FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

REQUEST FOR BID (RFB) AMENDMENT

Food Catering Services for Community Engagement Events

Amendment Published: May 27, 2022

First 5 Contra Costa Children and Families Commission (hereafter "First 5" or "First 5 Contra Costa") is seeking qualified contractors to provide catering services for the First 5 Community Engagement program.

First 5 intends to award a purchase of service contract for the identified services to the selected Contractor most capable of meeting the identified requirements.

Amended RFB to update final response deadline and anticipated contract start date, as described throughout.

Final responses must be submitted electronically as described by

12:00 PM on Friday, June 17, 2022.

Thank you in advance for your efforts in preparing your response.

Please read the entire packet carefully.

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

REQUEST FOR BID (RFB)

Food Catering Services for Community Engagement Events

Release Date: April 20, 2022
Release Date Amendment: May 27, 2022

Due Date: June 17, 2022 by 12:00 PM

Proposed Funding Amount: Up to $57,000.00

for a one-year contract with up to two (2) one-year renewals

For more information, please contact:

Lisa R. Johnson
Grants and Contracts Manager
First 5 Contra Costa
grantsandcontracts@first5coco.org

Due to COVID-19 First 5 Contra Costa Offices are closed and staff are working remotely. If you have any questions or need additional information, please use email.

First 5 Contra Costa (First 5) may, at its sole discretion, reject any or all applications submitted in response to this document. First 5 also reserves the right to cancel this offer at its sole discretion at any time before execution of a Contract Agreement. Any applications, including attached materials, submitted in response to this document shall become property of First 5.

BID TITLE:	**Food Catering Services for Community Engagement Events**
CATEGORY:	Professional Services
BID NUMBER:	2022-01
OPEN DATE:	April 20, 2022
CLOSING DATE/TIME:	~~May 18, 2022~~ June 17,2022
CONTRACT DURATION:	Contract ends June 30, 2023
PRICES GOOD FOR:	30 days

DESCRIPTION: First 5 Contra Costa Children and Families Commission (hereafter "First 5" or "First 5 Contra Costa") is seeking qualified contractors to provide catering services for the First 5 Community Engagement program.

First 5 intends to award a purchase of service contract for the identified services to the selected Contractor most capable of meeting the identified requirements.

SCOPE: First 5 Contra Costa intends to award a contract for catering services to the candidate that best suits the Community Engagement Program needs. We are seeking a caterer who can provide the Community Engagement Program with catering services countywide (East, Central and West Contra Costa County) for events, workshops, and meetings held during evenings and weekends. Delivery is expected to be included in the bid.

REQUIREMENTS: The caterer must be able to provide culturally diverse and healthy dishes that meet our Healthy Food and Beverage Policy, (Exhibit A) which requires all meals to include a low-fat source of protein, whole grain, fruit and vegetable.

Successful candidates must comply with food safety and sanitation standards specified in the California Health & Safety Code and outlined in the Contra Costa Health Services Catering Guidelines, (Exhibit B). The standards include but are not limited to the following:

- A valid health permit
- A caterer must operate out of a facility that has a valid approved and current health permit. Foods may not be prepared or stored in a private home or other unapproved location.
- All food, food service equipment, and related items must be stored in a licensed facility.

Use the estimated description of the number of participants and estimated number of meetings for the year to complete your bid.

Richmond/San Pablo (West County): Estimates FY 2022-23	**Number of Meetings**
Membership Meetings (up to 80 participants)	11 (one per month)
Officer Team Meetings (up to 14 participants)	12 (one per month)
Extra meetings (up to 75 participants)	2 per year
Community Events (up to 180 participants)	1 per year

Concord (Central County): Estimates FY 2022-23	**Number of Meetings**
Membership Meetings (up to 80 participants)	11 (one per month)
Officer Team Meetings (up to 14 participants)	12 (one per month)
Extra Meetings (up to 75 participants)	2 per year
Community Events (up to 180 participants)	1 per year
Trainings (up to 60 participants)	2 per year
Orientation (up to 75 participants)	1 per year
Celebration (up to 120 participants)	1 per year

