



ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposal – Annual Contract for Meal Preparation Services for Senior Nutrition Program (RFCSP 20-009, RFx 6100012251), **Scheduled to Close: Wednesday, February 12, 2020**; Date of Issue: Friday, December 20, 2019

FROM: Denise D. Gómez, C.P.M., CPPB
Procurement Administrator

DATE: January 17, 2020

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. **Add:** Small Business Economic Development Advocacy Program Presentation. This document will be posted as a separate file.
2. **Correction:** Attachment C – Price Schedule, Corrected Price Schedule to read:

Year 1	Year 2	Year 3	Year 4	Year 5
(10/1/2020 - 9/30/2021)	(10/1/2021 - 9/30/2022)	(10/1/2022 - 9/30/2023)	(10/1/2023 - 9/30/2024)	(10/1/2024 - 9/30/2026)
Price Per Meal	Price Per Meal	Price Per Meal	Price Per Meal	Price Per Meal

3. **Add:** Attachment R - List of Sites with Warmers. This document will be posted as a separate file.
4. **Add:** Attachment S - FY20 SNP Event Calendar. This document will be posted as a separate file.
5. **Add:** Attachment T - Meal Cap. This document will be posted as a separate file.
6. **Add:** Attachment U - Current Contract Meal Rates. This document will be posted as a separate file.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On Thursday, January 9, 2020, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Annual Contract for Meal Preparation Services for Senior Nutrition Program Request for Competitive Sealed Proposals. Below is a list of questions that were asked at the pre-submittal conference. The City’s official response to questions asked is as follows:

Question 1: Can we get a list of the sites that have warmers and the size of warmers?
Response: The size of the warmer is based on quantity of meals ordered as well as the space available at each site. The dimensions of the warmers at the City sites are 69.75 (h) x 25.13 (w) x 30.25 (d). Please refer to Attachment R - List of Sites with Warmers.

Question 2: What is the breakdown of meals?
Response: We provide two meal options for most days. These can either be two hot entrees or two cold entrees depending on what is scheduled on the menu. For holidays, we provide one meal option in the form of a frozen meal. The frozen meal is the daily hot lunch scheduled as outlined on the menu for that day.

Question 3: We offer a whole food plant based meal. How does this meet your requirements to best satisfy/benefit the senior for the nutrition program?
Response: Our nutrition program is required to follow the nutrition guidelines prescribed by the Texas Department of State Health Services (refer to Attachment O and P of the RFCSP). We also are required to incorporate consumer input to ensure we are providing diverse, high quality and tasty meals to our target populations.

Question 4: Where can I get a copy of the dietary requirements for this program?
Response: Please refer to Attachment O and P of the RFCSP.

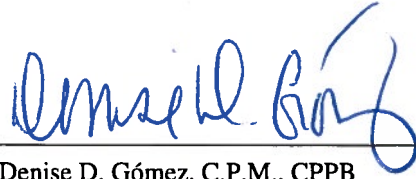
QUESTIONS SUBMITTED IN ACCORDANCE WITH RESTRICTIONS ON COMMUNICATIONS:

- Question 5: In the CSP I came across the following: "Respondents must have been in business for a minimum of three (3) years and employ qualified personnel to ensure vendor performance in accordance with all outlined requirements." My company has been around for 4 years but was just incorporated into an LLC in 2019. Would we still qualify for this program?
Response: It is preferred that Respondent meet the stated qualifications as noted in Section 004, Specifications/Scope of Services, Letter B – Preferred Qualifications. However, all proposal responses will be considered.
- Question 6: There are 52 sites, what is the total number of kitchens/food prep staff for each location? Are they full time, part time or both?
Response: We do not have any kitchen/food prep staff at our locations. The Contractor shall be responsible for supplying all labor, materials and equipment necessary for the proper execution and completion of the work, and shall perform all services, as stated in the scope of services or reasonably therefrom and in accordance with contract documents. Please refer to Section 004-Specifications/Scope of Services, Item A, General Requirements.
- Question 7: Is the food to be prepared provided by the City of San Antonio? Would we be responsible for ordering?
Response: The City does not provide the food to be prepared. The Contractor is responsible for supplying all materials and equipment necessary. Please refer to Section 004-Specifications/Scope of Services, Item E, Food Specifications.
- Question 8: For the purpose of delivery, would we have access and use of the City of San Antonio vehicles or would we need to provide vehicles of our own?
Response: Contractor will not have access and use of the City of San Antonio's vehicles. Contractor must have proper and reliable transportation to support the time and delivery schedule. Please refer to Section 004-Specifications/Scope of Services, Item G, Delivery Requirements.
- Question 9: Does this service operate 365 days per year?
Response: We operate based on the City of San Antonio's fiscal calendar year. Our sites are open Monday through Friday. We provide meals to cover any City holidays prior to the holiday. Please refer to Attachment S - FY20 SNP Event Calendar.
- Question 10: What is the approximate yearly cost of paper products for all sites combined?
Response: This information is unknown by the City.
- Question 11: How many labor hours are we allowed per week?
Response: This is determined by the Contractor and the Labor Laws for the State of Texas.
- Question 12: What are the operating hours of the program?
Response: Please refer to Attachment N – Site Locations and Serving Hours of the RFCSP.
- Question 13: Does each facility have a full kitchen? Do we use the City facility kitchen or do we use our own kitchen?
Response: Contractor must use own kitchen. The Contractor shall be responsible for supplying all labor, materials and equipment necessary for the proper execution and completion of the work, and shall perform all services, as stated in the Scope of Services or reasonably implied therefrom and in accordance with contract documents. Please refer to Section 004-Specifications/Scope of Services, Item C – Contractor Responsibilities.
- Question 14: What is the timeline for delivery or each meal on a daily basis?
Response: Meals shall be served during operating hours, which typically are Monday through Friday. The City reserves the right to add and change serving hours and/or days as necessary to meet ongoing program changes. Lunch is served at all Senior Nutrition Program sites no earlier than 10:00 a.m. Lunch is required to be delivered prior to the lunch serving time. Please refer to Attachment N – Site Locations and Serving Hours.
- Question 15: Is there a list of regulations we need to adhere to?
Response: Please refer to Section 004-Specifications/Scope of Services, Item J – Applicable Laws and Regulations in addition to Attachment O – DADS Program Instructions and Attachment P – DADS Technical Assistance Memorandum of the RFCSP.
- Question 16: What is the term of the contract?
Response: Please refer to Section 005 – Supplemental Terms & Conditions, Original Contract Term and Renewals.

