

NUTRI-SERVE FOOD MANAGEMENT, INC.

School Food Service Management
P.O. Box 297, 4431 Route 130 South
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April 16, 2014

Mr. Walter Pudelko
Business Administrator
Glassboro School District
560 Bowe Blvd.
Glassboro, NJ 08028

Dear Walt,

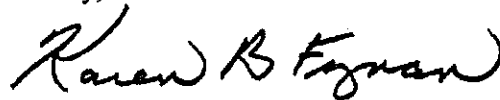
Attached are Nutri-Serve Food Management's responses to the discussion questions/clarifications posed by the Glassboro Board of Education Committee after our interview on Wednesday, March 26, 2014.

We are hoping our responses will assist the Board to clarify their questions. It has also given Nutri-Serve Food Management a chance to review some of the items and update our position. We have attached a Revised Form 23 Budget with a Staffing Schedule. To make it easier we have highlighted the numbers we updated in yellow.

The bottom line we are now proposing is an unconditional guarantee return of \$45,400.00.

Please let me know if this is satisfactory and if you or the Board has any additional questions.

Sincerely,



Karen B. Fynan, MS. RD.
President

NUTRI-SERVE FOOD MANAGEMENT

Glassboro School District

Food Service RFP Submitted Thursday, January 31, 2014

Discussion Questions/Clarifications

Interview on Wednesday, March 26, 2014

1. *For the purpose of this RFP, offerors are discouraged from including costs of "Breakfast After The Bell" programs. These are programs where students are able to get breakfast when they come into school, take it to their first period class and take 10 minutes to eat. However, these programs may be considered after the award. This allows analyzing and comparing the proposals consistently.*

In our submitted proposal, Nutri-Serve did not initially include projected revenue that could be generated through a "Breakfast after the Bell" program. In the past, Glassboro had not been interested in this serving method, however, Nutri-Serve would be happy to use our expertise in moving forward with a "Breakfast After the Bell Program" should there be interest at Glassboro.

Nutri-Serve has had success in proactively researching parent interest in a "Breakfast after the Bell" program through a Google Drive Survey sent to parents to complete. This is an excellent way to anticipate participation and would be helpful in determining whether this would be a viable option for Glassboro. It is a great way to ascertain opinions and possible concerns of customers as well as establish menu items parents would like to see offered by the program.

Nutri-Serve currently operates many "Breakfast after the Bell" programs and last month was recognized at **Woodbury and Lindenwold by the USDA** for our efforts in making breakfast a **priority and convenience** for students, school staff and parents (see article attached). At Woodbury Breakfast participation increased an average of 50% as compared to breakfast before the start of school.

Based on Woodbury's results if this were to occur at Glassboro with Nutri-Serve's budget based on a current breakfast reimbursement of \$111,729, a 50% increase would result in a yearly reimbursement of \$167,593 or **\$55,865 of additional revenue**. Each year reimbursement rates usually increase so the projected revenue may be greater.

Nutri-Serve 2014 Breakfast After The Bell Programs In Districts Near Glassboro			
Burlington City	Fairfield	Little Egg Harbor	Woodbine
Delran	Greenwich	Paulsboro	Woodbury
Franklin Township	Lindenwold	Waterford	

"Breakfast after the Bell" programs have shown to increase overall participation in the breakfast program benefitting students and providing additional revenue for the district. Below is a projection of possible revenue based on our current participation statistics in implementing "Breakfast after the Bell" programs, taking in account current student eligibility at Glassboro School District and projected participation in the program. Nutri-Serve was recently in the news for our success in implementing "Breakfast after the Bell" Programs (See attachment).

2. Assume a \$0.10 increase on all lunch meal sales.

Current Lunch Prices (used in Nutri-Serve's Proposal):
\$2.10 Elementary, \$2.20 Intermediate, \$2.45 High School
With a \$0.10 increase:
\$2.20 Elementary, \$2.30 Intermediate, \$2.55 High School

Increasing lunches \$0.10 would lead to an additional \$6,465.80 in revenue

Lunch Categories	2014-15 Budget (Individual)	2014-15 Budget (Combined)	\$0.10 Increase
Paid Lunch- Elementary	\$ 37,541.00	\$ 64,658.00	\$6,465.80 Additional Revenue
Paid Lunch- Intermediate	\$ 10,205.00		
Paid Lunch- High School	\$ 16,912.00		

3. Marketing Includes a Specialized Menu for Adults. Is this the current practice, proposed, or both?

In our original budget we did not increase adult sales.

With our Revised Form 23 we have increased adult sales by \$55.00 per day.

Action Plan for 2014-15 School Year

We have made several upgrades to the high school cafeteria this school year and our future strategy will promote greater staff participation.

1. CREATING A NEW DINING ATMOSPHERE

Nutri-Serve looks forward to joining forces with the new Administration Members of Glassboro High School in promoting a new and welcoming staff dining room. This winter in conjunction with Glassboro, Nutri-Serve re-named the staff dining room the Bulldog Café which has created a new atmosphere while promoting school spirit.

The faculty room needs a make-over which we would like to do this summer.

We would like to make the following improvements:

- Paint the room
- Replace the half door leading to the kitchen
- Brighten the seating area with seasonal tablecloths and centerpieces
- Replace the standing beverage cooler to a more attractive unit.

