



SEE FOREVER FOUNDATION

**MAYA ANGELOU
SCHOOLS**

**REQUEST FOR PROPOSAL (RFP)
FOR
FOOD SERVICES
AT
MAYA ANGELOU
PUBLIC CHARTER SCHOOL**

NO LATER THAN 3:00 PM, JUNE 2, 2023

PROPOSALS MUST BE UPLOADED TO:

<https://app.smartsheet.com/b/form/4c79cc0c279841e3bf30948c1134a729>

OVERVIEW OF SCHOOL

1. At Maya Angelou Public Charter School (MAPCS), we believe that access to high-quality, healthy, nutritious, and fresh food is a basic human right. Food not only provides energy to sustain people but plays a critical role in culture and learning. The link between nutrition and learning has been well documented (https://www.cdc.gov/healthyyouth/health_and_academics/pdf/health-academic-achievement.pdf). We believe that a high-quality meal program will help drive success in the following areas:
 - Individual student performance
 - Create a positive school culture
 - Increase student attendance (one of the solutions to absenteeism)
2. MAPCS serves about 200 District of Columbia students from 9th through 12th grade. Located in Ward 7, 5600 East Capital Street NE, Washington, DC 20019.
3. MAPCS’s mission is to create learning communities in lower-income urban areas where all students, particularly those who have yet to succeed in traditional schools, can succeed academically and socially.

INTENT AND DEFINITIONS

1. This RFP aims to solicit a high-quality, professional vendor to furnish food, including fresh fruits and vegetables, meat and meat alternatives, grocery and dairy items (“food items”), and other food service-related products and deliver them to school sites. The successful bidder shall deliver by the requirements in this RFP and for each applicable program.
2. This RFP describes the general framework and should be considered a minimum standard of service.
3. “MAPCS” refers to Maya Angelou Public Charter School, and “YALC” refers to The Young Adult Learning Center.
4. The term “contractor,” “vendor,” or “bidder” means the responsible bidder.
5. The term “successful contractor” or “successful bidder” refers to the bidder awarded the contract.
6. The term “contracted employee(s),” “contracted staff,” or “contracted personnel” refer to staff, agents, or employees of the successful bidder.
7. The term Quality Assurance (QA)” means a robust program to ensure accountability that the contract is executed as per the details of this RFP, executed contract, and addendums.
8. This solicitation aims to award a contract to provide food items and other incidental products for meals served at MAPCS, the School Food Authority, or SFA.
9. MAPCS contemplates the award of an RFP by Federal and District procurement requirements and the D.C. Public Charter School Board regulations and guidelines as applicable.
10. MAPCS must approve all product substitutions before delivery.
11. The purpose of this solicitation is to award a Time and Materials contract.

VENDOR QUALIFICATIONS AND REQUIREMENTS

1. As general guidelines, the vendor will:

- Ensure that contracted staff receive all local, state, and federally mandated training, especially related to Occupational Safety and Health Administration (OSHA) requirements;
- Be solely responsible for the salaries, payroll, taxes, benefits, fees, insurance, and other charges of contracted personnel as required by any federal, state, or local law or regulation (e.g., unemployment taxes, Social Security contributions, worker's compensation premiums, etc.);
- Provide a 24-hour, 7-day-a week, point of contact for communication of urgent services and issues (e.g., building status due to inclement weather) as identified by MAPCS's primary point of contact;
- Implement and maintain robust quality assurance (QA) and communication program;
- Verify that all contracted personnel are familiar with and comply with MAPCS' rules regarding the appropriate behavior of persons established to create a safe environment. As reasonably requested by the successful bidder, MAPCS will assist the contractor with compliance with any applicable policies;
- Work proactively with MAPCS to devise an acceptable resolution if the conduct of a contracted employee violates MAPCS' policies and expectations. Resolution may include removal of the employee temporarily or permanently;
- Immediately remove and not allow any contracted employee to work as part of this contract upon receiving written notification from MAPCS remove a contracted employee by name due to deficiencies in performance or professionalism. (Note that email is considered a written notification.);
- Adhere to the DC School Safety Omnibus Amendment Act of 2018 (<https://osse.dc.gov/page/school-safety-omnibus-amendment-act-2018-ssoaa>) and vet all contracted personnel compliance dispatching to MAPCS;
- Provide a written quote before executing work beyond the scope of this contract (special project) at a predetermined hourly rate plus materials. Quotes for special projects will be inclusive of all materials and labor;
- Ensure that all contracted staff that are dispatched meet the following criteria:
 - Are compliant with the Omnibus Act of 2018
 - Possess sufficient oral and written English language skills to execute duties
 - Remain free of alcohol and other drugs while on MAPCS' premises
 - Not subcontract any services unless MAPCS provides written pre-approval;
 - Ensure the safety of all individuals at MAPCS while performing services;
 - Be knowledgeable and abide by all provisions of local, state, and federal codes, statutes, and ordinances about safety and building code compliance;
- Report all health and safety issues within 24 hours to MAPCS's primary point of contact;

