



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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July 21, 2014

SUBJECT: Letter of Clarification No. 3 Area Agencies on Aging Food Service Provider

REFERENCE: RFP Invitation No. S55-T25052

TO: All Prospective Respondents:

This Letter of Clarification is issued for the following reasons:

• **The following questions and City of Houston responses are hereby incorporated and made a part of the RFP:**

1. Vendor Question: Do the meal counts given on question 70 include frozen meals in the home delivered count?

COH Answer: Yes, they do.

2. Vendor Question: We received the meal rates for Harris County AAA, what are the current rates for HGAC?

COH Answer: Cong-\$3.22 HDM-\$3.27 Frozen-\$3.40

3. Vendor Question: What type of transport equipment are the pre-plated home delivered meals currently delivered in?

COH Answer: "It varies, mostly Igloos but also includes some cambros

4. Vendor Question: What type of transport equipment and packaging are the frozen home delivered meals currently delivered in?

COH Answer: "Mostly igloos/coolers, or boxes of 4-5 where applicable."

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SOLICITATION No.S55-T25052

5. Vendor Question: Please describe how the home delivered cold components are delivered to the sites. Individual portions delivered separately or Individual portions combined in one home delivered cold pack?

COH Answer: "e.g. 50 cold milk and/or cold Jell-O cups would be delivered to the centers combined in a cooler(s). Upon arrival the home delivered meal site coordinator would distribute individually to the designated driver per route."

6. Vendor Question: Can you please provide the meal counts per site for HGAC separating congregate and home delivered?

COH Answer: Please feel free contact HGAC nutrition contractors for this information.

7. Vendor Question: Do we need to do a separate menu for Christmas Eve and Christmas Day, Thanksgiving Day, Labor Day, July 4th, New Year's Eve, to be submitted with bid for these meals?

COH Answer: "The holiday meals can be displayed on the 6 -Week Cycle Menu at the top or bottom of the page."

8. Vendor Question: Can you provide the addresses of the individual nutrition sites under the contractors that the vendor is required to deliver to?

COH Answer: "This information is part of the Letter of Clarification and it is enclosed for the Harris County."

9. Vendor Question: Neither the "Valley Route Sheet for HCAAA Homebound and Congregate Centers" nor the "Copy of Current Valley Route Sheet for H-GAC" provides delivery addresses or zip codes for the sites – only the main administrative offices for the Nutrition Contractors are detailed. Please provide a complete list of all delivery site locations (appears to be 105 total), including addresses.

COH Answer: The physical address for HGAC nutrition contractors may be found on the WWW.H-GAC.com/human-services/aging/senior-centerservices.as Please feel free to contact any of these organizations for further information.

The physical addresses for HCAAA centers are included in this clarification.

10. Vendor Question: Please also confirm that the numbers listed after each location on the route sheet for HCAAA reference the average number of meals served daily by site.

COH Answer: "Yes, they do."

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11. Vendor Question: In addition to the addresses, please confirm the average number of meals and the meal type (congregate or homebound) served daily to each of the locations on the H-GAC route sheet.

COH Answer: "Please feel free to contact HGAC nutrition contractors for further information."

12. Vendor Question: Clarification Letter No. 2 indicates that "congregate and home delivery equipment will be picked up the next day." Please confirm what "equipment" the caterer is to provide to each site that will be left behind with each delivery (i.e. hotel pans, cambros, crescors, coolers, etc.)

COH Answer: The original question was "how is it done now..." The successful bidder proposal should reflect their method. Currently, catering pans, coolers, some cambros are each picked up the next day when a new pan/cooler is delivered

13. Vendor Question: Please confirm what "permanent" equipment (if any) the catering vendor is expected to supply to each site (i.e. freezers, steam tables, refrigerators, freezers, etc.)

COH Answer: "None."

14. Vendor Question: Are all sites open on both Christmas Eve and Christmas Day, thus needing delivery on those holidays?

COH Answer: The center locations are expected to be closed on designated City holidays. Holiday meals are served the business day prior to the holiday

15. Vendor Question: Are 4" pans with lids being used by the incumbent? 2" pans without lids (securely covered in foil or similar) are an industry standard.

COH Answer: "Mostly 4" pans are used securely covered in foil, saran wrap, and a lid. The number of meals delivered per site range from 35 - 75 meals daily."

16. Vendor Question: Can bidders arrange a tour, coordinated with the AAA, of up to 4 sites, with different models (i.e. congregate only, homebound only) prior to the solicitation due date?

COH Answer: "Bidders may contact the nutrition offices of the network and request a visit."

17. Vendor Question: In addition to quarterly menu meetings, the RFP requires the food service provider to either conduct or participate in Quarterly nutrition In Services. Does this require Registered Dietitian or can qualified staff present the education session?

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SOLICITATION No.S55-T25052

COH Answer: "A qualified staff is invited to attend quarterly meetings which consist of nutrition, program, fiscal, state, and/or legislature, etc. updates.

18. Vendor Question: For Houston Galveston, the routes were provided with the name of the sites but not the meal counts and that was an original question we asked. Please clarify.

COH Answer: "The Bidder(s) may contact Houston-Galveston contractors to obtain additional information related to routes and meal counts.

19. Vendor Question: Given the additional information needed in order to respond with the most competitive and complete bid possible, we respectfully request that the City of Houston extend the due date for submissions to Thursday, July 31, 2014.

