



**Request for Proposal to Provide
Food Service at the
Alabama School of Mathematics and Science
1255 Dauphin Street
Mobile, AL 36604**

**March 25, 2024
Alabama School of Mathematics and Science
Request for Proposal Instructions to Bidders**

Purpose of RFP

The Alabama School of Mathematics and Science is seeking proposals from food service Contractors to provide daily food service to approximately 275 community members. The Contractor will utilize the school's cafeteria and equipment located in the cafeteria.



Contract Term

This will be a two (2) school year contract. The school year begins on or about the second week in August and ends on or about the last week in May.

Key Dates for RFP

Monday	March 25, 2024	3:00 p.m.	Release of RFP
Friday	April 5, 2024	2:00 p.m.	Contractors may tour the cafeteria facilities
Tuesday	April 30, 2024	2:00 p.m.	Deadline for Proposals
Tuesday	April 30, 2024	2:05 p.m.	Proposals opened in ASMS Coffee House
Tuesday	May 07, 2024	4:00 p.m.	Award will be made, and contractors notified
Monday	August 12, 2024	7:00 a.m.	Contractor gains access to cafeteria facilities

Submittal of Proposals

Proposals should be submitted in a sealed envelope or box and contain the person's name and company name submitting the bid with full address and contact information. Proposals must be signed.

Pricing

The following should be listed and flagged in the proposal to find easily as pricing will be announced when each bid proposal is opened:

- Cost of food services per meal per day per community member.
- Cost of individual meals for employees and visitors.

Contacts

Scarlette Spears Studdard, Director of Human Resources and Operations for general questions regarding the RFP, [sstuddard@asms.net](mailto:ssstuddard@asms.net), or write using the School's address.

I. GENERAL INFORMATION

Purpose and Mission of the Alabama School of Mathematics and Science

The Alabama School of Mathematics and Science's mission is to provide academically motivated Alabama students with exceptional preparation in the fields of math and science, empowering them to improve their community, state, and nation.

The Alabama School of Mathematics and Science is a residential public high school. The Alabama School of Mathematics and Science (hereinafter referred to as "the School") will service sophomores, juniors, and seniors from across the State.

a. Goals for food service

It is essential that the School's food service program be of the highest quality and become part of the educational services of the School. It is important that professional, corporate support be available in the contractual relationship and that the Contractor pay special attention to the following:

1. Attainment of the highest quality dietary operation at a reasonable cost to the School.
2. Assurance of top-level management on-site.
3. Excellent food services targeted to adolescents and students with special dietary concerns.
4. Assurance of the highest degree of sanitation standards.
5. Creativity in design and implementation of an attractive food service facility.



6. Development of complementary educational tools, information, and procedures to help students improve their diet, food consumption, and table manners.
7. Keep the school community informed of menus and activities by the provider.
8. Select and retain qualified personnel.

b. Award Process

It is the intent of the School to contract for food services. The School reserves the right to accept or reject any proposal that may be submitted for consideration. The award will be made by the School to the Contractor who is deemed to be the most capable of meeting the needs and objectives of the School. Determination will be made on the Contractor's professional reputation, operational stability, price, variety, creativity, food standards, and demonstrated ability to operate the food service under the highest of sanitary standards.

The request for proposal creates no obligation or liability on the part of the School to award a contract. The School may change or cancel this request for proposal at any time. Adequate notice of a change or cancellation will be given to each Contractor.

II. GENERAL REQUIREMENTS

An original proposal must be delivered to Scarlette Spears Studdard, Alabama School of Mathematics and Science, 1255 Dauphin Street, Mobile, Alabama 36604 no later than 2:00 p.m. on Tuesday, April 30, 2024. No proposal will be accepted for consideration after this date and time.

The award will be *made* on Tuesday, May 7, 2024. All questions concerning the process should be directed to Scarlette Spears Studdard in writing, sstuddard@asms.net.

Interested Contractors are invited to tour and inspect School facilities. This visit is scheduled Friday, April 5, 2024, at 2:00 p.m. Questions regarding the facilities should be directed to the Maintenance Supervisor, James Bunch, jbunch@asms.net.

III. PERSONNEL

The Contractor will be responsible for all required labor and management personnel. Contractors must be able to provide qualified/trained staff custom-matched to job requirement based on the following factors: appraisal of their skill; their references; degree/certification; successfully passing a fingerprint and background check. As a residential high school of minors all personnel should successfully complete a background check at the Contractor's expense.

