

Questions from Bidders – 5.16.24

1. *How many staff members does your current vendor have on site?* The current caterer has one staff member based in Nutrition Central and one delivery driver.
2. *What is the current wages/pay for the staff members on site?* We do not have information on the wages of the current caterer's staff.
3. *What are the current hours that your vendors team members work on site in the morning?* The current caterer's staff start work at 6:00am and ends around 11:00am. Deliveries are between 10:30am and 1:00pm.
4. *Does your current vendor have a vehicle on site that is used for the delivery of meals?* Yes.
5. *Your RFP requests a separate truck to pick up trash from your congregate sites, is there a viable option to use the same truck to deliver and pick up trash from your dining sites?* This process is in place so it meets the requirement that trash is not in the same truck as the food, so we will entertain bidder's suggestions about different ways to meet this requirement. WMEC is currently communicating with the meal sites to have the trash disposed of at the meal sites so that the caterer may no longer have that trash disposal responsibility. We will update everyone if there is a change.
6. *Do you have a freezer and cooler at your facility that is provided by the current vendor or is this owned by your agency?* The current caterer owns the walkin refrigerator and walk in freezer.
7. *For Monday's deliveries, can we deliver on Sundays?* Yes, food can be delivered on Sundays.
8. *Is there any restriction or time constraints on delivery to WestMass?* Please clarify the question. Food must be delivered to WMEC by 6:00am in time for HDM meal packing and food must be delivered to congregate meal sites by listed serving times.

9. *What documentation will be required for commodity tracking for the Regular and Latino menus?* During menu planning meetings, meal items will be denoted as commodities and any changes to the menu meeting plan are to be communicated to and approved by WMEC. Invoices are to be submitted to WMEC weekly.
10. *Will you require a monthly nutrient analysis breakdown for menus?* EOEА requires that the Nutrition Program Registered Dietitian to complete the nutritional analysis in Computrition. The caterer will need to supply all food labels and recipes to WMEC for menu items.
11. *Is the Provider required to have a Registered Dietitian on staff?* WMEC has reached out to EOEА for clarification and is awaiting a response on 5/20/24.