



Christopher J. Gagliastro, MCPPO
Purchasing Agent

RFP NO. CR-8382-W5
ISSUANCE DATE: 3/4/25

BUYER: Christopher J. Gagliastro, MCPPO

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
REQUEST FOR PROPOSALS
NOTICE TO PROPOSERS**

RFP TITLE: Food Safety & Sanitation Services / WPS

REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION

General Conditions:

All proposals are subject to the terms, conditions and specifications herein set forth:

1. **Scope: Provide professional food safety and sanitation services including supplies for a period of one year from date of contract as per the requirements and specifications of City of Worcester Public Schools. This contract may be renewed for a second and third one-year period at the sole discretion of the City (refer to price proposal pages).**
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
3. All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 4, 27
4. A performance bond in the amount of not applicable will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages. Performance bond shall be on the City's form only.

Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Purchasing Division. No changes will be considered nor will any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.

Any inquiries related to technical or contractual matters must be submitted in writing to:

**Christopher J. Gagliastro, MCPPO
Purchasing Director
City of Worcester, City Hall
455 Main Street, Room 201
Worcester, MA 01608
gagliastroc@worcesterma.gov**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
 - a) The word "City" means The City of Worcester, Massachusetts.
 - b) The word "Proposer" or "Respondent" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
 - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of M.G.L. c.30B and shall remain confidential until the time specified in c.30B section 6 (d).
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color,

religious creed, national origin, sex, age or ancestry.

11. The City reserves the right to accept or reject any or all proposals submitted and waive informalities and technicalities.
12. The City will review and analyze each proposal and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows: n / a
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to Public Liability, Property Damage and Worker's Compensation in the following types and amounts:
 - A) PUBLIC LIABILITY INSURANCE - Contractor to supply the City of Worcester with certificates of insurance covering public liability in an amount not less than \$1,000,000.00 to any one person, and not less than \$ 1,000,000.00 on account of one accident.
 - B) PROPERTY DAMAGE INSURANCE - Contractor to supply the City with certificates of insurance covering property damage in an amount not less than \$1,000,000.00 for damages on account of any one accident, and not less than \$ 2,000,000.00 on account of all accidents.

C) COMPENSATION INSURANCE - The Contractor shall furnish the City with certificates showing that all its employees shall be connected with the management operations are protected under worker's compensation insurance policies.

20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Purchasing Division, certificate from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.
22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.
28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve-month period ending June 30 of each year. The obligations of the City under any agreement to be reached are subject to the appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.
29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment

which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.

31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, setoffs, or counterclaims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.
33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor, and/or its subcontractors, performs as expected and promised by the Vendor.
35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.

36. Any contract made by the City in which the Purchasing Agent or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.
37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

- 1) Withholding of payments due vendor under the contract until vendor complies.
- 2) Termination or suspension of the contract.

SUBMISSION OF PROPOSALS

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the Technical Proposal evaluation requirements before considering costs. *Therefore, no reference to pricing may be made in the Technical Proposal.*

A sealed package containing **the original, 3 copies, plus 1 PDF copy on USB drive** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

Food Safety & Sanitation Services / WPS – Technical Proposal

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. CR-8382-W5

A sealed package containing **the original copy** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

Food Safety & Sanitation Services / WPS – Price Proposal

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. CR-8382-W5

PRICE PROPOSAL PAGES ARE LOCATED AT END OF SPECIFICATIONS

Proposals must be delivered no later than Wednesday, April 2, 2025 at 10:00 AM LOCAL TIME. *Late submissions will be rejected, regardless of circumstances.* The City is not responsible for submittals not properly marked.

The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

RFP EVALUATION

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent will ultimately forward a formal recommendation of award to the City Manager who has final award authority.
40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive.

