

ADDENDUM NO. 3 – VENDOR Q&A

Date: May 22, 2026

To: All Bidders

RE: Addendum for Request for Proposal: Food Service Management Company (FSMC) Services (Original RFP Issue Date: May 13, 2026)

Following are the questions submitted and answers provided for the above-mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the website for all addenda or amendments.

Question #	Question	Response
GENERAL QUESTIONS		
1.	Are you going out to bid because your current contract is in its 5th year?	No
2.	Are you looking to move away from your current FSMC?	The current FSMC is eligible and welcome to submit a bid to the RFP.

3.	Is breakfast offered? I see that it's checked, but Exhibit A doesn't have a value.	We are open to breakfast if it will be beneficial.
4.	Would you prefer that the new FSMC retain the current employees?	We are open to current employees of the current FSMC being retained; they would like to stay if pay/benefits are comparable.
5.	<p>What equipment does the school own?</p> <p>Can you please provide, by site location, a list of all SFA owned equipment?</p>	<p>Fleming Island Campus:</p> <ul style="list-style-type: none"> a) Single (of a stacked unit) oven with five (5) racks, b) three (3) residential freezers, c) one (1) residential refrigerator/freezer, d) one (1) 3-door commercial refrigerator, e) two (2) prep tables, f) one (1) cold serve, g) one (1) hot (3 well) serve, h) one three (3) compartment dish washing sink, i) one two (2) compartment produce sink, j) gas stovetop/oven (one rack only), k) storage shelving, l) two (2) tall warmers. <p>Orange Park Campus:</p> <ul style="list-style-type: none"> a) Commercial Freezer, b) Commercial Refrigerator, c) Prep Table, d) Oven (2 racks), e) cold serve and hot serve f) one (1) 3 compartment dish washing sink

6.	<p>Will the current FSMC take any equipment out?</p> <p>Can you please provide a list of all current equipment owned/provided by the current FSMC at each site?</p>	<p>Yes, the current FSMC owns and will remove the following equipment:</p> <p><u>Fleming Island Campus:</u> Small-wares, small ice maker and stainless table it's on, small warmer, deep freezer, merchandise refrigerator, ice cream freezer, vending machine. tray drying rack, tray bussing carts, floor fan, rice cookers, electric warmer in back storage closet, Costco rack holding steamer pans, chip/snack cart, rack next to produce sink, coffee machine. boxed stainless table behind kitchen door, wine/mini fridge in closet/office, safe and cash box, nacho pumper</p> <p><u>Orange Park Campus:</u> The smaller warmer, all smallwares, ice cream freezer, vending machine, tray drying rack, tray bussing carts, rice cookers, 1 white freezer, mini display fridge, chip/snack cart, coffee machine, safe and cash box, 3 costco racks in the pantry/walk-in</p>
7.	Will you be able to obtain your CEP status?	The Orange Park campus has CEP status. However, they do not want to use it. We will maintain "paid status".
8.	Can you please confirm total # of service days next school year?	There are 180 service days, with 6 of them being pre-ordered to-go lunches due to early dismissal.
9.	Can you please advise if the FSMC is to provide lunches during early dismissal days?	We do pre-orders only for the 6 early release days (3 prior to winter break and 3 at the end of the year)

10.	Page 22 of the RFP states that maintenance and repairs of equipment is the responsibility of the FSMC; is that only for equipment owned by the FSMC, or also equipment owned by the SFA?	Yes, each FSMC will be responsible for maintenance and repairs for the equipment they own. The school will be responsible for maintenance and repairs of school owned equipment.
11.	Can you please provide a recap of how much commodities dollars have been allocated for next school year, and where they have been allocated towards (brown box, NOI, DoD)?	We are new to commodities and will be signing up for DOD Fresh Fruit & Veggies.
12.	Can you please advise if there is any commodities dollars or product expected to be leftover this school year?	N/A
13.	Who is the current FSMC and how long have they been your FSMC?	Charter Food Services is the current FSMC. They have provided services since March 2023.
14.	Is a vehicle being provided and used by the current FSMC? If so, can you please advise what they are currently using it for?	No, a vehicle is not provided to or used by the current FSMC.
15.	Can you please confirm that the expectation is to cook at both sites?	Yes, it is expected that all meals will be cooked on-site at both campuses.

16.	Can you please provide a summary of any current challenges your food service program is facing today that you would like to ensure is better managed with the new contract?	<p>We want:</p> <ul style="list-style-type: none"> a) to offer more than 1 choice for each component b) to have Self-Serve style Offer vs Serve (portions need greater consistency and uniformity) c) “backup” staff for unexpected absences (not relying on volunteers or the SFA staff) d) more small batch scratch cooking so all classes get fresh food; not sitting in a warmer for hours
17.	Can you please advise how many kitchen staff are in each kitchen today, and how many hours they currently work daily?	<p>Fleming Island: 4 staff members Orange Park : 2 staff members</p>
18.	When are we able to do a site visit at both school sites?	<p>Yes, a site visit can be scheduled. Following are available dates/times for each campus:</p> <p>Fleming Island: May 26 @ 815-10 or 115-215; May 27-28 @ 815-1015 or 12-2; May 29 @ 815-1015 or 12-130</p> <p>Orange Park (*): May 26-29 @ 815-1045 or 12-2 *will need to confirm with OP admin</p> <p>Please email rfp@stjca.org with your requested date/time.</p> <p>If you would like to visit during the week of June 1-5, please schedule through the Food Services Director: Leandra Cramer at the following email: leandra.cramer@stjca.org</p>

