



ST. ANTHONY
Catholic School

REQUEST FOR PROPOSAL
School Meal Plan: Food Service FSMC

St. Anthony Catholic School
205 W. Huisache, San Antonio, TX 78212

RFP ISSUED
April 9, 2019

RFP Responses Due
May 3, 2019
By 1:00pm CST

REQUEST FOR PROPOSAL (“RFP”)

St. Anthony Catholic School (“St. Anthony” or “the School”) is seeking a Food Service Management Company (“FSMC”) to provide breakfast and lunch for elementary school students throughout the 2019-20 school year. St. Anthony is currently soliciting competitive proposals and wishes to invite your company to submit a proposal. This RFP provides a detailed description of the details of the St. Anthony breakfast and lunch program, and shall include the following schools:

1. Katherine Ryan Program (“KRP”) early childhood program [Grades PK2-K5]
2. St. Anthony Elementary (“Elementary”) [Grades 1-5]
3. St. Anthony Middle School (“Middle School”) [Grades 6-8]

Service must encompass the school breakfast and school lunch programs and address the needs of each grade level. The negotiated agreement established with the successful FSMC will become effective on August 1, 2019 and terminate on June 30, 2020, unless an extension is agreed to, or a termination is issued, in accordance with the terms of the agreement.

SPECIFICATIONS & SCOPE OF SERVICE

FOOD SUPPLIES & SERVICE

At St. Anthony, we strive to care for our students in mind, body and spirit. We know our students need the right nutrition to give them the fuel they need to stay focused and alert throughout their school day. As part of our mission to provide a healthy environment for growth, mentally, spiritually and physically, St. Anthony is committed to providing healthy, high-quality meals through its breakfast and lunch programs.

St. Anthony operates 178 school days per year. The specific need and size for each school level for the 2019-2020 School Year is as follows:

SCHOOL	ENROLLMENT ¹	GRADES	BREAKFAST	LUNCH	SNACK
KRP	59	PK2-K5	5 days per week	5 days per week	5 days per week
Elementary	135	1-5	5 days per week	5 days per week	N/A
Middle School	126	6-8	5 days per week	5 days per week	N/A

¹Enrollment based on 2018-2019 enrollment as of January 10, 2019

Breakfast is served starting at 7:15 a.m., lunch is served starting at 10:30 a.m., and KRP snacks are served at 1:30 p.m. These times may be subject to change during the course of the school year.

NUTRITIONAL GUIDELINES

St. Anthony is highly focused on meeting certain food quality standards. In this commitment, St. Anthony Catholic School is attempting to adhere to the following recommended guidelines on a best efforts basis:

1. Offers only 2% or fat-free milk (flavored or unflavored; flavored milk must contain no more than 150 calories per 8oz.) preferably without hormones.
2. All grains offered daily, at breakfast and lunch, are whole grains.
3. At least one fruit (fresh, canned or frozen in fruit juice or light syrup) is offered at breakfast.
4. Offers at least two non-fried, no-added-sugar fruit and non-fried vegetable options daily.
5. Offers at least one low-fat entree choice at lunch with less than 35% calories from total fat, less than 10% calories from saturated fat, 0g trans-fat, and less than 480mg sodium.
6. Uses only unsaturated (no more than 1g saturated fat), zero trans-fat oils during on site (post manufactured) food preparation.
7. Best efforts to serve non-fried food products (food products that have not been pre-fried, flash fried, or par-fried during the manufacturing process) and uses no deep fat frying in food preparation.
8. Best efforts to avoid processed foods such as pre-made pasta, or foods that contain high-fructose corn syrup.
9. Offers fish at least one time per week.
10. Offers only lean protein products such as lean red meat, skinless poultry, lean deli meats, fat-free or low-fat cheese, beans, tofu, etc. (Lean: less than 10g fat, 4.5g or less saturated fat, and less than 95mg cholesterol per serving and per 100g). Preference is "organic", but is not required.
11. Offers a daily salad with three fruits or vegetables in addition to lettuce/lettuce mix. If dressing is offered, must be portion controlled, 1oz. low-fat or no-fat dressing.
12. A written food safety plan is being implemented for preparation and service of school meals, based on Hazard Analysis Critical Control Point (HACCP) principles as identified by USDA's guidance.
13. Limits the use of food dyes.