The Contractor will provide enough full-time food service managers/supervisors to provide adequate supervision seven days a week. The School reserves the right to approve any full-time food manager proposed by the Contractor before or after the contract becomes effective. A representative of the Contractor other than the above managers/supervisors will visit the facility periodically for general supervision purposes.

The School may require the Contractor to remove any employee it deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment is deemed by the School to be contrary to the School's interest. Such requirement will be made in writing by the School to the Contractor.

The Contractor, at its own expense, will be required to outfit all employees in proper, mutually acceptable, food service uniforms. All employees must always wear visible identification.



Contractor's employees will strictly adhere to School regulations, especially regarding personal behavior. No employee of the Contractor will use tobacco products, drugs, alcohol, or bring weapons on the campus. Any employee of the Contractor found to be in violation of these regulations shall not be allowed to work on the ASMS campus.

In connection with the performance of work under this contract, the Contractor agrees not to discriminate against employees or applicants for employment because of age, race, religion, color, handicaps, sex, physical condition, developmental disability, or national origin. The Contractor agrees further to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Contractor setting forth the provisions of the nondiscrimination clause.

The Contractor will assume full responsibility for the payment of all State and Federal taxes for unemployment insurance, pensions, or other Social Security legislation for all its employees engaged in the performance of the agreement. The Contractor will, at its own expense, secure Workers' Compensation Insurance for the benefit of the personnel employed by it in the operation of the food service program and keep said insurance during the term of the contract.

IV. INSURANCE/LICENSES

The Contractor will furnish the School with a certificate and form acceptable to the School certifying that the Contractor carries worker's compensation, comprehensive, including products, bodily injury and property damage, liability insurance as follows:

Commercial General Liability	
General Aggregate	\$1,000,000
Personal ADV Injury	\$1,000,000
Products Comp/Of AGG	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$100,000
Med Expense	\$30,000
Automobile Liability	
Combined Single Limit	\$1,000,000
Workers' Compensation and Employer's Liability	
Statutory Limits	\$500,000

Also, Holder is named as additional insured as respects general liability and automobile liability and is granted waiver of the right of subrogation as respecting workers' compensation coverage.

The Contractor is required to obtain all licenses needed to perform responsibilities and comply with Federal and State laws and ordinances relating to the requirements for this contract.

V. CONTRACT TERMS

a. Signatures

The awarded contract will become effective upon proper signature authority affixed on the contract by the School and the Contractor, and subsequent approval by the Governor of the State of Alabama.



b. Contract length

The contract term is two (2) years.

c. Subcontractors

Any contract that may be awarded will not be subcontracted or assigned without prior written permission of the School.

d. Termination clause

It is agreed that the terms and conditions contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26. It is further agreed that if any provision of this contract shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during this contract, be enacted, then that conflicting provision in the contract shall be deemed null and void. The contractor's sole remedy for the settlement of any and all disputes arising under the terms of this agreement shall be limited to the filing of a claim with the Board of Adjustments of the State of Alabama. In the event of the proration of the fund from which payment under this contract is to be made, the contract will be subject to termination. The School may terminate the contract for negligent activities of the Contractor, including but not limited to the quality of food preparation, failure to maintain high sanitation standards, failure to maintain high image standards and public relations with the School, and failure to maintain the terms of the contract. The Contractor will, within 10 days of receipt of notice, cause all neglectful acts to cease and will in writing certify to the School that corrections or adjustments have been made that caused such acts. Failure to correct negligent acts will constitute reason for immediate termination of the food service contract by the School. Notwithstanding these provisions, either party may cancel this agreement with 60 days written notice.

e. Facilities and equipment usage

Food service under the specifications of the contract will include the exclusive operation of the cafeteria. The School permits the Contractor to use such spaces as necessary to carry out the terms of this contract. Such spaces are defined by the School as areas for food service equipment, related auxiliary equipment, and limited supplies. Subsequent modification of space needs will be subject to mutual agreement. The Contractor will effectively manage energy conservation in all food operations. The Contractor will be responsible for keeping all areas clean and hygienic. The School reserves the right to use its dining room and food facility space other than mealtime for special activities and/or meetings. The use of this space will be handled in a way so that no cost is incurred by the Contractor. The Contractor will serve food on non-disposable dishes and use non-disposable cutlery at all times during regular dining. Disposable containers and cutlery will be utilized as necessary for special events and will be available by request for carry-out. School-owned equipment will not be removed from the premises for any purpose without prior approval by the School.

f. Hours of service

	Weekdays	Saturday, Sunday
Breakfast	7:30 a.m. - 9:00 a.m.	
Brunch		10:30 a.m. - 12:30 p.m.
Lunch	11:30 a.m. - 1:15 p.m.	
Dinner	5:15 p.m. - 7 p.m.	5:30 p.m. - 7:30 p.m.



