



ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS

INVITATION FOR BID BEST-VALUE: **TVN0058** ADDENDUM NO. **2** DATE OF ADDENDUM: **May 8, 2016**

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

I. Clarifications:

The solicitation closing date and time has changed. Bids will be accepted until 4:00 pm, on May 15, 2014. The bid opening will be held at 2:15 pm, on May 15, 2014.

II. Questions:

The following questions are from the Pre-Bid meeting held on May 8, 2014.

Question 1: When will the program start?

Answer 1: Early June. The goal is to start the first Tuesday of June - June 3.

Question 2: I am already signed up as a subscriber. Will I receive a different vendor number when I go back and re-subscribe as a vendor?

Answer 2: Contact Vendor Registration Department at 512-974-2018 for clarification.

Question 3: If I complete the solicitation document package and have it post-marked by the post-office *before* the deadline but it arrives at the Purchasing Office past the deadline, will it still be accepted?

Answer 3: No. It must be received by the Purchasing Office and time stamped by the Purchasing Office by the deadline. If the deadline is 2 p.m., then anything time-stamped after 2 p.m. – even if it is 2:01 p.m. – cannot be accepted.

Question 4: I have a subsidiary company that is certified as MBE/WBE and that subsidiary company operates independently from my primary company. Do I still need to go back and register my primary company as MBE/WBE?

Answer 4: Please double check with the SMBR.

Question 5: Is the signed solicitation package, which includes the bid sheet, the only document vendors need to submit?

Answer 5: No. Menu listings must be turned in on a separate Word document.

Question 6: What is the weekly quantity of meals?

Answer 6: We expect to serve up to 40 individuals, serving them 3 times a week for a four-month term.

Question 7: Does that mean we will provide 3 meats/proteins?

Answer 7: Yes. We are looking for variety.

- Question 8: What if more people show up?
Answer 8: We will limit it to 40 participants for now.
- Question 9: Do we need to re-submit the bid after the first 4 months?
Answer 9: No. However, the extension option is a mutual agreement where both parties must agree to extend.
- Question 10: What if the kitchen remodeling is completed – how will that impact the contract?
Answer 10: It will not affect the first four-month contract. It could affect the extension options.
- Question 11: Normally when food is prepared offsite you need a food handler’s permit, and not a food manager’s permit. So all that is needed for the on-site staff serving is food handler’s permit – correct?
Answer 11: Yes.
- Question 12: Are all the seniors attending the program Asian American or will it be a mixed group?
Answer 12: The facility is open to everyone, but we expect a large participation of Asian Americans.
- Question 13: When we offer the menu, what if one person is gluten-free? How do you decide dietary needs on a daily basis?
Answer 13: The goal is to register people five days in advance. We can let you know if someone has a peanut allergy or gluten-free five days in advance.
- Question 14: Are there labeling requirements?
Answer 14: Yes. You must list the ingredients in case someone doesn’t tell us they have a peanut allergy, they will see it themselves on the package.
- Question 15: Can we package/assemble the fruit inside the AARC kitchen?
Answer 15: It has to be assembled offsite.
- Question 16: Can we change menu options from week to week?
Answer 16: Yes.
- Question 17: Can we talk to you [Taja Beekley, AARC Manager] about the menus?
Answer 17: After award, it is anticipated that regular contact between the Contractor and Taja will be required. We need 3 sample menus for the bid.
- Question 18: Do the vegetables need to be served separately?
Answer 18: No, they can be mixed together with entree. They are listed separately on the bid to specify the required number of servings.

III. Additional Information:

In recognition that attendance may be greater than anticipated, the City is removing the \$18,000.00 “per term” budget limitation. The budget for the entire contract will remain at \$56,000.00 for three (3) terms.

All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, Addendum #2 is hereby incorporated and made a part of the above referenced Solicitation.

