COUNTY OF ALAMEDA

Questions & Answers

to

RFQ No. 901941

### for

Vendor Pool:

Emergency Food Distribution and Meal Delivery Services

**Networking/Bidders Conference Held on August 5, 2020**

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| **This County of Alameda, General Services Agency (GSA), RFQ Questions & Answers (Q&A) has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County’s Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFQ Q&A will also be posted on the GSA Contracting Opportunities website located at** [**http://acgov.org/gsa\_app/gsa/purchasing/bid\_content/contractopportunities.jsp**](http://acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp) |

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**ALL BIDDERS SHOULD CLOSELY REVIEW CLARIFICATIONS REGARDING BUDGET DETAIL SUBMISSION REQUIREMENTS PROVIDED IN ANSWER #3 BEFORE SUBMITTING THEIR FINAL BID PROPOSAL.**

1. Is a bidder able to submit a proposal while also applying to be a SLEB?
   1. **This process is Federally funded, and applicants do not need to be SLEB to participate. A bidder in the process of applying for SLEB status may submit a proposal.**
2. How does this RFQ differ from the CARES ACT RFQ 901939? Is a Bidder able to apply to both?
   1. **Yes, a Bidder may apply for both RFQ #901939 and RFQ #901941. RFQ #901941, Vendor Pool: Emergency Food Distribution and Meal Delivery Services, allows the Bidder to identify the vulnerable population/s that will be served by their proposed service delivery model, and is not limited to serving any one age group. RFQ #901941 is solely focused on emergency food distribution and meal delivery services.**
3. Does the estimate for food need to include any incidental cost or only the cost for food?
   1. **In submitting your proposal budget, please include all costs that must be covered in order to deliver the proposed services—both food and non-food costs. Be sure to outline all revenue sources that will cover your costs in addition to County funds under this RFQ contracting opportunity. Note that Section III(Q)(3) Submittal of Bids states that Bidders must submit a budget detail. All Bidders should submit a detailed budget proposal on an separate excel spreadsheet as part of their Bid Response, following these guidelines:**

**BUDGET DETAIL AND/OR COST NARRATIVE**

***Instructions:* This page must be included as part of the Bid Response Packet. Following this page, Bidder shall provide a Budget Detail.**

**The Budget Detail shall provide a breakdown of the cost(s) listed in the BUDGET/BID FORM. Bidders may use a budget template of their own choice; however, all costs attributed to the project that will paid for under the awarded contract MUST be listed and described in the Budget Detail.**

**At minimum, the Bidder must detail:**

1. **The work to be performed and all associated costs.**
   1. **If coordination with County personnel is needed, it should also be delineated in the Budget Detail.**
   2. **The work to be performed should clearly match up with work performed in the Description of Proposed Services.**
2. **The positions of all individuals that will perform the services;** 
   1. **Names of Key Personnel may be listed whenever appropriate**
   2. **The estimated number of hours for each individual, corresponding hourly rates per individual and extended costs.**
3. Regarding the Bid Sheet, are the Bidders only supposed to fill out the per meal price, and not adjust the quantities or anything else?
   1. **Yes. Fill out per meal price only. No other changes should be made to the bid form.**
4. Can a collaborative apply with one organization as the lead (to subcontract out) or is the RFQ mainly meant for individual organizations?
   1. **As mentioned in Section I(C), BIDDER Minimum Qualifications, the County encourages partnerships. Yes, a collaborative or partnership of more than one organization may apply for this opportunity. If applying as a partnership, be sure to clearly specify the roles and responsibilities of each organization in the proposal, and their qualifications for providing the identified services under their role. This information can be outline in the Description of Proposed Services (#4 and #5) and in the Table of Key Personnel.**
5. When does the County expect to begin making awards?  And can the County disclose how much total funding is available?
   1. **The County has begun review and selection of proposals for admission of applicants to the Vendor Pool. Once applicants are admitted to the Vendor Pool, the County may select any Vendor from the Pool at any time between now and at least December 31, 2020. The County is interested in expediting the contracting process for vendors in this Vendor Pool in order to meet the emergency food needs of more vulnerable Alameda County residents quickly in this pandemic. There is no cap on the amount of funding that an organization can request in their proposal—reasonable costs for identified outcomes and deliverables will be evaluated as relevant to each proposal.**
6. What is the desired or expected duration of the award or contract?
   1. **This will vary per contract. At this time, pending any changes in federal and state emergency funding opportunities, contracts would not be executed with an end date past December 2020.**
7. What is the meaning of the per meal cost? Does cost include additional outreach, delivery, special services? St. Mary's Center serves vulnerable Seniors and Families who need additional outreach and support.
   1. **Include all costs required for the meal in the Bid Form.**

