

# Community Action Partnership of Strafford County



## Request for Quotes

Food and Food Service Supplies 2015-2016  
*For Head Start, Child Care, and SFSP*

Dated: April 14, 2015

## **Summary**

Community Action Partnership of Strafford County (CAP) is seeking proposals for Food and Food Service Supplies for 2015-2016. CAP is a private, non-profit organization that provides Head Start and Early Head Start services. We are the designated Federal grantee serving Strafford County, NH.

The primary mission of our Child & Family Services Department is to provide school readiness programs for low-income children entering kindergarten. We serve children age three-five in our Head Start Program, birth-to-three in our Early Head Start Program, and children 8 weeks – school age in our child care center. Our programs provide health, nutritional, social, and academic services to the children and to their families. In addition, CAP provides over 21,000 meals (breakfast and lunch) to children during the summer (June – August) through the summer food service program (SFSP).

CAP employs a variety of methods and activities to accomplish its program goals. One of these methods is through the provision of nutritious meals at Head Start and child care centers. The purpose of this RFQ is to engage a food service distributor for our centers throughout our service area to provide products to meet the Child and Adult Care Food Program (CACFP) meal pattern requirements for enrolled children as well as for our summer meals program.

Programs requiring this service serve approximately 300 at any given time in 4 centers located in Dover, Farmington, Rochester, and Milton. In addition, the SFSP, based out of Rochester will run throughout June, July, and August.

## **Term of services**

Services will be utilized for a period of one year from the date of award with the option of two 1-year renewals. Estimated date of award is June 1, 2015.

## **General Specifications**

- Vendors that can provide the majority of products requested on attached worksheets and can deliver to all listed locations will be given preference as long as pricing and other factors remain competitive.
- Vendors offering brand names or acceptable generic products with the lowest price, without sacrificing quality, will be given priority.
- Vendors offering allergy-friendly (including gluten-free) foods will be given priority.
- Vendors with purchase order ability will be given priority.
- Vendors must provide CN (Child Nutrition) Labels for items when available.
- All submitted prices must be on worksheet provided in RFQ packet.
- CAP reserves the right to award one contract to one vendor OR to split the contracts between food categories.

## **Product Specifications**

- CAP will not accept substitute items unless equivalent or better in weight, grade, style, color, size and freshness, meets or exceeds specifications and remain at the same price as originally quoted.
- All canned fruit must be packed in its own juice.
- All lunchmeats must come pre-sliced (except turkey-ham, which can also come in bulk).
- Ground turkey must be 100% and cannot contain fillers. The fat-to-meat ratio can be no more than 85/15.
- Raw, pre-formed patties must be 3 oz.
- The attached list of food items is comprehensive but not necessarily all-inclusive. Menus may change with Head Start guidelines, SFSP guidelines, and at the discretion of the program.

## **Ordering**

- Vendor must specify whether or not they will allow CAP to split cases when ordering and if so, whether or not there is an additional charge and what the amount of the charge is.
- Vendor must specify what the minimum order amount is and whether that is measured in quantity of goods or by dollar amount.
- It is not required but preferred if vendor allows CAP administrative staff to place orders electronically through their Web site. If this option is not available, please provide a brief description of your ordering procedures (i.e. how orders are taken from CAP, how each order is verified, etc.)

## **Deliveries**

- Vendor must be able to deliver goods between 7:00am and 1:00pm, Monday through Friday.
- The successful bidder shall take necessary actions to assure that orders are shipped fully and promptly to requested sites and shall promptly notify CAP's Food Services Coordinator if there is a deviation from the scheduled delivery.
- Vendor must leave a copy of the invoice or packing slip with each delivery to be signed by a CAP staff member and submit a copy of any credits to CAP directly.
- If deliveries are incomplete, the successful bidder must make arrangements with CAP's Food Services Coordinator to deliver food within twenty-four (24) hours, at no additional cost.
- Awarded vendor agrees to handle damaged goods and mispicks found by CAP food service staff within 24 hours of delivery and will be handled as follows:
  - CAP staff will notify vendor via telephone within 24 hours of delivery.
  - Vendor will replace goods within forty-eight (48) hours OR vendor will provide the appropriate credit within the first billing cycle after the occurrence. If goods are to be replaced, a new packing slip indicating the goods are being re-delivered at no charge is required. If a credit is to be issued, agreement to provide the credit must be documented in writing, via e-mail or letter, prior to next billing cycle.

## **Costs & Billing**

- CAP will not pay additional delivery charges for mispicks or damaged goods that are replaced.
- Vendor must provide their full list of surcharges, including but not limited to their internal sliding scale for fuel surcharges, delivery charges, etc.
- It is not required but preferred if vendor has a web site that allows CAP to log onto for printing reports, viewing account status, etc.
- Vendor must provide procedure they follow in regard to their billing cycle (terms, how credits are given, billing periods, etc.). Please be as specific as possible.
- Awarded vendor agrees to submit in writing any anticipated price changes due to economic conditions to the CAP Food Services Coordinator a minimum of 30 days in advance of effective date of price change. Awarded vendor understands that CAP reserves the right to cancel agreement if price change notices are excessive.

