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**Addendum 1**

# **Invitation for Bid for 2017-18 Child and Adult Care Food Program at Various Community Centers Throughout**

# **New York City**

# **E-PIN 26016B0001**

April 25, 2017

Dear Prospective Proposer,

Pursuant to Sections 3-02(i) of the Procurement Policy Board (PPB) rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum 1** to the 2017-18 Child and Adult Care Food Program at Various Community Centers throughout New York City Invitation for Bid (IFB).

**ADDENDUM ITEMS**

1. **Appendix A, Scope of Work, Article III,** The following sections are deleted and replaced with:

* **Section 2.01(B)**

**B**. Contractor shall deliver Unitized Meals to the Centers each Program Day at or before 2 p.m. during the school year and at or before 9 a.m. during the summer program, as identified by DYCD.  Such delivery shall be considered “timely.”   Contractor shall coordinate with CBO staff at each Center to determine a mutually agreeable delivery time window, within the constraints of this section that enables Contractor to perform timely delivery.

* **Section 2.08 (A)**

**A**. Contractor shall provide timely delivery, as defined in Section 2.01 herein, of Unitized Meals that conform to the requirements of the New York City Food Standards set forth in Schedule 3 and USDA Required Meal Patterns and Food Specifications in Schedule 2 to the Centers.  Contractor shall unload such Unitized Meals and place them in the area designated by CBO staff at each Center.

* **Section 3.02 (A)**

**A.** DYCD reserves the right to assess liquidated damages in the event Contractor fails to complete timely delivery of Unitized Meals ("Non-Delivery")."

* **Section 3.02(A)**

**A**.  DYCD reserves the right to assess liquidated damages in the event Contractor does not complete timely delivery of Unitized Meals on a Program Day ("Non-Delivery")."

* **Section 3.02 (C)**

**C.** The amount of liquidated damages to be assessed against Contractor is the total cost, up to ten times each unit price set forth in Schedule 4 to Appendix A, to DYCD of replacing the Unitized Meals or additional food items Contractor failed to deliver.

**ATTACHMENTS**

1. **New Attachment**: DYCD is including a sample menu which is now attachment number nine (9) to the IFB.

**Clarification**

1. **Invitation for Bid, Section J(1) Award of Contract and Appendix A Part III, Section 4.2 Renewal:** DYCD is clarifying that the additional renewal terms will be executed at the same unit price as awarded during the initial term.
2. **Site list**: The site list attached to the IFB includes 97 community centers. The site list can also be found on DYCD’s website at:

<http://www1.nyc.gov/site/dycd/involved/funding-and-support/dycd-food-bid.page>

1. The Food Service Management Company will confirm delivery times with the Community Based Organizations operating the Centers to ensure deliveries are made in a timely fashion and meet the required times as outlined in Appendix A, Scope of Work, Article III, Section 2.08(A).

**Acknowledgment of Addenda**

Pursuant to section 3-02(i)(2), the Acknowledgment of Addenda serves as the bidder’s acknowledgment of the receipt of addenda to this invitation for bid.

Bidders must acknowledge receipt of such Addendum by signing a copy of the Addendum and returning it to DYCD by certified mail or by email to [ACCO@dycd.nyc.gov](mailto:ACCO@dycd.nyc.gov). DYCD must receive such acknowledgment prior to the hour specified for the Bid opening. DYCD shall maintain the email or the receipt from a certified return receipt mailing.

**Company Name:**

**Bidder’s Name:**

**Bidder’s Signature: \_**

**Date of Signature:**