



Invitation for Bid

Overview:

West Central Community Action (“WCCA”), Inc. is seeking bids from qualified food vendors to provide quality meals to assigned classrooms of its Head Start & Early Head Start Program. Daily meals to serve toddlers, preschool age children and center staff in various classroom locations in Atlantic, Council Bluffs, Denison, Glenwood, Harlan, and Missouri Valley.

See Exhibit “A” for Classroom Sites & Enrollment. Note: Classroom sites are subject to change to, but not necessarily limited to, adding and closing of sites.

General Information:

Note: Submission of Bid indicates acceptance of all the terms, conditions, and requirements contained in this Invitation for Bid (IFB). Note: address all the requirements in this IFB and submit the information requested under section General Information 3. a)-h).

1. All written inquiries relating to this IFB should be directed to:
Attn: Kristine Lingle, Nutrition Staff Recruiting Coordinator WCCA – Head Start, PO Box 709, Harlan, IA 51537
Email: klingle@westcca.org
2. A copy of this invitation for Bid (“IFB”) outlining the scope of work and instructions for bid preparations is also available online : <http://www.westcentralca.org/>
3. At a minimum, interested vendors **must** submit/address the following in their written bid:
 - a. Narrative in response to this IFB including authorized point of contact and contact information.
 - b. A firm-fixed-price cost Bid detailing the cost per meal per child and cost per meal per adult and by center location(s) (see Exhibit A) will be accepted by WCCA.
 - c. Provide a 21 Day cycle menu in line with standards outlined in the IFB.
 - d. Geographic areas/classroom sites where vendors are able to provide meals (see Exhibit “A” for Classroom Sites & Enrollment).
 - e. Proof of food, business and/or any applicable permits.
 - f. List of professional references.
 - g. History of food service business for toddler and preschool age children.

- h. Signed acknowledgement and agreement to comply with all the terms, conditions, and requirements contained in this IFB and attached Food Service Contract (see Exhibit “B”).
4. **Bid Submission:** One (1) copy of the sealed written Bid and all required accompanying information must be submitted and received no later than _____ Bids can either be hand delivered or mailed to:
West Central Community Action – (Mark “Confidential” or “Do Not Open” on envelope)
Attention: Executive Director
1408 “A” Highway 44/ PO Box 709
Harlan, IA 51537

Contact Time Frame: Selected vendor will be awarded a contract for (1) year period: October 1, 2021 thru September 30, 2022.

Important Timelines:

Event	Date
IFB Ad Period	July 12, 2021 through August 6, 2020
Vendor Questions Due	August 9, 2021
Written Responses to vendor questions	August 13, 2021
Bid Submission Deadline/Bid Opening	Bid due by 12:00 p.m. August 20, 2021 Bid opening 2:30 p.m. August 20, 2021 Bid opening location: West Central Community Action Administration Office, 1408 “A” Highway 44 Harlan, Iowa 51537
Contract Execution	September 13, 2021
Performance Period	October 1, 2021- September 30, 2022

Meal Requirements and Expectations for Special Diets:

- Each toddler and preschool age child in a Head Start and Early Head Start center-based setting must receive food appropriate to his or her nutritional needs, developmental readiness and feeding skills.
- Additionally, Head Start food service is subject to CFR 1302.44 of the Head Start Performance Standards which can be accessed at: <https://eclkc.ohs.acf.hhs.gov/>
- Meals need to fulfill CACFP meal pattern requirements as specified in the attached contract (See Exhibit “B” – CNP 121).

- Provide a credible and similar CACFP component if a special diet accommodations or replacements are needed for staff or children.

Additional requirements:

- Provide daily breakfast, hot lunches and snacks including milk for children 3 years of age to 5 years of age.
- Provide daily breakfast, hot lunches and snacks for the Infant/Toddler program site. Provide liquid or soft-textured, bland food appropriate for toddlers i.e. 12-36 months old.
- Standardized recipes that include the yield, planned serving size and component contribution for mixed dishes (that provide more than one meal component) and Child Nutrition (CN) labels or signed product specifications for commercial combination foods (including but not limited to meat products that are not 100% meat, fish sticks, chicken nuggets, and pizza) must be provided one time to WCCA Head Start Staff and whenever food items change.
- Practical volume measurements for mixed/homemade dishes that provide at least the required minimum portion of each component must be provided. Practical volume measurements must be included on standardized recipes or instructions must be provided to convert the serving by weight into a practical volume measurement.
- Provide a Food Production Sheet with all meals and food components, amounts listed daily.
- Provide completed FPR for one meal and standardized recipes, CN labels, or product specification sheet to make sure that all nutritional requirements are being met.
- At least one serving per day must be whole grain-rich across all eating occasions at each site.
- Grain based desserts do not count towards meeting the grains component requirement.
- At breakfast, meat and meat alternates may be used to meet the entire grains component requirement a maximum of three times a week. One ounce of meat and meat alternate is equal to one ounce equivalent of grains.
- Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams sucrose and other sugars per 100 grams).
- Only one of the two required components for snack may be a beverage.
- Alternative protein products must meet 7CFR part 226, Appendix "A" requirements a CN label or Product Statement is required to serve the food.
- Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- Lunch must include one fruit and one vegetable **OR** two vegetables. When two vegetables are served, two different kinds of vegetables must be served.
- Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement one time per day.
- Milk must be unflavored whole milk for children one year of age. Milk must be unflavored low-fat (1%) for children two through five years of age.

