

Halifax Regional School Board
RFP #3947
Food and Beverage Ordering and Delivery Service for
School Healthy Eating Programs

RETURN COMPLETED BID FORM BY FAX TO 902-464-0161 OR EMAIL TO
kburlton@hrsb.ca
BY FRIDAY, FEBRUARY 23rd, 2018 at 2:00 P.M.

The Halifax Regional School Board (HRSB) is seeking proposals for the ordering and delivery of food and beverages for HRSB breakfast programs and other programs within all of its 134 schools.

- Currently there are 103 breakfast programs with the possibility to expand to all 134 HRSB schools. It is estimated that 1.65 million breakfast meals will be served during the 2017-2018 school year.
- Other school based healthy eating programs may also choose to purchase food and beverages through this RFP. For example, pre-primary programs, youth health centres, family studies and other foods based classes, extracurricular food literacy programs, etc.
- Pricing may also be extended to other school boards in Nova Scotia and their School Healthy Eating Programs, with the approval of the successful proponent.
- Schools may still continue to purchase some items at grocery stores (i.e. High School learning centres).
- The budget for the breakfast programs for the 2017-2018 school year is \$700,000.
- The successful proponent shall provide delivery to all schools within HRSB up to once per week or as required. Provide details of your proposed solution to reach all of our schools and any fees that will be charged for delivery. A list of all HRSB school breakfast programs is attached to this RFP document. A phased approach is anticipated.
- No service is required during the months of July and August, or during school breaks (Christmas and March Break). Delivery schedules must be able to accommodate closures due to storm days and PD days.
- The successful proponent shall provide a single ordering system to meet all the requirements for foods, beverages, pantry items and other products such as napkins and disposable dishware. Please provide details of your proposed ordering system.
- Please provide a price list that includes the items on the table below. Do not include HST.
- It is preferred that there are no minimum order requirements. If a minimum is required please provide details.
- The successful proponent must comply with all legal requirements for the safe transportation of food. Food safety practices must be in accordance with food safety

standards as outlined by the *Health Protection Act* of the Nova Scotia Department of Environment. Provide information on your compliance with these requirements.

- The Food and Nutrition Policy for Nova Scotia Public Schools (www.ednet.ns.ca/series/food-and-nutrition-nova-scotia-schools) guides schools' practices for food and beverages. Food and beverages sold in schools are aligned with the Maximum and Moderate criteria of the policy. All food and beverages offered to schools must be approved by the HRSB School Nutritionist.
- No marketing, advertising or promotion of foods and beverages that do not meet at least the Maximum criteria of the Food and Nutrition Policy for Nova Scotia Public Schools is permitted.
- Whenever possible, schools and food service providers should use food and beverages that are grown, produced, or manufactured in Nova Scotia and Atlantic Canada.
- Environmentally friendly practices are encouraged during all phases of food purchasing, storage, production and distribution to minimize water, energy and stress on the environment.
- Please provide references from three (3) of your current customers, preferably those with similar requirements.
- In considering the proposals, we will award points for innovative ideas that ensure all schools will have access to online ordering and regular delivery.
- After evaluating the proposals, HRSB may request a meeting with short-listed proponents to seek clarification of the details of their proposals. HRSB reserves the right to accept or reject any or all offers, and may award a contract to one, several, or none of the proponents at its sole discretion.
- The sub-headings below are derived from the Food and Nutrition Policy for Nova Scotia Public Schools and are required to be used in this ordering process. This list may not be all inclusive and may change depending on the needs of the schools.

Most Common Breakfast Program Offerings:

The following table includes the foods and beverages that are most commonly consumed and likely to be ordered by our programs.

Type of Food	% of Schools Serving 5 times per week	% of Schools Serving ~3 times per week
<i>Fruits and Vegetables</i>		
Apples	48%	47%
Oranges	24%	56%
Bananas	19%	57%
Carrots	3%	25%

<i>Grain Products</i>		
Dry Cereal	57%	28%
Oatmeal	9%	19%
Toast	26%	36%
Bagels	25%	34%
English Muffins	6%	36%
Wraps	2%	17%
Pancakes	7%	43%
Waffles	6%	24%
French Toast	4%	18%
Muffins	27%	45%
Granola Bars	49%	34%
Cereal Bars	48%	33%
<i>Milk Products</i>		
Cheese (from a block)	26%	39%
Cheese Strings	29%	38%
Yogurt (from container)	13%	43%
Yogurt Tubes	31%	36%
Milk (250 ml through School Milk Program)	26%	13%
Milk (2L or greater, portioned out to serve)	16%	28%
<i>Meat Alternatives</i>		
Eggs	7%	38%
Hummus	2%	13%
Ham	3%	16%

<i>Other:</i>		
Applesauce	24%	40%
Nut-free Butters	10%	17%
Margarine	33%	34%
Cream Cheese	12%	33%

Schools also listed the following under other foods served: crackers (24%) and frozen fruit/berries (16%). Schools may also require basic pantry items such as flour, sugar, baking powder, etc and other items such as napkins, paper/plastic wares, disposable cups, etc.

Questions regarding this tender can be directed to Kathryn Burlton, Manager of Accounting and Purchasing by email to kburlton@hrsb.ca or by phone (902) 464-2000 #2843, up to February 20 at 2:00 p.m. Proponents should check the board's web site for any addenda that may be issued up to 2 p.m. on February 21.

