

Addendum No. 1 to RFP #26-65



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
JAKE WILSON
MAYOR

To: All Parties on Record with the City of Somerville as Holding
RFP #26-65 Meals for Summer 2026

From: Thupten Chukhatsang

Date: 5/6/2026

Re: Extension of Proposal Submission Deadline
Changes to the Scope of Work
Questions and Answers

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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 #26-65

A. Extension of Proposal Submission Deadline:

With this addendum, the City extends the deadline for submission of proposals by a week to **3:00 PM, May 14, 2026**.

B. Changes to the Scope of Work:

DELETE THE FOLLOWING:

“Meal Distribution Details:

- Meals are for youth ages 18 and under participating in Parks and Recreation programs and at open park sites.
- Due to limited refrigeration and heating equipment at these locations, **only cold meals** delivered and stored in insulated bags should be provided.
- **Vendors must deliver pre-ordered quantities to each site and remain onsite for 15 minutes to distribute meals for most sites with deliveries to the Summer Spot program to be scheduled as the first delivery each day.**
- **Orders and the final delivery schedule** will be coordinated with the vendor and the City’s contract manager, Linda Duong (lduong@somervillema.gov)”

REPLACE WITH:

“Meal Distribution Details:

- Meals are for youth ages 18 and under participating in Parks and Recreation programs and at open park sites.
- Due to limited refrigeration and heating equipment at these locations, **only cold meals** delivered and stored in insulated bags should be provided.
- **Vendors should have clear procedures (SOPs) to verify food receiving temperatures (ex. cold foods ≤ 41°F, hot foods ≥ 135°F) and packing slips should note that meals are for immediate consumption. Dietary restriction meals (ex. Gluten-free, vegetarian, etc.) should be individually labeled.**
- **Vendors must deliver pre-ordered quantities to each site with the Summer Spot program as the first delivery each day. Breakfast and lunch meals can be delivered at the same time, provided that the meals are in insulated cooler bags.**
- **Orders and the final delivery schedule** will be coordinated with the vendor and the City’s contract manager, Linda Duong (lduong@somervillema.gov)”

C. Questions and Answers

1. **Do vehicles need proof of inspection before submitting a bid, or is that done after a contract is awarded?**

Answer: Please include proof of inspection with bid.

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- 2. In many portions of the form requiring submission, there is a portion on the top left of the page, stating 'Form_' and 'Contract number' - do we fill this out or do you? I understand the contract number, what is the form, please?**

Answer: You do not need to fill this information out.

- 3. I assume sites with breakfast and lunch require 2 separate deliveries, as there is nowhere to store the items? Typically we send next day's breakfast with lunch, but I realize some of these may not have space for that. Please let me know if that is not the case, or if 2 deliveries is the standard. We should be able to accommodate, however, I am gathering information.**

Answer: Historically, we've had breakfast and lunches delivered at the same time. Both meals were kept in insulated cooler bags with ice packs.

- 4. Quantities: Are the estimated daily quantities 145 lunches and 135 breakfasts?**

Answer: No, estimated daily meal counts are 155 lunches and 195 breakfasts.

- 5. Delivery and Distribution: Regarding the seven breakfast sites, are we required to hand out breakfast daily and then return to those same sites for lunch? This would require 3 drivers and vehicles at a minimum.**

Answer: Breakfasts and lunches can be delivered at the same time and should be in insulated cooler bags to the seven drop off sites (locations will be finalized in June). If vendor is unable to staff, we will have PT staff available to distribute the meals after they've been delivered.

- 6. Nutrition Standards: Which specific "Nutrition Standards" must the vendor meet?**

Answer: Dietary guidelines outlined by the USA: <https://cdn.realfood.gov/DGA.pdf>

- 7. Labeling: Do all meals need to be individually labeled?**

Answer: No, but if we need to request meals with dietary restrictions (gluten-free, vegetarian, etc.) then those meals should be individually labeled.

- 8. SOPs: Regarding the SOPs to verify food receiving temperatures, are you referring to the delivery sites or our facility?**

Answer: The facilities and the insulated bags that will be used to store the meals during transportation.

- 9. Payment: What are the city's payment terms?**

Answer: Net 60