

**Older Adult Food Access Program**  
**Frequently Asked Question Submissions #3**

- 1. Can the weekly minimum 1,200 6-meal packs be divided into different days for delivery? For example, can we propose to deliver 200 6-meal packs each day from Monday through Saturday or 300 6-meal packs each day from Tuesday through Friday?**

The minimum requirement is delivery of 6-meal packs to 600 older adults per day, two times per week. This minimum cannot be broken up over several days.

- 2. Is it possible to subcontract a delivery company to assist? If so, is there a directory who specialize that the city may have? I would love this project; please let me know. As I tried to complete the solicitation.**

Yes, you are permitted to subcontract with a delivery company. The City does not have a list of potential subcontractors; bidders should engage with their own potential subcontractors, if necessary.

- 3. With regards to delivery sites the solicitation says the following: DSNY will provide the Contractor with a list of home delivery locations shared through a secure file share system prior to the delivery date. DSNY will set the timing of list sharing and it may be less than 24 hours prior to the scheduled delivery. The format of the lists will be set by DSNY and should not be varied by the Contractors.**

**Two questions:**

- 1. Will contractors be assigned designated catchment areas, as was explained in the GetFood RFI?**
- 2. Will delivery sites change each day?**

Vendors will not be assigned designated catchment areas. Bidders can indicate a preference for delivery neighborhoods, borough or boroughs. DSNY will seek to provide delivery lists that are geographically clustered and will attempt to honor the bidder's preference of borough but there is no guarantee that we will do so. Vendors will be required to deliver where there is a need.

DSNY will seek to have the vendor's delivery list contain many of the same recipients on the vendor's delivery dates, but vendor delivery lists will vary from day-to-day or week-to-week based on, for example, changes in customer demand.

- 4. We are considering putting in a bid for the 7,200 meal delivery. For the actual delivery, how many individual addresses per day would be an approximate number? For example, are there senior centers or other housing where we'd deliver to a large group of individuals, or are there 1200 individual addresses to deliver to during the week?**

**We have been working with a non-profit to provide meals for families through the pandemic so we are familiar with working on a larger scale.**

DSNY cannot say for sure how many separate addresses you will be delivering to, but you must be prepared to deliver each meal pack to a different location.

5. **We are a Chinese restaurant located in Flushing, Queens, and we are interested in applying/bidding for the Older Adult Food Access Program. I have a few questions listed below:**

**Are we guaranteed to deliver 7,200 total meals per week if we won the bid?**

All contracts will be awarded based on bidders providing a minimum of 7,200 total meals per week. The quantity ordered pursuant to the Contract will depend on demand and vendor performance. DSNY may require the vendor to ramp up or ramp down depending on need.

6. **We hope you can clarify the following issues for our submission to the above-referenced bid.**

**Narrative**

- **The bid requires "references and the description of the bidder's experience" with respect to length of operation, capability to provide the necessary quantity/quality, and delivery ability. Is this the only narrative needed?**

Yes.

- **If not, what additional narrative must we provide?**

None.

- **How detailed must our narrative be?**

It must be responsive to the requirements of the solicitation.

- **Who/what counts as "references?"**

Entities or organizations for whom you have performed work that is similar to that which is required by this solicitation.

**Meal Planning -**

- **Does "meal plan worksheet" refer to the "Section 5 Meal Nutrition Requirements" page (page 6 of the bid booklet)?**

No. The meal plan worksheet was provided on July 8, 2020 in Addendum #1, and is available on the GetFood Website: <https://www1.nyc.gov/assets/dsny/contact/services/COVID-19FoodAssistance.shtml>

- **Re: meal descriptions: is the breakdown of food group/nutrients required for every meal on the first two weeks of menus?**

Yes, the meal plan worksheet must be completed for every meal that you propose to prepare.

- **Can we provide a combination of meal types: ie, standard/kosher/ Pan-Asian. Latin, Spanish, etc.?**

If you bid on several meal types, please make it clear the quantity of each and whether your company is capable of providing the volume of meal types concurrently or if you are bidding on each meal type as alternatives. The minimum of 600 6-meal packs delivered two times per week applies to all meal types. If you are bidding on multiple meal types, each bid by meal type must meet the minimum meal number.

**7. I am interested in the above bid (Emergency Adult Food Access Program), and have some questions concerning the bid.**

- a. The bid is to be submitted online. Are we requested to submit all 98 pages after completing them, or do we submit only the pages that is required to be filled out.**

No, you are only required to submit the pages that must be completed, which are listed in item #3 on page 4 of the Bid Booklet.

