



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, California 90065  
Phone (323) 221-9944 Fax (323) 221-9934

## **INVITATION FOR BIDS CATERING FOR OUTDOOR CAMP AT KING GILLETTE RANCH**

The Mountains Recreation and Conservation Authority (MRCA), a local public agency exercising joint powers of Santa Monica Mountains Conservancy, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District pursuant to Section 6500, *et seq.* of the Government Code, seeks a Vendor to **provide and serve meals to 80-150 participants in a 5-day, 4-night residential outdoor education camp at King Gillette Ranch in Calabasas, California. Camps will occur during February 24, 2020 to May 8, 2020, with sessions running Monday – Friday, and are operated by Community Nature Connection.**

**Bid Terms:** Sealed bids will be accepted until **12:00 PM (noon) PST on Friday, December 20, 2019** in the main office of the Mountains Recreation and Conservation Authority at 570 W. Avenue 26, Suite 100, Los Angeles, CA, 90065, and will be opened and publicly read at that time. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Bids should be submitted under company letterhead stationery with all information required in this IFB and must include the following:

1. Completed, signed Bid Submission Form and Schedule of Bid Items (2 pages).
2. Sample menus
3. Certificates of Insurance for general liability and worker's compensation
4. List of references
5. Narrative describing any proposed deviations from the IFB scope of work.

Bids must be submitted on the prescribed forms. All blank spaces for bid prices must be filled in, in ink, in both figures and words where indicated. Interlineations, alterations and erasures must be initialed by the signer of the bid. The MRCA reserves the right to reject any bid improperly prepared or that does not contain all information required.

**Tour of Facility:** A tour will be provided on **Wednesday, December 17, 2019 at 2:00 PM – 3:00 PM PST** for bidders who are interested in seeing the location, facility, and equipment. Those interested must RSVP by **Tuesday, December 16, 2019 at 4:00 PM PST** by sending an email to [Education@communitynatureconnection.org](mailto:Education@communitynatureconnection.org) or by calling (213) 503-9696. This tour is optional and not required to submit a bid.

**Contact:** All Requests for Interpretation and questions should be submitted to Community Nature Connection at [Education@communitynatureconnection.org](mailto:Education@communitynatureconnection.org), (213) 503-9696 by **4:00 p.m. on Thursday, December 19, 2019.**

**Selection:** Selection will be based primarily on cost, but proposed deviations from the requirements will be noted and taken into consideration. Bids shall be valid for a period of 120 days after the bid submission date. This contract may be renewed for future camp sessions.

This invitation for bids does not, in itself, order any specific items, nor does it create an obligation of funds. MRCA obligates funds through issuance of separate documents. **Mountains Recreation and Conservation Authority reserves the right to reject any or all bids, to waive any informality or irregularity in any bid received, to re-advertise, to proceed otherwise when in the best interest of the agency.**

**PROGRAM SUMMARY**

MRCA will be providing the Las Virgenes Unified School District (LVUSD) 5th grade with a 5-day, 4-night residential outdoor education camp at King Gillette Ranch. The Camp Operator is Community Nature Connection (CNC), a non-profit organization. MRCA seeks a single catering Vendor to provide meals and food service to all camp participants during all sessions. The selected catering Vendor will enter into an agreement with MRCA, but the contract will be managed by staff from the Camp Operator (CNC).

Camp sessions include breakfasts, lunches, dinners, snacks and beverages from a menu to be approved by LVUSD. The catering company shall accommodate required dietary restrictions. The catering company is responsible for all purchasing, cooking, serving and cleaning related to meals. The catering company shall operate a nut-free kitchen during all camp sessions.

**Kitchen and Cafeteria Facilities**

MRCA will provide a commercial kitchen with equipment in good working order. Kitchen equipment must be used in a responsible manner. Vendor will be responsible for repair costs related to improper use of equipment. The kitchen may be under vendor's sole control Mondays through Fridays for the duration of the contract but must be made available to MRCA and Camp Operator staff as needed for inspections. The kitchen may also be shared between vendors in between camp programs. Vendor is responsible for cleaning and sanitizing the kitchen and cafeteria prior to camp opening and throughout the duration of the contract. Vendor is responsible for preparing and serving food, and cleaning up including mopping between lunch and dinner. MRCA or Camp Operator will set-up and breakdown tables and chairs used during meals in the cafeteria before and after each meal.

