ROSS VALLEY
S C H O O L   D I S T R I C T

110 Shaw Drive, San Anselmo, CA 94960 | Phone: 415.454.2162 | Fax: 415.454.6840 | www.rossvalleyschools.org

Superintendent: Dr. Rick E. Bagley | **Board of Trustees:** Annelise Bauer   Anne Capron   Wesley Pratt   Mark Reagan   Amy Stock

<u>Responses to RVSD RFP Questions</u>

1. ***** delivers all food chilled, ready to heat at school site. Does this disqualify us from bidding?
   No. This does not.

2. Does Ross Valley have any refrigeration or ovens already owned at the school?
   The Ross Valley School District has warming ovens and refrigerators at each of its schools.

3. What are the meal volumes by site (breakfast, lunch or snack?)
   Only lunch is served. See table for below details.

4. What is the district average FRL%? Will the district be claiming any meals?
   10-11%. The district will be claiming all meals.

5. What time/window can vendors deliver to school sites each morning?
   10:00am-11:30am. This is subject to change.

6. Are you requesting your vendor to provide staff?
   No.

   a. If so what are the breakfast and lunch time hours?
      We do not serve breakfast. Our lunch hours are as follows…

      Brookside School … 11:30am-1:00pm
      Hidden Valley School… 12:00-12:45pm
      Manor School…12:00-12:45pm
      Wade Thomas School…12:00-12:45pm
      White Hill Middle School…
              Mondays & Fridays…12:43-1:22pm
              Tuesday-Thursday…12:22-1:05pm
      These hours are subject to change.

   b. What kind of POS system do you operate?
      We do not operate our own POS System.

   c. Are you requesting the bidder to operate your POS system?
      No. However, a successful vendor will need to process online orders.

7. Can you provide school calendars and bell schedules for next year?
   See calendar below.

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8. Can you provide for each school
   a. Grade Level
      Brookside- TK-5
      Hidden Valley- K-5
      Manor- K-5
      Wade Thomas- K-5
      White Hill Middle- 6-8

   b. Current average daily participation (ADP) for lunch per school
      See Tables 1-2.

   c. Are the schools on offer vs serve?
      Yes.

9. Can you provide a list of the current equipment that is school owned?
   One warming oven and one fridge or freezer at each school.

10. Can you provide monthly claims for these schools? 2 to 3 months would suffice.
    See Tables 2-3

11. Can you provide a copy of current menus?
    See Attached Menus…

    a. If not can you provide the needs and expectations regarding the menu:
       1. Number of choices for of entrée
          Four minimum; One hot, one cold, one vegetarian, one gluten free. (Peanut-Tree-nut free entrées are appreciated.)

       2. Do you have any allergy or vegetarian students?
          Yes, both.

       3. Do the schools want a salad bar?
          Possibly.

12. Can you provide the list of commodities and the quantities your school has ordered for next school year?
    We do not participate in commodities.

13. Can you provide the amount of in dollars and items of commodities used this current school year?
    N/A.

14. Will the bids be opened publicly?
    Yes.

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15. Can you provide the current price per meal for lunch?
    $6.25-$7.25.

16. Is it possible to tour the schools prior the bid opening?
    No.

    a. If not, is it possible to tour the sites if chosen a finalist?
       Yes.

17. Can meals be heated on site?
    We have one warming oven per site.

18. Which pieces of equipment could be accommodated by each site if provided by the vendor?
    Please indicate the quantity and the site
    a. Warming oven
       Yes.

    b. Refrigeration single door or double door
       Yes.

    c. Milk chest
       Yes.

    d. Freezer single door or double door(to hold back up and allergy free meals)
       Yes. Our food serving areas are quite small, so compact movable items are best.

19. I was looking at the Meal Vendor RFP and I don't see any counts on the bid so we can work on the pricing for it , do you mind letting us know how many meals breakfast, lunch, snack and supper per day, per site and what your free and reduced percentage is ?
    We only serve lunch. Also please refer to Table 1.