1. If a Bidders proposal includes partnerships, and the activities vary for each partner, does the Bidder specify each partnership and activity, or pool them?
   1. **If applying as a partnership, be sure to clearly specify the roles and responsibilities of each organization in the proposal, and their qualifications for providing the identified services under their role. This information can be outline in the Description of Proposed Services (#4 and #5) and in the Table of Key Personnel. How the Bidder decides to present the partnership in the proposal, in regards to how the work of all partners are categorized and described, is at the discretion of the Bidder, as long as the specific roles, responsibilities and qualifications of each partners is clearly outline as described above.**
2. Page 7 of the RFQ, Section C (BIDDER QUALIFICATIONS), item 1. Letter a. states:

*Bidder shall be regularly and continuously engaged in the business of providing licensed and permitted food and or delivery related services for at least one year within the last five years. Entities without this experience may partner with others to submit a single bid as a partnership.*

If an agency that has not done food delivery for at least one year, what must partnership look like with another agency? Any eligibility requirements?

* 1. **If applying as a partnership, be sure to clearly specify the roles and responsibilities of each organization in the proposal, and their qualifications for providing the identified services under their role. This information can be outline in the Description of Proposed Services (#4 and #5) and in the Table of Key Personnel. The lead agency submitting the proposal must meet the BIDDER Minimum Qualifications outlined in Section I(C) of the RFQ.**