FSMC agrees to comply or exceed with all nutritional guidelines and requirements as set forth by the appropriate governing agency, including the requirements set forth by the Texas Agricultural Commission and the Texas Agriculture Administration.

KITCHEN FACILITIES AND EQUIPMENT

All equipment, fixtures, material and merchandise provided by FSMC shall remain the property of the FSMC during the term of this Agreement, howsoever attached or fixed to the realty. All equipment, fixtures, material and merchandise provided by FSMC but charged to St. Anthony Catholic School as a cost of the operation shall become the property of St. Anthony Catholic School once so charge.

St. Anthony Catholic School shall not permit property of FSMC to be subject to any liens or encumbrances of any kind. FSMC shall not permit St. Anthony Catholic School property to be subject to any liens or encumbrances of any kind.

Repairs to equipment or physical facilities due to the negligence of the FSMC, its employees, or agents shall be the sole responsibility and expense of the FSMC. Otherwise, repairs required as a result of normal wear and tear, age, or other course of usual operations shall be shared with the FSMC and the School at 50% of the costs for each party including but not limited to parts, labor, installation, related fees and trip charges.

St. Anthony owns commercial refrigerators and food warmers. Any additional equipment required within the RFP submission must fit within the confines of the designated food area on campus.

LIABILITIES

FSMC employees will be required to complete a criminal background check conducted by either St. Anthony Catholic School or FSMC.

FSMC will bear all responsibility should any injury arise to any employee of the FSMC. In this regard, St. Anthony Catholic School encourages FSMC to maintain a worker's compensation insurance policy. SHOULD ANY CLAIM OR LAWSUIT BE MADE AGAINST ST. ANTHONY CATHOLIC SCHOOL ARISING FROM ANY SUCH INJURY, FSMC AGREES TO FULLY INDEMNIFY AND HOLD HARMLESS ST. ANTHONY CATHOLIC SCHOOL, INCLUDING COURT COSTS AND ATTORNEYS FEES THAT MAY BE INCURRED TO ENFORCE THIS INDEMNITY AND HOLD HARMLESS AGREEMENT.

FSMC will bear all responsibility should any food borne illness arising from a foreign object in the food or from the consumption of food offered by, prepared by or under the direction of or at the behest of FSMC. In this regard, St. Anthony Catholic School encourages FSMC to maintain a commercial general liability insurance policy. SHOULD ANY CLAIM OR LAWSUIT BE MADE AGAINST ST. ANTHONY CATHOLIC SCHOOL ARISING FROM ANY SUCH EVENT, INCIDENT OR INJURY, FSMC AGREE TO FULLY INDEMNIFY AND HOLD HARMLESS ST. ANTHONY CATHOLIC SCHOOL, INCLUDING COURT COSTS AND ATTORNEYS FEES THAT MAY BE INCURRED TO ENFORCE THIS INDEMNITY AND HOLD HARMLESS AGREEMENT.

FSMC will bear all responsibility should any injury arise to any student arising from activities performed by any employee of FSMC. In this regard, St. Anthony Catholic School encourages FSMC to maintain a commercial general liability insurance policy. SHOULD ANY CLAIM OR LAWSUIT BE MADE AGAINST ST. ANTHONY CATHOLIC SCHOOL ARISING FROM ANY SUCH INJURY, FSMC AGREE TO FULLY INDEMNIFY AND HOLD HARMLESS ST. ANTHONY CATHOLIC SCHOOL, INCLUDING COURT COSTS AND ATTORNEYS FEES THAT MAY BE INCURRED TO ENFORCE THIS INDEMNITY AND HOLD HARMLESS AGREEMENT.

It is expressly agreed and understood that the FSMC is an independent contractor. The School does not and will not dictate the details, manner, and method by which FSMC will operate the food service. That is solely within your dictate and discretion.

