



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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July 15, 2014

SUBJECT: Letter of Clarification No. 2 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: In the RFP, there are conflicting statements of term of contract. On page 5, 10.0, it states a term of three years with the option of extending the Agreement on an annual basis for 2 additional years and on page 16, B. Contract Period, it states that this is a five year contract with the option to renew for four consecutive renewal periods. Can you clarify?

COH Answer: "This RFP is intended for a term of three years with the option of extending on an annual basis for two additional years."

2. Vendor Question: Also, there are two conflicting contract start up dates. Page 15 9.2 Events states October 1, 2014 and page 16, B. Contract Period states September 1, 2014. Can you clarify?

COH Answer: "The intended contract start-up date is October 1, 2014. The City reserves the option to modify or extend the start-up date."

3. Vendor Question: On Page 14. 6.1 Designation as a City Business or Local Business – if a parent company operates additional business in Houston under different brands, would that qualify a sector of the parent company that would be new to the city as already having been approved by the Director of the Mayor's office for Business Opportunities?

COH Answer: Please clarify the following: Will the qualification be based as it relates to Houston First or as part of the MWBE requirements

4. Vendor Question: Is there any equipment that the incumbent owns in any of the provider locations that will need to either be bought by successful respondent or replaced? If a buy-back is an option, what is the price of said equipment? Samples of equipment that may be provided by the vendor are steam table lines, warming equipment, transport equipment for both congregate and home delivered meals routes, freezers, refrigerators, etc.

COH Answer: "This proposal is not designed to include buy-back options from the incumbent."

5. Vendor Question: Is the congregate and home delivery equipment picked up same day service or the next service delivery?

COH Answer: "The next day."

6. Vendor Question: What are the current prices of the meals? Bulk? Pre-plated? Frozen? Shelf Stable? Boxed Lunch Meals? Demand Response Meals?

COH Answer: "See enclosed Billing/Commission Rates for FY13."

7. Vendor Question: Do any of the sites receive any pre-plated hot meals? If so, what sites and how many per site?

COH Answer: "Yes, the HCCAA provides an estimated 4000 homebound pre-plated meals daily to eight (8) locations to include: Interfaith Ministries, YWCA, Evelyn Rubenstein Jewish Community Center, City of South Houston, City of Jacinto City, City of La Porte, and the Salvation Army of Pasadena. See HCAAA Weekly Meal Count Summary Sheet.

The H-GAC provides an estimated 1230 home bound pre-plated meals throughout multiple locations. See attached route sheets.

8. Vendor Question: Who are the incumbents for the meal types?

- a. Hot & chilled meal production
- b. Frozen
- c. Kosher – both congregate and home delivered
- d. Shelf Stable
- e. Demand Response Meals?

COH Answer:

- a. Hot and chilled **Valley Foods**
- b. Frozen **Valley Foods**
- c. Kosher **N/A for this proposal**
- d. Shelf Stable **CPI Foods, Inc. and/or Valley Foods**
- e. Demand Response **Seeking a vendor**

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9. Vendor Question: Are there any bid or performance bonds needed for this RFP/Contract?

COH Answer: "This RFP does not require a bond."

10. Vendor Question: On Page 17, #7, it states that the Provider must maintain suitable transportation and equipment for transporting prepared meals to approved nutrition sites and or **direct home deliveries to participant's homes....** May we have a list by zip code of the number and types of meals that are delivered to the home bound senior by the vendor?

COH Answer: **Meals are not delivered directly to the home of home bound seniors by the vendor. This RFP is intended to address the need for a Demand Response proposal. In which case it would be a flat rate to include zip codes within Harris County.**

11. Vendor Question: For Frozen meal delivery, are any hot meals delivered with the frozen meal route? If so, how many times per week would the seniors receive a hot meal?

COH Answer: **Where applicable, frozen meals are served weekly with one hot and four frozen. The senior/consumer would receive one hot meal a week.**

12. Vendor Question: Page 18, Article III, D Service Areas – Are there currently any travel rates in place and what are they by county, service area, or zip code?

COH Answer: "No, there are no travel rates in place."

13. Vendor Question: What changes would you like to see in your existing programs?

COH Answer: **"An example could be meal options for congregate dining and other beneficial program changes that your organization has to offer shall be considered."**

14. Vendor Question: Will the proposal opening on July 17 be a public opening with respondents and pricing read?

COH Answer: **"No it will not. We are using a Request for Proposal as a solicitation process. Also, the proposal opening was changed to July 24, 2014".**

15. Vendor Question: Can you provide samples of your current menus for all meal types?

COH Answer: **"Yes. See enclosed current Cycle 3 Menus being served for Standard American Meals."**

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16. Vendor Question: On page 24, Section VI. Available Services – it is stated that the provider must include the provision of daily nutrition education information. Can you clarify what is meant by daily nutrition education and who is to receive the information?

COH Answer: "This is intended to be a nutritional tip and can be placed on the daily meal receipt and provided to both the congregate and home delivered contractor(s). The vendor is responsible for providing it to the contractor and the contractor shall be responsible for providing it to the consumer."

17. Vendor Question: Pages 25 and 26 On Menus for Congregate and Home Delivered Meals – can you provide the culturally diverse meals that you would like to see on the menus other than Hispanic? How many times on the menu cycle?

COH Answer: "The best and final respondent shall determine frequency and meal types that could include but not necessarily limited to: Italian, Asian, Hispanic, Soul, Creole, and/or Jamaican, etc."

18. Vendor Question: Page 25, Article VII, A. How many days of supplies are provided to the sites?

COH Answer: "Supplies provided to the sites should be daily based on the number of meals ordered."

19. Vendor Question: Page 25, Article VII, D. Do the agencies purchase the shelf stable meals periodically regardless of an emergency in order to maintain a fresh inventory?

COH Answer: "The Shelf Stable meals are generally purchased during hurricane season, as well as, on as needed basis."

20. Vendor Question: Page 26, Section B, last sentence. It states that Menus and/or containers for all meal categories should include meal labels that detail meal contents. If the homebound senior is provided a quarterly menu, will this satisfy this requirement? What is the current practice? Would the vendor be required to print copies of the quarterly menu to distribute to the home bound seniors?