2. UPGRADING THE SALAD BAR

The staff salad bar is the popular choice for those craving healthy and low calorie lunch choices because of the ability to choose desired toppings and portions. This is a popular choice with regular customers because of the immense number of options and combinations possible. We look to enhance this option with a new array of fresh options including new lettuce choices such as spring mix and kale, new cheeses such as feta and mozzarella and a greater array of vegetable options including roasted red peppers, black olives and beets.

3. AUTHENTIC WAWA COFFEE

Wawa coffee has been a welcomed addition to the staff cafeteria at Glassboro with staff members grateful to have this option available throughout the school day. Seasonal flavored coffees and creamers will rotate throughout the school year so every staff member at Glassboro can create that perfect cup of coffee.

4. GRAB & GO OPTIONS

Nutri-Serve has not let a busy schedule deter staff members from purchasing lunch. In addition to convenient Grab & Go choices, we have added a staff register outside for ease of purchase for staff members. **The new cook** at Glassboro High School has also been preparing homemade soups which were a popular option during the winter season.

5. SPECIALTY STAFF MENU

A specialty staff menu at Glassboro will feature seasonal, trendy and more adult-friendly food choices including vegetarian, low calorie, low-fat and high protein options. *(See attached sample specialty menu for Glassboro).*

Considerations for The Future With the Addition of New Machinery:

- Impinger Conveyor Sandwich/Pizza Oven
 - Flatbread Pizzas- Flatbread crust is brushed with oil and chopped garlic
 - Bruschetta- topped with diced fresh tomatoes, diced onion, chopped fresh basil & mozzarella cheese
 - Pesto- topped with jarred pesto, diced chicken and mozzarella
- Panini Griddle
 - Panini Sandwiches
 - Chicken Caprese Panini- Grilled chicken breast topped with mozzarella, tomato and fresh basil and pressed between two slices of oil brushed Italian bread.
 - Tuscan Turkey Panini- Deli turkey breast topped with provolone cheese and roasted red peppers with a pesto sauce pressed between 2 slices of oil brushed Italian bread.

6. CONVENIENT ORDERING SYSTEM WITH THE USE OF NEW TECHNOLOGIES

Nutri-Serve could implement a staff pre-ordering form through Google Drive in which a form is created and accessed by staff members to submit lunch orders. A weekly e-blast would highlight lunch options and provide access to the "lunch link" where staff would be able to submit a lunch order.

The specialty menu (see attached) would also be displayed where staff members sign in upon arrival in the morning. The QR code displayed on the menu would link directly to the Google Drive Form allowing staff members to order lunch in the main office directly from a smart phone! This gives staff members the option ordering on their computer- straight from the e-blast or the convenience of ordering from a smart phone. This form allows staff members to choose an offered menu item with customizable options- Example: No Cheese, No Tomatoes.

The lunch choice is prepared and labeled with the staff member's name and food choice and can be picked up and paid for at the staff register. *Please feel free to scan the code with the QR reader application on a smart phone to view the customized Glassboro form.* A pen and paper order form is a viable alternative as well.

7. DISTRICT WIDE EXPANSION OF THIS PROGRAM AT GLASSBORO

After piloting this system at the high school, the program would be extended to include all Glassboro Schools. Pre-ordered staff lunches would be prepared at the High School and Intermediate School and delivered to the elementary schools and administrative office by the Nutri-Serve Driver.

The convenience and personalized methods of this system is assured to increase lunch sales and foster greater enthusiasm of the staff lunch program. A summary of responses and lunch suggestion box at the conclusion in Google Drive will allow us to track the popularity of menu items in addition to gain customer feedback to improve our choices.

8. AN EMPHASIS ON CUSTOMER SERVICE

Throughout the years, Beth Clark and the food service team have accommodated special lunch requests from district staff members which have provided excellent meal inspiration as we transition to a regular staff menu at Glassboro.

“Staff members enthusiastically named one of their favorite salad options the “Vicky Salad” in recognition of the food service worker who makes this specialty salad throughout the week at the request of staff members.”

This customer service has built trust and respect with faculty members promoting a positive relationship.

4. Clarify how the summer program is recognized as part of the Projected Operating Statement.

Nutri-Serve did include a separate budget for a summer program in our original proposal. In the revised Form 23 this is now incorporated into the annual budget. This budget is based on 15 days of service and 185 students participating each day. There is no history at Glassboro when it comes to budgeting for this program so we based our estimates on a neighboring district.

In the Revised Form 23 budget we have included the breakfast income and expenses instead of a separate budget.

Nutri-Serve is currently managing Summer Feeding Programs in the following neighboring school districts:

Nutri-Serve 2014 Summer Feeding Programs		
Burlington City	Lindenwold	Our Lady of Perpetual Help
Gloucester City	Little Egg Harbor	Pleasantville
Garfield	Lindenwold	Woodbury

5. *Provide the basis for the special functions estimate provided. Give specific examples of proposed functions.*

Glassboro has taken advantage of the opportunity for Nutri-Serve to cater many special functions in our 12 year partnership.

Special functions are an opportunity for the Glassboro School District to shine for the students, parents, and community members. It allows Glassboro to be the host and display foods in an elegant and tasty manner to meet the needs of the occasion. Nutri-Serve's corporate Chef can work with your director for menu planning and/or participate in special events.

Catering is a great way to support your food service program and keep money within the district.

The basis for the special function income of \$ 12,220.53 was projected from the current school year. Catering services can be expanded to meet the needs of district and community.

