



HENDRICK HOUSE

AT THE UNIVERSITY OF ILLINOIS

904 W. Green St., Urbana, IL 61801 | 217.365.8000 | www.hendrickhouse.com

CONTRACT BETWEEN
HENDRICK DORMS, INC DBA HENDRICK HOUSE/Betsy's
Bistro Catering
AND
EARLY CHILDHOOD EDUCATION PROGRAM
FROM JULY 1, 2022 – JUNE 30, 2025

Hendrick Dorms, Inc.

Contract for Food Services

ARTICLE 1. Identification of Parties

The parties to this contract are:

- (a) Hendrick Dorms, Inc DBA Betsy's Bistro Catering and Hendrick House ("Vendor") and (b) Champaign County Regional Planning Commission's Early Childhood Education Program (ECEP) and its Child and Adult Care Food Program.

ARTICLE 2. Services

2.1 Supplies and/or Services. Hendrick House will deliver the following "Supplies" and/or perform the following "Services", based on their proposal (Attachment A) for ECEP's "Invitation to Bid" (Attachment B) and will obtain at their expense all necessary licenses and permissions necessary for delivery and/or performance:

2.1.1 Lunches that meet the nutritional needs of infants/toddlers and children, up to age 5, as noted by the Child and Adult Care Food Program, the USDA Child Nutrition Program, and ECEP's onsite nutritionist.

2.1.2 ECEP will vet all clients for specific dietary restrictions and notify Hendrick House of those restrictions in writing as soon as they are aware of them.

2.1.2.1 If there is a dietary restriction that that changes suddenly (i.e. a client finds they are allergic to peanuts, when they weren't previously) Hendrick House requires a 12-hour notice in order to incorporate that meal change.

2.1.3 Meals will be delivered in the quantity given by ECEP's point of contact (POC). The POC will send the quantities of meals expected, for both the Savoy and Urbana locations by end of day Wednesday, the week before the meals are to be delivered.

2.1.3.1 If there are changes in the number of meals being delivered, Hendrick House requires, at least a 12-hour notice.

2.1.4 Meals will be packaged and delivered in leak-proof packaging/containers.

2.2 Discrepancies/Questions. If any discrepancies or questions arise during Hendrick House's performance of the contract, they are to contact the Commission for clarification before delivering the food and/or providing the Services at issue. Vendor waives all claims for adjustment arising from Vendor's delivery of Supplies and/or performance outside what is described in Section 2.1, without a written contract amendment.

2.3 Warranty. Unless otherwise agreed to in writing by the parties, Vendor warrants that the Services (1) will be performed in a timely, competent, workmanlike and professional manner and (2) will conform to the contract specifications, documentation, and requirements and to applicable industry standards for quality.

2.4 Inspection and Acceptance. All Services provided and food delivered under this contract must comply with applicable specifications and are subject to final inspection by ECEP. ECEP's acceptance after final inspection shall be conclusive. ECEP may, at its option and without invalidating the remainder of this contract, direct Vendor to promptly remove spoiled or unwholesome foods and request a credit for the full value of the defective food.

ARTICLE 3. Term and Termination

3.1. Term. This contract shall become binding as of the date of last signature below, or 1 July, 2022, whichever is later. Unless renewed by ECEP in accordance with Section 3.2, this contract shall continue for three years, and expire on 6/30/2025.

3.2. Right to Renew. This contract is renewable at ECEP's election on the same terms and conditions except for any price adjustments permitted under Section 4.4. The terms of renewal are 2 additional 1-year periods. ECEP may exercise its renewal right, if any, by providing written notice to Hendrick House not less than 30 days before the expiration date of the contract (whether in the original term or a renewal term). Notwithstanding the foregoing, any renewal that includes a price adjustment must be memorialized by a written amendment that is signed by both parties.

3.3. Termination for Cause. Either party may terminate this contract with cause given a 30-day written notification.

3.4. Termination for Convenience. Either party may terminate this contract for convenience and without any cause by providing at least 90 calendar days' prior written notice.

3.5. Effect of Termination. In the event of early termination Vendor shall stop performance in accordance with the notice of termination and shall submit to the Commission a final bill for Supplies delivered and/or Services performed up to the date of termination. The Commission is not obligated to pay Vendor for Services until Vendor provides all Work Product that is in progress or completed as of the date of termination.

ARTICLE 4. Compensation

4.1. Compensation. ECEP shall pay Hendrick House compensation at the rate as outlined in Table A for food delivered and/or Services performed to ECEP's reasonable satisfaction, specifications, and requirements set forth in Section 2.1 above. Hendrick House will invoice ECEP monthly based on the meal counts given to Hendrick House by ECEP, Net 30 days.

- 4.1.1 Excessive Cost Increases.** Due to the volatility of gas and food prices over the past year, it may become necessary during the contract period, to impose temporary “Excessive Fuel/Food Cost” and/or delivery fees. Every effort will be made to avoid this, and such fees will be for no more than 90 days per occurrence, and no more than two per calendar year. However, pricing provided at the onset of this contract is based on known cost history, and reasonable expectations of future increases. Extreme increases though (i.e., \$2/gal increase in fuel within six months or doubling of core food items, such as chicken), cannot be adequately anticipated in today’s environment, and it would be inequitable for Vendor to absorb such increases unilaterally.
- 4.2. Billing and Payment.** A proper invoice will be sent to an ECEP representative of their choosing, which will be noted in Section 5, by Hendrick House’s accounting department. A proper invoice will include itemized detail, invoice number, invoice date, invoice amount, and remittance address.
- 4.3. Price Adjustments upon Renewal.** Hendrick House will notify of any changes to rates and price schedules. Any rate changes shall be in accordance with Hendrick House’s original proposal, 2-6%. The parties will reflect any rate/price changes in a written contract amendment.

ARTICLE 5. Notices

- 5.1. Delivery.** To be enforceable, all notices must be in writing and delivered to the Hendrick House’s CEO, appropriate to the nature of the notice, by either certified mail, return receipt requested, or commercial carrier with delivery receipt. Notices are effective upon receipt by the designated representative. A party may change its representative at any time by written notice to the other party.
- 5.2. Directing Notices.** Hendrick House will direct all general notices or matters of contract interpretation to ECEP’s representative of their choosing. ECEP will direct all concerns with billing to Hendrick House’s Senior Account Manager and any concerns with meal planning or scheduling to Hendrick House’s Catering Manager. See Table 2 for Hendrick House representative information. See Table 3 for ECEP representative information.

