



**MAGNOLIA PUBLIC SCHOOLS
(MPS)**

**Request for Proposal for
Food Service Vendor for School Meal Program
2016-17 School Year**

for

MAGNOLIA SCIENCE ACADEMY-2 (MSA-2)

17125 VICTORY BLVD., VAN NUYS, CA 91406

RFP issued May 16th, 2016

Responses due by 05:00pm on May, 25th, 2016

Request for Proposal for Food Service Vendor

Magnolia Public Schools (MPS) invites written proposals from qualified companies for service of the food service program at Magnolia Science Academy-2 at 17125 Victory Blvd., Van Nuys CA 91406. Service includes the school breakfast and school lunch programs.

ABOUT MPS

The Magnolia Educational & Research Foundation (“Foundation”) dba Magnolia Public Schools (MPS) is a non-profit organization established in August 1997. The Foundation is granted tax-exemption status (501(c)(3)) by the IRS and the State of California. The headquarters of the Foundation is located in downtown Los Angeles, California. MPS oversees a network of charter schools throughout California dedicated to inspiring students to choose career paths in science, technology, engineering, art, and math (STEAM), while providing a robust, standards-based education program within a supportive culture of excellence.

In 1998, the Foundation began organizing volunteer tutors for middle and high schools, especially in math, science and computer technology areas by utilizing their connections to major research universities throughout Southern California.

In 1999, the Foundation organized and implemented a joint program with Culver City Unified School District to provide tutoring for students all around the city. It also started a free tutoring program in the Sherman Oaks/Van Nuys Area of the San Fernando Valley. These programs resulted in cooperation with school districts to develop partnerships to support educational initiatives.

In the fall of 2002, the Foundation established its first charter school, Magnolia Science Academy-1 (“MSA-1”), in the San Fernando Valley. Since then, the Foundation has successfully replicated its educational program and philosophy at 10 other charter school sites throughout California:

- 8 in Los Angeles Area
- 1 in San Diego
- 1 in San Jose
- 1 in Santa Ana

Specifications & Scope of Service

Food Supplies & Service

MPS is committed to providing healthy breakfasts and lunches to its students and meeting all standards and regulations relating to the National School Lunch and Breakfast programs, as well as California health and school rules and regulations.

MSA-2 students attend school at least 180 days per calendar year. The specific need and size of school for FY16 is in the chart below:

| School | Enrollment FY 2016-17 | Grades Served | Breakfast | Lunch |
|--------|--------------------------|------------------|--------------------|--------------------|
| MSA-2 | 475 | 6-12 | 5 days per week | 5 days per week |

Meals must be delivered with sufficient time to accommodate staff serving the meals at scheduled meal times. During 2016-17 school year, MSA-2 will serve breakfast at 8:30AM and lunch at 11:20AM Mondays, Wednesdays, Thursdays and Fridays and at 11:00AM on Tuesdays.

Facilities Currently Available at MSA-2

MSA-2 does not have cooking facilities. All proposals should address the following:

- If food is delivered at serving temperature (hot or cold), how the vendor will ensure that the food stays at serving temperature until service.
- If food is delivered cold and needs to be reheated, how the vendor will assist MSA-2 in the procurement and maintenance of warming ovens and refrigeration units.
- How milk will be stored and what assistance the vendor will provide in procuring refrigeration units for milk.

Estimated Value of the Contract

The estimated value of this contract ranges approximately around \$100,000.

Timeline for Selection of Winning Proposal

MPS will use the following timeline to select a food service vendor for FY2016-17:

May 16th, 2016 Announcement of RFP
May 20th, 2016 Deadline for written questions re: RFP
May 25th, 2016 Deadline for proposals
June 6th, 2016 Award of contract with MPS Board approval

Instructions

Further information or copies of the Request for Proposals may be obtained by emailing Suat Acar at sacar@magnoliapublicschools.org

Proposal Requirements

1. The per-student meal prices (breakfast and lunch separately) as well as any discounts or future/current credits must be clearly communicated.

2. Proposals should be addressed to:

**Mr. Suat Acar,
Regional Director of MPS North,**

250 East 1st Street, Suite 1500, Los Angeles, CA 90012

Email: sacar@magnoliapublicschools.org

Email or USPS submissions are all fine.

