

Steven Banks
Commissioner

June 16, 2014

Martha A. Calhoun
General Counsel

**RE: ADDENDUM # 1 to the Request For
Proposals for On-Call Emergency Mass Feeding
Services**

Vincent Pullo
Agency Chief
Contracting Officer

PIN: 14PSEHS001 EPIN: 09614P0006

180 Water Street
New York, NY 10038

Dear Prospective Proposer:

929 221 6347

The Human Resources Administration (“HRA”) appreciates your interest in the Request for Proposals (“RFP”) for On-Call Emergency Mass Feeding Services issued on May 30, 2014.

Please find attached Addendum #1 for the above-referenced RFP. Addendum #1 contains:

- **Revisions to the RFP:** Attached to this Addendum as Attachment A are revisions to the On-Call Emergency Mass Feeding Services RFP. **All new language is bolded and underlined. Language that is crossed out is being deleted from the RFP.**
- **Answers to Questions, Submitted to HRA in Writing:** Attached to this Addendum as Attachment B are answers to questions submitted prior, during and subsequent to the Pre-Proposal Conference held on June 10, 2014. No further questions will be accepted.
- **Pre-Proposal Conference Attendees:** The sign-in sheets for the Pre-Proposal Conference held on June 10, 2014 is included in this Addendum as Attachment C.

Please acknowledge your receipt of Addendum #1 by listing it on the Acknowledgment of Addenda (Attachment C of the RFP package) and include it in your proposal submission.

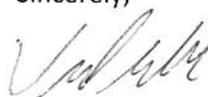
The deadline for submission of proposals is June 25, 2014.

Proposers are reminded that they must hand deliver their proposals by
June 25, 2014 at 2:00 p.m. to:

NYC Human Resources Administration
Office of Contracts
Request for Proposal (RFP) Unit
180 Water Street, 14th Floor
New York, New York 10038

Proposals received at this location after the proposal due date and time are late and shall not be accepted by the Agency, except as provided under the New York City Procurement Policy Board Rules.

Sincerely,



Vincent Pullo

Attachment A
Revisions to On-Call Emergency Mass Feeding Services RFP

Revisions to On-Call and Emergency Mass Feeding Services RFP EPIN: 09614P0006

*Please be advised that the subject Request for Proposals is revised as described below. All new language is **bolded** and underlined. Language that is crossed out is being deleted from the Request for Proposals.*

Page 3 Section I D – Anticipated Start Date

- Anticipated Contract Start Date: ~~September 2, 2014~~ **October 1, 2014**

Page 4 Section II A - Purpose of RFP

- The New York City Human Resources Administration is issuing this Request for Proposals (“RFP”) on behalf of the Shared Services / Support, Accountability and Value-Enhancement Unit (“SAVE”) within the Mayor’s Office of Operations. SAVE was created to share capacity in purchasing and other administrative operations among the health and human services agencies of the City of New York (“City”), which are:

1. New York City Administration for Children’s Services (“ACS)
2. New York City Department for the Aging (“DFTA”)
- ~~3. New York City Department of Correction (“DOC”)~~
4. **3.** New York City Department of Health and Mental Hygiene (“DOHMH”)
- ~~5. **4.** New York City Department of Homeless Services (“DHS”)~~
- ~~4. New York City Department of Probation (“DOP”)~~
- ~~7. **5.** New York City Human Resources Administration (“HRA”)~~
- 6. New York City Department of Youth and Community Development (“DYCD”)**

Page 5 Section II A1 – Purpose of RFP

- Commodity Distribution Points (CDPs): A CDP is a location where temporarily unavailable life-sustaining commodities (e.g., food and water) are distributed to the public. CDPs may be located in parks, parking lots, or other large open spaces **most likely** on City property and will be accessible to members of the public arriving on foot or in vehicles.

Page 5 Section II A, paragraph 10 – Purpose of RFP

- The Contractor will be responsible for providing, **and** delivering ~~and distributing~~ up to three (3) meals, including at least one (1) hot meal, per day to each person at the assigned sites. The hot meal shall be available for pick up at the service site at lunch time. **The contractor will also provide a minimum of six (6) staff for each CDP site to support unloading the meals, positioning the meals on the site for distribution, and to ensure , that distribution staff have an adequate supply of meals within reach to hand out to the public. The contractor will be responsible for demobilizing and assisting in the clean-up of their own materials (e.g., pallets, bins, packaging, tables, tents, etc.). The staff is to provide support at each CDP site for 8 hours or until meals from the contractor are exhausted. For general population shelters and SMNS, the contractor must provide adequate staff to support off-loading, management of food pallets or containers and clean up.**

Page 10 Section III – Scope of Services, A- Goals and Objectives for this RFP

- SAVE/HRA’s goals and objectives for this RFP are to provide mass feeding services, including hot meals, and delivery, distribution **support**, and any necessary clean-up, to individuals affected by a large scale disaster or other emergency. At General Population Shelters and SMNS, feeding is expected to commence up to 48 hours prior to the disaster or emergency incident, and continue for up to 30 days after the incident. At CDPs, feeding is expected to commence 48 hours after the incident, and continue until there is no longer a need.

