



## COUNTY OF SONOMA

**ADDENDUM NO. 01**

**SUBJECT: Addendum Number 01 to RFP No. SC001- 0000002029  
RFP for Supplemental Food Catering Services**

**DATE: 06/25/2025**

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This addendum is issued to furnish information that is supplemental to, will clarify, or modify the above-referenced solicitation.

### **SUPPLEMENTAL INFORMATION:**

The following are the questions and their answers for this RFP:

**Question 1:** What's the expected cost or current budget for tier 1 and tier 2?

**Answer 1:** The budget will depend on the identified need and cannot be estimated as the Task Orders are not known at this time. An example is a recent equivalent Tier 1 contract that was funded at \$100,000 for 6 months for 55 people, providing 1 meal a day, 7 days a week at one site. All pricing is negotiable and County works with the vendor.

**Question 2:** If no deposit - how are cancellations or change of date manage to protect the catering companies?

**Answer 2:** The County will communicate with the vendor. At point of execution of a Task Order, the County will negotiate cancellation and date change terms and conditions with the Contractor.

**Question 3:** How much lead time do contractors receive ahead of events/task orders?

**Answer 3:** The County will endeavor to provide as much notice as possible. A Task Order typically takes a few weeks to execute. This is also why the County is looking to contract with multiple vendors. The average is estimated at between 3-4 weeks. If a

vendor cannot deliver in the time frame, the County can move to another of the contracted entities for these services.

**Question 4:** Requirement for bilingual staff, can that come from volunteers?

**Answer 4:** Yes, it can. The County may also be able to support for any special interpretation needs above and beyond the Contractor's capacity.

**Question 5:** Thank you for the webinar today. May I get the recording?

**Answer 5:** An audio recording of the Pre-Bid conference is available at:

<https://share.sonoma-county.org/link/RZofA5qCkN8/>

**Question 6:** Our kitchen staff typically works Monday-Friday. For Tier 1 vendors, do you anticipate that weekend service will be required, or is it possible to fulfill contract obligations M-F?

**Answer 6:** Yes, weekend service will be required. It is very likely that Tier 1 services would be used for weekend service. Proposals should be able to provide services 7-days a week.

**Question 7:** Can you please confirm ways in which the bilingual requirement can be met (e.g., staff, volunteers, translation app, etc.)?

**Answer 7:** The main obligation would rely on chosen vendors for their own ideas/plans/processes. Bilingual sub-contractors or volunteers are all acceptable for the chosen vendor to utilize. The County can act in a support capacity in various circumstances such as the County providing bilingual interpreters the day of an event in coordination with the chosen vendor.

**Question 8:** Will longer-term catering contracts (e.g., Tier 1 emergency shelter meals delivery) expect weekend deliveries, or can a Mon-Fri provider be accommodated (e.g., by delivering extra meals on Friday)?

**Answer 8:** See answer #6 above. Chosen vendors should have capacity to deliver services on the weekends.

**Question 9:** How much notice/lead time can we expect for Tier 1 catering contracts?

**Answer 9:** See answer #3.

## **Pre-Bid Conference**

Slides and an audio recording of the Pre-Bid conference are available at:

<https://share.sonoma-county.org/link/RZofA5qCkN8/>

**MODIFICATIONS:**

The following section is amended to read as follows:

**PART SIX – FORMS****I. REQUIRED PROPOSAL FORMS**

As part of the contractor's proposal, the following Proposal Forms are required and must be submitted with the original proposal. Templates of the following Proposal Forms are located under the references for this RFP through the Sonoma County Supplier Portal and on the DHS website at <https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/administration/contracts-and-board-item-development-unit>.

All other terms and conditions of RFP No. SC001-0000002029 remain unchanged.

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Please sign and date below as acknowledgment of receipt of Addendum No. 01 and include with your submittal.

Signature and Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Firm: \_\_\_\_\_