



RACINE UNIFIED SCHOOL DISTRICT
3109 MOUNT PLEASANT STREET
RACINE, WI 53404-1511
262-631-7030

May 21, 2018

RFP# 19-036 Food Service Management

Addendum A
 Clarification Questions

Answers shown in RED were provided on 5/15/18 during the Pre Bid Tour.
 Answers shown in BLUE are updated responses or new questions which were received on or before 5/17/18 and answered on or before 5/23/18.

Question 1. Please provide the districts’ projected enrollment for each school for the next 5 years.

Answer: We have provided an enrollment projection by grade for the next 5 years, however, at this time we feel that these projections are not an accurate representation of future enrollments. The region is currently experiencing the largest industrial development in state history, and this will greatly influence the potential for growth in our community. While trend over the past several years has resulted in a decline in enrollment, the new industrial development is expected to increase enrollment in many areas of our District. In order to plan for the impact of this development we are working with an outside agency to develop more accurate enrollment projections and a subsequent facilities improvement plan. In addition our Middle School programs are undergoing a transformation that will begin with the 18/19 School year. The development of a restructuring program for our Elementary sites will begin during the 19/20 school year. These factors make enrollment projections by site a challenge.

	4K	5K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
18/19	1121	1290	1307	1236	1268	1379	1416	1368	1165	1255	1292	1304	1426	1506	18333
19/20	1135	1296	1287	1279	1216	1240	1355	1295	1334	1162	1324	1293	1286	1560	18062
20/21	1140	1315	1285	1260	1254	1188	1219	1235	1262	1331	1235	1327	1279	1416	17746
21/22	1140	1308	1304	1259	1236	1225	1168	1108	1204	1259	1413	1238	1317	1409	17588
22/23	1145	1312	1302	1278	1235	1208	1204	1062	1080	1201	1338	1417	1221	1451	17454

Question 2. Page 13 – Section I – lunch equivalency – please confirm if district selects option 1 or option 2 to determine the lunch equivalency rate to be used.

Answer: Option 1 – Computation of Lunch Equivalency Rate for a la carte sales.

Question 3. Page 8 – Evaluation Criteria & page 13 – Section L – Allowable Cost:
Please clarify the district’s requirement regarding allowable cost and reporting of rebates, discounts and credits since the RFP is a “Fixed Price Contract” template. All rebates, discounts and credits would be factored into the fixed meal rates already and not broken out separately.

Answer: Transparency and Reporting of Rebates, Discounts, and Credits: Minimum requirements for proposal evaluation.

- ~~See section regarding reporting of rebates, discounts, and credits.~~
- ~~Documents required for evaluation of criteria~~
- ~~See section regarding reporting of rebates, discounts, and credits.~~

Only discounts and rebates that would be included here are those that would be incurred outside of the fixed price: equipment purchases, smallwares, etc.

Question 4. Attachment B – Equipment & Implementation cost. Please clarify the completion of Attachment B – a fixed price meal rate includes these costs already without braking them out separately.

Answer: Attachment B should be used for expenses necessary outside of the per meal price.

Question 5. Attachment A.1 – Staffing

a. Since the staffing model lists district employees please clarify if FSMC would be expected to supervise them or if they have a specific role as part of the lunch program.

Answer: The FSMC would not be responsible for supervising the SFA Employees. These employees have a specific role or duties assigned that is necessary to the function of the food service program.

b. Page 10 Bid criteria requires an Executive Chef to be included in the staffing proposal however, attachment A.1 does not show this position. Is this a new position the district requires? Are we correct to assume that this would be a full time onsite position?

Answer: On-site Manager: Food Service Director/Overall Staffing Plan:

Minimum requirements for proposal evaluation

- The Food Service Director (FSD) must have an associate degree (or equivalent) with related academic major in food and nutrition or a related field, with a minimum of two (2) years of experience in a school district of similar size and operational complexity with full satellite service as SFA operating the NSLP.
- The FSD must have proven skills in partnership with existing clients and communities.
- The FSD must have experience with large catering events and culinary arts.

Documents required for evaluation of criteria

- Proposal must contain a copy of the Offerors organizational chart and a detailed plan for the administration, supervision, and staffing proposed under the specifications of this contract.
- ~~An Executive Chef should be included in the staffing proposal.~~

- Proposal must include the actual resume and background of the person who will supervise the Resident Food Service Director and include the resume for the registered dietician.
- The District Manager and Registered Dietician must be available to the SFA on an as-needed basis.
- Describe how your company will ensure the best performance.
- Proposal must include at least three references for the FSD candidate ~~and Executive Chef~~ (if applicable) including district names, addresses, phone numbers and name of client administrator capable of commenting on performance. SFA will contact these companies seeking 80 percent favorable reference.
- Describe in a narrative with supporting evidence (examples) of partnership with your client on desired initiatives.

