

DR. JAVIER MONTAÑEZ
Superintendent

Addendum #2

Food Services Management Company

Issue Date: Thursday, April 3, 2025

Bids Due: Thursday, April 17, 2025 at 1:00PM

no bids will be accepted after 1pm

*******An additional addendum will be posted on Monday, April 7, 2025*******

1. Please provide your expected school enrollment for the next three years. **PPSD is only providing next year's expected enrollment for the RFP**
2. What is the anticipated Average Daily Attendance percentage? **Please refer to section 3.6, page 53 of the RFP**
3. Please provide the school's current CEP percentage **100% free**
4. Please provide detailed meal claims by school for current year July 2024 through February 2025 and prior year July 2023 through June 2024 for all meal categories (breakfast, lunch, supper). **Please see attached Meals document**
5. Please provide the total A la Carte per school, Adult Sales, Catering Sales, Vending and any other sales for current school year July 2024 through February 2025 and SY2023-24. **Current school year a la carte is \$6,481.50. Vending is \$5,451. Catering and special functions is \$1.58M. PPCSD is not providing information for prior years at this time.**
6. Please explain which schools have kitchens and production capabilities on-site. **Please refer to RFP excel document Working PPCSD Prototype....., tab N-1**
7. Please explain what meals are being produced at the Bucklin Production Kitchen and what schools are meals being delivered to? **Breakfast, lunch, and after school meals. For school list please refer to answer in Q6.**
8. We noticed on the bid tour, there were two different companies filling vending machines. Please provide the commission rate. **Commission rate is 15%**

9. We also heard on the bid tour, the district has plans to remove vending machines in the future. Please provide clarity on the plan moving forward. **District has no immediate plans to remove vending machines.**
10. Do you have any SFA to SFA contracts currently in place? If yes, what is the associated revenue? **Yes, see attached SFA Vender Meals agreements. Is this revenue listed under catering on Attachment M? YTD is \$834,519**
11. On attachment M, can you please list what is included in the SMP revenue of \$1,669,088? **This included grant funding**
12. Please provide a detailed P&L statement for the food service program including expense details for the current YTD July 2024 through February 2025, for SY23-24 and SY22-23. **Request can be made via APRA through the legal Department – PPSD not providing previous years at this time.**
13. Please provide the USDA Commodity Entitlement for the current 2024-25 school year and 2025-26 school year. **See attachment Domestic Order entry**
- a. Can you provide the requisition status report for July 1, 2025- June 30, 2026 out of WBSCM? **See attachment Domestic Order entry**
- b. Please provide how much was allocated for DOD produce. **N/A**
14. Please provide the dollar amount of unused SCA funds. **None**
15. Please provide anticipated FFVP grant award for SY25-26. **Current year \$511k, next year unknown at this time**
16. Does the district have any interest in supporting charters schools again? **District is always interested in partnerships that are mutually beneficial**
17. Is the current equipment depreciation hitting the P&L? **Yes**
19. Please confirm if the \$600,000 guarantee listed in the RFP is currently in place. **See Q18**
20. Please confirm what milk vendor is being currently use? **Garellick**
21. Who is responsible for paying the cost associated with composting? **FSMC processes bills for payment**
22. Are you using compostables in all schools per the Get the Foam Out Law? **Yes**
- a. If not, please let us know what schools are using compostables?
24. Please provide names and titles of those on the 9 proposal evaluation committee members mentioned in the pre-bid tour. **Committee members will include PPSD staff and Providence community members, names will not be provided at this time.**
25. At the High School, are students permitted to leave campus during lunch? **No**
26. Are there any school building changes planned for school year 25-26 that we should consider? (openings, closures, etc.) **Yes, Kennedy Elementary students will be moving to Esek Hopkins location. Asa Messer Elementary students will be moving to Carl Lauro Elementary.**

- a. If yes, is all of the labor for these planned building changes included in the labor schedule? **Yes**
27. Please confirm if the FSMC is responsible for painting the cafeteria and kitchen? **FSMC partners with PPSD to paint cafeteria and kitchen areas**
- a. Is your current FMSC painting the cafeteria and the kitchen? **Yes, as needed**
28. Please explain the parameters of the presentation the week of April 21st **Web based presentation**
- a. Will a food tasting be allowed? **No**
- i. If yes, how many attendees from the district? **TBD**
- b. Will this be interview style with questions provided ahead of time? **TBD**
- c. Will visuals/PowerPoints be allowed? **TBD**
- d. Does the district have a specific date and time blocked for these presentations? **TBD**
29. On attachment W, please clarify the Food and Mail Transport section since both FSMC and SFA were checked off. **Occasionally both SFA and FSMC mail is delivered by each other's vehicles. Food only transported by FSMC vehicles.**
- a. Does the SFA and FSMC both own vehicles? **Yes**
- b. Please confirm who is responsible for maintenance. **FSMC schedules maintenance for delivery vehicles**
30. What is the annual cost associated with the Rhode Island certified food safety manager certificate? **\$50 per school**
31. On Attachment W, please confirm that food service operator is responsible for all janitorial supplies? **FSMC purchases lobby brooms, dust pans, mops, and associated equipment to clean and mop floor areas of the kitchen**
- a. If yes, please provide cost. **As needed**
32. On Attachment W, please confirm the food service operator is responsible for cleaning tables and chairs, bussing of dishes, and removal of trash. ***FSMC responsible for back of house and any equipment/supplies in front of house designated for meals for students (i.e. cutlery, napkins, condiments, etc.)**
- a. If yes, is the labor included in the labor schedule? **N/A**