Comparative criteria will be evaluated by use of four (4) rating categories as set forth by M.G.L. Chapter 30B:

- 1) HIGHLY ADVANTAGEOUS - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
- 2) ADVANTAGEOUS - Vendor's submittal meets the stated requirements without risk or disadvantage.
- 3) NOT ADVANTAGEOUS - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
- 4) UNACCEPTABLE - Vendor's submittal fails to meet the standards of the stated requirements.

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the price proposals received. The Purchasing Agent will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and price proposals received.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
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_____	_____	_____
_____	_____	_____
_____	_____	_____

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1)	If an Individual or Proprietorship
Name of Owner:	_____
Business Address:	_____
Zip Code	_____ Telephone No. _____
Email	_____
Home Address	_____
Zip Code	_____ Telephone No. _____

(2)	If a Partnership, Full names and addresses of all partners	
<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Business Address	_____ Zip Code	_____
	Tel. No.	_____

(3) If a Corporation

Full Legal Name: _____

State of Incorporation: _____ Qualified in Massachusetts? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Email: _____

Telephone No. _____

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____

TITLE _____

DATE _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

- **Proposers must sign and submit the above form with their proposal submission.**

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the _____
held on _____ Directors were present or waived notice,
(name of corporation) (date)

it was voted that _____ of this company be and hereby is
(officer and title)

authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract or bond of obligation in this company's name shall be valid and binding upon this company.

A TRUE COPY, ATTEST:

[Signed]

[Company Name and Address]

I hereby certify that I am the _____ of the _____
(Title) (Name of Corporation)
that _____ is the duly elected _____
(Name of Officer) (Title)

of said company, and the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

Signature: _____

Name/Title: _____

Date: _____

(Corporate Seal)

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS.

On this ____ day of _____, 2024, before me the undersigned notary public, personally appeared _____, who proved to me through satisfactory evidence of identification, which was/were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me he/she signed it voluntarily for its stated purpose.

Notary Public

My commission expires:

Request for Proposals
Food Safety and Sanitation Services / WPS
RFP #: CR-8382-W5

The Nutrition Program in the Worcester Public Schools through the City's Purchasing Division is seeking proposals from qualified vendors to provide a complete food safety and sanitation program for the School Department's 49 sites throughout the City of Worcester, which currently provide meals. The program is seeking a one-year contract with the option of two one-year extensions, with the initial contract term being from July 1, 2025 to June 30, 2026.

Proposal Requirements / Qualifications - Attachment A

Proposers must furnish a qualifications statement including each of the items listed below. Failure to include these items will result in rejection of proposal.

1. EQUIPMENT STATEMENT

A statement that acknowledges the requirement to furnish all cleaning and sanitation supplies, as well as provide trainers with all equipment required to perform the specified work commencing on the first day of the contract, July, 1 2025.

2. RESUMES

A list of staff and resumes and applicable licenses/training certificates that would be performing training services.

3. REFERENCES

The Bidders shall provide at least three (3) references that are satisfactory to the City of Worcester and Worcester Public Schools, which will serve to illustrate the ability of each Bidder's firm in accordance with these specifications. The references must be from prior contracts, preferably performed within the last 3 years, be similar in size and scope to this contract bid, and include contact names, email addresses and telephone numbers.

Attachment B - Scope of Services

The Food Safety and Sanitation program will be available for all sites at which the Worcester Public Schools Food Services Department provides meals, including public and non-public school sites. There are currently 49 sites providing meals. The program will consist of three main categories: Education, Food Safety Audits, and Cleaning Products and Supplies. The vendor will provide all of these services and products under one monthly fee. August 15th to June 15th pricing should include all services for all sites. June 16th to August 14th will only require cleaning products and supplies at 4 sites, which are noted by an asterisk on the list of schools and addresses. The vendor will propose their plan to approach and service each section as follows:

Education

The education program would include in-service training, individual training, and site- based training materials in each school. Training to include:

- Proper cleaning to ensure food safety
- Proper chemical mixing and usage
- Cleaning and sanitizing techniques
- Food safety regulations
- HACCP training and validation of program implementation
- Any necessary program materials
- OSHA compliance materials and instruction
- Serv-Safe instruction and certification for all staff as needed (materials provided by the district).
- Proper use of thermometers with a posted calibration chart at each school
- NSF approved thermometers provided to each site along with calibration tools and calibration training.

