

**iLead Charter Schools  
REQUEST FOR QUOTE  
SERVICE AGREEMENT**

iLead Charter Schools  
Attn: Cassandra Coleman  
254 East Avenue K-4, Lancaster, CA 93535

**Date of RFQ: May 26, 2023**

Due 10:00 AM on June 16, 2023

**Brief Scope of Work:**

A complete food safety and sanitation system, including education, delivery of detergents and accessories, and HACCP verification from July 1, 2023 to June 30, 2024. An extension of the agreement can be made four consecutive years if both parties agree, ending June 30 and renewing July 1 of every subsequent year.

**VENDOR INFORMATION**

**Name of Company:**

**Representative:**

\_\_\_\_\_

\_\_\_\_\_

**Street Address:**

**Representative's Email:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Representative's Telephone Number:**

\_\_\_\_\_

\_\_\_\_\_

**TOTAL ANNUAL QUOTE AMOUNT:**

**\$** \_\_\_\_\_

By submission of this quote, the Vendor certifies that in the event it receives an award under this solicitation, it will operate in accordance with all applicable current FEDERAL AND STATE regulations within the terms and conditions of this solicitation.

**Signature of Authorized Representative:**

**Title:**

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**ACCEPTANCE**

Upon acceptance by the ILead Charter Schools Child Nutrition Department, this document will constitute the covenants, conditions, agreements and stipulations of the service agreement between the company making the quote and the agency named above. This form and the completed Scope of Work and Pricing Schedule shall be Exhibit A to the final executed contract.

Contract Administrator:

Nykole Kent

Title: School Director

**Signature of Contract Administrator:**

\_\_\_\_\_

Date: \_\_\_\_\_

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD- 3027) found online at [http://www.ascr.usda.gov/complain\\_filing\\_cust.html](http://www.ascr.usda.gov/complain_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov) This institution is an equal opportunity provider

## **SCOPE OF WORK**

### **FOOD SAFETY AND SANITATION SYSTEM**

ILead Charter Schools requests quotes on a complete food safety and sanitation system with documented ongoing results. The quoting vendor will provide a complete HACCP Food Safety System composed of personnel instruction and documented training including color coded Material Data Sheets, mixing and use posters, management and inventory control system, an online learning portal with education modules that are approved for SNA CEU credit and which can be counted towards USDA Professional Standards requirements which maintain and track individually for each employee, and a documented routine reporting system for management, as an integral part of this quote.

The system will provide ServSafe Certified Instructor/Proctor to provide an eight-hour certification class of instruction as well as administer exams as needed to employees at no additional cost at the request of the Supervisor of Child Nutrition. Text books to be provided at a discounted rate.

The complete food safety and sanitation system should be included in the proposed monthly service fee. All installation, services, materials, and consultation fees are to be included in this price.

#### **1. Service**

- a. Vendor to provide certified Food Safety Specialists that are certified ServSafe instructors and proctors that are certified in OSHA, HACCP, and SNA Level 1 curriculum.
- b. Vendor will notify Supervisor of Child Nutrition prior to all service visits and activities. Service representative to visit each site on a minimum 30-working-day rotation.
- c. Vendor will provide direct delivery to each school site of chemical products, training material, dispensing equipment, etc.
- d. Vendor to include in each site visit education, support, and routine checks as well as on- the-spot corrective action as part of their HACCP verification course.
- e. Service reports after each visit should be sent to the Child Nutrition Supervisor Reports will include date and time spent at each site and a brief description of the training services and education provided, corrective action taken, and results of the HACCP verification and compliance check.
- f. Trained service personnel will ensure all necessary Safety Data Sheets for all products are posted in each school site in accordance with OSHA's Hazardous Communications Act. Trained service personnel will ensure all mixing/usage cards, charts, and other instructional materials are posted through the food service area.
- g. All charts, posters, instructional materials, support materials, bottles, containers, etc., will be in English and Spanish. All equipment will also be labeled with instructions in the before-mentioned languages.
- h. Vendor will agree to a 48-hour response time to any location with re-supply of

needs or technical needs.