COH Answer: "The vendor is not responsible for printing copies of the quarterly menus for home bound or congregate seniors/consumers. But rather the vendor is responsible for providing each designated contractors with quarterly or monthly menus, in which, the contractor will copy and provide to the consumer(s)."

21. Vendor Question: On page 28 2.A. Sodium - We have the meal specifications from DADS that each meal cannot be more than 1200 mg of sodium as opposed what is stated in the RFP that the week cannot exceed 1200 mg of sodium or a daily average of 240 mg of sodium. Was this just an error in the RFP and are we to go by the DADS standards?

COH Answer: "For the purpose of this RFP weekly averages can be accepted."

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22. Vendor Question: Page 28, D1 – Where typically do you hold the quarterly menus and how far in advance of the new cycle?

COH Answer: *"Menu Meetings are hosted by the various contractors and conducted on a rotation scheduled quarterly and are held the quarter prior to service."*

23. Vendor Question: For Type F – Demand Response Meals – are these meals for seniors only or does this incorporate other emergency agencies such as Homeland Security, first responders, etc.?

COH Answer: *"The intention of this RFP is to provide Demand Response Meals only for qualifying older adults 60 years of age or older."*

24. Vendor Question: Page 30, Section F – Whole Grains – To confirm, all breads need to be whole grain. Is this correct? If an alternative is served in lieu of bread such as rice or pasta, does the alternative need to be whole grain as well? Is this a new requirement in the programs?

COH Answer: *"Yes, the current practice is to provide whole grain breads. It is recommended that the alternative is whole grain as well."*

25. Vendor Question: On page 33, G. 1. Assembled Boxed Lunch. How many boxed lunches served in a year?

COH Answer: *"This number varies by the number of planned activities by contractor. On an average 2-3 times a year a center could request boxed lunches to accommodate training opportunities, field trips, etc."*

26. Vendor Question: Page 34, 3. Holiday Meals. This section tells us that special meals are to be prepared for these Holidays. Are these the only actual holidays that the nutrition sites are closed or are there others? Can you provide please?

COH Answer: *Holiday Meals are provided in accordance with City recognized holidays only.*

27. Vendor Question: Are the special holiday meals for Christmas Eve and Christmas treated the same as Thanksgiving meals or do we prepare two special meals two days in a row in advance of Christmas Eve and Christmas?

COH Answer: *"Correct." Two different holiday meals are prepared for Christmas Eve and Christmas Day."*

28. Vendor Question: Page 37 E. Meal Delivery c. Commissary Pickup – How many sites currently pick up their meals from the Food Service Provider and is there any compensation in pricing for said sites that pick up?

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COH Answer: Only a small percentage of the meals are picked up from the commissary; it is the successful respondent's choice to negotiate pick-up and delivery options and rates.

29. Vendor Question: On page 37, it states that delivery must be made no later than 11:30 am. What is the earliest the vendor may have access to the sites?

COH Answer: The earliest delivery is 9:30 a.m.

30. Vendor Question: May we have a list of nutrition site addresses with zip codes, and number of meals per nutrition site by meal type? If any of the nutrition sites are closed during the week, can you specify by sites the days they are open during the week?

COH Answer: See enclosed. Generally each center opened five (5) days a week.

31. Vendor Question: Were any of the agencies' sites closed last year due to inclement weather and who determines closures? How many days were the sites closed due to inclement weather?

COH Answer: No significant closures last year. Official closure of the site is determined by the COH broadcast message standard.

32. Vendor Question: Page 44, 2.1.2. Level Two –Evaluation Committee. From date of proposal due to Notification of Intent to Award, it is a short turnaround. It is mentioned that a vendor may be called upon to do a presentation. Are there any firm dates of said presentations at this time?

COH Answer: "None at this time."

33. Vendor Question: On page 45, Evaluation and Selection Process – #2.1.3. On-site visit. As this would be a new property for some of the respondents, it is likely that a property will have to be leased and built out to manage this contract and typically, most contractors will not lease until award. Will the committee consider traveling to one of the respondent's other facilities to review operations in another location?

COH Answer: "Yes."

4. Vendor Question: Exhibit XXII – Are Kosher and Asian meals to be served daily and if so how many of each type of meals are served currently and to what centers? Are there separate providers for Asian and Kosher meals? If so who are they and what are the prices?

COH Answer: "It is not intended that Asian and Kosher meals are included in submission of this RFP."

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35. Vendor Question: Do any of the C2 Clients receive weekend meals? If so, how many and what type of meal? What centers receive the weekend meals?

COH Answer: "A very small percentage of C2 clients receive weekend meals. Weekend meals are not typically supported by the HCAA and are provided by exception or special needs."

36. Vendor Question: Who does the monthly nutritional educational piece and how is it distributed?

COH Answer: "Monthly nutritional educational is the responsibility of the contractor not the vendor."

37. Vendor Question: Regarding Pay and Play, can you clarify if this is a current requirement of the catering company?

COH Answer: "This section was eliminated in the first letter of clarification and does not apply."

38. Vendor Question: Are we to assume that the contract is for Harris County and not a direct contract with the city or is it?

COH Answer: "The contract agreement is with the approved Area Agency on Aging's congregate and home delivered meal providers for both Harris and Houston-Galveston AAAs."

39. Vendor Question: If the pay and play plan is still a requirement, is it only for employees who are working directly on the city meals and delivery? If it is a requirement, then:

- a. How is this monitored and audited?
- b. How long has this been in practice?
- c. Is the pay plan an Affordable Care Healthcare eligible plan?

COH Answer: "This section was eliminated in the first letter of clarification."

40. Vendor Question: Is the actual kitchen(s) required to be known at the time the proposal is submitted?

COH Answer: "No."

41. Vendor Question: What is the required daily sodium average?

COH Answer: "800 to 1,000 mg per meal (compliance range is 1,200 mg or less)"

42. Vendor Question: What are the specifications for meat and/or poultry rolls? (Pg. 32 states" Specification on any meat or poultry roll must be approved by the Area Agency on Aging or designated dietitian.)

