

ADDENDUM NO. 1 to the

Food Service Management Company Request for Proposals and Contract. This Addendum No. 1 supplements and amends the *Food Service Management Company Request for Proposals and Contract* dated May 16, 2019 (“RFP”) for the Cleveland Heights - University Heights City School District, and shall be taken into account when submitting proposals for the services.

The following are clarifications to the RFP in answer to questions that were received:

- What is the main reason for publishing an RFP?
Answer: All employees are currently employed by the SFA. It is the intent that all employees will be employed by the selected FSMC with the exception of the High School Cook Manager who will be retained by the SFA. As such, the Ohio Department of Education mandates that we go through the RFP process because of this material change.
- What have your programs profit/losses been in last 2 years?
Answer: Every year our Food Service Fund has been in the surplus of \$90,000.00 per year.
- Are you happy with the current provider?
Answer: Yes.
- Are we required to stick to the Revenue number provided at \$2,194,833?
Answer: No.
- What is your current guarantee?
Answer: N/A.
- How many hard copies of the proposal do you require?
Answer: One.
- Please provide 17-18 Ops Statement
Answer: N/A.
- Can you please provide a copy of the current food services budget?
Answer: N/A
- Is there a scoring or selection committee? If so what positions will be on the selection committee?
Answer: All scoring is based off of the point system established in the RFP. The Director of Business & Operations, Assistant Superintendent of Human Resources and Operations, Assistant Treasurer will make up the selection committee.
- Upon receipt of the proposals, will the district schedule an on-site presentation for the benefit of the district scoring committee?

Answer: No.

- May we get a copy of your wellness policy?

Answer: See District Webpage:

<https://go.boarddocs.com/oh/chuh/Board.nsf/Public?open&id=policies#>

- Do you require any bonds?

Answer: No.

- Can we get a copy of last year's food service financial audit?

Answer: N/A.

- What percent of your meals are claimed at the free rate and what percentage is at the paid rate?

Answer: 74% at Free Rate and 26% at Paid Rate.

- How often is Dinner Offered?

Answer: Monday-Thursday.

- How many are served per day?

Answer: See Below for average Dinner meals:

Noble Elementary:21

Roxboro Middle: 27

Monticello Middle 10

Heights High School: 18

- Where are the CACFP meals included in the RFP?

Answer: Refer to attachment 2 in the RFP.

- What is the current POS system in place? Will it be paid for out of the foodservice fund, and what is the annual expense?

Answer: The current POS is Infinite Campus. The cost is paid by the district.

- Does the current vendor own any of the food service equipment which would need to be replaced, if so, what equipment?

Answer: No.

- Are there any equipment investments that are needed for the next year?

Answer: No.

- Does the district maintain open and closed campuses for lunch?

Answer: Closed.

- Has the Price Equity Calculation been done for next year yet? If yes, does the district anticipate a meal price increase?

Answer: N/A. The district operates under Community Eligibility Provision.

- Do we project any increases in meal prices or use the prices on attachment 11?

Answer: No.

- Copies of the school districts claim forms for the 2018-2019 year-to-date.

Answer: The claims are represented on attachment 11 of the RFP

- May we get at least two months of edit checks?

Answer: Refer to RFP attachment 3

- Current Free/Reduced/Paid numbers.

Answer: Refer to RFP attachment 3.

- Please Provide Ala Carte Price List for District

Answer: See Below

Cleveland Heights University Heights Price	
Item Name	Price
Beverages	\$1.25
Chips	\$1.00
Snacks	\$0.75
Ice Cream	\$0.75
Meal Prices	\$3.75

- April Ala-Carte Sales per School?

Answer:

Boulevard Elementary: \$0.00

Canterbury Elementary: \$0.00

Fairfax Elementary: \$0.00

Gearity Elementary: \$0.00

Noble Elementary: \$0.00

Oxford Elementary: \$0.00

Heights Middle School: \$2,047.00

Heights High School: \$4,713.75

- What type of events make up special functions?

Answer: Catering.

- Snacks- How may days per year do you average?
Answer: Refer to attachment 4 in the RFP.
- Are you serving breakfasts in classrooms?
Answer: No.
- When did you Start CEP at your Schools?
Answer: School Year 2016-2017
- Are each Schools CEP% the same or are the different? CEP is District Wide?
Answer: CEP is the same District Wide.
- RFP has one manger that is staying on for the district noted, but also had a labor number for the district. Are the employees employed by the district or FSMC?
Answer: All employees are currently employed by the SFA. It is the intent that all employees will be employed by the selected FSMC with the exception of the High School Cook Manager who will be retained by the SFA.
- Are the current employees covered by a CBA? If so, may we have a copy? Is the SFA retaining the employees?
Answer: Refer to article IX (A) in RFP. Please visit on School Website: <https://www.chuh.org/Downloads/Cleveland%20Heights%20-%202017-2019%20OAPSE%20Local%20102%20Agreement.pdf>.
- What makes extra employee days in RFP?
Answer: Refer to attachment 4 in RFP.
- The SFA employee to remain on SFA payroll is the cook manager at \$18.84 per hour?
Answer: Refer to attachment 7 in RFP.
- It is outlined you want FSMC to offer to offer same pay, health insurance, and dental coverage. Are we to assume that we can offer our standards or are you expecting all FSMC to pay the staff the same number of days you have included in regards to PTO.
Answer: It is expected that all employees will be offered the same benefits for the first year of the transition.
- Are there any wage increases projected for next year?
Answer: No.
- Do you participate in State Teachers Retirement Systems of Ohio (STRS)? If so, what is the contribution percentage?
Answer: Yes. Refer to attachment 9 in RFP.
- What is the current rate for Subs?

Answer: NA/. Substitute Labor will be expected to be covered by the FSMC. Refer to Attachment 7 in RFP.

- What is the current new employee starting wage rate?
Answer: \$11.78 Refer to attachment 7 in RFP.
- The RFP gave a labor list for SFA employees. Do we know if they are getting a raise for next year?
Answer: No. It is not expected.
- Can you clarify the highlighted statement on the Labor Worksheet that says the middle school positions will need to be doubled for the 19-20 school year?
Answer: The Two Middle Schools were combined in one location due to renovations at both Schools. Both Middle Schools will re-open in their original separate buildings/locations for the 2019/2020 School Year. The staff for one Middle School will need to be hired for the start of the 2019/2020 School Year.
- Are all the staff hours included in there for all the programs served?
Answer: No. Seamless Summer Program is not included. The Labor provided in RFP reflects the 195 Contracted Days per School Year.
- Please describe your Summer Food Service program.
Answer: The District participates in the Ohio Department of Education Seamless Summer Option. See Link Below- <https://www.fns.usda.gov/sfsp/seamless-summer-and-other-options-schools>.
- How many days do you expect Summer Program to be this year?
Answer: 49 Days.
- What are the Starting and Ending Dates for Summer Program?
Answer: June 3rd - August 9th.