

Addendum No. 1 to RFP #25-68



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
KATJANA BALLANTYNE
MAYOR

To: All Parties on Record with the City of Somerville as Holding RFP #25-68
Summer Meals

From: Jordan T. Remy

Date: 5/21/2025

Re: Questions and Answers

Addendum No. 1 to RFP #25-68

Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

Addendum No. 1 to RFP #25-68

Meal Specifics:

Question 1: The RFP mentions an "accompanying spreadsheet" with more details on meal quantities. Can you confirm the availability of this spreadsheet and specify where it can be accessed?

Answer: Please disregard this section. It is an internal reference to a draft document that will not be released with the RFP. A new RFP package has been updated with this section struck through.

Question 2: For sites with fluctuating meal numbers (e.g., Dilboy Stadium), what is the procedure for adjusting meal orders in very short notice situations (e.g., a sudden increase in program participants)?

Answer: The City will give vendors a week to adjust amounts and for rain dates, The project manager will confirm if there is any need to cancel a location based on rain/weather. The project manager will typically make the decision at 7AM and then Finance Manager will notify the vendor of which programs will be canceled for the day. In the past, it's been up to the vendor with what they do with the leftover/unused food, if it's non-perishable they just use it for the next day.

Delivery and On-Site Requirements:

Question 3: Can you provide more specifics on the "cold storage equipment" required for delivery delays? Are there size or temperature requirements?

Answer: Insulated bags and ice packs

Question 4: For sites where the vendor is required to staff meal distribution (Foss Park and Founder's Rink), what are the expected responsibilities of the vendor's staff? Are there any specific training or certification requirements for these staff members?

Answer: Vendor will distribute meals and keep track of number of meals consumed as outlined in the RFP package. Founder's Rink will no longer need to be staffed and has been struck from the updated RFP package.

The only certification required is ServSafe and other necessary local permits.

Question 5: What is the City's expectation for handling leftover meals at each site? Is there a specific protocol for disposal or donation?

Answer: In the past the city has required that we dispose of leftover meals. They cannot be donated due to liability concerns.

Addendum No. 1 to RFP #25-68

Questions for Contract Details:

Question 6: Appendix A references the "City's Standard Contract Form. "Can you provide a copy of this form for review?

Answer: The City's Standard Contract General Conditions can be found in the RFP document.

Reporting and Communication:

Question 7: Can you provide a template or specific format for the "weekly meal distribution report by each site"?

Answer: The template has been attached to this addendum for reference.

Site Specifics:

Question 8: Can we schedule site visits to assess any logistical challenges for delivery and distribution?

Answer: The City is not planning to schedule any site visits as part of this solicitation. A vendor may do so on their own if they wish.

Question 9: Are there any specific delivery vehicle requirements or restrictions for any of the sites (e.g., size restrictions, loading dock availability)?

Answer: No, each location has street parking available.

Quantities:

Question 10: To what extent do the "quantities vary by site and week"?

Answer: Minimal fluctuation since numbers are based off program registration.

Question 11: What is the historical data on the highest and lowest number of meals served at each site?

Answer: Data is unavailable for meals actually consumed, the City only has recorded historical data for orders placed last summer.

# of Meals	Breakfast			Lunch				
	Powderhouse Park	Argenziano Playground	Founders Rink	Founders Rink	Blessing of the Bay Boathouse	Dilboy Stadium	Foss Park Playground	Trum Field
Lowest	25	20	85	25	25	40	200	-
Highest	25	55	85	85	90	75	200	80
	-							

Addendum No. 1 to RFP #25-68

Other Questions

Question 12: What did you like with last year's service?

Answer: The City will not address previous vendor performance in this solicitation.

Question 13: What would you like to see new this year?

Answer: As previously stated, the City will not address vendor performance in this solicitation.

Question 14: What didn't you like with product and service from last year?

Answer: As previously stated, the City will not address vendor performance in this solicitation.

City of Somerville (Parks and Recreation Department)

	Breakfast				Lunch					
Date	Powderhouse Park	Argenziano Playground	Founders Rink	Total Breakfasts	Founders Rink	Blessing of the Bay Boathouse	Dilboy Stadium	Foss Park Playground	Trum Field	Total Lunches
Monday, June 24, 2024	-	-	-	-	-	-	75	-	-	75
Tuesday, June 25, 2024	-	-	-	-	-	-	75	-	-	75
Wednesday, June 26, 2024	-	-	-	-	-	-	75	-	-	75
Thursday, June 27, 2024	-	-	-	-	-	-	75	-	-	75
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Total Location	-	-	-	-	-	-	300	-	-	300

Price per unit

Total amount

\$0.00

\$0.00

Total invoice

\$0.00