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# Request for Proposal: Belt System for Sorting & Packing Food Central Texas Food Bank

May 23 2022

Central Texas Food Bank, Inc. (CTFB) is requesting proposals from turnkey manufacturers with a focus on food supply chains. The goal is to maximize overall space of the Product Recovery area CTFB facilities. The solution must include two food-grade conveyor belt systems and incorporate the ability to periodically be disassembled and stored. The current system is immobile. Retrofitting or repurposing parts as a cost-saving measure is acceptable. Electrical work for this project will be completed by a separate vendor.

## Company Background

Founded in 1982, the CTFB is a registered 501(c)(3), which means that we are not a religious, political or advocacy organization. We are members of Feeding America and Feeding Texas. CTFB, through our network of Partner Agencies, helps provide good food choices for all stages of life. Through ongoing support from donors and volunteers, we distributed more than 64 million pounds of food last year. More than 26% of the food distributed was fresh produce, helping Central Texans in need access the nutritious food they often can't afford.

## Submission Requirements

Budget for this project requires a double sealed bid submission. Proposals must be received by 5pm CST on June 17 2022. Mail or deliver a copy of the proposal on a USB thumb drive. PDF is the preferred file format. Supporting video and photo files are accepted. External links to portfolio is discouraged. Clearly mark the inner sealed envelope with RFP FY22-03.



All questions or additional communications regarding this RFP must be submitted in writing to Christina Harding, [charding@centraltexasfoodbank.org](mailto:charding@centraltexasfoodbank.org) during the open question period. Refer to [www.centraltexasfoodbank.org/bids](http://www.centraltexasfoodbank.org/bids) for updates.

## Non-Negotiable Checklist

1. Sealed inner envelope containing USB thumb Drive, files pertaining to the proposal are included.
2. Summarize the project needs and solutions
3. Proposed Timeline
4. Estimated project cost
5. Optional on-going maintenance and support

## SCHEDULE OF EVENTS

Advertisement Period	May 23 to June 10 2022
Tour by Appointment	May 25 to June 8
Questions Submitted	May 25 to June 10
CTFB Q&A Response Provided by	June 13, 5pm CST
Proposals Accepted	June 14 to June 17, 5pm CST
Opening of Bids at CTFB	June 20, 12pm CST
CTFB Final Review	June 20 – June 23
Award Announced	June 24 2022

## Discovery Call & Tour of Product Recovery Area

Respondents may request one Discovery Call during the question and answer period; held virtually over Zoom, or similar platform, lasting up-to 60 minutes.

In-person tours of Product Recovery are available by appointment only during the question and answer period. Tours are limited to 60 minutes. Respondents may record measurements and photos of the area during a tour. Volunteer shifts may affect tour availability. Schedule by contacting Christina Harding, [caharidng@centraltexasfoodbank.org](mailto:caharidng@centraltexasfoodbank.org). Questions will be recorded and posted to [www.centraltexasfoodbank.org/bids](http://www.centraltexasfoodbank.org/bids).



# PROJECT BACKGROUND

## Purpose & Goals

The purpose of this project is to expand the use of Product Recovery by safely hosting events as needed. The goal for this project has two components: 1) replace the current immobile system in PR1 with a solution that allows for periodic disassembly and storage by trained CTFB staff. 2) Design and install a smaller version for PR2.

Goods sorted on a rotating schedule based on need include dry goods, canned goods, dairy, fresh produce, frozen meats & produce, storage boxes. This area is a high traffic zone with large groups of volunteers using this equipment on multiple shifts Monday – Saturday. Each shift is approximately three hours in length. Safety and cleanliness is a priority.

Volunteers will use the system to clean, sort, and pack food items under CTFB Staff supervision. Volunteer shifts will accommodate up to 120 people three times a day. An example of Product Recovery volunteer shift is available: <https://www.youtube.com/watch?v=o2BL1HemFXw>. Refer to Attachment A for a building diagram.

## Product Recovery Room 1: Main Room

On average PR1 sorts 5 million pounds of goods annually. Volunteer shifts occur primarily in PR1. The system installed in 2016, fully functional, and approximately 55ft long by 19ft wide. In 2019 the belt was replaced. Ten mobile work stations with platform bench scales currently in use. Eight of the work benches have been retrofitted to accommodate scales. Repurposing of workstations in the final solution is strongly preferred. The room includes a staging area along the wall for pallets worked during a volunteer shift. Parts from the current system may be repurposed in PR2 if it provides a cost saving value. Cubicle space will remain constant at 300ft<sup>2</sup>. PR1 approximately 7,920ft<sup>2</sup>. Refer to Attachment B for images of PR1.

