



Company Name:

MEALS ON WHEELS, INC. OF TARRANT COUNTY

*Carla Jutson
President & CEO*

*Todd Webster
Chair, Board of Directors*

RFQ NO. 2022-001

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL / ENGINEERING SERVICES FOR THE MEALS ON WHEELS FACILITY EXPANSION PROJECT

**RESPONSES DUE:
July 21, 2022
2:00 P.M. CST**

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This Table of Contents is intended as an aid to respondents and not as a comprehensive listing of the RFQ package. Respondents are responsible for reading the entire RFQ package and complying with all specifications.

Pre-Proposal Meeting

All respondents must attend a **mandatory** pre-proposal meeting and walk-through of the job site to be held:

DATE: Wednesday, June 28, 2022

TIME: 9:00 a.m., CDT

LOCATION: Meals On Wheels, Inc. of Tarrant County
5740 Airport FWY
Haltom City, TX 76117

NOTE: There is NO opportunity for remote attendance of this meeting.

NOTE: Meals On Wheels, Inc. of Tarrant County will not provide copies of the RFQ documents. Please download and print documents prior to the meeting.

<https://www.mealsonwheels.org/building-expansion>

RSVP: Vendors planning to attend the Pre-Proposal Meeting must RSVP to Keith Harrison, VP of Marketing, via email at **keith@mealsonwheels.org** by 5:00 p.m., CDT, Monday, June 27, 2022.

Questions from vendors will be addressed at the mandatory Pre-Proposal Meeting. A walk-through of the job site will be conducted immediately following the Q&A session. Any vendor who submits a proposal without attending the scheduled pre-proposal conference will have their proposal disqualified.

NOTE: Late arrivals will not be permitted to attend the Mandatory Pre-Proposal meeting. Anyone leaving prior to the conclusion of the meeting will be removed from the eligibility list and not permitted to submit a proposal.

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Meals On Wheels of Tarrant County is soliciting qualifications for professional architectural/engineering services for the expansion of our meal production and administrative office facility.

OPENING DATE: 9:00 A.M., CDT, MONDAY, JUNE 20, 2022

Original and FOURTEEN (14) Copies

OF

COMPLETE RFQ RESPONSES

MUST BE RECEIVED IN AT

MEALS ON WHEELS, INC. OF TARRANT COUNTY

ATTN.: KEITH HARRISON

5740 AIRPORT FREEWAY

FORT WORTH, TEXAS 76117

ON OR BEFORE JULY 21, 2022, 2022 AT 2:00 P.M.

All responses are due at Meals On Wheels, Inc. of Tarrant County (Meals On Wheels) by the due date in sealed envelopes or boxes. All responses must be clearly marked with the RFQ Number, the name of the company submitting the qualifications package, and the date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Original response must be clearly marked "ORIGINAL" and contain all original signatures.

Any response received after the date and/or hour set for the RFQ opening will not be accepted. Respondent will be notified and will advise Meals On Wheels as to the disposition by either pick up, return at respondent's expense, or destroyed with written authorization of the Respondent. If responses are sent by mail to Meals On Wheels, Inc. of Tarrant County, the Respondent shall be responsible for actual delivery of the qualifications package to Meals On Wheels before the advertised date and hour set for opening of RFQs. If mail is delayed either in the postal service or in the internal mail system of Meals On Wheels beyond the advertised date and hour set for the RFQ opening, responses thus delayed will not be considered and will be disposed of as authorized.

Responses may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Respondent guaranteeing authenticity. After the official opening, responses become the property of Meals On Wheels and may not be amended, altered or withdrawn without the recommendation of Carla Jutson, President and CEO, and the approval of Meals On Wheels Board of Directors.

No oral explanation or instructions will be given by Meals On Wheels officials or employees in regard to the meaning of the request for qualifications before the award of the contract unless authorized by Meals On Wheels. Requests from interested respondents for additional information or interpretation of the information included in the qualification package should be directed in writing, via email, to:

MOW Contact: Keith Harrison, VP of Marketing

Email: keith@mealsonwheels.org

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All documents relating to this RFQ including but not limited to, the RFQ document, questions and responses, addenda and special notices will be posted under the RFQ number on the Meals On Wheels, Inc. of Tarrant County website project page at <https://www.mealsonwheels.org/building-expansion> and available for download by respondents and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. **It is the Respondents' sole responsibility to review this site and retrieve all related documents prior to the RFQ due date.**

The deadline for receipt of all questions is 12:00 p.m., CDT, Wednesday, July 6, 2022. After this deadline, all questions and responses will be posted on the website and available for download by interested parties. Responses will be posted no later than 12:00 pm., CDT, Wednesday, July 13, 2022.

