

San Francisco Unified School District

Student Nutrition Services Request for Proposals/Qualifications No. PMDS-2018

Meal Services MANDATORY PRE-BID CONFERENCE November 13, 2017 – 11:00 A.M., Room 210

Questions and Answers re RFP/Q No. PMDS-2018

Below are the questions that SFUSD has received regarding RFP/Q #PMDS-2018, numbered 1 through 57, as well as the District's responses to these questions.

1. In regards to GFPP value #1, how is large/medium/small scale operations measured? How is it defined for non-farms e.g. processors?

District Response: Please refer to the attachment "Good Food Purchasing Standards." A large-scale farm is greater than 500 acres, a medium-scale farm is 180-499 acres and a small-scale farm is less than 180 acres. The Good Food Purchasing Program measures the size of the farm where the food originates, and not the size of the processor.

2. Are all hot meals, all platforms, all grade levels delivered in current custom wire baskets? If so will SFUSD supply the custom equipment?

District Response: SFUSD will supply the wire racks.

3. In regards to Section 2.2.5 for Delivery, please confirm vendor is not responsible for verifying each item received on every daily site food order form. The vendor is performing third party logistics, picking up items ordered by SFUSD that are shrink wrapped and palletized by BiRite.

District Response: The vendor is responsible that the correct orders are delivered to the right school but will not be responsible for verifying the order is complete. SFUSD staff will verify the contents of the delivery when it is made and follow up directly with the vendor if items are missing.

4. When can we expect more information about the location, time and facilities available for the Dec. 12-13 event?

District Response: Bidders that would like to participate in the taste test, should email:

Leon Ho – Hol@sfusd.edu. SFUSD will send detailed instructions via email by December 4, 2017. Vendors that attended the bidder’s conference on November 13, 2017 will receive the instructions (i.e., no need to contact Leon Ho).

5. Will ECE sites be reimbursed under NSLP following NSLP meal patterns, or CACFP following new CACFP regs effective 10/01/2017?

District Response: Meals provided by the vendor to ECE sites located on school campuses will be prepared/claimed using the National School Lunch meal pattern.

6. Will supper be reimbursed under NSLP following NSLP meal patterns, or following CACFP meal patterns? If following NSLP meal patterns, is the vendor required to submit nutrient analysis?

District Response: The At-Risk Meals Program is part of the Child and Adult Care Food Program (CACFP) and will be prepared/claimed using the CACFP meal pattern. Nutrient analysis is not required for CACFP.

7. Will SFUSD amend the unacceptable ingredients list to remove L-Cysteine, EDTA, and Palm Oil? After thorough review by a third party food additives expert, we did not find there was scientific evidence to maintain those ingredients.

District Response: The unacceptable ingredient list was developed by nutrition experts using the most current science at the time, and passed by the SFUSD Board of Education. Any changes to the nutrition standards requires the same rigorous research/review and Board of Education approval. For the purpose of this RFP, the ingredients will remain on the unacceptable ingredients list.

8. Will SFUSD consider pricing tiers to meet the various level requirements of GFPP?

District Response:

No. There is no need for pricing tiers.

We are looking for the Proposal with the “best value” score; this will be determined by dividing a Vendor’s Proposal Price by the number of Qualification Points the Vendor received. The Vendor with the lowest best value score shall be selected. Points for GFPP are awarded based on the level of commitment each vendor can make with its Proposal. Vendors are encouraged to think strategically; the successful firm’s proposal will be the one that commits to the preparation and delivery of the highest quality meals, at the most reasonable fixed-per-serving price. Prices and stated Commitment Levels set-forth in the Proposal are firm, and will be in effect for the term of the Contract.

9. RFP Page 16 states that the GFPP total possible points is up to 250 for each Year 1 and Year 3. RFP Page 15 states total possible points is 300. Which is accurate? If total is 300 points, please revise matrix on page 16.

District Response: Please refer to Attachment 6, Part B of the RFP “Commitment Level Scoring Criteria”. There is a total of 50 points available for each of the five value categories (local economies, environmental sustainability, valued workforce, animal welfare, and nutrition) for the commitment made in each year one and year three. This total is multiplied by .5 to get the total score of up to 250 points. An additional 50 points is available for the sample traceability report, for a total possible score of 300 points.

