

TRITON COLLEGE  
DISTRICT #504  
SUBJECT: REQUEST FOR BID

SCHEDULE 2.3R  
June 13, 2019

The Board of Trustees invites you to submit a proposal on the item(s) listed below. All prices are to be F.O.B. Triton College. We reserve the right to accept or reject any or all parts of this bid.

  
Sean O'Brien Sullivan  
Vice President - Business Services

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QUANTITY      ARTICLE, DESCRIPTION

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**Catering Services – Child Development Center**

**SEE ATTACHED SPECIFICATIONS**

**BID OPENING: 1:00 P.M., LOCAL TIME, Thursday, June 27, 2019  
IN ROOM A 300 (Learning Resource Center).**

QUESTIONS, PLEASE CONTACT THE PURCHASING DEPARTMENT, 708-456-0300 EXT. 3467, OR 3542.

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**Return proposal in the enclosed business reply envelope. This proposal is to be received by TRITON COLLEGE - BUSINESS OFFICE, ROOM A 306 (Learning Resource Building), located at 2000 Fifth Avenue, River Grove, IL, 60171 on June 27, 2019 before 1:00 PM., local time. Facsimile copies are not permissible.** We agree to furnish the above described goods at the price(s) above, and further, that this quotation will remain firm for sixty (60) days.

FIRM: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(IN INK)      OFFICER OF COMPANY

ADDRESS: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
REPRESENTATIVE

CITY & STATE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

## **Bid Specifications Catering Services – Child Development Center**

### **Scope of Work**

Providing lunch meals for toddler and pre-school age children, 5 days a week, Monday thru Friday, excluding College recognized holidays and scheduled closed days. Meal delivery is to be made at Child Development Center, Health Building (Building G)/Triton main campus, Monday thru Friday between the hours of 8.00 am and 9:00 am.

### **Requirements**

- Meet all Department of Children and Family Services requirements.
- Meet all Department of Education Child and Adult Care Food Program requirements.
- Have all food components available at each meal: Vegetable, Fruit, Meat/Meat Alternate and Grains/Breads.
- Meals are appropriate for Toddler and Preschool age children with no choking foods.
- Needs to be in accordance with the Federal law and U.S. Department of Agriculture.
- Each meal to be packaged and protected to insure freshness and temperature control. Meals are to be transported in containers maintaining appropriate hot or cold temperatures.
- Food temperature readings need to be taken when food is delivered.
- Menu planning and providing meals to follow the guidelines of the Department of Children and Family Services requirements.
- Menu to be on a 4-week rotation cycle. Provide detailed information of sample menus and any substitution entrée menus. Note which sample menus are for toddlers and pre school age children.

### **Samples**

For bid review and analysis, sample meals and packaging will be made upon request from the College.

### **Pricing**

Provide pricing based on a per person; toddler and preschool. Include any minimum requirements that pricing is based on. Pricing is to remain firm for the contract term.

### **Insurance**

Provide proof of liability insurance and coverage.

### **Term**

Contract to commence August 1, 2019 to July 31, 2020 and an option to renew annually if equally agreed upon by both parties and pricing from bid remains the same.

## Notes to Bidders

- Triton College is a non-for-profit, tax exempt, learning institution
- The College reserves the right to accept or reject any or all bids and to waive informalities to any bid if it is deemed to be in the College's best interest
- Note any and all other costs associated with catering services
- Payment cycle for the College, checks released every 3<sup>rd</sup> Friday of month, net 30-45 days.

An addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this Request for Bid, the College will add it to the RFP Posting on [www.trition.edu/rfp](http://www.trition.edu/rfp). It shall be the responsibility of each bidder, prior to submitting the bid, to review the posted RFP to determine if addenda were issued and to make such addenda a part of the bid.

Triton College

Catering Services – Child Development Center

	Cost	Meals	Total days
Pricing	Per Meal	Per day	232
per person			
Toddler		15.00	
Preschool		35.00	
Total cost			

Note: Open purchase order to be issued for the estimated yearly cost. Actual cost will be determined by the actual number of meals provided.