



## CITY OF ATLANTA

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Kasim Reed  
Mayor

DEPARTMENT OF PROCUREMENT  
Susan M. Garrett  
Interim Chief Procurement Officer  
[smgarrett@atlantaga.gov](mailto:smgarrett@atlantaga.gov)

November 27, 2017

Dear Potential Bidders:

**Re: FC-10050, Emergency Catering Services for the City of Atlanta**

Attached is one (1) copy of **Addendum Number 2**, which is hereby made a part of the above-referenced project.

For additional information, please contact Ms. Janett Adams, Contracting Officer, at (404) 865-8757 or by email at [jladams@atlantaga.gov](mailto:jladams@atlantaga.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Susan M. Garrett".

Susan M. Garrett

SMG/jla



**ADDENDUM NO. 2**

This Addendum No. 2 forms a part of the Invitation to Bid and modifies the original solicitation package as noted below and is issued to incorporate the following:

- **Attachment No. 2:** Questions and Answers; total of twenty-six (26) are attached hereto as Attachment No.2

**The bid due date has not been modified and bids are due on Thursday, December 7<sup>th</sup>, 2017 and should be time stamped in no later than 2:00 P.M. EST and delivered to the address listed below:**

Susan M. Garrett  
Interim Chief Procurement Officer  
Department of Procurement  
55 Trinity Avenue, S. W.  
City Hall South, Suite 1900  
Atlanta, Georgia 30303

**\*\*All other pertinent information is to remain unchanged\*\***

**Acknowledgment of Addendum No. 2**

Bidders must sign below and return this form with bid to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of Addendum No. 2 for **FC-10050, Emergency Catering Services for the City of Atlanta** on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Legal Company Name of Proponent

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Attachment No. 2

Questions and Answers

FC-10050, Emergency Catering Services for the City of  
Atlanta

**Questions and Answers**  
**FC-10050, Emergency Catering Services for the City of Atlanta**

1. May we have a copy of the current contract, as well as the current menus and pricing?

*A: Currently, the Department of Public Works does not have an emergency catering contract.*

2. How many emergency catering events have there been under the current contract over the last three years?

*A: Per question one, we currently do not have an emergency catering contract.*

3. Section 102 (b) states that the contractor will need to furnish a facility with power and access to potable water. How many different locations are likely needed at one time simultaneously?

*A: Contractor should be capable of providing meals from his/her own facilities. As there is no kitchen guarantee. If the Contractor deems necessary to establish a temporary facility they will determine the number necessary to fulfill the requirements of this contract.*

4. 102 (b) also states that the contractor will be responsible for food preparation waste and this material may not be disposed of in City containers. So, to be clear, the Contractor needs to provide its own dumpsters for each feeding site at its own expense?

*A: Yes, in the event that Contractor erects such a facility they will need to dispose of its own waste.*

5. Please provide the likely meal counts for the feeding locations in section 103. Will there be any minimum number for delivery of the meals or is it possible we could be delivering only 3-5 meals at midnight to a site?

*A: Please see section 1.03 for minimum meals per site.*

6. There are 9 sites listed in Section 103 and it says up to three more. So, it is possible we will need to provide meals for up to 12 sites in different parts of the City with the same serving times?

*A: Yes, that scenario is entirely possible.*

7. How many Gluten Free meals are to be expected? Can the Contractor get these from another vendor?

*A: There are approximately 20 meals that are expected to be gluten free and Yes the Contractor may get those from another vendor.*

8. Section 107 states that no single vendor will have sufficient inventory to meet the requirements under this solicitation. In addition, it is impossible to predict the timing, scope, and severity of any emergency. So, if one vendor is incapable at a certain site they will lose their performance bond? What will be the standards for non-compliance to warrant the loss of a performance bond?

*A: The performance bond and parameters for non-compliance will be discussed with the winning bidder.*

9. Since the City is making multiple awards, how will the selection of the different feeding locations be made? Will the Primary vendor have the right of first refusal for feedings?

*A: In the event that the primary contractor fails to meet the requirements of the contract, the City reserves the right to leverage the first alternate and/or the second alternate to meet the requirements of the contract. The Primary Contractor has the responsibility to meet the entire scope of the contract, as awarded.*

10. Is the City looking for one Primary vendor to guarantee service to up to 13 sites simultaneously in the case of all emergencies regardless of the severity?

*A: Yes, the City is seeking a primary vendor to carry out the scope of services listed in this solicitation, which means that the winner would guarantee service for up to 13 (thirteen) sites simultaneously. If the weather event is so severe and hazardous that roads are impassable, etc. and travel may endanger lives, those occurrences will be reviewed on case-by-case basis and an exception may be granted.*

## Questions and Answers

### FC-10050, Emergency Catering Services for the City of Atlanta

11. Is the City going to assist the Contractor if there are access issues to the site (Ice, flooding, roads washed out or blocked by trees, etc.)?

*A: First and foremost, it is the Contractor's responsibility to ensure that they can access the sites during inclement weather. However, depending on the severity of the event and the level of hazard on City roads, there may be some limited resource(s) that the City may provide for access to sites. The utilization of these limited resources would have to be reviewed on a case-by-case basis and approved by the City.*

12. The RFP states that the Contractor must agree to accept FEMA reimbursement rates if they are less than the contracted amount. What are those reimbursement rates typically? How are they determined?