10. In consideration of evaluating price, how is daily total calculated? Attachment 3 issued November 8 does not include calculations in the excel spreadsheet.

District Response: We have added the subtotal box for Section 2 of the Attachment 3. The Total Daily Meal Price in Section 1 is then calculated by adding the subtotal of Grades K-5, Grades 6-8, and Grades 9-12. Please see Attachment 8 of Question and Answer.

11. In regards to the Questionnaire found in Attachment 7: the Fair Pay and Safe Workplaces order was repealed by President Trump on March 27, 2017, and the final rule repealing all related regulations was issued on November 6, 2017. As there no longer is any way for Government agencies to securely track the confidential information that the Fair Pay and Safe Workplaces order was intended to track, reporting under this order should no longer be required. Please confirm this requirement should be removed from the RFQ/P. We note that Offerors still have certification obligations required by Government Mandatory Disclosure Rules.

District Response: If the regulation is no longer in force, it is deemed no longer required.

12. Document: Request for Qualifications & Pricing Page: 2 Item: 1: Overview

Clarification: Count Total For Regular School Year: 143 Sites

Clarification: Count Total For Summer School Year: 49 Sites

District Response: There are currently 134 sites, including EED and split campuses, served by SNS. School counts are listed below by type. This number is dynamic and may change year to year. For the purposes of this bid, 134 sites is the accurate count.

Charter	10
Elementary	64
Middle	13
High	15
K8	11

Continuation HS	4
County	5
EED	12
TOTAL	134

The 49 summer sites is an estimate based on the number of sites typically operated by SFUSD during the summer.

13. Document: Request for Qualifications & Pricing Page: 5 Item: 2.5 Delivery Statement: Count Regular School Year: 143 School Sites Statement: Summer EED sites: 46 Sites Statement: Summer K-12: 50-60 Sites

Clarification: Confirm Total: Summer Sites

District Response: The 49 summer sites is an estimate based on the number of sites typically operated by SFUSD during the summer.

14. Document: Request for Qualifications and Pricing Proposals Page: 3, paragraph 2 Item: Meal Count, Paragraph 2 Statement: 20,000 Lunches, 7,500 Brkfst, 6,000 Suppers, 3,000 AS Snacks Question: Clarify Is This Count Is For Regular School Year Question: What Is The Count Of: Bk/Lunch/Supper/Snacks for SUMMER School

District Response: The meal estimates above are for the school year. During the summer of 2017, SFUSD served approximately 4000 breakfasts, 10,000 lunches, 2000 snacks and no suppers per day during the month of July.

15. Document: Request for Qualifications and Pricing Proposals Page: 6 Item: 2.7, New Meal and Meal Components Statement: SNS to Develop New Meals/Components Conform to Price Constraints. Question: What Are the Price Constraints on Submittal of 21 Day Menu Cycle?

District Response: The price per meal spelled in the contract between SFUSD and the vendor will be the benchmark for the price constraints on menu items, including any new items developed outside the initial 21-day menu cycle.

Question: Is This New Menu Component Developed After Award of Contract Question: Where to Qualify and Quantify the BULK Products

District Response: It is not necessary to give prices for bulk meals.

16. Attachment 2, Scope of Services Page: 7 Item: 1.11.6 Question: Vendor to Supply Carry Out Trays – SFUSD Provide a Spec Question: Re-Usable – Pick Up by Vendor, or Wash On Site?

District Response: Carryout trays are compostable or recyclable.

