

County of San Diego  
**REQUEST FOR QUOTATION**  
THIS IS NOT AN ORDER

Date Issued: May 7, 2020

<b>QUOTATION DUE DATE:</b> <u>May 11, 2020, noon*</u>	<b>FOR INFORMATION, PLEASE CONTACT:</b>
<b>RFQ No.</b> <u>10325</u> *Responses will be accepted until the County closes the survey form. The County intends to conduct its initial review of responses received before Monday, May 11 at noon. Responses received after the initial review may or may not be reviewed.	<b>Allen Hunsberger</b> Phone: (858) 505-6362 Allen.Hunsberger@sdcounty.ca.gov
<b>RESPOND BY COMPLETING SURVEY FORM AT:</b>  <a href="https://www.surveymonkey.com/r/KCV3WZS">https://www.surveymonkey.com/r/KCV3WZS</a>  • Do not respond through BuyNet.	<b>AWARD:</b> Selection of food providers is contingent on several factors, including value provided to the County, the ability to meet volume and nutritional standards, sourcing of local food, prioritization of local jobs, and worker retention.

**DESCRIPTION**

The County of San Diego has launched the Great Plates Delivered program to support adults 65 and older and adults 60-64 who are at high risk from COVID-19, in staying home and staying healthy by delivering three (3) nutritious meals a day, and also provide essential economic stimulus to local businesses and workers. The program runs through June 10, 2020, per The Federal Emergency Management Agency's (FEMA) current approval. Extensions are contingent on FEMA approval.

In accordance with the Statement of Work, Contractor shall provide three meals a day to adults 65 and older and adults 60-64 who are at high-risk, as defined by the CDC, who cannot prepare their own meals to ensure access to food to improve their health status and quality of life. All recipients will be referred directly to the Contractor by the County and must meet the state's requirements as listed in the state's Program Guidance located at <https://covid19.ca.gov/img/wp/great-plates-delivered-program-guidance.pdf>.

Interested Restaurants, Caterers, and other food suppliers must apply by completing the survey form. The survey process will require you to provide documentation including your W-9, a sample menu, and certification forms.

Selection of food providers is contingent on several factors, including value provided to the County, the ability to meet volume and nutritional standards, sourcing of local food, prioritization of local jobs, worker retention, and more. Food service providers will also be required to show proof of background checks for any employees delivering meals as part of this program, upon request. Food service providers already participating in a State or federal meal service program are not eligible to participate.

If you represent a restaurant group or chain, please submit an application for each individual location.

**INSTRUCTIONS**

Complete the survey questionnaire located at: <https://www.surveymonkey.com/r/KCV3WZS> . Information needed to complete the survey includes:

- Contact information
- Environmental health rating
- Meal and delivery capacity
- Delivery location
- Sample weekly menu that meets nutritional requirements
- W-9
- Representation and Certifications form, located at: [http://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/Reps\\_and\\_Certs\\_form.pdf](http://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/Reps_and_Certs_form.pdf)
- Byrd anti-lobbying certification, located at: [http://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/Byrd\\_Anti-lobbying\\_Certification.pdf](http://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/Byrd_Anti-lobbying_Certification.pdf)

**Evaluation and Award.** Quotations are subject to acceptance at any time within 60 days after opening of same, unless otherwise stipulated by the County. This RFQ is an informal negotiated procurement process. Lowest price may not always be the sole criteria for award of an RFQ. The County reserves the right to waive a variation in specification if, in the opinion of the County, such variation does not materially change the item or its performance within parameters acceptable to the County. The County reserves the right to reject any or all quotations and to accept or reject any item(s) thereon, or waive any informality in the quotation. The County reserves the right to perform a pre-award survey of the offeror to determine capability to perform, including but not limited to facilities, financial responsibility, materials/supplies, and past performance. The determination of the County as to the offeror's prospective ability to perform the contract shall be conclusive. Any order resulting from this solicitation is subject to the County's Terms and Conditions of Purchase.