Antioch/Bay Point/Pittsburg (East County): Estimates FY 2022-23	**Number of Meetings**
Membership Meetings (up to 80 participants)	11 (one per month)
Officer Team Meetings (up to 14 participants)	12 (one per month)
Extra Meetings (up to 75 participants)	2 per year
Community Events (up to 180 participants)	1 per year

TERMINATION/UNSATISFACTORY PERFORMANCE: First 5 Contra Costa Children and Families Commission reserves the right to terminate the contract at its sole discretion upon five-day advance written notice, or cancelled immediately by mutual written consent for unsatisfactory quality, service, costs, or turn-around time.

CONTENT OF BID: Bidders must provide a transmittal letter; along with a brief description of experience, history, qualifications, proposed pricing and; any changes or concerns related to the scope of work for the project. Please also include a list of at least three client references for which your firm has completed catering services. The bid should be no more than 5 pages in length. Also attach copy of your business license and health permit. These documents do not count toward the 5 page limit.

BID EVALUATION: First 5 Contra Costa reserves the right to award the bid to the bidder who demonstrates the qualities most representative of the First 5 requirements. All bidders will be contacted in regard to the final selection.

AGREEMENT: The organization selected by First 5 to perform the services outlined in this request for bid will be required to execute a contract with First 5 Contra Costa.

PAYMENT: At the conclusion of each month the Contractor will submit a detailed invoice statement. The invoice statement must include a detailed breakdown of all charges, and must be based on completion of agreed upon tasks and/or deliverables. The Invoice statement must be submitted electronically via email to:

First 5 Contra Costa Children and Families Commission
Vanessa Miller, Grants Program Assistant: vmiller@first5coco.org

Upon inspection of the invoice and the acceptance of the deliverables, First 5 will send Demand Form to Contractor via DocuSign to render payment within thirty (30) days.

SUBMISSION: RFB responses are due no later than **June 17, 2022 12:00 p.m. noon.** Complete bids must be signed by an authority able to legally bind the organization. Due to COVID-19, First 5 Contra Costa is accepting **only** email submissions. Please email your complete RFB packet to: grantsandcontracts@first5coco.org.

RFB submissions received (email timestamp) after the 12:00 p.m. noon deadline will NOT be accepted or considered for selection.

LATE BIDS WILL NOT BE ACCEPTED – NO EXCEPTIONS

QUESTIONS: All questions about the RFB must be directed to: grantsandcontracts@first5coco.org with the subject line "RFB Food Catering Services for Community Engagement Events Question". All questions need to be submitted no later than June 8, 2022 by 12:00 p.m. noon. A response will be given on or before June 10, 2022.

DO NOT contact any other person from First 5 for information about this RFB.

OTHER REQUIREMENTS AND INFORMATION:

To be eligible to apply for funding under this RFB the applicant must meet the following criteria:

1. Be in compliance and good standing with all local, county, state, and federal government entities including but not limited to the to the IRS, California Secretary of State-Business Programs and the Franchise Tax Board;
2. Satisfactory performance on any contract(s) previously awarded by First 5.

If selected for funding, Contractor will also be required to:

- Show proof of general liability and worker's compensation insurance.
- Indemnify First 5 Contra Costa Children and Families Commission.

- If using a Federal Tax ID Number Contractor will need to submit a copy of Employer Identification Number letter from the IRS.

- If Contractor's status is a sole proprietor Contactor will need to submit a copy of Driver's License and if using a social security number Contractor will need to submit a copy of social security card.

EXHIBIT A

Healthy Food & Beverage Policy
for CCRG Activities

When our environments are healthy, our families are healthy

Rationale:

The Central County Regional Group (CCRG), sponsored by First 5 Contra Costa, strives to be a role model for health and wellness by promoting healthy food and beverage environments. Creating healthy environments is a critical strategy to reducing the alarming rates of childhood obesity[1] and Type II diabetes. The home, workplace, organizational, educational, and child-care environments are key places that shape healthy eating habits for families with young children. CCRG members believe that when our community environments are healthy, our families are healthy. In an effort to be an example for health and to support the families we serve to consume the healthiest foods and drinks possible, CCRG encourages its members and partners to follow these guidelines when purchasing food or beverages with First 5/CCRG funds or when serving foods and beverages at CCRG sponsored events, programs, and celebrations.

