FSMC Q & A

1. Can you please confirm if the food service staff are in a union? The Food Service Staff is not in a Union. If so, which union and can you please provide the CBA and a food service seniority list that shows years of service for each position?

1. For the staffing on page 51 in the RFP, can you please provide the hourly rates and number of paid days off/year for the staff listed? Attached

1. Would you allow the proposals to be submitted electronically or extend the due date? There will be not extension to the due date and the RFP CANNOT be submitted electronically.

1. Regarding COVID-19, can you please share your service plan when schools are reopened? Currently there are no Service Plans available for the opening of school.

1. Confirming, there is no vending machine revenue or catering revenue that we should include in our financials?

1. Regarding the special milk revenue of $28,035 on Form 372, can you please confirm which school(s) have Special Milk?  On Form 372, all schools are marked as "No" for Special Milk. Form 372 revised. See Attachment.

1. For clarity purposes, which school(s) prepares the food for the 4 schools marked as Satellite Kitchen on Form 372? The High School and Wallace School.

1. On Form 372, A.J. Demarest and Hoboken BOE Early Learning Center show meals being provided, no selling prices and no cash collected. Salvatore R Calabro No 4 has selling prices listed and cash collected. As these 3 sites are listed as Pk-K satellite kitchens, for clarity purposes, can you please provide detail on the differences on the selling price and cash collection? Form 372 revised. See Attachment.

1. Can you please provide your annual USDA commodity allotment for the upcoming 2020-2021 school year? Attached.

1. Can you please provide the cafeteria audit for School Year 2018-2019? Audit attached.

1. Can you please provide additional information regarding the open campus policy listed on page 58? High School Seniors are allowed to leave the school during lunch.

1. How long have you been with your current FSMC? 5 years

1. On #4 of your Scoring Criteria, it states “Experience with Single Unit Lunch. Can you describe that lunch type for your schools? All students are served lunch at the same time.
2. Please confirm if there is a selling price for the breakfast and lunch meals served at A.J. Demarest and Hoboken Early Child Learning. Yes.
3. The special milk program revenue of $28,035 please confirm if revenue is received from reimbursements or if this is cash revenue collected by patrons. Form 372 updated. See Attachment.

1. On the labor schedule there is one employee listed for St.  Frances, please provide the daily meals and revenue for St. Frances. St. Frances site actually is listed as the Hoboken Early Learning Center. Sales for this site are included on the Form 372.
2. Does the district currently offer any after school educational programs? Yes

 If so please provide the average daily attendance.

1. Please provide the total Catering Revenue provided by the Food Service Department. $28,035. Catering income was inadvertently placed in the incorrect column. There is no Special Milk Program or revenue.
2. Please provide a copy of the food service budget for past 3 years. Audits attached.
3. Please provide the food service fund balance for the last three years. Audits attached.
4. Please provide a copy of your 2020-21 commodity allocation and what foods were ordered including DOD, Brown Box and (NOI) Pounds allocated for processing.  Attached
5. Please provide the total cost of delivery for you annual commodity orders.
6. Please share if current food service department employees participate in a collective bargaining agreement and if so please provide a copy of the most recent CBA. The Food Service Staff is not in a CBA.
7. Please provide a detailed labor schedule for each building including the position, daily scheduled hours, hourly rate and total number of paid days including any PTO, vacation, holiday or sick pay. The paid sick and holiday’s days are included on the labor schedule.
8. Please provide the 2019 - 2020 annual cost for all licenses and permits as required by federal, state and/or local law the FMSC will be responsible for. Parking Permits are approximately $309. The FSMC will determine the amount required up to three permits.
9. Please provide a list of smallwares and equipment that would be removed by the current FMSC if the contract was awarded to a new FMSC. All Equipment is owned by the Hoboken Board of Education.
10. Do any of your buildings have an open campus policy? Yes. If so please explain. High School Seniors are allowed to leave the school during lunch.

1. Will the District allow for Electronic “email” proposal submissions? No electronic “email” RFP’s.  If not please provide the quantity of printed proposals the District requires? 4
2. Is the District utilizing a local pizza vendor?  Is it a reimbursable meal or is this a la cart? Yes
3. What is your definition of a single unit lunch? All students served lunch at the same time.
4. Which school is the central kitchen for the satellite sites? The High School and Wallace School.
5. Can you provide photos of the Middle School? Photo’s attached.
6. Please provide a copy of your 2020-21 commodity allocation and what foods were ordered including DOD, Brown Box and (NOI) Pounds allocated for processing.

 Attached

1. Regarding the special milk revenue of $28,035 on Form 372, can you please confirm which school(s) have Special Milk?  On Form 372, all schools are marked as "No" for Special Milk.

Catering income was inadvertently placed in the incorrect column. There is no Special Milk Program or revenue.

1. On Form 372, A.J. Demarest and Hoboken BOE Early Learning Center show meals being provided, no selling prices and no cash collected. Salvatore R Calabro No 4 has selling prices listed and cash collected. As these 3 sites are listed as Pre k -K satellite kitchens, for clarity purposes, can you please provide detail on the differences on the selling price and cash collection? The Selling price was inadvertently left blank in the form 372. The form has been updated to reflect the revenue for the sales at Demarest and Calabro. Revised Form attached.