



P.O. Box 9310, Stamford, CT 06904
Offices at 888 Washington Blvd. Phone (203) 977-4105
www.stamfordpublicschools.org

Dr. Tamu Lucero, Superintendent of Schools

March 19, 2020

RFP 20-02 Addendum 2 - Q&A

To: Food Service Management Vendors (via email)
From: Ryan Fealey, Director of Finance
Re: Responses to Vendor questions on RFP 20-02
Cc: Vivens Joachim, Purchasing Agent

1. What number of refrigerated vehicles are currently in use to serve the district?

Currently, there are three vehicles in use by the district. Two are refrigerated and one “backup” vehicle is not.

2. Does the district anticipate any schools transitioning to CEP in the school year 2020-21 and beyond?

The district is seriously considering the CEP option and has attached a request (Addendum 1) to obtain pricing from vendors under the assumption that CEP will be implemented in the 2020-21 school year and beyond for ALL buildings in the district.

3. Labor information is provided for Waterside School and Stamford Academy in Exhibit D. There are no claim forms for these locations. Are these sites satellite locations, where meals are claimed by another school? If so, please provide the service details.

Service is provided to Waterside School on a “catering basis” and Stamford Academy is a separate food authority that does their own claiming. Stamford Academy is expected to close by the end of the year.

4. Exhibit A indicates meal service is provided at Apples Pre-k and SPS Anchor at Harbor Landing. There are no claim forms or staffing listed for these locations. Are these sites satellite locations, where meals are claimed by another school? If so, please provide the service details.

Meals for the Apples Pre-K program are prepared and claimed under Rippowam Middle School. Meals for the SPS Anchor Program are produced by Cloonan Middle School and claimed through Westhill High School.

5. Please provide the last twelve months of CACFP claim forms.

Please see attachment 2 for the last 12 months of claims for CACFP program.

- 6. On the tour, we noticed vending machines provided by Berkshire Vending. Are revenues or commissions paid to the food service program?**

Yes

- 7. Please provide a copy your food service profit and loss or operating statement for last year.**

The information is included on page 373 of the schedule exhibits and is posted in the same area of the SPS website as the RFP information.

- 8. Please provide the current ala carte price list for items approved for sale in school.**

Please see attachment 3 for current Ala Carte pricing.

- 9. Does a union represent the current food service employees? If so, please provide a copy of the collective bargaining agreement.**

Yes, the union has an agreement with Chartwells and not the school district. The district doesn't have any additional information on this.

- 10. Are high school students allowed to leave school for lunch? If so, what percentage of the school population is allowed to leave?**

Technically the high school students are not allowed to leave. Please refer to participation rates for the three schools for your cost estimates.

- 11. Is breakfast served in the classroom in any schools? If so, which ones?**

Scofield Middle School; one building only

- 12. Do all schools prepare meals on site? If not, which schools receive meals and where are the prepared?**

Yes; Apples Pre-K is prepared at Rippowam Middle School and meals for the Anchor Program are produced at Cloonan Middle School.

- 13. Are there any renovations planned that vendors should consider in their response?**

There are no definitive building renovations in the works. Westover Elementary School is expected to return to its original building from its current location before the start of the 2020-21 school year.

The RFP requests that vendors include up to \$100,000 per year for "equipment". Exhibit J on p. 344 of Schedule Exhibits shows the Equipment Specifications of RFP 20-02. As listed, a portion of the total amount will be used to upgrade serving lines, display racks and other serving equipment at Westhill High School and Rippowam Middle School.

- 14. Section A.7 of the RFP allows the option of oral presentations. However, the scoring criteria must be included in the RFP. What scoring criteria will the SFA use if oral presentations are deemed necessary?**

Currently, oral presentations are not required. If one is requested, the district would use the same award criteria as shown in A.6 of the RFP.

15. The penalty provisions of \$25,000 and \$50,000 included in Section 16.11 seem excessive. Will you share the rationale for determining these amounts?

The amounts represent progressive steps to cure breaches of “material provisions” of a contract that is currently valued at close to \$7m. The steps include written reprimand, \$25,000 fine and \$50,000 fine. This is not a step the district would pursue without significant justification and we would use all options at our disposal to avoid this situation. Overall, the amount represents less than 1% of the contract estimate.

16. Can you provide a copy of the current CBA?

Please see response to question 9.

17. Please provide the seniority level for each employee.

This information is not available to the district.

18. Please provide the labor schedule for FSMC employees at summer school sites.

Please see attachment 4 for information on this. The attachment represents labor for July 22, 2019 which would be a typical summer school day.

19. Please provide the yearly catering sales.

Yearly catering from events, breakfasts, BOE meetings etc. is approximately \$10,000.

