

# City of Cambridge

PURCHASING DEPARTMENT

**Elizabeth Unger**  
Purchasing Agent

**SHUO WANG**  
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Goods & Services

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**TO: All Bidders**

**FROM: City of Cambridge**

**DATE: April 29, 2024**

**RE: File No. 11488 2024 DHSP Summer Food Program - Addendum No. 3**

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**This addendum is comprised of:**

- I. Truck Safety Ordinance Waiver**
- II. Submitted Questions and Answers**

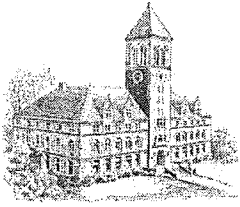
## **I. Truck Safety Ordinance Waiver**

**Please note that the applicability of the Truck Safety Ordinance has been waived for the purposes of this Invitation to Bid.**

## **II. Submitted Questions and Answers**

- 1) **Q: How many people will require food on a daily basis?**  
**A: Please see bid document.**
- 2) **Q: How many days per week will this service be required?**  
**A: Please see bid document.**
- 3) **Q: What kind of diet do you need to follow? Are there calories guidelines?**  
**A: Please see bid document.**
- 4) **Q: Do you have a proposed menu?**  
**A: No.**
- 5) **Q: Is this bid only for delivering meals or also serving it?**  
**A: Delivering meals.**





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- 6) **Q:** How many locations will you use for this program? Are they all in Cambridge?  
**A:** Please see bid document.
- 7) **Q:** What is the rationale behind having a Concord location in the Cambridge program? This location singlehandedly raises the cost of the whole program for a Cambridge-centric vendor such as us.  
**A:** The Concord location is for children from Cambridge for whom the city needs to provide meals.
- 8) **Q:** Is each location manager allowed to change the number of meals requested on a daily basis? Alternatively, does the vendor have the right to establish some boundaries on how frequently the quantity is allowed to change, e.g., “changes can only be done for the upcoming week and the new numbers need to be shared by Thursday night of the preceding week”?  
**A:** An estimated weekly order will be submitted and on a daily basis an amended order will be sent for the following day. The vendor does not have the right to establish additional boundaries.
- 9) **Q:** Summer programs often start with relatively high numbers (the RFP says 1200 breakfasts, 1200 lunches, 200 snacks) but evolve toward significantly lower numbers as kids drop out of programs. Are you at liberty to share the actual number of breakfasts, lunches and dinners served last summer (or total dollars spent by the city on the program as an approximation thereof)?  
**A:** The total amount spent on meals last summer was \$261,453.98.
- 10) **Q:** Can you please provide claims data for last year?  
**A:** No.
- 11) **Q:** What is the earliest time we can deliver to open sites?  
**A:** 9:30AM.
- 12) **Q:** Regarding the COI, can we show proof of insurance and then if awarded add Cambridge?  
**A:** Yes.
- 13) **Q:** Are there any restrictions on running a refrigeration unit before 7am?  
**A:** No.
- 14) **Q:** Payment terms are not mentioned in the Scope of Services. What is Cambridge's history with payment?  
**A:** Please see bid document.





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15) **Q:** How many more closed/open sites do you expect to have?

**A:** The number of additional closed or open sites that may be added or removed is undetermined.

16) **Q:** Were you pleased with the quality of the food that the kids received last summer? Any suggestions for improvements?

**A:** There were no formal complaints.

17) **Q:** Were you happy about the service you received last summer? What would you wish to improve?

**A:** There were no formal complaints.

**All other details remain the same.**

  
\_\_\_\_\_  
**Elizabeth Unger**  
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**Addendum No. 3**