Nutri-Serve Caters Events Throughout The School Year

The Reading Program at Rogers School

Nutri-Serve helps make reading fun This breakfast event involves students and parents

Various Awards Ceremonies

Dr. Silverstein recently had light refreshments for the Kindergarten Awards.

Breakfast With The Principals

This monthly breakfast gives students opportunity to enjoy a meal with their principals, peers and parents.

Student Assemblies

Nutri-Serve has teamed up with Glassboro in recognizing students for their achievements. The recent ice cream social for Intermediate Students hosted by Principal Matthews provided an extra incentive to work hard!

Some Ideas for Future Catering Events May be:

- **FIESTA BOOK NIGHT**

This is an opportunity for parents to have dinner with their children before a school book night activity.

- **SPORTS & ACADEMIC AWARDS DINNER OR REFRESHMENTS**

Celebrate your district's athletic or academic achievements with a meal or refreshments for students and parents prepared by Nutri-Serve.

- **POST SEASON BANQUETS**

Nutri-Serve can cater your sports teams post season banquet to celebrate of season of hard work.

- **DINNER FOR SENIOR CITIZENS**

This is a great opportunity to get students involved in the community! Students, school staff, parents and Nutri-Serve staff join together to serve the senior citizens of the district a home cooked meal.

- **FUNDRAISERS**

Walk-A-Thons and other fundraisers often supply food. We would be happy to cater these events for Glassboro.

- **SCHOOL DANCES**

Whether you would like light snacks or fancier appetizers Nutri-Serve is available to cater school dances to make the evening more enjoyable for students.

- **NATIONAL HONOR SOCIETY DINNER**

This is a great way to celebrate achievements by treating students and their parents to a nice sit down dinner catered by Nutri-Serve.

6. Clarify the extent of the vending service sales proposed, if any, and how sales/cost of sales is recognized.

Glassboro High School currently profits from two Special K snack vending machines. These vending machines feature an array of Child Nutrition Approved Options for students to purchase throughout the school day. Special K provides, maintains and stocks these machines at Glassboro. Vending machines are a convenient option for students to grab a healthy snack prior to after school activities when the cafeteria is no longer open for sales.

THE DISTRICT RECEIVES 25% COMMISSION.
 *Proposed Budgeted amount: \$691.11

Considerations for the Future

- Addition of 2 Special K Vending Machines at Intermediate (1 drink, 1 snack) if approved by the district administration.

7. Clarify and Discuss the Satellite Income Projections.

Nutri-Serve ships meals to three different satellite schools in which additional income is generated for Glassboro.

Satellite School	Program Description
Holly Dell School	The Nutri-Serve Staff at Thomas E. Bowe School prepare complete meals that are picked up and transported by a Holly Dell Staff Member. Holly Dell provides Nutri-Serve with daily lunch counts. This program is in its first year of service.
Ambassador Christian School	Meals for Ambassador Christian School are prepared at the Dorothy L. Bullock school. These meals are delivered daily by a Nutri-Serve driver. This is once again accomplished through daily meal counts provided to Nutri-Serve.
Glassboro Child Care Center	This program operates out of the Dorothy L. Bullock School and the J. Harvey Rodgers School as an after school child care program with each billed differently. At the Bullock School. The program is billed for the exact amount of product used monthly.

The satellite income projections were based on the existing counts historically. Over the years, meal counts have not fluctuated greatly to the Ambassador Christian School and Glassboro Child Care Program. As a satellite program in its first year, the Holly Dell School is projecting the same income as the program is generating year to date.

The income projection for the 2014-2015 school year for satellite programs is \$14,602.41 based off current lunch counts.

8. Projected expenses are rolled-up into "food". Provide basis for projected estimate and/or disaggregate the expenses by category.

We were not sure what information you wanted with this question. Did you want it by food group or the way our competitor shared their method for developing food costs? We decided to go with the later.

In January when we originally submitted the proposal we were told USDA commodity allowance was going to go back to \$0.2375 for 2014-15. Since that time it has been increased to \$0.2775 per lunch served. This helps to offset food costs.

You will notice in Nutri-Serve's proposal our food cost per meal is lower than our competitor. **Nutri-Serve provides Glassboro with the lowest price possible at the time of purchase of goods rather than keep rebates/discounts to refund to the district at a later date.**

Food	Meals/Revenue Calculations	Total
Student Lunches	199,509 Meals @ 1.22	\$ 243,400.74
Employee Lunches	17,425 Meals @ 1.20	\$ 20,912.40
Student Breakfasts	66,644 Meals @ 1.17	\$ 77,973.88
Summer Program Meals	2,775 Meals @ 1.21	\$ 3,354.98
Adult Meals	\$38,962.77 @ 50%	\$ 19,481.38
District Wide Ala Carte	\$46,477.97 @41%	\$ 19,055.97
Special Functions	\$12,220.53 @ 50%	\$ 6,110.27
Satellite	\$14,602.41 @ 50%	\$ 7,301.20
Vending	\$691.11 <i>Commission Only</i>	
USDA Donated Food Value	199,509 Lunches @ \$ 0.27750	\$ (55,369.68)
Rebates/Discounts	Received in Lower Food Prices	
	Net Food Cost 41%	\$342,221.05

9. Fully Describe health insurance benefits offered to proposed staff.

Nutri-Serve Food Management offers single person health insurance to any staff member who works **30 hours per week or more**. Employees contribute 20% of the annual cost of the insurance. This is deducted from their pay over 36 payments. **With this method employees are covered with the health insurance over the summer months.** Attached is a schedule of services provided and employee cost for services. Option 2 is the plan currently offered to employees with a 20% copay. If employees wish to receive Option 1, they pay the difference in the premium as a step up plan.

