



SOUTH SUBURBAN COLLEGE

15800 S. State St.
South Holland, IL
60473-1200
(708) 596-2000

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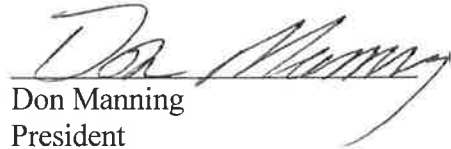
Don Manning,
College President

*Our Mission Is
to **Serve** our
Students and
the **Community**
Through Lifelong
Learning.*

REQUEST FOR BID Child Care Food Service

July 9, 2013

Please quote us your net cost on the following: child care food service. Sealed bids will be received up to the hour of 9:30AM on July 25, 2013, in room 2115. Bids will be opened at that time in the President's Conference Room, 15800 South State Street, South Holland, Illinois. This is a public bid opening.



Don Manning
President

BID CONDITIONS

- a. Only sealed bids will be accepted. **The envelope must be clearly marked to indicate it contains a bid, as well as the bid title and opening date and sent to the attention of Purchasing.** Facsimiles will not be accepted. The results of the bid will be posted on line at www.ssc.edu/purchasing after the bid is awarded. We estimate, but do not guarantee, the bid(s) will be awarded at the August 8, 2013 Board of Trustees meeting.
- b. Bids must be good for 60 calendar days.
- c. The College reserves the right to reject any and all bids and retains the right to waive any and all bid formalities.
- d. The bidder's reputation for responsibility will be considered in making awards.
- e. The terms, conditions, and specifications stated in this bid document will be incorporated in any resulting Agreement between South Suburban College and the successful bidder. Bidding on this project results in acceptance of all terms, conditions and specifications stated herein by the bidder.

CONTRACTOR CONDITIONS

- a. All deliveries must be made as specified.
- b. The contract may be terminated by the College, in its sole discretion, in the event the contractor fails to provide appropriate materials, or for any other material breach of these bid terms and specifications.
- c. If the bid is awarded, the successful bidder shall provide proof of Broad Form Comprehensive Liability Insurance with a minimum bodily injury limit of \$3,000,000 for each person and \$1,000,000 for each accident. The insurance must be written by an insurance company with an "A" financial rating by the latest Best's Insurance Report. A certificate of insurance showing compliance with these terms shall be provided to South Suburban College within ten (10) business days of acceptance of a bid. The certificate of insurance must state that South Suburban College is the primary insured.
- d. If the bid is awarded, the successful bidder shall provide proof of worker's compensation insurance.

CONTRACTOR CERTIFICATIONS

- a. Contractor is not barred from bidding on this project as a result of a violation of either 720 ILCS 5/33E-3 (bid rigging) or 720 ILCS 5/34E-4 (bid rotating).
- b. Contractor agrees to comply with all related applicable state and federal laws in the performance of this contract.
- c. Contractor agrees to comply with all related laws and regulations, including §6.1 of Public Contracts Section of Rules and Regulation of the Illinois Department of Human Rights.
- d. Contractor shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law, rule or regulation. Contractor certifies that it is an equal opportunity employer.
- e. Contractor certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
- f. If Contractor has more than 25 employees, Contractor certifies that it provides a Drug Free Workplace in compliance with the Drug Free Workplace Act. 30 ILCS 580/1 et seq.
- g. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.
- h. Contractor has examined the site of the work and is familiar with any and all conditions affecting the cost of the work and with all requirements of the Bidding Documents including the specification and addenda, if any, and agrees to furnish all items required

hereunder.

- i. Contractor agrees to execute a contract with the College, based on the bid, if accepted, and agrees to furnish all bonds and insurance in accord with the Bidding Documents.
- j. Contractor agrees to complete the work within the time specified in the contract.
- k. Contractor agrees that should Contractor fail to enter into a contract with the College or furnish acceptable contract security within the time and manner herein provided, the bid deposit shall be retained by the College as liquidated damages and not as forfeiture. It is further agreed that due to the uncertainty of the exact amount of damages the College will sustain as a result of the Vendor's failure herein described, the bid deposit is a fair and equitable estimate of damages.
- l. Contractor agrees that it will pay not less than the prevailing rate of hourly wages for work of a similar character in the same locality and in which the work is performed and not less than the general prevailing rate of hourly wages for legal holidays and overtime work in the performance of work under this contract, as established by the Illinois Department of Labor pursuant of 820 ILCS 130/1 *et seq.* Contractor shall maintain records necessary to establish compliance with this requirement.
- m. Contractor represents that it possesses all professional or business licenses required by law, if any, and all qualifications necessary to fully perform its obligations.
- n. Contractor assumes full responsibility for the payment of all federal, state and local taxes incurred by Contractor as a result of this Agreement.
- o. Contractor and all subcontractors agree jointly and severally that they will defend, indemnify and hold harmless the College, its officers, trustees, agents, and employees, from any and all claims, demands, liens, or suits of any kind or nature whatsoever (including suits for injunctive relief) arising out of or related to this bid or any subsequent agreement between the parties.
- p. Contractor acknowledges that the terms, conditions and certifications contained in paragraphs a through o of this section are applicable to all subcontractors and Contractor agrees to insure compliance therewith by all subcontractors involved with the project.
- q. A copy of a current State or local health certificate for the food preparation facilities **MUST** be submitted with the bid.