DELIVERY REQUIREMENTS

Proposers must provide their proposal in the following format:

Section 1	Transmittal Letter
	<p>A letter of transmittal shall accompany each proposal. Such letter must be signed by a person authorized to contractually obligate the vendor to the scope, terms, specifications, and pricing contained in the response. This letter should also clearly indicate the name, address, phone number and facsimile number of one contact person for the proposal. The letter of transmittal shall include the following:</p> <ul style="list-style-type: none"> ● <i>Certification that the proposer meets all the minimum service qualifications.</i> ● <i>A brief statement of the services to be provided.</i> ● <i>A statement of commitment to provide the services requested within the times and manner specified.</i> ● <i>A summary of the vendor’s qualifications to perform this type of engagement.</i> ● <i>A statement confirming that this proposal shall remain valid for six (6) months after the closing date for receipt of proposals.</i> ● <i>Certification that the individual signing this proposal has the authority to bind the proposer to the terms and conditions set out in the proposal document.</i> <p><i>Name of Company</i> _____</p> <p><i>Signature</i> _____</p> <p><i>Position</i> _____</p> <p><i>Date</i> _____</p>
Section 2	Table of Contents
	The table of contents must include clear and complete identification of the materials submitted by section and page number.
Section 3	References
	Proposer must provide at least three (3) references with which similar services have been performed. Provide a list detailing the references name, title, contact information, services performed, number of customers served, and the length of time the Proposer has provided this service. References provided must be for services that have occurred within the last three (3) years.
Section 4	Responses to Questions
	<p>a. All questions in this RFP must be answered in the manner and area stipulated after each question. Each RFP question must be restated before your response. If printed matter is supplied as supplemental information, please make sure that the supplemental information is appropriately marked with the corresponding question to which it applies.</p> <p>b. Respond to every question and statement in each section of the RFP. Failure to respond to all questions may lead to elimination from consideration.</p> <p>c. All questions and statements must be answered in the order asked.</p>
Section 5	Required Documents
	<p>1. Proof of Compliance with DC School Safety Omnibus Act of 2018</p> <ul style="list-style-type: none"> ● <i>Background Checks: Contractor will provide, at their cost, a criminal background check (using fingerprints) for each employee who works in the facilities. Documentation of results must be verified by the institution prior to an employee being assigned to a facility. Background checks must be completed every (2) years for each employee. For any DC Charter school, vendors must adhere to the DC School Safety Omnibus Act of</i>

2018 and vet all contracted personnel and ensure they are in compliance prior to dispatching to MAPCS.