- i. Vendor to perform annual Hazardous Materials Audit at each site to assess potential liability as part of a Hazardous Communication Plan. Within ten (10) working days of audit, submit written recommendations to the Child Nutrition Supervisor with plans and recommendations for elimination of potential liabilities and hazards.

## 2. Education

Vendor will conduct food safety and sanitation education at every site visit. Educational material to be used between visits and for new hires:

- a. An Educational Module Calendar based on OSHA Guidelines, ServSafe, and HACCP principles. Education Module topics including proper hand washing, sanitizing techniques, food safety, temperature logs, calibrating thermometers, and record keeping.
- b. A Procedure and Reference Guide in a washable binder for each site, outlining the safe and effective use of cleaning chemicals and supplies, safe food handling, product mixing and use instructions, MSDS, sanitizer logs, and workplace safety.
- c. An online learning portal with cleaning procedures, cleaning modules, food safety and sanitation practices, and quizzes to track progress, and education modules that are approved for SNA CEU credit and which can be counted towards USDA Professional Standards requirements which maintain and track individually for each employee, and a documented routine reporting system for management.

## 3. Materials

The Vendor must provide and deliver Free On Board (F.O.B.) destination, freight prepaid to each site, as a condition of this quote and at no additional cost to the ILead Charter Schools Child Nutrition Department. Vendor must provide environmentally preferred cleaning detergents, sanitation tools, supplies, and education to help maintain proper levels of sanitation to all 4 sites that are member schools serviced by ILead Charter Schools as required by the ILead Charter Schools Child Nutrition Department and the local Health Department.

All liquid cleaning detergents must be manufactured in America and in pre-measured, portion- controlled pouches. Package labeling must exhibit clear dilution and use directions in English and Spanish. Detergents must dilute instantly in hot or cold, hard or soft water. Products shall make an effective cleaning solution, which leaves no film or residue, and shall not stain or discolor equipment when used at recommended proportions. All cleaning detergents must be biodegradable, butyl free, acid free, phosphate free, and carcinogen free. All cleaning detergents must be **Green Seal™ Certified** or are in the process of seeking certifications under available protocols. At a minimum, these chemicals and supplies must include:

- a. Foaming Hand Soap - Must have good foaming lather, contain no harsh ingredients, dyes, no skin irritants and low fragrance. Biodegradable. Green Seal Certified. No OSHA HazCom Standard hazards (29 CFR 1910.1200) Packaged in 1000ML Dispenser bag.
- b. All-Purpose Cleaner (for floor cleaning and spray applications) – Multi-purpose cleaner for everyday cleaning task. Must remove soil, grease and other substances on floors, walls, table tops, counters and all washable hard surfaces. Product must dilute in hot or cold, hard or soft water. Biodegradable and phosphate free. No OSHA HazCom Standard hazards (29 CFR 1910.1200). Green Seal Certified and NSF Registered. Portion Controlled package. Each package should make one spray bottle or 2 gallons of mopping solution.
- c. Sanitizer (quaternary solution – no chlorine) – EPA Registered quaternary ammonium sanitizing agent for use in manual ware-washing applications, to sanitize pots, pans, utensils, fixed equipment, food contact surfaces, and wiping cloths. No Potable Rinse Required. No OSHA HazCom Standard hazards (29 CFR 1910.1200). Must meet previous USDA D2 Rating. Portion Controlled Package. Each package should make 64 quart spray bottles, buckets for wiping cloths or 17 usable gallons in a compartment sink.
- d. Multi-Purpose Degreaser (for degreasing floors and spray applications) – Highly concentrated formulation designed for heavy duty cleaning and degreasing of ovens, fryers, hoods, ranges, floors and other difficult to clean surfaces. Non-staining, residue free formulation. Must dilute in hot or cold, hard or soft water. Biodegradable and phosphate free. No OSHA HazCom Standards (29 CFR 1910. 1200) Green Seal Certified and NSF Registered. Portion Controlled Package. Each package to make one quart spray bottle or four gallons in a mop bucket.
- e. Concentrated Liquid Pot and Pan Detergent – Concentrated liquid blend of high-foaming detergents, solvents, and water conditioning agents. Biodegradable and phosphate free. USDA list: Category A-1 requires a potable water rinse following use on food preparation or serving surfaces. Green Seal Certified and NSF Registered. Portion control package: each package makes one quart bottle of concentrate or 25 gallons in a three-compartment sink.
- f. Germicidal Detergent (for cleaning and disinfecting) – Hospital Grade Disinfectant. EPA registered quaternary ammonium compound, PH Neutral, with detergent properties. To be used for cleaning tabletops, sneeze guards, glass, stainless steel, milk coolers, washroom fixtures, and other general cleaning. Eliminates odor forming bacteria, leaving no masking or cover up odor. Broad spectrum effectiveness against microorganisms. At minimum must carry claim for E-Coli, HIV, SARS, and COVID-19. No OSHA HazCom Standard hazards in use (29 CFR 1910.1200) Portion Controlled Package. Each package to make 64 print spray bottles or 8 gallons of usable solution.
- g. Medicated Hand Cream/Lotion – Product must be slightly oil, silicone-free skin

