

**BOARD OF EDUCATION  
MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT No. 3  
Mahomet, Illinois**

Agenda Item No.: 9. B. 11.

Date: May 20, 2019

Presented by: Trent Nuxoll

**ACTION**

TOPIC:

Approval of Food Service Management Contract

BACKGROUND INFORMATION:

As per the School Code of Illinois, all food service management contracts involving expenditures in excess of \$25,000 must be competitively bid. School Code also requires IL public school districts to award a food service management contractor to the lowest responsible bidder. This bid process is to occur minimally every five years and is directed by the Illinois State Board of Education (ISBE) with a multi-step approval process starting with the content of the bid document itself. Our 2019 bid process started in February 2019 with our submission of our bid document to ISBE for review. In March 2019, ISBE approved the bid document and directed us to proceed with our bidding process. The bid opening was on April 29, 2019 and Arbor Management was identified as being the lowest responsible bidder.

SUPERINTENDENT'S RECOMMENDATION:

The Superintendent recommends the Board of Education approve the *Food Service Management Contract* as presented.

### Bid Criteria Analysis Sheet

Bidder Responsibility And Bid Responsiveness Criteria	Bidder 1:		Bidder 2:		Bidder 3:		Bidder 4:	
	<i>Pass</i>	<i>Fail</i>	<i>Pass</i>	<i>Fail</i>	<i>Pass</i>	<i>Fail</i>	<i>Pass</i>	<i>Fail</i>
<b>Total Estimated Contract Cost</b>								

**Company recommended for bid award:** \_\_\_\_\_

This form is for use by the school food authority and should not be included with the *Invitation for Bid and Contract* documents. This completed form, or a similar form, must be submitted to the Illinois State Board of Education along with the *Pre-Contract Award Summary Sheet* and other requested documentation outlined on the *Pre-Contract Award Summary Sheet* following the bid opening and prior to the contract award. Duplicate this page as necessary.

## Pre-Contract Award Summary Sheet

Following the bid opening and prior to the contract award, submit this completed form along with the required documentation listed below. Please allow approximately 15 days for review of these documents and to receive written notification the school food authority may proceed with the contract award. **Do not proceed with the contract award until notification is received.**

### A. School Food Authority Information

Agreement Number (RCDT Code) \_\_\_\_\_

School Food Authority Name \_\_\_\_\_

Address, City, Zip Code \_\_\_\_\_

Authorized Representative \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Authorized Representative Email \_\_\_\_\_

Contract Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Contract Contact Person Email \_\_\_\_\_

### B. Procurement Process

Provide the following information:

- 1) Date of Newspaper Advertisement \_\_\_\_\_  
*Date*
- 2) Pre-Bid Conference (if applicable) \_\_\_\_\_  
*Date* *Location*
- 3) Public Bid Opening \_\_\_\_\_  
*Date* *Location*
- 4) Projected Contract Award \_\_\_\_\_  
*Date*

### C. Required Documentation

Submit copies of the following documents with this completed form.

- 1) Newspaper advertisement with date of publication
- 2) List of bidders that received the solicitation/contract documents and all addenda issued—include date mailed/delivered
- 3) If a pre-bid conference was held—list of bidders in attendance
- 4) *Bid Summary* form for each bid received
- 5) Correspondence from bidders opting not to bid (or phone call documentation)
- 6) Completed *Bid Criteria Analysis Sheet* summarizing all bids received

**Mail/Fax/ or email: Nutrition and Wellness Programs  
Illinois State Board of Education  
100 North First Street W270  
Springfield, IL 62777-0001  
Fax: 217-524-6124  
kshelton@isbe.net**



# Illinois State Board of Education

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

**Darren Reisberg**  
Chairman

**Dr. Carmen I. Ayala**  
State Superintendent of Education

May 13, 2019

Lindsey A. Hall  
Mahomet-Seymour CUSD 3  
PO Box 229  
Mahomet, IL 61853

Agreement Number  
09-010-0030-26

Dear Dr. Hall:

The documents regarding the results of your bid solicitation for food service management meal 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 submitted to 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 Nutrition Programs Division for review and receiving notification the proposed revisions are allowable. Furthermore, additional documents and/or agreements, including those developed by the contractor, cannot become part of the executed contract.

All procurement transactions must be conducted in compliance with the Conflict of Interest standards and requirements included in 2 CFR 200.112 and 2 CFR 200.318. All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of 2 CFR 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that developed or drafted specifications requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for this procurement.

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, 100 North First Street, Springfield, IL 62777-0001. Faxed copies or email attachments will not be accepted.

If you have questions, please contact our office at 800-545-7892.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Haller".

Mark Haller, S.N.S.  
Director  
Nutrition Programs

Enclosure

## Post-Contract Award Summary Sheet

Upon completion of the contract award, please submit this completed form along with the required documentation listed below. An original signed and dated copy of this form must be submitted.

### A. School Food Authority Information

Agreement Number (RCDT Code) \_\_\_\_\_

School Food Authority Name \_\_\_\_\_

Address, City, Zip Code \_\_\_\_\_

Authorized Representative \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Authorized Representative Email \_\_\_\_\_

Contract Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Contract Contact Person Email \_\_\_\_\_

### B. Contract Award

Provide the requested information for the following:

- 1) Contract Award Date \_\_\_\_\_
- 2) Company Awarded the Contract \_\_\_\_\_
- 3) Total Estimated Contract Cost \_\_\_\_\_

### C. Required Documentation

Submit copies of the following documents with this completed form. Retain originals in SFA file.

- 1) Executed copy of the contract—Signed *Bid Summary* only
- 2) Signed copy of the *Bid-Rigging Certification*
- 3) Signed copy of the *Certificate of Independent Bid Determination*
- 4) If the contract is \$25,000 or more—Signed copy of the *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions*
- 5) If the contract is over \$100,000—Signed copy of the *Certificate Regarding Lobbying*
- 6) If the contract is over \$100,000 and any funds other than Federal appropriated funds have been used for lobbying—Signed copy of the *Disclosure of Lobbying Activities*

### Certification

Under the provisions of the United States Department of Agriculture, Food and Nutrition Service, I certify as a sponsor in the Child Nutrition Programs the executed *Invitation for Bid and Contract* is the same *Invitation for Bid and Contract* previously submitted to the Illinois State Board of Education on \_\_\_\_\_ (bid documents initial compliance letter date).



Maintain a copy of this form for your records.

**Mail original signed and dated form along with copies of all required documentation to:**

**Nutrition and Wellness Programs  
Illinois State Board of Education  
100 North First Street W270  
Springfield, IL 62777-0000**