17. Document: Request For Qualifications and Pricing Proposals Page: 12: Comparable Experience Page: 9: Prior Relevant Experience

Clarification: FoodService Partners operates a Fresh Meal Production and Delivery Business in South San Francisco, CA for the past 20 years. The Clients of FSP are Healthcare, Long Term Care and other Institutional anchor businesses. FSP makes Scratch Cooked, Fresh Meals Daily, And delivered within 24 hours of meal preparation, to all Kaiser Permanente Hospitals and multiple other facilities in Greater bay area. 3 FoodService Partners operates it's own fleet of trucks, all full capacity trucks, temperature controlled and electronically monitored. FSP delivers 7 days per week, every day, fresh meals, meal components, dishes and service items. FoodService Partners has never missed a delivery in 20 years. FSP has superior qualifications in the equivalent public Institutions, with fresh, local, sustainable meals, as well as Own distribution and deliveries to over 50 plus individual locations. FSP operates in New York and Virginia, with the same model Of fresh meal production and 7 day week delivery to large Healthcare facilities of multiple locations. Clarification: We feel our credentials in fresh scratch meal preparation, daily Deliveries, food safety and capacity and delivery count qualifies FSP under the Relevant Experience Section. Our completed submittal on November 27 of the Request for Qualifications and Pricing Proposals Strategically sourced, Prepared Meal and and Delivery Services will be in significant Compliance with the requirements of SFUSD, inclusive.

District Response: Proposals will be evaluated by a panel, and scored on the various criteria, including past experience.

18. Document: Material Terms, Attachment "1" Page: 1, Item 5

Clarification: Term of Contract, Is there an Initial Term, such as: five (5) years? With five (5) x 1 year extensions?

District Response: The term of the contract is one year, with the option to extend annually up to four times, for a total of five years.

19. Document: Attachment 3, Bid Form, Delivery Pricing Page: 9 Item: BULK Delivery Year Round

Clarification: Where would we find the Details of the CASES and Product Type? We are anticipating we use our Menu we are Developing and these would be the BULK Items? May you Please clarify

District Response: This section refers to food supplies we require to be delivered to 19 middle and high schools, that prepare some of our meal offerings on site. The commitment is to pick up the food items from a third-party vendor, and deliver them to the 19 sites, on a weekly basis, throughout the calendar year.

20. **Page 5: section 2.5:** Per this section, there are "approximately 114 Elementary, Middle and High School sites" to be delivered and then further into the paragraph it says "inside delivery to approximately 130 K-12 sites plus 14 EED sites daily". Can you please clarify 114 vs 130 sites?

District Response: There are currently 134 sites, including EED and split campuses, served by SNS. School counts are listed below by type. This number is dynamic and may change year to year. For the purposes of this bid, 134 sites is the accurate count.

Charter	10
Elementary	64
Middle	13
High	15
K8	11
Continuation HS	4
County	5
EED	12
TOTAL	134

The 49 summer sites is an estimate based on the number of sites typically operated by SFUSD during the summer.

Attachment 2, page 10: section 2.2: Again the number of schools is described differently. This section has 74 Elementary and K-8, 14 Middle Schools, 27 High Schools (including 2 Continuation Schools and 1 Independent study school); 15 Early Childhood Schools and 13 Active Charter Schools for a total of 143 Schools.

District Response: There are currently 134 sites, including EED and split campuses, served by SNS. School counts are listed below by type. This number is dynamic and may change year to year. For the purposes of this bid, 134 sites is the accurate count.

Charter	10
Elementary	64
Middle	13
High	15
K8	11
Continuation HS	4
County	5
EED	12
TOTAL	134

The 49 summer sites is an estimate based on the number of sites typically operated by SFUSD during the summer.

21. Previously cash pickups were historically part of the Distribution contract. Please confirm that cash pick-ups are no longer part of the required Distribution services.

District Response: Cash pick-ups are not part of the RFP/Q.

22. **Attachment 1: page 13; section 26C:** Language states that Contractor vehicles shall maintain hot food "at or above 165 degrees". It also then states that during transportation of food for pick-up that "hot food is maintained at or above 135 degrees". What food would we ever receive at or above 165 degrees that would need to be transported? Can you clarify please?

District Response: Typically meals for elementary, middle and high schools are delivered cold to the sites, and reheated. The food delivered to the early education sites is packed hot into thermal containers, and transported. This part of the contract is meant to convey that the contractor must ensure the hot food be kept hot (between 135 and 165 degrees).