Page 11 Section III B2 – Approach, paragraph 3

- At CDPs, the Contractor will provide tables, tents, ~~staffing~~, equipment and any other items necessary for meal distribution to be used in a post-disaster setting. **The contractor will also provide a minimum of six (6) staff for each CDP site to support unloading the meals, positioning the meals on the site for distribution, and ensure that distribution staff have an adequate supply of meals within reach to hand out to the public. The Contractor will be responsible for demobilizing and assisting in the clean-up of their own materials (e.g., pallets, bins, packaging, tables, tents, etc.). The staff are to provide support at each CDP site for eight (8) hours or until meals from the contractor are exhausted.** The Contractor will follow the directions of the CDP Site Manager
- **At Shelters, the Contractor will need to provide adequate staff to support off-loading, management of food pallets or containers and clean up.**

Page 11 Section III B2a) – Scope of Work – Service Options 1 and 2 (6th Bullet)

- The Contractor will provide tables, tents, ~~staffing~~, equipment and any other items necessary for meal distribution to be used in a post-disaster setting. **The contractor will also provide a minimum of six (6) staff for each CDP site to support unloading the meals, positioning the meals on the site for distribution, and to ensure that distribution staff have an adequate supply of meals within reach to hand out to the public. The contractor will be responsible for demobilizing and assisting in the clean-up of their own materials (e.g., pallets, bins, packaging, tables, tents, etc.**

Page 17 Section IV A.2.c – Proposed Approach (2nd Bullet)

- The proposer’s plan for food storage, including staffing **support for CDP and Shelters**, equipment, and facilities to be used in a post-disaster setting.

Page 17 Section IV A.2.c – Proposed Approach (4th Bullet)

- The proposer’s plans to provide tables, tents, staffing **support for CDP and Shelters**, equipment and any other items necessary for meal distribution to be used in a post-disaster setting.

Attachment B

Questions and Answers

II. QUESTIONS AND ANSWERS

Question 1. Can you provide a list of all the companies present today at the Pre-Proposal meeting?

Answer: The Pre-Proposal Conference attendance sheet is included as part of this Addendum.

Question 2. Can you provide a history of meals served (breakfast, lunch, and dinner) during the term of the last contract by service area and by type of site? [Example: area-Brooklyn (same for all 5 areas), type – CDP, GPS, SMNS].

Answer: This On-Call and Emergency Mass Feeding contract will be the first of its kind therefore, historic data is not available. Please refer to Page 7 of the Request for Proposals for the anticipated maximum number of location and maximum capacity per borough. Also, please refer to Pages 5 and 9 of the Request for Proposal for details on the annual planning meeting with the Office of Emergency Management where logistics will be discussed.

Question 3a. How are meals ordered? How are quantities established?

Question 3b. How are orders placed? Daily, a day in advance, or a week at a time?

Answer: Please refer to Page 5 of the Request for Proposals. At the time of the event, Contractors will activate services on 48 hours' notice (24 hours for mobilization and an additional 24 hours for deliveries to begin) from the City specifying the sites to be served and the number of people or meals to be served at each site. Upon activation, the City will ask the Contractor to assign a representative to be present in the appropriate command center during operational hours for daily planning and ordering throughout the activation. The Contractor's representative will have access to City officials and other stakeholders to troubleshoot issues as they arise. Also, refer to Page 6 as Contractors must be capable of providing Diabetic meals and Special meals. During the daily planning and ordering process at the command center the Contractor's representative will be notified of the number of special meal requests for the following day. The Contractor will be expected to provide meals for the duration of the event, although the number of meals required and the locations may change, requiring the Contractor to scale up or down.

Question 5. How is billing structured? Will contractors bill for meals ordered or for meals served?

Answer: Please refer to Page 13 – Assumptions Regarding Payment Structure, of the Request for Proposals. "Contractors will submit monthly invoices. The Contractor will attach to each invoice daily Bills of Lading for each site served, signed by the appropriate supervisor (CDP site manager or Shelter Supervisor). The Bill of Lading will indicate date, time, location, and number of meals of each type."