COH Answer: "We have agreed to extend the submission until Thursday, July 31, 2014."

20. Page 1, Solicitation due time has been changed to read as follows:

Solicitation Due Date/Time: ~~July 24, 2014 at 10:30 A.M., CST~~ July 31, 2014 at 10:30 A.M. CST.

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Request for Proposal, please contact me.

Joseph Badell

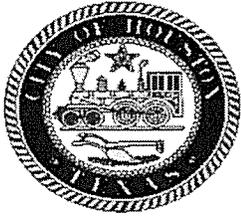
Joseph Badell
Senior Procurement Specialist
Strategic Purchasing Division
832-393-0209

Enc: 2

END OF LETTER OF CLARIFICATION 3

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<u>SENIOR CENTERS HCAA</u>	<u>ADDRESS</u>	<u>Hours of Operation</u>
Acres Home	6719 W Montgomery Rd., 77091	9am to 3pm
Allen Parkway	1810 Bluebonnet Place Circle, 77019	8am to 2pm
Bay Area	1300 Bay Area Blvd., 77058	8am to 4:30pm
Beall Village	4463 N. McGregor, 77004	8am to 2pm
BELLERIVE	7225 Bellerive, 77036	8:30 am - 1:30 pm /Closed Wed
Denver Harbor	6402 Market St., 77020	
First Filipino Senior Center	8603 S. Kirkwood, 77099	9:00 am - 1:00 pm M-F
Golden Age Hobby House	2805 Winbern, 77004	9am to 3pm
Harbach-Ripley	6225 Northdale, 77087	8am to 2pm
HARRISBURG	7250 Harrisburg, 77011	8:30 am - 12:30 pm
Hiram Clarke Multi-Service Center	3810 West Fuqua, 77045	
Indochinese Cultural Center	3333 Fannin St., 77004	
JW Peavy Senior Ctr	3814 Market, 77020	8am to 2pm
Kashmere Senior Ctr	4802 Lockwood, 77026	8am to 2pm
KINGSPPOINT	10900 Kingspoint Ste 6, 77045	9:00 AM - 2:00 PM/ Closed Wed
LAKEVIEW	8950 Hammerly Blvd., 77080	9:00 AM - 1:00 PM
LONGHORN	1414 Longhorn, 77080	9:30 am - 1:30 pm M-F
Magnolia Multi-Purpose Ctr	7037 Capitol, 77011	8am to 2pm
Montrose Counseling Center	401 Branard, 2nd floor, 77006	
New Life	4828 Almeda Genoa Rd, 77048	
NORTH CENTRAL	9718 Clark Park, 77076	9:00 AM - 1:00 PM
OAK TREE	14603 Fonmeadow, 77035	8:00 am - 1:00 pm / Closed Wed
Pleasant Village	1922 Pleasantville Dr., 77029	8am to 2pm
Ripley House	4410 Navigation, 77011	8am to 2pm
Southwest Multi Service Ctr	6400 High Star, 77074	9am to 3pm
Sunnyside Multi-Service Center	9314 Cullen, 77051	
Telephone Road Apt - Senior Center	6000 Telephone Rd., 77087	9:00 am - 2:00 pm / Closed Wed
Third Ward Multi Service Ctr	3611 Ennis, Suite 118, 77004	8am to 2pm
Vietnamese Senior Center	8244 Antoine, Suite L, 77088	8am to 2pm
Wesley Community Center	1410 Lee, 77009	
West End Multi Service Ctr	170 Heights, 77007	8am to 2pm
West End Multi-Service Center	170 Heights Blvd., 77007	
WEST OFFICE	10303 West Office, 77042	9:00 AM - 1:00 PM



CITY OF HOUSTON, TEXAS

NOTICE OF REQUEST FOR PROPOSAL (RFP)
SOLICITATION NO.: S55-T25052

"PARTNERING TO BETTER
SERVE HOUSTON"

NIGP CODE:

952-30

SOLICITATION DUE
DATE/TIME:

~~July 24, 2014 at 10:30 A.M., CST,~~
July 31, 2014 at 10:30 A.M., CST,

SUBMITTAL LOCATION:

City Secretary's Office
City Hall Annex, Public Level
900 Bagby Street
Houston, Texas 77002

DESCRIPTION:

AREA AGENCIES ON AGING FOOD SERVICE PROVIDER
PROPOSAL

PRE-PROPOSAL
CONFERENCE:

<i>Date</i>	<i>Time</i>	<i>Location</i>
Wednesday, July 2, 2014	TIME 1:00 p.m. – 3 p.m.	Houston-Galveston Area Council 3555 Timmons Lane, Conference Room B Houston, Texas 77027

The pre-proposal conference is the only time during which questions may be asked concerning the RFP process, Provider requirements, and/or receive needed clarification(s).

In accordance with T.L.G.C. § Chapter 252, competitive sealed Proposals for the services specified will be received by the City Secretary's Office of the City of Houston at the above specified location, until the time and date cited. Offers must be in the actual possession of the City Secretary's Office on or prior to the time and date, and at the location indicated above. Late offers will not be considered.

Offers must be submitted in a sealed envelope or package with the Solicitation Number and the Proposer's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Additional instructions for preparing an offer are included in this Solicitation.

PROPOSERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION

Solicitation Contact Person:

Joseph Badell

Name

Joseph.Badell@houstontx.gov

E-Mail Address

City Purchasing Agent

June 6, 2014

Date