We currently have one employee who was grandparented from the Board of Education that still receives employee/spouse benefits and pays 20% of that premium. The cost to Glassboro to maintain this commitment is \$21,852.00. With a recent retirement at the High School we have no other food service workers receiving health benefits. Beth Clark has recently had a change in life events and will need health insurance. This expense of \$9,566 will be built into the Revised Form 23 Budget.

Attached Schedule of Health Benefits and Other Benefits offered to employees.

10. Provide evidence that the Management-Food Service Director Salary is sufficient enough to attract and/or retain qualified candidate based on local labor and market salary survey.

In light of proposed programs, Nutri-Serve Food Management proposes to hire the Food Service Director on a 12-month basis (as our competitor did) versus 10-months. In our original budget we had included \$36,896 for 44 weeks, a \$2,500 stipend for not using health insurance, and \$3,360 for work with the summer program totaling \$42,756.

We are proposing in our revised budget an annual salary of \$51,500.00 and single person health benefits as we mentioned earlier. This is a satisfactory salary to maintain the current director or to hire someone else if needed.

This additional cost will be offset by increases in adult sales and the \$0.10 increase in lunch prices. In addition to this the USDA has increased commodity rates from what we budgeted in January. This will result in a reduction in food cost from our original estimate.

11. Clarify whether all staff will be required to maintain ServSafe Certification.

Nutri-Serve follows the guidelines set by the NJ State Department of Health Food and Drug Safety Program. The requirement states the following:

NJ State requires one Certified Food Protection Manager per location. NJ mandates that at least one person in charge in a Risk Type 3 Food Establishment. And each establishment shall be a certified food protection manager who has shown proficiency of required information by obtaining a food safety certificate by passing a food safety certification examination administered by an accredited certifying program recognized by the Conference for Food Protection.

Nutri-Serve requires the Food Service Director and the Cook and or Cooks in each building to have the ServSafe food handler's certificate. If the district would choose to exceed this requirement and offer all employees this training that is possible.

Nutri-Serve has their own certified ServSafe instructors on staff. We are available to train, test, certify, or recertify employees. Nutri-Serve provides this service at a minimal charge to cover the cost of personal training materials, the cost of the certification, and small stipend for the instructor. If the district would like the entire staff to be certified, we could offer this training in Glassboro to employees in the summer or a time convenient for all.

Nutri-Serve also partners with New Jersey School Nutrition Association to obtain the ServSafe certification for its members. Additionally, all of Nutri-Serve's Food Service Directors are members of the New Jersey School Nutrition Association.

12. Management Fee

Nutri-Serve Food Management would like to offer the district a "cents per meal" management fee versus a flat fee. By doing so our management fee would reflect our performance. Instead of our fee divided into 42 payments regardless of sales this method is based on sales performance.

Each week the sum of every reimbursable student Breakfast and Lunch Meal served would be multiplied by a "Cents per Student Meal" Fee of \$0.1400.

Each week the sum of all non-reimbursable income (adult, ala carte, satellite, and special function sales) divided by a Meal Equal Factor of \$1.00 would be multiplied by a "Cents per Meal Equal" Fee of \$0.1100.

The sum of the Student Meal Fee and Meal Equal Fee will be our management fee each week.

When there is no school or less serving days in a week our fee will reflect this. It will affect our performance positively or negatively based on the results we deliver to the district.

The Cents per Student Meal Management Fee for the summer program is set by the state at \$0.2775 per meal.

In our original proposal our management fee was \$47,000 for the school year and \$1,000 for the summer program or \$48,000 in total. By using the cents per meal method with increased projection of adult sales our management fee is projected to be \$50,456.00.

This fee will reflect our success at meeting budgeted goals.

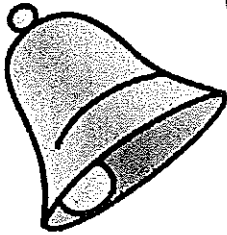
13. Guarantee

Nutri-Serve Food Management will offer Glassboro School District an **unconditional guarantee return of \$46,400.00** for the 2014-15 school year.

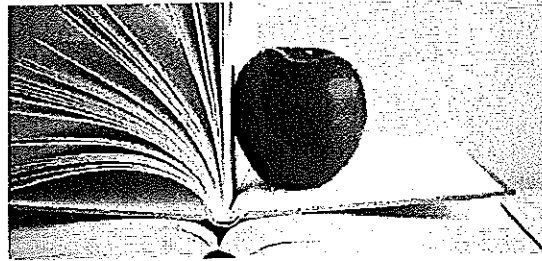
NUTRI-SERVE FOOD MANAGEMENT
Glassboro School District

Attachments

Breakfast After The Bell



Nutri-Serve Food Management



Providing students with the energy to succeed in and out of the classroom!

Breakfast is Booming in Jersey....

The Food Research and Action Center reported that New Jersey increased in national rank to 37th in breakfast participation from the 2011-2012 to the 2012-2013 school year.

