

**COMMUNITY HARVEST CHARTER SCHOOL
5300 SEPULVEDA BLVD.
SHERMAN OAKS, CA 91411
818-528-1470**

REQUEST FOR PROPOSALS CATERING

Community Harvest Charter School ("School") is requesting proposals for catering under the National School Breakfast, Lunch and Snack food service programs.

No offer of intent should be construed from this legal notice that the School intends to enter into a contract with the interested company for catering unless, in the School's sole opinion, it is in the School's best interest to do so. The School reserves the right to negotiate final contractual terms with the successful company.

Written proposals must be sent and filed with the School at the address shown above no later than Friday, August 26, 2011.

School reserves the right to reject any and all proposals and to waive any irregularity in any and all proposals.

Requests for Proposal/Bid specifications and conditions can be obtained from the School.

Interested companies should direct questions to Ms. Vivianna Trujillo at the address and/or phone listed. Ms. Vivianna Trujillo can also be contacted via email at vttrujillo@communityharvest.us.

A summary of this information was published in the School's website on August 16, 2011.

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CATERING

GENERAL INSTRUCTIONS AND CONDITIONS

1. All proposals must be typed or written in ink. No oral or telegraphic modification will be considered.
2. All proposals must bear the company name and be signed by a responsible person. Obligations assumed by such signature must be fulfilled.
3. The successful company must save, keep, hold harmless, and fully indemnify the School and its officers or agents from all damages or claims for damages, costs, or expenses in law or equity that may at any time arise or be set up for any infringement of the patent rights, copyright or trademark of any person or person in consequence of the use of the School of items supplied under this proposal.
4. The successful company must be licensed or incorporated to do business in the State of California.
5. Companies, if requested, must be prepared to present evidence of experience, ability, and financial standing necessary to meet satisfactorily the requirements set forth or implied in this proposal.
6. The School reserves the right to reject any and all proposals and to waive any irregularity in any and all proposals.
7. The company will not bill the School for any additional charge for delivery, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose. All costs shall be included in the proposal.
8. Companies must certify that they have carefully reviewed and checked the price quotation and understand that the School shall not be responsible for any errors or omissions on the part of the company.
9. Companies that do not wish to submit a proposal are asked to return the RFP indicating "no proposal."
10. It is mutually understood that no alteration or variation of the terms of this proposal shall be valid unless made or confirmed in writing and signed by all parties to this proposal.

11. Proposals must be filed with Community Harvest Charter School at the address shown above on or before the time and date specified in the Request For Proposals. Proposals shall not be accepted after the date and time specified and shall be returned to the company unopened.

CATERING
REQUEST FOR PROPOSAL

It is the purpose of this document to obtain as complete data as possible from each prospective company, to enable School to determine which company if any, is best able to serve the School, its students, and its staff. The School seeks to contract with one contractor to provide meals that meet the requirements of the National School Breakfast, Lunch and Snack Programs.

Proposals must be prepared simply and economically, providing a straightforward, concise description of a company's capability to satisfy the School's requirements. Emphasis should be on completeness and clarity of content.

I. MINIMUM INFORMATION REQUIRED

- A. Company name and address.
- B. Explain in detail the duration and extent of experience with similar school district catering services in California, including name, address, and phone number of contact person for each operation.
- C. Insurance limits must comply with legal requirements, and Proposers shall specify in their proposals the amount of limits.
- D. Financial arrangements of the program.
- E. Proposers must submit a sample 2-week meal pattern lunch and breakfast that meets the specified National School Breakfast, Lunch and Snack Program meal requirement.
- F. The proposer must submit information regarding its ability to assist the School with catered food service at times and prices to be mutually agreed upon.
- G. The following forms must be filled out and accompany the proposal.
 - Certifications Regarding Lobbying; Debarment, Suspension, and other Responsibility Matters
 - Disclosure of Lobbying Activities
 - Certificate of Independent Price Determination

II. OTHER TERMS

- A. School representatives reserve the right to inspect the proposer's other food service operations under its service prior to any award of this contract, at the expense of the proposer.
- B. Equipment, Supplies, Food and Space Use: All USDA commodities shall remain property of the School. The School shall maintain the equipment in proper working order.

III. TIMELINE

The District must receive all proposals no later than August 26, 2011 at 4:00 p.m. The award will be made via phone call on September 1, 2011.

IV. DETERMINING THE SUCCESSFUL COMPANY

- A. The School reserves the right to accept any proposal that it deems most favorable to the School's interests and to reject any or all proposals or any portions of any proposal submitted which in its sole opinion is not in the best interest of the School.
- B. The School further reserves the right to negotiate final terms and conditions of the contract that may be different than those contained in the proposal if, in the School's opinion, to do so is in the School's best interest.

To that end, the following criteria will be evaluated:

The demonstrated ability to perform in the following areas:

1. The overall financial results for the School and the financial terms of the proposed contract
2. Variety/offering
3. Communication
4. Experience
5. Business practices
6. Ability to meet the School's objectives