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ADDENDUM NO. 1

To: All Prospective Proposers

From: Michelle Ngo, VP of Procurement

Date: August 26, 2024

Re: REQUEST FOR PROPOSALS # 24-16 SHELF-STABLE MEALS, READY-TO-EAT (MRE)

This addendum forms a part of and modifies the Request for Proposals dated August 23, 2024 and consists of six (6) pages.

Where any items called for in the bid documents are supplemented here, the supplemental requirements shall be considered as added thereto. All other terms and conditions shall remain unchanged and in full effect.

PLEASE NOTE:

FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON THE TECHNICAL PROPOSAL COVER PAGE FORM MAY BE CAUSE FOR DISQUALIFICATION.

ITEM NO. 1: QUESTIONS FOR CLARIFICATION

Please see below for responses to inquiries:

Q1.Delivery Locations

Can you please advise if the orders will be delivered:

- To your warehouse (if so what is the address) Or Site to site (i.e. to different cafeterias or to different location sites)

[A1. Warehouse. 630 Plantation Street, Worcester MA 01605.](#)

Q2.Products Required (page 10)

Are you looking for a Shelf-Stable Boxed Protein Products (similar to the ones listed in the sample order form – page 15)?

A2.1. They can be, yes.

We make shelf-stable meals in a kit (plastic bag). The kit contains 7 oz protein item as well as juice, crackers etc. Will that be acceptable?

A2.2. Minimal preparation meal kits and premade meals are acceptable. Premade ready to eat meals are preferable.

Q3.Samples (page 12)

Looks like samples are required in this bid. Can you please advise where we should send the samples and when is the deadline to submit the sample?

A3. Samples should accompany the proposal submission.

Q4.Packaging (page 10)

Is WHA branding, logo and QRE code capabilities a mandatory requirement? If so where is the location of these items and can we get a sample logo so we can calculate the cost?

A4. WHA branding and logo is required. QRE code is preferred. Please see attached photo of current meal packaging for logo and logo placement.

Q5.Addendum

According to the bid, the addendum is going to be issued 7 days prior to due date (i.e., 8/30/2024). We are an out-of-state vendor and due to the labor day weekend, we need to mail the bid around 8/27 to ensure our proposal arrives to your office in time. Will you consider issuing the addendum earlier than 8/30/2024?

A5. Yes, an addendum will be issued before 8/30/24.

Q6.Is this a new program? Or existing?_If existing. Who was your previous vendor?

A6. Existing. RMG, Restaurant.

Q7.Can you provide actual usage from 2023? How many meals were returned in 2023/24?

A7. Approximately 115,350 meals were ordered in Fiscal Year 2024. None of those meals were returned, however credit for 1,200 damaged meals was received from the vendor.

Q8.Packaging: Can you provide a picture of current packaging?

- a. To include WHA branding
- b. hermetically sealed packaging

A8. See attached photos.

Q9. Food: Can you provide a list of additional components required?

- 1. Meals Ready to Eat -(MRE) kindly provide an example and current brand?
 - 1. Similar to military MREs?
 - 2. Similar to a shelf-stable meal used for inclement weather?
 - 1. Beef Stew in a can

2. Tuna in a can

A9. Please see the attached photo of the current meal packaging. The brand is Buen Provecho, by RMG, Restaurant. Meals should be hermetically sealed packages (i.e., trays or pouches), shelf-stable, and ready to eat (either at room temperature or heated).

Q10. How many different meal options are required for this bid, and can they vary from the (6) options on the sample order form provided in the bid packet (see below)?

A10. Minimum of (5) five and yes, they can vary.

Q11. Is “incorporating WHA branding, logo, and QR code capabilities” on packaging a strict requirement for submitting a bid?

A11. See Question 4 (Q4).



SOUTHWEST style BEAN & GRAIN BOWL

Fully cooked & ready to eat in 2 minutes
Microwave or boil preparation
No refrigeration required
390mg Sodium, 36 grams of whole grains

NET WT 7 OZ (198g)





SUBJECT: BORN: 12/01/83
BORN: 22 025 12/01/83