ARTICLE 6. Insurance

Hendrick House is fully Licensed & Insured, see Attachment C for current COI.

ARTICLE 7. Indemnification

ECEP shall indemnify Hendrick House, its officers, employees, trustees, and agents against all demands, claims, damages, liabilities, expenses and reasonable attorney fees and costs arising out of the performance of this contract by Vendor, its employees, subcontractors, and agents. This indemnification obligation shall survive the termination or the expiration of the contract and any order made under it.

ARTICLE 8. Records Retention and Audits

8.1 Maintenance of Books and Records. Hendrick House shall maintain books and records that relate to performance of this contract, including subcontracts, and that support amounts charged, and shall maintain such books and records for three years from the date of final payment or for such longer period of time as is necessary to complete ongoing or announced audits or to comply with any applicable federal requirements. All such books and records shall be available for review and audit.

8.2 Right of Inspection. ECEP may reasonably inspect Hendrick House's premises, facilities, equipment, and investigate the business reputation and other qualifications of Hendrick House and any of Vendor's subcontractors throughout the term of this contract.

ARTICLE 9. Additional Statutory and Regulatory Terms

9.1 Prevailing Wage. If this contract involves (a) a "public works" project within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130, or (b) printing, janitorial, cleaning, window cleaning, building and grounds, site technicians, natural resources, food, or security contracts of \$2,000 or more (or \$200 or more per month) within the meaning of the Illinois Procurement Code, 30 ILCS 500/25-60, all contractors and subcontractors must pay no less than the general prevailing rate of wages (hourly cash wages plus fringe benefits) in the locality in which the work is produced or performed and comply with all other requirements of the Act. Refer to the prevailing wage rates on the Illinois Department of Labor website at: <http://go.uillinois.edu/IDOL>.

ARTICLE 10. General Terms

10.1. Ambiguities. Any rule of construction that would resolve ambiguities against the drafting party shall not apply in interpreting this contract.

10.2. Amendments. No modification of this contract shall be effective unless made by a written amendment signed by each party's authorized signatory.

10.3. Assignment. Neither party may assign its obligations under this contract without the prior written consent of the other party.

10.4. Authorized Signatories. The individuals signing this contract on a party's behalf represent that they have the requisite authority and intent to bind that party to this contract.

- 10.5. Choice of Law.** This contract and all claims arising out of or relating to this contract shall be governed and construed by application of the laws of the State of Illinois without regard to its conflict of law provisions.
- 10.6. Compliance with Laws.** Vendor shall perform all obligations under this contract in compliance with all applicable laws governing the performance. Breach of this provision constitutes a material breach of this contract.
- 10.7. Counterparts/Facsimile Signatures.** This contract may be signed in counterparts. Facsimile signatures constitute original signatures for all purposes.
- 10.8. Force Majeure.** A party is excused from performing its obligations under this contract when conditions beyond its control and unforeseen by the parties make its performance commercially impractical, illegal, or impossible. Conditions of excuse include, but are not limited to: natural disasters, strikes, fires, war, terrorism and threats of terrorism, government actions, and acts or omissions of third parties. So long as the conditions continue, the party whose performance is affected shall keep the other party fully informed about the conditions and the prospects of their ending.
- 10.9. Headings.** Headings in this contract are intended only to assist with readability and are not substantive.
- 10.10. Independent Contractor.** The parties are independent contractors with respect to each other. Nothing in this contract is intended to create any employment, association, partnership, joint venture, or agency relationship between them.
- 10.11. Integration.** This contract with its attachments, amendments and incorporated references constitutes the parties' entire agreement regarding the subject matter.
- 10.12. Severability.** If any provision of this contract is held by a court of competent jurisdiction to be unenforceable, the provision shall be severed from this contract so long as severance does not affect the enforceability or essential purpose of the remainder of the contract.
- 10.13. Sovereign Immunity.** By entering into this contract, Hendrick House does not waive the sovereign immunity or any other defenses and immunities afforded to it by Illinois and federal law.
- 10.14. Waiver.** The failure of either party to enforce any provision of this contract shall not waive the party's right to later enforce the provision or the contract.

Hendrick Dorms, Inc. Representative

Terrell R. Williams

Signature

Terrell R Williams

Printed Name

Pres/CEO

Title

7-6-2022

Date

Champaign Country Regional Planning Commission Representative

Elizabeth Murphy

Signature

Elizabeth Murphy

Printed Name

Chief Operating Officer

Title

7-1-2022

Date

Table 1.

Meal Rates

	Savoy (48 Weeks)	Urbana: Infants & Toddlers (52 Weeks)	Urbana: Pre-school Age (52 Weeks)
Estimated Meals Per Day	135	16	149
Estimated Meal Days	171	225	225
Price Per Meal	\$3.95	\$1.98	\$3.95
Total Estimated Price per Location and Type	\$91,185.75	\$7,128.00	\$132,423.75
Total Estimated Price	\$230,737.50		

Table 2.

Hendrick House Representatives

Senior Account Manager	President/CEO Hendrick Dorm
<p>Teresa Terven Hendrick Dorms, Inc DBA Betsy's Bistro Catering 801 W. Killarney St Urbana, IL 61801 Telephone: (217) 607-5904 Email: Teresa.Terven@hendrickhouse.com</p>	<p>Terrell Williams Hendrick Dorms, Inc DBA Hendrick House 904 W. Green St. Urbana, IL 61801 Telephone: (217) 365-8000 Email: Terrell.Williams@hendrickhouse.com</p>
Hendrick House Catering Manager	Corporate Account General Manager
<p>Marvin Hansen Hendrick Dorms, Inc DBA Betsy's Bistro Catering 801 W. Killarney St Urbana, IL 61801 Telephone: (217) 607-5904 Email: Marvin.Hansen@hendrickhouse.com</p>	<p>Juan Molina Hendrick Dorms, Inc. 904 W. Green St. Urbana, IL 61801 Telephone: (217) 202-5939 Email: Juan.Molina@hendrickhouse.com</p>

Table 3.