1. There is no set rate for the food on this RFQ. What is general range for the rate the County will fund?
   1. **The County is not providing an allowable range for food costs or reimbursable rate for meals during the bidding stage for this contracting opportunity. Reasonable costs for identified outcomes and deliverables will be evaluated as relevant to each proposal. Please also review closely Answer #3.**
2. Is there a due date to submit proposals? Are Bidders able to submit on a rolling basis?
   1. **Bidders may submit on a rolling basis through December 31, 2020, unless extended.**
3. Given that this is FEMA funds passed through the State onto the County, what are the fiduciary/data/reporting requirements? Is it simply how many meals served per day/week/month, or do we need to keep detailed records of each person served, location, demographic information, etc.?
   1. **The detailed reporting requirements will be outlined and agreed upon during the contracting stage when a contractor is selected from the Vendor Pool for a County contract. The Contractor should be prepared to keep detailed records of all activities and all people served, per unit costs and outcomes, etc., and may outline proposed reporting mechanisms in their bid proposal in order to demonstrate their capacity to provide the detailed reporting that will be required to be eligible for federal and state reimbursement funds.**
4. Does this RFQ require the Contractor to submit monthly meal plan & recipes (registered dietician to ensure compliance) and to deliver certain amount of meals per week?
   1. **If the service delivery model that the Bidder is proposing involves meal services and/or meal delivery, then identification of number of meals that will be served per standard unit of time, and number of people from the identified target populations that will be served, are required as outlined in Description of Proposed Services #6 of the Bid Response Packet. While the language in #6 specifies only “quantity of food,” note that it is the responsibility of the Bidder to ensure that their bid proposal includes the appropriate level of detail to demonstrate their competence and capacity to effectively plan and budget for effective implementation of their proposed service delivery model. The County has not specified every required unit of measure for the bid proposal due to the variety of service delivery models that could be proposed under this RFQ opportunity, and to allow Bidders as subject matter experts to identify for the County the parameters that are being considered for implementation. Please also review closely Answer #3.**
5. If a Contractor employs formerly incarcerated individuals and needs to be submitted to a background check that is required for delivery drivers, is the Contractor to assume that those individuals will be ineligible to be part of the delivery service?
   1. **The Contractor should not assume this. The Contractor must assess whether the criminal history as well as other factors in the background check makes the employee unsuitable for a position as a delivery driver. This includes considering potential harm and risk to vulnerable populations with whom the driver may come in contact on the job when making deliveries, such as seniors, children, people with disabilities, etc. This same principle applies to any employees who will come into contact with target populations and their personal information such as addresses. The Contractor must abide by all relevant State law related to background checks and employment, including employment of individuals who directly serve specific populations.**
6. What is the start date and end date of this contract?
   1. **See Answer #6.**
7. Is there a food cost limit for this contract?
   1. **See Answers #3 and 11.**
8. The Bid Form (Excel spreadsheet) has 100 in the quantity section, can the Contractor change that number?
   1. **See Answer #4**
9. Are there eligibility requirements on who qualifies for the food delivery service? (income restrictions etc.)
   1. **The Bidder must identify in their proposal the target vulnerable population(s) that will be served by their service delivery model and how they will reach these specific populations. See Description of Proposed Services in the Bid Response Packet. If the Bidder plans to have a qualification process for clients to verify inclusion in the target population(s), then the Bidder may describe that qualification process. The County will assess whether the target populations in the proposal are vulnerable populations, such that services to these populations would meet the goals outlined in this RFQ.**
10. Should the per meal costs on the spreadsheet include milk and/or juice?
    1. **Yes, per meal costs in the Bid Form should include beverages.**
11. Will the County assess proposals on a weekly basis?
    1. **Yes.**
12. Where is the form for the main budget?
    1. **The County is not providing a budget template for this RFQ. It is the responsibility of the Bidder to ensure that their bid proposal includes a proposed program budget that demonstrates their competence and capacity to effectively plan and budget for effective implementation of their proposed service delivery model. Please include in your budget all costs that you determine necessary for program implementation, as well as all revenue sources (existing and proposed revenue sources). Please also review closely Answer #3.**
13. Is there a restriction on what the non-food costs can be? (delivery, outreach, food security assessment, social services)
    1. **See Answers #3 and 11.**
14. Should business cost be included in the total cost divided by 100 meals?
    1. **See Answers #3 and 22.**
15. Is there any room in this project for food providers who do not have prior experience with outreach to the community? Or do all providers have to be responsible for outreach?
    1. **Every Proposal must outline how the Bidder, including any partners if there are partners, will meet the specific requirements outline in Section I(D) of the RFQ, Scope of Work: Specific Requirements. This may be outlined in the Description of Proposed Services and Implementation Plan and Schedule in the bid response. The requirements include Outreach. If a prospective Bidder does not have the capacity to complete this requirement, they are encouraged to partner with one or more entities that can provide this service, or identify otherwise how they will partner with community stakeholders to quickly increase and supplement their capacity to implement effective outreach within their service delivery model. Note that while short term food distribution to vulnerable populations is a goal of this RFQ, another goal includes connecting vulnerable residents to resources that can sustain their health and food security longer term beyond the time limits of emergency pandemic funding. Bidders are encouraged to consider how they will use existing service delivery to clients as a venue for outreach about vital services.**
16. If a Contractor wants to partner with local restaurants or partners, the RFQ requires meals prepared in certified and inspected commercial kitchen. What does that look like and what is the requirement?
    1. **Local restaurants should already meet the food safety certification and permitting requirements outlined in the BIDDER Minimum Qualifications in order to operate legitimate food service businesses. If partnering with food service providers that are not established restaurants, and that do not already meet these requirements, the Bidder may contact the Alameda County Environmental Health Department for assistance to help these vendors obtain the certification and infrastructure needed to meet these qualifications.**
17. Do incidental costs for food such as delivery cost and tax need to be included in the price?
    1. **See Answers #3, 8, 11 and 22.**
18. What are the approximate quantities of meals to be awarded to each vendor on a weekly/daily basis?  How many vendors will be selected?
    1. **There is no target cap on meals that a Vendor may provide or on the number of Vendors that will be selected. The County seeks to establish a robust Vendor Pool of qualified Vendors. Please also review closely Answer #3.**
19. Can organizations be included and partner in more than one collaborative application?
    1. **See answers #5, 9 and 10.**
20. What are the main qualifications that the County are using to select vendors with whom to contract? By geography? Number of people served/number of meals?
    1. **See Section I(C) of the RFQ, BIDDER Minimum Qualifications. All Bidders who demonstrate that they meet these minimum qualifications, and submit complete Bids per the Bid requirements will be selected to be added to the Vendor Pool. For the selection of Vendors for contracting, the County is seeking to contract with Vendors that demonstrate the capacity to effectively begin delivery of services to target populations that demonstrate a need for emergency food distribution services. A number of factors will be considered, such as but not limited to, organizational capacity and track record, target populations underserved by existing programs, readiness to begin effective services immediately, etc.**
21. Does the County have any obligation to choose the lowest bids?
    1. **No—the lowest bidder methodology does not apply to this Request for Qualifications.**
22. If there are multiple partners represented on the proposal, is it only the lead who's insurance the needs to be provided?
    1. **The contractor does not need to provide the subcontractor’s insurance documents, but the contractor must either insure the subcontractor or ensure the subcontractor complies with the insurance requirements.**
23. Does the County anticipate extending the bid due date?
    1. **There is no bid due date—applications are accepted on a continuous basis between now and December 31, 2021. Whether the end of the bid period is extended beyond this date depends on whether federal and state emergency funding sources, including CARES Act funds, are extended.** **Note that extension of federal and state emergency funding is typically only publicly noticed very shortly before the expected expiration date, and often extended for short period, such as 30 days, at a time.**
24. What additional details are you willing to provide, if any, beyond what is stated in the bid documents concerning how you will identify the winning bid?
    1. **See Answer #30. Remember that inclusion in the Vendor Pool does not guarantee a contract with the County, but makes the Vendor eligible to enter a contract without entering an additional selection process for the specific contracting opportunity. The County seeks to establish a robust Vendor Pool of qualified Vendors.**

