

Request for Proposal

Release Date: 3/25/2024

Number:

Service Needed: Food Supplies/Supplemental

About Neighborhood House:

Neighborhood House is one of the oldest social service agencies in the Puget Sound region and has a long history of working with King County's immigrant, refugee, and low-income communities. Our mission is to partner with diverse individuals and families to build community and achieve their goals for health, education, and self-sufficiency. Neighborhood House serves individuals of all ages through programming in the areas of early childhood education, youth development, family & social services, employment & adult education, housing stability and community health.

Scope of Work:

Neighborhood House's center-based early learning programs currently serve 418 children aged between 1 and 5 years and their families in King County, specifically:

- 170 children in full day preschool classrooms which operate Monday-Friday, year-round.
- 112 children in full day toddler classrooms, which operate Monday-Friday, year-round.
- 25-75 additional infants, toddlers, and adults attending various family events throughout the program year

Neighborhood House is seeking a vendor for food and supplies for school meals at five sites: Yesler Terrace, New Holly, Rainier Vista, High Point, Seola Gardens in White Center and Burien. This vendor will supply food for the school meals we prepare on site (typically breakfasts and snacks with some lunches prepared on site as needed).

We are seeking a vendor who will provide delivery of food and supplies for school food service and parent events and who will:

- Provide information on food and supplies such as pricing and availability of products.
- Offer a user-friendly system for placing orders.
- Provide monthly invoices detailing product orders and charges.
- Provide delivery where available.

Our program already utilizes a primary food supply vendor for a large amount of our purchases, however at times we need smaller amounts at our smaller sites or need access to some foods for smaller deliveries in between large monthly orders. These foods may include items such as:

- Bread, English Muffins, Pita, or Tortillas, whole grain
- Fresh and canned fruit, applesauce, and fresh vegetables
- Cold cereal, oatmeal, grits, granola, crackers



- Milk, yogurt, cheese, butter
- Eggs (whole and liquid)
- Dish soap, bleach, cleaning supplies
- Jam, cooking oil, syrup

Time Period

- Proposals due April 15, 2024

Proposal:

The ideal candidate will offer affordable foods for delivery that match the school menu food items used. A sample menu can be provided upon request.

Please submit:

- A written proposal detailing the benefits of working with your organization for food and supply ordering.
- A sample of pricing information for some of the foods listed above.

Questions

Contact: Bruck Harris at bruckh@nhwa.org

Submission Close Date

04/15/2024

Submissions to

- Email or FAX submissions to: anhthun@nhwa.org or (206) 461-3857, Attention: Anhthu Nguyen