Champaign County Regional Planning Commission Representatives

Child and Family Services Manager	Savoy Site Managers
<p>Jodi McGhee</p> <p>RPC Early Childhood Education Program</p> <p>103 S. County Fair Dr., Champaign, IL</p> <p>61821</p> <p>Telephone: (217) 239-5951</p> <p>Email: jmcintosh@ccrpc.org</p>	<p>Arica Moss, Site Manager</p> <p>Email: amoss@ccrpc.org</p> <p>Annette Musgraves, Assistant Site Manager</p> <p>Email: amusgraves@ccrpc.org</p> <p>310 Church St., Savoy, IL 61874</p> <p>Telephone: (217) 384-1252</p>
Early Childhood Division Director	Urbana Site Managers
<p>Brandi Granse</p> <p>RPC Early Childhood Education Program</p> <p>1776 E. Washington St., Urbana, IL 61801</p> <p>Telephone: (217) 328-3313</p> <p>Email: bgranse@ccrpc.org</p>	<p>Tracy McAfee, Site Manager</p> <p>Email: tmcafee@ccrpc.org</p> <p>Terri Holmes, Assistant Site Manager</p> <p>Email: tholmes@ccrpc.org</p> <p>1603 E. Mumford Dr., Urbana, IL 61802</p> <p>Telephone: (217) 278-4461</p>
Contract Issues	Invoice Contact
<p>Elizabeth Murphy</p> <p>Chief Operating Officer</p> <p>RPC Early Childhood Education Program</p> <p>1776 E. Washington St., Urbana, IL 61801</p> <p>Telephone: (217) 328-3313</p> <p>Email: emurphy@ccrpc.org</p>	<p>Linda Dyer, Fiscal Specialist</p> <p>Email: ldyer@ccrpc.org</p> <p>Sarah Houston, Fiscal Specialist</p> <p>Email: shouston@ccrpc.org</p>

Attachment A:



June 15, 2022

Hendrick House is pleased to submit the following proposal in response to your “Invitation To Bid” for Food Service Vendor issued May 16, 2022.

Hendrick House has been providing food service to the Champaign-Urbana community for nearly 75 years in areas ranging from businesses such as area day cares, Parkland College, University of Illinois Laboratory School, & UIUC’s Early Childhood Development Program (ECDL), to the community – Meals on Wheels, Rosecrance, & Dreame House. We also purchase goods from local vendors such as CMI (a BEP approved company), UpClose, KEC Design, and Kountry Fresh (a local farm that grows year-round lettuces via aquaponics). Our 10-acre farm and rooftop garden allow us to provide sustainable and nutritious produce for our customers. On our farm we have an outdoor classroom where we can schedule people of all ages to get a hands-on education in sustainability and say “Hi” to the pigs!

Hendrick House and its staff are dedicated to maintaining fresh foods that meet nutritional requirements. Our chefs understand that the needs of our clients can fluctuate so they are flexible with changes to their menus and open to any menu requests.

We look forward to the opportunity to work with your staff and students/clients to grow a healthy and meaningful relationship.

Terrell Williams President/CEO

Date

General Overview & Summary

Proposal Contact

Juan Molina
Food Service Manager
904 W. Green St.
Urbana, IL 61801
217-202-5939
Juan.Molina@hendrickhouse.com

Hendrick House is a fully-licensed food service provider in the C-U area. Please see attached license for our preparation kitchen. We have been providing service to companies that require USDA Nutrition Program regulations for over 3 years - Early Childhood Education Program & Meals on Wheels. We also have an on-site dietician certified chef. In addition to that, Hendrick House has over 30+ chefs and 70+ staff members to ensure we are able to provide uninterrupted service (barring acts of god).

1. Agency

Betsy's Bistro Catering is a full catering kitchen that can easily produce over 1,000 meals a day every day for breakfast, lunch, and dinner, where the menus vary per meal. Our catering location is a Class A facility and is inspected by the Health Department 3 times a year; it and our fleet vehicles meet all health and safety codes required by the State of Illinois and by the Cities of Urbana/Champaign. We transport hot and cold meals in securely wrapped and packaged containers to keep their temperatures in line with those same health codes.

In our 70+ years of service, we have developed intuitive and easy to use invoicing, menu templates (that vary to meet our clients' needs), & satisfaction surveys. We meet with our clients on a quarterly basis (if not more) to go over the past, present, and future of the services we are providing. We have hands-on experience working with a nutritionist and

are open and accepting of changes to menus or products as they see fit. In addition to making items from scratch Hendrick House has the unique ability to acquire fresh and seasonal produce from our own 10-acre farm. Not only does our produce taste better than mass farmed produce but there are fewer chemicals used and there is more nutritional value to them. With these fresh, local vegetables our chefs are able to easily create seasonal menus that keep our client's interest year-round.

As per VI. 8 in the Invitation to Bid, Hendrick House keeps our hard copy invoices from our vendors for 3 years and we have an on-line database to store all other records for easy access. We will be able to render any necessary documents requested within a reasonable time frame.

Our facility is operational 7 days a week 365 days a year. Not only do we service academic facilities but also year-round operations such as ECDL, Rosecrance on Moreland, and our community caterings. All staff who handle food, from chefs to delivery drivers, are certified with at least a food handler's permit and are also required to have allergen/cross-contamination certifications.

Hendrick House acknowledges that it will not charge the Commission for any meals:

- not delivered within 1 hour of the agreed upon delivery time
- that are incomplete (missing items) to what was stated on the menu
- that do not meet the CACFP requirements or are spoiled or unwholesome.

Hendrick House agrees to items 15 and 16 in section VI of the Invitation to Bid.

2. Quality/Experience

Hendrick House uses 3 primary national vendors along with many local vendors for raw foods and materials. With those 3 vendors we are able to source products that meet our standards of quality. We also have a relationship with *What Chef's Want* (formerly *Central Illinois Produce*) so

that if we reject any incoming produce from our everyday vendors, we are able to source that same product, or a reasonable substitute, the same day as a replacement. Our primary vendors have websites that provide us with nutritional information before we purchase items so we are able to make sure that the CACFP requirements, (such as whole grains or low-sodium) can be easily met and maintained. Our local vendors send us weekly order guides of what will be available in the up-coming week. During the growing season our chefs may menu 'fresh vegetables' on the menu instead of picking a particular vegetable because what is available when they make the menu might not be growing when they produce the menu.