20. Will the questions be shared with all interested parties?
    Yes.

21. Will all submitted questions of all vendors be published for all vendors to see the respective answers?
    Yes.

22. Page 1 states "Ross Valley School District is requesting proposals for a meal vendor". For clarification, Ross Valley School District is soliciting a "Vended Meal Contract" and not a Food Service Management Company, correct?
    Yes.

23. Does RVSD want the meal vendor to provide a website for ordering of the vended meals?
    No.

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24. Does RVSD want the meal vendor to provide a website for paid parents to charge their credit cards for monies that will ultimately be directed to RVSD?
No.

25. Does RVSD want the meal vendor to collect meal payments from students or households?
No.

26. Does RVSD want the meal vendor to provide a website that collects meal payments on behalf of RVSD?
No.

27. Does RVSD want the meal vendor to market the food service program?
No.

28. Does RVSD want the meal vendor to send e-mails to parents marketing menu items and/or other components of the RVSD food service program?
The District Currently uses www.lunchisserved.com to process online orders. The successful vendor will need to be able to work with this or another online processing system to manage lunch orders.

29. Does RVSD want the meal vendor to provide (as part of its proposal) a system that would store the eligibility status of RVSD students?
No.

30. In the RFP, there are two distinct references to an online system. The first reference is in Section C-a on Page 26 where it states "acquaint vendor with District's current online meal ordering system and assist in coordination of District's and Vendor's systems." Can you clarify what you mean by coordination of District's and Vendor's systems? What systems of the Vendor would you need to coordinate with?
The successful meal vendor will need to be able to retrieve, process, deliver and track meals by site, by student, and by meal ordered.

31. In the RFP, there are two distinct references to an online system. The second reference is in the "General Vendor Responsibilities" Section of Exhibit 2 on Page 34 where it states that the "vendor shall process on-line lunch orders placed by parents or the District." Can you further clarify this statement? In the clarification, please include the definition of "process" as you mean it in the prior statement.
Meal Vendors will collect online order information to be able to process and deliver to school sites by student.

   a. In addition, can you clarify if you want:
      1. The vended meal partner to have access to your students or households online orders?
      In general, yes. Specifics to be determined.

2. The vended meal partner to have access to the eligibility information of your students or households?
   No.

3. The vended meal partner to have access to refund monies to your students or households?
   No.

4. The vended meal partner to have access to the monies charged by your students or households?
   No.

5. The vended meal partner to provide customer support surrounding the online orders that your students or households place using the District's current online meal ordering system?
   No.

32. In the fee proposal, you state that the Respondent must complete the Fee Proposal which "must include costs incurred to provide the services specified in this RFP, including. . .Administrative costs to accept and process meals ordered from an on-line system."

   a. Can you please list all of the administrative duties that you expect your vended meal partner to perform that would be included in these aforementioned 'administrative costs'?
   Proposers should include all costs that the proposer feels will be necessary to provide the services requested. Proposers should list and include costs for all duties necessary for the scopes proposed on.

   b. Can you please list all of the student and household data fields that you expect to provide to your vended meal partner that would be a result of providing these aforementioned 'administrative costs'?
   Proposers should include all costs that the proposer feels will be necessary to provide the services requested. Proposers should identify in their proposal all student and household data fields that they feel will be necessary to provide the services requested.

33. Can you please list all of the services that RVSD expect the Vended Meal Company to provide (as a requirement of this published RFP) that are outside of the scope of:

   a. Delivering Meals
   Yes.

   b. Cleaning their own equipment used for meal delivery
   Yes.

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c.   Receiving, Storing, and Using USDA Foods on behalf of the sponsor
Possibly in the future. The District does not participate in commodities at this time.

d.   Preparing menus
Yes.

e.   Completing the daily menu production worksheets
Yes.

34. Here are the following questions , who is your current vendor? How many lunches , breakfast and snacks per site on daily basis , can we deliver cold and warm on site ?
Our current vendor is Choicelunch. See Table 1 for how many lunches per day. One snack is currently provided with each lunch. Warm and cold meals can be delivered by site.

