

ADDENDUM /RFP QUESTIONS

To: Potential Vendors
From: Dr. Mark Bullimore – Deputy Superintendent
Subject: Addendum/ Questions FSMC RFP
Date: December 19, 2023

Summary

Please find questions that were posed by vendors seeking additional information regarding the RFP for Food Service Management Contract. ***Additional items and resources below are available in Google Drive Folder: <https://bit.ly/3RgnGzX>**

- Meal prices & Lunch schedules for buildings visited.
- 2022-23 sales
- Nov 2023 Free-Reduced Lunch Count
- School Calendars 23-24, 24-25
- Labor Schedules ESSD and Aramark. Food Employee Labor Schedule for district and FSMC FSMC Employee Labor Schedule
- Classified Pay Schedule 23-24 (ESSD40)
- 23-24 contract Aramark
- 2022-23 SNP Claim Summary
- 2021-22 SSO Claims
- 2021-22 CACFP Claims
- SNP Financial Reports: 18-19, 19-20, 20-21, 21-22
- 2021-22 Monthly Reimbursement
- 2022-23 CACFP Claims
- 2022-23 Sales
- 2022-23 SNP Claims
- 2023-24 CACFP Claims
- 2023-24 Aramark Contract
- 2023-24 SNP Claims
- School Calendars 23-24, 24-25
- Classified Pay Schedule 23-24 (ESSD40)
- A la cart Prices (Elementary, Middle School, High School)
- Lunch Schedules (High School, Middle School, Cornerstone)
- Oct & Nov Free & Reduced Lunch Count
- Food Service Bank Accounts (20-21, 21-22, 22-23)
- Oct23 Meal Count by building
- **MEAL EQUIVALENT FACTOR(24-25)School Year = \$4.79**

Questions received from potential FSMC bidders:

1. Please provide the summer school labor schedule. We typically run one elementary and the middle school cafeteria for summer school. Approximately 15-20 days. Summer 2023 we ran 17 days. Same staffing for those schools for that amount of time/days.
 2. In the Pre-bid conference, you mentioned a competitive minimum wage, please confirm the starting minimum wage you are requesting. We are attempting to raise the minimum wage for the district to \$14 or \$15 dollars. The FSMC should be willing to do the same.
 3. Please confirm that all employees will maintain their current benefit coverage equal to or greater than their current coverage. Bids should ensure All employees should maintain their current benefit coverage equal to or greater than their current coverage.
 4. Please confirm if the SFA will continue to provide the current CACFP dinner program for the school year 2024-25. Per the RFP, We will re-evaluate the utilization of CACFP at each eligible site each year.
 5. **meal equivalent rate:** We are a non-severe need LEA that receives donated foods. Our meal equivalent rate will be \$4.79 for 2024-25.
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6. Is the district billed additional costs outside of the meal rates, and if so, what are the charges for and the monthly amount? Ledgers have been run and placed into the google share folder that show all FSMC expenses/charges. Food Service Bank Accounts (20-21, 21-22, 22-23)
 7. Does the district prefer to continue using disposables in place of washables in all buildings? We are open as long as any cost is transparent and clear in the RFP proposal. Per the RFP: FSMC should outline ANY additional fees and labor costs associated with start-up or transitioning to their FSMC should they win the contract. This should be outlined and clearly addressed within the bid proposal.
 8. Please verify whether or not you currently have an Executive Chef. (It doesn't look like it but I've seen hourly "chefs" before.) Our High School Lead is also our district Chef - has resume' chef experience prior to his position. This position Chef collaborates with the on-site district manager on menus and culinary training for staff and all team members. Also collaborates with the district manager on any/all catering.
 9. How many paid sick days does each hourly employee receive?
 - 12 month employees receive 12 sick and 1 personal days
 - 9 month employees receive 8 sick and 1 personal days
 10. How many paid holidays does each hourly employee receive?
 - Director or 12 month employee receives 22 holidays
 - 9 month part time employees do not receive any holidays
 - 9 month full time employees receive 14 holidays
 11. How many hours are required each week for an employee to be considered full time?
 - to be full time you must work 30 or more hours per week
 12. Are benefits provided/covered by our existing FSMC (Aramark) during the summer months when employees are not working?
 - Part time do not receive any benefits
 - Full time receive benefits all year

