

City of San Antonio

ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposal for Annual Contract for Meal Preparation Services for Senior Meal Nutrition Program (RFCSP 15-013, 6100005392), scheduled to open: Monday, February 23, 2015; Date of Issue: Friday, January 23, 2015

FROM: Paul J. Calapa
Procurement Administrator

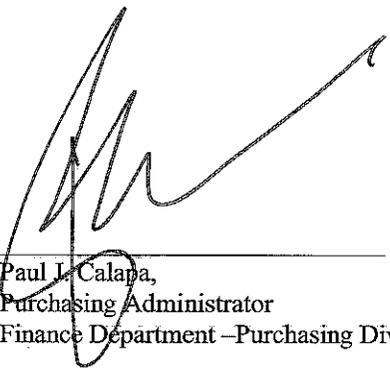
DATE: January 27, 2015

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSAL

THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS:

- 1. REVISED RFCSP ATTACHMENT B – TASTE TEST MENU AND PRICE SCHEDULE is updated on RFCSP document as well as posted as a separate document to this addendum attached.**
- 2. Add Language: Section 003 – INSTRUCTIONS FOR RESPONDENTS, PART A, Pre-Submittal Conference, to read as the following:**

**“Please call in promptly using the following numbers for phone access to the Pre-Submittal Conference scheduled for Thursday, January 29, 2015 at 10:00 a.m. CT:
Local Access: 210-207-8000
Toll-Free: 855-850-2672
Meeting ID: 9562”**



Paul J. Calapa,
Purchasing Administrator
Finance Department – Purchasing Division

RFCSP ATTACHMENT B – TASTE TEST MENU AND PRICE SCHEDULE

- For the purpose of evaluation, **Finalists Respondents** will be required to prepare, deliver and serve approximately 90 pre-packaged meals matching the menu listed below.
- Requested meals must be provided on the date/time and location that will be specified by City.
Note: **Finalists Respondent** will be provided notice and pertinent details concerning the location and time for their meal presentation. Notification will be provided with not less than five (5) days of the date and time that sample meals must be served. Failure to provide samples shall eliminate respondents from further award consideration.
- **Finalists Respondents** are to dress in non-identifying clothing on the day of their scheduled taste test & presentation and package meals in non-identifying packaging.
- The City shall reimburse respondents the amount indicated. Invoices may be submitted to the City with a net thirty (30) day payment term.

The number of meals to be provided for the samples is subject to change. Therefore, unit price shall govern. Respondents shall provide a unit price as indicated below:

Sample Meals	\$ _____ per meal – hot lunch
	\$ _____ per meal – sack lunch
	\$ _____ per meal – cold meal
	\$ _____ one meal – shelf stable meal

Sample Taste Test Menu:

Respondents must indicate the taste test menu below. Respondent must provide a sample of each type of meal for the taste test. Respondent must also supply prepackaged utensils (including a napkin and excluding salt and pepper) with each sample meal.

Hot Lunch

Main: Rosemary Chicken & Gravy 3 oz protein serving
 Side 1: Broccoli ½ cup
 Side 2: Sweet Potatoes ½ cup
 Drink: 1% Milk or Calcium Enriched Orange Juice

Sack Lunch

Main: Sliced Turkey and Cheese Sandwich on Wheat Bread with Vegetables
 Side 1: Celery and Carrot Sticks with Low Fat Ranch Dip
 Side 2: Fresh Fruit Choice
 Drink: Calcium Enriched Orange Juice

Cold Lunch

Main: Cold Chicken Salad Pasta 5 oz total serving
 Side 1: Thin sliced Marinated Cucumbers ½ cup
 Side 2: Beets ½ cup
 Drink: 1% Milk or Calcium Enriched Orange Juice

Shelf Stable Meal – only one meal for sample viewing purposes

Main: Chicken Salad with Crackers
 Side 1: Green Beans ½ cup
 Side 2: Fruit Cup ½ cup
 Drink: Shelf Stable Milk or Juice Beverage