

Southfield Public Schools

Food Service Cost Reimbursable RFP Bid Addendum I

March 22, 2024

1. The prebid meeting agenda is attached.
2. The prebid meeting sign in sheet is attached.
3. Enrollment projections are included in a separate email attachment.

Southfield Public Schools
Food Service Request for Proposal
Pre Bid Meeting: March 22, 2024 10:00 am

1. **Introduction Evaluation Committee:**

Marc Ingram CFO Southfield Public Schools
Jesse Sutton, Purchasing Specialist
Ilesha Holton, Accounts Payable
Martha Ritchie, Food Service

2. **District Designated Representative** for Food Service RFP Jesse Sutton, Jesse.Sutton@southfieldk12.org
248-746-8519.

“All substantive pre-bid contact or communications between any potential bidder and the sponsor must be through the sponsor’s designated representative. Any substantive pre-bid contact or communication with any sponsor personnel, administration, vendors, contractors, or board members other than the designated representative will automatically disqualify them as a bidder.”

3. **Review of District & Specifications:**

a. The deadline for questions regarding this RFP is 2:00 p.m. March 27, 2024. All questions will be answered in Addenda posted on the District website www.Southfield.k12.org and emailed to bidders who provided email addresses at the pre-bid meeting. Emailed questions preferred.

b. Bond Issue construction overview- Jesse Sutton and Marc Ingram
Stevenson Elementary will temporarily relocate to Eisenhower School, 24500 Larkins, Southfield 48033 for the 2024-25 School year.

c. The District initiated the SNLP After School Snack Program for 3 days per week at MacArthur K8 School this month. This program may be expanded to all other schools except Southfield High for the 24-25 school year depending on the approval of a grant.

d. Enrollment projections- attached to prebid meeting agenda

e. There will be no vendor presentations/interviews for this RFP.

3. **Questions**

Submit questions during this meeting in written form on the cards provided. Any answers furnished will not be official until verified in writing and posted as Addenda.

4. **Building Tour:** Southfield High School, Levey Middle School, Stevenson Elementary School.

Southfield High: 24675 Lahser, Southfield, MI 48033

Levey Middle School: 25300 W. 9 Mile, Southfield, MI 48033

Stevenson Elementary School: 27777 Lahser, Southfield, MI 48034

Jesse Sutton will lead the tour. Please meet at the entrance of each building for Jesse to let you in the building.

RFP 2024-05 - FOOD SERVICE MANAGEMENT

Type of Meeting: Pre-Bid Meeting and Facility Walk-thru	Meeting Date: Thursday, March 21, 2024
Facilitator: Jesse Sutton	Place/Room: JWE – Conference Room

Name	Title / Company	E-mail Address	Phone
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