

OFFICE OF BUSINESS SERVICES  
REQUEST FOR BID (RFB) TITLE: FOOD DELIVERY SERVICES  
RFB NUMBER: e921-004  
RFB CLOSING DATE: MARCH 25, 2021 @ 3:00 PM



**ADDENDUM #1**  
Issued: March 18, 2021

**ADDENDUM FOR THE PURPOSE OF:**

- To add the following contract term information:  
  
Contract will commence on June 1, 2021 and utilized as needed.
- To provide the attached questions and answers

**All other specifications, terms and conditions remain unchanged.**

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA  
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. **Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.**

**NOTE:** All proposals MUST BE RECEIVED **electronically** (NEW) by 3:00pm Eastern Standard Time on **March 25, 2021.**

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time at [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu). **No responses will be accepted after this date and time.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Signature

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**ADDENDUM 1**

Vendor Questions	MC Response
Does food delivery service requirement include prepared meals?	No
Is there a specific breakdown between required food groups?	No
Is there a specific mix of protein options (beans, cheese, chicken, beef, etc.) or is that up to the bidder?	This is up to the bidder to decide; however, it should be balanced.
Will the College purchase 750 meals, or is this an estimate only?	This is an estimate only and should not be construed an actual number of meals to be purchased.
For the 750 Food Boxes, will we be needing to deliver those in one day? or over a span of a few weeks?	Meals would be delivered on a bi-weekly basis, for a set period (roughly three months).
How many meals will need to be delivered bi-weekly?	Roughly 100
Will meal delivery be required on a single specified day, once every two weeks?	Meals shall be delivered on a single specified day, once every two weeks.
What are acceptable forms of protein? Can you share a list with us?	Meat, fish, peanut butter.
For the protein, does it have to be fresh raw, or can it also be fresh cooked (e.g., deli meats)? Is canned tuna acceptable?	It cannot be cooked; however, canned tuna is acceptable.
What is the proposed/estimated contract start date?	June 1, 2021.
Since this is a bi-weekly contract, do all 750 food boxes need to be delivered on the same schedule/week? Or, is it okay if we alternate? E.g. Week 1 – the first 375 deliveries, Week 2 – the second 375 deliveries. Week3 – same 375 deliveries from Week1, and so forth?	No. The 750 meals are an estimated number only and would be delivered over a set period of time. Roughly 100 meals would be delivered bi-weekly.
If an individual is not at home to accept the food box, can we recycle the box & utilize it the next day/delivery?	This recycling effort is acceptable to the College.
Are re-delivery fees acceptable for folks that are not home at the time of the delivery?	No.
I noticed the contract is one year. Does that mean there will be 26 deliveries?	No. Deliveries will be made, as needed.
What is the invoice/payment schedule?	N30 Payment Terms
Do you have a cancelation notification timeline/schedule? Just wondering how that would fit into our purchasing/delivery schedules.	The vendor will be notified of a cancellation of the subscription when a student indicates a change.
Will you collect & share phone numbers for program participants to ensure smooth deliveries before the program begins?	Yes
Is this a new program for the college? If not what is your current price for meals and delivery?	This is the first time that we have issued a bid for this service
Who would the meals be delivered to? (what is the target population demographics?)	Montgomery College student families located throughout Montgomery County, Maryland
Can you describe what the college's role is in this program?	We provide support to needy families

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When you say biweekly, does that mean every other week or twice a week?	Every other week
Is there an estimated annual number of participants for this program?	No. This service is being provided based on need.
Is there a guaranteed number of deliveries or participants for each week?	Deliveries will be made every other week, and not each week. Estimated number of meal deliveries every other week, is 100
Can you confirm that meals will need to be prepared at an off-campus facility?	Yes, meals will not be prepared on College property.
When is the paper copy of the bid due? Can it be after the digital submission time, if it is the same?	Please refer to submittal instructions listed in bid.
How many people do you expect to deliver to?	Roughly 100 deliveries every other week.
How long is this program funded for?	As long as funding is available.
If we are not currently doing business in Maryland, but would can and will get all required licenses and registrations required can we still bid on this opportunity?	As long as you are licensed and registered to do business in Maryland by bid closing date (March 25, 2021), you can bid on this opportunity.
Would you consider meal delivers in Washington DC as experience in Maryland/Montgomery?	No.

\*\*\*\*\* End of Questions & Answers \*\*\*\*\*