20. Are there any schools that offer breakfast in the classroom or breakfast after the bell programs?

Scofield offers breakfast in the classrooms. There are no after the bell programs.

21. Is there an open campus policy at any location?

Please see response to question 10.

22. Are vending sales included in the Sales and Meal Count forms? If not, please provide the average daily vending sales by location

Vending is included in Sales and Meal counts. The district has reimbursable vending.

23. What school does Apples Pre-K's meals get claimed under?

Please see response to question 4.

24. What school does SPS Anchor's meals get claimed under?

Please see response to question 4.

25. Does the Charter School have any a la carte or adult sales?

The Charter School service is for student meals only.

26. Waterside and Stamford Academy are listed on the labor schedule. Please describe what these buildings are and what services are provided.

Please see response to question 3.

27. Please provide the annual costs of licenses that the FSMC is responsible for.

The FSMC is responsible for Health Department permits for each school with an annual cost of \$1 per school.

28. The September - December claims don't include snacks or suppers. Can you provide the after school snacks and supper claims from those months?

The After School Snack program is not done by the district. For information on the supper program, please refer to question 5.



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RFP 20-02 Addendum 1

Food Service Management Company

Option for Community Eligibility Provision (C.E.P.)

Background

RFP 20-02 refers to the CEP in section E. 13 and the district would like to obtain pricing on implementing CEP in the 2020-21 school year.

“The CEP provides an alternate approach for offering school meals in local educational agencies (LEAs) and schools in low-income areas, instead of collecting individual household applications for free and reduced price meals. The CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the National School Lunch Program (NSLP) and School Breakfast Program (SBP). LEAs are eligible to participate in the CEP if the Identified Student Percentage (ISP) for the entire district, groups of schools, or individual schools meets or exceeds 40 percent. The ISP is calculated by dividing the total number of identified students by the total student enrollment. Participation in the CEP is not mandatory, even if an LEA meets eligibility requirements.”

Currently Stamford Public Schools has 7 buildings that are eligible to participate in the Community Eligibility Provision of the National School Lunch Program (KT Murphy, Springdale, Westover, Toquam, Dolan, Cloonan and Rippowam) and 11 buildings that are “near-eligible” to participate (Newfield, Roxbury, Stark, Davenport, Stillmeadow, Hart, Turn of River, Scofield, Stamford High, Westhill High and AITE).

Requested Information:

The district would like to obtain pricing (similar format to the existing program) under the assumption that ALL buildings will be eligible and participate in the C.E.P. starting in the 2020-21 school year.

Attachment 2

Child & Adult Care Food Program Claim For Reimbursement Summary for March 2019

135AIR Status: Active
Stamford Board of Education - Afterschool Meals Program
 DBA:
 888 Washington Boulevard
 Accounting Department P.O. Box 9310
 Stamford, CT 06904
 Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Mar 2019	0	04/15/2019	04/15/2019	04/23/2019	Original

Confirmation #: AM1ADJ

At Risk Snack

Sponsor Totals	Meals/Snacks	Difference	Federal Rate	Reimbursement Amount
Supper				
Free	5,071		3.3100	16,785.01
CIL	5,071		0.2350	1,191.69
	Total	5,071		17,976.70
Claim Reimbursement Total				17,976.70

Sponsor Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	16,785.01	1,191.69	17,976.70
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	16,785.01	1,191.69	17,976.70

Show Site Meal Details

Created By: CBernardo on: 4/4/2019 12:15:34 PM Modified By: CZachery on: 4/15/2019 9:24:43 AM

**Child & Adult Care Food Program
Claim For Reimbursement Summary for April 2019**

135AIR Status: Active
Stamford Board of Education - Afterschool Meals Program
 DBA:
 888 Washington Boulevard
 Accounting Department P.O. Box 9310
 Stamford, CT 06904
 Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Apr 2019	0	05/14/2019	05/14/2019	05/16/2019	Original

Confirmation #: AM3BCC

At Risk Snack

Sponsor Totals	Meals/Snacks	Difference	Federal Rate	Reimbursement Amount
Supper				
Free	6,568		3.3100	21,740.08
CIL	6,568		0.2350	1,543.48
Total	6,568			23,283.56
Claim Reimbursement Total				23,283.56

Sponsor Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	21,740.08	1,543.48	23,283.56
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	21,740.08	1,543.48	23,283.56

Show Site Meal Details

Created By: CBernardo on: 5/3/2019 10:07:06 AM Modified By: CZachery on: 5/14/2019 8:25:03 AM

**Child & Adult Care Food Program
Claim For Reimbursement Summary for May 2019**

135AIR Status: Active
Stamford Board of Education - Afterschool Meals Program
 DBA:
 888 Washington Boulevard
 Accounting Department P.O. Box 9310
 Stamford, CT 06904
 Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
May 2019	0	07/18/2019	07/18/2019	07/24/2019	Original