Vendor should provide a plan for providing service in the event of an electricity outage.

Vendor is responsible for taking all deliveries. MRCA and Camp Operator are not responsible for securing or checking deliveries.

**PROGRAM SCHEDULE**

Feb. 24 – Feb. 28, 2020

March 2 – 6, 2020

March 9 – 13, 2020

March 23 - 27, 2020

March 30 – April 3, 2020

April 20 - 24, 2020

April 27 – May 1, 2020

May 4 – May 8, 2020

Camp programs begin February 24, 2020; the Vendor shall prepare the kitchen and cafeteria prior to that day on February 25, 2020. The final day of camp programs is May 8, 2020; the Vendor shall clean up kitchen and cafeteria after that day on May 9.

**Meal Schedule**

The following meals are required for the five-day programs:

Monday: Lunch and dinner

Tuesday, Wednesday, and Thursday: Breakfast, lunch, and dinner

Friday: Breakfast

Meals shall be served at the following times:

Breakfast: 8:00 am

Lunch: 12:15 pm

Dinner: 6:00 pm

Meals shall be served in the following locations:

Breakfast and dinner: Family-style inside the cafeteria.

Lunch: Picnic-style, outside on a grassy field as designated by the CNC. Lunches will be in the cafeteria on rainy days.

**To-Go Lunches:**

Students on the five-day program spend one day of the trip on an all-day hike. These hikes occur on Tuesday, Wednesday, and Thursday of the program. During the all-day hike, some participants will not be on-site at King Gillette Ranch, and will require a “to-go” or “paper bag” lunch. On hiking days (Tuesday, Wednesday, and Thursday) it can be estimated that  $\frac{2}{3}$  of the entire group will remain for the on-site lunch, and  $\frac{1}{3}$  will need the “to-go” lunch. The Catering Company will provide the “to-go” beverages, snacks, fruits, and pre-cut sandwich ingredients for both LVUSD and CNC staff to prepare. These “to-go” lunches must be ready for pickup at 9:00 am on Tuesday, Wednesday, and Thursday during the five-day programs.

**Snacks:** Snacks are provided by the kitchen in between meals.

**Water:** Iced cold water will be refilled in jugs by the Camp Operator throughout the day every day during the program. The Catering Company will assist with the refills.

**Supplies:** Occasionally the number of participants exceed the number of supplies (plates, bowls, cups, silverware, etc.) provided by the kitchen on site. Please mention in your proposal if you will be able to bring in additional supplies to cover potential shortages.

**Participant Counts**

Program participants will include 5th grade students, high school seniors, teachers, and CNC staff. Camp runs Monday - Friday at King Gillette Ranch in Calabasas, California. Number of attendees will vary, ranging from 80-150 people each week. The Camp Operator will provide a final count of participants on the Monday preceding each week of camp. This count will be the basis for the week’s final price.

**Parent Communication**

Occasionally parents have questions about the meals and beverages. The Vendor shall provide someone from the food service team to field these calls, preferably the catering

director. Some of these parents have very specific questions about particular food items. These phone calls provide reassurance to parents and guardians that their child will indeed have access to nutritious meals that will accommodate the child's dietary restrictions. Typical parent communication is between 3-5 calls each week.

### **Menu**

Camp participants have a wide range of dietary needs. At each meal, meal substitutions shall be available for the following dietary needs: Gluten-free, kosher, vegetarian, vegan, soy-free, and dairy-free. The menu and kitchen must be 100% nut-free. Absolutely no nuts of any kind are allowed, including coconuts.

Vendor shall prepare a menu to send to parents prior to January 1, 2020. The menu for parent distribution shall highlight those food items that contain dairy, gluten, meat, animal product, and soy. A menu with carb counts shall be provided for diabetic participants.

Prior to each week, the catering company will be provided with a list of participants with special dietary needs. It is critical that the catering staff introduce themselves, with a CNC and/or LVUSD staff member present, to these students during Monday lunch, and talk with them prior to each meal about their dietary needs.

