

**City of Petersburg, Virginia**  
**Call for Proposals**  
**COVID-19 Holiday Meals Initiative**  
**“2020 Feed the Need with a Taste of Petersburg”**

**Call for Proposals:** The City of Petersburg seeks to obtain proposals from qualified local restaurants and local caterers to assist the City with a COVID-19 Meals Initiative. The goal is to provide and deliver holiday meals to Petersburg residents currently experiencing food insecurity due to the COVID 19 pandemic. This program will be implemented using funding from the CARES ACT. Through this initiative, local restaurants and/or caterers will perform professional services as outlined in this document.

Instructions: Proposers shall submit the following electronically via email to [petersburgfellows@petersburg-va.org](mailto:petersburgfellows@petersburg-va.org) no later than **November 13, 2020 by 12noon.**

**Note: You can only apply online at [www.petersburgva.gov](http://www.petersburgva.gov).**

1. The proposer’s digitally signed proposal, in PDF format marked **“2020 Feed the Need with a Taste of Petersburg.”**
2. The proposer’s related cost proposal included as a separate file, marked **“2020 Feed the Need with a Taste of Petersburg.”**
3. A digitally signed cover letter including the company’s name, address, and primary contact for the proposal. The primary contact information shall include submitter’s name, telephone, and email address.
4. Proposers must comply with all requirements and forward the following along with their electronic submissions: a completed W-9 and a copy of Workman’s Compensation Insurance and Health Department certificate to [petersburgfellows@petersburg-va.org](mailto:petersburgfellows@petersburg-va.org) in order to be considered for this program.
5. Proposers must notate in the subject line of the email, the name of the proposer and **“2020 Feed the Need with a Taste of Petersburg.”**

Proposals should clearly demonstrate the applicant’s qualifications to perform the needed services. The City will not accept proposals submitted by fax - the proposals must be emailed to [petersburgfellows@petersburg-va.org](mailto:petersburgfellows@petersburg-va.org) proposals must be received by the City on or before the Deadline. The City will not accept proposals after the said deadline.

**Anticipated Proposal Timetable:**

Call for Proposals	November 6, 2020
Proposal Submission Deadline	November 13, 2020 by 12noon

**Please direct all questions related to this proposal to [petersburgfellows@petersburg-va.org](mailto:petersburgfellows@petersburg-va.org) prior to the Deadline Date - November 13, 2020 by 12noon.**

Lastly, your inability or negligence to provide and deliver meals based on the information you provided will result in your business refunding the City of Petersburg for the number of meals that were not prepared and delivered by December 1, 2020 based on the agreement. Checks should be made payable to the City of Petersburg, Attention: 2020 Feed the Need Initiative  
103 Tabb Street, Petersburg, Virginia 23805.

The COVID-19 crisis has generated food insecurity in the City of Petersburg. Particularly vulnerable groups include individuals who have contracted COVID-19, laid off workers, families with children, senior citizens, and adults who are homebound. Neighborhood food pantries, non-profit organizations and school feeding programs are operating throughout the City but there will be an increased demand for food during the holiday season when many of the organizations are not operating. The overall goal of this program is to meet a need for Petersburg community members who are experiencing food insecurity due to COVID-19 by providing meals while simultaneously providing economic stimulus to local restaurants and their employees.

In order to alleviate challenges for food insecure families in Petersburg during the holiday season, 10-20 selected local restaurants and/or local caterers will partner with the City of Petersburg to prepare approximately (7,000) seven thousand individually packaged, fresh meals and serve them to food insecure residents over a four day period (November 24, 25, 27, 28), 2020. The local restaurant or caterer will work in tandem with the City of Petersburg to receive referrals and delivery assignments. Residents who are eligible for meal delivery assistance will be entered into an Excel spreadsheet and that data will be transmitted to the local restaurant or caterer to manage meal preparation, delivery, and distribution.

### **Term**

The contract term is intended to be 5-10 days with an option to renew during the 2020 Christmas Holiday. The City will dismantle this initiative as soon as the public health emergency ends. Prices shall remain firm for the initial term.

### **Criteria**

The City of Petersburg reserves the right to clarify a Proposer's submittal prior to the award. It is the intent of the City of Petersburg to award (10-20) local restaurants and or caterers - up to \$10,000.00 per business based on the ability and capacity to serve the quantity and quality of meals. The City will select the local restaurants or caterers with the best proposals as evidenced by their overall evaluation score.