3. Safety/Regulations

Our catering facility has been in production for over 7 years and works like a well-oiled machine. Our chefs plan their cooking to make sure that the hot food will only be in our hot "holding boxes" at the facility for the shortest amount of time before being moved to the portable hot boxes that have been electrically heated to 150 degrees in preparation for the food. The cold food items are prepared ahead of time, but not far enough to have quality issues, so that they can cool down properly in one of our walk-in coolers. The cold food is then wrapped and is the last food that is packed into our vehicles. Hendrick House has 6 company delivery vehicles routed all over the CU area so our food is provided in the least amount of time before they reach our clients.

To ensure the nutritional requirements, as dictated by CACFP, are upheld and maintained we will use our on-site dietician, our vendor's on-line ordering systems that provide us each product's nutritional information before purchase, create as much of the meal from scratch as we possibly can, and use as much local/unprocessed produce as possible. Made-from-scratch cooking and utilizing unprocessed produce allows us the ability to control the amount of sodium in the meals. We will also be in contact with your nutritionist on a regular basis to make sure that our menus fit your program and needs.

4. Staffing

Hendrick House, as a whole, employees academic staff and year-round employees. Our academic staff are given a leave of absence over the summer, but are asked to be available for any opportunities that may arise over the summer so they can return to work. Hendrick House provides on-site food service for nearly 20 locations and we promote cross-training with all of our employees. We want our employees to feel comfortable walking into any facility and be able to jump in to keep the flow moving. Our catering facility's organizational structure is as follows: Marvin Hansen is the Facilities Manager. Fernando Gonzales is our Head Chef and Teresa Terven is our administrative lead. We also have chefs, cooks, delivery drivers, and more that are the foundation of our catering team.

5. References

- Betsy's Bistro at Parkland: Parkland College
2400 W. Bradley Ave. Champaign, IL 61821
217-351-2200
Jim Bustard; Physical Plant Director
jbustard@parkland.edu 217-351-2211
- University of Illinois Early Child Development
1005 W. Nevada St. Urbana, IL 61801
217-333-2550
Meghan Wallace; Administrative Services Coordinator
meghanew@illinois.edu 217-333-2550
- Great Beginnings Daycare Center
1305 S. Mattis Ave. Champaign, IL 61821
217-954-1530
Patricia Williams; Administrator
greatbeginningslc@gmail.com 217-954-1530
- University of Illinois Laboratory School
1212 W. Springfield Ave., Urbana, IL 61801
217-333-2870
Valerie O'Brien; Coordinator of Equity and Public Engagement
Vobrien2@illinois.edu 217-244-1126

Price Proposal

	Savoy (48 Weeks)	Urbana (52 Weeks)
Estimated Serving Per Day	135	165
Estimated Serving Days	171	225
Breakfast Price*	\$1.75	
Lunch Price*	\$3.95	
Snack Price	\$1.45	
Total Estimated Price per Location	\$165,057.75	\$265,443.75
Total Estimated Price	\$430,501.50	

*please note that there will not be a difference in price between a hot meal and a cold meal for breakfast or lunch

Meals & Meal Cycles

Hendrick House currently only provides lunches for the location that requires CACFP regulations and have attached menus we have used in the past. We do understand the requirements needed in order to comply with all nutritional regulations for breakfast and snacks.

We utilize a 4-week rotating menu that gets switched quarterly. This ensures our ability to provide quality foods at a reasonable price and our customers get seasonal variety in the cuisine and in the produce.

Attachment A: Champaign-Urbana Public Health License

Attachment B: Sample 4-week rotating menus used at another CACFP required location

Attachment C: Facilities Manager's Food Safety and Sanitation Certification & Allergen Training Certification

HEALTH PERMIT

EXPIRES
4/30/2023

**CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT
AND THE CITY OF CHAMPAIGN AND/OR THE CITY OF URBANA**

THIS CERTIFIES THAT A COMBINED RETAIL FOOD ESTABLISHMENT HEALTH PERMIT AND LICENSE IS ISSUED TO:

Hendrick House Catering

801 W. Kilarney
Address

Urbana, IL
City, State

2132
Permit Number





Champaign-Urbana Public Health District
201 W. Kenyon Road, Champaign, IL 61820
(217) 373-7900
www.c-uphd.org



Public Health Administrator

IN ACCORDANCE WITH AND SUBJECT TO THE PROVISIONS OF THE ORDINANCES OF THE CITIES OF CHAMPAIGN AND/OR URBANA, ILLINOIS, AS APPROPRIATE TO THE LOCATION HEREIN LICENSED, PERMIT IS ONLY VALID WITHIN THE CORPORATE LIMITS OF CHAMPAIGN AND/OR URBANA, ILLINOIS. PERMIT IS NOT TRANSFERABLE.

