



# **2022 CDBG-CV FOOD SERVICE PROVIDERS REQUEST FOR PROPOSALS**

**RFP No. 2022-001**

For The  
**City of Dalton, Georgia**

**City of Dalton**  
CDBG Program Office  
300 West Waugh Street  
Dalton, GA 30720  
Email: [cdbg@daltonga.gov](mailto:cdbg@daltonga.gov)

**2022 CDBG-CV Food Service Providers  
Request for Proposals – RFP # 2022-001  
City of Dalton**



**Project Overview:**

Notice is hereby given that City of Dalton will receive up to but no later than **5:00 pm on Friday, May 20, 2022** for the Food Service Provider RFP.

The City of Dalton will work with local restaurants to provide meals for low-income citizens in response to increased demand due to COVID-19. The City will purchase pre-packaged meals from local restaurants to be delivered to the following designated facilities: **James Brown Park- 904 Civic Drive, Dalton, GA 30721 and Dalton Housing Authority, 405 Sequoyah Place, Dalton, GA 30721**, which are low-income areas in Census Tract 4.00 within the City limits. The residents of those areas will be served on a first come basis. The City anticipates providing approximately 15 days of 300 evening meals (one meal per day excluding weekends and holidays).

The City of Dalton will utilize Community Development Block Grant CARES (CDBG-CV) funding to supplement the program. The City has allocated a total of **\$67,286.96** in CDBG-CV funding for this project.

**Scope of Work:**

**1) Pre-Packaged Meal Requirements:**

- Provide 1 serving bread or bread alternative, 2 servings of vegetables, 1 serving of fruit or substitute additional vegetable, 1 serving of meat or meat alternative, dessert optional.
- All food used in the preparation of meals shall be of high quality and foods must be attractive in color and texture, non-greasy and appealing to encourage maximum food consumption, include delivery cost.
- Requesting minimum of 2 entrée choices per day and a vegan alternative.
- Bidder must provide disposable supplies including paper plates and utensils.

**Additional Requirements:**

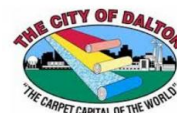
**1. Ordering, Record Keeping, and Documentation:**

The vendor will include a detailed weekly meal log with invoice for payment.

**2. Payment:**

City of Dalton will process vendor invoice within 10 days of receipt.

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**3. Contract Terms:** The selected Bidder shall enter into a contract effective 6/13/22 through 7/1/22, with service to begin on 6/13/22.

**RFP Submission Checklist**

1. Menu Pricing: At a minimum provide meal costs for providing one evening meal per day for 15 days in compliance with meal requirements and delivery costs found under Scope of Work section item #1.
2. Contractor Identification: Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number.
3. Bids must be **received** by the City of Dalton Finance Department by the bid deadline of **5:00 pm on May 20, 2022**. The bids may be delivered or mailed to: The City of Dalton Finance Department, RFP #2022-001, 300 West Waugh St., Dalton, GA 30720. **ELECTRONIC BIDS WILL NOT BE ACCEPTED**
4. Copy of a current state or local health certificate for the food preparation facilities and most recent food service inspection.
5. Copy of 2022 business license.
6. Completed City of Dalton vendor packet (Can be downloaded at <https://www.daltonga.gov/finance/page/vendor-packets>).
7. Client References: Provide a minimum of three (3) client references. Provide the designated person's name, title, organization, address, telephone number, and the service that was completed under that client's direction.

It is the responsibility of the Bidder to verify that its Proposal has been received by the City prior to the opening date. Verification of receipt can be made by emailing [cdbg@daltonga.gov](mailto:cdbg@daltonga.gov).

**Right to Negotiate and/or Reject Proposal:** Bidders understand that this RFP does not commit or obligate the City of Dalton to accept any response submitted. The City of Dalton reserves the right to accept or reject any or all of the responses, waive any irregularities, and to negotiate with selected Bidder(s) any price or provision, in part or in its entirety, whenever, in the sole opinion of the City of Dalton.

**Preparation Expenses:** The City of Dalton shall in no event be responsible for the cost of preparing any Proposal in response to this RFP. The sole responsibility for compliance with the requirements of this RFP lies with each Bidder submitting a response. Each

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Bidder is solely responsible for costs in preparing a response to this RFP and any and all other activities associated with same.

**Confidential and Proprietary Information:** All materials submitted relative to this RFP will be kept confidential until such time as an award is made or the RFP is cancelled. At such time, all materials submitted must be made available to the public. All information contained in Proposal submitted may be subject to the Georgia Public Records Act.

**Errors/Discrepancies/Clarification/Information of RFP:** Any errors, discrepancies, clarification or questions regarding information contained in this RFP should be immediately directed and submitted in writing to the City's Finance Department at [cdbg@daltonga.gov](mailto:cdbg@daltonga.gov). Bidders are encouraged to submit their questions as soon as possible to allow opportunity to reply in a timely manner.