23. **Attachment 2: page 12; section 2.3.1:** RFQ states that "Sites Requiring Deliver are listed in Attachment 12" (Current order level by site). Current RFQ only goes up to **Attachment 10**. Can you please provide what would be Attachment 11 and Attachment 12?

District Response: There is no Attachment 11 or 12; the information was consolidated into the updated version of Attachment "10"; the reference should not have been included. In addition, there is no reference in Attachment "10" to specific sites requiring delivery or the current volume by site of items delivered. Proposers can review Attachment "10" for school locations by grade level in addition to information on number of schools listed in the RFQ/P.

24. **Attachment 2. Attachment 10:** There are discrepancies in several areas as to the number of school sites a Firm will be delivering to. Attachment 10 also only lists 12 Early Childhood Schools, 75 Elementary Schools, 13 Middle Schools, 14 High Schools plus 5 Continuation Schools. It also lists only 11 Charter schools which is different than in the Performance Logistics section in also lists 16 Traditional Kindergarten sites. **Question:** Are these sites we would be delivering to? Could you please provide an expanded excel spreadsheet list of all sites we would deliver to that also includes delivery windows, full addresses, average meals ordered by meal type and lunch service times at each school? Please also clarify which Schools are pick-up schools, the pick-up times and the corresponding schools the meals need to be taken to.

District Response: Response provided in attachment 1.

25. **Attachment 2: page 11; section 2.2.1:** If contract is awarded to a new vendor, will the new Vendor be receiving the current inventory of wire baskets from the previous vendor for use? How many wire baskets are currently being used in total in the district? What will be the new vendors requirements for purchase, replenishment of any additionally required baskets over the life of the contract? If vendor is required to replace or provide baskets, how many baskets would new vendor need to supply? If so, does the district provide the racks or that the cost of the vendor?

District Response: SFUSD will supply the wire racks.

26. Are the meals delivered the same day for service?

District Response: The delivery of meals can be a combination of “day of” and “day ahead.” SFUSD will provide keys and alarm codes to schools designated for “day ahead” deliveries.

27. What are the delivery windows that schools can receive meals?

District Response: Day of lunch deliveries must be delivered no later than 1 hour prior to meal service, hot breakfast must be delivered no later than 30 minutes ahead of meal service, and cold breakfast must be delivered at least 15 minutes prior to meal service. All meals are delivered together in one delivery stop per site. Each school typically receives one delivery per day. Meals to be served later in the day are placed in the refrigerator by the delivery driver. Meals delivered approximately 90 minutes or less prior to the meal service are placed in the re-thermalization oven by the delivery driver. Please refer to “Site List for RFP-Q PMDS 2018” for details about current delivery windows.

28. **Page 5; section 2.2:** Should we plan for the possibility of being able to get in schools early with keys for this bid? If yes, which schools are we going to be able to do this? What type of refrigeration do the schools have?

District Response: Currently day ahead deliveries occur at approximately 50 schools, which currently have adequate refrigeration to accommodate the deliveries. SFUSD will ensure the delivery drivers have keys and alarm codes to enter schools for day ahead deliveries. Please refer to “Site List for RFP-Q PMDS 2018” for details about current delivery windows, including day ahead deliveries.

29. Can you provide a list of equipment in each school?

District Response: SFUSD does not have current inventory of equipment at each school. However, it is reasonable to expect the following equipment at heat and serve sites:

single or double door commercial refrigerator; beverage air milk cooler (SM49N or SM34N); 12kW Retherm Oven. For Production kitchen sites, it is reasonable to expect the following equipment at sites: single or double door commercial refrigerator; beverage air milk cooler (SM49N or SM34N); 12kW Retherm Oven; combitherm oven with hood OR commercial gas oven; single or double door freezer.

30. When CN labels are not available, is the Product Formulation Statements submission (using the USDA Food Buying Guide and/or vendor information provided) sufficient documentation to confirm the meal meets the (NSLP/CACFP) meal pattern requirements.

Attachment 2; page 1; section 1.5: HHFKA 6 cents Reimbursement.