- b. Which of the five boroughs of New York City is the program going to serve? This answer is necessary for delivery cost. I operate from Staten Island, NY. I do not mind serving the five boroughs, but delivery will be different from one borough to the other, due to distance and toll.**

Bidders can indicate a preference for their delivery borough. However, the Program necessitates deliveries throughout every neighborhood within the five boroughs. While DSNY will seek to provide delivery lists that are geographically clustered and we will attempt to honor the bidder's preference of borough, there is no guarantee that we will be able to do so. Contractually vendors will be required to deliver wherever there is a need.

- c. Just to be sure, we are to deliver 2 meals/day for 3 days/week. minimum of 1,200 meals/day or 1,200 meals/week? Which one is applicable?**

The minimum bid submission is 1,200 6-meal packs per week, which equals 7,200 meals per week.

- d. Can we add an 8 fl oz bottle of water to each meal? This is just to make sure the elderly are well hydrated, especially during hot/freezing cold days.**

No. The only beverages that are permitted are those which are used to meet the minimum dairy requirements, as specified on the Meal Nutrition Requirements chart in the Scope of Services.

**8. Can all of the 6 meals in a food package be frozen?**

Yes. During the period that the food remains in the vehicle, the vehicle must be either a freezer truck or the food packs must be kept in insulated bags with ice packs. The frozen meals must arrive at the recipient's home still frozen.

9. **Is there a form or format requirements for providing the first two weeks of menus, other than the meal plan worksheet and the instructions to include "the description of the meals and a breakdown of the meals" and to "break out the quantities and nutritional contents"?**

Descriptions of meals can be simple, for example:

- Lunch – Moroccan Chicken with Roasted Vegetables and Couscous
- Dinner – Garlic Shrimp with Sautéed Vegetables and Brown Rice.

The Meal Plan Worksheet was provided on July 8, 2020 with Addendum #1 along with sample meals broken out into the Meal Plan Worksheet. An editable version of the Meal Plan Worksheet is available on the GetFood Website:

<https://www1.nyc.gov/assets/dsny/contact/services/COVID-19FoodAssistance.shtml>

**Similarly, is there a form or defined format for providing "evidence that experience requirements have been met"?**

No, there is no form or standard format. Please provide a description of your experience in food preparation and your ability to deliver meals door-to-door. For example, if the bidder is a restaurant owner or caterer, provide how long you have been in business, the number of meals that the bidder has historically been able to prepare and serve per meal service or over one day. For deliveries, provide the amount of staff and vehicles available and how you provide the amount of door-to-door deliveries needed.

10. **I have few questions about this program. I would appreciate if you can clear our concerns.**

**a. What are the maximum meals we can bid on? Since small bid (1,200 - 6 packs meals) will cost more than larger bid (10,000 - 6 packs meals)**

There is no maximum bid number. You can bid up to the amount of meals your company is capable of making and delivering each day. You must clearly be able to demonstrate that you can handle the capacity of meals for which you are bidding.

**b. Do all 6 meals in a box have to be different?**

Yes. Meal packages must include 2 daily meals (lunch and dinner) for 3 days (6 total meals), with variety across the lunches and dinners. Vendors should try to avoid meal repetition within each week.

**c. Are will going to get parking permit (just in case to avoid parking tickets in city)?**

You will be provided with a parking letter, but vendors cannot park illegally.

**d. Can we get sample order form?**

The Program does not use order forms; "orders" are a list of addresses.

11. **Do you have any examples of meal plans that we could look to as a reference as we prepare our documents?**

Sample menus were distributed to potential bidders on July 8, 2020 as part of Addendum #1 to this solicitation.

**b. Is the city looking for mainly high-end restaurants?**

No, any entity that can meet the minimum requirements of this solicitation may bid, and the City will award contracts to the lowest responsive and responsible bidders.

**c. Must provide a minimum of 7,200 total meals per week What has historically been the maximum total meals per week? So we know what may be expected of us on busy weeks?**

Bidders should only bid for an amount that they can provide. Do not bid to provide more meals than you are able to.

**d. Meal packs must include 6 meals per box and can include fresh, shelf-stable or frozen foods Does rethink have a preference?**

The City does not have a preference, as long as the meals comply with the requirements of the solicitation.

