



# Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

**CREATION DATE :** 01-DEC-15  
**BID NUMBER:** 7550085  
**TITLE:** MEAL PREPARATION SERVICES FOR STATE POLICE TRAINING ACADEMY - DPS  
**BLANKET START :** 01-JAN-16  
**BLANKET END :** 31-AUG-16  
**BID CLOSING DATE AND TIME:** 28-DEC-2015 10:00:00

**BUYER:** McGurn, Cheryl A  
**PHONE #:** N/A

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 DOA CONTROLLER  
 ONE CAPITOL HILL, 4TH FLOOR  
 SMITH ST  
 PROVIDENCE, RI 02908  
 US

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 DPS STATE POLICE TRAINING ACADEMY  
 64 WINDSOR ROAD  
 FOSTER, RI 02825  
 US

**Requisition Number:** 1440111  
**Note to Bidders:** Per the Attached Specifications

Quantities are estimated.  
 With a two year option for renewal.

Bidders should submit a two week meal plan with this bid solicitation.

Questions concerning this solicitation must be emailed and received by the Division of Purchases at [cheryl.mcgurn@purchasing.ri.gov](mailto:cheryl.mcgurn@purchasing.ri.gov) no later than December 17, 2015 @ 3:00 pm in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

Line	Description	Quantity	Unit	Unit Price	Total
1	BREAKFAST - PER THE ATTACHED SPECIFICATION	5,400.00	Each		
2	LUNCH - PER THE ATTACHED SPECIFICATIONS	6,000.00	Each		
3	DINNER - PER THE ATTACHED SPECIFICATIONS	4,320.00	Each		

Delivery: \_\_\_\_\_  
 Terms of Payment: \_\_\_\_\_

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

## Catering Services

**Bid 7550085**

### **RI State Police Training Academy**

Specifications for food preparation and serving of three meals per day at Rhode Island State Police Training Academy, Boss Road, Foster, Rhode Island. The next academy class is scheduled to begin on **February 15, 2016** and run for a period of twenty-four weeks. Vendor will be required to provide a minimum of forty (45) breakfasts, fifty (50) lunches, and forty (45) dinners per day except for Friday when only breakfast and lunch will be required. Kitchen facilities are owned and provided by the Rhode Island State Police. All heat and electric power/water will be provided by the Rhode Island State Police. **The facility may be visited prior to submitting your bid by contacting Sergeant Kenneth Jones at (401) 444-1191.**

Vendors will bear all costs associated with their bids including supplying of food, meal preparation and delivery fees. No costs or expenses incurred by the vendor will be borne by the Rhode Island State Police.

**The vendor shall have a food safety manager licensed in the State of Rhode Island.**

The contractor shall be responsible for the cleanliness and upkeep of the food service areas, including walls and ceilings, as established by the Rhode Island Health Department. The contractor shall meet periodically with such persons designated by the State Police, from time to time, with reference to the food services so that through mutual cooperation, good relationships will be maintained with the trainees eating in the dining hall.

**Prior to bid award, vendor and their employees must pass a background check. Vendor must provide a list of all employees. This list must have the employees full name, address, date of birth, and social security number.**

The contract will be awarded to the lowest, responsive, responsible bidder as computed from the per meal and per week costs in all categories. The tentative awarded vendor will be required to provide sample meals to be approved by the State Police prior to the creation of a Purchase Order. The vendor will be disqualified if samples are unsatisfactory. The vendor will be required to submit meal plans in advance to the Training Academy commandant for approval weekly. **All meals are to be prepared with skim or low-fat dairy products, extra lean (less than 10%) meats, low salt and fat reduced deli meats, non-fat and low cholesterol mayonnaise, spicy and high fat foods will not be allowed. Due to this academy going through winter months, it is essential that we get the caloric intake upwards around 3000 to 4500 calories per meal.**

The contractor shall procure as part of the direct operating expenses, such public liability insurance from companies, licensed to do business in the State of Rhode Island, as will protect the contractor, superintendent of the State Police, and the people of the State of Rhode Island and their officers and employees from any claims for damages to property and for personal injuries, including death, which may arise from the operation of the food services program by the contractor.

Notice of termination by either party shall be submitted in writing to the other party. Cancellation of the contract shall be subject to cancellation by either party, any time after the date the contractor shall begin the operation of the food service. A contract may be cancelled or annulled at the contractor's expense upon determination by the Purchasing agency that a condition of nonperformance exists. Termination and cancellation of contract shall conform to the State of Rhode Island Procurement Regulation Section 8 – Contract's "Termination and Cancellation of contract".