care lotion, which spreads easily, works well into skin, and leaves no residual fat layer. Product must break the dry skin cycle and restore the skin's natural moisturizing properties. Must be suitable for the face and all parts of the body it may contact. Product must be white or clear, silicone-free of the water-in-oil emulsion type. Must be packaged in ready-to-use containers that are used in conjunction with a dispenser or be able to be poured into a dispenser.

- h. Protective Barrier Cream – Product to be a water-repellent protective cream for the skin for use against aqueous media such as cleaning and disinfectant agents, acids, alkalis and water mixed oils. Slightly scented or unscented, fatty, silicone-free of the water-in-oil emulsion type. Product is to be packed in individual portion packets or easy to use tubes.

#### **Warewashing Program**

- a. Vendor must provide a total closed-loop dish machine chemical program including de-liming agents. Wall charts and technical bulletins must be provided and posted at each site. Vendor must supply state-of-the-art digital dispensing to allow for accurate and efficient chemical performance. All equipment is to be loaned by the Vendor at no charge to the district.
- b. Upon installation of the equipment, Vendor must provide all staff with in-service education on equipment, proper operation, and maintenance of the dish machine. Vendor to provide site-based education on proper racking, de-liming, appropriate workflow, sanitary loading and unloading, and maintenance checkpoints with all site staff.
- c. Service will also be continued to all sites “remaining open” for summer school, or for any other program(s) which include the Child Nutrition Department.
- d. Vendor shall be sole Vendor and shall fulfill all items and requirements of the quote.
- e. Dispensing equipment for these products must be provided and installed at each handwashing sink and each dish machine in every school kitchen (where and when applicable) and maintained as a condition of this quote.

#### **4. Dish Machine and Lime Remover Chemicals**

Automatic dispensing equipment for product items 1 and 2 must be provided and installed at each dish machine in every school kitchen that has a dish machine and maintained as a condition of this contract.

Dish Machine Detergent – A 100 percent concentrated, automatically dispensed, closed-loop and color-coded product system. Highly effective on various soil conditions. Packed with extra water conditioners and soil suspension agents to control minerals and re-deposition of soils. Must be environmentally preferred and contain no phosphates or NTA.

Dish Machine Rinse Additives - A 100 percent concentrated, automatically dispensed, closed-loop and color-coded product system Eliminates filming and reduces drying time on all types of ware products including plastics. Surfactants work with the rinse water for exceptionally fast sheeting action. Effective in hard water conditions and yet

is low foaming when used in soft water. Must be environmentally preferred.  
Lime Removal (Descaler) – Mild acid plus liquid detergent formulation removes lime film, iron stains and scale on many washable surfaces. Designed for use in dish machines and other applications. Must be environmentally preferred.

**The Following Other Items To Be Included, But Not Limited To:**

- a. Elbow-length pot and pan gloves
- b. Flexible gloves appropriate to wear when cleaning
- c. Green scouring pads
- d. Oven scrapers
- e. Goggles
- f. Sanitizer test kits
- g. Dispensing equipment (with OSHA compliant labeling and instructions)

ILead Charter Schools reserves the right to negotiate the quality of the items proposed by the vendor for this category. In all cases the ILead Charter Schools shall be the sole judge of what is considered equal. The ILead Lancaster Board has the right to reject any and all quotes.