In order to certify compliance with the new USDA meal pattern under HHFKA, the contractor shall provide for each type of menu, information that is required for obtaining the additional 6 cents reimbursement: 1-week menu for each tiered menu; portion size for all reimbursable menu items, contribution information for each menu item (**CN Label, USDA Food Fact Sheet if applicable**). 1.10 Food Quality, Inspections and Labeling. 10.1.3 Vendors shall ensure that the brand name, item code, **Child Nutrition (CN) label**, and count are clearly identified on master cases and boxed within master cases.

District Response: Yes, product formulation statements are acceptable.

31. **On Page 9; Section H:** it states that FIRMS should: **“Provide a statement on ALL claims filed against Firm in the past 5 years.”** Can you be more specific as to the type of claims? Such as; legal, EEOC etc..?

District Response: Please refer to Attachment “7” of the RFP – Contractor Responsibility Questionnaire for a listing of the types of claims the District requires be provided in the requested statement.

33. If subcontractors are participating in your bid or if a joint partnership, are you requiring that claims for all companies be submitted as well?

District Response: Yes

34. What is the entitlement for this share of schools for the current school year (17-18)?

District Response: \$1,205,000. As outlined in RFQ/P No. – PMDS-2018, vendor must be willing to accept the District’s USDA and DoD foods into its facility or facilities and shall utilize such foods in the meal platform whenever such foods are compatible with the meal platform as determined by the District. The preserving price to the District shall be

reduced by Offer vs. Serve credits, USDA and DoD food credits. The bid price provided by the vendor should NOT include the deduction for entitlement dollars.

35. Is SFUSD using both USDA Foods and DOD for this share of schools for this current school year (17-18)?

District Response: Yes, SFUSD uses both USDA Foods and DOD for this school year.

36. If so, how much of the entitlement is going towards USDA Foods and how much is going towards DOD for this share of schools for the current school year (17-18)?

District Response: SFUSD's entitlement for the 2017/18 school year is \$1,205,000. \$805,000 was allocated to DOD and \$400,000 to brown box items.

37. If you ordered USDA Foods, what have you ordered/requested for this share of schools for the current school year (17-18)?

District Response: We have ordered brown box items, such as frozen vegetables, and cheese and beef products.

38. Please provide a list of commodities products the district uses in this program?

District Response: The commodities vary based on what is available, and our menus; and they must meet our nutrition guidelines.

39. Provide a list of commodities the district uses in the entire program?

District Response: The commodities vary based on what is available, and our menus; and they must meet our nutrition guidelines.

40. Please provide a listing of all schools and sites being served by this contract (If this information can be provided in electronic excel format it would be appreciated).

- o Please include Name of School, Address, Grade Level, Enrollment, F/R%, ADP of Breakfast, Lunch Dinner and Snack.

District Response: Please refer to "Site List for RFP-Q PMDS 2018"

41. Please provide listing of schools that are on CEP.

District Response: Please refer to "Site List for RFP-Q PMDS 2018"

42. Please provide listing of the schools that are serving breakfast in the classroom.

District Response: Please refer to “Site List for RFP-Q PMDS 2018”

43. Please provide the October claim forms or a summary of the claim forms of the schools participating in this program

District Response: We have not filed our October claim yet.

44. Please provide the district calendar for the SY17/18 and SY18/19 school year?

District Response: Please refer to “2017-18-calendar-ENG”

45. Can we please get a copy of the site listing for the summer program with address, enrollment, start/end dates, and delivery windows? (The past year will suffice as we realize sites may change)

District Response: Please refer to “Site List for RFP-Q PMDS 2018”

46. Is there a service calendar available for the EED sites that can be provided?

District Response: Please refer to “2017-2018 EED Calendar”

47. With the contract starting July 1st, is the district expecting the winning provider to begin mid – summer.

District Response: The contract begins July 1, 2018.

48. Please explain **Attachment “3”**; **page 1: 1-A, 2-A**, etc. and the subtotal and how we are to subtotal that into a “ Per day Meal Cost?” What is 1-A and 2-A, etc.?

District Response: Please see Addendum No. 2 – Attachment 3 (Excel) of the RFP– refer to instructions.

49. Delivery cost summary is a rate (i.e. \$.50 per unit), correct?

District Response: We are looking for a cost per delivery.

