

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

ACTION ITEM

May 17, 2010

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Food Service Bid

Proposed Action by the Board of Education

Approve Arbor Management Food Services in the amount of \$244,578.30 per year not to exceed 3 years.

Background

Every three years, we are required to re-bid the food service contract. Mary called companies to let them know of our upcoming bid and put together pre-bid documents according to the federal guidelines. Denise LeFevre, the Nutrition Programs Coordinator at the state level, approved our process and we did the bid on April 30th. Attached is the spreadsheet showing the various bids we received. Denise has approved all bids. If the service level falls or the price increases too much, we always have the option to re-bid early or to not renew.

# FOOD SERVICE BID RESULTS

	QUEST FOODS	ARBOR MGMT	CERES
REIMBURSABLE MEALS (106,121)	\$2.3400	\$2.2000	\$2.4940
MANAGEMENT FEE PER MEAL	\$0.1758	\$0.1000	\$0.0600
TOTAL MEAL COST	\$2.5158	\$2.3000	\$2.5540
TOTAL COST OF CONTRACT	\$266,979.21	\$244,078.30	\$271,033.03

We are recommending we approve the contract for Arbor Management

Denise LaFevre at the State Nutrition programs has given us the approval to award the contract to Arbor Management



# Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
www.isbe.net

Jesse H. Ruiz  
Chairman

Christopher A. Koch, Ed.D.  
State Superintendent of Education

May 4, 2010

Dr. Ellen Mauer  
Millburn Community Consolidated School District 24  
18550 West Millburn Road  
Wadsworth, Illinois 60083-9248

Agreement Number  
34-049-0240-04

Dear Dr. Mauer:

The documents regarding the results of your bid solicitation for food service management services received in this office have been reviewed and our office has determined you may now proceed with the contract award.

The bid solicitation, which is the same document previously determined in compliance by the Illinois State Board of Education (ISBE), must become the contract. Revisions cannot be made to the executed *Invitation for Bid and Contract* without first submitting proposed revisions to the ISBE for review and receiving notification the proposed revisions are allowable within the regulatory guidelines. Furthermore, additional documents and/or agreements, including those developed by the contractor, cannot become part of the executed contract.

Following the contract award, you must submit the enclosed *Post-Contract Award Summary Sheet* along with all requested documentation noted on the form. The form is available online at [http://www.isbe.net/nutrition/htmls/contract\\_submission.htm](http://www.isbe.net/nutrition/htmls/contract_submission.htm) and is interactive. Ensure also the certification statement is signed by the school food authority's authorized representative. Completed documents must be mailed to: Illinois State Board of Education, Nutrition Programs Division W-270, Attn. Denise R. LeFever, 100 North First Street, Springfield, IL 62777-0001. Faxed copies or email attachments will not be accepted.

If you have questions, please contact Denise LeFever at 800-545-7892 or email [dlefever@isbe.net](mailto:dlefever@isbe.net).

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Schmitt".

Christine Schmitt  
Division Administrator  
Nutrition Programs

Enclosure