

HASTINGS-ON-HUDSON UNION FREE SCHOOL DISTRICT

27 Farragut Avenue, Hastings-on-Hudson, NY 10706

TO: All Prospective Vendors

FROM: Hastings-on-Hudson Union Free School District

DATE: April 18, 2023

RE: 2023-24 Child Nutrition Food Service Management Contract Bid Specifications

ADDENDUM #1

Attached please find Addendum No. 1 for your review and use.

PLEASE REPLY TO THIS EMAIL CONFIRMING RECEIPT OF THIS ADDENDUM AND INCLUDE IT
(AND ANY ATTACHMENTS) IN YOUR BID SUBMISSION.

**2023-24 CHILD NUTRITION BID SPECIFICATIONS
HASTINGS-ON-HUDSON SCHOOL DISTRICT
ADDENDUM #1 – APRIL 18, 2023**

This Addendum contains modifications and clarifications to the contract and the specifications set forth therein. Such amendments will be incorporated into the contract and/or specification documents and carry the same meaning and force as if they had been included in the original documents. Unless noted herein, all other sections of the contract and specifications remain unmodified.

- 1) Please provide a copy of the sales and meals report by building for September – February.
 - a) See attached.
- 2) Please confirm the number of free and reduced meals are on this report.
 - a) Free and reduced meals are included in the reports.
- 3) Please confirm if the current FSMC employees are union if so, please provide a copy of their CBA.
 - a) The FSMC employees are not part of a union and there is no CBA.
- 4) Are electronic signatures permitted?
 - a) Yes.
- 5) Vending is included in the contract as part of the child nutrition revenues and is the responsibility of the FSMC. This is a change from the current arrangement. Please replace page 22 with the attached, updated version. Also see the vending details spelled out in Schedule A-1 #51.

Please include this addendum and its attachments in your bid submissions.

Meal and Revenue Report

Site: Grand Total

Date: 09/01/2022 To 02/28/2023

Breakfast				Lunch			Snack				
Reimb. Meals:	Paid	Earned	Total	Paid	Earned	Total	Paid	Earned	Total	Meal Equivalence	
Free:	508	0	508	1,639	0	1,639	0	0	0	Breakfast:	0
Free Oth:	0	0	0	0	0	0	0	0	0	Lunch:	39,118
Free Ttl:	508	0	508	1,639	0	1,639	0	0	0	Snack:	0
Reduced:	98	0	98	783	0	783	0	0	0	A La Carte:	0
Red Oth:	0	0	0	0	0	0	0	0	0	Total:	39,118
Red Ttl:	98	0	98	783	0	783	0	0	0		
Paid:	833	0	833	36,696	0	36,696	0	0	0		
Paid Oth:	0	0	0	0	0	0	0	0	0		
Paid Ttl:	833	0	833	36,696	0	36,696	0	0	0		
Total:	1,439	0	1,439	39,118	0	39,118	0	0	0		

Breakfast				Lunch			Snack		
Non-Reimb. Meals:	Paid	Earned	Total	Paid	Earned	Total	Paid	Earned	Total
Second:	20	N/A	20	1,226	N/A	1,226	0	N/A	0
Adult:	389	0	389	2,298	0	2,298	0	0	0
Employee:	0	0	0	0	0	0	0	0	0
Total:	409	0	409	3,524	0	3,524	0	0	0

Revenue:	Cash	Prepaid	Charged	Total	Cash	Prepaid	Charged	Total	Cash	Prepaid	Charged	Total
Red:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R Ttl:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid:	227.50	1,976.72	427.53	2,631.75	14,029.40	120,524.05	17,865.55	152,419.00	0.00	0.00	0.00	0.00
P Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P Ttl:	227.50	1,976.72	427.53	2,631.75	14,029.40	120,524.05	17,865.55	152,419.00	0.00	0.00	0.00	0.00
Total:	227.50	1,976.72	427.53	2,631.75	14,029.40	120,524.05	17,865.55	152,419.00	0.00	0.00	0.00	0.00

Student Second Meals and All Adult Meals (Adult Meals Include Adult Second Meals)

