



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: [February 13, 2019]

HSS [19-022]

[Food Truck Service]

for

[Division for the Visually Impaired]

Date Due: [March 15, 2019]

By [11:00 AM] Local Time

ADDENDUM # [1]
[Q&A]

PLEASE NOTE:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED RFP.

Kimberly Jones
Procurement Administrator

Questions to RFP HHS-19-022
Food Truck Service
2/13/19

Q: Is there a penalty for not being on-site due to a planned vacation, unforeseen circumstances, or other food truck events scheduled on the same day?

A:

- Vacation: If the Business Enterprise Program Director is notified in writing within ten (10) working days of the planned vacation, then there would not be a penalty. Should the Contractor fail to provide adequate notice, then the Contractor would be considered to have abandoned their Contract, and measures set-forth within the Contract pertaining to this would be followed. Furthermore, the Contractor would still be required, under the terms of the Contract, to remit payment for the full-month despite not being on-site.
- Unforeseen Circumstances: As stated above, the Contractor would still be required, under the terms of the Contract, to remit payment for the full-month despite not being on-site.
- Other Food Truck Events: By entering into a contractual agreement with the State of Delaware, the Contractor is required to provide all services during the dates and times as stipulated within the Contract. Therefore, not providing services at any given time due to another opportunity for the Contractor shall be considered breach of Contract and stipulations pertaining to this within the Contract shall be followed and adhered to.

Q: Can locations be changed by the Vendor after selections due to low sales or any other reason?

A: In the event the Contractor wishes to change location(s) following the execution of the Contract, the Contractor must request a meeting with the Business Enterprise Program Director to discuss the issue. The Contractor must have documented paperwork (P&L) depicting cost of operation (i.e.; food, paper products, employees, utilities) versus lost revenues to present at the time of the meeting. It shall be at the sole discretion of the Business Enterprise Program Director as to whether a relocation shall be amenable to both the Contractor and the Program.

Q: Do menus have to be modified to meet the State's specifications?

A: Yes. There is a healthy food initiative across all state facilities and vendors operating therein which is supported through the Governor and the Secretary of Health and Social Services. A guideline menu depicting examples of required food offering is located within the RFP; Menu, pgs. 49-50.

Andy Kloepfer