Introduction

DreamHouse ‘Ewa Beach Public Charter School (DHEBPCS) is the newest charter school in the Campbell-Kapolei complex that opened its doors August 2019. Our mission is to empower homegrown leaders of our island community through values-driven leadership development, 21st century skill building, and commitment to community.

Background Information

By August 2020 DHEBPCS will be in a new location located at 91-1245 Franklin D Roosevelt Ave, Kapolei, HI 96707. As a new school with leadership development as a high priority. Our faculty and students have built a culture and respect of our surrounding areas and community and the same expectation will be upheld for our subcontractors entering the space.

Scope of Work

DHEBPCS is soliciting bids from licensed meal service providers to provide catering and/or meal service at the school. The successful bidder will be responsible for providing meals and/or catering services that embrace our vision of “Healthy Leadership”. It is not enough to just have
“not-so-bad” food options for our children and staff at school, DHEBPCS mission is to integrate healthy decisions and lifestyles into our unique style of values-drive leadership development.

1. **Product Quality**

   Meals provided shall be of the best quality of its respective kind. Products shall be free from defects such as, but not limited to, foreign objects, etc. that may render it unfit or a hazard for children/adult consumption. As a commitment to our community, the majority of the ingredients are expected to be from local, organic, farm-focused vendors.

   Meals provided are to be nutritious, allow for vegan options, allow for gluten free options, include proteins, healthy starches, and clean cooking (baked not fried, low sodium, etc.). Along with DHEBPCS requirements, vendor must provide meals that are generally aligned with the National School Lunch Program (NSLP) requirements:
   
   - Fruits
   - Vegetables
   - Grains
   - Meats/Meat Alternatives

2. **Ordering**

   Students at DHEBPCS receive their meals at no cost. In order to minimize waste, a pre-ordering system managed and maintained by the vendor would be ideal. Vendor will maintain and manage communication directly with the families.

   Vendor shall provide DHEBPCS admin and families monthly menu listing of meals that will be provided as well as ingredient listing to ensure allergy concerns are met as well as nutritional accountability.

3. **Packaging**

   DHEBPCS does not have full kitchen access during the 2020-21 school year, therefore all meals must be packaged to ensure safe and sanitary transportation to point of delivery. All packaging materials shall be FDA approved to meet all pertinent State and Federal regulations for safe use with food. Packaging materials shall impart no odor, flavor, or color to the product.
In instances that meals will be delivered as pre-packed meals, packaging should match the DHEBPCS value of commitment to community, which entails using eco-friendly, sustainable forms of packaging.

4. **Delivery and Acceptance**

Vendor shall deliver meals warm and ready to eat though individual prepackaged meals, or full service catering that includes staff to set up, serve, and breakdown. For prepackaged meal delivery, meals shall be delivered 1 hour prior to lunch service in appropriate warmers. Full service catering will be permitted to set up 2 hours prior to lunch service and 1 hour to break down after lunch service.

Service of food should be completed within 20 minutes of the start of the lunch to allow ample time for students to consume meal in the allotted 30 minute lunch period. For SY20-21 DHEBPCS will service 100 6th graders, 100 7th graders, and 18 staff members.

**Other Requirements**

Bid price shall include labor, equipment, materials, transportation, overhead, profit, all applicable taxes and any other incidental and operational expenses incurred in the performance of all obligations. Bid price shall be the all-inclusive cost per person/meal and no other charges will be honored.

**Contract Terms and Conditions**

1. **Performance of Services**

   a. Bidder will perform cleaning and related services at the following location:  
      91-1245 Franklin D Roosevelt Ave, Kapolei, HI 96707.
   b. Scheduled start date is August 4, 2020.
   c. Services will be conducted 5 times per week on the following dates M, T, W, TH, & F.
   d. As an Independent Contractor, bidder will furnish all necessary supervision, cleaning supplies, equipment, and personnel necessary for performance of duties stated in scope of service. All work shall be performed in a good and workmanlike manner.
   e. Bidder will be solely responsible for all insurance, compensation, benefits and employment related taxes for its Employees.
f. Damage to existing construction, equipment, planting, etc. by the contractor in the performance of work shall be replaced or repaired and restored to original condition by the contractor.

g. Contractor shall at all times, keep the premises clean from accumulation of waste materials or rubbish caused by its employees or work and shall remove all resulting work debris from work site.

2. Insurances

Without limiting DHEBPCS' right to obtain indemnification from Contractor or any third parties, Contractor, as its sole expense, shall maintain in full force and effect the following insurance policies throughout the term of the Agreement:

Commercial General Liability
Commercial General Liability Insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence and annual aggregate of Two Million Dollars ($2,000,000). This policy shall be issued on a per occurrence basis.

3. Payment of Services

a. Bidder agrees that prices quoted are maximum for the contract period, and in the event of a price decline such lower prices shall be extended to DHEBPCS.

b. DHEBPCS agrees to pay Contractor each month the total minimum sum stated on invoice on or before the last day of each month in which services are rendered.

RFQ Timeline and Review Process

REQUEST FOR QUOTATION SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
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<tbody>
<tr>
<td>DHEBPCS issues RFQ</td>
<td>January 15, 2020</td>
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<tr>
<td>Notice of intent to propose</td>
<td>January 22, 2020</td>
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<tr>
<td>Written Questions deadline</td>
<td>January 29, 2020</td>
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DHEB Responds to written Questions  | February 3, 2020  
Proposal Deadline | February 29, 2020  
DHEBPCS inform BIDDERS of decision | March 13, 2020  
BIDDER conduct site visit | March 20, 2020  
Contract Signing | March 31, 2020  
Contract Start Date | July 1, 2020  

**Vendor References**

Please provide a list of three (3) client references who are presently using services being quoted (Name, phone number, and contact person).

**Selection Criteria**

<table>
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<tr>
<th>EVALUATION GUIDE</th>
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<tbody>
<tr>
<td>Description</td>
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<tr>
<td>Describe form of business and detail name, mailing address, phone number of contact regarding the proposal</td>
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<tr>
<td>Provide a brief, descriptive statement indicating the bidder’s credentials to deliver the services sought under this RFQ</td>
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<tr>
<td>Briefly describe how long the bidder has been performing the services required by this RFQ and include the number of years in business</td>
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<tr>
<td>Provide a statement of whether the Bidder intends to use subcontractors, and if so, the names of the committed subcontractors and a description of the scope and portions of the work the subcontractors will perform</td>
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| Provide customer references 3 similar customers either currently serviced or completed within the past 5 years. Each reference should include:  
  ● Company/Organization name  
  ● Name and Title of point of contact  
  ● Phone number or email | | 


• Date of contract period

Bidder must provide a comprehensive narrative that illustrates how the bidder will ensure completion of the scope of services. Narrative should include specific time frames, anticipated costs, and any exceptions to deviations from the specifications.

Bidder will provide sample menu and provide a narrative explaining how their values and mission align with DHEBPCS healthy leadership and commitment to community.

Provide documentation of general liability insurance.

**Requirements for Proposals**

By submitting a bid the bidder agrees to the following conditions.

No exceptions to or deviations from the specifications will be considered unless each exception or deviation is specifically stated by the bidder in the designated places. If no exceptions or deviations are shown, the bidder will be required to furnish items exactly as specified herein. The burden of proof of compliance with this specification is the responsibility of the bidder.

**Point of Contact**

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