### 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.

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 <u>electronically</u> (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 <a href="mailto:vendor.proposals@montgomerycollege.edu">vendor.proposals@montgomerycollege.edu</a>. No responses will be accepted after this date and time.

Company Name	Authorized Signature	
Date	Printed/Typed Signature	

## 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

Does food delivery service requirement include prepared meals?  Is there a specific breakdown between required food groups?  Is there a specific mix of protein options (beans, cheese, chicken, beef, etc.) or is that up to the bidder?  Will the College purchase 750 meals, or is this an estimate only?  For the 750 Food Boxes, will we be needing to deliver those in one day? or over a span of a few weeks?  How many meals will need to be delivered bi-weekly?  Will meal delivery be required on a single specified day, once every two weeks?  What are acceptable forms of protein? Can you share a list with us?  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?  What is the proposed/estimated contract start date?  Shine 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, week2 – the second 375 deliveries. Week3 – same 375 deliveries from Week1, and so forth?  If an individual is not at home to accept the food box, can we recycle the box & utilize it the next day/delivery?  Are re-delivery fees acceptable for folks that are not home at the time of the delivery?  What is the invoice/payment schedule?  Do you have a cancelation notification timeline/schedule?  Just swondering how that would fit into our purchasing/delivery schedules.  Will you collect & share phone numbers for program participants to ensure smooth deliveries before the program begins?  Is this a new program for the college? If not what is your current price for meals and delivery?  Mon would the meals be delivered to? (what is the target population demographics?)	Vendor Questions	MC Response
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population demographics?)  Montgomery County, Maryland	Is this a new program for the college? If not what is your	This is the first time that we have issued a bid for this service
Convey describe what the college's value is in this growing?		
can you describe what the college's role is in this program?   We provide support to needy families	Can you describe what the college's role is in this program?	We provide support to needy families

# OFFICE OF BUSINESS SERVICES REQUEST FOR BID (RFB) TITLE: FOOD DELIVERY SERVICES

RFB NUMBER: e921-004

<b>RFB CLOSING</b>	DATE:	MARCH	25, 20	21 @	3:00 P	М
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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.