All questions **must** be submitted in writing and directed to Keith Harrison, emailed to keith@mealsonwheels.org.

Emailed Questions: The email **must** include the RFQ No. in its subject and confirmation of receipt by Meals On Wheels is **required**.

All Response Forms and Questionnaires must be fully completed and included in your response. Detailed specifications have been provided and any deviations or exceptions must be referenced on the form provided. Unless deviations are specifically stated herein, services will be provided according to the specifications at no additional charge.

Negotiations shall be conducted with responsible vendor(s) who submit responses determined to be reasonably susceptible of being selected for award.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable. Trade secrets or confidential information **MUST** be placed in a separate envelope marked **"CONFIDENTIAL INFORMATION"** and **EACH PAGE** must be marked **CONFIDENTIAL INFORMATION.** Meals On Wheels will make every effort to protect these papers from public disclosure.

Responses shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation.

The successful Respondent shall defend, indemnify, and hold harmless Meals On Wheels, Inc. of Tarrant County from any and all liability or loss of any nature whatsoever arising out of or relating to the Respondent performing work on Meals On Wheels premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

Continuing non-performance of the Vendor in terms of Specifications shall be a basis for the termination of the contract by Meals On Wheels. Meals On Wheels shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Responses will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistencies and to make award in the best interest of Meals On Wheels.

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Responses may be rejected, among other reasons, for any of the following specific reasons:

1. Responses containing any inconsistencies
2. Unbalanced value of any items.

Respondents may be disqualified and their responses not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Respondents.
2. Reasonable grounds for believing that any Respondent is interested in more than one (1) Response for the work contemplated.
3. Respondent being interested in any litigation against Meals On Wheel, Inc. of Tarrant County.
4. Respondent being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed, including but not limited to, by a financial statement, experience and equipment and questionnaires.
6. Uncompleted work which in the judgment of Meals On Wheels will prevent or hinder the prompt completion of additional work, if awarded.
7. Limited competition.

It is the Respondent's sole responsibility to print and review all pages of the RFQ document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide signature on this form renders response non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance with Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire response.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Respondent. Meals On Wheels and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the respondent to determine the full extent of the exposures.

Respondent may not assign their rights and duties under an award without the written consent of Meals On Wheels, Inc. of Tarrant County. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

TO THE EXTENT PERMITTED BY LAW, VENDOR AGREES TO DEFEND, INDEMNIFY AND HOLD MEALS ON WHEELS, INC. OF TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (I) VENDOR'S BREACH OF ANY OF THE TERMS OF

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PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDORS, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

VENDOR(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

VENDOR(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS, AND PAY ALL TAXES, AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. THE SUCCESSFUL VENDOR ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. VENDOR ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a contract for the term of the project, approximately 12-18 months, effective from date of award or notice to proceed as determined by Meals On Wheels.
2. **MINIMUM INSURANCE REQUIREMENTS:**
 - A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Meals On Wheels.
 - 1) Workers' Compensation/Employer's Liability
 - a. Worker's Compensation — Statutory
 - b. Employer's Liability — \$500,000
 - 2) Commercial General Liability:
 - a. Bodily Injury/Personal Injury — \$1,000,000 per occurrence
\$2,000,000 aggregate
 - b. Property Damage — \$500,000 aggregate
 - 3) Professional Liability as it applies to the position being filled
— \$1,000,000 per occurrence
\$2,000,000 aggregate
 - B. Meals On Wheels reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Meals On Wheels based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
 - C. Required Provisions:
 - 1) Proof of Carriage of Insurance – All Certificates of Insurance will be required in duplicate and filed with Meals On Wheels prior to work commencing.
 - 2) All Certificates shall provide Meals On Wheels with an unconditional thirty (30) days written notice in case of cancellation or any major change.
 - 3) As to all applicable coverage, policies shall name Meals On Wheels, Inc. of Tarrant County and its officers, employees and representatives as an additional insured.
 - 4) All copies of the Certificates of Insurance shall reference the project name and solicitation number for which the insurance is being supplied.
 - 5) Vendor agrees to waive subrogation against Meals On Wheels, Inc. of Tarrant County, its officers, employees, and representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 - 6) If applicable, the Vendor is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance

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coverage(s) and supplies Meals On Wheels with the proper documents verifying the coverage.

