



County of Santa Cruz
General Services Department
Purchasing Division

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COUNTY OF SANTA CRUZ, CALIFORNIA

Request for Letters of Interest (RFI) #19R2-002

FOR

Great Plates Delivered Food Program

Submittal Deadline	May 11, 2020, 4:00 PM, PST Letters of Interest must be submitted by this Deadline.
Submittal Location	Email to eoc032@santacruzcounty.us
Contact Person	BUYER: Phil Santaluce Email Phil.Santaluce@santacruzcounty.us



County of Santa Cruz

Office of Emergency Services

REQUEST FOR LETTERS OF INTEREST FOR GREAT PLATES DELIVERED FOOD PROGRAM

1. Statement of Purpose

The purpose of the new **Great Plates Delivered** program is twofold: **1)** to provide meals to adults 65 and older and adults 60-64 who are at high-risk, as defined by the CDC¹ and who are unable to access meals while staying at home and are ineligible for other nutrition programs; and **2)** to support local restaurants and other food provider/agricultural workers and to support owners who have closed or are struggling to remain open due to COVID-19 mitigation tactics.

2. Background

On April 24, 2020, Governor Gavin Newsom announced the launch of a first-in-the-nation Great Plates Delivered program. The program is designed to support adults 65 and older and adults 60-64 who are at high-risk from COVID-19, in staying home and staying healthy by delivering three (3) nutritious meals a day, and also provide essential economic stimulus to local businesses and workers struggling to stay afloat during the COVID crisis.

While the County will initially pay the full cost of this federally approved program, the County will ultimately be reimbursed 75% Federal Funds, 18.75% state share, and 6.25% local share. Local share may be achieved through donation of a percentage of meals delivered by the restaurant.

3. Requirements

- Meal Requirements
 - A maximum of 3, per day, per participant
 - Breakfast low in sodium, no sugary drinks (<24 calories/ 8 oz. and of fruit juice, must be only 100% fruit juice)
 - Lunch and dinner: a piece of fresh fruit or vegetable on each dish, and low in sodium, no sugary drinks (<24 calories/ 8 oz. and of fruit juice, must be only 100% fruit juice)
 - Meals must: be nutritionally appropriate and balanced, be individually packaged, use local produce when feasible, accommodate common dietary restrictions upon request (vegan, vegetarian, gluten free, and common allergies).
- Delivery Requirements
 - The vendor providing food service is responsible for the delivery of meals under appropriate food handling guidelines.
 - Delivery driver must be background checked (Lyft/Uber OK)
 - County will provide background checks
 - Delivery may be performed through an alternate vendor sourced by the community or County.
- Vendor Requirements
 - Provide proper food handling practices
 - Provide culturally appropriate meals
 - Provide utensils
 - Vendors must not be currently enrolled into, or providing any state or federal food service program
 - Vendor interest will be accepted at a minimum service level of 3 meals a day for 10 people per day.
- Recordkeeping
 - Vendors must have the capability to invoice the County
 - Invoice must include delivery location and number of meals served for meal each day, or equivalent daily record
 - All submissions to the County and payments from the County will be carried out electronically
- Additional information about requirements of the program can be found on the State of California Website <https://covid19.ca.gov/img/wp/great-plates-delivered-restaurants-faqs.pdf>

4. Response

If your business is interested in the Great Plates Delivered Food Program, please email eoc032@santacruzcounty.us no later than May 11, 2020 at 4:00pm PST. Please ensure to submit the following:

1. Brief Description of your Food Service Restaurant or Facility.
2. Proposed Example of Menu to be served to meet the requirements.
3. Please include your average daily cost per person. This should be broken down into meal costs (breakfast, lunch, dinner, snacks), delivery costs, and admin costs. Reimbursement will be based on a daily cost to provide meal service per person.
4. State if your restaurant would be willing to donate 6.25% of the meals delivered to count as the local share of cost.
5. Date when service could begin.

If there are any requirements that you are unable to adhere to, please include an explanation in your response. Note that inability to meet all requirements will not preclude you from consideration for this service.

The County wants to support local businesses and is willing to work with vendors to meet these requirements and ensure our residents receive adequate food support. The County of Santa Cruz appreciates your assistance in this matter.

Exhibit A
PROPOSER FACT SHEET

Name of Contractor: _____

Contractor Federal Tax ID#: _____

Contractor operates and business is classified as:

Sole Proprietor Partnership Corporation

Government Fiduciary Other

Is Contractor:

- | | |
|---|--------------|
| 1. Authorized to do business in California? | Yes___ No___ |
| 2. A California-registered small business? | Yes___ No___ |
| 3. A disabled-owned business? | Yes___ No___ |
| 4. A women-owned business? | Yes___ No___ |
| 5. A minority-owned business? | Yes___ No___ |
| 6. Certified as a minority business by any public agency? | Yes___ No___ |

If yes, name of agency: _____

Name of certifying officer: _____ Phone #: _____

7. A Disadvantaged Business Enterprise (DBE) according to the definitions on page 31.
If yes, indicate composition of ownership below.

___% Disabled	___% Women	___% Black
___% Hispanic	___% Asian American	___% Native American

Contractor has been in continuous operation under the present business name for ___ years.

Minority/Women/Disabled-Owned Business Enterprises Definitions

(Refer to Exhibit A)

Standard definitions for Minority/Women/Disabled-Owned Business Enterprises for the purposes of Santa Cruz County contract compliance procedures shall be as follows:

1. A **Minority Business Enterprise** (MBE) is a small business owned and controlled by one or more minorities or women. Owned and controlled means that:
 - a. At least 51 percent of the small business concern is owned and controlled by one or more minorities or women or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by one or more minorities or women; and
 - b. The management and daily business operations are controlled by one or more such individuals.

2. A **Women Business Enterprise** (WBE) is a small business, owned and controlled by one or more women. Owned and controlled means that:
 - a. At least 51 percent of the small business concern is owned by one or more women; and
 - b. The management and daily business operations are controlled by one or more women who own it.

3. A **Disabled-Owned Business Enterprise** (DOBE) is a small business owned and controlled by one or more disabled persons. Owned and controlled means that:
 - a. At least 51 percent of the small business concern is owned by one or more disabled persons; and
 - b. The management and daily business operations are controlled by one or more disabled persons who own it.

NOTE: Certain projects conducted under Federal and/or State oversight may have additional definitions and requirements.