



# MUNDELEIN

SCHOOL DISTRICT 75

470 North Lake Street  
Mundelein, Illinois 60060-1825

May 3, 2023

Invitation for Bid and Contract  
Food Service Management Company  
School Nutrition Programs  
Mundelein Elementary School District 75 & Diamond Lake School District 76

Addendum #1

There are 1 amendments and 29 questions, with 3 accompanying attachments, as part of this addendum.

Please sign this document and include in your bid submission as acknowledgement of receipt and understanding.

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Name of Company

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Signature and Date



# MUNDELEIN

## SCHOOL DISTRICT 75

470 North Lake Street  
Mundelein, Illinois 60060-1825

### **Amendments**

#### **1. Faith's Law**

#### **Addendum No. 1**

*Issued May 03, 2023*

This Addendum No. 1 modifies the solicitation, bid forms, specifications or related contractual requirements contained in the Invitation for Bid and Contract: Food Service Management Company in the School Nutrition Programs ("Bid Package") issued by Mundelein Elementary School District 75 and Diamond Lake District 76 (the "District") on May 03, 2023. For purposes of the Bid Package and this Addendum, the term Food Service Management Company ("FSMC"), whether singular or plural, shall be interchangeable with use of the term vendor, bidder, contractor or company.

Any modifications to the Bid Package are included below. Modifications are made only to those sections identified below, and all unmodified sections of the Bid Package remain valid and binding. Except where otherwise stated, all additions to language of the Bid Package as originally issued are underlined. Deletions are indicated by a ~~strikethrough~~.

By submitting a bid following issuance of this Addendum No. 1, each Bidder agrees to be bound by all modifications described herein as though they were incorporated in the Bid Package when initially issued by the District.

#### **Modifications to Bid Package**

1. Section 17 of the Bid Package shall be modified to include the following language:

As required under 105 ILCS 5/22-94 ("Faith's Law"), the FSMC shall perform an Employment History Review either at the time of initial hiring of



# MUNDELEIN

## SCHOOL DISTRICT 75

470 North Lake Street  
Mundelein, Illinois 60060-1825

an employee or prior to the assignment of an existing employee or person to perform work for the District in a position involving direct contact with children or students. The Employment History Review must be performed using the template developed by the State Board of Education, which can be found at <https://www.isbe.net/educatorquality>. The Employment History Review shall remain valid as long as the employee remains employed by the same FSMC, even if assigned to perform work for other school districts.

“Direct contact with children or students” is defined under Faith’s Law as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.”

The FSMC shall maintain records documenting the Employment History Reviews for all employees as required by Faith’s Law and shall provide the District access to the Employment History Review documents for any person assigned to perform work at the District on behalf of the FSMC within five (5) days of a written request by the District.

Prior to assigning any employee to perform work for the District, the FSMC shall inform the District of any instance known to FSMC, either as a result of the Employment History Review or otherwise, in which the assigned person:

- (a) Has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated;
- (b) Has ever been discharged, been asked to resign from, resigned from, or otherwise been separated from any employment, been removed from a substitute list, been disciplined by an employer, or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation



# MUNDELEIN

SCHOOL DISTRICT 75

470 North Lake Street  
Mundelein, Illinois 60060-1825

of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or

(c) Has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated.

The FSMC shall not assign any person to perform work for the District in a position involving direct contact with children or students if the District objects to the assignment after being informed of an instance listed above. Additionally, the FSMC may not assign any person to the District to provide services involving direct contact with children or students if such person failed to complete the Employment History Review authorization as required by law.

As evidence that all requirements under Faith's Law have been complied with, the FSMC shall provide the District certification that they have conducted the Employment History Review pursuant to Faith's Law for any person assigned by the FSMC to provide services to the District prior to the commencement of any work covered by this contract. This certification shall verify that all employees assigned to the District have no known history of sexual misconduct. The FSMC must certify that all persons assigned by FSMC to the District are eligible for employment pursuant to Faith's Law.

\*\*\*End of Addendum No. 1\*\*\*



# MUNDELEIN

## SCHOOL DISTRICT 75

470 North Lake Street  
Mundelein, Illinois 60060-1825

2.

Etc.....

### Questions

1. Has the District entered into any intergovernmental agreement with any area districts to serve meals in the 2022-2023 school year? Will these continue? If yes, can you share how many breakfast and lunch on an annual basis?

Answer: Yes, with District 76 and the Districts have an intergovernmental agreement for its continuance. See the following for meal serving information.

#### SECTION 25. School Data – DIAMOND LAKE SCHOOL DISTRICT 76

2. In your school Data Section 25, you list summer meals for Mundelein 75 but the bid summary doesn't list summer. Has Mundelein traditionally offered a summer program outside of covid? Will Mundelein continue to offer a summer program?

Answer: The Districts have only served summer meals as part of the COVID Summer Seamless program and do not intend on providing summer meals at this point.

3. Exhibit C: Annual Order USDA Foods for Diamond Lake is missing, can you please provide? Page 90, 24.07 is Mundelein 75, and yet page 142 is also Mundelein 75, 25.07.

Answer: See Exhibit 1

4. What Schools will be visited during this process?

Answer: A mandatory pre-bid Meeting was previously held where Washington and Carl Sandburg were toured during the meeting.



# MUNDELEIN

## SCHOOL DISTRICT 75

470 North Lake Street  
Mundelein, Illinois 60060-1825

5. Are there currently any bill backs for labor by the FSMC to the Districts? Will these or any labor bill backs continue moving forward in the 2023-24 school year? If so, please provide the amounts and what they are for.

Answer: Not applicable.

