

The City of Albuquerque's Division of Child and Family Development operates several Child Development Centers (CDC) which serve income-eligible children between the ages of three to five years. Six Early Head Start centers (EHS) serve children between the ages of birth and 3 years. The centers are open from 7:00am to 5:30pm. Monday through Friday, excluding legal holidays and specific closure dates. See Section B, CDC and EHS have separate, different yearly schedules.

An experienced Food Service vendor is needed to provide meal services to the Child Development Centers according to the following specifications.

#### SERVICE

1. Vendor shall provide breakfast, lunch and an afternoon snack at the Child Development Centers and EHS Centers listed in Section A.

2. Vendor shall deliver food to each Center in a timely manner. Meals are served at the following times:

Breakfast	7:30 am to 8:30 am
Lunch	11:00 am to 11:30 am
Afternoon Snack	2:00pm to 2:30pm

3. Vendor shall deliver food to each Center in vehicles specifically outfitted for food delivery, with the capacity to keep the food sanitary and at appropriate temperatures. Milk and other appropriate food must be packed in ice.

4. Hot food must be delivered at a temperature of at least 115 degrees, and must be kept at these temperatures without cooling down. Food cannot be re-warmed.

5. Food dishes should be delivered in some type of appropriate, sanitary, insulated carrying case or mobile heated cart which will keep the food hot and covered.

6. Vendor's driver or other employee should deliver the food indoors into the cafeteria or food serving area. Dishes and any other of the vendor's items left from the previous meal shall be picked up by the driver when delivering the next meal. Food will not be left on the premise if not received by staff members.

7. Vendor shall provide utensils, bowls, plates, napkins, cups and serving dishes and utensils as appropriate for each meal served. Tableware shall be an appropriate size for preschool children and toddlers to serve themselves effectively. Some food will need to be specially prepared for compliance with Head Start Performance Standards.

8. Vendor shall bill only for actual meals provided. Meal counts shall be called into the vendor daily by each Center. Meal counts may vary. Numbers on Bid Detail List are estimates.

9. Vendor shall collaborate with EHS nutritionists.

10. Vendor shall attend the annual Child Adult Care Food Program (CACFP) training.

11. Vendor shall be willing to provide special meals and work with Centers to provide sack lunches or other meals when Centers are planning special events or for children with special nutritional needs.

12. The EHS Centers may have counts up to 20 children and as low as 2, age 1 to 3 and 6 adults. The Tres Manos Center may have counts up to 38 children, age 3-5 and 6 adults. All of the other Centers may have counts of up to 40 children age 3-5 and up to 6 adults. Adult counts are for LUNCH ONLY. Children counts are for breakfast, lunch, and afternoon snack.

FOOD:

13. Vendor shall provide breakfast, lunch and afternoon snack at the Child Development Centers in accordance with the regulations and guidelines outlined in the following publications:

- A. Child and Adult Care Food Program and Summer Program Food Service Program Manual, published by the Family Nutrition Section, Public Health Division, New Mexico Health and Environment Department.
- B. Child Care Food Program Menu Record Book for Children 1-12 years, published by Children, Youth and Families Department Preventative Services Division, Child Care Licensing Bureau.
- C. Regulations Governing Facilities Providing Day/Night Care to Child Care Licensing Bureau. Some pertinent pages from the manual have been included in the bid. (Sections C-E). These publications are available upon request to Debra Montano, Education Specialist at 505-761-6500, at the Office of Child Development.

14. Vendor should understand that each center is required to keep a Menu Record Book as described in 13B above. This must show as few deviations as possible from pre-printed menu plans. Substitutions of food must be kept at a minimum and must be in same food group.

15. Vendor shall provide food which meets Program Standards of quality and freshness, offering variety, and considering color, texture, and reported likes and dislikes of the consumers as outlined in CACFP Program Manual guidelines.

16. The quality of the food must meet Child and Adult Care Food Program Standards for portion size and nutritional balance, as outlined in the Program Manual noted in 13A above.

17. Vendor shall abide by Child and Adult Care Food Program regulations for record keeping, menu planning and publications, and for use of appropriate foods as defined by CACFP Program Manual guidelines, as described therein.

18. Vendor shall provide regular records of kitchen inspections to the program, as carried out by the Environmental Inspection Division (EID), and as required by New Mexico Day Care Regulations (see item 13C above), as described therein.

19. Vendor shall bid in terms of price per meal per child, and price per meal per adult, for comparison purposes to other bids.

20. Vendor shall be available for meetings quarterly with the Child Development Staff Education Specialist or as requested.

21. Payment may not be made to the vendor for meals which are delivered outside of the agreed upon delivery time. Meals which are spoiled or unwholesome or do not arrive at an acceptable temperature or do not otherwise meet the meal specification requirements contained in the contract may be rejected. The City shall not pay for unacceptable products. The City would like to stick to the stated schedule as much as possible but may agree to some minor negotiation if the vendor cannot meet the noontime delivery schedule exactly.