Note: Hours of service may shift depending on scheduling needs and with approval from the Dean of Students.

g. Inspection and regulation

The School will have the right of inspection of all food service areas, dining facilities, storage and quantity service rooms and the operation of the Contractor with respect to the quality and quantity of food service, the method of service, opening and closing hours, and generally with respect to use, safety, sanitation and maintenance of said premises, all of which will be maintained at a level satisfactory to the School. The School will have the right to make, from time to time, reasonable regulations with regard to all such matters and the Contractor agrees to comply with such regulations. Authorized representatives of the School will have full right of access to all areas of said premises at any time. Inspections will enable the School to assess Contractor's conformance with State and Federal nutrition program regulations. The School is responsible for implementation of internal controls designed to ensure resolution of audit findings. The School will determine what is in the School's best interest regarding all matters of food service. The Contractor will cooperate with the School to maintain standards of food service, food quality, menu variety, and comparable portions and prices with that available in other food services.

VI. MENUS AND PROGRAMMING

Liaison between the School and the Contractor will be the responsibility of the Dean of Students. The Contractor will provide services specified by the School as coordinated through the Dean of Students.

The School may use the provider as a catering service for special activities, but retains the right to employ other catering services for functions outside this contract. The School retains the right to allow vending snack machines on campus and to make other minor food sales, for example, by student organizations.

Student, staff, faculty, and visitors' opinions about food service will be actively solicited by the Contractor through:

- Discussions with students, faculty, and staff as they eat in the dining room.
- Observing reactions and listening to comments about food, menu, and environment as customers pass through the service area.
- Periodic contact with administrators of the School.

All menus will meet the established standards of The Food and Nutrition Board and National Academy of Science for the United States' recommended daily allowance of nutrition and total calories for ages 15 – 19, both male and female.

Special diets will be provided when prescribed and approved, in writing, by a medical doctor or the School nurse. Nutritional food will be provided for vegetarians and vegans at every meal.

The School shall maintain all applicable facility related health certifications. The Contractor shall obtain and maintain all other required State and/or local health department certifications.

Contractor must retain records the School will need to support its Claim for Reimbursement (daily number of meals served, by type) and must, at a minimum, report claim information to the School promptly at the end of each month. Such records must be made available to the School upon request. These records must be retained for three years. If audit findings have not been resolved, records must



be retained beyond the two-year period for as long as required for resolution of the issues raised by the audit.

The Contractor certifies by submission of this proposal that neither it nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any local, state, or federal department or agency.

a. Programming

Theme meals will be coordinated through cooperation between the Contractor and the Dean of Students. The Contractor will provide theme meals at appropriate times, for example, a traditional Thanksgiving meal in November.

The Contractor will provide take-out meals for athletes, traveling students, or other special occasions at no additional cost. When requested in advance this will substitute for regular student meals.

b. Promotional Efforts

Food service managers will be alert to changing food service trends, new market forms for food, and changing diet patterns evolving through the food service industry. With input from the School, the Contractor will continually initiate ideas for varied methods of merchandising, public relations, promotion, and menu preparations in all operations to improve service.

c. Menus

The Contractor must submit a menu for each School term, one week prior to the beginning of the term, to the Dean of Students. This menu must be approved by the Dean of Students before the menu is implemented. Monthly menus will be posted in the cafeteria by the first day of the month.

The following are minimally acceptable menu offerings:

- Beverages available at each meal
 - Milk (Whole, 1%, chocolate)
 - 2 juices
 - Sweet and unsweet tea
 - Water
 - Various sodas
- Each meal must include fresh fruit and self-serve cereal
- Access to all food bars will be unlimited
 - Contractor will not restrict access during serving hours except for sit-down meals
 - Access to grilled or fried food MAY be limited or an alternate to the hot bar
- Breakfast (Monday – Friday)
 - Choice of breads, muffins, or pastries;
 - Pancakes or French toast;
 - Oatmeal or instant grits;
 - Meat;
 - Yogurt.
 - Coffee and hot chocolate (during the winter months)
 - All reasonable condiments will be provided.
- Lunch (Monday – Friday)
 - Sandwich bar to include two breads, two lunch meats, lettuce, tomato, etc. and reasonable condiments.



