



City of Huntington Park COVID-19 Emergency Senior Meal RFP

# City of Huntington Park Request for Proposals COVID-19 Emergency Senior Meal Program

Funded by the U.S. Department of Housing and Urban Development

**DEADLINE EXTENDED TO JUNE 24, 2021 at 4:30PM**

Application Period **Opens**: Monday, May 31, 2021 at 9:00am

Application Period **Closes**: Thursday, June 24, 2021 at 4:30pm

Please submit your completed application to:

City of Huntington Park  
**City Clerk's Office**  
6550 Miles Avenue  
Huntington Park, California 90255

If you have any questions, please contact the Federal Funding and Grants Division by phone at (323) 584-6266 or via email at [grants@hpca.gov](mailto:grants@hpca.gov) .



## Request for Proposals- City of Huntington Park COVID-19 Emergency Senior Meal Program

### **Instructions:**

Please complete the following application if your restaurant is interested in preparing meals for eligible seniors. Once completed, sign all required documents and attach the requested support documentation.

### **Background:**

The City of Huntington Park has been allocated United States Housing and Urban Development Department (HUD), Community Development Block Grant Coronavirus Response (CDBG-CV) funds. The City of Huntington Park is authorized by HUD to distribute these funds to assist the community and its residents that are affected by COVID-19. This temporary program is designed to support adults 62 and older living in the 90255 zip code who are at high-risk from COVID-19, by allowing them to stay home and receive nutritious delivered meals at no cost.

All restaurants are required to produce meals that meet the Los Angeles County Department of Public Health senior nutritional guidelines that can be transported easily and safely via vehicle. Your restaurant will need to meet all of these criteria and others, as outlined below, to be considered. NOTE: This is a federally funded program, so additional requirements will apply. All restaurants must sign up at <https://sam.gov/SAM/> to participate in the program. Registration must be completed before your proposal is considered and an agreement is executed. In addition, restaurants must have a DUNS Number. This can be obtained by going to <https://www.dnb.com/duns-number/get-a-duns.html> .



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RESTAURANT INFORMATION	
Name of Restaurant:	
Type of Restaurant:	<input type="checkbox"/> Fast Casual <input type="checkbox"/> Full Service <input type="checkbox"/> Fine Dining <input type="checkbox"/> Quick Service <input type="checkbox"/> Other
Address:	
Phone:	
General Email:	
Website:	
Instagram:	
Facebook:	
<b>Main Restaurant Contact: (Full Name)</b>	
Main Contact Phone:	
Main Contact Email:	
ELIGIBILITY REQUIREMENTS	
Is your restaurant located in the City of Huntington Park?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does your restaurant prioritize local jobs and worker retention?	<input type="checkbox"/> YES <input type="checkbox"/> NO



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Does your restaurant provide worker health and safety, and standards of equity and fairness in employment practices, wages, hiring, and promotion?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you currently providing meals for any State or Federal Government meal service programs?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you able to provide meals for the duration of the program, through June 30, 2021? NOTE: This timeframe may be extended.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you able to follow the Los Angeles Department of Public Health nutrition guidelines for seniors as outlined <a href="#">here</a> ? NOTE: These guidelines will be sent to you in advance of starting meal service.	<input type="checkbox"/> YES <input type="checkbox"/> NO  <b>Lunch:</b> a piece of fresh fruit or vegetable on each dish, and low in sodium, no sugary drinks ( <24 grams / 8 oz. and of fruit juice, only 100 percent fruit juice allowed).
Are you able to source food supplies locally?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you able to provide meals that can be frozen and reheated?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you able to follow guidelines for packaging, bundling, and labeling meals so that they remain at food-safe temperatures during delivery? NOTE: These guidelines are available at <a href="#">FDA Best Practices</a> and a copy will be sent to you in advance to starting meal services.	<input type="checkbox"/> YES <input type="checkbox"/> NO



