



ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposals (RFCSP 24-061, 6100017699), Annual Contract for Catering Services for Senior Services, Scheduled to Open: March 18, 2024; Date of Issue: February 14, 2024.

FROM: Denise Gómez-Esquivel, C.P.M, CPPB
Procurement Administrator

DATE: March 11, 2024

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED
REQUEST FOR COMPETITIVE SEALED PROPOSALS**

**THE ABOVE-MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY
AMENDED AS FOLLOWS:**

1. **MODIFY:** The submission deadline is hereby extended to **Tuesday, April 2, 2024, at 11:00 a.m.**, Central Time.
2. **MODIFY:** Proposal Opening time is changed to 11:30 a.m., CT .
Therefore, the Proposal Opening clause of 003 - INSTRUCTIONS FOR RESPONDENTS, PART A is revised as follows:

The names of the respondents will be publicly read aloud online through WebEx at 11:30 a.m. CT on the day the proposals are due. In accordance with state law, the contents will not be revealed until after the contract is awarded.

Join by phone: 1-415-655-0001

Meeting number (access code): 2633 992 1962

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m81f585ba33b16476dbb978d0e6fe985b>

Password: COSA

3. **ADD:** 2. c. Respondent Responsibilities in Section 004 – SPECIFICATIONS/SCOPE OF SERVICES, Second, third and fourth sentences to read:.

For more clarity, catering services are not required for daily meal services. These services are for events that each center may be having during the month depending on the activities and clientele of the center. City staff will work with Respondent 3 weeks prior to the scheduled event date.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, INSTRUCTIONS TO RESPONDENTS, PART A, RESTRICTIONS ON COMMUNICATION:

Question 1: We understand that proof of insurability is particularly required when we have addresses. Are the addresses available and can be provided? Is the venue fully decided yet?

Response: Please see a table of twelve (12) comprehensive and 6 (six) part-time senior center addresses from 004-Specification / Scope of Services.

Question 2 Is insurance required for each senior center or venue? Shall specific seniors be additionally insured?

Response: Respondent could just insert the names of the service centers in the description of operation box or in the remarks page of the COI.

Question 3: Are we allowed to get support letters from the City of San Antonio?

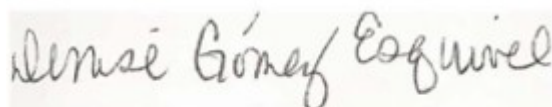
Response: You can use Experience, Background and Qualifications, RFP Attachment A, Part Two to indicate previous experience with the City of San Antonio. However, the City does not consider reference letter(s) from City officials or employees because contracts are awarded based on the merits of the proposal and City officials and employees cannot use their official position with the City to support or endorse one business over another. Please provide reference letters from references not employed by the City.

Question 4 What is the name of the current vendor and where can we find the pricing in the current contract?

Response: This is a new contract. Therefore there is no incumbent and no pricing information available.

Question 5 Under #1 of general requirements - g, it states: "Providing catering services must be the primary line of business for the Respondent. Additionally, qualified Respondents must have current meal preparation and delivery service experience. The City shall be the sole judge as to whether Respondent's experience is sufficient to be responsive." Even though we are not a caterer in the in traditional sense such as Rosemary's Catering, would COSA consider us a caterer and therefore eligible to submit a bid?

Response The City will accept proposals from any respondents as long as they are registered with the City of San Antonio and will evaluate as per evaluation criteria: Experience, Background, Qualifications (30 points), Proposed Plan (30 points), Price (20 points), the SBE Prime Contract Program (10 points), and M/WBE Prime Contract Program (10 points). Respondents should describe their catering, meal preparation, and delivery service experience in sufficient detail so that City can properly evaluate Respondent's experience and capability to provide the requested services.



Denise Gómez-Esquivel, C.P.M., CPPB
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Finance Department – Procurement Division