- Soup,
- Salad bar to include reasonable salad items, including grains and cheese, as well as appropriate condiments.
- Grilled or hot food bar (on alternate days).
- Dessert (sheet cake, cookies, ice cream, etc.)
- Dinner (Monday – Sunday)
 - Hot Food Line
 - One Entrée
 - Two vegetables
 - One starch
 - One bread
 - Grill
 - Salad bar
 - Dessert
- Brunch/Early lunch (Saturday and Sunday)
 - Lunch options
 - Breakfast options
- Bagged to-go meals will be prepared if ordered 24 hours in advance, for standardized testing off campus, break days, off campus athletic events, or other trips off campus.
- Vegetarian/vegan offerings must be available at every meal. Low-fat salad dressing, cheese, and food products should be available at all meals. These options should be available to all students.
- Provisions are to be taken to lower the fat intake, such as labeling food's calories and fat, making signs on limitations of intake, or providing low-fat measures such as baked food, low-fat milk, fresh fruits, and vegetables, etc.

d. Food and Supply Specifications

All food and supplies purchased will conform to the specified minimum US standards for grades. In the absence of grade labeling, the Contractor will make available to the School packers' labeling codes or industry-accepted grade equivalent standards to verify the minimum grades specified are being provided. The School will periodically, or as deemed necessary, inspect the Contractor's inventory of food and supplies to determine that purchase standards are being maintained. The Contractor will provide the School with standards of operations, management, quality, and support services of the best quality available in the institutional food service industry, and palatable food and sound food service programs.

e. Services for School Employees and Visitors

The Contractor will offer the same food services to employees and visitors of the School, as are provided to students, payable by cash or check to the Contractor.

VII. STANDARDS

Service excellence through programs of standardized preparation, serving, and cleaning will be maintained. Displays in serving areas will be clean, orderly, and attractive always. Any spillage or soil spots will be removed promptly from the counter, steam table pans, general serving area, and salad bar frequently during mealtimes. Food serving areas will be well-stocked throughout the posted serving hours.

a. Food

- All food will be wholesome and free of decay.



- Uncooked items, such as fresh fruits, will be clean and free from blemish.
- All foods will, when served, be attractive and correct in temperature and consistency. Food will be crisp, moist, dry, or tender as may be appropriate in each case.
- Preference will be for fresh food over frozen food and frozen food over canned food.
- All food in the walk-in refrigerator and freezer will be labeled, covered, and sealed with plastic wrap or aluminum foil.
- All meat cuts will be in accordance with USDA. All meats will have been inspected and passed by official inspectors of the USDA and/or the local health department. All pork and pork products, manufactured and processed items, should be No. 1 Grade A. All poultry will have been inspected and passed by official inspectors of the U. S. Department of Agriculture and will be Grade A or better.
- All seafood will be the best quality and strictly fresh or frozen and will conform to all standards and regulations of the Health Department. All seafood will be USDA Grade A.
- All fruits and vegetables will be top grade.
- All frozen foods will be US Grade AA or A, depending on the specific product used, and will have been packed under continuous inspection of the U. S. Department of Agriculture.
- Canned foods will be US Grade A, or Extra Standard depending on the specific product used. Upon a simple inspection, no dented cans, cans with swollen tops or bottoms, or cans with rusted tops or bottoms will be allowed on the Contractor's shelves.
- Eggs will be U.S. Grade A or better.
- All milk is to be fortified with Vitamin D. Low-fat milk should contain no more than 1% butterfat. Milk will be Grade A.
- Cheese, frozen dairy foods, and ices must meet health department standards.

