



# YI HWANG ACADEMY *of* LANGUAGE EXCELLENCE

YHALE Charter Academy

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**RFP TITLE:** YHALE Food Service RFP

**RFP #:** FY26

**DATE OF ISSUANCE:** May 3, 2025

**BIDS MAY BE SUBMITTED BY EMAIL**

**BID DUE DATE:** May 26, 2025 Noon

**E-mail address:** [lunch@yhale.org](mailto:lunch@yhale.org)

**SUBMIT TO:**

Email: [lunch@yhale.org](mailto:lunch@yhale.org)

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Service RFP #: FY26

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## **Section 1. INTRODUCTION AND ANNOUNCEMENT FOR PROPOSALS**

### **INTRODUCTION:**

The Yi Hwang Academy of Language Excellence is seeking qualified vendors to provide food services to students. YHALE is a language immersion charter school based in Duluth, Georgia serving approximately 450 students. We are seeking to secure a contract with a vendor to provide high quality meals to our students.

### **NOTICE TO BIDDERS:**

Copies of this RFP for YHALE Food Service (this “RFP”) may be obtained from the YHALE website at <https://yhale.org>.

YHALE reserves the right to accept or reject any or all Proposals, and to waive any irregularities. YHALE also reserves the right to further negotiate with selected firms regarding pricing and fee structures. All information included in a Proposal may be incorporated, at YHALE’s sole option, into the contract for the YHALE Food Service.

## **Section 2. TENTATIVE RFP TIMELINE**

Date of Issuance: May 3, 2025

Proposals Due by: May 26, 2025 at noon

Finalist notified: May 28, 2025 by 5pm

Finalist participate in food tasting: Week of June 2, 2025

Vendor selected by Governing Board vote: June 12, 2025

YHALE reserves the right to modify the above RFP Timeline as needed by posting the change as an addendum to this RFP on the YHALE website.

## **Section 3. INSTRUCTIONS TO BIDDERS/GENERAL INFORMATION**

**3.1 Form of Submission:** Each person or entity submitting a response to this RFP (each “Bidder”) should prepare and submit their proposal in response to this RFP (“Proposal”) by e-mail. Proposal shall include all required information as outlined below and be entitled in the subject line: “School Nutrition Proposal (name of vendor providing proposal)”

**3.2 Manner of Submission:** The proposal must be received at the email address listed in Section 3.1 on or before May 26, 2025 at noon. Each Proposal date and time of delivery will be recorded. Proposals received after the listed time on the due date will not be considered and will remain unopened. Proposals must be filled out as requested including all required signatures and pertinent information. Failure to do so is reason for rejection of the Proposal.

**3.3 Format of Proposal:** Each Proposal must include the information required in Section 4. Each required response listed in Section 4 shall be included as a required document with Attachment B.

**3.4 Addenda:** YHALE may revise this RFP by issuing written addenda. Addenda will be posted on YHALE's website at interested persons or entities are encouraged to check YHALE's website <https://yhale.org> frequently for addenda to this RFP. Bidders are responsible for viewing and understanding information in addenda to the same extent as the RFP. YHALE has no obligation or duty to communicate addenda to Bidders beyond the posting of addenda on its website. Questions for the addenda must be received by May 14<sup>th</sup> at 5pm to [lunch@yhale.org](mailto:lunch@yhale.org) and answers will be posted by noon on May 16<sup>th</sup>.

**3.5 What it means to "Win" the bid:** In order to serve our students, vendors must have a contract with YHALE. YHALE will approve the successful vendor based on their ability to fulfill criteria (summarized in Attachment A – Scope of Services).

**3.6 Rejection of Proposals:** YHALE reserves the right to accept or reject any Proposal or any part of any Proposal.

**3.7 Submitted Proposals are Considered Final:** All Proposals shall be deemed final, conclusive and irrevocable, and no Proposal shall be subject to correction or amendment for any error or miscalculation.

**3.8 Form of Contract:** The successful Bidder shall be required to enter a contract in the form prescribed by YHALE. The contract(s) may be valid for the 2025-2026 school year and may be renewed for up to four additional one-year terms, as permitted by law.

**3.9 Compensation:** Bidders are cautioned that items and/or services must be furnished at the price submitted. No increase in price will be permitted during the term of the contract.

**3.10 Grievances:** Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to YHALE Attn. YHALE Governing Board 4550 River Green Parkway, Suite 100, Duluth, GA 30096

## **Section 4. THE PROPOSAL**

The Scope of Services for this RFP is set forth in Attachment A.

**4.1 Cost/Pricing Proposal:** The following information should be provided in Part II of the Proposal. The Proposal should be clearly marked: “Part II – Cost/Pricing Proposal”

**4.1.1 Attachment B:** Cost/Pricing Proposal must be used as the first page for this Part II.

**4.1.2** List the cost/pricing only as requested in Attachment B.

**4.2 Part III –Required Documents:**

The following information should be provided in Part III of the Proposal. The Proposal should be clearly marked: “Part III – Required Documents”

**4.2.1 Attachment C:** Bidder Affirmation Form

## **Section 5. EVALUATION CRITERIA**

**5.1 Evaluation Criteria:** The following criteria will be used with the weighted values below to evaluate each Proposal received. ECS reserves the right to request clarification to the Proposal in order to evaluate all proposals.