FSMC RESPONSIBILITIES

FSMC shall be responsible for the following as a cost of the operation:

- ✓ Routine spot cleaning of the food preparation areas and floors, storage areas and counter tops;
- ✓ Purchasing all inventory and supplies required for its food service operation;
- ✓ Keeping the premises, furniture, fixtures and equipment provided for its exclusive use in proper condition, and at the expiration of this agreement will surrender up the use of the same to St. Anthony Catholic School in as good condition as now, ordinary wear and tear and loss or damage by fire explosion or water, however caused, an act of God expected.
- ✓ FSMC will not be liable to St. Anthony Catholic School in any way for damage to property, both real and personal, by reason of fire, explosion or water, however caused, or by reason of an act of God.
- ✓ Removal of trash and garbage from the kitchen to receptacles provided by St. Anthony Catholic School.
- ✓ Providing any and all services requested by the client.
- ✓ Tracking and invoicing for the meal plan as well as any extra items including extra food, adult meals will be required. The School will not be responsible for any administration of the meal plan. Any agreements for payment and/or payment arrangements are between the client and the FSMC.

SELECTION CRITERIA

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

- ✓ Qualifications and experience of the vendor's management team.
- ✓ Experience with state and federal regulations, including, but not limited to, including the requirements set forth by the Texas Agricultural Commission and the Texas Agriculture Administration.
- ✓ History of compliance state and federal regulations, including, but not limited to, food safety regulations.
- ✓ Quality and nutrition content of meals, and the design of the meal pattern.
- ✓ Proposed cost per unit of breakfast and lunch.
- ✓ Demonstrated commitment to ensuring the school will be supplied with the sufficient number of meals, delivered on-time.
- ✓ Demonstrated commitment to executing back-up plans in the event of any disruptions to meal delivery.
- ✓ Quality of client references.
- ✓ Adequacy of required corporate documentation.

INSTRUCTIONS

Clarification, questions, or interpretation on this food service vendor RFP must be requested by April 19, 2019 via email to Patricia Ramirez at pramirez@stanthonyusa.org.

All proposals should be addressed to :

St. Anthony Catholic School
c/o Patricia Ramirez, Principal
205 W. Huisache
San Antonio, TX 78212

All proposals are due by May 5, 2019 at 1:00 p.m. (CST). No proposals will be accepted after this date and time.

St. Anthony Catholic School reserves the right to reject any and all proposals received whenever such action, rejection, or waiver is in its best interests.

The School also reserves the right, in its sole discretion:

1. To amend the RFP;
2. To extend the deadline for submitting proposals;
3. To decide whether a proposal does or does not substantially comply with the requirements of this RFP;
4. To waive any minor irregularity, informality, or nonconformance with this RFP;
5. To obtain references from other agencies, upon request, regarding the offeror's contract performance; and,
6. At any time prior to the contract execution (including after announcement of the apparent awardee):
 - a. To reject any proposal that fails to substantially comply with all prescribed RFP requirements and procedures, and
 - b. To reject all proposals received and cancel this RFP upon finding that there is good cause to do so and that such cancellation would be in the SPONSOR'S best interests.

St. Anthony Catholic School intends to accept the proposal that is of the greatest benefit to its students.

St. Anthony Catholic School 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.

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

EXHIBITS TO BE SUBMITTED BY VENDOR

Proposals must include the following:

1. Exhibit A: A cover page with name and contact information of vendor.
2. Exhibit B: A summary of all school food service contracts comparable in size the proposed contract (within 20% of St. Anthony Catholic School's 2018-2019 enrollment), with name, email, and telephone number of the food service manager for that school.
3. Exhibit C: Sample grades Pre-K through 8th breakfast and lunch menus from January through May 2019 (please include at least three months during this period). These will be reviewed to determine the quality and variety of product offered, as well as to determine compliance with lunch program regulations. Snack menus may also be provided but will be assessed separately from the breakfast and lunch programs.
4. Exhibit D: Proposed cost per meal for breakfast, lunch, and snack for the 2019-2020 School Year.
5. Exhibit E: If applicable, a proposed cost for additional equipment, training, or miscellaneous costs related to the start-up and maintenance of food service operations for the 2019-2020 School Year.
6. Exhibit F: A summary of proposed operational procedures and needs, including:
 - a. Delivery times for all meal components
 - b. Required refrigeration and heating units for meal components, if necessary (including food storage and reheating, if applicable)
 - c. Timing of monthly menu release and the method through which meals will be ordered (e.g., email, online, written)
 - d. Expectations for invoicing of St. Anthony families to include online systems and/or in-person payment during school hours
 - e. Emergency plans in the event of a delay in delivery/preparation
 - f. Protocol for meal cancelation when school is canceled due to inclement weather