## **Vendor Proposal Instructions**

- Complete and attach the Vendor Info Sheet (see Attachment I)
- Attach copy of current Business License
- Attach copy of Certificate of Liability insurance
- Attach copy of proof of Worker's Compensation insurance
- Complete and attach the 2015 - 2016 Food Service Bid Sheet (see Attachment II)
  - Dry Goods, Frozen Goods, Fresh Meat, Dairy, and non-food Bids
  - Delivery Schedule Availability (see Attachment III)
- Any additional services provided must be posted on a separate page with listing of any additional costs (i.e.: fuel surcharges, delivery surcharges, etc.).
- Attach a copy of ordering procedures
- Please attach procedures for billing cycle (terms, how credits are given, billing periods, etc.)

If you would like to fill out the bid sheets electronically, they will be available on the CAP website at [www.straftordcap.org](http://www.straftordcap.org).

## **Proposal Guidelines and Requirements**

This is an open and competitive process.

Proposals from agencies must contain the signature of a duly authorized officer or agent of the agency submitting the proposal.

Provisions of this RFQ and the contents of the successful responses are considered available for inclusion in final contractual obligations.

CAP will negotiate contract terms upon selection. All contracts are subject to review by CAP legal counsel, and the bid will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

In the event that the independent contractor or agency fails to perform the scope of work or becomes insolvent after the contract or agreement is signed, CAP reserves the right to cancel.

If you have additional questions regarding the requirements, please email questions to Jamie Swan at [jswan@straffordcap.org](mailto:jswan@straffordcap.org). All questions must be received by April 24, 2015.

Our open competition policies require prospective vendors to submit all questions in writing. Verbal quotes will not be accepted. Vendors may not contact other CAP / Head Start staff regarding this RFQ.

**All requested information must be included. Incomplete quote packets will not be considered for contract award.**

Proposal must be sealed and **received** by **May 8, 2015**.

Please title your sealed quote “**Food and Food Service Supplies 2015-2016 RFQ**”

Please review the specifications and mail or hand-deliver your proposal to:

Melissa Adams  
Deputy Director  
Community Action Partnership of Strafford County

<b>Mailing Address</b>	<b>Physical Address</b>
PO Box 160	642 Central Ave.
Dover, NH 03821	Dover, NH 03820

### Delivery Locations

<b>Sites:</b>			
	<b>Address</b>	<b>Telephone No.</b>	<b>Contact Person</b>
Dover Head Start	62A Whittier Street, Dover, NH 03820	603-516-2309	Priscilla Boudreau, Cook
Farmington Children's Center	120 Main Street, Farmington, NH 03835	603-755-2883	Michelle Bernier, Cook, Ext #16
Milton Head Start	55 Industrial Way, Milton, NH 03851	603-652-0990	Zachary Porter, Food Service Coordinator
Rochester Head Start	150 Wakefield Street, Rochester, NH 03867	603-516-2338	Patricia Menard, Cook
Spaulding High School (June, July, August Only)	130 Wakefield Street, Rochester, NH 03867	603-516-2339	Jamie Swan, Health & Nutrition Manager

\*Contact info subject to change; will be confirmed upon contract award.

**VENDOR INFORMATION SHEET**

**VENDOR NAME:**

**FEIN:**

CEO / President Name

Phone ( )

FAX ( )

E-Mail Address

Address

City

State

Zip + 4

**Name of person to contact for questions concerning this quote.**

Name

Title

Phone ( )

FAX ( )

E-Mail Address

*Address / City / State / Zip (if different)*

**Mailing address to which purchase orders should be mailed and person the department may contact concerning orders and billings.**

Name

Title

Phone ( )

FAX ( )

E-Mail Address

*Address / City / State / Zip (if different)*

Vendor Name \_\_\_\_\_

**Vendor Bid Sheet 2015-2016**

<b>Frozen Foods</b>	<b>BRAND NAME(S)</b>	<b>Standard Unit Of Measure (Std U/M)</b>	<b>PRICE per STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>GENERIC NAME(S)</b>	<b>Standard Unit Of Measure (Std U/M)</b>	<b>PRICE/ STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>MIN. QTY. WE CAN ORDER?</b>	<b>MIN. VALUE (\$) WE CAN ORDER?</b>
California Veggie Mix												
Corn												
Green Beans												
Peaches												
Peas/Carrots												
Pineapple												
Pizza Crust												
Strawberries												
Sweet Potato Rounds												
Waffles (whole grain)												
<b>Dairy</b>	<b>BRAND NAME(S)</b>	<b>Standard Unit Of Measure (Std U/M)</b>	<b>PRICE per STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>GENERIC NAME(S)</b>	<b>Standard Unit Of Measure (Std U/M)</b>	<b>PRICE/ STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>MIN. QTY. WE CAN ORDER?</b>	<b>MIN. VALUE (\$) WE CAN ORDER?</b>
American cheese slices												
Shredded Mozzarella												
Shredded Cheddar												
Cheddar (Block)												
1% Milk (gallon)												