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COH Answer: "3 oz cooked meat (Texas Model for menu planning)"

43. Vendor Question: Can responses to Exhibit XVIII: Proposed 6 week cycle menus with analysis response be submitted that are MORE than two typed pages?

COH Answer: "Yes, they may."

44. Vendor Question: Clarification needed: pg 24 Section IV Available Services- "The provider must include the provision of daily nutrition education information." Is this meant to be monthly?

COH Answer: "This reference is to a daily nutritional tip found on the meal ticket or delivery slip. It is the responsibility of the provider to provide the monthly nutrition education."

45. Vendor Question: Are Asian and Kosher meals required to be served?

COH Answer: "No. they will not be required. Exhibit XXII has been modified to reflect this change."

46. Vendor Question: Are 2 day frozen complete meal kits acceptable for "weekend meals"?

COH Answer: "Yes ensuring it meets the required 1/3 DRIs."

47. Vendor Question: Please provide a complete list of all meal delivery sites including address, contact information, hours, any special requirements for delivery.

COH Answer: "This information is enclosed as part of the Letter of Clarification."

48. Vendor Question: Please provide a complete list of the current contracted providers for all meal delivery sites.

COH Answer: "This information is enclosed as part of the Letter of Clarification"

49. Vendor Question: Please provide the estimated number of average daily meals by Location and:
a) Meal Type (ie frozen vs. hot)
b) Meal Type (ie bulk pans vs. preplated)

COH Answer: "This information is enclosed as part of the Letter of Clarification"

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LETTER OF CLARIFICATION No.2
AREA AGENCIES ON AGING –FOOD SERVICE PROVIDER
SOLICITATION No.S55-T25052

50. Vendor Question: Pg. 12, 8.0 and 8.1 – Is the vendor required to utilize the CJIS system for employee background screening? Is level II (fingerprinting) screening required for employees?

COH Answer: "No it will not be required to utilize it. This information is standard in all our solicitation documents in the event that the type of services requested will be extended to the Houston Police Department. In this case, it is very unlikely that it will occur"

51. Vendor Question: Pg. 13, 5.0, 5.1 and pg. 83, Exhibit VII – Drug Detection – which of the awarded vendors' employee(s) does this apply to? Pg. 17, II.4 – "Maintain bonding of employees" - ask if a blanket crime policy covering all employees would suffice in meeting this requirement.

COH Answer: "This section was eliminated in the first letter of clarification."

52. Vendor Question: Does Section and form pertaining to "Pay or Play" apply to this RFP?

COH Answer: "This section was eliminated in the first letter of clarification."

53. Vendor Question: Is the Awarded contract effective on or about October 1, 2014 for a term of three (3) years... with the option of extending two (2) additional one-year terms? OR a five-year contract with the option to renew for four consecutive renewal periods. Services are to be effective September 1, 2014.

COH Answer: "This RFP is intended for a term of three years with the option of extending on an annual basis for two additional years with a contract start-up date of October 1, 2014."

54. Vendor Question: What is the sub contract relationship with designated sites?

COH Answer: "Sub-contract relationships are held to the same requirements and standards."

55. Vendor Question: Page 30 4 hour window of service to consumption – how is the caterer held accountable for this compliance, following delivery to the site contractor

COH Answer: The vendor is responsible for providing it to the contractor and the contractor shall be responsible for adhering to compliance for the consumer. The allowed four-hour window begins when prepared and loaded at the commissary/kitchen."

56. Vendor Question: Page 42 8.1.27 needs qualification ("Attach sample of packaging container")

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COH Answer: The potential proposer is requested to provide a sample container of pre-plated container(s) utilized for delivery of home delivered meals.

57. Vendor Question: Confirm the sites that qualify for a “travel rate”. How is the travel rate to be designated on the RFP response? As a separate line item? As a separate per meal price?

COH Answer: The potential proposer shall identify the sites with the understanding that the travel rate could apply to any county that is outside of the Houston Galveston SMA.

58. Vendor Question: Clarify “Service Category” pg 24, sub VI. A, type F “demand response” (listed separate from “emergency”)

COH Answer: Demand Response is intended to serve seniors being released from the hospital, on long waiting lists, participating in Care Transition programs and/or with special dietary needs.

59. Vendor Question: No exhibits XII nor XIII – are they omitted intentionally?

COH Answer: "There are no Exhibits XII and XIII."

1. Page 41, Provision 8.1.5 has been modified to read as follows:
Expertise/Experience (Organizational Capacity/Experience) Reliability
Statement (~~Please use Exhibit XII and the instructions included therein to provide this information~~)

2. Page 41, Provision 8.1.6.1 has been changed to read as follows:
A statement regarding your Personnel’s Experience (~~Please use Exhibit XIII and the instructions included therein to provide this information~~).

60. Vendor Question: Exhibit XI “Proposal Summary” – description of requested information appears to be duplication of XIV “Proposed Meal Prep”?

COH Answer: "Correct this is duplication." Please utilize Exhibit XI for proposal submission.

61. Vendor Question: Exhibits XXIV Delivery Equipment List and XXVI Type of Equipment used to deliver meals appear to be duplications. What is the expected information on these Exhibits?

COH Answer: XXIV request the actual list of equipment by quantity, size, etc. XXVI Type of equipment refers to *type of containers, bags, coolers, trucks, concept trucks, etc.*

62. Vendor Question: Do Exhibits XV and XVI (pertaining to hot and frozen meals for geographically isolated consumers is to be responded to for “Demand Response” meals ONLY?

COH Answer: "Exhibits XV and XVI are intended for potential respondents for Demand Response Meals."

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63. Vendor Question: Are additional funding sources (ie separate from OAA/Title-IIIC) utilized for "Demand Response" consumer/members? If so, what is the amount of that funding, source and estimated client counts?

COH Answer: "Funding sources could consist of OAA/Title-III C, CDBG, State Highway, General Funds and/or other funding sources. The proposal proposes 500-900 clients being served.

