

Pre-Bid Conference - Child and Adult Care Food Program
April 19, 2017

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CITY OF NEW YORK
NYC DEPARTMENT OF YOUTH and COMMUNITY DEVELOPMENT

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PUBLIC HEARING

RE: Pre-bid Conference for Child and Adult
Care Food Program
April 19, 2017

-----X
2 Lafayette Street
14th Floor, Room 1426
New York, New York 10017

TRANSCRIPTION OF AUDIO FILE

Transcribed by:

Margaret Prendergast
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2 MS. WHITE: Good afternoon. Thank you
3 so much for your patience. We are ready to begin.
4 Thank you all for joining us today. On behalf of
5 Commissioner Bill Chong, I'd like to welcome you
6 to the Department of Youth and Community
7 Development Pre-bid Conference for the invitation
8 for bid, IFB for 2017-2018 Child and Adult Care
9 Food Program at various communities centers
10 throughout New York City.

11 My name is Zenaida Marie White. I am
12 the Assistant Deputy Agency Chief Contracting
13 Officer and I have the privilege of moderating for
14 you today. And we have with us, Lisa Gardenhire,
15 who you are going to hear from very soon, but, not
16 just yet. And Lisa is the Director of Cornerstone
17 Food Services.

18 Before I turn it over to Lisa, I want to
19 let you know that the bid opening date and time,
20 as outlined in the IFB, is May 2nd, 2017 at ten
21 a.m. The location is here at 2 Lafayette Street,
22 14th floor, Room 1426. Please note sealed bids
23 must be received at this location prior to the bid
24 opening date and time to the attention of Dana
25 Cantelmi, Agency Chief Contracting Officer in the

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2 Office of Contract Procurement.

3 Now, we do have the opportunity where
4 you can ask your questions and please note your
5 questions now. And after Lisa's presentation,
6 I'll come back and open it up for questions.

7 So, now again, let me introduce to you,
8 Lisa Gardenhire, Director of Cornerstone Food
9 Services. She's going to go over a brief
10 presentation with you.

11 MS. GARDENHIRE: Good afternoon,
12 everyone.

13 AUDIENCE: Good afternoon.

14 MS. GARDENHIRE: So, I'm going to give
15 you some information about what the CACFP is and
16 what we do. So, the Child and Adult -- CACFP
17 stands for the Child and Adult Care Food Program.
18 It's a USDA funded program that plays a vital role
19 in improving the quality of daycare and making it
20 more affordable for low income families to receive
21 meals. It's considered an at risk after school
22 meals component under the CACFP and is offered
23 through federal funding after school programs.

24 Who administers the program? It starts
25 off on the federal level from the USDA, the United

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States Department of Agriculture. Which then goes to the -- which then goes to the -- I'm sorry, the state level Child and Adult Care Food Program which is through the New York State Department of Health. It then come here to the New York City Department of Youth and Community Development Cornerstone Food Service Program.

Funding is provided for the program by the United States Department of Agriculture. This program is funded -- this program is funded by USDA for all the communities centers that meet the requirements for the food programs.

The purpose of the program is mandated by the New York State Department of Health that community based after school programs that provide services to the youth between the ages of 6 - 19 years old. Provide meals for those children in those programs. Additionally, the CACFP seeks to improve the nutritional quality of meals served to children within those programs.

About the Cornerstone Food Service Program. So, our targeted population of children is, as I said earlier, 6 - 19.

Thank you.

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We have an after school program for the 6 - 12 year olds where we provide a snack. They get a snack every day and they get a meal, a supper, every day. Some of our locations have hot meals. Some of our locations have cold meals. We have a teen program which is also in the September - June. That particular program, they receive just a supper. Some, again, some receive hot meals and some receive cold meals. Then for July and August, only what we consider the summer day camp program. This is for age group 6 - 12. Where we provide breakfast, lunch and a p.m. snack. The teen program does not operate during that time.