19.	Does the school currently pay for the maintenance and service of the equipment onsite? If not, please clarify.	Yes, the school currently pays for the maintenance and service of the equipment onsite that is owned by the school.
20.	Does the school replace equipment as needed? If not, who does? Please clarify.	Yes, the school replaces equipment owned by the school, as needed. The school does NOT replace equipment provided by the FSMC.
21.	Are you looking for the FSMC to cook onsite at the 2 school sites or cook off site, cater in and serve onsite?	Yes, we are looking for the FSMC to cook all meals onsite at both campuses.
22.	Can you please provide a copy current the current FSMC contract for both sites and any amendments and/or addendums associated with.	If interested in a copy of the current FSMC contract, please email rfp@stjca.org
23.	What is the 2025-2026 current fixed price for breakfast and lunch?	Breakfast: N/A Lunch: \$4.0831
24.	What is the average total # students that qualify for free and/or reduced lunch at each school?	Fleming Island: April Data 14.24 DC; 166 Free, 26 Red, 927 enrolled = 22% total are F/R Orange Park: April Data 26.04 DC; 141 Free, 41 Red, 460 enrolled = 40% are F/R

25.	Can you please confirm the total annual amount you paid for the 2025-2026 FSMC services/meals contract?	<u>August 2025 -May 15, 2026</u> Fleming Island: \$343,782.11 Orange Park: \$198,438.92
26.	What is the current price for breakfast for students? Is it the same for both schools? Is it the same for breakfast? If not, please clarify.	Breakfast is currently not available or served at either school.
TASTE TESTING		
1.	Would we be able to use your kitchen to prepare the food?	No, please bring all food prepared and ready to serve.
2.	Will all vendors be showing food at the same time?	Yes, all vendors will present on the same day/time.
3.	By 10 samples, do you mean 10 different entrees?	Yes, please provide 10 different sample meals/entrees (maximum of 2 breakfasts).
4.	How many people should we expect to taste the food?	Please prepare samples for a maximum of 10 people.
5.	Will the setup be like a station (table) for each vendor to show food, or are you wanting everything just dropped off in unitized format?	Each FSMC vendor will have a large cafeteria table to set up their food samples. Please bring disposable items, if possible. Once set up, vendors will be asked to exit before the taste testing begins. If you have equipment/items that will need to be picked up after the taste testing, please advise us on the day of the testing and we will make arrangements for you to pick up any equipment left on site.

6.	If it's just a food drop off, what time would you like the food dropped off?	N/A
7.	If it's more like a vendor setup, what time will the tasting be held on 6/2?	The taste testing is scheduled to begin at 5:00pm
8.	How early can we arrive for setup?	Vendors can arrive at 4:30pm.
9.	Will we have access to electric?	Yes, electric can be made available to vendors, if needed. However, connections are limited. Please advise ahead of time if electric will be required so we can set up tables accordingly.
10.	Will there be an opportunity for a presentation, or is it to just be focused on the food?	No, there will not be an opportunity for a presentation at the taste testing. The taste testing will be an impartial evaluation of each FSMC's food samples by school personnel and scholars. Please refer to Exhibit F in the RFP for evaluation criteria. Because we would like to keep the taste testing impartial, each vendor will be provided with a specific number for the taste testing evaluation and will not be identified by name.
11.	Can you please confirm that the format for service should be like a catering format, where food is in chafers (to allow them to remain hot) and attendees will self-serve the food? (if they are supposed to be pre-portioned samples, we are concerned that the food will not be able to remain hot, and space will be very limited).	Catering format / self-serve is acceptable. Please see #5 above. If any equipment/materials are not disposable and will need to be picked up, we will make arrangements with vendors to pick up the materials at a later date.

12.	As you're aware, an NSLP "meal" (for lunch) requires an offering of fruit, vegetable and milk. That was what my question was specific to. When it's stated as 10 meals, could the entrée paired with the planned menu side of a vegetable be considered 2 meals, or would that be considered just 1? Or do you prefer the focus of the food we show be just the entrees?	The focus will be on the 10 entrees but also include some vegetables and/or other sides. Milk and fruit will not be required for the taste testing.
ADDENDUM NO. 1 QUESTIONS		
1.	Please provide a current equipment inventory for each campus, including known operational condition and any known repair or replacement needs.	Please refer to the list above in GENERAL, item #5 for an inventory list. The Fleming Island Campus has a warmer that may require maintenance/repair or replacement.
2.	Please provide a list of equipment the SFA considers required for successful operation of the food service program at each campus for SY 2026–2027.	Fleming Island: 2 Reach-in 2 door freezers, additional cold serve table, 2 additional prep tables, replacement of the top stackable oven Orange Park: Double deck oven, additional cold table, 2 additional prep tables, an additional Reach-in 2 door refrigerator
3.	Please provide confirmation of whether any structural, utility, plumbing, gas, electrical, hood/ventilation, or installation work required for equipment operation will remain the responsibility of the SFA.	Yes, any structural, utility, plumbing, gas, electrical, hood/ventilation, or installation work required for equipment operation will remain the responsibility of the SFA.