The vendor will also provide access to software to track all training. Personnel instruction, documented training, and routine reporting to be provided to the Director of Nutrition. Anticipated number of hours needed for education is 100-125 for the FY25-26.

Food Safety Audits:

Routine food safety audits are to be conducted at each individual school every 30 operational days during operation by a Certified Food Safety Technician.

These audits and reports must contain the following:

- Identification of training needs and materials
- Cafeteria use forms
- Use of HACCP and all related documentation
- Use of ServSafe practices and all related documentation
- Risk assessments and identification of safety hazards
- Confirmation of all necessary posters and notices
- Proper use of cleaning products and chemicals

- Identification of pest problems and confirmation that a Pest Log is maintained
- Confirmation of access to Safety Data Sheets
- Proper storage of all foods and goods
- Cleanliness of cafeteria, cooking areas, and all food storage areas
- And other areas as identified by the Certified Food Safety Technician or Director

Reports are to be submitted to the Director of Nutrition. Anticipated number of hours needed for audits is 350-400.

Cleaning Products and Supplies:

The cleaning products and supplies portion of the sanitation program will provide the following:

- Appropriate quantities of various pre-measured and bulk concentrated liquids and powdered detergents
- Clear package labeling with dilution instructions in English and Spanish
- Distribution to all sites on a regular basis
- Use of green chemicals and cleaning solutions whenever possible, with any non-green chemicals requiring approval from the Director prior to use
- Cleaning solutions and detergents that dilute easily in hot or cold water
- Products that leave no film or residue when used properly and will not stain or discolor equipment when used at recommended proportions
- A reporting system and follow-up that eliminates the need for routine requisitions, purchase orders, shipping tickets, and inventory control by respective schools
- Anticipated chemical and cleaning supply usage per site
- Individual cost per item
- Pot and pan gloves, wall charts, and signage indicating proper hand washing procedures and mixing procedures, at no additional cost

The vendor will calculate expected usage by site and that quantity will be priced into the total cost of the Sanitation program. All material; products, wall charts, service manuals, dispensing equipment, and any materials of the program will be provided by the vendor and removed upon termination of the agreement.

Below is a list of anticipated chemicals and cleaning supplies needed for operation:

Cleaning Chemicals:

1. All purpose scouring powder, non-chlorinated
2. Quaternary sanitizing tablets for use with 6 Qt pail
3. No rinse sanitizer for spray bottles, non-aerosol
4. Multi-purpose cleaner for spray bottles, non-aerosol
5. Pot & pan detergent for manual ware washing
6. Oven cleaner, non-aerosol
7. Detergent with dispensing pump installed for High Temperature machines
8. Rinse Aid with dispensing pump installed for High Temperature machines
9. Descaler for automatic warewashing machines

10. Alto-Shaam Combi Cleaning Tablets
11. Unox Combi Cleaning Tablets
12. Quaternary Sanitizer for 3-compartment sink

Cleaning Products:

1. Quaternary Ammonium Test Strips
2. 6 Qt Pails in Red, Green, and Blue
3. 1 oz Pumps that fit 1 gallon chemical containers
4. 1 Qt Spray Bottles
5. Bottle Triggers that fit 1 Qt Spray Bottles
6. Chemical Resistant Aprons, 36"x45"
7. Nitrile, 18" long, green dishwashing gloves in multiple sizes
8. Wet mop with chemical reservoir/sprayer for us with 18" microfiber mop pads
9. 20" Scrub brush with handle
10. 8" Scrub brush with handle
11. Green scouring pads, 6"x9"
12. Eye goggles, combination impact/splash resistant

Minimum Evaluation Criteria

All proposals received by WPS will first be reviewed to determine whether the proposal meets all minimum criteria identified in the RFP. For a proposal to meet all minimum criteria, a vendor must unconditionally be able to support all requirements in the minimum requirements section. Minimum evaluation criteria reflect those standards or attributes that WPS considers essential to the performance of the contract. A vendor that does not meet the minimum criteria will be rated "non-responsive" and will be rejected.

Plan of Services

Proposers must describe their proposed solution's ability to meet the minimum system qualifications listed below. This Plan of Services may be incorporated into the contract that results from this RFP. Please include separate tabs or content for each numbered item listed below.

1. Vendor must have demonstrated prior success in operating a Sanitation Program in a School District.
2. Vendor must provide chemicals and cleaning supplies to all sites.
3. Vendor utilizes and provides an inventory system that allows for inventory management of chemicals and cleaning supplies at all sites.
4. Vendor provides and posts all necessary chemical safety information including signage, safety data sheet books, posters, etc., in English and multiple other languages, such as Spanish, Arabic, French, Portuguese, Haitian Creole, etc.
5. Vendor will complete food safety audits, training, and documentation per attached scope.
6. Vendor will provide education and training over multiple sessions during the course of the school year including, but not limited to, Servsafe Certification per attached scope.
7. Vendor will participate in mutual quarterly goal setting.
8. Vendor will provide the necessary pumps or equipment to disburse chemicals at each location ensuring accurate dilution.

9. Vendor will ensure that all industry safety standards are met.
10. Vendor will provide green and environmentally friendly products whenever possible.

Comparative Evaluation Criteria

Each proposal meeting the Minimum Evaluation Criteria shall be further evaluated and rated according to the Comparative Evaluation Criteria in order to determine the relative merits of each proposal. The review will cover the objectives listed below. Within each category, the degree to which the proposal satisfies the stated objective shall be reviewed and rated on a system of “Highly Advantageous,” “Advantageous,” and “Not Advantageous.”

Proposal Criteria

Highly Advantageous: The proposal is well-written in clear, concise language. Materials are organized and easy to navigate. The proposal provides a complete response to this RFP and provides multiple (3 or more) examples of past successes implementing similar solutions. The Plan of Services, if implemented, would likely result in improved operations and efficiency for the district.

Advantageous: The proposal is clear and well-organized. It provides a complete response to this RFP and includes 1 – 2 examples of past successes implementing similar solutions. The Plan of Services, if implemented, would likely result in maintaining operations and efficiency for the district.

Not Advantageous: The proposal is not well-written and lacks clarity on several program requirements listed herein. It does not provide adequate examples of past successes in implementing similar solutions. The Plan of Services, if implemented, would likely result in decreased operations and efficiency for the district.

Education Criteria

Highly Advantageous: Vendor provides all services and has a record of providing high quality instruction that results in a 90% or higher passing rate for certification exams. The vendor also has a software system to track and maintain records for instruction and professional development that can be utilized by the Nutrition Department.

Advantageous: Vendor provides all services and has a record of providing high quality instruction that results in a 75% or higher passing rate for certification exams. The vendor also has access to a software system or method of tracking and maintaining records for instruction and professional development that can be utilized by the Nutrition Department.

Not Advantageous: Vendor can provide some of the education, but does not have a history of providing the education services. The vendor does not have a means to track the education or professional development that is provided.

Safety Audits Criteria

Highly Advantageous: Vendor has a plan to administer safety audits regularly within the 30 day period for each location. The vendor has clearly outlined the method they will use and how the documentation process will be handled. The vendor has provided this service previously to similar school districts and has provided example reports that are well-written and satisfy all of the district's requirements.

Advantageous: Vendor has a plan to administer safety audits regularly within the 30 day period for each location. The vendor has adequately outlined the method they will use and how the documentation process will be handled but lacks some clarity in areas. The vendor has provided this service previously to similar school districts and has provided example reports that are sufficiently written and satisfy all of the district's requirements.

Not Advantageous: Vendor has a plan to administer safety audits regularly within the 30 day period for each location. But the vendor has not adequately outlined the method they will use and how the documentation process will be handled. The vendor has provided this service previously to school districts but not of similar size and/or the example reports provided are not sufficient for the district's requirements.

Professional References

Highly Advantageous: Respondent has provided 6 or more references for similar services (3 or more from within the last 3 years), all of whom report highly satisfactory experience working with the respondent with no major concerns expressed. All references indicate a high degree of satisfaction with work products, and that services provided met budget and schedule expectations.

Advantageous: Respondent has provided 4 – 5 references for similar services (2 or more from within the last 3 years), all of whom report satisfactory or better experiences working with the respondent and adequate work products. All references indicate a high degree of satisfaction with work products, and that services provided met budget and schedule expectations.

Not Advantageous: Respondent has provided the minimum of 3 references for similar services (1 or less from within the last 3 years), all of whom report satisfactory experiences working with the respondent and adequate work products. All references indicate a degree of satisfaction with work products, and that services provided met budget and schedule expectations.

INTERVIEW / DEMONSTRATION

If deemed necessary by the review committee, the City may schedule interviews with the vendors. Interviews will be scored as follows:

Interview (If conducted)

Highly Advantageous: The proposer's presentation was conducted by key individuals who will perform the services and included thorough, highly detailed information regarding how the vendor will complete the scope of services. The presentation included multiple relatable examples of successful, similar projects conducted by the vendor involving the proposed team members.

Advantageous: The proposer's presentation was conducted by some of the individuals who will perform the services and included adequately detailed information regarding how the firm will complete the scope of services. The presentation included at least one relatable example of a

successful, similar project conducted by the vendor.

Not Advantageous: Any of the following will result in an interview score of Not Advantageous:
The proposer's presentation was not conducted by the individuals who will perform the services;
The proposer's understanding or ability to comply with the stated scope of services was not adequately demonstrated, or; The presentation included no relatable examples of successful, similar projects conducted by the Consultant.

Attachment C: Detailed List of Kitchen Facilities Locations				
Site Name	Address	Automatic Ware Washing	Manual Ware Washing	Avg. # of Staff
Burncoat Middle	135 Burncoat Street		X	6
Burncoat Senior	179 Burncoat Street	X	X	9
Claremont/Woodland	15 Claremont Street / 93 Woodland Street		X	15
Doherty High**	299 Highland Street	X	X	26
Sullivan Middle	140 Apricot Street	X	X	8
Forest Grove Middle	495 Grove Street		X	9
Nelson Place Elementary	33 Nelson Place	X	X	6
North High**	140 Harrington Way	X	X	27
Quinsigamond Elementary	14 Blackstone River Road	X	X	10
South High**	170 Apricot Street	X	X	21
Worcester Tech High**	1 Skyline Drive	X	X	23
Belmont Elementary	170 Belmont Street		X	8
Burncoat Prep Elementary	526 Burncoat Street		X	2
Canterbury Elementary	129 Canterbury Street		X	6
Chandler Elementary	114 Chandler Street		X	5
Worc. Dual Language Elementary	525 Chandler Street		X	6
City View Elementary	80 Prospect Street		X	7
Clark St Elementary	280 Clark Street		X	2
Challenge and Reach Academy @ Harlow	15 Harlow Street		X	1
Columbus Park Elementary	75 Lovell Street		X	4
Gerald Creamer Center	120 Granite Street		X	2
Elm Park Elementary	23 N. Ashland Street		X	3
New Citizens for Young Adults @ Fanning	24 Chatham Street		X	1
Flagg St Elementary	115 Flagg Street		X	2
Gates Lane Elementary	1238 Main Street		X	9
Goddard Elementary	14 Richards Street		X	6
Grafton Street & Annex Elementary	311 Grafton Street		X	6
Central Mass Collaborative	14 New Bond Street		X	3
Heard St Elementary	200 Heard Street		X	2

