



GOVERNOR'S SCHOOL for Government & International Studies
1000 North Lombardy Street, Richmond, VA 23220

ADMINISTRATIVE SERVICES

Dr. Lisa Williams

Assistant Director

1000 North Lombardy Street

Richmond, Virginia 23220

July 21, 2025

Request For Proposal #2025-FS

Food Service Contract

Your firm is invited to submit a proposal to furnish food services for Maggie L. Walker Governor's School, Richmond, Virginia. Submittals, in **three copies**, marked, "**A Proposal for Food Services**", **Maggie L. Walker Governor's School, 1000 N. Lombardy St., Richmond, VA 23220**, will be received no later than **2 p.m., Friday, August 8th**.

RFP should include:

- Sample Menus with pricing structure (Pricing Guarantee August 18, 2025- June 30, 2026)
- Contractors License with Food Handlers Permit (Cafeteria Manager)
- Proof of Insurance (Liability/Workers Compensation)
- Letters of Reference

In addition:

Unauthorized Aliens

- The Regional School Board provides in every written contract that the contractor does not and shall not during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

- The Regional School Board includes in every contract for goods and services that exceeds \$10,000, provisions that:
 1. The use of forced or indentured child labor, as defined in as its definition of Va. Code &2.2-4311.3 (A), in the performance of the contract is prohibited; and
 2. The contractor will include a prohibition on the use of forced or indentured child labor in the performance of the contract in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Discrimination by Contractor Prohibited

- The Regional School Board includes the following provisions in every contract of more than \$10, 000:
 1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractors will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

· [Statement of Debarment](#)- from website mlwgs.com

A Pre-Submission Conference will be held on August 1st at 10:00 A.M. in the Maggie L. Walker Governor's School Board Room located on the first floor, 1000 N. Lombardy St. All firms, which will submit a proposal, are encouraged to attend this conference. Contract to be awarded pending School Board approval on August 21, 2025.

Food Service Specs:

Start of Operation:

- Cafeteria Opens August 18, 2025
- Cafeteria Operation Closes June 1, 2026

Population Size:

- ~800 Students
- ~80 Staff
- Summer Programs 100+/- students and staff

Cafeteria Operation:

Two serving lines are available

- Breakfast 7:45 A.M.-8:45 A.M. (Hot and Cold Foods)
- Lunch 11:15 A.M.- 12:30 P.M. (Hot and Cold Foods) Diverse Menu
- Online pre-orders optional through a link from our website.

Equipment and Services provided by MLWGS

- All kitchen equipment including ovens, fryer, warming cabinets, dish washer, walk in refrigerator, freezer, preparation tables, ice maker, cash registers are property of the MLWGS and will be serviced and or replaced as needed at no cost to the approved vendor.
- Overhead expenses for utilities are covered by MLWGS.
- Kitchen is cleaned by professional staff over the summer and winter breaks.
- Inspections of fire suppression system and cleaning of exhaust

Any proposal received after 2 p.m., **Friday, August 1**, whether by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible and qualified firms or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The Maggie L. Walker Governor's School reserves the right to accept or reject any or all proposals submitted.

Vending Operation: This is not part of the RFP but is provided to let you know what else is in the building.

- Third Floor Senior Commons- (Drink, Snack, Food, Microwave)
- First and Second Floor- (Drink, Snack)
- Cafeteria- (Drink, Snack, Cold Food, Microwave)

Questions concerning this Request for Proposal should be directed to Dr. Lisa Williams, Assistant Director, lisa.williams@gsgis.k12.va.us. Contact Robert Banes, Facility Manager, for a tour of the facility. (804) 354-6800 x 2110.