Question 6. Summer Food Service Program: Please provide a copy of the summer labor schedule detailing

a. Which sites and number of employees for each site

Answer: See updated Attachment L.1

b. Daily hours worked

Answer: See Attachment A.1 - The summer positions indicated the estimated hours to be worked. Adjustments may need to be made when enrollment for Summer School ends on 6/1.

c. Position and wage rates

Answer: See Attachment A.1 - The summer positions indicated the estimated hours to be worked. Adjustments may need to be made when enrollment for Summer School ends on 6/1

Question 7. What style of service is used for the summer breakfast and lunch? Hot or cold meals, served or bags?

Answer: Summer Meals - Breakfast is a prepackaged meal kit which includes a cereal bowl, juice and snack item, with milk and additional fruit item offered separately. Summer Meals – Lunch is a hot meal which is served at each summer school site. Bag Lunches are provided upon request for field trips for student attending summer school. Bag lunches are also prepared for the 5 community sites.

Question 8.

a. Please clarify if the summer labor hours / wages are already included in Attachment A.1 or if this is separate

Answer: The hours/wages for summer staffing is included on Attachment A.1.

b. Attachment A. 3 – Staffing Model – Fringe Benefit Costs. What is the Employer/Employee benefit match percentage currently?

Answer: ~~Per Language in CBA~~ See Item #12 – CBA Insurance

Question 9. Page 17 – Section 2 – Program Expense. The program expenses chart lists monitors for both the FSMC as well as for the district. The staffing model does not include monitors. Please clarify who pays for monitors and how many monitors per school / per day

Answer: Uncheck FSMC – SFA provides monitors as needed.

Question 10. Please list the names of the production sites (HS / MS?) and which schools are serviced from which site

Answer: Case HS provides meals for – REAL, Starbuck & McKinley, Park HS provides meals for – Mitchell MS, Walden, Horlick HS provides meals for – RAL, Gilmore, Jerstad-Agerholm MS & Gifford – ASC Central Kitchen provides meals for ~~services~~ all Elementary schools. Subject to change.

Question 11. Please provide a copy of a typical driver daily / weekly schedule including locations and delivery times.

Answer: See item #6 - Driver Schedule

Question 12. Please clarify who handles the free & reduced meal applications and the meal claim forms?

Answer: The SFA is responsible for processing all free/reduced price meal applications. The FSMC is responsible for processing the monthly claims for NSLP & SBP. The SFA processes the FFVP, CACFP, SFSP & ASSP claims.

Question 13. Please provide a copy of the 2018-2019 commodity order

Answer: See Item #7 – 18/19 Commodity Order

Question 14. Where are commodities stored?

Answer: Deliveries are made to our ASC Central Kitchen and the 3 Self-Prep Sites listed on Attachment K.

Question 15. Would it be possible to receive copies of the actual meal claim forms for each school for the 2017-2018 school year to date?

Answer: Yes, See Item #1 – Claim Forms for 7/1/18 – 3/31/18

Question 16. Do you have a vending program in place? Who is your provider?

Answer: A few of our sites have vending machines in the staff lounge. The vendor is Health-E Vend.

Question 17. Please provide a copy of the last state audit.

Answer: <https://www.rusd.org/district/budget-finance-documents>

Question 18. Please provide a copy of the last contract renewal document with current provider.

Answer: See Item #2 – Amendment Contract Renewal

Question 19. Are you planning on increasing paid meal rates for the next school year? If so, by how much?

Answer: No

Question 20. Is campus open for any student groups at any building? Please identify the numbers of students and grade levels if campus is open.

Answer: Case High School, Grades 9-12 1,755, Horlick High School Grades 9-12, 1,573, Park High School, Grades 9-12 1, 371, REAL School, Grades 6-12, 395, Walden Grades 6-12, 522

Question 21. Does the District have any policies in place regarding the use of disposable products?

Answer: No

Question 22. Are you serving Breakfast in the classroom?

Answer: Yes

Question 23. Please provide a breakout of annual A La Carte sales by school.

Answer: See Attachment L.1

Question 24. Please supply free and reduced eligibility by site

Answer: See Item #3 – Eligibility Report

Question 25. Are there any current Health Permits or Operating Licenses required at the district, and if so, what are the historical costs for the food service provider if any

Answer: Health permits and Operating licenses are at the expense of the SFA.

Question 26. Please provide a copy of the current a la carte menu for students and staff (if different)

Answer: Not Available

Question 27. Please provide a list of all equipment that is owned by the current food service provider and which the District will expect a new FSMC to replace.

Answer: All equipment is owned by SFA See Question #149

Question 28. Page 27 – Section XIII – C. – Use of Facilities, Inventory, Equipment and Storage. Please define “Usable food” and detail the FSMC’s responsibility for purchasing “remaining balances” of usable food. This usually does not apply in a fixed price environment and we appreciate your clarifications.