64. Vendor Question: Can a sample of the vendors' current Insurance certificate be submitted with the RFP response, with the understanding that the new Texas format will be provided prior to start of service?

COH Answer: "Yes, it could

65. Vendor Question: Do samples of the packaging containers for ALL meal services being proposed need to be provided?

COH Answer: "No. just for home delivered meals."

66. Vendor Question: Will the respondent be disqualified for offering alternate proposals, as long as they also respond as requested?

COH Answer: "The proposal submission must be in accordance of the RFP requirements; the proposer shall not be disqualified for offering additional options."

67. Vendor Question: Are there 251 service days per year?

COH Answer: "Yes."

68. Vendor Question: Is demonstration from our insurance agent that the respondent can provide the appropriate insurance upon award; will that satisfy the insurance requirement?

COH Answer: "Yes."

69. Vendor Question: Pages 40-42 of the RFP provide an outline to simplify the review process and state the outline must be followed. The outline is repetitive, leading to confusion. **Items 1.0 Title Page** through **Items 7.0 Financial Statements** are immediately repeated in **Items 8.1.1** through **Items 8.1.11**. For example,

- Item 2.0 is the same as Item 8.1.2
- Item 3.0 is the same as Item 8.1.4
- Item 4.0 is the same as Item 8.1.5 except for the use of an exhibit, etc...

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Please clarify how to accurately follow the outline without presenting the bulk of the information twice.

COH Answer: Respondents are required to follow the RFP directions.

70. Vendor Question: Clarify number of meals served daily for HCAA and for H-GAC.

COH Answer:	Agency	Congregate Meals	Home Delivered Meals
	HCAA	1600	4200
	HGAC	370	1230

71. Pages 55 and 56, Displaying Exhibit II have been modified to incorporate the updated MWBE Letter of Intent. Please utilize the enclosed Notice of Intent documents when submitting your proposals.

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: 16

END OF LETTER OF CLARIFICATION 2

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Council Members: Helena Brown Jerry Davis Ellen Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford
Jack Christie **Controller:** Ronald C. Green

PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS

SOLICITATION NO.S55-T25052

6.0 PROPOSED EQUIPMENT:

6.1 Provide complete equipment description, design, functions, and technical specifications that are being proposed for usage.

7.0 FINANCIAL STATEMENTS:

7.1 Submit your company's audited annual financial statements, in accordance with and as defined in the Financial Accounting Standards Board (FASB) regulation(s) for the past two years. In addition, include your and Dunn & Bradstreet Report or Federal Tax Forms Filed to the Internal Revenue Service (IRS) for the past two years.

8.0 CONTENTS:

8.1 The contents should be identified by section, description, page number, and should include, at a minimum, the following sections:

8.1.1 Title Page, including the Solicitation Number.

8.1.2 Signed and Notarized Offer and Submittal Form (**Exhibit I**)

8.1.3 Proposal Summary (Please use **Exhibit XI** and the instructions included thereon to provide this information).

8.1.4 Letter of Transmittal

8.1.5 Expertise/Experience (Organizational Capacity/Experience)/Reliability Statement (~~Please use **Exhibit XII** and the instructions included thereon to provide this information.~~)

8.1.6 Organizational Chart, Resumes and Certifications/Licenses of Proposed Key Personnel

8.1.6.1 A statement regarding your Personnel's Experience (~~Please use **Exhibit XIII** and the instructions included thereon to provide this information.~~)

8.1.7 Proposed Strategy/Operational Plan, including:

- A Description of the Proposed Meal Preparation and Service Delivery Plan (Please use **Exhibit XIV** and the instructions included thereon to provide this information).
- A Description of Home Delivered Meal Preparation and Delivery Service to Geographically Isolated Consumers (Please use **Exhibit XV** and the instructions included thereon to provide this information).
- List of Contracted Services – (Please use **Exhibit XVI** and the instructions included thereon to provide this information).
- Narrative of Delivery of Services – (Please use **Exhibit XVII** and the instructions included thereon to provide this information).
- Narrative of Home Delivered Meal Preparation and Delivery Service to Geographically Isolated Consumers – (Please use **Exhibit XVIII** and the instructions included thereon to provide this information).
- Narrative Description of Frozen Meal Preparation and Delivery Service to Geographically Isolated Consumers – (Please use **Exhibit XIX** and the instructions included thereon to provide this information).
- Description of holiday meal program to congregate sites. (Please use **Exhibit XX** and the instructions included thereon to provide this information). Proposed 6-Week Cycle Menus with analysis (Please use **Exhibit XXI** and the instructions included thereon to provide this information).
- Proposed Food Delivery Schedule (Please use **Exhibit XXII** and the instructions included thereon to provide this information).

8.1.8 Description of Value Added Services (Please use **Exhibit XXIII** and the instructions included thereon to provide this information).

**EXHIBIT II – ATTACHMENT “B”: M/WBE LETTER OF INTENT
SOLICITATION NO.:S55-T25052**

TO: ~~City of Houston
City Purchasing Agent~~

~~MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) AND SUPPLIER~~

~~LETTER OF INTENT~~

Contract Bid Number: _____
Bid Title: _____
Bid Amount: _____
M/WBE Participation Amount: \$ _____ **M/WBE GOAL** _____%

1. _____ agrees to perform work/supply goods and/or
~~(Name of Minority/Women Business Enterprise)~~
Services in connection with the above named contract and _____ as:
_____ **Name of Prime Contractor**

- (a) _____ An Individual
- (b) _____ A Partnership
- (c) _____ A Corporation
- (d) _____ A Joint Venture

2. _____ status is confirmed by M/WBE Directory made
~~(Name of Minority/Women Business Enterprise)~~
available through the City of Houston Office of Business Opportunity. Certificate No.: _____

3. _____ and _____
~~(Name of Prime Contractor)~~ ~~(Minority/Women Business Enterprise)~~
intend to work on the above named contract in accordance with the M/WBE Participation Section of the
City of Houston Contract Bid Provision.

