

**WEST BLOOMFIELD TOWNSHIP  
INVITATION TO BID**

**CDBG - PREPARATION AND DELIVERY OF HOME DELIVERED MEALS (HDM) IN WEST BLOOMFIELD  
TOWNSHIP  
PROGRAM YEAR 2018**

**DEADLINE: Friday, March 8, 2019 at 2:00 p.m.**

Sealed bids for the following services for West Bloomfield Township will be accepted by the Planning Department until Friday, March 8, 2019 at 2:00 p.m., after that time they will be publicly opened and read in the West Bloomfield Township Boardroom:



**Senior Services** – Administer a program including: (qualifying and maintaining records for eligible applicants-age 62 or older or other qualifying individuals based on CDBG requirements, actual meal preparation and homebound delivery according to acceptable nutrition guidelines, approving payments to contractors, compiling paperwork for submittal to Oakland County for reimbursement).

The service delivery is from July 1, 2018 to September 30, 2019 (CDBG program year), unless otherwise agreed to by both parties in writing. The amount and ability to enter into contract is subject to final approval and authority by West Bloomfield Township, Oakland County, and HUD. The Contractor and Subcontractors on this project must comply with HUD contract provisions 24CFR part 85.36(i). West Bloomfield is an equal opportunity employer, businesses owned by women or minorities are strongly encouraged to bid.

**1. Preparation of Bid**

- A. Bidders are expected to examine specifications and all instructions. Failure to do so will be at the bidder's risk. Partial bid packages will be rejected and any discrepancies in the bidding package will be grounds for disqualification
- B. If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other conditions within the invitation, it is advised to call and have that portion clarified. For clarification, contact Amy T. Neary, Planning and Development Services Director, at (248) 451-4876.
- C. Each bid shall indicate the measured deliverable in a unit/cost amount (i.e. unit hour of contact for assistance or programming).
- D. Each bid shall acknowledge that case documentation shall be completed and filed indicating new service to individuals and income/age qualification, as appropriate.

**2. Submission of Bid**

- A. All bids must be submitted in a sealed envelope and must include the following information on the face of the envelope: bidders' name along with contact person as well as address. Failure to do so may result in a disqualification. Address bids as directed below:

**CDBG- HOME DELIVERED MEALS  
SEALED BID**

West Bloomfield Township  
Planning Department  
4550 Walnut Lake Road  
West Bloomfield MI 48323

**DO NOT PLACE BIDS IN THE TOWN HALL DROP BOX!**

**West Bloomfield Township**  
**Invitation to Bid**  
**CDBG Public Service Contracts Program Year 2018**  
**Deadline: Friday, March 8, 2019 at 2:00 P.M.**

- B. Bidders are responsible for submitting proposals before the stated closing time. Bid packages will be date stamped when they are received. Bid packages that arrive late due to delays in the delivery of the mail will not be considered. Any proposal received after the stated deadline will be rejected.
- C. Facsimile bids will not be accepted.
- D. West Bloomfield Township shall not be responsible for any costs incurred in the preparation of the bid.
- E. Any bid may be withdrawn by giving written notice to the Planning Department before the stated closing time. After the stated closing time, no bid may be withdrawn or canceled for a period of 60 days after said closing time, except the successful bidder whose prices will remain for the entire contract period.

**3. Terms and Invoicing**

- A. All bids are tax exempt.
- B. All bids will be considered net 30 unless otherwise stated. Payment will be made when all work or equipment specified is received and properly invoiced. Invoices are expected on a monthly basis.

**4. Award**

- A. The award of this bid will be to the best service provider. Evaluation will be based on a combination of factors including, but not limited to, the following: bid price, past performance, ability to meet service requirements, manpower and equipment available to perform this service, completeness of bid, compliance with specifications, and any other factors considered to be in the Township's best interest. West Bloomfield Township reserves the right to make an award to best service provider.