Answer: Usable food is any food product remaining at the SFA at the time the SFA takes the beginning and ending inventory. Usable foods are those foods that are safe to serve to students, compliant with requirements listed in applicable Child Nutrition Program, and property of either the SFA or contracted FSMC.
- The contracted FSMC should be crediting the SFA the value of USDA Foods received by the contracted FSMC throughout the school year. At the end of the contract any value of the USDA Foods not credited to the SFA shall be credited that this time.

Question 29. Please provide a copy of Racine’s wellness / nutrition policy

Answer: See Item #4 – Wellness Policy

Question 30. Page 19 – Vehicles - please explain what kind and how many vehicles the FSCM needs to provide and for what purpose are these vehicles used?

Answer: Vehicles required for managers – to travel between sites as needed.

Question 31. Please provide a list of all equipment that is owned by the current food service provider and which the District will expect a new FSMC to replace.

Answer: Vehicles required for managers – to travel between sites as needed.

Question 32. Attachment K: Please provide a description of the type of service requested for

a. Satellite

Answer: This type of service can be observed during the Pre-Bid Tour.

b. Pre-Plated

Answer: This type of service can be observed during the Pre-Bid Tour.

c. Is there a different menu in place for pre-plated sites and what kind of onsite equipment is used?

Answer: See Attachment N.1 for pre-plated menu. Ovens and milk coolers.

d. Pre pre-plated meals produced onsite (District kitchen) or delivered from an offsite location?

Answer: Pre-plated meals are produced at our ASC Kitchen and delivered to the sites indicated with Pre-Plated

Question 33. Please provide an estimate of the cost to deliver USDA Foods as mentioned in Section V, I.

Answer: \$1.18/Case

Question 34. Given the scope of your operation & RFP requirements combined with the short amount of time between final responses and bid due date, would the District consider extending the bid due date to June 1st or June 4th?

Answer: No, we are unable to change the due date, we have met the required 10 day timeline.

Question 35. Please provide a breakout of Free and Reduced applications by school for the current school year.

Answer: See Item #3 – Eligibility Report

Question 36. Please provide a breakdown of all food service expenditures for 2016 – 17 School year.

Answer: See Item #5 – Food Service Annual Financial Report

Question 37. Please provide the commodity entitlement for 2017-18 and 2018-19, as well as any associated processing or handling charges.

Answer: See item # 7 & 8 – Commodity Reports

Question 38. Which schools are designated Severe Need for Breakfast?

Answer: See Item #1 – Claim Reports for 7/1/17 – 3/31/18

Question 39. Are the meals listed in Attachment F supposed to correspond with the meal counts in Attachments C-1 and C-2? If yes, then please clarify the following:

- The total number of Full Price Breakfast does not correspond with Attachment C-2 or Attachment F, can you please clarify?
- The total number of Full Price Lunch on Attachments C-1 and C-2 is 230,620. Attachment F shows ADP of 2361 Paid Lunches each day or 410,814 over 174 days, can you please clarify?
- Free lunch in Attachment F is 6916 ADP or 1,203,385 for 174 days of service. The number in C - is 1,455,213 please clarify.
- After School Care Snack counts are similarly inconsistent, please clarify.

Answer: ~~Answer Pending~~ The ADP for Attachment F, G & H is based on YTD Participation as of March 31, 2018. The ADP does not correspond to Attachments C.1, C.2 or D, because this lists ADP for Free/ Reduced/Paid Students by site, There is no In School revenue for CEP sites, in addition Attachment C.2 Federal Reimbursement – All meals at CEP sites are claimed as free meals, therefore the F/R/P designation on the ADP will not correspond with this worksheet. For this reason Attachments C.1 & C.2 & D

total meals is the total actual meals as claimed/reported on the monthly claims July 1, 2017 – March 31, 2018. Meals for April 1, 2018 – June 13, 2018 are estimated for the three month period. The actual meals + the estimated meals equals the totals on Attachments C.1, C.2 & D.

Question 40. Attachment C-2 **No question.**

Question 41. POS system:

a) What POS system is the district using?

Answer: See Page 35, XXIII Miscellaneous, Item H.

b) Is there an annual license charge?

Answer: Yes, This is paid by the SFA

c) Are there any training costs?

Answer: If the FSMC requires training you will be responsible for any additional charges.

Question 42. Are there currently any school district activities or programs that compete with the breakfast and lunch programs, such as Vending, DECA, Boosters, Fund Raising, etc.?

Answer: No

Question 43. Please confirm the Bid Bond requirement on \$10,000.00 and a Performance Bond requirement of \$10,000.00

Answer: ~~Answer Pending~~ Clarification was requested from DPI, a response was not received by the time Addendum A was released. The requirement for the Bid Bond and Performance Bond as dictated in the CACFP & SFSP Amendment to RFP-19-036 remains a requirement.

Question 44. Please provide a copy of your contract renewal for 2017-18 school year.

