

**NOTICE OF REQUEST FOR PROPOSALS FOR
CATERING SERVICES**

This is a

REQUEST FOR PROPOSAL

By

The Brazos School for Inquiry and Creativity

in the administration of one or more USDA Child Nutrition Programs

TO PROVIDE CATERING SERVICES FOR

The Brazos School for Inquiry and Creativity

**Bryan Campus
410 Bethel Ln
Bryan, Texas 77802**

**Houston Campus
1055 W. Tidwell Rd.
Houston, Texas 77091**

**FOR THE 2019 – 2020 SCHOOL YEAR BEGINNING AUGUST 24, 2020 AND ENDING MAY 26, 2021,
RENEWABLE FOR THREE ONE-YEAR TERMS**

PROPOSALS WILL BE RECEIVED UNTIL 1:00PM on July 31, 2020.

PROPOSALS AND SUPPORTING DOCUMENTATION AS DESCRIBED IN THIS
REQUEST FOR PROPOSAL (RFP) ARE TO BE DELIVERED TO:

By U.S. Mail: The Brazos School for Inquiry and Creativity
 Attention: Jerry Deal
 410 Bethel Lane
 Bryan, Texas 77802

By Courier: The Brazos School for Inquiry and Creativity
 Attention: Jerry Deal
 410 Bethel Lane
 Bryan, Texas 77802

Personal Delivery: The Brazos School for Inquiry and Creativity
 Attention: Jerry Deal
 410 Bethel Lane
 Bryan, Texas 77802

Brazos School for Inquiry & Creativity
Signature Page

Brazos School for Inquiry & Creativity
410 Bethel Lane
Bryan, Texas 77802
979-775-2152

Bid# CATERINGSY2020-2021

Legal Name of Company (Bidder) _____

Address _____

City, State, Zip _____

Telephone _____

Email _____

Fax _____

Number of years in business: _____

Type of Operation: Individual _____ Partnership _____ Corporation _____ Franchise _____

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
Yes: _____ No: _____

Does any relationship exist whether by relative, business associate, capital funding agreement or any other kinship between your company and any Brazos School for Inquiry & Creativity employee? If yes please explain. Yes _____ No _____

Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a contract with Brazos School for Inquiry & Creativity.

Signature of Bidder _____

Print Name _____

Title _____ Date _____

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A. Scope & Intent:

To be in compliance with all Texas State laws and TEA/TDA/USDA regulations in connection with providing catering for breakfast and lunch for the Brazos School for Inquiry & Creativity. (BSIC)

Specifications

- Vendor should be local and within reasonable driving distance to the campus.
- Follow all USDA/TDA and TEA policies and procedures for the National School Breakfast and Lunch Program.
- Maintain production sheets/records.
- If needed provide a steam table/or refrigeration.
- Meet all City, County, and State sanitation codes and permits.
- Provide monthly menus
- Display Certified Food Managers State License on site.
- Display Food Handling Certificates for all employees.
- To be onsite and/or have food delivered at least 20 minutes before serving time.
- Follow new portion rules regulated by new TEA/TDA/USDA food laws.

Specifications for Product Quality & Delivery

- All products shall be freshly prepared. Day old products are NOT acceptable. Products shall be uniform in size and shape, uniformly sliced and free of foreign objects.
- Product shall be delivered and protected in transit using insulated food transport containers approved by National Sanitation Foundation (NSF). Food must be prepared, stored, and transported at the proper temperature (hot and cold foods) according to Texas Food Establishments Rules (TFER).

Bid Specification

- Breakfast price – Per Individual Serving
- Lunch price – Per Individual Serving
- All meals include milk, and juice or fruit
- Provider acknowledges Educational trips may require sack lunches

B. Bid Preparation and Information

- Bids must be submitted in sufficient time to be received and time-stamped at the above location on or before the published bid date and time. Brazos School for Inquiry & Creativity will be responsible for receiving mail from the post office. Responses received after the published time and date may not be considered. **Fax responses will not be accepted.**

- The Bid number must be identified on the outside of the envelope being delivered (i.e. Federal Express, UPS, US Postal Service, and/or Hand Delivery.)
- Bid must be submitted sealed and in the form of the Bid form together with any material required by addendum (if any) to this bid by the time and date specified. Failure to do so may result in disqualifying your response.
- An authorized representative of the firm must sign all Bids. It is our intent, if the Bid is accepted, the bid will automatically become a part of a binding contract.

Enclose with Bid a copy of:

- Bid Page
- Signature Page
- Felony conviction Page
- Conflict of Interest Questionnaire : FORM LOCATED AT:
<http://www.thebrazoschool.org/finance>
- W-9 : FORM LOCATED AT: <http://www.thebrazoschool.org/finance>
- The last two (2) Health Inspection Reports
- A copy of your permit from your local Health Department
- A copy of Food Handling Certificate/s
- A copy of Certified Food Managers Certificate
- Certificate of Liability Insurance
- Workman’s Compensation Certificate
- References (3)
- Web-site address (if applicable)

Failure to submit this information may result in rejection of bid.

