City of San Antonio

ADDENDUM II

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: February 11, 2015

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

****NOTICE****

POTENTIAL RESPONDENTS ARE PROHIBITED FROM TRESPASSING OR UNANNOUNCED VISITATIONS TO CITY OWNED FACILITIES AND LOCATIONS LISTED WITHIN THIS REQUEST FOR COMPETITIVE SEALED PROPOSAL.

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

1. **THE RFCSP OPENING DATE IS HEREBY EXTENDED TO MONDAY, MARCH 2, 2015 AT 2:00 PM CT.**
2. **REVISED RFCSP ATTACHMENT B – REVISED TASTE TEST MENU AND PRICE SCHEDULE has been updated on RFCSP document as well as posted as a separate document attached to this addendum.**
3. **REVISED 003 Instructions for Respondents, Part B, Submission Requirements, Proposal Bond.**
4. **REVISED 003 Instructions for Respondents, Part B, Evaluation Criteria.**

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL CONFERENCE:

Question 1: Are we required to submit online and hard copy?
Response: Refer to Section 003 Instructions for Respondents, Part A Submission of Proposals.

Question 2: Will site visits be scheduled? If so, will they be scheduled during the serving times?
Response: The City has determined that site visits will not be held for this RFCSP.

Question 3: Can we see a sample of what is currently served?
Response: Samples will not be provided, however, please refer to Addendum II Exhibit A – Sample Menu.

Question 4: Please provide a listing of all the sites.
Response: Refer to RFCSP Attachment J – Site Locations and Serving Hours.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:

Question 5: The RFCSP indicates the respondent must have a permanent place of business located within Bexar County, TX; will a letter of intent suffice?
Response: Refer to Section 004 Specifications / Scope of Services, B. Minimum Qualifications, number 2. Respondent must **currently** have a permanent place of business located within Bexar County, Texas.

Question 6: RFCSP indicates that the awarded contractor must provide warmers for all sites, what size and electrical requirements?
Response: The warmers shall be an adequate size to support the anticipated number of meals served per location. Upon award the contractor will be provided the average daily meals served per location and the electrical requirements.

Question 7: Need clarification of special diet requirements.
Response: Throughout the term of the contract various special diet requirements are necessary; however, these will be discussed with the contractor upon award and throughout the term of the contract. Some special dietary requirements are outlined in Section 004 Specifications / Scope of Service, E. Food Specifications, number 7.

Question 8: Meals must be labeled, what type of label is required?
Response: Refer to Section 004 Specifications / Scope of Service, E. Food Specifications, number 12.

Question 9: Criminal background checks required on all employees, what about drug tests?
Response: The City of San Antonio promotes a drug free workplace in accordance with the Drug Free Workplace Act of 1988; drug testing is at the discretion of the contractor.

Question 10: Please provide the site addresses, counts and delivery time expectation.
Response: Refer to RFCSP Attachment J – Site Locations and Serving Hours. Upon award the contractor will be provided the average daily meals served per location.

Question 11: RFCSP states we would be told what test meals were but it's not clarified?
Response: This addendum provides a revision to the previously posted taste test menu and price schedule.

Question 12: What is their expectation for current staff? Will they need to be hired by the contractor?
Response: The expectation is for the contractor to hire all staff necessary; refer to Section 004 Specifications / Scope of Service, A. General Requirements, number 2.

Question 13: Can you provide us with an example of the current menu?
Response: A sample menu is attached to this Addendum II – Exhibit A – Sample Menu.

Question 14: What is the current rate per meal? Current pricing scale by meal type?
Response: All respondents are encouraged to provide their best pricing.

Question 15: Does the entire pricing scale provided in the RFCSP need to be completed?
Response: Complete and submit RFCSP Attachment I – Price Schedule in its entirety.

Question 16: Are there DBE/ACDBE requirements?
Response: No DBE / ACDBE requirements apply to this contract.

Question 17: How many meals will be served at each site location?
Response: The total number of meals served per location varies. Refer to Section 004 Specifications / Scope of Service, C. Contractor Responsibilities, number 6.

Question 18: Are all the sites open each day of the week?
Response: Refer to RFCSP Attachment J – Site Locations and Serving Hours.

Question 19: Does the City expect meal volumes to increase during the contract term to reach the maximum identified on the price schedule?
Response: Meal volumes are expected to increase and decrease throughout the term of the contract.

Question 20: Are vehicles supplied for the contract? Fuel? Maintenance?
Response: Refer to Section 004 Specifications / Scope of Service, A. General Requirements, number 1.

Question 21: When does the city expect to make a decision on the proposal, what date?
Response: The anticipated City Council date is June 18, 2015.

Question 22: Which sites require warmers and how many per site?
Response: All sites listed in RFCSP Attachment J – Site Locations and Serving Hours may require warmers; the warmers shall

be an adequate size to support the anticipated number of meals served per location. Also refer to question 6 of this addendum.

Question 23: Can shelf stable meals be provided in bulk?
Response: Shelf stable meals must be pre-packaged, per 004-Specifications/Scope of Services, section E. Food Specifications, number 6b. They will be ordered in quantities of no less than 5,000 meals per order, as identified in RFCSP Attachment I – Price Schedule Shelf Stable Meals.

Question 24: What specific items would you like to see catalog pricing for?
Response: Catalog pricing does not apply to this annual contract.

Question 25: Can we see an example of past or current temp logs?
Response: Temperature logs are designed by the contractor and can be submitted with your response to the RFCSP.

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

RFCSP ATTACHMENT B – REVISED 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 ~~Respondents~~ 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~~. Finalists ~~Respondents~~ must provide a hot lunch for taste test and one shelf stable meal for viewing purposes. ~~sample of each type of meal for the taste test~~. Finalists ~~Respondents~~ 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