**i. Terms**

- a. Vendor will provide proposed program at 3 sites for ten (10) months.
- b. Service billings are based on ten (10) equal installments to be billed on the 1<sup>st</sup> day of each month from July 1, 2023 through June 30th 2024.
- c. Service will also be continued for all sites open for Summer Feeding Programs.
- d. Service will be continuous for any school with year-round service.
- e. Sites with year-round calendars or Summer Feeding Programs must be billed at a prorated monthly rate.
- f. Vendor shall be sole Vendor and shall fulfill all items and requirements of the service agreement.
- g. Price quotes shall be F.O.B. destination to all school locations listed.



**Pricing Schedule**

**Bid Period July 1, 2023 through June 30,2024**

**Charge for 5 Sites**

| <b>School Name</b>           | <b>ADP</b> | <b>Address</b>                                | <b>Price</b> |
|------------------------------|------------|---|--------------|
| SCVi                         | 370        | 28060 Hasley Canyon Road, Castaic, CA 91384   |              |
| iLEAD Agua Dulce             | 157        | 11311 Frascati Street, Agua Dulce, CA 91390   |              |
| iLEAD Antelope Valley Hybrid | 207        | 210 West Avenue K, Lancaster, CA 93536        |              |
| iLead Lancaster              | 388        | 254 E Avenue K-4, Lancaster, CA 93535         |              |
| iLead Empower                | 22         | 44236 10th St W Ste. 105, Lancaster, CA 93534 |              |

#### ANTI-MICROBIAL LIQUID HAND SOAP

Product Name: Stoko Estesol Food Handler Soap – SFS87 or pre-approved equal  
Packaging: 2000 ml container  
How Dispensed: Self-dispensing container  
Dilution Ratio: N/A  
Portions per Case: 6 containers

#### ALL PURPOSE CLEANER

Product Name: All Purpose Detergent – SFS5 or pre-approved equal  
Packaging: 1 fluid ounce unit dose Pac  
How Dispensed: “Rule of One” – portion-controlled dilution  
Dilution Ratio: 1 to 256  
Portions per Case: 132 Pacs

#### SANITIZER

Product Name: Sanitizer – SFS17 or pre-approved equal  
Packaging: 4.5 fluid ounce unit dose Pac  
How Dispensed: “Rule of One” – portion-controlled dilution  
Dilution Ratio: 1 to 484  
Portions per Case: 32 Pacs

#### MULTI-PURPOSE DEGREASER

Product Name: Degreaser – SFS30 or pre-approved equal  
Packaging: 5.25 fluid ounce unit dose Pac  
How Dispensed: “Rule of One” – portion-controlled dilution  
Dilution Ratio: 1 to 98  
Portions per Case: 30 Pacs

#### GERMICIDAL DETERGENT

Product Name: Germicidal Detergent – SFS20N or pre-approved equal  
Packaging: 1 fluid ounce unit dose Pac  
How Dispensed: “Rule of One” – portion controlled dilution  
Dilution Ratio: 1 to 128  
Portions per Case: 24 Pacs

#### MEDICATED HAND CREAM/LOTION

Product Name: Stoko Lotion – SFS90 or pre-approved equal  
Packaging: 1000 ml container  
How Dispensed: Self-dispensing container  
Dilution Ratio: N/A  
Portions per Case: 4 containers

#### PROTECTIVE BARRIER CREAM

Product Name: Stoko Durapro – SFS95 or pre-approved equal  
Packaging: 100 ml tubes  
How Dispensed: Individual tubes  
Dilution Ratio: N/A  
Portions per Case: 12 tubes

#### DISH MACHINE DETERGENT

Product Name: MyTerra Liquid Mechanical Wash – PA00043 or pre-approved  
equal Packaging: 1 gallon container  
How Dispensed: Self-dispensing container  
Dilution Ratio: N/A  
Portions per Case: 2 containers

