

REQUEST FOR QUOTE  
2024-25 School Year VENDED MEALS

Manzanita Public Charter School

National School Lunch Program

Due Date  
Friday, January 24, 2025

991 Mountain View Boulevard, VSFB, CA 93437

INTRODUCTION

Manzanita Public Charter School (hereinafter referred to as the school food authority [SFA]) is requesting proposals for their vended meal service (lunch).

Respondents should not construe from this notice that the SFA intends to enter into a fixed-price contract with the Respondent unless, in the opinion of the SFA, it is in the best interest of the SFA to do so. The SFA reserves the right to negotiate final contractual terms with the successful Respondent.

The SFA reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The SFA will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of the SFA. Following the review and analysis of all responsive proposals, the SFA will make a recommendation to their Board at its regularly scheduled meeting.

RESPONSE DATE/TIMELINE

Interested vendors must submit one hard copy proposal and one electronic emailed to Suzanne Nicastro (Suzanne.nicastro@manzanitacharterschool.com).

Questions submitted in writing by email to: Suzanne Nicastro. (Suzanne.nicastro@manzanitacharterschool.com)

Timeline of Events:

RFP Posted: 1/08/25  
Proposal Due: 1/24/2025  
Submittals must be valid for 30 days following the submission deadline.

SCOPE OF WORK

The SFA is seeking an organization that is familiar with the following programs:

- **The National School Lunch Program (NSLP)**

Site Data

This data is projected for the coming year and is subject to change.

Grade Levels	K-7
Site address	991 Mountain View Boulevard, VSFB, CA, 93437
On-site contact	Suzanne Nicastro
On-site contact email	Suzanne.nicastro@manzanitacharterschool.com
SY25 Projected enrollment	520
Free/Reduced %	49%
SY25 Number of operating days	180
SY25 School First day	08/12/2025
SY25 School Last day	6/4/2026
SY25 School operating hours	7:30am-5:30pm
SY25 Lunch start time (list all periods)	11:15 a.m., 11:45 a.m., 12 pm, 12:30 pm
Lunch Participation (%)	60%
Lunch - Offer vs Serve (y/n)	N
Paid Student Lunch Price (current)	\$0.00
Type of Lunch Service (in classroom, cafeteria, multiple lunch periods?)	Cafeteria/outside picnic areas, multiple lunch periods
Do you sell Ala Carte items? (Y/N)	N
Lunch- Salad Bar? (Y/N)	N
Lunch notes, if any:	
Summer School Begin/End Dates - 2025	N/A
Number of Summer Operating Days - 2025	N/A
Expected Summer Enrollment - 2025	N/A
Expected Type of Summer Meals (B/L/S) - 2025	N/A
Do you have a full prep, warming, or reheating kitchen? Describe	NO
List any Kitchen Equipment owned by school	Refrigerators, freezers
If no equipment, does the facility have the ability/space to put a refrigerator, warmer or retherem oven?	YES
Delivery Requirements (Blackout times)	Delivery window 8am-10am; 3-5 times per week. cold or frozen

The ideal food vendor will have the following qualifications:

Provide appropriate utensils and napkins as needed for the meals.  
Provide consistent quality control with responsible and responsive account manager.

NSLP compliant meals/snacks ( all meals must be eligible for state and federal reimbursement).  
NSLP menu recordkeeping and planning necessary to receive reimbursements.

Be familiar with State and Federal regulations pertaining to operations in a school setting.  
Comply with all state, county and city health and sanitation requirements. SFA reserves the right to inspect Vendor's facilities at any time during the contract period.

Has valid certifications and insurance documents.  
Has experience in managing USDA commodity program.  
Provides on-site marketing materials (signage)  
Provides a monthly graphic menu to be posted online and in visible areas

Food qualifications:

Provide daily meals delivered unitized/pre- packaged  
Lunch to follow SERVE  
Provide lunch entrees daily, including a vegetarian entrée option DAILY  
Provide fresh, cut fruit a minimum of 2x per week  
Provide fresh fruit and/or vegetable with every meal.  
Additional vegetable options and a variety of grains should be included on the menu.  
Provide lowfat or nonfat milk with each meal. No flavored milk.

#### VENDOR RESPONSIBILITIES

The Vendor shall be responsible for the following:

- Provide the necessary utensils and napkins in sufficient quantity for the number of meals ordered.
  - Deliver meals to the school at times specified by SFA.
  - Condition or care of meals until they are delivered to the school.
- Provide to SFA no later than **two (2) weeks prior** prior to the end of each month, a monthly menu covering the meals to be served for the following month in an electronic file.
- Provide SFA with sack lunches for field trips when requested. All meals for field trips must meet the appropriate meal pattern requirements. These meals must be charged at the contract price for breakfast or lunch, additional fees not allowed.
- Maintain the proper temperature of the components until they are delivered. Provide temperature logs upon request.
- Maintain all necessary records on the nutritional components and quantities of the meals served at SFA. All meals must have both a delivery record and production record to be maintained on site at the SFA.

#### SCHOOL RESPONSIBILITIES

SFA will be responsible for the following:

- Weekly ordering of the number of meals needed for each day of the following week.
  - Condition and care of meals once accepted upon delivery.
  - Service of meals to students.
- Maintenance of the premises, equipment and facilities where meals will be served, and will adhere to the highest standards of cleanliness and sanitary practices to ensure compliance with state and local health and sanitation requirements related to the food service program.
- Distribution and collection of applications, determining student eligibility, counting meals served in accordance with eligibility, consolidation of counts of meals served to students, and claiming of meals for reimbursement.
  - Maintenance of records required to substantiate free and reduced-price meals.
  - Payment of invoices to the vendor using net 30 terms.
  - o Vendor must submit MONTHLY invoices
  - o No payment will be made for meals that are spoiled or unwholesome at time of service, do not meet the specifications, or do not otherwise meet the requirement of the agreement. However, no deduction will be made unless SFA provides written notification of the meal service for which the deduction is to be made, specifying the number of meals for which we intend to deduct payment and setting forth the reasons for the deduction. SFA will provide such notice no later than three (3) business days after the date the meal was served.

#### PROPOSAL SPECIFICATIONS

##### Contract Period:

The contract period will be **from July 1, 2025 through June 30, 2026** , with the option to renew up to four (4) one-year contracts.

##### Proposals must include:

- Cost per meal
- Sample 21-day cycle menu for lunch including nutritional information showing compliance with federal and state meal program requirements.
- Copy of Contract ready for signature.

Please include the following certifications in your proposal and contract; attached within this document:

- Certificate of Independent Price Determination
- Certification Regarding Debarment, Suspension, and Ineligibility
- Certification Regarding Lobbying
- Disclosure of Lobbying Activities
- Byrd Anti-Lobbying Amendment
- Buy American

Pub dates: Jan 8, 2025  
Legal #####