

October 27, 2023

BID INVITATION

Parkland College invites you to submit a written bid for a qualified food service management vendor for the procurement, preparation, delivery, and service of high-quality, nutritious meals for the Parkland Child Development Center. Specifications and bidding requirements are enclosed.

Please address written bids to Purchasing, Room A108, Parkland College, 2400 West Bradley Avenue, Champaign, IL 61821-1899. Bid envelopes must be marked **BID #2024-003 CDC Foodservice** to ensure delivery. Bids must be received no later than **2:00 p.m. on Monday, November 6th, 2023**, at which time they will be publicly opened and read in **Room A108**. Any bid not received by said time and date will not be considered. Bids sent by facsimile machine or e-mail will not be accepted.

All bidders are welcome to attend the public bid opening. Those unable to attend may contact Lauren Craig, Purchasing Agent, at 217-351-2232 or e-mail, purchasing@parkland.edu to obtain the results of the bid. No information regarding the recommendation to the Board of Trustees will be released until after the Board of Trustees meet on November 15, 2023.

The Board of Trustees of Parkland College reserves the right to reject all or any part of a bid submitted, to waive any technicalities or informalities in the bidding, and to accept bids or combination of a bid deemed most favorable to and in the best interest of the college after all bids have been examined and evaluated. All bidders must fully comply with all local, state, and federal laws regarding bidding on public projects and the performance of services or supplying of goods under a bid.

Questions regarding the bid specifications may be addressed to Stephanie Stuart, Vice President for Communications and External Affairs, 217-351-2170 or e-mail, [sstuart@parkland.edu](mailto:ssstuart@parkland.edu).

Sincerely,



Chris Randles
V.P. of Administrative Services and Chief Financial Officer

Enc: Bid form
Return envelope

Prices and Payments:

1. All bid prices shall be complete and include delivery to Parkland College, 2400 West Bradley Avenue, Champaign, Illinois 61821.
2. Contract will be an official Parkland College purchase order to be issued after approval of the bid by the Board of Trustees.
3. Payment shall be made in accordance with these specifications and the bid proposal submitted by the bidder. Bid will be valid for a period of sixty days from date of bid opening.
4. Any exceptions or deviations from the bid specifications must be addressed in writing and submitted with the bid.
5. Parkland College is tax exempt. A copy of the exemption certificate will be furnished on request.

Any bid not received by said time and at said place will not be considered. Bids sent by facsimile machine or email will not be accepted. The bids will be publicly opened and announced at 2:00 p.m., Monday, November 6th, 2023, in Room A108 on the Parkland College campus. No decision will be made at that time.

General Information

The Parkland Child Development Center (PCDC) serves between 45-75 children each academic year, and is open to Parkland students, employees, and members of the community. The center is also funded by a U.S. Department of Education Child Care Access Means Parents in School (CCAMPIS) grant program that aims to reduce barriers for higher education students who may face challenges with affording childcare while seeking education and training.

The Parkland Child Development Center participates in the Illinois State Board of Education Child and Adult Care Food Program (CACFP) and aligns to its nutritional guidelines. Funding from CACFP reimburses the college for the cost of providing PCDC students with healthy meals during their time of attendance.

Parkland College is issuing this Bid to solicit qualified food service management vendors for the procurement, preparation, delivery, and service of high-quality, nutritious meals for the PCDC. This includes lunch from December 1, 2023-November 30, 2024. Additionally, the center will seek for the selected vendor to assist with on-site delivery, portioning, dish collection, and dishwashing.

Prevailing Wage Rate

Certain services require vendors to pay prevailing wage rates. If applicable, and as a condition of receiving payment, Vendor must pay its employees prevailing wages in the locality in which the work is to be performed. Vendor shall provide a copy of the certified payroll on request. Vendor is responsible for contacting the Illinois Department of Labor to ensure understanding of prevailing wage requirements. The prevailing rates of wages are determined by the Illinois Department of

Labor and are available on the Department's official website: <http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>.

Subcontracting

Subcontracting is not allowed. For the purposes of this section, subcontractors are those specifically hired to perform all, or part of the work covered by the contract. Unless a supply item is the essence of the contract, a supplier is not considered a subcontractor.

