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2017 Alton CUSD #11 Food Service Bid – ADDENDUM #1

March 31, 2017

The following items are noted as a clarification, a revision, and a deletion:

1. In the "Bidder Responsibility and Bid Responsiveness Criteria", the first item is for "Experience with SFA's serving 70,000+ reimbursable equivalent meals per month," which serves as the response to Section 20.3. The minimum standards and evidence required stipulate that there must be "five (5) years" of experience. For the purposes of this item, 5 years is defined as five (5) school years, inclusive of the 2016-17 school year.
2. Section 20.6 – this language is revised and should now read as follows: Please provide the latest SMI evaluation results from the three (3) SFA's identified to meet the minimum standard in the "Bidder Responsibility and Bid Responsiveness Criteria" for Section 20.3 ("Experience with SFA's serving 70,000+ reimbursable equivalents per month"; "FSMC must have five years of experience serving school meals to a minimum of 3 SFA's of similar or greater size.")
3. Section 20.17 - "The FSMC shall provide a detailed budget of its proposed operation for the first year of the contract. The FSMC shall be willing to provide a detailed budget of its proposed operation for each year of renewal in subsequent years" is hereby **deleted**. Sections 20.18 and 20.19 now become 20.17 and 20.18, respectively.

Please see the attachments for the revised information.

Sincerely,



Christopher Norman
Director of Financial Services

SECTION 20
Criteria – FSMC Responsibility and Bid Responsiveness

It is the purpose of this Invitation for Bid to obtain as complete data as possible from each bidder to enable the School District to determine which bidder is able to serve all of the criteria which are to be considered in the award of the operation of manual food service. To this end, each bidder shall furnish as part of this bid, a complete general description of experience in the field of Manual Food Service Operations. Included shall be the following:

- 20.1 Indicate the number of years of experience the FSMC has had in school lunch management.
- 20.2 Present evidence of financial stability and warrant that the FSMC possesses net worth sufficient to meet the operational requirements of the food service program as stated by submitting a copy of your most recent Annual Report.
- 20.3 List the names of clients, along with the name of a contact person, in which the FSMC has experience in providing institutional food services that serves at least 70,000 reimbursable equivalent meals per month. The FSMC must have experience in administering a bulk satellite food service program. List the names of school districts, the name and title of a contact person, and the beginning year of operation in which you have administered a bulk satellite operation.
- 20.4 List the names of all clients (including contact name, address, and phone number) where the FSMC operated the school food service for the 2012-13 school year. If it is the case, explain why your firm no longer has the contract with the school district.
- 20.5 List the names of all clients (including contact name, address, and phone number) where the FSMC is operating the school food service for the 2017-18 school year.
- 20.6 Please provide the latest SMI evaluation results from the three (3) SFA's identified to meet the minimum standard in the "Bidder Responsibility and Bid Responsiveness Criteria" for Section 20.3 ("Experience with SFA's serving 70,000+ reimbursable equivalents per month"; "FSMC must have five years of experience serving school meals to a minimum of 3 SFA's of similar or greater size.")
- 20.7 List all judgments or bankruptcies involving the FSMC. List any situation where the FSMC has issued short term debt to fund the operation.
- 20.8 Give samples from other clients of the methods and personnel used to calculate the nutritional analysis. Provide one sample each of a nutritional analysis of a breakfast, elementary, middle school and high school menu for a one month period.
- 20.9 What levels of management do you maintain, such as Local, District, Regional, Headquarters? Where are these levels of supervision located? It is important to the District that a District Operations Manager be located within 50 miles of our District. Indicate the expected pattern of service of these personnel to our District.
- 20.10 The individual firm, partnership, or corporation (parent or subsidiary company) making a bid shall provide evidence that it has been in continued existence in institutional feeding for a period of the last ten (10) years or longer.

- 20.11 A description and schedule of your training programs for employees, supervisors, and managers.
- 20.12 A list of the names of all the owners of the company or principals of the corporation.
- 20.13 Representatives of the School District reserve the right to inspect the bidder's facilities and other food service operations under his management prior to award of this bid.
- 20.14 Any interested FSMC must be willing to provide a performance bond for twenty percent (20) of the contract, should it be awarded. A statement from an acceptable bonding company or surety company must be included with the bid.
- 20.15 The FSMC must complete Certification Regarding Debarment, Suspension, Ineligibility, and the Bid Rigging Certification.
- 20.16 The FSMC must also complete the certification regarding lobbying pursuant to 31 USC 1352 and if applicable, disclosure of lobbying activities pursuant to 31 USC 1352 (Appendix A: 7 CFR PART 3018).
- 20.17 List the names of clients, along with the name of a contact person, which demonstrate a minimum of 10 years of experience in School Food Service Management in Illinois.
- 20.18 List the names of clients, along with the name of a contact person, which demonstrates that the FSMC has experience in providing institutional food services for school districts with enrollment greater than 4,000 students.

Bidder Responsibility and Bid Responsiveness Criteria

Bidder Responsibility and Bid Responsiveness Criteria	Minimum Standard(s) To Demonstrate Compliance	Evidence/Document(s) Required To Demonstrate Compliance
Experience with SFA's serving 70,000+ reimbursable equivalent meals per month	FSMC must have five years of experience, inclusive of the 2016-17 school year, serving school meals to a minimum of 3 SFA's of similar or greater size.	FSMC must make a statement in their bid concerning the number of years of experience and provide 3 current clients at least as large as ACUSD #11 that they have done business with for at least 5 years, inclusive of the 2016-17 school year.
Financial Stability	FSMC must show positive cash flow or show reserves that cover a negative cash flow. FSMC must not currently be involved in a bankruptcy or reorganization. FSMC must be able to acquire performance bond.	FSMC must submit a copy of their 2 most recent audit/annual financial reports with the bid. Provide copies of all judgments and/or bankruptcies involving the FSMC. Provide letter from bonding or surety company showing insurability.
Managerial Experience	On-site district manager must have 5 years management experience in school food service and 10 years experience in school food service operations.	FSMC to provide resume for on-site manager substantiating minimum standard.
Performance History/Customer Satisfaction	The FSMC has not been released from a school district due to cause in last 5 years. Feedback from references is positive.	List references and contact information from 3 schools that are currently clients and have been clients for at least 5 years. List references and contact information from 2 schools that are no longer clients.
Marketing Plan	Identify marketing plans used to promote program and/or increase participation in two other districts. Identify marketing plans you are proposing for ACUSD #11.	Show examples of items used to implement plan. Provide documentation of the success of these programs and describe how these plans and/or others might be used to promote the meal program at ACUSD #11. Please indicate promotional ideas to be used outside the cafeteria (i.e. classroom, community, etc.)
Nutrition and Wellness	Describe how menus in 2 other schools managed by FSMC have changed/been modified by FSMC in order to comply with local district wellness policies. FSMC must demonstrate knowledge/experience with providing nutritional menu analysis.	Identify 5 items that the District might incorporate into its menus in order to promote wellness and improve the nutrition available to our students. Provide one sample of a nutritional analysis for each of the following: breakfast menu, elementary lunch menu, middle school lunch menu and high school lunch menu. (all for a one month period)
Responsiveness	FSMC must provide complete responses to all items in Section 20. Complete Bid Summary and Certifications	Provide completed documents.