Vendor Name \_\_\_\_\_

**Vendor Bid Sheet 2015-2016**

Whole Milk (gallon)												
Yogurt												
Shredded Parmesan												
<b>Breads (Whole Wheat)</b>	<b>BRAND NAME(S)</b>	<b>Standard Unit Of Measure (Std U/M)</b>	<b>PRICE/ STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>GENERIC NAME(S)</b>	<b>Standard Unit Of Measure (Std U/M)</b>	<b>PRICE/ STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>MIN. QTY. WE CAN ORDER?</b>	<b>MIN. VALUE (\$) WE CAN ORDER?</b>
Hamburger Rolls												
Dinner Rolls												
Bread Sticks												
English Muffins												
Bagels												
6in Tortilla												
8in. Tortilla												
Bread												
<b>Fresh Product</b>	<b>BRAND NAME(S)</b>	<b>Standard Unit Of Measure (Std U/M)</b>	<b>PRICE/ STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>GENERIC NAME(S)</b>	<b>Standard Unit Of Measure (Std U/M)</b>	<b>PRICE/ STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>MIN. QTY. WE CAN ORDER?</b>	<b>MIN. VALUE (\$) WE CAN ORDER?</b>
Butter												
Hummus												
Eggs												
Hard Boiled Eggs												

Vendor Name \_\_\_\_\_

**Vendor Bid Sheet 2015-2016**

<b>Meat</b>	<b>BRAND NAME(S)</b>	<b>Standard Unit Of Measure (Stnd U/M)</b>	<b>PRICE/ STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>GENERIC NAME(S)</b>	<b>Standard Unit Of Measure (Stnd U/M)</b>	<b>PRICE/ STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>MIN. QTY. WE CAN ORDER?</b>	<b>MIN. VALUE (\$) WE CAN ORDER?</b>
Chicken CHD WHT Meat												
Chicken Brd. Tender												
Turkey Sliced												
Turkey WHT Meat Pulled												
Beef GRND (90/10)												
Beef (Stew)												
Beek CKD Meatball												
Pollock Forzen Brd.												
Ham (Sliced)												
Pork CKD Pulled												
<b>Dry Food</b>	<b>BRAND NAME(S)</b>	<b>Standard Unit Of Measure (Stnd U/M)</b>	<b>PRICE/ STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>GENERIC NAME(S)</b>	<b>Standard Unit Of Measure (Stnd U/M)</b>	<b>PRICE/ STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>MIN. QTY. WE CAN ORDER?</b>	<b>MIN. VALUE (\$) WE CAN ORDER?</b>
Brown Rice												
White Quinoa												
Whole Wheat Penne												
Granola												
Kix Cereal												

Vendor Name \_\_\_\_\_

**Vendor Bid Sheet 2015-2016**

Black Beans												
Spaghetti Sauce												
Ranch Dressing												
Pancake Mix (Whole Wheat)												
Basic Muffin Mix (Whole Wheat)												
Sunflower Seed Butter												
Whole Wheat Crackers												
<b>Disposables</b>	<b>BRAND NAME(S)</b>	<b>Standard Unit Of Measure (Std U/M)</b>	<b>PRICE/ STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>GENERIC NAME(S)</b>	<b>Standard Unit Of Measure (Std U/M)</b>	<b>PRICE/ STD U/M</b>	<b>PRICE/CASE</b>	<b># OF UNITS PER CASE?</b>	<b>MIN. QTY. WE CAN ORDER?</b>	<b>MIN. VALUE (\$) WE CAN ORDER?</b>
Multi Fold Towels												
33 gal. canliners												
56 gal. canliners												
9 in plastic plates												
plastic fork												
Luncheon Napkins												

**Proposed Delivery Schedule**

Center Name	City	Times per Week Delivery Needed	Day(s) Available for Delivery (circle)	What is delivery Charge? (\$)	Can Vendor Deliver this location between 8:00am - 1:00pm? (Yes/No)
Dover Head Start	Dover	2-3x/week	M T W TH F		
Farmington Children's Center	Farmington	2-3x/week	M T W TH F		
Milton Head Start	Milton	1-2x/week	M T W TH F		
Rochester Head Start	Rochester	2-3x/week	M T W TH F		
Spaulding High School (J/J/Aug)	Rochester	1-2x/week	M T W TH F		
<p>Per General Specifications, preference will be given to a vendor who can deliver to all locations given that pricing and other factors remain competitive.</p> <p>Do you have a web site that allows CAP staff to place orders,log onto for printing reports, viewing account status, etc? <span style="float:right">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p><i>*If your answer is yes please attach a brief description of your ordering procedures.</i></p> <p>Will you allow CAP to split cases when ordering? <span style="float:right">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>If you will allow CAP to split cases please answer the following questions:</p> <p>Will there be an additional charge for splitting cases? <span style="float:right">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>If yes, please indicate amount of charge. <span style="float:right">\$ _____</span></p>					