Term

Any contract resulting from this solicitation will have a term of December 1, 2023 – November 30, 2024. Vendors must be able to begin service on or before December 1, 2023. Vendor shall not commence billable work in furtherance of the contract before the contract is signed by all parties.

Insurance

The vendor shall maintain, during the term of any resulting contract, comprehensive General, Contractual, Professional and Errors and Omissions (E&O) Liability Insurance and Employee Dishonesty bonding coverage or such coverages as required by Federal, State, and local laws governing the services described herein. Proposers shall also maintain all employee-related insurances, in the statutory amounts, such as unemployment compensation, worker's compensation, and employer's liability for its employees involved in performing services pursuant to any resulting underwriting contract. Such coverage may be self-funded.

Termination for Cause

The College may terminate the resulting contract, in whole or in part, immediately upon notice to the Vendor if: (a) the College determines that the actions or inactions of the Vendor, its agents, employees or subcontractors have caused, or reasonably could cause, jeopardy to health, safety, or property; (b) the Vendor has notified the College that it is unable or unwilling to perform the contract; (c) Vendor fails to perform to the University's satisfaction any material requirement of the resulting contract; or (d) the College determines that the Vendor lacks the financial resources to perform the contract. The College shall provide written notice to the Vendor to cure the problem identified within a specified period of time. If not cured by the specified date, the College may either immediately terminate the contract without additional written notice or enforce the terms and conditions of the contract. For termination due to any of the causes contained in this section, the College retains the right to seek any available legal or equitable remedies and damages.

Termination for Convenience

The College may, for its convenience and with 30 days prior written notice to Vendor, terminate the resulting contract in whole or in part and without payment of any penalty or incurring any further obligation to the Vendor. The Vendor shall be entitled to compensation upon submission of invoices and proof of claim for supplies and/or services provided in compliance with the resulting contract up to and including the date of termination.

Description of Services Required

- The Parkland Child Development Center requires services for the preparation, delivery, and service of lunch for the center's 45-75 children each day that the center is in operation. The PCDC will provide its own milk and juice. Up-to-date headcounts for meals will be provided to the vendor by the end of the work week for the following week of operation. The vendor will portion the meals based on headcounts provided to them by the PCDC and assist with dishes following the conclusion of the meal using the onsite kitchen and dishwasher. The PCDC has the right to increase and decrease the number of meals but will not exceed 75 students at any point in the contract period.
- All meals must meet or exceed the USDA and ISBE requirements for meal patterns. Use the link below to identify all applicable information to the Child and Adult Care Food Program which is regulated by the USDA. <https://www.isbe.net/Pages/Child-Adult-Care-Food-Program-Documents.aspx>.
- Additionally, all meals must meet or exceed the standards for nutrition and meal service determined by the Department of Child and Family Services (DCFS) to meet state licensing standards. https://www2.illinois.gov/dcfs/aboutus/notices/documents/rules_407.pdf
- The vendor's facilities shall be subject to periodic inspections by the USDA, State and local health departments, or any other agency designated to inspect meal quality of the State in accordance with USDA regulations.
- At time of award and upon request, the vendor must make available a USDA grading certificate. All meat, meat products, and dairy must be sanitary and free of objectionable odors or signs of deterioration on delivery.
- Meals shall be prepared under properly controlled temperatures in accordance with standards set forth with the Champaign-Urbana Public Health District. Meals shall not be assembled more than 24 hours prior to delivery.
- A copy of vendor's current Health Inspection report **must** be submitted with bid.
- Meals shall be either 1) prepared fresh on site or 2) packaged in bulk in steam table pans and maintain a regulated temperature from the time of drop off until served.
- Vendor will be responsible for removing all equipment and supplies immediately following serving of meals.
- Meals will be provided on each day the center is open to students. Payments will not be made for the days the school is closed, including for weather or emergency closures.
- Parkland College will provide and maintain an on-site kitchen facility to prepare or stage meals. Any ingredients or supplies will be provided by the vendor. The vendor will clean and remove any equipment following the conclusion of meal service each day.
- The vendor will coordinate with center staff to accommodate children's dietary restrictions to the greatest extent possible, including meatless, gluten free, nut free, and dairy free options upon request. Such meals will be indicated in the weekly headcounts for meals.

