



**PROSPECT HEIGHTS DISTRICT 23
BOARD OF EDUCATION
ACTION ITEM**

Date: June 12, 2025
Title: 2025-26 RFP for Food Services
Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND INFORMATION:

In accordance with ISBE and Illinois School Code, District 23's Business Office issued a Request for Proposals (RFP) from the public for a Food Service Management Company to provide meals and a la carte options for District 23 students and staff for the 2025-26 school year. Bid documents were developed in accordance with strict ISBE guidelines and subsequently approved. The awarded contract may be renewed annually for up to five years.

ADMINISTRATIVE CONSIDERATIONS:

The solicitation of bids for District Food Services was published in the Daily Herald, a newspaper of general circulation, on February 24, 2025. As required by ISBE, invites to submit bid documents were sent to twenty-four approved vendors. A mandatory pre-bid meeting was held on March 6, 2025, which included site visits to all District 23 facilities. Three complete bid packages bids were submitted and opened April 1, 2025, and formally evaluated. Submitted pricing is shown below.

2024-25 Projected Total Meals Served at PHSD23		Current Cost/Meal (Organic Life)	Organic Life Proposed Cost/Meal	Just a Dash Catering Proposed Cost/Meal	Quest Proposed Cost/Meal
D23 Breakfast Totals	23,732	\$2.08	\$2.12	\$2.00	\$2.76
D23 Lunch Totals	78,669	\$3.71	\$4.08	\$4.15	\$4.48
D23 A la Carte Equivalent	9,439	\$3.71	\$4.08	\$4.15	\$4.48

RECOMMENDED ACTION:

That the Board of Education awards the contract for food services to Organic Life LLC, Chicago, IL in the approximate amount of \$409,792.48