



**Pre-Bid Conference
S74-L29652 – Summer Food Service
Program (SFSP)
Tuesday, September 29, 2020**

**Elnora Smith
Sr. Procurement Specialist**

**PRE-BID CONFERENCE
AGENDA**

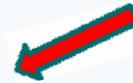
BID NO. S74-L29652 SUMMER FOOD SERVICE PROGRAM (SFSP)

- | | | |
|------|--------------------------------|--|
| I. | Opening Remarks | Elnora Smith
Sr. Procurement Specialist |
| II. | Solicitation Overview | Elnora Smith |
| III. | Office of Business Opportunity | OBO,
Business Development Coordinator |
| IV. | Project Scope & Overview | HPARD – SME(s) |
| V. | City of Houston E-Bid Website | Elnora Smith |
| VI. | Questions & Answers | |

II. Solicitation Overview

The City of Houston (City) is seeking qualified Contractor(s) to submit responses on providing the daily nutritional lunches and supplements to approximately 8,000 children at approximately 350 site within the City of Houston during the summer months.

SOLICITATION DUE DATE: October 15, 2020 by 10:30 a.m.



Requests for additional information and questions due date: Thursday, October 1, 2020 by 2:00 p.m., must be received electronically and directed to:

Elnora.Smith@houstontx.gov

ADDITIONAL INFORMATION AND SPECIFICATION CHANGES

Responses to questions received from potential Bidder(s) and any changes to specifications shall be confirmed in writing by Letter(s) of Clarification and will be posted under the solicitation file, prior to the bid due date.

BID PACKAGE REQUIREMENTS

The below items must be completed and submitted in the Bid Package.

- 1.0 Ownership Information Form (Affidavit of Ownership)
- 2.0 Conflict of Interest Questionnaire
- 3.0 MWBE Documents
- 4.0 Pay or Play - 1A, Program Acknowledgement Form
- 5.0 Pay or Play – 2, Certification of Agreement
- 6.0 References Form
- 7.0 Resolution of Contractor (on company letterhead)
- 8.0 Debarment and Suspension Certification (EXHIBIT H)
- 9.0 Byrd Anti-Lobbying Certification (EXHIBIT I)
- 10.0 Signed Official Signature Page in Blue Ink
- 11.0 Hard Copy of Electronic Bid Form (E-Bid Website Pricing Form)

Required forms are available at the City of Houston Strategic Procurement Forms website:

<http://purchasing.houstontx.gov/forms.shtml>

III. OFFICE OF BUSINESS OPPORTUNITY

IV. PROJECT SCOPE AND OVERVIEW

V. CITY OF HOUSTON E-BID WEBSITE

<http://purchasing.houstontx.gov>

<http://purchasing.houstontx.gov/index.html>

CITY OF HOUSTON STRATEGIC PROCUREMENT DIVISION

Please make a selection from the menu below

- Guide to Doing Business with the City & FAQs
- New Users Create New Acct. User Name / PW
- Existing User Register, Log In, or Search
- Supplier Resources and Procurement
- All About Formal Bids and RFPs
- Search Bids, RFPs, Tabs, Pre-Bid Schedules
- Forms Business, Pay or Play, Hiring, Etc.
- Office of Business Opportunity
- Strategic Procurement Buyer Groups
- Purchasing Terms and Conditions
- State of Texas Bid Law

CONTACT US

Finance Department
Strategic Procurement Division
City Hall Building
901 Bagby St. Concourse Level
Houston, TX 77002
Email: spdwebmaster@houstontx.gov

STRATEGIC PROCUREMENT LINKS

- SPD Home Page
- Chief Procurement Officer
- Existing Suppliers Login
- FY17 Procurement Plan (.pdf)
- NIGP Code Search
- Overview of Bid and RFP Processes
- Records Management
- Employee Directory
- Citywide DPU (Departmental Purchasing Unit) Contact List
- Site Search
- Site Map

Strategic Procurement Division

Division Links

- Online Services
 - Existing Supplier Logon
 - Validate Your Supplier Profile
 - Update Your Supplier Profile
 - Supplier & Material Search
 - New Supplier Registration
 - Supplier Help
 - Restricted Access to City Employees
- Bids/RFPs Services
 - Formal Bids & RFPs
 - Search for Bids/RFPs & Tabulations
 - Solicitation Forms & Attachments
 - Pre-Bid Conference Schedule
- Purchasing Links
 - Purchasing Catalog
 - MWDBE Directory Listing
 - NIGP Living Code
 - Site Search
 - Site Map
- Doing Business with the City
 - Supplier Registration
 - Bid Advertisement
 - Online Bids/RFPs
 - Solicitation Types



The City of Houston, Strategic Purchasing Division, can only accept bids from registered suppliers who have completed the online supplier registration form, submitted a signed IRS W-9 and received a bid number from our system. We encourage you to complete all the steps required to receive a valid bid number from our system and we are looking forward to your online bid. All non-registered vendors must create a website account with username and password. Click here to register.