Contact:

BSIC’s primary contact for the bid is Jerry Deal.

All questions regarding this bid must be submitted in writing to Jerry Deal via e-mail jdeal@brazoschool.org.

Criteria for Selection

As provided in the Texas Education Code 44.031 (b), proposals will be evaluated on the following criteria

- The purchase price;
- The reputation of the vendor and the vendor’s goods or services.
- The quality of the vendor’s goods or services;
- The extent to which the goods or services meet the school’s needs;

- The vendor’s past relations with the school and other educational or municipal clients;
- The total long-term cost to the district to acquire the vendor’s goods or services; and
- Any other relevant factor specifically listed in the request for bids or proposals;
- The quality of the references from past customers of the respondent; A minimum of Three (3) references must be provided

Bid Award

The proposal will be awarded, in the best interest of Brazos School for Inquiry & Creativity, to the responding providers who present the best value to the School. The school reserves the right to accept or reject any and all bids and to waive technicalities and informalities and to be the sole judge of quality and equality. The school reserves the right to request additional information or conduct interviews. Awards will be based on what, in our opinion, is most advantageous to Brazos School for Inquiry & Creativity.

Billing and Payment

All invoices be submitted to Jerry Deal via e-mail jdeal@brazoschool.org.

Invoices will be returned if they do not contain the following:

- A detailed description of the invoiced services that is sufficient to allow the School to ascertain the specific services provided and the dates of services.
- Invoices must show school catering location, event date, quantity, unit price, extended price and total amount of invoice.
- All delivery tickets for catering will be signed by school/department end user for verification.
- Brazos School for Inquiry & Creativity will not be responsible for normal overhead or overtime costs unless the School has specifically agreed to such expenses in advance.

Terms of payment:

Net 30 days from receipt of complete/correct invoice.

Statement of Equal Opportunity and Non-Discrimination:

The Brazos School for Inquiry & Creativity is committed to fair and equal competition among all vendors. It is the policy of the BSIC to encourage participation in the competitive bid process by all interested parties. BSIC does not discriminate against any otherwise qualified vendor because of the vendor’s race, color, national origin, age, religion, sex, or disability.

**Notice to Vendors: Conflict of Interest Questionnaire Required by Chapter
176 of the Texas Local Government Code**

Information:

Any person or entity who contracts or seeks to contract with BSIC for the sale or purchase of property, goods, or services (as well as agents of such persons) (hereafter referred to as Vendors) are required to file a Conflict of Interest Questionnaire with the School. Each covered person or entity who seeks to or who contracts with BSIC is responsible for complying with any applicable disclosure requirements.

The Local Government Officers of the Brazos School for Inquiry & Creativity are:

Board of Trustees: Lynda Marino - College Station, Texas
 Robert Horton – Bryan, Texas

Superintendent Katy Greenwood – College Station, Texas

CONFLICT OF INTEREST FORM LOCATED AT: <http://www.thebrazoschool.org/finance>

TITLED: CONFLICT OF INTEREST QUESTIONNAIRE – FORM CIQ

FELONY CONVICTION NOTIFICATION AND CRIMINAL BACKGROUND CHECK

- You must give advance notice to Brazos School for Inquiry & Creativity if a person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. The School may terminate any Agreement or if the School determines that the person or business entity failed to give notice as required by this notification or misrepresented the conduct resulting in the conviction. This notice, requiring advance notice, does not apply to a publicly held corporation.
- You will obtain criminal history record information that relates to any employee, applicant for employment or agent, if they will have continuing duties related to the services that will be performed on school property or at any location that students are regularly present. Certification will be needed before beginning work that criminal history record information has been obtained. You shall assume all expenses associated with the criminal history background checks and shall immediately remove any employee or agent who was convicted of a felony, or misdemeanor involving moral turpitude, as defined by Texas law, from the Brazos School for Inquiry & Creativity School property or other location where students are regularly present. Violation of this shall constitute a substantial failure.
- The School reserves the right to obtain the criminal history record information that relates to any employee, applicant for employment or agent, if they will have continuing duties related to the services that will be performed on school property or at any location that students are regularly present.
- If the owner or operator of the business entity, that individual may not self-certify regarding the criminal history record information and its review, and must submit original evidence acceptable to the School with this Agreement showing compliance.

Signature below acknowledges compliance with Felony Conviction Notification and Criminal History Background Check of all personnel employed or working under owner or operator of the business entity.

Signature: _____ Date _____

Printed/Typed Name _____

Company Name: _____

BID SHEET – BID Number: CATERINGSY2020-2021

This bid offered by _____

Individual Breakfast Price: \$_____ (per meal)

Individual Lunch Price: \$_____ (per meal)

All meals include milk, and juice or fruit.

Provider acknowledges Educational trips will require sack lunches.

The above prices should reflect the additional portions regulated by the new TEA/TDA/USDA food laws.

Signed _____ Title _____

Print Name _____

Date: _____