The State Police will make all equipment repairs and replace equipment from damages not caused through negligence of the contractor or contractor's employees. The State Police shall furnish the contractor a full complement of china, silverware, and glassware for satisfactory service which the contractor will maintain. The contractor will assume full responsibility for any damage to equipment or premises it occupies caused by the negligence of its employees, excepting ordinary wear and tear. Hours required/menu preparation: Vendor shall be permitted access to the training academy at 6:00 am Monday through Friday.

**Breakfast** (Monday-Friday); **lunch** (Monday-Friday); **Dinner** (Monday-Thursday). Meals will be served:

**Breakfast-8:00 AM sharp, Lunch-12:00 PM sharp, Dinner-6:00 pm sharp.** There shall be no deviation from the above schedule unless contractor is informed by the commandant of the Training Academy. On occasion, box lunches will be required and notice will be given within a reasonable time for preparation.

Portions (minimum):

**Meats** (cooked weight): **Lunch** -3 oz. **Dinner**-6 oz.; **Pasta or Rice**-8 oz.; **Potato**-4 oz.; **Vegetables**-4 oz.

**Breakfast** shall include the following: **Beverages**, **fruits**, **bread**-2 or 3 selections: **main entrée** 2 selections.

**Lunch** shall include the following: **Beverages**, **variety of fruits**, **soup** (weather permitting), **sandwiches**-two selections, **dessert**-salads and **potato** choices may be combined for each lunch.

**Dinner:** Beverages, variety of fruits, breads, soup (weather permitting), tossed salad, entrees-one selection with either pasta or potato/rice & vegetable, dessert. Peanut butter, jelly and sliced bread will be available at every meal.

**Bottled water will be provided by the Rhode Island State Police. Vendor will be responsible for juices and milk to be available at all meals. Recruits will not be limited as to the amounts consumed at each meal. There is a milk dispenser available for use that holds two milk canisters.**

**Billing of services:** Vendor will supply a per person meal cost when the meal count is reduced due to a reduction in the recruit class, the price of the services will be reduced to reflect the change. The vendor will be notified at the beginning of each week when such a change takes place: Vendor will submit bills on a weekly basis to the Department of Public Safety – Central Management Office



State of Rhode Island:

## Department of Health

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### For Food Safety Managers

#### Requirements

- Food establishments must employ at least one full-time, on-site, food safety manager if potentially hazardous foods are prepared
- Establishments with ten or more full-time employees directly involved in food preparation must employ at least two full-time, on-site, food safety managers
- Establishments that primarily serve the elderly or individuals with diminished immune systems shall have a manager certified in food safety present during preparation of all hot, potentially-hazardous foods
- If a manager certified in food safety terminates employment, establishments shall have sixty (60) days to employ a new certified food safety manager or have an existing employee enroll in a food safety manager certification program (this time period may be extended by the Office of Food Protection)
- Certificates for food safety managers must be prominently posted in the establishment next to the license to operate (and removed if an individual is no longer employed there)
- Only certified people may use the title "Manager Certified in Food Safety", or in any way represent themselves as such
- Food safety manager certification must be renewed every three years, after completing the required six-hour refresher course, despite the fact that the national exam certification expires after five years. Renewal notices will be sent in advance, with instructions as to how to renew your certification on-line. If a food safety manager certification is expired for more than six months, the individual must retake the 15-hour course and pass the exam before the certification can be renewed.