2nd:	3.25	53.25	6.50	63.00	106.31	4,256.95	771.74	5,135.00	0.00	0.00	0.00	0.00
2 Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 Ttl:	3.25	53.25	6.50	63.00	106.31	4,256.95	771.74	5,135.00	0.00	0.00	0.00	0.00
Adult:	507.50	741.10	112.90	1,361.50	6,168.43	3,540.07	632.50	10,341.00	0.00	0.00	0.00	0.00
A Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A Ttl:	507.50	741.10	112.90	1,361.50	6,168.43	3,540.07	632.50	10,341.00	0.00	0.00	0.00	0.00
Total:	510.75	794.35	119.40	1,424.50	6,274.74	7,797.02	1,404.24	15,476.00	0.00	0.00	0.00	0.00

Student, Adult, and Other Site A La Carte

Stud:	4,425.14	32,478.20	7,405.11	44,308.45	21,086.15	172,469.68	30,644.89	224,200.72	0.00	0.00	0.00	0.00
S Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
S Ttl:	4,425.14	32,478.20	7,405.11	44,308.45	21,086.15	172,469.68	30,644.89	224,200.72	0.00	0.00	0.00	0.00
Adult:	2,976.44	2,042.06	383.20	5,401.70	5,099.03	3,970.90	741.52	9,811.45	0.00	0.00	0.00	0.00
A Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A Ttl:	2,976.44	2,042.06	383.20	5,401.70	5,099.03	3,970.90	741.52	9,811.45	0.00	0.00	0.00	0.00
Total:	7,401.58	34,520.26	7,788.31	49,710.15	26,185.18	176,440.58	31,386.41	234,012.17	0.00	0.00	0.00	0.00
Sales:	8,139.83	37,291.33	8,335.24	53,766.40	46,489.32	304,761.65	50,656.20	401,907.17	0.00	0.00	0.00	0.00
Tax:	291.94	224.42	48.71	565.07	947.42	598.86	143.61	1,689.89	0.00	0.00	0.00	0.00
Total:	8,431.77	37,515.75	8,383.95	54,331.47	47,436.74	305,360.51	50,799.81	403,597.06	0.00	0.00	0.00	0.00

Section 3: Prepayments Charges Paid Total				Section 4: Cash Collections		Section 5: Summary	
Free:	831.07	115.60	946.67	Acct. Deposits:	50,301.79	Sales Before Tax:	455,673.57
Reduced:	4.00	0.00	4.00	Refunds:	0.00	Sales Tax:	2,254.96
Full Pay:	28,318.21	10,881.57	39,199.78	Adjustments:	0.00	House Deposits:	0.00
Adults:	8,458.29	1,693.05	10,151.34	Actual Deposits:	50,301.79	Charges:	59,183.76
Total:	37,611.57	12,690.22	50,301.79	Total Cash Sales:	55,868.51	Charges Paid Off:	12,690.22
				Cash Out:	0.00	Prepaid Money Used:	342,876.26
MealPay:	339,979.07	44,572.36	384,551.43	Cash In:	0.00		
				Cash Over/Short:	-10.04		
				Bank Deposit:	106,160.26	Vending Till:	0.00

Vending Tills were open for this date range. Sales posted without off-setting Bank Deposit will affect the calculated over/short of this report.

Meal and Revenue Report

Site: Grand Total

Date: 09/01/2022 To 02/28/2023

Breakfast				Lunch			Snack				
Reimb. Meals:	Paid	Earned	Total	Paid	Earned	Total	Paid	Earned	Total	Meal Equivalence	
Free:	376	0	376	1,512	0	1,512	0	0	0	Breakfast:	0
Free Oth:	0	0	0	0	0	0	0	0	0	Lunch:	35,427
Free Ttl:	376	0	376	1,512	0	1,512	0	0	0	Snack:	0
Reduced:	76	0	76	758	0	758	0	0	0	A La Carte:	0
Red Oth:	0	0	0	0	0	0	0	0	0	Total:	35,427
Red Ttl:	76	0	76	758	0	758	0	0	0		
Paid:	682	0	682	33,157	0	33,157	0	0	0		
Paid Oth:	0	0	0	0	0	0	0	0	0		
Paid Ttl:	682	0	682	33,157	0	33,157	0	0	0		
Total:	1,134	0	1,134	35,427	0	35,427	0	0	0		

Breakfast				Lunch			Snack		
Non-Reimb. Meals:	Paid	Earned	Total	Paid	Earned	Total	Paid	Earned	Total
Second:	16	N/A	16	1,159	N/A	1,159	0	N/A	0
Adult:	385	0	385	2,291	0	2,291	0	0	0
Employee:	0	0	0	0	0	0	0	0	0
Total:	401	0	401	3,450	0	3,450	0	0	0

