies and procedures of the Henry County Public Schools Food Defense Plan. Policy & procedure effecting non-food suppliers and the Food Defense Agreement Form for Foodservice Suppliers is provided in **Appendix F: Food Defense Plan**.
 10. Price: Complete and attach copy of bid sheet.
 11. Additional Services: Provide a list of hourly rates for personnel and equipment for additional services offered.

Henry County School Nutrition will evaluate proposals for the sanitation systems, training services & supplies and ware-wash chemicals & services based on the following criteria with the assigned weight:

Price	50%
Experience & Qualifications	15%
Materials: Ease of Usage, Green Seal Cert.	10%
Geographic Location	10%
References	10%
Insurance	5%

1.15 AWARD OF CONTRACT

The Owner shall engage in individual discussions and an evaluation panel may interview Proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with competence to provide the required services. Repetitive informal interviews are permitted. Proposers are encouraged to elaborate on their qualifications, performance data, and expertise relevant to the proposed contract(s). Proprietary information from competing proposers (including any data on estimated man-hours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors provided such information is duly marked as required by §2.2-4342, Code of Virginia, as revised. At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposal and the selection process to this point, the Owner shall rank, in the order of preference, the interviewed proposers whose qualifications and proposed services are deemed most meritorious. Negotiations will then be conducted with the top-ranked Proposer(s) to establish an acceptable memorandum of understanding (MOU). Once an acceptable MOU has been established, a recommendation for award of the contract(s) will go before the Henry County School Board at the June 2, 2016 Board Meeting.

2.0 SANITATION SYSTEMS

2.1 Statement of Needs

All Products shall be green seal certified, portion packs or pre-measure dispensed, color-coded (color-coded system of products, materials and charts in relation to material safety, handling and mixing). Products shall be non-caustic and non-hazardous if accidentally mixed with other products in this program. All cleaning products must provide consistently superior cleaning and sanitation in the child nutrition area. The School Nutrition Department is responsible for maintaining cleanliness and sanitation of all kitchen preparation and storage areas, all equipment related to the serving and holding of food and the kitchen employee restrooms. The Nutrition Department also provides the product to maintain cleanliness and sanitation of cafeteria tabletops. Cafeteria floors are maintained by others. Direct delivery of all products to school sites will be provided initially and with monthly (at minimum) on-going re-stocking.

All-Purpose Cleaner (for floor cleaning and spray application)

Product shall be used with manual and / or machine cleaning methods. Product shall be low suds, easy to rinse detergent. Shall be biodegradable and make a soluble solution that leaves no film or residue. Product shall not stain or discolor when used at recommended proportions. Must dilute in hard or soft water. Chemical composition: concentrated blend of organic detergents, solvents, water conditioners and alkaline builders. Pleasant scent. Must be portion packed in easy to handle packaging or pre-measure dispensed.

Multi-Purpose Degreaser (for degreasing floors and spray applications)

To be used for heavy-duty cleaning, degreasing of floors, equipment and difficult-to-clean surfaces. Product to be biodegradable and must dilute in hard or soft water. Chemical composition: blend of mixed quaternary ammonium chlorides. Must be portion packed in easy to handle packaging or pre-measure dispensed.

Sanitizer

Product shall not contain chlorine and shall be a concentrated blend of quaternary ammonium compounds. Must be EPA registered. Product shall be biodegradable and must dilute in hard or soft water. Must provide active quaternary sanitizer equivalent to 50 ppm available chlorine. Chemical composition: blend of mixed quaternary ammonium chlorides. Must be portion packed in easy to handle packaging or pre-measure dispensed. Test strips must be provided.

Germicidal Detergent

To be used for above the floor spray cleaning. Cleaning and disinfecting tables, milk coolers, sneeze-guards, glass, stainless, steel, washroom fixtures and other general cleaning of non-food contact surfaces. Product shall not stain or discolor when used at recommended proportions. Must dilute in hard or soft water.

Ware-washing Products

Detergent and Rinse Aid

Products shall be green seal certified, liquid, and pre-measure dispensed. Products shall be non-caustic, non-hazardous and bio-degradable in properly diluted form.