COMPANY HISTORY AND REFERENCES

- a. How many years has your company been in business under your current name?

- b. Has your company done any previous work for the College within the last five years? _____ If so, when? _____
- c. List three references for whom you have provided similar materials:

1. _____
 company contact person phone
2. _____
 company contact person phone
3. _____
 company contact person phone

PAYMENT PROCEDURES

- a. Invoices should be mailed to Business and Accounting Services, SOUTH SUBURBAN COLLEGE, 15800 S. State Street, South Holland, Illinois 60473 and must be approved by the Board of Trustees prior to payment.
- b. Payment will be approved upon satisfactory delivery of goods and services, as determined by the College.
- c. Payments are generally transmitted within four to six weeks after the College receives an invoice.

QUESTIONS

- a. Questions regarding the bid process should be directed to Laurie Czulno, (708) 210-5757.
- b. Questions regarding the specifications for child care food service should be directed to Patrice Burton, (708) 596-2000 ext. 2315.

SPECIFICATIONS

Due to allergic reactions from children South Suburban College is a “Peanut Free Zone”.

To deliver unitized meals and unitized snacks, inclusive of milk, to South Suburban College. All meals furnished must meet or exceed U.S. Department of Agriculture requirements as set forth in the Illinois State Board of Education meal chart attached. Meal portions should be based on children ages 6 – 12 as established by the Illinois State Board of Education and the applicable statutory references regarding the provision of food in Child and Adult Care Food Programs.

Meals shall be delivered daily, unloaded and placed in the designated area by the contractor’s personnel.

The contractor shall be responsible for delivery of all meals and dairy products at the specified time. Adequate refrigeration or heating shall be provided during the delivery of all food to ensure the wholesomeness of food at delivery in accordance with State and local health codes.

The College reserves the right to add or delete delivery sites. Deletion or addition of sites

will be made not less than twenty-four (24) hours prior to the required date of service.

The contractor must provide exactly the number of meals ordered. Counts of meals will be made before meals are accepted. Damaged or incomplete meals shall not be included when the number of delivered meals is determined.

The contractor shall furnish meals as ordered by the College during a period of September 1, 2013 to August 31, 2015. Meals shall be served Monday through Friday, a specific calendar will be provided to the successful vendor no later than August 15, 2013. Meals must be delivered to allow for ample time for inspections to be made, the specific time to be determined.

The College will order meals on Friday of the week preceding the week of delivery; orders will be placed for the total number of days in the succeeding week and will include breakdown totals for type of meal.

The College reserves the right to increase or decrease the number of meals ordered on a forty-eight hour notice or less if mutually agreed upon between the parties.

Packaging:

Hot meal unit-packaging suitable for maintaining meals in accordance with local health standards. The container and overlay should have an air-tight closure, be of non-toxic material, and be capable of withstanding temperatures of 400 degrees or higher.

The cold meal unit or a meal that does not require heating, container and overlay shall be plastic or paper and non-toxic.

Cartons shall be labeled to include, processor's name and address, item identity, meal type, CN labels as appropriate, date of production and quantity of individual units per carton.

Meals shall be delivered with the following nonfood items: condiments, straws for milk, napkins, single service ware, etc.

Sandwiches shall be individually wrapped in plastic, cellophane or waxed paper bag prior to placement in the total meal package.

All containers holding wet or moist products must be designed against seepage, spilling or leaking.

Meals shall be prepared under properly controlled temperatures and assembled not more than twenty-four hours prior to delivery.

The quantities specified in the bid are estimates only. The College shall not be obligated to place any minimum dollar amount of orders under this bid or any minimum number of orders. The utilization of the contractor for services specified will be dependent upon the needs and requirements of the College.