Some students will have very specific dietary needs. In these instances, parents will send a cooler of prepackaged food that is simple to prepare. Catering staff will find those individual students and serve these prepackaged meals to them.

### **REQUIRED STAFF QUALIFICATIONS**

All cooks and kitchen personnel that will be on-site at King Gillette Ranch for camp must:

- Be food safety certified;
- Submit fingerprints to the Department of Justice via Live Scan;
- Have a record clean of violent or serious felonies as defined in California Penal Code Sections 667.5 and subdivision (c) 1192.7;
- Be able to satisfactorily pass a background check including fingerprinting, drug test, and TB test (REQUIRED); and
- Be eligible to work in the United States.

### **Preferred Qualifications:**

- Personable and friendly staff.
- Prior experience working in a camp setting as a caterer.
- Ability to adapt to challenges that may arise from camp settings.

**BID SUBMISSION FORM**

BID FORM FOR: **Catering for Outdoor Camp per IFB dated December 6, 2019**

A PROJECT OF: MOUNTAINS RECREATION AND CONSERVATION AUTHORITY  
 570 West Avenue 26, Suite 100  
 Los Angeles, CA 90065

**VENDOR INFORMATION**

Vendor Name: \_\_\_\_\_ Check One:  Corporation  
 Partnership  
 Sole Proprietor

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Tax ID: \_\_\_\_\_ Email: \_\_\_\_\_

**If firm is a sole proprietor or partnership:**

Owner(s) of Company \_\_\_\_\_

**SCHEDULE OF BID ITEMS**

ITEM		PRICE PER PARTICIPANT
Provide meal service for 5-day, 4-night meal camp (12 meals)	EACH	\$
SALES TAX RATE:		_____ %
OTHER (EXPLAIN):		\$

In order for a bid to be responsive, all listed items, unit prices, and requested data must be quoted and correspond to bid amount.

The MRCA reserves the right to reject any and all bids, to accept other than the lowest bid, and to waive any informality or irregularity in the bids.

The undersigned as bidder declares that he/she has carefully examined the description of the proposed goods and services, that he/she has examined the Contract Documents (if applicable) and read the accompanying Invitation for Bids, and hereby proposes and agrees, if the proposal is accepted, to furnish all materials and do all work required to complete the said work in accordance with the said Invitation for Bids in the time and manner therein prescribed for the price set forth in the following schedule. The bidder is responsible for all quantity take-offs and accuracy of those calculations. The undersigned has checked all words and figures inserted in the bid

BIDDER NAME: \_\_\_\_\_  
 BID SUBMISSION FORM – Caterer for Outdoor Camp 2020

submittal, and understands that the MRCA will make no allowance for any error or omission on the part of the undersigned.

The bidder represents and warrants that they are an equal opportunity employer, and will not discriminate with regard to race, religion, color, national origin and sex in the performance of any contract or order resulting from this bid.

By submission of this bid, the bidder certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

- (a) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (b) Unless otherwise required by law, the prices which have been bid herein have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening of bids directly or indirectly to any other bidder or competitor; and
- (c) No attempt has been made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

The bidder represents and warrants that they, he, she, or the officers, directors, and/or employees of bidder are not related by blood or marriage to any member of the governing boards of the Santa Monica Mountains Conservancy, the Santa Monica Mountains Conservancy Advisory Committee, the Mountains Recreation and Conservation Authority, or any other joint powers authority for which the Santa Monica Mountains Conservancy is a constituent member, Community Nature Connection, or to any officer, director or staff member with discretion over the contract of any of the aforesaid public agencies. "Related by blood or marriage" is defined as being a parent, child (including step children), sibling, grandparent, grandchild, aunt, uncle, niece, nephew, spouse, domestic partner, father-in-law, mother-in-law, sister-in-law or brother-in-law. The MRCA reserves the right to immediately cancel any contract entered into if it discovers a breach of this warranty and representation. Bidder shall be liable for all damages sustained by the MRCA as a result of the breach.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Authorized Signature \_\_\_\_\_

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

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2019 at \_\_\_\_\_, California.