



**ADDENDUM  
PURCHASING OFFICE  
CITY OF AUSTIN, TEXAS**

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**Solicitation: IFB 4400 BYS1010**

**Addendum No: 1**

**Date of Addendum: 1/7/2021**

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This addendum is to incorporate the following changes to the above referenced solicitation:

**I. Questions:**

Q1: Section 6 alludes to financial ability, yet there is no place to attach a statement of financial ability to perform. Where can we include this?

A1: Additional files can be attached to your solicitation response beyond those required by the solicitation.

Q2: We are a federal/state COVID emergency contractor for food services with past performance during the pandemic. We did not see anywhere to include our narratives, background, history or credentials; where do we input this? Section 6 alludes to reviewing responsiveness but does not outline how we are to submit this information to prove responsibility.

A2: As an Invitation for Bid (IFB) we must award based on price alone. A bid is responsive if it complies with all Solicitation Instructions, scope and specifications. The term responsiveness in Section 6 of the Solicitation Instructions refers to submitting required forms (as listed on the Solicitation Cover Sheet).

Q3: How do we select an option on the Certifications if we're doing it in house as well as open to potentially utilizing other local or minority partner businesses?

A3: If your firm is a City of Austin certified firm, you would list yourself accordingly (CRE8AD8 LLC is not a COA cert firm). There is a list provided of all the cert firms that can do work on this solicitation. If you were awarded and needed to add additional subs after being awarded the process is called Request for Change and that is a form that would be completed by yourself the Contract Manager and SMBR.

Q4: What are the windows of service? (i.e - how long does hot food need to be available for each meal).

A4: Meal delivery windows are listed in Section 4.1.1.2 of the Scope of Work.

Q5: Is there any catering equipment already on site we would have use of?

A5: No catering equipment is available on site.

Q6: Can we leave catering equipment on site?

A6: No, catering equipment cannot be stored on site.

Q7: On the Living Wage Report, do you want a list of each employee's name plus what they make, or can we just confirm that our entire staff makes at least \$15/hour?

A7: On the Living Wage Contractor Certification, you must list employees by name, as they will also have to complete and sign a Living Wage Employee Certification if the firm is selected.

Q8: Is preference given to Texas HUB vendors?

A8: No, preference is not automatically given to Texas HUB vendors.

Q9: What kind of notice is given for specific dietary requirements?

A9: Special dietary meal requirements will be provided by the Facility Site Point of Contact when actual headcount is provided as specified in Section 4.2.2 of the Scope of Work.

Q10: If we are able to accomplish this task on our own being a Texas HUB, but decide to utilize other subcontractors after award, what is the process or documentation for that, if any?

A10: State of Texas HUB certification is not counted towards City of Austin certification. If you were awarded and needed to add additional subs after being awarded the process is called Request for Change and that is a form that would be completed by yourself the Contract Manager and SMBR.

Q11: What is a current or similar contract paying?

A11: The current contract involves multiple vendors that were awarded non-competitively as an emergency procurement. Therefore, the pricing varies and is not relevant to this solicitation.

Q12: Will food be served 7 days a week including holidays or just Monday to Friday not including holidays?

A12: The Isolation Facility and Protective Lodging Facilities will require meals 7 days a week including holidays. The testing facilities have specific days and hours of operation. This is why pricing for the Testing Sites is requested per meal, rather than per person per day (3 meals).

Q13: How long is this contract? The IFB only states 6 months, but no start/end dates.

A13: The length of the contract is six (6) months from execution of the contract, which is expected to be mid to late January.

Q14: Approximately how often will the 2nd dinner options happen?

A14: The second dinner delivery is only applicable to the Isolation Facility. This is actually not a second dinner, but the dinner delivery is split into two time periods.

Q15: When will it be known whether or not there is a second dinner service, and would this occur at all of the locations or just a few?

A15: The second dinner delivery is only applicable to the Isolation Facility. This is actually not a second dinner, but the dinner delivery is split into two time periods.

Q16: Is there a specific count given for dietary restriction meals?

A16: There is not a specific count given at this time, as these numbers will fluctuate. Special dietary meal requirements will be provided by the Facility Site Point of Contact when actual headcount is provided as specified in Section 4.2.2 of the Scope of Work.

Q17: Will there be any pre-offer conferences? If so, when will they occur?

A17: There will not be a pre-offer conference for this solicitation.

Q18: How many caterers will be chosen, or is this a sole source?

A18: Whether a single contractor is chosen or multiple is not known at this time. The Bid Sheet states, "The City reserves the right to award a single contract based on overall low cost or multiple awards based on individual or

categories, groups, or specific line items, cost, or any criteria or combination deemed most advantageous to the City."

Q19: How soon would the first meals need to be delivered, no dates were provided?

A19: While firm dates are unknown at this time, it is anticipated that deliveries will begin mid to late January.

Q20: Will Styrofoam be acceptable for disposables or is the City of Austin wanting to see recyclable goods used?

A20: While the City would prefer recyclable materials, it is not required.

Q21: Will all meals at all sites be individually packaged? Does everything have to go in one container, or can there be multiple containers per person?

A21: Yes, all meals should be individually packaged. There can be multiple containers per person.

Q22: Once the meal has been delivered, do all the Centers have equipment to maintain temperature?

A22: No, they do not have temperature control equipment. However, as these are immediately delivered or available to participants, it is not necessary.

Q23: Can the contractor package in bulk, the following items, i.e., Condiments, eating utensils, fresh fruit

A23: No, condiments, eating utensils, fresh fruit, etc. cannot be packaged in bulk. Meals must be unitized.

Q24: Does the contract require unitized meals, (meals which the clients will open only upon commencement of the meal, which aids in contactless food service).

A24: Yes, the contract is for unitized meals.

Q25: How many weeks, will the cycle menu, expect to have, i.e., two, three or four?

A25: Per Section 4.1.1.7 of the Scope of Work, the menu plan will be for a two (2) week period.

Q26: Will the meal patterns follow the Child and Adult Care Food Programs?

A26: It is not necessary for the meal patterns to follow the Child and Adult Care Food Programs.

## II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.