Attachment B



Early Childhood Development Laboratory 4 Week Menu 1st Quarter 2022

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
	Sweet and Sour Chicken, Steamed Rice, Broccoli, Mandarin Oranges	Chicken Fajitas w/ Tortillas, Spiced Potatoes, Pineapple	Spiral Pepperoni Pizza Bake, Steamed Carrots, Banana	Turkey Burgers w/ Swiss Cheese, French Fries, Apple Slices	Beef and Lamb Gyros w/ Pita, Cucumber Salad, Fresh Pineapple
Vegan	Teriyaki Chikn'	Vegan Fajitas	Vegan Pizza Bake	Garden Burgers	Vegan Chikn' Pita
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
	Roast Beef and Cheddar on Onion Bun, Potato Wedges, Diced Peaches	Spaghetti with Beef Meatballs, Roasted Zucchini, Pears	Breakfast: Scrambled Eggs, Turkey Bacon, Potatoes Obrien, Fresh Cut Fruit Salad	Chicken Nuggets, Steamed Baby Carrots, Applesauce	Grilled Cheese Sandwich, Steamed Broccoli, Strawberries and Bananas
Vegan	Vegan Turkey and Cheddar	Vegan Spaghetti	Vegan Breakfast	Plant Based Nuggets	Vegan Grilled Cheese
Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
	Macaroni and Cheese, Stewed Green Beans	Chicken Quesadilla, Roasted Sweet Potato, Mango	Cheese Ravioli w/ Marinara, Steamed Vegetables	Chicken Fried Rice, Stir Fry Vegetables, Mandarin Oranges	Whole Grain Chicken Strips, Steamed Vegetables, Pears
Vegan	Vegan Macaroni and Cheese	Vegan Quesadillas	Vegan Chik'n Pasta	Vegan Fried Rice	Plant Based Nuggets
Week 4	Monday	Tuesday	Wednesday	Thursday	Friday
	Roasted Chicken Breast, Wild Rice Pilaf, Fresh Melon	Curry Chicken, Jasmine Rice, Roasted Cauliflower, Diced Pineapple	Chicken Salad on Croissant, Caprese Salad, Strawberries	Cheeseburger with Whole Wheat Bun, Sweet Potato Fries, Peaches	Bagel Pizza, Steamed Vegetables, Fruit Salad
Vegan	Vegan Chikn Cutlet	Vegan Curry	Chik'n Salad	Garden Burger	Vegan Flatbread Pizza



Early Childhood Development Laboratory 4 Week Menu 4Q 2021

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
	Ground Turkey Chili, Wheat Crackers, Strawberries	Chicken Tacos, Mexican Sweet Potato, Pineapples	Unstuffed Peppers, Broccoli, Banana	Beef Meatloaf with Gravy, Mashed Potatoes, Sweet Peas, Mixed Berries	Cheese Breadsticks with Meat Sauce, Steamed Vegetables, Diced Pears
Vegan	Vegan Chili	Vegan Fajitas	Vegan Unstuffed Peppers	Seitan Meatloaf	Garden Burger
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
	Hot Turkey & Cheese Sandwich, Steamed Carrots, Apples Slices	Beef Stew with Vegetables & potatoes, Wheat Roll, Diced Peaches	<u>Breakfast</u> Turkey Sausage, Potatoes O'Brien, Fresh Cut Fruit Salad	Swedish Meatballs, Egg Noodles, Roasted Sweet Potatoes	Grilled Cheese Sandwich, Steamed Broccoli, Strawberries & Bananas
Vegan	Vegan "Turkey & Cheddar"	Vegan Stew	Vegan Breakfast	Vegan Swedish Meatballs	Vegan Grilled Cheese
Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
	Macaroni & Cheese, Stewed Green Beans, Applesauce	Roasted Turkey with Gravy, Roasted Baby Potatoes, Banana	Chicken Pasta with Tomato Cream Sauce, Italian Vegetables, Fresh Pineapple	Beef Lo Mein, Stir Fried Vegetables, Mandarin Oranges	Whole Grain Chicken Strips, Steamed Vegetables, Pears
Vegan	Macaroni with Vegan 'Cheese'	Vegan Chick'n Cutlet	Vegan Chick'n Pasta	Vegan Lo Mein	Plant Based Nuggets
Week 4	Monday	Tuesday	Wednesday	Thursday	Friday
	Apple Chutney Chicken, Brown Rice, Malibu Blended Vegetables	Roast Beef Pinwheels, Roasted Butternut Squash, Diced Mango	Chicken Pot Pie over Biscuits, Glazed Carrots & Parsnips, Applesauce	Cheeseburger with Whole Wheat Bun, Tater Tots, Peaches	Flatbread Pizza, Steamed Vegetables, Fruit Salad
Vegan	Vegan Chutney 'Chicken'	Vegan Pinwheels	Vegan Pot Pie	Garden Burger	Vegan Flatbread Pizza

Attachment C

CERTIFIED PROFESSIONAL FOOD MANAGER
Designation Has Been Conferred Upon

MARVIN HANSEN

PROMETRIC  Who has met all the professional requirements for certification in food service safety and sanitation.

ANSI  ACCREDITED PROGRAM
American National Standards Institute
and the Conference for Food Protection
#0659

Exam 4221 Recognized By Conference For Food Protection


Ryan McMillion, Client Services Manager
Prometric | 7941 Corporate Drive, Nottingham, MD 21236 | 800.624.2736

Certificate No: 2085365
Exam Date: 02/05/20
Test Code: 6218044221
Expires on: 02/05/25

AllerTrain Suite of Courses
Certificate of Completion


This is to certify that
Marvin Hansen
has successfully completed the Course
AllerTrain Lite™

Certificate's Verification
Link : schoox.com/c47338541 Code : f39e5fa

January 3, 2018
AllerTrain
By MoniThom, LLC

For more information about this course please visit the link below

Certificate is Valid for 60 months



Addendum A:

Hendrick House appreciates the hard work and dedication that teachers put into educating and caring for our littlest clients. Once a semester we offer up to 40 box lunches as a show of appreciation for those teachers.

Addendum B:

Alteration to the original **Price Proposal** where now only lunches are being provided by Hendrick House. New pricing sent to Jodi McGhee in email on 6/21/2022.

	Savoy (48 Weeks)	Urbana: Infants & Toddlers (52 Weeks)	Urbana: Pre-school Age (52 Weeks)
Estimated Servings Per Day	135	16	149
Estimated Serving Days	171	225	225
Price Per Meal	\$3.95	\$1.98	\$3.95
Total Estimated Price per Location and Type	\$91,185.75	\$7,128.00	\$132,423.75
Total Estimated Price	\$230,737.50		

Addendum C:

Questions and responses from Jodi McGhee and Elizabeth Mansfield in the email thread "Invitation to Bid follow-up" sent 6/20/2022.

Questions:

CLOSURE:

If our program needed to close in an emergency, would you still charge for services?

COST GUARANTEE:

Would the price quoted hold firm for the entire contract year, regardless of inflation or tax increases?

Responses:

CLOSURE:

There is no charge for emergency shut-downs, when given a 12 hour notice.

COST GUARANTEE:

In a 1-year contract, Hendrick House's prices are locked in, unless there is a need to have the food delivered in a different way, i.e. individually packaging each meal would incur a price increase for the packaging & extra labor. With a multi-year contract we re-evaluate the contract

pricing every 12 month period and can increase anywhere from 2-6% depending on inflation, tax increases, or just basic food cost increases.