**e. Meals must meet strict nutritional guidelines?**

Yes, the meals must comply with the nutritional guidelines provided in the bid.

**f. You must provide door-to-door delivery of the meals?**

Yes.

**g. Meals should, where possible, be culturally sensitive?**

The Solicitation seeks specialized meal-types such as Kosher, Halal, Pan-Asian, and Latin meal offerings as well as non-specialized meal types.

**h. Restaurants and catering businesses may apply alone or as a group of businesses Do you have an example you could show me of restaurants/businesses that have applied together?**

The City does not have such examples.

**i. How do you define "local sourcing" -- and where can it be shown and communicated that we are sourcing locally?**

Although there is no requirement in the solicitation for "local sourcing," the City encourages all bidders to use locally-sourced food in their bids.

**12. What nutritional guidelines will the vendor be required to follow?**

The nutrition standards required by this Program are detailed in Section 5 and vendors' meals must conform with the Section 5 requirements to be a responsive bidder. The NYC Department of Health & Mental Hygiene (DOHMH) developed the Program's nutrition requirements. They exceed the OAA emergency feeding minimums and were designed to reflect the nutrition needs of older adults.

- 13. The RFP references four different meal package categories (Standard, Glatt Kosher, Halal and Specialty {Pan-Asian, Latin, Spanish, Vegetarian, Other}) with a minimum direct delivery of 600 older adults' two times a week (for a minimum of 1,200 meals between the two days). Is the 1,200 minimum weekly deliveries inclusive of all four meal package categories, or is that minimum for each meal package? If the 1,200 weekly minimum is inclusive of all meal package categories, can a breakdown be provided for the number of deliveries needed per meal package category?**

The minimum of 600 deliveries, two times a week applies to all meals, specialized and non-specialized.

- 1) Once a senior has signed up to receive fresh meals, how long can they stay in the program before they have to re-apply to continue receiving meals?**

This depends on how the older adult enrolled in the Program and is not handled by the Vendor. If you are aware of a New York City resident who is in need of emergency food due to the Covid-19 pandemic, please inform the resident that sign-up can be done by calling 311 or enrolling on the GetFood Website.

- 2) How are deliveries to seniors verified?**

Vendors verify delivery within Outcome Reports. These reports must be sent to DSNY by 10:00 a.m. the day after deliveries. The Outcome Reports details which meals were delivered or undelivered or which residents refused delivery.

- 14. Thank you for Addendum #1 it helps me understand the program better. I have a question regarding exhibit 1, on the breakdown of the day if I choose to 4 days of service for example, Monday/ Thursday and Tuesday/ Friday would that entail 600 meals daily for each group selected, therefore a total of 2400 meal packs.**

Each day must meet the minimum. Please note that the minimum is 600 daily deliveries of 6-meal packs for a total of 3,600 meals each day.

- 15. We have an interest in submitting a bid for this proposal. Please advise on the following questions:**

- 1. We are partnering with a subcontractor for this project. Is there a requirement of a separate form to list the subcontractor?**

Potential subcontractors require approval by the DSNY Agency Chief Contracting Officer (ACCO) of both the proposed subcontractor(s) and the utilization thresholds. This information must be submitted to the ACCO, but there is no specific form on which to do so.

- 2. Do we need to provide general food type and specialty food types or can it be just general.**

Bidders may bid on any or all of the food types listed in the solicitation. Bidders should only bid for an amount of each type of meal that they can provide. Do not bid to provide more meals than you are able to.

- 16. My organization submitted an RFP for the Home Delivered Meals Program sent out by the NYC Department for the Aging (DFTA). We included two vendors in the RFP that we anticipate we will be working with if we are indeed awarded the grant.**

**Do we need to do anything in regard to this Bid Booklet that was distributed, or is all that information required from any vendors who want to participate in the Emergency Older Adult Food Access Program?**

**In other words, are the Home Delivered Meals Program and the Emergency Adult Food Access Program two separate and distinct things that do not affect each other?**

Yes, the two programs are distinct. This solicitation seeks to provide meals to older adults as part of the City's response to the Covid-19 pandemic. The DFTA RFP pertained to its year-round, In-Home Service Program in which DFTA, along with other case-management agencies, provide services to residents 60 or older within their homes. These services include wellness checks, long-term care, assistance with personal needs like bathing and dressing as well as DFTA's Home-Delivered Meal (HDM) service. If you submitted a Response to DFTA's RFP, that is a separate need. If you also believe you can provide a service in response to this solicitation, please submit a bid response.