13. 2023-24 Meal Prices

- Breakfast
 - Adults: \$2.65
 - Students: \$1.95
 - Lunch:
 - Adults: \$3.70
 - Elementary: \$2.60
 - Middle: \$2.70
 - High School: \$2.80
 - Milk: \$.75
14. Please provide the meal count information for Free, Paid and Reduced for both breakfast and lunch by building. File in Google Share Drive Folder labeled 'Oct23 Meal Count by building'
 15. In the past three years, has there been any debt repayments or fund transfers in or out of the food service fund? Food Service accounts and financials are in the google folder: Food Service Bank Accounts (20-21, 21-22, 22-23), SNP Financial Reports (18-19, 19-20, 20-21, 21-22),
 16. School data sheet showing school name, enrollment per school, average daily attendance, and eligible Free and Reduced. See Oct & Nov Free & Reduced Lunch Count memo in google folder.
 17. State meal claim forms by building in google share folder. Including CACFP
 18. Annual State reimbursement amount included in google share folder
 19. Will the new FSMC be required to offer employment to all hourly and salaried staff at a rate of pay that is the same or higher and with similar health care benefits? YES. Current labor for both FSMC and school district in google share folder.
 20. List of vehicles and equipment owned by current FSMC. N/A
 21. Most recent contract renewal and rates in google share folder.
 22. Current per meal commodities entitlement value. What are the annual processing costs?
 - \$99,669.15 is our annual commodities entitlement for the 22-23 school year.
 - Processing costs are incurred by the FSMC
 23. A la Carte and adult sales are including in 22-23 Sales document in google share folder
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24. Expectations for the Chef role? Dedicated in the district every day or shared? Our High School Lead is also our district Chef - has resume' chef experience prior to his position. This position Chef collaborates with the on-site district manager on menus and culinary training for staff and all team members. Also collaborates with the district manager on any/all catering.
 25. Contract start date is July 1st, do you anticipate any food service (summer school, etc.) before the August start of school? NO
 26. Is HS an open campus for lunch? NO
 27. What is the date of your most recent DESE Administrative review? We just finalized the review for last year.
 28. Could we have a copy of the bus drop-off schedules for each building? Buses begin dropping off 15-20 min before school starts. Start times are located on our school calendars.
 29. Plan for commodities – will you submit a commodity packet in February? Yes. FSMC does this and submits to the state and shares with the District.



30. Are vending machines available to students/staff during breakfast and lunch serving times? NO
31. Is offer vs. serve in place at all schools? Yes
32. Is catering available? Yes, on a semi-limited basis. We cater school board meetings and principals are encouraged to utilize our FSMC for building activities.
33. Do you serve both breakfast and lunch on early release or late start days? YES
34. Do you have any contracts with laundry, chemical, or beverage suppliers? NO
35. Do you have any leases on equipment? (this is sometimes common for dishwashers)? NO
36. If there is a change in your food service provider, is there any equipment that the current provider owns that they will be taking with them? NO
37. Is a washer/dryer available for food service use? Yes, at the Middle School. Does the food service supply detergent? Yes
38. Do you have any pre-arranged contracts with any local vendors? NO
39. Are licenses or permits required? YES
40. What is your policy on negative balances?
41. Does the food service department handle account transactions, bank deposits, or free/reduced applications? NO
42. Do any of the schools in your district offer school stores? If so, when are they open, and what is being sold? For food/drink - Not at this time
43. Who handles the cleaning of the cafeteria area (tables, floors, trash). Table and prep kitchen space areas are FSMC. Floors and trash are custodians.
44. Who handles food service IT needs? District IT Dept
45. Do kitchen managers currently have email addresses? YES
46. Do any district employees receive "free/benefit" meals (custodians, lunch monitors, etc.) – if so, how many by building? NO
47. Does the district provide any reimbursement for uniforms? District buys them, yes.
48. How long have you used the current POS, do you plan to make a change for next year? Will the director have access to reports? We use Powerschool and have for many years. Yes, the director should have access to reports.