**5. General Conditions**

- A. Upon the awarding of the bid, a contract shall be signed between the Township and the successful bidder stipulating the terms and conditions for the completion of the work as outlined in the bid.
- B. Since this service impacts public safety the Township reserves the right to cancel this contract immediately for failure of the contractor to comply with terms and conditions set forth herein that might impact the safety/well-being of the Township and residents utilizing this site. In case of default of the contractor, the Township may cancel the contract or purchase order and procure services from other sources and hold the contractor responsible for any excess costs occasioned thereby. The Township may remove a defaulting contractor from future bid lists.
- C. The Township reserves the right to cancel this contract without cause or reason upon 30 days written notice.
- D. Agreements with the Township may not be assigned by the vendor to another vendor or subcontractor without prior written consent of the Township.
- E. West Bloomfield Township reserves the right to accept or reject any or all bids, to let bids again, and to waive any irregularities in the best interest of the Township.
- F. Any errors, omissions, or discrepancies in the specifications discovered by a prospective contractor and/or service provider will be brought to the attention of Amy T. Neary, Planning and Development Services Director, as soon as possible after discovery. Further, the contractor and/or service provider will not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

**West Bloomfield Township  
Invitation to Bid  
CDBG Public Service Contracts Program Year 2018  
Deadline: Friday, March 8, 2019 at 2:00 P.M.**

**6. Bid Specifics**

**A. Administration: Home Delivered Meals**

1. The Service Agency will act as liaison between senior participants and the Municipality. This includes providing staff to field inquiries, process information and determine eligibility (based on national standards or other acceptable standards as determined by the Municipality).
2. Provide informational materials to potential senior participants, including eligibility requirements, existing policies and procedures as well as sample menus.
3. Facilitate senior participant scheduling of meals, including adding new participants, changing meal requests, and cancellations. Maintain waitlist as needed.
4. Service Agency will maintain senior participant emergency contact information to facilitate safety checks for senior participants who do not answer on scheduled days.
5. The Service Agency shall provide meals for qualifying senior participants which have provided twenty four (24) hour notice of their request. (This request may be altered by mutual agreement between the Township and the provider).
6. The Service Agency agrees to maintain all appropriate records pertaining to this Contract on file at its offices. These records will be made available to the Municipality representatives and/or the Oakland County Community and Home Improvement staff. It is agreed that the Service Agency will be provided with a written five day notice requesting said access and these records will be reviewed at the Service Agency's offices. These records (as applicable) shall be submitted to the Municipality with all invoices and requests for payment
7. If demand exceeds CDBG resources, the Service Agency may solicit senior participant contributions to maintain service. Any use of these funds shall be clearly noted in all invoices and requests for payment.
8. The Service Agency will be responsible for all physical meal distribution, recording of the number and types of meals served, the collection, retention and necessary distribution of all necessary demographic information needed to appropriately complete the required Direct Benefit Activity reports, collection, processing, retention and redistribution of monthly donation request to participants as needed.

**B. Food and Delivery: Home Delivered Meals**

1. The Service Agency will prepare and deliver all food products using health department approved temperature retention equipment. The Service Agency will provide all necessary and appropriate condiments for each meal.
2. All meals provided shall conform to the Area Agency on Aging 1-B and Offices for Services on Aging (AAA 1-B and OSA) meal requirements including nutrient standards for those meals. The Municipality is not responsible to pay for meals which do not meet the AAA 1-B/OSA meal pattern requirements, are deemed unwholesome, or spoiled at the time of delivery.
3. The Service Agency agrees that it will produce, package and deliver all meal units following the applicable state and county health department guidelines at all times.

**West Bloomfield Township  
Invitation to Bid  
CDBG Public Service Contracts Program Year 2018  
Deadline: Friday, March 8, 2019 at 2:00 P.M.**

4. Delivery of the meals will be made to each eligible senior by an appropriate time as agreed upon, Monday through Friday at the proper temperatures.
5. The term of this Contract will be for the portion of the Community Development Block Grant program year 2018 which shall generally be July 1, 2018 to September 30, 2019 or until such time funds are expended, whichever comes first.
6. This Contract may be terminated by either party with or without cause upon 30 days' written notice.
7. The Municipality agrees to hold the Service Agency harmless if the Service Agency is unable to deliver meals due to uncontrollable situations such as extreme weather, mass power outages, or other delivery impediments.

C. The Charter Township of West Bloomfield shall do the following:

The Charter Township of West Bloomfield shall be responsible for the reimbursement of the Agency for the cost of administration and delivery of meals prepared on a monthly basis and a receipt of a payment request that includes required supporting documentation from the Agency.

D. Total Funding Available

The total contract sum total is not to exceed the CDBG program year funding for CDBG Program Year 2018, the contract amount shall not exceed \$30,698.00.

E. Exceptions

If any of the above conditions cannot be met a bidder, those conditions shall be noted and may not disqualify the bid. Any alternative conditions shall also be noted and may be considered.