Policy:

All CCRG members are expected to follow these guidelines when purchasing food or beverages with First 5 funds or when serving foods and beverages at CCRG events, programs, activities, and celebrations.

Food***:***

When food is provided or served by the agency, healthy foods will be offered and promoted, such as:

- Fruits, vegetables, low-fat/low-sugar dairy products and whole grains[2].
- Lean protein[3]
- Foods low in saturated fats, trans fats, sodium, cholesterol, and added sugars.
- Reasonable portion sizes[4]
- CCRG members should observe all child safety guidelines addressing foods known to pose risks to young children (e.g. nuts, honey).

Beverages:

All beverages served during CCRG meetings, programs, events, and celebrations will meet the following nutritional guidelines. CCRG members will not use First 5/WCRG funds to purchase sugary beverages[5].

- The group shall not serve sugar-sweetened beverages or 100% fruit juice. This includes but is not limited to: juice pouches/ boxes, Sunny D, Tampico, lemonade with sugar, punch, sports drinks, soda, or other beverages that contain sugar.
- Water will always be served free of charge. When possible, water will be served in pitchers rather than plastic bottles. Fresh fruit can be added to water for added flavor and appeal.
- Other healthy beverages that can be served include non-fat or low-fat plain milk (no chocolate or flavored milk); carbonated water without sweeteners, coffee, and tea.
- Beverages served to children will be age appropriate and meet the stated nutritional guidelines

Desserts and Treats:

If desserts and treats are offered during events and special occasions, fats and sugars will be served only in limited amounts and always when there are healthy alternative options. All desserts served will be accompanied by nutritional information and/or nutrition labels when possible.

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[1] Obesity in young children is linked to an increased risk of Type II diabetes, hypertension, high cholesterol, asthma, and orthopedic problems. Childhood obesity and overweight are linked to reduced socialization, lower self-esteem, poor school performance, and absenteeism. Overweight and obesity disproportionately affect low-income children and children of color.

[2] Whole grains include whole-wheat bread, pasta, tortillas, brown rice, oatmeal, barley, quinoa. Products should include 'whole grains' among the first ingredients listed.

[3] Lean protein includes lean meats, fish, tofu, beans, eggs, nuts, and low-fat dairy products. Lean protein has less than 3g of fat and around 50 calories per serving.

[4] Portions shall include a healthy balance of fruit, vegetables, protein, and grains. USDA's My Plate can serve as a guide for achieving a healthy balance. http://www.choosemyplate.gov/

[5] Sugar sweetened beverages include all sodas, fruit drinks, sports drinks, and any beverage containing added caloric sweeteners, such as sweetened tea, rice drinks, etc.

Política de Alimentos y Bebidas Saludables
Para Actividades del CCRG

Cuando nuestros ambientes son saludables, nuestras familias también son saludables

Fundamento:

El Grupo Regional del Centro del Condado (CCRG son las siglas en inglés), patrocinado por Los Primeros 5 de Contra Costa intenta ser un ejemplo de salud y bienestar al promover ambientes con alimentos y bebidas saludables. El crear ambientes saludables es una estrategia importante para reducir las tasas alarmantes de obesidad[1] infantil y diabetes del tipo II. Los ambientes en el hogar, el trabajo, organizaciones, los educativos y de cuidado infantil son lugares claves para formar hábitos de alimentación saludable para familias con niños pequeños. El CCRG cree que cuando los ambientes en nuestra comunidad son saludables, nuestras familias también son saludables. En un esfuerzo de ser un ejemplo de salud y para apoyar a que las familias de nuestra comunidad consuman los alimentos y bebidas más saludables posibles, el CCRG anima a sus miembros y colaboradores a seguir estas normas cuando se compren alimentos y bebidas con los fondos de los Primeros 5 o cuando se sirvan alimentos y bebidas en eventos, programas y celebraciones financiados por los Primeros 5 y el CCRG.