3. Proposals are due no later than 5:00PM on May 25th, 2016. No proposals will be accepted after this date and time.

4. Clarification or interpretation must be requested via email with Suat Acar at sacar@magnoliapublicschools.org prior to the submission of a proposal by May 20th, 2016.

5. The proposals and the winning bid will be publicly available through the Board Documents within which RFP will be awarded.

6. MPS reserves the right to reject any and all proposals and to waive any informality in the proposals received whenever such action, rejection, or waiver is in its best interests.

7. MPS intends to accept the proposal that is of the greatest benefit to its students.

8. MPS will accept no claims of ignorance regarding any item in this RFP or the Agreement as a basis for any claim by the vendor for extra charges or fees.

9. Any edits made to this RFP or to the Agreement must be highlighted.

10. Submittals must be valid at least for 90 days following the submission deadline.

Review Committee

The Review Committee shall consist of:

- Suat Acar, Regional Director, MPS North
- Kelly Hourigan, Chief Operations Officer, MPS
- Oswaldo Diaz, Chief Financial Officer, MPS

Selection Criteria

The selection of the winning proposal will be based upon the following criteria:

1. Qualifications and experience of the vendor's management team.
2. Adequacy of client references.
3. Adequacy of required corporate documentation.
4. Adequacy of controls for compliance with food safety regulations and National School Lunch program (NSLP) requirements.
5. Proposed cost per unit breakfast and lunch.
6. Design of the meal pattern.
7. Commitment to on-time delivery and back-up plans in the event of weather, etc.

Exhibits to be Submitted by the Vendor

Proposals should include the following:

1. Exhibit A: Cover page with name and contact information of vendor.
2. Exhibit B: Summary of all school food service contracts comparable in size to the proposed contract (within 20% of related MSA-2 school site FY2016-17 enrollment), with contact name and email address of each school food service director.
3. Exhibit C: Three months worth of sample menus for both breakfast and lunch, to be reviewed for both variety and for compliance with federal meal standards.
4. Exhibit D: Proposed cost per lunch and breakfast for FY2016-17.
5. Exhibit E: A summary of proposed operational procedures and needs. This should include:
 - a) The time that breakfast and lunch will be delivered each day

- b) The required refrigeration and heating units for food storage and reheating, if applicable
- c) The plan for assisting MSA-2 in acquiring said refrigeration and heating units
- d) The protocol for accepting and declining meal deliveries based on federal meal program requirements
- e) Timing of monthly menu release and plan for ordering meals (e.g. via email, online)
- f) Expectations for invoicing g. Emergency plans in the event of delivery being impossible (e.g. weather, power outage) when school is still in session h. Expectations for the school when class is cancelled due to weather

6. Exhibit F: Most recent state/governmental health department inspection results.

Form of Contract

Agreement Form: MPS will seek a contract for MSA-2 that incorporates the following terms:

- sets a minimum daily, weekly, or monthly purchase of meals and a set rate for each breakfast and lunch ordered for each day;
- accounts for the irregularities of a school schedule (e.g. decreased numbers during end-of-year overnight trips);
- where vendor agrees to comply with all applicable municipal, state, and federal laws in menu planning, food procurement, and storage and handling, as well as all applicable municipal, state, and federal laws pertaining to food safety, including, but not limited to, food preparation, holding and delivery.
- where vendor agrees to ensure that portions and meals meet or exceed USDA School Lunch Program, National School Breakfast Program and National School Snack Program guidelines;
- where vendor agrees to procure and maintain for the duration of the agreement insurance against claims for injuries to person or damage to property that may arise from or in connection with performance of the contract, as well as workers compensation, public liability, auto liability, and product liability protections insurance coverage;
- Vendor agrees to provide copies of certificates of insurance effecting coverage required by the contract when the contract is signed;
- is terminable by either party, with or without cause, upon forty-five (45) days advance written notice.

Contract Period: This agreement shall become effective on August 1st, 2016 and terminate on June 30th, 2017, unless an extension is agreed to in accordance with the terms stated below, or unless terminated earlier as provided below.

Contract Extension: Any extensions of this contract shall be executed prior to expiration of the preceding contract period. Any such extensions shall not extend the contract period more than one year beyond the original contract period.

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