Scale Remover (De-Limer)

Concentrated liquid, product to be EPA registered, guaranteed to remove / prevent build-up of deposits from soluble chemicals in local water on dish machine surfaces with proper usage. Proposer to provide personal protective gear for employee use when handling concentrated chemical and to train employees in proper use.

Pot and Pan Detergent

Product shall be a multi-purpose compound for medium, soft or hard water that will cut grease and clean pots and pans. The compound should not cause irritation to hands. Product shall demonstrate excellent grease-cutting ability, removal of excess cooked-on foods and have sustaining suds ability. Product must have pleasant fragrance. A pre-measured liquid compound or pre-measured dispenser is required.

Non-program chemical products recommended

Proposer shall state in their proposal if the cleaning and sanitation program or the ware-washing program needs to be supplemented by any other cleaning products and who will be responsible to provide the products.

Dispensing equipment

The vendor(s) shall supply, service and install new dispensers as needed. All dispensers installed on school sites shall remain the property of the awarded proposer(s). All dispensers shall be removed when this contract expires or is terminated.

Technical assistance between service visits

The Contractor must provide all necessary contact numbers, E-mail and other vehicles for receiving same day responses to technical questions that occur. Between scheduled service visits, site visits may be requested by the school nutrition department to resolve technical issues or cleaning and sanitation problems or other issues that may arise.

**HENRY COUNTY SCHOOLS
SCHOOLS & CAFETERIA MANAGERS LIST
CENTRAL OFFICE- PHONE:276-634-4702, FAX: 276-638-2925**

Bassett High School (BHS)
85 Riverside Drive
Bassett, VA 24055
629-1731 FAX 629-8221
Frances Perdue, 629-1015

Magna Vista High (MVH)
701 Magna Vista School Rd.
Ridgeway, VA 24148
956-3147 FAX 956-1401
Theresa Huston, 956-3140

Fieldale-Collinsville Middle(FCM)
645 Miles Road
Collinsville, VA 24078
647-3841 FAX 647-4090
Debbie Martin, 647-7360

Laurel Park Middle (LPM)
280 Laurel Park Avenue
Martinsville, VA 24112
632-7216 FAX 632-4865
TBD, 638-7707

Axton Elementary (AE)
1500 Axton School Rd.
Axton, VA 24054
650-1193 FAX 650-1462
Peggy Adams, Mgr.- 650-1193

Campbell Court Elementary (CCE)
220 Campbell Court Rd.
Bassett, VA 24055
629-5344 FAX 629-3849
Sandra Shuler, Mgr. - 629-5344

Carver Elementary (CE)
220 Trott Circle
Martinsville, VA 24112
957-2226 FAX 957-4234
Debbie Gutowski, Mgr.- 957-2226

Collinsville Primary (CP)
15 Primary School Rd.
Collinsville, VA 24078
647-8932 FAX 647-9585
Norma Deskins, Mgr. -647-8932

Drewry Mason Elementary(DME)
45 Drewry Mason Drive
Ridgeway, VA 24148
956-3154 FAX 956-3156
Kathy Scott, Mgr. - 956-3154

John Redd Smith Elementary(JRE)
40 School Road
Collinsville, VA 24078
647-7676 FAX 647-9434
Wanda McNeely, Mgr. -647-7676

Mount Olivet Primary (MOE)
255 Lancer Lane
Martinsville, Va 24112
638-1022 FAX 638-2281
Lisa Flint, Mgr. - 638-1022

Rich Acres Elementary(RAE)
400 Rich Acres School Rd.
Martinsville, VA 24112
638-3366 FAX 638-2462
Tara Shuler, Mgr.- 638-3366

Sanville Elementary (SE)
19 Sanville School Rd.
Bassett, VA 24055
629-5301 FAX 629-4648
Wendy Martin, Mgr. - 629-5301

Stanleytown Elementary (STE)
74 Edgeway Drive
Stanleytown, VA 24168
629-5084 FAX 629-2925
Lisa Rigney, Mgr. 629-5084

Figsboro /CCL (CCL)
340 Ridgedale Drive
Martinsville, VA 24112
638-1668 FAX 638-3942
Linda Irby - 638-1668

Appendix B

2016-2017 School Year Calendar



Aug - 16 school days

July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 21 school days

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 20 school days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 18 school days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 15 school days

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 16 school days

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 19 school days

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 18 school days

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 18 school days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 19 school days