50. For Bulk are you looking for a rate based on cases?

District Response: We are looking for a cost per delivery, based on the number of cases.

51. **Attachment 1; page 1; section 4 Firm Prices:** The language that all prices remain firm conflicts with the innovation and continuous improvement philosophy of the good food purchasing policy. Is the intent of this language to negotiate with written approval?

District Response: All pricing provided on Attachment “3” to the Proposal will remain firm, absent any allowable annual escalation, should the contract be continued during the 4 one-year extensions. Any additional costs associated with meal innovation and GFPP enhancements, above those committed to in the original contract, may be later negotiated between the parties.

52. We have a very important question in regard to the “**Key Events Schedule**” (listed on page 1 of RFQ/P No - PMDS-2018) for your review, consideration and response.

Situation:

Please note that there are approximately nineteen (19) working days between the October 30, 2017 “RFQ/P Release” and the November 27, 2017 proposal due date. There are only seventeen (17) working days if you include the “Thanksgiving Holidays” of November 25-26th.

Note to, that the contract start date of July 1, 2018 is not for another six (6) months following the “Staff Notification of Selection/Intent to Award” date of December 18, 2017. Therefore, we are requesting that you consider the following question and request for an extension to the proposal due date.

Question/Request:

With such a very generous lead time of six months before the contract start date of July 1, 2018, we are requesting that the SFUSD extend the “Proposal Due Date” 30-45 working days to afford Firms responding to the RFQ ample time to meet your very detailed RFQ/P requirements.

Benefit:

The benefit to SFUSD and the students you serve is the extension will allow “Firms” 30 or more working days to better demonstrate our level of commitment and ability to customize an innovative and affordable service model to address your RFQ/P criteria.

Our experience is that a very short proposal response window is typically only to the advantage of the operating incumbent. When from our review, there is considerable room to grow participation, meal consumption and overall student satisfaction.

District Response: SFUSD will extend the due date for the proposals – please see addendum 3 for details.

53. For the K-8 schools, is SFUSD looking for the K-8 menu, or the K-5, and 6-8 menu?

District Response: Meals at our K-8 schools are split between two meal patterns (K-5, 6-8).

54. Is SFUSD currently following the GFFP?

District Response: SFUSD just completed the baseline assessment, and needs to improve in “valued workforce” and “sustainability.” We are looking for a vendor that can help the District meet the requirements in all areas, and to continue to improve.

55. Is there a tour of schools planned as part of the bidding process?

District Response: SFUSD will set up a time for bidders to visit a school to see the meal service. Details to follow.

56. Is there a particular time of day BiRite deliveries happen?

District Response: We prefer that meals do not happen during meal times.

57. Can bidders include qualification and pricing in the same package, separate envelopes?

District Response: Yes.

JULY 2017 **0**

M	T	W	T	F
	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

OCTOBER 2017 **21**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY 2018 **17**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL 2018 **21**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Jul 4 – Independence Day (Holiday)

Oct 9 – Indigenous People’s Day (Holiday)

Jan 1-5 – Winter Break
Jan 15 – Martin Luther King (Holiday)

AUGUST 2017 **9**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2017 **16**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

FEBRUARY 2018 **18**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

Aug 15-17 – Professional Development Day (TK-12)
Aug 18 – Teacher Work Day
Aug 21 – 1st Day of Instruction

Nov 10 – Veterans Day (Holiday)
Nov 22 – Paraprofessional Paid Floating Holiday
Nov 20-24 – Thanksgiving Recess

Feb 16 – Lunar New Year Observance (School sites and EES Closed – District offices – Open)
Feb 19 – Presidents’ Day (Holiday)

SEPTEMBER 2017 **20**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2017 **15**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MARCH 2018 **17**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE 2018 **4**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Sep 4 – Labor Day (Holiday)

Dec 21 – End of the Fall Semester
Dec 22-29 – Winter Break

Mar 26-30 – Spring Break
Mar 30 – Cesar Chavez Day Observance (School sites and EES Closed – District offices open) – Paraprofessional Paid Floating Holiday