- 17. My small business is working on a bid and would like to understand the answers to the following questions.**

**a. Do we have any way to cap maximum total daily meals across all the different meal packages (e.g., if we submit Halal, vegetarian, and Latin, but want to limit max daily deliveries to 300, how would we note that in our bid)?**

The minimum requirement is 600 deliveries per day of 6 meal packs, twice per week. That is 3,600 meals per day and 7,200 meals over the two days. A bid for specialized meals requires that the bidder can provide this minimum. If your company can only deliver to 300 recipients, consider including a subcontractor food preparation business or delivery company that can help you reach this minimum number.

**b. Who determines when deliveries are made? Does the contracting office dictate which recipients get meals on which days or is that something the contractor schedules? Do we have the flexibility to spread deliveries over every day of the week as long as we meet requirements for frequency of delivery to each recipient?**

DSNY will provide you a list of recipients who must receive their meals on certain delivery days. If you propose to deliver on Mondays, you will receive a list of recipients who must receive meals on Monday. The vendor cannot alter the day of the week that a recipient will receive their meal. Also the vendor cannot spread out the deliveries throughout the week, but must follow the scheduled delivery date set by the City. Recipients enrolled to receive emergency food

through this program receive deliveries on the same day each week while enrolled in the program, for example on Mondays and Thursdays each week.

- c. If we have nonprofit partners in mind with enough of a population qualified to receive through getfood program (seniors without other means to get food), may we put in a bid that we deliver food to that nonprofit org for them to distribute to their population?**

No, this Program requires delivery to the recipients' doors.

- d. How far in advance can the calls be made to seniors?**

The calls to the recipient must be made on the day of delivery.

- e. What is an acceptable time window to give the recipient? for estimated time of delivery**

Deliveries must be made between 8:00 a.m. and 5:00 p.m.

- f. Do the advance calls to recipients need to be a human being or can they be pre-recorded messages?**

The call to the recipient should be made close to the delivery time and alert the recipient that their delivery is close.

- 18. As the legal and authorized secretary for a non-Profit organization, I don't quite understand what these forms are about. Could you please tell me how the organization can use these programs for the benefits of the community?**

This is a solicitation for vendors that prepare, pack, and delivery meals door-to-door to 600 recipients per day at least twice per week.

- 19. We are a catering operation based in South Brooklyn and would like to participate in the latest Get Food NYC Competitive BID. To this end, we have a number of questions and seek some clarity on the following:**

- a. The BID process requires proof of our capabilities to provide the minimum volume needed and asks for references. Could you clarify what proof we would need to submit as a prime contractor and how many references you are seeking?**

There is no specific number of references required. Each bidder must clearly demonstrate with its past work and references that it can meet the capacity that it bids. The bid must provide details on how the Bidder's experience in food service and its food-preparation site, kitchen, restaurant, distribution facility, logistics, and delivery system enables the Bidder to successfully complete the performance requirements of this contract and meet the volume of meals promised in its bid and delivery requirements.

- b. If we choose to collaborate with 2 or 3 other entities to provide the volume of food, is the proof required for all of the collaborating entities collectively in the aggregate or for each individually?**

If a bid is submitted by a joint venture, then the required proof must be submitted for each entity that is part of the joint venture. In addition, potential subcontractors require approval by the DSNY ACCO of both the proposed subcontractor(s) and the utilization thresholds.

- c. What type of proof do you require? Is it sufficient that we can provide consistent large volume of meal prep or catering orders fulfilled or are you specifically seeking proof that we and our collaborator/subcontractors have fulfilled other government contracts?**

See above. Each bidder must clearly demonstrate with its past work and references that it can meet the capacity that it bids. The bid must provide details on how the Bidder's experience in food service and its food-preparation site, kitchen, restaurant, distribution facility, logistics, and delivery system enables the Bidder (along with its potential subcontractors, if any) to successfully complete the performance requirements of this contract and meet the volume of meals promised in its bid and delivery requirements.

- d. If one of our key collaborating catering operators is an out of state entity, can we still participate if we and all other collaborators/contractor/subcontractors are based/incorporated in NYS?**

Yes, as long as all of the requirements of the solicitation are met.

- e. Does each collaborating entity/sub file a separate application or we do it as one collaborating application with all entities listed and all of their capabilities?**

The prime contractor must submit a bid in response to the solicitation. If the prime contractor is a joint venture, then that entity must submit a bid in response to the solicitation. Subcontractors are not required to submit bids in response to the solicitation; however, potential subcontractors require approval by the DSNY ACCO of both the proposed subcontractor(s) and the utilization thresholds.