- Bids must outline cost per meal/snack per child for each site and/or all sites for which bid submitted. Bid must include a total annual cost.

Ordering & Delivery Requirements:

- Vendors will be notified by each classroom/program site by telephone each morning no later than 9:00 am regarding the appropriate number of lunches needed for that day and required to be delivered within a specified and agreed upon time.
- Lunches/hot meals must be delivered to each site in a timely manner as mutually agreed upon by the vendor and WCCA for each site. WCCA will not be held liable for any meals delivered outside of the agreed upon time.
- Lunches/hot meals must be of appropriate temperature during time of delivery at each site between 140 -145 degrees F and cold items at 40 degrees F. Core temperature checks will be conducted digitally to ensure food safety. A temperature log should be provided at the time of delivery and always made available for review.
- Vendors must provide sack lunches including milk for field trips when given an agreed upon notice in advance by each site.
- If the need would arise due to ethnic or religious beliefs of the child, the contracted vendor will make accommodations to meet these needs and still meet CACFP and Head Start Performance Standards.

Health & Sanitation Compliance:

- Vendors must agree to comply with appropriate and applicable state and local health and sanitation requirements at all times. Vendor also agrees that all food will be properly stored, prepared, packaged and transported free of contamination and at appropriate temperatures. Vendors must have a valid and applicable food establishment permit.

Related Experience & Professional References:

- Vendors must submit the food permit or license applicable to the scope of services as identified in this IFB.
- Vendors must describe any previous and current experience in providing food services to Toddler and preschool-aged children, Head Start Programs and related community food service businesses, as possible.
- Targeted Small Business Certification: Businesses owned, operated, and managed by women, minority persons, and individuals with disabilities or service-connected to disabled veterans are encouraged to respond to the IFB. Vendor should attach a copy of the Targeted Small Business (TSB) certification issued by the Iowa Department of Economic Development.
- Vendors must list any prior experiences and related references in meeting the United States Department of Agriculture's Child and Adult Food Program (CACFP) meal pattern and standards for children ages 1-5 years old.

Selection:

- Selection will be based upon responsiveness in meeting all the requirements as outlined in this IFB, reasonableness of proposed costs and experience in related services.
- WCCA reserves sole discretion to select multiple vendors and also holds the right to cancel the IFB at any time.
- Contracts shall be made only to responsible contractors that possess the potential ability to perform successfully under the terms and conditions of this IFB.
- Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources.
- A firm-fixed-price contract conforms to all the terms and conditions of the IFB and is the lowest in price.
- WCCA may select multiple vendors based on vendor response to EXHIBIT A.
- Any and all bids may be rejected by the WCCA Board of Directors when there are sound documented business reasons in the best interest of West Central Community Action.

TERMS, CONDITIONS, & REQUIREMENTS:

- WCCA will not be liable for any costs incurred associated with IFB preparation and/or in responding to the IFB.
- Selected vendor(s) will be awarded a contract for (1) year period October 1, 2021 through September 30, 2022.
- Services provided in meeting the scope of work must be performed by certified/licensed contractors, and/or employees in compliance with all applicable standards and laws.
- No services shall be provided and/or costs incurred relating to the scope of work until and unless a formal contract is executed with the selected vendor(s) and/or written authorization provided by WCCA.
- WCCA reserves the right to request additional information or clarification from vendors or to allow corrections of errors or omissions.
- Bid submitted must detail the scope of work and related costs. Cost estimates must be valid for at least 60 days from the date of submission. Cost estimates must be all inclusive, (i.e., meals, supplies, packaging, delivery, labor, permits, taxes, administrative, etc.).
- Selected vendor(s) must provide a Certificate of Insurance that lists each occurrence and aggregate limits for the following coverages: General Liability, Professional Liability, Auto, Products and Completed Operations, Worker's Compensation and bonding as applicable in performing the work and meeting the requirements of the IFB.
- Assurances regarding compliance with Federal Regulation 45 CFR Part 76 relating to debarment and suspension are required. Certify the organization that you represent or related parties does not appear on the "List of Parties Excluded or Disqualified from Federal Procurement and Non-Procurement Programs" currently listed at <https://www.sam.gov/portal/public/SAM/#1>
- Equal Employment Opportunity: By submitting a response to the request for price quotations, the vendor has agreed to affirmatively cooperate in the implementation of the policy and provision of Executive Order 11246, Executive Order 11375, and 40 CFR

