

MEMORANDUM for Record

Date: February 17, 2022

Subject: Pre-Proposal Conference Minutes and Q&A, RFP 21-6699-12, Vended Meals for Lunch Program

A pre-proposal conference was held on February 8, 2022, at 11:30 a.m.

Damon Richardson, Contract Officer for this solicitation, opened the meeting.

Representatives from Richmond Public Schools (RPS) School Nutrition Services Team:

- Susan Roberson | School Nutrition Director

The following information was discussed:

- While the meeting was not mandatory, attendees were asked to indicate their names and company represented at the call to indicate their attendance for record purposes.
- Proposals are due March 4, 2022, 2:00 pm in electronic format via Bonfire.
- Questions are due February 15, 2022.

These firms are known to have attended the meeting:

- Preferred Meals | Phone: 1-800-466-0222 | Email: Service@preferredmeals.com
- Revolution Foods, PBC | Phone: 1-510-596-9024 | Email: info@revolutionfoods.com
- Whitsons Culinary Group | Phone: 1-732-796-2384 | Email: descenzad@whitsons.com

Questions received during the meeting and through February 8, 2022, include:

- **Q1:** What is the term of the contract?

A1: The term of this contract is from the date of contract execution until the end of the school year, June 24, 2022, with the potential for renewal.

- **Q2:** One page 31, there [appears] no renewal, so the contract is roughly 45 days?

A2: There is a potential for renewal after the initial term (noted in A1).

- **Q3:** The contract mentions breakfast and lunch in different areas, but it primarily seems like it's just the lunch for this contract. Can you clarify please? Page 41, mentions breakfast (a # of times) under food product specifications? Also Attachment G.3, page 53, it also mentions the breakfast meal for estimated daily quantities.

A3: The terms "Break and "Lunch" noted in the Food Product Specifications (Attachment E, page 41) applies to BOTH School Break and Lunch Programs and therefore appears in both RFPs.

Attachment G.3 should specify “Lunch” and has been corrected via Addendum No.1 dated 2/17/2022.

Nothing herein shall change the meaning or intent of the solicitation unless and until changed by formal addendum released by the Purchasing Agency. Please take due notice hereof and be governed accordingly in submitting a response. Failure to acknowledge addenda may result in your proposal being non-responsive.

RICHMOND PUBLIC SCHOOLS

By: *Damon R. Richardson*

Damon R. Richardson, MBA, Ed.D.

Contract Officer