



Friendswood Independent School District

RFP NO. 21-007

Food Service Management Company

Addendum No. 1

Pre – Proposal Conference Meeting

April 28, 2021 9:00 AM

Questions and Responses:

1. Can you please break down the SFA Direct Expense on Exhibit C of \$246,038?

Response:

a.	Direct Labor	\$134,248
b.	Repairs/Maintenance	\$35,675
c.	Supplies	\$45,615
d.	Travel/Training/Miscellaneous	\$5,500
e.	Capitalized Equipment	\$25,000

2. We noticed food providers such as Subway, Pizza Hut, and Chick Fil A being used.

Is there a fee (franchise) that has to be paid annually to use these services?

- a. **Response:**

Yes, a franchise fee is associated with Subway and Pizza Hut.

Chick Fil A is a "Carry in Program" and does not have a franchise fee.

- b. If so, is the FSMC responsible for those fees?

Response:

The Current FSMC holds the franchisee license for Subway and Pizza Hut.

- c. Are they identified anywhere in the RFP?

Response: No

3. We are assuming the number that is by the position on Staffing is the tier level for wages? If not, could you clarify?

Example: FSMC Manager 2
FSMC Food Service Workers 4
FSMC Food Service Worker 2
FSMC Food Service Worker 4
FSMC Food Service Worker 5 FSMC Food Service Worker 1
SFA Employee 1

Response:

The number by the position on Staffing in Chart 4 is the number of employees in that particular position. The number on the chart is not referring to tier level of wages.

4. Are all FSMC's to include \$248,688 on the operations budget?

Response:

Yes; The SFA Direct Expense of \$248,688 includes the SFA direct labor, IT system annual cost, miscellaneous repairs and maintenance, health department permits, travel, capitalized equipment, and other direct operating expenditures.

5. What is the last day for questions?

Response: Tuesday, May 4, 2021 at noon

6. Is there a scoring / selection committee? If so, what positions will be on the selection committee? I.e. HS Principal, CFO, Board Member, etc.

Response:

Yes, there will be a selection committee. For conflicts of interest purposes, the following local government officers will be involved in selection or final approval of the contract.

- 1. Board of Trustees**
- 2. Amber Petree**
- 3. Kim Dingell**

7. Please provide a detailed 240 revenue and expenditure report for school year 2019-2020?

Response:

The 240 detailed general ledger is included as part of this Addendum No. 1.

8. Can you please share the beginning and ending Food Service Fund Balances before any interfund transfers?

Response:

**2020-2021: Beginning Balance \$562,051
Projected Ending Balance \$493,262 as of 3/31/2021**

9. Can you identify the correct number of serving days? Exhibit I reflects 174 days and the draft calendar mentions 175.

Response:

175 days is the correct number of serving days for the Approved 2021-2022 School Calendar

10. Are there and half days or early release days? Is lunch served to the students on early release days?

Response:

Yes, there are 2 early release days on the Approved 2021-2022 School Calendar, December 17, 2021 and May 26, 2022. Yes, a lunch is available for the students who would qualify for the program.

11. What is the current Point of Sale System that is in place? Will it be paid for out of the food service fund, and what is the annual expense?

Response: Nutrikids is the current POS system. Yes, there is an annual support renewal for POS Manager, Cafeteria License, as well as Free and Reduced for a budgeted total of \$2,650 annually. This expense is included in Exhibit C, IT System expense line item.

12. Are there any vending requirements or exclusive beverage contracts?

Response:

The FSMC supports the operations of the district vending program. There are no exclusive contracts.

13. Please provide a copy of your 2020-21 commodity allocation report so we can determine what foods were ordered including DOD, Brown Box and (NOI) Pounds allocated for processing.

Response:

The 2020-2021 Commodity Report is included as part of this Addendum No. 1.

14. Does the SFA Direct Expense of 246,038 include the 4 SFA Employees? Are all FSMCs to use 246,038 for our bottom-line return calculations?

Response:

The SFA Direct Expense of \$2469,038 includes the 4 SFA Employees, miscellaneous repairs and Maintenance, health department permits, travel, capitalized equipment, and other direct operating expenditures.

15. Have there been any facilities changes or modifications since your last prebid conference? If so, please explain.

Response: In 2017 the serving lines at the high school were replaced and in 2019 new cafeteria serving lines were installed at Bales Intermediate, Windsong Intermediate, and Westwood Elementary. Terminals have been replaced, as well as licensing and POS system updated since the last RFP and procured through the food service budget.

16. What is the last day for questions?

**Response:
Tuesday, May 4, 2021**

NOTE: FISD reserves the right to revise this information. Any such revision will be formalized by the issuance of an addendum to the RFP and posted on the District's website, under the Purchasing page for your convenience. This Addendum is issued dated April 30, 2021.