- Question 17: Can you provide a list of the facilities included in this contract?
Response: Please refer to Attachment N – Site Locations and Serving Hours of the RFCSP.
- Question 18: What are the required licenses/certifications for this contract?
Response: Contractor must meet state and local health department inspections and licenses required to prepare and distribute/vend food to the public. Please refer to Section 004-Specifications/Scope of Services, Item C - Contractor Responsibilities. Also, contractor shall have a Registered Dietitian on staff that is credentialed and licensed in the State of Texas.
- Question 19: What insurance and levels are required for this contract?
Response: Please refer to Section 005 – Supplemental Terms & Conditions, Insurance for this information.
- Question 20: If we provide the delivery vehicles, are we allowed to charge the city for maintenance and wear and tear?
Response: Please refer to Section 004-Specifications/Scope of Services, Item D - Pricing.
- Question 21: Are we allowed to charge for gasoline reimbursement or can we use the City pool for gasoline?
Response: Please see response to Question #20.
- Question 22: Will on-site storage facilities be available to store paper goods?
Response: Facilities will not be available to store paper goods.
- Question 23: Will there be a City of San Antonio supervisor on-site at each facility that we service?
Response: City designated sites will have City personnel dedicated specifically to the Senior Nutrition Program. Non-City sites will have Senior Nutrition representatives who are trained on program policies and procedures.
- Question 24: Are the meals to be provided: Breakfast, Lunch and Dinner? How many hot meals per day?
Response: Our Senior Nutrition Program only serves lunch. Currently, we are serving approximately 2,500 meals per day.
- Question 25: Are we allowed to charge the City overtime?
Response: Please see response to Question #20.
- Question 26: For Full Time contractors, are we allowed to bill the city for Paid Time Off accrued?
Response: Please see response to Question #20.
- Question 27: What is the average quantity of meals to be delivered per facility?
Response: The quantity of meals varies per site from day to day. However, we do assign a meal cap per site. A site cannot order over this amount per day. Please refer to Attachment T - Meal Cap.
- Question 28: Can all 3 meals be delivered at once?
Response: Our program only serves lunch meals.
- Question 29: We know that the 2,500 meals per day was used a fair amount in the preconference meeting. Are there any more details you could provide on the meals needed? Is there a minimum or maximum that could be required under this contract?
Response: The number of sites we manage can change from year to year and will impact the number of meals served. Other factors such as the season, activities at centers, illness, etc. also influence the amount of meals served. Should the number of meals decrease/increase from the levels indicated on the Price Schedule, City reserves the right to modify Price Schedule to reflect changes.
- Question 30: What is the current meal rate on the contract?
Response: Please refer to Attachment U – Current Contract Meal Rates.
- Question 31: What supplies are required to be included in the meal rate? Plastic wear, napkins, etc.
Response: Please see response to Question #20.
- Question 32: How many days are services requested? Relatedly, is there a calendar of holidays that close the congregate sites?
Response: We operate based on the City of San Antonio's fiscal calendar year. Our sites are open Monday through Friday. We provide meals to cover any City holidays prior to the holiday.

Question 33: Is there an approved list of computer Nutrition Analysis Software that the City of San Antonio requires the Food Service Contractor to use?

Response: There is not an approved list. However, the software should contain the most up to date nutritional data on food products that are purchased from your preferred food manufacturers. Software should be able to provide values for all the nutrients in Attachment O – DADS Program Instructions and Attachment P – DADS Technical Assistance Memorandum of the RFCSP.



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