

Request For Proposal

RFP: Student Nutrition Services

Invitation for Bid/ Banded School Meal

General Procedural Terms and Conditions

A. Intent and Procurement Method

This document is to be utilized by School Food Authorities (SFAs) who wish to procure a vendor meal provider. It combines an Invitation for Bid (IFB) process with the contract so that once a bid is awarded, a formal contract will be signed.

Note that this template for vendor meals is to be utilized for SFAs that contract with vendors to provide meals dropped off at the specified locations. If an SFA would like to procure additional services from the vendor, such as on-site staff, assistance with other administrative aspects of the child nutrition programs, or selling a la carte foods during meal service besides milk and/or adult meals, they must utilize the templates for food service management contracts, available on the Minnesota Department of Education website.

There are several parts to the document and the process is dependent on the anticipated annual value of the contract. For contracts greater than \$100,000 (for public schools) or \$150,000 (for nonpublic schools), the SFA must complete the document in its entirety, including Section H: for formal procurement using the Invitation for Bid process, which follows formally advertising the bid opportunity, holding a pre-bid meeting or bid release information period followed by formally awarding the contract.

For additional information on formal procurement through the Invitation for Bid process, refer to the Procurement-Formal (Sealed) Bid Procedures document available on the Minnesota Department of Education website at:
<http://education.state.mn.us/MDE/SchSup/FNS/SNP/ProcCont/index.html>.

SCITECH ACADEMY CHARTER SCHOOL herein after referred to as the School Food Authority (SFA). The bidder will be referred to as the Vendor and the contract will be between the Vendor and the SFA.

1. The SFA shall retain **signature authority** for the application/agreement to participate in the programs listed in the site information form(s) including, but not limited to the Application Renewal, the Verification of Application Form, and letters to the MDE to amend the application. [7 CFR 210.16 (a) (5)].
2. Utilizing the vendor school meal invitation for bid (IFB)/contract, the contract shall include all activities necessary for the purchase, preparation, and delivery of meals to the SFA and the use of USDA foods.

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B. Bid Submission and Award

1. Sealed bids (for formal procurement) and price quotes (for informal procurement) are

How to submit a bid

ABDISALLAM ABDULLE, DIRECTOR:
100 West 66th Street, Richfield, MN 55423

**Bids/price quotes will not be accepted after 4:00 pm
on 8/20/21**

The bid is to be submitted in a sealed envelope marked "Vended School Meals Invitation for Bid." (formal procurement) or "Vended School Meals Price Quote" for (informal procurement).

2. The SFA reserves the right to exercise its discretion to reject any or all bids.

3. To be considered, each bidder must submit a formal bidder / RFP

Awards, if any shall be made to a qualified and responsible bidder whose bid is responsive to this solicitation. A responsible bidder is one whose financial, technical, and other resources indicate an ability to perform the services required by this solicitation.

5. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and he/she cannot secure relief on the plea of error.

6. If additional information is required, please contact :
ABDISALLAM ABDULLE, DIRECTOR @ (612) 800-2036, or

email: aabdulle@scitechacademymn.org

This contract, between School Food Authority (SFA) SCITECH ACADEMY

SFA's Sponsor ID Number (CLICS) TO BE DETERMINED

and Vendor authorizes that Vendor will provide meals, snacks, and/or milk in accordance with the federal regulations and policies applicable to the U.S. Department of Agriculture (USDA) Child Nutrition Program (s).

The award will be effective for the following period: **08/30/ 2021**

The vendor will provide meals to the SFA site(s):
SciTech Academy 100 West 66th Street, Richfield, MN 55423, 612-800-2036

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SFA will notify the Vendor with five days' notice of changes to sites.

SciTech Academy Charter School

Grade Level: K-8

100 West 66th Street Richfield MN, 55423

www.scitechacademymn.org