~~The Terms & Conditions of Attachment “C” attached hereto are incorporated into this Letter of Intent
for all purposes.~~

~~(Signed – Prime Contractor)~~ _____ ~~(Signed – Minority/Women Business Enterprise)~~

~~(Title)~~ _____ ~~(Title)~~

~~(Date)~~ _____ ~~(Date)~~

**EXHIBIT II – ATTACHMENT “B”: M/WBE LETTER OF INTENT
SOLICITATION NO.:S55-T25052**



THIS AGREEMENT IS SUBJECT TO MEDIATION AND CAN BE INITIATED BY THE COMPANIES SIGNED BELOW OR THE OFFICE OF BUSINESS OPPORTUNITY.

To: City of Houston
Administering Department

Date: _____

Project Name and Number _____

Bid Amount: _____ M/W/SBE Goal: _____

_____, agrees to enter into a contractual agreement
Prime Contractor

with _____, who will provide the following goods/
MWSBE Subcontractor

services in connection with the above referenced contract:

for an estimated amount of \$ _____ or _____% of the total contract value.

_____ is currently certified with the City of Houston's
(M/W/SBE Subcontractor) Office of Business Opportunity to function in the aforementioned
capacity.

Prime Contractor M/W/SBE Subcontractor
intend to work on the above-named contract in accordance with the M/W/DBE Participation Section of the City
of Houston Bid Provisions, contingent upon award of the contract to the aforementioned Prime Contractor.

Signed (Prime Contactor)

Signed (M/W/SBE Subcontractor)

Printed Signature

Printed Signature

Title Date

Title Date

EXHIBIT II – ATTACHMENT “C”: CERTIFIED M/WBE SUBCONTRACT TERMS SOLICITATION NO.:S55-T25052

~~Contractor shall insure that all subcontracts with M/WBE subcontractors and suppliers are clearly labeled and contain the following terms:~~

- ~~1. _____ (M/WBE subcontractor) shall not delegate or subcontract more than 50% of the work under this subcontract to any other subcontractor or supplier without the express written consent of the City of Houston's Office of Business Opportunity (“the Director”).~~
- ~~2. _____ (M/WBE subcontractor) shall permit representatives of the City of Houston, at all reasonable times, to perform 1) audits of the books and records of the subcontractor, and 2) inspections of all places where work is to be undertaken in connection with this subcontract. Subcontractor shall keep such books and records available for such purpose for at least four (4) years after the end of its performance under this subcontract. Nothing in this provision shall affect the time for bringing a cause of action nor the applicable statute of limitations.~~
- ~~3. Within five (5) business days of execution of this subcontract, Contractor (prime contractor) and Subcontractor shall designate in writing to the Director an agent for receiving any notice required or permitted to be given pursuant to Chapter 15 of the Houston City Code of Ordinances, along with the street and mailing address and phone number of such agent.~~
- ~~4. As conclude by the parties to this subcontract, and as evidenced by their signatures hereto, any controversy between the parties involving the construction or application of any of the terms, covenants or conditions of this subcontract shall, on the written request of one party served upon the other or upon notice by Director served on both parties, be submitted to binding arbitration, under the Texas General Arbitration Act (Tex. Civ. Prac. & Rem. Code Ann., Ch. 171 “the Act”). Arbitration shall be conducted according to the following procedures:
 - ~~a. Upon the decision of the Director or upon written notice to the Director from either party that a dispute has arisen, the Director shall notify all parties that they must resolve the dispute within thirty (30) days or the matter may be referred to arbitration.~~
 - ~~b. If the dispute is not resolved within the time specified, any party or the Director may submit the matter to arbitration conducted by the American Arbitration Association under the rules of the American Arbitration Association, except as otherwise required by the City's contract with American Arbitration Association on file in the Office of the City's Office of Business Opportunity.~~
 - ~~c. Each party shall pay all fees required by the American Arbitration Association and sign a form releasing the American Arbitration Association and its arbitrators from liability for decisions reached in the arbitration.~~
 - ~~d. In the event the American Arbitration Association no longer administers Office of Business Opportunity arbitration for the City, the Director shall prescribe alternate procedures as necessary to provide arbitration by neutrals in accordance with the requirements of Chapter 15 of the Houston City Code of Ordinances.~~~~

~~These provisions apply to goal oriented contracts. A goal oriented contract means any contract for the supply of goods or non personal or non professional services in excess of \$100,000.00 for which competitive bids are required by law; not within the scope of the MBE/WBE program of the United States Environmental Protection Agency on the United States Department of Transportation; and ;, which the City Purchasing Agent has determined to have significant M/WBE subcontracting potential in fields which there are an adequate number on known MBE's and/or WBE's to compete for City contract.~~

~~The M/WBE policy of the City of Houston will discussed during the pre bid. For information assistance, and/or to receive a copy of the City's Affirmative action policy and/or ordinance contact the Office of Business Opportunity at (713) 837-9000, 611 Walker, 7th Floor, Houston, Texas 77002.~~

**EXHIBIT II – ATTACHMENT “C”: CERTIFIED M/WBE SUBCONTRACT TERMS
SOLICITATION NO.:S55-T25052**

Attachment “ ”

CITY OF HOUSTON CERTIFIED MWSBE SUBCONTRACT TERMS

Contractor shall ensure that all subcontracts with M/WSBE subcontractors and suppliers are clearly labeled **“THIS CONTRACT IS SUBJECT TO MEDIATION”** and contain the following terms:

1. _____(M/WSBE subcontractor) shall not delegate or subcontract more than 50% of the work under this subcontract to any other subcontractor or supplier without the express written consent of the City of Houston’s Office of Business Opportunity Director (“the Director”).
2. _____(M/WSBE subcontractor) shall permit representatives of the City of Houston, at all reasonable times, to perform 1) audits of the books and records of the subcontractor, and 2) inspections of all places where work is to be undertaken in connection with this subcontract. Subcontractor shall keep such books and records available for such purpose for at least four (4) years after the end of its performance under this subcontract. Nothing in this provision shall affect the time for bringing a cause of action or the applicable statute of limitations.
3. Within five (5) business days of execution of this subcontract, Contractor (prime contractor) and Subcontractor shall designate in writing to the Director an agent for receiving any notice required or permitted to be given pursuant to Chapter 15 of the Houston City Code of Ordinances, along with the street and mailing address and phone number of such agent.

