



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

---

**Solicitation: IFB 4400 BYS1010REBID**

**Addendum No: 1**

**Date of Addendum: 03/02/2021**

---

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

- I. **Extension:** The proposal due date is hereby extended until Tuesday March 16 at 2:00PM Central Standard Time.
- II. **Clarifications:** Replace Scope of Work in its entirety with the attached.
- 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.**

**Scope of Work**  
**SOLICITATION NO. IFB 4400 BYS1010REBID**  
**COVID-19 Related Unitized Meal Service**

**1.0 Introduction**

***About the City of Austin***

The City of Austin, Texas, population 840,000, is the 13th largest city in the country. This vibrant and dynamic city tops numerous Best lists for business, entertainment, cost of living and quality of life. Austin was selected as the Best City for the Next Decade (Kiplinger), the Top Creative Center in the US (Entrepreneur.com) and is in the Top Seven List of Intelligent Communities for 2012 as ranked by the Intelligent Community Forum. Austin continues to lead the country with its vision of being the Most Livable City in the Country, emerging as a player on the international scene with such events as SXSW, Formula 1 and being home to companies such as Apple, Samsung, Dell, The Seton Healthcare Family and St. David's HealthCare systems. From the home of state government and the City of Texas, to the Live Music Capital of the World and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability. Since 1900, Austin's population has doubled every 20 years, with continued projected record-breaking growth into the next decade and beyond.

**2.0 Purpose**

The purpose of this contract is to select multiple contractors to provide unitized meal service for quarantine facilities, homeless shelters, operating responder locations, and other locations as part of the City's response to the COVID-19 pandemic events.

Interested offerors may respond to any or all meal service types. The meal service types are breakfast, lunch, and dinner. Multiple vendors will be awarded for each meal service type.

The City will assign offerors with the lowest responsive bid for each specified meal service type, in the priority order as follows:

1	Dinner
2	Lunch
3	Breakfast

**Please note that NO catering or food preparation on-site will be possible and that meals must be unitized.**

Food services provided under this contract are anticipated to be submitted for reimbursement by the US government. As such, the City requires that the daily cost of feeding any individual be at or less than the published per diem rate for the Austin Metropolitan Area. As of solicitation publication, that amount is fifty dollars (\$50) per person per day, inclusive of all meals and delivery costs. This represents a ceiling cost; any offer for more than this amount will be considered non-responsive.

**3.0 Term of Contract**

This Contract shall remain in effect for an initial term of twelve (12) months or the City terminates the Contract. This Contract may be extended beyond the initial term for up to two (2) additional six (6) month period at the City's sole option.

**4.0 Tasks/Requirements**

**4.1 Contractor's Responsibilities**

**4.1.1 General**

4.1.1.1 If the contractor will be using subcontractors, the contractor

**Scope of Work**  
**SOLICITATION NO. IFB 4400 BYS1010REBID**  
**COVID-19 Related Unitized Meal Service**

shall provide a list of all subcontractors used to provide meal service for each site in accordance with the attached Terms and Conditions.

- 4.1.1.2 The contractor shall provide individual, unitized meals along with appropriate individual condiments and beverages (no beverages required for the Isolation Facility).
- 4.1.1.3 The contractor shall provide three (3) meals per day services (breakfast, lunch, and dinner) seven days a week at the Isolation and ProLodge Facilities. City Operational Sites, Vaccination Sites, and Testing Sites will have varying number of meals and days.
- 4.1.1.4 Contractor shall provide meals that follow the USDA Nutrition Standards for CACFP Meals and Snacks, Meal Pattern Chart for Adults, included herein as Exhibit A.
- 4.1.1.5 Meal delivery times shall be consistent at each location.
  - 4.1.1.5.1 Breakfast – delivery between 7A and 9A daily.
  - 4.1.1.5.2 Lunch – delivery between 11A and 1P daily.
  - 4.1.1.5.3 Dinner – delivery between 5P and 6P daily.
  - 4.1.1.5.4 Second Dinner Delivery when applicable - delivery between 8PM and 11PM daily. This is only applicable to the Isolation Facility and is not a second meal, the dinner meal is split into two delivery times.
- 4.1.1.6 Contractor shall provide menu requirements that include, but are not limited to the following:
  - 4.1.1.6.1 Regular menu items, such as are normally provided to customers at restaurants and shops:
    - Vegetarian
    - Vegan
    - Halal
    - Low-Sodium
    - Gluten free
    - Diabetic
    - Nut Free
    - Soft Food Diet
- 4.1.1.7 Contractor shall provide meal items for dinner which are hot; breakfast and lunch may be cold or hot.
- 4.1.1.8 Contractor shall provide variation in cuisine if at all possible, per the recommendations of each facility.
- 4.1.1.9 Contractor shall be responsible for all aspects of food services:
  - 4.1.1.9.1 Delivery to designated location as detailed in Section 4.1.1.9.
  - 4.1.1.9.2 Inspection and acceptance by Site Point of Contact

**Scope of Work**  
**SOLICITATION NO. IFB 4400 BYS1010REBID**  
**COVID-19 Related Unitized Meal Service**

(including counting the meals, checking temperature, receiving the invoice / delivery ticket).