Jacob Hiatt Elementary	722 Main Street		X	2
Lake View Elementary	133 Coburn Avenue		X	2
Lincoln St Elementary	549 Lincoln Street		X	3
May St Elementary	265 May Street		X	2
McGrath Elementary	493 Grove Street		X	2
Midland St Elementary	18 Midland Street		X	2
Nativity School of Worcester	67 Lincoln Street		X	0
Dr. Caradonio New Citizens Center	1407 A Main Street		X	2
Norrback Elementary	44 Malden Street		X	6
Rice Square Elementary	76 Massasoit Road		X	4
Roosevelt Elementary	1006 Grafton Street		X	9
Tatnuck Elementary	1083 Pleasant Street		X	2
Thorndyke Rd Elementary	30 Thorndyke Road		X	2
Union Hill Elementary	1 Chapin Street		X	3
University Park High	12 Freeland Street		X	2
Vernon Hill Elementary	211 Providence Street		X	9
Wawecus Elementary	20 Wawecus Road		X	3
West Tatnuck Elementary	300 Mower Street		X	2
Worc Arts Magnet Elementary	315 St. Nicholas Avenue		X	2
Worcester East Middle	420 Grafton Street		X	9
Totals:		8	49	300

Attachment D - Past Quantity Usage and Estimated Future Usage

Chemicals usage is provided below for FY23-24 and the current usage for FY24-25 through February 2, 2025. The last column is an anticipated estimate for usage in FY25-26 based on current products. Usage is subject to change as equipment is installed or repaired. Usage is also subject to the chemicals and products offered by the vendor and their individual dilution rates.

Chemicals

Product	Product Type	Pack	23-24 Qty	24-25 YTD	25-26
Bonami	AP Scouring	cs	5	25	35
Steramine	Sanitizing Tabs	bx	48	58	70
QAC QR	Test Strips	ea	45	45	55
MP 32	Multipurpose	cs	17	37	45
MP 32 1/2 Gal	Multipurpose	cs	9	27	33
Stearn718, Steramine	Quaternary Sanitizer	cs	76	80	96
EcoRinse	Automatic warewashing rinse aid	cs	20	14	20
EcoRinse	Automatic warewashing rinse aid, environmentally friendly	cs	3	0	0
EcoSuds	5 gal, Pot & Pan	cs	4	5	5
EcoSuds	4/1 gal, Pot & Pan	cs	131	139	165
No Rinse Sanitizer	No rinse sanitizer, quarts	cs	16	0	0
No Rinse Sanitizer	No rinse sanitizer, 12/32 oz	cs	5	90	110
Converge	automatic warewashing detergent	cs	75	47	60
EcoScale	descaler	cs	2	8	10
Oven & Grill Cleaner	Oven cleaner	cs	7	21	26
Oven & Grill Cleaner	Oven cleaner, 12Qt	cs	3	0	0

Cleaning Supplies

6 Qt Pail	blue	ea	12	0	30
6 Qt Pail	red	ea	13	30	30
6 Qt Pail	green	ea	14	27	30
1oz pump	Use with gallons	ea	22	28	35
Nitrile Gloves - Medium	12pk, Long, green, dish gloves	cs	6	6	10
Nitrile Gloves - Large	12pk, Long, green, dish gloves	cs	0	0	0
QT Spray Bottle	no sprayer	ea	80	79	95