Q35) Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com/free](http://www.mygovwatch.com/free)?

* 1. **No.**

1. Other than your own website, where was this bid posted?
   1. **An EGOV bulletin was sent to 3387 subscribers.**
2. What is the decision making process (vendor selection; funding allocation and units of service; consideration of geography and socio-economic disparities; recognition of waiting lists and other information that conveys level of need)?
   1. **See Answers #30 and 34.**
3. When/how contracts will be awarded?
   1. **See Answer #6.**
4. What will be the duration of resulting contracts (ie, through 20/21 fiscal year)?
   1. **See Answer #7.**

Q40) What will be the commitment of resulting contracts (ie, month-to-month or fixed # of units per month for 12 months)?

**A40) The scope and term of each contract will be negotiated per contract when a Vendor is selected form the Vendor Pool for a contract, as appropriate for the services proposed by Bidder. These details are not standard across all contracts. See also Answers #3 and 7.**

Q41) How will SSA ensure the necessary balance of supportive services with meal/food services (older adults with multiple complex issues, food is necessary but not adequate)?

**A41) This specific contracting opportunity is focused on food distribution and meal delivery services for vulnerable populations that are food insecure. Additional needs beyond food must be addressed using other funding sources.**

Q42) How will non-contractors be vetted and current contractors recognized?

**A42) See Answers #30 and 6.**

Q43) What is the nature of resulting contracts (annual units and funding set? or something different?).

**A43) See Answers #7 and 40.**

Q44) What flexibility will GSA allow in communicating with applicants about questions or additional information needed after they've submitted?

**A44) Only questions submitted prior to the stated deadline will be accepted.**

Q45) If a bidders conference is organized to answer the many questions that providers have about the RFQ, will those who have already submitted their proposals be allowed to modify them based on clarifications and new information from the bidders conference?