The food specification. For the CACFP, at DYCD we require unitized meals. When I say, "unitized meals," it means that all meals must be the same across the board at each location. One borough can't receive this type of meal then the next borough receive a different type of meal. It needs to be unitized across the board. These meals must meet the USDA, NYC and New York State meal requirements. We require from the vendor menus which would need to be reviewed and approved

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by both the vendor and DYCD. All foods that's related to the menu and menu items must have the CN label. We must be able to receive CN labels and food specifications from -- for each menu item.

Special requirements. As far as the menus are concerned, we would like to refrain from having high food allergy items such as peanuts and in some cases, for some children, milk. But, across the board -- fish. Across the board, we try not to add foods to our menus that have nuts and foods to our menus that contains fish. Because lately there's been such a high, with the children, there's been such a high allergy rate with fish products. Milk is required for each meal. Milk has to be low or no fat. As far as grains and bread -- I'm sorry. As far as bread and pastas have to be whole wheat and whole grain.

Packaging and assembly. Again, unitized meals. And in most cases, they're compartmentalized meals. In a lot of cases, they look more like -- sorry, they look more like T.V. dinner style meals. The meal is usually encased in separate compartments with a lid over it and

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2 the milk is separate.

3 The packaging and assembling. During
4 the packaging of unitized meals may not be
5 assembled more than twenty-four hours before the
6 delivery. In accordance with the New York State
7 and New York Health codes, hot foods must be
8 placed in a container and overlay with an airtight
9 closure that is of non-toxic material and capable
10 of withstanding temperatures of 400 degrees or
11 higher. Cold unitized meals must be packaged in
12 containers and overlays that are plastic or paper
13 and non-toxic. The vendor must provide
14 appropriate table set of supplies and condiments
15 for unitized meal delivery including garbage bags,
16 gloves, ice packs and coolers, where necessary.
17 The delivery requirements that all foods delivered
18 will be handled in accordance to state and city
19 health codes and temperature levels. Itemized
20 invoice shall be provided with each meal delivery.
21 Meals delivered are sealed at required
22 temperatures. All meals are received at the
23 center within a timely manner to insure that the
24 meal service times are met.

25 These are the meal service times. For

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2 regular schedule from September to June, it is
3 three o'clock to four o'clock for snack. So, the
4 meals would need to arrive before three p.m. For
5 half day schedules, the same. Summer hours, the
6 meals need to arrive before 9:30 a.m. And for the
7 teen program, the meals would arrive with the
8 after school meals.

9 And I'm done. I'll go to questions.

10 MS. WHITE: Okay. I'd just like to
11 remind you once again that the bid opening date
12 and time is May 2nd at ten a.m. Here at 2
13 Lafayette Street, 14th floor, Room 1426. Sealed
14 bids must be received at the location specified
15 prior to the bid opening date and time to the
16 attention of Dana Cantelmi, Agency Chief
17 Contracting Officer, Office of Contract
18 Procurement. And again, this is dated in the IFB.

19 Well, the moment you've all been waiting
20 for is to ask any questions that you may have.
21 And if anyone has questions, what I'm going to ask
22 you to do is come up here, grab this microphone.
23 Lisa is on hand to answer any questions. And
24 please state your name and your organization for
25 the purposes of recording.

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So, anyone have any questionings?

MR. MOON: Good afternoon. Tony Moon, Operating Emma's Kitchen, LLC. Lisa, you made a comment about the teen program. My first question would be is, how is it determined what youth sites are getting hot meals and what sites are getting cold meals? And my second question is, approval of the menu. Is it cycles? Will it be approved weekly? Or will you be approving the menu cycle, i.e., four week cycle and/or three week menu cycle? Those are my questions.

MS. GARDENHIRE: So, to answer the first question. The meals are determined of whether it's hot meals or cold meals depending on the location.

MS. WHITE: Please use the microphone.

MS. GARDENHIRE: Everybody can you hear me?

MS. WHITE: We're recording.

MS. GARDENHIRE: Oh, I'm sorry.

MS. WHITE: It's on the floor.