FSMC Labor

33. Please provide all current management positions by title.

RDM
GM / FSD
OPERATIONS MANAGER
EXECUTIVE CHEF
LOGISTICS / WAREHOUSE MANAGER
IT / NETWORKING MANAGER
BUCKLIN CHEF
FOOD SERVICE MANAGER
FOOD SERVICE MANAGER
FOOD SERVICE MANAGER
FOOD SERVICE MANAGER

FOOD SERVICE MANAGER
FOOD SERVICE MANAGER
HUMAN RESOURCES MANAGER
REGISTERED DIETITIAN
STUDENT ENGAGEMENT COORDINATOR

34. Please confirm how many months each manager works. **12 months**
35. On Attachment Q1 continue 2, there are five positions listed with unusual daily hours. Please confirm daily hours: **These are summer staff positions with combined hours**
- Satellite Lead - 10.5 daily hours
 - Cook - 24 daily hours
 - Utility- 28 daily hours
 - FSW- 122.5 daily hours
 - Driver- 35 daily hours
36. On Attachment Q2, Q2 cont, Q2 cont 2, please clarify what is included in other expense. **Includes benefit costs**
37. Please provide a copy of detailed meal claims by building for September-November of the current school year including lunch, breakfast, and CACFP. **Please refer to Q4**
38. Please provide the total adult and student a la carte revenue from September- November of the current school year for all buildings. **Please refer to Q5**
39. Please provide of your 2025-26 commodity allocation and what foods were ordered including u❖. Brown Box and (NOI) Pounds allocated for processing. **Please refer to Q13**
40. Please provide the actual cost of the commodity processing and delivery fees. **\$3.50 per case**
42. Do any of your buildings have an open campus policy? If so, please explain. **No**
43. How many delivery vehicles are required to be provided by the FSMC for food service operations? **10 vehicles are currently in service for food service operations.**
44. Are concessions currently being operated by the food service program? If so, please provide the anticipated annual revenue? **No**
45. An Oliver Wrapping Machine was seen at the pre-bid meeting. Does the FSMC or SFA own this machine? **The machine is leased, however if film is purchased then there is no cost.**
46. Does the district provide office space for FSMC staff? **No – FSMC procures office and storage spaces, expense of the Lunch Program**
47. Does the district have any vended meal agreements with schools outside Providence Public Schools? If so, please provide the participation information and a copy of the agreements. **Yes, refer to Q10**
48. What is served at Paul Cuffee and Achievement First? These locations have staff listed on Attachment Q-1 but no meals or services listed on Attachment N-1. **Breakfast and lunch, refer to Q10**

49. Attachment Q-1 has "?" listed for the Site location for 10 positions. Do those employees work at the central office? Are the positions listed with 42 days paid the summer employees? **Refer to Q35**

50. Is there any equipment or small wares that the current FSMC owns and will need be replaced in the event of a change in vendor **No, kitchen equipment and small wares are owned by PPSD.**

51. Please provide the summer feeding meal claims from the 2024 summer.

Lunch		Amount		Amount		Amount
Free	15,486	\$70,306.44	4,656	\$21,138.24	20,142	\$91,444.68
Rede	0	\$0.00	0	\$0.00	0	\$0.00
Paid	0	\$0.00	0	\$0.00	0	\$0.00
Total	15,486	\$70,306.44	4,656	\$21,138.24	20,142	\$91,444.68
Breakfast						
Free	12,445	\$35,343.80	3,541	\$10,056.44	15,986	\$45,400.24
Rede	0	\$0.00	0	\$0.00	0	\$0.00
Paid	0	\$0.00	0	\$0.00	0	\$0.00
Total	12,445	\$35,343.80	3,541	\$10,056.44	15,986	\$45,400.24

53. Will FSMCs have the ability to serve food during the presentation? **Refer to Q28**

54. What is the 797 Café location? Please provide sales information for September- November at this location

The location of the 797 Café is in the basement of 797 Westminster St, it is the district café. See attached document 797 Café Sales Sept-Feb

55. (3) references in State of RI – **Page 12, Section C, Item 2 will be removed from RFP qualification**

56. Please provide a copy of most recent FSMC contract renew agreement. **Refer to Q18**

57. Who is on the evaluation committee. **Refer to Q24**

58. Who is responsible for food transport vehicles? **FSMC or SFA? Refer to section 2.3 of the RFP, page 9 number 18 and also refer to Q29**

a. how many are currently used for the program? **Refer to Q43**

59. What are the 2025 dates of the SFSP? **TBD, but typically begins Monday after 4th of July and goes through 2nd week of August**

60. How many meals are produced daily at the commissary location? **Refer to Q6**
61. How many locations receive meals from the commissary kitchen? **Refer to Q6**
62. Please provide the employee seniority list. **This will be provided to the awarded FSMC.**
63. * SFE reference question. **Refer to Q55**