

May 6, 2019

ADDENDUM #1

RFP No. 19-057MS Food Packing Containers & Related Disposable Items

Questions and Response

1. **Question:** What is the contract term for RFP #19-057MS Food Packing Containers & Related Disposable Items?

Response: July 1, 2019 – 6/30/2022, not to exceed (3) years.

2. **Question:** Are binders necessary and a thumb drive?

Response: Offeror shall submit one (1) original proposal clearly marked ORIGINAL. Five (5) identical copies clearly marked COPY (Proposals shall be submitted in a three-ring binder) and one (1) identical electronic copy (flash drive labeled with your company name and RFP number). Email and fax copies are NOT an acceptable form of an electronic copy. (Page 23)

3. **Question:** In the event we are delivering one pallet, and Air Dunnage Bags are not used, will you still accept delivery?

Response: Yes, vendor must guarantee the product will be replaced without cost to APS if product is damaged.

4. **Question:** Are all deliveries to be scheduled?

Response: Yes, we ask all deliveries to schedule a delivery time to limit the wait and back up at the loading dock. Deliveries that have a scheduled time will have priority.

- Local and over the Road Driver(s) – Deliveries will be accepted between 8:00 am – 1:30 pm.

5. **Question:** Usage Report that is needed to be submitted with the RFP submission, is a copy of the monthly report usage that our company has, be sufficient or does it have to be the yearly report?

Response: A usage/velocity report shows monthly or yearly historical data on an item. Page 15 of the RFP, Proposal Submittal Requirements and Checklists asks for a sample Usage Report be submitted which will be attached in Tab 8 of all required documents.

6. Question: How do we input pricing if our company does not do Bracket Pricing?

Response: Input your price in the minimum column and in the column marked Notes, put N/A for bracket pricing. Also put N/A in the bracket columns as well to ensure there is no price.

7. Question: Page 5 of the RFP under Preferences, how will this affect us in receiving an award?

Response: The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.

8. Question: Is this RFP going to be awarded by category, or by line item within each category?

Response: Awards will be per line item unless otherwise noted on the pricing sheet for that item.

9. Question: What is meant by Tie High written on the excel spreadsheet?

Response: Number of boxes/cartons stored on a layer or tier.

10. Question: Regarding Item No. 14G: Bag Can Liners: Please provide us with the following information. What is the color, brand name & number, case weight (lbs, per case) pack/size (liners per case) Price 1, Price 2 and Tie High currently being provided by the award vendor.

Response: This item is new to our RFP process. This items is specified to match the item code by Revolution.

11. Question: Based on previous ordering history, about how often are orders placed for the can liners (monthly, quarterly or other?)

Response: This item is new to the RFP process. We would probably end up ordering by the truckload twice a year.

12. Question: Can we call FedEx at our expense and pick up a sample of the can liner? If yes, please provide us with the address where FedEx should go, a contact name, phone number, email address, and times that FedEx can come.

Response: We do not provide samples. You will have to contact the specified manufacturer for a sample.

13. Question: Regarding Category D; Food Service Gloves: please provide us with the following information. Will Items 1d and 2d be awarded to one vendor only, or by line item?

Response: Information regarding how this will be awarded is contained within the pricing sheet. Gloves to be awarded all or none based on required specifications.

14. Question: Based on previous ordering history, about how often are orders placed for the gloves (monthly, quarterly or other?) and what is an approximate case order?

Response: Ordered quarterly and our volume is given on the pricing sheet per size of gloves.

15. Question: What is the brand name & number, case weight (lbs, per case) pack/size (gloves per case) Price 1, Price 2, and Tie High currently being provided for each item by the award vendor?

Response: These gloves are a new item to this RFP process.

16. Question: On items that list the quantities as 200 cases or 500 cases, such as some of the food storage bags, can you tell us about how often are orders placed? Can you also tell us how often you expect to place orders for the sandwich bags, which lists the quantity as 2800 cases?

Response: Those items will be ordered on an as needed basis. The minimum and lead times are important for us to know. In the Evaluation Criteria page 22, under delivery and Customer Service, it asks for bracket delivery methods, minimum quantity for delivery.

17. Question: Do we email, fax or mail you the proposal for RFP #19-057MS?

Response: All Bids/RFP's are to be mailed or dropped off to the District. You will find the mailing instructions on the front page of the RFP.

18. Question: Can you also provide receiving address (warehouse) that we can better calculate pricing?

Response: Delivery information/address can be found on page 16 of the RFP under Delivery.

19. Question: Price escalation is considered yearly?

Response: Price escalation may be considered only at yearly observance of award (anniversary date) and only upon receipt of written request from Contractor stating reason(s) for escalation and the amount being requested. Justifying documentation **MUST** accompany price escalation request. Price escalation may be accepted with a 30 day written request other than yearly.



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ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

COMPANY/FIRM NAME

SIGNATURE

Date