2. Insurance

- Provide a statement that the firm, if awarded the contract, shall meet all the following insurance requirements:
 - a. All bidders must provide evidence of insurance or insurability. The contractor shall maintain, at its own expense, throughout the life of this Agreement, the following insurance with insurers reasonably acceptable to MAPCS. The successful bidder must provide written notice to MAPCS at least thirty (30) days before the cancellation, non-renewal, or material modification of any policies as evidenced by return receipt of United States certified mail.
 - b. Workers' Compensation Insurance in the more significant sum of (1) the insurance currently maintained by the Contractor, (2) any amounts and scope required by statute or other governing law, or (3) the following: (i) bodily injury by accident -
 - c. \$100,000 for each accident; (ii) bodily injury by disease - \$500,000 policy limit; or bodily injury by disease - \$100,000 for each employee.
 - d. Commercial General Liability Insurance on an occurrence basis in an amount equal to the greater of (1) the insurance currently maintained by the Contractor or
 - e. (2) \$2,000,000 for each occurrence; and such insurance shall include the following coverage: (i) completed operations coverage, (ii) contractual liability coverage, (iii) personal injury coverage, (iv) an endorsement naming MAPCS as an additional insured, and (v) an endorsement providing that such insurance as is afforded under Contractor's policy is primary insurance in respect to the additional insureds.
NOTE: The additional insured endorsement required herein shall be an ISO Form B (CG 2010 85) or equivalent.
 - f. Professional insurance (Errors and Omissions) in the same amount as the Commercial General Liability Insurance stated in (B)
 - g. No endorsement limiting or excluding mandatory coverage is permitted. In addition to securing the above insurance policies, the Contractor shall also require all of its subcontractors to maintain the same types of insurance required of the Contractor under this Contract, and, in connection with the subcontractors' commercial general liability insurance policies, the Contractor shall also require its subcontractors to provide endorsements (i) naming MAPCS as an additional insured, and (ii) providing that such insurance as is afforded under the subcontractor's policy is primary insurance as it pertains to the additional insured.

3. Certifications/Licenses

- ServSafe Certification, as well as, the proposer's food service facility license. Current insurance shall be due upon award and prior to services rendered.
- Provide a copy of the most recent Basic Business License.

4. Inspections

- Provide a copy of the most recent health inspection for the kitchen space(s) used to prepare meals for MAPCS.

5. W-9 Form

- Successful respondents are required to complete and submit a W-9 Form. The W-9 form can be accessed at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>. It is the successful respondent's responsibility to act upon this instruction for submitting a W-9 form. MAPCS will not be able to process payments if this form is not completed and submitted to the Finance Department at finance@seeforever.org.

DOCUMENT INTERPRETATION

In the event of any conflict of interpretation of any part of this comprehensive document, the interpretation shall be governed by the laws of the District of Columbia.

EXCEPTIONS, ALTERNATIONS, ADDITIONS, OR MODIFICATIONS

Suppose the bidder submits any exceptions, additions, or modifications to any portion of this RFP. In that case, the bidder must indicate the exceptions, additions, and modifications and include a full explanation as a separate attachment to the proposal. The failure to identify exceptions, alterations, or modifications will constitute acceptance by the bidder of the RFP as proposed by MAPCS. MAPCS reserves the right to reject a proposal containing exceptions, additions, or modifications.

PROPOSAL PREPARATION COSTS AND DOCUMENT RETENTION

1. The bidder shall pay all costs related to the preparation and submission of this proposal. However, the issuance of this RFP does not commit MAPCS, in any way, to pay any costs in the preparation and submission of the proposal, nor does the issuance of the RFP obligate MAPCS to award a contract or purchase any goods and services stated in the RFP.
2. All proposed materials and supporting documentation submitted in response to this proposal become the permanent property of MAPCS.

RESERVATION OF RIGHTS

MAPCS reserves the right, at its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to:

- Accept or reject, in whole or in part, any or all proposals with or without cause;
- Waive any irregularity or informality in the RFP process or any proposal;
- Make corrections or amendments due to errors identified in proposals by MAPCS or the bidder;
- Modify and amend the final contract in negotiation with the contractor;
- Select one or more bidders to perform the services;
- Only make renewals via a written agreement between MAPCS and the vendor.

PROJECT TIMETABLE

TASK	DATE
Release of RFP	May 8, 2023
Proposer Questions Due	May 15, 2023
MAPCS Response to Questions	May 19, 2023
Proposal Due	June 2, 2023
Proposals Reviewed	June 9, 2023
Finalist Discussion	June 16, 2023
Award	June 23, 2023

DUE DILIGENCE

MAPCS shall have the right to inspect any facility or project site where the services performed under the resultant contract are carried out. MAPCS may monitor the performance of the selected service provider on a pre-agreed upon frequency of its choosing to ensure compliance with all the requirements of the contract.

WARRANTIES AND ASSOCIATIONS

1. Bidder(s) shall furnish all data pertinent to warranties or guarantees that may apply to items in the proposal. Bidder(s) may not limit or exclude any implied warranties.
2. Bidder(s) may not use the MAPCS official logo(s), or any phrase associated with MAPCS, without written permission from MAPCS.