These provisions apply to goal-oriented contracts. A goal-oriented contract means any contract for the supply of goods or non-professional services in excess of \$100,000.00 for which competitive proposals are required by law; not within the scope of the MBE/WBE/SBE program of the United States Environmental Protection Agency or the United States Department of Transportation; and which the City Purchasing Agent has determined to have significant MWSBE subcontracting potential in fields which there are an adequate number of known MBEs , WBE’s, and or SBE’s (if applicable) to compete for City contracts.

The MWSBE policy of the City of Houston will be discussed during the pre-proposal conference. For information, assistance, and/or to receive a copy of the City’s Affirmative Action Policy and/or Ordinance, contact the Office of Business Opportunity Division at 832.393.0600, 611 Walker Street, 7th Floor, Houston, Texas 77002.

Exhibit XXII: Meal Preparation Unit Cost Analysis

SOLICITATION NO.S55-T25052

Please detail the cost per meal for the expense associated with preparing and delivering the meal(s) you are bidding on.

	<u>No. of Meals</u>	<u>Cost per Meal</u>
Congregate (American)		
Personnel Cost		
Professional Development		
Raw Food Cost		
Equipment		
Occupancy		
Transportation		
Administration and General		
Other		
Total Cost per Meal		
Congregate (Asian)		
Personnel Cost		
Professional Development		
Raw Food Cost		
Equipment		
Occupancy		
Transportation		
Administration and General		
Other		
Total Cost per Meal		
Congregate (Kosher)		
Personnel Cost		
Professional Development		
Raw Food Cost		
Equipment		
Occupancy		
Transportation		
Administration and General		
Other		
Total Cost per Meal		
Home Delivered (American)		
Personnel Cost		
Professional Development		
Raw Food Cost		
Equipment		
Occupancy		
Transportation		
Administration and General		
Other		
Total Cost per Meal		

Exhibit XXII: Meal Preparation Unit Cost Analysis (cont.)

SOLICITATION NO.S55-T25052

	<u>No. of Meals</u>	<u>Cost per Meal</u>
Home Delivered (Kosher)		
Personnel Cost		
Professional Development		
Raw Food Cost		
Equipment		
Occupancy		
Transportation		
Administration and General		
Other		
Total Cost per Meal		
Home Delivered (Frozen)		
Personnel Cost		
Professional Development		
Raw Food Cost		
Equipment		
Occupancy		
Transportation		
Administration and General		
Other		
Total Cost per Meal		
Shelf Stable Meals		
Personnel Cost		
Professional Development		
Raw Food Cost		
Equipment		
Occupancy		
Transportation		
Administration and General		
Other		
Total Cost per Meal		
Holiday Meals		
Personnel Cost		
Professional Development		
Raw Food Cost		
Equipment		
Occupancy		
Transportation		
Administration and General		
Other		
Total Cost per Meal		

Harris County Area Agency on Aging Nutrition Contractors

	Nutrition Contractor List	Main Number	Address	Program Manager	Email
1	Baytown Meals on Wheels	281-427-2145	3900 N. Main Street, Baytown, TX 77521	Ron Parker	rparker@baytownmops.org
2	City of Houston CHS	832-393-6243	8000 N. Stadium Drive, Houston, TX 77054	Paulisha Auguillard	paulisha.auguillard@houstonohc.gov
3	City of Jacinto City	713-674-8424	1301 Mercury Drive, Jacinto City, TX 77029	Cindy Mill	cindy.miller@jacintocity-tx.gov
4	City of La Porte	281-470-5011	604 W. Fairmont Parkway, La Porte, TX 77571	Deborah Kuykendall	kuykendalld@laportetx.gov
5	City of South Houston	713-947-7700	1018 Dallas, South Houston, TX 77587	Ruth Tucker	ruthtmeals@southtx.org
6	Evelyn Rubenstein Jewish Community Center	713-729-3200	5601 South Braeswood Blvd., Houston, TX 77096	Timothy Stewart	tstewart@bertchouston.org
7	Interfaith Ministries of Greater Houston	713-533-4900	3303 Main Street, Houston, TX 77002	Mercedes Watkins	mwatkins@imgh.org
8	Neighborhood Centers Inc.	713-667-9400	3838 Aberdeen Way, Houston, TX 77025	Meggin Lofno	mlofno@neighborhood-centers.org
9	Northwest Assistance Ministries	281-885-4628	15555 Kuykendahl Rd., Houston, TX 77090	Grace Jackson	gjackson@nawonline.org
10	Salvation Army - Pasadena	713-378-0020	2732 Cherrybrook Ln., Pasadena, TX 77502	Sherril Crawford	sherril_crawford@uss.salvationarmy.org
11	Young Women's Christian Association of Houston	713-868-9922	6309 Martin Luther King, Houston, TX 77021	Alison Booker-Brooks	abooker-brooks@ywcaphouston.org

Valley Route Sheet for HCAAA Homebound and Congregate Centers

IM- Homebound

Acres Homes-93
Aldine-120
Alief-263
Clinton View-98
Eastend-357
Eastex-127
Fulton-110
Garden Oaks-106
Hardy-196
Highlands-175
Homestead-132
Humble-320
Melrose-97
NAM-227
Northeast-323
Northline-83
Settegast-130
Spring Branch-94
Spring Valley-71
St. John Vianney-23
University-93
Wallisville-94
Washington-114
Windwood-144

YWCA-Congregate

Bellerive-75
Harrisburg-45
Kingspoint-30
Lakeview-45
Longhorn-55
N. Central-28
Oak tree manor-34
S. Kirkwood-60
Telephone-49
West Office-40