Política:

A todos los miembros del Grupo CCRG y a los colaboradores se les anima a seguir estas normas al comprar alimentos y bebidas con fondos de los Primeros 5 o cuando se sirvan alimentos y bebidas en eventos, programas, actividades y celebraciones financiadas por los Primeros 5 o el CCRG.

Alimentos***:***

Cuando los alimentos son ofrecidos o servidos por la agencia o el Grupo, se ofrecerán y promocionarán alimentos saludables tales como:

- Frutas, vegetales, productos lácteos bajos y granos enteros[2].
- Proteina magra (sin grasa) [3].
- Alimentos bajos en grasas saturadas, grasas trans, sodio, colesterol y azucares añadidas.
- Tamaños razonables de porciones[4].

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Bebidas:

Todas las bebidas servidas durante las reuniones, programas, eventos y celebraciones financiados por los Primeros 5 de Contra Costa cumplirán con las siguientes normas nutricionales. El personal de los Primeros 5 o los miembros del CCRG no usarán los fondos de los Primeros 5 para comprar bebidas azucaradas[5].

- La agencia o el Grupo no servirá bebidas azucaradas o jugos de fruta (100%). Esto incluye pero no está limitado a: jugos en bolsas/cajas, Sunny D, Tampico, limonada con azúcar, ponche, bebidas deportivas, sodas y otras bebidas que contengan azúcar.
- El agua siempre se ofrecerá de manera gratuita. De ser posible, el agua se servirá en jarras en lugar de botellas de plástico, Fruta fresca se agregará al agua para añadir sabor y hacerla más agradable a la vista.
- Otras bebidas saludables que pueden servirse incluyen leche sin o baja en grasa (no chocolatada o leche con otro sabor); agua carbonada sin endulzantes, café y té.
- Las bebidas servidas a los niños serán adecuadas a su edad y cumplirán con las normas nutricionales estatales.
- El personal de los Primeros 5 y los miembros del CCRG deberán observar todas las normas de seguridad infantil respecto a alimentos conocidos de presentar riesgos para niños pequeños (por ejemplo, nueces, miel).

Postres y Dulces:

Si se ofrecen los postres y dulces durante los eventos y ocasiones especiales, las grasas y los azúcares se servirán sólo en cantidades limitadas y siempre cuando haya otras opciones saludables. Todos los postres servidos irán acompañados de información nutricional y/o etiquetas de nutrición cuando sea posible.

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[1] La obesidad de niños pequeños está relacionada a un creciente riesgo de diabetes Tipo II, hipertensión, colesterol alto, asma y problemas ortopédicos. La obesidad infantil y sobrepeso están relacionados a una socialización reducida, baja auto estima, bajo rendimiento escolar y ausentismo. El sobrepeso y obesidad desproporcionalmente afectan a los niños de familias de bajos ingresos y de color.

[2] Los granos enteros incluyen pan completamente integral, pasta, tortillas, arroz integral, avena, cebada, quinua. Los productos deben incluir "granos enteros" entre los primeros ingredientes enumerados.

[3] La proteína magra incluye carnes sin grasa, pescado, tofu, frijoles, nueces y productos lácteos bajos en grasa. La proteína sin grasa tiene menos de 3 g de grasa y alrededor de 50 calorías por porción.

[4] Las porciones incluirán un balance saludable de fruta, vegetales, proteína y granos. USDA's My Plate puede servir como una guía para lograr un balance saludable. http://www.choosemyplate.gov/

[5] Las bebidas azucaradas incluyen todas las sodas, bebidas de frutas, bebidas deportivas y cualquier bebida conteniendo endulzantes calóricos agregados, tales como té endulzado, bebidas de arroz, etc.

