

Larkspur-Corte Madera School District
230 Doherty Drive
Larkspur, California 94939

REQUEST FOR PROPOSALS (RFP)
FROM VENDORS
FOOD SERVICES PROVIDERS FOR FY 2023-24

The Larkspur-Corte Madera School District will have an enrollment of approximately **1260** students in two (2) elementary schools and one (1) middle school. The elementary school enrollments are approximately **320** students in grades kindergarten through grade five at The Cove School and approximately **472** students are in grades kindergarten through grade five at Neil Cummins Elementary. Hall Middle School has approximately **468** students in grades six through eight.

The Larkspur-Corte Madera School District Food Service Program provides healthy and nutritious meals on a daily basis through the National School Lunch Program. We will offer meals made from fresh, local, organic food that is USDA school lunch compliant.

Please submit your proposal and any supplemental information to:

Attn: Nichole Urrea
Child Nutrition Services Coordinator
Larkspur-Corte Madera School District
230 Doherty Drive
Larkspur, California 94939
nurrea@lcmschools.org

Questions regarding this RFP may be directed to Nichole Urrea, Child Nutrition Services Coordinator, in writing at the above address, or email nurrea@lcmschools.org

All responses to this RFP must be received in writing by Monday, April 24, 2023 by noon.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. GENERAL

The District intends to select a food services provider that best meets the District's needs to provide meals (breakfast and lunch) in compliance with the National School Lunch Program (NSLP) and operates in an environmentally sustainable manner: recycling and composting and use of all "green" products in cleaning/operations.

2. RESPONSIBILITIES OF SELECTED SCHOOL DISTRICT/COE TO THE LARKSPUR-CORTE MADERA SCHOOL DISTRICT ("LCMSD")

- A. Provide, prepare and deliver to each school site complete reimbursable meals to **LCMSD** that comply with the nutrition standards established by the United States Department of Agriculture (USDA) and operates in an environmentally sustainable manner: recycling and composting and use of all "green" products in cleaning/operations.
- B. Maintain all necessary records on the nutritional components and quantities of the breakfasts and lunches delivered to the **LCMSD** and make said records available for inspection by State and Federal authorities upon request.
- C. Provide the necessary utensils and napkins in sufficient quantity for the number of meals ordered.
- D. Prepare meals at a site which maintains the appropriate state and local health certifications for the facility.
- E. Provide all of the equipment necessary to transport the meals to **LCMSD**.
- F. Transport meals from the preparation site to each school site. The delivery time to **LCMSD schools** will be no later than 7:30 a.m. for breakfast and 11:00 a.m. for lunch, unless prior arrangements have been made and agreed upon by both parties.
- G. Food services provider will be responsible for the condition or care of said meal until **LCMSD** accepts delivery.
- H. Food services provider will provide to **LCMSD** a monthly menu describing the breakfasts and lunches to be served for the following month.
- I. Food services provider will submit to **LCMSD** itemized invoices for breakfasts and lunches delivered on a monthly basis. Transport records will be provided to the schools on a weekly basis.
- J. Food services provider will provide **LCMSD** with bag meals which meet the NSLP meal requirements for field trips when requested. The cost per bag meal will remain the same as for the regular meals.

- K. Food services provider assumes all liability for proper use and protection of surplus commodities assigned to **LCMSD**.
- L. Food services provider and **LCMSD** will comply with all applicable Federal, State and local statutes and regulations with regard to the preparation and consumption of meals which meet the National School Lunch Program meal requirements, including, but not limited to, all applicable regulations relating to the overt identification of needy pupils, the nutritional content of meals, and nondiscrimination. All records maintained by food services provider and **LCMSD** with bearing to the agreement will be open to inspection by proper Federal, State, and local authorities in accordance with applicable statutes and regulations.
- M. The term of this agreement shall be from July 1, 2023 to June 30, 2024, unless terminated by either party upon thirty (30) days written notice with cause. This agreement shall cover the following school sites that operate under Larkspur-Corte Madera School District:
- a. The Cove School
 - b. Neil Cummins Elementary
 - c. Hall Middle School

3. REQUIRED INFORMATION IN PROPOSAL

- NSLP compliant meals (all meals eligible for reimbursements)
- NSLP menu recordkeeping and planning necessary to receive reimbursements and pass state audits
- All fresh, home-style foods: no processed, fried, re-heated or packaged products whenever possible
- Organic and locally sourced ingredients used whenever possible
- All meats and dairy products are free of hormones
- All meats and dairy products are antibiotic free whenever possible
- A nutrition education offering included in meal service (for students and families)
- Vendor operates in an environmentally sustainable manner: recycling and composting and use of all “green” products in cleaning/operations

Cost and Price Summary

Provide a preliminary cost and price summary for each complete, compliant meal for grades Kindergarten-Grade 5 and Grades 6-8. Unit cost should include delivery to individual school sites.