- View Projected Procurement Opportunities
- Current Formal Bids & RFPs
- View the Pre-Bid and Pre-Proposal Conference Schedules
- Download any Solicitation Forms and Attachments
- Access the Glossary of Terms
- Online Bidding Info
- Construction Bids Over \$500,000 (Public Works & Engineering)

Search for Bids, RFPs & Tabulations

Status: ▼

Keywords:

Search Type: ▼

SHOWS ALL OPEN SOLICITATIONS

CLICK ON BID DESCRIPTION

BID NO.	BID DESCRIPTION	DEPARTMENT	DATE DUE	TIME LEFT	BUYER EMAIL	Number of Hits
L29591	Cabling Installation and Repair Services	Airport	10/22/2020	23 days, 23 hrs, 4 mins, 2 secs	maira.artola@houstontx.gov	24
S29634	Chemical, Aqua Ammonia for Houston Public Works	Public Works	10/8/2020	9 days, 23 hrs, 4 mins, 2 secs	catherine.scott2@houstontx.gov	12
S29624	Diagnostic and Virological Test Kits	Health	10/8/2020	9 days, 23 hrs, 4 mins, 2 secs	MARY.SMITH@HOUSTONTX.GOV	7
N29664	GEMINI COMPATIBLE DIVER MOUNTED DISPLAY TETHER SYSTEM ACCESSORIES FOR THE HOUSTON POLICE DEPARTMENT	Police	10/15/2020	16 days, 23 hrs, 4 mins, 2 secs	edith.beal@houstontx.gov	2
N29629	Harvey Replacement Light-Duty Vehicles No. 3	Fire, General Services, Library, Parks, Police	10/1/2020	2 days, 23 hrs, 4 mins, 2 secs	coryie.cook@houstontx.gov	21
N29441	Lake Houston Boat Ramp Replacement Services for Houston Public Works	Public Works	10/8/2020	9 days, 23 hrs, 4 mins, 2 secs	edith.beal@houstontx.gov	24
S29578	Linear Low-Density Polyethylene Bags	Airport, General Services, Public Works, Solid Waste	10/15/2020	16 days, 23 hrs, 4 mins, 2 secs	lien-huong.nguyen@houstontx.gov	35
L28911	Mobilization, Collection, Characterization and Packaging of Household Hazardous Waste Debris Services for the Solid Waste Management Department	Solid Waste	10/1/2020	2 days, 23 hrs, 4 mins, 2 secs	Raquel.Rosa@houstontx.gov	25
N29533	Portable Video Surveillance Towers	Airport	10/1/2020	2 days, 23 hrs, 4 mins, 2 secs	lena.farris@houstontx.gov	25
N29251	Purchase of 20" Automatic Strainers with Control Panels for Houston Public Works	Public Works	11/12/2020	45 days, 0 hrs, 4 mins, 2 secs	edith.beal@houstontx.gov	25
N29580	Purge Blowers	Public Works	10/8/2020	9 days, 23 hrs, 4 mins, 2 secs	murdock.smith@houstontx.gov	19
L29652	SUMMER FOOD SERVICE PROGRAM (SFSP)	Parks	10/15/2020	16 days, 23 hrs, 4 mins, 2 secs	elnora.smith@houstontx.gov	5



Solicitation Files

The following documents are for Solicitation **L29652** :

Buyer Email: elnora.smith@houstontx.gov

5 Suppliers have downloaded this bid.

DATE	SIZE	DOCUMENT/FOLDER
9/17/2020 1:39:15 PM	1,831KB	L29652 - ITB - Summer Food Service Program.pdf



[PLACE OR VIEW ONLINE BID HERE](#)

[View Interested Suppliers](#)

Please remember that it is still a City policy that a sealed, signed bid be submitted to the City Secretary by the due date. After you submit your bid online, please PRINT and SIGN and SUBMIT to the City Secretary.

[More details...](#)

SHOWS ALL DOCUMENTS POSTED UNDER THE
SOLICITATION

CLICK PLACE OR VIEW ONLINE BID

SUPPLIER SERVICES

 **SUPPLIER LOGIN**
Place online bids! Update your profile or password.

 **SUPPLIER HELP**
For help with registration, online bidding, and more.

Place Bid
Bid General Information

Please remember that it is still a City policy that a sealed, signed bid be submitted to the City Secretary by the due date. AFTER you submit your bid online, please use the "Print Official Bid Form & Signature Page" link to PRINT and SIGN and SUBMIT to the City Secretary. [More details...](#)

NOTE: DO NOT print THIS page. Print the Official Bid Form instead after you submit your bid to the City via the submit button at the bottom of the page. To bid, you must use Microsoft Internet Explorer Version 7.0 or Higher.

TAKES YOU TO THE BID DOCUMENT THAT PROVIDES GENERAL INFORMATION AND LINE ITEMS.

Bid Items

If the City will accept an equivalent bid item, an extra line will be displayed allowing you to enter the description and quantity of the proposed equivalent item.

Note: The Line Total column will be calculated automatically when you click the Save button, below. (Continued From Last Page) Year One Lunch and Snacks

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Line Total
1		LUNCH	Each	432000	\$ 0.00	\$0.00
					No Bid: <input type="checkbox"/>	
					No Charge: <input type="checkbox"/>	
2		SNACKS (SUPPLEMENTS)	Each	432000	\$ 0.00	\$0.00
					No Bid: <input type="checkbox"/>	
					No Charge: <input type="checkbox"/>	

Group Total: **\$0.00**

Option Year One Lunch and Snacks

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Line Total
1		LUNCH	Each	432000	\$ 0.00	\$0.00
					No Bid: <input type="checkbox"/>	
					No Charge: <input type="checkbox"/>	
2		SNACKS (SUPPLEMENTS)	Each	432000	\$ 0.00	\$0.00
					No Bid: <input type="checkbox"/>	
					No Charge: <input type="checkbox"/>	

NOTE: LINE ITEMS CAN NOT BE LEFT BLANK. EACH LINE ITEM MUST HAVE EITHER A NUMERIC VALUE, OR NO BID, OR NO CHARGE.

Last Page of Bid

Additional Required Forms to be Included with this Bid:

In addition to the electronic Bid Form and the Official Signature Page, the Forms listed in Table 1 must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due:

Table 1
Ownership Information Form
MWBE
Conflict_of_Interest_Questionnaire
PoP1a_Acknowledgment_Form
PoP2_Certificate_of_Agreement
References Form

Table 2 may list other documents and/or forms that should be viewed/downloaded from the City's website, but are not required to be submitted with the bid. The City will specify which documents and/or forms be completed and submitted to the City by the successful bidder:

Table 2
Drug_Forms
Certificate_of_Insurance
Formal_Instructions_for_Bid_Terms
EEOC
PoP1_Requirements
PoP3_List_of_Participating_Contractors
PoP4_Contractor_Subcontractor_Waiver_Request
PoP5_Contractor_Subcontractor_Reporting_Form
Sample_Insurance_Endorsements

If you elect not to participate in the aforementioned project, please submit the <No Bid Sheet> to the Buyer by the due date for the receipt of the solicitation.

Document Upload:

Click the Browse button below to select the document from your local drive. Then click the Add Document button to upload and attach the document to your online bid.

Currently Uploaded Documents:

Select this button to save and edit your Bid at a later date. If you forget to submit your bid electronically, you will receive an e-mail reminder seventy-two (72) and forty-eight (48) hours prior to the closing date of the solicitation.

Select this button to save your response and to submit it electronically to the City of Houston. The next page will allow you to print your Bid Form.

Select this button to WITHDRAW your bid. This will delete any information you have already entered.



VI. QUESTIONS & ANSWERS

For questions and answers to be a part of this official ITB process, they must be in writing and electronically submitted to the Strategic Procurement Division's designated Representative, Elnora Smith via email to Elnora.Smith@houstontx.gov, no later than **2:00 p.m., Thursday, October 1, 2020.**

Responses to official questions will be posted under the solicitation file as a Letter(s) of Clarification, prior to the ITB due date.