- part 61. To comply the vendor will: 1) Provide equal opportunity to all qualified persons to prohibit discrimination in employment on the basis of race, color, religion, sex, or national origin. 2) Will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. 3) Employ and treat employees fairly during employment, which shall include, but is not limited to the following: upgrading, demoting, or transferring, recruitment, layoff or termination, rates of pay or other forms of compensation, and selection for training.
- Selected vendor(s) must, at a minimum, furnish its General Excise Tax Number, Federal Employer Identification Number, Food Permit Number and Licensing Number as applicable. Selected vendor is also required to provide a Certificate of Good Standing and Proof of Tax Clearances.
 - Original invoices and supporting documentation for services provided must be submitted to WCCA on a monthly basis. Payments will be made for services provided in accordance with all requirements, within 30 days and only upon receipt and verification of original invoice(s) and appropriate supporting documentation.
 - Full cooperation is expected from selected vendor(s) in the monitoring and verification of services provided and the examination of pertinent records by WCCA, auditors, reviewers, State and Federal funding entities.
 - Description and disclosure is required of any previous or ongoing professional relationships with WCCA, along with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed work.
 - This bid does not provide for loans or any other monetary benefit or terms or conditions to be to institutions by food service management companies.
 - Non Food items shall be excluded from this bid information, except where such items are essential to the conduct of the food service.
 - Certify that all price quotes in your organization's bid are correct and will not limit competition (prepared independently and have been submitted without consultation and agreement, understanding, or planned common course of action, with any other vendors of goods, services, or equipment described in the invitation to bid).
 - This contract may be terminated for cause or convenience by either party by the presentation of one party or the other with 30 calendar day's written notice. Neither party shall be liable to the other for damages caused by this termination presentation. A final invoice will be submitted to WCCA for services provided by the selected food vendor.
 - Vendor(s) who are not satisfied with the decision that is made by WCCA have the right to appeal the decision. The vendor(s) will submit, in writing, their reasons for the appeal to the WCCA Executive Director who will review the appeal and render a decision within (5) working days. If the vendor(s) do not agree with the decision, they can submit their appeal to the WCCA Board of Directors who will render a final decision.
 - All vendors submitting a bid shall comply with CACFP Procurement Standards 7 CFR 226.22, CACFP Procurement Standards for Food Service Management Companies 7 CFR 226.21, and the Uniform Administrative Requirements for Federal Grants 2 CFR 200.318-326.

- Vendor(s) who do not perform to contract terms shall be responsible to reimburse WCCA for monetary losses, claims, liabilities, damages, and expenses, including attorney’s fees and costs arising out of nonperformance of the contract terms.

Acknowledgement/Agreement to comply with all the terms, conditions, and requirements contained in This Invitation Bid (“IFB”)

Authorized Signature:

By: _____

Its: _____

Name: _____

Date: _____

(Please return this signed acknowledgement/agreement along with your bid submission)

IFB Attachments:

- Exhibit “A” Bid Reporting Form
- Exhibit “B” Food Service Contract Between For-profit Food Service and Child/Adult Care Organization (CNP-121)
- Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
- CACFP Meals for Children 1-18 years
- Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions
- Disclosure of Lobbying Activities

IFB Checklist of items needed to submit

- Exhibit A
- Exhibit B Food Service Contract
- 21 Day Cycle Menu

- Debarment and Suspension Certification Statement
- Certificate of Insurance for the following:
 - General Liability
 - Professional Liability
 - Auto
 - Products and Completed Operations
 - Worker's Compensation, bonding
- Food Establishment Permit
- Professional References
- Signed Acknowledgement and agreement to comply with all terms, conditions and requirements contained in this IFB. Etc.
- Written narrative of food service experience with CACFP program.

USDA Non-Discrimination Statement: FNS nutrition assistance programs, State or local agencies, and their sub-recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Iowa Non-Discrimination Notice

“It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.”