



ADMINISTRATIVE SERVICES

Dr. Max Smith

Assistant Director

1000 North Lombardy Street

Richmond, Virginia 23220

June 24, 2026

Request For Proposal #2026-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 **10 a.m., Monday, July 27, 2026**.

RFP should include:

- Sample Menus with pricing structure (Pricing Guarantee August 24, 2026- June 4, 2027)
- Contractors License with Food Handlers Permit (Cafeteria Manager)
- Proof of Insurance (Liability/Workers Compensation)
- Letters of Reference
- **Statement of Debarment**- from website mlwgs.com

A Pre-Submission Conference will be held on Monday, July 20, 2026, at 2:00 p.m. in the Maggie L. Walker Governor's School Board Room, #153, located on the first floor, 1000 N. Lombardy St. All firms, which will submit a proposal, are encouraged to attend this conference.

Sealed bids are due on Monday, July 27th at 10 a.m.

Contract to be awarded pending School Board approval on August 20, 2026.

Food Service Specs:**Start of Operation:**

- August 24, 2026, Cafeteria Opens
- Cafeteria Operation Closes June 4, 2027

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 10 a.m., **Monday, July 27th**, 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. Max Smith, Assistant Director, msmith@gsgis.k12.va.us . Contact Robert Banes, Facility Manager, for tour of facility. (804) 354-6800 x 1380.