

## Food Vendor RFP

### Notes from the Mandatory Bid Meeting Held December 18<sup>th</sup> at 11am

- Drop Sites (1)
- Delivery Sites (2)
- Cost effectiveness is important in the evaluation process.
- Surety Bond Required
- Total program funding is \$2,230,760 (Congregate & Home Delivery). This is strictly products/food.
- We (EBRCOA) traditionally use 2% Milk.
- We (EBRCOA) will rotate food & milk, yet will refuse food if vendor errors (i.e. short dates)
- Earliest delivery time is 5:30am. Foods are shipped via vans between 9:30am and 10:00am.
- Milk and Bread is used daily
- Bread can be delivered frozen
- Page 8 should read 5 weeks, not 4 weeks of menus.

### Questions & Answers emailed regarding the RFP:

**Q: We are working on the items on the product list and wanted verification on the sizes you will be using.**

The request is for pints and quarts. Is this correct, or will you be using half pints and gallons?

A: Yes, we use all three 1/2 pints, quarts, and gallons.

**Q: The bid is requesting pricing on pints and quarts. Was that quantity for half pints instead? Just wanting to be sure we quote correctly.**

A: Page four of the bid packet indicates that we prepare 560 congregate meals per day, 250 days per year. The annual total is 140,000 ½ pints.

**Q: The bid is a price per item bid, it does not include a gross amount bid....what amount is the 5% meant to apply to? How much should the bid bond be issued for?**

A: 5% is of the total bid. Reference page 40-41 for list of items needed.

**Q: The RFP does not appear to require a performance or supply bond as part of the final contract. Is this correct- will the only bond required be the bid bond?**

A: You must provide evidence of your ability to purchase a performance bond equal to 15% of the amount of the contract period and provide proof of such coverage within 30 days following the contract award and will be required to provide this each year of the contract.

Q: Can a letter of credit be substituted for the bid bond and, if so, what amount should the letter of credit be issued for?

A: No, you cannot substitute a letter of credit for a bid bond.