



# City of Woburn

## PURCHASING DEPARTMENT

City Hall  
10 Common Street  
Woburn, MA 01801

Tel.: 781-897-5950  
Fax: 781-897-5954

To: Bidding Contractor  
From: Orazio DeLuca, Chief Procurement officer  
Date: June 28, 2019  
Re: Addendum

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The City of Woburn is issuing this addendum to answer questions received from prospective vendors regarding Operation and Management of the School Food Service Program, RFP 20-01.

- Please see the attached documents for the addendum.

Please be sure to acknowledge this addendum on your bid sheet.

*Orazio DeLuca*

Orazio DeLuca, MCPPO  
Purchasing Agent  
City of Woburn

June 24, 2019

Mr. Orazio DeLuca  
Chief Procurement Officer  
City of Woburn  
10 Common Street  
Woburn, MA 01801

Dear Mr. DeLuca:

Thank you for your interest in Whitsons School Nutrition and inviting us to submit a proposal for the management of your school food service program. In order to complete our analysis of your program and be able to respond to your RFP, we would like to request the following additional information:

1. Please provide the number of paid, free and reduced, breakfast and lunch meals served last year.
2. Please provide the annual sales volume for a la carte, vending, catering, and adult sales by school.
3. Since the cafeteria employees are paid by the district, does the district have an annual forecasted labor dollar amount that you wish for all vendors to use and insert into their financial projections?
4. Please provide a copy your food service profit and loss or operating statement for last year.
5. Please provide the current ala carte price list for items approved for sale in school.
6. Please provide a list of breakfast and lunch serving times by school.
7. Please provide the anticipated number of serving days for breakfast and lunch by grade level.
8. Are high school students allowed to leave school for lunch?
9. Do kindergarten students participate in the lunch program?
10. Is breakfast served in the classroom in any schools? If so, which ones?
11. When was the last time meal prices were increased and by how much?
12. Is there any clerical support provided by the District?



*School Nutrition*

*Residential Dining*

*Healthcare Dining*

*Corporate Dining*

*Prepared Meals*

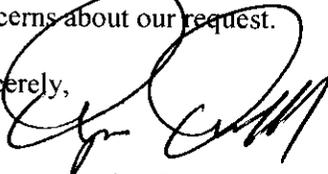
*Emergency Dining*



13. Do all schools prepare meals on site? If not, which schools receive meals and where are the prepared?
14. Are there any renovations or changes planned that vendors should factor into their proposal?
15. What type of POS System does the district use?
16. Please clarify the price charged for high school lunch. Is it \$2.50 and \$2.75 or \$2.75 plus a premium price or just \$2.75?
17. When is the timing for award of the contract?
18. Does the District provide vehicles for the food service program?

Thank you in advance for providing the requested information. In order for us to meet the proposal due date I would request this information be made available at the pre-bid meeting. Please contact me at 978-521-6574 x210 or by email at [orsilloo@whitsons.com](mailto:orsilloo@whitsons.com) if you have any questions or concerns about our request.

Sincerely,



Vincent "Ozzie" Orsillo  
Senior Vice President of Sales  
[www.whitsons.com](http://www.whitsons.com)

## Food Service Management Proposal Questions

1. 2018-2019

Breakfast (free)	33,826
Breakfast (reduced)	4,812
Breakfast (paid)	14,812
Lunch (free)	170,912
Lunch (reduced)	32,001
Lunch (paid)	199,572

2. Ala Carte sales were \$195,467 in total. Not available per school.

3. Labor amount for 2019-2020 is \$818,000

4. Working on it.

5. A la carte pricing:

Large Water	\$1.25
Small Water	\$ .50
Chips/bagged snacks	\$ .75
Cookies	\$ .50

6. Serving times—see attached

7. 180 school days for students

8. Closed Campus

9. Kindergarten students participate in lunch program.

10. Breakfast is not served in classrooms in any school.

11. Meals prices increased in 2015 at \$.25 per level

12. No clerical support

13. Onsite in all locations

14. No renovations are planned.

15. Nutrikids

16. Elementary \$2.50

Middle \$2.75

High School \$3.00

Non-Student \$3.95

17. ASAP

18. Yes, a van plus a driver.

SCHOOL NAME	1ST LUNCH	2ND LUNCH	3RD LUNCH	4TH LUNCH	5TH LUNCH
ALTAVESTA *	11:35	12:05	12:30		
	8:00				
GOODYEAR *	11:30	12:00	12:30		
	8:00				
HURLD WYMAN	11:30	11:55	12:40		
LINSCOTT *	11:40	12:05	12:30		
	8:00				
REEVES	11:25	11:50	12:25	12:50	
SHAMROCK *	11:30	11:55	12:40		
	8:00				
ST. CHARLES	11:45	12:20			
WHITE *	11:30	11:55	12:30	1:05	
	8:00				
HIGH SCHOOL *	10:55	11:20	11:45		
	7:00				
MIDDLE SCHOOLS *	11:00	11:20	11:40		
	7:30				

**Woburn Public Schools  
Operating Statement  
July 2018-May 2019**

	<b>July - May 2018-2019</b>
<b>CASH INCOME:</b>	
Paid Meals	499,306
Reduced Meals	12,984
A La Cart	122,164
Adult Meals	4,686
Other	45,532
<b>Totals</b>	<b>684,672</b>
<b>REIMBURSEMENTS:</b>	
Federal	765,469
State	20,686
<b>Totals</b>	<b>786,155</b>
<b>Total Sales</b>	<b>1,470,827</b>
<b>EXPENSES:</b>	
Cost of Sales	343,257
Labor Cost	883,827
Advertising & Promotion	1,546
Direct Costs	18,287
Insurance	8,367
Equipment	1,791
Office Supplies	8,367
Supplies	61,417
Taxes & Licenses	196
Telephone	597
Travel	1,135
Uniforms/Laundry	944
<b>Total Expenses</b>	<b>1,329,731</b>
<b>Operating Profit/(Loss)</b>	<b>141,096</b>

**CERTIFICATE OF AUTHORITY**

At a duly authorized meeting of the Board of Directors of \_\_\_\_\_  
(Name of Corporation)

held on \_\_\_\_\_ it was VOTED that:  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Officer)

of this corporation, be and he/she hereby is authorized to submit bids and proposals, execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such \_\_\_\_\_ under seal of the company, shall be valid  
(Officer)

and binding upon this corporation.

A True Copy,

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

PLACE OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_

DATE OF THIS CERTIFICATE: \_\_\_\_\_

I hereby certify that I am the clerk of the \_\_\_\_\_  
(Corporation)

that \_\_\_\_\_ is the duly elected \_\_\_\_\_ of  
(Name) (Office)

said corporation, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

\_\_\_\_\_  
(Clerk)

CORPORATE SEAL: