



CITY OF HOUSTON

Sylvester Turner

Mayor

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October 12, 2020

SUBJECT: Letter of Clarification No. 1

REFERENCE: Invitation to Bid (ITB) No. S74-L29652

SUMMER FOOD SERVICE PROGRAM FOR THE HOUSTON PARKS AND RECREATION DEPARTMENT

TO: All Prospective Proposers

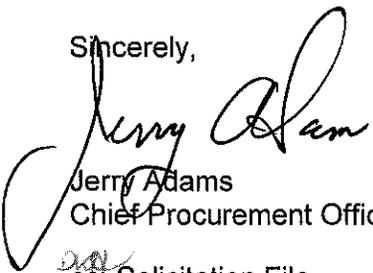
This Letter of Clarification (LOC) is issued to (i) extend the solicitation due date and (ii) provide responses to questions received.

- I. Extend the solicitation due date from October 15, 2020 to **Thursday, October 29, 2020 @ 10:30 A.M.**
- II. **Provide Responses to Questions Received**
 1. SEE ATTACHED.

When issued, Letter(s) of Clarification shall automatically become a part of the ITB documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Bidder to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response to this ITB, Bidder, shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this ITB.

Should you have any questions or need further clarification regarding this ITB, please contact Elnora Smith @ 832-393-0209 or elnora.smith@houstontx.gov.

Sincerely,



Jerry Adams
Chief Procurement Officer

cc: Solicitation File

**L29652- SUMMER FOOD SERVICE PROGRAM (SFSP)
RESPONSES TO QUESTIONS RECEIVED**

Question 1:	Are the meals going to kids in schools or to each child individually at their homes, with utensils?
Response:	Meals are going to children at both independent sites and Houston Parks community centers.
Question 2:	Do the meals need to be shelf stable or refrigerated?
Response:	Meals must be refrigerated only.
Question 3:	What type of container and how many meals per box?
Response:	The various containers and packaging are stated in (Section B, Page 7, line item(s) 3.1 thru 3.17). Meals should be packaged with 24 meals per box.
Question 4:	How many different meal varieties are you looking for and what kind dietary guidelines (standard, vegan, vegetarian, kosher)?
Response:	Meals should be standard with vegetarian options for sites with such requests.
Question 5:	What kind of nutritional guidelines should we adhere to?
Response:	The guidelines that are applicable to this solicitation are the state guidelines provided by the Texas Department of Agriculture and the federal guidelines provided by the United States Department of Agriculture.
Question 6:	Please elaborate on delivery schedule (how many days per week, how many locations per day, how many meals per location?)
Response:	The delivery schedule is normally five days a week, Monday through Friday. However, the number of sites that will order each day will vary, with most sites ordering on Mondays and Wednesdays and fewer sites ordering on Tuesdays, Thursdays, and Fridays. The number of meals per delivery are to be packaged in increments of 24 per case.
Question 7:	Please provide sample menus for meals and snacks that you're looking for.
Response:	Please see Attachment B-2 in the solicitation for a sample menu.
Question 8:	Are you looking for beverages included in the meal?
Response:	Yes, the lunch should include milk and the snack should include a juice.
Question 9:	What are labeling requirements?(Nutrition, allergens)?
Response:	Child Nutrition (CN) labels must be provided for all menu items. For more information, please see the USDA Food and Nutrition Service website: https://www.fns.usda.gov/cn/labeling-program
Question 10:	When would the meal production begin and how long will it be for ?

**L29652- SUMMER FOOD SERVICE PROGRAM (SFSP)
RESPONSES TO QUESTIONS RECEIVED**

Response:	The summer meal service program is for a 10-week period and usually starts the week after the Houston Independent School District's school year ends. Please make note that due to the COVID-19 and any related issues, this program may be administered anytime throughout the year with approval by the State of Texas. The program start date will be provided to the vendor at least 4 weeks prior to the start date.
Question 11:	We were unable to view the conference, is it possible that you have a recorded copy for us to view:
Response:	The presentation is uploaded under the solicitation on the City's E-bid website: https://purchasing.houstontx.gov/bids/L29652/L29652%20-%20Pre-Bid%20Presentation.pdf
Question 12:	This is for June 1, 2021 – August 14, 2021, correct?
Response:	The summer meal service program is for a 10-week period and usually starts the week after the Houston Independent School District's school year ends. Please make note that due to the COVID-19 and any related issues, this program may be administered anytime throughout the year with approval by the State of Texas.
Question 13:	Page 7 Point 2.2 ITB start date listed is in the past, can you clarify the potential start and end dates?
Response:	The program usually runs from June – August. The start date may vary based on the end date of the Houston Independent School District's school year. Please make note that due to the COVID-19 and any related issues, this program may be administered anytime throughout the year with approval by the State of Texas.
Question 14:	Page 8 Point 3.4 Statement around delivery of <i>Hot Meals</i> temp specified. Can you please confirm this is a <u>cold only</u> meal program?
Response:	This is a cold meal only program. The City currently does not provide a Hot Meals Program for the Summer Food Service Program.
Question 15:	How will the terms of this contract be addressed if we remain in a pandemic by the start date of this contract? Will the expectations remain the same in terms of performing the scope of work?
Response:	The administration of the contract is dependent on Texas Department of Agriculture's approval of the grant and the guidelines provided. The summer meal service program is for a 10-week period and usually starts the week after the Houston Independent School District's school year. Please make note that due to the COVID-19 and any related issues, this program could be administered anytime throughout the years with approval by the State of Texas.