- 7) All Contractor's employees and assignees must be covered by Contractor with regards to All Workers' Compensation Employer's Liability, Commercial General Liability Insurance as well as all required coverages to comply with the Affordable Care Act.

3. **CRIMINAL BACKGROUND CHECK:**

- A. If this contract requires that Vendor personnel access Meals On Wheels data (either on-site or remotely) or access secure areas of Meals On Wheels facilities, then Vendor personnel may be required to undergo a criminal background check. Criminal background checks will be paid for by Meals On Wheels.
 - 1) Vendor must provide information, including, but not limited to, employee name, date of birth, and driver's license number for each individual required to pass a criminal background check.
 - 2) Award of a contract could be affected by Vendor's refusal to agree to these terms.
 - 3) Failure of the Vendor to supply personnel who pass a criminal background check could affect the award of the contract or could result in termination of the contract.
 - 4) The criminal background check applies to the individual and not the company.
 - 5) Passing status must be maintained by Vendor personnel for duration of the contract.

STATEMENT OF WORK

1. SCOPE OF SERVICES:

Background

Meals On Wheels of Tarrant County is looking for an experienced and qualified firm to provide architectural/engineering services for the expansion of our meal production and administrative office facility. The ideal firm has strong experience in large commercial kitchen and office space design, and has experience working with nonprofit organizations.

From our pre-pandemic service levels in 2019, the demand for services has increased 90%, now requiring 1.7 million meals per year for approximately 6,800 of Tarrant County's frailest citizens. This increase has pushed our physical and financial resources to their limits. In order to maintain these high service levels, we must focus on creating sustainability by making strategic investments in our operational infrastructure.

Tarrant County has provided approximately \$9.8 million in Federal funding through the American Rescue Plan Act (ARPA) for the architectural and construction costs of this project.

Statistical Impacts as a Result of COVID

- A. Clients Served — At the onset of the pandemic, we served an average of 4,300 clients. In 2022, we will serve an average of 6,800 clients, a 58% increase in clients from our pre-pandemic level.
- B. Meals Served — In 2022, Meals On Wheels of Tarrant County will serve 1.7 million meals, a 90% increase from our pre-pandemic level.
- C. Staffing Increase — Staffing increased to 78 full-time employees needed to administer the programs and services at current levels. This represents a 67% increase in staffing from our pre-pandemic level.
- D. Budget Increase — Our budget has increased from \$6.9 million in 2019 to \$12.9 million in 2022 — a 90% increase from our pre-pandemic budget.

Building Expansion Scope

In order to meet these growth needs, Meals On Wheels has decided to add approximately 17,860 sq. ft. to the existing 62,000-sf structure which was constructed six years ago. This facility expansion will address the inadequate freezer and dry storage space in the kitchen, needed office space for Adult Activity Center department, insufficient parking spaces in the Sally Port, and limited storage for Client Services projects.

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In an effort to determine the scope of the expansion, a preliminary layout for the additions has been prepared for Meals on Wheels of Tarrant County. The selected design team should consider this preliminary information but not be restricted by it if they can develop a layout that is more cost effective or efficient for production. It is also desired that the expansion be thoughtfully integrated with the current working spaces and compliment the architectural style and construction of the current facility.

Expansion Preliminary Requirements

- 4,600 SF of Freezer and Dry Storage Space in the Kitchen
- 3,900 SF of storage space for Client Services
- 2,200 SF of office space for Adult Activity Center staff
- 4,900 SF of additional parking space in Sally Port
- 2,260 SF of miscellaneous space
- Addition of a natural gas powered generator to address service interruptions.

All design fees and specific contract terms shall be negotiated between Meals On Wheels of Tarrant County and the selected design team; however, general expectations of the selected design team would include:

A. Schematic Design & Cost Estimating

Based on the project requirements and initial budget, the architectural team shall prepare a schematic design for the facility.

The architect shall submit a project cost estimate prepared by an independent professional cost estimator.

The architectural team will assist with the selection of a general contractor, including reference checks, participation in shortlisting meetings and interviews.