Bottle Trigger	sprayer	ea	7	78	94
16x16" Microfiber Towel	Green, 12/pk	ea	53	62	50
16x16" Microfiber Towel	Red, 12 pk	ea	51	60	50
16x16" Microfiber Towel	Blue, 12pk	ea	63	71	50
Microfiber Flat wet mop	Velcro, 18", 12pk, green	ea	58	15	0
Microfiber Flat wet mop	Velcro, 18", 12pk, blue	ea	72	33	0
Microfiber Charging Buckets	Fits 18" pad	ea	1	8	10
Mop Handle	40-71" extendable	ea	41	29	
Mopster 2.0 or equivalent	Wet mop, velcro bottom, chemical reservoir and sprayer	ea	0	0	50
Apron, chemical resistant	36x45"	ea	5	0	5
Eye Goggles		ea	0	13	15
20" Scrub Brush w/ Handle		ea	8	0	5
8" Scrub brush w/ handle		ea	19	26	35

Pricing Sheet - Attachment E

Pricing will be provided by the Vendor for each of the sections under the scope of service.

Education and Food Safety Audit costs should be fixed costs. Please provide a cost per month for the school year (SY), August 15th to June 15th, and a cost per month for Summer, June 16th to August 14th. For cleaning and supplies cost, please complete the pricing table in Attachment F and then enter the total **estimated** annual cost in the table below.

Area	SY/Month	Summer/Month	Total Annual
Education Cost:	\$ x 9	\$ x 3	= \$
Food Safety Audit Cost:	\$ x 9	\$ x 3	= \$
Chemicals & Cleaning Supplies Cost:	n/a	n/a	\$ _____ enter total from attachment F here
Total Program Cost: (low proposal price to be based on this amount)			\$

Bidder Name: _____

Pricing Sheet - Attachment F

Chemical Type	Recommended Product	unit size	pack size	cost per unit	cost per pack	estimated quantity	Total Cost
All purpose scouring powder, non-chlorinated							
Quaternary sanitizing tablets for use with 6 Qt pail							
No rinse sanitizer for spray bottles, non-aerosol							
Multi-purpose cleaner for spray bottles, non-aerosol							
Pot & pan detergent for manual ware washing							
Oven cleaner, non-aerosol							
Detergent for High Temperature machines							
Rinse Aid for High Temperature machines							
Descaler for automatic warewashing machines							
Alto-Shaam Combi Cleaning Tablets							
Unox Combi Cleaning Tablets							
Quaternary Sanitizer for 3-compartment sink							

Bidder Name: _____

Chemical Type	Recommended Product	unit size	pack size	cost per unit	cost per pack	estimated quantity	Total Cost
Quaternary Ammonium Test Strips							
6 Qt Pails in Red, Green, and Blue							
1 oz Pumps that fit 1 gallon chemical containers							
1 Qt Spray Bottles							
Bottle Triggers that fit 1 Qt Spray Bottles							
Chemical Resistant Aprons, 36"x45"							
Nitrile, 18" long, green dishwashing gloves in multiple sizes							
Wet mop with chemical reservoir/sprayer for us with 18" microfiber mop pads							
20" Scrub brush with handle							
8" Scrub brush with handle							
Green scouring pads, 6"x9"							
Eye goggles, combination impact/splash resistant							
Section Total:							

Bidder Name: _____

PRICE PROPOSAL continued

DISCLOSURE OF CONTRACT RENEWAL

This contract may be renewed for a second year and third year at the sole discretion of the City of Worcester, the option of which will be determined at the end of the first contract year.

In no event will increase exceed _____ % for the second contract year (TO BE COMPLETED BY PROPOSER)

In no event will increase exceed _____ % for the third contract year (TO BE COMPLETED BY PROPOSER)

Name

Date

Title

IF VENDOR DOES NOT WISH TO BE CONSIDERED FOR A SECOND YEAR OPTION, PLEASE INDICATE BY CHECKING THIS BOX. []

IF VENDOR DOES NOT WISH TO BE CONSIDERED FOR A THIRD YEAR OPTION, PLEASE INDICATE BY CHECKING THIS BOX. []

IMPORTANT

It is understood and agreed, that a failure by the proposer to complete the above increase statement indicated the proposers intent to accept a second & third year option at zero (0) percent increase.

All other terms and conditions to remain the same.