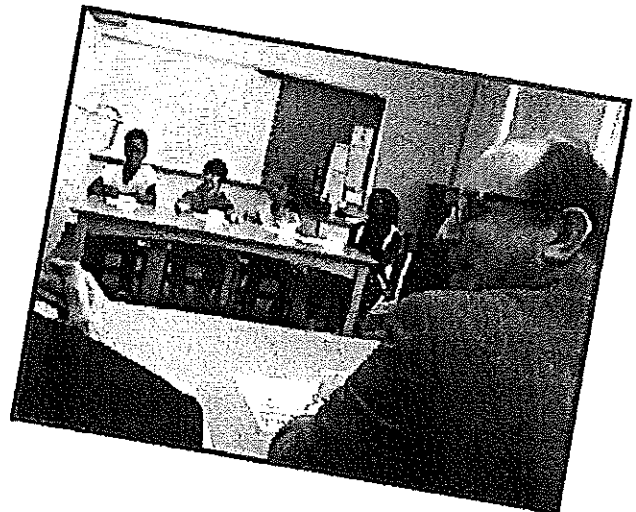
- Almost 37,000 more students are eating breakfast on a daily basis, a 16.8 percent increase over the 2012-2013 school year.
- There are about 255,000 children in NJ who participate in the program daily.

Woodbury School District



New Jersey Secretary of Agriculture **Douglas H. Fisher** and **Karen B. Fynan**, Nutri-Serve Food Management President welcomed **Kevin W. Concannon**, U.S. Department of Agriculture Under Secretary for Food, Nutrition and Consumer Services, who commended New Jersey for making great strides in increasing breakfast participation.

Douglas H. Fisher and **Kevin W. Concannon** met with students and reviewed the Nutri-Serve breakfast menu and discussed some of their favorite choices!



"A principal goal of the School Breakfast Program is to ensure that all school children have access to a nutritious breakfast to promote learning readiness and healthy eating"

— Kevin W. Concannon



Kevin W. Concannon high fives a Woodbury student enjoying a PB & J sandwich served on whole grain bread.

This Woodbury student is all smiles as she shows **Douglas H. Fisher** her "orange smile" prepared with an industrial fruit wedger, a staple in all Nutri-Serve kitchens.



"We have partnered with the New Jersey Department of Education in support of breakfast after the bell. Through coordination with school administrators, we have encouraged schools to serve breakfast in the classroom and have reinforced this time counts as instructional time, thereby capturing a larger percentage of children who qualify for free or reduced price breakfast who were not able to access the meal before."

— **Douglas H. Fisher**

Lindenwold School District

Nutri-Serve Food Service Director, **Kathy Lewis** and Operations Manager, **Cathy Connolly** explain the success of the Lindenwold *Breakfast After The Bell* Program to Rose Tricario, NJ Director of the Department of Food and Nutrition.



"We applaud Lindenwold District's commitment to the School Breakfast Program by offering morning meals to students at the start of the school day in the classroom."

— **Rose Tricario**

Welcome Back To School!

SEPTEMBER

Glassboro School District



Bulldog Staff Lunch Menu

SPECIAL:

Waldorf Chicken Salad Over a Pita
Homemade chicken salad with dried cranberries and walnuts for a bit of extra sweetness and crunch!

SANDWICH:

Eggplant Parmesan on a Ciabatta
You don't have to be a vegetarian to love our breaded eggplant topped with marinara and mozzarella and served on a soft ciabatta roll.

WRAP:

Cold Turkey Reuben Wrap

A unique twist on the typical Reuben: Deli Turkey, Provolone, Russian Dressing, fresh coleslaw wrapped up in wheat tortilla.

Chicken Caesar Club Wrap

Grilled chicken tossed in light Caesar dressing with romaine lettuce, tomato, and a slice of turkey bacon wrapped up in a soft wheat tortilla.

SALADS:

Vegetable Patch Salad w/ Chicken

A great go-to salad! We put every fresh veggie we have in house over a bed of mixed greens. With grilled chicken as your protein source it's a perfect nutrient packed lunch choice!

Vicky Salad

Named after the popular recipe creator the "Vicky Salad" features featuring red onion, tomatoes, mozzarella and diced turkey topped with Vicky's own homemade croutons.

Seasonal Apple, Feta & Walnut Salad

Get excited for apple season! This salad features sliced apples, soft feta cheese, cucumber and walnuts over a spring mix and spinach blend.

PRICE \$3.30

- ◆ Sandwich/Wrap includes fruit & vegetable of day
- ◆ Salads Include Fruit and Crackers/Dinner Roll



Order your lunch by scanning the QR reader or click on the [lunch link](#) (emailed & available on school website)!

Looking forward to a wonderful school year!