B. Design Development

The architect shall submit a final project cost estimate prepared by an independent, professional cost estimator, incorporating any changes resulting from the public meetings. All construction drawings, specifications, and other essential documents will be submitted at the end of the development phase.

The architectural team will assist the City in obtaining construction permits and TAS reviews and inspections, etc.

C. Construction Phase

The architectural team will assist with the selection of a general contractor, including reference checks, participation in shortlisting meetings and interviews, and provide post construction services as needed.

2. QUALIFICATION STATEMENT REQUIREMENTS:

In the interest of performing a thorough and timely review of all qualification packages received, Meals on Wheels of Tarrant County requests that all packages be submitted in the following tabbed format, with strict limitation to thirty (30) pages. All pages shall be 8 1/2" x 11". *Please do not submit any qualifications package (responses or portion of your response) in a font size less than ten (10) points. All qualifications package (responses or portion of your response) documents are to be one-sided (1) only.* Forms are not considered as part of the 30-page limitation.

The qualifications package must meet the specified format, be presented in a concise form, be provided in one (1) unbound and clearly marked "Original" and fourteen (14) copies of the completed package signed and dated.

Firms will be evaluated based on overall experience and depth of resources.

It is imperative that responses are completed according to the Response Submittal Requirements and in the same order as reflected in Sections 1 and 2, below.

SECTION 1 – EXECUTIVE SUMMARY

- A. Include name, address and telephone number of the firm submitting the Qualification Statement, a summary of the firm's interest in the project, and the name of one (1) or more individuals authorized to represent your firm in its dealings on a contractual basis.
- B. The summary shall include a statement of how your firm proposes to accomplish and perform the services as outlined, any unique problems you may perceive, and applicable solutions. *This summary shall be no more than two (2) pages in length.*

SECTION 2 – COMPANY INFORMATION

- A. Firm's local address. If your firm is a division of a larger company, provide information for the company's corporate headquarters including specific contact information.
- B. History of your firm, including present ownership and key management individuals. Include any anticipated or recent changes in overall corporate management ownership.

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- C. Relevant experience of your design team as it relates to the scope of service contemplated by this RFQ.
- D. Specific experience with public entity clients in providing services for projects as described in this RFQ.
- E. Personnel qualifications.
 - 1) Resumés of the Principals within your firm, and the firms of any consultants on your team that will oversee work for Meals On Wheels of Tarrant County.
 - 2) Resumés of the licensed architects, engineers, and key personnel on your team that will perform work for Meals On Wheels of Tarrant County. This would include all consultants that you will be including as part of your design team.
 - 3) A description of your company's structure, including what in-house resources your company has, and what consulting services will be sub-contracted, including construction document production. Include information regarding the personnel that will be performing services for Meals On Wheels of Tarrant County.
 - 4) A narrative, including examples, of the history that your firm has had working with any consultants to be used on this project.
- F. An overview of the firm's DBE utilization program and past performance on projects with other entities, if applicable.
- G. At least five (5) References in the Fort Worth/Dallas Metroplex or comparable size population county in Texas for which the firm has provided similar size and scope of work in the last five (5) years.
 - 1) State if your firm was the architect of record or a consultant to the architect of record.
 - 2) References must include organization name, contact name, phone number, and email address, at the minimum.
- H. Discuss how your firm will provide a comprehensive and timely delivery of the design and planning services outlined in this RFQ.
- I. Discuss reasons why your firm is uniquely qualified for the work described in this RFQ.
- J. Discuss your firm's Core Competencies. Core Competencies refer to a firm's distinctive abilities or unique skills acquired from its founders or developed over

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time, that cannot be easily imitated. Core Competencies are what give a company competitive advantages in creating and delivering value to its clients and community.

3. SELECTION CRITERIA:

Interested parties will be evaluated based solely on their RFQ response and will receive a weighted score in each of the following categories. A maximum score of 100 is available.

- Responsiveness to RFQ [10 pts]
- Project Team / Qualifications [20 pts]
- Experience (general work experience) [20 pts]
- Relevant Project Expertise [20 pts]
- References [15 pts]
- Backlog / Staff Capacity [15 pts]

If interested parties have any questions concerning the building expansion or RFQ process, they may submit those questions to Meals On Wheels. All questions **must** be submitted in writing and directed to Keith Harrison, emailed to keith@mealsonwheels.org. **Deadline** for submitting questions is 12:00 p.m., CDT, on Wednesday, July 6, 2022. The email **must** include the RFQ No. in its subject and confirmation of receipt by Meals On Wheels is **required**.