YWCA-Homebound

Gateway-825

COH-Congregate

Hiram Clark-51
Northeast-39
Sunnyside-33

NCI-Congregate

Acres Homes-58
Allen Prkwy-30
Bay Area-16
Beall Village-12
Denver Harbor-60
Golden Hobby-40
Harbach-30
Indochinese-15
Kashmere-68
Magnolia-50
Montrose-21
New Life-15
Peavy-37
Pleasant Village-27
Ripley-54
Southwest MSC-25
Third Ward-48
Vietnamese-20
Wesley-60
Westend-30

JCC-Homebound

JCC-280

Independent- Congregate

Jacinto City-23
La Porte-21
Salvation-50
South Houston-26

Independent-Homebound

Baytown-325
Jacinto City-20
La Porte-29
Salvation Army-65
South Houston-69

**HOUSTON-GALVESTON AREA AGENCY ON AGING
NUTRITION PROVIDERS
FY2014**

Provider	Address	Phone	Email
Actions of Brazoria County	1524 E Mulberry, Ste. 135 Angleton, Texas 77515	979 849 6132	Murphy Rankin j.murphy.rankin@gmail.com
Catholic Charities of the Archdiocese of Galveston - Houston	1111 Collins Road Richmond, Texas 77469	281 202 6200	Beth Zarate bzarate@catholiccharities.org
Cleveland Senior Citizens Organization	220 Peach Ave. Cleveland, Texas 77328	281 592 1174	Maxine Morris seniorteens@sbcglobal.net
Economic Action Committee of the Gulf Coast	904 Whitson Bay City, Texas 77414	979 245 6901	Kristie Smith eac-ksmith@sbcglobal.net
Fort Bend Seniors Meals on Wheels and Much, Much More	1330 Band Road Rosenberg, Texas 77471	281 633 7055	Manuela H. Arroyos mha@fortbendseniors.org
Fort Bend Seniors Meals on Wheels and Much, Much More-Waller County	1330 Band Road Rosenberg, Texas 77471	281 633 7055	Manuela H. Arroyos mha@fortbendseniors.org
Galveston County Department of Parks & Senior Services	4102 Main Street La Marque, Texas 77568	409 934 8100	Jennifer Krupa jennifer.krupa@co.galveston.tx.us
HOA Incorporated of Austin County	510 2nd Street Sealy, Texas 77474	979 885 4188	Thomas Chance hoamow@gmail.com
Montgomery County Committee on Aging, Inc	1202 Callahan Ave Conroe, Texas 77301	936 756 5828	Allison Huelett ahuelett@tfc-seniorservices.org
Senior Citizen Project of Chambers County	509 Washington Ave Anahuac, Texas 77514	409 267 3559	Hope Standley hope@seniorcitizenproject.org
Senior Center of Walker County	340 F Hwy. 75 North	936 295 6151	Frank Ivory seniorhuntsville@yahoo.com

	Huntsville, Texas 77320		
Wharton County Junior College Colorado County Senior Citizen	911 Boling Hwy. Wharton, Texas 77488	979 532 6430	Caroline R. Osborne carolo@wcjc.edu
Wharton County Junior College Senior Citizen Program	911 Boling Hwy. Wharton, Texas 77488	979 532 6430	Caroline R. Osborne carolo@wcjc.edu

Copy of Current Valley Route Sheet for H-GAC

ROUTE AAA

1-Alvin

2-Angleton

3-Brazoria

4-Lake Jackson

5-Pearland

6-Sweeney

ROUTE BBB

1-Bacliff

2-Dickinson

3-Friendswood

4-Galveston

5-La Marque

6-League City

7-Mainland

8-Nessler

9-Santa Fe

ROUTE CCC

1-Civic Center

2-East Bernard

3-Fresno

4-Kendleton

5-Missouri City

6-Waller

ROUTE DDD

1-Columbus

2-Eagle Lake

3-El Campo

4-Weimar

5-Wharton

ROUTE EEE

1-Belville

2-Brookshire

3-Caring People

4-Fulshire

5-HOA Westend

6-Katy

7-Katy YMCA

8-Sealy

9-Wallis

ROUTE F

1-Home Towne

2-Tri City

Valley Services, Inc.
Finance and Accounting Department
Billing/Commission Instructions
Senior Nutrition

Date: 10/05/12

Unit #	6110	Rates Effective:	10/01/12
Contract:	Harris County AAA	Billing Cycle:	Weekly w/monthly statement
Clients:	Same	Billing Terms:	calendar month cutoff
Contract Term:	03/26/04 to	Payment Terms:	30 days of invoice date

BILLING RATES:

Description	Rate
Congregate – Bulk	See Scale
Congregate – Asian	See Scale
Home Delivered – Preplated	See Scale
Frozen – Traditions	See Scale
Cold Packs – Congregate	See Scale for Congregate - Bulk
Cold Packs – Home Delivered	See Scale for Home Delivered Pre-Plated
HMO & Dine – Interfaith Only Interfaith has two customer #'s - 6110-001 & 6110-004	See Scale for Home Delivered – Pre-plated

SCALE RATE – Congregate Bulk

Average Daily Congregate Meals Per Week:	Rate:
Under 1,000, specify	\$2.49
1,000 – 1,500	\$2.30
1,501 – 2,000	\$2.20
2,001 – 2,500	\$2.17
2,501 – 3,000	\$2.14
3,001 – 3,500	\$2.10
Over 3,500, specify	\$2.03

SCALE RATE – Congregate Asian

Average Daily Congregate Asian Meals Per Week:	Rate:
Under 200, specify	\$4.09
200 – 250	\$3.87
251 – 300	\$3.73
301 – 350	\$3.67
351 – 400	\$3.61
401 – 450	\$3.56
451 – 500	\$3.51
501 – 550	\$3.49
551 – 600	\$3.45
Over 600, specify	\$3.41

SCALE RATE – Home Delivered Pre-plated

Average Daily Home Delivered Meals Per Week:	Rate:
Under 2,500, specify	\$2.85
2,500 – 3,000	\$2.73
3,001 – 3,500	\$2.55
3,501 – 4,000	\$2.48
4,001 – 4,500	\$2.45
4,501 – 5,000	\$2.41
Over 5,00, specify	\$2.33