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- School Board Approved Holiday
- New Teacher In-service
- Professional Development/Teacher Work Day (required)
- Back to School Night (12:00-7:00)
- Flex Day
- First Day of Semester
- Student-Teacher Holiday
- 3-hour Early Dismissal for students, workday afternoon for teachers
- Teaching and Learning Conference

Graduation

- May 26—Bassett High School
- May 27—Magna Vista High School

Inclement Weather Make Up Days

- January 6
- February-24
- March-16
- April 14 (with School Board approval)
- April 17 (with School Board approval)
- May 25 (to become full day for students)
- May-26

**The order of Inclement Weather Make Up Days will be determined at the discretion of the superintendent.

*Parent Teacher Conferences are to be held as needed

Appendix C

Henry County School Nutrition Programs						
Chemical Ware-Washing Program - Dish Machine Survey Form						
School Name	Grades	Dish Machine Brand	Model #	Voltage	High Temp	Low Temp
Axton Elementary	PK - 5	Champion	DH-1	208/3	√	
Campbell Court Elementary	PK - 5	Insinger	Admiral 66-3	208/3	√	
Carver Elementary	PK - 5	Champion	E-44	208/3	√	
Collinsville Primary	PK - 2	Hobart	C-44	480/3	√	
Drewry Mason Elementary	PK - 5	Insinger	Admiral 44-4	208/3	√	
John Redd Smith Elementary	gr 3 - 5	Champion	DH-1	208/3	√	
Mt. Olivet Elementary	PK - 5	Champion	E-44	208/3	√	
Rich Acres Elementary	PK - 5	Insinger	Admiral 44-4	208/3	√	
Sanville Elementary	PK - 5	Hobart	AM-14	208/3	√	
Stanleytown Elementary	PK - 5	Insinger	Admiral 44-4	208/3	√	
Fieldale-Collinsville Middle	gr 6-8	Champion	44 DR	208/3	√	
CCL/Figsboro (satellite of FC)	gr 6-12	Insinger	Commander	208/3	√	
Laurel Park Middle	gr 6-8	Jackson	AJ-44CE	208/3	√	
Bassett High	gr 9-12	Champion	E-44	480/3	√	
Magna Vista High	gr 9-12	Champion	E-44	480/3	√	

Appendix D: ADP Henry County Schools

Henry County School Nutrition Programs				
Enrollment and Average Daily Participation				
School Name	Grades	Enrollment	Breakfast ADP	Lunch ADP
Axton Elementary	PK - 5	418	71.69%	80.14%
Campbell Court Elementary	PK - 5	376	67.40%	82.31%
Carver Elementary	PK - 5	535	80.91%	80.89%
Collinsville Primary	PK - 2	318	65.22%	75.47%
Drewry Mason Elementary	PK - 5	463	55.14%	72.47%
John Redd Smith Elementary	gr 3 - 5	310	62.01%	80.84%
Mt. Olivet Elementary	PK - 5	307	84.08%	78.59%
Rich Acres Elementary	PK - 5	280	75.25%	82.67%
Sanville Elementary	PK - 5	256	76.21%	83.40%
Stanleytown Elementary	PK - 5	367	72.91%	83.38%
Fieldale-Collinsville Middle	gr 6-8	866	32.82%	70.17%
CCL/Figsboro (satellite of FC)	gr 6-12	35	65.50%	85.00%
Laurel Park Middle	gr 6-8	783	44.02%	67.30%
Bassett High	gr 9-12	1123	30.03%	50.37%
Magna Vista High	gr 9-12	1058	55.87%	46.00%

CCL/Figsboro is a Central Kitchen for the CACFP Supper Program, providing snacks and meals to five sites, average of 200 snacks per day and 120 meals.

CCL/Figsboro is also our catering kitchen, with revenues around \$45,000 per year.