### **Scope**

#### **a. Summary**

The City of Petersburg intends to purchase approximately 7,000 (seven thousand) individually packaged, fresh meals at a maximum of \$15 per meal to be prepared by local restaurants and/or caterers and delivered daily to food insecure individuals for four days. (November 24, 25, 27, 28, 2020).

## **b. Time Frame**

The contract will be awarded for an initial 10-day period with the option to renew for the upcoming 2020 Christmas Holiday Season. The Contractor will deliver, on a daily basis, on the following days: **November 24, 25 and 27, 28** to locations (City will provide the list of the sites, quantities, and addresses). These quantities are estimates, and additional meals may be requested should funds become available. The local restaurant, or caterer may be required to supply meals to additional delivery sites during the contract period. In addition, if necessary, existing sites may be relocated, or days of operation changed during the contractual period. The local restaurant or caterer will ensure health and safety protocols are observed

## **c. Distribution Schedule**

The local restaurant or caterer will provide one meal per day, for (4) four days November 24, 25 and 27, 28, 2020 (the meals must be hot). The number of participants, or home delivered meals routes may change throughout the term of this agreement. The numbers provided are estimated for planning purposes only. The daily participation may vary. *Funding changes may require drastic increases or decreases in participation levels and the number of meals per site.*

*In addition to the assigned delivery of meals per business, the City will pay an additional fee per meal delivered at a cost of 1.75 per meal. (Note, this is in addition to the delivery locations assigned to your business by the City of Petersburg).*

## **d. Procurement & Engagement**

The City will contract with a diverse array of restaurants and/or caterers including a mix of large and small businesses, minority, and women-owned restaurants.

The City will allow each business or caterer to provide their own menu based on the required components below. The restaurant or caterer must include the menu in the proposal.

## **e. Menu:**

- Each meal should be 18-20 ounces in total weight, broken down roughly to: 8 oz protein, 6 oz starch or grain, 6 oz vegetable, and a dessert;
- Dinner meals must be hot. Meals should be prepared to be reheated if necessary;
- The local restaurant or caterer will limit the use of tree nuts, peanuts, and shellfish;
- The individual meal cost should not exceed \$15;
- Menu items should be sourced locally when possible;

## **f. Meal Preparation**

Preparation methods must preserve nutritional value and enhance meal acceptability. Delivery of prepared food shall be provided to assure that existing sanitation and temperature regulations are met. The local restaurant or caterer must limit the amount of time meals spend in transit before they are consumed. Food transported to sites may not be held on delivery vehicles for any longer than 2 1/2 hours from loading to last delivery.

**The food delivery container must have the following specifications:**

Food Service Disposables Grouping	Carry-Out Food Container	Width	9 in
Basic Foodware Material	Foam	Depth	9-1/4 in
Disposable Foodware Shape	Square	Height	3 in
Disposable Foodware Color	White	Microwave Safe	Yes
Number of Compartments	1	Max. Temp.	150 Degrees F
		Container Lid	Included, Hinged
		Secondary Foodware Material	Polystyrene Foam

**Utensil specifications:**

- Plastic cutlery in a sealed plastic unit: fork, knife, napkin, salt/pepper packet.
- All delivery containers must be bagged and stapled to ensure there is no contamination.

**g. Meal Delivery**

The local restaurant or caterer is responsible for coordination with the City of Petersburg to facilitate delivery (the City will provide a delivery schedule to each restaurant and or caterer). **The meal delivery time will be between 11AM-3:00PM.** The local restaurant or caterer will provide all equipment, as needed, at each site to ensure meals will be delivered in a timely fashion. The local restaurant or caterer will follow food handling and distribution protocols for each location. The local restaurant and caterer should provide a detailed food delivery plan that describes any third-party vendors that will be contracted to support delivery. **All participating restaurants/delivery companies and or volunteer delivery groups must be approved by the Health Department.**

The local restaurant and caterer should ensure the following meal delivery procedures are observed:

- Delivery vehicles must be sanitized before and after each delivery;
- Delivery drivers must wear personal protective equipment;
- Gloves must be worn at all times and changed between deliveries;
- Practice contact-less transfers; and
- If delivering to a distribution site, avoid going inside the building, have receiving contact meet outside and practice contact-less transfers.
- **Each restaurant and/or caterer will be assigned delivery sites. If the restaurant /caterer/organization can deliver to additional sites outside of the assigned sites, the City will pay an additional \$1.75 per delivery. To be billed to the City at the end of the four-day event. The City will prepare a Task Form Request for each delivery and a report is expected along with invoice from the Delivery Vendor. All Delivery Vendors will have to be approved by the local Health Department.**

#### **h. Food Safety & Sanitation**

The local restaurant and/or caterer must comply with all federal, state, and local food safety regulations. The local restaurant and/or caterer must not have had any temporary or permanent closures, administrative complaints regarding food safety, or 10 or more high priority/significant findings on sanitation inspection within the past 12 months.

The local restaurant and/or caterer should attach food safety protocols and measures taken to protect employees and the community that include use of personal protective equipment, social distancing at work/kitchens and during deliveries, use of gloves, hand washing procedures and cleaning/sanitizing workstations.

#### **i. Experience/Qualifications**

Likewise, the local restaurant and/or caterer must possess the integrity, reliability, and other qualities that will assure quality performance.

#### **j. Performance and Contract Management**

The selected local restaurant and/or caterer shall be assigned work through Task Orders issued by the City of Petersburg based on the anticipated services required. The contractor will be paid for pre-ordered meals based on the said number in the contract. Furthermore, all services must be provided during the original term of the contract. The local restaurant and/or caterer will receive a list of deliveries from the City of Petersburg. Local restaurant and/or caterer is expected to provide daily summary reports to document the served population. All reports must include name and address along with the dates when meals were provided. The list will be emailed daily to [petersburgfellows@petersburg-va.org](mailto:petersburgfellows@petersburg-va.org).

The expectation of the City is that the selected local restaurant and/or caterer will be capable of mobilizing their team within 6 days of the City's issuance of the check to the Awardee. The City further expects that the selected local restaurant's and/or caterer's onsite team will consist of professionals and trained staff. Any substitutions will require a discussion and City approval. Proposals of subcontractor replacements with similar professional experience will be necessary. This program will be dismantled as soon as the public health emergency ends, so selected local restaurant and/or caterer will be expected to demobilize its resources immediately following the last day of operation.

**K. Timeliness and Responsiveness** – The selected local restaurant and/or caterer shall return the City's phone calls and/or email communication within twenty-four (24) hours.

The City shall have the right to subject the individual or firm contracted to performance monitoring. Should the City possess a reasonable belief or has determined that the individual or local restaurant or caterer has misrepresented themselves and is not competent to perform the tasks outlined in the Call for Proposal, this will result in immediate termination of their contract and all funds must be returned to the City by December 1, 2020.

The City shall also have the right to terminate the contract for serious misconduct, habitual neglect of duty, incompetence, conduct incompatible with the local restaurant and/or caterer duties or business, or willful disobedience of the City's requirements. In this case, all funds must be returned to the City by December 1, 2020 via a certified check made payable to the City of Petersburg, Attention: 2020 Feed the Need with a taste of Petersburg, 103 River Street.

## **L. Pricing/Cost**

### *Fee Proposal Requirements*

The City of Petersburg intends to purchase approximately 7,000 individually packaged, fresh meals at a maximum of \$15 per meal from 10-20 Restaurant and/ or Catering Businesses in the City of Petersburg. These meals will be for delivery.

### **Important:**

Please email a completed W-9, workman's compensation insurance certificate, and health department certificate to [petersburgfellows@petersburg-va.org](mailto:petersburgfellows@petersburg-va.org) in order to be considered for this program. Please mail with your submission by November 13, 2020, 12noon.

Please note, inability or negligence for your business to provide and deliver meals based on the information you provided will result in your business refunding the City of Petersburg by December 1, 2020 for the number of meals that were not prepared and delivered based on the agreement. Certified checks should be made payable to the City of Petersburg, 103 Tabb Street, Petersburg, Virginia 23805 Attention: 2020 Feed the Need Initiative.

This is a City of Petersburg sponsored initiative during the Covid-19 Pandemic - you will not have to pay taxes on the meals you prepare.