Hendrick House would also like to offer you an opportunity to try out our food. We would like to show you what we have for offering for our youngest of clients and perhaps some of our adult offerings from our catering or box lunch menus.

Please let us know if you have any more questions or need any more clarification, or if you would like to try our food offerings.

Attachment B:

INVITATION TO BID for

Food Service Vendor for

Champaign County Regional Planning Commission's

Early Childhood Education Program and its

Child and Adult Care Food Program (CACFP)

Dalitso Sulamoyo, Chief Executive Officer
Brandi Granse, Early Childhood Education Program Director

Date Issued: May 16, 2022

Pre-proposal Conference: June 6, 2022

Deadline for Submission: June 17, 2022

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- VI. CACFP – Minimum Requirements for Meals (p.6-9)
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ATTACHMENT A

- Sample Menu for One Month Cycle
- Meal Pattern for CACFP
- Operational Child Care Calendar for 2022
- Early Childhood Contacts and Key Accountabilities
- CACFP Regulations Link

I. INTRODUCTION

The Early Childhood Education Program promotes school readiness by enhancing the social and cognitive development of children through the provision of culturally inclusive educational, health, nutritional, social, and other services to eligible children and their families. The Early Childhood Education Program services 435 preschoolers and 231 infants, toddlers, and pregnant women.

The Child and Adult Care Food Program (CACFP) is a federal nutrition education and meal reimbursement program. The Regional Planning Commission receives reimbursement for the provision of nutritious meals and snacks to eligible children. This program is administered at the federal level by the Food and Nutrition Service of the U.S. Department of Agriculture.

PURPOSE OF THE INVITATION TO BID

The Champaign County Regional Planning Commission (Commission) is issuing this Invitation to Bid to solicit qualified food service management vendors that are interested in the procurement, preparation, and delivery of high-quality, nutritious meals:

- Lunches from July 1, 2022 through June 30, 2025 for use in the USDA Child and Adult Food Care Program.

Qualified food service vendors will be selected to implement the services described above. The selected organization will work closely with staff from the Early Childhood Education Program to ensure that all systems are in place to remain in compliance with federal, state, and local regulations related to CACFP and food safety standards.

ABOUT THE EARLY CHILDHOOD EDUCATION FOOD SERVICE PROGRAM

The Early Childhood Education Program provides free meals to children during the entire calendar year. The food service program is designed to ensure elimination of barriers to children's healthy growth and development. The meals are provided to eligible children and adults that are enrolled for care at our two childcare centers.

- **Urbana Early Childhood Education Center**
1603 E. Mumford Drive
Urbana, IL 61802
Lunch Only
- **Savoy Early Childhood Education Center**
310 W. Church Street
Savoy, IL 61874
Lunch Only

II. BID TIMELINE, STRUCTURE, AND IMPORTANT ELEMENTS

ESTIMATED TIMELINE

Invitation to Bid Issued:	Monday, May 16, 2022
Pre-Proposal Conference:	Monday, June 6, 2022 at 12:00 pm
Question Submission Period Ends:	Wednesday, June 15, 2022 at 4:30 pm
Proposals Due/Bid Opening:	Friday, June 17, 2022 at 12:00 pm
Award Decision Finalized:	Friday, June 17, 2022 at 4:30pm

PRE-PROPOSAL CONFERENCE

Date: Monday, June 6, 2022
Time: 12:00 – 1:00pm
Location: Champaign County Regional Planning Commission
John Dimit Conference Room
1776 E. Washington Street, Urbana, IL

The purpose of the Pre-Proposal Conference is to:

- Review the requirements and necessary forms for the Invitation to Bid
- Explain the vendor compliance process that CACFP-reimbursed agencies must complete
- Describe the services that the Commission is seeking through the Invitation to Bid
- Respond to questions from applicants

Attendance at the Pre-Proposal Conference is optional. The Commission is committed to providing as much clarity as possible during the bid solicitation process. All questions must be submitted in writing to bgranse@ccrpsc.org. Written responses to all questions received during the Pre-Proposal Conference or by email will be posted in a designated area www.ccrpsc.org, no later than five days after the submission deadline.

III. FUNDING TERMS

The vendor selected from this invitation to bid will be funded by Commission reimbursements from the CACFP program for the period July 1, 2022 – June 30, 2025. Funding reimbursements will be at a fixed price per meal and will be subject to availability of grant funding and terms. The final terms and conditions of the contract shall be subject

to negotiation. The contract may be canceled for cause by either party with a thirty-day notification. The contract may be terminated by either party at any time during the period of the agreement by written notice at least ninety days prior to termination.

IV. REQUIREMENTS

The Commission seeks to contract with food vendors that share our vision and commitment to collaborate to meet the health and nutritional needs of our low-income, at-risk children and families. This invitation to bid seeks an active partner in forging a responsive and dynamic food distribution system to provide the highest quality meals and services possible. All agencies receiving CACFP funds through the Commission must meet specific eligibility and contractual requirements and operate in a spirit in community partnership.

All applicants must meet all eligibility requirements in order to be considered for funding. If awarded the contract, the organization must meet state and local certification/licensing requirements and be compliant with insurance requirements or the Commission reserves the right to revoke the contract.

If the funded organization does not meet the Early Childhood Education Program's requirements under the Child and Adult Care Food Program during the contract period, the Commission has the right to reduce the contract amounts or terminate the contract.

If funding, the organization must comply with prohibitions against discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state non-discrimination, equal opportunity, and affirmative action laws, orders, and regulations.

The funded organization shall fully defend, indemnify, and hold harmless the Commission from any and all claims, lawsuits, demands, causes of action, liability, loss, damage, and/or injury of any kind whatsoever whether brought by an individual or other entity or imposed by a court of law or administrative action of any federal, state, or local government body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of the applicant's organization or its agents. The applicant will provide evidence of liability and worker's compensation insurance coverage to the Commission within 10 days of contract execution.

The funded organization will not make available to any individual or organization any reports, information, data, etc. produced under the contract. The funded organization will protect the rights of children and families and adhere to the highest standards of confidentiality.