b. Cleanliness

- Walls, ceilings, windows, ducts, fan blades, and screens will be kept clean and free from dirt, dust, and grease.
- Floors will be cleaned by vacuuming, washing, and mopping. Dry sweeping is prohibited. Floors will be sprayed and buffed as necessary to maintain their appearance. Once each term, the floors will be thoroughly stripped and waxed to maintain their appearance.
- All woodwork and walls should be cleaned and/or polished as necessary. All accessible air duct grills should be cleaned, and the area around the loading area and dumpsters should be inspected daily.
- Steam tables, meat grinders, knives, etc., will be cleaned and sanitized after each use/meal.
- Dining room tables, beverage counters, and food bars will be constantly wiped and kept in clean condition throughout each meal.
- Cooking surfaces of grills, griddles, and similar cooking devices will be cleaned at least once a day and will be free from encrusted grease deposits and other debris.

c. Violations of these standards will result in the following penalties:

- Sanitary standards violation - \$1,000
- Under-stocking of food offered - \$1,000
- Under-cooked food - \$1,000
- Spoiled food - \$1,000
- Food not served in accordance with standards - \$1,000

The Contractor will be given written notice of the standard violated and of the amount of the penalty assessed from the Finance Director. Any violation must be corrected within ten days from the date of



notice. All penalties will be credited against Contractor's invoices. Failure to correct negligent acts may constitute reason for immediate termination of the food service contract by the School.

VIII. ENVIRONMENTALLY SOUND PRACTICES

Contractor will agree to employ environmentally sound business practices to include complying with recycling efforts and water and utility conservation. Contractor will dispose of waste according to proper mandate by law. Environmentally friendly (biodegradable) products should be used for any take-out or disposable items. Styrofoam products should not be used at any meals unless there is no other reasonable option.

IX. FINANCIAL TERMS

The Contractor will invoice the School by the 5th work day of each month for services provided in the previous month. Weekly invoices will also be acceptable. The School will remit payment within thirty days of receipt of the invoice. The number of community members will be furnished to the Contractor one week prior to the beginning of each term.

The Contractor will be provided with a School calendar. The School calendar may be altered throughout the school year due to scheduling changes, acts of nature, or unforeseeable acts.

Approximate number of feeding days per school year is 240 which may include partial days. Meals not served due to partial days will be applied to special events/meals such as JBLA training, etc. The Dean of Students will coordinate special events/meals with the Contractor.

The Contractor will provide 30 meal tickets per term to be utilized for visitors, prospective students, etc.

The minimum count that will be paid for is 200. Meals for Residence Life Staff should be charged at the student rate.

X. RESPONSE TO PROPOSAL REQUIREMENTS

The following items/information must be included in the proposal packet:

1. A narrative history of the Contractor's company.
2. A listing of current educational accounts with schools that have a similar student population.
3. A list of customers which the School can reasonably contact for a reference. Please use the form provided.
4. Description of personnel policies.
5. Description of training program for employees, supervisors, and managers.
6. Resumes of prospective management personnel.
7. Written sanitation standards.
8. Evidence of required insurance coverage.
9. Statement of the nondiscrimination policy of the company.
10. Most recent two years of audited financial statements of the company if applicable.
11. Memorandum of Understanding document (the entire document) from E-Verify.
12. Sample menu for an eleven-week cycle.
13. Cost of food services per meal per day, per community member. Please use the form provided
14. Cost of individual meals for employees and visitors. Please use the form provided.
15. Other information Contractor deems pertinent for consideration by the School.



XI. ADDITIONAL INSTRUCTION FOR PROPOSALS

In developing cost data, the Contractor should include the following as part of Contractor's costs: food, labor, payroll taxes, health examination, supplies, licenses, taxes, postage, banking services, merchandising aids, laundry, products and public liability insurance, cleaning and housekeeping of food preparation and service areas, trash and garbage removal, repairs to School-purchased equipment caused by Contractor, and replacement of lost or broken china, glassware, or silverware.



APPENDIX A EVALUATION CRITERIA

1. Cost (30%)
2. Contractor's professional reputation and stability (30%)
3. Food standards and assessment of sample menu (30%)
4. Theme nights and other activities proposed (10%)



APPENDIX B
Forms



List of Current Customers/References

Customer/Reference	
Contact Person	
Address	
Email	
Phone number	
Notes	
Customer/Reference	
Contact Person	
Address	
Email	
Phone number	
Notes	
Customer/Reference	
Contact Person	
Address	
Email	
Phone number	
Notes	



Cost of food services

	Breakfast	Lunch	Dinner	Brunch
Cost per person/per meal				



Cost to purchase individual meals

	Employees	Individuals (if different)
Per meal		
Discounted meal ticket packages (if applicable)		