- f. Do we need to become registered as a vendor with DSNY's Senior Emergency Food Access Program or within the PassPortNY system or both?**

In order to be awarded a contract for DSNY's Older Adult Food Access Program, you must submit a bid in response to the solicitation. DSNY will award contracts to the lowest responsive and responsible bidders. Since this is an emergency contract, PASSPort disclosures are not required.

- g. What is the process for being paid on this contract if we win the bid? And how often does a winning bid get paid on the contract? Monthly, weekly, other?**

As stated in the Scope of Services, the Contractor will invoice DSNY within a set format approved by DSNY on a bi-weekly basis and DSNY will remit payment in accordance with New York City's prompt payment rules.

- h. Since we are required to deliver the food door to door to the seniors qualifying for this program, will you assign a close geographic area to each winning BID for ease of delivery (close to our location)?**

Bidders can indicate a preference for their delivery borough. However, the Program necessitates deliveries throughout every neighborhood within the five boroughs. While DSNY will seek to provide delivery lists that are geographically clustered and we will attempt to honor the bidder's preference of borough, there is no guarantee that we will be able to do so. Contractually vendors will be required to deliver wherever there is a need.

- i. We see that there is a requirement for specialized food such as Spanish, Pan Asian cuisines and others. Do you have any need for Russian/Polish food as we are able to provide that as well?**

If you would like to bid for a type of ethnic food that is not listed on the Schedule of Prices, then, if you choose to do so, you may submit a bid for Bid Item #4 and fill in the type of ethnic food for which you are submitting a bid.

- j. If we would like to provide a menu for General food requirements as well as a specialized menu (Spanish and Russian/Polish), are we required to submit a 2 week menu for each type of food or a 2 week menu that has a combination of all types of meals?**

You must submit a menu for each type of food for which you are submitting a bid.

- k. There are some forms that are provided in the BID that we need to fill out but what about the rest of it, with proposed menu, references? What format do you want the rest of the information in, Power Point, simple Word Document or other?**

Our preference is that bidders submit the required documents in PDF format.

- l. If several entities are collaborating to handle a Contract, and only some of them are preparing the food, do you need only the food preparation entity to have the proper HD permit or do you need all collaborating entities to carry the HD permits? Some may only be handling delivery or the accounting/reporting and management.**

The Bidder must be duly permitted and or licensed by the appropriate City, State, and/or federal agencies regulating its food preparation activities. The Contractor and its subcontractor/caterer shall have and maintain all permits and licenses necessary to do business in the jurisdiction they are located in and for the type of business they are operating. The Contractor (and subcontractors, if applicable) shall comply with all applicable local, state and federal laws regarding meal programs and food products such as food safety, handling, and preparation, storage, cleanliness, sanitation, disease prevention/control, facilities and equipment, including the proper posting of any required permits, notices or certificates.

**20. I am interested in submitting a bid for the Adult Meal program below. I am a certified MWBE vendor.**

**For the delivery is a drop of delivery at the door acceptable?**

The solicitation includes specific protocols required for all deliveries under this program including calling customers before delivery, knocking/buzzing on the recipient's door, and waiting until the recipient opens the door to receive the delivery. It is not acceptable to leave the food without contact with the recipient. Please see *the Older Adult Protocol for Delivery Attempts and Undelivered Meals* attached to the Solicitation.

**Could you please provide me with a phone number and a person in charge who I could contact, I have a few more questions.**

All questions should be directed to [nycfood@dsny.nyc.gov](mailto:nycfood@dsny.nyc.gov) and can be submitted up until 2:00 p.m. EST on July 15th when the solicitation's question period will close. DSNY will share answers to bidders' questions with all potential bidders through frequent updates to this FAQ document.

**21. Quick questions:**

**a. Is this a rolling or a sealed bid? Are contracts awarded once all proposals are in by 7/21 or as they come?**

This solicitation is a sealed bid. As stated in addendum #2, the new bid due date is July 27<sup>th</sup>. All contracts will be awarded to the lowest responsible and responsive bidders after bid opening.

**b. How do we indicate our maximum daily capacity? For example, if we can do multiple cuisines, we want to make sure the expectation is that we can do all the menus in one day?**

Bidders may bid on any or all of the food types listed in the solicitation. Bidders should only bid for an amount of each type of meal that they can provide. Do not bid to provide more meals than you are able to.

