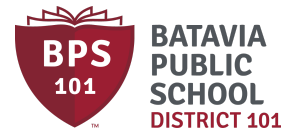


2025 Batavia High School Non-NSLP Food Service RFP Questions



Apr 2, 2024

Questions and Clarifications

1. Will the district accept DocuSign?

Yes

2. Please share if current food service department employees participate in a collective bargaining agreement and if so, please provide the name of the union and a copy of the most recent CBA.

Quest employees are not a part of a CBA

3. Please provide the total sales from August – to January of the current school year broken down by “Bulldog” meals, a la carte, and adult sales.

Total Number Free and Reduced Meals Served from August through January		
	Breakfast	Lunch
Free Meals Served	645	10,453
Reduced Meals Served	92	1,716

Adult Sales - 260 “Bulldog Meals”

A la Cart Sales - [Link](#)

4. Does Batavia High School have an open campus policy during lunch?

Batavia High School has a closed campus policy during lunch

5. How are free and reduced meals handled:
 - a. What items are free and reduced students able to choose?

[What makes a bulldog meal](#)

- b. How does the FSMC and the district handle the billing for the free and reduced meals?

The FSMC does not charge the School district for free meals. It only invoices for purchases involving an exchange of money between patrons and the FSMC.

c. Please provide the free and reduced meal participation from August-January 2023.

Total Number Free and Reduced Meals Served from August through January		
	Breakfast	Lunch
Free Meals Served	645	10,453
Reduced Meals Served	92	1,716

6. Please confirm the district is looking for a Percentage of Revenue-based proposal. Section 11 references fixed meal rates but Section 18 lists FSMC Percentage of Sales.

a. Is the 90% listed in Section 18 for FSMC Percentage of Sales the current FSMC agreement amount?

The SFA is looking for a percentage of sales to be returned the current example in Section 18 shows that 10% of sales are returned to the SFA. Therefore the FSMC receives 90% of the sales.

7. Is the district currently receiving the purchasing rebates from the FSMC, and if so, what is the monthly average allowance received?

Currently, the district receives 10% credit on all sales

8. Please explain the current financial structure of the contract. Is it billed as a profit/loss or a fee-based contract, and do you want to continue with the current structure?

Currently, the district receives 10% credit on all sales. The FSMC may submit a proposal for billing of their choosing and the School District will choose the proposal that best meets the district's needs.

9. Is it acceptable for Batavia K-8 and Batavia HS to share a Food Service Director?

Yes, but under the condition that both contracts are awarded to the same vendor

10. Are there currently any billbacks for labor by the FSMC to the District? Will these or any labor billbacks continue moving forward in the 2024-25 school year? If so, please provide the amounts and what they are for.

There are no Billbacks with our current FSMC.

11. Please provide a copy of the current contract between the FSMC and the District for the 2023-24 school year.

2018 Food Service Bid Specifications

12. What are the administrative and management fees that the current FSMC is charging the district for the 2023-2024 school year?

There are no Administrative or Management fees at Batavia High School.

13. What was the annual dollar amount and/or percentage guarantee from the FSMC to the District for the 2022-23 school year?

10% of all sales revenue

14. What is the current annual dollar amount and/or percentage guarantee from the FSMC to the District for the 2023-24 school year?

10% of all sales revenue

15. Is the FSMC currently serving meals from the high school to any other school districts or establishments outside of the District? If so, where and how many breakfast, lunch or snack meals on an annual basis? Are all of these meals included in the meals listed in the financials?

No

16. Please clarify if the wages on Exhibit G are for the 2023-24 school year or the 2024-25 school year?

Wages represent 2023 - 2024 school year wages, Wages are set by the FSMC.

17. Exhibit G does not include the days for the Paid Leave Act, please specify how these days will be paid out to each employee on an annual basis. The staffing plan would need to be revised to reflect this.

1. Compliance with the Paid Leave Act, if applicable, is the responsibility of the FSMC.

18. Do any of the schools have an open campus? If so, please specify which grade levels and schools.

The District has a closed campus at all grade levels

19. How many annual workdays include serving actual meals when students are in session?

20. What is the current POS System being used by the District?

Primer Edge / School Cafe

21. Please provide the annual catering amount for the 2022-23 school year.

Catering - \$5,539.61 -

22. Please provide the annual adult sales for the 2022-23 school year. Are these sales included in the \$697,360.97 sales revenue provided in the RFP? As this would need to count as annual sales revenue.

Adult Sales \$969.30. The Total Inschool Revenue includes adult sales.

23. Is there a faculty lounge cafeteria? If so, are meals served there? If not, would that be a possibility?

No, and there are no plans to add one at this time.

24. How does the FSMC and the district handle any billing back for free meals served?

There are no Billbacks with our current FSMC.

