



## Request for Bid

Monticello Area Community Action Agency  
Head Start  
1025 Park Street  
Charlottesville, VA 22901  
(434) 295-3171 ext. 3022

Issue Date: 11/20/2020

Bid Date: 12/4/2020

Contact Name: Cassidy Moore

Contact Email: [cmoore@macaa.org](mailto:cmoore@macaa.org)

Dates services are requested: 01/04/2021- 6/15/2021

MACAA Head Start seeks a qualified vendor to provide meals for 30 children aged 3 to 5 years and seven adult staff members for the remainder of the 2020-2021 school year. The successful caterer will comply with USDA Child and Adult Care Food Program guidelines and requirements ensuring children are served nutritious meals according to best practice food safety standards.

The selected vendor will be responsible for delivering food to MACAA by 11:00 a.m. daily. The vendor will only be responsible for food delivery. Setup and serving will be handled by MACAA staff. Hot meals and cold meals will be delivered at their required temperature degree to the greatest extent possible. All meals should be delivered in individual serving size containers.

This will be a fixed price contract that will be claimed and reimbursed through USDA CACFP. The RFB will close on December 4th 2020 at close of business. All responses to this RFB must be submitted electronically to [cmoore@macaa.org](mailto:cmoore@macaa.org).

### Essential Requirements:

- Must hold all relevant licenses, certificates, and authorizations to operate as a food retailer in the State of Virginia (e.g. approved by the Virginia Department of Health). The successful candidate will forward all food inspection reports.
- Foods must meet current USDA/CACFP guidelines, for children aged 3 to 5 years.
- Must meet current Head Start licensing standards
- The proposal should include a sample lunch menu consisting of:
  - One week of meals
  - No pork or pork products
  - Vegetarian alterations or alternate meals
- MACAA staff *may* request to sample menu items

1025 Park Street Charlottesville, VA, 22901 | Office: 434-295-3171 | Fax: 434-295-0093 | [www.macaa.org](http://www.macaa.org)

*To improve the lives of people with low income by helping them become self-reliant,  
thereby enhancing the economic vitality and well-being of our community.*