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**STATEMENT OF WORK (SOW)**

1. Scope of Work/Purpose

Contractor shall provide three meals a day to adults 65 and older and adults 60-64 who are at high-risk, as defined by the CDC, who cannot prepare their own meals to ensure access to food to improve their health status and quality of life. All recipients will be referred directly to the Contractor by the County and must meet the state's requirements as listed in the state's Program Guidance located at <https://covid19.ca.gov/img/wp/great-plates-delivered-program-guidance.pdf>.

2. Background Information

The County of San Diego has launched the Great Plates Delivered program to support adults 65 and older and adults 60-64 who are at high risk from COVID-19, in staying home and staying healthy by delivering three (3) nutritious meals a day, and also provide essential economic stimulus to local businesses and workers. The program runs through June 10, 2020, per The Federal Emergency Management Agency's (FEMA) current approval. Extensions are contingent on FEMA approval.

3. Goals and Objectives

- 3.1 Goal: Provide food security support to older adults who have limited abilities to prepare their own meals while helping to stimulate the restaurant industry.
- 3.2 Outcome Objective: 100% of individuals identified by County staff will receive three meals per day from Contractor.
- 3.3 Process Objective: Contractor shall provide three meals per day, beginning no later than two days after notification by County and until the individual chooses to no longer receive meals or when the program ends, whichever comes first.

4. Target Population and Geographic Area:

- 4.1 The target population is individuals who are age 65 and older and adults age 60-64 who are at high risk, as defined by the CDC, and who are unable to prepare or access meals while staying at home and are ineligible for other nutrition programs. Contractor shall deliver meals to various locations within San Diego County, within the geographic area specified in Contractor's offer.

5. Hours of Operation:

- 5.1 Contractor shall provide meals seven (7) days per week delivered between the hours of 10:00 am and 2:00pm, including holidays.

6. Deliverables

- 6.1 Contractor shall deliver three nutritious meals per day including breakfast, lunch and dinner to individuals referred by the County. County shall provide the name, address, phone number, and dietary restrictions for each recipient.
  - 6.1.1 Contractor shall fulfill requests from customers if they ask for fewer than three (3) meals per day.
  - 6.1.2 Meals must meet the following nutritional requirements:
    - 6.1.2.1 Breakfast: Low in sodium with no sugary drinks (<24grams per 8oz, fruit juice must only be 100% fruit juice).
    - 6.1.2.2 Lunch and Dinner: Meals shall include a piece of fresh fruit or vegetable in each dish and be low in sodium with no sugary drinks (<24grams per 8oz, fruit juice must only be 100% fruit juice).
  - 6.1.3 Contractor shall not exceed rates identified in Exhibit C – Payment Schedule, inclusive of delivery and personnel costs.
  - 6.1.4 Contractor shall prioritize local procurement of food and staff.
  - 6.1.5 Contractor shall be a food facility and maintain a current "A" food rating with the County of San Diego's Department of Environmental Health.

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6.2 Delivery Drivers: Contractor's staff and/or individuals providing home delivery shall possess proper insurance and a current and valid driver's license issued by the State of California. Individuals providing delivery must have an appropriate background check to help ensure safety of participants. Food service providers will be required to show proof of background checks upon request.

6.2.1 Delivery drivers shall participate in a "no-contact" delivery. Delivery driver shall place meal(s) on doorstep or designated area of the residence and place a call to the client. Delivery driver will wait in vehicle or at least six feet away until client answers the door and takes the meals. No meals should be left if there is no contact at time of delivery.

6.2.2 Reporting Laws and Regulations. Contractor shall comply with applicable State, local, fire, health, sanitation and safety regulations applicable to food service operations.

6.2.3 Contractor may utilize a third-party delivery company but must ensure that drivers have an appropriate background check.