25. What is the district's expectation for the FSMC to provide food for catering events, sports events, etc.?

The school district may choose to use the FSMC for catering, it is to the discretion of the sponsor of the sport or event.

26. What are the reasons that breakfast has not been offered in the high school? Bus times not allowing it, etc.?

Breakfast is offered at Batavia High School. See Exhibit A-3 for times and Exhibit B-2 Menu/A la Carte Prices BHS

27. Please provide an ala carte item list with student selling prices for each item.

See Exhibit B-2 Menu/A la Carte Prices BHS

28. Do you offer any free to students who qualify that would need to meet the NSLP guidelines? If so, would it be offer vs serve or not? Lastly, would the \$697,360.97 sales revenue number provided in the RFP include any State and/or Federal reimbursement for the free meals? If not, how much would it represent annually? As this would need to count as annual sales revenue.

Yes, and it is offer vs serve. There is no State or Federal reimbursement as we are not on the NSLP. The total number of free meals is not included in the sales revenue as the FSMC does not invoice the school district for these transactions. We do track the number of free and reduced meals served. See question 5c

29. What is the current average check per student?

In the 2022 - 2023 school year enrollment at BHS was 1,734 and the total revenue was \$697,360.97. The average check for a student during that school year was \$402.17.

30. Please clarify what a 'Bulldog Meal' is that is listed on page 67.

A "Bulldog Meal" is a meal that meets the components for a free meal for students who qualify under the guidelines of NSLP. However, since we are not on NSLP at BHS the ingredients do not have to meet the specific qualifications. See [What makes a bulldog meal](#) for more specific information.

31. In an effort to conserve paper, would the District be amenable to receiving 1 original and 1 electronic copy instead of 1 original and 3 copies?

Yes

32. Please provide meal claims for the 2023-2024 SY that reflect the number of operating days and the number of free, reduced, and paid meals claimed for breakfast and lunch.

There are no meal claims Non-NSLP.

Total Number Free and Reduced Meals Served from August through February		
	Breakfast	Lunch
Free Meals Served	823	12,573
Reduced Meals Served	106	1,994

33. How many students who currently qualify for Free and Reduced are eating daily?

Average Number Free and Reduced Meals Served from August through February		
	Breakfast	Lunch

Free Meals Served per day	7	107
Reduced Meals Served per day	1	17

34. Please provide the total enrollment and enrollment breakdown (number of students that are free, reduced, and paid) for each location.

Exhibit A-2 BHS Average Daily Participation

35. Please provide the entitlement for SY 23-24 and the projected entitlement for SY 24-25.

None, Batavia High School program is Non-NSLP

36. Please provide the state reimbursement received in SY 22-23.

None, Batavia High School program is Non-NSLP

37. Please provide the labor schedule for each site including the site location, position, hourly wage, # hours worked per day, # days worked, and fringe benefit percentage.

Exhibit E: BHS Minimum Operational Labor and Benefits

38. Are there any open positions not listed on the labor schedule?

All Current positions are filled

39. Is all labor FSMC, or is there any district labor?

All labor is FSMC - Exhibit E: BHS Minimum Operational Labor and Benefits

40. Does the district participate in offer vs. serve?

Yes

41. Will the same vendor be awarded the NSLP and Non-NSLP contract? Or is the district open to a different vendor for each solicitation?

Both processes are separate from each other. The School District will award the contract to the vendor with the best proposal for NSLP and Non-NSLP respectively.

42. Please provide the meal equivalence rate to be used for proforma development.

There is no meal Equivalence since the program is Non-NSLP.

43. Is there any catering or a la carte sales to be considered for proforma development?

High School a la carte sales are included in the revenue totals. Catering - \$5,539.61, see question 21.

44. Please provide the meal prices for breakfast and lunch being charged to students.

Breakfast	\$1.80
Lunch	\$3.55

45. Is there any equipment owned by the current FSMC?

No

46. Is the point-of-sale system owned and operated by the district or the FSMC?

Primer Edge/School Cafe

47. Please provide the districtwide Average Daily Attendance.

Average Daily Attendance can be found on the Illinois School Report Card - [Link](#)

48. Total annual sales were for the 2022-23 school year.

See Exhibit F: Projected Operations—Revenue BHS

49. Please provide a labor schedule from this school year.

The labor schedule is the same for 2022 - 2023 as it is in 2023 - 2024, as outlined in Exhibit E Minimum Operational Labor and Benefits. The FSMC should submit a labor proposal that will service Batavia High School Only. The current structure also serves three elementary schools for satellite cooking.

50. Please provide the last two years of financials for the nutrition program.

2022 - 2023 School Year BHS Revenue -	\$697,360.97
2021 - 2022 School Year BHS Revenue -	\$593,973.95