

CITY OF CLOVIS
REQUEST FOR PROPOSAL (RFP)
FOOD DELIVERY PROGRAM VENDOR
April 29, 2020

Proposal Due Date: May 7, 2020

The City of Clovis is seeking proposals from experienced and qualified prepared food vendors to supply prepackaged meals for a food delivery program. Qualified vendors are encouraged to apply.

1. Definitions

For consistency throughout this document, the below terms shall have the following meanings:

- Shift: A "shift" refers to a meal period such as "lunch shift or "dinner shift."
- Vendor: Restaurateur, caterer, or other provider of prepared food items that is located within the City of Clovis.
- City: City of Clovis governmental body.
- Parties: City of Clovis and Vendor.

2. General Guidelines

- a. Under the guidelines of this program, restaurateurs are not required to produce an item from their regular menu.
- b. Regardless of cost of goods, product, labor, and all other overhead, all lunch shift meals will cost \$10; all dinner shift meals will cost \$12.
- c. Vendor will not be required to produce all meals to be ready for delivery at the same time. Under the guidelines of this program, the vendor will have the ability to "stagger" the output of product. For Example, one vendor is scheduled to prepare 100 meals. Twenty-five meals can be packaged and ready to go at 3:30p; twenty-five more at 4:00p; twenty-five more at 4:30p; and final twenty-five at 5:00p.

3. Vendor Requirements and Responsibilities

- a. Selected vendors will be required to prepare and package meals on days and at times as agreed to by both parties.
- b. All meals must be prepared in a facility that has been inspected and certified by the Fresno County Department of Environmental Health.
- c. Vendor will be required to provide a certificate of insurance which names the City of Clovis as additional insured. (Specific language for this will be provided upon selection of vendor(s))
- d. Vendor will be required to submit a W-9 (Request for Taxpayer Identification Number and Certification)
- e. Upon delivery goods and services, Vendor will submit invoice for total amount due, to City of Clovis. All lunch shift meals will be charged at the rate of \$10 per meal; all dinner shift meals will be charged at \$12.
- f. Vendor will be required to adhere to rules and regulations as required by local, state and federal government.

4. City of Clovis Responsibilities

- a. City will schedule and perform all deliveries
- b. City will coordinate with all vendors and schedule all meal preparation with vendors.
- c. City will notify and confirm with vendors, at least three days in advance, the day, time, and number of meals required for any shift.
- d. City will pay to Vendor the total amount due for all meals provided by vendor.

APPLICATION

The following information will be used to determine your interest in and ability to participating in this program as well as your ability to meet the minimum qualifications to provide services as described in this RFP. This is not a contract; upon selection of vendors, a contract will be issued.

Name: _____ Title: _____

Business Name: _____

Business Address: _____

Phone: _____ Cell: _____ Email: _____

1. What shifts are you interested in providing?

Lunch Dinner Both

2. At the minimum, how many complete meals are you able to provide per shift?

25 50 75 100 150 200

3. At the maximum, how many complete meals are you able to provide per shift?

25 50 75 100 150 200

4. Based on the answers above, on which days of the week are you able to provide these meals? Check all that apply:

Monday Tuesday Wednesday Thursday

Friday Saturday Sunday

5. Based on the answers above, how long are you able to provide meals?

One Week Two Weeks Three Weeks Four Weeks

Only until my regular facility is reopened at full capacity Now and indefinitely

Other _____

6. On a separate page, please describe a proposed nutritious lunch and/or dinner meal that you are willing and able to prepare under the guidelines of this RFP. In addition to the details of the food items, please include information on proposed packaging.