Answer: See Item #2 – Amendment Contract Renewal

Question 45. Please disclose the cost of Licenses and any Permits changed to the food service program.

Answer: Health permits and Operating Licenses are the expense of the SFA.

Question 46. Which schools are used for Summer Feeding?

Answer: See Updated Attachment L.1

Question 47. Which schools are serving Dinner?

Answer: See Attachment L

Question 48. Please provide a list of all equipment and small wares that belong to the current FMSC.

Answer: None See Question #149

Question 49. What kind of office materials would the SFA be responsible for purchasing?

Answer: None, FSMC is responsible for office materials/supplies needed to facilitate operations

Question 50. How many vehicles are currently being used in the food service program?

Answer: 7 Food Delivery Trucks, owned and operated by the SFA.

a. How many of these vehicles belong to the FMSC?

Answer: None

b. Are there any special vehicle requirements?

Answer: None

Question 51. Please provide the 2017-2018 annual cost for all licenses and permits as required by federal, state and/or local law.

Answer: SFA covers the cost of all Health Department licenses/permits for facilities

Question 52. Is performance foods currently only being used to receive USDA foods?

Answer: No, the current FSMC purchases all products from Performance Foods.

Question 53. What costs have been paid to performance foods YTD for USDA commodities?

Answer: \$1.18/case

Question 54. Page 35 the FMSC is responsible for supplying laptops for Director and Managers. Can you please clarify if the managers are all the site leads or additional salaried staff?

Answer: Current FSMC provides laptops for 4 Site Managers, Dietitian, District manager, and Assistant District manager.

Question 55. How many employees are currently receiving vacation pay?

Answer: PTO for salaried managers is per CBA current FSMC Managers vacation pay – proprietary information.

Question 56. Please confirm that \$946.92 for Single and \$2,725.80 is the yearly total of the employee paid benefits?

Answer: See Question 155 & Attachment W, page 34 for rates effective 1.1.18, and Item #12 – CBA Insurance

Question 57. How many service days are snack meals offered?

Answer: The number of service days for snack varies by site.

Question 58. Please explain your definition of pre-plated.

Answer: Production of pre-plated meals will be observed during Pre-Bid Tour

Question 59. At the Racine Alternative Center are these meals claimed as reimbursable by Racine Unified School District or how are these meals reimbursed?

Answer: Yes – The Racine Alternate Learning site is a RUSD school and meals are claimed as reimbursable.

Question 60. Do you currently serve any elementary schools as offer vs serve? Would you consider allowing the elementary schools to be offer vs serve?

Answer: See Attachment L

Question 61. Do you currently offer any breakfast in the classroom programs or breakfast after the bell?

Answer: Yes, most of our elementary schools are breakfast in the classroom.

Question 62. Please give a brief explanation of how breakfast is served in each school. For instance, where the students receive the meal and eat the meal, and is there time set aside for students to eat breakfast in the morning.

Answer: See Attachment L.1 & K for breakfast service & approximate times.

Question 63. Does the district currently provide or deliver meals to any other schools or programs outside of the school district?

Answer: Currently we contract meals and deliver to a local parochial school. This agreement will end as of 6/30/18.

Question 64. What is the current meal rates for breakfast, lunch, snack, and milk for the 2017-18 school year?

Answer: See Attachment C.1

Question 65. Please provide the initial food service contract with meal rates and renewal agreement.

Answer: See Item #2

Question 66. Has the district considered applying for CEP? (Community Eligibility Program)?

Answer: We currently have 22 sites that are participating in the CEP program.

Question 67. Are you currently offering universal free breakfast in any of your buildings? If so which ones?

Answer: See Attachment L.1

Question 68. What is your current direct certification percentage?

Answer: See Item #3

Question 69. Have you considered adding a dinner programs to other sites?

Answer: Yes

Question 70. Does the district qualify and receive for The **Healthy, Hunger-Free Kids Act** additional \$.06 reimbursement?

Answer: Yes

Question 71. Are there any planned meal price increases for next year?

Answer: No

Question 72. Please share the total amount of catering sales 2016-17.

Answer: \$167,461.95

Answer 73. Please provide the Free and Reduced eligible enrollment by building.

Answer: See item #3

Question 74. Please provide a copy of the food service budget for the last three years.

Answer: See Item #5 for 2016-2017.

Question 75. Please provide a copy of the meal claim forms by building for August – February of 2018

Answer: See Item # 1

Question 76. According to Att. G the average number of paid breakfast are 190 per day which is a yearly total of 33060 based on 174 days. Att. C.2 is claiming 158,987 can you please verify the variance and if ADP is greater or if the actual paid reimbursed meals should be reduced.

Answer: Answer Pending See Question # 39 & # 152

Question 77. On att. F the average meals are short about 14,197 based on 174 days in comparison to Att C. It appears that the Free meals on Att C.2 are approximately 200,000 greater than the Att. F ADP and the Paid meals on Att C.2 are 200,000 less than the ADP provided on Att F. Please verify if the total Free lunch meals should be 1,455,213 or 1,203,384.