CONFLICT OF INTEREST

The prospective bidder, its agents, employees, directors, and assigns shall disclose any financial, business, or other relationship with MAPCS that may impact the outcome of this contract or the potential future of the MAPCS projects resulting from this effort. In addition, the prospective bidder, its agents, employees, directors, or assigns shall also list current clients who may have a financial interest in the outcome of this contract or the following MAPCS projects. In particular, the prospective bidder, its agents, employees, directors, and assigns shall disclose any financial interest or relationship with any company that might submit a bid on the MAPCS projects.

HOLD HARMLESS AGREEMENT

1. The successful bidder(s), its agents, employees (paid or volunteer), directors, and assigns shall indemnify, hold harmless, and defend MAPCS, its directors, officers, and employees (paid or volunteer) from and against any claims, demands, causes of action of whatever kind or nature arising out of error, omission, misrepresentation, negligent act, conduct or misconduct of the bidder and its agents, employees (paid or volunteer), directors and assigns in the indemnification shall also include reasonable attorneys' fees, court costs, and expenses.
2. The vendor will comply with all applicable federal, state, and local laws, rules, ordinances, policies, regulations, licensing, and permitting requirements and will indemnify, defend, and hold MAPCS harmless from any liability for failure to comply.

CONTACT INFORMATION

Questions regarding this Request for Proposals shall be submitted no later than **3:00 PM EST, on May 19, 2023**

Dr. Nakita McNeil-West
Procurement Specialist
See Forever Foundation/ Maya Angelou Public Charter School
nwest@seeforever.org
p: (202) 797-8250 ext 1012
f: (202) 797-8284

PROPOSAL SUBMISSION FORMAT REQUIREMENTS

The submitted proposal must address all categories and performance expectations within this RFP.

EVALUATION AND AWARD

1. This RFP in no manner obligates MAPCS to the eventual rental, lease, and purchase of any equipment or service described, implied, or which may be proposed until confirmed by a written contract. Progress toward this end is solely at the discretion of MAPCS and may be terminated at any time before the signing of the agreement. MAPCS may initiate discussions with supplier personnel authorized to obligate the supplier contractually. Discussions will develop into negotiating sessions with the successful bidder(s).
2. If MAPCS cannot agree to contract terms, MAPCS reserves the right to terminate contract negotiations with a bidder and initiate negotiations with another bidder. MAPCS reserves the right to select services and products from any number of bidders if, in its sole discretion, it is in the best interest of MAPCS to do so. Evaluation will consider the proposal(s) best meeting the needs and requirements of MAPCS, and such evaluation and determination of best value shall be solely at the discretion of MAPCS.
3. The evaluation of the proposals will be based on the following criteria. The ability to meet the requirements for services is the prime consideration factor.

PROPOSAL EVALUATION CRITERIA	WEIGHT
Work Experience/ References This criterion considers (i) the proposer’s past performance on MAPCS contracts and similar contracts, (ii), the results of reference checks and (iii) the proposer’s experience and functions in providing food services	20
Response to Questionnaire	15
Approach and Compliance Requirements This criterion considers the proposer’s project approach and compliance with all of the terms and conditions, license/certification requirements, the MAPCS delivery requirements and the scope of work for providing food services	25
Pricing This criterion considers price of the services solicited by this Request for Proposals. Proposers will be evaluated on their pricing scheme as well as on their price in comparison to other proposers.	40
TOTAL POINTS	100

- a. Based on the collective ranking of the highest-rated proposals, MAPCS will develop a **short list of proposers** to continue with further evaluation through an interview process. The shortlist will be selected using the criteria identified above. Additional discovery may be performed to assist in selecting the shortlist vendors. The shortlist vendors will be contacted regarding their status as short-listed vendors. MAPCS reserves the right to award a contract or to forego awarding a contract without notice. MAPCS reserves the right to select as many short-listed vendors as they see fit and in its best interest.
 - b. As reflected above, contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of MAPCS. After evaluating the proposals, the interview process and further discussions with the finalist(s) or the tentatively selected proposer(s), MAPCS reserves the right to further negotiate the proposed services and/or method and compensation amount before making a final selection.
4. MAPCS reserves the right to award the contract to one or more bidders at its sole discretion.