Revenue:	Cash	Prepaid	Charged	Total	Cash	Prepaid	Charged	Total	Cash	Prepaid	Charged	Total
Red:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R Ttl:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid:	227.50	1,605.47	383.53	2,216.50	14,029.40	110,048.30	16,839.55	140,917.25	0.00	0.00	0.00	0.00
P Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P Ttl:	227.50	1,605.47	383.53	2,216.50	14,029.40	110,048.30	16,839.55	140,917.25	0.00	0.00	0.00	0.00
Total:	227.50	1,605.47	383.53	2,216.50	14,029.40	110,048.30	16,839.55	140,917.25	0.00	0.00	0.00	0.00

Student Second Meals and All Adult Meals (Adult Meals Include Adult Second Meals)

2nd:	3.25	42.25	6.50	52.00	106.31	4,042.45	768.49	4,917.25	0.00	0.00	0.00	0.00
2 Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 Ttl:	3.25	42.25	6.50	52.00	106.31	4,042.45	768.49	4,917.25	0.00	0.00	0.00	0.00
Adult:	507.50	730.60	109.40	1,347.50	6,168.43	3,529.50	611.57	10,309.50	0.00	0.00	0.00	0.00
A Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A Ttl:	507.50	730.60	109.40	1,347.50	6,168.43	3,529.50	611.57	10,309.50	0.00	0.00	0.00	0.00
Total:	510.75	772.85	115.90	1,399.50	6,274.74	7,571.95	1,380.06	15,226.75	0.00	0.00	0.00	0.00

Student, Adult, and Other Site A La Carte

Stud:	4,425.14	32,478.20	7,405.11	44,308.45	21,086.15	172,465.68	30,643.59	224,195.42	0.00	0.00	0.00	0.00
S Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
S Ttl:	4,425.14	32,478.20	7,405.11	44,308.45	21,086.15	172,465.68	30,643.59	224,195.42	0.00	0.00	0.00	0.00
Adult:	2,976.44	2,042.06	382.80	5,401.30	5,099.03	3,970.90	741.52	9,811.45	0.00	0.00	0.00	0.00
A Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A Ttl:	2,976.44	2,042.06	382.80	5,401.30	5,099.03	3,970.90	741.52	9,811.45	0.00	0.00	0.00	0.00
Total:	7,401.58	34,520.26	7,787.91	49,709.75	26,185.18	176,436.58	31,385.11	234,006.87	0.00	0.00	0.00	0.00
Sales:	8,139.83	36,898.58	8,287.34	53,325.75	46,489.32	294,056.83	49,604.72	390,150.87	0.00	0.00	0.00	0.00
Tax:	291.94	223.55	48.39	563.88	947.42	598.10	141.71	1,687.23	0.00	0.00	0.00	0.00
Total:	8,431.77	37,122.13	8,335.73	53,889.63	47,436.74	294,654.93	49,746.43	391,838.10	0.00	0.00	0.00	0.00

Section 3: Prepayments Charges Paid Total				Section 4: Cash Collections		Section 5: Summary	
Free:	831.07	115.60	946.67	Acct. Deposits:	49,932.04	Sales Before Tax:	443,476.62
Reduced:	4.00	0.00	4.00	Refunds:	0.00	Sales Tax:	2,251.11
Full Pay:	27,948.46	10,881.57	38,830.03	Adjustments:	0.00	House Deposits:	0.00
Adults:	8,458.29	1,693.05	10,151.34	Actual Deposits:	49,932.04	Charges:	58,082.16
Total:	37,241.82	12,690.22	49,932.04	Total Cash Sales:	55,868.51	Charges Paid Off:	12,690.22
				Cash Out:	0.00	Prepaid Money Used:	331,777.06
MealPay:	310,721.96	44,322.43	355,044.39	Cash In:	0.00		
				Cash Over/Short:	-10.04		
				Bank Deposit:	105,790.51	Vending Till:	0.00

Vending Tills were open for this date range. Sales posted without off-setting Bank Deposit will affect the calculated over/short of this report.