Answer: ~~Answer Pending~~ See Question # 39

Question 78. Please provide a copy of your USDA PAL allotment for the 2018-19 school year and how the food was allocated.

Answer: See Item #7 – 18/19 Commodity Order

Question 79. Is it anticipated that the labor from McKinley Middle School and Stephen Bull Elementary school will be needed next year at other buildings or will these positions be eliminated with the closing of the buildings?

Answer: Stephen Bull Elementary will be eliminated, McKinley Middle will remain on site for the new school moving into this site

Question 80. On att. A.3 what is included in the “other” column.

Answer: Vacation/bonus - FSMC

Question 81. On att. A.3 can you please specify under hospitalization what category of benefits each individual is taking Example, employee, family or employee plus one.

Answer: FSMC Proprietary information

Question 82. Are you anticipating an increase or decrease in enrollment for the 2018-19 school year? Please provide the anticipated enrollment for the 2018-19 school year.

Answer: See question #1

Question 83. Are there currently any mentorship programs being offered to the students at Racine Unified through the current food service program?

Answer: The current FSMC allows students to assist in the elementary level, there is a developing program with transitional students.

Question 84. On Att. C.1 reduced price breakfast is listed as \$.40, please confirm that reduced priced breakfast is being offered at \$.30.

Answer: The price of breakfast for paid students is \$.40 as shown on Att. C.1

Question 85. Are there any food related costs paid by the district outside of the meal rate?

Answer: No

Question 86. Please share the investments the district has made into the food service program over the last 3 years (i.e. equipment, small wares, and construction projects).

Answer: Construction of new ASC Central Kitchen, 3 new schools, and general replacement of aging equipment.

Question 87. Please share any planned food service investments and purchases for the upcoming school year.

Answer: General equipment replacement and planning for kitchen remodels to begin during 19/20 school year.

Question 88. Per Article 1 Section 2 of the CBA employees are grandfathered in under specified terms and conditions. Can you please provide a list of employees that are grandfathered into eligibility and the impact on benefits costs associated with those individuals?

Answer: ~~Answer Pending~~—See Item #15 – Racine Union Seniority Listing There is only one employee that is grandfathered into a benefit position. This employee receives 8 PTO days, 9 holidays and health benefits.

Question 89. Per Article 4 Section 1, starting wages vary per position. Can you please supply the starting wage for each position?

Answer: ~~Answer Pending~~—The CBA has specific classes/categories with starting hourly wages. H30 - \$ 7.70, H40 - \$8.15, H50 - \$8.60, H60 - \$9.05, H80 - \$9.50, Stock Position is unclassified and starts at \$12

Question 90. Per Article 9 Section 7, Can you please provide a seniority list, a list of grandfathered associates, a list of current hours worked, and a list of benefit eligible associates to help us determine current benefit costs?

Answer: ~~Answer Pending~~ See Item #15- Racine Union Seniority Listing. Grandfathered Associates- See Question 4. List of Current hours worked –Located in Bid Attachment A.1: Labor Worksheet. List of benefit eligible associates-Located in Bid Attachment A.1: Labor Worksheet, FSMC employees, any associate that works 5 hours per day or more is considered full-time and receives all benefits (per CBA) included health. Current benefit costs – Located in Bid Attachment A.3: Current Operations-Staffing Model, Fringe Benefit Cost Worksheet

Question 91. Per Article 15 Section 3, the RFP current school schedule at Attachment Q indicates the total number of student days is 175 and the total number of teacher days is 188. This portion of the CBA does not indicate whether vacation benefits are allocated based on the total number of student days (which would mean no vacation benefits) or total number of teacher days (which would mean vacation benefits.) Attachment A.3 is unclear on this practice, can you clarify how this section is being implemented in current practice?

Answer: ~~See Attachment A.1, per CBA 5 Hrs per day or more is benefit eligible.~~ The number of teacher days included in-service days when there is no meal service equals 188. There is no vacation days for any hourly food service employees. Benefit employees receive 8 personal days (PTO) and 9 holidays.

Question 92. Which date are wage increases effective for staff? What happens to wages in the event CPI is negative?

Answer: 8/1 of each year. Negative CPI wages is a negotiated policy/standard with Union and FSMC.

Question 93. Is the current rate specified in the Health & Welfare Benefits Addendum a monthly or yearly rate? Can you provide additional plan information and benefits funds information?

Answer: ~~See CBA for rate in formation. (contact Wayne for plan and bene info. See Item #12 – CBA Insurance~~

Question 94. There is no dental or vision benefit listed in the CBA, can you please provide additional information about these benefits being offered to associates?

There is a life benefit cost listed in Attachment A.3. There is no life benefit listed in the CBA. Can you provide information about the life benefit currently offered to associates?