MS. GARDENHIRE: Can everybody hear me now?

The meals are determined by locations.

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Some of the locations can meet the requirements to serve hot meals. Some of the locations meet the requirements to serve cold meals.

The second question, meal cycle. As of right now, it's a three week cycle.

MS. WHITE: As I was saying, the presentation was so thorough, no questions.

MR. HANSON: Gary Hanson with Preferred/Maramount. And I've sort of got a laundry list of questions. So, we'll just sort of start, go one by one. If you could address the delivery times. In the IFB, it talked about deliveries by two o'clock. Is there an earlier time? It made sort of a reference between nine and two. But, what are you looking for as far as delivery times to the sites?

MS. GARDENHIRE: Each location is open at two o'clock p.m. During the after school meal service time. The meals would need to be delivered prior to that. In the case that we're in now, the vendor that we're working with now, they have worked it out with the locations to find out what time a staff person would be there so they route their route that way. So, in some

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cases, they may be administration there early so that they can go at nine and know that someone will be there to receive the delivery. And in other cases, they know that this site will open particularly around two p.m. So then, they will go on that route and make the delivery closer to that time case so that there is someone there.

MR. HANSON: So, primarily, again, they need to be there by two and if we can deliver early in the morning or whatever we can arrange with the site.

MS. GARDENHIRE: Yes.

MR. HANSON: Okay, great. There were a couple of instances in the document where it talked about delivering meals in coolers inside the refrigerated vehicle. So, is there any of the sites that you see them, they're going to need like the meals delivered, if they're cold, delivered in Igloo coolers? Or do all the sites have refrigeration?

MS. GARDENHIRE: All the site have refrigeration.

MR. HANSON: Okay. So, ignore that. Okay, good. And just clarification. The contract

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2 term is two years plus an option for renewal of
3 three additional one year agreement. So, it's not
4 two plus three. It's two plus one plus one plus
5 one?

6 MS. GARDENHIRE: Yes.

7 MR. HANSON: Okay. Now, it says in the
8 renewal that substantive changes but everything
9 would be primarily substantive -- everything
10 would be equal. Does that include price? Is this
11 a price for five years or is there an opportunity
12 for CPI increases? Anything of that nature during
13 the renewal period?

14 MS. GARDENHIRE: One second. I'm trying
15 to confirm with my department. What we will do,
16 is get back to that question.

17 MR. HANSON: Get back to that one.
18 Okay, understand. Okay. In the Article 3
19 Administrative Requirements, it talked about
20 liquidated damages for late delivery. So, I'm
21 assuming that's after two o'clock. And it defines
22 it as the meal or -- the meal price times the
23 number of meals. But then it said, up to ten
24 times. So, sort of wanted to clarify the extent
25 of the liquidated damages on deliveries.

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Do you want to get back to me on that one?

MS. GARDENHIRE: I'll get back to you.

MR. HANSON: Okay. Is there any -- in the future, do you know, is there any planned additional sites or opportunity for growth in the program?

MS. GARDENHIRE: Yes.

MR. HANSON: I understand that too. Okay. Yes, good. In the IFB, again, being somewhat familiar with the program, I know there's about 98 sites now. In the IFB, it only shows 52 sites. Which is sort of a question going back to the IFB. There's a number of places in there where the pages skip. It goes like from page 42 to 44 to 46. So, I'm wondering if they -- when it got scanned or something if they were two-sided pages. Because there seems to be some things missing.

MS. GARDENHIRE: We'll check the site list and issue you a new one.

MR. HANSON: Okay. Yeah because I went back and double checked even the electronic version I had and it only showed the 52 sites.

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2 MS. GARDENHIRE: Okay. So, on that
3 particular comment, there's 97 active after school
4 locations and 83 active teen programs.

5 MR. HANSON: Okay, okay.

6 MALE SPEAKER: Can you repeat that,
7 please.

8 MS. GARDENHIRE: 97 active after school
9 and 83 active teen. The teen programs are located
10 within the 97.

11 MR. HANSON: Okay. It mentions the
12 summer program and I think it's in there as forty
13 days. What is anticipated to be, do you know, a
14 beginning date is? Does that happen in June or is
15 it the first of July?