**22. Will DFTA-funded agencies be able to use DFTA-funded vehicles to deliver food or will we have to secure additional vehicles for the project?**

It is our understanding that DFTA-funded vehicles must be used for the DFTA-related purposes for which they were provided. Please contact DFTA to confirm this information.

**23. Would the city be able to provide us with assistance to park our truck to meet delivery staff for last mile delivery?**

No, the City will not be providing that type of assistance.

**24. Can vendors provide 1,200 meals per week; 300 meals 4 days out of the week, with a limited drop off point for distribution of these meals? And if so, are specialty food such as Latin or Spanish meals considered for the program?**

No, the minimum requirement is delivery of 6-meals packs to 600 residents per day or 3,600 meals per day. DSNY strongly encourages small restaurants, caterers, or food preparation locations that are unable to prepare the minimum quantity requirement of 1,200 6-meal packs weekly to work together to form a joint venture and submit a bid that meets the minimum meal quantity by proposing to prepare the required meals at more than one location. You are also encouraged to work with subcontractor(s) that can help you meet the minimum meal requirement. If you elect to use subcontractors, please identify your subcontractors in your bid.

25. **As a food service provider for the NYC Charter School system, we have a wide range of menu offerings available. In looking at the mix of non-specialized and specialized meals, where do you perceive the most need? Would a fully vegetarian menu be helpful, for example, or would a mix of non-specialized meal packs and vegetarian meal packs be better?**

There is a high need for both specialized and non-specialized bids. Consider bidding for both if you can provide the minimum amount of meals per meal type that comply with the required Nutritional Standards in the solicitation.

- **When DSNY is compiling the delivery schedule for a vendor, how much time is typically allocated per stop, assuming 600 possible different locations on a given day?**

DSNY does not allocate a time per stop. That is a decision for the vendor. During the period that the food remains in the vehicle, the vehicle must be either a freezer truck or the food packs must be kept in insulated bags with ice packs. The frozen meals must arrive at the recipient's home still frozen.

- **In addition to price, what are the most important attributes of what you are looking for in a vendor?**

The solicitation requires meals that are compliant with the nutrition requirements. References and the description of the bidder's experience must clearly demonstrate that the bidder possesses a minimum of three years of experience in food preparation, the proven capabilities to provide the meal quantities quoted at the quality needed, and the ability to deliver the meals to the homes of the older adult residents

26. **We are a restaurant that makes specialty food which would be a great fit for the Emergency Adult Food Access Program and have the capability of fulfilling the minimum requirements. We owe a small amount of sales tax to the city/state and are in the process of working out a payment plan. If we have a payment plan in place for our sales tax balance, will we still be eligible to bid for the Emergency Adult Food Access Program?**

DSNY will award contracts to the lowest responsive and responsible bidders. If a bidder is in arrears to the City, then this fact, including any active payment plans, will be evaluated when determining a bidder's responsibility.

27. **We have a question regarding the Section 5: Meal Nutrition Requirements – page 14. Regarding the Dairy minimum: 1 cup equivalents per day and 2 cup equivalents per box of 6 meals. All other items for requirements at 3 times the amount from daily to the 6 pack, the**

**dairy is only 2 times the amount. I would like to know if the two ounces is correct for purposes of our bid and pricing?**

Yes, there was a typo in the calculation of the Dairy Requirement over the six meals. It provided the per box requirement as 2 cups and it should have been 3 cups. On July 14, 2020, DSNY issued Addendum #2, which included the corrected Meal Nutrition Requirements.

**28. My two questions towards emergency older adults program are:**

**a. Can we provide halal meals on Wednesday and Saturday of the week or are these days reserved only for kosher meals?**

Bidders are required to propose to deliver in multiples of 2 days (2 days, 4 days, or 6 days). The intention is that the bidder will deliver on Mondays/Thursdays, Tuesdays/Fridays, or Wednesdays/Saturdays. Kosher vendors would deliver on Sundays/Wednesdays instead of Saturdays. DSNY will seek to have the vendor's delivery list contain a majority of the same recipients on both of the vendor's delivery dates in the sequence.

**b. My company was formed as LLC in 2017 and later converted to Inc. Should I mention both the EIN numbers in the bid document as well as in the evidence information to prove that we have been in the business for more than 3 years now?**

Yes, but the bid should be submitted under your company's current name.