SCALE RATE – Frozen Home Delivered

Average Daily Frozen Meals Per Week:	Rate:
Under 100, specify	\$3.56
100 – 150	\$3.24
151 – 200	\$3.10
201 – 250	\$3.10
251 – 300	\$3.10
Over 300, specify	\$3.10

BILLING MISCELLANEOUS:

Holiday and Special Meals: (handled per catering invoices)	
<u>Average Daily Congregate Meals Per Week</u>	<u>Rate</u>
1,200 – 1499	\$6.79
1,500 – 1,999	\$6.48
2,000 – 2,199	\$5.51
2,200 – 2,499	\$5.51
Over 2,499 specify	\$5.51

MEAL SHORTAGES:

A. Alternate Vendors - Valley pay directly to alternate Vendors	
B. Meal Credits	Percentage of Meal Cost
Meat Item	100%
Vegetable	50%
Vegetable/Fruit/Salad	50%
Bread	25%
Butter, if on menu	25%
Dessert	50%
Milk	25%
Notes: Alternate vendor payments and/or meal credits are to be submitted to Valley within 30 days.	

Distribution: 1.) Account Auditor 2.) District Manager 3.) Operations Adm Assistant 4.) Unit Manager 5.) Unit #599 6.) File

**Houston
Cycle 3, 2014 Proposed Menu
July - September**

Monday	Tuesday	Wednesday	Thursday	Friday
Parmesan Chicken Macaroni and Cheese Diced Beets Wheat Bread Orange Milk 8/11, 9/22	Beef with Mushroom Gravy Garlic Whipped Potatoes [^] Garden Vegetables Wheat Bread Nutty Buddy Bar Milk 7/1, 8/12, 9/23	Ham and Black-Eyed Peas+ Country Tomatoes Cabbage Cornbread Banana Milk Margarine 7/2, 8/13, 9/24	Hamburger Patty Shredded Lettuce/Pickles Baked Beans Hamburger Bun Hot Sliced Peaches Milk Mustard Catsup Independence Day, 8/14, 9/25	Oven Baked Chicken Whole Kernel Corn Mixed Vegetables Wheat Bread Fresh Fruit Milk Closed, 8/15, 9/26
Salisbury Beef Brown Gravy Whipped Potatoes [^] Broccoli Wheat Bread Fresh Fruit Milk 7/7, 8/18, 9/30	Chicken Rice Casserole Green Beans Glazed Carrots Wheat Bread Orange Milk 7/8, 8/19	Tuna Macaroni Salad Green Pea Salad Beet Salad Saltine Crackers Lime Gelatin [^] Milk 7/9, 8/20	Beef Chili with Beans Rice Squash, Zucchini & Tomatoes Cornbread Fresh Fruit Milk Margarine 7/10, 8/21	Turkey Breast with Gravy* Cornbread Dressing Summer Vegetables Wheat Bread Oatmeal Cream Cookie Milk 7/11, 8/22
Grilled Pork with Gravy+ Succotash Green Beans Wheat Bread Fresh Fruit Milk 7/14, 8/25	Beef Spaghetti Casserole Broccoli Sliced Carrots Wheat Bread Fresh Fruit Milk 7/15, 8/26	Lemon Pepper Chicken Oven Roasted Potatoes Peas with Red Peppers Dinner Roll Strawberry Gelatin [^] Milk 7/16, 8/27	Sausage with Red Beans* Cajun Rice Okra and Tomatoes Cornbread Orange Milk Margarine 7/17, 8/28	Southwest Chicken Chuckwagon Corn California Vegetables Wheat Bread Rice Crispy Bar Milk 7/18, Labor Day
Swiss Steak Whipped Potatoes [^] Broccoli Wheat Bread Fresh Fruit Milk 7/21, Closed	Confetti Chicken Macaroni and Tomatoes Spring Vegetables Wheat Bread Pineapple Tidbits Milk 7/22, 9/2	Beef Taco Meat Mexican Rice Pinto Beans Flour Tortilla Fresh Fruit Milk Taco Sauce 7/23, 9/3	BBQ Rib Patty+ Whole Kernel Corn Sliced Carrots Wheat Bread Orange Gelatin [^] Milk 7/24, 9/4	Meatloaf Tomato Gravy Black-Eyed Peas Cabbage Cornbread Fresh Fruit Milk Margarine 7/25, 9/5
Baked Chicken with Gravy Lemon Herb Pasta Summer Vegetables Wheat Bread Orange Milk 7/28, 9/8	Turkey Gumbo* Yellow Rice Medley Cabbage Saltine Crackers Fresh Fruit Milk 7/29, 9/9	Glazed Ham+ Lima Beans Mixed Greens Cornbread Fresh Fruit Milk Margarine 7/30, 9/10	Beef Jardine Oven Roasted Potatoes Mixed Vegetables Wheat Bread Lemon Gelatin [^] Milk 7/31, 9/11	Smoked Sausage* Coleslaw Baked Beans Hot Dog Bun Hot Sliced Apples Milk Mustard 8/1, 9/12
Meatballs with Gravy Whipped Potatoes [^] Peas and Carrots Wheat Bread Fresh Fruit Milk 8/4, 9/15	Creamy Garlic Chicken Penne Pasta Herbed Green Beans Texas Bread Fresh Fruit Milk 8/5, 9/16	Beef with Peppared Gravy Green Peas Stewed Tomatoes Wheat Bread Fudge Cream Cookie Milk 8/6, 9/17	Sliced Turkey Breast Swiss Cheese Lettuce and Tomato Pasta Salad Wheat Bread (2) Cherry Gelatin [^] Milk Mustard 8/7, 9/18	Beef and Cabbage Casserole Lima Beans Collard Greens Cornbread Banana Milk Margarine 8/8, 9/19
Independence Day 7/4, Labor Day 8/28				
Hamburger Patty Shredded Lettuce/Pickles Baked Beans Hamburger Bun Peach Cobbler Milk Mustard Catsup	BBQ Chicken Potato Salad Ranch Beans Dinner Roll Apple Cobbler Milk			

[^] - Contains Sulfites
* - Turkey
+ - Pork

DRAFT