5. Non-performance by bidder/contractor
6. Before and during the contract term, performance will be a major consideration of current contract awards, renewals, and future award considerations. Failure to perform in any sense relative to this contract may result in the probation and termination of this agreement by MAPCS based on non-performance.
7. Nonperformance shall be determined as follows:
 - Failure to meet and maintain all qualifications required in this RFP;
 - Failure to keep and maintain all required insurance coverage;
 - Failure to meet required operating performance standards in the period required and consistent with a workmanlike and professional manner. Workmanlike manner means work that is "completed in a skillful manner and is non-defective";
 - Failure to rectify deficiencies within thirty (30) days of written notification of such deficiency or such shorter period as outlined in the Contract Documents.

NON-DISCRIMINATION

The selected bidder(s) shall comply and shall require its agents, employees, directors, or assigns to comply with all applicable federal, state, and local laws, ordinances, rules, and regulations regarding nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, or any other prohibited basis.

TRANSITION

If an executed contract with the bidder terminates for any reason, MAPCS reserves the right to have a transition period to a new provider. During this transition period, MAPCS will pay for these goods and services to the provider at the negotiated rate(s) in existence. MAPCS further reserves the right to establish the length of the transition period and communicate this transition period to the provider; however, such transition period shall not exceed 120 days.

QUESTIONNAIRE

Company History

Proposers must provide the following information about their company so that MAPCS can evaluate the proposer's stability and ability to support commitments set forth in response to the RFP. Please describe the company's background and experience including:

1. How long the company has been in business?
2. A brief description of the company, including history, present status, future, etc.
3. Include a profile of the business location, staff and services that will be assigned to the MAPCS account.
4. A brief description of the company's plans to keep pace with changes as they occur.
5. Company size and organization. Please break down number of employees. (Only include full time employees, not sub-contractors or part-time employees.)
6. Has your company ever been sued by a customer? If so, please explain each incident and outcome(s).
7. Are there any lawsuits currently outstanding against your company? If any, please explain.
8. Describe all incidents if you have had any contract(s) terminated for default during the past six years. Termination for default is defined as notice to stop work due to the vendor's nonperformance or poor performance and the issue was either: 1) not litigated; or 2) litigated and litigation determined the vendor to be in default. Elaborate as needed. (Please indicate if the vendor has experienced no terminations as described.)
9. Please list and describe in detail the most unique features of your company's food services.

RETURN THIS FORM WITH PROPOSAL

SCOPE OF WORK

MAPCS is seeking a vendor to furnish food items (fresh fruits and vegetables, meat and meat alternatives, grocery, bread, and dairy items) to be served to children. All products furnished by the Vendor must also comply with the District of Columbia Healthy Schools Act and its subsequent amendments.

1. All products furnished must meet or exceed U.S. Department of Agriculture requirements in attachments, attached hereto, and made a part hereof. <http://www.fns.usda.gov/cnd>
2. All products furnished must meet or exceed the District of Columbia Healthy Schools Act requirements and subsequent amendments, found at <https://code.dccouncil.us/dc/council/code/titles/38/chapters/8A/>.
3. The vendor shall furnish products as ordered during the period of *August 1, 2023, to July 31, 2024*
4. The vendor must be able to provide an online ordering system.
5. The vendor must be able to provide an alternate item if the ordered item is out of stock or on backorder. The substituted item must have the same quantity and quality with a 1-3% greater or less fluctuation than the originally ordered item. The substituted item must have the same cost as the originally ordered item with a 1-5% greater or less fluctuation.
6. The vendor must be able to provide a tour of their warehouse/facility to a MAPCS point of contact person to visualize warehouse cleanliness and conditions one day out of the week at the hours of convenience of the vendor.
7. The vendor must be prepared to offer the client 2-3 days delivery options with at least one day between each delivery day.
8. The vendor must provide all perishable items with at least a 5-day grace period starting from the delivery day for items that have SELL BY DATE, EXPIRATION DATE, USE BY DATE or BEST USED BY DATE.
9. The vendor shall make food products available to accommodate children with disabilities, including alternative products for children with a disability when the disability restricts the child's diet. Substitutions must be made to products for children with a disability that restricts the child's diet on a case-by-case basis and only when supported by a written statement from a State-licensed healthcare professional authorized to write medical prescriptions under State law.
10. All delivery trucks must have refrigeration and a freezer to maintain proper temperature to ensure that foods maintain proper temperature during travel and transportation of perishable food items.
11. The delivery truck driver of the vendor must be able to provide to the MAPCS point of contact person the truck's refrigeration and freezer temperatures on demand or at the point of contact request on any given delivery day.
12. All delivery trucks must be free of graffiti or other writing that are not in line with the vendor's name or design on the outside of the truck.
13. All deliveries should be delivered to MAPCS between the hour of 6:00 am and 2:00 pm on designated delivery days.