~Glassboro Cafeteria Staff & Nutri-Serve Food Management



Nutri-Serve Food Management 2-15-2014 Aetna Medical Options

Carrier	Aetna	
Delivery System	HMO Plan 1	HMO Plan 2
In-Network		
- primary care physician	Yes	Yes
- referrals for specialist	Yes	Yes
- coinsurance	100%	80%
- calendar year deductible indiv/Fam	None	\$1,000/\$2,000
- calendar year out-of-pocket max. Indv/Fam	\$1,500/\$3,000	\$3,000/\$6,000
- office visit copay	\$35	\$35
- specialist copay	\$55	\$55
- preventive care	100%	100%
- inpatient hospital benefit	\$300 per day/5 day max per admin	Deductible/80%
- outpatient surgical benefit	\$150 copay	Deductible/80%
- routine radiology	\$50 copay	\$50 copay
- complex imaging	\$55 copay	\$55 copay
- laboratory services	100%	100%
- emergency room	\$100 copay	\$100 copay
- benefit maximum	Unlimited	Unlimited
Out-of-Network	Not Covered	Not Covered
Routine Vision Exam	100%; age and plan frequency applies	100%; age and plan frequency applies
Lens Reimbursement	Discount Program	Discount Program
Prescription Drugs		
- generic copay	\$20	\$20
- brand name copay	\$40	\$40
- non-formulary copay	\$70	\$70
- mail order copay	\$40/\$80/\$140	\$40/\$80/\$140

NUTRI-SERVE FOOD MANAGEMENT
Glassboro School District

**Revised Form 23 and
Staffing Schedule**

Please note changes are highlighted in **Yellow**

REVISED;

RESPONSE AND PROJECTED OPERATING STATEMENT

ATTACH AS FIRST PAGES OF RESPONSE TO REQUEST FOR PROPOSAL(RFP)

Response and Projected Operating Statement for Local Education Agency (LEA) LEA: <u>GLASSBORO SCHOOL DISTRICT</u> School Year 2014 - 2015
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We the undersigned, agree to operate the food service program as described in the RFP specifications.

FSMC NAME:	Nutri-Serve Food Management, Inc.	
FSMC ADDRESS:	4431 Route 130 South PO Box 297 Burlington, NJ 08016	
FSMC REPRESENTATIVE'S NAME:	Karen B. Fynan, MS, RD President	REVISED
SIGNATURE:	<i>Karen B. Fynan</i>	DATE: 4/17/2014
TELEPHONE #:	609-386-8686 x142	FAX #: 609-386-2255
E-MAIL ADDRESS:	karenf@nsfm.com	

This proposal is subject to all the attached terms, conditions and specifications. If accepted we hereby agree to enter into a FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT as described in the RFP.

All FSMC Management Fees (ie- General Support Services, Administrative, General) must be listed below.

List **ALL** FSMC MANAGEMENT FEE(s):

Flat Fee		Cents/Meal		LEA: <input checked="" type="checkbox"/>	PROFIT	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	\$ 0.140 Student	<input type="checkbox"/>		\$ 45,400.00
<input type="checkbox"/>	\$	<input checked="" type="checkbox"/>	\$ 0.110 Meal Equal			
		<input checked="" type="checkbox"/>	\$ 0.278 Summer			
			\$ 50,456 Total Projected			

Is the profit/loss/breakeven a **GUARANTEE** to the LEA? Yes No
 Is the guarantee the same as the **projected bottom line**? Yes No
 If no, indicate the actual guaranteed profit: \$ _____
 Is the guarantee capped? Yes No
 If yes, capped up to % _____ of the Management fee

This operating statement is based on:

173/157/151	days of meals service (breakfast)
173/157/151	days of meals service (lunch)
2	days of meals service (Other)
175	# of work days (hourly employees only)

Does the anticipated reimbursement include the performance based funds (6 cents)? Yes No

NUTRI-SERVE FOOD MANAGEMENT, INC.

CAFETERIA SALES:

MEALS

			<u>Selling Price</u>		<u>Total</u>
Student Paid Meals:	LUNCH				
37,541 Elementary		@	\$ 2.20	= \$	82,590
10,205 Intermediate		@	\$ 2.30	= \$	23,472
16,912 High School			\$ 2.55	= \$	43,126
<u> 64,658 Districtwide</u>		@	<u>SUBTOTAL</u>	= \$	<u>149,187</u>
Student Reduced Meals:	LUNCH				
17,306.20 Districtwide		@	\$ 0.40	= \$	6,922
Students a la Carte:				\$	45,275
Adult Lunches:				\$	38,925
Adult Ala Carte:				\$	-
Special Functions:				\$	12,221
Vending:				\$	691
Other Income	Satellite Income			\$	14,602
Student Paid Meals:	Breakfast				
5,830 Elementary		@	\$ 1.25	= \$	7,288
157 Middle		@	\$ 1.25	= \$	196
2,135 HS			\$ 1.25	= \$	2,669
<u> 5,987 Districtwide</u>		@	<u>SUBTOTAL</u>	= \$	<u>10,153</u>
Student Reduced Meals:	Breakfast				
3,840.00 Districtwide		@	0.3	= \$	1,152
Students a la Carte Breakfast:				\$	1,203
Adult Breakfast:				\$	38
	Subtotal Sales:			(A) \$	<u>280,369</u>

ANTICIPATED REIMBURSEMENT:

MEALS

			<u>Reimb. Rates</u>		<u>Total</u>
64,658 Paid Lunch-Severe Needs		@	\$ 0.4000	= \$	25,863
17,306 Reduced Price Lunch-Severe Need		@	\$ 2.6650	= \$	46,121
<u> 117,545 Free Lunch-Severe Need</u>		@	\$ 3.0650	= \$	<u>360,274</u>
<u> 199,509</u>					
8,122 Paid Breakfast-Severe Needs		@	\$ 0.2800	= \$	2,274
3,840 Reduced Price Breakfast-Severe Need		@	\$ 1.5900	= \$	6,106
<u> 54,682 Free Breakfast-Severe Need</u>		@	\$ 1.8900	= \$	<u>103,349</u>
<u> 66,644</u>					
2,775 Summer Program Free Lunch		@	\$ 3.4875	= \$	9,678
	Subtotal Reimbursement			(B) \$	<u>553,665</u>
Total Income (A + B)				(C) \$	<u>834,034</u>

NUTRI-SERVE FOOD MANAGEMENT, INC.