Meal and Revenue Report

Site: Grand Total

Date: 09/01/2022 To 02/28/2023

Breakfast				Lunch			Snack			Meal Equivalence
Reimb. Meals:	Paid	Earned	Total	Paid	Earned	Total	Paid	Earned	Total	
Free:	132	0	132	127	0	127	0	0	0	Breakfast: 0
Free Oth:	0	0	0	0	0	0	0	0	0	Lunch: 3,691
Free Ttl:	132	0	132	127	0	127	0	0	0	Snack: 0
Reduced:	22	0	22	25	0	25	0	0	0	A La Carte: 0
Red Oth:	0	0	0	0	0	0	0	0	0	Total: 3,691
Red Ttl:	22	0	22	25	0	25	0	0	0	
Paid:	151	0	151	3,539	0	3,539	0	0	0	
Paid Oth:	0	0	0	0	0	0	0	0	0	
Paid Ttl:	151	0	151	3,539	0	3,539	0	0	0	
Total:	305	0	305	3,691	0	3,691	0	0	0	

Breakfast				Lunch			Snack		
Non-Reimb. Meals:	Paid	Earned	Total	Paid	Earned	Total	Paid	Earned	Total
Second:	4	N/A	4	67	N/A	67	0	N/A	0
Adult:	4	0	4	7	0	7	0	0	0
Employee:	0	0	0	0	0	0	0	0	0
Total:	8	0	8	74	0	74	0	0	0

Revenue:	Cash	Prepaid	Charged	Total	Cash	Prepaid	Charged	Total	Cash	Prepaid	Charged	Total
Red:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R Ttl:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid:	0.00	371.25	44.00	415.25	0.00	10,475.75	1,026.00	11,501.75	0.00	0.00	0.00	0.00
P Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P Ttl:	0.00	371.25	44.00	415.25	0.00	10,475.75	1,026.00	11,501.75	0.00	0.00	0.00	0.00
Total:	0.00	371.25	44.00	415.25	0.00	10,475.75	1,026.00	11,501.75	0.00	0.00	0.00	0.00

Student Second Meals and All Adult Meals (Adult Meals Include Adult Second Meals)

2nd:	0.00	11.00	0.00	11.00	0.00	214.50	3.25	217.75	0.00	0.00	0.00	0.00
2 Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 Ttl:	0.00	11.00	0.00	11.00	0.00	214.50	3.25	217.75	0.00	0.00	0.00	0.00
Adult:	0.00	10.50	3.50	14.00	0.00	10.57	20.93	31.50	0.00	0.00	0.00	0.00
A Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A Ttl:	0.00	10.50	3.50	14.00	0.00	10.57	20.93	31.50	0.00	0.00	0.00	0.00
Total:	0.00	21.50	3.50	25.00	0.00	225.07	24.18	249.25	0.00	0.00	0.00	0.00

Student, Adult, and Other Site A La Carte

Stud:	0.00	0.00	0.00	0.00	0.00	4.00	1.30	5.30	0.00	0.00	0.00	0.00
S Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
S Ttl:	0.00	0.00	0.00	0.00	0.00	4.00	1.30	5.30	0.00	0.00	0.00	0.00
Adult:	0.00	0.00	0.40	0.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A Oth:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A Ttl:	0.00	0.00	0.40	0.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.40	0.40	0.00	4.00	1.30	5.30	0.00	0.00	0.00	0.00
Sales:	0.00	392.75	47.90	440.65	0.00	10,704.82	1,051.48	11,756.30	0.00	0.00	0.00	0.00
Tax:	0.00	0.87	0.32	1.19	0.00	0.76	1.90	2.66	0.00	0.00	0.00	0.00
Total:	0.00	393.62	48.22	441.84	0.00	10,705.58	1,053.38	11,758.96	0.00	0.00	0.00	0.00

Section 3: Prepayments Charges Paid Total				Section 4: Cash Collections		Section 5: Summary	
Free:	0.00	0.00	0.00	Acct. Deposits:	369.75	Sales Before Tax:	12,196.95
Reduced:	0.00	0.00	0.00	Refunds:	0.00	Sales Tax:	3.85
Full Pay:	369.75	0.00	369.75	Adjustments:	0.00	House Deposits:	0.00
Adults:	0.00	0.00	0.00	Actual Deposits:	369.75	Charges:	1,101.60
Total:	369.75	0.00	369.75	Total Cash Sales:	0.00	Charges Paid Off:	0.00
				Cash Out:	0.00	Prepaid Money Used:	11,099.20
MealPay:	29,257.11	249.93	29,507.04	Cash In:	0.00		
				Cash Over/Short:	0.00		
				Bank Deposit:	369.75	Vending Till:	0.00

Vending Tills were open for this date range. Sales posted without off-setting Bank Deposit will affect the calculated over/short of this report.