Responses to RFQ Questions: Meals On Wheels will post all submitted questions and corresponding responses on the company’s website at www.mealsonwheels.org/RFQ by 12:00 p.m., CDT, on Wednesday, July 13, 2020.

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FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Meals On Wheels' bid process. Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

If your company is already certified, attach a copy of the certification to this form and return with bid.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO . _____

Indicate all that apply:

_____ Minority-Owned Business Enterprise

_____ Women-Owned Business Enterprise

_____ Disadvantaged Business Enterprise

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REFERENCES

Please list five (5) references, **other than past or present employees of Meals On Wheels**, who can verify your performance as a Respondent. Performance includes, but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Meals On Wheels to determine Respondent's ability to provide the intended goods or service of this request. Meals On Wheels **PREFERS** references to be from non-profit or institutional food service (hospitals/prisons/etc.) customers. References must be able to verify the quality of service Respondent's company provides and that the company has completed a project of similar size and scope of work in the Request. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your response.

Failure to supply required references will deem Respondent as non-responsive and will not be considered for award.

Respondent involvement with reference checks is not permitted. Only Meals On Wheels or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE TWO

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH RESPONSE!

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REFERENCES

REFERENCE THREE

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE FOUR

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE FIVE

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH RESPONSE!

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this RFQ becomes the property of Meals On Wheels, Inc. of Tarrant County after the official opening.

The undersigned affirms the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a response.

The undersigned agrees, on behalf of Respondent, that if this response is accepted, Respondent will furnish all items/services upon which price(s) are negotiated upon the terms and conditions contained in the specifications. The period for acceptance of this response will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this RFQ has not been prepared in collusion with any other Respondent, nor any employee of Meals On Wheels, Inc. of Tarrant County, and that the contents of this RFQ have not been communicated to any other Respondent or to any employee of Meals On Wheels, Inc. of Tarrant County prior to the official opening of this RFQ.

Respondent hereby assigns to Meals On Wheels, Inc. of Tarrant County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this RFQ package. ***Failure to sign and return this form will result in the rejection of the entire response.***

Signature: _____ **X**
Authorized Representative

Legal Name of Company

Date

Street Address

Printed Name of Authorized Representative

City, State and Zip

Title of Authorized Representative

Telephone Number

Fax Number

E-Mail Address

THIS FORM MUST BE SIGNED.
THE ORIGINAL WITH ORIGINAL SIGNATURE AND FOURTEEN (14) COPIES
MUST BE RETURNED WITH RESPONSE!



Did you provide References, sign your Response and/or your Addendum?

If not, your Response will be rejected.

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COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

_____ Corporation organized & existing under the laws of the State of _____

_____ Partnership consisting of _____

_____ Individual trading as _____

_____ Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

**THE ORIGINAL AND FOURTEEN (14) COPIES OF THIS FORM
MUST BE RETURNED WITH RESPONSE!**

COMPLIANCE WITH FEDERAL LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Bid in response to this solicitation, the Bidder certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Bid submission and time of award, the Bidder will notify Meals On Wheels. Failure to do so may result in terminating this contract for default.

Signature: _____ X
Authorized Representative

**THIS FORM MUST BE SIGNED.
THE ORIGINAL WITH ORIGINAL SIGNATURE AND
FOURTEEN (14) COPIES MUST BE RETURNED WITH RESPONSE!**

NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, Meals On Wheels is interested in the reasons why vendors have chosen not to submit bids/proposals. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

Could not meet specifications.

Items or materials requested not manufactured by us or not available to our company.

Insurance requirements too restricting.

Bond requirements too restricting.

Scope of services not clearly understood or applicable (too vague, too rigid, etc.)

Project not suited to our organization.

Quantities too small.

Insufficient time allowed for preparation of bid/proposal.

Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:

Meals On Wheels, Inc. of Tarrant County
5740 Airport Freeway
Fort Worth, Texas 76117

Please cut out and affix to the outside of your response package.



**MEALS ON WHEELS, INC.
OF TARRANT COUNTY**

Sealed Bid/Proposal/Response

RFQ 2022 - 001

**Due Date:
July 21, 2022
at 2:00 PM CST**

**Meals On Wheels, Inc. of Tarrant County
Attn.: Carla Jutson
5740 Airport Freeway
Fort Worth, Texas 76117**