

Bacone College

REQUEST FOR PROPOSAL (RFP)

PRIME VENDOR FOOD PROGRAM AGREEMENT

June 22, 2021

Proposal Due Date:

July 15, 2021

**Issued By: Business Office
2299 Old Bacone Road
Muskogee, OK 74403
Phone: 918-**

This information is not to be shared or used in any other way other than the purpose of responding to the RFP for Bacone College

PART I: OVERVIEW

Bacone College ***MEAT, DAIRY, PRODUCE, GROCERY, BEVERAGE AND PAPER PRODUCTS*** ***PRIME VENDOR***

Bacone College (hereinafter referred to as “Bacone” or “the College”) is seeking proposals from experienced and qualified vendors to supply the College with labor, USDA grade meats, dairy, produce, grocery, bakery, beverage, and paper products.

In soliciting proposals, it is the College’s intent to establish a “Prime Vendor Food Program” agreement. The primary objectives of this endeavor are to provide quality food and services, expedite deliveries, streamline paperwork, reduce administrative costs, increase our commitment to sustainable food practices, provide reporting of sustainable food attributes, coordinate efforts for allergen awareness, reduce the carbon footprint, development on site and off site staff training and contain food costs. To achieve these goals it will also be necessary to maintain continuity of supply for its food service needs as changing brands could potentially introduce unnecessary hardships on our student customers, thereby jeopardizing the integrity of our programs. Therefore, the successful bidder must be both capable and willing to purchase the brands as specified and from a third party producer if requested by the College.

Bacone College is committed to the reduction of greenhouse gas emissions and to the principles of sustainability. The Prime Vendor should demonstrate how they will help support these goals. The College seeks a Vendor that will supply, where feasible, food that is, among other attributes, organically grown without synthetic pesticides and hormones, sustainably grown using practices that protect natural habitat, conserve energy and protect health of soils, water quality, support local economies, and fairly traded; meat and poultry products that are humanely raised; seafood products that are sustainably caught from responsibly managed wild fisheries and aquaculture facilities.

Bacone seeks to establish a local footprint in the community. It is our goal to increase these percentages year over year while maintaining our costs. The Prime Vendor must demonstrate their ability to monitor and report monthly on sustainable food purchases and to seek suppliers with a commitment to enhancing food system sustainability.

Bacone College is also committed to food safety. It will be required for the vendor to help in our efforts to maintain correct food safety when it comes to recalls on products, delivery requirements and any HACCP issues that may arise.

Allergen awareness is a high priority for Bacone College. It will be the vendor's responsibility to adhere to correct labeling and allergen coding. Vendors must provide nutritional data on all food items as well (i.e. Calorie and Nutrition labels to include total fat, saturated fat, trans fat, cholesterol, sodium, total carbohydrates, fiber, sugar, and protein).

Bacone College is committed to their staff. It will be required for the vendor to help train our staff on site and off site per the calendar that works best for Bacone college staff members. Training is essential to staff encouragement and empowerment. This should be a year over year program.

This request for proposal is part of a competitive procurement process, which is intended to serve the best interests of Bacone. The award, if any, will be made to the Vendor whose proposal is determined to be the most advantageous to Bacone, taking into consideration the evaluation factors set forth in the request for proposal.

Bacone Dining provides meals to approximately 130 resident students per semester, seven (7) days a week. Facilities include One (1) dining location, One (1) grill location, and One (1) coffee bar around the perimeter of the campus. During the school year, approximately 1,820 meals are served weekly for an annual total of approximately 61,880 meals.

Locations:

- Warrior Cafe (Cafeteria)
- Warrior Grille (Palmer Center)
- The Medicine Wheel Coffee House (Sam Richards)

It is anticipated (but not guaranteed) that the total combined labor and products purchased will be \$300k+ per year. To go meals are subject to 24 hour advance notice during regular business hours and limited for the period of semester sessions.

DEMOGRAPHICS

Bacone is comprised of a residential campus located in Muskogee, Oklahoma. Total enrollment is approximately 300 students. There are approximately 75 full and part-time faculty and staff.

DEFINITIONS

“Campus” means the campus of Bacone College.

“Bidder”, “Proposer”, “Supplier”, “Vendor”, “Prime Vendor” and “Respondent” refer to a Company responding to this Proposal.

“Year” means the Fall and Spring semester.