Jun 6 – Last day of School (End of the Spring Semester)

Instructional Days by Month

Jul	0	Jan	17
Aug	9	Feb	18
Sept	20	Mar	17
Oct	21	Apr	21
Nov	16	May	22
Dec	15	Jun	4

Fall Semester – 81 days
Spring Semester – 99
Total Instructional Days – 180
Total Work Day – 1
Professional Development Days – 3
Total Service Days - 184

Legend

	Recess/Break
	Holiday
	Staff Development Day(s)
	1 st & last day of school
	Teacher work day
	School Site Holidays

EED INSTRUCTIONAL CALENDAR 2017-2018

JULY 2017 20

M	T	W	T	F
	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

OCTOBER 2017 21

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY 2018 17

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL 2018 21

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Jul 4 – Independence Day (Holiday)

Oct 9 – Indigenous People’s Day (Holiday)

Jan 1-5 – Winter Break
Jan 15 – Martin Luther King (Holiday)

AUGUST 2017 23

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2017 18

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

FEBRUARY 2018 18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

Aug 17-18 – Professional Development Day (PreK)
Aug 21 – 1st Day of Instruction

Nov 10 – Veterans Day (Holiday)
Nov 22-24 – Thanksgiving Recess

Feb 16 – Lunar New Year Observance (School sites and EES Closed – District offices – Open)
Feb 19 – Presidents’ Day (Holiday)

MAY 2018 22

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

May 28 – Memorial Day (Holiday)

SEPTEMBER 2017 20

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Sep 4 – Labor Day (Holiday)

DECEMBER 2017 16

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Dec 21 – End of the Fall Semester
Dec 25-29 – Winter Break

MARCH 2018 21

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Mar 26-30 – Spring Break
Mar 30 – Cesar Chavez Day Observance (School sites and EES Closed – District offices open) – Paraprofessional Paid Floating Holiday

JUNE 2018 21

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Jun 6 – Last day of School (End of the Spring Semester)
Jun 8 – Last day for EED PreK Teachers
Jun 22 – Last Work Day for PreK C10s

- PreK Teachers # of Work Days – 191
- Professional Development Days – 2
- Infant/Toddler Teachers # of Work Days – 219
- Professional Development Days – 2
- Non-Service Days – 19
- Out of School (School-Age) Teachers # of Work Days – 218
- Non-Service Days - 20

Legend

	Recess/Break
	Holiday
	Staff Development Day(s)
	1 st & last day of school (TK-12)
	Teacher work day
	School Site Holidays
	Last work day for Prek C10s

ATTACHMENT "Site List for RFP-Q PMDS 2018" – PLEASE DOWNLOAD THE EXCEL FILE WHICH WILL BE POSTED NEXT TO THIS Q&A AT <http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html>

ATTACHMENT 8

Updated ATTACHMENT 3 for RFQ/P NO. PMDS-2018 – PDF File is after this page. The EXCEL FILE for ATTACHMENT 3 will be posted next to this Q&A at <http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html>

Please use this updated ATTACHMENT 3 rather than the ATTACHMENT 3 from Addendum 2.

ATTACHMENT 3 - BID FORM / FEE SCHEDULE (Section 1)

INSTRUCTIONS:

Attachment “3” is divided into three (3) sections:

Proposal Pricing Summary (**Sheet 1**)

Meal Preparation Pricing (**Sheet 2**)

Meal Delivery Pricing (**Sheet 3**)

-The quantities and items listed on the Fee Schedule are for proposal purposes only.

-The actual quantities and items to be purchased under the Contract will be based on the actual needs of the District.

-Firms are to complete and enter the appropriate cost on the Fee Schedule in the space provided.

-The Fee Schedule is set up as a tiered pricing and service structure **FOR FIVE (5) DIFFERENT MEALS.**

Price breakouts ARE REQUIRED for **FOUR (4) UTENSIL AND PACKAGING SCENARIOS**, aimed at achieving the greater goal of Zero Waste Goods (“ZWG”).

