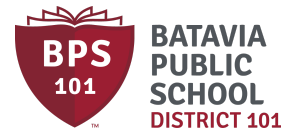


2025 K-8 NSLP Food Service RFP Questions and Responses



Apr 2, 2024

Questions and Clarifications

1. Please provide a copy of your 2024-2025 commodity allocation and what foods were ordered including DOD, Brown Box, and (NOI) Pounds allocated for processing.

[Batavia Commodity 2025](#)

2. Please provide the USDA Commodity order that was placed in 2023 for the 2023-24 school year.

[Batavia Commodity 2024](#)

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

[Batavia Commodity 2024](#)

[Batavia Commodity 2025](#)

4. Please provide a copy of the September-January detailed meal claims by building.

[See K-8 Breakfast, Lunch, and Milk Claims per Month by Site](#)

5. Please provide the breakfast, lunch, and milk counts from each building from August 2023 to January 2024.

[See K-8 Breakfast, Lunch, and Milk Claims per Month by Site](#)

6. Please give a brief explanation of how breakfast is served in each school. For instance, where do the students receive the meal and eat the meal, and is there dedicated time for students to eat breakfast in the morning?

Students at Rotolo enter the building at 7:40. They have from 7:40 am to 8:00 am to order breakfast in the cafeteria. They are required to also eat breakfast in the cafeteria.

Students at the Elementary enter the building at 8:45. They have from 8:45 am to 9:00 am to order breakfast in the cafeteria. They are required to also eat breakfast in the cafeteria.

7. Will the district accept DocuSign?

Yes

8. 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

9. Please provide the total adult and a la carte revenue by building for August- January 2023.

A la Carta Sales - \$67,619.23

Total Adult Sales - \$4,608.70

10. Please confirm the number of meals in Section 21. The total breakfasts and lunches are higher than the totals listed in Exhibit H-2.

Section 21 has been amended to reflect the totals in sections H-1 and H-2

11. Section H-1 shows \$237,283 in ala carte revenue. However, Section 21 does not show any ala carte equivalents. \$237,283 divided by 4.88 the current meal equivalent factor = 48,623 ala carte equivalents. This should go in Section 21.

Section 21 has been amended to reflect the totals in sections H-1 and H-2

12. The claim forms show approx. 20,000 breakfasts for both 2022-23 & 2023-24 school years, however Section 21 shows 35,376 breakfasts. Please explain why there would be such a difference. Is there something new the District is expecting to happen for the 2024-25 school year? If so, please explain.

Section 21 has been amended to reflect the totals in sections H-1 and H-2

13. The claim forms show approx. 126,800 lunches in 2022-23 & 135,800 lunches in 2023-24. However, Section 21 shows 186,445 lunches. Please explain why there would be such a difference. Is there something new the District is expecting to happen for the 2024-25 school year? If so, please explain.

Section 21 has been amended to reflect the totals in sections H-1 and H-2

14. 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.

15. What are the meal rates that the current FSMC is charging the district for the 2023-2024 school year?

Breakfast	\$1.75
Lunch	\$3.25

16. Has the District entered into any Intergovernmental agreements besides what is listed in Section 4.16 with any area districts, private schools, Head Starts, to serve meals to in 2023-24 school year? Will these continue into the 2024-25 school year?

No

17. Is the FSMC currently serving meals from the School District to any other school districts or establishments outside of the District besides what was listed in Section 4.16? If so, where and how many breakfast, lunch or snack meals on an annual basis? Are all of these meals (including the Section 4.16) included in the meals listed in the financials?

No, all meals served are for Batavia Public School Students at Batavia Public Schools.

18. 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.

19. 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.

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

20. Does the District offer an Open Campus to students? Please clarify which grades and schools.

The District has a closed campus at all grade levels

21. Please explain why the daily hours have decreased by 41.5 since the prior bid.

Rotolo Middle School used to run 6 lunch periods for 20 minutes. Now they run 3 lunch periods for 30 minutes. This has decreased the total serving time greatly as lunch periods are also closer together in time.

22. Please specify what vehicles are currently used by the District/FSMC that the new FSMC will be required to provide. Please also provide what the vehicle make/model and what is the size of the box of the box trucks? Please also list any additional inside electric or mechanical specifications. Does the van/truck need a lift gate?

We have a 2023 Ford E450 Box Truck that is 16 feet long. The backup box truck is 15' and it is a 2016 GMC 3500. Both vehicles have a lift gate. Additionally, the district provides the driver for the truck.

23. 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

24. 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.

Exhibit E: School Year 2023-2024 Sponsor Claims for Reimbursement

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

Exhibit A: School/Site Average Daily Participation

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

Exhibit D: School Year 2022-2023 Sponsor Claims for Reimbursement

27. 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.

Listed in Exhibit G Minimum Operational Labor and Benefits

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

All Current positions are filled

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

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

The district participates in offer vs serve

31. Will the same vendor be awarded the NSLP and Non-NSLP contracts? 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.

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

\$3.25

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

Catering Sales - \$4,925
A la Carte Sales - \$67,619.23

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

See Exhibit H-1 Projected Operations revenue for Meal Prices for breakfast and lunch.

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

None

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

Primer Edge/School Cafe

37. Please provide the districtwide Average Daily Attendance.

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

38. Does the same director manage both Batavia K8 and HS districts?

Not necessarily, both RFPs are separate processes. Both if one FSMC is awarded both contracts they can have one Food Service Manager oversee both programs.

39. Does the director manage any other districts besides Batavia 101?

40. Please confirm the reduced reimbursement amount.

[FY24 School Reimbursement from ISBE](#)

41. Does the provided labor schedule (from the 2022-23SY) take into account the middle school becoming the prep kitchen for the satellite schools? Please provide a labor schedule from this school year and verify if it takes into account the middle school becoming the prep kitchen for the satellite schools?

The labor provided in Exhibit G Minimum Operational Labor and Benefits, represents our current labor schedule from 2022-2023 and current. The FSMC shall submit a proposal of labor to meet the new requirements of ISBE, to have all food prepared at Rotolo Middle School.

42. Please provide your FSMC contract for the 2023-24SY.

[2018 Food Service Bid Specifications](#)

[Noncompetitive Procurement Contract Quest FSMC 2023 - 2024](#)

**43. Please provide the last two years of financials for the nutrition program.
2022 - 2023 School Year See Exhibit H-3**

2021 - 2022 School Year Financials	
Local Revenue	\$418,258.49
Federal Reimbursement	\$267,042.31
State Reimbursement	\$2,199.82
Total Revenue	\$687,500.62