16 MS. GARDENHIRE: It's usually the first
17 week in July.

18 MR. HANSON: Okay.

19 MS. GARDENHIRE: Following July 4th.

20 MR. HANSON: Okay, okay. So, it meets
21 the terms of the renewal dates here for the
22 contract or the award of the contract?

23 MS. GARDENHIRE: Yes.

24 MR. HANSON: So, okay. That answers
25 that then, okay. In the USDA requirements that

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were in the bid, it shows the CACFP requirements. There are new requirements coming out effective October. Do you want us to use the new ones or the ones that are in the bid document? The bid document, the portions are a little bit larger regarding fruits and vegetables.

MS. GARDENHIRE: We'll use the one that's active now until the new ones come out. And then you would have to go by the new guidelines.

MR. HANSON: Go by the new, okay. Because that actually reduces fruits and vegetables by about a quarter cup each.

As far as the requirements for the menus because they're broken up in ages one two, six twelve, nine eighteen. Is there a particular one you want -- are we setting the menus based on like one, the larger to meet all requirements?

MS. GARDENHIRE: Yes.

MR. HANSON: Okay. So, use the twelve through eighteen or whatever --

MS. GARDENHIRE: Yes.

MR. HANSON: Okay, good. And then as far as menus. Is there a sample -- again, one of

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2 the things I did not see and maybe I missed it in
3 the document was a sample menu. Is there a sample
4 menu that you can provide just sort of use for a
5 guide so everybody is sort of working off the same
6 thing.

7 Bless you.

8 MS. GARDENHIRE: Thank you. It should
9 have been included.

10 MR. HANSON: Okay.

11 MS. GARDENHIRE: But if not, I'll make
12 sure that it goes through the department.

13 MR. HANSON: Yeah, I think that would be
14 helpful so everybody is sort of looking at the
15 same thing.

16 MS. GARDENHIRE: Okay.

17 MR. HANSON: So. Okay. I think we've
18 got them all. Oh, one other one, sorry. In the
19 previous bids back there, there were payment terms
20 listed. I didn't see any payment terms listed in
21 this document. Now, it might have been one of
22 those pages. Previously, it was thirty days.
23 But, I didn't see anything in here on this one.
24 So, just wanted to address that.

25 MS. GARDENHIRE: Yeah, I think it might

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2 be on the missing pages.

3 MR. HANSON: Okay.

4 MS. GARDENHIRE: You may have an
5 incomplete one. If you just wait back. I'm
6 looking at my document that's posted on our
7 website.

8 MR. HANSON: Okay.

9 MS. GARDENHIRE: We'll make sure you
10 have a complete one before you leave today.

11 MR. HANSON: Okay.

12 MS. GARDENHIRE: It looks like all the
13 sites are listed there too.

14 MR. HANSON: Okay. Super. I figured it
15 was something like that. So, okay. Okay.

16 MS. WHITE: Thank you.

17 Are there any more questions. Please,
18 step up if you have any questions.

19 Okay. If there are no more questions,
20 this concludes the pre-bid conference.

21 Thank you so much. We'll see you on May
22 2nd by ten a.m.

23 Whereupon, the proceedings were
24 concluded.)

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2 STATE OF NEW YORK)

3) ss.:

4 COUNTY OF WESTCHESTER)

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6 I, Margaret Prendergast, a Registered
7 Professional Reporter and Notary Public with and for
8 the State of New York, do hereby certify:

9 That I transcribed the foregoing from
10 audio files provided to me to the best of my ability.

11 I certify further I have no interest in the
12 proceedings, nor am I related to any party involved in
13 the proceedings.

14 IN WITNESS WHEREOF, I set my hand this 26th
15 day of April, 2017.

16

17 Margaret Prendergast
Margaret Prendergast

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