The Commission expects all food and delivery services to be provided by a single provider. Not subcontracting is allowed.

Any proposal that does not demonstrate that the applicant meets these minimum requirements by the deadline for submission of proposals will be considered non-responsive and will not be eligible for award of the contract.

V. CONTRACT AWARD

The Champaign County Regional Planning Commission will review all applicants to determine if they meet the minimum qualifications for service. In the event there is more than one qualified applicant, the Commission, will, within its right, select a vendor with whom administrative staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the Commission of all terms of the proposal, which may be subject to further negotiation and approvals. If a satisfactory contract cannot be negotiated in a reasonable time, the Commission, in its sole discretion, may terminate negotiations with the selected proposer and begin contract negotiations with another qualified proposer.

VI. CACFP – MINIMUM REQUIREMENTS FOR MEALS

The selected applicant will have a proven record of accomplishment of providing and delivering unitized lunches that meet USDA Child Nutrition Program nutritional and food safety requirements. The Commission expects contractors to have proven high-quality services and guarantee the professional and cultural competency of all of their vendors.

1. It is expected that the agency with which we contract will have a minimum of two years recent experience preparing and delivering food for a USDA Child Nutrition Program; i.e., Child and Adult Care Food Program (CACFP).
2. Vendor must have a current state or local health certification for the facility where meals are prepared and held before delivery/consumption. **A copy of this certification must be included with the Invitation to Bid.** Vendor will need to maintain their state or local health certification throughout the term of the contract and submit to the Commission upon request.
3. Vendor should have existing internal and external systems of recordkeeping around food procurement, menu development, food evaluations, and communications with Early Childhood Education staff regarding orders and routing systems, etc.
4. Vendor will commit time, facilities, and quality staff to accommodate the needs of the Child and Adult Care Food Program. Vendor should also be available for preparation and consultation meetings with Early Childhood Education management staff as requested.

5. Meals must conform to the nutritionist-developed cycle menus, quality standards, and food specifications for the Early Childhood Education Program. The Commission's nutritionist is an independent contractor with responsibility for managing the development and implementation of nutritional standards, menus, and specifications as per 7 CFR Part 226.
6. Vendor must ensure that it is meeting all health and sanitation requirements including but not limited to health codes under the State of Illinois and City of Champaign.
7. Vendor must ensure that the meal preparation site and transportation units are periodically inspected to determine bacteria levels. Vendor will promptly submit results of the inspections to the Commission.
8. All books and records of the vendor must be made available to the Commission and any federal or state funding agencies at any reasonable time and place for a period of three years from the date of receipt of the final payment under the contract or until all monitoring or audit issues are resolved.
9. Meals will be prepared and packaged daily by the vendor's personnel. Vendor will have the capacity to procure and prepare the following meals, hold them at temperatures within food safety guidelines, and deliver those meals in a timely manner.
 - Depending on child enrollment, approximately 300 meals will be needed for the two designated sites, 5 days per week for each day that the Early Childhood Education Program is operational.
 - i. Savoy operates 48 weeks in a year.
 - ii. Urbana operates 52 weeks in a year.
 - The Commission will reserve the right to add or delete feeding sites at any time, but sites will not exceed four. A timeline for changes will be agreed-upon by the vendor and Commission.
 - Vendor must provide at least the number of meals ordered. Counts of meals will be made by site staff at all feeding sites before meals are accepted. Damage, incomplete, or non-compliant meals will not be reimbursed.
 - The Commission agrees to order meals Wednesday of the week preceding the week of delivery or as agreed upon. Orders will be placed for the total number of days in the succeeding week and will include breakdown totals for each site and each type of meal. The Commission reserves the right to increase or decrease the number of meals ordered on a 48-hour notice.

- Vendor will provide management supervision at all times to meet state and local requirements. Vendor will maintain constant quality control inspections to check for temperature control, portion sizes, appearance, packaging, and quality of products.
 - Vendor will provide meals of quality standards as bid. Vendor will furnish meals for the Early Childhood Education Program 5 days per week in accordance with the monthly menu cycle proposed (See Attachment A) which will adhere to the USDA Meal Requirements for the duration of the 48-week program at Savoy and 52 program-year at Urbana. The menu cycle should include a variety of healthy, fresh, culturally diverse entrees and sides. Vendors will propose hot and/or cold meals consistent with the season.
10. In addition to meeting USDA requirements, vendor will seek to use the highest quality fresh, natural, local, and sustainable ingredients available within the price point. Vendor will also seek to provide products that are whole grain, low sodium, low fat, low/no added sugars, and free of trans fats within the price point. Vendor must include the procedures for formal purchase.
 11. Vendor will provide leak-proof packaging/containers for food service delivery to the sites.
 12. Vendor agrees to forfeit payment for meals that are not ready within one hour of the agreed-upon delivery time.
 13. Vendor agrees to forfeit payment for meals that are incomplete such as when items are missing.
 14. Vendor agrees to forfeit payment for meals that are spoiled, unwholesome, or do not meet CACFP meal requirements.
 15. In the case of non-performance or non-compliance on the part of the vendor, the vendor shall pay the Commission for any excess costs the agency incurs by obtaining meals from another source.
 16. Vendor understands that neither the Commission nor USDA/ISBE (CACFP) assumes liability for payment of any differences between the number of meals delivered by the vendor and the number of meals served by the Commission that are eligible for reimbursement.
 17. Vendor will make its preparation, production, and transportation sites available for federal, state, or local inspections at any time during the contract period.

18. Vendor will promptly contract designated Commission managers in case of an emergency when meals cannot be delivered or site staff is not available at the site to accept food delivery.
19. Vendor must be able to meet special meal requirements to meet ethnic or religious needs or dietary modifications for children with special physical or medical needs when accompanied by a physician's note. Vendor must be able to provide consistent vegetarian meal options when requested in advance.
20. Vendor must provide all services at a price point reasonable to the quality of its service in comparison to current CACFP reimbursement rates. The proposal for multi-year pricing must be consistent with current inflationary projections related to the cost of food, supplies, personnel, and associated transport.

VII. EVALUATION CRITERIA AND BID TERMS

Selection and Evaluation Process

The submission packages will be evaluated by a review panel to identify the most qualified respondents. The panel will consist of content area managers and Commission administrators. The Commission may hold interviews or require supplemental information from those respondents before making a final decision. Proposals will be evaluated based on the following evaluation criteria.

