Division of Finance and Business Operations

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June 27, 2018

Addendum No. 1 – Clarifications To

RFQ for Provide snacks and lunch for WSU Early Childhood Centers 2018
Dated June 21, 2018

Since the time of the release of the Request for Quotation (RFQ) for the purchase of catering services to Provide snacks and lunch for WSU Early Childhood Centers (MPSI/COE) for the Merrill Palmer Skillman Institute and College of Education, questions regarding the specifications have been submitted. Those questions and the University response appear below.

1. Question: Most CACFP Pre-K GSVP meal programs are prepared and served “Family Style” within the classroom(s). Is this the method of dining service you require for your program?

Answer: Yes

2. Question: If you answered YES to Q#1 above, please provide specific feedback on the following as it relates to the on-site food service staff:
   - Once the food is delivered Hot-N-Ready to consume in 4 inch hot hotel pans from the vendor, who is physically responsible for placing the entrée, fruit, vegetables, and grain items into proper serving bowls for “Family Style” meal service in the classroom; the Vendor or School Staff? If the Vendor is responsible, do you require this work be done at the school or at the Vendor’s kitchen prior to delivery to the SFA’s site.
   - Once the food is delivered Hot-N-Ready to consume from the vendor, who is responsible for delivering food to each GSVP classroom; the Vendor or School Staff?

Answer: The center has a lunch aid who will transfer the food from the pans for family style lunch service and deliver it to the classrooms.

3. Question: If you answered YES to Q#1 above, please indicate which of the following paper service items you desire to be included in our proposal as part of your food program:
   - Plastic forks, spoons, & knives-YES
   - 6 inch and 9 inch Styrofoam plates-Lunch compartment trays
   - Napkins
   - 12 oz. Styrofoam disposable bowls
   - 4-5 oz. Styrofoam disposable bowls
   - 6oz Styrofoam disposable cups (milk)
   - Saran wrap
   - Aluminum foil
   - Dish Soap
   - Paper Towels
   - Disposable aprons
   - Hairnets
   - Bleach
   - Disposable Towels
4. Question: For your Pre-K food program, do you desire food items such as wraps, sandwiches, burritos, calzones, pizza, & hand fruit (apples & oranges) cut into smaller more-manageable sizes for easier-consumption for your children by the vendor prior to delivery?

Answer: No whole apples and oranges are fine. Pizza, wraps and sandwiches are fine as well.

5. Question: Will the teachers & staff within the classrooms be consuming the same meals with the Pre-k students? If YES, please specify the required portion sizes you desire for adult staff. For example; same as students, double the portion size, triple the portion size, etc.…

Answer: Yes, Staff eat with students, same portions

6. Question: During the current school year, how many students were served 2nd helpings of either the entrée, vegetable, fruit, grain, etc.………..Please specify.

Answer: When additional servings are available and if students would like 2nd helpings they are offered the food.

7. Question: How many students will have an opportunity to have 2nd helpings of lunch for the upcoming 2018 – 2019 school year? If 2nd helpings are available for the students, how much additional food do you require the vendor prepare, or will you simply order additional meals at the contracted meal rate(s) based on student demand?

Answer: Each child receives one meal, should additional food be available due to absences, this food would be offered to students, no additional meals will be ordered.

8. How many condiment packets (Ranch, Italian, BBQ, Mayo, Ketchup & Mustard) etc… do you desire the vendor to provide each student for each Lunch meal? (1, 2, or more). Would you like the vendors to include this into their meal price as well as specify how many condiment packets are included? If you do not want condiment packets, do you desire Bulk condiments? Please specify.

Answer: Condiment packets, 1-2 per child

9. Question: Are there any food products you anticipate NOT serving your children? For example: Pork, fish, peanuts, etc..

Answer: No pork, fish or nut products due to allergies.

10. Question: On average, how medically documented special diets do you anticipate ordering from each day?

Answer: 3-5 per center

11. Question: When is comes to “Seasoning/Flavoring” of your food, do you desire (Grandma style / Home style seasoning) or do you desire your food more Bland with less seasoning?