Answer: See CBA – Part of Health & Welfare Benefit.

Question 95. There is a life benefit cost listed in Attachment A.3. There is no life benefit listed in the CBA. Can you provide information about the life benefit currently offered to associates?

Answer: FSMC offered benefit – Proprietary.

Question 96. Could you please provide a list of all FSMC owned equipment that is currently in use in the District?

Answer: None See Question #149

Question 97. Could you confirm if the bid opening time is 3:00pm or 4:00pm?

Answer: 3:00 PM

Question 98. May we have the projected enrollment for RUSD for the 2018-19, 2019-20, and 2020-21 school years?

Answer: See response to question # 1

Question 99. Concerning Attachment A-2 & A-4, there are not enough rows to include all of the staffing positions listed on Attachments A-1 & A-3 respectively. Please ask DPI to send out revised Attachments A-2 & A-4 for the FSMC to fill out appropriately.

Answer: See revised file

Question 100. What locations does the ASC Central kitchen service? Approx how many meals/day?

Answer: 19 locations – Elementary Schools. Approximately 4,600 meals per day.

Question 101. How old is the ASC production center?

Answer: The ASC Central Kitchen was built in 2016 production began in April of 2017.

Question 102. Expand on the MS changes (such as McKinley and Starbucks combining, Gilmore Fine Arts, etc)

Answer: Visit our website to learn more about My School, My Choice.
<https://www.rusd.org/district/my-school-my-choice>

Question 103. What meals come from what kitchens? (ex: Horlick services themselves and JAMS and Gilmore)

Answer: See Question 10

Question 104. Expand on anything specific you are looking for in menus/food quality, etc. "everyone always says they want better food, but nothing specific is indicated". One thing might be an alternative to the plastic packs at the EL....

Answer: A few of the things we are looking for is variety in our meal offerings and fresh foods options. We want our students to consume the meals we are providing. Breakfast options for our elementary students, we would like to expand our offering to more than the cereal packs. Since many sites are breakfast in the classroom and refrigeration at the elementary level is minimal, planning for these types of changes is needed.

Question 105. Why was the ala carte station at JAMS not being utilized?

Answer: A staffing shortage does not allow for a third cashier to operate the a la carte station separately. A scaled down version of a la carte items were being offered in the regular serving lines.

Question 106. What is the length of the lunch periods?

Answer: High Schools are 45 min, Middle School is 25 min, and Elementary School is 20 min.

Question 107. How many meals are served per day at Jerstad-Agerholm EL per day?

Answer: Breakfast 120, Lunch 200

Question 108. Where do the meals at Jerstad-Agerholm come from?

Answer: See response to Question #10

Question 109. Item #1 & Item #2 are the same document

Answer: See updated Item #2 – Contract Renewal

Question 110. Question #18 and #44, same question but the response is – Item #2 is Meal Claim Reports – please provide the Contract Renewal for 2017-18 school year

Answer: See updated Item #2 – Contract Renewal

Question 111. Question #38 – can you please name the schools, the meal claims list codes for the schools.

Answer: Item #9 – School Codes

Question 112. Question #74 – Item #5 does not have any budget information. Please provide.

Answer: Item # 6 – Annual Financial Report

Question 113. Answers are pending on a number of significant questions where conflicting information was released, when can we expect a response?

Answer: As quickly as possible.

Question 114. Are you able to provide a detailed report of all revenues and expenditures that were assigned to fund 50 for the 2016-2017SY?

Answer: See Item # 6 – Annual Financial Report

Question 115. Can you share with us your current POS system and what the annual charges are for the license?

Answer: See response to question 41

Question 116. Can you share with us the fees that were charged for the 2016-2017SY for USDA Food Deliveries?

Answer: \$1.18/Case

Question 117. Can you share with us the fees for USDA Food Deliveries that have been charged so far for the 2017-2018SY?

Answer: \$1.18/Case

Question 118. I believe item #2 in the amendment is your DPI claim reports, could you please provide a copy of the 17/18 Contract renewal?

Answer: See updated Item #2 – Contract Renewal

Question 119. Can you provide a copy of the original food service contract from 5 years ago?

Answer: See Item #10 from Arbor Management – Proposal Summary dated 6/7/2013

Question 120. Are you expecting the new FSMC to purchase any remaining food inventory that is purchased (not USDA FOODS) at the beginning of the contract?

Answer: Yes, we expect the new FSMC to purchase the remaining food inventory at the beginning of the contract.

Question 121. Can you provide a copy of the most recent CBA for the hourly FSMC employees?

Answer: The CBA for the Food Service Employees can be found in the following documents. See Attachment W, Item #12, Item #14 & Item #15.

Question 122. Is there a negotiated increase for the current FMSC employees for the 2018-19 school year to start August 1st based on CPI?