#### DISH MACHINE RINSE ADDITIVES

Product Name: MyTerra DfE Rinse – PA00041 or pre-approved equal  
Packaging: 1 gallon container  
How Dispensed: Self-dispensing container  
Dilution Ratio: N/A  
Portions per Case: 2 containers

#### DISH MACHINE LOW TEMPERATURE SANITIZER

Product Name: MyTerra Sanitize -Low Temp Sanitizer – MT501 or pre-approved  
equal Packaging: 1 gallon container  
How Dispensed: Self-dispensing container  
Dilution Ratio: N/A  
Portions per Case: 2 containers

#### LIME REMOVAL (DESCALER)

Product Name: MyTerra DfE Lime Safe Descaler – PA00042 or pre-  
approved equal Packaging: 1 gallon container  
How Dispensed: Self-dispensing container  
Dilution Ratio: N/A  
Portions per Case: 4 containers

#### PH NEUTRAL FLOOR CLEANER

Product Name: MopPac Lite – 1804 or pre-approved equal  
Packaging: 1.5 Fluid ounce unit dose Pac  
How Dispensed: “Rule of One” – portion controlled dilution  
Dilution Ratio: 1 to 341  
Portions per Case: 108 Pacs

**Participating Sites**

| <b>School Name</b>               | <b>School Type</b> | <b>Address</b>                              |
|----------------------------------|--------------------|---|
| iLead Charter School - Lancaster | TK-8               | 254 East Avenue K-4, Lancaster, CA 93535    |
| iLEAD Antelope Valley Hybrid     | TK-8               | 210 West Avenue K, Lancaster, CA 93536      |
| iLEAD Agua Dulce                 | TK-12              | 11311 Frascati Street, Agua Dulce, CA 91390 |
| SCVi                             | TK-12              | 28060 Hasley Canyon Road, Castaic, CA 91384 |

## Required Clauses

### L.1 Clean Air Act and Lobbying

If this Contract is in excess of \$100,000, the SFA and the awarded vendor shall comply with all applicable standards, orders, or regulations, including but not limited to:

- **The Clean Air Act** (42 U.S.C. § 7401 *et seq.*), the Clean Water Act (33 U.S.C. § 1251 *et seq.*), as amended, Executive Order 11738, and Environmental Protection Agency regulations (2 C.F.R. 1532);
- **Certification Regarding Lobbying** pursuant to 31 U.S.C. 1352 (2 C.F.R. Appendix II to Part 200); and
- **Disclosure of Lobbying Activities** pursuant to 31 U.S.C. 1352 (2 C.F.R. Appendix II to Part 200); Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**L.2 Breach of Contract** - Contracts for more than the simplified acquisition threshold currently set at

\$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

### L.3 The Awarded Vendor will comply with:

- **Energy Policy and Conservation Act** (42 U.S.C. section 6201 *et seq.*);
- Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327- 333), as supplemented by Department of Labor regulations (29 C.F.R. 5);
- Executive Order 11246, entitled *Equal Employment Opportunity*, as amended by Executive Order 11375 and Department of Labor Regulation (41 C.F.R. Chapter 60);
- Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29C.F.R. Part 3); and
- Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).
- **Procurement of Recovered Materials.** (Stat. 200.322 Solid Waste Disposal Act)

### L.4 Drug Free Workplace

An RFP received from a potential vendor certifies that it has implemented a drug-free workplace program as defined by California Statutes. If the awarded Contractor does not maintain a formal “Drug Free Workplace” or does not perform random drugs tests on its employees, then the Contractor’s employee must submit to a drug test by ILead Charter Schools at an additional cost prior to working on the ILead Charter Schools account.

**L.5 Prohibition of Gratuities** - By submission of the RFP response, the contractor certifies that no employee of ILead Charter Schools or affiliated schools has or shall benefit financially or materially from such RFP or subsequent contract. Any contract issued as a result of this RFP may be terminated at such time as it is determined that gratuities of any kind were either offered or received by any of the aforementioned persons.

**Contract Work Hours/Safety Standards Act:** 2 CFR Appendix II to Part 200, Section (E): Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701–3708](#)). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**Rights to Inventions Made Under a Contract or Agreement:** 2 CFR Appendix II to Part 200, Section (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.