Confirmation #: GEBBIO

At Risk Snack

Sponsor Totals	Meals/Snacks	Difference	Federal Rate	Reimbursement Amount
Supper				
Free	5,365		3.3100	17,758.15
CIL	5,365		0.2350	1,260.78
Total	5,365			19,018.93
Claim Reimbursement Total				19,018.93

Sponsor Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	17,758.15	1,260.78	19,018.93
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	17,758.15	1,260.78	19,018.93

Show Site Meal Details

Created By: CBernardo on: 6/3/2019 12:14:48 PM Modified By: TLucero on: 7/18/2019 3:23:25 PM

**Child & Adult Care Food Program
Claim For Reimbursement Summary for June 2019**

135AIR Status: Active
Stamford Board of Education - Afterschool Meals Program
 DBA:
 888 Washington Boulevard
 Accounting Department P.O. Box 9310
 Stamford, CT 06904
 Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jun 2019	0	07/18/2019	07/18/2019	07/24/2019	Original

Confirmation #: ALNAVM

At Risk Snack

Sponsor Totals	Meals/Snacks	Difference	Federal Rate	Reimbursement Amount
Supper				
Free	263		3.3100	870.53
CIL	263		0.2350	61.81
Total	263			932.34
Claim Reimbursement Total				932.34

Sponsor Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	870.53	61.81	932.34
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	870.53	61.81	932.34

Show Site Meal Details

Created By: CBernardo on: 7/11/2019 7:44:02 AM Modified By: TLucero on: 7/18/2019 3:24:25 PM

**Child & Adult Care Food Program
Claim For Reimbursement Summary for September 2019**

135AIR Status: Active
Stamford Board of Education - Afterschool Meals Program
 DBA:
 888 Washington Boulevard
 Accounting Department P.O. Box 9310
 Stamford, CT 06904
 Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2019	0	10/15/2019	10/15/2019	10/21/2019	Original

Confirmation #: CI5CH0

At Risk Snack

Sponsor Totals	Meals/Snacks	Difference	Federal Rate	Reimbursement Amount
Supper				
Free	9,173		3.4100	31,279.93
CIL	9,173		0.2375	2,178.59
	Total	9,173		33,458.52
Claim Reimbursement Total				33,458.52

Sponsor Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	31,279.93	2,178.59	33,458.52
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	31,279.93	2,178.59	33,458.52

Show Site Meal Details

Created By: CBernardo on: 10/4/2019 12:17:03 PM Modified By: TLucero on: 10/15/2019 3:16:45 PM

**Child & Adult Care Food Program
Claim For Reimbursement Summary for October 2019**

135AIR Status: Active
Stamford Board of Education - Afterschool Meals Program
 DBA:
 888 Washington Boulevard
 Accounting Department P.O. Box 9310
 Stamford, CT 06904
 Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Oct 2019	0	11/08/2019	11/08/2019	11/25/2019	Original

Confirmation #: IE6KGC

At Risk Snack

Sponsor Totals	Meals/Snacks	Difference	Federal Rate	Reimbursement Amount
Supper				
Free	12,419		3.4100	42,348.79
CIL	12,419		0.2375	2,949.51
Total	12,419			45,298.30
Claim Reimbursement Total				45,298.30

Sponsor Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	42,348.79	2,949.51	45,298.30
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	42,348.79	2,949.51	45,298.30

Show Site Meal Details

Created By: CBernardo on: 11/1/2019 12:09:26 PM Modified By: TLucero on: 11/8/2019 4:49:05 PM

**Child & Adult Care Food Program
Claim For Reimbursement Summary for November 2019**

135AIR Status: Active
Stamford Board of Education - Afterschool Meals Program
 DBA:
 888 Washington Boulevard
 Accounting Department P.O. Box 9310
 Stamford, CT 06904
 Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Nov 2019	0	12/11/2019	12/11/2019	12/20/2019	Original

Confirmation #: KEHDEP

At Risk Snack

Sponsor Totals	Meals/Snacks	Difference	Federal Rate	Reimbursement Amount
Supper				
Free	10,965		3.4100	37,390.65
CIL	10,965		0.2375	2,604.19
Total	10,965			39,994.84
Claim Reimbursement Total				39,994.84

Sponsor Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	37,390.65	2,604.19	39,994.84
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	37,390.65	2,604.19	39,994.84

Show Site Meal Details

Created By: CBernardo on: 12/2/2019 2:45:30 PM Modified By: TLucero on: 12/11/2019 3:34:26 PM

**Child & Adult Care Food Program
Claim For Reimbursement Summary for December 2019**

135AIR Status: Active
Stamford Board of Education - Afterschool Meals Program
 DBA:
 888 Washington Boulevard
 Accounting Department P.O. Box 9310
 Stamford, CT 06904
 Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2019	0	01/15/2020	01/15/2020	01/21/2020	Original