35. Do you have an after school program that you order suppers? How much do you pay for meals now ?
No, we do not have an after school program for which we order suppers. We currently pay $4.65 for regular meals and $5.65 for premium and large meals.

TABLE 1   January-18
ORDERED

Operating Days: 17

	BKS	HV	Manor	WT	WH	Total
Paid Meals	665	557	257	911	745	**3135**
Free Meals	253	314	484	191	802	**2044**
Reduced meals	37	52	34	51	128	**302**
	955	923	775	1153	1675	**5481**
Avg # Meals per Day	56	54	46	68	99	**322**

Average Meals per Day History						
August (7 days)	31	37	39	46	60	**213**
September (20 days)	51	55	50	63	99	**290**
October (21 days)	50	53	49	67	94	**313**
November (16 days)	49	52	49	69	98	**317**
December (15 days)	57	60	50	75	104	**346**
January (17 days)	56	54	46	68	99	**323**
February (15 days)						**0**
March (21 days)						**0**
April (16 days)						**0**
May (22 days)						**0**
June (10 days)						**0**

	BKS	HV	Manor	WT	WH
Free by Site	22	21	32	12	64
Reduced by Site	4	5	2	5	10

TABLE 2   January-18
SERVED

Operating Days: 17

	BKS	HV	Manor	WT	WH	Total
Paid Meals	654	535	252	878	667	**2986**
Free Meals	226	294	440	175	600	**1735**
Reduced meals	34	46	27	45	86	**238**
	914	875	719	1098	1353	**4959**
Avg # Meals per Day	54	51	42	65	80	**292**

Average Meals per Day History						
August (7 days)	31	37	39	46	60	**213**
September (20 days)	49	53	48	61	81	**290**
October (21 days)	46	48	44	60	76	**274**
November (16 days)	48	51	47	67	85	**298**
December (15 days)	54	57	47	72	78	**308**
January (17 days)	54	51	42	65	80	**292**
February (15 days)						**0**
March (21 days)						**0**
April (16 days)						**0**
May (22 days)						**0**
June (10 days)						**0**

Free by Site	22	21	32	12	64
Reduced by Site	4	5	2	5	10

TABLE 3

SERVED

December-17

Operating Days: 15

	BKS	HV	Manor	WT	WH	Total
Paid Meals	569	563	285	857	665	**2939**
Free Meals	205	258	391	171	430	**1455**
Reduced meals	37	40	25	45	73	**220**
	811	861	701	1073	1168	**4614**
Avg # Meals per Day	54	57	47	72	78	**308**

Average Meals per Day History						
August (7 days)	31	37	39	46	60	**213**
September (20 days)	49	53	48	61	81	**290**
October (21 days)	46	48	44	60	76	**274**
November (16 days)	48	51	47	67	85	**298**
December (15 days)	54	57	47	72	78	**308**
January (17 days)						**0**
February (15 days)						**0**
March (21 days)						**0**
April (16 days)						**0**
May (22 days)						**0**
June (10 days)						**0**