6.3 Client Enrollment.

6.3.1 Contractor shall receive notification of new customers by 4:00pm each day. Customers shall receive first delivery within two days following the day the referral is received from the County (e.g., if referral is received by Monday at 4:00pm, Contractor shall make the delivery by Wednesday between 10:00am and 2:00pm). Delivery may be delayed if client is unreachable.

6.3.2 Prior to the first delivery, Contractor shall make contact with the client via telephone to acknowledge receipt of referral, determine food allergies or dietary restrictions, and give date and approximate time of first delivery.

6.3.3 If Contractor is unable to provide meals to client that meets the client's dietary needs, Contractor shall notify County immediately.

6.3.4 Contractor shall continue all meal delivery specified in this Statement of Work until notified by the County to stop service.

6.3.5 Contractor shall provide customer service and respond to any complaints or issues regarding Contractor's food or services.

7. Payment for Services:

7.1 Contractor shall submit a claim on Sunday of each week, no later than 2:00pm, for the services provided in the prior week. (Invoices shall include proper documentation of the number of meals provided and confirmation of delivery to eligible individuals.

7.1.1 Contractor shall invoice weekly on County approved invoice and submit supporting documentation with invoice using a secure transmittal method.

7.1.2 Contractor must ensure client can immediately retrieve meals from designated area. Undeliverable meals (client is not home) shall not be billed.

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**TERMS AND CONDITIONS OF REQUEST FOR QUOTATION**

**DUTY TO INQUIRE:** Should the Offeror find discrepancies in or omissions from the RFQ, plans, specifications or other documents, or should the Offeror be in doubt as to their meaning, the Offeror must at once notify the contracting officer, in writing. The County will not be responsible for any oral instructions nor for any written materials provided by any County personnel that are not also posted on the BuyNet website or as part of the questionnaire.

**TERMS OF RESULTING CONTRACTS:** Food providers must accept the County's Standard terms and Conditions located at: [http://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/Great\\_Plates\\_Standard\\_Terms\\_and\\_Conditions.pdf](http://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/Great_Plates_Standard_Terms_and_Conditions.pdf) and any additional terms and conditions referenced in the RFQ.

**CALIFORNIA REVENUE AND TAXATION CODE SECTION 18662:** In compliance with California Revenue and Taxation code section 18662, if you are a non resident of California (out-of-state invoices) who receives California source income, the County will pay California Use Tax directly to the State of California per permit no. SR FH 25-632384. Fifteen (15) business days prior to the first payment, new suppliers or suppliers with expired forms or forms with incorrect information, must submit new forms to the County (forms are available from the Franchise Tax Board website listed below).

Under certain circumstances you may be eligible for reduced or waived nonresident withholding. If you have already received a waiver or a reduced withholding response from the State of California and the response is still valid, submit the response to the County in lieu of the forms. Failure to submit the required forms will result in withholding of payments. Refer to the Franchise Tax Board websites (listed below) for tax forms and information on nonresident withholding, including waivers or reductions. The County will not give you any tax advice. It is recommended you speak with your tax adviser and/or the State of California for guidance.

**FRANCHISE TAX BOARD WEBSITES:**

<http://www.ftb.ca.gov>

[http://www.ftb.ca.gov/individuals/Withholding\\_Definitions.shtml](http://www.ftb.ca.gov/individuals/Withholding_Definitions.shtml)

[http://www.ftb.ca.gov/individuals/wsc/Processing\\_Changes\\_for\\_2010.shtml](http://www.ftb.ca.gov/individuals/wsc/Processing_Changes_for_2010.shtml)

[http://www.ftb.ca.gov/individuals/wsc/forms\\_and\\_publications.shtml](http://www.ftb.ca.gov/individuals/wsc/forms_and_publications.shtml)

[http://www.ftb.ca.gov/individuals/wsc/decision\\_chart.shtml](http://www.ftb.ca.gov/individuals/wsc/decision_chart.shtml)