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## ADDENDUM #5

Request for Proposals  
Emergency Food Services  
Solicitation No. 2024-1007

Originally Issued January 10, 2024

### Addendum 5 – Issued March 27, 2024

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

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### Questions:

- 1. The RFP as written is just about impossible for a typical food vendor. The requirement to be ready to deliver single or small orders at all hours is a big barrier (e.g., the 4:00 AM sandwich scenario), especially because it is not a standing or reliable order. Can the scope be modified to more standardized hours (e.g., 6AM – 10PM)? **CMHA will attempt to be flexible with vendors when possible. This solicitation takes into consideration emergency needs for food.****
- 2. My understanding is that the meals typically requested will be provided at standard breakfast, lunch and dinner times, is that correct? **This will vary depending on the length of the emergency.****
- 3. Can vendors specify which types of meals they have available for delivery (e.g. breakfast only)? **Yes, that is permissible.****
- 4. As long as they can deliver at the next meal window, could vendors agree to respond to late night calls during normal business hours (e.g., breakfast vendors providing a response in time for the next breakfast)? **Yes, this is permissible.****

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

Phone: (513) 333-0670 Fax: (513) 977-5606 TDD: (513) 977-5807 Website: [www.cintimha.com](http://www.cintimha.com)

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5. For large orders, most smaller food vendors would need 12-24 hours to prep and possibly stock. Can they specify their maximum order size for same day delivery? **No, the size of the order will be dependent on the number of household impacted.**
6. Can vendors charge a deposit for large orders so they can pay for the inventory? **No, CMHA/TPS terms and conditions don't allow for deposits. Payment terms are net 30 days.**
7. Are these deliveries always hot/ready-to-eat meals? Would meal kits or individually portioned and microwaveable meals be an option? **Meals are not required to be hot. Meal kits or individually portioned meals are acceptable. Microwaveable meals are not permitted.**
8. What is the payment window, how long will vendors typically wait to get paid after they invoice? **CMHA/TPS payments terms are Net 30 days.**
9. Can vendors specify their minimum order? **Yes**
10. Can a food truck vendor apply? **Yes**

\*\*\*END OF ADDENDUM TO DATE 3/27/24\*\*\*