6. Please provide a copy of the District/FSMC renewal document for the 2022-2023 school year for both Districts.

Answer: See Exhibit 2

7. What are the amended meal rates that the current FSMC is charging the districts for the 2022- 2023 school year?

Answer: See Exhibit 2

8. Has the District entered into any Intergovernmental agreements with any area districts, private schools, Head Starts, to serve meals to in 2022-23 school year? Will these continue into the 2023-24 school year?

Answer: The Districts do not intend to enter into any other intergovernmental agreements, with the exception of District 75 and District 76's agreement.

9. Is the FSMC currently serving meals from the School Districts to any other school districts or establishments outside of the two Districts? If so, where and how many breakfast, lunch or snack meals on an annual basis? Are all of these meals included in the meals listed in the financials?

Answer: The Districts do not intend to enter into any other intergovernmental agreements, with the exception of District 75 and District 76's agreement.

10. Please clarify if the wages on both Exhibit G's are for the 2022-23 school year or the 2023-24 school year?

Answer: The wages listed are for 2022-2023.



# MUNDELEIN

## SCHOOL DISTRICT 75

470 North Lake Street  
Mundelein, Illinois 60060-1825

11. Concerning Exhibit F (Equipment) for both Districts, please specify the make/model for each of the items listed as Food Warmers, Stand Racks Pizza pans, Cambro containers, Display Containers Beverage Dispensers, and how many chip racks are needed? Please also provide pictures of each item as a reference.

Answer: The selected FSMC can review upon award of the contract.

12. Section 3.4 shows 174 service days and Exhibit G shows 172 days, please clarify how many days breakfast and lunch are served to the students during the regular school year, not including summer school.

Answer: There will be 174 service days.

13. Due to the current high food cost and the CPI rate up to 8.3% this year, would the Districts be willing to increase the CPI cap listed at 3% in Section 16.9?

Answer: The District will increase the CPI cap to match the rate setting CPI for the District's corresponding levy revenue.

14. Please clarify if either or both Districts are Offer vs Serve or Serve.

Answer: Both Mundelein District 75 and Diamond Lake 76 are Offer vs Serve.

15. If not included, can you please provide the commodity entitlement for 22-23 and 23-24 school year?

Answer: Mundelein District 75 is located within the original bid document. For Diamond Lake District 76, **see Exhibit 1.**

16. As it relates to the Diamond Lake information, are those schools currently CEP? If not, can the data regarding the meals be broken down to the Free, Reduced and Paid categories?

Answer: Diamond Lake 76 operates under CEP.





# MUNDELEIN

## SCHOOL DISTRICT 75

470 North Lake Street  
Mundelein, Illinois 60060-1825

17. I noticed that Washington Elementary is the only school that has ala carte sales, is that correct?

Answer: Carl Sandburg MS provides ala Carte sales.

18. Can you please provide the number of days that the school data information page is based upon.

Answer: There will be 174 service days.

19. Your current bid page does not include summer meals and the data provided from Mundelein Elementary has breakfast and lunch included, are you anticipating no summer program for next year?

Answer: The Districts have only served summer meals as part of the COVID Summer Seamless program and do not intend on providing summer meals at this point.

20. Please provide the annual report for the last 3 school years for the nutrition program?

Answer: The Districts do not have a separate annual report for the nutrition program. The annual AFRs are available on each respective District's web pages as follows:

[Mundelein Elementary School District 75 - Finances](https://www.d75.org/business-office/finances/)

<https://www.d75.org/business-office/finances/>

[Diamond Lake School District 76 - Financials](https://www.dist76.org/Financials.aspx)

<https://www.dist76.org/Financials.aspx>

21. Can you provide the results of the most recent student/staff satisfaction survey?

Answer: See Exhibit 3

22. Can you please provide the annual revenue for catering that was spent by the school district last year for internal and external functions?





# MUNDELEIN

## SCHOOL DISTRICT 75

470 North Lake Street  
Mundelein, Illinois 60060-1825

Answer: The District uses multiple sources (not just the FSMC) for internal and external catering needs.

23. Can you please describe how breakfast is currently being served if not in the dining room?

Answer: The FSCM serves breakfast through the cafeteria, however in several schools the students take meals back to the classroom.

24. Please describe any current technology that is being used in the food service program. This would be items like POS systems or meal ordering apps etc.

Answer: The District currently uses Café Enterprise as the POS system.

25. Will the district be opening or closing any school site locations in the next school year? If so can you please provide those plans as it relates to the student shift in enrollment at the locations?

Answer: There are no planned openings or closings of any sites within either District for next school year.

26. If not included in the RFP, can you please provide a copy of the district's wellness policy?

Answer: These documents are included in the IFB document. Please see the following sections:

SECTION 24.13: Exhibit H-1: School Wellness - Policy 6:50

SECTION 25.13: Exhibit H: Local Wellness Policy

27. How do you support the reduction of food waste at school locations?

Answer: Using participation data and trends to ensure appropriate menu options are available based on data. Additionally we have food sharing tables and are looking into the donation of extra perishable food with the local food pantry.



# MUNDELEIN

SCHOOL DISTRICT 75

470 North Lake Street  
Mundelein, Illinois 60060-1825

28. Can you please provide a copy of the District/FSMC last renewal document for the school year 2022 - 2023?

Answer: See Exhibit 2

29. Are the staffing hourly rates for the current year or next year?

Answer: Staffing provided in Exhibit G is for 2022-2023 (the current school year).

30.

31.



# MUNDELEIN

SCHOOL DISTRICT 75

470 North Lake Street  
Mundelein, Illinois 60060-1825

**Exhibit 1**

[Diamond Lake Commodity Alloc Rptprint](#)

**Exhibit 2**

[Contract Renewal Agreement w Mundelein Elementary School District 75](#)

**Exhibit 3**

[March 2023 Survey Results](#)