PART II - INTRODUCTION

2.0 Scope: Bacone is seeking proposals from qualified suppliers to provide some or all of the College's requirements for student meals; serving both indigenized and non-indigenized foods. This includes the following:

- meats (fresh, frozen, dried by fashion of tribal culture)
- dairy
- produce (fresh and frozen)
- beverages (frozen concentrate)
- paper products
- grocery (frozen and canned)
- milk products
- spices (specific to indigenous tribes)
- indigenous bakery items
- at least 3 variations of frybread in accordance with tribal cultures
- coffee - at minimum 2 coffee varieties with at least 1 being indigenous
- specialty syrups
- other indigenous specialty items

2.1 General:

2.2 Value: During fiscal year 2020-2021 the dining services were contracted of which the following commodities were fulfilled: meats, dairy, produce, grocery, bakery, beverage and paper products. This information is provided for informational purpose only and should not be construed as a commitment by the College to purchase any specified quantities.

Commodity Breakdown per meal:

Meat	- at least 4oz per serving; average 5oz
Produce	- 4-5oz
Grocery	- 4-5oz
Dairy	- optional
Bakery	- optional
Beverages	- optional
Paper Products	- appropriate for take out or dine in

2.3 Term of Contract: The College plans to award a contract from this RFP for an anticipated overall period of five (5). The initial term of the anticipated Contract will be for three (3) years, with an option for the College to extend the Contract for an additional

two (2) years, for a total term of five (5) years. This is subject to the approval of the College Administration at the expiration of the initial three (3) years.

2.4 Service Commencement: The service commencement date will be August 9, 2021

2.5 Terms and Conditions: The successful bidder, if any, will be required to negotiate and enter into a Prime Vendor Food Program Agreement. Certain terms and conditions that the College anticipates incorporating in such Agreement are set forth in Part III. The submission of a proposal shall evidence the bidder's willingness to agree to incorporate such terms and conditions into the Prime Vendor Food Program Agreement.

2.6 Specifications: The specifications in Part IV must be responded to on a point by point basis so the College can evaluate how the proposer's plans to meet these requirements. Proposers must use the RFP numbering scheme in their response to allow for efficient evaluation. See 2.9.2 for additional details.

2.7 Estimated Timetable: The following schedule will apply to this RFP.

Release of RFP	June 22, 2021
Pre-proposal Conference	July 1, 2021
Bacone Vendor Site Visitations	July 7-9, 2021
Closing Date for Inquiries	July 1, 2021
Submission of RFP due	July 15, 2021
Vendor Presentations (if invited)	July 22 - 23, 2020
Anticipated Award Date	July 22, 2020
Functioning CBORD/EDI interface	July 22, 2020
Service to Commence No Later Than	August 9, 2020

2.8 Inquiries: Direct all inquiries relative to the conditions and specifications listed herein to:

Bacone College - Business Office
2299 Old Bacone Road
Muskogee, Oklahoma 74403
Phone: 918-
E-mail: BusinessOffice@bacone.edu

2.9 Submission Format: The following process described is intended to ensure that all bidders have equal access to information relative to this RFP. No information communicated orally shall be effective unless confirmed by written communication from the Business Office.

In all cases, no oral communication will override written communications and only written communications are binding.

2.9.1 A proposal must be submitted via email and sealed envelope:

Bacone College
Attn: Business Office
2299 Old Bacone Road
Muskogee, Oklahoma 74403

Reference RFP 2021
“Prime Vendor Food Program Agreement”

On or before 2:00 p.m. on July 15, 2021

Any RFP proposal received after that date and time will not be considered

Faxed proposals will not be accepted.

2.9.2 Each proposal must include a table of contents with page numbers for each of the required components of the proposal.

2.9.3 Pricing will be detailed to include food, labor positions, schedule as well as a forecast by month.

2.9.4 Confidential Information: Proposals are treated as confidential by the College, although the College assumes no liability for any loss or damage which may result from the College’s disclosure of any information provided by the respondent in connection with its proposal.

2.10 Pre-Proposal Conference/Site Visit: A pre-proposal conference and site visit will be held as stated below. The purpose of the conference is to provide an opportunity for questions and answers for clarifying terms, conditions or specifications of the Request for Proposal and a walking tour of a selected number of locations after the conference.

Date/Time: July 7-9, 2021 – 10:00 a.m. - 2:00 p.m.
Location: Bacone College, Cafeteria
2299 Old Bacone Road
Muskogee, Oklahoma 74403

Bidders must contact Bacone College's Business Office via email: BusinessOffice@Bacone.edu, no later than July 1, 2021 to attend the conference and be included in the tour.

2.11 Completed RFP's: Each Bidder must respond to, and be capable of, supplying all services and equipment outlined in the RFP specification.