<b><u>Evaluation Criteria</u></b>	<b><u>Points</u></b>
Cost Effectiveness of proposal:	30
Result from food tasting event (food must be served from actual prior month’s menu):	25
Parent convenience:	25
Quality of 3 reference checks (feedback on ongoing food quality/service):	10
Equipment and operational compatibility:	<u>10</u>
<b>Total Points Possible:</b>	<b>100</b>

## **Section 6.0 OVERSIGHT COMPLIANCE**

**6.1 Bidders agree to provide YHALE with:**

**6.1.1 Signature:** The vendor’s affidavit or documentation needs to be submitted with high authority (Management Team, C-level Executive) signature.

**6.1.2 Due Date:** Affidavit is due July 1st of each year of the contract, failure to provide this documentation is considered a material breach and grounds to terminate contract immediately. YHALE may at various points throughout the school year or as needed (July 1, December 1), request updated documentation.

## ATTACHMENT A

### SCOPE OF SERVICES

#### **Section 1: The vendor must fulfill the following responsibilities:**

1. Prepare and deliver meals.
  - a. Vendors will not be compensated for meals that are spoiled, damaged or unwholesome at time of delivery, nor for meal service that commences more than 15 minutes after the agreed upon time.
2. Prepare and deliver meals in accordance with the food safety guidelines of the Georgia health department and must also be in accordance with food safety guidelines.
3. Provide necessary food service equipment to prepare and serve meals.
4. Provide YHALE with monthly menus covering meals to be served for the following month no later than one week prior to the end of each month.
5. Deliver and serve meals to school location at times specified by YHALE.
6. Provide plates, utensils, napkins, condiments, and covered containers, if necessary, along with meals. Provide hot boxes/cambros to keep food at the appropriate serving temperature.
7. When requested by YHALE, provide sack lunches for field trips.
8. All milk served to students must comply with Federal guidelines.
9. Notify schools promptly (as soon as possible, ideally before the day of service) when order changes/delivery issues occur.
10. YHALE is interested in vendors who can work directly with families on billing and ordering. While YHALE will post the menu monthly for parents, parents should be able to order and pay directly to the vendor as well as deal with issues with the vendor. The proposal should outline ordering, billing and a payment strategies the vendor uses.

ATTACHMENT B

COST / PRICING PROPOSAL

The following describes cost/pricing proposal to provide services specified in Attachment A - Scope of Services of the YHALE Food Service / FY26.

**Price Per Meal**

Breakfast:

Lunch:

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Signature of Authorized Official

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Date

ATTACHMENT C

BIDDER AFFIRMATION FORM

RFP TITLE: YHALE Food Service

RFP #: FY26

NAME OF BIDDER: \_\_\_\_\_

After careful consideration of the solicitation document in its entirety, **Request for Proposal YHALE Food Service/ FY26**, and any addendum(s) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

BIDDERS' Checklist (RFP **Attachment D**) has been complied with, is completed, and is enclosed with this Proposal.

For consideration of this proposal, the undersigned hereby affirms that (1) he/she is a duly authorized official of the company, (2) that the offer is being submitted on behalf of the bidder in accordance with any terms and conditions set forth in this document and (3) that the company will accept any awards made to it as a result of the offer submitted herein for a minimum of one year following the date of submission.

If notified in writing by mail or delivery of the acceptance of these documents, the undersigned agrees to furnish and deliver to YHALE within three (3) days, proof of liability insurance.

YHALE shall provide the Bidder with an agreement, which will set forth the terms of this agreement. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.

Respectfully submitted,

Authorized Official:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( ) ( ) \_\_\_\_\_  
Business Telephone Number      Fax      E-Mail Address

The full names and addresses of persons and organizations interested in the foregoing Request For Proposal as principals of the company are as follows:

\_\_\_\_\_



ATTACHMENT D

BIDDER CHECKLIST

**RFP TITLE: YHALE Food Service/ FY26**

- ( ) Submitted all information as requested.
- ( ) Received \_\_\_\_\_ number of addendum(s).
- ( ) Outline ordering, billing and a payment strategies the vendor uses.
- ( ) Outline delivery and distribution to students plan.
- ( ) Signed Bidder Affirmation Form (by an authorized official of the company where appropriate).
- ( ) Signed and dated Cost / Pricing Proposal.
- ( ) 3-5 references at other charter and traditional public schools
- ( ) No conditions or restrictions have been placed by the Bidder on this Proposal that would declare it non-responsive.
- ( ) Prepared to provide the insurance required.
- ( ) Submitted a copy all certificates and license including, but not limited to, the license to conduct business in the State of Georgia, copy of HACCP, and latest health inspection report.
- ( ) Submitted state tax identification number. \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Company Name**