Each response will be evaluated according to the following criteria with price point being a highly weighted factor.

- Agency's Capacity, Quality, and Experience
- Safety and Regulation
- Staffing Capacity
- Price Point
- Menu

Evaluations will be used to identify qualified vendors that are most responsive and responsible in their bid. The Commission will enter into contract negotiations with the qualified vendor whose bid is most advantageous to the Early Childhood Education Program in regard to price, food quality, and other factors considered. Other factors considered in vendor selection include but are not limited to:

1. Consideration will be given to such matters as vendor integrity, compliance with public policy and regulations, record of past performance, and financial resources. The quality and quantity of successful relevant experience as well as demonstrated level of organizational capability are of utmost importance and will be considered.

2. The Early Childhood Education Program allows preference to vendors choosing to procure unprocessed locally grown or raised food to the maximum extent practical and financially feasible.
3. The Commission reserves the right to reject any or all bids when there are sound documented reasons in the best interest of the Commission and to waive informalities and minor irregularities in bids received.
4. The Commission reserves the right to reject the bid of a bidder who has previously failed to perform or who is unable to perform according to the terms of the contract.
5. As per 2 CFR 200.321, the Commission reserves the right to take all necessary affirmative steps to assure that qualified minority businesses and women's business enterprises are considered whenever possible.

The Commission may commence negotiations of work upon identification of the most qualified respondent. If a satisfactory contract cannot be negotiated within a reasonable timeframe, the Commission, at its sole discretion, may terminate negotiations with the respondent and begin contract negotiations with another qualified respondent.

Terms and Conditions for Receipt of Proposals

Proposers are responsible for reviewing all portions of the Invitation to Bid. Proposers are to promptly notify the Commission, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the bid document.

VIII. SUBMISSION INSTRUCTIONS

Please hand deliver, mail, or email your single sided proposal to be received by 12:00pm on Friday, June 17, 2022 to:

Champaign County Regional Planning Commission
 1776 E. Washington Street
 Urbana, IL 61802
 Attention: Ms. Brandi Granse, Early Childhood Division Director
branse@ccrpc.org

All proposals must include the following documents:

1. **Cover Page** – Submit a brief letter of introduction and executive summary of the response package on agency letterhead. The letter must be signed by the owner or Executive Director, which authorizes the organization to obligate the agency to perform the commitments contained in the proposal. Submission of the letter will constitute a representation that your agency is willing and able to perform the commitments contained in the proposal.
2. **General Overview and Summary** – Proposer Contact, Agency Information

3. **Content** – Quality/Experience/Safety/Staffing/References
4. **Unit Price Proposal** – Per Meal Cost for Food, Packaging & Delivery for the Three-Year Period and Inflationary Index Utilized
5. **Copy of Current State or Local Health Certification for Food Preparation Facilities**
6. **Meal Pattern Certification Consistent with CACFP Requirements** (See Attachment A)
7. **Proposed Monthly Menu Cycle**

GENERAL OVERVIEW AND SUMMARY

Proposal Contact

Contact Name:

Title:

Street Address:

City and Zip Code:

Telephone:

Email:

General Information

- Does your agency have a state or local health certification for food preparation?
- Number of years in providing commercial food vending for USDA Nutrition Program.
- Agency Budget and Number of Staff

Content

1. **Agency** – What makes your organization uniquely capable to implement the services sought by this invitation to bid? Provide a brief description of your agency, addressing the bid requirements and scope of work to assure that your agency has the capacity to provide this level of high-quality work.
2. **Quality/Experience** – Describe your food standards, food procurement procedure, and the food sources you will use to create these meals.
3. **Safety/Regulations** – Describe your method for assuring food safety and timeliness, including preparation, holding time/temperature, delivery of meals, and recordkeeping. Describe how you will ensure the nutritional requirements are met for all meals that are served throughout the duration of the contract.
4. **Staffing** – Describe your current staffing capacity and organizational structure.
5. **References** – Provide references for the organization

Price Proposal

Please complete the following table with your bid. Please include any information that might stipulate a change in the unit price/service. Except as otherwise provided in this solicitation, if a contract is awarded as a result of this solicitation, it will bind the vendor during the term of the contract to secure all its needs from the successful bidder and such contract will bind the bidder to perform all such work order by the agency at the prices specified in the below.

UNIT PRICE PROPOSAL

Savoy and Urbana Centers Total

Meal Type	Lunch for Savoy (48 weeks)	Lunch for Urbana (52 weeks)
Estimated Servings Per Day	135	165
Estimated Serving Days	171	225
Unit Price		
Total Price for Both Centers		

Instructions for completion of the Unit Price Schedule:

- Please indicate if there is a price difference for hot or cold meals.
- Estimated servings per day is the average number of meals vendor can expect to prepare and deliver each day. Number of meals fluctuate at low and peak times through our programming.
- Estimated number of serving days is based on the Early Childhood calendar. Estimated number includes operational days and excludes holidays and winter breaks.
- The bidder shall insert the appropriate unit price for each meal type.
- The bidder shall calculate the total price by multiplying the unit price by the # of servings per day X the estimated serving days.

RPC Early Childhood Education Program
Early Childhood Contacts and Key Accountabilities

Primary Contact for Contract, Services, Billing, etc.

- Jodi McGhee, Child and Family Services Manager
o 217-239-5951

Savoy Center

310 Church St., Savoy, IL 61874

Phone Number: 217-384-1252

- Site Manager: Arica Moss
- Assistant Site Manager: Annette Musgraves

Urbana Center

1603 E. Mumford Dr, Urbana, IL 61802

Phone Number: 217-278-4461

- Site Manager: Tammy Helm
- Assistant Site Manager: Terri Holmes

Child and Adult Care Food Program Regulations

The Child and Adult Care Food Program (CACFP) Administrative Handbook can be found in the link provided below. The handbook includes the following information.

- Meal Pattern Requirements
- Program Fact Sheets
- Recordkeeping Requirements
- Training Resources

CACFP Regulations Link

- <https://www.isbe.net/pages/child-adult-care-food-program-documents.aspx>