Answer: Most children do not like seasoning so we would prefer more bland.

12. Question: How far in advance to you anticipate placing your orders prior to your vendor delivering meals on a specific service day?
Answer: Lunch count order are placed by Wednesday the week before the meals are served.

13. Question: Do you require we prepare our pricing based exclusively from the sample menus included on your RFQ? If NO, are you open to reviewing our approved CACFP menus currently served to other Head Start organizations?

Answer: We are open to viewing your approved CACFP menus as long as you are open to substitutions.

14. Question: Do you require Hot Lunch food items only? Are you open to a few select Cold options from time to time? For example: Bound Chicken Salad.

Answer: We are open to cold items occasionally.

15. Question: Based on your team’s past experiences working at other Early Childhood Centers, can you please expand on your expectations as it relates to the following “Food Svc. Talking Points”? Please specify.

- Food Quality (Look, Smell, Taste) - The food should look appealing (No burnt food or questionable meat)
- Correct Quantity of Food Delivered daily (It is expected that what we order is what we receive)
- On-time delivery of your meals daily (On-time, correct delivery is critical for lunch service)
- Customer Service / Response times to time sensitive issues (This is also critical, if we have an issue, we need to be able to call you and fix it immediately)
- Choices, more selections (It is nice to have a variety of healthy options to choose from)
- Soliciting student/parent feedback (We observe children during lunch and can determine quickly what meals they prefer, parents also comment on snack and meal choices)

Answer:

15. Question: How important is it that the vendor has prior successful experience preparing quality CACFP meals for students ages 3-5? Please place an (X) below.

Answer:
- Very important (___X___)-It is expected that our vendor provide quality CACFP approved meals.
- Somewhat important (___)
- Not important (___)

17. Question: How important is it that the vendors submit the lowest price for this project? Please place an (X) below.

Answer:
- Very important (___X___) –Our budget is grant based we do not have much wiggle room.
- Somewhat important (___)
- Not important (___)

18. Question: Do you require any food service equipment be included in our proposal? If YES, please specify.

Answer: Hot box for food.
19. Question: After quotes are submitted on July 6th, would you like to visit the corporate offices, to tour the facilities and meet the kitchen & management staff? Would you also like to “Sample” some of the meal options we prepare for other early childhood centers?

   Answer: Yes, we would like to sample food and meet the management staff.

20. Question: Are the meals provided unitized or bulk?

   Answer: Bulk

21. Question: Are hot meals to be delivered hot?

   Answer: Yes

22. Question: Do the centers have a way of heating hot meals?

   Answer: No

23. Question: Do the centers have holding equipment for hot food? If not is the vendor to supply?

   Answer: Yes, vendor will supply hot boxes for meals

24. Question: Do the centers have refrigeration to store beverages and other items?

   Answer: Yes

25. Question: Rules and responsibilities page is missing, please provide.

   Answer: Please see RFP Document for License and Regulations, along with the Child Meal Pattern

26. Question: Prices and rate structure page is missing. please provide.

   Answer: Please see the RFP Document for Schedule A – Cost Schedule.

27. Is the food vendor responsible to supply disposable plates, flatware, napkins, cups and serving utensils?

   Answer: Vendor is required to supply lunch trays and flatware.

28. Are the meals served family style? If so do centers have serving bowls, plates etc?

   Answer: Yes

As a reminder:

email your responses to: Rfp@wayne.edu and be sure your subject line reads “(company name) RFQ Catering Services for WSU Early Childhood Centers 2018 Response”, no later than 4:00 p.m. on July 6, 2018.

All questions concerning this project must be emailed to: Robert Kuhn, at: ac6243@wayne.edu and Leian Day, at: leiannday@wayne.edu.

Do not contact the Merrill Palmer Skillman Institute and College of Education, or other University Units, directly as this may result in disqualification of your quotation.

Thank you,

Robert Kuhn
Senior Buyer, Purchasing
313-577-3712

CC: Rosemary Foster, Caitlin Lyon, Kelly Hicks, Participant list.