QUALIFICATIONS FOR OFFEROR/ STAFF

The Offeror shall perform all specified work using properly trained and skilled workers supervised by the Offeror. All employees of the Offeror shall be at least 18 years of age, and shall be experienced in the type of work being performed.

CONTRACT RENEWAL

MAPCS retains the right to extend this request for quote for two (2) additional one-year periods.

CONTRACT TERMINATION

MAPCS reserves the right, in its sole discretion, to terminate this contract within 30 days of written notification to the Offeror.

INSURANCE

The successful offeror will be required to submit a current Certificate of Insurance (including endorsements and waiver).

CERTIFICATION

Offeror must possess a ServSafe Certification and shall furnish their certificate with their proposal.

LICENSING

Proposer must provide a valid Basic Business License prior to any award given.

CONTRACTUAL CONTACT

Contractual questions must be addressed to Dr. Nakita McNeil-West at nwest@seeforever.org

FOOD SERVICE CONTACT

Food Service questions must be addressed to L'Tanya Holley, Director of Operations at lholley@seeforever.org or (202) 379-4335, James Jefferson, Chef Manager at jejackson@seeforever.org or (202)379-4335 ext. 1200, or Dr. Nakita McNeil-West, Procurement Specialist at nwest@seeforever.org

W-9 FORM

Each proposer shall submit a completed W-9 form with their bid. In the event of contract award, this information is required to issue purchase orders and payments to your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irspdf/fw9.pdf>

BID PROPOSAL INFORMATION

All information submitted in response to this RFP will become the property of MAPCS and may be open to inspection by members of the public.

- *All bid proposals will be accepted until **June 2, 2023***

- Interested vendors will respond to the advertised Notice of RFP via upload to **SmartSheet link at <https://app.smartsheet.com/b/form/4c79cc0c279841e3bf30948c1134a729>**
- Complete RFP details can be found at www.seeforever.org/rfp
- Any proposal received after **11:59 pm on June 2, 2023** is deemed nonresponsive and will not be considered. Proposals will not be accepted by oral communications, telephone, electronic mail, telegraphic transmission, or fax.

AWARD

The successful contractor shall enter into a contract for the performance of the work proposed and the contract shall incorporate all applicable provisions of this RFP.

BID

In accordance with the provisions of this proposal, the undersigned hereby proposes to furnish all labor and materials for food service. In addition, the undersigned hereby proposes to provide interior delivery of these services at Maya Angelou Public Charter School located at 5600 East Capitol St. NE, Washington, DC 20019.

Your signature attests:

- That you are authorized to sign on behalf of your organization;*
- Your proposal to provide the goods and services is by the published provisions of this Request for Proposal unless modifications or alterations are noted in your proposal submission;*
- This submission of response shall be prima facie evidence that your organization has complete knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed;*
- Your organization is not listed on the US Excluded Parties List (<https://sam.gov/SAM/>);*
- Your company will comply with the Omnibus Act of 2018;*
- Your proposal has not violated the antitrust laws of this state, the Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business. All proposals may be rejected if MAPCS believes collusion exists among the proposers. In addition, proposals in which the prices could be more balanced may be rejected.*

SIGNED: _____

TITLE: _____

FULL NAME: (Please Print) _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

PHONE NUMBER: _____

ATTACHMENT A
REFERENCE FORM

Submit at least three references where your organization has rendered a similar type of food service within the past three years.

REFERENCE #1	
Organization Name	
Contact Person's Name	
Contact's Telephone Number	
Contact's E-mail	
Brief Description of the type of food services provided	

REFERENCE #2	
Organization Name	
Contact Person's Name	
Contact's Telephone Number	
Contact's E-mail	
Brief Description of the type of food services provided	

REFERENCE #3	
Organization Name	
Contact Person's Name	
Contact's Telephone Number	
Contact's E-mail	
Brief Description of the type of food services provided	

RETURN THIS FORM WITH THE PROPOSAL