## Product Recovery Room 2: Overflow Room

PR2 currently used as an overflow or sanitation area, will periodically serve as an event space. PR2 is about half the size of PR1 and needs a scaled solution to be disassembled and stored. Baler and cubicle space must be accounted for in the final layout. PR2 can accommodate around 20 volunteers. PR2 approximately 4,429 ft<sup>2</sup>. Refer to Attachment C for images of PR2.



# Project Scope

The focus of this project is to remove the current system from PR1 and install equipment with a similar workflow capable of periodic disassembly and storage. A second system scaled down for PR2 will be required. CTFB is requesting a solution similar in set-up and functionality as the current model. Proposals may suggest alternative layouts that provide a significant increase in efficiency. Removal of the current system by the respondent is strongly preferred.

The current system is bolted to the ground and immobile. A successful solution will result in an open area for events as needed. Equipment must be transportable by built-in wheels, forklifts, or pallet jackets. Up to 10 work stations utilizing platform bench scales *Intel Weighing PSC AF150 PSC Series Counting/Inventory Scale* should be part of the final solution. Eight workbenches were custom fitted to accommodate the scale. CTFB will strongly prefer a solution that incorporates existing material. Refer to Attachment D for images of mobile and customized workstations.

PR2 requires a similar workflow on a smaller scale. The system should be able to accommodate the same goods worked in PR1. The current set up includes expandable roller belts and work stations. Repurposing materials already in use is highly encouraged if it provides a cost savings to CTFB.

Complete redesign of the workflow is allowable with a significant increase in efficiency shown. Budget for this project may not exceed \$180,000.

## Non-Negotiables

- Simple to disassemble and reassemble as needed by trained CTFB staff
- Food-grade material is required to allow for proper sanitization
- The system must be able to accommodate boxes up to 10"x16"x20"
- Canned goods of all sizes: #10, 16oz cans, tuna cans, etc.
- Candy bars or other small packaged foods
- Nylon bags used to pack 10lb bags of fresh produce
- Space for 10 stations and platform bench scales
- Transportable by forklift, pallet jack, or built-in wheels
- Locks in place when in use or stored

**Added Values** includes but not limited to additional cost savings, extended preventive maintenance, customer service, warranties, solutions to repurpose existing parts or supplies.



# PROJECT TIMELINE

Product Recovery is key part of our operations by preparing goods for distribution. Timelines are a critical component to ensure minimal interruption towards our mission. Simultaneous work on PR1 and PR2 is allowed. Downtime for either room may not overlap at any point unless specifically approved by Chief CTFB staff.

Respondents are required to provide a project timeline as part of the proposal. Include key dates such as manufacturing period, overall downtime, removal of current system, install, and testing. Clearly define key phases for the project including ongoing maintenance requirements. CTFB acknowledges the worldwide supply chain shortages and requests respondents provide a best estimate to procure the necessary materials. Please list any foreseen challenges in acquiring key components to the project. Supply chain availability must be included as part of the overall timeline. Which day and time will work be completed on-site; weekday, weekend, business hours after hours?

# LEGAL REQUIREMENTS

## LIABILITIES

- i. The Office of Federal Contract Compliance Programs Debarred Companies List is reviewed.
- ii. Central Texas Food Bank is not liable for any expense resulting in the preparation of the respondent's proposal. Material submitted will not be returned.
- iii. Review of proposal does not indicate contractual award to the respondent. CTFB reserves the right to cancel or otherwise not award should it be in the best interest of the food bank.
- iv. CTFB reserves the right to maintain the use of certain processes should it be in the best of interests of the organization. Respondents are encouraged to provide a solution that offers flexible solutions.
- v. The RFP is for primary services and may not be an exclusive agreement.

## CONFLICT OF INTEREST

- vi. Respondents shall not lobby or offer incentives to the Central Texas Food Bank or its staff; including monetary items, gifts, favors or actions that otherwise may potentially influence the selection process.
- vii. Respondents may not hire Board members, managers, or support staff involved in the evaluation/selection process.
- viii. The use of lobbying by any respondent will result in immediate rejection of the bid or termination of the agreement.