Answer: Please refer to the CBA, page 24 - Schedule of Wages “Lesser of 4% or CPI (Food Away from Home)”. The 2018-19 wage adjustment of 2.5% will be effective August 1, 2018.

Question 123. How long has the district been CEP?

Answer: 2018/2019 will be our 4th year.

Question 124. On the claim forms provided the schools are listed by site code instead of the school name. Can you please provide a list of school names along with the respective school site code?

Answer: See Item #9 – School Codes

Question 125. Please confirm that all equipment for prepackaged meals belongs to the SFA.

Answer: The Ilapak Smart wrapper packing line is owned by RUSD.

Question 126. If the equipment belongs to the SFA who is responsible for paying the packaging cost the SFA or the FSMC?

Answer: The FSMC is responsible for the cost of the packaging materials.

Question 127. Can you summarize the benefit information required by S.E.I.U Local 152 including; employee paid portion, employer contribution, service provided or other specific benefit requirements.

Answer: Please refer to [PARTICIPATION AGREEMENT FOR THE SEIU HEALTH & WELFARE FUND](#) – Section 3 (b) “The parties acknowledge that when employees contribute toward their own coverage, monthly rates must be used. The parties further acknowledge that employee contribution toward coverage does not exceed 20% of the total required contribution”. Current rates are \$946.92 per month (12 months) for single coverage and \$2725.80 per month (12 months) for family coverage. There are no other

plans offered and the employer portion is 80% of these rates. Rates for 1/1/19 will come out in November 2018.

Question 128. In the CBA page 20 it reads that employees receive vacation time if the school session is more than 185 days. Currently there are not 185 regular schools days. Please confirm vacation days are not being paid.

Answer: The number of teacher days included in-service days when there is no meal service. There are no vacation days for any hourly food service employees. Benefit employees receive 8 personal days (PTO) and 9 holidays.

Question 129. Is the district open to offering additional options at the elementary locations receiving pre-plated meals, changing to offer over straight serve?

Answer: Yes, we are open to exploring other meal options for our Elementary Schools.

Question 130. As pictures weren't allowed during the walk through, would the district provide pictures of the high school cafeteria to review?

Answer: No, we will not be providing pictures of our High School Cafeteria for review.

Question 131. Can you please provide copies of the District's **monthly summary** claim forms for the 2016-2017 school year?

Answer: See Item # 11 - 16/17 Claim Forms

Question 132. What are the billing rates currently being charged to the SFA for each meal type (Breakfast, Lunch, Meal Equivalent)? Are disposables, milk or labor included in that price?

Answer: See updated Item #2 – Contract Renewal. Yes, disposables, milk and labor are included in the price.

Question 133. It was noted the District does not anticipate a meal price increase for next year. When was the last meal price increase? What were the meal price changes (old prices/new prices)?

Answer: See Attachment C.1 for current prices, our lunch prices were increased \$.10 for the 17/18 School year. No change to breakfast prices, or milk prices.

Question 134. In the response following the pre-proposal conference, Item 2 was referenced as the current contract renewal document, but appears to be a duplicate of the claim forms, can you please provide a copy of the most recent contract renewal paperwork?

Answer: See updated Item #2

Question 135. Will the district accept more than one pricing proposal, to include additional service options?

Answer: Additional Services may be proposed but should be included with your proposal as a supplemental document. It must include the description of services offered and any additional costs related to the services. However, the proposals will be evaluated based on the original scope of services and any additional services will not be taken into consideration when making an award.

Question 136. Can you please provide the proposed fixed meal rates from all of the bidders that participated in your bid opening the last time you went out to bid, including the proposed fixed meal rates for your current FSMC?

Answer: See Item #10.

Question 136. Can you please provide a complete copy of bid document submitted by the winning bidder the last time you went out to bid?

Answer: See Item #17.

Question 137. Can you please provide a copy of two months of food service invoices billed to the District by the current FSMC, including all backup provided?

Answer: See Item #13 – FSMC Invoices

Question 138. Can you please provide a complete copy of the most recent food service contract renewal?

Answer: See updated Item #2

Question 139. Can you please provide the current rates you are being billed per unit for all services provided to you by the current FSMC?

Answer: See updated Item #2

Question 140. Does the current FSMC bill the District for any ancillary labor charges or any other charges outside the scope of the current meal rates billed to the District pursuant to proposed fixed meal rates?

Answer: No

Question 141. Does the staffing model in the bid packet include any proposed raises for the upcoming school year or is it a representation of the current hourly rates for staff?

Answer: Bid packet does not include any proposed raises, this is representation of current hourly rates.

Question 142. Does the District have a collective bargaining agreement with the employees listed on the staffing model? If so, please provide a copy of the agreement.

Answer: We will not be providing the CBA for the SFA Employees.

Question 143. Does the current FSMC have a collective bargaining agreement with the employees listed on the staffing model? If so, please provide a copy of the agreement.

