

Southfield Public Schools
Food Service Request for Proposal
Bid Addendum I
March 28, 2019

1. The pre-bid meeting sign in sheet is attached.
2. The pre-bid meeting agenda is attached.
3. Correction to 3.i in Pre- bid agenda. The District calendar for 2019-20 will not include half days. Half day In-services have been eliminated for next year.

Southfield Public Schools
Food Service Request for Proposal
Pre Bid Meeting: March 28, 2019

1. Introduction Evaluation Committee:

Martha Ritchie, Purchasing Director
Scott Tocco, Director of Operations
Tonya Hickman, Supervisor, K-8 Special Education Programs & Kennedy Learning Center
Charles A. Hicks, President, Southfield Board of Education
Darrell B. Joyce, Trustee, Southfield Board of Education
Talisha Rice, Treasurer, Southfield Board of Education

2. Martha Ritchie, District Representative for Food Service RFP, Martha.ritchie@southfieldk12.org, 248.746.8519

“It is the responsibility of the SFA to inform all bidders that all substantive pre-bid contact or communications with the district must be through the district’s designated district representative. Any substantive pre-bid contact or communication with district personnel, administration, vendors, contractors, or board members other than the designated district representative will automatically disqualify them as a bidder.”

3. Review of District & Specifications:

a. The deadline for questions regarding this RFP is 2:00 p.m. April 8, 2019. All questions will be answered in Addenda posted on the District website www.Southfield.k12.mi.us and emailed to bidders who provided email addresses at the pre-bid meeting. Emailed questions preferred.

b. Interviews are scheduled for April 23, 2019. Format: 5-10 minute presentation by vendor followed by a question and answer session. Vendors will be provided the questions before the interview. No food.

c. There are 8 CEP schools in the district: Adler Elementary, Stevenson Elementary, Vandenberg Elementary, Levey Middle School, Thompson K8, Southfield Regional Academic Campus, ASPIRE Academy, Kennedy Learning Center. 89.1% reimbursement.

d. The food service truck driver is provided by the FSMC.

e. The Kennedy Learning Center is a special education school that includes medically fragile students. Some of these students IEP's require blended or chopped food. Blenders and choppers are on site.

f. Breakfast Grants- Oakland Better with Breakfast grant recipients: Adler, Stevenson, Vandenberg, Thompson, Levey, Southfield Regional Academic Campus. Breakfast in Classroom starting in elementary schools. Breakfast served at bus entrance hallway at Southfield Regional Academic Campus and Southfield High School for the Arts & Technology. Working with United Way for breakfast participation increase.

g. The 2019-20 calendar is not available at this time. It is anticipated to be similar to the 2018-19 calendar attached.

h. Kitchen Health Department licenses and free and reduced application printing are District expenses.

i. On half day in-service days a bag lunch is served to the elementary buildings no lunch is served at K-8 and secondary buildings. There are 9 half days per year.

j. This contract begins on July 1, 2019. Three programs run during the month of July. SFSP at Southfield High School for the Arts & Technology and Beech Woods Recreation Center. The SMP operates at the Kennedy Learning Center in July and August..

July 1-3, 2019 SFSP Program Southfield High School for the Arts & Technology Breakfast & lunch

July 9- Aug 1, 2019: SFSP: Southfield High School (B & L), Beech Woods Center (L), 22200 Beech Rd.

July 8- Aug. 19, 2019SMP: Kennedy Learning Center, breakfast & lunch

Note for all programs there is no Friday service

k. FSMC to provide noon aides at all schools per staffing chart. Cost partially funded by general fund. Currently \$80,000 per year.

4. Questions

Submit questions during this meeting in written form on the blue cards provided or email them to me. Any answers furnished will not be official until verified in writing and posted as Addenda.

5. Building Tour: Southfield High School for the Arts & Technology, Levey Middle School, Stevenson Elementary School. Map attached. Photos not permitted when students present.

Southfield High: 24675 Lahser Road, Southfield, MI 48033

Levey Middle School: 25300 W. 9 Mile, Southfield, MI 48033

Stevenson Elementary: 27777 Lahser Road, Southfield MI 48034



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Food Service Management Company Cost Reimbursable

Attendee	Company Name	Email Address PLEASE PRINT	Phone
Chris Vinson	SFE	Chris.vinson@sfeilc.org	734-664-4545
Zach Nowak	Variety Food Services	Znowak@varietyfoodservices.com	586 (586) 242-4495
Michael Summers	Nyctak Corp	msummers@nyctak.com	954-280-1037
Allis Willson	Diamond Hospitality	AllisonWillson@gmail.com	734-347-8299
David Lehey	Diamond Hospitality	dlehey1@gmail.com	586-601-5674
Michael Kennel	Diamond Hos,	Michael.kennel@diamondhospitality.com	313-287-1338

Please leave business card if available



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Attendee	Company Name	Email Address PLEASE PRINT	Phone
Curtis Dawig	Chattwells	Curtis.Dawig@compass-usa.com	843-251-3711
DAVID PALMER	ARMARK	PALMER-DAVID@ARMARK.COM	313-999-0371

Please leave business card if available



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Attendee	Company Name	Email Address PLEASE PRINT	Phone
Martha Ritchie	Southfield Sweets		
Doreen B. Joyce	BOE		
Charles Hicks	BCOE		
Scott Tocco	Southfield Schools		
Tommy Hickman	Kennedy		

Please leave business card if available