



Memorandum

To: Michael Kapolka, Superintendent
From: Marcus Kaemming, Assistant Superintendent
Subject: Food Service Management Company Contract
Date: June 17, 2025

Mr. Kapolka,

As required by the Michigan Department of Education (MDE), school districts must complete a formal Request for Proposals (RFP) process every five years for the management of their food service programs.

To meet this requirement, a committee was assembled to evaluate proposals using a bid point criteria approved by the MDE. Chartwells, our current food service management company, was the sole respondent to the RFP. After completing the evaluation process, we submitted all necessary documentation to MDE for their review and approval.

We received official approval from MDE on June 3, 2025, for the 2025–2026 school year. The attached documents include both the approval from MDE and the bid point calculator.

Based on the outcome of the RFP process, I recommend the Board approve the continued partnership with Chartwells as our food service management company.

Per contract guidelines, the Equivalent Meal Factor has been set at \$4.97, and the management fee renewal increase is set at 2.5%.

Thank you for your consideration,
Marcus Kaemming

SUMMARY OF CONTRACT TERMS

School Year 2025-2026

MDE has reviewed and approved the Food Service Management Company contract for School Year 2025-2026. The sponsor may proceed with this item at the next Board meeting for approval. If the Board makes any changes to the contract, MDE must give approval before the sponsor may sign the contract with any revisions.

Once the contract is fully executed, it is the sponsor's responsibility to send a copy of the final, fully executed contract to MDE **and** the awarded vendor for the record.

Date Contract Approved by MDE: 6/3/2025

MDE Reviewer: Tammy Saul

PLEASE NOTE: During the life of the contract, all revisions or additions to the original contract terms requires an approved amendment or addendum. Submit these to MDE-FSMC-Vended@michigan.gov for review/approval prior to execution.

Sponsor Name: Chelsea School District

Agreement #: 81040

FSMC Cost Reimbursable X

FSMC Fixed Type

Programs Sponsor Participates In

Vends to Other Programs/Sites (list)

CACFP	<u>Yes</u>	If not, future?	<u></u>
SFSP	<u>No</u>	If not, future?	<u>Yes</u>
FFVP	<u>No</u>	If not, future?	<u>Yes</u>
10 Cents	<u>Yes</u>	If not, future?	<u></u>

None

Company Chosen for Award: Chartwells

Plan Awarded: n/a

Total Estimated Cost per Bid Sheet: \$772,799.24

Renewal Increase: 2.50%

FEES		Cost per Month		Cost per Meal/ Meal Equivalent
		10 months	12 months	
FSMC Administrative Cost per Year	\$52,000.00	\$5,200.00		
FSMC Management Fee per Year	\$10,039.24			\$0.0300

Guaranteed Return

Advance Payment

Yes Amount:
No X

With X
Without

Amount: \$30,000

Notes:

BID SHEET
FSMC Cost Reimbursable Contract
WITH ADVANCE PAYMENT

This bid is being offered by: **Chartwells**
Name of Food Service Management Company

This bid is being offered to: **Chelsea School District**
Name of School District/Sponsor

Projected Meals/M meal Equivalents Per Year: **334,641** (do not alter, cell will auto-fill upon MDE review)

Advance Payment is: ☒ Annual ☐ One Time Only
(District/Sponsor completes)

Proposed Advance Payment: **\$ 30,000.00** (Bidder completes) Month/Day Annual Payment Due: **August 15th** (Bidder completes)

District/Sponsor is contracting for the expenses "checked" as Bid Items below	Bid Items (Sponsor completes)	Projected Operating Cost WITH Advance Payment (Bidder completes)
Labor - On-Site FSMC Management Employees	X	\$73,500.00
Fringe Benefits - On-Site FSMC Management Employees	X	\$11,116.00
Labor - FSMC Hourly Employees		
Fringe Benefits - FSMC Hourly Employees		
Food Cost - Including Commodities Delivery Charge (Net of VDA/Rebates)	X	\$557,844.00
Food Cost - FFVP (as defined in RFP)		
Non-Food Cost (excluding FFVP) (Supplies and Other Materials)	X	\$59,288.00
Non-Food Cost for FFVP only (as defined in RFP) (Supplies and Other Materials)		
Contracted Services (not utilities or FSMC administrative costs)		
Transportation/Vehicle Cost		
Utilities (assigned to Food Service Fund)		
Other (as defined on Projected Costs tab)	X	\$9,012.00
Flat Rate for FFVP (as defined in RFP)		
FSMC Administrative Cost	X	\$52,000.00
FSMC Management Fee	X	\$10,039.24
Subtotal (Bid Items Only)		\$772,799.24
Bid Price Per Meal (subtotal divided by projected meals/meal equivalents)		2.309
Additional Food Service Markup if applicable (refer to RFP)		\$0.00
TOTAL PROJECTED OPERATING COST		\$772,799.24

School Year 2025-2026 Rates [will match the current rates on the SY 26-27 Renewal Rate Agreement Form (if renewed)]		
Cost per Month (Bidder completes as applicable)		Cost per Meal/Meal Equivalent (Bidder completes as applicable)
10 Months	12 Months	

By submission of this bid, the bidder certifies that, in the event the bidder receives an award under this solicitation, the bidder shall operate in accordance with all applicable program laws and regulations. This contract shall be in effect for one year and may be renewed by mutual agreement for four additional one-year periods.


Amy Shaffer, CEO, Chartwells K12
FSMC Representative Signature

5/16/2025
Date

NOTE: The Food Service Management Company must use this bid sheet when submitting its bid.

BID POINT CALCULATOR AND EVALUATION CRITERIA MATRIX
(to be completed by District/Sponsor)

CHELSEA SCHOOL DISTRICT						
<p style="text-align: center;">Total Maximum Points is 100. Highest number of points wins the award.</p>		Company Name				
		Chartwells				
Bid Calculation and Evaluation Criteria		Enter Bid Price lowest to highest				
Enter Bid Price from lowest to highest >>>>>>>>>>						
Subtract lowest bid from bid above		2.309	0.00	0.00	0.00	0.00
Divide answer from above by lowest bid		0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Subtract answer above from 1		1.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
51 Multiply answer above by 51 or more		51.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Points Assigned	List Non-Price Criteria and Sub-criteria Below (points will total 100 when added to Bid Price Points)	Enter Evaluation Points				
14	Manager Candidate					
3	Experience working in school foodservice in multiple buildings	3.00				
3	Experience staffing K-12 breakfast and lunch programs	3.00				
3	Experience with menu development and special events	3.00				
3	Experience working with USDA Foods	3.00				
2	Experience working collaboratively with various school personnel (i.e. wellness program, feedback program)	2.00				
16	FSMC Support and Back up					
6	Availability of and level of support and guidance provided to on-site manager at Chelsea School District	6.00				
5	Communication	5.00				
5	Problem resolution	5.00				
5	Marketing and Merchandising Plan					
2	Targeting Audience	2.00				
3	Expanding/increasing participation in breakfast and lunch	3.00				
2	Nutrition Education					
2	Samples/examples of materials used	2.00				
6	Employee Training and Development					
2	Training Program for Foodservice Employees	2.00				
2	Safety and Sanitation	2.00				
2	Professional Development for On-site Manager	2.00				
6	Integrity of Projected Operating Budget/Forecast					
2	Integrity of Information	2.00				
2	Monitoring of Food/Labor Cost	2.00				
2	Financial Reports	2.00				
100	TOTAL	100.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!