



Human Services Network, Inc. / DBA: Meals on Wheels South Florida

BID INSTRUCTIONS

PACKET

for

CATERING CONTRACT BIDDERS

Contract start date: July 1, 2023

GENERAL INSTRUCTIONS FOR

CATERING CONTRACT BIDDERS

1. Bid packets will be available beginning **Friday, Feb 24, 2023 via email or** for pick up at:

Meals on Wheels South Florida Administrative Offices
451 North State Road 7
Plantation, FL 33317
8:00 am to 4:00 pm

2. A letter of intent to bid is required to submit a bid and to obtain any mailings specific to this bid. The letter must contain the contact information for the appropriate bidder representative, and be sent to Mark Adler, Executive Director, Meals on Wheels South Florida, at the above address or (preferred) via email to madler@mowsoflo.org. The letter simply needs to state that your business intends to bid on some or all of the contract and does not bind you to make the submission. **All letters of intent are due by 4pm on Friday, March 3rd, 2023..**
3. **A Bidder's Conference will be held via zoom by Meals on Wheels South Florida at 10:00 am on Friday, March 10th, 2023.** If some bidders prefer to join in-person, please inform Mark Adler. We can accommodate simultaneous in-person and zoom participation. The Conference is expected to end no later than 12:00 pm. This Conference provides an opportunity to ask questions and seek additional clarifying information. It would be helpful, for planning purposes, to forward known questions to the Executive Director via email at madler@mowsoflo.org by Tuesday, March 7th. All questions forwarded will be answered at the Bidder's Conference. Once the Bidder's Conference has ended, MOWSOFLO staff and representatives **normally** must enter a cone of silence until bid evaluations have been completed and contract awardees have been chosen. **However, since the AAABC has not yet released their RFP, questions will be permitted until after MOWSOFLO has reviewed their RFP and shared any necessary changes to our RFP or the process with potential Bidders. No response can be given to questions submitted after the this notice has been given.**
4. **Proposals will be accepted until 3:00 p.m. (EST), Tuesday, April 4th, 2023, at the administrative office of Meals on Wheels South Florida.** Bids remain the confidential property of MOWSOFLO until awards are announced. MOWSOFLO is not responsible for delays, etc. caused by mail carrier, weather or traffic, etc. Time of receipt is determined solely by MOWSOFLO. Bids can NOT be accepted via email. MOWSOFLO reserves the right to reject any or all proposals or waive minor irregularities when to do so would be in the best interest of MOWSOFLO. Minor irregularities are those which will not have a significant adverse effect on overall competition, cost or performance.
6. **Submit one original and four legible copies.** All five should be in one sealed container and clearly marked on the outside of the container that this container holds the RFP Response with the name of your organization. Bid materials are to be typed, bound, with pages numbered and indexed with a table of contents. The bid package submittal must be complete when received at MOWSOFLO offices. MOWSOFLO is not responsible for any errors or omissions in the bid response. Proposals not received at the specified place and by the specified date and time, will be rejected. Please no overly elaborate presentations. The cost of preparing and delivering the proposals is the sole responsibility of the bidder.

7. Proposals will be opened by the **Executive Director at 3:15 pm (EST) Tuesday, April 4th, 2023**. Bidder's presence is not necessary or required.
8. It is anticipated that the **evaluation committee will have completed their evaluations of the bids by Tuesday, April 11th, 2023** and evaluation recommendations will be presented to the Meals on Wheels South Florida Board of Directors on **April 13th, 2023** for final Board approval. The successful bid will not be based solely on the lowest price. However, cost effectiveness and service quality are seriously considered. Bids will be accepted on all Programs identified in the Bid Specifications. Oral presentations may be required. If necessary, they will be scheduled for Monday, April 10th, 2023.
9. All **frozen meal bids must include a one week sample of meals** to be provided. These meals must follow the menu that will be included in the bid along with the menu nutritional analysis documentation.
10. The successful bidder will be notified on or after **April 14th, 2023**. All contracts are considered pending until the Aging and Disability Resource Center of Broward County notifies Meals on Wheels South Florida of contract award confirmation for the July 1, 2023 Contract start date.
11. The initial Contract period begins July 1, 2023 through December 31, 2023. Usually a three year Contract is awarded by the AAABC and would include a three year contract between the FSMC / Caterer and MOWSOFFLO, at the discretion of Meals on Wheels South Florida, dependent upon performance during the contract period and pricing for additional years.
12. Protests Regarding the Bid Award: A written notice of protest must be filed with Mark Adler, Executive Director, Meals on Wheels South Florida, by **Monday, April 24th, 2023**, either by email to madler@mowsofflo.org, fax to 954-714-6950, or US Mail by close of business (4:00 pm).

Included in this package are:

(1) Bid Instructions Packet;

(2) Bid Specifications Packet;

(3) Non-negotiable Section 2 of all contracts;

(4) Sample of a Bid Evaluation Form. This is subject to change upon further review. It is in your best interest to follow the format of this evaluation form as it will assist the Evaluation Committee in finding your responses to the items.

(5) Congregate and home-delivered meal sites and counts.

(6) A calendar of deadlines and steps in the bidding process.

Please Note:

- It is the Bidder's responsibility to assure they have all the pages identified above.
- It is the Bidder's responsibility to assure that all emails, regular mail and faxes have been received by MOWSOFFLO.

Thank you for your interest in working with Meals on Wheels South Florida to hunger across all ages with kindness, dignity and compassion!