- 4.1.1.9.3 Any additional food service items (containers, individual condiments, napkins, tableware). These items cannot be provided in bulk. Meals must be fully unitized.
- 4.1.1.9.4 Any Personal Protective Equipment required by Contractor personnel according to local and State ordinances or regulations.
- 4.1.1.9.5 Contractor shall deliver meals during scheduled times.
- 4.1.1.9.6 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.
- 4.1.1.10 Contractor shall furnish a menu plan for the upcoming two-week period to the Site Point of Contact at each facility
  - 4.1.1.10.1 Example: Monday, 11/23: hot breakfast, cold sandwich lunch, hot meatloaf, and gravy dinner. Or something similar – daily for the two-week period.
- 4.1.1.11 Contractor shall provide a single point of contact for resolution of meal issues. Contractor shall resolve urgent issues (unacceptable meals, etc.) within one (1) hour of contact.
- 4.1.1.12 Contractor shall not be responsible for any food service waste.
- 4.1.1.13 Contractor shall deliver meals to the designated location:
  - 4.1.1.13.1 For City Testing sites, Vaccination Sites and other Operational City sites, Contractor shall deliver meals at a designated common location. This location will be designated by individual delivery order.
  - 4.1.1.13.2 For the Isolation Facilities, contractor shall deliver meals to the Front Lobby.
  - 4.1.1.13.3 For the Protective Lodges, where there are individual rooms:
    - 4.1.1.13.3.1 Facility Site Point of Contact will provide the list of currently occupied rooms and room headcount to the Contractor.
    - 4.1.1.13.3.2 Contractor shall make individual delivery to each room. This will involve setting the food down on the doorstep and knocking on the door and stating breakfast, lunch, or dinner.
    - 4.1.1.13.3.3 Upon completing delivery of meals, Contractor shall check out with the Site Point of Contact.

**4.2 City's Responsibilities**

- 4.2.1 Facility Site Point of Contact will place a City purchase order for food services in advance of requirements. Purchase order amount will generally represent two (2) weeks of food service for the location.

**Scope of Work**  
**SOLICITATION NO. IFB 4400 BYS1010REBID**  
**COVID-19 Related Unitized Meal Service**

4.2.2 Facility Site Point of Contact will advise contractor of actual headcount at least two (2) days prior to delivery date, with the option to update 24 hours prior to delivery date, including addition/subtraction of special needs meals.

4.2.3 Facility Site Point of Contact will confirm meal count and temperature, and sign for the delivery of meals.

4.2.4 The City will review and approve all subcontractors expecting to service this contract.

**5.0 Delivery Locations**

As the City's operational needs change, contractors may expect to have service locations added or deleted. Service Requirements may also change over time.

As of solicitation issue date, the following locations and anticipated headcount are anticipated. Facility Site Point of Contact and other administrative information will be provided upon Contract award. **Anticipated future locations are included in the estimated weekly quantity on the Bid Sheet, but locations will be provided to the assigned contractor at activation.**

Location	Address	Service Requirements each Week	Average Daily Headcount
Isolation Facility 1(ISOFAC)	Fairfield Inn & Suites 13087 Research Blvd Austin, Texas 78750	Breakfast, Lunch and Dinner Seven (7) days per week	65
Isolation Facility 2 (ISOFAC)	10811 Pecan Park Blvd Building 2 Austin, TX 78750	Breakfast, Lunch and Dinner Seven (7) days per week	65
Protective Lodging Site 1(ProLodge)	La Quinta Inn 4200 IH35 South, Austin, TX 78745	Breakfast, Lunch and Dinner Seven (7) days per week	120
	No Elevator Available		
Protective Lodging Site 2 (ProLodge)	Motel 6 8010 North IH35 Austin, TX 78753	Breakfast, Lunch and Dinner Seven (7) days per week	60
Protective Lodging Site 3, ProLodge 3	Days Inn 3105 N IH-35 Austin, TX 78722 No Elevator Available	Breakfast, Lunch and Dinner Seven (7) days per week	55
Protective Lodging Site 4, ProLodge 4	Country Inn & Suites 7400 N Interstate 35 Frontage Rd. Austin, TX 78752	Breakfast, Lunch and Dinner Seven (7) days per week	80
Protective Lodging Site 5, ProLodge 5	Rodeway Inn 2711 S Interstate 35 Frontage Rd., Austin, TX 78704	Breakfast, Lunch and Dinner Seven (7) days per week	55

**Scope of Work**  
**SOLICITATION NO. IFB 4400 BYS1010REBID**  
**COVID-19 Related Unitized Meal Service**

Rutherford Lane Campus – Emergency Operations Logistics (RLC)	1520 Rutherford Logistics Ln., Building 1, Austin, TX 78754	Breakfast, Lunch and Dinner Seven (7) days per week	10
Combined Transportation and Emergency Communications Center (CTECC, EOC)	5010 Old Manor Rd., Austin, TX 78723	Breakfast, Lunch and Dinner Seven (7) days per week	10
Testing Center 3: Southeast Library and Vaccination Site 3	5803 Nuckols Crossing Rd. Austin, TX 78744	Breakfast and Lunch on Monday, Tuesday, Friday, and Saturday Lunch and Dinner on Wednesday and Thursday	35

**6.0 Specific Invoice Requirements**

Invoice information will be provided with each individual delivery order.

Invoices for food service shall include the dates for the meal service, person order received from, total number of meals, and the employee who received the meals.

Invoices may be combined for the week for each location, but each location **MUST** be invoiced separately.

**7.0 Exhibits**

Exhibit A, USDA Nutrition Standards for CACFP Meals and Snacks, Meal Pattern Chart for Adults.