

## Instructions to Bidders

# Beehive Science and Technology Academy Contract Bids for School Lunch Services

Bidding Start Date: May 17, 2018

Bidding End Date: June 1, 2018

Where to Submit: Please send your proposals to [principal@beehiveacademy.org](mailto:principal@beehiveacademy.org), or

To school address at 830 E, 9400 S, Sandy, UT-84094

### **Services Needed:**

A. State approved \*full hot/cold lunch meals delivered to school daily.

1. \*full = daily state requirements of Grain, Dairy, Meat (meat substitute), Fruit, Vegetable, ounces of said food to meet standards of CNP ( Child Nutrition Program) for reimbursable meals.

B. Understand guidelines set by CNP

C. Have proper paperwork upon delivery stating all food in ounces and showing Approved State guidelines to keep for our records.

D. Will need to keep proper records to produce for the State (at a time deemed by the state).

1. For Administration Review done approximately every third year. (deemed by the state)
2. Records need to be kept for a min of three (3) years from the time of employment.

### **General Terms and Conditions:**

Where as a School System desires to contract out for daily state approved hot/cold lunch; and Service provider operates a Service practice that is capable of servicing the quantity and quality specified by the School System.

### **Personnel Requirements**

A. Service provider will deliver a state approved full hot/cold lunch., to be delivered promptly at agreed time daily.

B. Food to be properly packaged and delivered.

1. Hot food in a holding container such as a insulated cooler to retain heat till product is delivered.
2. Make sure the correct order is complete before delivery driver leaves the facility.

C. All required documentation is delivered to the order.

### **Delivered Price:**

Your bids price must be the delivered price for ALL goods and or services, as applicable and a total price for all services.

### **Certifications:Insurance**

Service provider shall procure and maintain the following types of insurance for the duration of this agreement a ) Professional Liability b) Workers Compensation as required by the State of Utah and c) Utah food handlers permit.

### **Qualifications of Bidders**

A. Bidders must have a minimum of one (1) year(s) experience providing similar to other school systems.

B. Bidders must understand how to meet state requirements for reimbursable meals, understand procedures and required forms to be filled out during an administrative review.

C. In addition, the following should be included at a minimum:

1. Name and address of the operating company.
2. Name of representative that will be directly responsible for school lunch services.
3. A list of similar operations and locations where the Bidder is operating in other school districts.
4. A list of names of all the owners of the company or principals of the corporation.

**Service Requirement and Conditions**

- A. School Calendar. All services will be in accordance with BSTA and/or school calendar including provisions for holidays. By June 15th or soon thereafter of each year of the Contract, BSTA shall furnish the Contractor with a tentative calendar for the following year. Subsequent changes to BSTA’s calendar, such as an unscheduled assembly, will be furnished to the Contractor in a timely fashion.
- B. The service times are set by the BSTA and BSTA reserves the right to change both start and end times at the sole discretion of BSTA. The Contractor’s pricing cannot change.
- C. Management Review Meetings. BSTA reserves the right to call quarterly management review meetings between the Contractor and the school to review ongoing operational performance.

**EVALUATION**

In addition to price, the following qualifications will be considered by BSTA to determine the Contractor’s responsibility:

- A. Stability of service.
- B. The ability to perform the service required within the specified time; whether the Bidder has failed to meet time requirements for any of the school districts or other school district in rendering past services.
- C. The experience and efficiency of the Contractor.
- D. The sufficiency of the financial resources and the ability of the Contractor to perform the Contract and provide the services.
- E. The quality, availability and adaptability of the equipment, or contractual services, to the particular use required.
- F. The ability of the Contractor to recruit, train, and supervise the personnel necessary to fulfill the Contract.
- G. The ability of the Contractor to provide maintenance and service in the performance of the Contract.
- H. The ability of the Contractor to recruit, train, and supervise the personnel necessary to fulfill the Contract.
- I. The quality of references from previous contracts or services; whether with each school district or another organization.
- J. The compliance by the Contractor with laws, ordinances and policies.
- K. Such other information as may be secured by BSTA that bears on the decision to make the award.

**PENALTIES**

- A. The Contractor selected agrees that the highest standards of delivery service are expected to be provided to BSTA at all times during the term of the Contract.
- B. BSTA reserves the right to withhold certain payments in part or in whole based on the Contractor’s performance under the terms of the Contract.

**REFERENCES**

Please provide reference information for three (3) current contractual clients with preference given to institutional customers (e.g.: colleges, universities, school districts, etc.). At least one reference should be a high school district similar in size to BSTA. Enter N/A for any of the items below that do not apply. BSTA reserves the right to verify the information below.

Reference #1 Client/Company Name , Contact Person, Address and Phone Email

Reference #2 Client/Company Name , Contact Person, Address and Phone Email

Reference#3 Client/Company Name, Contact Person, Address and Phone Email

Bid Forms:

attach required forms format here:

Place Who to Contact information here:

Instructions to Bidders: place any specific instructions here..