Contractors will bill for the number of appropriate meals delivered as ordered by the City Designee at the time of the event. In accordance with Section H "Liquidated damaged for Substandard Food(s) or Beverage(s)" on Page 9 of the Requests for Proposals, liquidated damages shall be assessed in the event the Contractor delivers substandard or spoiled food.

Question 6. Historically, do meals increase as time passes following a disaster or decreased? Is there a projection model?

Answer: As stated on Page 4 of the Request for Proposals, the City may require emergency mass feeding services to support response and recovery operations. The City cannot predict the size and scope of the emergency in advance. The Contractor must be able to operate in a post-disaster setting.

Question 7a. Service of meals requires staff. Are we required to staff all locations?

Question 7b. Are we required to serve the meals or will that be done by your staff?

Question 7c. Page 8, Item E – Payment Structure, the first sentence states “distributed” – Please clarify if we are required to distribute the meals at the site.

Answer: Please refer to the revisions made to Section III B.2.a) – Approach, paragraph 3 of the Request for Proposals in this Addendum. The Contractor will also provide a minimum of 6 staff for each CDP site to support unloading the meals, positioning the meals on the site for distribution, and to ensure that distribution staff have an adequate supply of meals within reach to hand out to the public. The contractor will be responsible for demobilizing and assisting in the clean-up of their own materials (e.g., pallets, bins, packaging, tables, tents, etc.). The staff is to provide support at each CDP site for 8 hours or until meals from the contractor are exhausted. At Shelters, the Contractor will need to provide adequate staff to support off-loading, management of food pallets or containers and clean up.

Attachment C
Sign-in Sheets of Pre-Proposal Conference Attendees

HUMAN RESOURCES ADMINISTRATION
 THE MAYOR'S OFFICE OF OPERATIONS
 SHARED SERVICES/SUPPORT, ACCOUNTABILITY & VALUE-ENHANCEMENT UNIT (SAVE)

PRE-PROPOSAL CONFERENCE FOR
 ON-CALL EMERGENCY MASS FEEDING SERVICES RFP

PIN: 14PSEHS001/EPIN: 09614P0006
 JUNE 10, 2014

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS	RFP PICK-UP	
					ON LINE	IN PERSON
1.	Nesher NESHER FINE FOODS	4023 13 11218 Bklyn NY, NY 10007	718 437 3631	moshe@nesherfinefoods.com moshe@nesherfinefoods.com		events@nesherfinefoods.com
2.	Comptroller's Office	1 Centre Street NY, NY 10007	212-669-3712	dmyers@comptroller.nyc.gov dmyers@comptroller.nyc.gov		X
3.	MARRAMONT	5600-1st Ave Brooklyn N.Y. 11220	718 434-8900 X 3700	Joseph Bistrantzky JBmarramont@aoc.com		✓
4.	CITYMEALS- On-Wheels	35 S Lexington Ave	212 687 1234	rachel@citymeals.org rachelshenou		
5.	Ridge Wood Senior Citizens Center	555 Bushwick Ave. Brooklyn, NY 11205	718-821-0254	Sandra Cinspan schmiskin@rbscc.org		✓
6.						
7.						

HUMAN RESOURCES ADMINISTRATION
 THE MAYOR'S OFFICE OF OPERATIONS
 SHARED SERVICES/SUPPORT, ACCOUNTABILITY & VALUE-ENHANCEMENT UNIT (SAVE)

PRE-PROPOSAL CONFERENCE FOR
 ON-CALL EMERGENCY MASS FEEDING SERVICES RFP

PIN: 14PSEHS001/EPIN: 09614P0006
 JUNE 10, 2014

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS	RFP PICK-UP	
					ON LINE	IN PERSON
1.	Preferred Meals	486 Thomas Jones #210 Exton, PA 19341	2: 484-889-8545 F: 484-713-5189	Gary Hanson gary.hanson@preferredmeals.com	X	
2.						
3.	Whitson's Culinary Group	1800 Motor Parkway Islandia NY 11749	C: 631-413-2155	Jim Corrigan corriganj@whitsons.com	X	
4.	BelAire	31-91 21st	3479922982	502 tsicoris		
5.	Met Conive	100 Broadway 10271	212 453 9553	Rebecca Missel rmissel@metconivc.org Michael Whitcomb michael@whitcomb.com		X
6.	Whitson Food Service	1800 Motor Pkwy Ft Slawia, NY 11749	631-750-1423	Whitcomb BM@whitsons.com	X	
7.				Whitcomb BM@whitsons.com	X	