*A: Please see federal travel reimbursement rates for Atlanta below. The Federal per diem rate for meals can be used as a guide to evaluate reasonableness. The rates listed below will only be applicable during events that are deemed to be federal emergencies.*

Federal Reimbursement Rates

#### M&IE Breakdown

M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)
<del>\$51</del>	<del>\$11</del>	<del>\$12</del>	<del>\$28</del>
<del>\$54</del>	<del>\$12</del>	<del>\$13</del>	<del>\$24</del>
<del>\$59</del>	<del>\$13</del>	<del>\$15</del>	<del>\$26</del>
<del>\$64</del>	<del>\$15</del>	<del>\$16</del>	<del>\$28</del>
<i>Atlanta</i> \$69	\$16	\$17	\$31

13. On the Cost Summary form, are those the expected meal counts for specific sites?

*A: Yes, they are approximate meal counts. Please see Cost Summary addendum posted on November 22, 2017 and use this form to provide bid pricing.*

14. On the Cost Summary form, there are no numbers in the section for North Avenue and JOC Locations and for the Coffee, Tea, and Lemonade line items. What information is the City requesting the bidder to put in these line items? Or should they be left blank?

*A: Please provide bulk pricing for beverages that may be provided in large volumes via a beverage dispenser.*

15. Section 1.04 (A) states that the Contractor shall furnish and erect barricades, fences, lights, danger signals and other precautionary measures for the protection of persons or property and of the work necessary. Is this just for the feeding locations and does this include every feeding location?

## Questions and Answers

### FC-10050, Emergency Catering Services for the City of Atlanta

*A: The aforementioned section refers to the City's Safety Policy and Procedures for Contractors. The Contractor would wholly abide by the policy as it is outlined in the solicitation. Additional information regarding security will be provided to the awardee of the contract and will be based on the Scope of Services herein.*

16. This section also states that the Contractor will held responsible for all damage to the work and any negligence resulting from the failure to erect adequate barricades. Please clarify what the Contractor is supposed to barricade, or provide lighting or fencing for?

*A: Please see answer for question 15.*

17. Section 1.06 (1)(2) calls for Background checks and Security Education and Awareness. Does the City provide either of these or is this the responsibility of the Contractor at their own expense?

*A: Please see answer for question 15.*

18. Section 1.06 (7) calls for anti-terrorism training. Is this something the City provides or can you provide other sources to receive this training?

*A: Please see answer for question 15.*

19. Will prospective Contractors be allowed to visit sites prior to submitting bid to evaluate logistics?

*A: The City of Atlanta will not arrange to visits to any of the sites prior to contract award, however Contractors are free to scout locations using GPS, navigation, etc., if they want to see the exact location where deliveries might be made.*

20. If the Contractor has multiple sites preparing food; will a Health Inspection and ServSafe certification need to be submitted for each preparation site?

*A: A Health Inspection and ServSafe Certification will need to be submitted for each site where **meals are actually being prepared.***

21. With the window of time for submission so narrow, how close to the due date will the Contractor be able to submit tentative Appendix A and Procurement Forms for a free review for compliance? Do we send these forms directly to each department or to Janett Adams, Contracting Officer?

*A: You may send the forms via email to Janett Adams at [jladams@atlantaga.gov](mailto:jladams@atlantaga.gov).*

22. Section 1.02. f. Will the contractor need to deliver food in heated vats for any other meal other than dinner? Our understanding is that the Contractor would need to provide One Hot Meal dinner per day?

*A: Any meal (breakfast, lunch or dinner) that requires temperature control to maintain food integrity must be delivered with proper equipment. Breakfast, lunch and/or dinner may be served hot (see sample menus) based on the meal offerings for the day.  
Breakfast – must be hot (i.e. egg croissant, oatmeal, grits, etc.). Lunch – may be hot and/or cold (i.e. sandwiches, burgers, etc.). Dinner – must be hot (i.e. hot entrée, side vegetables, etc.).*

23. For the food tasting, will the Contractors food be presented hot? If so, may we leave them in heated containers until time of service?

*A: Yes, we would like for the food for the taste testing to be presented hot. Yes, you may leave your heated containers with us as long as they are properly labeled. Please see instructions for taste testing to come from Janett Adams, Contracting Officer.*

24. Considering of the long Thanksgiving Holiday weekend, can any consideration be given to extending the due date for the Proposal beyond November 27 to later in the week?

*A: See Addendum No. 1, which has been posted to the City's procurement website.*

**Questions and Answers**  
**FC-10050, Emergency Catering Services for the City of Atlanta**

25. In the opening letter from Interim Chief Procurement Officer, it states that Contractor Affidavit forms for review need to be submitted no less than ten days before the November 27 proposal due date. Can submission of these documents be extended a few days? November 17, 2017 is only 24 hours after the initial conference.

*A: See Addendum No. 1, which has been posted to the City's procurement website.*

26. If a Bid Bond is not submitted, will Contractor be deemed nonresponsive

*A: Any requirement of the solicitation that is not adhered to may deem your bid to be non-responsive. Please include all necessary documentation, bonds, insurance, and notaries where indicated, following the instructions that are provided in the solicitation.*