

**REQUEST FOR PROPOSALS #2020-01**

**WELLESLEY PUBLIC SCHOOLS**

**Management and Operation of the Food Service Program serving Wellesley Public Schools**

**RFP ADDENDUM #2 – Changes to the Pre-Proposal Meeting and Site-Visits due to the COVID-19 national emergency.**

**RFP ADDENDUM 2.1. Item I. A. Timeline of Event on Page 3**

**“MANDATORY Pre-Proposal Meeting & Site Visit** - each proposer must sign in and out of the pre-proposal meeting. Any proposer not signing in and out of the meetings will not be eligible to submit a proposal.

**Proposers shall meet at the Wellesley Public Schools Administration Office, 40 Kingsbury St, Wellesley, MA 02481**

**Transportation will provide the Mandatory Site Visits:**

Wellesley Middle School

Wellesley High School

Elementary Schools

**Upon conclusion of the Site Visits, there will be a Pre-Proposal conference in the Superintendent Conference Room #2 to discuss the Site Visits and any questions proposers may have.”**

shall be modified as follows with the text in red added to the Item and the text containing a strikethrough deleted:

~~**“MANDATORY Pre-Proposal Meeting & Site Visit** –each proposer must sign in and out of the pre-proposal meeting. Any proposer not signing in and out of the meetings will not be eligible to submit a proposal.~~

**Proposers who requires a Pre-Proposal Site Visit shall schedule a date and time with the Wellesley Public Schools, and shall meet at the Wellesley Public Schools Administration Office, 40 Kingsbury St, Wellesley, MA 02481**

**To follow CDC’s guidance of physical distancing, the number of representatives is limited to two from each vendor.**

**Representatives shall use their own vehicles during the site-visits. No Transportation will ~~provide~~ be provided for the Mandatory Site Visits:**

Wellesley Middle School

Wellesley High School

Elementary Schools

**Upon conclusion of all Site Visits, there will be a Pre-Proposal conference ~~in the Superintendent Conference Room #2~~ held virtually to discuss the Site Visits and any questions proposers may have. Conference platform, date and time will be later informed in another addendum.”**

#### **RFP ADDENDUM 2.2. Item II.A. on Page 4**

**“\*The mandatory pre-proposal meeting and site visits will be held on April 9<sup>th</sup>, 2020 at 9:00 a.m. in the Superintendent Conference Room #2 at Wellesley Public School’s Administration Office. During the tour, vendors will be allowed to visit a sample of elementary schools and both secondary schools so that they can examine kitchens, cafeterias, receiving and storage areas where services will be provided. Transportation will be provided. No other meetings or site visits will be scheduled.”**

shall be modified as follows with the text in red added to the Item and the text containing a strikethrough deleted:

**“\*The mandatory pre-proposal meeting and site visits will be held in April. The Wellesley Public Schools will schedule the date and time with each vendor who requires site visits. During the tour, vendors will be allowed to visit a sample of elementary schools and both secondary schools so that they can examine kitchens, cafeterias, receiving and storage areas where services will be provided. Transportation will NOT be provided. A pre-proposal meeting will be held virtually. No other meetings or site visits will be scheduled.”**

End of Addendum #2