The following are the type of meal, approximate time of serving, and approximate quantity.

Meal	Time	Approx. Quantity	Max. Quantity
Breakfast (Mon.-Fri.) Must include milk	9:00 AM	20	38
Lunch (Mon.-Fri.) Must include milk	12:00 Noon	20	38
Afternoon snack (Mon.-Thurs.)	4:00 PM	15	38
Evening meal Must include milk (must include 3 components) (Mon. - Thurs.)	7:00 PM	20	38

Contractor **must** submit a ten (10) day cycle meal plan with the bid.

Bid Price

Breakfast	\$ _____	each
Lunch	\$ _____	each
Afternoon snack	\$ _____	each
Evening meal	\$ _____	each

Bidders are advised to review all conditions, requirements, quantities and descriptions set forth in the bid specifications prior to submitting their bids to ensure that all bids have been verified for completeness and accuracy.

The College will strictly enforce compliance with the terms of all bids accepted by the College. Non-compliance by the successful bidder during the term of any agreement is grounds for immediate termination by South Suburban College.

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

SIGNATURE: _____

NAME: _____
(please print)

TITLE: _____

PHONE: _____

FAX: _____

Meal Chart for Children

Child and Adult Care Food Program MEAL	FOOD COMPONENTS	AGE 11 and 2	AGE 3 through 5	AGE 6 through 12
Breakfast	Fluid Milk	½ c	¾ c	1 c
Juice or Fruit or Vegetable	¼ c	½ c	¾ c	1 c
Grains/Breads²	½ serving	½ serving	1 serving	1 serving
Cold Dry Cereal	¼ c or ⅓ oz	⅓ c or ½ oz	¾ c or 1 oz	¾ c or 1 oz
Supplement/ Snack	Fluid Milk	½ c	½ c	1 c
Select Two Different Components				
Juice³ or Fruit or Vegetable	½ c	½ c	¾ c	¾ c
Meat or Meat Alternate	½ oz	½ oz	1 oz	1 oz
Meat or Poultry or Fish ⁴ or Alternate Protein Products	½ oz	½ oz	1 oz	1 oz
Cheese or Egg (large) or Cooked Dry Beans or Dry Peas or Peanut Butter or other Nut/Seed Butters or Nut and/or Seeds ⁶ or Yogurt—Plain or Sweetened/ Flavored	½	½	½	½
Grains/Breads²	½ serving	½ serving	1 serving	1 serving
Cold Dry Cereal	¼ c or ⅓ oz	⅓ c or ½ oz	¾ c or 1 oz	¾ c or 1 oz
Lunch/Supper	Fluid Milk	½ c	¾ c	1 c
Meat or Meat Alternate	1 oz	1½ oz	2 oz	2 oz
Meat or Poultry or Fish ⁴ or Alternate Protein Products	1 oz	1½ oz	2 oz	2 oz
Cheese or Egg (large) or Cooked Dry Beans or Dry Peas or Peanut Butter or other Nut/Seed Butters or Nut and/or Seeds ⁶ or Yogurt—Plain or Sweetened/ Flavored	½	¾	1	1
Vegetables and/or Fruits⁷	¼ c total	½ c total	¾ c total	¾ c total
Grains/Breads²	½ serving	½ serving	1 serving	1 serving
Cold Dry Cereal	¼ c or ⅓ oz	⅓ c or ½ oz	¾ c or 1 oz	¾ c or 1 oz

1. For a period of one month, while a 12-month-old child is weaning from infant formula to cow's milk, one or both beverages may be served to claim the meal for reimbursement. A child receiving infant formula and not in the weaning stage must have a signed *Medical Exception Statement for Food Substitution* on file in order for meals to be claimed for reimbursement. Also, expressed breast milk can continue to be offered to a child over one year of age in place of cow's milk, since it is an alternate type of milk.

2. Refer to Grains/Breads in this publication

3. Juice may not be served when milk is served as the only other component.

4. Edible portion as served.

5. A manufacturer supplying an alternate protein product must provide documentation that the product meets all the following criteria.

- Processed so that some portion of the non-protein constituents of the food is removed;
- Safe and suitable edible products produced from plant or animal sources;
- Produced so the biological quality of the protein is at least 80 percent that of casein; and
- Contain at least 18 percent protein by weight when fully hydrated or formulated.

6. No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combination, one ounce of nuts or seeds is equal to one-ounce cooked lean meat, poultry, or fish.

7. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of the requirements.