

**Mill Valley School District  
411 Sycamore Avenue  
Mill Valley, California 94941**

**REQUEST FOR PROPOSALS (RFP)  
FROM VENDORS  
FOOD SERVICES PROVIDERS FOR FY 2023-24**

The Mill Valley School District invites proposals to provide food services for fiscal year 2023-24. The Mill Valley Elementary School District has an enrollment of approximately 2,400 students in five (5) elementary schools: Edna Maguire School, 80 Lomita Drive; Old Mill School, 352 Throckmorton Avenue; Park School, 360 E. Blithedale Avenue; Strawberry Point School, 117 E. Strawberry Drive; and Tamalpais Valley School, 350 Bell Lane; and one (1) middle school: Mill Valley Middle School, 425 Sycamore Avenue. The Elementary Schools are comparable in student size, ranging from 250 to 475 students in grades transitional kindergarten through grade five. The Middle School serves all elementary students feeding into it and has 800 students in grades six through eight. The District Office is on the campus of the Middle School and employs approximately fifteen (15) full-time employees.

Please submit your proposal and any supplemental information to:

**Attn: Michele Rollins  
Assistant Superintendent, Business Services  
Mill Valley School District  
411 Sycamore Avenue  
Mill Valley, California 94941  
[communications@mvschools.org](mailto:communications@mvschools.org)**

Questions regarding this RFP may be directed to Michele Rollins, Assistant Superintendent, Business Services, in writing at the above address, or email [communications@mvschools.org](mailto:communications@mvschools.org)

**All responses to this RFP must be received in writing by Monday, April 17, 2023 on or before 4:00 p.m..**

## INSTRUCTIONS FOR SUBMITTING PROPOSALS

### 1. GENERAL

The District intends to select a food services provider that best meets the District's needs to provide meals (breakfast and lunch) in compliance with the National School Lunch Program (NSLP) and operates in an environmentally sustainable manner: recycling and composting and use of all "green" products in cleaning/operations.

### 2. RESPONSIBILITIES OF SELECTED SCHOOL DISTRICT/COE TO THE MILL VALLEY SCHOOL DISTRICT ("MVSD")

- A. Provide, prepare and deliver to each school site complete reimbursable meals to **MVSD** that comply with the nutrition standards established by the United States Department of Agriculture (USDA) and operates in an environmentally sustainable manner: recycling and composting and use of all "green" products in cleaning/operations.
- B. Maintain all necessary records on the nutritional components and quantities of the breakfasts and lunches delivered to the **MVSD** and make said records available for inspection by State and Federal authorities upon request.
- C. Provide the necessary utensils and napkins in sufficient quantity for the number of meals ordered.
- D. Prepare meals at a site which maintains the appropriate state and local health certifications for the facility.
- E. Provide all of the equipment necessary to transport the meals to **MVSD**.
- F. Transport meals from the preparation site to each school site. The delivery time to **MVSD schools** will be no later than 7:40 a.m. for breakfast and 11:00 a.m. for lunch, unless prior arrangements have been made and agreed upon by both parties.
- G. Food services provider will be responsible for the condition or care of said meal until **MVSD** accepts delivery.
- H. Food services provider will provide to **MVSD** a monthly menu describing the breakfasts and lunches to be served for the following month.
- I. Food services provider will submit to **MVSD** itemized invoices for breakfasts and lunches delivered on a monthly basis. Transport records will be provided to the schools on a weekly basis.
- J. Food services provider will provide **MVSD** with bag meals which meet the NSLP meal requirements for field trips when requested at the standard order time of 9 a.m. Thursday morning for the following week of service. The cost per bag meal will remain the same as for the regular meals.

- K. Food services provider assumes all liability for proper use and protection of surplus commodities assigned to **MVSD**.
- L. Food services provider and **MVSD** will comply with all applicable Federal, State and local statutes and regulations with regard to the preparation and consumption of meals which meet the National School Lunch Program meal requirements, including, but not limited to, all applicable regulations relating to the overt identification of needy pupils, the nutritional content of meals, and nondiscrimination. All records maintained by food services provider and **MVSD** with bearing to the agreement will be open to inspection by proper Federal, State, and local authorities in accordance with applicable statutes and regulations.
- M. The term of this agreement shall be from July 1, 2023 to June 30, 2024, unless terminated by either party upon thirty (30) days written notice with cause. This agreement shall cover the following school sites that operate under Mill Valley School District:
- a. Edna Maguire School
  - b. Old Mill School
  - c. Park School
  - d. Strawberry Point School
  - e. Tamalpais Valley School
  - f. Mill Valley Middle School

### **3. REQUIRED INFORMATION IN PROPOSAL**

- NSLP compliant meals (all meals eligible for reimbursements)
- NSLP menu recordkeeping and planning necessary to receive reimbursements
- All fresh, home-style foods: no processed, fried, re-heated or packaged products whenever possible
- Organic and locally sourced ingredients used whenever possible
- All meats and dairy products are free of hormones
- All meats and dairy products are antibiotic free whenever possible
- A nutrition education offering included in meal service (for students and families)
- Vendor operates in an environmentally sustainable manner: recycling and composting and use of all “green” products in cleaning/operations

#### **Cost and Price Summary**

Provide a preliminary cost and price summary for each complete, compliant meal for grades Transitional Kindergarten-Grade 5 and Grades 6-8. Unit cost should include delivery to individual school sites.