## Meal Planner 2200-2500 calories

Meal Planner 2200-2500 calories			
<b>Breakfast</b>			
3 Grain	3 slices Toast	1.5 c oatmeal	Thomas's whole wheat bagel
2 Protein	2 eggs scrambled	2 slices turkey bacon	2T nut butter
0-1 fat	1 tsp margarine	1 tbsp nuts in oatmeal	ln nut butter
2 Fruit	1 small banana, 6oz OJ	2 tbsp raisins (in oats), 6oz juice	3/4c berries, 6oz juice
1 milk	1c low fat milk or Lactaid milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk
<b>Lunch</b>			
3 Grain	1 whole wheat roll, 1oz pretzels	12" pita bread	12" wrap, 1/2 cup pasta salad
2-3oz Protein	2oz chicken breast, 1 slice Swiss cheese	2oz ham, 1 slice cheese	3oz tuna
1-2 Fat	2T oil vinegar dressing	2 tsp mayo	2T light mayo
1-2 veggie	2 cups salad	1-2 cup veggie soup	Lettuce tomato
1 Fruit	Fruit cup or 6oz juice	2 clementines or 6oz juice	Small apple or 6oz juice
1 milk	1c low fat milk or Lactaid milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk
<b>Dinner</b>			
4 Grain	1 cup rice, dinner roll	2 cups pasta	1 cup mashed potato (skim milk and margarine), small dinner roll
5-6oz Protein	5-6oz turkey meatloaf	3- 2oz turkey meatballs, 1/4 c shredded mozzarella**	4-5oz lean ground beef
2-3 Fat	1 Tbsp margarine for veggies	2 tsp Margarine on veggie	2 tsp margarine in potato
1 milk	1c low fat milk or Lactaid milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk
2-3 Veggie	2 cup cooked broccoli	1/2 c pasta sauce, 1 cup cooked green beans	1 cup cooked carrots
1 fruit	4oz applesauce	17 frozen grapes	Lite fruit cup
<b>Snack</b>			
1 grain	1 cup pretzels	1/2 cup cereal	Granola bar

Meal Planner 2800-3000 calories

Meal Planner 2800-3000 calories			
<b>Breakfast</b>			
3 Grain	3 frozen waffles with syrup	1.5 c cereal	Thomas's whole grain bagel
1-2 Protein	1-2 eggs	2-3 slices turkey bacon	2T nut butter
1-2 fat	2 tsp margarine on waffles	2 Tbsp nuts in cereal	In nut butter
2 Fruit	3/4c berries, 6 oz juice	1 cup cantaloupe, 6oz juice	3/4c berries, 6oz juice
1 milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk
<b>Snack</b>			
1 Fruit	banana	Apple	Peach
1 oz protein	1 Tbsp peanut butter	1 cheese stick	2 tbsp peanuts (trail mix)
<b>Lunch</b>			
4 Grain	1 whole wheat roll, 1 cup rice	2 cup brown rice	Whole wheat wrap (12-18"), baked chips
4oz Protein	3oz chicken breast, 1 slice swiss	4oz ground beef, 2T shredded cheddar	3oz tuna, slice cheese
2 Fat	2T oil vinegar dressing	2 t olive oil to sauté veggies	2T light mayo
1-2 veggie	2 cups salad	Sautéed peppers/ onions	Lettuce tomato
2 Fruit	Fruit cup, 6oz juice	2 clementines, 6oz juice	Apple, 6oz juice
1 milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk
<b>Snack</b>			
1 Grain	Cliff bar	granola bar	Dry cereal
<b>Dinner</b>			
4 Grain	2 cups rice	2 cups pasta	1 cup mashed potato (skim milk and margarine), dinner roll
6-7oz Protein	6oz grilled chicken	3-4 2oz turkey meatballs	6oz turkey meatloaf***
3 Fat	1T margarine for veggies	1T Margarine on veggie	1T margarine in potato
2-3 Veggie	2 cup cooked broccoli	1/2 c pasta sauce, 1 cup cooked green beans	1 cup cooked carrots
1 milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk
1 fruit	6oz juice	6oz juice	6oz juice

