

SECTION 2 PROJECT SPECIFICATIONS

The Hartford Public Schools, Food & Child Nutrition Services Department is soliciting RFP's for delivery of grocery and frozen food products to various school locations throughout the City for the 2018-2019 school year.

2.1 BACKGROUND

Hartford Public Schools participates in the National School Lunch, Breakfast, Afterschool Snack, At-Risk Supper and Summer Food Service Programs. The student enrollment is approximately 22,000. Presently, there are 35 delivery locations, including the Central Warehouse. Daily meals average 17,000 lunches, 10,000 breakfasts, 1500 At-Risk Suppers, and 1000 afterschool snacks.

2.2 SCOPE OF SERVICES

DELIVERY:

- A. Delivery instructions including time shall be as specified in the special instructions.
- B. Inspection will be done at point of delivery unless otherwise stated.
- C. The Board of Education may withhold acceptance of or reject any merchandise that is found, upon examination, not to meet the specification requirements. When rejected, it shall be removed by the contractor (vendor) within 10 days after notification of rejection.
- D. All deliveries of commodities hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.
- E. Unless otherwise stated, deliveries must consist of new merchandise.
- F. Quantities in excess of those ordered will not be accepted.
- G. A legible and accurate invoice shall accompany each delivery and shall be signed by a person authorized to receive deliveries. Any discrepancies need to be noted on the invoice at time of delivery.

SUBSTITUTIONS:

When a RFP standard "Or Equal" is specified, the Contractor may offer an article that he certifies to be equal in quality, performance, and in other essential characteristics to the RFP standard. Equivalent products offered will be evaluated and approved based on a comparison of the proposed equivalent products, nutritional information and/or child nutrition label information, ingredients list, appearance and taste to that of the specified product. The determination of equivalency shall be based on the opinion of the district. If alternates are quoted, fully descriptive literature, nutritional information and samples may be required.

AWARD:

Award will be made in the best interest of the Hartford Public Schools. Ability to render satisfactory delivery and service will be considered in the award, as well as price. The right is reserved to reject any or all RFP's received.

The award shall be for the period of one (1) year commencing with the school year **July 1, 2019 through June 30, 2020**. U.S.D.A. Regulations permitting, Hartford Public Schools, reserves the right to negotiate additional years prior to contract end date.

Hartford Public Schools reserves the right to go off-bid, in its sole discretion, to purchase local/regional food items as available. HPS has identified three regionally conscious criteria to define what constitutes local/regional food items: 1) *Grown and processed within New England*, 2) *Grown and processed within 250 miles of Hartford*, 3) *Community-based small businesses*.

NEW USDA FOOD PRODUCTS:

In order to maximize the use of USDA donated commodities, HPS reserves the right, in its sole discretion, to negotiate pricing with successful Bidders and new manufacturers to supply **new, additional** processed items utilizing the awarded bulk commodity as they become available.

NUTRITIONAL INFORMATION AND ACCREDITING INFORMATION:

Successful vendors will be required to provide Nutritional Information and Letters Certifying Grains or Meal Equivalents as needed upon award of RFP. Nutritional information must have a date of no more than 2 years old and must be submitted in a PDF Digital Format for any product requested.

SAMPLES:

Samples must be provided only upon request.

EVAULATION CRITERIA:

Solicitations will be evaluated based on the following evaluation criteria:

- A. Pricing
- B. Product specifications and nutritionals
- C. Service and deliveries; forming a partnership, fill rates, response time, prior history
- D. Commodity Usage Reports; updated monthly, web-based, accurate

<u>Criteria</u>	<u>Points Given</u>	<u>Total Points</u>
Price		35
Products specifications / Nutritionals		25
Service & deliveries		20
Commodity Usage Reports		20

2.3 TECHNICAL SPECIFICATIONS

DOMESTIC PRODUCTS:

Federal regulations 7 CFR Part 210.21 requires school food authorities to the Buy American domestic commodities and products. The term “domestic commodity or products” means

- (a) An agricultural commodity this is produced in the United States; and

- (b) A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

This regulation requires contractors to submit pricing for products produced in the United States.

Vendors and Distributors must include with the Bid Letters certifying products produced are in accordance with the 51% U.S. content, and comply with the "Buy American" policy set forth by the USDA.

WHOLE GRAIN:

All bread products must meet the USDA requirement of 51% or more whole grain per serving. According to policy memo SP 30-2012:

<http://www.fns.usda.gov/sites/default/files/SP30-2012os.pdf>, "Foods that qualify as whole grain-rich for the school meals program are foods that contain 100-percent whole grain or contain a blend of whole-grain meal and/or flour and enriched meal and/or flour of which at least 50% is whole grain. Whole grain-rich products must contain at least 50-percent whole grains and the remaining grain, if any must be enriched."

There are grain ingredients that are not creditable in the school meals programs. If purchased grain products include non-creditable grains, they must be present at a level of less than 2% of the product formulation (or less than 0.25 oz eq) for the product to be creditable at lunch or breakfast beginning SY 2013-2014. **Therefore, if non-creditable ingredients are present at levels of 2% (or 0.25 oz eq) or more per NSLP/SBP ounce equivalent, the entire product is considered non-creditable.** For further information, please refer to the Whole Grain Resource which can be found at:

<http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/wholegrainresource.pdf>

Documentation stating the formulation may be required for each item. Product Formulation Statements will be requested as needed.