FOOD

Student Lunches	199509	Meals @	\$1.22	=	\$ 243,400.74
Employee Lunches	17427	Meals @	\$1.20	=	\$ 20,912.40
Student Breakfasts	66644	Meals @	\$1.17	=	\$ 77,973.88
Summer Program Meals	2775	Meals @	\$1.21	=	\$ 3,354.98
Adult Meals	\$ 38,962.77		50%	=	\$ 19,481.38
District-wide A la carte	\$ 46,477.77		41%		\$ 19,055.88
Special Functions	\$ 12,220.53		50%		\$ 6,110.27
Satellite	\$ 14,602.41		50%		\$ 7,301.20
Vending	\$ 691.00		Commission Only		\$ -
Other					0
USDA Donated Food Value*	199509	Lunches	\$ 0.27750		\$ (55,369.68)
Rebates/Discounts			Received in lower food prices		\$ -
NET FOOD COST					\$ 342,221.05

41.03%

LABOR:

Hourly Wages: (Employee schedules, work hours and rates of pay must be attached.)

		Total Days	175
	Bookkeeper/Secretarial	\$	-
	Cafeteria Workers	\$	195,930
	Substitutes	\$	5,294
	Total Wages	\$	201,224
Hourly Benefits and Taxes:			
	FICA	\$	15,394
	Retirement	\$	-
	Unemployment Compensation	\$	13,643
	Workers' Compensation	\$	8,995
	Health Insurance	\$	21,852
	Life Insurance and Disability	\$	1,811
	Total Hourly Payroll Taxes and Benefits	\$	61,694
	Summer Wages	\$	750
	Summer Taxes	\$	149
		\$	899
	Management Salaries (Food Service Director):	\$	51,500
	Taxes & WC	\$	10,197
	Benefits	\$	9,566
	Total FSD	\$	71,263
	*TOTAL PAYROLL	(E) \$	335,080

NUTRI-SERVE FOOD MANAGEMENT, INC.

Paper & Cleaning	Sch Year	\$	39,319
	Summer	\$	278
	Total	(F) \$	39,597

F.S. Equipment	(G) \$	2,895
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OTHER EXPENSES:

Computer Software Maintenance	\$	1,150
Liability Insurance	\$	11,913
USDA Admin/Deliver	In Food \$	-
Stationery/ Postage/office supplies	\$	1,200
Promotions	\$	1,207
Mileage (FSD)	\$	500
Uniforms/Laundry	\$	625
Smallwares	\$	800
Signage/Merchandising	\$	990
Other (Miscellaneous)	\$	-

TOTAL OTHER EXPENSES	(H) \$	18,385
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MANAGEMENT FEE:

<input checked="" type="checkbox"/>	Cents per Student Meal	\$	0.140	\$	37,261.44
<input checked="" type="checkbox"/>	Cents per Meal Equal	\$	0.110	\$	12,424.99
<input checked="" type="checkbox"/>	Cents per Summer Meal	\$	0.278	\$	770.06

Total Mgt Fee	(I) \$	50,456
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EXPENSE TOTAL	(D+E+F+G+H+I)	(J) \$	788,634
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PROFIT	(C-J=K)	(K) \$	45,400
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**WORKSHEET TO CALCULATE
CENTS PER MEAL MANAGEMENT FEE**

All meal equivalents to be calculated on a factor of	\$	1.00		
			Per Meal	Total
Projected Annualized Student Meals (B & L)	266,153	@ \$	0.140	\$ 37,261
Proj Sales Adult, Ala Carte, Special Functions, & Other Income except Student Meal Sales	\$ 112,954			
Projected Annualized Ala Carte Meal Equivalents	\$ 112,954	@ \$	0.110	\$ 12,425
Projected Annualized Summer Meals	2,775	@ \$	0.278	\$ 770
Other Specify <input type="text"/>	-	@ \$	-	\$ -
		TOTAL		\$ 50,456

This is a projected calculation. Actual fee may be greater than or less than projected amount.
Management fee is directly related to student participation and district revenue.

NUTRI-SERVE FOOD MANAGEMENT, INC.

COMPONENTS OF ADMINISTRATIVE/ MANAGEMENT FEE

The following must be included in the Administrative/Service/Management Fee and May Not be charged in any other expense:

1. Menu development specific to the operation.
2. Management meetings, and/or management development programs specific to the operation.
3. Nutrition education material and program expense.
4. Facilities layout and design services specific to the operation.
5. Cost of production of the following:
 Training Manuals, Procedures Manuals, Food Service Control Forms & Supplies,
 and Material for School Lunch Promotions
6. All purchasing services.
7. Education programs via schoolroom programs, parent/teacher meetings
 and school food advisory committee meetings.
8. All accounting and book keeping
9. All payroll reporting, recording, and documentation including the issuance of weekly payroll
 checks for FSMC employees.
10. Supply of all administrative, dietetic, nutritional, sanitation, and personnel advice.
11. Visitation/coverage by corporate chef during lunch programs.
6. Visitation and coverage by a principal of FSMC.