- K. Any employee who is continued as an employee of the FSMC shall be subject to the personnel policies and termination rules of the FSMC.
- L. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries (and hours to be worked) two full calendar weeks prior to the commencement of operation as reflected in Schedule G.
- M. The SFA may request in writing the removal of an employee of the FSMC for any reason or without cause. In the event of the removal or suspension of any such employee, the FSMC shall immediately restructure its staff without disruption in service.
- N. All FSMC personnel assigned to each school shall be trained by the FSMC on the use of all meal preparation/service equipment, emergency valves, switches, fire and safety devices in the kitchen and cafeteria areas.
- O. The SFA will ensure that all FSMC employees have been subjected to the same hiring requirements as SFA employees as indicated in Schedule G (i.e., employee screenings, background checks, immigration, etc.) and ensure that the proper documentation is maintained on file.
- P. The FSMC will adhere to additional FSMC staff training requirements by the SFA in Schedule G.
- Q. The FSMC shall have the sole responsibility to compensate its employees, including all applicable taxes and insurance and shall be solely responsible for any losses incurred by the SFA resulting from dishonest, fraudulent or negligent acts on the part of its employees or agents. ALL food service employees shall comply with all rules of the SFA for cleanliness and courtesy.
- R. The FSMC shall be an independent contractor and not an employee of the SFA; nor are the employees of the FSMC employees of the SFA.

16. EMERGENCY CLOSING

- A. Both Parties shall provide notice to each other as soon as possible of any anticipated or actual interruption in food service of which it has knowledge.
- B. If it becomes necessary to cancel or delay the food service at one or more schools for any reason, then the FSMC will assume all responsibility for resultant food and labor costs.

17. LICENSES, FEES AND TAXES

- A. The FSMC shall be responsible for paying all applicable taxes and fees, including but not limited to excise tax, state and local income taxes, payroll, and withholding taxes and hold the SFA harmless for all claims arising under such taxes and fees.
- B. The SFA shall be responsible for paying sales taxes collected on any receipts deposited in its name.
- C. The FSMC shall obtain, pay for and post all licenses, permits and food handler's cards as required by federal, State, or local law.

18. INCOME, REIMBURSEMENT/DEPOSITS

- A. All income accruing from the result of payments from children and adults, and all other income sources shall be deposited in the SFA's food service account daily. Any profit or guaranteed return shall remain in the SFA's food service account.
- B. Financial accounting records for the Special Milk Program (if applicable) must be kept separately from other program accounting records.
- C. The SFA shall receive all income from the program(s) including a la carte and/or vending machine sales which the SFA must deposit in the school cafeteria fund accounts.

19. VENDING MACHINES

- A. The **FSMC** must ensure that all sales generated from these a la carte vending machine sales accrue to the SFA and be deposited into the SFA's food service account and converted into equivalent meals using the conversion factor which is determined by SED. The total number of vending machines determined by the SFA to be a part of the Child Nutrition Programs whose sales must be converted to equivalent meals are 5. See Schedule A-1 for further information.
- B. The **FSMC** will be responsible for stocking, maintenance, upkeep, and emptying monies from the Child Nutrition a la carte vending machines and must provide a verifiable audit of items sold and revenues received.
- C. Timers may be requested for vending machines at the discretion of the SFA.

HASTINGS-ON-HUDSON UNION FREE SCHOOL DISTRICT

27 Farragut Avenue, Hastings-on-Hudson, NY 10706

TO: All Prospective Vendors

FROM: Hastings-on-Hudson Union Free School District

DATE: April 19, 2023

RE: 2023-24 Child Nutrition Food Service Management Contract Bid Specifications

ADDENDUM #2

Attached please find Addendum No. 2 for your review and use.

PLEASE REPLY TO THIS EMAIL CONFIRMING RECEIPT OF THIS ADDENDUM AND INCLUDE IT
IN YOUR BID SUBMISSION.

**2023-24 CHILD NUTRITION BID SPECIFICATIONS
HASTINGS-ON-HUDSON SCHOOL DISTRICT
ADDENDUM #2 – APRIL 19, 2023**

This Addendum contains modifications and clarifications to the contract and the specifications set forth therein. Such amendments will be incorporated into the contract and/or specification documents and carry the same meaning and force as if they had been included in the original documents. Unless noted herein, all other sections of the contract and specifications remain unmodified.

- 1) Can you please confirm of the employees eligible for medical benefits how many are actively taking medical benefits?

a) All employees are eligible for medical benefits. However at this time, no one actively takes any medical benefits.

Please include this addendum in your bid submissions.