Client References within the past two years:

For Sanitation Systems, Supplies & Training: (may be N/A if not proposing for sanitation systems)

1. Contact Name	_____
School System	_____
Address Line 1	_____
City, State, Zip	_____
Tel:	_____
Email:	_____
2. Contact Name	_____
School System	_____
Address Line 1	_____
City, State, Zip	_____
Tel:	_____
Email:	_____
3. Contact Name	_____
School System	_____
Address Line 1	_____
City, State, Zip	_____
Tel:	_____
Email:	_____

Client References within the past two years:

For Ware-washing Systems, Supplies & Dish Room Training: (may be same as previous)

4. Contact Name _____
School System _____
Address Line 1 _____
City, State, Zip _____
Tel: _____
Email: _____

5. Contact Name _____
School System _____
Address Line 1 _____
City, State, Zip _____
Tel: _____
Email: _____

6. Contact Name _____
School System _____
Address Line 1 _____
City, State, Zip _____
Tel: _____
Email: _____

7.0 RECEIVING / INSPECTION

1. Doors at loading docks will be closed and locked when not in use.
2. A school nutrition employee will be assigned to verify and receive food shipments and supplies.
3. During after business hours the head custodian on duty will be the authorized person to verify and receive deliveries.
4. Deliveries will be verified against an invoice and/or order sheet.
5. All delivery staff will be required to sign in on the **Foodservice Supplier Receiving / Delivery Sign-In Form (FDP Form 3)**. When an unknown driver makes a delivery, check their driver's license with the "Delivery Person's Name" written on the above mentioned form.
6. Suppliers will be required to keep delivery trucks on the school premises locked when not being loaded or unloaded.
7. Deliveries from any unknown source will not be accepted.
8. Deliveries are not to be left at the loading dock. They should be secured behind locked doors in the School nutrition area.
9. School nutrition personnel will be trained to identify packaging that is unacceptable.
10. Any food item or supply that is not delivered in a sealed container will not be accepted and will be returned for credit.
11. Any food item delivered that is not part of the original order will be rejected.
12. The person inspecting and receiving products will sign his or her name to the invoice.
13. Suppliers will be notified of the school's policy for receiving.
14. The School Nutrition Manager and Food Defense Team Leader will be notified immediately if product tampering is suspected in any delivery.

FOOD DEFENSE / BIOSECURITY AGREEMENT FORM FOODSERVICE SUPPLIER

As a representative of our entire company, I agree that our company and all our employees will follow all policies and procedures of the

Henry County Public Schools

School Nutrition Food Defense Plan: I have read the plan and understand all the requirements stipulated for foodservice suppliers.

Foodservice Company Name: _____

Representative's Name (Print): _____

Representative's Title (Print): _____

Representative's Signature: _____

Date: _____

Proposal Sheet - Sanitation Systems and Ware-washing Systems

No.	Facility	Monthly Cost for Sanitation Systems: Includes Training & Service Visits, Kitchen Audits/Reports & Kitchen Cleaning Products	Annual Extended Cost for Sanitation Systems & Cleaning Products	Monthly Cost for Sanitation Systems & Cleaning Products, Including Provision of Ware-Washing Systems & Products.	Annual Extended Cost for Sanitation Systems & Cleaning Products, Including Ware-Washing	Monthly Cost for the Provision of Ware-Washing Systems, Products and Employee Dishroom Training as Needed per Facility (Only)	Annual Extended Cost for Ware-Washing Systems, Products & DR Training Only
1	Bassett High		\$ -		\$ -		\$ -
2	Magna Vista High		\$ -		\$ -		\$ -
3	Fieldale-Collinsville Middle		\$ -		\$ -		\$ -
4	Laurel Park Middle (summer)		\$ -		\$ -		\$ -
5	Axton Elementary School		\$ -		\$ -		\$ -
6	Campbell Court Elementary		\$ -		\$ -		\$ -
7	Carver Elementary School		\$ -		\$ -		\$ -
8	Collinsville Primary School		\$ -		\$ -		\$ -
9	Drewry Mason Elementary		\$ -		\$ -		\$ -
10	John Redd Smith Elementary		\$ -		\$ -		\$ -
11	Mt. Olivet Elementary		\$ -		\$ -		\$ -
12	Rich Acres Elementary		\$ -		\$ -		\$ -
13	Sanville Ele. (summer)		\$ -		\$ -		\$ -
14	Stanleytown Ele. (summer)		\$ -		\$ -		\$ -
15	CCL/ Figsboro*						
	*satellite of #3 FC Middle						
Totals (Lines 1 through 14)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Proposed pricing shall be binding for a period of 60 days.

Name of Firm: _____

Signature of Authorized Representative of Firm: _____