- A separate, age-appropriate meal must be provided for students ages 6 weeks to two years due to the risk of choking and dietary restrictions. Infants and young children must not be fed the following: Raw Vegetables, Cooked or raw whole corn kernels, whole pieces of canned fruit, hard pieces of raw fruit (e.g. apples, pear, melons), whole grapes berries, cherries, melon balls, or cherry & grape tomatoes, uncooked dried fruit (including raisins), canned fish with bones, hot dogs and sausages, egg yolk may be introduced to infants at or after 8 months of age, egg whites and whole eggs shall not be introduced to children younger than 1 year, honey shall never be fed to babies less than 1 year of age.
- The vendor will provide menus two weeks in advance to allow PCDC staff to review them and ensure compliance with state and federal guidelines. If a change is requested due to a discrepancy, the menu must change to accommodate those needs.
- Full meals are to be provided for each of the four options (Regular, Meatless (ML), No Egg (NE), No Dairy (ND)). Any substitutions for entrees or sides in non-compliance with the four options shall be included.
- Serving size is to be measured once the food has been cooked and is only weighted for actual food. This may not include the juice from a can of fruit or vegetables.

Deliverables and Expectations

- All meals shall be delivered to the Parkland College Child Development Center, 2400 West Bradley Avenue, Champaign, Illinois 61821, G Building, or prepared on site using the center's commercial kitchen.
- Meals should be prepared on site or delivered by 10:30 a.m. Service begins at 11:00 a.m. for infants and toddlers and 11:30 for preschool aged children.
- Food shall not be delivered that has a foul odor, is burnt, is discolored, contains foreign objects, or hasn't maintained appropriate temperature to coincide with regulations (as outlined on the ISBE website in Section 5.2.1)
- Upon delivery, the PCDC shall decide if the food is in the proper condition to serve. If the food is deemed to be in a condition that is not acceptable to the PCDC, the PCDC will request the replacement of the food to be made immediately. If the awarded vendor is unable to supply the requested replacement, PCDC will find an alternative option at the vendor's expense.
- If Vendor has multiple occurrences where food is sent back, Parkland College shall have the right to re-evaluate the current contract.
- All vendor staff working at PCDC must have on file at the PCDC a copy of their food service sanitation license, DCFS background check, and pass a DCFS-required physical.
- In the event of unforeseen emergency circumstances, the contractor shall immediately notify the primary contact at PCDC by telephone of the following: a) the impossibility of on-time delivery; b) the circumstances precluding delivery; and, c) a statement of whether succeeding deliveries will be affected.
- Vendor is expected to have recordkeeping practices that will ensure compliance for ISBE food program.
- All staff working regularly on-site will need to comply with DCFS licensing requirements for on-site vendors, including but not limited to a physical and criminal background check prior to working in the center.

Bid Specifications/Required Documentation:

Any unanswered questions will be considered noncompliant and nonresponsive and subject to rejection.

1. Three references from similar clients provided
Does your bid comply? Yes **No**

2. A sample meal pattern is provided
Does your bid comply? Yes **No**

3. Copy of current health inspection report is provided
Does your bid comply? Yes **No**

4. Copy of current certificate of insurance is provided
Does your bid comply? Yes **No**

5. Vendor agrees to fulfill services required
Does your bid comply? Yes **No**

6. Vendor agrees to meet all Deliverables and Expectations
Does your bid comply? Yes **No**

7. Vendor agrees to termination for cause or convenience clauses
Does your bid comply? Yes **No**

Business Enterprise for Minorities, Females, and Persons with Disabilities

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq.* (the "Act"), it is the policy of Parkland College to foster and encourage the continued economic development of minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified as a minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority owned business or female owned or person with a disability owned business?

Yes ____ No ____

Please provide three references:

Reference Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Contact Name: _____

Reference Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Contact Name: _____

Reference Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Contact Name: _____

Bid #2024-003 PCDC Foodservice

Total Estimated Price per Month of Service: _____

Vendor Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

This bid contains all the information requested in the Bid Specifications, including the following documents:

Three References from similar clients

A sample meal pattern

A copy of vendor's current health inspection report

A copy of vendor's certificate of insurance

Authorized Representative (please print) _____

Signature of Authorized Representative _____