



KULIA ACADEMY

**KŪLIA ACADEMY  
REQUEST FOR QUOTATION  
FOOD SERVICES**

**FEBRUARY 13, 2024**

**Submission closing date will be March 15, 2024 by 5:00 P.M. HST.**

**EMAIL SUBMISSIONS TO:**

[dflores@kuliaacademy.org](mailto:dflores@kuliaacademy.org)

[academykulia@gmail.org](mailto:academykulia@gmail.org)

**Introduction**

Kūlia Academy is a tuition-free public charter school scheduled to open in August 2024. It will be the first school in the United States to provide a comprehensive 6-year artificial intelligence and data science education. The school will offer project-based learning, college counseling and tracking, and a variety of other resources to its students.

**Scope of Work**

Kūlia Academy is soliciting bids from licensed meal service providers to provide meal service at the school. The successful bidder will be responsible for providing meals and/or catering services for breakfast and lunch.

**1. Product Quality**

Meals provided shall be of the best quality of its respective kind. Products shall be free from defects such as, but not limited to, foreign objects, etc. that may render it unfit or a hazard for children/adult consumption. As a commitment to our community, the majority of the ingredients are expected to be from local, organic, farm-focused vendors.

Meals provided are to be nutritious, allow for vegan options, allow for gluten free options, include proteins, healthy starches, and clean cooking (baked not fried, low sodium, etc.). Along with Kūlia Academy's requirements, vendor must provide meals that are generally aligned with the National School Lunch Program (NSLP) requirements:



## KULIA ACADEMY

- Fruits
- Vegetables
- Grains
- Meats/Meat Alternatives

### 2. **Ordering**

In order to minimize waste, a pre-ordering system managed and maintained by the vendor would be ideal. Vendors will maintain and manage communication directly with the families.

Vendor shall provide DHEBPCS admin and families monthly menu listing of meals that will be provided as well as ingredient listing to ensure allergy concerns are met as well as nutritional accountability.

### 3. **Packaging**

Kūlia Academy does not have full kitchen access, therefore all meals must be packaged to ensure safe and sanitary transportation to point of delivery. All packaging materials shall be FDA approved to meet all pertinent State and Federal regulations for safe use with food. Packaging materials shall impart no odor, flavor, or color to the product.

In instances that meals will be delivered as pre-packed meals, packaging should entail using eco-friendly, sustainable forms of packaging.

### 4. **Delivery and Acceptance**

Vendor shall deliver meals warm and ready to eat. Meals shall be delivered 30 minutes prior to breakfast and lunch service in appropriate warmers for Kūlia staff to distribute to students.

During the SY24-25 Kūlia Academy will have a total of 100 students enrolled.

Our location is 2340 Omilo Ln. Honolulu, HI 96819. Despite having a total student count of 100, the lunch order quantity will not necessarily be equivalent to the total student count. The lunch order requests are anticipated to be determined based on the specific needs of both students and staff

### 5. **National School Lunch Program**

Meal service providers will support Kūlia Academy with managing aspects of child nutrition programs like the NSLP ensuring compliance with strict federal, state, and local regulations.

## **Other Requirements**



## KULIA ACADEMY

Bid price shall include labor, equipment, materials, transportation, overhead, profit, all applicable taxes and any other incidental and operational expenses incurred in the performance of all obligations. Bid price shall be the all-inclusive cost per person/meal and no other charges will be honored. Although Kūlia Academy enrollment is 100 students and 11 staff members we are anticipating 50% will opt in for lunch purchase.

### **Contract Terms and Conditions**

#### **1. Performance of Services**

- a. 2340 Omilo Ln. Honolulu, HI 96819
- b. Scheduled start date is August 1, 2024.
- c. Services will be conducted 5 times per week on the following dates M,T, W, TH, & F.
- d. As an Independent Contractor, the bidder will furnish all necessary supervision, cleaning supplies, equipment, and personnel necessary for performance of duties stated in scope of service. All work shall be performed in a good and workmanlike manner.
- e. Bidder will be solely responsible for all insurance, compensation, benefits and employment related taxes for its Employees.
- f. Damage to existing construction, equipment, planting, etc. by the contractor in the performance of work shall be replaced or repaired and restored to original condition by the contractor
- g. Contractor shall at all times keep the premises clean from accumulation of waste materials or rubbish caused by its employees or work and shall remove all resulting work debris from the work site.

#### **2. Insurances**

Without limiting Kūlia Academy's right to obtain indemnification from Contractor or any third parties, Contractor, as its sole expense, shall maintain in full force and effect the following insurance policies throughout the term of the Agreement:

##### Commercial General Liability

Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis.

#### **3. Payment of Services**

- a. Bidder agrees that prices quoted are maximum for the contract period, and in the event of a price decline such lower prices shall be extended to Kūlia Academy.



**KULIA ACADEMY**

- b. Kūlia Academy agrees to pay the Contractor each month the total minimum sum stated on invoice on or before the last day of each month in which services are rendered.

**RFQ Timeline and Review Process**

<b>REQUEST FOR QUOTATION SCHEDULE OF EVENTS</b>	
<b>NOTICE:</b> DHEBPCS reserves the right, as its sole discretion, to adjust this schedule as it deems necessary. DHEBPCS will communicate any adjustment to the Schedule of Events to the potential bidders from whom DHEBPCS has received a Notice of Intent.	
<b>EVENT</b>	<b>DATE</b>
Kūlia Academy issues RFQ	February 13, 2024
Notice of intent to propose deadline	February 19, 2024
Proposal Deadline	March 15, 2024
Kūlia Academy inform BIDDERS of decision	April 3, 2024
BIDDER conduct site visit	April 4, 2024
Contract signing	April 4, 2024
Contract Start Date	August 1, 2024

**Vendor References**

Please provide a list of three (3) client references who are presently using services being quoted (Name, phone number, and contact person).

**Selection Criteria**

<b>EVALUATION GUIDE</b>	
<b>Description</b>	<b>Pass/Fail</b>
Describe form of business and detail name, mailing address, phone number of contact regarding the proposal	
Provide a brief, descriptive statement indicating the bidder's credentials to deliver the services sought under this RFQ	
Briefly describe how long the bidder has been performing the services	



**KULIA ACADEMY**

required by this RFQ and include the number of years in business	
Provide a statement of whether the Bidder intends to use subcontractors, and if so, the names of the committed subcontractors and a description of the scope and portions of the work the subcontractors will perform	
Provide customer references 3 similar customers either currently serviced or completed within the past 5 years. Each reference should include: <ul style="list-style-type: none"><li>• Company/Organization name</li><li>• Name and Title of point of contact</li><li>• Phone number or email</li><li>• Date of contract period</li></ul>	
Bidders must provide a comprehensive narrative that illustrates how the bidder will ensure completion of the scope of services. Narrative should include specific time frames, anticipated costs, and any exceptions to deviations from the specifications.	
Bidder will provide a sample menu	
Provide documentation of general liability insurance.	

**Requirements for Proposals**

By submitting a bid the bidder agrees to the following conditions.

No exceptions to or deviations from the specifications will be considered unless each exception or deviation is specifically stated by the bidder in the designated places. If no exceptions or deviations are shown, the bidder will be required to furnish items exactly as specified herein. The burden of proof of compliance with this specification is the responsibility of the bidder.

**Point of Contact**

Darlene Flores

Business Manager

[dflores@kuliaacademy.org](mailto:dflores@kuliaacademy.org)

808-398-8213