



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

Solicitation: IFB 4400 BYS1010REBID

Addendum No: 1

Date of Addendum: 03/01/2021

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

I. Modifications:

M1: Amend Scope of Work to add:

“4.1.9.6 Contractor shall provide a delivery ticket to include menu and number of meals ordered, which shall match what the Site Point of Contact submitted as the order, which the Site Point of Contact will sign as a receipt of delivery.”

M2: Modify Scope of Work Section 2.0, paragraph two to read:

“Interested offerors may respond to any or all meal service types. The meal service types are breakfast, lunch, and dinner. Three vendors will be awarded for each meal service type. Once awarded, the offeror will not be considered for any other meal service types, unless no other offers are received for a meal service type.”

II. Questions:

Q1: What is 5 Offer Submission? On the Cover Sheet?

A1: The details for Offer Submission can be found in the Solicitation Instructions, Section 5 (beginning on page 6 of the Cover, Instructions, Terms and Scope document).

Q2: On the Meal Pattern, footnote #1 Offer versus serve is an option for adult participants. What does that exactly mean?

A2: This means that the item must be offered, but not necessarily served. However, since these meals must be individually unitized, they must be served.

Q3: On the Meal Pattern, Footnote #3 I understand all five components must be met to receive reimbursement. However, footnote #3 state milk is optional for adult participants. Please confirm that with adult participation 4 components will be okay due to the elimination of Fluid Milk for full reimbursement of meals.

A3: Milk is not required for this solicitation.

Q4: What is unitized meal service?

A4: A unitized meal consists of individual serving of all required CACFP components, portioned, and packaged to each individual as a complete, single meal.

Q5: Is the Local Business Presence Form required and where can I find it.

A5: The Local Business Presence is not required unless claiming local business preference. It can be found in the "Offer and Certifications" document.

Q6: USDA Nutrition Standard - I have read and read so much information. I cannot find the location for this requirement. Could you please share how I demonstrate I am complying?

A6: There is no requirement for demonstrating compliance in the response. However, if awarded, compliance on an ongoing basis is required.

Q7: How many meals per day?

A7: Meal Service Requirements vary by location and can be found in Section 5 of the Scope of Work (page 29 of the Cover, Instructions, Terms, and Scope document).

Q8: What is the start date of the meals?

A8: The start date is not definitively known at this time but is estimated to be about March 22, 2021.

Q9: What is the end date of the meals?

A9: The end date is unknown at this time. Please see section 3.0, Term of Contract in the Scope of Work (page 27 of the Cover, Instructions, Terms, and Scope document).

Q10: Will the food need to be delivered? If so, where?

A10: Yes, meals must be delivered. Currently active locations can be found in Section 5 of the Scope of Work (page 29 of the Cover, Instructions, Terms, and Scope document).

Q11: Do we need to follow the meal guidelines exactly? Eg: must have milk

A11: Yes, with the exception of the milk offering (which is clarified as not required for adults in Footnote 3).

Q12: Is there a kitchen facility that is available to work out of or is that our own facility?

A12: As stated in the Scope of Work no on-site catering or food preparation is allowed.

Q13: Will the meals be buffet style in trays or individually packaged?

A13: As Stated in the Scope of Work, all meals must be unitized and individually packaged.

Q14: Are there any cold or hot holds where food will be delivered?

A14: No, there are no food holding facilities available. Meals must be delivered during the specified time windows and will be immediately delivered to individuals as indicated in Section 4.1.13 of the Scope of Work.

Q15: Do we need to cater to any people with dietary concerns?

A15: Yes, some special menus may be required, as indicated in Section 4.1.6.1 of the Scope of Work. Types and quantities of special diet meals will be specified with each order placed by the Site Point of Contact.

Q16: I am female minority and am registered with the city however am not registered as a female minority - will I still be able to receive the female minority status?

A16: No, you must be registered as an MBE/WBE firm with the City of Austin in order to receive minority status.

III. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.