Free by Site	21	21	31	13	63
Reduced by Site	3	5	2	5	10

December-17

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Pizza **Smokehouse BBQ Chicken Carnitas Burrito Shredded Chicken Flautas Maccaroni & Cheese COLD - 2 - 3 - 5 - 6 7 - 9 - 15 - 20**
4 Pizza **Bean & Cheese Burrito Teriyaki Chicken Rice Bowl Potato Skins Maccaroni & Cheese COLD - 2 - 5 - 6 - 7 12 - 16 - 20 - 24**	**5** Five-Cheese Ravioli **Gluten-Free Chicken Strips Chicken Tenders Spaghetti with Meat Sauce Swedish Meatballs Maccaroni & Cheese COLD- 1 - 2 - 3-5-6-7-8-19-20**	**6** Pan-Seared Potstickers **Bean & Cheese Enchiladas All-American Cheeseburger Pepperoni Pizza Pocket Maccaroni & Cheese COLD - 2 - 5 - 6 7 - 12 - 16 - 20**	**7** Shepherd's Pie **Thanksgiving Dinner Plate Vegetarian Potstickers Hot Dog Maccaroni & Cheese COLD - 2 - 5 - 6 - 7 8 - 10 - 17 - 19 - 20**	**8** Pizza **Oven-Roasted Herb Chicken All-American Hamburger Shredded Chicken Flautas Maccaroni & Cheese COLD - 2 - 3 - 5 - 6 7 - 9 - 15 - 20**
11 Pizza **Egg & Cheese Burrito Spicy Chicken Sandwich Potato Skins Maccaroni & Cheese COLD - 2 - 5 - 6 - 7 12 - 16 - 20 - 24**	**12** Five-Cheese Ravioli **Gluten-Free Chicken Strips Chicken Tenders Maccaroni & Cheese COLD - 1 - 2 - 3 - 5 6 - 7 - 8 - 19 - 20**	**13** Pan-Seared Potstickers **Bean & Cheese Enchiladas All-American Cheeseburger Dynomite Bagel Dog Maccaroni & Cheese COLD - 2 - 5 - 6 7 - 12 - 16 - 20**	**14** Shepherd's Pie **Three Cheese Pizza Pocket Spaghetti with Meat Sauce Hot Dog Maccaroni & Cheese COLD - 2 - 5 - 6 - 7 8 - 10 - 17 - 19 - 20**	**15** Pizza **Smokehouse BBQ Chicken Carnitas Burrito Shredded Chicken Flautas Maccaroni & Cheese COLD - 2 - 3 - 5 - 6 7 - 9 - 15 - 20**
18 Pizza **Bean & Cheese Burrito Teriyaki Chicken Rice Bowl Potato Skins Maccaroni & Cheese COLD - 2 - 5 - 6 - 7 12 - 16 - 20 - 24**	**19** Five-Cheese Ravioli **Gluten-Free Chicken Strips Chicken Tenders Sweedish Meatballs Maccaroni & Cheese COLD - 1 - 2 - 3 - 5 6 - 7 - 8 - 19 - 20**	**20** Pan-Seared Potstickers **Bean & Cheese Enchiladas All-American Cheeseburger Pepperoni Pizza Pocket Maccaroni & Cheese COLD - 2 - 5 - 6 7 - 12 - 16 - 20**	**21** Shepherd's Pie **Thanksgiving Dinner Plate Vegetarian Potstickers Hot Dog Maccaroni & Cheese COLD - 2 - 5 - 6 - 7 8 - 10 - 17 - 19 - 20**	**22** Winter Break
25 Winter Break	**26** Winter Break	**27** Winter Break	**28** Winter Break	**29** Winter Break

Please circle one preferred meal for each day and use legend on back for Cold meal codes. Cross out days when meals are not needed.

OPTIONS			
1 Vegetarian Cobb Salad	6 Classic Turkey Sandwich	11 Cucumber Sushi Roll	16 BBQ Chicken Wrap	21 Caprese Sandwich
2 Chicken Caesar Salad	7 Sunbutter & Jelly Sammie	12 Yogurt Parfait	17 BBQ Chicken Salad	22 Tuna Salad Sammie
3 Chicken Caesar Wrap	8 Bagel & Cream Cheese	13 Ham and Cheese Hoagie	18 Kale and Apple Salad	23 Asian Chicken Salad
4 Brown Rice California Roll	9 Taco Salad	14 Avocado Sushi Roll	19 Yogurt & Muffin	24 Baby Spinach & Chicken
5 Cheese & Cracker Plate	10 Italian Sub Sandwich	15 Hummus and Pita	20 Deli Turkey Sandwich	Salad

December

Menu changes will take effect in most cases two school days after receipt of this paperwork.

Student Name:_____   **Phone:**_____

School:_____   **Grade:**_____

Total Enclosed:_____   **Check Number:**_____

Make check payable to Ross Valley School District.

Reduced lunches are 40¢ each and must have an application on file.