Nutri-Serve Food Management, Inc
STAFFING SCHEDULE 2014-15
 GLASSBORO SCHOOL DISTRICT
 04/16/14 4:01 PM

Op/CJ=	Sch	Serv	Days	Code	Employee	Position	Hours	Current Rate	\$ Inc.	Budget Rate	Daily Rate	Serv Days	SUMMARY				
													Annual Wage	WC	Benefits	Liab Ins	
173	BOW		5.75		Dori Baumler	FSW	5.75	\$10.44	\$0.250	\$10.69	\$61.47	175	\$195,930	\$38,794	\$21,852	\$9,209	
173	BOW		5.5		Debra Hodge	Food Ser	5.5	\$8.75	\$0.250	\$9.00	\$49.50	175	\$5,294	\$1,048	\$0	\$249	
173	BOW		5.5		Susan Turner	FSW	5.5	\$10.45	\$0.250	\$10.70	\$58.85	175	\$51,500	\$10,197	\$9,566	\$2,421	
173	BOW		6		Hattie Watzel	Cook	6	\$12.05	\$0.250	\$12.30	\$73.80	175	\$252,724	\$50,039	\$31,418	\$11,878	
173	BUL		6.5		Brenda Dillon	Cook/Ma	6.5	\$10.25	\$0.250	\$10.50	\$68.25	175		0.198	0.8	0.047	
173	BUL		5		Keshya Eleazer	Food Ser	5	\$8.50	\$0.250	\$8.75	\$43.75	175	\$11,944	\$2,365	\$0	\$14,309	
173	BUL		6		Linda Murphy	CASHIER	6	\$14.52	\$0.250	\$14.77	\$88.82	175	\$7,656	\$1,516	\$0	\$9,172	
173	BUL		5		Vicki Stewart	Food Ser	5	\$8.95	\$0.250	\$9.20	\$46.00	175	\$15,509	\$3,071	\$21,852	\$40,431	
157	GIM		5		Linda Dilks	FSW	5	\$8.75	\$0.250	\$9.00	\$45.00	159	\$8,050	\$1,594	\$0	\$9,644	
157	GIM		5		Lori-Ann Gregg	Food Ser	5	\$10.25	\$0.250	\$10.50	\$52.50	159	\$7,155	\$1,417	\$0	\$8,572	
157	GIM		5		Shirley Preis	Food Ser	5	\$8.75	\$0.250	\$9.00	\$45.00	159	\$8,348	\$1,653	\$0	\$10,000	
157	GIM		5		Danielle Robinson	Food ser	5	\$8.50	\$0.250	\$8.75	\$43.75	159	\$7,155	\$1,417	\$0	\$8,572	
151	GLA		7		Karen Abers	Food Ser	7	\$9.40	\$0.250	\$9.65	\$67.55	153	\$5,956	\$1,377	\$0	\$8,334	
151	GLA		4		Melody Banks	Food Ser	4	\$8.75	\$0.250	\$9.00	\$36.00	153	\$10,335	\$2,046	\$0	\$12,382	
151	GLA		5.5		Karen Burns	Food Ser	5.5	\$8.95	\$0.250	\$9.20	\$50.80	153	\$5,503	\$1,091	\$0	\$6,595	
151	GLA		5		Kristin Downham	Food Ser	5	\$8.75	\$0.250	\$9.00	\$45.00	153	\$7,742	\$1,533	\$0	\$9,275	
151	GLA		5		Veronica Marzzone	Food Ser	5	\$8.50	\$0.250	\$8.75	\$43.75	153	\$6,885	\$1,363	\$0	\$8,248	
151	GLA		5.75		Deborah Nordone	Food Ser	5.75	\$8.75	\$0.250	\$9.00	\$47.25	153	\$6,694	\$1,325	\$0	\$8,019	
151	GLA		2		OPEN	Food Ser	2	\$8.50	\$0.250	\$8.75	\$17.50	153	\$1,568	\$0	\$9,485		
151	GLA		5		Morgan Richburg	Truck Dir	5	\$9.00	\$0.250	\$9.25	\$46.25	153	\$2,878	\$530	\$0	\$3,208	
151	GLA		5.75		Brenda Schneider	Cook/Ma	5.75	\$10.00	\$0.250	\$10.25	\$58.94	153	\$7,076	\$1,401	\$0	\$8,477	
151	ROG		5.75		Deborah Houghton	FSW	5.75	\$10.44	\$0.250	\$10.69	\$61.47	153	\$9,017	\$1,785	\$0	\$10,803	
151	ROG		5		Kysha Russel	Cook	5	\$9.25	\$0.250	\$9.50	\$47.50	153	\$9,405	\$1,862	\$0	\$11,267	
SUBSTITUTE													\$5,284	\$1,048	\$0	\$6,342	\$249
SUBTOTALS:													\$201,224	\$39,842	\$21,852	\$262,918	\$9,458
Beth Clark													\$51,500	\$10,197	\$9,566	\$71,263	\$2,421
TOTALS:													\$252,724	\$50,039	\$31,418	\$334,181	\$11,878
SUMMER PROGRAM													0.198	0.198	0%		0.047
Employee													Annual Wage	WC	Benefits	Total	Liab Ins
FSW													\$450	\$89	\$0	\$539	\$21
FSW													\$300	\$59	\$0	\$359	\$14
SUBTOTALS:													\$750	\$149	\$0	\$899	\$35

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