Meal Planner 3300-3500 calories

Meal Planner 3300-3500 calories			
<b>Breakfast</b>			
4 Grain	4 frozen waffles with syrup	2 c cereal	Thomas's whole grain bagel, ½ c cereal
1-2 Protein	1-2 eggs	2-3 slices turkey bacon	2T nut butter
1-2 fat	2 tsp margarine on waffles	2 Tbsp nuts in cereal	1n nut butter
2 Fruit	¾c berries, 6 oz juice	1 cup cantaloupe, 6oz juice	¾c berries, 6oz juice
1 milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk
<b>Snack</b>			
1 Fruit	banana	Apple	Peach
1 oz protein	1 Tbsp peanut butter	1 cheese stick	2 tbsp peanuts (trail mix)
<b>Lunch</b>			
4 Grain	1 whole wheat roll, 1 cup rice	2 cup brown rice	Whole wheat wrap (12-18"), baked chips
4oz Protein	3oz chicken breast, 1 slice swiss	4oz ground beef, 2T shredded cheddar	3oz tuna, slice cheese
2 Fat	2T oil vinegar dressing	2 t olive oil to sauté veggies	2T light mayo
1-2 veggie	2 cups salad	Sautéed peppers/ onions	Lettuce tomato
2 Fruit	Fruit cup, 6oz juice	2 clementines, 6oz juice	Apple, 6oz juice
1 milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk
<b>Snack</b>			
2 Grain	Cliff bar	2 small granola bars	1 cup dry cereal
<b>Dinner</b>			
5 Grain	2 cups rice, dinner roll	2 cups pasta, dinner roll	1.5 cup mashed potato (skim milk and margarine), dinner roll
8oz Protein	8oz grilled chicken	4 2oz turkey meatballs	8oz turkey meatloaf
3 Fat	1T margarine for veggies	1T Margarine on veggie	1T margarine in potato
2-3 Veggie	2 cup cooked broccoli	1/2 c pasta sauce, 1 cup cooked green beans	1 cup cooked carrots
1 milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk	1c low fat or Lactaid milk
2 fruit	6oz juice, fruit cup	6oz juice, cup of melon	6oz juice, banana
<b>Snack</b>			
Grain/ milk	Cup of frozen or regular yogurt	½-1 c cereal and milk	½ c trail mix

## BOX 27.1 Suggestions for Increasing Calorie Intake (23)

- Choose nutrient-dense cereals such as granola, muesli, and Grape-Nuts. Top with nuts, sunflower seeds, bananas, or dried fruits, *milled flax seeds*
- Cook hot cereals with milk rather than water. Mix in powdered milk, margarine, peanut butter, nuts, wheat germ, or dried fruit, *milled flax seeds*
- Drink juices such as apple, cranberry, grape, pineapple, and apricot. To increase the caloric content of frozen juices, add less water than the directions indicate.
- Use fruits such as bananas, pineapple, raisins, dates, dried apricots, and other dried fruits rather than fruits with a high water content such as grapefruit, plums, and peaches.
- To increase the calories in milk, add 1/4 cup powdered milk to 1 cup of 2% milk, or add powdered beverage mixes such as Carnation Instant Breakfast, Ovaltine, and Nestle's Quik.
- Make homemade blender drinks such as milkshakes and fruit smoothies.
- Spread toast with generous amounts of peanut butter, margarine, jam, jelly, fruit preserves, or honey.
- Choose hearty, dense breads such as sprouted wheat and honey bran. Use thick slices for sandwiches. Stuff with tuna salad, chicken, or other fillings.
- Make canned soups more substantial by adding evaporated milk in place of water or regular milk, or add extra powdered milk. Garnish with parmesan cheese or croutons.
- Try bean dishes such as lentils, split pea soup, chili with beans, hummus, and limas.
- Sauté chicken or fish in canola or olive oil. Add sauces and breadcrumb toppings.
- Include higher-calorie vegetables such as peas, corn, carrots, winter squash, and beets. Top with margarine, sliced almonds, grated cheeses, or sauces. Try stir-frying vegetables in olive oil.
- Add cottage cheese, garbanzo beans, sunflower seeds, chopped nuts, raisins, croutons, and dressings made with olive oil to salads.
- Add extra margarine and powdered milk to mashed potatoes.
- Enjoy desserts such as oatmeal raisin cookies, fig bars, puddings, stewed fruit compotes, frozen yogurt, cornbread with honey, muffins, and fruit breads.
- Try healthful snacks such as fruit yogurt, low-fat cheese and crackers, peanuts, sunflower seeds, granola, pretzels, bagels with low-fat cream cheese and jelly, and peanut butter crackers.

Adapted by permission. Clark N. Nancy Clark's *Sports Nutrition Guidebook*, 2<sup>nd</sup> ed. Champaign, Ill: Human Kinetics; 1997:292-294.

**Contract Terms and Conditions**

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**Terms and Conditions**

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**INSURANCE REQUIREMENTS**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: \* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. \* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. \* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. \* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. \* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

**RIVIP INFO - BID SUBMISSION REQUIREMENTS**

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND,  
DIVISION OF PURCHASES

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

**DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

**LICENSE REQUIREMENTS**

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**VENDOR SPECIFICATIONS**

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.

**PURCHASE AGREEMENT BID**

**BIDDING** (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island  
Department of Administration  
Division of Purchases, 2nd Floor  
One Capitol Hill  
Providence, RI 02908