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Do you certify that all of your workers are following local, state, and federal government guidelines for safe food handling, preparation, and packaging during COVID-19? NOTE: These guidelines are available at <a href="#">FDA Best Practices</a>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you certify that you are following government guidelines for reducing the risk of your employees contracting COVID-19 in the workplace? NOTE: These guidelines are available at <a href="#">OSHA Guideline</a>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you certify that all workers are following government guidelines for safe food handling preparations during COVID-19, and certify that health protection guidelines per the executive order, including providing facial coverings to your workers?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>CAPACITY</b>	
What meals are you able to provide? Please check all that apply:	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
How many meals are you able to provide per week? Please check all that apply.	<input type="checkbox"/> 1-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-60 <input type="checkbox"/> 61-100 <input type="checkbox"/> 101 or more
How soon can you start making meals, once notified?	<input type="checkbox"/> 24-48 hours <input type="checkbox"/> 48-72 hours <input type="checkbox"/> Other, please specify (number in hours)



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ABOUT THE MEALS & DELIVERY	
Are you able to provide the following types of meals: Check all that apply.	<input type="checkbox"/> No Dietary Restrictions (All Meals Are Low Sodium) <input type="checkbox"/> Diabetic <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/> Kosher <input type="checkbox"/> Halal <input type="checkbox"/> Nut Allergy <input type="checkbox"/> Gluten Allergy <input type="checkbox"/> Other Special Dietary Restrictions
Are you able to provide an example of a menu?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you able to do meal delivery directly to seniors' homes?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is your staff able to transfer packaged foods from your restaurant into a vehicle for delivery?	<input type="checkbox"/> YES <input type="checkbox"/> NO
What days of the week can meals be picked up (delivered) from your restaurant?	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Can you deliver lunches from 11:00am to 1:30pm throughout the City at least two days out of a week? (delivered from your restaurant?)	<input type="checkbox"/> YES <input type="checkbox"/> NO



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ADDITIONAL QUESTIONS	
By supporting our Program during the COVID-19 crisis, how many people will you be employing specifically to support the Program?	<input type="checkbox"/> 1-5 <input type="checkbox"/> 5-10 <input type="checkbox"/> 10-20 <input type="checkbox"/> 20-30 <input type="checkbox"/> 30+
Are you both a business owner and resident of the City of Huntington Park?	<input type="checkbox"/> YES <input type="checkbox"/> NO
How has your restaurant been impacted due to COVID-19?	Please explain:
How will this program help your restaurant?	Please explain:







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### **CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF RFP**

I have read, understand and agree to comply with the terms and conditions specified in this Request for Proposal.

SIGNATURE \_\_\_\_\_

### **STATEMENT OF NON-COLLUSION**

The proposal is submitted as a firm and fixed request valid and open for 90 days from the submission deadline.

This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal and the proposer has not in any manner sought by collusion to secure for himself or herself an advantage over any other proposer.

In addition, this organization and its members are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a subcontract.

\_\_\_\_\_  
Authorized signature and date

\_\_\_\_\_  
Print Name



## City of Huntington Park COVID-19 Emergency Senior Meal RFP

### **Debarment, Suspension, Ineligibility and Voluntary Exclusion Certification**

*Please read Acceptance of Certification and Instructions for Certification before completing*

As a current or potential vendor for the City of Huntington Park (City) your firm, through its business relationship with the City, may be the recipient of federal grant funds. As such, the City is required to document that neither your business entity or organization, nor any of your principals are debarred, suspended, ineligible, or have voluntarily been excluded from receiving federal grant funds. Consistent with Executive Order No. 12549 Title 2 CFR Part 180 Subpart C, all potential recipients of federal grant funds are required to comply with the requirements specified below. By submission of proposal/bid/agreement, the undersigned, under penalty of perjury, certifies that the participant, nor any of its principals in the capacity of owner, director, partner, officer, manager, or other person with substantial influence in the development or outcome of a covered transaction, whether or not employed by the participant:

- Are not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal department or agency;
- Have not, within a three (3) year period preceding this bid/agreement/proposal, been suspended, debarred, voluntarily excluded or declared ineligible by a federal agency;
- Do not presently have a proposed debarment proceeding pending;
- Have not, within a three (3) year period preceding this bid/agreement/proposal, been indicted or convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct;
- Have not, within a three (3) year period preceding this bid/agreement/proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.

