

Special Meeting

Wednesday, July 24, 2024 6:00 PM

Administration Building, 7450 S Wolf Road, Burr Ridge, IL 60527

I. Roll Call

II. Pledge of Allegiance

III. Approve Food Service Contract and Hot Lunch
Fees FY25

IV. Open Forum: Board Policy 2:230 (those wishing
to speak will be given time to address the
Board regarding agenda or non-agenda items)

V. Closed Session

VI. Adjournment



To: Dr. Dave Palzet, Superintendent
From: Griffin L. Sonntag, Assistant Superintendent for Finance and Operations
Date: July 17, 2024
Re: Recommendation to Approve 24-25 SY Food Service Contract to Quest Food Management Services

Over the past four months, in collaboration with ISBE's Nutrition Procurement Team, I have engaged in the rigorous Invitation for Bid (IFB) process for a Food Service Management Company (FSMC) to provide school lunches under the National School Lunch Program. The process took place after the Nutrition Procurement Team notified me that the exemptions from this process had expired for all districts in the state. More than half of the school districts in Illinois went through this process over the course of this school year.

A summary of the process included:

1. Preparing the bid documents. Our IFB was 92 pages long and included information about the criteria we would use to evaluate the bids received from Food Service Management Companies that bid on our lunch program.
2. Communicating the IFB. Our IFB was communicated via email to eighteen (18) Food Service Management Companies.
3. Pre-Bid Walkthrough. Four (4) companies came to the pre-bid walkthrough of our facilities at Pleasantdale Elementary School and Pleasantdale Middle School.
4. Receiving and Answering Questions from FSMC Regarding IFB. Two (2) Food Service Management Companies asked questions. After preparing answers and submitting them to the ISBE Nutrition Procurement Team for approval, the questions and answers were sent to all eighteen FSMCs to ensure that all companies had the same information.
5. Bid Opening. Three (3) companies attended and submitted bids to be our FSMC this upcoming school year. The next page summarizes the bids compared to the criteria and the total cost for each bid. All three companies' bids were comprehensive and met the criteria we were seeking. In the end, Quest Food Management Services met all the criteria and was the lowest responsible bidder. After contacting references, I am very pleased with this recommendation. The final page of this executive summary provides the bid summary for Quest Food Management Services bid.

Recommendation: Award the 2024-2025 School Year Food Service Contract to Quest Food Management Services in the amount of \$230,486.

BIDDER RESPONSIBILITY AND BID RESPONSIVENESS CRITERIA ANALYSIS SHEET

Bidder Responsibility And Bid Responsiveness Criteria	Bidder 1: Just a Dash Catering		Bidder 2: Gourmet Gorilla		Bidder 3: Quest Food Management Services	
	<i>Pass</i>	<i>Fail</i>	<i>Pass</i>	<i>Fail</i>	<i>Pass</i>	<i>Fail</i>
Insurance as outlined in Section 20	X		X		X	
Legal	X		X		X	
Ability to receive and store USDA government foods	X		X		X	
Required bid bond and performance bond	X		X		X	
Experience/References	X		X		X	
Sanitation and Safety	X		X		X	
Financial Stability	X		X		X	
Menus/Nutritional Analysis	X		X		X	
Employee Training and Development	X		X		X	
Support Staff	X		X		X	
Online Menu Planning and Nutritional Analysis Program	X		X		X	
Operational Plans	X		X		X	
Nutrition/Wellness Programs	X		X		X	
Total Estimated Contract Cost	\$315,306.00		\$345,429.60		\$230,486.00	

Company recommended for contract award: Quest Food Management Services

This form is for use by the SFA and should not be included with the *Invitation for Bid and Contract* documents. The criteria listed on this form must align with the criteria listed in the IFB. This completed form, or a similar form, must be submitted to the Illinois State Board of Education Nutrition Department along with the *Pre-Contract Award Summary Sheet* and other required documentation outlined on the *Pre-Contract Award Summary Sheet* following the bid opening and prior to the contract award. Duplicate this page as necessary.

PROPOSED FIXED MEAL RATES

SECTION 22: BID SUMMARY

The SFA shall insert the Projected Annual Units and the Bidder shall insert their rate per unit. The SFA will verify and complete the estimated total for each meal type and calculate the total estimated amount of the Bid. The Bidder shall not plead misunderstanding or deception because of such estimate of quantities, or of the character, location, or other conditions pertaining to the solicitation and/or Contract.

PER MEAL PRICES MUST BE A FIXED PRICE PER MEAL RATE AND CALCULATED AS IF NO USDA COMMODITIES WILL BE RECEIVED

	Projected Annual Units	Rate Per Unit	Estimated Total**
<u>School Nutrition Programs (SNP)</u>			
Reimbursable Lunches with Milk*	<u>58,400</u>	<u>\$3.5000</u>	<u>\$204,400.00</u>
Special Milk Program (SMP)	<u>18,000</u>	<u>\$0.3300</u>	<u>\$5,940.00</u>
Fresh Fruit and Vegetable Program	<u>58,400</u>	<u>\$0.00</u>	<u>\$0.00</u>
A la Carte Equivalents Fee*	<u>5,756</u>	<u>\$3.5000</u>	<u>\$20,146.00</u>
Management Fee per School Meal (breakfast and lunch only)	<u>58,400</u>	<u>\$0.00</u>	<u>\$0.00</u>

Total Estimated Amount of Bid** \$ 230,486.00

*Solicitation rates for SNP reimbursable Lunch and A la carte equivalency fee must be the same.

**All totals must be carried out to the second decimal place and must not be rounded.

Quest Food Management Services

Name of Bidder _____
 2500 S Highland Ave, Ste 250 _____ Lombard _____ IL _____ 60148 _____
 Street Address _____ City _____ State _____ Zip Code _____

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 current program regulations. This agreement shall be in effect for the period specified, not to exceed one year, and may be renewed by mutual agreement for four additional one-year Contract Terms.

Date 06/21/2024 _____ Nicholas Saccaro _____ President _____
 Date _____ Title _____