Send completed form to your school office or:

*** Please turn in by the last week of each month**   **Ross Valley School District**
110 Shaw Drive
San Anselmo, CA 94960

Questions? Contact Jennifer Wright at 415-451-4074, food@rossvalleyschools.org, or fax 415-454-6840.This institution is an equal opportunity provider.

January-18

Monday	Tuesday	Wednesday	Thursday	Friday
1 **Winter** **Break**	**2** **Winter** **Break**	**3** **Winter** **Break**	**4** **Winter** **Break**	**5** **Winter** **Break**
8 **Pizza** **Gluten-Free Chicken Strips** **Egg & Cheese Burrito** **Teriyaki Chicken Bowl** **Potato Skins** **COLD - 2 - 5 - 6** **7 - 12 - 16 - 20**	**9** **Chicken Tenders** **Five Cheese Ravioli** **Smokehouse BBQ Chicken** **Hot Dog** **Maccaroni & Cheese** **COLD - 1 - 2 - 3 - 5** **6 - 7 - 8 - 19 - 20**	**10** **Pan Seared Potstickers** **Bean & Cheese Enchiladas** **Sukhi's Tandoori Chicken** **All-American Cheeseburger** **Dynomite Bagel Dog** **COLD - 2 - 5 - 6** **7 - 12 - 16 - 20**	**11** **Chicken Tenders** **Spaghetti & Meatballs** **Three Cheese Pizza Pocket** **Shepherd's Pie** **Tikka Masala** **COLD - 2 - 5 - 6 - 7** **8 - 10 - 17 - 19 - 20**	**12** **Pizza** **Carnitas Burrito** **Oven-Roasted Herb Chicken** **All-American Hamburger** **Maccaroni & Cheese** **COLD - 2 - 3 - 5 - 6** **7 - 9 - 15 - 20**
15 **Martin Luther King Jr.** **Day**	**16** **Chicken Tenders** **Five Cheese Ravioli** **Smokehouse BBQ Chicken** **Hot Dog** **Swedish Meatballs** **COLD - 1 - 2 - 3 - 5** **6 - 7 - 8 - 19 - 20**	**17** **Pan Seared Potstickers** **Bean & Cheese Enchiladas** **Sukhi's Tandoori Chicken** **All-American Cheeseburger** **Pepperoni Pizza Pocket** **COLD - 2 - 5 - 6** **7 - 12 - 16 - 20**	**18** **Chicken Tenders** **Spaghetti & Meatballs** **Vegetarian Potstickers** **Shepherd's Pie** **Tikka Masala** **COLD - 2 - 5 - 6 - 7** **8 - 10 - 17 - 19 - 20**	**19** **Pizza** **Shredded Chicken Flautas** **Oven-Roasted Herb Chicken** **All-American Hamburger** **Maccaroni & Cheese** **COLD - 2 - 3 - 5 - 6** **7 - 9 - 15 - 20**
22 **Pizza** **Gluten-Free Chicken Strips** **Egg & Cheese Burrito** **Teriyaki Chicken Bowl** **Potato Skins** **COLD - 2 - 5 - 6** **7 - 12 - 16 - 20**	**23** **Chicken Tenders** **Five Cheese Ravioli** **Smokehouse BBQ Chicken** **Hot Dog** **Maccaroni & Cheese** **COLD - 1 - 2 - 3 - 5** **6 - 7 - 8 - 19 - 20**	**24** **Pan Seared Potstickers** **Bean & Cheese Enchiladas** **Sukhi's Tandoori Chicken** **All-American Cheeseburger** **Dynomite Bagel Dog** **COLD - 2 - 5 - 6** **7 - 12 - 16 - 20**	**25** **Chicken Tenders** **Spaghetti & Meatballs** **Three Cheese Pizza Pocket** **Shepherd's Pie** **Tikka Masala** **COLD - 2 - 5 - 6 - 7** **8 - 10 - 17 - 19 - 20**	**26** **Pizza** **Carnitas Burrito** **Oven-Roasted Herb Chicken** **All-American Hamburger** **Maccaroni & Cheese** **COLD - 2 - 3 - 5 - 6** **7 - 9 - 15 - 20**
29 **Pizza** **Gluten-Free Chicken Strips** **Bean & Cheese Burrito** **Teriyaki Chicken Bowl** **Potato Skins** **COLD - 2 - 5 - 6** **7 - 12 - 16 - 20**	**30** **Chicken Tenders** **Five Cheese Ravioli** **Smokehouse BBQ Chicken** **Hot Dog** **Swedish Meatballs** **COLD - 1 - 2 - 3 - 5** **6 - 7 - 8 - 19 - 20**	**31** **Pan Seared Potstickers** **Bean & Cheese Enchiladas** **Sukhi's Tandoori Chicken** **All-American Cheeseburger** **Pepperoni Pizza Pocket** **COLD - 2 - 5 - 6** **7 - 12 - 16 - 20**		