If reorganization, management turnover, or a shift or change of principals' status occurs, written notice must be submitted within 21 days. Subsequent disclosure of unfavorable information will be subject to thorough review and remedial action. Updated versions of this certification may be requested on a routine basis.

Where the potential prospective recipient of Federal assistance funds is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to the applicable bid/agreement/proposal.

\_\_\_\_\_  
Business/Contractor/Agency

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date



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### **Acceptance of Certification**

1. This bid/agreement/proposal or like document will be a recipient of Federal funds. In order to be in compliance with Code of Federal Regulations, the City requires this completed form. By signing and submitting this document, the prospective bidder/proposer is providing the certification and acknowledgement as follows:
2. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
3. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
4. The potential recipient of Federal assistance funds agrees by submitting this bid/agreement/proposal or like document that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

### **Instructions for completing the form, *Attachment –Debarment Certification***

1. The City of Huntington Park sometimes receives Federal funding on certain purchases/projects. To ensure that the City is in compliance with Federal regulations we require this form to be completed.
2. The City of Huntington Park checks the System for Award Management at [www.sam.gov](http://www.sam.gov) to make sure that Contractors who are awarded City contracts and/or purchase orders are not debarred or suspended. Prospective contractors should perform a search on this website for your company and or persons associated with your business.
3. If your business is in compliance with the conditions in the form, please have the appropriate person complete and sign this form and return with your bid/proposal/agreement.
4. If at any time, your business or persons associated with your business become debarred or suspended, we require that you inform us of this change in status.
5. If there are any exceptions to the certification, please include an attachment. Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception, indicate to whom it applies, initiating agency and dates of action.
6. Note: Providing false information may result in criminal prosecution or administrative sanctions.



**City of Huntington Park COVID-19 Emergency Senior Meal RFP**

**W-9 Request for Taxpayer  
Identification Number and Certification**

[W-9 Form must be signed and dated.]

[Form-Fillable PDF available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>]



## Secretary of State Certification

Please provide print out showing your business is registered with the California Secretary of State.

(Note, individual and sole proprietor companies are not required to register)

Awarded vendors/contractors must be registered with the California Secretary of State prior to contract execution. For more information, please consult:

**Alex Padilla**  
California Secretary of State

Business Search

This search provides access to available information for corporations, limited liability companies and limited partnerships of record with the California Secretary of State, with **free PDF copies** of imaged business entity documents, including the most recent imaged Statements of Information filed for corporations and limited liability companies.

Currently, information for limited liability partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), general partnerships, associations, and other entity types are **not contained** in the Business Search. If you wish to obtain information about these entity types, download, complete, and submit a **Business Entities Records Request Form** to request copies of filings for these entity types.

Note: This search is not intended to serve as a name availability search. For information on checking or reserving a name, refer to **Name Availability**.

To conduct a search:

- Select the applicable search type.
- In the "Search Criteria" box, enter the entity name or number you wish to search. Note: If entering the entity number of a corporation, the number must begin with the letter C.
- Select the search filter you wish to use to locate the entity if searching for an entity name.
- Select the Search button.
- For help with searching an entity name or number, refer to [Search Tips](#).

All fields marked with an asterisk (\*) are required.

Search Type \*  Corporation Name  LP/LLC Name  Entity Number

Search Criteria \*  Search Filter

**Disclaimer:** This tool allows you to search the Secretary of State's California Business Search database for abstracts of information for domestic stock, domestic nonprofit and qualified foreign corporations, limited liability companies and limited partnerships that have filed with this office. This search tool groups corporations separately from limited liability companies and limited partnerships and returns all entities for the search criteria in the respective groups regardless of the current status.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." For information on ordering copies of the official business entity records for a particular entity, please refer to [Information Requests](#).

**Related Links**

- Legislation
- California Codes
- California Regulations
- Private Service Companies



## Document Checklist

- Signed Application
- City Business License
- Los Angeles County Department of Public Health Registration
- California Secretary of State Registration
- Signed W-9
- Sam.gov Registration
- DUNS Number