-The only price used for scoring purposes is for the MEAL using traditional packaging and utensils, labeled “A.” on the Bid Form, and color highlighted in each of the FIVE (5) MEAL categories, at each of the three (3) Grade Levels, and the **Regular School Day Delivery Cost**. All other pricing is for informational purposes, but will be relied upon as an alternate price if ZWG products are selected.

Proposal Pricing Summary

MEAL COST SUMMARY (per Bid Form / Fee Schedule - SHEET 2)

GRADES K-5	\$	GRADES 6 TO 8	\$	GRADES 9 TO 12	\$
1-A		1-A		1-A	
2-A		2-A		2-A	
3-A		3-A		3-A	
4-A		4-A		4-A	
5-A		5-A		5-A	
subtotal		subtotal		subtotal	
				Total Daily Meal	

DELIVERY COST SUMMARY (per Bid Form / Fee Schedule - SHEET 3)

Total Daily Delivery	
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PROPOSAL PRICE	TOTAL PER DAY MEAL + DELIVERY	
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MEAL COSTS (Section 2)

K-5 Meals	Estimated daily servings	Cost Per Meal	Per Day Total
1. HOT Breakfast	3000		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
2. COLD Breakfast	3000		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
3. SNACK	3000		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
4. LUNCH	14000		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
5.SUPPER	2000		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
		GRADES K-5 SUBTOTAL (1A+2A+3A+4A+5A)	

6-8 Meals	Estimated daily servings	Cost Per Meal	Per Day Total
1. HOT Breakfast	350		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
2. COLD Breakfast	250		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
3. SNACK	1500		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
4. LUNCH	1800		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
5.SUPPER	1800		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
GRADES 6-8 SUBTOTAL (1A+2A+3A+4A+5A)			

9-12 Meals	Estimated daily servings	Cost Per Meal	Per Day Total
1. HOT Breakfast	600		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
2. COLD Breakfast	600		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
3. SNACK	550		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
4. LUNCH	3000		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
5. SUPPER	3000		
A. Traditional utensils and packaging			
B. Traditional utensils but ZWG packaging			
C. Traditional packaging but ZWG utensils			
D. ZWG utensils and ZWG packaging			
		GRADES 9-12 SUBTOTAL (1A+2A+3A+4A+5A)	

DELIVERY COSTS (Section 3)

1. REGULAR – SCHOOL YEAR

Est. number of service days - 180	Est. Number of Sites	Per Site Delivery Price	Sub-total Per Tier/Site
Student Nutrition Tier 3 Sites (451 and more meals)	8		
Student Nutrition Tier 2 Sites (101 – 450 meals)	89		
Student Nutrition Tier 1 Sites (100 and few meals)	18		
Early Ed Delivery	14		
PER DAY TOTAL ALL SITES			

2. SUMMER SCHOOL and HOLIDAYS

Est. number of service days - 45	Est. Number of Sites	Per Site Delivery Price	Sub-total Per Tier/Site
Student Nutrition Tier 3 Sites (451 and more meals)	1		
Student Nutrition Tier 2 Sites (101 – 450 meals)	30		
Student Nutrition Tier 1 Sites (100 and few meals)	29		
Early Ed Delivery	25		
PER DAY TOTAL ALL SITES			

3. FOOD SUPPLIES / BULK DELIVERY YEAR-ROUND

Est. number of service days - 18-36	Est. Number of Sites	Per Site Delivery Price	Sub-total Per Tier/Site
Student Nutrition Tier 3 Sites (51 cases and above)	2		
Student Nutrition Tier 2 Sites (31 to 50 cases)	6		
Student Nutrition Tier 1 Sites (0 TO 31 cases)	17		
PER DAY TOTAL ALL SITES			

Est. # Per Year	Cost Per Service
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SPECIAL SERVICE REQUESTS

Re-thermalization Oven Reset	20	
Emergency Meal Delivery	20	
Emergency Milk Delivery	30	
Equipment Move	10	
Equipment Move- additional units, same day delivery	5	
SFUSD Catering Delivery	20	

Additional Cases of Fruit	Est. # of Sites	Est. # of Cases	Cost
(USDA Commodities) (Shipping with Daily Meal Delivery During School Year)	25	10	