22. Vendor shall prepare a 6 week cycle of menus in accordance with nutritional requirements required and submit them to the Office of Child Development, Attn: Debra Montano, Education Specialist and EHS Nutritionist, for approval. Occasional changes for the sake of variety may be needed. An awarded vendor shall obtain approval of the menus prior to commencing work.

23. It shall be the responsibility of the vendor to make sure that the quantity of food sent would be enough to serve the number of meals required.

24. After serving, all dishes and utensils will be returned to the insulated food carriers or the cart unwashed. The vendor shall pick up, wash and sanitize the dishes and carrying containers daily. The dishes from Friday's lunch and or afternoon snack shall be picked up on Friday afternoon so as not to be left in the Centers over the weekend.

#### BID INSTRUCTIONS:

25. An inspection of Vendor's facilities by City personnel may be required prior to award of bid.

26. Copies of Health inspection certificates may be requested by the City prior to award of bid. Copies of Health inspection certificates shall be provided to the City by the vendor as they become available. The City has the right to suspend the contract or pursue the cancellation of the contract if the vendor has any unsatisfactory health inspections or any citations from the Health Department. If food is not arriving at the correct temperatures or there is any other health related concerns with the preparation or delivery of the food, the City may also suspend services immediately until the problems have been resolved. No payment will be made to the vendor for the period of suspension.

27. Bidder is required to have a minimum of three years' experience in food service and delivery in order to be considered for an award of this bid. Provide references for years of experience, with bid.

28. Should a transition period be needed, the City will negotiate at that time with the current vendor.

29. If the food service vendor is cited for violations by the Environmental Health Department, the Office of Child and Family Development must be notified in writing of the infraction and any corrective action taken.

30. The City reserves the right to suspend the meal service at any time if there is any question of quality of safety of the food or service. Frequent or recurring infractions against the requirements set forth in this RFB may result in the cancellation of the contract.

## SECTION A

### City of Albuquerque Child Development Centers

Alamosa Child Development Center  
6900 Gonzales Rd SW  
Albuquerque, NM  
87121  
Phone: 836-8764/40 children/5 adults

Barelas/Zoo Community Child  
Development and Science Learning Center  
1440 IronSW  
Albuquerque, NM 87104  
Phone: 764-3235/40 children/5 adults

Carlos Rey Child Development Center  
1310 Delgado SW  
Albuquerque, NM 87105  
Phone: 836-8704/40 children/5 adults

Emerson Child Development Center  
620 Georgia SE  
Albuquerque, NM  
87108  
Phone: 256-2016/40 children/S adults

Governor Bent  
5700 Hendrix Rd. NE  
Albuquerque, NM 87109  
Phone: 203-6713/20 children/3adults

Hawthorne Child Development Center  
445 Erbbe St. NW  
Albuquerque, NM 87123  
Phone: 291-6236/40 children/5 adults

Herman Sanchez  
1930William Street SE  
Albuquerque, NM 87102  
Phone: 244-6663/25 children/3 adults

Los Volcanes Intergenerational Center  
6500 Los Volcanes NW  
Albuquerque, NM  
87121  
Phone: 836-8796/40 children/5 adults

Lowell Child Development Center  
1700 Sunshine Terrace  
SE Albuquerque, NM  
87106  
Phone: 764-1522/40 children/5 adults

\*MacArthur Child Development  
Center II I O Douglas MacArthur Rd.  
NW Albuquerque, NM 87107  
Phone: 764-4023/40 children/5 adults

McKinley Child Development Center  
3401 Monroe St. NE  
Albuquerque, NM 871 10  
Phone: 888-8134/40 children/S adults

Singing Arrow Child Development Center  
I 3001 Singing Arrow  
SE Albuquerque, NM  
87123  
Phone: 291-6230140 children/5 adults

•La Mesa Child Development Center  
7500 Copper NE  
Albuquerque, NM 87108  
Phone: 256-2063120 children/3 adults

Tres Manos Child Development Center  
823 Buena Vista SE  
Albuquerque, NM  
87106  
Phone: 848-1310/38 children/5 adults

Vincent E. Griego Child Development Center  
1812 Candelaria NW  
Albuquerque, NM  
87107  
Phone: 342-1410140 children/S adults

•Also Early Head Start Sites located at the  
Same location.

## City of Albuquerque EHS Centers

Rio Grande Grads EHS  
2300 Arenal Road SW  
Albuquerque, NM 87105  
Phone: 873-8721  
16 children / 5 adults

School on Wheels EHS  
129 Hartline SW  
Albuquerque, NM 87105  
Phone: 764-3297  
16 children / 5 adults

MacArthur EHS  
1100 Douglas MacArthur Rd NW  
Albuquerque, NM 87107  
Phone: 761-4046  
16 children / 5 adults

La Mesa EHS  
7500 Copper NE  
Albuquerque, NM 87108  
8 children / 3 adults

Trumbull EHS  
419 Pennsylvania SE  
Albuquerque, NM 87108  
Phone: 16 children / 5 adults

Western Trails  
6440 Western Trails NW  
Albuquerque, NM 87120  
Phone: 831-0302  
16 children / 5 adults