EXHIBIT B

CONTRA COSTA
HEALTH SERVICES

ENVIRONMENTAL HEALTH DIVISION
2120 Diamond Blvd., Suite 200
Concord, CA 94520
Phone: (925) 692-2500
Fax: (925) 692-2502
www.cchealth.org/eh/

CATERING GUIDELINES

The California Retail Food Code regulates the sale or giving away of food to the public. Retail food facilities include restaurants, markets, bars, cafeterias, bakeries, and caterers. A caterer typically operates out of his or her own licensed facility or time/space is rented at a licensed facility operated by someone else. The location from which a catering operation is run must comply with all applicable health code requirements.

A person wishing to operate a catering business must first apply and submit an application to Contra Costa Environmental Health for a health permit. If the facility is new or remodeled, plans must be submitted for review and approval **prior** to commencing construction or remodel work. If the operation will occur in an existing facility, submit an application for a site evaluation. The Evaluation will determine if the location is suitable for catering, or if not, what upgrades must be done in order to obtain a health permit.

Once the health permit is issued, the catering operation can open for business.

Operational Requirements

Caterers are required to comply with food safety and sanitation standards specified in the California Health & Safety Code. These standards are intended to provide the public with food that is safe and prepared under sanitary conditions. Large foodborne illness outbreaks have occurred at catered events, and it was later found that the food was not handled in a safe manner.

The food safety and sanitation standards include the following:

Permit	A caterer must have a valid health permit.
Approved Facility	A caterer must operate out of a facility that has a valid approved and current health permit. Foods may not be prepared or stored in a private home or other unapproved location.
Storage	All food, food service equipment, and related items must be stored in a licensed facility.
Manager Training	At least one person associated with a catering business must have successfully passed an ANSI-certified food safety examination.
Employee Training	Every employee in a catering business must be trained in food safety related to their task. For example, a cook who handles raw meats must know the minimum internal cooking temperatures for the meats prepared by the business.
Handwashing Sinks	A sufficient number of conveniently located handwashing sinks must be provided and supplied with hot and cold water, paper towels, and single-service soap. Employees must wash hands frequently.
Temperature Control	Potentially hazardous foods (PHF) must be kept at/or below 41°F or at-or above 135°F. During transportation a reliable means of keeping PHF at

	these temperatures must be provided.
Sneeze-Guard Protection	Where open food is provided for customer self-service, approved sneeze-guards must be provided. The sneeze-guards must interrupt a direct line between the customer's mouth and any exposed food, food contact surfaces, and utensils.
Utensil Washing	The facility used for catering must have an approved 3-compartment utensil sink with dual integral drainboards. The sink compartments must be large enough to accommodate the largest utensil to be washed.
Food Prep Sink	An approved food preparation sink must be provided in the facility. Both the utensil sink and prep sink must drain indirectly to the sewer via an air-gap (i.e., floor sink or funnel drain).
Equipment	All equipment used in a catering operation must be commercial-grade and meet applicable NSF standards.
Ventilation	Cooking equipment must be provided with an approved mechanical ventilation systems.
Toilets	Toilet facilities must be located within 200 feet of a catered function.

Definitions

Caterer	A business that operates from a licensed food facility and that supplies food and related services, which may included off premises catering functions (e.g., receptions).
Catering Vehicle	A vehicle used to transport food and/or food service equipment to a catered function.
Cook-for-Hire	A person hired to prepare and/or serve food at a private function or home. All food prepared by the cook is handled at the location of the function or in the home. No food is stored, prepared, or handled off-site. **No health permit is required for a cook-for-hire**.
Off Premises Catering	A private or public function, at a location other than the catering business, where a caterer provides food or related services.
Private Function	A function restricted to a particular group from which the public is excluded. Examples include wedding receptions.
Public Function	A function to which the public is invited. Examples include fund raising benefits, fairs and open houses.

For a complete description of structural and equipment requirements, please see the latest plan check handouts available at Contra Costa Environmental Health. To obtain an application, handouts or additional information, please contact (925) 692-2500.