REQUEST FOR PROPOSAL

HALIFAX REGIONAL SCHOOL BOARD
33 Spectacle Lake Drive, Dartmouth NS B3B 1X7
TEL: (902) 464-2000



RFP #	3947
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DATE:	12-Feb-18
QUOTE DUE:	23-Feb-18
NAME OF PERSON REQUESTING QUOTE:	
<i>Kathryn Burlton</i>	
<i>Manager of Accounting and Purchasing</i>	

COMPANY NAME: _____
Contact Name: _____
Contact Phone Number: _____
Email Address: _____

THIS IS NOT AN ORDER

CONTACT PHONE NUMBER: (902) 464-2000 ext. 2843

REQUEST FOR PROPOSAL - FOOD AND BEVERAGE ORDERING AND DELIVERY SERVICE FOR SCHOOL HEALTHY EATING PROGRAMS

Bidder's Response:		
Please provide a detailed description of the work, using additional pages if required.		

Evaluation Criteria		
1) PRICING (25 POINTS)		
2) DELIVERY (20 POINTS)		
3) ORDERING SYSTEM (15 POINTS)		
4) AVAILABILITY OF ALL FOOD ITEMS (15 POINTS)		
5) REFERENCES (15 POINTS)		
6) INNOVATIVE SOLUTIONS (10 POINTS)		

INSTRUCTIONS TO VENDOR: Email your response to kburlton@hrsb.ca by no later than Friday February 23, 2018 at 2:00 p.m. Emails should be clearly marked RFP#3947 Food and Beverage Ordering and Delivery Service for School Healthy Eating Programs. Responses may also be faxed to 902-464-0161.

FOS	School - Breakfast Program
Auburn Drive	Astral Drive Elementary
	Auburn Drive High
	Bell Park Academic Centre
	Graham Creighton Junior High
	Humber Park Elementary
Bedford and Forsyth Education Centres	Bedford and Forsyth Education Centres (Bedford & Dartmouth Campus)
Charles P. Allen	Basinview Drive Community School
	Charles P. Allen High
	Hammonds Plains Consolidated Elementary
	Madeline Symonds Middle School
Citadel High	Citadel High
	Gorsebrook Junior High
	Highland Park Junior High
	Joseph Howe Elementary
	Oxford School
	St. Agnes Junior High
	St. Catherine's Elementary
	St. Joseph's-Alexander McKay Elementary
	St. Stephen's Elementary
	Westmount Elementary
Cole Harbour District	Atlantic View Elementary
	Cole Harbour District High
	Colonel John Stuart Elementary
	Eastern Passage Education Centre
	George Bissett Elementary
	Nelson Whynder Elementary
	Ocean View Elementary
	Robert Kemp Turner Elementary
	Ross Road School
	Seaside Elementary
	Sir Robert Borden Junior High
	Tallahassee Community School
Dartmouth High	Bicentennial School
	Dartmouth High
	Harbour View Elementary
	Hawthorn Elementary
	John MacNeil Elementary
	John Martin Junior High
	Shannon Park Elementary
	South Woodside Elementary
	Dartmouth South Academy
Duncan MacMillan	Duncan MacMillan High

FOS	School - Breakfast Program
	Lakefront Consolidated Elementary
Eastern Shore	Eastern Shore District High
	Gaetz Brook Junior High
	Oyster Pond Academy
	Porters Lake Elementary
Halifax West	Brookside Junior High
	Burton Ettinger Elementary
	Clayton Park Junior High
	Duc d'Anville Elementary
	Fairview Heights Elementary (Annex Building & Main Building)
	Fairview Junior High
	Grosvenor-Wentworth Park Elementary
	Halifax West High
	Prospect Road Elementary
	Rockingham Elementary
J.L. Ilsley	Central Spryfield Elementary
	Chebucto Heights Elementary
	Cunard Junior High
	Elizabeth Sutherland
	Harrietsfield Elementary
	Herring Cove Junior High
	J.L. Ilsley High
	John W. MacLeod - Fleming Tower Elem. (Fleming Tower & John W. MacLeod)
	Rockingstone Heights School
	Sambro Elementary
	William King Elementary
Lockview	Beaver Bank-Kinsac Elementary
	Beaver Bank-Monarch Drive Elementary
	Harold T. Barrett Junior High
	Lockview High
	Oldfield Consolidated Elementary
	Waverley Memorial
Millwood	Harry R. Hamilton Elementary
	Millwood High
	Sackville Heights Elementary
	Sackville Heights Junior High
Musquodoboit Rural	Dutch Settlement Elementary
	Musquodoboit Rural High
	Musquodoboit Valley Education Centre
	Upper Musquodoboit Consolidated Elem.
Prince Andrew	Admiral Westphal Elementary
	Brookhouse Elementary

FOS	School - Breakfast Program
	Caledonia Junior High Ellenvale Junior High Ian Forsyth Elementary Prince Andrew High
Sackville	A.J. Smeltzer Junior High Caudle Park Elementary Cavalier Drive School Hillside Park Elementary Leslie Thomas Junior High Sackville High Smokey Drive Elementary Sycamore Lane Elementary
Sir John A. MacDonald	Beechville Lakeside Timberlea Jr Elementary Beechville Lakeside Timberlea Sr Elementary East St. Margaret's Elementary Five Bridges Junior High Ridgecliff Middle School Shatford Memorial Elementary Sir John A. Macdonald High