**A45) The Bidder’s conference was held prior to bids being submitted.**

The following participants attended the Bidders Conference:

|  | **Company Name / Address** | **Representative** | **Contact Information** |
| --- | --- | --- | --- |
|  | **Fare Community Kitchen**  **1327 61st St.**  **Emeryville, CA 94608** | **Nina Mendez** | Phone: **510-575-9507** |
| E-Mail: **nina.mendez@fareresources.com** |
| Prime Contractor: **Yes** |
| Subcontractor: **No** |
| Certified SLEB: **N/A** |
|  | **Fare Community Kitchen**  **1327 61st St.**  **Emeryville, CA 94608** | **Bronwen Sterling** | Phone: **N/A** |
| E-Mail: **bronwen@fareresources.com** |
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| Certified SLEB: **N/A** |
|  | **Fare Community Kitchen**  **1327 61st St.**  **Emeryville, CA 94608** | **Caetie Ofiesh** | Phone: **434-825-2477** |
| E-Mail: **caetie@fareresources.com** |
| Prime Contractor: **Yes** |
| Subcontractor: **No** |
| Certified SLEB: **N/A** |
|  | **City of Fremont Human Services Dept**  **3300 Capital Ave, Bldg B**  **Fremont CA 94538** | **Paula Manczuk-Hannay** | Phone: **N/A** |
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| Prime Contractor: **N/A** |
| Subcontractor: **N/A** |
| Certified SLEB: **N/A** |
|  | **Revolution Foods**  **985 Third Street**  **Oakland, CA 94607** | **James Lee** | Phone: **415-420-6271** |
| E-Mail: **jlee@revolutionfoods.com** |
| Prime Contractor: **N/A** |
| Subcontractor: **N/A** |
| Certified SLEB: **No** |
|  | **Mandela Partners**  **1344 7th St.**  **Oakland, CA 94607** | **Maureen Silva** | Phone: **510-433-0993** |
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| Prime Contractor: **N/A** |
| Subcontractor: **N/A** |
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|  | **Black Bear Diner**  **5750 Christie Ave.**  **Emeryville, CA 94608** | **Amit Singh** | Phone: **510-654-2327** |
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|  | **Family Bridges**  **168 11th St.**  **Oakland, CA 94607** | **Ming Leung** | Phone: **510-839-2022** |
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| Prime Contractor: **N/A** |
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|  | **Family Bridges**  **168 11th St.**  **Oakland, CA 94607** | **Helen Lim** | Phone: **510-839-2022** |
| E-Mail: **HelenL@familybridges.org** |
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|  | **SK Wallis Consulting** | **Tiffany Major** | Phone: **N/A** |
| E-Mail: **tiffany@skwallis.com** |
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|  | **Eden United Church of Christ**  **21455 Birch St.**  **Hayward, CA 94541** | **Rev Dr Arlene K Nehring** | Phone: **510-582-9533 office 510-461-3285 cell** |
| E-Mail: **arlene@edenucc.com** |
| Prime Contractor: **N/A** |
| Subcontractor: **N/A** |
| Certified SLEB: **N/A** |
|  | **Open Heart Kitchen**  **1141 Catalina Dr. #137**  **Livermore, CA 94550** | **Heather Greaux** | Phone: **925-580-1616** |
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| Prime Contractor: **Yes** |
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|  | **St. Mary’s Center**  **Brockhurst St.**  **Oakland, CA 94608** | **Tucker Brofft** | Phone: **510-923-9600** |
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| Prime Contractor: **Yes** |
| Subcontractor: **No** |
| Certified SLEB: **Yes** |
|  | **St. Mary’s Center**  **P.O. Box 23403**  **Oakland, CA 94623** | **Sharon Cornu** | Phone: **510-923-9600 x223** |
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|  | **Trybe**  **1341 E 25th St., Suite B**  **Oakland, CA 94606** | **Andrew Park** | Phone: **510-567-4654** |
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|  | **Korean Community Center of the East Bay**  **97 Callan Ave.**  **San Leandro, CA 94577** | **Amy Lam** | Phone: **844-828-2254** |