Confirmation #: AI7NEG

At Risk Snack

Sponsor Totals	Meals/Snacks	Difference	Federal Rate	Reimbursement Amount
Supper				
Free	7,965		3.4100	27,160.65
CIL	7,965		0.2375	1,891.69
Total	7,965			29,052.34
Claim Reimbursement Total				29,052.34

Sponsor Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	27,160.65	1,891.69	29,052.34
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	27,160.65	1,891.69	29,052.34

Show Site Meal Details

Created By: CBernardo on: 1/2/2020 11:50:33 AM Modified By: TLucero on: 1/15/2020 3:10:39 PM

**Child & Adult Care Food Program
Claim For Reimbursement Summary for January 2020**

135AIR Status: Active
Stamford Board of Education - Afterschool Meals Program
 DBA:
 888 Washington Boulevard
 Accounting Department P.O. Box 9310
 Stamford, CT 06904
 Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2020	0	03/04/2020	03/04/2020		Original

Confirmation #: ABVJCC

At Risk Snack

Sponsor Totals	Meals/Snacks	Difference	Federal Rate	Reimbursement Amount
Supper				
Free	14,462		3.4100	49,315.42
CIL	14,462		0.2375	3,434.73
Total	14,462			52,750.15
Claim Reimbursement Total				52,750.15

Sponsor Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	49,315.42	3,434.73	52,750.15
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	49,315.42	3,434.73	52,750.15

Show Site Meal Details

Created By: CBernardo on: 2/4/2020 12:53:29 PM Modified By: ODellaFlora on: 3/4/2020 10:22:05 AM

**Child & Adult Care Food Program
Claim For Reimbursement Summary for February 2020**

135AIR Status: Active
Stamford Board of Education - Afterschool Meals Program
 DBA:
 888 Washington Boulevard
 Accounting Department P.O. Box 9310
 Stamford, CT 06904
 Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Feb 2020	0	03/09/2020	03/09/2020		Original

Confirmation #: BGWCT5

At Risk Snack

Sponsor Totals	Meals/Snacks	Difference	Federal Rate	Reimbursement Amount
Supper				
Free	12,996		3.4100	44,316.36
CIL	12,996		0.2375	3,086.55
Total	12,996			47,402.91
Claim Reimbursement Total				47,402.91

Sponsor Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	44,316.36	3,086.55	47,402.91
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	44,316.36	3,086.55	47,402.91

Show Site Meal Details

Created By: CBernardo on: 3/2/2020 10:18:29 AM Modified By: ODellaFlora on: 3/9/2020 3:28:59 PM

Attachment 3

A La Carte

A La Carte Prices

Chips/Crackers:

Small Chips (0.875 oz)	\$1.00
Large Chips (1.25 oz)	\$1.25
Scooby Doo Graham Crackers	\$1.00
WG Cheez-it	\$1.00
Cheddar Goldfish	\$1.00
Chex Mix: Strawberry and Chocolate Caramel	\$1.00

Bars/Cookies:

Rice Krispie Bar	\$1.25
Cookies	\$0.50

Misc:

Motts Fruit Snack- Assorted or Mixed Berry	\$1.00
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Beverage List:

8 oz bottled water	\$0.75
16 oz bottled water	\$1.25
Flavored carbonated waters	\$1.75
Tropicana Juice (10oz)	\$1.25
Switch (8oz)	\$1.50
Capri Sun (8oz)	\$1.00
Snapple (8 oz)	\$1.25

Attachment 4

Associate Hours Summary Report

Run by:

Personnel Number:

Employee Subgroup:All

Associate	Title	Current REG Hrs	Current OT Hrs	Current DT Hrs
	Food Service Worker	4.25 FSW		Westover
	Food Service Worker	4.00 FSW		SHS
	Food Service Worker	7.50 FSW		AITE/RIPP
	Lead	7.00 Lead		Stillmeadow
	Lead	7.00 Lead		DOMUS
	Lead	6.00 LEad		Hart
	Food Service Worker	7.25 FSW		Ripp
	Food Service Worker	7.25 FSW		Ripp
	Driver	7.50 Driver		Driver
	Food Service Worker	4.00 FSW		Cloonan
	Food Service Worker	6.00 FSW		Hart
	Lead	7.25 LEad		Ripp
	Lead	6.00 Lead		Rogers
	Food Service Worker	3.00 FSW		Ripp
	Food Service Worker	6.75 FSW		Ripp
	Lead	5.50 Lead		Springdale
	Lead	4.50 Lead		Davenport
	Food Service Worker	6.00 FSW		Westover
	Lead	4.00 Lead		Westover