Please circle one preferred meal for each day and use legend on back for Cold meal codes. Cross out days when meals are not needed.

OPTIONS				
1 Vegetarian Cobb Salad	6 Classic Turkey Sandwich	11 Cucumber Sushi Roll	16 BBQ Chicken Wrap	21 Caprese Sandwich
2 Chicken Caesar Salad	7 Sunbutter & Jelly Sammie	12 Yogurt Parfait	17 BBQ Chicken Salad	22 Tuna Salad Sammie
3 Chicken Caesar Wrap	8 Bagel & Cream Cheese	13 Ham and Cheese Hoagie	18 Kale and Apple Salad	23 Asian Chicken Salad
4 Brown Rice California Roll	9 Taco Salad	14 Avocado Sushi Roll	19 Yogurt & Muffin	24 Baby Spinach & Chicken Salad
5 Cheese & Cracker Plate	10 Italian Sub Sandwich	15 Hummus and Pita	20 Deli Turkey Sandwich	

January

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Student Name:_____   Phone:_____

School:_____   Grade:_____

Total Enclosed:_____   Check Number:_____

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ROSS VALLEY SCHOOL DISTRICT
School Calendar
2018 - 2019

School Month	M	T	W	T	F	Days Taught	Important Dates to Remember
August	13	14	15	{16}	<17>		Aug 16: Professional Development Day
	<20>	<21>	22	23	24		Aug 17&20-21: Teacher Work Days
	27	28	29	30	31	8	Aug 22: First Student Day
September	(3)	4	5	6	7		Sept 3: Labor Day
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28	19	
October	1	2	3	4	5		Oct 8: Professional Development Day
	{8}	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30	31			22	
November				1	2		Nov 12: Veterans Day Observed
	5	6	7	8	9		Nov 19-23: Thanksgiving Break
	(12)	13	14	15	16		
	[19]	[20]	[21]	(22)	[23]		
	26	27	28	29	30	16	
December	3	4	5	6	7		Dec 24-Jan 4: Winter Break
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
	31					15	
January		1	2	3	4		Dec 24-Jan 4: Winter Break
	{7}	8	9	10	11		Jan 7: Professional Development Day
	14	15	16	17	18		Jan 21: Martin Luther King, Jr Day
	(21)	22	23	24	25		
	28	29	30	31		17	
February					1		Feb 18-22: Mid-Winter Break
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28		15	
March					1		March 11: Teacher Work Day
	4	5	6	7	8		
	<11>	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29	20	
April	1	2	3	4	5		April 8-12: Spring Break
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30				17	
May			1	2	3		May 27: Memorial Day
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	(27)	28	29	30	31	22	
June	3	4	5	6	7		June 13: Last Day of School; Elementary Schools
	10	11	12	13	<14>		June 14: Teacher Work Day
						9	

( ) Legal Holiday	180	Student Days of Attendance
[ ] Local Recess	3	Professional Development Days (non-student days)
< > Teacher Work Day	5	Teacher Work Days (non-student days)
{ } Staff Development Day	188	Total Teacher Contract Days

Board Approved: January 25, 2018