Answer: The CBA for the Food Service Employees can be found as the following documents. See Attachment W, Item #12, Item #14 & Item #15.

Question 144. Can you provide a listing of which sites serve summer breakfast and lunch and what the average daily participation is by site?

Answer: See Attachment L.1

Question 145. The RFP requires one original and three copies. May the three copies be electronic, such as a memory stick, or must they be hard copies?

Answer: We require 1 original paper copy, 1 paper copy and a memory stick.

Question 146. Under the current foodservice contract, the FSMC leases office space from the District at a cost of \$18,000 per year. Will this practice continue under the new 2018-19 contract?

Answer: The FSMC has the option to lease office space from the District. The cost for the office space will be \$1,500.00/month or \$18,000/per year.

Question 147. Under the current foodservice contract, the FSMC leases a printer/copier from the District at a cost of \$188.46 per month and \$.00364 per image. Will this practice continue under the new 2018-19 contract?

Answer: The FSMC will continue to have the option to lease a printer/copier from the District at a cost of \$188.46/month. The cost per image is \$.0059 for black/white and \$.053 per image for color.

Question 148. Page 18 states that Expendable equipment purchase and replacement is the responsibility of the FSMC. Page 27 letter F states that the SFA will replace expendable equipment. Currently the FSMC replaces small wares. Could you please clarify the responsibility?

Answer: Page 18 is accurate the expendable equipment replacement is the responsibility of the FSMC. Page 27 Letter F will be revised as follows.
F. SFA will replace, repair, and maintain nonexpendable equipment except when damages result from the use of less than reasonable care by the employees of the Selected FSMC.

Question 149. Regarding Questions 27, 48, and 96, the FSMC does currently have equipment that is being used in RUSD. A copy of equipment owned by Arbor Management that is in use in RUSD is attached.

Answer: Item #16 – FSMC Equipment list. This list was provided by the current FSMC, the SFA is in agreement that the office equipment, computers/printers, monitors, keyboards, mouse, task chairs, and PVC signs with company logo are the property of the FSMC. The small wares and other food service related items on this list are considered property of the SFA.

Question 150. Is the FSMC required to insure that there will be no lapse in health insurance coverage for associates between the 2017-18 and 2018-19 school years?

Answer: The SFA is not responsible for health insurance coverage for the food service associates. The SFA would strongly encourage that the FSMC's would insure that there is no lapse in benefits if there is to be a transition of FSMC.

Question 151. Is the FSMC responsible for the cost of drug testing for associates?

Answer: Yes, the FSMC will be responsible for the cost of drug testing for associates. The type of drug test performed must be equal to or greater than the drug testing the SFA requires for its employees.

Question 152. In reviewing the 2017-18 claim forms, the estimated annual breakfasts are approximately 825,556 meals. Attachment D of the bid document shows 969,568 breakfast meals. Can you please clarify why there would be such a discrepancy and confirm which quantity should be used in Attachment D of the proposal submission?

Answer: Total Breakfast Meals claimed from July 1, 2017 – March 31, 2018 is 626,852 / 132 days = 4,749/ breakfast per day (according to meal claims). 4,749 X 42 remaining student days for 2018 = 199,453 meals. 626,852 + 199,453 = 826,305. Attachment D has been updated to reflect 826,305 meals.

Question 153. Regarding Question 5, the current foodservice contract requires a full time Foodservice Director, Assistant Director, Dietitian, and Office Manager exclusively dedicated to RUSD. Are these positions required to be included in the current foodservice RFP for the 2018-19 school year?

Answer: The SFA expects the level of service to remain consistent with current level of operations. If an FSMC can provide the services required to facilitate the Food Service Program at the current level of service or better, and this level of service can be made possible with positions that are not full time or exclusive to SFA, the SFA would find this acceptable. However, if level of service falls below the level of expectation at the sole discretion of the SFA, the FSMC will be required to provide full time, exclusive staffing in order to meet the needs of the SFA.

Question 154. Regarding Question 8A, the page in the CBA which indicates the required percentage Employer benefit cost was not included in the RFP. A copy of this page is attached. Under the CBA, what percentage of employee health insurance must be paid by the FSMC for both individual and family health insurance?

No response required

Question 155. Regarding Question 56, the \$946.92 for Single and \$2,725.80 for Family is the monthly premium amount of which the employee can be charged for no more than 20% of the cost. The employer pays the other 80% of the cost.

No response required

Question 156. Regarding Question 72, of the \$167,461.95 annual catering revenue, how much is from Our Lady of Grace School that will no longer be serviced for the 2018-19 school year?

Answer: Contract meal charges that were included in the annual catering revenue for 2016/2017 is \$66,387.55

All other terms, conditions, and specifications remain the same.

The Bidder shall acknowledge receipt of this supplement by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum below. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the proposal.

Receipt acknowledged by:

Authorized Signature

Date Signed

Title

Name of Firm

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