It is strongly recommended that all submitting a bid or proposal read the Criteria for Whole-Grain Rich Foods, revised by the Connecticut State Department of Education in April 2014 to ensure their products are in compliance and the necessary documentation to verify compliance is submitted. This guidance can be found at:

http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/WGR_Criteria.pdf

2.4 DELIVERY INFORMATION AND REQUIREMENTS:

GROCERIES AND ENTRÉE PURCHASED ITEMS:

The successful contractor assumes the responsibility of delivering food items to various stations within the individual schools, placing it in the coolers as requested by the supervisor. All Grocery and Frozen Foods cases shall be placed in refrigerated/freezer storage coolers by the distributor. If Grocery and Frozen Foods are not placed in refrigerated/freezer storage coolers, Hartford Public Schools reserves the right to terminate this contract.

FEE FOR SERVICE AND NET OF INVOICE USDA FOOD ITEMS:

USDA Foods will be awarded individually using both Fee for Service (FFS) and Net-Off Invoice (NOI) pricing structures based upon the needs and distribution capabilities of the district. The specification pricing sheet indicates which items will be awarded FFS and NOI.

Fee for Service (FFS) USDA Foods will be delivered to the Central Warehouse. A scheduled appointment must be made. Deliveries are accepted between the hours of 8:00 am and 1:00 pm Monday – Friday during weeks of operation.

Net-Off Invoice (NOI) USDA Foods will be delivered to each school location and Central Warehouse by the awarded vendor/distributor.

FREQUENCY:

As mutually agreed upon by Hartford Public Schools and the successful contractor.

TIME:

An acceptable delivery schedule must be developed by the vendor in cooperation with Food Service Department and be mutually agreed upon.

PACKAGING/HANDLING REQUIREMENTS:

The carrying cases holding the Grocery, Entrée, USDA Food cartons are to be clean at all times. The refrigerated vehicle is to be maintained in excellent sanitary condition and shall be submit to unannounced inspections by the schools and/or State or Local Health Department.

RFP PRICING:

Please note this is not an all-inclusive RFP and items will be awarded to multiple vendors. We are requesting **FIXED PRICES** on all items for the period of **July 1, 2019 through June 30, 2020**.

QUANTITIES:

It is understood that any quantities herein are approximate and that any contract shall cover the actual needs of the agency as ordered during the term of the contract, whether more or less than estimated quantities shown.

SEE EXCEL PRICING SHEET FOR ESTIMATED USAGE INFORMATION

2.5 PRICING RESPONSE FORM:

Complete and submit HPS Grocery and Entrée 2019-2020 Specification Pricing Sheet RFP 01292019

On the RFP document the colored tabs will indicate type of delivery requested:

- Green Tabs - Signify Request Pricing for USDA Foods “Fee for Service”, see section 2.4 “Fee for Service” for explanation.
- Red Tab - Signifies Request Pricing for USDA Foods “Fee for Service” and “Net-Off Invoice”, see section 2.4 “Fee for Service” for explanation.
- Orange Tabs – Signify Request Pricing for USDA Foods “Net-Off Invoice”, see section 2.4 “Net-Off Invoice” for and explanation.
- Gray Tabs – Signify All Grocery and Frozen Foods, see section 2.4 “Grocery and Frozen Foods” for and explanation.

HARTFORD PUBLIC SCHOOLS DELIVERY LOCATIONS:

	SCHOOL	ADDRESS	ZIP
1.	Achievement First	305 Greenfield Street	06112
2.	Montessori @ Batchelder	757 New Britain Avenue	06106
3.	Asian Studies @ Bellizzi	215 South Street	06114
4.	Betances Elementary	42 Charter Oak Avenue	06106
5.	Breakthrough South	290 Brookfield Street	06112
6.	Bulkeley High	300 Wethersfield Ave	06114
7.	Burns Elementary	195 Putnam Street	06106
8.	Burr Elementary	400 Wethersfield Avenue	06114
9.	Capital Prep Magnet	1304 Main Street	06103
10.	Classical Magnet Middle	85 Woodland Street	06112
11.	Fisher	280 Plainfield Street	06112
12.	Global Communications	85 Edwards Street	06120
13.	Hartford Public High	55 Forest Street	06105
14.	Hooker Elementary	440 Broadview Terrace	06106
15.	Kennelly Elementary	180 White Street	06114
16.	Kinsella Elementary	65 Van Block Avenue	06106
17.	HMTCA (Learning Corridor)	43 Vernon Street	06106
18.	M.D. Fox	470 Maple Avenue	06114
19.	McDonough Elementary	111 Hillside Avenue	06106
20.	Milner Middle	150 Tower Avenue	06112

21.	Moylan Elementary	101 Catherine Street	06106
22.	Naylor Elementary	639 Franklin Avenue	06114
23.	Parkville Elementary	47 New Park Avenue	06106
24.	Pathways to Technology	2 Pent Road, East Hartford	06118
25.	Rawson Elementary	260 Holcomb Street	06112
26.	Renzulli Academy	110 Washington Street	06106
27.	Sanchez Elementary	176 Babcock Street	06106
28.	SAND Elementary	1750 Main Street	06120
29.	Sports & Medical Sciences	280 Huyshope Avenue	06106
30.	University High School	351 Mark Twain Drive	06112
31.	Weaver High School	415 Granby Street	06112
32.	Webster Elementary	5 Cone Street	06105
33.	West Middle	44 Niles Street	06112
34.	Wish Elementary	350 Barbour Street	06120
35.	Central Warehouse	270 Murphy Road	06114

END OF SECTION