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|  | **Public Health Community Resource Team** | **Kim Baranek** | Phone: **N/A** |
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|  | **Homies Empowerment**  **7631 MacArthur Blvd.**  **Oakland, CA 94605** | **JP Hailer** | Phone: **510-776-3740** |
| E-Mail: **jp@youthfoodproject.org** |
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|  | **Bay Area Community Health**  **40910 Fremont Blvd.**  **Fremont, CA 94538** | **Amy Hsieh** | Phone: **510-252-6806** |
| E-Mail: **ahsieh@bach.health** |
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| Subcontractor: **N/A** |
| Certified SLEB: **N/A** |
|  | **Prescott-Joseph Center/West Oakland Food Pantry/West Oakland Community Collaborative**  **920 Peralta Street**  **Oakland, CA 94607** | **Ouida Joi Cooper-Rodriguez** | Phone: **510-350-6249** |
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| Prime Contractor: **Yes** |
| Subcontractor: **Yes** |
| Certified SLEB: **No** |
|  | **SNS Diner LLC**  **5750 Christie Ave.**  **Emeryville, CA 94608** | **Parth Mehta** | Phone: **562-329-1322** |
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|  | **SNS Diner LLC**  **5750 Christie Ave.**  **Emeryville, CA 94608** | **Rodolfo Velazquez** | Phone: **562-329-1322** |
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| Subcontractor: **N/A** |
| Certified SLEB: **No** |
|  | **First 5 Alameda County**  **1115 Atlantic Ave.**  **Alameda, CA 94501** | **Jane Wellenkamp** | Phone: **510-227-6927** |
| E-Mail: j**ane.wellenkamp@first5alameda.org** |
| Prime Contractor: **N/A** |
| Subcontractor: **N/A** |
| Certified SLEB: **N/A** |
|  | **Robert Dorsey Catering and Events**  **4096 Piedmont Ave. Ste. 721**  **Oakland, CA 94611** | **Robert Dorsey** | Phone: **N/A** |
| E-Mail: **rd3@chefrobertdorsey.com** |
| Prime Contractor: **No** |
| Subcontractor: **Yes** |
| Certified SLEB: **No** |
|  | **SOS Meals on Wheels**  **2235 Polvorosa Ave. Ste 260**  **San Leandro, CA 94577** | **Daniel Ashbrook** | Phone: **510-470-7834** |
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|  | **Street Level Health Project**  **3125 E 15th St.**  **Oakland, CA 94601** | **Samantha** | Phone: **510-533-9906** |
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|  | **Street Level Health Project**  **3125 E 15th St.**  **Oakland, CA 94601** | **Gabriela Galicia** | Phone: **510-229-2384 cell** |
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| Subcontractor: **No** |
| Certified SLEB: **N/A** |
|  | **Bay Area Benefit Organization/East Oakland Community Development/Kingdom Builders Christian Fellowship, Kingdom Builders Transitional Housing Program** | **Pastor LJ Jennings** | Phone: **510-326-2446** |
| E-Mail: **pastorlj@kingdombuilderscf.org** |
| Prime Contractor: **N/A** |
| Subcontractor: **N/A** |
| Certified SLEB: **N/A** |
|  | **First Presbyterian Hayward**  **2490 Grove Way**  **Castro Valley, CA 94546**  **and**  **27287 Patrick Ave.**  **Hayward, CA 94545** | **Aaron Horner** | Phone: **510-581-6203** |
| E-Mail: [**aaron@firstpreshayward.com**](mailto:aaron@firstpreshayward.com) |
| Prime Contractor: **Yes** |
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| Certified SLEB: **N/A** |
|  | **UNITE HERE Local 2850**  **1025 3rd St.**  **Oakland, CA 94607** | **Sonya Karabel** | Phone: **510-893-3181** |
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| Subcontractor: **N/A** |
| Certified SLEB: **N/A** |
|  | **Davis Street**  **3081 Teagarden St.**  **San Leandro, CA 94577** | **Kristal Gonzales** | Phone: **510-347-4620 x163** |
| E-Mail: **kgonzalesz@davisstreet.org** |
| Prime Contractor: **Yes** |
| Subcontractor: **Yes** |
| Certified SLEB: **Yes** |